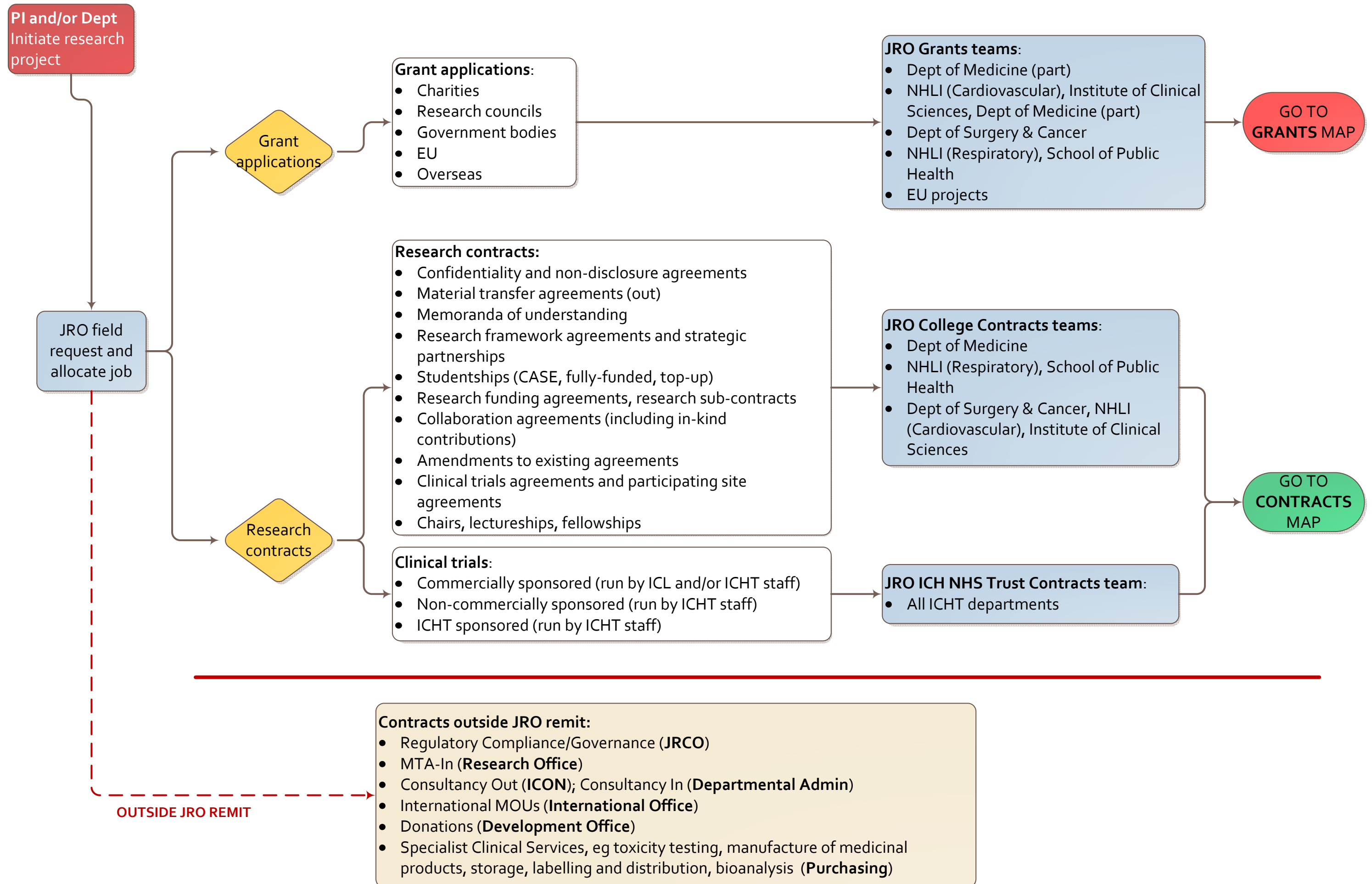
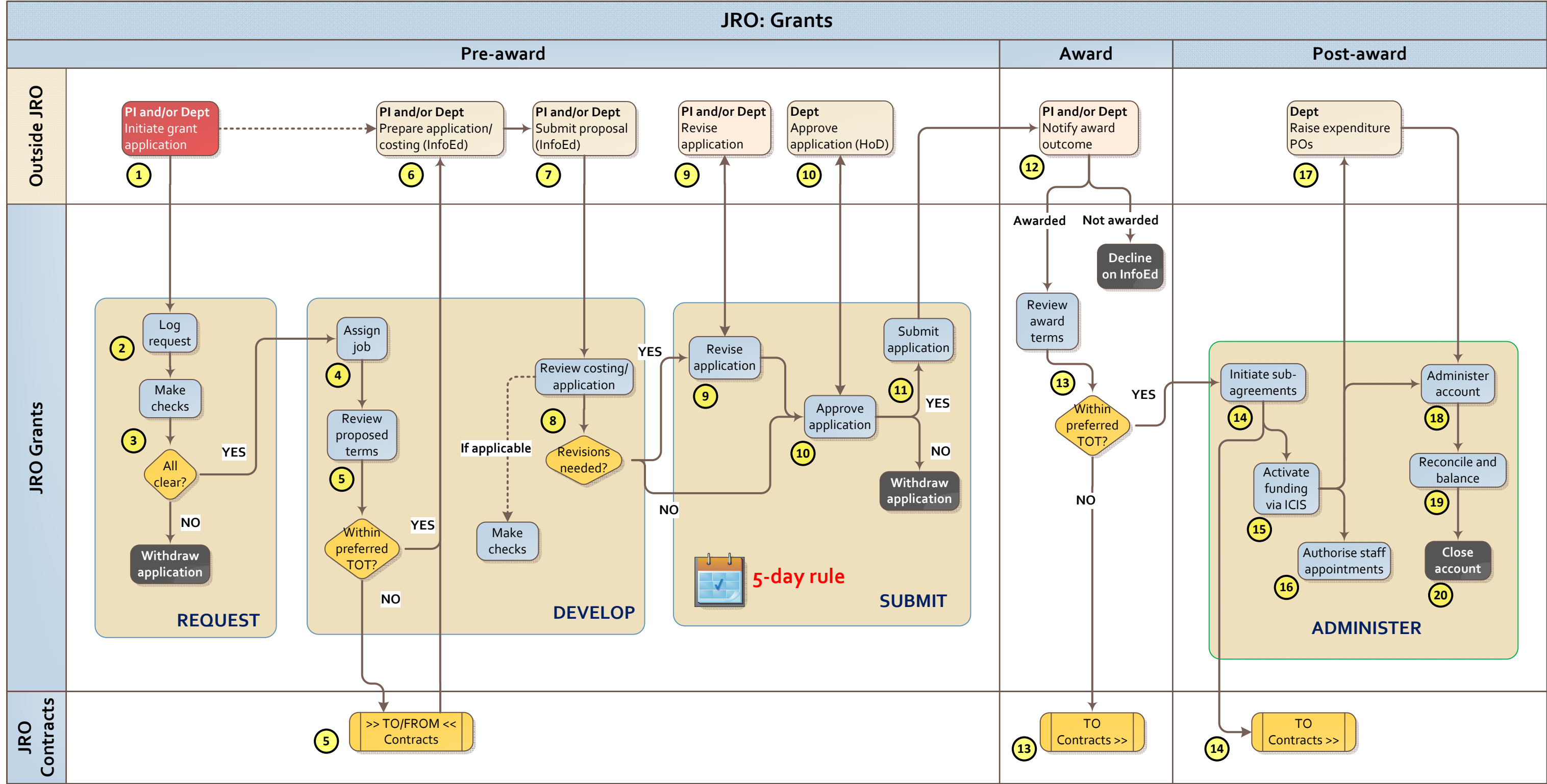


