Identifying the right scheme
- Look through the list of schemes on the AHSS research website.
- Check out the funding scheme timetable to see what schemes are coming up.
- Have a look at major funder pages: UKRI, Leverhulme, ERC, British Academy, ESRC and AHRC.
- Set yourself up a personalised search and alerts on Research Professional to see forthcoming funding opportunities relevant to you.

Checking your eligibility
- Ask your Research Grants Administrator or the relevant School Research Facilitator if you’re unsure.

Preparing your proposal
- Contact your Research Grants Administrator as early as possible to discuss the project; they will help you compile costings and work out what’s possible and how much it costs.
- Contact a School Research Facilitator to discuss your ideas and how they might fit best with funders’ priorities.
- Notify your Departmental Administrator or Head of Department of your intention to submit the proposal.

Seeking feedback
- Get as much feedback as possible: - from colleagues
  - using peer review structures where relevant (AHRC and ESRC)
  - from School Research Facilitators
- Make sure you plan in plenty of time for this; it can require several weeks.
- Use the feedback to refine your proposal. It’s often an iterative process.

Completing costings on time
- Make sure you leave enough time to work with your RGA to compile the necessary X5 costings - especially on larger or more complex grants.
- The Research Operations Office can also offer advice on preparing costings in complex grant applications, including on terms and conditions, contracts and subcontracting, University policy and timescales.

Obtaining departmental approval
- Work with your RGA to make sure you obtain the necessary Departmental and School approvals on your final costings.
- If you’re in SHSS, your RGA will also help you complete the £million+ form, if necessary.

Submitting your proposal
- Many funders have an online submission system. Make sure you’re set up on this in good time, and that you’re clear about the information you need to provide.
- Make sure you submit everything that’s needed before the Research Operations Office’s internal deadline - either five or seven working days before the funder’s deadline (one working day for grants under £250k).