

# Grant application process & guidance

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S&C Research and Career Development Committee

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- Worktribe proposal submission data (5-working days submission rule)
  - Process and timeline for grant applications (flowchart)
  - Letter of support – process for signature by HoD
  - SoECAT form – process for approval
  - Key messages
  - Research Support webpages
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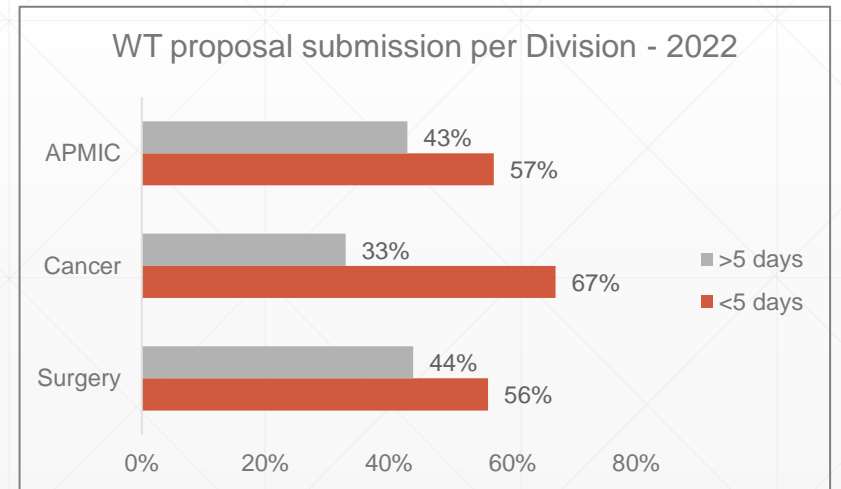
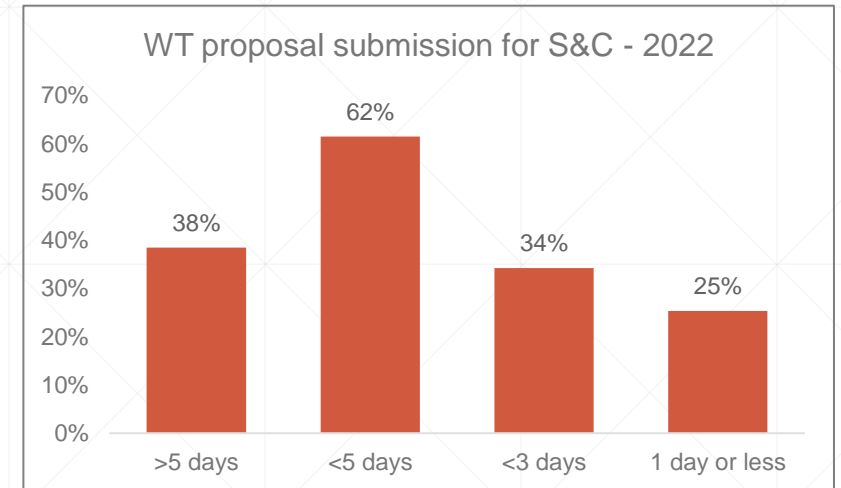
# Application submission data

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January – September 2022

# Worktribe submission data

- A total of 213 WT proposals were submitted between Jan-Sep 2022 (excluding internal calls (eg BRC), extensions and IC applications not led by S&C).
- Nearly 2/3 of these applications have been submitted less than 5 working days prior to the deadline.
- ¼ of applications were submitted the day before or on the day of the deadline (n=54).
- 11 applications were submitted to one call by PIs from one Division.



# **Process for Grant Applications**

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# Grant Application process

Before  
starting an  
application

Preparing  
an  
application

Costing an  
application

Completing  
application  
portal

Submitting  
an  
application

# Before starting an application

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## Deadlines

5-working day submission rule

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MRC Shadow Panel, S&C Fellowship Peer Review, Clinical Trial Committee, Internal triage

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## Eligibility

Remit, Years since PhD

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Duration of current contract

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Project Start or End by dates, if awarded

