Before you start, you will need to:
● Register yourself on Open Collective https://opencollective.com/create-account

Step 1: Go to https://opencollective.com/animal-behaviour-collective and click "Submit Expense"
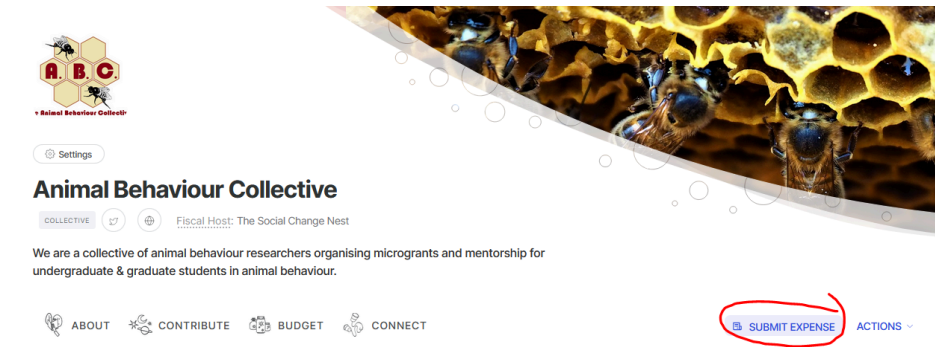
Step 2: On the "Submit Expense" page there is our "Expense policies" down the right side - please read these and contact us at animalbehaviourcollective@gmail.com if you have any questions.

Step 3: In the "Expense policies", download the Microgrants Form (or click here to download it). Please fill in the form (note that some sections are optional) and email it to animalbehaviourcollective@gmail.com from your institutional email (if you have one). If you do not have an institutional email address, please also email us evidence of your enrollment.

Step 4: On the "Submit Expense" page there are several options for expenses. Please select "Request Grant".

Step 5: The first page of the process asks for "Payee information". Please complete the following sections:

      a) "Who is being paid for this expense?" Select your own account
      b) "Choose country" Select your current country of residence
      c) "Physical address" Type in your billing address
      d) "Payout method" - select bank transfer (we are unable to use other payment

methods, such as PayPal, Orange Money, or World Remit)

      i)   Please provide your name, sort code and account number to "Info" box

Payee information 🔒

Who is being paid for this expense?

| Kirsty Graham |
| @kirsty-graham |

Payout method

+ New custom payout method

Choose country

United Kingdom - GB

Info

[Enter payout details here]

☑ Save this info for future payouts

Physical address

[Enter address here]

Additional invoice information (optional)

Tax ID, VAT number, etc. This information will be printed on your invoice.

Next →

Step 6: The second page of the process asks to "Enter grant subject". We recommend typing "Microgrant" or "Microgrant for [what you'd like to use it for]". You will then be asked to "Set grant details"

a) Description - A suitable description of the expense as required by the expense policy. We recommend typing "application for an Animal Behaviour Collective microgrant" and/or you can include what you want to use the grants for if you would like to publicly share that information.

b) Amount - This is the amount that you are requesting (Max £200)

c) Upload documentation - We are unable to see the documents that you upload here, so please be sure to email us the form from your institutional email (if you have one).

Step 7: On the third (and final) page, please review the details of your application and make sure that they are correct. Finally, click "Submit Request"

Microgrant

GRANT

Submitted by **Kirsty Graham**

Request Details

[You can type what you want here, we recommend typing "application for an Animal Behaviour Collective microgrant", and/or you can include what you want to use the grant for if you would like to publicly share that information] Read full description ▾

£5.00
GBP

Total amount: **£5.00** GBP

PAY TO
Kirsty Graham

PAYOUT METHOD
⇄ **Other**

Details 🔒
[PayPal/BankTransfer]

PAY FROM FISCAL HOST
The Social Change Nest

Add notes 🔒 (optional)

| B | I | S̶ | 𝒮 | ☰ | ☷ | | ↩ | ↪ |

Add notes

← Edit expense   **Submit request**

You're done!

Please ensure that you send us proof of your studentship, we accept the following:
- student ID card
- tuition receipt from the current academic year
- a letter of enrolment, or confirmatory letter from university administration
- institutional email address (please ensure your application is sent from this address)

If you have any further questions, our fiscal host Social Change Nest have a [step-by-step guide for submitting expenses](#), OpenCollective has an [FAQ for submitting expenses](#) and you can always email us at animalbehaviourcollective@gmail.com