

**RO11 - AtS (Approval to Submit)**

*This form is for internal use only, to be completed when a proposal for research funding is to be submitted to an external body.*

1. **Application overview**

|  |  |
| --- | --- |
| 1. YSJ Principal Investigator |  |
| 1. YSJ Co-investigator(s) |  |
| 1. Funder |  |
| 1. Funder scheme |  |
| 1. Date of submission |  |
| 1. Start and end date |  |
| 1. Project title |  |

1. **Institutional commitment and strategic fit**

|  |  |
| --- | --- |
| 1. Is YSJ the lead institute?   *(if yes go to Q11)* |  |
| 1. Name of lead institute |  |
| 1. Names of other co-applicant institutions |  |
| 1. Are there any human resource implications? E.g. replacement staff for research buy out, new posts? |  |
| 1. Have you discussed the proposal’s fit with your personal research strategy with your Head of School / Head of Research? |  |

|  |  |
| --- | --- |
| 1. Please detail the requirements relating to ethical approval of the research, as well as any detail on open data. *E.g. Does the proposal require ethical approval ahead of submission? Have you familiarised yourself with the Cross School Research Ethics Committee process?* |  |
| 1. Does the project involve anything that could impact negatively on YSJ reputation or present a conflict of interest? *E.g. research in a country or organisation that may be politically sensitive or subject to sanctions; sensitive subject matter; controversial funder?* | *If Y – may require referral to* [*Due Diligence committee*](https://www.yorksj.ac.uk/registry/quality-gateway/collaborative-provision/committees/) |

1. **Budget** (all staff costs must be obtained from Finance via the Research Office)

|  |  |
| --- | --- |
| 1. Project FEC cost |  |
| 1. Funder contribution |  |
| 1. YSJ FEC |  |
| 1. Funder contribution to YSJ |  |
| 1. YSJ Budget breakdown (can be sent as attachment if preferred) | **Staff costs:**  **Indirect:**  **Estates:**  **Research costs:** |

1. **Approvals**

|  |  |
| --- | --- |
| **Applicant** *(signature confirms all relevant due diligence has been adhered to and confirms that if funding is awarded, relevant ethical approval and risk assessment will be completed)* | **Name:** |
| **E-signature:** |
| **Head of School** *(signature confirms School Research Lead also approves)* | **Name:** |
| **E-signature:** |
| **Finance** *(signature confirms relevant sign-off level has been obtained)* | **Name:** |
| **E-signature:** |
| **PVC Research & Impact** *(or nominated deputy)* | **Name:** |
| **E-signature:** |

*Please provide a copy of the final submission the Research Office (*[*researchoffice@yorksj.ac.uk*](mailto:researchoffice@yorksj.ac.uk)*)*