

Research Services

ZOË DARLINGTON
RESEARCH SUPPORT MANAGER (RSM)
FOR ASTRONOMY AND MATHS

Team Structure



How can you contact us?

Visit in person!

RSOs:

Nancy Rothwell (MECD), 6th floor, Core 1

RSMs:

Nancy Rothwell (MECD), 6th floor Core 1, **Frank/Alex/Zoe:** Schuster Building, 2nd Floor, Room 2.54

Email:

RSMs: frank.mcgrory@Manchester.ac.uk; alexandra.sinton@Manchester.ac.uk; zoe.darlington@manchester.ac.uk; sarah.watson@manchester.ac.uk

RSOs: reece.farndale@manchester.ac.uk; lottie.tang@manchester.ac.uk; anganile.kapunda@manchester.ac.uk; joseph.ryan@manchester.ac.uk; derek.ip@manchester.ac.uk; colin.timperley@manchester.ac.uk; rakesh.verma@manchester.ac.uk; stephanie.lai@manchester.ac.uk; lucy.valentine@manchester.ac.uk; alexander.matthew-john@manchester.ac.uk; zahid.akhtar@manchester.ac.uk

MAILBOX: SoNS_researchservices@manchester.ac.uk

Online:

Teams!

FSE Research Services Sharepoint

FS Faculty of Science and Engineering Research Services Home Research Services Site Feedback Form Research Costing Tool PURE Not following

Faculty of Science and Engineering Research Services SharePoint site
 Within these pages you should be able to find all the necessary information that you require to support your research

Welcome to the Research Services SharePoint

Research Services are grant funding specialists, on hand to provide advice and support to academic colleagues throughout the research project lifecycle; from submitting applications to mobilising awards and managing project changes. Our Research Support Officers deliver dedicated support to academic staff and researchers across the Faculty and have experience of working with a wider range of funders and partners. Research Support Managers work closely with senior staff in each Department, providing advice and strategic support for the Department's portfolio of research activity.

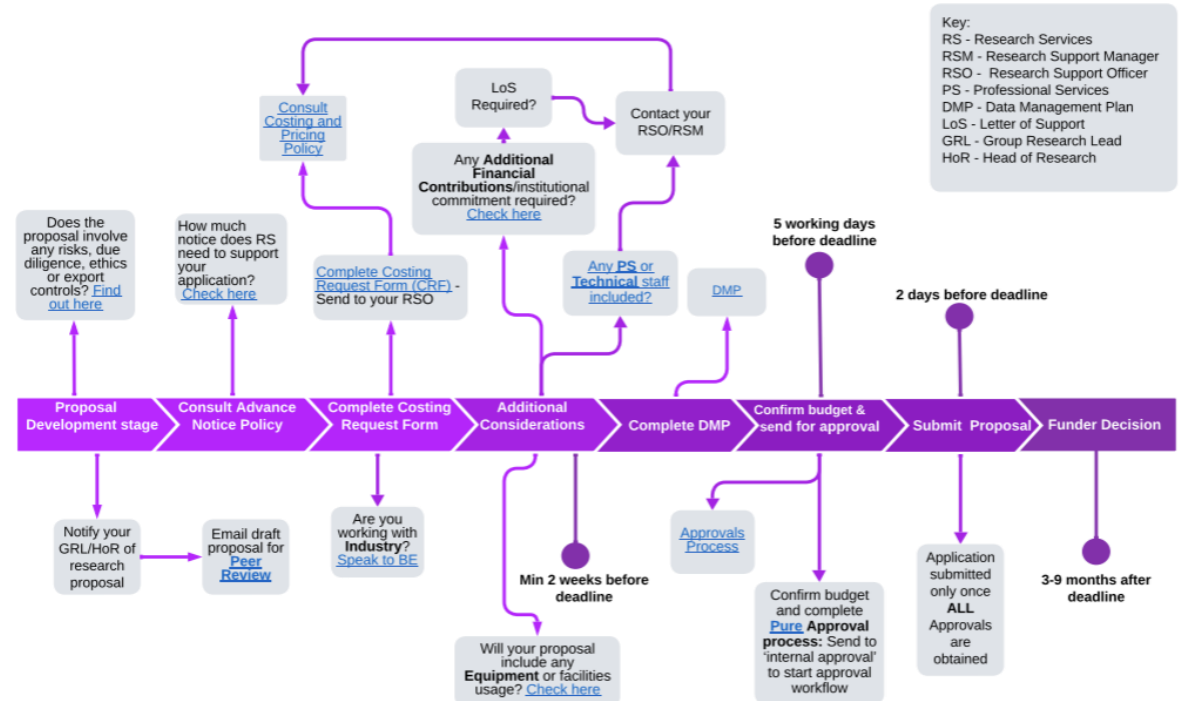
Make sure to view our [interactive timeline](#) to help with your grant submission!

