

Skills and knowledge transfer grant application - Common errors

Wrong start date	<ul style="list-style-type: none"> Project start dates must fall between 1 June and 1 August of the year awarded
Incorrect allocation of costs requested	<ul style="list-style-type: none"> Staff salaries can be allocated under directly incurred costs if spending 100% of their time on the project OR if actual time known and supported by a full audit trail e.g. timesheets or project records.
Omitting compulsory documents	<p>These documents must be included as part of your application:</p> <ul style="list-style-type: none"> CVs for Primary and all Co-Investigators only. CVs should not exceed three sides of A4 (including publications) Data Management Plan Justification of Resources – must not exceed two sides of A4 Case for Support – must not exceed five sides of A4
Including unpermitted additional documents	<p>These documents may also be included as part of your application but they are not compulsory:</p> <ul style="list-style-type: none"> Cover letter (exceptions agreed with the Office e.g., overseas applicants, invited resubmissions, must be noted in the cover letter) Experimental design and methodology appendix to the Case for Support, not to exceed one side of A4 Letters of support: must be dated, signed and on headed paper or in the form of an email (to include email addresses)

Please note:

- Any extra documents uploaded, that are not listed above, including Gantt charts, papers in press etc., are not permitted. If included, your application will be returned
- Further information on application requirements can be found in the [NC3Rs Applicant and Grant Holder Handbook](#). Researchers using animals are strongly advised to read Section 4.6 carefully, before preparing an application, to ensure that all relevant required information is included in the appropriate sections of the application