**MVLS Grant Management Process**

The College has established a policy of timely planning for external funding to help with the management of grant applications internally. This will help us ensure that we are submitting high quality, competitive applications in a timely manner. This is particularly important given that, in the coming years, there will be more competition for grant funding as a result of funding cuts.

There will now be a formalised, and mandatory, process for notification of grant submissions to the Research Management Team.This process applies where we are the lead organisation on applications over £200K (cost to funder) for funding calls that have well publicised recurrent deadlines including UKRI, Wellcome Trust, CSO, Versus Arthritis, BHF, CRUK etc. This will not apply to initiatives announced at short notice e.g. some GCRF calls, COVID-19 calls.

**The process is as follows:**

1) Principal Investigators (PI) notify their Project Coordinator (PC) at least 3 months in advance of the submission date of their intention to submit a >£200K grant application.

2) PIs provide their PC with a well-developed costing request form at least four weeks prior to the submission date and have in place a well-developed draft of the application appropriate for internal review. For applications involving multiple/overseas partners, at least six weeks’ notice is required including details of partners and budgets.

3) For applications involving animal experimentation a well-developed plan for animal use, and related costs, should be in place and discussed with Biological Services at least four weeks prior to submission date.

4) On the rare occasions when the Research Management Team are notified of a costing request less than four weeks prior to the deadline, these requests will need to be discussed with the Director of Institute and the individual notified if the application can proceed. The default position will be to reject any applications for which a draft costing request, and an application draft, are not submitted to the Research Management Team prior to the four-week (or six weeks, as appropriate) deadline and to hold them over to the next submission date.

By implementing this change, we envisage numerous benefits:

* A more strategic approach to the submission of applications by having oversight of applications submitted to each round,
* More dedicated time from the PC to work with the PI to strengthen their application by providing specialised advice and guidance to support project development,
* Opportunity for the application support to be planned across the research team with additional support provided to areas when required,
* Allows more time for the PC to coordinate application development and costing support across multiple partners (overseas, industry, NHS etc) and for issues to be addressed prior to submission,
* Thorough peer review, approvals, COG/CMG review, and letters of support (if applicable) can be conducted prior to the deadline,
* Increasingly funders have short turnaround times for strategic initiatives so being notified in advance of upcoming applications to the regular calls will help the Research Management Team direct resources to support strategic calls at short notice,
* Institutes and College will be able to have oversight of the application at an earlier stage, which will allow concerns to be raised and rectified in advance.

By introducing these processes, we are driving towards the implementation of the value-add activities and support from the Research Management Team. Ultimately, the aim is to improve the quality of grant applications making them more competitive and increase success rates, which will maximise research income within the College.