**School of Computing and Engineering**

**Processes for grant/consultancy applications and internal peer and ethical review prior to the submission of applications for external funding**

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Within the School of Computing and Engineering the financial and internal review process is described below, and will apply to **ALL** bids for external funding (not just Research Council applications). The purpose of the internal review review process is to make sure all grants submitted for funding are of the highest possible standard.

**Preparing for grant submission and finding funders**

There is a great deal of support available to help you apply for funding, both within the School and from the Pre Award team. Please contact the Pre Award team and the SCE R&E Finance office as early as possible in the process of developing your proposal so that we can work together and tailor our support to suit your needs and deliver the best service possible to help you with your application.

The School has a range of resources to support academics through the grant application process and once grants are awarded. Each research group has a dedicated member of the team.

The SCE R&E Finance team is made up of:

Becky Marsden r.c.marsden@hud.ac.uk (based in CW4/01d)
Debbie Whiteley-Sykes d.whiteley-sykes@hud.ac.uk (based in CW4/01a)
Garry Parker g.parker2@hud.ac.uk (based in CE3/21)

The Business Development team is made up of:

Simon McKenna               s.mckenna@hud.ac.uk                  (based in CW1/10b)
Marie-Claire Micuta        m.micuta@hud.ac.uk                     (based in CW1/10b)

Simon and Marie-Claire provide a range of support to academics developing new projects/contracts/grants with industry partners.  This includes contract scoping, development, negotiation, costing and pricing as well as intellectual property development and exploitation.  They also manage the development of new KTP (Knowledge Transfer Partnerships) projects.

Caroline Rose is the Schools Research and Development Manager based in Pre Award and her role is “*to support and work with academic staff in the development of bids for external funding for research and contract activity*”. Caroline can help you to identify potential funding sources, liaise with the University Pre-Award team around approval of costings, review and critique in draft proposals, check for compliance with call/funder (including data management plans) and help with the embedding of impact within the proposal and project management of the external requirements of the funder. Her email address is C.Rose2@hud.ac.uk and applicants are strongly advised to contact Caroline early in the grant writing process.

**Financial Approval**

Costing are done through either the Pre-Award team and the School R&E Finance Office (CW4/01a). Processes are in place for academics to follow depending on the type of grant. Once complete and finalised these will be submitted for approval through the SCE R&E Finance office and then the Dean. For very large grants approval from the VCO may also be required. The Dean will not approve any costings for a grant until he has received the completed Resource Requirement form and evidence that the peer and ethical review process has been followed.

**Internal Peer and Ethical Review**

The following process should be followed:

**Peer Review**

Once the proposal is complete, the drafted “final version” should be submitted for internal Peer Review well in advance of any submission deadline.

The proposal should be reviewed by a minimum of one peer reviewer. It is the applicant’s job to select the most appropriate internal academic reviewer within the following criteria:

1. At least one reviewer should have a scientific background closely related to the work described in the proposal. The expert reviewer should be a senior member of staff and will provide feedback on the detailed scientific aspects of the proposal together with more general aspects of presentation etc.
2. If another reviewer is required - someone who is not focused directly in the relevant field but they would read the proposal from an overview standpoint.

The reviewer(s) are expected to provide constructive comments on the proposal. If significant changes are suggested then it may be appropriate for the review to be an iterative process. Once finalised the reviewer should complete the Peer Review form and sign the declaration on the Resource Requirement form (see below) to indicate that they have seen the final version of a grant and agree that the proposal is of a high standard and merits submission. Note that it is not expected that the writer will necessarily agree with and amend the grant in line with all of a reviewer’s suggestions. **If there are irresolvable concerns about any grant these should be referred to the HoD or Director of Research who will continue the review process.**

**Ethical Review**

The ethical checklist should be completed by the academic during the development of the proposal. Once finalised the academic would confirm this on the Resource Requirement form which is shared with the Dean.

**Dean Sign Off**

Once the financial aspects are finalised with Pre-Award or the SCE R&E Finance team and the internal review process has been completed the proposal will need final approval by the Dean before submission. It is the responsibility of the applicant to arrange a meeting with the Dean, via his PA Kay Moorhouse; k.moorhouse@hud.ac.uk. At this meeting the applicant will need to take with them a copy of the Dean Sign Off form and a completed Resource Requirements form. The signed forms should be returned to the School R&E Finance Office for processing through PAPA.

**Research Project – Resource Requirements**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Funding Agency** |  |
| **Sum Requested** |  |
| **Anticipated Start Date** |  |
| **Project Team and Percentage Contribution** **to Project** |  **Investigator Names** | **% Contribution** |
| **PI** |  |  |
| **CI** |  |  |
| **CI** |  |  |
| **CI** |  |  |
| **CI** |  |  |

Please indicate whether the project will involve the School providing any of the following (i.e. not built into project costing):

□ Funding
□ Office Space: staff

□ Office Space: student

□ Laboratory space in addition to existing space

□ Technical support

□ Administrative Support

□ Other

For each category with a ticked box, please provide details below (and/or on a separate sheet) of the resources required and arrange early discussions with the Dean.

Please complete the sections below to confirm that Peer Review & Ethical Review has taken place

**Peer Review** □ Yes □ No □ Exempt (Consultancy, KTP)

Expert academic reviewer: Name ………………………………………….

**Ethical Review Checklist** □ Yes □ No Areas for consideration□ Yes □ No
**Data Management Compliant** □ Yes □ No <http://www.hud.ac.uk/research/strategyandpolicy/researchdata/>

Signature, PI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature, Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_