Principal Investigator User Guide

Contents

Top Tips

- Use your mouse to click Add and use **Tab Key** to move along a line.
- Use the **Space Bar** to see a drop down list (when you see a search icon).
- Any fields which are grey, cannot be completed either at this stage, or by you.
- You can enter information into a white field, but not all fields must be completed.
- A red asterisk at the top right corner of the field indicates a **mandatory** field which must be completed.
- If you add a line into a section, staff, student or funder, you must complete the fields in that line, or delete it, if incomplete the project cannot save.
- If you come across any questions you cannot complete, you may be able to leave them blank or select 'Not Known'.
- **Do not** use the browser back button or arrow as this will log you out of the software.
- Remember to save your progress when you can, click on Save until you see the Success Pop Up screen, you may need to click on it twice.
- When working on **Costings** you must **Check Out** the Costings to you in order to edit the document and then **Check In** when you are happy for your costings to be seen. (Costings will automatically check back in overnight)

1.1 Overview of the System

GaP (Grants and Projects) is a collaborative creative environment for anyone applying for external funding and professional services to work together on compelling bids and project proposals. The system uses a bespoke version of a tool from Unit4 called Business World.

This guide will outline the changes to LJMU process, the key features of the new system and the ongoing support from Research and Innovation Services and Finance that you can take advantage of as you create and submit your projects for funding.

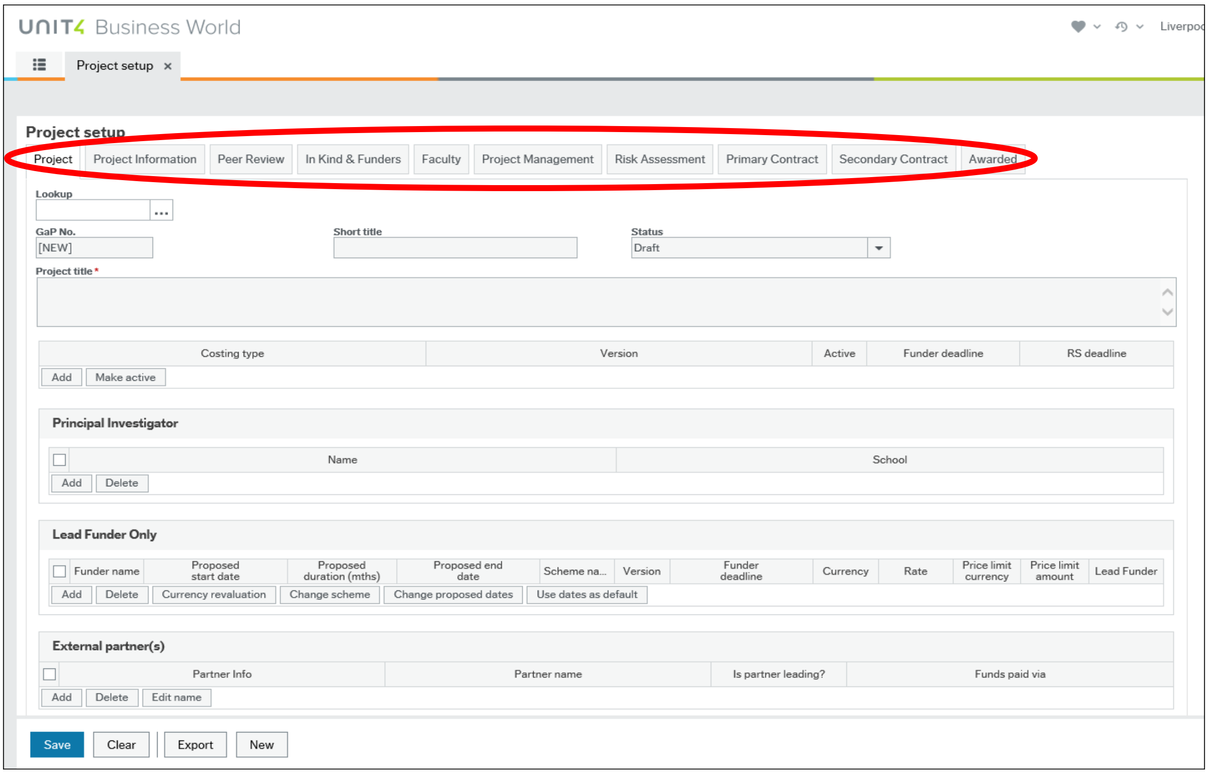
For the first time you will be able to register your proposed submission within the system, create project costings and view the progress of your submission through project development and approval workflows.

This is not an exhaustive system guide but getting familiar with the features it outlines will ensure that you safely navigate the University's processes whilst maximising your chances of creating excellent bids and proposals.

