

Pre-Application Checklist

PLEASE ADHERE TO THE FUNDER'S CALL CONDITIONS BEFORE ANY APPLICATION IS SUBMITTED, ALONG WITH

- [COLLEGE RESEARCH-RELATED POLICIES](#)
- [Preparing and costing a proposal](#) and [JRO Grants Pre-Award](#)
- [GOLDEN RULES for main funders \(pre-award\)](#)

Five-day-submission rule	YES	N/A
Have internal peer review or self-assessment checks been undertaken? ^{1 – see footnote}		
INFOED BASICS		
Outline Proposals? – follow Outline process on Develop, cost and price tab		
Have all the questions on the first page of the proposal been completed properly? (i.e. Setup Questions)		
Has correct Funder Pricing Rule been selected?		
If New Funder – include FUNDER details on Project Summary Page		
InfoEd project title matches with the project title on the grant application?		
Is the Start Date realistic? Consider when the awards will be announced, staff recruitment timelines, regulatory approvals etc. (Lead time 9 months in most cases)		
InfoEd Start/End date matches with the Start/End date on the grant application?		
Funding scheme added to Project Summary page? ^{2 – see footnote}		
Investigator Credit correctly proportioned? ^{3 – see footnote}		
Keywords added to InfoEd? ^{4 – see footnote}		
Subprojects		
Have subprojects been created on InfoEd for departments outside own dept?		
Consider whether a split is required within dept (required for different sections/cost centres)		
COSTING, PRICING & FINANCIALS		
Staff Salaries – make sure staff are categorised correctly for DI & DA		
PI and Co-I eligibility checked against funder criteria (including duration of contract in comparison to duration of potential award)		
Appropriate PI and Co-I time included and costed as pay bands under Directly Allocated heading (DA), unless specific funder requires actual or timesheets claimed on financial statements then must be costed under Directly Incurred (DI) Fixed salaries are for Clinical Consultant and Doctors in Training (can be for fellowships too) – must be added to InfoEd as Fixed Salary for each year, as these staff do not auto increment. E.g. Clinical Consultants complete a set number of years before they move to next point.		
Apprenticeship Levy has been calculated correctly – not all funders will meet the cost and will be borne by Dept		
Non-Imperial employees correct spine point has been costed - check against their payslip or confirmation received from HR		
Directly Incurred and Directly Allocated Costs - considered and agreed with PI.		
Have the current year's TRAC Rates been used and calculated using only researchers FTE – mainly around Jan/Feb		
Advertising for posts included for un-named positions (check with JRO if funder allows advertising costs) – CRUK do not allow!		
Equipment costs – Tendering Process		
Quotes obtained for equipment over £10k (Please see Space Requirements section below)		
Expenditure for large items included in the correct project year, normally year one.		
Maintenance costs included for 3 years on new equipment		
Proportion of maintenance included on existing equipment		
Animal costs agreed by Central Biomedical Services (CBS): at least 10 working days before the deadline!		
CBS costs attached to InfoEd. Check Recovery screen has correct figures for specific funder. Check if there will be any animal work outside of CBS? – costing added and attached to InfoEd		
Equipment & Facilities Charge-Out and Access costs - Costs agreed by facility manager (copy attached)		
Charge out facilities have been costed using the number of units x correct hourly rate from the charge out list . For facilities which are not on the charge out list ensure no access charges have been applied on applications where Estates are funded		
Clinical Studies involving Investigational Medicinal Product (IMP): at least 5 working days before the deadline!		
Check if Clinical Data Systems are required, quote from Amanda Bravery should be attached to InfoEd and Clinical Data Systems costs should be a DA charge out cost (or a sub-project if solely for ICTU)		

¹ At least 3 weeks before deadline due to providing feedback. ² Provides stats on success rates for specific schemes. ³ Req'd for recognition in College statistics and in assessment and funding returns made to Research England. ⁴ Strategic dashboards for themes within college to compare against other HEIs.

