Supporting the Management of Research Funding

If you require guidance on **preparing a proposal** for external research funding or **managing an award** (i.e. research grant or contract), liaise directly with your Department Administration contact in the first instance (e.g. Section Manager, Divisional Manager etc).

Further information can also be found on the preparing and costing a proposal and managing projects webpages.

Research Office 💬

The College's Research Office provides a central portal for support, information and guidance for our external research funders and internal research and support service communities. Our primary purpose is to champion professional standards and consistency in research administration across the College to ensure that institutional governance responsibilities and obligations are met. We add value as a support service through the provision of specialist advice, development of systems and training, and targeted information and governance policies.

The Research Office is led by Lynne Cox (Director) and is managed through six functional areas:

Operational Support	Funding Strategy	Systems & Information	Europe	Contracts	Ethics & Integrity
Professional Standards & Research Management Policies	Funder Relationship Management	Research Systems Support	European Funding Policy	Research Contracts Expertise	Sponsorship & Regulatory Oversight
Operational Procedures, Guidance & Support	Institutional Investments & Partnerships	Research Systems Administration	European Funding Opportunities	Research Contracts Governance	Ethics Coordination & Oversight
Research Management Assurance	UKRI Research Impact	Research Management Information	EU Contract Negotiation	Preferred Terms and Conditions Policy, IP Policy, Reward to Inventors Scheme	Audit & Integrity
Institutional Audit Coordination & Support	Specialist Support for UK Bids	Research Systems & Mgt Information Development	Specialist EU Bid Support	Material Transfer Agreements In	Training & Support

Research Integrity; Open Access (Publications); Research Data Management; Equipment Sharing

Administration: RO Strategy and Planning; Communications; Finance and HR Activities; Management Support

Training & Education

Operational Support

Responsible for the formulation, implementation and regular review of policies and procedures which underpin professional standards and consistency in research funding administration and management. This also includes assessment of the College`s overall performance in research funding management to provide assurance that it is meeting funder requirements, and coordination of funder audits at institutional level.

Funding Strategy

Responsible for funder relationship management and specialist bid support for UK funders, institutional investments supporting research and research impact acceleration accounts. This includes supporting institutional level awards; managing restrictions on research proposal submissions; institutional letters of support; and managing internal and devolved Research Council funding schemes.

Research Systems and Information

Responsible for the support, administration and development of research systems and provision of strategic and operational management information.

Europe

Responsible for providing specialist advice on EU Horizon 2020 research funding: interpretation of EU research funding policy; dissemination of funding opportunities; proposal development advice; management of the Grant Agreement process; drafting, negotiation and execution of consortium agreements.

Research Contracts

Responsible for the good governance of research and related contracts across College, establishing policy frameworks, providing specialist advice on complex contractual matters, as well as negotiation of incoming Material Transfer Agreements to the College.

Research Governance and Integrity

Responsible for helping the College and its researchers meet the requirements of research governance, ensuring Imperial fulfils the legal, ethical and scientific obligations of the healthcare research process.

Other functions that support research and its outputs:

Enterprise

Industrial partnerships, commercialisation of IP and investments, consultancy

- http://www.imperial.ac.uk/enterprise
- https://www.imperial.ac.uk/enterprise/staff/industry-partnerships-and-commercialisation/
- https://www.imperial.ac.uk/enterprise/staff/consultants-area/

Library Services - Scholarly Communication

Open Access, Research Data Management, Spiral repository, Copyright support and ORCID
https://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/

Contacts

Research Office

https://www.imperial.ac.uk/research-and-innovation/research-office/

Research Services

Engineering
https://www.imperial.ac.uk/engineering/staff/research-support/research-services/

Medicine (Joint Research Office)
https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/about-us/jro-contacts/

Natural Sciences
https://www.imperial.ac.uk/natural-sciences/staff/research-support/research-services/

Business School
https://www.imperial.ac.uk/business-school/faculty-research/our-research/research-support/

Imperial College London

Research Support

An overview of research related services and support provided to Imperial College researchers.

https://www.imperial.ac.uk/research-and-innovation/support-for-staff/

Research Support

Research Support is split into three main functions:

- Centralised **Research Office** — responsible for policies, governance and assurance

- **Research Services** — responsible for operational management, embedded in each Faculty:
    Engineering
    Medicine (Joint Research Office)
    Natural Sciences
    Business School

- **Enterprise** — responsible for industrial partnerships and commercialisation

Research Office

The **Research Office** is the custodian of research funding policies and is responsible for governance and assurance:

- Research administration policies, procedures, guidance and advice
- Research integrity and governance (regulatory compliance and ethical review)
- Research funding strategy
- Funder relationship management and specialist bid support
- Research contracts policy
- Expert advice on and negotiation of complex and strategic contracts
- European Commission policy, advice and contractual negotiations
- Intellectual property (IP) policy management
- Material Transfer Agreements (MTAs) - incoming materials
- Research systems support e.g. InfoEd, Oracle Grants
- Research information and management reporting
- Research assurance through assessment, support and implementation of best practice
- Co-ordination of funder-initiated institutional audits

Research Services

Research Services teams deliver pre-award and post-award operational activities relating to the management of research funding :

Pre-award
- Full Economic Costing (FEC) and pricing advice for research proposals
- College authorisation for research proposals and contracts
- Contractual negotiation of terms and conditions with funders

Post-award
- Management of award finances: award setup on Oracle Grants system; budget management and amendments; invoicing and financial statements; account closure
- College acceptance of research awards
- Approval of staff advertisements and employment contracts
- Research partner agreements and subcontracts
- Advice on research administration matters and management of internal and external queries