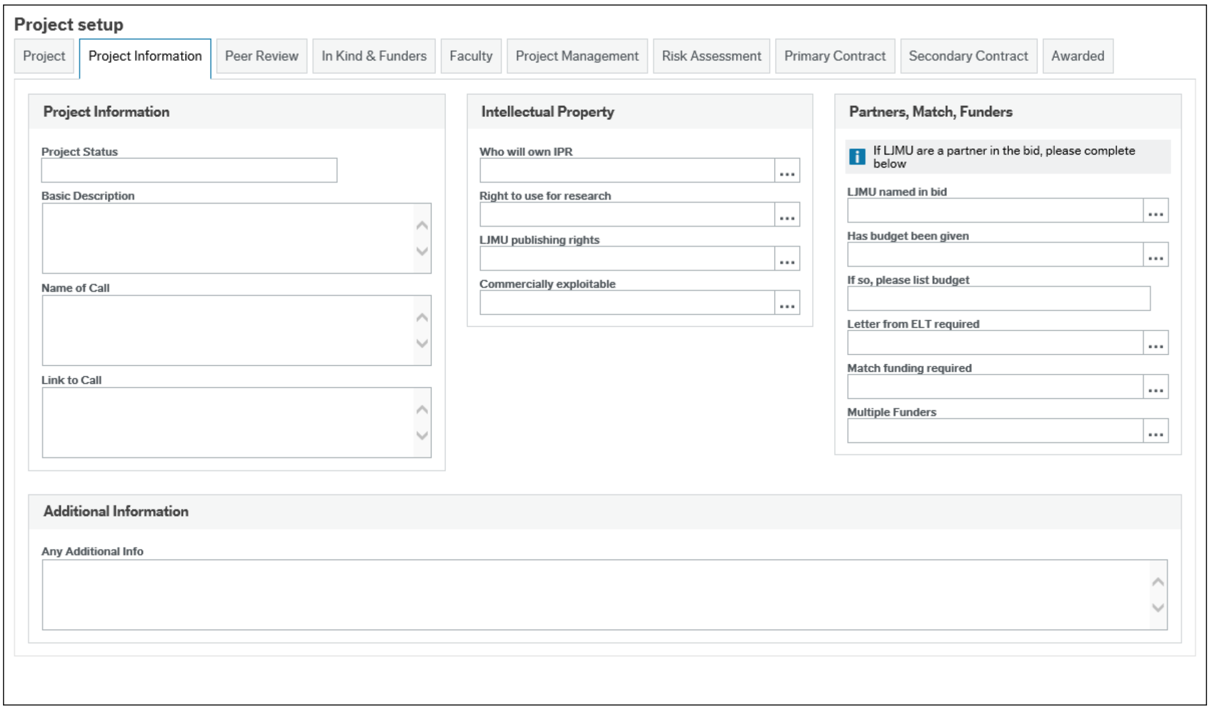
Whilst the system will help to streamline and automate elements of the University's submission procedures you should remember that it does not, and will not, replace the assistance available to you across RIS and Finance and you should continue to engage with this help as early as possible.

1.2 Project Tabs

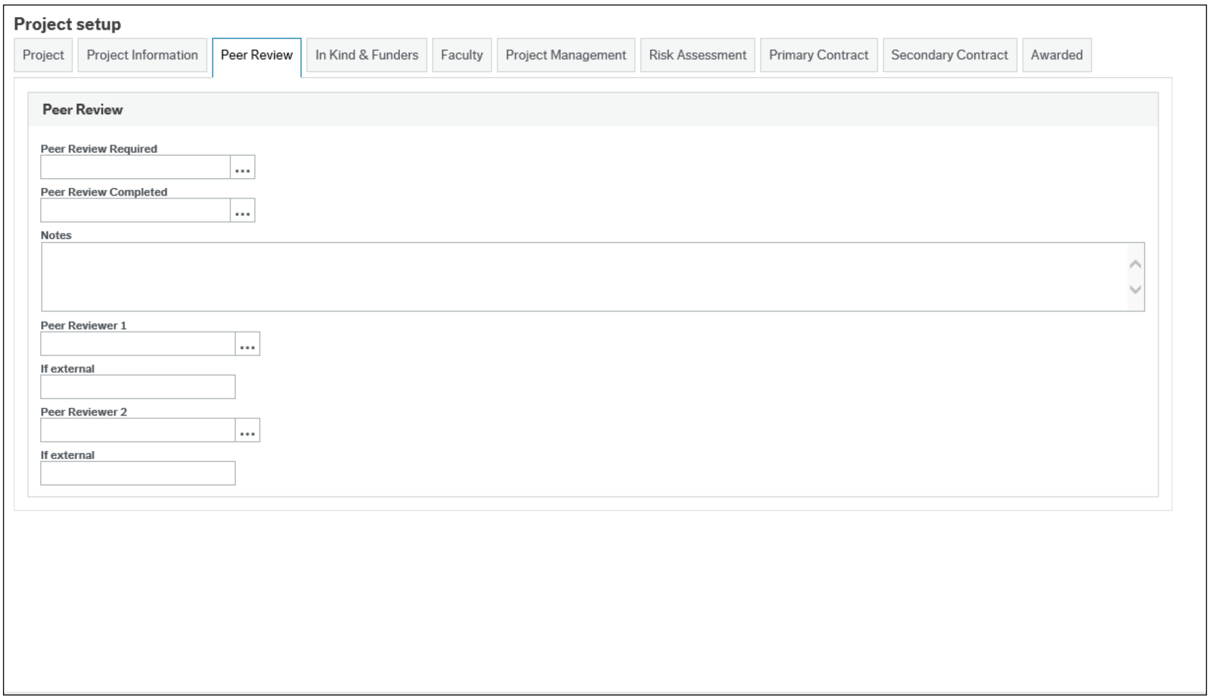
Project setup is the first screen you will need to complete in order to register your project on GaP (and get your GaP number). This screen collects together basic information about your proposed project such as funder information, project dates and submission deadline. Completing this screen, along with changing the project status on the **Project Information tab**, will kick-start the submission process through the system. This tab allows you to access the other project tabs which are described below:



The **Project Information Tab** collects further information about your proposed project and includes the project status bar, the main method for navigating the LJMU submission process and the support available from RIS and Finance. Once you are ready for Finance to provide some initial input (such as checking the scheme and adding Co-Investigator salaries) you will need to complete this tab and then save the project with a status of Finance Input.



