BACKGROUND TO RESPONSE MODE

Throughout the year, you can apply for funding within one of the MRC’s science areas through the responsive mode funding scheme. Your application will be reviewed by the relevant research board:

- Infections and Immunity Board
- Neurosciences and Mental Health Board
- Molecular and Cellular Medicine Board
- Populations and Systems Medicine Board

Within this scheme you can apply for one of the following grant types:

- New Investigator Research Grant
- Research Grant
- **Programme Grant**
- Partnership Grant

For more information please see the link below:
http://www.mrc.ac.uk/funding/how-we-fund-research/

DEADLINES

Please see the MRC deadline page for details of deadlines for the Research Boards detailed above. The deadline for submission on JeS (by RS) will be 4pm on the day of the deadline. Your full-stage application must be with Research Services 5 working days ahead of the funder deadline. Please contact your Research Services team for confirmation of local arrangements for submission.

Outline Programme grant applications are no longer submitted via J-eS but the applicant must contact the Programme Manager of the relevant MRC research board to confirm whether the application fits the scheme and to discuss the resource requirements. This mandatory pre-application step applies to all new programme grant applications and must be completed at least 6 weeks before the full-application submission deadline. Please contact your department in advance to request an Outline X5 costing to calculate the high level indication of the likely cost to MRC. Pre-applications are submitted by the applicant directly to the Programme manager so please forward a copy of the pre-application pack to your departmental contact who will liaise with Research Services in advance of the submission.

APPLYING TO MRC THROUGH YOUR DEPARTMENT AND RESEARCH SERVICES

Your department is likely to have an internal deadline ahead of the RS deadline so contact your departmental grants office as soon as possible to notify them of your intended application and to check the internal deadline. Your contact in your department will discuss your application with you and generate an accurate costing for your application using X5 (Oxford’s research costing and pricing tool). Once your full-stage application has been finalised they will send it through to research services for review and submission to the funder. The title, dates and pricing on your application form should match those detailed in the X5; if any of these details change, please do notify your departmental grants contact as they will need to update the X5.

PROGRAMME GRANTS

The RS notes below relate to Programme Grants and are intended to supplement the in-depth information provided by the MRC, detailed below. Please consult these documents when preparing your application.

http://www.mrc.ac.uk/funding/how-we-fund-research/programme-grant/
http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-v16-2/

In brief:

- Programme grants run for 60 months duration – no upper funding limit specified.
MRC will consider proposals from any researcher based at an eligible UK institution who can demonstrate that they will be able to direct the proposed research. See eligibility note below in Annexe 1. for specific exclusions relating to MRC Units.

**GENERAL TIPS FOR MRC APPLICATIONS**

**JeS form**
- See ‘Creating the Programme grant application form on Je-S’ - [http://www.mrc.ac.uk/funding/how-we-fund-research/programme-grant/](http://www.mrc.ac.uk/funding/how-we-fund-research/programme-grant/)
- If you are new to Je-S there is further information available on the Research Services web pages - [https://www1.admin.ox.ac.uk/researchsupport/sponsors jes/](https://www1.admin.ox.ac.uk/researchsupport/sponsors jes/)
- Attachments: adhere to page limits (see Annexe 1 below); use font size 11 and Arial or equivalent font
- CVs should be 2 pages long, with publications uploaded as a separate document (1 page) for every named researcher.
- Pay special attention to contents of the Justification of Resources (see Annex 1 below, for details). Cross-check the JoR and the Je-S form for consistency.
- **Impact:** The impact summary should detail ‘who’ will benefit and ‘how’ they will benefit from the impact, whereas the pathways to impact should focus on ‘what’ you are going to do to ensure that the impact occurs.
- Letters from project partners should be attached as ‘Letters of Support’ to the application (please see checklist below for further information). If a collaborator is from the same organisation as the PI or if they are simply providing expertise to the project, then they should be included in the Case for Support, but no letter of support should be attached.
- MRC’s guidance for research using animals has recently changed. Please see the link below for information as to what needs to be included with your application (section 4). [http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-and-award-holders/](http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-and-award-holders/)
- MRC has published a helpful checklist – ‘common reasons for returning applications to research offices’. Please refer to this list in Section 2.11 of the MRC Guidance for Applicants and ensure your application is compliant with these points.
- For further guidance on completion of the Je-S form see: [https://je-s.rcuk.ac.uk/Handbook/Index.htm](https://je-s.rcuk.ac.uk/Handbook/Index.htm)

