

RESEARCH AND SUPPORT

The Department of Surgery and Cancer is home to a diverse body of ground-breaking research. Much of this research is funded from grants awarded by external funders and applying for grant funding and managing existing awards are key activities in the Department.

Grant applications & Pre-award management

The Department has an effective support structure in place to assist with grant applications. Working in a planned and managed way will enable you to make the most of the support available and contribute towards the success of your funding applications.

Applications for all research grants are costed by the divisional administrators using the Worktribe system - the College's costing tool. All applications require prior approval from the Department and the Joint Research Office (JRO), obtained via the Worktribe system. Obtaining the necessary approvals takes time, therefore you should be ready to submit far enough in advance of the sponsor's deadline to allow for the necessary peer review, letters of support, signatures, budget correction and approvals to be completed.

Notifying your Divisional Manager of your intention to apply for a grant as early as possible will enable them to involve the JRO and Research Manager in good time. Costings should be requested at least 3-5 weeks prior to the application deadline to allow preparation of costings by Divisional administrators and approval by the Department and the JRO. For programme grants a minimum **5 weeks** is required.

Once applications have been finalised the approval process (Departmental and then Joint Research Office authorisation and then submission to the funding body) requires at least **5 working days** before the funding body deadline.

Late applications are not acceptable. There is a governance risk for the Department and College if the approval process is not given due diligence. There is a mistaken perception that the financial approvals are not important or that they can be done very quickly (we have previously been asked to approve within hours of a funding deadline). For applications submitted less than 5 working days before the deadline, the Department and JRO will undertake checks where feasible, however this will not be comprehensive, and the PI will be responsible for any financial errors. The Department may reject successful applications if the costing was not carried out properly, with sufficient time to consider all elements, or where there are financial implications for the Department that were not approved at submission.

Every application submitted requires a unique costing, even if there has been no change in the costs applied for from previous applications, and/or no change in funder. In addition, if the funder being applied to requires an outline application prior to a main application, this would require two separate costings on the Worktribe system. Costings must be submitted internally for approval by the College and JRO before they are submitted to a funder. Applications submitted before the costing is approved or not matching the costing will not be supported.

Submission of a grant application often involves a portal system that is unique to a funder. These portals have different levels of approval, whether it is Research Manager, Head of Department or an IP Officer. Applicants are advised to check the requirements of the system in advance so these people can be notified in advance to ensure the application does not miss a deadline.

Only submit your application once it has full (financial and scientific) JRO and Department approval. Allow sufficient time before your funder's deadline for any portal-based approvals to be given.

Research support team

The Department's Research Manager, Rita Carvalho (r.carvalho@imperial.ac.uk) coordinates the review and approval of letters of support and manages queries around application rules for internal and external funding calls. Rita Carvalho can also be contacted for discussions around complex grant costings.

Peer review

The Department offers the opportunity for peer review of fellowship applications for competitive external and internal calls for funding (PDRA and above). Contact the Department's Research Manager, Rita Carvalho, to organise this and for further information.

Award management

The result of the application for research funding is sent by the funding body to the academic, who must then notify JRO Grants of the outcome - awarded or declined - to update College systems. As part of this you will be sent a governance questionnaire for completion. Awards will not be set up until a completed questionnaire has been received by the JRO.

Post-award management

It is the responsibility of the Principal Investigator to ensure awards are managed in accordance with sponsors terms and conditions. Divisional administrators will provide assistance and support with the monitoring of spend, to ensure compliance and work with the Joint Research Office to facilitate reconciliation of grants and reporting to funders.

Useful links

Five-day-submission rule & Pre-Application Checklist	Equipment and Facilities FEC Charge-Out List
Multidisciplinary networks, centres and institutes	Preparing and costing a proposal
Conference funding for students	Funding opportunities
Research Office	Internal calls