

ISR Pre-Award Office Guidelines

(submission of research applications to external funding)

Overview

The ISR Pre-Award and Project Management Office will be dedicated to delivering quality services aimed at promoting, encouraging, and facilitating the submission of competitive proposal applications from its research community.

Among other responsibilities, the Pre-Award office provides support to the researchers hosted at ISR/ LARSyS throughout the first stages of the grant life cycle:

- i) the identification of external funding opportunities for research;
- ii) the preparation and submission of research applications from the initiative of the researchers to external funding;
- iii) support to the negotiation of successfully funded projects up to the signing of the official documents (e.g. Grant Agreement or similar).

Types of Support

The Pre-Award office may provide different types of support during the application stage. **Basic support** is always guaranteed, if the applications are timely communicated to the office (i.e. at least 2 weeks before the deadline, already considering the necessary time to provide documentation analysis to IST Projects Department¹). Additional **types of support** (type 2 and 3 described below) may be requested by the researchers and the Pre-Award office will endeavor its best efforts to support all requests considering the available resources.

1. Basic support (at least 2 weeks in advance of the call deadline):

- clarifying any doubts per request of the researcher (liaising with the funding entities);
- providing legal, financial or other institutional information, including official support letters (by liaising with IST/IST-ID internal stakeholders);
- assisting the internal validation stage, including supporting the preparation of the budget and ethics-related sections as well as the support to any legal documents or agreements needed (by liaising with IST/IST-ID internal stakeholders);

2. Proposal review/ Non-scientific writing (at least 3 weeks in advance):

- supporting the drafting of non-scientific sections of the proposal (e.g. information about the beneficiary, smart specialization strategies, gathering information from partners, others);
- overall reviewing of the application (e.g. checking the requested information per

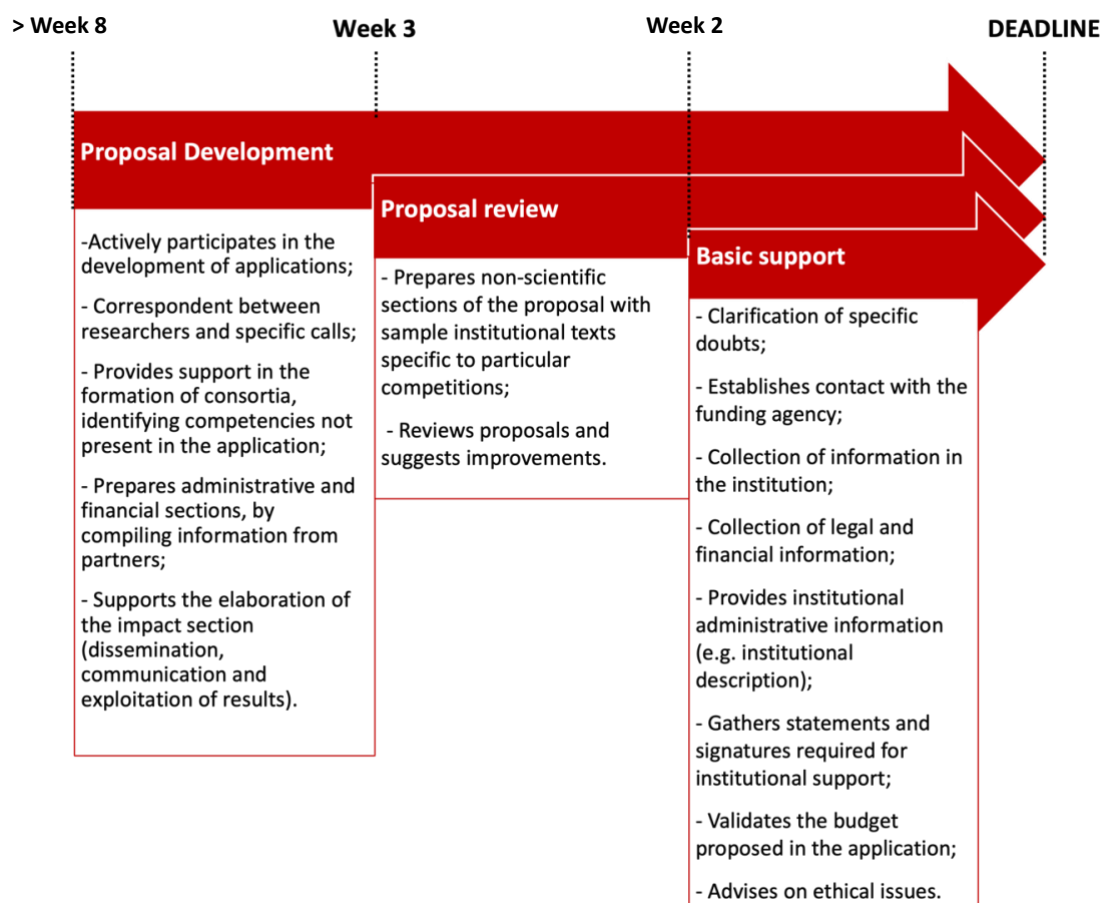
¹ <https://dp.tecnico.ulisboa.pt/en/apoio-tecnico-a-candidaturas/>

The documents related to the submission of applications to R&D projects must be sent, in due time, to the respective nucleus of the IST Projects Department in order to guarantee timely analysis by services.

section; whether it is clear for a scientific but not specialist audience; supporting CV editing).

3. Supporting proposal development (ideally, as soon as the call is launched; at least 2 months in advance):

- supporting in understanding whether a specific call/consortium meets the researcher's scientific interests and financial needs;
- searching for additional information that may be useful to the researcher (e.g. previous awardees, etc.
- advising on the adequacy of the consortium to the specifications of the call (if applicable);
- direct contact with the coordinator of the proposal.



Support to the submission of applications

To ensure proper monitoring and tracking of applications (for statistical proposals to the Pre-Award office and ISR), all research applications² to be submitted to external funding entities must be communicated. To inform and activate ISR Pre-Award office, ISR researchers must please fill out the online form <https://forms.office.com/e/r745X7BpwB>.

² Please note that it applies to any type of research application (e.g. grant, award, fellowship, collaborative agreement).

The applicant shall send the **budget and the ethics-related section**, (if applicable) no later than **14 days** before the deadline of the call to be initially checked by Pre-Award office, which will then send it to NPN or NPI or ethics offices for **mandatory** IST validation.

Upon submission, the applicant shall send the submitted application to Pre-Award, bound by confidentiality.

Support provided at the negotiation stage

Once an application is retained for funding, the Pre-Award office together with the IST/IST-ID central offices supports all steps involved in the negotiation process, including but not limited to:

- advising on possible start dates and compatibility of funds;
- verifying and validating the contract terms (by liaising with IST/IST-ID internal stakeholders);
- preparing the official documents needed for the grant contract (by liaising with IST/IST-ID internal stakeholders);
- create a checklist of actions (e.g. Communication and dissemination checklist; mandatory deliverables, ethics, etc.) to support project implementation;
- for consortium-based projects: liaise with the beneficiaries of the project (or the coordinator, as applicable).

The Pre-Award office will support ISR researchers in preparing the “**Ficha de Projecto**”, in collaboration with ISR área financeira and secretariado.

If you have any doubts or suggestions, please contact the Pre-Award office (filipa.s.carvalho@tecnico.ulisboa.pt). These guidelines will be updated whenever needed.