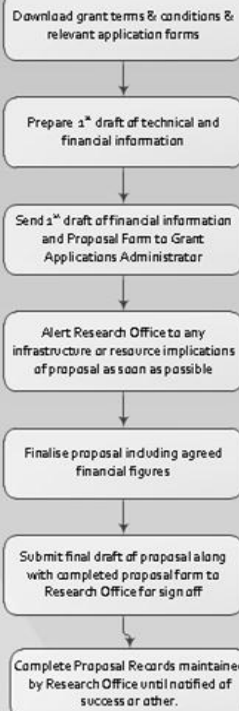


Proposal Submission Process

Notes



- Read carefully all of the relevant information
- Use IHA Salary Guidelines and UCC Proposal preparation checklist – Researchers should also refer to the VP Research web pages for tips on grant writing
- Submit to Research Office a minimum of 5 working days in advance of deadline
- A minimum of 3 working days depending on grant – Arrange sign-off with Research Office – Do not assume the VP will always be available, waiting for your proposal. Do not leave until last minute!!

UCC Proposal Form (Appendix A)

Proposal Review Form (Formerly Appendix A)
 The web-based form can be accessed by logging on to your [IRIS profile](#). For further information on *IRIS Proposals*, please go to the [IRIS Proposals FAQ](#) section of the website.

Unsuccessful Proposals

Successful Proposals

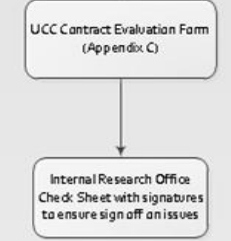
- Unsuccessful proposals are archived after 1 year
- Proposals that are requested to resubmit must complete a new Proposal Form (Appendix A) with the amendments included and obtain required sign-offs for resubmission.

Researcher, Finance Office and/or Research Office alerted to successful proposals

Notes

Depending on the source of funding, successful applicants can be notified directly through the VP Research Office or through Finance Office. If contracts/letters of offer are received by Researchers and/or Finance Office, they must be forwarded to the attention of the Research Office

Contract Evaluation Process and Opening a Research Account



Some Proposals are accepted subject to negotiation. Where major amendments are demanded by the funding authority, these must be agreed and signed off by all the relevant people. (e.g. HoD, Dean, Director, Research Office). It is the responsibility of the signatory to ensure any identified issues are addressed and resolved with the researcher directly prior to sign-off.

Office of legal & Corporate Affairs are also responsible for putting in place any research collaboration agreements required as a result of the contracts.