Research & Innovation
Working in partnership to support success

Research Grants: Application to Award

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