Faculty of Oriental Studies

Humanities Division

Applying for a grant (either an externally funded project or a John Fell award)

	Timeline
1. Have a clever idea	
2. (a) Contact the Divisional Research Facilitator (DRF) for preliminary discussion of your idea; formulation of a proposal; preliminary costing; and possible sources of funding. Confirm the internal deadline with the DRF: some applications take months to prepare. 2. (b) Talk to the Faculty - to your Research Mentor, the Director of Research Board Chair (Chris Minkowski), and to the Faculty Board Secretary (Charlotte Vinnicombe). Charlotte will want to know: 1. does the grant come with overheads, and are all direct costs covered?; 2. does the project involve any research or admin appointments, in which case (a) will the overheads cover the infrastructure costs to the faculty, (b) will additional space be required; (c) can/will the grant cover recruitment, relocation, work permit costs, etc.; 3. are there any implications for IT support (in which case, Stephen Cox must be consulted); 4. are the approved faculty rates of pay being used for assistance, etc.? 5. Is research leave required, and/or associated sabbatical leave? If so, this must all be applied for (see separate flow chart) even if the grant covers the full costs of the leave/teaching replacement. The Director of Research may request an overview of the academic aspects of the project, its scope and size, and its value - a 'heads up' on what the project will involve, and may also ask the PI to draft a faculty letter of support, if one is required (e.g. for John Fell or BA postdoc applications).	Up to one year and no less than TEN WEEKS before applying for any major research award (AHRC, BA, Leverhulme, John Fell, etc.) the applicant should contact both the Divisional Research Facilitator (Dr Clare Hickman) and the Faculty Board Secretary (Charlotte Vinnicombe) to discuss the application. The Divisional Research Facilitators publish a calendar of relevant deadlines at the start of each academic year.
3. Prepare the application with the DRF, and submit draft to the Faculty for approval. The DRF will submit the internal costing form, or 'OG', in tandem with your submission, as this must also be approved before the application can be submitted to the funding body. OCHJS fellows should include the President of the Centre as an internal-only PI on the OG.	Draft applications for all major research awards must be submitted to the faculty's Research Committee no less than EIGHT weeks before the divisional deadline.
4. A member of the Research Committee may be appointed to work with the applicant, the DRF and the FBS in order to ensure that the application stands the best chance of success. The applicant should also consult their Research Mentor	EIGHT weeks before the Divisional deadline.
5. Final faculty approval by the Director of Research and one other member of the Research Committee. The FBS will then ensure that the application is approved by the faculty and submitted to the division. (Applications for grants less than £20k will just be assessed by the Director of Research. Similar applications to more than one sponsor only require approval once, unless there are major financial differences in the applications.)	All applications must be submitted in their FINAL form to the Faculty Board Secretary for approval by the Research Committee at least ONE WEEK before the relevant divisional deadline.
6. Application and OG forwarded to Research Services, who check and approve all external applications. John Fell applications are considered internally.	Must be submitted **one week** before the funding body's deadline
7. Electronic applications are submitted to the funding body by Research Services by the Division/DRF. Paper applications are submitted by Divisional Research Facilitator.	By the funding body's deadline
Please tell Charlotte and the DRF the outcome of your application, whether successful or not. Please also send the DRF copies of reviewers' comments. Faculty Board Secretary: charlotte.vinnicombe@orinst.ox.ac.uk Divisional Research Facilitator (for most research grant applications): clare.hickman@humanities.ox.ac.uk Divisional Research Facilitator (for BA postdocs): victoria.drew@humanities.ox.ac.uk	