Application Deadlines

Phil Cull

Assistant Director - Physical Sciences

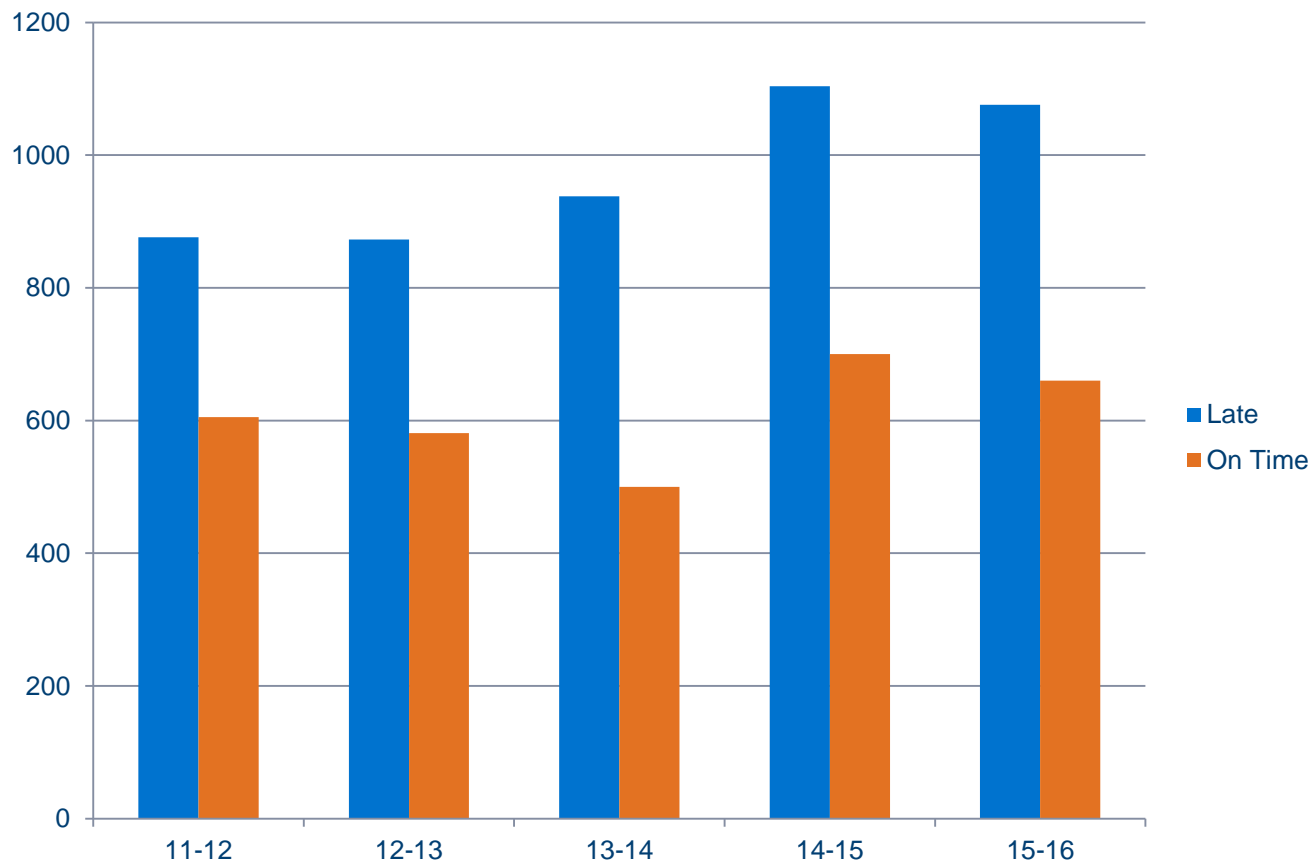**Research Operations Office**

Research Office Review

Recommendation 6: *agree on appropriate timescales and deadlines for the submission and processing of research proposals.*

- Review current process

- Highlight issues

- Suggest improvements

Current process

- Deadlines for the submission of applications:

  - At least 3 working days prior to the funder's submission deadline for standard applications up to £5M fEC

  - At least 5 working days prior to funder's submission standard applications over £5M fEC

  - Small applications (under £150,000 fEC):

    - At least 1 working day prior to the funder's deadline for standard applications

