

## Research Administration Pre-Award level of internal review provided based on when grant applications are received relative to the grant closing date.

Application received "X" working days <sup>#, *</sup> before grant scheme closing date	Level of review provided by Research Pre-award	Notes
7-10 working days	Comprehensive review, including eligibility and compliance checking, proof reading, and obtaining relevant pre-submissions approval from relevant ADR(s) and School Finance.  Allows sufficient time for any final amendments prior to submission.	General Review Position  (see <a href="#">Research Services Intranet</a> ; <a href="#">Research Grants and Funding Management Guidelines</a> )
3-7 working days	Limited to essential eligibility and compliance checks.  Near final applications should be forwarded together with finance budget costings and approvals.	Respective finance teams must receive the completed draft costing template at least two (2) complete business days before the final budget approval is required to enable sufficient resourcing, review, and discussion time with the chief investigator, where necessary.
Within 3 workings days	Applications which have not already received essential eligibility and compliance checks will receive basic level of compliance review.	If pre-submission approvals from relevant ADRs and Finance Coordinators cannot be obtained prior to the grant scheme closing, the Lead CI accepts that the School may not support the acceptance of awarded funding.  The Lead CI will also accept responsibility for any shortfalls in project funding and will discuss this with the School(s).

# Research Administration Pre-Award Team's normal working hours are between 8am and 4:30pm Monday to Friday, excluding public holidays and limited services periods. Grant submission deadlines that fall outside these times will be required to be submitted via the Pre-Award team no later than the last normal business day prior to deadline.

\* Where the Researcher has submitted an ECURMS EOI more than 10 working days prior to the grant scheme closing and is working with the relevant Research Administration Coordinator the above time frames may be varied on a case-by-case basis.

### Grants / Tenders requiring special documentation.

Some funders require additional information, supporting evidence or letters of support that require additional coordination by both the researcher and Research Administration. To ensure sufficient time to liaise with relevant signatories and services centres, grants requiring the following documentation need to be submitted to Research Administration a **minimum of ten (10) working days** before the grant deadline:

- Competitive Neutrality Statement, as these need to be signed by the Vice-Chancellor **AFTER** finance have reviewed and approved.
- Prior agreement to contract terms and conditions, which require legal review prior to submission.
- Letters of Support requiring DVCR signature.