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HUM/UEA GRANT APPLICATION DEADLINES AND PEER REVIEW PROCESS

The following internal review procedures apply to the following research grant applications:

- ALL applications for external funding submitted by staff from the Faculty of Arts and Humanities (HUM) to any funding organisation.
- ALL applications from any part of the University submitted to the Arts and Humanities Research Council (AHRC).

The review process is designed to be supportive in the development of high quality research proposals. Timescales are designed to facilitate timely comments to enable reworking of proposals which will hopefully have a better chance of success.

Failure to follow this procedure may mean that your application is not submitted, or not supported by the University. An award offered to the University on the basis of an unauthorised application may be declined by your School.

There are two routes for review depending on the value and funder of the proposed project. The route to be taken by each application will be determined by the School Research Director and RIN Project Officer.

NOTES

- Where the funding organisation's deadline for applications is shorter than the internal review timeline, the RIN PO and School Research Director will advise on an alternative schedule.
- The value threshold for expedited/full review is based on the value requested from the funder, not the Full Economic Cost.
- The review process will be monitored and reviewed periodically to ensure effectiveness.
- Please refer any questions to your RIN Project Officer.
- This process does not apply to non-research applications (O and T codes).

EXPEDITED REVIEW FOR SMALL APPLICATIONS

APPLIES TO:

- **APPLICATIONS FOR LESS THAN £50,000**
- **APPLICATIONS TO ALL FUNDERS EXCEPT UKRI AND LEVERHULME (UKRI AND LEVERHULME APPLICATIONS ARE SUBJECT TO THE FULL REVIEW PROCESS REGARDLESS OF VALUE)**

1. Read the funder's guide to applications and prepare a short outline of the proposed research plan.
2. **AT LEAST 4 WEEKS BEFORE THE EXTERNAL DEADLINE:**
 - a) Discuss the proposal and likely costs with the School Research Director and with the RIN Project Officer¹.
 - b) Get the draft application checked for quality, good style, and choice of referees (if applicable) by the School Research Director. The School Research Director may request additional internal review at this point to assist with the development of the proposal.
 - c) Get the draft application checked for compliance with the rules and have the budget prepared by the RIN Project Officer.
 - d) Revise draft into the finished form.
3. **AT LEAST 2 WEEKS BEFORE THE EXTERNAL DEADLINE:**
 - a) Submit final application to the RIN Project Officer.
 - b) The RIN Project Officer checks the application and sends a copy to the School Research Director and HUM ADR for their approval/comments.
 - c) Any comments are fed back to the PI by the RIN Project Officer.
4. **1 WEEK BEFORE THE EXTERNAL DEADLINE:**

Formal Head of School and University (RIN) authorisation is completed and the application is submitted.

¹ Applicants should liaise with the RIN Project Officer allocated to their School. In the case of more than one School being involved the Project Officer connected with the lead applicant's school will manage the application process in consultation with other Project Officers if necessary. If the lead applicant's School is not within HUM the Project Officer will liaise with Hannah Chroston (Project Officer – HUM Schools) for advice on this peer review process.

FULL REVIEW FOR LARGE APPLICATIONS

APPLIES TO:

- **ALL UKRI APPLICATIONS (E.G. AHRC, ESRC)**
- **ALL LEVERHULME TRUST APPLICATIONS**
- **ALL OTHER APPLICATIONS FOR AT LEAST £50,000**

1. Read the funder's guide to applications and prepare a short outline of the proposed research plan.

2. **AT LEAST 12 WEEKS BEFORE THE EXTERNAL DEADLINE:**

- a) Discuss the proposal with the School Research Director and with the RIN Project Officer.
- b) UKRI applications (e.g. AHRC, ESRC) and strategic applications (e.g. needs institutional support, contains multiple partners) require an initial meeting with the Research Director and RIN Project Officer. The aim of this meeting is to identify who needs to be involved in developing the application, if any School/Faculty financial support is needed and whether institutional support letters are required. This additional meeting needs to be factored into the process timescales and should be arranged by contacting the School Research Director.

3. **AT LEAST 10 WEEKS BEFORE THE EXTERNAL DEADLINE:**

- a) Proceed with preparing the draft application paperwork. Get the draft application checked for quality, good style, and choice of referees (if applicable) by the School Research Director. The RIN Project Officer can provide technical advice and assistance regarding funder/scheme requirements, eligibility, guidance notes etc.
- b) Get the draft application checked for compliance with the funder's rules by the RIN Project Officer. At this stage a full budget will be worked up and sent to the PI with any other comments from RIN.

4. **AT LEAST 7 WEEKS BEFORE THE EXTERNAL DEADLINE:**

- a) Submit the application to the RIN Project Officer for internal peer review.
- b) The RIN Project Officer collates feedback from one or more reviewers within HUM. Usually this involves one reviewer from the same School as the PI and one from a different School.

For internal peer review, all applications need to be fully completed including the budget. Incomplete applications cannot be reviewed and will be returned to the PI to be completed. It is the PI's responsibility to make sure that the application is fully completed and with sufficient time for review.

5. **AT LEAST 4 WEEKS BEFORE THE EXTERNAL DEADLINE:**

- a) The RIN Project Officer returns the feedback to the PI.
- b) Any necessary revisions are made to the application.

6. **AT LEAST 2 WEEKS BEFORE THE EXTERNAL DEADLINE:**

- a) Submit final application to the RIN Project Officer.
- b) The RIN Project Officer checks the application, and sends a copy to the School Research Director and HUM ADR for their approval/comments.
- c) Any comments are fed back to the PI by the RIN Project Officer.

7. **1 WEEK BEFORE THE EXTERNAL DEADLINE:**

Formal Head of School and University (RIN) authorisation is completed and the application is submitted.