

Getting Started

Starting Point A – Funding Call

- Contact [RDO](#) with full details of the call and deadline, to discuss feasibility and appropriate plan of support for submission.

Starting Point B – Research Idea

- Contact your [RDO](#) who will be able to assist you in setting up a [RESEARCHConnect](#) funding alert and can facilitate contact with potential internal collaborators.

Starting Point C – Invitation to Collaborate

- Contact your [RDO](#) with full details of the call and deadline, to discuss feasibility and appropriate plan of support for submission including support for liaison with collaborators/external RDOs.

In all cases:

- Read and understand the funder website & call. Talk to the funder if necessary. They ARE willing to discuss whether your proposal is appropriate!
- Provide a 1-2 page outline of your proposed research (helps [RDO](#) work out a plan of support for submission).
- Speak to HoD and Departmental Research Director.
- Is there a cap on the number of applications submitted from an individual institution? Check demand management requirements (if any) with [RDO](#) as there may be an internal selection process.
- Your [RDO](#) will invite you to complete and return a [costing proforma](#) and can provide additional support with budget and resource planning.

Process To Develop Research Proposal ⇨M1

Support can be provided by your [RDO](#) for:

- developing your [Case for Support \(CfS\)](#) taking into account funder guidance;
- finding Lancaster collaborators as well as facilitating contact with external partners and RDO equivalents;
- advising on [budget & resource planning](#) including examples of successful budgets and advice on resources;
- guidance on the departmental peer review process and identification of internal peer reviewers.

Proposal Development

⇨M2

- Work with your [RDO](#) on the processes outlined above plus: [institutional approvals](#); [institutional letters of support](#); and University Policy & Resources Group (UPRG) [match funding/institutional contributions](#).
 - Remain in contact with your internal/external collaborators and their RDOs (if relevant).
 - Make use of the [bid library](#) for examples of successful proposals.
 - Get acquainted with [funder submission portals](#) e.g. [JeS](#)
- Your [RDO](#) can also direct you to further support with [Impact Plans](#), [Data Management Plans](#) & [Justification for Resources \(JoR\)](#).

8 Weeks To Deadline – Proposal Finalised ⇨M3

- Contact maintained with [RDO](#) to establish additional areas of support required as outlined under Proposal Development including additional funder attachments
- Review the [CfS](#) and incorporate any feedback as required.
- Ensure [Institutional approvals](#) in place in relation to [institutional letters of support](#) and UPRG requests for [match funding/institutional contributions](#).
- Peer review in place and feedback incorporated into the application, especially the [Case for Support \(CfS\)](#).
- [RDO](#) and [RSA](#) will start to add the budget into [ACP](#) and to liaise with any collaborators about this.

3-5 Weeks To Deadline – Submission Finalised ⇨M4

- Ensure all sections in the application and on the [funder submission portals](#) are complete and correct.
- For heavily subscribed calls, delays on the portal can occur, so plans should be in place to submit as far as possible in advance of the deadline.

1-2 Weeks To Deadline – Submission Imminent ⇨M5

- [CfS](#) together with any additional funder specific attachments and budget completed.
- [Institutional approvals](#) in place.
- PI and RDO should maintain close contact during these final stages. It is however the responsibility of the PI to submit the proposal.

What happens next?

The funder will review your proposal. The timescale depends on the call/funder. If you are successful, RSO Post-Award team can help administer the finances on your grant. Even if you are unsuccessful, you may be able to get feedback from the funder, which you should take on board for future resubmissions or rewrites to another funder.



Research Services

Guidance for research grant application; process and routemap

Research funding – what's in it for me?

Applying for a grant can significantly enhance your research profile. It not only secures additional resources, but also perhaps more importantly is transformative of the way you position the ambition, scope, and quality of your research. Engaging in the process will make a serious contribution to your academic profile recognising that you are responding to the changing demands of the research landscape.

Where do I start?

First of all, contact your Research Development Officer (RDO) Your [RDO](#) can assist you along the whole process, from supporting you with identifying a suitable funder to developing an appropriate plan of support for [your](#) submission. You should remain in contact with your [RDO](#) at all stages.

There are many differing types and sizes of grant which can range from anywhere between 12-52 weeks to plan and submit, depending on whether collaborative partners and external Co-Is are involved.

This document provides an overview of the 'best practice' research grant application process. Please also consult our web page for further guidance and support for Developing Funding Opportunities: www.lancaster.ac.uk/research/support-for-researchers/research-services/pre-award-support.

Where do I start?

Throughout the process, remain in contact with your [RDO](#) and consult this document for further information.



This document is intended to give an idea of the elements required from a Principal Investigator (PI) or Co-Investigator (CoI) and the support available from Research Services for developing a bid for external research funding either where the project is led by yourself as the PI or where you are invited to participate on a bid as a collaborator being led by another Department/HEI. If you are contacting RSO with a short deadline please note that the level of support you receive from your RDO may not be as extensive as that outlined above and your RDO may already be supporting other research proposals.