

College of Life Sciences

Guidance on Grant Application Process

This guidance sets out the process for academics to use within the College of Life Sciences to support the development of high quality grant applications. Its purpose is to enable academic colleagues to increase their grant application success rate and provide transparency to those whose role it is to support grant applications.

It indicates what is expected from all parties involved and where different responsibilities lie, including from the applicant, Head of Department (HoD), Departmental Research Team, College Research & Enterprise Division (RED) team, and Key Funder Working group (KFWG).

These recommendations primarily apply to funders for whom the institution has established KFWGs, notably the Research Councils (RCs), NIHR, Wellcome Trust, Leverhulme Trust and Innovate UK. However, it can also be applied to discipline-specific charities, such as the British Heart Foundation, Cancer Research UK, Asthma UK, Diabetes UK and Kidney Research UK, where the roles ascribed to KFWGs are taken on by Research Teams.

It is recognised that there are many funders and calls, not all of which will enable this process to be fully applied, and that a common-sense approach will therefore always need to prevail.

Applicant

- Formulate and discuss grant application plans on at least an annual basis with HoD.
- Organise grant development meeting (GDM) in discussion with Research Team Lead.
- Engage with RED and ensure timely engagement with KFWG and Departmental Costing Team, considering costs for PI/Co-I contribution, facilities, public engagement, equipment, etc.
- Ensure that mandatory peer review is undertaken on all applications. This should involve KFWGs, but can also at discretion of HoD be done through co-applicants or collaborators.
- Inform the Research Team Lead of the outcome of applications and share feedback that could be useful to others.

Head of Department

- Hold annual research grant planning meeting with each academic member of staff; this could be part of, or separate from, PDD at the discretion of HoD.
- Share grant application plans, including likely funder and timeline for submission, with the Research Team Lead and College RED team to facilitate provision of advice and support.
- Sign off fully costed grant applications that meet the requirements of the HoD sign-off checklist.
- Use PDD to review progress made towards grant applications and awards.

Research Teams

- Quarterly review of grant application plans across all academics.
- With help from College Research Support Office (RSO), organise GDMs in timely manner for each academic. Expectation of at least one GDM per academic per year.
- Maintain spreadsheet of grant application pipeline within Department (Institute or Centre).

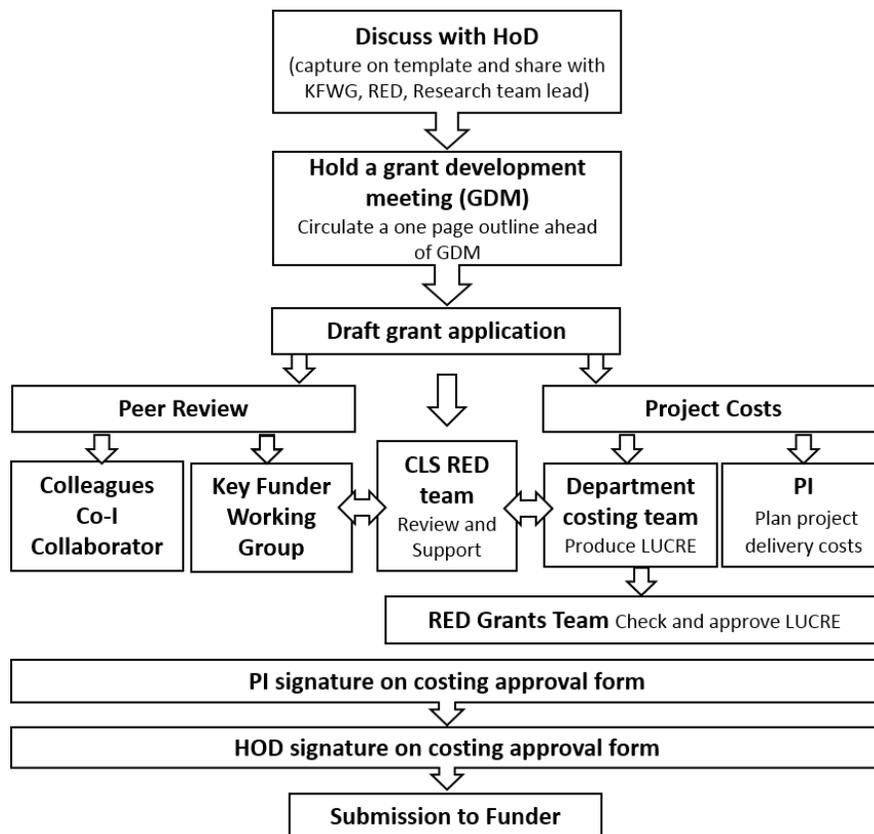
College RED Team

- Collate grant application plans across the College from Research Team Leads.
- Identify and share grant application plans with appropriate groups, including KFWGs, RED Grants team, PRF manager, CBS facility managers, etc.
- Support the applicant with development of grant, from overview on clarity of research plan to specific advice on impact sections, data management plans, etc.

Key Funder Working Groups

- Offer advice to applicant through workshops and bespoke meetings to ensure good understanding of funder requirements and priorities.
- Organize peer review for grant applications using a standard template and feeding back comments in a timely manner.
- Maintain spreadsheet of grant application pipeline noting when peer review has taken place.
- Provide quarterly reports to College Research Committee on the progress of applications.

The **flow diagram** below summarises the key steps involved in the grant application process.



Professor Andrew Fry
CLS Director of Research
12th September 2018

Head of Department checklist for costing approval form authorisation.

The PI needs to fill this in, sign and attach to the LUCRE costing approval form prior to HoD authorisation.

Research Governance and Ethics

	Y/N	Please Tick			
Is Ethics Approval required?		NHS		UOL	
Does the project require a sponsor?					
Will patient or confidential data be generated?					
Is there a Data Management Plan?					
Have you taken advice on data management?					

Costs

	Y/N	
Do you require access to core facilities and has this been discussed with the relevant facility manager		
Which Facility?		
Do you have a quote?		
Does the project involve animal research to be undertaken in the PRF?		
Do you have a waiver for PI/Co-I time? (see contribution policy)		
Have you requested equipment match funding?		

Peer Review

	Y/N	
Was a Grant Development Meeting held?		
Has the application been seen by the relevant KFWG?		
Has the application been seen by the CLS RED team?		
Have you considered exploitation and IP?		
Is this a resubmission?		
Has the application been peer reviewed?		By whom:

PI Signature.....