

## School of Arts, Languages and Cultures

### SCHOOL PROCEDURES FOR GRANT APPLICATIONS: PROCEDURES (INCLUDING PEER REVIEW):

- 1) We are expected by the Research Councils, and required by Faculty, to have a formal and robust **peer review process** in place for any external funding applications that we submit worth **over £100K**. This is in order to ensure that the funding bodies are not burdened with processing large numbers of premature or low-quality applications. A more informal peer review process is available for bids under £100K. In both cases, from the individual applicant's viewpoint, peer review is the very best way of improving the quality of the proposal. From the School's and Faculty's perspective, it is the most important tool with which to maximise success rates, and thus our external research income.
- 2) The School has a formally constituted Peer Review College to review bids of £100K and over. For bids under £100K, all members of the School are requested and required to act as peer reviewers, if asked: reading and evaluating other people's grant applications is one of the best ways of improving one's own future applications.
- 3) As soon as any colleague has a firm idea about a research grant application of whatever size or nature s/he should inform the divisional research coordinator who will be able to give preliminary guidance and advice (for those divisions which are maintaining full departmental structures, it is the departmental research coordinator who will perform this role). Work on the best large grant applications normally starts 6 months or more prior to the point of submission. In bids of **over £100K**, colleagues will be assigned a peer mentor via their research co-ordinator and the School Research Office. Such bids may also be able to benefit from the input of the School Grant Writer: research coordinators will advise on this possibility after contacting the Research Director.
- 4) Once the research coordinator and the individual have agreed on the timing of the submission, the Head of Division should be consulted on the feasibility of an application at this stage from the divisional point of view.
- 5) When the Head of Division has approved the intention to apply, the School Research Office should be notified, with a clear indication of the scheme deadline where applicable (the Research Office will need **at least 4 weeks'** notice for applications under £100k and a much longer time period for applications over £100k in order to cost the project budget, arrange for sign-offs, and ensure all internal and external procedures are followed – this can vary from 5 weeks to 3 months' notice). Please check with the Research Office on specific timeframes to turnaround applications over £100k.
- 6) When a completed draft application (all components, including Je-S form, budget, Justification of Resources, Pathways to Impact, other attachments) is ready, the Research Coordinator should be contacted. S/he will arrange via the Research Office for formal peer review of **bids over £100K** by a member of the School Peer Review College. In **bids under £100K**, the research co-ordinator will arrange for informal peer review. This will often be undertaken by someone from within the same division, but if the Research Coordinator feels that the relevant expertise lies outside

- his/her division, then s/he is encouraged to select the most appropriate peer reviewer from within the School. The Research Coordinator may choose to do this informal peer review him/herself and will, in any event, look through all applications.
- 7) Ample time must be given to the research coordinator and College peer review / School peer reviewer to process the application (the Research Office will not be able to organise peer review of draft applications submitted fewer than 14 days before a scheme deadline). Out of respect for the Research Coordinator, the Research Office, and the peer reviewers, and in the interests of the applicant, this principle must be observed. Applying for grants needs careful planning, well ahead of time. *Technical expertise provided by the IT team will need several weeks of advance notice.*
  - 8) A standard school template will be used for all peer reviews undertaken by the School Peer Review College. All peer reviewers, College or School, must be given ample time to produce their reviews (at least one week).
  - 9) College Peer Reviews will be returned to the School Research Office and School Research Director, together with a clear indication of whether the application is (a) ready to be submitted, (b) in need of further work, or (c) premature. The Research Director or Research Coordinator will feed back comments to the applicant as appropriate.
  - 10) If the draft application for a bid of under 100K is deemed to require further work, the Research Coordinator can use his/her discretion as to whether more peer review is required when the second draft is complete, but s/he will still need to write to the Research Office to confirm that the application is now ready for submission.
  - 11) The School Research Director will read and comment on all grant applications of over £1 million, supported by a convened panel or peer reviewers.
  - 12) Peer review for large grant schemes may well be organised at the Faculty level, and according to Faculty deadlines and procedures.

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