

Guidance for Costing Externally Funded Professional Services Roles on Research Grant Applications

Externally funded Professional Services roles

Costing Professional Services (PS) roles onto externally funded grant applications requires discussions with relevant Faculty Office and School Operations colleagues to ensure that the grade, role and line management structures are appropriate and will deliver the needs of the grant.

Following a conversation with the Principal Investigator, Research Development Managers and Research Services will liaise with the following functional areas as early as possible to ensure conversations regarding roles, responsibility, functional area and grade take place at application stage:

- Communications and Marketing: Head of Faculty Communications and Marketing
- School Operations: Director of School Operations or delegate
- Studentships and Doctoral Academy staff: PGR Services Manager
- Public and Patient Inclusion and Engagement (PPIE) Managers: Social Responsibility and Public Engagement Manager
- Research Project Managers: School Research and Projects Manager
- Technical Services: Technical Operations Manager

Business Engagement and Knowledge Exchange roles are subject to a separate resource protocol. Please contact the [Director of Business Engagement and Knowledge Exchange](#).

Additional Financial Commitment (AFC)

If the research grant application requires Additional Financial Commitment, the [Guidance for Additional Finance Commitment](#) with accompanying School/Faculty approval needs to be followed.

Centre Applications and Operations Models

If the research grant application is for a centre, the [Guidance for Designing Operating Models for Research Centres](#) needs to be followed.

Naming Professional Services colleagues

Existing roles: Research applications may buy out the time of an existing PS member of staff against their current job description. This will see a named member of staff on a grant application (for example, a Directly Incurred Technician), following discussion with relevant colleagues as outlined above.

New roles: Research applications may include new roles. To ensure equal opportunity and full consideration of equality, diversity and inclusion, a PS colleague cannot be named against a role that is not a direct match to their existing job description. New roles are to be advertised at award.

This process will be superseded when the functionality of the Blackdackel costing tool sends an automated message to the relevant Faculty Office or School Operations team. There is currently a demand card with the Research Lifecycle Project to take this forward.