

GRANT MANAGEMENT PROCESS

1. PI writes a full draft of the application and places it on the research sharepoint¹. This would need to be posted at least one month before the submission date. This is to ensure that applications have undergone internal peer review in view of the Research Councils monitoring rejection rates. Applications weeded out in triage will disadvantage other researchers in the building.
2. DOR or deputy allocates peer reviewers for rapid turnaround and clear deadline.
3. The peer reviewers provide feedback: submit, revise for this deadline, revise for next deadline and work with the proposer to enhance the quality of the application.
4. On approval full application is created and the DOR, research administrator are notified.
5. Research administrator confirms who is required for sign-off of final application and ensures that they are alert to the deadline and are available.
6. Proposer notifies DOR, HOS and research administrator that the grant has been submitted and the allocated signatory provides approval on the system.
7. The proposer notifies HOS, DOR and research administrator of the outcome whether positive or negative.
8. If successful the proposer provides the HOS, DOR and research administrator with a brief description of the award in lay language, the funds allocated and duration of the award, copy for a news item.
9. The PI on the grant notifies the DOR or deputy of any staff to be employed on the grant so that the DOR can attend the appointments panel as a representative of the management group or nominate a deputy.

¹ We need the share point set up so there is a place to put the drafts and there is an email notification to a group of senior investigators who can review.