Start here Is the application <£250k fEC or for a No Yes **UNIVERSITY OF** CAMBRIDGE *MSCA Dept to identify do any of the following apply New funder required on X5 **1 WORKING DAY DEADLINE** Research Operations Office Overseas funder Use Dept checklist Subcontracting / collaborations **Application submitted** Ethical issues or special insurance No Application must be sent to ROO at least 1 UK Government funding or tender **Grant Application** working day before the funder deadline to Restricted call guarantee it will be submitted. ROO will **Submission Deadlines** Funder or Dept requires specific checks from ROO Late application may not submit, but not check the application. Late MSCA where Cambridge is the lead (excluding IFs) be submitted applications risk not being submitted to the for Departments funder. Yes Is it >7 working days Is it >5 working days Has the PI asked HoD to **NOTES** No No before the deadline? before the deadline? request an exception? *The Marie Skłodowska-Curie Actions Where Depts have longer lead times Yes Yes Yes No than ROO, these should be adhered to. **7 WORKING DAY DEADLINE 5 WORKING DAY** Application **HoD EXCEPTION DEADLINE** will not be Where Cambridge is in a collaboration 2-stage checks will occur submitted In exceptional cases, a Head of and is not the lead, the application Full application must be Department can request that an should be with ROO at least 7 or 5 i) X5 submitted to ROO in sent to ROO at least 5 application is submitted by ROO working day before the partner workflow, JoR and budget tables working days before with less than 5 working days on institution deadline. must be sent to ROO 7 working funder deadline for the understanding that days before funder deadline for checks to be done. For open calls, if a PI requests that the checks to be done. The Dept accepts all liability & application is submitted for a risks, including any shortfall in particular panel meeting, the 7 or 5 ii) Finalised application must be working day deadline needs to be funding sent to ROO, at least 1 working ROO does not carry out any day before deadline to guarantee met. checks that it will be submitted. https://www.research-operations.admin.cam.ac.uk/submitgrantapp Application submitted Application submitted **Application submitted** 15 Oct 2019