

## FASS Application Notification Policy

October 2021 update

The FASS Application Notification Policy has been updated with three aims in mind:

- To provide a high level of support to applicants,
- To ensure that we submit high quality, competitive bids, every time,
- To plan workloads.

With these goals in mind, all applications need to be prepared in good time, ensuring that RSO is informed at the start of the application process by way of a costing request or contact with a Research Development Officer (RDO).

### Standard applications

**Initial contact should occur at least six weeks before the deadline or intended submission date. Applicants are expected to work collaboratively with RSO colleagues from that time until the day of submission.**

Notifying RSO later than outlined above causes a number of issues for both departmental and institutional approvers, peer review processes, and the RSO, as well as the applicant. In addition, last minute requests from PIs for support have a knock-on effect on the delivery of work for other applicants.

**If the applicant contacts RSO very late (i.e. within five working days of a deadline or intended submission date) support for the submission is likely to be unavailable.**

### Large and complex bids

Examples of large and complex bids are those which:

- have a value greater than £1M (fEC) and/or
- include more than four internal/external partners and/or
- require an institutional match and/or
- are to be submitted to a funder which is not on the Approved Funder list.

**Applicants who are planning to apply for large and complex bids are expected to contact the RSO at least three months prior to the submission deadline.** Applicants are expected to work collaboratively with RSO colleagues from that time until the day of submission.

### Additional responsibilities of all applicants

To ensure, prior to submission, that the application has been peer-reviewed by at least two other academics not connected with the project (or in line with departmental peer review policies if these are different).

To keep the Head of Department and Research Director informed of their intentions. In cases where this does not appear to have happened then RSO staff will contact the relevant Head of Department and Research Director directly to keep them informed and to check whether departmental approval is likely to be given.

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