**EPS GRANT SUBMISSION AND AWARD PROCESS**

(August 2016)

**Proposition development:**
- If appropriate, discuss proposal with sponsor
- Discuss proposal idea with appropriate senior academic: Heads of Group (HoG)/ Director of Research (DoR)/Head of School (HOS) /peers
- * Advance Notice Policy link: http://tinyurl.com/zlzmhf4
- RSM can provide examples of previous successful applications
- A named RSO assigned for the proposal contacts PI to discuss resources, staffing, costing
- Consider whether ethical approval may be required

**Proposal submission:**
- RSO will liaise with funding bodies and other project partners to resolve any queries
- RSO can provide advice on your application e.g. pathways to impact, justification of resources,
- RSO will provide costing figures and advise on suitable start/end dates, eligibility of costs
- RSO will input costing figures directly into funder forms and help with funder systems
- RSO will organise RPA sign-off of application

**Grant awarded:**
- RSO will issue R code and advise on recruitment processes
- RFO will provide budget details of the award
- RFO will provide ongoing financial and administration support for managing your grant
- RSM can help with governance issues, e.g. open access compliance, ethics advice

**Research Support Services Team Roles:**
- RSM : Research Support Manager
- RSO : Research Support Officer
- RSA : Research Support Assistant
- SRFO : Senior Research Finance Officer
- RFO : Research Finance Officer

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**Advance Notice Policy from 1 August 2016**

**Recommended:** 3 weeks before deadline

**Recommended:** 2 weeks before deadline

**Recommended:** 2 weeks before deadline

**Recommended:** 2 days before deadline

**Typically 3-6 months after submission**

**FES Research Support Services Intranet:** http://www.staffnet.se.manchester.ac.uk/business-areas/academic-services/research/research-support-services/