# **Faculty of Humanities Research Funding Application Guidance**

There are four basic administrative steps you will need to follow as you develop your application and route it through University channels.

## **Intent to Apply Form (ITA)**

The first step in applying for funding is to complete the [ITA Form](https://forms.office.com/e/bxjYqhA8k0) to notify relevant colleagues of your plans. This will allow us assign members of the Research Services team to work on your application, keep track of applications in progress and make sure that there is adequate time for Departmental, School and (where relevant) Faculty and University approvals. The form also helps Departmental Research Leads to keep an overview of activity across their areas.

## **Develop your bid**

You will be assigned a Research Support Officer (RSO), who will work with you to:

* Check your eligibility to apply.
* Provide advice about the funder and scheme and make sure you are aware of all the documents required for your application.
* Help you to consider the types of resourcing to be included in your budget (see also Table 1 below)
* Help you to consider the main compliance, risk and due diligence actions that may be required at the application stage (see also Table 1 below).
* Ensure your bid is submitted in a timely and accurate fashion.

## **Cost your application**

* Your RSO will develop a fEC costing for your application. The fEC costing shows the true cost of your research to the University and is an important element of the School/Faculty approval process.
* The fEC costing is a UoM requirement for all **external** research funding applications, regardless of the level of funds that the sponsor is willing to provide.
* Alongside the fEC costing, will be the development of the budget to be submitted to the funder. Your RSO will help you determine what costs are eligible to be included in your bid and will ensure that these costs are entered accurately onto your application.
* For Research Councils, your RSO may also provide advice on the ‘Justification for Resources’ section.

## **Obtain University approval to submit your finalised bid**

All funding applications, whether internally or externally funded, must have the relevant approvals, whether at School, Faculty and/or University level.

* The Principal/Co-Investigator speak to their Departmental Research Co-ordinator/Head of Department to notify them of their intention to submit an application.
* The Principal/Co-Investigator liaise with their Research Coordinator to determine a peer review of the application at the required level.
* The RSO prepares the budget for approval and seeks approvals from Head of Department/School/Faculty via the PURE system. Additional sign-off at Faculty-level is required for bids of more than £1million value, and at University-level for bids of more than £5million value
* Applications should be finalised with the Research Office at least one week in advance of the sponsor deadline to allow enough time for the approval process. More complex bids will require two weeks for the approvals. **RSOs will not be able to submit applications without full approval.**

## **Table 1: Points of consideration as you develop your research application**

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| **COSTING FOR INTERNAL RESOURCES** | | |
| [**Administrative Resourcing for your project**](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=71798) | The Research Services Awards Mobilisation Team provide a basic level of support for all funded projects. Where significant dedicated administrative resource is required (e.g. full time project managers or conference and workshop organisation) you will be required to cost this into your proposal. For further guidance on the standard support offered and how to consider further resourcing, please follow the link for further information and discuss your requirements with your RSO. | |
| **Additional financial 'School contribution'** | Additional financial contribution involves the commitment of additional university funds either as a direct cost (e.g. PhD Studentship) or in-kind commitments such as academic time or access to resources owned by the University. Such commitments are only usually considered if such contributions are requested by the funder and scheme. Should this be the case, please discuss with your RSO in the first instance. Your Head of School will need to approve any additional contributions. | |
| [**Policy@manchester**](https://www.policy.manchester.ac.uk/) | Where you anticipate requiring support from UoM’s Policy@manchester team, we need to cost this in based on actual time of their current staff in order to recover any cost in full if the grant is successful. Please inform your RSO so that discussion with Policy@manchester can take place. | |
| [**Research IT**](https://research-it.manchester.ac.uk/services/) | This link provides an overview of the services that UoM’s ResearchIT team offer, complete with a brief outline of the service, who to contact and if it’s chargeable. | |
| [**Data Management Planning**](http://www.library.manchester.ac.uk/using-the-library/staff/research/services/research-data-management/planning/) | This link provides guidance on the UoM Research Data Management (RDM) Policy, which is designed to support you in the management of your research data. As part of your application submission, you will need to prepare a data management plan using either your funder’s template or, if none is available, a template provided by the RDM team. To make the process of creating, storing and sharing a data management plan as straight forward as possible, an online data management planning tool is available.  The Research Data Management team at The University of Manchester Library is available to support and advise you on any aspect of your Data Management Plan prior to submission with grant applications and provide feedback. Please allow five working days for our review. | |
| **RISK AND DUE DILLIGENCE** | | |
| Risk Assessments and UoM’s [Research Risk Profiler](https://www.staffnet.manchester.ac.uk/rbe/rs/preparing/trusted_research/) | Complete this questionnaire to help determine the types of risk your research might encounter and receive guidance on the processes and approvals required. | |
| [Ethical Approval](https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/) | Research projects will require **ethical approval before commencing**. The link provides guidance on the various types of ethical approval at UoM and specific requirements. | |
| [Research Relationships Oversight Group (RROG)](https://www.staffnet.manchester.ac.uk/rbe/rs/preparing/rrog/) | RROG is a formal University Committee to **assess the suitability of high risk funders**. A gold list of our regular funders do not require RROG approval. Any funder not on the gold list requires approval for projects of +£1M, and for Russia and China for projects above £100K. **Your RSO will initiate the approval process if required.** | |
| [Research Collaborator due diligence](https://www.staffnet.manchester.ac.uk/rbe/rs/preparing/research-collaborations) | Applies to collaborators/subcontractors on public and charity funded research projects (excludes regular UK funders and Universities from UK, EU, US, Canada, Australia) where £50K or more is being transferred or where the collaborator is based in a UK-embargoed, sanctioned or restricted country. You will be expected to undertake basic checks on any collaborators in this category including speaking to peers, online searches and checking the corruption index of the host country. Your RSO will then organise a review process if this is required. | |
| [Export Control](https://www.staffnet.manchester.ac.uk/export-controls-info/) | If a project is connected to a **UK-embargoed, sanctioned or restricted country it will need to be screened by the Export Controls team**. Export Controls apply to the physical export, electronic transfer or transfer by any means of certain controlled goods, software or technology. More details can be obtained via this link and your RSO can advise on the process | |
| **HUMAN RESOURCES CONSIDERATIONS** | | |
| [Overseas Working guidance](https://www.staffnet.manchester.ac.uk/people-and-od/managers-essentials/recruiting-the-right-people/staff-working-abroad/) | All overseas appointments or arrangements for staff to work abroad require the approval of the relevant Dean of Faculty or Registrar.  For example, if you are considering: - recruiting an employee who lives and will continue to live and work abroad for the University, - sending an existing employee to be based abroad on an assignment or secondment for six months or more, - a request from an employee to work abroad for personal reasons (e.g. to work from home in another country).  Such appointments / arrangements can have significant contractual, financial, tax and pension implications for both the individual and the University. Therefore it is vital that advice, guidance and approval is sought at the planning stage. | |
| [ATAS](https://www.staffnet.manchester.ac.uk/people-and-od/managers-essentials/recruiting-the-right-people/global-mobility/atas/) | From 21 May 2021, all researchers, including post-doctoral researchers, visiting researchers and academic staff who are subject to UK immigration control, must also hold an Academic Technology Approval Scheme (ATAS) certificate (with the exception of exempt nationalities), before applying for a visa to conduct activities on UK soil that could result in the Intangible Transfer of Technology (ITT) to weapons of mass destruction (WMD) and Advanced Conventional Military Technology (ACMT) programmes of concern. | |
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## **Faculty of Humanities Research Services Team**

## **August 2024**