**Research Proposal Approval Form**

This form must be fully completed for each research grant proposal/contract prior to submission. It must be signed by all Heads of School or delegate signatory for each School involved and meet all corresponding policies governing research activity. PIs are responsible for ensuring this form is completed. For assistance with this please contact your School Research Support Service (RSS) Team.

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| **Section 1. Proposal Details** | | | | | | | |
| 1. Proposal Title: | | | | 4. Start Date:  End Date: | | | |
| 2. Funding Body: | | | | 5. Submission  Deadline: | | | |
| 3. Programme Scheme: | | | | 6. Please indicate if the proposal is a:  Research Grant/Contract  Consultancy/Other Project  *Further guidance is available* [*here*](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=31268) | | | |
| 7. Has the proposal been internally reviewed in accordance with your local Peer Review process?  **Yes**  **No**  **Give reason:** | | | | | | | |
| 8. Does the research require university or external [ethical](http://www.manchester.ac.uk/research/environment/governance/ethics/) approval? Yes  No  *Please supply reference if known. University: : External:*  9. Please provide a Research Data Management Plan ([RDMP](https://www.library.manchester.ac.uk/using-the-library/staff/research/research-data-management/planning/)) Reference: | | | | | | | |
| 10. Does the proposed research require collaboration with an external organisation (e.g.as a co-applicant, project partner, consultant or sub-contractor Yes  No  If yes, Please list the name(s) of External Organisation(s) below:  *(Researchers are reminded it is their responsibility to notify the local RSS Team and the Contacts Team of any additional project partners to ensure the necessary collaboration and/or other contractual agreements are put in place)* | | | | | | | |
| 11. Does the proposed research require any of the following *(please tick all applicable and attach further details of the resources or changes required)*:  [Purchase](http://www.finance.manchester.ac.uk/capital/) of individual pieces of equipment: over £10k  over £50k  over £138k  over £2m  Alterations to/removal of existing facilities of use of additional space    £  Internal in-kind contribution Estimated Value:  £  Internal financial contribution Estimated Value: | | | | | | | |
| 12. If this proposal is connected to a University Research Institute please indicate: | | | | | | | |
| CRUK Mi | Cathie Marsh Inst | Dalton Nuclear Res Inst | Global Dev Inst | | HCRI | John Rylands Res Int | MICRA |
| MIB | MioIR | Mcr Urban Inst | National Graphene Inst | | Photon Sciences Inst | SCI | |
| Work & Equalities Inst (WEI) Henry Royce Institute | | | | | | | |

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| **Section 2 – Costing and Pricing** | | | |
| 13. All research proposals must be costed using the pFACT costing tool (attach pFACT report) and comply with the University costing and pricing policy. All figures below are exclusive of any applicable VAT.  £  £  £  **Total Project FEC Total from Funder(s) Total School Contribution**  %  £  %  **% FEC Recovery £ Contribution to O/Head\* % Contribution to O/Head\*\***  \*£ contribution to O/Head = £ Total from funder minus Directly incurred costs.  \*\*% Contribution to O/Head = £ Contribution to overhead divided by Total from Funder £ | | | |
| 14. For cross School or Faculty proposals please complete the following: | | | |
| **PI School** | | | **Co-I School** |
| Recovered from funder £ | | | Recovered from funder £ |
| School Contribution £ | | | School Contribution £ |
| Total £ | | | Total £ |
| **Co-I School** | | **Co-I School** | |
| Recovered from funder £ | | Recovered from funder £ | |
| School Contribution £ | | School Contribution £ | |
| Total £ | | Total £ | |
| 15. Is dedicated technical resource required on the project Yes  No  16. If yes, and costed at less than 30% please provide reason below.  17. Please indicate the relevant costing and pricing decision:   |  |  |  |  | | --- | --- | --- | --- | | Framework/Strategic Agreement | Funder grant fules apply | Funder set budget limit (BE evidence required) | Introductory offer for new funder | | Meets Pricing Policy in full | Project transfer from other HEI | Offset by funder in-kind contribution | SME support (available to all SMEs) |  |   18. Price variance comments *(e.g. evidence of prior pricing agreement with HoS or Business Engagement Team)*  19. Associate Dean for Business Engagement Signature  (*NB: Signature only required where the commercially*  *negotiated price varies from policy)* | | | |
| 20. RSS Contact Name | RSS Comments | | |

