1. Introduction

The Pre-award procedures are overseen and supported by the   Research Services (RS) team at research@london.ac.uk.

Putting a grant application together is time consuming and potential applicants should ensure that they take the necessary time to prepare a bid.

External funders require submitting institutions to assure them that they have procedures in place to ensure that applications are quality controlled internally before submission. This is   and enables applicants to

ii   Assess ethical issues and their implications;
iii   Cost the proposal (undertaken with   ;
iv   A risk assessment may be needed if the application includes recruitment.

3. **Deadline minus five working days:**
The final paperwork must be submitted to Research Services either by email or via the relevant portal to ensure that all checks can be undertaken, and approval (usually online) can be provided in a timely fashion.

Formal institutional approval will be provided by the Research Services on behalf the PVC (or his nominee) unless a risk assessment is required, which will need Director   and PVC or his nominee s approval. Institutional approval (online) is undertaken by RS on behalf of the Institution.

3. Protocols for proposals of more than £15K
We strongly recommend allowing three-five months to review details of schemes (EU, schemes take longer), discuss with

Financial viability will be undertaken. A

soon as possible to the RS.

- **Due Diligence on Funders:** due diligence on unknown funding bodies is required. It is therefore important to clarify funding sources as soon as possible to the RS.

- **Risk assessment** covers **staffing, student, space, procurement, ICT, due diligence results, legal and other contractual assessments and commitments before, during and after** the grant has finished as described in the Financial Regulations FP12. They all need to be cleared, and **ethical approval** must be secured, before **institutional approval** can be provided.

- **Outline applications** do not require a risk assessment (unless new staff are to be recruited or the project includes international partnerships) or ethical assessment (unless the funder insists upon it), though we do recommend that peer review is conducted. Costing policies apply as most funders do not want to see significant change between the outline and the full proposal.

Note: Once the proposal has been submitted, the Principal Investigator (PI) may be requested to respond to funders' evaluators/reviewers. In this case, all communication needs to be forwarded to the Research Services in a timely manner to ensure that support can be provided.

5. Summary

Research Services will not submit applications which do not abide by these protocols.

This has the inevitable consequence that your application cannot be submitted until the next deadline, or, *in extremis*, will miss being submitted entirely if it is responding to a one-off call. That would be incredibly unfortunate but an eventuality that can be easily avoided by following the protocols, which are designed to support all applicants.

The research services team will endeavour to be as flexible as possible but managing the grant application process in this way will ensure that as many applications as possible are given the best chance to be successful.