    - At least 3 working days for those classed as exceptions

➢ Complicated and unclear
➢ Many applications do not meet Research Office deadline
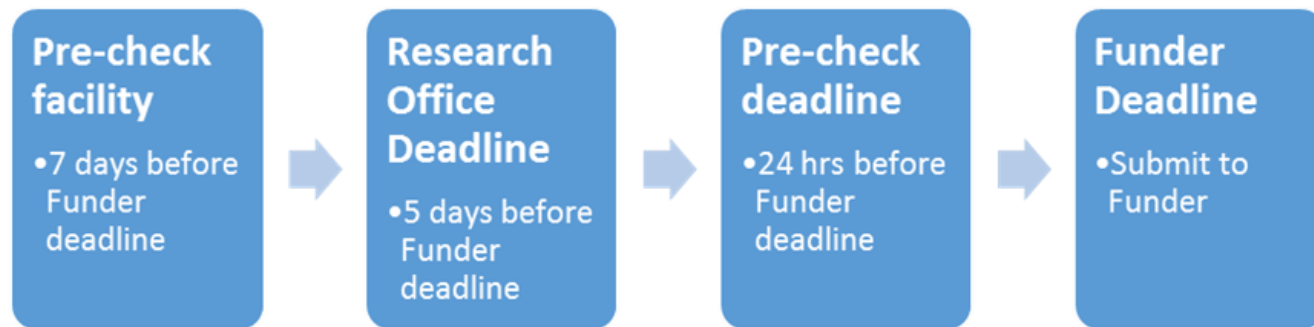
Applications with specific deadlines
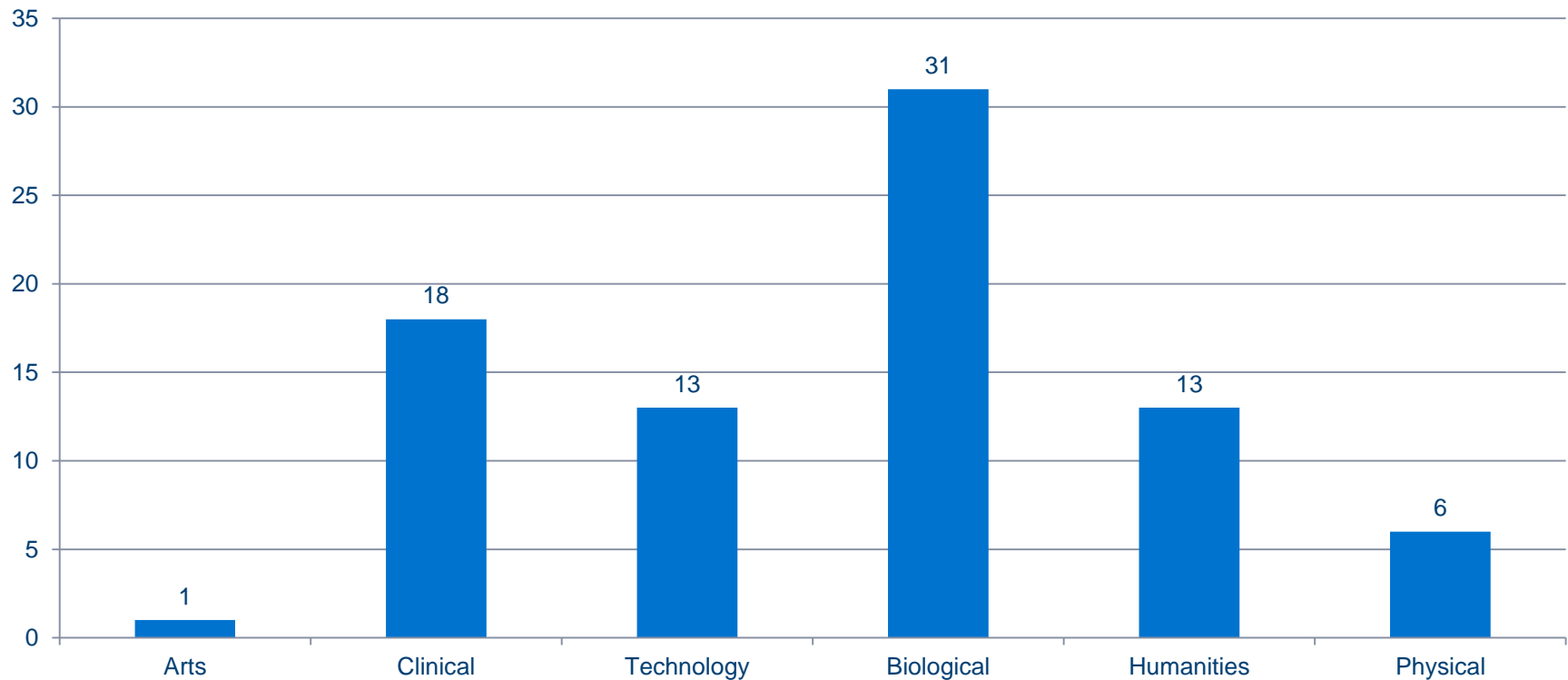
Changes to process – from 1 Oct 2018

