

Research Awards Team Core services and indicative time frames

We support:

- Externally funded research grants and contracts, meeting the HESA definition of research or those that have external reporting requirements
- HEIF and HEIF-related finances and project accounts
- Internal research support funded awards.

Research Awards Team

Academic unit/PI/Research team

Support from other services departments

Time frame (based on working days)

We work with you in collaboration throughout the duration of your research project. Whether you are recruiting staff, need advice on project finances, funder terms and conditions, how to claim your expenses or pay someone, or need advice on the general hurdles of managing a grant post award, our team has the expertise and experience to guide and support you.

These are the core or minimum levels of services and responsibilities we aim to deliver, recognising that some projects may need more (or even less) support than others.

Prior to accepting the award, investigators should discuss what levels of support, not covered below, are available to them in their academic unit. Where

additional support from the Research Awards Team is needed and can be accommodated within the team then this can be arranged.

Timeframes are indicative and may be influenced by several factors, such as current staffing levels, major reporting periods, year-end, reliance on others to provide us with information needed to complete tasks, etc.



NG STARTED







CONTRACTING: PROJECT AMENDMENTS AND SUB-CONTRACTS





Financial reporting and invoicing: advise that deadline is upcoming and if any input is needed from PI/ research team; prepare and submit financial claims, invoices, financial statements and reports to funders in line with funder T&Cs; where LSE is collaborative lead, coordinate with partners on their submissions

As required

Submit expenditure and timesheets by given deadlines; review draft financial statements and notify RAM of any revisions/omissions

Scientific reporting and other project deliverables: support process by monitoring against deadlines, provide guidance on submission process and obtaining institutional signatures

Prepare and submit reporting/ deliverables to funders by reporting deadline; notify RAM of delays; where LSE is collaborative lead, coordinate with partners on their submissions



RESEARCH GRANTS POLICY

Departmental Research Investment Fund (RIF): calculate annual allocation and transfer

As required

Personal Financial Rewards (PFRs): provide advice on uses of PFR; agree how PFR will be taken with PI/Co-I

Personal Financial Rewards (PFRs): organise salary supplement and/ or transfer funds annually to OSF



LOSURE	Advise on closing projects Check all deliverables submitted Ensure all funds are received and account balance is zero Close and archive project	
JECT CL	Within 2 months of final reporting	
PROJ		