Nuts and Bolts of Writing a Grant Application

Dr Paula Gould

Research & Innovation Services
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Planning and drafting
Identifying Funding Sources

- Get to know *who* funds research in your area
  - Funders’ Twitter / RSS feeds/email alerts / websites
  - Faculty funding opportunities emails / Twitter feeds
  - Research Professional (www.researchprofessional.com)
  - R&IS contacts (www.sheffield.ac.uk/ris/contacts/rds)
  - Faculty contacts/committee members
Funding Sources

- Get to know *how* different funders support public engagement
  - *within* standard project grants, fellowships
  - through dedicated funding streams (see list held by National Coordinating Centre for Public Engagement: www.publicengagement.ac.uk/how/funding)
Royal Academy of Engineering: Ingenious Grants

“These support innovative ideas that help engineers to communicate their expertise and passion to a wider audience.” (£3000 - £30,000)

Wellcome Trust: Small/Medium Arts Awards

“These support imaginative and experimental arts projects that investigate biomedical science.” (up to £30,000)

Physiological Society: Outreach grants

“These enable members to run an outreach or public engagement activity on all aspects of physiology.” (£1000)
Example calls

Arts & Humanities Research Council (AHRC):
Follow-on funding for impact & engagement

“This scheme provides funding for innovative and creative engagements with new audiences and user communities which stimulate pathways to impact. Funds are awarded for knowledge exchange, public engagement, dissemination and commercialisation activities that arise unforeseeably during the lifespan of or following an AHRC funded project.” (up to £100,000)
Eligibility and Remit

• Check early-read the guidance
  • Person = tenure, years post PhD, nationality, residency, funding history, society membership...
  • Project = within remit, currently funded area, collaborators, multidisciplinarity...

• Funders - welcome pre-application contact
  • Some have remit query services
  • Some have eligibility checkers
  • Some encourage email/phone contact

• Contact R&IS – internal contacts/ funder intelligence
Drafting Your Proposal

- **Begin at the end:** Check the deadline, check the submission route
- **Start early:** Plan time for peer review, University / Department sign-off, hard copy delivery?
- Be aware of **all** the requirements
  - Impact summary, ‘Pathways to Impact’ statement, data management plan, collaborators’ CVs, letters of support (University/partners)
- Seek out award holders to ask their advice
Drafting Your Proposal

It’s a competitive process: **be clear, be convincing**!

“If you can’t explain it simply, you don’t understand it well enough” [Albert Einstein]

- What is your aim... and why?
- What methods are you thinking about using, and why?
- What are the potential impacts?
- Will you - and should you - be collaborating with others?
- Is there anything innovative about your idea?

Talk to colleagues, draft a summary: **get informal feedback**
Top Tips

• Format
  ◆ *check the rules*: word count, font size, margins

• Content and structure
  ◆ ‘*answer the exam question*’

• Consider your audience
  ◆ *avoid dense text*: use bold, italics, paragraph breaks
  ◆ *keep it simple*: avoid jargon, acronyms
  ◆ *engage the reader*: avoid passive tense, be emphatic

• Don’t go it alone!
  ◆ *seek feedback*: from friends, colleagues, R&IS...
Costing and Submission
Submission Systems

- Online submission systems: used by most major funders
  - RCUK (Je-S)
  - British Academy and the Royal Society (e-GAP2)
  - Wellcome Trust (eGrants)
  - Leverhulme Trust (CC Grant Tracker)

- Hard copy submission: still used by smaller funders
Key points

• Most online systems are clunky
   large number of sections
   some documents may need to be uploaded

• You will find it frustrating at first so......

HAVE A PLAY NOW – YOU CAN’T BREAK THEM!
Create JeS account if you do not already have one. May need to register for an admin account if not eligible to apply as a PI (type to prepare but not submit)
RCUK SSC becomes UK SBS

RCUK SSC Ltd (the SSC) has changed its operating name to UK Shared Business Services Ltd (UK SBS) to reflect broadening services.

Out more about UK SBS and how it is run, take a look at the website here: http://www.ssc.rcuk.ac.uk/Pages/default.aspx

Our materials are starting to show the new identity, which is being gradually rolled out to keep cost to an absolute minimum. This means

Project Engagement by Sector - Qualifier Type

Please note the Project Engagement by Sector Qualifier Type has been added to an additional number of calls (but not all).
This means it may now be available for you to select before submitting your proposal depending on the call

Information for Research Organisation Grant Admin Staff

Please be advised that the Research Council Terms & Conditions have been revised. The new Terms and Conditions will be reflected in O

Upcoming Closing Dates (cut off 28 July 2013)

- Standard Grant July 2013
  - NERC (ends 02 July 2013)

- Tree Health and Plant Biosecurity Initiative
  - BBSRC (ends 02 July 2013)

- Standard Grant - New Investigators July 2013
  - NERC (ends 02 July 2013)

- UK China Grid Scale Storage
  - EPSRC (ends 02 July 2013)

- Diet and Health Research Industry Club - Outline
  - BBSRC (ends 03 July 2013)
 machtwo november 2013

functions

create

- new document
- maintain grants

documents

proposals

- fellowship proposal (3)
- standard proposal (5)

students

- studentship proposal (2)
To find the council, document type and scheme combination for a particular call please use the call search.

