

Joint Research Office: Grants Pre-award



Grants Pre-award

- Scott Wheatley, Head of Grant Administration for Faculty of Medicine

Grants Pre-award

1. 5 day rule – Why we require 5 days submission to the JRO prior to funder deadline.

New Starter Page on ICL website:

<http://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/resources/newstarters/>

2. Online systems: (a) Funder approvals (b) InfoEd approvals
3. Responsibility – if application is submitted late for checking, risks and consequences
4. Checklist – what the JRO does when an app is submitted to research services
5. Returns and rejections of applications due to costs or attachments

1. Why the JRO requires five days

JRO requires 5 days due to a volume of applications and multitude of checks required for us to submit the best quality applications to funder.

- The research has been costed and priced appropriately and that the recovery (i.e. price as a percentage of cost) is acceptable to all parties
- Time to review terms and conditions of the funder and call guidelines
- Proof of third party responsibility and costs
- NHS costs have to be calculated been approved by the Trust (Sally Nhin – Sally.Nhin@imperial.nhs.uk, or Temi.Adedoyin@imperial.nhs.uk in Sally's absence)
- Ineligible costs are removed from the application
- Allows the JRO and section admin to resource better with receipt of multiple applications (yours isn't the only one!)
- For 14/15, 85% of applications were received within the 5-day window
- Of which, 30% were received on final day of funders deadline

2. Online Systems: Approvals and InfoEd

- JRO are happy to check costs before submission of the InfoEd and application.
- Various funders have different tiers of approval.
 - Bloodwise – PI submits, approval goes to Co-Is, HoD and finance officer (JRO)
 - JeS & Grants Tracker for Wellcome Trust - More direct, PI approves then JRO.
- Kidney Research UK require governance approval at application stage, so please notify Gary Roper (Head of Regulatory Compliance) and JRO at earliest opportunity. Without approval, we can't submit to funder.
- Some calls under National Institutes of Health Research also require Gary's approval. Please check guidance.
- Sub-projects. If the PI is in another faculty then approval is required by their HoD etc
 - Make sure that any other faculty working with the lead is forewarned and relevant approvals in place.

3. Responsibility if application is submitted late for checking, risks and consequences

- Any under-costing issues will be the responsibility of the dept/PI if application is submitted late to JRO.
 - Research Partner costs: Important we have copies of the Universities' costs, as any mis-costing will be the responsibility of Imperial College.
- JRO can advise PIs and department of costs that should be included:
 - Advertising, computer charges, overheads, travel
- Maximising cost recovery:
 - Increase senior staff time; IT support charges, facility charges
- Charge Out Facilities. Please use the hourly charge out rate:
 - <https://www.imperial.ac.uk/media/imperial-college/research-and-innovation/research-office/internal/Charge-Out-List-Publication.pdf>
- Animal costs agreed by CBS Unit (at least 10 working days before the deadline!)

4. Checklist

Pre-application Checklists are available on the JRO website under Grants:

<http://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/fivedayrule/>

- InfoEd Proposal Number (P-number) –
- Acronym / Title –
- Start Date and Duration (9 MONTH MINIMUM LEAD TIME – dependent on call) –
- PI name –
- Funder / (Originating Funder) –
- Type of Award / Funding Scheme / Call –
- Project Type (e.g. clinical trial, lab based) –
- Funder Deadline for Submission –

Examples Check:

The correct exchange rate has been used taken from the [Exchange Rate Table](#)

5. Return and rejection of applications due to costs or attachments

- Applications returned. Time and effort to re-do and re-submit. College reputation.
 - Publication/CV (separate documents), Letter of Support, Font Size.
- NERC - College should adhere to the regulations set out in the NERC handbook e.g. attachments should be of the correct length. Proposals not adhering to the rules will be automatically rejected and will not be returned to applicants for corrections.
- EPSRC - Recently introduced rule that they will not return any errors and they will continue through to peer review in their current form.
- MRC may follow suit.

Further guidance

Further information can be found at:

<http://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/>

- Making background checks – no ethical objections / credit worthiness
- How to develop, cost and submit an application
- Award Notification - What to do and which JRO team will support you
- Managing Projects and Golden Rules (both pre & post award)
- Project reconciliation and closure

Research Office - <http://www.imperial.ac.uk/research-and-innovation/research-office/>

Lastly, the JRO will do their best to provide a first class service to you during the pre-award stage. The more time we get, the more we can work with you in submitting the best quality application to the funder.