- **RPC 25 Jan 2018 endorsed:**

  o Single deadline of 5 working days prior to the funder submission deadline for all Standard Applications and Open Calls.

  o Pre-check service available until 7 working days prior to the funder deadline which will provide all financial checks and allow changes to the non-financial aspects of the proposals until 24 hours before the funder submission deadline.

  o Raising the threshold for Small Applications to £250,000 fEC.

  o Applications submitted after the Research Office deadlines will not be submitted without a genuine reason for late submission approved by the relevant Head of Department and acknowledgement that the Department will accept the risk posed by any errors or omissions in the submission.

Grant application process
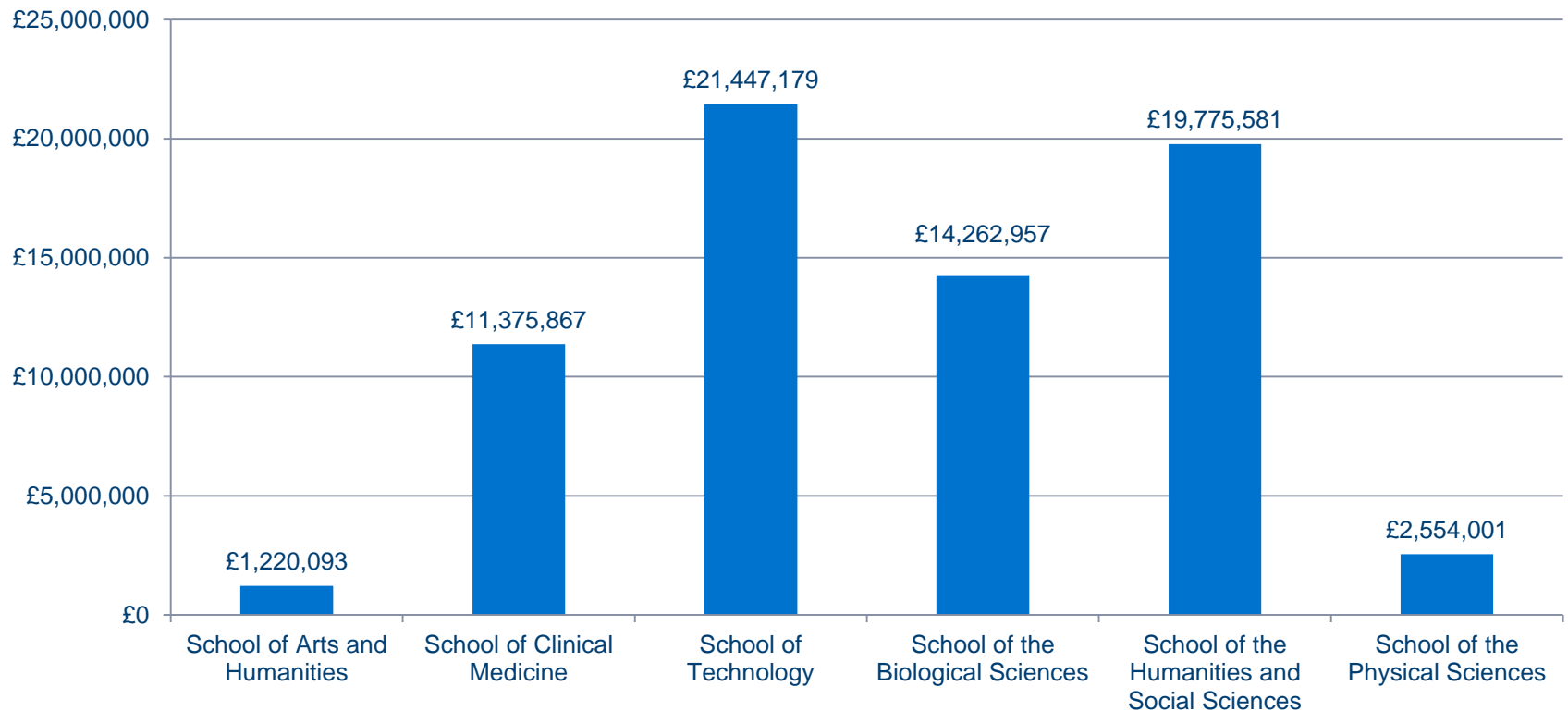
Pre-check facility
- 7 days before Funder deadline

