

Application/Tender for a Research Grant, Research Contract or Consultancy

Name of Proposed Funder		
Short Title of Project		
	Name	Faculty & Department/Centre
Principal Investigator (PI) <i>(at Edge Hill University)</i>		
Co-applicants <i>(at Edge Hill University & elsewhere)</i>		
Value of Application	a) total application: £ b) to Edge Hill University (if shared with other institutions): £	
Indirect cost applied on this bid (expressed as a % of staff costs)		
Submission deadline		
Anticipated decision date		

Signatures	Date
<p>1. Principal Investigator</p> <ul style="list-style-type: none"> • I confirm that I have consulted my Head of Department. • I confirm that I have consulted either the Research Funding Manager or the Head of Policy Support and Information on indirect costs for this project. • I confirm that I have consulted the following Heads of other Academic and Service Areas which may incur costs as a result of this application being successful <i>(please specify them here)</i> • I confirm that this application conforms with all appropriate Edge Hill University policies <p>..... Principal Investigator</p> <p>..... Second Investigator <i>(If necessary)</i></p> <p><i>Note: The PI must be a permanent member of Edge Hill University staff or, if on a fixed-term post, on a contract extending beyond the duration of the proposed funding. Otherwise a second investigator who is a permanent member of Edge Hill University staff must be named.</i></p>	
<p>2. Dean of Faculty/Head of Service (or authorised deputy)</p> <p>I have considered the application and am satisfied that:</p> <ul style="list-style-type: none"> • It is in accordance with University policies and the Faculty/Service's strategy • All direct costs are included or can be met from within the Faculty/Service's budget <p>..... Dean of Faculty/Head of Service</p>	
<p>3. Research Office</p> <p>Salaries (if applicable) and other direct costs have been correctly costed and appropriate indirect costs included, according to Edge Hill University policy</p> <p>..... Research Funding Manager</p>	
<p>4. Institutional Authorisation</p> <p>The formal application has been approved and (if necessary) signed.</p> <p>..... Pro Vice-Chancellor, Director of Finance, or Dean of Research & Knowledge Transfer</p>	

NOTES

1. Edge Hill University requires that this internal 'Green Card' must accompany each application or tender for external funding for research or consultancy activities. Its scope includes bids to all public, private and voluntary sector organisations (including industry; local, central and supra-national government and any other publicly-funded organisations; charities; and the research councils). It is both an action checklist and an authorisation document. The only exclusion to this procedure is for units within Edge Hill University having their own procedures and having been granted specific devolved authority by the Directorate to quality assure their own bids.
2. Each application or tender must be seen and approved by the Dean of Faculty, the Research Office and then authorised by either a Pro Vice-Chancellor, the Director of Finance, or the Dean of Research and Knowledge Transfer. To ensure each has time to examine the proposal, each should be given **at least three clear working days** in which to examine the proposal prior to signing it. This implies that, wherever possible, bids should be ready for submission 10 days before the deadline for their receipt by the funder.
3. Staff are advised to contact the Research Office at an early stage to obtain or check costings and to ascertain allowable costs for inclusion. Information on both direct and indirect costs may also be obtained from Policy Support and Information. Applications may be refused authorisation where they contain unrealistic costings.
4. A copy of the authorised application or tender must be provided to the Research Office together with this Green Card fully signed.
5. When the grant of an award, or an unsuccessful application, is notified directly to the research applicant, this information should be copied immediately to the Research Office.
6. It is important to remember that all contracts with external organisations are made between Edge Hill University and the external organisation and that, therefore, the 'Institutional Authorisation' signature must be obtained before an application is submitted to an external body. Failure to obtain this authorisation may result in disciplinary action.
7. The Service Areas which the Principal Investigator may need to consult with during the preparation of the application include (but are not restricted to):
 - IT Services (regarding computing and processing)
 - Facilities Management (regarding catering and hospitality, printing, photocopying)
 - Corporate Marketing (regarding design and external printing)
 - Human Resources (regarding the costs of advertising any required posts)
 - Learning Services (regarding the costs of Inter-Library Loans and any non-computing technical equipment – e.g. recording equipment/materials)
 - Teaching & Learning Development Unit (regarding the development of WebCT facilities).
8. It is good practice to have a third party read both early and final drafts to identify any potential problem areas.