Joint Research Office – Research Projects Management





1. PI and/or Dept compiles information sheet for project relating to the application, sending details to the JRO grants team responsible.
2. JRO Grants logs receipt of proposal, noting date and key information.
3. JRO Grants makes checks relating to new funders (background ethics) and risk assessment, passing details where relevant to teams dealing with C-stream eligibility (Development), sponsorship (JRCO). At costing stage (point 9), JRO Grants also checks creditworthiness of new funders (Accounts Receivable).
4. Work assigned to relevant JRO grants teams and administrators.
5. If T&Cs lie **outside preferred terms**, application is sent to JRO Contracts for review (see Contracts map); applications **within preferred terms** continue to Dept for costing.
6. PI and/or Dept prepares costing (InfoEd) AND application.

7. PI and/or Dept submits proposal (InfoEd) WITH final version of application.
8. JRO Grants review proposal – allowing for revisions where necessary.
***FIVE-DAY RULE*: Submitting applications 5 days before deadline allows JRO Grants to check details thoroughly.**
9. Revisions worked out between JRO / PI / Dept.
10. Approvals obtained as required.
11. JRO Grants submits application (Dept to make submissions where advised).
12. PI and/or Dept informs JRO as soon as award outcome is known to enable prompt start to project admin (**awarded**) or system to be updated (**declined**). If **not awarded**, JRO updates InfoEd record.

13. If award lies **within preferred terms**, JRO Grants initiates project admin; if **outside preferred terms**, award sent to JRO Contracts for further review.
14. JRO Grants informs JRO Contracts of any sub-agreements.
15. Project funding activated once notification of the award has been received, and associated research funding contracts have been signed. Set up on ICIS.
16. Research staff can be employed on projects once HR forms have been received from departments (correctly filled in).
17. POs relating to expenditure raised by Depts.
18. Administration includes: invoicing, reconciliation, virements.
19. Unspent funds returned to the funder; surplus transferred to the Dept.
20. Account closure.

GO TO MAP OVERVIEW

GO TO CONTRACTS

