

RESEARCH GRANT APPLICATIONS UNDER £150,000 FEC

DEPARTMENTAL CHECKLIST

PURPOSE OF THIS DOCUMENT

This document is a checklist to be used by Departments when preparing research grant applications **under £150,000 fEC (Full Economic Costing)***.

- **Would you like your application checked?** If so please advise the administrator in your School Team at the Research Office as we do not routinely check applications under £150,000 fEC.
- **What are the turnaround times?** If the application is to be checked by the Research Office, please allow 3 working days turnaround for specific calls and 5 working day turnaround for open calls. If the application is not to be checked by the Research Office, we still need to submit the application, so please ensure this is with us at least 1 working day before the deadline.

***Exceptions:** If there are any costs for subcontracting, ethical issues, collaborations, special insurance requirements or if the application is for a restricted call, please contact the administrator in your School Team at the Research Office so that we can carry out full checks on your application.

PI Name:

Sponsor:

Sponsor Deadline:

CRO Deadline:

pFACT ID:

Item	Done
Check Sponsor guidelines (including format, font size etc)	
Are applicants eligible to apply (NB: retirement)?	
Are applicants in post to the end of the project (unless seeking salary costs)?	
Are costs from collaborating departments or external organisations needed? <u>Please see *exceptions note</u>	
Have the University's exchange rates been used where relevant? See http://www.admin.cam.ac.uk/offices/research/applying/pFACT/Default.aspx	
Have you followed the VAT rules? http://www.admin.cam.ac.uk/offices/research/documents/local/applying/pfact/pFACETS.pdf page 38 & 39	
Check increment dates on pFACT for all staff not pulled through from the drop down list in pFACT	
Check direct costs are covered (direct costs include pooled labour, SRFs, MRFs and exceptional items)	
Have all eligible costs been included in the application?	
Check that pFACT has been changed to Research Office status	

Notes: