MRC Response Mode: Research Grant Applications
Guidance & Summary Notes – Jan 2018

BACKGROUND TO RESPONSIVE 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
- Programme Grant
- Research 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 application must be with RS 5 working days ahead of the funder deadline. https://www.mrc.ac.uk/funding/deadlines/

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 application has been finalised they will send it through to RS for review and submission to the funder.

RESEARCH GRANTS
The RS notes below relate to Research 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/research-grant/
http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-and-award-holders/

In brief:

- Grants may be for up to 5 years duration and do not normally exceed £1m in value.
- 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.

GENERAL TIPS FOR MRC APPLICATIONS

JeS form & attachments

- Check whether your research topic falls within one of the MRC’s priority areas: (http://www.mrc.ac.uk/funding/how-we-fund-research/highlight-notices/). If it does be sure to highlight this in your proposal.
- 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.
- Attachments: adhere to page limits (see Annex 2); 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 2 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 document 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/

For further guidance on completion of the Je-S form see: 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/

**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 X5 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 £134,011 (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 £134,011 (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 and the required format for business cases see: RCUK Guidance.
Ensure that the most up-to-date X5 rate files are used.

Ensure that the external collaborator tab has been completed where necessary. Where collaborators are included in your proposal, and their costs are on our Je-S form, please ensure that written evidence from the collaborators’ institution is provided to Research Services stating the value of costs associated with their contribution.

Where relevant, please add ODA keywords in the Project Set up.

Inputting financial details into the JeS form

- For all academic/research posts, the increment date will be 1st October 2018; for technician posts this will be 1st August 2018. Clinical posts will increment on 1st April 2018.
- For Je-S Basic salary: use the Yr 1 figure from X5 and the National Scale Point format (e.g., NSP 31).
- For Superannuation/NI: use the Yr 1 figure from X5 (obtained by clicking on the ‘Employee’ then ‘Person by Year’ tabs).
- 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.

Annex 1 - Summary of Key Items - Applicant Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Key Information</th>
<th>Max. Page Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility</td>
<td>• Are you based at an eligible UK research institution and can you prove you are able to direct the research programme?</td>
<td>-</td>
</tr>
<tr>
<td>Budget</td>
<td>• Discuss with relevant Departmental contact and obtain X5 costing</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>• Check that Je-S form finance section matches the X5 costing</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>• Should be realistic (based on published funder decision dates), and should match that detailed on the X5</td>
<td>-</td>
</tr>
<tr>
<td>Attachments</td>
<td>• 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.</td>
<td>See below</td>
</tr>
<tr>
<td>Use of animals</td>
<td>• 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: <a href="https://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-and-award-holders/">https://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-and-award-holders/</a></td>
<td></td>
</tr>
<tr>
<td>Project partners</td>
<td>• 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 Je-S form.</td>
<td></td>
</tr>
</tbody>
</table>
## Annex 2 - Summary of Attachments - Applicant Checklist

### Attachments - mandatory

<table>
<thead>
<tr>
<th>Case for Support (Cfs)</th>
<th>---</th>
<th>Total = 8</th>
</tr>
</thead>
</table>
| **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 above (section 4).  
• See section 2.5 of the MRC guidance for further guidelines on the JoR. | 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: [https://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-and-award-holders/](https://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-and-award-holders/) for more details. | 2 |
| CV(s) | • Required for PI, Co-Is, and named research staff (not required for named technicians). Do not include publications in CV document. | 2 |
| Publications list(s) | • Required for PI, Co-Is, and named research staff (not required for named technicians). Should be uploaded as 1 separate attachment per named researcher | 1 |
| Data Management Plan | • Length depends on type of research; please see [https://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-and-award-holders/](https://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-and-award-holders/) for further details. | See MRC guidance |

### 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** | • 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.** | - |
| **Other letters of support** | • Other letters of support are not allowable | - |