News

- Marie Skłodowska-Curie Actions Postdoctoral... The 2025 MSCA Postdoctoral... Emma Reilly May 9 299 views
- ERC Advanced Grants 2025 - Cross Faculty Q&A session... We are pleased to announce a... Emma Reilly May 14 161 views
- Guidance on the management of project... Key principles of managing proje... Sera Lockett April 9 255 views
- EPSRC Strategic Infrastructure Grants 2025... EPSRC now run this scheme with... Emma Reilly March 20 61 views
- EU Update - ERC Advanced Grants 2025 - NCP Webinar...

[Meet the Team](#) [Preparing and Submitting a Research Proposal](#)

Grant Submission Timeline



Faculty of Science and Engineering Research Services - Home

What Can We Help With?

PRE AWARD

- Costing & preparation of applications
- Costing Requirements
- Eligibility queries
- Approvals (tech time, equipment, facilities)
- Export Controls
- Due Diligence
- Letters of Support
- Application Form Completion (i.e. budget)
- Application Checking (e.g. formatting, project dates)

POST AWARD

- Setting up awarded projects
- HR related tasks
(Job Adverts/appointments, Staff Changes/ECR Hub)
- Project Extensions
- Project Change Requests
- Subcontracts/Collaboration Agreements
(with contracts team)

What Can't We Help With?

- ▶ **Scientific case** – speak to your supervisor/peers
- ▶ **How much money to allocate for travel and subsistence/equipment/consumables** – you need to prepare this based on what is necessary
- ▶ **Negotiating prices with industry** – speak to Business Engagement, although we can put you in touch with them as we may advise them on your costs
- ▶ **Advertising Studentships** – speak to the Doctoral Academy who will work with PGR Admissions
- ▶ **Accessing and Monitoring Expenditure, Setting up Finance Codes** – please contact the Research Finance shared inbox

What types of Fellowship are there?

Stage	Funder	Fellowship	Usual Funder Deadline	Expression of Interest/Sift?
Post Doctoral	EPSRC	Postdoctoral Fellowship	Open	None - CV & 1 pager to RSM
Post Doctoral	Leverhulme	Early Career Fellowship	February	Faculty - info circulated December
Post Doctoral	European Commission	Marie Curie Postdoctoral Fellowship	September	None
Post Doctoral	Royal Commission	1851 Fellowship	January	None - CV & 1 pager to RSM
Post Doctoral	Royal Society	Newton International Fellowship	March	None
Post Doctoral	Royal Academy of Engineering	Research Fellowship	September	Faculty - info usually circulated July
Post Doctoral	Royal Society	Career Development Fellowship	January	None - CV & 1 pager to RSM
Tenure-Track	UKRI	Future Leaders fellowship	Can Vary	UoM wide - usually only 10 apps per round
Tenure-Track	EPSRC	Open Fellowship	Open	None - CV & 1 pager to RSM
Tenure-Track	Royal Society	University Research Fellowship (URF)	Early September	Departmental - info circulated May/June
Tenure-Track	STFC	Ernest Rutherford Fellowship	September/October	Departmental - info circulated May/June - usually 7 slots
Tenure-Track	Royal Society	Dorothy Hodgkin Fellowship	October	None - CV & 1 pager to RSM
Tenure-Track	ERC	Starting Grant	Usually October	None - CV & 1 pager to RSM
Tenure-Track	UoM (Internal)	Dame Kathleen Ollerenshaw Fellowship	Varies	None - apply direct to FSE
Tenure-Track	UoM (Internal)	Presidential Fellowship	Varies	None - apply direct to FSE
Tenure-Track	EPSRC	Mathematical sciences open and open p	Open	None - CV & to RSM

