**New research grant submission process – effective from 1 August 2024**

**Frequently Asked Questions**

**General Information**

1. **What is the purpose of the new research grant application process?**

The purpose of the new process is to help increase the quality and thereby the success rate of research grant applications by prioritising support for early career researchers, high value and larger strategic proposals, fEC and commercial applications.

1. **Who manages the research grant application process?**

The research grant application process is managed by Research and Innovation (R&I) through Worktribe and via direct interactions with applicants.

**Notification and Deadlines**

1. **What are the new mandatory notification periods for research applications?**

All research applications require a minimum of **4 weeks** notice through setting up a new Worktribe Project. Complex applications require **8 weeks** notice.

For calls with shorter deadlines - please contact R&I a minimum of **3 weeks** before the call deadline or as soon as the deadline is known.

1. **What is the definition of a Complex Application?**

Complex applications are proposals which require greater pre-submission due diligence or input from R&I over more standard applications and can be complex for a variety of reasons, including: very high value (>£1M), involving multiple partners e.g. UKRI consortia grants, human intervention studies, studies with the potential to raise particular ethical or reputational risks to the UoA, studies involving commercial partners, studies involving overseas partners, studies which may require assessment against Trusted Research criteria, studies where the PI plans to request a cash or significant ‘in-kind’ institutional commitment. Please note that this is not an exhaustive list.

If you are unsure please contact your R&I [RDE](https://www.abdn.ac.uk/staffnet/research/contact-us/contact-us-10570.php#faq2) or [IKE](https://www.abdn.ac.uk/staffnet/research/contact-us/contact-us-10570.php#faq5) contact to discuss.

1. **What are the internal deadlines for submission of applications to Worktribe?**

All parts of the final application (including CVs, project partner letters and budgets from partner institutions if applicable) must be submitted in Worktribe at least **5 working days** before the funder deadline. This allows R&I to check the application, make any required changes, and collect internal approvals.

1. **Applications led by other institutions.**

UoA investigators should follow the grant submission processes of the lead partner but should still aim to follow the timescales in the UoA grant submission process in order to develop and seek internal approval for the UoA budget.

**Application Review and Support**

1. **What changes are being made to the R&I research development support?**

R&I RDE and IKE resource will be rebalanced to prioritise research development support towards higher value and strategic applications, early career researchers , fEC and commercial applications. Lower value applications will undergo a lighter touch review.

1. **What does a "lighter touch" review entail?**

A lighter touch review means that lower value applications will primarily be checked by a Research Finance pre-award accountant rather than the full R&I team, focusing on ensuring the eligibility and correctness of requested costs.

The eligibility of a researcher to apply to the scheme will still be checked by the R&I RDE or IKE contact..

1. **How do you define a higher value application?**

The definition of a high value application will vary between disciplines & Schools and will be determined by senior School staff (Head of School and Director of Research). For SHAPE disciplines the value will be lower than for STEM disciplines.

A high value grant as this grant submission process applies will be typically in the region of the value of UKRI project grant in your discipline.

**School-Level Processes**

1. **How will schools align their grant support processes with the new application process?**

Schools are encouraged to review and adjust their Intention to Submit/Supporting Grant Application and peer review processes to align with the new research grant application process. Each School's approach will be detailed on StaffNet in due course.

**Implications and Monitoring**

1. **What are the potential implications of the new process on lower value applications?**

A lighter touch review for lower value applications might impact their quality and compliance, potentially affecting funding and reputational standing. Applicants are therefore encouraged to read all the guidance notes and ensure they understand the needs of the call to which they are applying.

1. **How will the effectiveness of the new research grant application process be monitored?**

The University’ Research Committee will receive reports to monitor research awards by value, success rates, career stage, award type to assess the effectiveness of the new process in improving overall research award value and income.

**Contact Information**

1. **Who should be contacted for more information?**

For more information or to address any queries with the new process, contact the Research and Innovation (R&I) [Research Development](https://www.abdn.ac.uk/staffnet/research/contact-us/contact-us-10570.php#faq2) or [IKE](https://www.abdn.ac.uk/staffnet/research/contact-us/contact-us-10570.php#faq5) team.