

## **Grant Application Procedure**

This document outlines the procedure to follow when applying for external funding for research. It is essential that these guidelines are adhered to as this not only ensures the accuracy and quality of the application but also provides authorisation from the Faculty and University Executive for the applicant to proceed with the application.

### **Quick reference**

- ❖ Contact GRS
  - ❖ Fill in pFACT form to help determine the cost of the proposal
  - ❖ Add proposal to pFACT so that it can be reviewed
  - ❖ Change status on pFACT when you are ready for it to be reviewed
  - ❖ Wait for approval (you will receive an email)
  - ❖ Submit proposal; and await for a decision from the funder
1. Contact GRS (Charlotte Emmerson, x2681, [charlotte.emmerson@sunderland.ac.uk](mailto:charlotte.emmerson@sunderland.ac.uk)) in the first stages of grant development. GRS will then create a record of this application on the PAWS<sup>1</sup> database and all information relating to the application will be stored here by GRS. GRS can also help and advise you on your application.
  2. Applicant to create a pFACT form<sup>2</sup>. <https://pfactpr.sunderland.ac.uk/Login.aspx>. If necessary, contact GRS for assistance. Training on pFACT can be provided upon request by GRS and your Projects Finance contact. Please provide as much information as you can when completing the pFACT. A project description or copy of the funding application (this need not be the final version, but must be sufficiently complete to allow for review) must be attached. Once the pFACT is completed then the applicant must change the status from under construction to SRBP/GRS review.
  3. SRBP/GRS review of pFACT. If it is a research proposal then it is for GRS to review, if it is a reach-out activity then it is for SRBP to review. At this stage the whole pFACT form will be checked. Please note that there may be a delay in the approval process; this could be due to the relevant approval staff being out of the office or the requirement of extra information from the applicant regarding the application. This is why it is a good idea to submit the pFACT as soon as possible. GRS aim to turn round approvals within 2 working days; but more complex proposals may take longer.
  4. Finance review of pFACT. At this stage the proposed budget will be double checked to ensure the funding level and figures are correct.
  5. Department review of pFACT.

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<sup>1</sup> <http://www.grs.sunderland.ac.uk/grssite/grshome.cfm>; login and click on PAWS on the left hand menu panel

<sup>2</sup> All proposals for external funding must be fully costed, including staff time and overheads (regardless of whether this can be claimed).

6. Faculty review of pFACT.  
(The applicant should monitor the approval process to ensure the pFACT is approved before the deadline and to chase up approval where necessary).
7. If the application is for more than £20k then before actual submission, approval must be given by the Deputy Vice Chancellor (GRS will arrange for this and then alert you by email). Therefore, please ensure that a copy of the final application is sent to GRS [Charlotte] at least 2 working days before the funder's submission deadline.
8. Proposal approved by DVC.
9. Application submitted.

### **Je-S, other Electronic Submissions and non-electronic submissions**

#### **Je-S**

1. Applicant to grant editing rights to GRS [Charlotte] on Je-S form.
2. pFACT approval to be sought before submission.
3. GRS to complete the financial section of the form if requested by applicant<sup>3</sup>. Assistance with other sections as required.
4. Applicant to complete the remainder of the Je-S form, following the relevant guidelines of the respective research council and programme. If any further assistance is required then the applicant should contact GRS for help.
5. Once Je-S form is completed the applicant should then submit their application to the submitter pool.
6. GRS to check the full application, including attachments to ensure guidelines have been adhered to<sup>4</sup>.
7. Je-S application submitted to the Council by GRS.
8. Research council will return proposal to GRS if any amendments are necessary.
9. If amendments are required, GRS to forward email to the applicant and liaise with them to ensure changes are made within the timescale given.
10. Re- submission of Je-S form by GRS.

#### **Other Electronic Submissions (EPSS, Royal Society, Leverhulme, Wellcome)**

1. GRS to complete the financial section of the form if requested by the applicant.
2. Applicant to complete the remainder of the form, following the relevant guidelines of the respective research council and programme. If any further assistance is required then the applicant should contact GRS for help.
3. pFACT approval to be sought before submission<sup>5</sup>.

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<sup>3</sup> Je-S financial report can be exported from pFACT by GRS and Project Finance; this facility is not available to academic staff

<sup>4</sup> Please note; if the application is over £20k this requires DVC approval before submission.

<sup>5</sup> See footnote 3.

4. Final application to be reviewed by GRS before submission.
5. Application to be submitted.
6. Applicant should send confirmation email to GRS once application has been submitted (or vice versa, if final submission is completed by GRS).

#### **Non-electronic submissions**

1. pFACT approval.
2. Applicant to liaise with GRS to complete form, following the relevant guidelines of the respective funder.
3. GRS to assist with the financial section and help with other areas where necessary.
4. Final copy of proposal to be reviewed by GRS before submission.
5. Tender submissions must be approved by University Executive.
6. Applicant to send GRS confirmation email once application is submitted (or vice versa, if final submission is completed by GRS).

#### **Successful Application**

1. If the proposal is successful but negotiation is required, for example, around the level of funding offered, GRS will support this process.
2. Applicant to forward on all documentation (details of award, contracts) to GRS.
3. GRS will arrange for the required signatures (eg DVC) and liaise with the funder in order to accept the award.
4. Your Project code will be set up by Project Finance for grant expenditure. This will be emailed to you after the relevant processing and checks.

#### **Unsuccessful Application**

1. Applicant to inform GRS of outcome.
2. If the expected result date has passed and notification of result has still not been received, GRS will contact the applicant to chase up.
3. Copy of documentation, feedback received to be sent to GRS.
4. Feedback to be noted by GRS and applicant for future proposals.

### General Process for Research Funding Applications