EXTERNAL FUNDING APPLICATION CHECKLIST

COSTS1

(To be attached to the completed application and ‘Green Card’)

The Principal Investigator must complete and attach this checklist to the application for which authorisation is being requested from the Research Office and the Institutional Authoriser. It is not necessary (although it may well be helpful) for it to be seen by the Dean of Faculty prior to the application being authorised at Faculty level.

Please tick (✓) if the point is met/has been considered or indicate (N/R) that it is not relevant to this application.

Item	✓	N/R
• Considered for Ethics and Health & Safety and any issues highlighted have been addressed as required		
• Application forms have been completed in accordance with funder’s requirements		
• If the application involves collaboration with another institution, it is clear who is the lead institution and what Edge Hill’s role is in the collaboration		
• Is it clear who will retain Intellectual Property Rights (IPR) arising out of the proposal? (If this is not specified, IPR accrue to Edge Hill.)		
• All time commitments from Edge Hill University staff are clearly stated and costed		
• All equipment requirements are clearly identified and (if necessary) costed		
• Sufficient costs to meet the project’s complete travel and subsistence needs are included		
• All the direct costs that can be recovered are included in the costings		
• All the indirect costs that can be recovered are included in the costings		
• Appropriate levels of overhead have been applied		

Proposal Checklist		
• Statement of Aims		
• Statement of Objectives		
• Details of, and justification for methodology		
• Context (importance and relevance) of proposed project		
• Indication of how the proposal meets the funder’s objectives		
• Evidence to indicate suitability to do the work/carry out the proposal		
• Reference to other work in the field and how this work fits in		
• Clear project plan with time scale, tasks, milestones and deliverables		
• Details of project management arrangements		
• Details of dissemination plans		
• Arrangements for the exploitation of IPR following the completion of the project		

COSTING AND PRICING OF APPLICATIONS/TENDERS FOR A RESEARCH GRANT, RESEARCH CONTRACT OR CONSULTANCY
(To be attached to the completed application/ 'Green Card')

The Principal Investigator must complete and attach this form to the application for which authorisation is being requested from the Research Office and the Institutional Authoriser. Either this form or an earlier draft of it should be seen by the Dean of Faculty and the Head of Department prior to the application being authorised at Faculty level.

Item	Actual Cost to Edge Hill	Cost to be Charged to External Funder	Explanatory Notes ¹
Salary Costs for each Person Working on the Project²			
a) Principal Investigator			
b) Other Edge Hill University staff members (1)			
c) Other Edge Hill University staff members (2)			
d) Other Edge Hill University staff members (3)			
e) Staff requiring to be employed specifically to work on the project			
f) Staff requiring to be employed specifically to work on the project			
g) Administrative staff			
h) Technical staff			
i) Transcription costs			
j) Travel			
k) Subsistence			
l) Printing/Photocopying			
m) Telephone			
n) Postage			
o) Stationery			
p) Other (specify)			
q) Other (specify)			

If items (g) to (q) are not included, then indirect costs of £150 for research staff when working at Edge Hill must be added.

1 This column should be used for any explanatory notes and (if appropriate) to indicate why the costs are not being passed on to the funder. (NB: There may be very good reasons why the full cost of a project may not be passed on to a funder, however, it is important that these reasons are made explicit and justified.)

2 The anticipated costs of the time of each person working on the project should be indicated here. This should be calculated at the following (approximate) rates: e.g, Lecturer - £165 per day; Senior Lecturer - £200 per day; Principal Lecturer - £225 per day; Professor £260 per day. These rates include NI & Pension contributions at 22%. For other staff, please remember to add on this element to the costs. Indirect costs are not included in these figures.