**Industry Collaborations**
- Applicants may include industrial collaborators as project partners (providing cash or in-kind contributions) – in this case you will be required to include a MICA form (see link below) and a Heads of Terms document with your full application. Research Services will assist with the Heads of Terms document, but we ask that you notify Research Services of your application (and the requirement for the Heads of Terms document) as soon as possible to ensure this can be prepared in time for the funder deadline. For further information on industry collaborations, the MICA and Heads of Terms forms, please see the link below. [http://www.mrc.ac.uk/innovation/mrc-industry-collaboration-agreement-mica/](http://www.mrc.ac.uk/innovation/mrc-industry-collaboration-agreement-mica/)

**Financial Details**
- Your departmental grants office will be able to advise on or assist with the financial details for your application form, based on the XS costing (administrators should refer to the details below for further guidance on the costing for this scheme).

**Equipment**
- Individual items of equipment valued under £10,000 (incl. VAT) should be included under “other DI costs” and will be funded at 80%.
• Individual items of equipment valued between £10,000 and £138,000 (incl. VAT) will only be funded at 50%. Make sure that the equipment is fully justified in the JoR.
• Individual items of equipment costing more than £138,000 (incl. VAT) will only be funded at 50%. A two page business case will be required which is uploaded as an attachment to the proposal. Research Services can advise on sources of matched funding as required.

→ For full equipment details see: MRC Guidance for Applicants, RCUK Guidance and Guidance from the Purchasing Department, Finance Division.

### COSTING INFORMATION FOR THE DEPARTMENTAL GRANTS OFFICE

#### X5

• Ensure that the most up-to-date X5 rate files are used.
• Ensure that the external collaborator tab has been completed where necessary.

**Inputting financial details into the JeS form**

• For all academic/research posts, the increment date will be 1st October 2017; for technician posts this will be 1st August 2017. Clinical posts will increment on 1st April 2017.
• There is a quick reference guide showing how to complete the Directly Incurred post details in the Je-S form. Please click here and use your single sign-on to go to the ‘X5 Quick Reference Guide (QRG) How to complete the Je-S application’.
• All Oxford facilities costs listed as a DI cost in X5 should be listed under the ‘Other DI costs’ section in JeS (not under the ‘Research Facilities/Equipment’ section).
• Equipment: Please see above for details regarding equipment funding for MRC.
### Annexe 1 - Summary of Key Items - Applicant Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Key Information</th>
<th>Max. Page Length</th>
</tr>
</thead>
</table>
| **Eligibility**       | • Are you based at an eligible UK research institution and can you prove you are able to direct the research programme?  
                          • MRC Units are not eligible to apply. Core supported programme/group leaders from University Units and the Francis Crick Institute may only apply in exceptional circumstances with prior agreement from MRC Head Office.                                    | -               |
| **Budget**            | • Discuss with relevant Departmental contact and obtain X5 costing  
                          • Check that Je-S form finance section matches the X5 costing                                                                                                                                                    | -               |
| **Start Date**        | • Should be realistic (based on published funder decision dates), and should match that detailed on the X5                                                                                                         | -               |
| **Attachments**       | • All attachments must use non-serif font, i.e. Arial, min. size 11. A minimum of single line and standard character spacing with 2cm margins must be used.                                                         | See below       |
| **Use of animals**    | • Ensure you’ve adhered to the MRC’s policy for research involving animals in both your attachments and the JeS form. See section 4 of: http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-v16-2/                          |                 |
| **Project partners**  | • Project partners must not be from the same organisation as the PI or any Co-Is. To qualify as a Project Partner, each party must be prepared to contribute something tangible to the project, and this must be detailed in the Project Partner section of the JeS form. If you are unable to estimate the value of their contribution please put ‘£1’ in the relevant section of the table on the JeS form. |                 |
| **Justification of Resources (JoR)** | • Fully justify all costs except estates/indirect costs/Infrastructure Technicians. The justification should not just repeat the list of resources requested; explain why each is needed for the project.  
                                                                                  • Computing costs must be properly justified: explain both why they are required and why the department cannot meet these costs.  
                                                                                  • Give examples of the conferences you wish to attend and why these are most relevant to the project.  
                                                                                  • Animal usage must be fully justified - ensure you’ve adhered to guidelines for justifying animals in the link below (section 4).  
                                                                                  • See section 2.5 for further guidelines on the JoR. http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-v16-2/                           | 2               |
| **Pathways to Impact**| • Must not just repeat the impact summary. Must be specific to the project and contain steps which will be taken to ensure impact is achieved, including timelines.  
                                                                                  • See section 2.6 of: http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-v16-2/ for more details.                                                 | 2               |
| **CV(s)**             | • Required for PI, Co-Is, and named research staff (not required for named                                                                                                                                            | 2               |