**Call Search** (opens in a new window)

**Select Council:**

```
-- Select Council --
```

**Select Document Type:**

```
-- Select Document Type --
```

**Select Scheme:**

```
-- Select Scheme --
```

**Select Call/Type/Mode (optional):**

```
-- Select Call/Type/Mode --
```

Copy existing document? □

[Create Document]  [Cancel]
Instructions

Please use the Document Menu (sidebar) on the left to navigate through the document. (Alternatively, use either the Document Actions or the Document Menu (Sidebar) link.)

Document Menu (Sidebar):

The red icon indicates that either the section has not been completed or fails validation. Hover over the red box to see the error message.

The green icon indicates that the section has been successfully completed and passes validation.

The orange icon indicates that a section has not been completed - but it may not be applicable so will not fail validation.

The yellow icon links to the relevant section of the Help text.

Select the Document Actions at the top of the page to view the range of options available: previewing or printing, and deleting the document.

When the document is complete and validates successfully the Submit button will appear at the top of the page.

Further information
Please Select...
- Pathways to Impact (exactly 1)
- Case For Support (exactly 1)
- Justification for Resources (exactly 1)
- C.V. (any number)
- Letter of Support (any number)
- Proposal Cover Letter (any number)
- Technical Assessment (any number)
- Workplan (1 or more)
- Other Attachment (any number)

Description:

100 character(s) remaining (maximum 100), including spaces and returns

To check character counts, or edit longer text to the character limit, use the character count test page (opens in a new window).
JeS Help

‘How to’ related queries

- Online help within JeS
- Departmental research support
- R&IS (URMS helpdesk)

Account related queries

- JeS helpdesk
Costing, Pricing and URMS

• What’s the FEC? (Full Economic Cost)
  ❖ This needs to be calculated for all grant applications
  ❖ University’s tool = URMS
    http://www.shef.ac.uk/ris/application/pricing/urms
    http://www.sheffield.ac.uk/ris/application/pricing/urmsform

HAVE A PLAY NOW – YOU CAN’T BREAK IT!
University Research Management System (URMS)

Please note that URMS is currently not compatible with version 7 of Java. Information on which versions of Java are compatible is available through the CiCs website.

URMS is the University’s web based costing tool for costing and pricing research related projects, obtaining costing approvals, and post award administration. URMS is accessible to users and runs on all computer platforms. Please see the information below on how to register for the system.

R&I provides a dedicated URMS helpline who can provide help and guidance on both using the system and on costing your research proposal. The helpline is available from 10am-2pm Monday to Friday on 21450 or email research.eds@sheffield.ac.uk.

Registration and training

To register to use URMS you need to complete the online URMS registration form. You will receive confirmation from the Pricing Team once you have been registered.

R&I offers three URMS training possibilities:

- There is a variety of online demonstration tutorials available (see below). Some are aimed at beginners, some focus on specific aspects of the system.
- We can organise group training if there are a number of users in a department or school who are either new to the system or require refresher training - perhaps in order to respond to a particular funder call.
- We can offer one-to-one training either in at R&I or in your department.

If you would like to book a training session please contact the URMS helpline on 21450 or email research.eds@sheffield.ac.uk.

Tutorials

Please click on the appropriate movie icon to view the tutorial. To make suggestions about other tutorial subjects or offer feedback, please use the feedback form in the quick links box.

**Managing research grants**

- **URMS for new users**
  - This demo will guide you through the 'Project Initiation' screens (updated 01/06/11).
- **Accessing an existing project**
  - This demo will guide you through how to restore existing project costings.
- **URMS HOD approval process**
  - This demo will guide you through how to approve an URMS costing as HOD.
- **Understanding project reports**
  - This demo will guide you through a project report.
- **Registering student research projects on URMS**
  - The following demo will guide you through the processes involved in completing an URMS record for a supervised-student project.

**Reports and management information**

Application and award data generated and stored by URMS may be accessed independently by registered users for management information purposes using MI View or UK data.

- **Sample project report**
  - This demo will guide you through a project report.
- **Project initiation**
  - This demo will guide you through the 'Project Initiation' screens (updated 01/06/11).
- **URMS HOD approval process**
  - This demo will guide you through how to approve an URMS costing as HOD.
- **Understanding project reports**
  - This demo will guide you through a project report.
- **Registering student research projects on URMS**
  - The following demo will guide you through the processes involved in completing an URMS record for a supervised-student project.
Approval process

• Plan ahead: *what do you need?*
  - internal peer review?
  - agreement for match funding?
  - institutional letter of commitment?

• Understand the process
  - HoD signs off URMS and application
  - R&IS signs off URMS and application *(min 3 days)*
  (http://www.shef.ac.uk/ris/application/submission)
Questions?
To Discover And Understand.