



DEPARTMENT OF CHEMICAL ENGINEERING

Research grant submission procedure

Purpose

- Approving and recording departmental financial commitments accurately (including studentships)
- Supporting individuals who have less experience submitting proposals
- Optimising where possible indirect costs to cover costs such as admin and technicians time and use of workshops and departmental equipment
- Ensuring proposals are in line with the departmental strategy and making an informed decision when approving applications on pFACT
- Keeping an accurate record of all submissions and success rates
- Helping with space management and planning

Changes from current procedure

In order to address the above points the following changes to the current procedure will be made.

1. An RGSN1 – Research Grant Submission Notification form is introduced to notify the department as early as possible about the intention to submit a proposal.
2. The Step “2. Request Dept Review” in pFACT has been activated.
3. A route for assisting staff with less experience in using pFACT is introduced.

Options

Two options are available to follow for submitting a research proposal:

1. Assisted – please proceed to Route I
2. Advanced, for experienced staff – please proceed to Route II

DEPARTMENT OF CHEMICAL ENGINEERING
Research grant submission procedure
Route I – Assisted

STEP1 - Form: RGSN1 – Research Grant Submission Notification

When you decide to submit a grant proposal, please notify the Department about your intention by submitting RGSN1 form to Dr Alexey Bochenkov.

STEP2a – All Research Grant Submissions (except Royal Society and EU proposals)

1. PI submits RGSP2 Form to Dr Alexey Bochenkov (Miss Katy Le Lion can assist when Alexey is not available).
2. Dr Alexey Bochenkov will draft a pFact budget and perform a “Health Check” to ensure it complies with Departmental requirements. Then emails the PI a copy of the budget.
3. The PI reviews the budget and confirms to Dr Alexey Bochenkov that the budget is ready for further approvals.
4. Dr Alexey Bochenkov proceeds to steps “2. Request Dept Review” and step “3. Request RFU Approval”.
5. Once the pFact has been approved by RFU (“3. Request RFU Approval”) it is forwarded to HoD who completes step “4. Approved by HOD”.
6. The PI then will be able to enter the approved costings directly onto electronic submission portal/provide to external organisations. Dr Alexey Bochenkov can provide some support if necessary.
7. Where applicable UCL Research Services perform a final check and submit it to the Research Council.

STEP2b - EU Research Grant Submissions

1. PI liaises with Consortium Coordinator and UCL EU Office to draft a budget.
2. Once budget is created and approved by UCL EU Office, PI submits an XLS spreadsheet or RGSP2 Form to Dr Alexey Bochenkov.
3. Dr Alexey Bochenkov will draft a pFact budget and perform a “Health Check” to ensure it complies with Departmental requirements and forward to HoD for approval.
4. HOD completes approval step in pFact.
5. Once approved by HOD, Dr Alexey Bochenkov forward PDF copy of the approved pFact to PI. The PI will then be able to enter the approved costings directly onto electronic submission portal/provide an approved budget to Consortium Coordinator.

STEP2c - E-GAP (Royal Society)

1. PI submits RGSP2 Form to Dr Alexey Bochenkov.
2. The costing is sent to Research Services for approval.
3. Once the costing has been approved, it will be sent to the PI as pdf, summarising the figures which can be used to complete the E-Gap form.
4. Once the PI is happy with the application, the PI can submit it to Research Services **no later than 5 days (10 days advised) before the deadline**.
5. PI should send the approved costing and a PDF copy of the application by email to HoD, so that the HoD can approve and sign a Research Approval Form.
6. Research Service will only submit the application to the Council once this form is received

STEP3 - If a Grant or Fellowship is awarded, please email a copy of the award letter to the departmental office, as we do not automatically receive them.

Route II - Advanced

Academic staff may prefer to use this option if they wish to create a budget on their own and are familiar with up-to-date requirements and policies in this respect.

STEP1 - Form: RGSN1 – Research Grant Submission Notification

When you decide to submit a grant proposal, please notify the Department about your intention by submitting RGSN1 form to Dr Alexey Bochenkov.

STEP2a - All Research Grant Submissions (except Royal Society)

1. Prepare pFact as per standard procedure and proceed to “2. Request Dept Review”.
2. Dr Alexey Bochenkov will do a “Health Check” of the pFact budget and raise any issues with the PI (Miss Katy Le Lion can assist when Alexey is not available).
3. When the budget is agreed, Dr Alexey Bochenkov proceeds to step “3. Request RFU Approval”.
4. Once the pFact has been approved by RFU, it is forwarded to HoD who completes step “4. Approved by HOD”.
5. The PI then will be able to enter the approved costings directly onto electronic submission portal/provide to external organisations.
6. Where applicable, Research Services perform a final check and submit it to the Research Council.

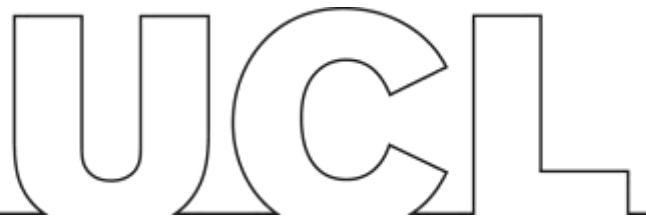
STEP2b - EU Research Grant Submissions

1. PI liaises with Consortium Coordinator and UCL EU Office to draft a budget.
2. Once budget is created and approved by UCL EU Office, PI submits a budget spreadsheet to Dr Alexey Bochenkov.
3. Dr Alexey Bochenkov will draft a pFact budget and perform a “Health Check” to ensure it complies with Departmental requirements and forward to HoD for approval.
4. HOD completes approval step in pFact.
5. Once approved by HOD, Dr Alexey Bochenkov forward PDF copy of the approved pFact to PI, who will then be able to enter the approved costings directly onto electronic submission portal/provide an approved budget to Consortium Coordinator.

STEP2c - E-GAP (Royal Society)

1. PI submits pFact costing to Dr Alexey Bochenkov.
2. The pFact costing is sent to Research Services for approval.
3. Once the costing has been approved, it will be sent to the PI as pdf, summarising the figures which can be used to complete the E-Gap form.
4. Once the PI is happy with the application, they can submit it to Research Services **no later than 5 days (10 days advised) before the deadline**.
5. PI should send the approved costing and a PDF copy of the application by email to HoD, so that the HoD can approve and sign a Research Approval Form.
6. Research Services will only submit the application to the Council once this form is received.

STEP3 - If a Grant or Fellowship is awarded



Please email a copy of the award letter to the departmental office, as we do not automatically receive them.