

Major & Institutionally Limited Bids Framework

Many funders now limit the number of applications a single university can submit to a strategic scheme. Examples include Leverhulme Leadership awards and ESRC Centre grants.

This document sets out a transparent, robust and proactive framework which will be used to select and support the best and most appropriate applications for strategic or limited calls.

In the unlikely event that there may be exceptions to this process, depending on any specific requirements of the schemes, any such variations will be communicated to relevant staff.

The support process for larger grant applications

When calls for such schemes are made, GRE will do the following:

- **As soon as the scheme is announced** it will be advertised, making it clear that the institution can only submit a limited number of applications. Anybody interested in applying will be asked to let GRE know by completing a 'Statement of Intent' before a specified deadline.
- At the same time, GRE will contact PVCs and Faculty Directors of Research & Enterprise, requesting that they bring this to the attention of any academic staff who are at the appropriate point in their career to apply, or who have a suitable centre or project idea.
- If GRE receives interest that exceeds the number of applications than can be submitted, the following process will be followed to identify those for selection.
- **At least two months, typically, before the external deadline** those interested in applying will be asked to submit:
 - A two-page summary of their proposal that addresses the main criteria of the specific call as per the guidance documentation.
 - An eligibility statement (if applicable).
 - A summary of the track record of the internal project delivery team/research group/centre.
 - A summary of external partners/collaborators¹ (if applicable)
 - A financial statement as to how the project will be funded, especially any institutional support that might be required
 - A statement of support from their PVC (or Faculty Director of Research & Enterprise) and Faculty Operating Officer².
- An independent assessment panel will be convened to avoid any conflicts of interest and to prioritise the applications. The constitution of this panel will depend on the parameters and objectives of the scheme and its membership will draw on expertise from across the University.
- The panel will be Chaired by DVC(R&E) and have representation from GRE.

¹ It is the PI's responsibility to communicate with partners/collaborators regarding the institution's internal selection process and to ensure that expectations are managed effectively.

² This would apply to those funding calls where there are significant financial commitments in the scheme guidance (T&Cs) that would require the Faculty to contribute rather than the funder. This is sometimes referred to as 'matched funding'. This approach also confirms the need for the PVCs to make the final decision on any proposal that will require significant financial support from the Faculty. For inter-Faculty proposals, a joint statement would be required from all PVCs, FOOs, and FDREs involved.

- The panel will be asked to send their comments/assessments within two weeks after the specified internal deadline, and if decisions are unanimous, then applicants will be informed of the outcomes in that same week.
- If the panel is unable to reach a consensus, a meeting will be convened in order for the applications to be discussed and re-assessed so that a final decision can be taken.
- Applicants will then be informed of the outcomes accordingly, and that the decision of the panel is final. Due to the time constraints involved, applicants will not be able to appeal against the panel's final decision³.
- The Research Development Officers and/or Enterprise Development Managers will work with the selected applicant(s) to develop their application. They will also facilitate internal peer review to ensure that the proposal is of the highest quality and to maximise the possibilities of success.
- **Within 2-3 weeks** of the successful team being notified, the project lead will complete the Form 1 stage, including risk assessment. This early completion of Form 1 is possible as the project has already been approved in principle by the PVC and FOO (where relevant) at the outline stage above. It is recognised that the specifics of the application will still be continually revised until near the deadline date, however the submission of an early Form 1 will give GRE sufficient time to ensure all the underlying agreements are in place, due diligence on external partners is conducted, etc.

Updated: July 2020

³ The panel reserves the right for not any of the submitted applications to be progressed further if they do not sufficiently meet the criteria of the call, or if there are significant concerns over the track records/research profiles of the project delivery teams.