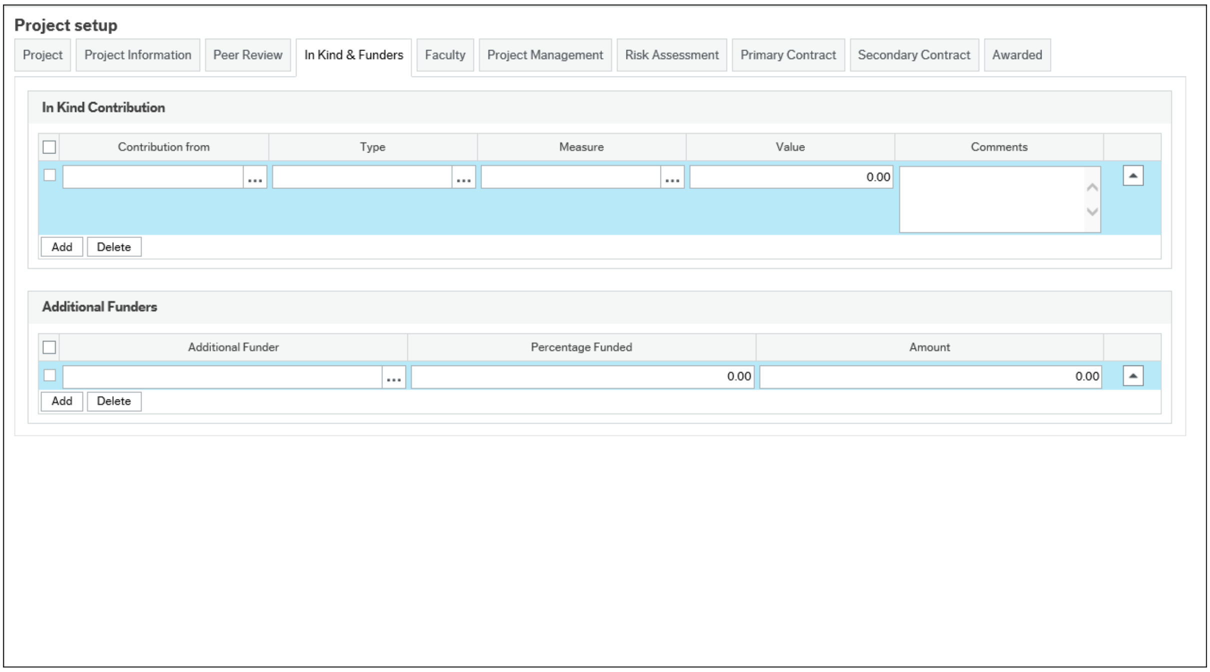
The **Peer Review** tab will be used to record who is completing the Peer Review of your project (if required), when it was completed and if they are any notes to add. There is space to record internal (LJMU) reviewers and also any external reviewers who have assisted with the drafting of your bid.



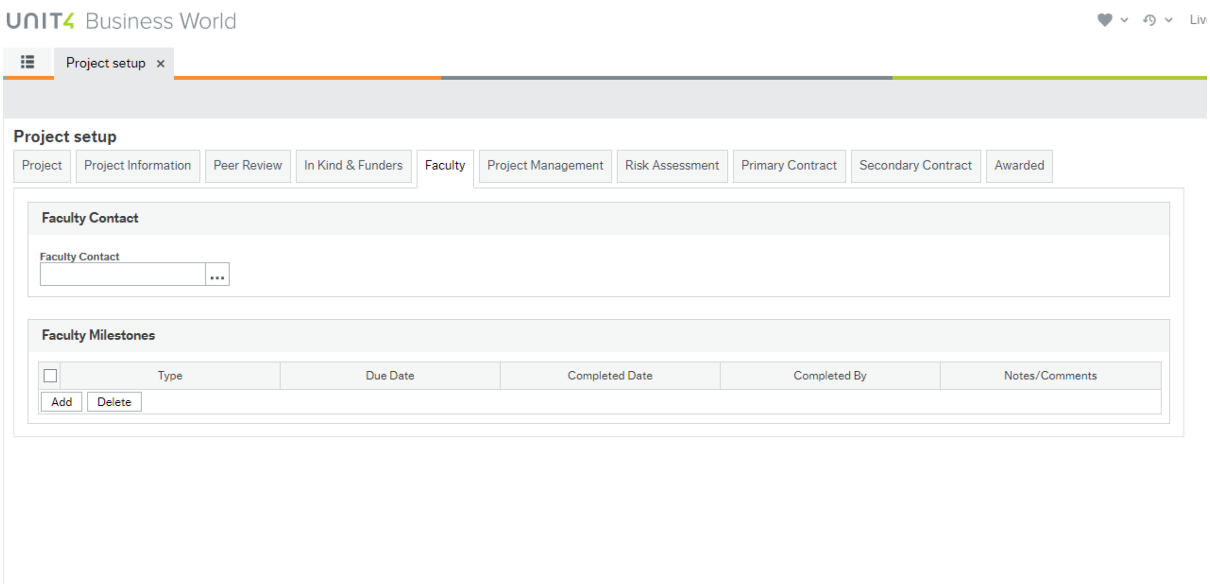
You will be expected to follow the existing guidance on Peer Review as set out in the Internal Peer Review Process for External Grant Bids. This is available on the Staff Pages here: https://www.ljmu.ac.uk/~/media/staff-intranet/research/ris/ris-documents/peerreviewprocess.pdf?la=en

The Peer Review tab should be completed prior to sending your bid for final RIS review.

