**10 Stages of a Research Grant Application**

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| 1 | Check the Head of Department is in theory happy for the application to proceed. |
| 2 | Check if the funding body is new to the LSE and if so put through the LSE [ethical screening process](http://www.lse.ac.uk/intranet/LSEServices/ODAR/EthicsAndPolicies/ResearchScreening.aspx) (ODAR). |
| 3 | Check if the funder meets the cost recovery threshold set out in the School’s pricing policy. Where there is a shortfall, view the [funding decision tree](http://www.lse.ac.uk/intranet/researchAndDevelopment/internal/staff/decisionTreeFlowchartForFundingShortfalls.docx) flowchart. Check if the project will incur reverse charge VAT and forewarn applicant if that is the case. |
| 4 | Has the Research Division collated/approved the budget? This needs to be agreed prior to any submission. |
| 5 | If applying for over a million per annum (to go to the LSE, not collaborators); or if new building space needs to be rented/purchased; or if a major commitment from the LSE is required which is material in scale or potential impact, the project will need to go via the ['major research initiatives](http://www.lse.ac.uk/intranet/researchAndDevelopment/internal/staff/majorResearchInitiativesProcessDiagram.xls)' process. |
| 6 | Has a draft application been sent to the Research Division's Research Development Team for feedback? |
| 7 | Does the project raise ethical issues? All applicants need to read and respond to the ethical [checklist](http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/resEthResChe.pdf) and [questionnaire](http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/resEthRevQue.pdf). Where ethical issues raised the project will need to go through the full Research Ethics Committee process. Is there risky fieldwork? If so see the [LSE's policy](http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf) about this. Does the project require new staff? If so consult HR and seek advice from the Research Division. |
| 8 | Prior to submission, all LSE applicants require formal written approval from their Head of Department or Centre. RIIF and PFR will be confirmed at this point where relevant. |
| 9 | Prior to submission, all applications require formal written approval from the Director or Deputy Director of Research Division. |
| 10 | Submit application. Where relevant, for applications submitted via JeS, Egap, etc. institutional approval will also be required via the electronic submission system. |