Pre-Application – Internal Sifts

- ▶ Some Fellowship schemes have **strict institutional limits** on the number of accepted applications
- ▶ **Internal Review Process or 'sift'** required at Department, Faculty or University level
- ▶ Information will be circulated via the departmental mailing list – often require a 2-page outline proposal, details of top 5 publications and a current CV
- ▶ **Unsuccessful** - Receive constructive feedback on how they can improve their outline for future rounds and alternative schemes
- ▶ **Successful** - Receive feedback on how to improve for the final application

Application

- ▶ Check eligibility and guidance notes for the scheme, **speak to your supervisor!**
- ▶ Contact your relevant Research Support Officer (RSO)
- ▶ Complete a **costing request form (CRF)** a **minimum of 10 working days** before a deadline; **20 working days** if including equipment, AFC, or over £1m revenue value
- ▶ Complete the **Research Risk Profiler** to highlight any potential research security issues
- ▶ Generate **RDMP** number for your project through the DMPOnline service

Application

- ▶ Work with RSO to finalise the budget and gain technical, facility, IT approval if required – this takes **time!**
- ▶ Once a budget is agreed, your RSO will update your Pure record and seek HoD approval prior to submission – **at least 5 working days before deadline**
- ▶ Approval received - RSO will support to input finances onto application and check formatting rules before final submission

Costing Request Form (CRF)

FSE Costing Request Form

Step 1: Please read our "[how to apply for funding](#)" SharePoint page before completing this form.

Step 2: Complete the below form or create your own draft costing in [BlackDackel](#) and share it with Research Support. Don't have a BlackDackel account? Email the [Costing Team](#).

Please Complete

Overall Project lead/institution?	Please insert	Collaborating Institutions/Orgs (if any)	Please insert
Link to call/funder:	Please insert	Project Partners (I.e. provide contribution/support)	Please insert
Submission Deadline	Please insert	Project Start Date	Please insert
Proposal Title	Please insert	Duration (months)	Please insert

Staff Costs

Staff Member (Name or unnamed if unknown)	Project Role	Start - End Date (dd/mm/yy - dd/mm/yy)	Time Commitment/Effort	Time/Effort Unit	Academic Ownership (%)
Please insert		Please insert	Please insert		Must add up to 100 %

Add new row - Press 'tab' on keyboard in last column (F) of table.

Non Staff Costs

Type	Description	Period	Cost (£)

Add new row - Press 'tab' on keyboard in last column (F) of table.

Facility Cost

Facility Type	Equipment item	Units of consumption	Number of units	Period

Add new row - Press 'tab' on keyboard in last column (F) of table.

Please ensure you have spoken to the appropriate [Technical Area Lead](#) for any Facilities usage

Available on the FSE SharePoint or email our team for a copy!

What Costs Can I Ask For?

▶ **Staff Costs:**

- ▶ Researcher time (your own time, PDRA, Research Assistant)
- ▶ Technician time (engineers, experimental officers, computer tech, software engineers, research IT)
- ▶ **Note** – minimum 30% DA tech time to be included on all projects, where eligible

▶ **Non-staff Costs:**

- ▶ Travel and Subsistence
- ▶ Conference costs
- ▶ Consumables
- ▶ Facilities and Equipment (anything >£25k inc. VAT)
- ▶ Etc, etc...

