

TASC pre-award process (non-commercial research) guide for researchers

Information sheet for researchers

TASC has developed a pre-award process to demonstrate the steps that Chief Investigators (CIs) should follow when requesting TASC support and when including University of Dundee (UoD) and NHS resources in grant applications. This process is applicable to clinical research projects involving humans, their tissue, NHS data or other NHS resources.

The TASC pre-award process map can be viewed on the TASC website.

Submission of TASC resource request

CIs who are requesting support from TASC should download the TASC resource request form from the TASC website and submit this to tasc.research@dundee.ac.uk

This brief form captures the general project requirements, to allow a collaborative approach within TASC to identify resources and prepare accurate project costings.

Initial Projects Meeting

When TASC receive a resource request form, the TASC Development Manager will notify the relevant stakeholders within TASC, identified by the CI on the form. Depending on the nature of the project, an Initial Projects Meeting (IPM) may be arranged between the relevant TASC operational units and the CI.

The meeting will discuss:

- Project specific details and timelines
- The TASC support required for project delivery
- Allocation of TASC resources
- If the CI is a University of Dundee Medical School member of staff, this process should align with the School of Medicine (SMED) pre-award process and the CI will need to submit an Expression Of Interest (EOI) for approval by their Head of Division. An EOI is required for any research project >50K, where the lead or co-applicant is SMED staff. An EOI is not required for projects consisting solely of NHS staff.
- EOI form can be found here: <https://www.dundee.ac.uk/medicine/expression-of-interest/>

Budget preparation

Following a TASC IPM (if required), the project budget can be prepared. TASC operational sub-units involved in the project will work with the CI to identify all resources required for the delivery of the clinical project; there may be other overarching costs associated with the project e.g. research staff, equipment, consumables. TASC Research & Development (R&D) will provide NHS costs associated with the project on behalf of TASC. If TCTU is supporting the project, a TCTU rep will work with the CI to prepare the wider project budget.

A project registration form (PRF) should be prepared for full budget preparation. Completion of the PRF is the responsibility of the CI. The TASC Development Manager will work with the CI, TASC operational units, Research Finance Service (RFS) or Research Innovation Service (RIS) to complete the PRF. The PRF is submitted to RFS for non-commercial research, and to RIS for commercial research projects. The PRF must be submitted at least 10 working days before the funding call deadline.

Funding application

RFS or RIS prepare the total project costings (including those of collaborators) and may be responsible for completing the financial section of the grant application. Following preparation of the total budget, some negotiation of support and costs may be required. Once the final budget has been agreed, the application is submitted to the funding body. The TASC Development Manager will retain a copy of the submitted funding application.

Funding outcome

The CI should notify TASC Development Manager of the outcome of the funding application. The Development Manager will inform the relevant TASC operational sub units supporting the project.

If the funding application is approved:

1. If the application was a first round proposal and the project has progressed to the second round, the TASC Development Manager should arrange a meeting with the CI to review any redesign of the project (in light of feedback from the funder) and subsequent impact on resources and budget.

Or

2. If the application was approved, the awarded budget should be agreed with the funder and confirmed with the TASC operational subunits supporting the project.

If the funding application is rejected:

1. A discussion between the CI and TASC can amend the application for re-submission or another funding body can be considered. Re-application may require a new PRF and new submission to RIS or RFS.

Or

2. The project does not proceed and this is the end of the pre-award process.

Collaboration with TASC

Following a successful funding application, TASC Legal Section, with RFS/RIS as necessary, will finalise funding and collaboration agreements as required. This indicates the end of the pre-award process and all relevant approvals should now be sought as required, see TASC website for more details.