Two Stage Application Process

Stage 1 – more detail provided on page 2

- InfoEd Proposal created by Dept and submitted once all costs have been included and verified with PI.
- The application rate for the term of the project is **used based on the month in which the application is submitted** using the FX table on the Exchange Rate website.
- The proposal should be approved by the department and will require JRO approval.
- Once approved by JRO, this becomes a "Submitted" proposal and will show in departmental stats for "Submitted" proposals.

*Unsuccessful proposals must be declined on InfoEd

Stage 2

- The successful proposal needs to be recreated on InfoEd by copying the original proposal.
- The first proposal must be **withdrawn** on InfoEd
  - *Otherwise an automatic notification will be sent to the PI 9 months after being submitted to request its status. This can get confusing if two proposals are in the system with the same name at the same time.*
- The new proposal should be revised for stage 2 using the Application Rate on the month in which the application is submitted using the FX table on the Exchange Rate website.
- However, due to budgets being dictated by the Commission and subsequently the lead partner, we are often forced into a position whereby we have to calculate the Sterling budget based on the Euros being presented to Imperial College from the lead partner.
- Therefore, during the time elapsed between both stages, the exchange rate will potentially change and could result in less Sterling being made available, also potentially there could be a reduction in budget between stage 1 and stage 2 instigated by the Commission. This would pose a potential double loss to the Sterling budget for the academic. In situations like these the rate at which provides the most Sterling at either stage 1 or stage 2 should be used, but no other exchange rate. This can be justified as the Euros has not changed.
- The InfoEd Proposal should be accompanied by a H2020 Budget Calculator.
- The proposal should be approved by the department and will require JRO approval.
- The JRO will check the H2020 Budget Calculator against the Recovery Page and the ECAS Portal.
- JRO will approve the proposal which will show in the departmental stats.

Risks:

- The original proposal is not withdrawn, hence is showing as submitted for 9 months, as mentioned above.
- This shows double-accounting for two submitted proposal during the 9 months.

- An unsuccessful application at stage 1 is not declined on InfoEd and is showing as submitted for 9 months.

Solution – Section/Department to ensure InfoEd Admin are notified of all change of statuses for all proposals, or EU JRO team to amend the status on InfoEd upon request from Section/Dept.

Stage 1 in more detail

Despite this being the first stage of a two stage call and only being a **Preliminary Outline - Expression of Interest**, an InfoEd proposal should still be created in the usual way and provisional estimated costs added. This will allow the department to review and address the science, as well as the provisional budget with regards to resource and space.

Coordinator Role

For the first stage of these two-stage applications, only the Coordinator registers on the EC's Participant Portal and only the Coordinator submits an overall requested grant for the Consortium as a whole; specific budgets per partner are not submitted to the EC. However, for internal approval processes, there should be an InfoEd record showing the indicative budget associated with Imperial's proposed activities so that the Department and Faculty can take an informed decision on approvals. If proposals pass through to the 2nd stage, every partner will need to detail a budget with the Coordinator preparing one overall.

For those successful applications to stage 2, a more accurate costing will be required on InfoEd, as well as the completion of the H2020 Budget Calculator required by the JRO.

However, the EC's "Grants Manual – Section on: Proposal submission and evaluation" states that "the full proposal must be consistent with the short outline proposal [i.e. the stage one submission] and may not differ substantially."

Please submit your proposals for approval **5 working days** prior to the funder's deadline to allow for the appropriate checks to be made within the department - Five Day Submission Rule

Submissions often arrive to the department's approvers on the final day, which does not allow them to have a "heads up" of what they are approving, so an early submission would be greatly received and appreciated.

If you are using the Programme Management Office (PMO) for project management whilst leading on a project, a subproject for their team will need to be added for Stage 2 and Radu Rautiu will need to be informed of the subproject number for inclusion of their costs.