

**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**)*