**[Five-day-submission rule](http://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/fivedayrule/) (hyperlink)**

**Application and final draft of InfoEd proposal to be submitted to the JRO 5 DAYS BEFORE THE DEADLINE!**

Following information required:

InfoEd Proposal Number (P-number) - Acronym / Title –

Start Date and Duration (9 MONTH MINIMUM LEAD TIME – dependent on call) –

PI name -      Funder / (Originating Funder) - Type of Award / Funding Scheme -

Project Type (e.g. clinical trial, lab based) - **Funder Deadline for Submission -**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PLEASE CHECK FUNDERS’ CALL CONDITIONS FOR THIS CALL TO ENSURE WE ADHERE TO THEIR T&Cs AND THE APPLICATION IS NOT RETURNED** | YES | NO | | N/A | |
| Have internal peer review or self-assessment checks been undertaken? **1 – see footnote** |  |  | |  | |
| **INFOED BASICS** | | | | | |
| Have all the questions on the first page of the proposal been completed properly? (Setup Questions) |  |  | |  | |
| If new funder – include details on Project Summary Page |  |  | |  | |
| **Subprojects** |  |  | |  | |
| Allocated for departments outside own dept? |  |  | |  | |
| Considered where split within dept (required for different sections) |  |  | |  | |
| InfoEd **project title** matches with the project title on the grant application. |  |  | |  | |
| Funding scheme been added to Project Summary page? **2 – see footnote** |  |  | |  | |
| Investigator Credit correctly proportioned? **3 – see footnote** |  |  | |  | |
| Keywords added to InfoEd? **4 – see footnote** |  |  | |  | |
| **COSTING, PRICING & FINANCIALS** | | | | | |
| **Staff Salaries –** make sure staff are categorised correctly for DI & DA | | | | | |
| PI and Co-I eligibility checked against funder criteria (including duration of contract in comparison to duration of potential award) |  |  | |  | |
| Appropriate PI and Co-I time included and costed as paybands unless a spine point or fixed salary required for a specific funder  (check investigator(s) are not over claimed against other funders >100%) |  |  | |  | |
| Non-clinical salaries at agreed levels and spine points |  |  | |  | |
| Non Imperial employees correct spine point been costed, and check against their payslip or confirmed by HR |  |  | |  | |
| **Consumables, conference travel & subsistence, registration costs, page charges and Open Access fees considered and agreed with PI** |  |  | |  | |
| **Animal costs agreed by CBS (at least 10 working days before the deadline!) 5 – see footnote**  CBS costs attached to InfoEd. Check Recovery screen has correct figures for specific funder.  **Check if there will be any animal work outside of CBS?** |  |  | |  | |
| **Equipment costs –** [**Tendering Process**](http://www3.imperial.ac.uk/purchasing/competition) | | | | | |
| Quotes obtained for equipment over £10k (**Please see Space Requirements section overleaf)** |  |  | |  | |
| PI made aware of additional tendering when over [OJEU limit](http://www3.imperial.ac.uk/purchasing/competition/euregulations) |  |  | |  | |
| Maintenance costs included for 3 years on new equipment |  |  | |  | |
| Proportion of maintenance included on existing equipment |  |  | |  | |
| **Clinical Studies involving Investigational Medicinal Product (IMP):**  Check if [InForm](http://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stakeholders/ictu/) is required, quote from Sandra Griffith’s should be attached to InfoEd and InForm costs should be a DA charge out cost (or a sub-project if solely for ICTU) **(Support the collection, management and analysis of data for clinical trials)** |  |  | |  | |
| **Access costs** - Costs agreed by facility manager if charged out (copy attached) |  | |  | |  | |
| **Charge out facilities** have been costed using the number of units x **correct hourly rate** from the [charge out list](http://www.imperial.ac.uk/research-and-innovation/research-office/costing-and-pricing/costing/). For facilities which are not on the charge out list ensure no access charges have been applied on applications where estates are funded |  | |  | |  | |
| **Research Partners v Professional Fees**  Ensure these have been added to InfoEd under the correct heading and are easily distinguishable.  Attach all quotes and confirmation of partners’ costs to InfoEd [EU/Overseas Research Collaboration 162108] |  | |  | |  | |