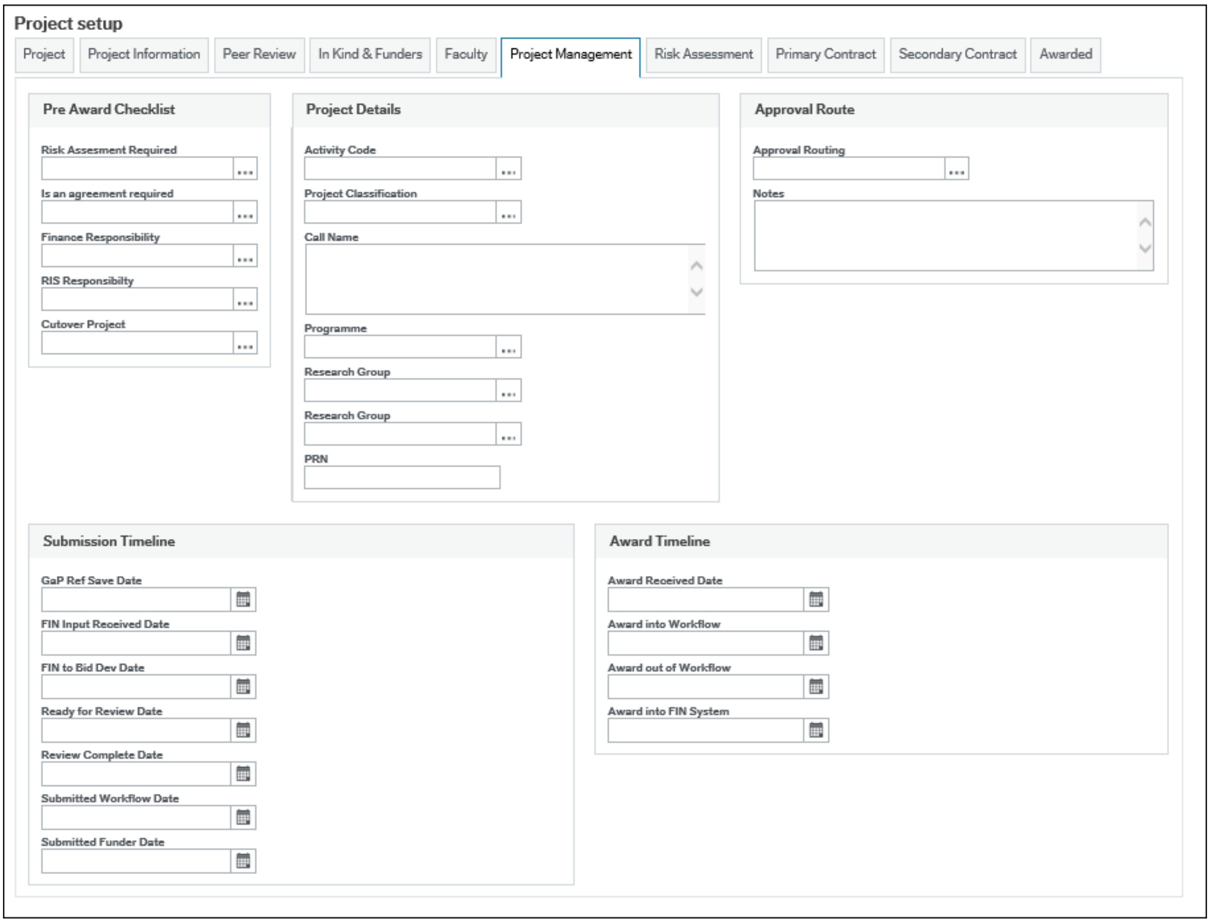
The **In Kind & Funders Tab** allows you to record any additional contributions to the project from partners or funders (additional to the main project funder). You will need to complete this tab as you develop your project prior to submission.



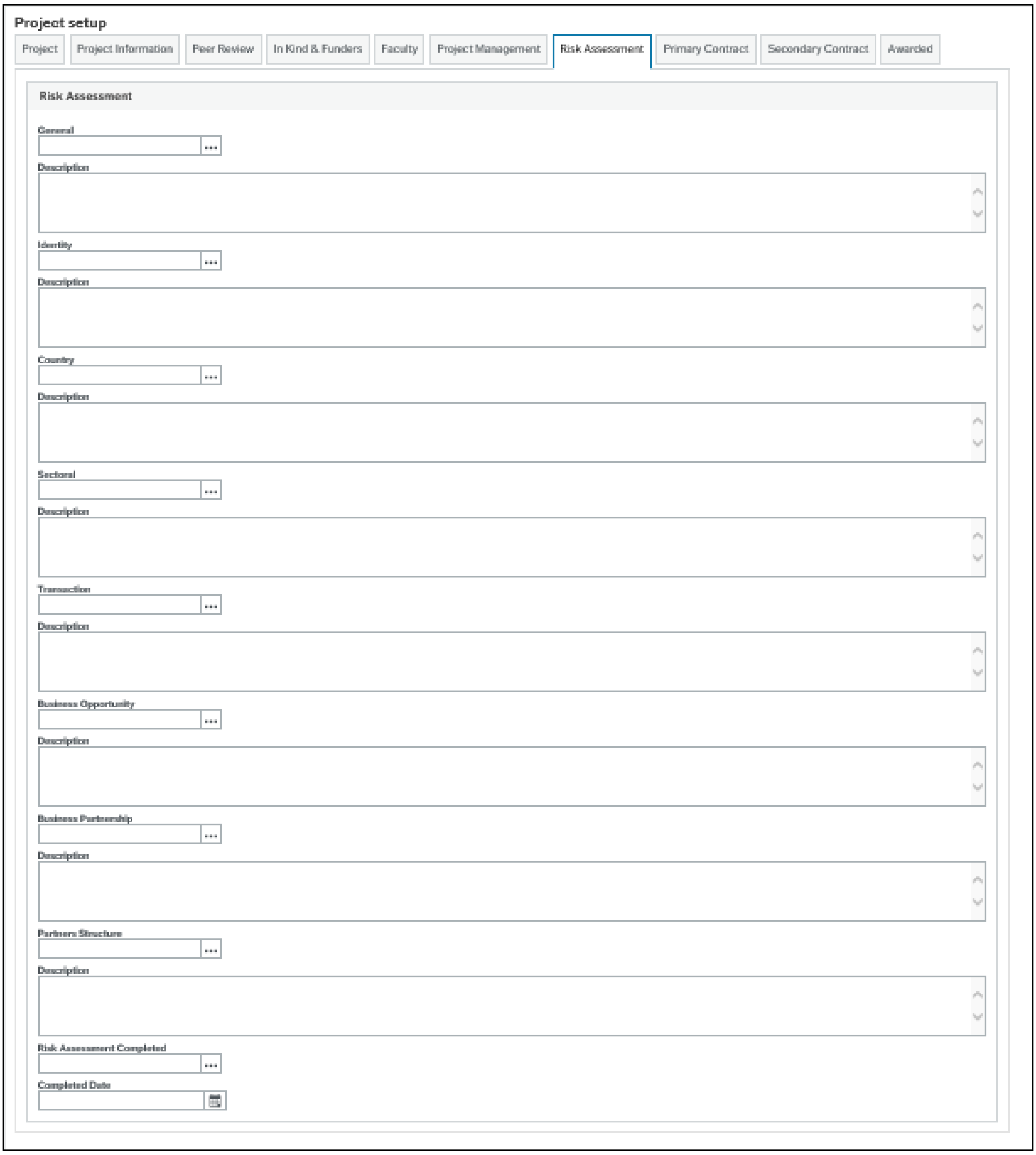
The **Faculty Tab** is for you/your Faculty support teams to keep a track of key milestones; such as reporting requirements, timesheets or recruitment once your project has been funded and is up and running.



