Managing Research Grants

Successful Grants - Notification of Award:

The methods granting bodies use to notify the University that a grant application has been successful can vary. Many granting bodies send a formal written notification and a funding agreement directly to the Office for Research. Alternatively, notification may be sent directly to the applicant. If this happens all original documentation should be forwarded to the Office for Research.

A granting body may in the first instance provide an applicant with informal notification (by telephone/email) that a grant application has been successful. If this occurs, researchers must inform the granting body that the Office for Research will be the administrative contact for the project and that paperwork regarding acceptance of the grant should be forwarded directly to it.

Acceptance of the funding contract or conditions of award:

Negotiating acceptance of the grant and signing the funding contract on the University’s behalf is the responsibility of the Office for Research. The Office for Research will complete these tasks in consultation with the researcher where appropriate. In no circumstances may a researcher act independently to negotiate terms or sign a funding contract. Adhering to this process ensures that the University, staff and students undertaking research are covered by the University’s insurance policies for professional indemnity, public liability and workers compensation.

The Office for Research will provide the researcher with a copy of any funding contract or conditions of award that applies to the grant.

Accessing grant monies

The Office for Research will advise Finance and Business Services to open a research grant account once the following steps have been completed:

- The Office for Research has received a fully completed and signed Research Grant Cover Sheet from the researcher.
- The Office for Research has received formal notification and a funding agreement from the granting body.
- All necessary ethical clearances have been obtained.

Finance and Business Services will send an email to the researcher once a research grant account has been established.

Ongoing grant management

Researchers must inform themselves of the conditions upon which their research grant has been awarded to the University. The Office for Research will provide a researcher with a copy of any funding contract or conditions of award that applies to his/her research grant. The researcher must retain and read the funding contract paying particular attention to the following:

- Progress and final reports to be submitted
- Milestones and time limits to be met
- Expenditure guidelines
- Intellectual property arrangements
- Confidentiality agreements
- Student participation in the project