| **Clinical and NHS Trust Costs** | | | | | | |
| Charges/procedures confirmed by relevant NHS Trust and copy attached to InfoEd (IC NHS Trust costing and approval required from Sally Nhin)  Ensure Prof Fees are identified by the name of the Trust, or who is providing the service i.e. imaging, MRI scans  (NIHR – can claim 100% back on Trust Costs Only |  | |  | |  | |
| Patient expenses/costs agreed |  | |  | |  | |
| **Advertising for posts included for un-named positions (check with JRO if funder allows advertising costs) – CRUK definitely do not!** |  | |  | |  | |
| **Research Office EU Team informed/approved where EU funding exists** |  | |  | |  | |
| **Audit fees included for EU funded applications**  The guidance on audit fees is £4k\* to be added in the final year of the project without VAT. Inflation across the term of the project will increase the value of the audit. (\*£9k for ERC proposals) |  | |  | |  | |
| **Foreign Funders**  The correct exchange rate has been used taken from the [exchange rate table](http://www.imperial.ac.uk/research-and-innovation/research-office/costing-and-pricing/exchange-rates/) |  | |  | |  | |
| **Dept informed where staff will be registering for a PhD** |  | |  | |  | |
| Tuition fees added where funder allows and source agreed if not.  Costed Tuition Fees for Imperial employees at 50% |  | |  | |  | |
| **Pricing rules checked and figures for application confirmed**  The recovery rate has been maximised (i.e. 120% FEC for Industrial awards and liaised with JRO Contracts to achieve this?) |  | |  | |  | |
| **Recovery calculated (%FEC Grants only, copy attached)** |  | |  | |  | |
| % Recovery | % | | | | | |
| **In-Kind Contributions (IKC)**  Ask PI if there will be any IKC involvement in this project. If so, make them aware the IKC providers’ T&Cs will need to be compatible with the funders’ T&Cs, otherwise this will cause delays |  | |  | |  | |
| **GOVERNANCE** | | | | | | |
| Is ethical approval required and has been selected on InfoEd?  Projects involving **human subjects**, their tissue or data (**Clinical Studies**):  Regulatory approvals attached to InfoEd if requested by Funder (sponsorship letter; ethics approval; MHRA (include MHRA fees to costs if applicable), etc)  **Kidney Research UK** – applications which inc human subjects must have 2nd approval from JRCO on Grants Tracker before submission or will be declined |  | |  | |  | |
| Is there a conflict of interest, which needs to be declared as per [college policy](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/about-the-secretariat/what-we-do/conflict-of-interests/Conflict-of-Interest-Policy.pdf)? |  | |  | |  | |
| **Health & Safety**  **Considerations (radiation, infectious agents, mutagens, genetically modified cells or animals, pathogens, etc) - MUST be approved by** [**Faculty Safety Team**](https://www.imperial.ac.uk/medicine/fom-staff/support-and-services/health-and-safety/safety-contacts/) |  | |  | |  | |
| Working on anything on the **Schedule 5 list** (see attached) or SAPO  <http://www.hse.gov.uk/biosafety/sapo.htm> |  | |  | |  | |
| **Lab facilities** with appropriate building infrastructure suitable for the equipment, the project will need e.g safety cabinets |  | |  | |  | |
| **Space Requirements:** all requests for additional space MUST be approved by the below |  | |  | |  | |
| Can project be accommodated within Department’s existing space? |  | |  | |  | |
| If not, has appropriate additional space (i.e. type and size) been identified? |  | |  | |  | |
| Has request for additional space been approved by:   1. Departmental Manager/HoD ii) Deputy FOO |  | |  | |  | |

**Useful Links**

**Process Map for Grants & Contracts** – click [here](http://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/about-us/processes/) **Golden Rules (Pre-Award)** – click [here](http://www.imperial.ac.uk/research-and-innovation/research-office/preparing-a-proposal/goldenrulespreaward/)

**Preparation for Proposals** (General Funder Specifics) – check with JRO for General Rules to consider at submission, all of which can be found on the CALL CONDITIONS for the funder.