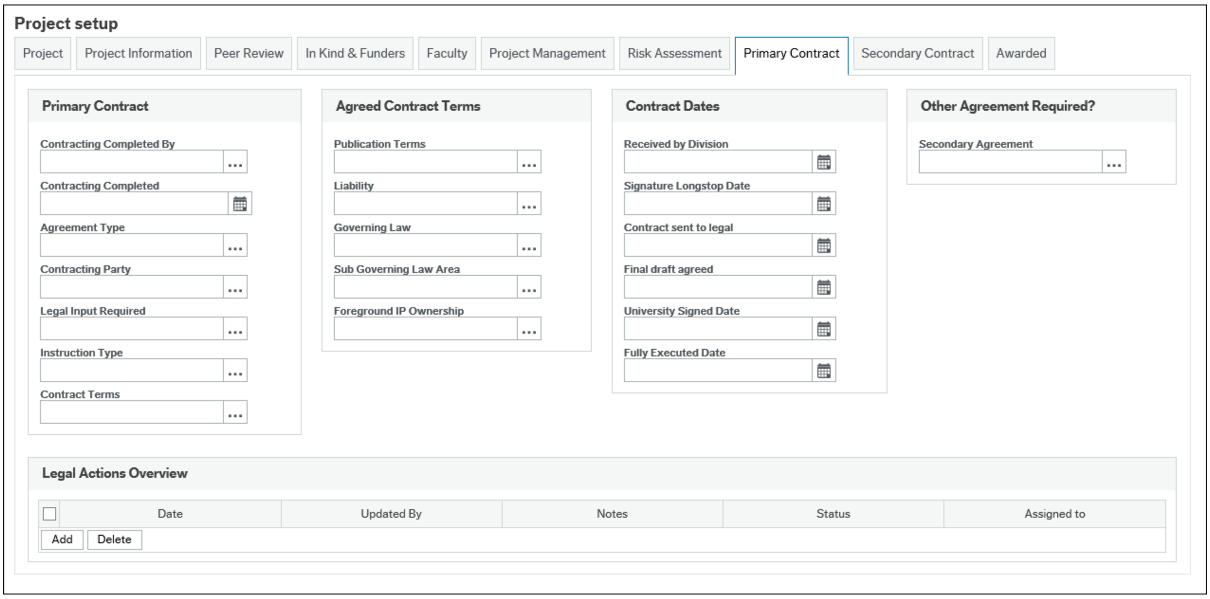
Whilst you do not have edit access to the **Project Management Tab** you are still able to view the data recorded here during the lifetime of your project. This tab contains useful information such as who your named contacts in RIS and Finance are, the financial routing of your proposed activity and the submission and award timelines (with key dates recorded as actions are taken). This tab will be completed by RIS and Finance throughout the project lifecycle.

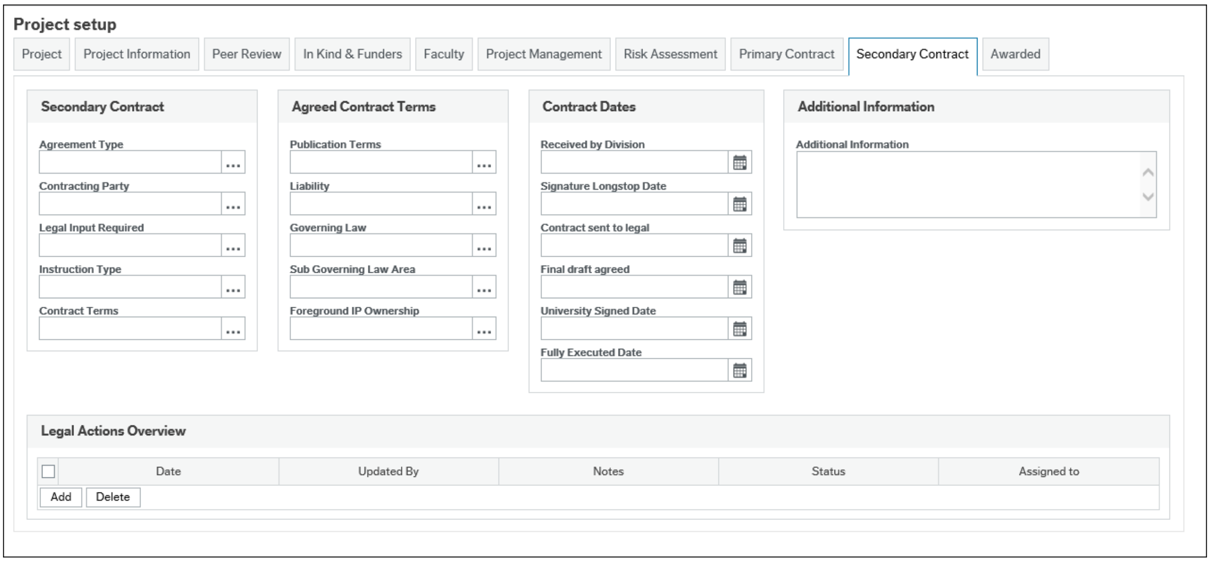


You will also have read only access to the **Risk Assessment Tab** which will be completed, if necessary, by Finance. This tab records a standard piece of due diligence carried out by Finance on perceived risks associated with your planned activity.

