

1. [Contact your Research Services Officer \(RSO\)](#) at least **4 weeks before** the application is due (longer for more complex projects, such as those with multiple and/or overseas partners, equipment, non-standard funders, etc.).
 - Please provide the following information for the initial pFACT:
 - Funder, call, and link
 - Start date and duration
 - Collaborating with other institutions / organisations? Please see “Roles in Research” document, [here](#), for role definitions. Due diligence may need to be completed (e.g. sub-contractors, those from overseas).
 - RHUL staff time required (PI, Co-I, PDRA, lab tech, admin, etc.). We would recommend including admin time for complex projects.
 - RHUL non-staff costs (e.g. travel, consumables, equipment, open access, etc.)
 - Please see “Full Economic Costing”, “Intention to submit”, and “Budgeting your project” documents, [here](#), for further guidance
 - Please contact your RSO early on, and do not provide any quotes/estimates to partners before, particularly as **staff-related costs can be more expensive than expected**.
 - For consultancies, industry-funded, and Innovate UK projects, please get in contact with the [Knowledge Exchange and Enterprise Team](#).
2. Prepare and finalise budget
 - RSO calculates staff costs
 - PI calculates non-staff costs (e.g. travel, consumables, etc.)
 - RSO brings whole budget together
3. [Internal approvals](#) – sent by the RSO five working days before submission
 - Separate to any internal departmental/school peer review process
 - Required for **all applications**, including outlines, those where RHUL are not the lead, industry-negotiated research, those where our costs are not eligible, etc.
4. Submit application
5. [Contact your Research Development Manager \(RDM\)](#) in good time if you are invited to submit a PI response to reviewers
6. **Contact RSO / Research Services when you’re notified of the outcome, please don’t sign anything, yet.**
 - The award manual can be found [here](#).
7. RSO checks offer letter, discusses any discrepancies or complexities.
8. RSO emails the Department are happy to accept award
9. Offer acceptance – the process varies depending on circumstances (RSO will advise).
10. R&I hand over to Research Finance AND/OR Research Contracts if a collaboration agreement is required
 - Please note, agreements need to be carefully reviewed before they can be recommended for signature, so this can take time
11. Research Finance sets up the project and announces the award
 - **Only once Research Finance have set up the grant can you start** (e.g. hiring new staff, purchasing, etc.)
 - Your School and HR will be able to advise on any internal processes for staff [recruitment](#) on the grant
 - **Overseas new staff** – they may need a visa. We may be able to include the cost of the [visa](#) and relocation in the application if they are named.
 - You may start the [procurement](#) process before, however you cannot purchase before the grant is set up