30% DA Technician Time – Why? (exc Maths)

- ▶ You are encouraged to discuss technical resource requirements for each project with the technical operations team who will be able to advise on the best approach
- ▶ The Faculty expectation is that the minimum average level of technical resource required to support all research projects is **30% of a Grade 5 technician** – in addition to any project specific technical support
- ▶ Costs to cover the 60 technical staff who are not directly linked to specific research projects.
 - ▶ FSE Infrastructure & Facilities (I&F) Team
 - ▶ Stores
 - ▶ Technical Operations leadership team
- ▶ Where technician time is eligible, and there is no clear justification to not include it, this will be added to the budget. If there is a clear justification to remove this technician time, please speak to the **technical operations team** in the first instance

What Are Overheads?

▶ 3 Types:

- ▶ **Estates** – Pays for the buildings, labs, maintenance, repair, upkeep, cleaning, insurance etc.
 - ▶ **Indirect Costs** – Pays for university functions, e.g. library staff, IT services staff, research support staff, administrators, security etc.
 - ▶ **Technicians Infrastructure** – Small overhead charged by departments which use laboratories
- ▶ **NOTE – Overheads are high!** – They are calculated per FTE of academic time pro rata – currently they add around £100k+ per annum per 1 FTE of staff. Please bear in mind, your Research Support Officer will include these overheads in your costing based on your request. We cannot change them.

Application Portals

- ▶ All **UKRI** applications use **The Funding Service (TFS)**
- ▶ **Royal Society** use **Flexigrant**
- ▶ **European Commission** uses the **EU Portal**
- ▶ **Leverhulme** use the **Grants Management System**

The screenshot shows the UKRI Funding Service Grants Management System login page. At the top, there is a header with the UKRI logo and the text 'UK Research and Innovation Funding Service'. Below this, a 'BETA' banner states: 'This is a new service – your feedback will help us to improve it.' The main heading is 'Sign in'. There are two input fields: 'Email address' and 'Password'. A 'Show' button is next to the password field. Below the fields is a green 'Sign in' button and a link: 'I have forgotten my password'. On the right side, there is a welcome message and instructions for existing and new users. Existing users are asked to log in, while new users are asked to register with their institutional email address. There are also links for 'Register' and 'System Help'.

The screenshot shows the European Commission EU Funding & Tenders Portal. The header includes the European Commission logo and the text 'EU Funding & Tenders Portal'. Below the header is a navigation menu with options: 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. The main content area features a large banner with various images and the text 'Discover the funding & tenders opportunities'. Below the banner, there are four boxes with instructions on how to participate: 'Find calls for proposals', 'Find calls for tenders', 'View projects and results', and 'Work as an expert'.

THE ROYAL SOCIETY

Login in to Flexi Grant

Email address

Password

[Forgotten Password?](#)

[Sign in](#)

Award

- ▶ Notify your RSO contact of the award outcome
- ▶ **Unsuccessful** – your RSO will update your Pure application record
- ▶ **Successful** – your RSO will use the award confirmation and awarded budget documents to set up your Pure award record
- ▶ If required, RSO will work with contracts to get any collaboration agreements/other contracts signed
- ▶ RSO will handover to Research Finance to complete the setup
- ▶ Recruitment? We will support and help you gain approval for any recruitment you are undertaking (via the ECR system or JobTrain)

Key Message

Here is a list of who we may need to speak to before your application is approved:

Business
Engagement

Technical
Operations

Research
Finance

Knowledge
Exchange

Research
Development

Contracts

P&OD

Doctoral
Academy

Consultancy

Facility
Managers

School
Operations

Regulatory
Compliance

TIME



Any Questions?