# Engineering and Informatics Grant Application Proforma

School of Engineering and Informatics

This form should normally be submitted electronically to the Research and Enterprise Coordinator (Luke Scott/Chloe Quinn, enginf-research@sussex.ac.uk) and Research Development Officer (Nile Amos, N.J.Amos@sussex.ac.uk) no less than 6 weeks prior to the formal grant deadline. The full grant application must be circulated for signatures at least 3 working days before the submission deadline. ***(You can navigate through the form with the TAB key)***

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| 1. Principal applicant (PI) at Sussex |
|       |
| 2. Lead Institution |
|       |
| 3. Co-applicants (and institution if not at Sussex) |
|       |
| 4. Project title |
|       |
| 5. Grant funding body and initiative/call |
|       |
| 6. Deadline or intended submission date | 7. Approximate grant value |
|       |  |       |
| dd/mm/yyyy |  | (in British pounds if possible) |
| 8. Proposal summary/ abstract/ impacts |
|       |
| 9. Does the proposal require a letter of support? | [ ]  Yes | [ ]  No |
| Letter required from: |       |
| 10. Does the proposal require additional School support? | [ ]  Yes | [ ]  No |
| If **yes**, negotiate with the Head of School no later than **10 working days before the deadline**. |
| 11. Name at least two critical friends |
| (Critical friends are expected to help with the proposal, both with advice in the early stages and by internal review in the final stages of preparation (please choose at least one colleague from outside the research group). |
|       |  |       |
| Critical friend 1 |  | Critical friend 2 |
|       |  |       |
| Critical friend 3 |  | Critical friend 4 |
| 12. Preliminary costing information |
| Project start date: |       | Project end date: |       |
|  | dd/mm/yyyy |  | dd/mm/yyyy |
| PI hours per week: |       | Co-I hours per week: |       |
|  | (if known) |  | (if known) |
| Number and type of staff (e.g. PhD students, postdocs, technicians, FTE if known) |
|       |
| Large pieces of equipment/facilities usage or any other budget information that is already known |
|       |
| 13. Should this project be flagged as belonging to one of the programmes/centres with an agreed overhead sharing model? |
| Sussex Humanities Lab (SHL)?Sussex Sustainability Research Programme (SSRP)?Sussex Programme for Quantum Research (SPQR)?Data Intensive Science Centre at the University of Sussex (DISCUS)? | [ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes | [ ]  No[ ]  No[ ]  No[ ]  No |

14. Does your project involve NHS patients, staff or resources? If YES, please contact Tanya Telling at the Joint Research Clinical Office (JCRO)

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| Action | Timescale / Guideline |
| Notify “critical friends”, meet and discuss the outline of the proposal with one of them | 6 weeks before deadline |
| Submit the grant application proforma | 6 weeks before deadline(Applications may be refused if insufficient notice is given). |
| If required before submission, initiate review with the Research Governance Committee. | 3 weeks before deadline |
| If required, ask the HoD/ HoS for a letter of support. | 3 weeks before deadline |
| If you require any particular School support (money, equipment, personnel) from the School, contact the HoS and negotiate | 3 weeks before deadline (no later than 10 working days before deadline) |
| Initiate pre-submission review of the near-final draft with at least one “critical friend” | 2 weeks before deadline |
| Submit the completed grant application with its supporting documents to the Research and Enterprise Coordinator. | 3 working days before deadline |
| Submit the proposal to the funder. | For proposals where RDO needs to confirm submission, 1 day before deadline unless otherwise agreed. |

## Post-Decision Follow up

Please inform the Research and Enterprise Coordinator (REC) and Research Development Officer (RDO) as soon as you receive notification that your grant has been approved or has been unsuccessful.

## Contacts and Further Information

School Research Grant Pages: <http://www.sussex.ac.uk/ei/internal/research/resgrants>

**RDO** (Research Development Officer) is Nile Amos – N.J.Amos@sussex.ac.uk

**REC** (Research and Enterprise Coordinator) Luke Scott/Chloe Quinn – enginf-research@sussex.ac.uk

**DRaKE** (Director of Research and Knowledge Exchange) is George Parisis – g.parisis@sussex.ac.uk

**HoS** (Acting Head of School) is Ian Wakeman – I.J.Wakeman@sussex.ac.uk