Summary of support provided to PIs for research proposal development, costing and approval

Initial contact
PI e-mails pro-forma (**It's at this stage that you must remember to attribute the Institute/Department or Institute and department**) to rso-submissions@lancaster.ac.uk **OR** arranges meeting with member of RSO Support Team **OR** liaises with pre-existing RSO pre-award contact

Project added to ACP

Trial costing(s) created in ACP

PI completes Governance tab in ACP and uploads draft proposal in ACP

PI reviews costings and liaises with RSO

RSO revises costings as required

RSO copies trial costing to application (or outline) costing

RSO submits costings to workflow

E-mail alert to PI

PI completes Governance tab and uploads draft proposal (if not done previously) and approves costing

E-mail alert to HoD

HoD reviews information, completes checklist and approves

Costing continues through approval process, overseen by RSO

Once application is complete and fully approved PI submits proposal. Where applicable, RSO completes final submission to funder

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Applicants prepare proposal

Support provided by Research Development teams in some or all of the following areas:

- Proposal
- Impact plan
- Data management plan
- Justification for resources
- Liaison with external partners
- Advice on funder T&C
- Liaison with funder
- Internal peer review
- Liaison with LU Contracts Team
- LU equipment fund
- Other match funding
- Host statement/letters of support

Legend:

(orange)	PI
(blue)	RSO Support Team in collaboration with Research Development Officers (RDOs)
(green)	Research Development Officers (RDOs) in collaboration with Research Development Managers (RDMs) as appropriate