#### Attachments - mandatory

- Case for Support (CfS)  
  • Please note that the areas to be covered in the case for support for Programme Grants is different. Please see refer to the guidance on Programme Grants for more information. - [http://www.mrc.ac.uk/funding/how-we-fund-research/programme-grant/#5 new applications](http://www.mrc.ac.uk/funding/how-we-fund-research/programme-grant/#5 new applications) | Total = 12 |

- Justification of Resources (JoR)  
  • Fully justify all costs except estates/indirect costs/Infrastructure Technicians. The justification should not just repeat the list of resources requested; explain why each is needed for the project.  
  • Computing costs must be properly justified: explain both why they are required and why the department cannot meet these costs.  
  • Give examples of the conferences you wish to attend and why these are most relevant to the project.  
  • Animal usage must be fully justified - ensure you’ve adhered to guidelines for justifying animals in the link below (section 4).  
  • See section 2.5 for further guidelines on the JoR. [http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-v16-2/](http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-v16-2/) | 2 |

- Pathways to Impact  
  • Must not just repeat the impact summary. Must be specific to the project and contain steps which will be taken to ensure impact is achieved, including timelines.  
  • See section 2.6 of: [http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-v16-2/](http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-v16-2/) for more details. | 2 |

- CV(s)  
  • Required for PI, Co-Is, and named research staff (not required for named | 2 |
<table>
<thead>
<tr>
<th>Publications list(s)</th>
<th>Required for PI, Co-Is, and named research staff (not required for named technicians). Should be uploaded as 1 separate attachment per named researcher</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Management Plan</td>
<td>Length depends on type of research; please see section 2.9 <a href="http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-v16-2/">http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-v16-2/</a> for further details.</td>
<td>See MRC guidance</td>
</tr>
<tr>
<td>Progress report (mandatory, if renewal)</td>
<td>If the application is a renewal, then the previous grant reference must be quoted and a concise progress report must be submitted as an attachment to the application - attachment type ‘Final/Interim Report’. See additional guidance - <a href="http://www.mrc.ac.uk/funding/how-we-fund-research/programme-grant/">http://www.mrc.ac.uk/funding/how-we-fund-research/programme-grant/</a>.</td>
<td>5 pages – see additional guidance</td>
</tr>
</tbody>
</table>

### Optional attachments – depending on content of application

| Project partner letter of support (LoS) | Required for each Project Partner. Must state the value of the Project Partner’s contribution and be on dated, signed and headed paper. The contribution listed must match that detailed in the JeS form. Must state the capacity in which the signatory is signing-off the listed contribution. Should be specific to the current application.  
  • Please see above for details of MICA and Heads of Terms documents required for industry collaborations. | 2 pages |
|---------------------------------------|-------------------------------------------------------------------------------------------------|---|
| Covering letter | New applications should include a cover letter that confirms the name of the Programme Manager who agreed that an application could be submitted; for renewals the cover letter should confirm the details of the original award.  
  • Also use a covering letter to explain conflict of interest, requests not to use certain reviewers and, if the application is a re-submission, how the application differs from previous versions. The covering letter is not to be used for any details which should be included in other attachments, such as the case for support. | 2 pages |
| Other letters of support | MRC only require copies of letters of support where project partners are involved or where provision of human tissue or access to patients is essential for the study. Other letters of support are not allowable | 2 pages |