

# Completing your grant application

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# Person, Place, Project

## Person

Are you the right person to do this?

Skills and knowledge

Experience

Qualifications

Availability

# Person, Place, Project

## Place

Is this the right institution?

Does it fit with strategies, workloads  
and staffing capacity?

# Person, Place, Project

## Project

**Is this a good project?**

Is it a fundable?

Is it timely?

Is it original?

# Identify a potential funder and scheme

## Deadline

**Work back from the final submission deadline**

HEI (Higher Education Institutions) Research Offices (RO or RSO) usually have a 5 working day turnaround

Time for proof reading

Time for the writing process

Take into account your normal workload

# Identify a potential funder and scheme

## Eligibility

Are you eligible?

Is your institution eligible?

# Identify a potential funder and scheme

## Project fit

Is your project within the funders' area of interest and funding remit?

Will the funder be able to provide you with the appropriate level of funding?

Will the funding be available in the appropriate timescale for your research?

# When you have identified a funder and a scheme

## Read the guidelines

Almost all funders have comprehensive guidance notes online

# When you have identified a funder and a scheme

## Make a note of the deadline for submission

Plan who's doing what and by when

Ensure that everyone, your Research Office, administrative support, partners or collaborators know

# When you have identified a funder and a scheme

## Check the submission process

Is it an online application?

Or a paper?

If the former are you registered and able to submit applications? If the latter build in delivery time.

# Plan the project and the resources required

In identifying a funder and a scheme you will have thought about the type of project you need

You now need to refine this in line with the scheme guidance and the needs of the research

# Plan the project and the resources required

## Start by writing your case for support

What is your research question or questions?

Why is it important?

Why is it important to answer it now?

What objectives need to be achieved to answer it or them?

How will you meet these objectives?

How and to whom will you disseminate the findings?

# The case for support

A Grant Application makes the case that a project deserves investment because it will solve an important problem

## **Importance:**

The research problem is important to the funder, as defined by their remit.

- Explains the research question
- Cites evidence that it is important

# The case for support

## Success:

The project offers a realistic promise of a solution

Research Design

Dissemination

- Describes the research project
- Explains methods
- Shows that the project answers the question
- Explains what will be done with the answer

# The case for support

## Value:

The resources requested are:

Necessary

Sufficient

Appropriate to the scale of the problem

- Describes how resources are used in the project
- Shows you need what you are asking for
- Shows you have everything else

# The case for support

## Competence:

PI, team and institution are capable of carrying out the project

- Describes your contribution to the question.
- Cite your papers that use the research methods.
- May describe facilities & achievements.
- May require CVs
- Cite Institutional support

# Plan the project and the resources required

## Shape the project with a timeline

Indicate who will do what and when  
break your project into blocks of time depending on total length ie quarters

What do they need to do these things?

Who else needs to be involved?

# Plan the project and the resources required

Consider the implications of the project around your organisation, both those directly and indirectly affected by the work

**Institutional commitment and buy-in from the start**

# Plan the project and the resources required

**What will happen after your project has finished?:**

Maintenance of websites, access to online publications or data and other outputs may not all be supported by the grant but will have a cost attached

**Institutional commitment and buy-in from the start**

# Draft the budget with your Research Office/Manager

## Consider:

- Staff time
- Consumables
- Equipment
- Travel and Subsistence
- Overheads
- Project Management

# Draft the budget with your Research Office/Manager

## Also consider:

- Multiple Funding Sources
- Collaboration
- Dissemination & Beneficiaries
- Alternative Sources of Funding if unsuccessful

# Costing

Full economic costing (fEC) is a system, usually used in research funding applications (AHRC) to calculate the cost of the research taking place

All activity in HEIs is costed under this transparent approach to costing (TRAC)

fEC uses the principals of TRAC

Prior to the introduction of this costing system research activity often had a net cost

# The difference between cost and price

Different funders have different rules which dictate the price they are able or willing to pay for research. Ideally this price will be at least equal to the cost. Any funds secured over and above the costs will then enable further investment in the Institution research infrastructure

# The difference between cost and price

Cost and price are not the same thing

All activity that is not fully economically costed will have a net cost affect on your institution

The cost is a fact: it is all the resources (both direct and indirect) needed to complete the activity. The price of the activity is the amount eventually paid by the funder

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