

# Grants & Projects (GaP) Procedure

## Context and Overview

All LJMU staff applying for external funding for research and other activities must have their applications registered, costed and approved using the Grants and Projects (GaP) system prior to submission to any external agency or funder. This procedure applies to all external grant applications regardless of value, application stage (outline or full) or whether LJMU is the lead or a partner in the grant.

## Principles:

- Credible proposals for external funding take time and collaborative effort to develop. The principal investigator should seek advice and comment on the proposal from their peers, both inside and outside the University, and professional services, including Faculty research support, Research & Innovation Services colleagues, and Finance.
- It is the principal investigator's responsibility to ensure that sufficient time is allowed for colleagues to contribute to the development of the proposal. If a project is presented for submission outside of the minimum recommended timescales (see table below), RIS and Finance reserve the right not to support a proposal and refuse its submission externally.
- Some external funders require that internal demand management processes be put in place, to ensure that each institution only submits a limited number of high quality proposals. In these cases, the University Research & Knowledge Exchange Committee will manage a selection process, with call specific timelines clearly articulated to bidders (including both internal competition deadlines and a timeline for external submission). In these cases, the timescale for submission may differ from that detailed below.

## Procedure

The university's Grants and Projects (GaP) system is a collaborative creative environment for anyone applying for external funding to work together, with Professional Services, to develop compelling bids and project proposals.

The system embeds the university process for the registration, development, costing and approval of applications utilising a managed progression of statuses detailed in the table below ("GaP Project Status"). The table below summarises the actions involved both on and off system.

GaP Project Status	On System Action	Off System Action	Timescale
<b>PI Draft</b>	<p>PI create and save their project at "PI Draft" after entering basic project information (eg. funder, deadline, title).</p> <p>Saving the record at "PI Draft" generates the project's GaP Number</p>	<p>PI to inform Head of School and Faculty support (where appropriate) of intention to bid and identify relevant Peer Reviewers in Faculty (the LJMU Peer Review policy can be found within Policy Centre and the RIS webpages).</p> <p>PI to begin drafting of bid paperwork.</p> <p>PI to liaise with RIS to ensure any required registrations for external funder portals are in place.</p>	<p><b>As soon as possible</b> (ie. As soon as the PI decides they may apply to an opportunity).</p>

<p><b>Finance Input</b></p>	<p>PI uses GaP to create initial iteration of costs and saves their project at "Finance Input" to notify Finance.</p> <p>Finance add salaries of existing staff, check the scheme being used within the system and provide initial routing based on activity being carried out.</p>	<p>Continued drafting of narrative elements of bid with support from colleagues, Faculty support, Research and Innovation Services and Finance (as required).</p>	<p><b>At least ten working days prior to deadline.</b></p> <p>Finance will aim to complete initial input within two working days of notification.</p> <p>In more complex cases (for example when a new scheme/funder need to be set up) this take longer.</p>
<p><b>Finance Input – More Information Required</b></p>	<p>In the event that a record is sent for Finance input without the required amount of information, Finance will “return” the record to the PI at this status. The process, including timescales, will pause until the information is returned.</p> <p>The PI <b>must</b> review any notes on the GaP record and provide the requested information.</p>	<p>PI to liaise with Finance, RIS, Faculty Support or colleagues (as required) to gather and supply the necessary information.</p>	<p><b>As soon as possible.</b></p>
<p><b>Bid Development</b></p>	<p>"Bid Development" allows the PI, RIS and Finance to work together collaboratively to finesse the project:</p> <p>All pertinent project information should be agreed and entered on the system.</p> <p>Peer Review, if required, should be completed and recorded on the GaP record.</p> <p>PI to select “Ready for Review” status on GaP once all information is complete and final draft of the bid is uploaded to the document store.</p>	<p>PI liaises with identified Peer Reviewers to review draft of bid and redrafts as necessary. Peer Review must be completed and recorded prior to requesting that the bid be sent for final approvals.</p> <p>The LJMU Peer Review Policy can be accessed <a href="#">here</a>.</p>	<p>A draft of the bid should be provided to reviewers <b>at least eight working days prior to the deadline.</b></p> <p><b>Note – re: this is a minimum timescale and development will likely take longer.</b></p>

<b>Ready for Review</b>	RIS will review the draft submission in the system.	PI to work with RIS to redraft/strengthen or correct bid as required.  Drafting/redrafting may take place via email.	Final review should be requested from RIS <b>at least six working days prior</b> to the funder deadline.
<b>Into Approval Workflow</b>	Once review is complete and passed, the status of the project is changed to "Into Approval Workflow" and the project is submitted, by RIS, into the LJMU workflow for approval.	PI to ensure Head of School is available for sign-off (especially in the event of a short submission timescale).	Finalised application should be sent for approvals <b>at least four days prior</b> to external submission.
<b>Internally Approved</b>	Once approved, RIS will notify the PI and confirm that the bid is now ready to be submitted externally (or, submit on behalf of the PI if submission is via an online system requiring Institutional authorisation).	<b>Once approval is confirmed through GaP</b> ; PI to populate remaining sections of application form/portal.  PI/RIS (as appropriate) to submit final application to external body.	RIS will normally confirm approval for submission as soon as confirmation is noted in GaP.
<b>Submitted Externally</b>	Once submission is completed the project status is changed to reflect this. The submission date is recorded by RIS on the project management tab.	PI to notify RIS, Finance, Faculty once outcome of submission is known.	

**Notes:**

- Individuals wishing to apply for external funding will need to be trained in using GaP before they can access the system so will therefore need to arrange training in good time ahead of any submission deadlines. Remote and face-to-face training sessions are managed by the GaP Team and individuals should contact [GaP@ljmu.ac.uk](mailto:GaP@ljmu.ac.uk) to arrange. Details of pre-arranged training sessions can also be found on the RIS webpages.
- Support for an external submission is available through Research and Innovation Services at [Researchgrants@ljmu.ac.uk](mailto:Researchgrants@ljmu.ac.uk) and through Finance at [financecostings@ljmu.ac.uk](mailto:financecostings@ljmu.ac.uk). Individuals requiring support should contact the team in plenty of time prior to any deadline.
- The above procedure outlines the LJMU process for the submission of external funding bids using the Grants & Projects (GaP) system to appropriately cost and approve bids prior to submission. The acceptance of any awarded funding and associated signature of any contract or offer acceptance is governed by the **University Scheme of Delegation Policy** (available in Policy Centre) – Schedule 1 – and requires that the GaP Procedure be followed as outlined above.