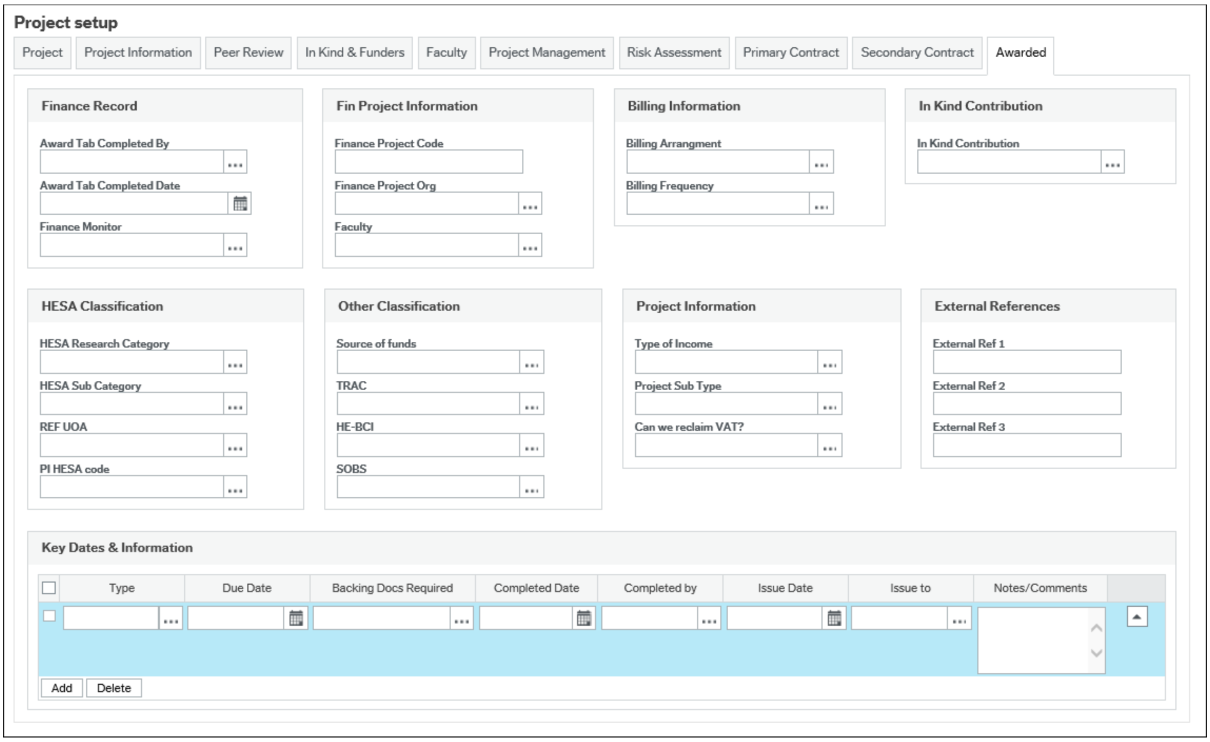

Project setup
Project
Project Information
Peer Review
In Kind & Funders
Faculty
Project Management
Risk Assessment
Primary Contract
Secondary Contract
Awarded
Risk Assessment
General
Description
Identity
Description
Country
Description
Sectoral
Description
Transaction
Description
Business Opportunity
Description
Business Partnership
Description
Partners Structure
Description
Risk Assessment Completed
Completed Date

The **Primary** and **Secondary Contract Tabs** will allow you to view data relating to any contract documents (such as Grant Agreements, Collaboration Agreements, Service Level Agreements or Sub-contract) as RIS, Finance and Legal Services work together to ensure all necessary documents are agreed and signed off. Whilst contract drafts will be handled in a dedicated LJMU SharePoint you will be able to view the progress of the negotiation and sign off by viewing the Legal Actions Overview within these tabs.





The final tab that you will be able to view is the **Awarded Tab**. This tab is completed by Finance prior to a successful project being transferred into the Finance system (and receiving a project code) and contains all of the relevant data relating to your project such as: HESA, HE-BCI and REF UOA classifications alongside key dates and information.



The table below shows, in summary, the individual or teams who are primarily responsible for the completion of each tab:

	Principal Investigator	**Faculty Staff**	**RIS**	**Finance**
Project Setup	✔	✔		
Project Information	✔	✔		
Peer Review	✔	✔		
Faculty	✔	✔		
Project Management			✔	✔
Risk Assessment			✔	✔
Primary Contract		✔	✔	✔
Secondary Contract		✔	✔	✔
Awarded				✔

1.3 Stage Progression

Stage progression is the mechanism by which a project will move through our business processes using the selected status on the Project Information tab. This is independent from the project status on the system, which shows the status of the costing. In all in-built browsers this is the project status which is displayed with a bespoke report written by LJMU required to show the project status from the flexi field.

The field that controls the status is located on the Project Information Tab, as both the academic users and professional service teams will need to change the status. As the field is accessible by all users, the choices available at each stage are linked to the user's role and a set of mandatory fields. If you are not permitted to amend the status the field will become read only.

A series of alerts are triggered within the system when certain statuses are selected. These have been included either as a call to action when Finance or RIS have specific tasks to undertake to move the project forward or to keep the PI informed of key actions taking place.

The table below details who receives an alert at which stage.

