

INTENT TO SUBMIT GRANT APPLICATION PROCESS FLOW



Process to follow if we ARE the leading institute

1
Principal Investigator (PI) to complete the FEC template and send to Grants Team **at least 15 working days before funder deadline**. PI to obtain HOD signature on Letters of Support where required.

2
PI to liaise with Grants Team with regards to costing.

3
If there is an external institute collaborating on this application then please obtain their costs and send to Grants Team to include in X5 application costing. Research Services will request to see the costs from the collaborating institute.

4
Once costs are finalised, send completed application to Grants/invite Grants Team member to add in costs to the online portal. X5 should match application exactly.



5

The Grants Team will cross check the final X5 against a copy of the application, statement of work or departmental letters of support **WITHIN 7 WORKING DAYS OF THE FUNDER DEADLINE**.

6

Once approved by the Grants Team, the X5 costing is sent by them to Research Services along with a final copy of the application and any other supporting documents.

THIS MUST BE DONE AT LEAST 5 WORKING DAYS BEFORE THE FUNDER DEADLINE.

7

Research Services will confirm to the Grants Team whether Oxford can submit the application.

Process to follow if we ARE NOT the leading institute

1
Principal Investigator (PI) to complete the FEC template and send to Grants Team **at least 15 working days before funder deadline**.

2
PI to liaise between Grants Team and lead institute with regards to costing. **DO NOT** submit costs as final without going through Research Services review.

3
Once costs are finalised, send completed application to Grants and/or invite Grants Team member to add in costs to the online portal. X5 should match application exactly.

If your bid is EC or a US Federal funder, or you are an IDRM Investigator/your bid has IDRM space or equipment considerations the above deadlines will be longer. Please contact the Grants Team for advice. It is the responsibility of the PI to comply with the above deadlines – not doing so can lead to errors, and the department reserves the right to not accept any award

If you have any questions or need help with your application, please email:
grants@paediatrics.ox.ac.uk or **ovggrants@paediatrics.ox.ac.uk**