→

Research Office Deadline
- 5 days before Funder deadline

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Pre-check deadline
- 24 hrs before Funder deadline

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Funder Deadline
- Submit to Funder

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Late Applications March 2018

Late Applications – March 2018 by number

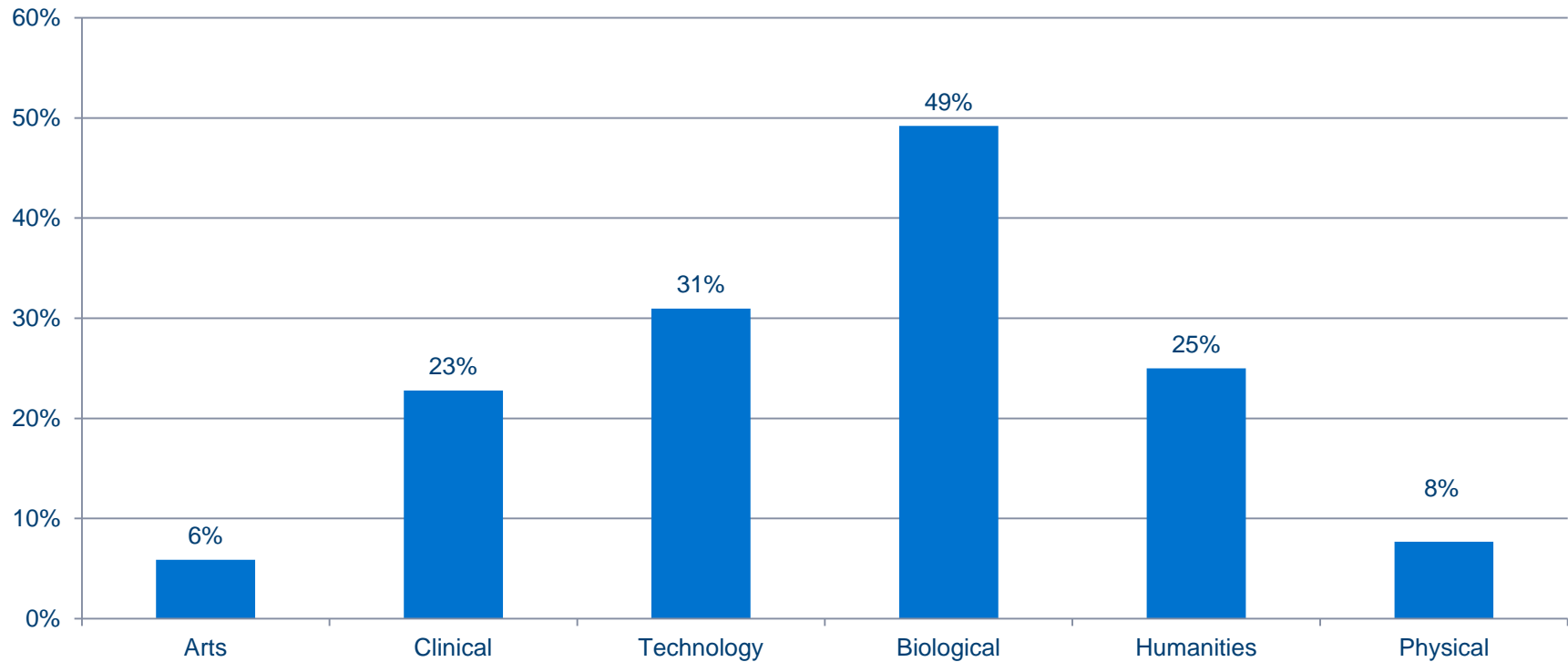| Category	Number
Arts	1
Clinical	18
Technology	13
Biological	31
Humanities	13
Physical	6

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Late Applications March 2018

Late Applications March 2018 – by value

Late Applications March 2018

Late Applications March 2018 - Proportion

Category	Proportion
Arts	6%
Clinical	23%
Technology	31%
Biological	49%
Humanities	25%
Physical	8%

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Work underway

- Team established within ROO

- Working with UIS to produce monthly reports on Late Apps

- Reports to include those current applications that will not comply with the new policy

- An on-going communication plan being established