**Intent to submit grant application**

**Application MUST be with Research Services at least 6 WORKING DAYS BEFORE FUNDER DEADLINE**

**At least 2 weeks prior to funder deadline**

Are we the leading institute?

Yes No

PI Complete the FEC Template and send to Grants.

PI obtain Departmental Approval if required PI Complete the FEC Template and send to G Grants Officer

PI liaise with Grants Team with regards to costing PI liaise between Grants and lead institute with regards to costing –

**DO NOT SUBMIT COSTS AS FINAL TO**

**LEAD INSTITUTE WITHOUT GOING**

**THROUGH RESEARCH SERVICES REVIEW**

If there is an external institute collaborating on this application then please obtain their costs and send to Grants Officer to include in X5 application costing. Research Services will request to see the costs as they have been sent from the collaborating institute.

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.

Once costs are finalised, let Grants know so the X5 can be updated accordingly. X5 should match application exactly.

**At least 7 working days before funder deadline**

Grants team will submit X5 along with copy of the application

/statement of work/departmental letters of support to Khaya within 7 working days of funder deadline

Once approved by Grants Team, the X5 costing can be sent on to Research Services along with a final copy of the application and any other supporting documents, this **MUST BE DONE AT LEAST 6 WORKING DAYS BEFORE THE FUNDER DEADLINE**

RS will confirm whether Oxford can submit, or if there is any feedback around the application. Who submits depends on how the submit process is set up by the funder, please check with your Grants Team.

 Submit to funder/lead institute