

RESEARCH GRANT APPLICATION

WORKFLOW

STEP 1 Identifying Research Opportunities: what money is available?

Academic Research

A web based database, 'Research Research', provides up to date lists of grants available. All academics and departmental administrators are signed up to receive funding alerts according to their particular disciplines. Research Office website will also offer links to funding body opportunities.

Contract Research

There are no formal routes to identify the contract research available, but the Office for Business and Community Development (OBCD) has established many community and commercial links and can advise on opportunities.

STEP 2

Approval

All Applicants must receive approval in principle from their Head of Department (HOD) before proceeding to apply for Research Funding

STEP 3

Application to the Research Office

Discuss with the Research Office Administrator the potential for the Research Grant Application or Contract Research. Review the application in light of funding bodies guidelines. (Links to funding bodies and their guidelines will be found on the Research Office web site). Consider whether proposal is likely to need approval from the Ethics Committee and if so prepare to send to Committee Secretary well in advance. Consider whether proposal is likely to require Intellectual Property Rights advice from OBCD

STEP 4

Checklist

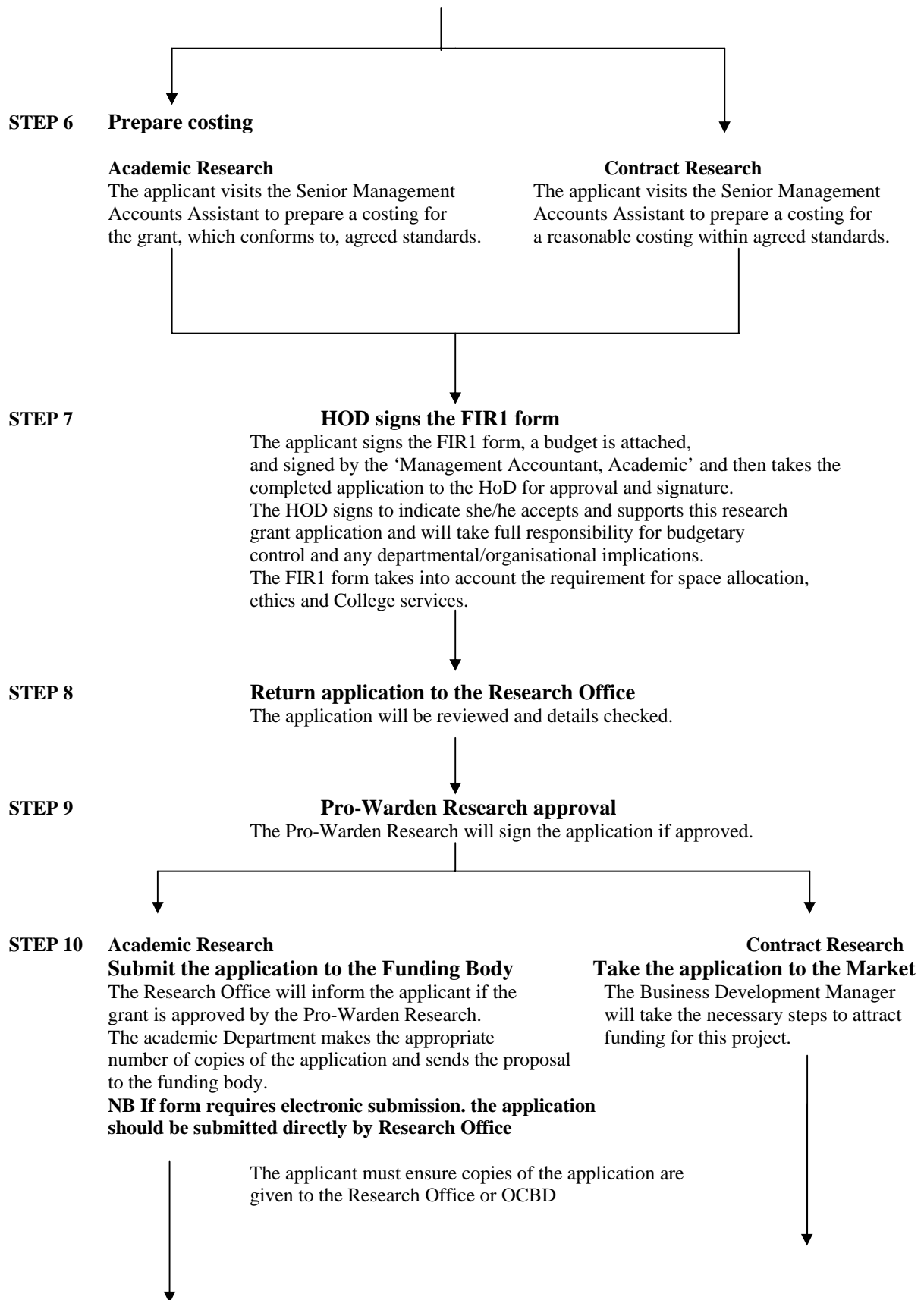
A checklist of the basic requirements for grant applications is given to the applicant to read and ensure they will cover all the points. This will include requirements for costings and the internal College form – **FIR1** to be completed and accompany the research proposal

STEP 5

Proposal Preparation

Applicant works up proposal in the light of previous steps and consults with departmental colleagues and peers.





STEP 11

The grant is awarded

The Principal Investigator must ensure copies of the award letter and contracts are sent to the Research Office and the Senior Management Accounts Assistant in Finance so that they are aware of this as soon as possible.

STEP 12 **Grant Administration**

Financial :

Set-up:

- ◆ confirms the start date is as anticipated
- ◆ sets up an analysis code for the grant
- ◆ sets up the budget for the grant against the analysis code

Monitor:

- ◆ send monthly budget statements to HOD and principal Investigator
- ◆ ensure invoices are raised as per contract schedule
- ◆ complete quarterly returns
- ◆ complete claims

Principal Investigator:

- ◆ Complete ECF forms for staffing, attach Job Description and C.V. and send to HOD for approval and forwarding to Personnel and Recruitment
- ◆ Ensure the Finance Department, the Research Office and OBCD are aware of any problems that may affect the progression of the research

Head of Department

- ◆ Responsible for the monitoring of academic progress of the research programme
- ◆ Responsible for the finance of all grants held in her or his Department

STEP 13

End of Grant and Annual Monitoring

Principal Investigator is responsible for completing the academic report at the end of the project and at any interim stage as required

Principal Investigator and Senior Management Accounts Assistant are responsible for completing the financial report at the end of the project and at any interim stage as required

Head of Department must countersign end of award reports to validate that the terms of the grant have been met (academically and financially)

Pro-Warden Research to sign End of Award report as required after HOD has verified quality of research