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## Notifications

Divisional Admin Services

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JRO

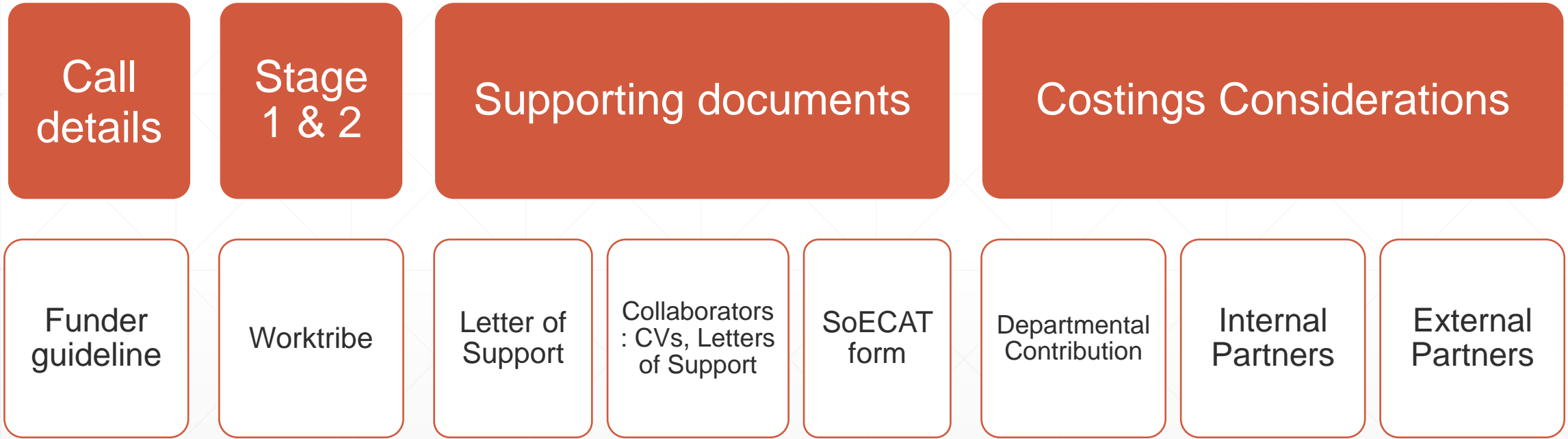
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# Preparing an application

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# Preparing an application



Useful link: [Initiate a Proposal | Research and Innovation | Imperial College London](#)

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# Letter of support

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Process for signature by HoD

# Signature of Letter of support

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Academic to draft letter of support

Ensure to include all requirements described in funder guideline.

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Send draft letter and guideline specification to **Research Manager**

Submit at least 10 working days before application deadline

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Letter reviewed by Departmental Research Committee

Reviewed draft confirmed by the applicant

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Research Manager to arrange signature by HoD

Signed letter to be sent to the applicant

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# SoECAT form

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# SoECAT form approval

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SoECAT form	All college-sponsored studies funded by a non-commercial organisation with NHS Trust costs will require a <b>SoECAT</b> , if their call conditions require this.
Complete a SoECAT form	<a href="#">How to complete a SoECAT</a> <a href="#">Schedule of Events Cost Attribution Template (SoECAT) guidance</a>
Submit the SoECAT form for approval	<b>PLEASE ALLOW 21 DAYS REVIEW TIME FOR APPROVAL AND SIGN OFF BY AcoRD SPECIALIST</b>
SoECAT form and WT	Submit approved SoECAT form to your WT superuser to be included in the costings

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# Submitting an application

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# Submitting an application

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Approval of Costings

Worktribe Approval Route

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Multiple subprojects – longer approval route

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Approval of Application

Worktribe Approved

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Signatures – HoD and JRO

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Submission Pool Deadline

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Outcome

Inform JRO

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Inform Departmental Research Committee

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# Key Messages

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# Key Messages

Your application is not the only one being submitted to a given call

Stage 1 applications require a WT proposal

For projects over £1m, inform the Admin team 3 months in advance

For all projects, allow enough time to complete the costings of your project

A minimum of 5 working days is required to allow checking, approval and potentially changes and resubmission to take place.

For applications submitted less than 5-working days before the deadline, the PI will be responsible for any financial errors

JRO's approval is required prior to application submission. They need to be aware of required signatures.