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| **Section 3. Principal & Co-Investigator Details (20% total across all investigators)** | | | | | | | | | | | |
| **20. Principal Investigator** | | | | | | | | | | | |
| Title: | | | Forename: | | | | | | Surname: | | |
| School/Institute**:** | | | | | Academic Credit Split: | | | | | | |
| % Time Commitment on Project \_\_\_\_\_\_\_\_fTE pa  (*recoverable + non-recoverable from funder*) | | | | | % Time Commitment Applied for \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ fTE pa (*recoverable from funder only*) | | | | | | |
| 21. Total PI/CoI Time commitment recoverable from funder:  %  Reason for total PI/CoI time less than 20% recoverable from funder: | | | | | | | | | | | |
| **22. Declaration:** I confirm that this proposal complies with current university policies, ethical practice and all funder policies governing the proposed activity.  **I confirm** **this proposal will not be submitted unless it complies with the University Costing and Pricing Policy or where a price variance exists this has prior approval from the Head of School and the Associate Dean for Business Engagement where the research is commercially funded.** | | | | | | | | | | | |
| **PI Signature:** | | | | | | Date : | | | | | |
| **23. Co-Investigator 1** | | | | | | | | | | | |
| Title: | | Forename: | | | | | | Surname: | | | |
| School/Institute**:** | | | | Academic Credit Split: | | | | | | | |
| % Time Commitment on Project \_\_\_\_\_\_\_\_\_\_\_\_\_fTE pa  (*recoverable + non-recoverable from funder*) | | | | % Time Commitment Applied for \_\_\_\_\_\_\_\_\_\_\_\_\_ fTE pa (*recoverable from funder only*) | | | | | | | |
| Signature: | | | | Date: | | | | | |  |  |
| **Co-Investigator 2** | | | | | | | | | | | |
| Title: | | Forename: | | | | | | Surname: | | | |
| School/Institute**:** | | | | Academic Credit Split: | | | | | | | |
| % Time Commitment on Project \_\_\_\_\_\_\_\_\_\_\_\_\_fTE pa  (*recoverable + non-recoverable from funder*) | | | | % Time Commitment Applied for \_\_\_\_\_\_\_\_\_\_\_\_\_ fTE pa (*recoverable from funder only*) | | | | | | | |
| Signature: | | | | Date: | | | | | | | |
| **Co-Investigator 3** | | | | | | | | | | | |
| Title: | Forename: | | | | | | Surname: | | | | |
| School *(and Institute if applicable)* | | | | Academic Credit Split: | | | | | | | |
| % Time Commitment on Project \_\_\_\_\_\_\_\_\_\_\_\_\_fTE pa  (*recoverable + non-recoverable from funder*) | | | | % Time Commitment Applied for \_\_\_\_\_\_\_\_\_\_\_\_\_ fTE pa (*recoverable from funder only*) | | | | | | | |
| Signature: | | | | Date: | | | | | | | |
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| **Section 4. Head of Division / Head of School / Authorised Signatory** | | | | | | | | | | | |
| 24. I/We have reviewed the information supplied on this form and the supporting documentation and confirm the above project, for which external funding is being sought:   1. Is acceptable and can be accommodated within space available within this School/Institute. 2. If successful will not require any additional University funds.   3. Can be carried out in accordance with all [health and safety](http://www.healthandsafety.manchester.ac.uk/policy/) and environmental legal requirements.    **As Head of School/Authorised Signatory I accept that it is my responsibility to ensure that the University’s Financial Regulations are adhered to in connection with any transactions charged to this project. I also accept that any deficit as a result of overspends against budget, ineligible expenditure or failure to recover the full economic cost of the project (subject to the terms and conditions of the funding body) will be recouped from School funds as appropriate.** | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | Name of HOS or Delegate Signatory: | Role: | Signature:  Date: | | **25. Sign-off for cross School or Faculty Proposals** | | | | Name of Co-I 1HOS/Authorised Signatory : | Signature: | Date: | | Name of Co-I 2HOS/Authorised Signatory: | Signature: | Date: | | Name of Co-I 3HOS/Authorised Signatory: | Signature: | Date: | | *Additional signatures should be supplied on a separate sheet and attached to this form where necessary* | | | | | | | | | | | | | | |

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| Name of Head of Faculty Finance: | Signature: | Date: |
| Name of Dean (or delegate) | Signature: | Date: |

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| **26. Faculty Approval for proposals over HoS fEC approval threshold** |

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| **27. University Approval for proposals over £5 million fEC** | | |
| President, Deputy President or Vice President for Research (please state) | Signature: | Date: |

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