**CEU Procedure applying for Research Grants**

This procedure sets out the steps how a CEU researcher should apply for research grants, including the support available from the CEU grants team. You will need approval from John Danesh and the Research Operational Office (ROO) for every application before submitting it to the funder.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

**Steps to apply for research grants**

**Step 1. Contact John Danesh for approval and inform CEU grants team (>21 working days before deadline)**

* Contact John Danesh to discuss your intention to apply for a certain funding call. Alternatively, you can contact Hannah/ Ank/Tamara with details, who will discuss the opportunity with John. John has to approve your application before you can submit.
* Inform Hannah/Ank/Tamara that you are intending to apply to a grant. *Don’t wait till you’re certain you’re going to apply, and do not wait till near the deadline!*

**Step 2. Send details of application to the CEU grants team (> 15 working days prior to the funder’s deadline)**

* As soon as you have the intention to apply for a potential research opportunity, send the following to Ank/Tamara/Hannah:
  + The funding source (funder name)
  + Project title
  + Start date and duration
  + Currency and rate of exchange
  + PI details (name, percentage FTE on project)
  + Confirmation of where the money is coming from i.e. direct from the funder or via a third party
  + The hard deadline for application (funder deadline)
  + The maximum allowable funding for application (ceiling on application)
  + Method of submission (is it direct to funder, or electronic submission system like Je-S?)
  + Any collaborators (in other Cambridge departments, or external to Cambridge)?
  + What you might like to spend the funds on (staff / analysis / laboratory work / consumables)
* Timeline

Hannah/Ank/Tamara will work with you on a timeline for the funding submission. The department must send the application (full and final application and X5 costing) to ROO or submit it to the ROO via the funder’s submission portal at least 2 (under £250k) or 5 working days (over 250k) ahead of the hard deadline. See Appendix A for ROO’s deadline rules.

The following links also help to calculate the ROO deadline and provide more detailed information on the process from ROO’s perspective:

* <https://www.research-operations.admin.cam.ac.uk/costing-and-pricing-research-proposal>
* <https://www.research-operations.admin.cam.ac.uk/submitgrantapp>

Bear in mind multiple departments and/or external collaborators being involved in the application *add further deadlines and bottlenecks* we will work to overcome, but those departments also have to submit items to the budget (“X5”) and we cannot do this on their behalf, and that time must be factored in to the application.

\* Note if it is a new funder or collaborator, Hannah/ Tamara will work with ROO to get these in X5, but this will take an additional couple of days for processing.

**Step 3. Work together with the CEU grants team on your application submission (>12 working days prior to the funder’s deadline).**

1. Terms and conditions

Hannah/Ank/Tamara review the funder terms and conditions to make sure you meet all criteria.

1. Preparation of application

Prior to the 2/5 working day deadline Hannah/Ank/Tamara will work with you to generate:

* + A planned budget
  + A Justification of Resources for that budget

1. Unit approval draft application

At least 12 working days before the deadline you will have to send your draft application to John Danesh for feedback and approval.

**Step 4. Preparing documents for ROO (> 5 working days prior to funder deadline)**

2 or 5 working days before submission Hannah/Tamara/Ank will work with you to send ROO:

* Confirmed budget (“X5”)
* A copy of the full application including grant application budget tables and justification of resources
* Copy of the funder terms and conditions
* There can be no changes to the application once it has been submitted to ROO

**Step 5. Review by ROO (1-5 working days prior to funder deadline)**

* ROO will check the application, liaise with the department if needed and then either submit the approved application to the funder or approve it for submission by the PI (depending on the submission process).
* If ROO comes back with questions, you will need to respond to these.

**Step 6. Submission of application (deadline date)**

* ROO will approve the application (and in the case of certain funders e.g. JeS, formally submit on behalf of the University).
* If the application is not via JeS Hannah/Tamara/Ank will discuss with you who formally submits the application after ROO’s approval.

**Step 7. After submission**

* As soon as you receive an acceptance or rejection letter from the funder, contact Hannah/Tamara/Ank
* If successful, there are further legal contractual works to be conducted by ROO, but these do not normally stop the commencement of the grant on its start date. Hannah/Tamara/Ank will work with ROO on the contract.
* Likewise if you are aware a grant is successful Tamara/Ank will support you in advertising for roles for commencement at that date so that there is no project slippage in the initial months.

**Contact details**

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| John Danesh | CEU Director and Head of Department of Public Health and Primary Care | jd292@medschl.cam.ac.uk |
| CEU Grants Team: | |  |
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