

Project grant outline application – common errors

Wrong start Date	<ul style="list-style-type: none"> All project grant start dates must fall between 1 August and 30 September of the year awarded
Incorrect costs requested	<ul style="list-style-type: none"> All true exceptional costs, i.e., overseas costs, must be agreed with the Office in advance of submission, with approvals granted noted in an accompanying cover letter At outline stage, costs for pieces of equipment costing more than £10k may be noted in the 'Exceptions' heading. As per RCUK 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 NC3Rs should be entered within exceptional costs. Approval for equipment costs is not required but where exceptional costs relate to equipment please include this information within the cover letter 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 and a note of explanation should be added to the cover letter
Omitting compulsory documents	<p>These documents must be included as part of your application:</p> <ul style="list-style-type: none"> CVs for Primary Investigator and all Co-Investigators only, CVs must not exceed two sides of A4 (including publications) <ul style="list-style-type: none"> CVs are not required for project partners and/or collaborators - (where Je-S requests a letter of support be uploaded from a named project partner, please upload a blank document) Case for Support – must not exceed two sides of A4
Including unpermitted additional attachments	<ul style="list-style-type: none"> Exceptions agreed with the Office e.g. overseas applicants, invited resubmissions, must be noted in the cover letter - not to exceed two sides of A4 No other attachments are permitted at this stage including; letters of support, Gantt charts, papers in press etc.- inclusion of additional documents will result in your application being returned

Please note:

- Please be sure to include the names of all Co-Investigators on the proposal form
- CVs submitted as part of the application for individuals not listed as either Primary or Co-Investigator will be removed and not seen by the Panel
- Further information on application requirements can be found in the [NC3Rs Applicant and Grant Holder Handbook](#)