Once a grant is successful there are a number of steps that need to take place before Research Finance are able to generate sub project codes.

1. Some funders will directly contact the applicant regarding the outcome of their award, please forward the email to Research Services.

2. R&I will seek internal approval to ensure all parties wish to proceed.

3. If the funder requires acceptance of an award via an online system (e.g. UKRI, EU, British Academy, Royal Society) or acceptance letter (e.g. Leverhulme), R&I will accept and proceed to step 5.

4. If the funder requires us to sign a contract the IPAC team will follow the following contract process:
   - Review
   - Negotiate
   - Sign

5. If we are the lead on collaborative project the IPAC team will follow the following contract process:
   - Draft
   - Circulate
   - Negotiate
   - Sign

6. If we are a partner on a collaborative project the IPAC team will follow the following contract process:
   - Review
   - Negotiate
   - Sign

7. Once required steps are completed, final documents are sent by R&I to Research Finance to enable project codes to be set up in Agresso.

- Please contact Research Services following the outcome of your application, if an application is unsuccessful our Research Development Managers may be able to offer support.
- Please contact (IP and Contracts Team) IPAC for queries regarding contracts and Intellectual Property.
- Please contact Research Finance for Post award finance queries.