Research Partners v Professional Fees – click JRO link for Specific Guidance and RO link for Identifying Partners		
Ensure Third Party costs have been added to InfoEd under the correct heading and are easily distinguishable – include VAT for all Professional Fees (exceptions – see guidance in link above)		
Attach all quotes and confirmation of partners’ costs to InfoEd (see Foreign Funders below)		
Third Party Due Diligence - All Third Parties MUST be assessed for their suitability prior to the grant being awarded – click Due Diligence Link for PI and Dept Responsibilities and Exceptions		
Third Parties and In-Kind Contributions (IKC)		
Will the project receive any support (Financial or In-Kind contribution) from a third party such as co-funding, drug/material supplies, software licences or similar? *Value of In-Kind Contributions – see page 3 If yes, then obtain Terms and Conditions for this support ASAP and forward these to the Contracts Manager to check for any terms that may be potentially incompatible with the Funder’s T&Cs, otherwise this will cause delays and may potentially be rejected. T&Cs and Head of Terms must be attached to InfoEd and sent to Contracts Manager. (This includes MICA forms for MRC)		
Clinical and NHS Trust Costs / SoECATs		
Non-commercial study costs must be confirmed by relevant NHS Trust and copy attached to InfoEd (ICHT costing and approval required from IC Trust JRO Team) Ensure Prof Fees are identified by the name of the Trust, or who is providing the service i.e. imaging, MRI scans. (NIHR – can claim 100% back on Trust Costs Only) SoECATS must be completed and sent to funder if the research will use NHS resources – click link for more information		
Foreign Funders		
The correct exchange rate has been used taken from the exchange rate table – follow guidance on link. Partners and subcontractors MUST be in the SAME funder currency – if not contact InfoEd Admin		
Research Office EU Team informed/approved where EU funding exists		
Audit fees included for EU funded applications The guidance on audit fees is £4k* + VAT to be added in the final year of the project. (*£8k for ERC proposals)		
HRA radiation and pharmacy assurance costs		
The costs for pharmacy and radiation assurance should be included in proposals to funders, where appropriate – please review the following webpages - Technical Assurance review fee & Technical Assurance Payments Framework Guidance		
Dept informed where staff will be registering for a PhD		
Tuition fees added where funder allows, and source agreed if not. Costed Tuition Fees for Imperial employees at 50%		
Pricing rules checked and figures for application confirmed The recovery rate has been maximised (i.e. 120% FEC for Industrial awards and liaised with JRO Contracts to achieve this?)		
Recovery calculated (copy attached)		
% Recovery - please use the Administrative Notes on InfoEd for transparency		
GOVERNANCE		
Is ethical approval required and has been selected on InfoEd? Projects involving human subjects , their tissue, or data (Clinical Studies): Regulatory approvals attached to InfoEd if requested by Funder (sponsorship letter; ethics approval; MHRA (include MHRA fees to costs if applicable), etc) Clinical Trials running abroad – check with Insurance Manager (Lesley Bravery) if there is a cost for additional insurance required to be included in the proposal Kidney Research UK – applications which inc human subjects must have 2 nd approval from RGIT on Grants Tracker before submission or will be declined		
Is there a Conflict of Interest , which needs to be declared as per college policy ? Compulsory completion of the NIH online tutorial - ' National Institutes of Health – Financial Conflict of Interest – Guidance for Investigators '		
Health & Safety - Considerations (radiation, infectious agents, mutagens, genetically modified cells or animals, pathogens, etc) - MUST be approved by Faculty Safety Team - Working on anything on the Schedule 5 list or SAPO?		
Lab facilities with appropriate building infrastructure suitable for the equipment, the project will need e.g. safety cabinets		
Space Requirements: all requests for additional space MUST be approved by the below		
Can project be accommodated within Department’s existing space?		
If not, has appropriate additional space (i.e. type and size) been identified?		
Has request for additional space been approved by: i) Departmental Manager/HoD ii) Deputy FOO		

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Notes:

***Value of In-Kind Contributions** – Flag up any In kind contribution to the Departmental Finance Manager and cc: rs.compliance@imperial.ac.uk. The DFM will liaise with the funder to capture the appropriate information required by the Faculty. (See Faculty Policy below)

The Faculty Policy on In kind contributions is:

If the contribution is from Industry or a Charity, then the value should be captured and recorded in a Departmental N account. IKC funding from these funder types can be returned to HEFCE as research income.

If the contribution is from another type of funder then the value needs to be recorded if the contribution constitutes a fixed asset over £50K.

The Department Finance Officer will need to obtain official confirmation of the value from the funder.

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