

Guidelines for Effective Communication in Funding Applications:

Expectations of PIs at the University of Manchester

1. Establish Clear Roles and Responsibilities

Define from the outset who will contribute to concept development, drafting, and review. Clear role allocation reduces misunderstandings about authorship and applicant status.

2. Agree Communication Channels and Frequency

Use structured communication methods (e.g., scheduled meetings, Teams channels) to ensure updates and decisions are shared consistently among collaborators.

For externally-led consortiums, it is the responsibility of the PI to communicate changes to the internal University team.

3. Confirm Applicant Status Early and Reconfirm Before Submission

Explicitly inform all contributors if they will be named as applicants, co-investigators, or contributors. If roles change, communicate this promptly and transparently.

4. Document Key Decisions in Writing

Record agreements on project direction, authorship and applicant status to avoid later disputes.

5. Review Funder Guidance Collectively

Ensure all team members have reviewed funder instructions and eligibility criteria to avoid misalignment or ineligible submissions.

6. Encourage Open Discussion and Feedback

Create space for contributors to raise concerns, propose ideas, and question assumptions without hierarchy inhibiting communication.

7. Maintain Transparency on Proposal Progress

Share updated drafts regularly and ensure everyone understands the timeline, expectations, and the near-final version before submission.

8. Debrief After Submission

Reflect as a team on what worked well and what could be improved for future collaborative applications.