# **Small Application Process**: For applications under £250k fEC

# Departmental Checklist

This checklist is for use by departments when preparing research grant applications under £250k fEC.

Remember to give 4 weeks’ notice of intention to submit the application.

**Exceptions**: If any of these apply, then the ‘**Standard Application Process’** must be followed, regardless of the fEC value of the application:

* New funder currently not on X5
* Overseas funder, (except EU PoC and MSCA, see note \*)
* Subcontracting
* Collaborations where we are the lead
* Ethical issues or special insurance
* UK government funding or tender
* RSO restricted call
* Funder requires specific checks from ROO (e.g. all applications to Wellcome Trust, CRUK, and BHF)
* MSCA\* Network where Cambridge is the lead

\* Note: EU Proof of Concept (PoC) applications, and Marie Skłodowska-Curie Actions (MSCA) Postdoctoral Fellowships are managed by ROO as Small Applications - unless we are the lead on a MSCA Network

*For the Small Application Process*

*Please use the checklist below and then send the application and the X5 costing to ROO at least 2 working days before the funder deadline.*

*The application will submitted to the funder without ROO checks.*

*Late applications risk not being submitted to the funder.*

If you need ROO check the application, then the application should follow the Standard Application Process and deadlines.

If you are unsure about any aspect of the checks, please contact your Research Development Team at ROO.

This checklist is for Departmental use and does not need to be submitted to ROO at any stage.

|  |  |
| --- | --- |
| PI Name: | |
| Project Title: | |
| Funder Name: | Funder Deadline: |
| X5 Ref: | ROO Deadline: |
| G number (supplied by ROO once approved): | |

|  |  |
| --- | --- |
| **Items to check (making sure you refer to call guidance)** | **Date checked** |
| Check funder guidance notes including format, font size, attachments needed etc. |  |
| Are applicants eligible to apply?  (Check scheme requirements, retirement dates, potential breaks in contract, check the funding being applied for does not conflict with existing funder requirements) |  |
| Has appropriate investigator time/cost been included?  <https://www.research-operations.admin.cam.ac.uk/policies/research-investigator-time-policy>  (Investigator time to be included in the X5 fEC even if not costed to application) |  |
| Has the University’s exchange rate policy been used if relevant?  <https://www.finance.admin.cam.ac.uk/key-dates-and-rates/foreign-exchange-research-policy-rates> |  |
| Has VAT on purchases been included where applicable?  <https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-9-vat-and-other-taxes> |  |
| Check direct costs are covered by the funder (includes all DI staff, other DI costs, pooled labour, facility use and any exceptional items) |  |
| Have all eligible costs been included in the application? Including investigator salary where possible. |  |
| Have you excluded ineligible costs (e.g. apprenticeship levy) as per the funder’s policy?  <https://universityofcambridgecloud.sharepoint.com/sites/RGA/SitePages/The-Rates-tab.aspx> |  |
| Has the funder’s policy on equipment costs been followed? (Speak to the School office where a portion of equipment costs are to be covered from School budget) |  |
| Ensure the X5 title, dates and costs match the application submission |  |
| Submit the X5 to ROO as per the department’s Delegated Authority |  |
| Is it an Association of Medical Research Charities (AMRC) funder? If yes, inform ROO.  <https://www.amrc.org.uk/Pages/Category/member-directory>  (IP terms may be complex and if awarded, we will need to review the T&Cs immediately; there may be instances of an award being declined if the IP terms are unacceptable) |  |