

FST Grant Submission Process

Throughout the process, remain in contact with your RDO & consult this document. Make sure to check out the [Research Services](#) website and more specifically, the "Pre-Award Development" pages.

Starting Point

Examples:

- Funding call
- Research Idea
- Invitation to Collaborate

CONTACT YOUR RDO

PROCESS TO DEVELOP RESEARCH PROPOSAL

Your [Research Development Officer \(RDO\)](#) will work with you & advise on the following:

- Explain the full application process & internal procedures.
- Discuss resources that might be available (I.e. exemplar bids).
- Check the call & funding guidance for "fit to call" & eligibility.
- Advise if there is an internal selection process, match funding, or department/institutional support required.
- Invite you to: complete a [costing proforma](#) & return it to rso-submissions@lancaster.ac.uk to begin budget planning.

4 Weeks+ Submission Plan

PROPOSAL DEVELOPMENT

- Notify the appropriate people in your department (I.e. mentor, HoD, etc.).
- Develop your [Case for Support \(CfS\)](#) as per specific funder guidance.
- Establish your internal/external collaborators & discuss roles/responsibilities.
- Create a working budget & return your costing form to RSO (email link above).
- Plan a timeline for [institutional approval](#) (including [match funding/institutional contribution](#), if applicable), drafting [institutional letters of support](#) (if applicable), & obtaining external [project partner letters of support](#) (as per specific funder guidance).
- Understand your department's internal Peer Review Process & identify two peer reviewers (this must exclude members of the project team & RSO).

3 Weeks Good draft of key documents

3 WEEKS TO SUBMISSION

- Finalise your CfS & start the internal Peer Review Process
- Prepare remaining supporting documents (I.e. [Justification of Resources](#), Work Plan, [Data Management Plan](#), CV, Publication List, etc.)
- Refine your budget
- Register on the [funder portal](#) (I.e. JeS, EC, Flexi-grant, etc.) & create an application record (granting [view/edit access](#) to your RDO, where applicable).

2 Weeks Institutional Approval

2 WEEKS TO SUBMISSION

- Integrate Peer Review feedback & finalise all proposal documents
- Finalise budget on ACP & [submit to workflow for institutional approval/sign-off](#)
- Liaise with RSO to obtain signatures for Institutional letter of support
- Some funders have multiple approval stages, therefore, plan to submit in advance to ensure all steps are completed ahead of the deadline.

1 Week Proposal ready for submission

1 WEEK TO SUBMISSION

- Proposal complete, all documents uploaded to the funder portal & validated, ready for submission to enable your RDO to do final checks.
- Institutional sign-off and approvals must be in place **PRIOR to submission** (HoD/Dean/VC)
- PI and RDO maintain close contact during final stages, however, please note it is the responsibility of the PI to submit the proposal.

Final Submission to Funder

This document is intended to give an idea of the elements required from a Principal Investigator (PI) or Co-Investigator (CoI) and the support available from Research Services (either where the project is led by yourself as the PI or where you are invited to participate on a bid as a collaborator being led by another Department/HEI). It is an outline for **best practice**, but we understand that all applications have their individual needs and support may need to be tailored. The level of support offered to applications that are received **less than 10 days** before the deadline cannot be prioritised over applications that have come to RSO in good time. In all cases we advise that you contact your RDO ASAP about your proposal to find out the support they can offer.