Let us know the outcome of your application

# Research Support webpage

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Key Contacts, Useful Links

# Research Support Webpage

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Research Support

[Research support | Faculty of Medicine | Imperial College London](#)

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Information pack: Process workflow, information document, costing template

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Research and Career Development Committee

[Research and Career Development Committee | Faculty of Medicine | Imperial College London](#)

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# Appendix - Useful Information

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Key Contacts, Useful Links

# Key Contacts

Role	Name	Contact
JRO, Pre-Award Team	Martin Waller Mohammed Miah	<a href="mailto:m.waller@imperial.ac.uk">m.waller@imperial.ac.uk</a> <a href="mailto:mohammed.miah@imperial.ac.uk">mohammed.miah@imperial.ac.uk</a>
Departmental Manager	Elsa Paul	<a href="mailto:e.paul@imperial.ac.uk">e.paul@imperial.ac.uk</a>
Departmental Research Manager	Rita Carvalho	<a href="mailto:r.carvalho@imperial.ac.uk">r.carvalho@imperial.ac.uk</a>
Surgery - Divisional Manager	Tony Tarragona-Fiol	<a href="mailto:t.tarragona@imperial.ac.uk">t.tarragona@imperial.ac.uk</a>
Surgery - Divisional Finance Administrator	Samia Rahman	<a href="mailto:samia.rahman@imperial.ac.uk">samia.rahman@imperial.ac.uk</a>
Surgery - Section Manager	Kathy Lewis	<a href="mailto:kathy.lewis@imperial.ac.uk">kathy.lewis@imperial.ac.uk</a>
Cancer - Divisional Manager	Matt Ryan	<a href="mailto:matthew.ryan@imperial.ac.uk">matthew.ryan@imperial.ac.uk</a>
Cancer - Divisional Resources Manager	Jeremy Batten	<a href="mailto:jeremy.batten@imperial.ac.uk">jeremy.batten@imperial.ac.uk</a>
APMIC - Divisional Manager	Matt Ryan	<a href="mailto:matthew.ryan@imperial.ac.uk">matthew.ryan@imperial.ac.uk</a>
APMIC - Section Manager	Anna Aston	<a href="mailto:a.aston@imperial.ac.uk">a.aston@imperial.ac.uk</a>
IGHI - Research Manager	Ines Baptista	<a href="mailto:i.Baptista@imperial.ac.uk">i.Baptista@imperial.ac.uk</a>

# Useful Links

S&C Research Support	<a href="https://www.imperial.ac.uk/department-surgery-cancer/for-staff/research-support/">https://www.imperial.ac.uk/department-surgery-cancer/for-staff/research-support/</a>
S&C Research and Career Development Committee	<a href="https://www.imperial.ac.uk/department-surgery-cancer/for-staff/committees/research-and-career-development-committee/">https://www.imperial.ac.uk/department-surgery-cancer/for-staff/committees/research-and-career-development-committee/</a>
Preparing and costing a proposal	<a href="https://www.imperial.ac.uk/research-and-innovation/research-office/preparing-and-costing-a-proposal/">https://www.imperial.ac.uk/research-and-innovation/research-office/preparing-and-costing-a-proposal/</a>
5-day submission rule	<a href="https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/preaward/fivedayrule/">https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/preaward/fivedayrule/</a>
Grants (pre-award)	<a href="https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/preaward/">https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/preaward/</a>
Application process	<a href="https://www.imperial.ac.uk/research-and-innovation/research-office/preparing-and-costing-a-proposal/application-process/">https://www.imperial.ac.uk/research-and-innovation/research-office/preparing-and-costing-a-proposal/application-process/</a>
Golden Rules	<a href="https://www.imperial.ac.uk/research-and-innovation/research-office/preparing-and-costing-a-proposal/golden-rules-pre-award/">https://www.imperial.ac.uk/research-and-innovation/research-office/preparing-and-costing-a-proposal/golden-rules-pre-award/</a>
Costing and Pricing of Industrially Funded Research	<a href="https://www.imperial.ac.uk/media/imperial-college/research-and-innovation/joint-research-office/internal/FoM-Pricing-Policy-for-Industry-Funded-Research_Sep2021.pdf">https://www.imperial.ac.uk/media/imperial-college/research-and-innovation/joint-research-office/internal/FoM-Pricing-Policy-for-Industry-Funded-Research_Sep2021.pdf</a>

# Questions

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