How do I ensure a strong proposal?
- Get as much feedback as possible from colleagues and the School Research Facilitators.
- Make sure you plan in plenty of time to request and incorporate feedback.

PROPOSAL DEVELOPMENT
What support and resources are available?
The School Research Facilitation team are available to discuss your ideas with you and how these might fit best with funders’ priorities.

How do I generate an accurate budget?
Your department’s RGA will help generate costings and work out what’s financially possible.

Larger or complex grants require more time to prepare, particularly if the application involves multiple parties. The ROO also offers advice on preparing costings for complex grant applications.

Make sure you leave enough time (at least one month) to work with the RGA to compile and coordinate costings.

FEEDBACK AND PEER REVIEW
How do I ensure a strong proposal?
Get as much feedback as possible from colleagues and the School Research Facilitators.

Make sure you plan in plenty of time to request and incorporate feedback.

For large value funding applications (>£500k IEC) applicants are encouraged to use the AHSS Internal Peer Review Panel. The Panel aims to provide feedback within 15 days of the application’s receipt.

INITIATE THE APPLICATION PROCESS
Who do I contact?
Research Grants Administrators (RGA)
AHSS School Research Facilitators
Research Operations Office (ROO)
Departmental Administrator or Head of Department

The University requires at least 1 month’s notice of your intention to put forward an application.

PREPARE COSTINGS
How do I generate an accurate budget?
Your department’s RGA will help generate costings and work out what’s financially possible.

Larger or complex grants require more time to prepare, particularly if the application involves multiple parties. The ROO also offers advice on preparing costings for complex grant applications.

Make sure you leave enough time (at least one month) to work with the RGA to compile and coordinate costings.

APPROVALS
What is required at department and Schools levels?
Work closely with the RGA to set out a timeline for obtaining the necessary Departmental and School approvals. Approvals must be secured before the application is submitted.

Do you need to complete an £1M+ form (HSS departments only)? Restricted funding calls often require a VC or PVC Letter of Support.

Depending on the project’s value the application must be submitted to ROO either 2- or 5-working days before the funder’s deadline.