


Applying for Research Funding

TIMELINE

FIND A SCHEME

Where to begin my search?

Sign up to [Research Professional](#) 
 Check out Key Funders
 Search the AHSS [Funding Deadline Calendar](#)

When choosing a scheme consider . . .

- Does your project idea match the aim and scope of the funding?
- Do I meet the eligibility criteria?
- Will the funding limits meet my budgetary needs?
- What deadlines do I need to meet?

LEVERHULME TRUST



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INITIATE THE APPLICATION PROCESS

Who do I contact?

Research Grants Administrators (RGA)
 AHSS Schools 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.

2

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.



The Research Facilitators have a range of resources and toolkits, including examples of successful grant applications.



3



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.

4

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 FEC) 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.



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



6

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

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SUBMIT APPLICATION

How to ensure a smooth submission process?

Register yourself and your collaborators in the funder's online submission system early in the preparation process. Giving your RGA administrator access is also good practice.



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



[SCHOOL CONTACTS](#)

[RESEARCH OPERATIONS OFFICE](#)