Status	PI	RIS	Finance
PI Draft			
Finance Input		✔	✔
Bid Development	✔	✔	
Ready for Review		✔	
Into Approval Workflow	✔		
Successful	✔	✔	✔
Finance System Set Up Complete	✔	✔	

Initially the alerts have been set up to run 4 times a day from 11.45am at 4 hour intervals. The alerts trigger an email to the appropriate person or group in the case of RIS and Finance. The system works on a "Today" formula when triggering the alerts which may mean that depending on the time of day the status is changed an alert may be received for the same project up to 4 times. The frequency and timings of the alerts will be reviewed on a 3 month basis.

The following diagrams show the Pre-Award and Post-Award processes for GaP and the associated stage progression:

GaP Pre-Award Process and Statuses

PI DRAFT

- PI will save their project at "PI Draft" after entering basic project information (eg. funder, deadline, title)
- **Saving the record at "PI Draft" generates the project's GaP Number**

FINANCE INPUT/ FINANCE INPUT - More info required

- PI saves their project at "Finance Input" to notify Finance that they are ready for initial input
- **Finance will add salaries of existing staff and check the scheme being used within the system**
- **Finance and RIS contacts will be added to the record at this stage**
- An initial routing of the project based on activity will be carried out at this stage
- "Finance Input - More Info Required" stage will be utilised when the PI has not provided enough information for finance to process

BID DEVELOPMENT

- **"Bid Development" allows the PI, RIS and Finance to work together collaboratively to finesse the project:**
- RIS will review any pertinent project information (such as whether Letters of support are required)
- Any "Not known" answers (eg. surrounding IP) should be confirmed and Peer Review, if required, should be completed and recorded and Faculty support teams will also review the project and, if required (ie. in FET), signal their approval via a note within the costing
- Once the PI is happy with their costing and the final draft of their bid, the status is changed to "Ready for Review" and RIS are notified

READY FOR REVIEW

- **RIS will provide a review of the final draft of the project at this stage:** providing a non-specialist review of the bid narrative and a check that all required paperwork is saved in the document store.

INTO APPROVAL WORKFLOW

- Once review is complete and passed, the status of the project is changed to "Into Approval Workflow" and **the project is submitted, by RIS, into the LJMU workflow for approval**

IN WORKFLOW

- The project will now move automatically through the GaP workflow allowing Finance and the PI's Head of School to view and approve.
- Some projects, such as those to specific EU funders or with match funding involved, will also need to be approved by the Faculty Dean and/or the PVC (Research, Scholarship and Knowledge Exchange)
- **Progress through workflow can be viewed in the workflow map within the project's costing screens**

INTERNALLY APPROVED

- Once approved, RIS will notify the PI of the outcome of workflow and **confirm that the bid is now ready to be submitted externally** (or, submit on behalf of the PI if submission is via an online system requiring Institutional authorisation)

SUBMITTED EXTERNALLY

- Once external submission has been completed and a copy of the submission saved in the document store the project status is changed to reflect this
- The submission date is recorded by RIS on the project management tab

SUCCESSFUL

- **Once the outcome is known the PI, RIS or Finance can change the status of the project to reflect this (ie. Successful, Unsuccessful or Withdrawn)**
- When the status is changed at this stage the PI, RIS and Finance are all notified via a system generated email and RIS and Finance will begin the post-award process

GaP Post-Award Process and Statuses

AWARD COSTING

- After notification of award Finance and RIS will begin the process of setting up the project
- **The project costing will be copied and amended to show the correct awarded figures**

CONTRACTING

- If contracting is required RIS/Finance will complete the Primary Contract tab and instruct Legal Services if their input is required
- **The progress of the Legal instruction will be viewable by all roles within the system**

AWARD SETUP

- **Handover betwen Pre-Award and Post-Award in Finance or between RIS and Finance**
- **Formal acknowledgment of the end of the contracting process**

INTO AWARD WORKFLOW

- The project status will be set to "Into Award Workflow" by Finance prior to the award being submitted into workflow for final approvals

IN WORKFLOW

- The project will now move automatically through the GaP workflow allowing Finance and the PI's Head of School to view and approve.
- Some projects, such as those to specific EU funders or with match funding involved, will also need to be approved by the Faculty Dean and/or the PVC (Research, Scholarship and Knowledge Exchange)
- **Progress through workflow can be viewed in the workflow map within the project's costing screens**

APPROVED AWARD

- **Once approvals in workflow are complete Finance will change the status of the project to "Approved Award"**
- **If required, any award acceptance paperwork/contracts will be signed at this point**

READY FOR FINANCE SYSTEM

- **Once approved in workflow Finance will complete the Awarded tab within GaP**
- Information such as HESA, HE-BCI and REF UOA classifications are added and any key dates/information is recorded

FINANCE SYSTEM SETUP COMPLETE

- Setup of the award is now complete and all pertinent data is recorded within GAP
- Project data is transferred across to the Finance system and the project code is returned to GaP
- **Project code is now visible on the Awarded tab**

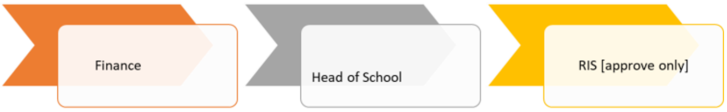
1.4 Workflow

Workflow is the automated approval process, for both Applications and Awards, which notifies required approvers and finally RIS/Finance to ensure we are aware that projects have been approved.

Faculty of Engineering and Technology (FET) Additional Step:

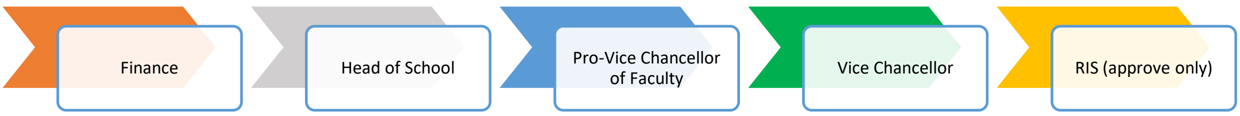
All projects developed within FET will require a note from the faculty support officer, confirming that the Faculty is aware of the submission and is happy for the bid to proceed, prior to submission for internal approval in the Workflow.

