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Brief session description (i.e., 2-3 sentences)

**The UCL HR Organisational Development team is responsible for:**

Registration method: all registrations for all events, will be taken via Inkpath and the Organisational Development team will upload all activity details into Inkpath in a timely manner.

Attendance lists will be generated automatically through Inkpath and shared with award holder two days before the event's scheduled date. If you need to contact participants ahead of the session, e.g. to distribute course materials, please inform the OD team in advance.

Communicating with Award holders and Department Finance Managers promptly to ensure that the funding is transferred to the correct Department budget as soon as possible.

Providing a prompt response (i.e. within three working days) to any queries relating to the Researcher-Led Initiatives that are sent by the Award holder(s). If no response is received within three working days, please contact [ge@ucl.ac.uk](mailto:ge@ucl.ac.uk)