

## Project grant outline application – common errors

<b>Wrong start date</b>	<ul style="list-style-type: none"> <li>All project grant start dates must fall between 1 August and 30 September of the year awarded.</li> </ul>
<b>Incorrect costs requested</b>	<ul style="list-style-type: none"> <li>All true exceptional costs, i.e. overseas costs, must be agreed with the Office in advance of submission.</li> <li>At outline stage, pieces of equipment costing more than £10k may be noted in the 'Exceptions' heading. As per UKRI guidance, the Research Organisation is expected to fund 50% of the fEC value for items of equipment over £10k and so only the amount requested from the NC3Rs should be entered in the exceptional costs. Approval for equipment costs is not required.</li> <li>Companies are only eligible to apply for 100% directly incurred costs and are ineligible to receive indirect and estate costs. Costs may be included under the 'Exceptions' heading to facilitate this at the outline stage.</li> </ul>
<b>Lack of approval for the inclusion of overseas researchers</b>	<ul style="list-style-type: none"> <li>Overseas researchers can be included as collaborators or in exceptional circumstances as Project co-Lead (International).</li> <li>Project co-Lead(s) (International) status must be approved by the NC3Rs Office prior to submitting a formal outline application. This approval must be mentioned in the 'Applicant and team capability to deliver' section of the application form.</li> </ul>

### Please note:

- **Submission deadline** – Make sure you are aware of and follow any internal institutional approval deadlines. Please allow appropriate time (a minimum of **5 working days**) before the submission deadline for this process as late applications will not be accepted, without exception.
- **Core team** – Only list one individual as Project Lead and include the names of all Project co-Leads (UK) in the 'Core team' section of the application form.
- **Project partners** – Details of Project partners and their contributions should be noted in the 'Applicant and team capability to deliver' section of the application form.

- **Applicant and team capability to deliver** – The information in this section should not be lifted from a CV, but rather written as a narrative to showcase the skills and expertise of the proposed research team, including any other collaborators and/ or project partners, and how this will help successfully deliver the proposed project.
- Further information on application requirements can be found in the [NC3Rs Applicant and Grant Holder Handbook](#).