The “standard”, automatic workflow route consists of Finance approval followed by Head of School approval.



If the proposed project contains a requirement for match funding from LJMU (or, currently, is a FET project) then it will follow an approval route consisting of Finance, Head of School and the Pro-Vice Chancellor of Faculty.

If the proposed project is ERDF/ESIF or Liverpool City Region Combined Authority funded then it will follow a workflow route consisting of Finance, Head of School, Pro-Vice Chancellor of Faculty and the Vice Chancellor.



Manual Workflow Routes:

The LJMU workflow also allows for manual redirection down three other approval routes (if required and agreed). These routes consist of:

1. Finance > VC

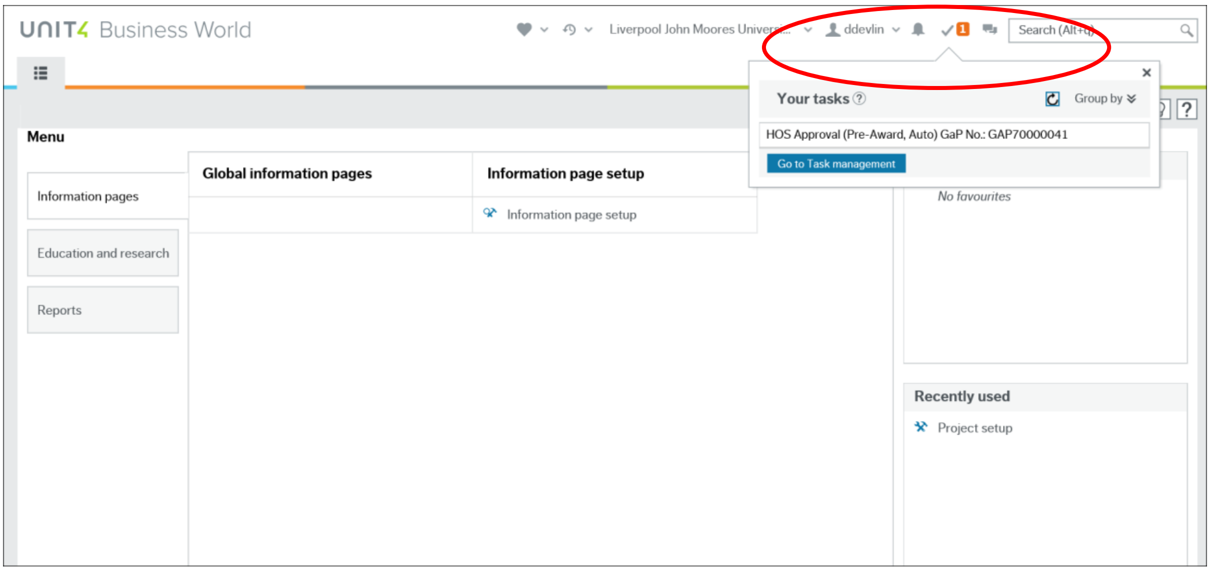
2. Finance > Pro Vice Chancellor of Faculty > Head of School (for info only)*

3. Finance > Head of School > Pro Vice Chancellor of Faculty > VC

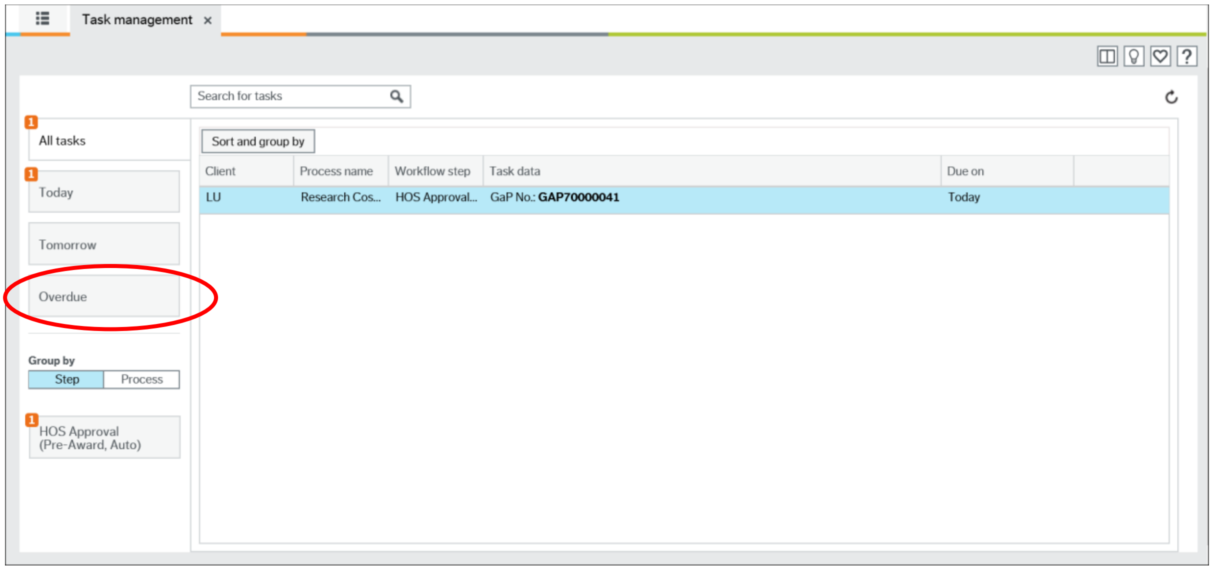
*Note: This route specifically covers occasions when the PI is the HoS. The HoS step in this route is merely for information (i.e. they are not a formal approval step).

1.5 Task Management (Workflow Approvals)

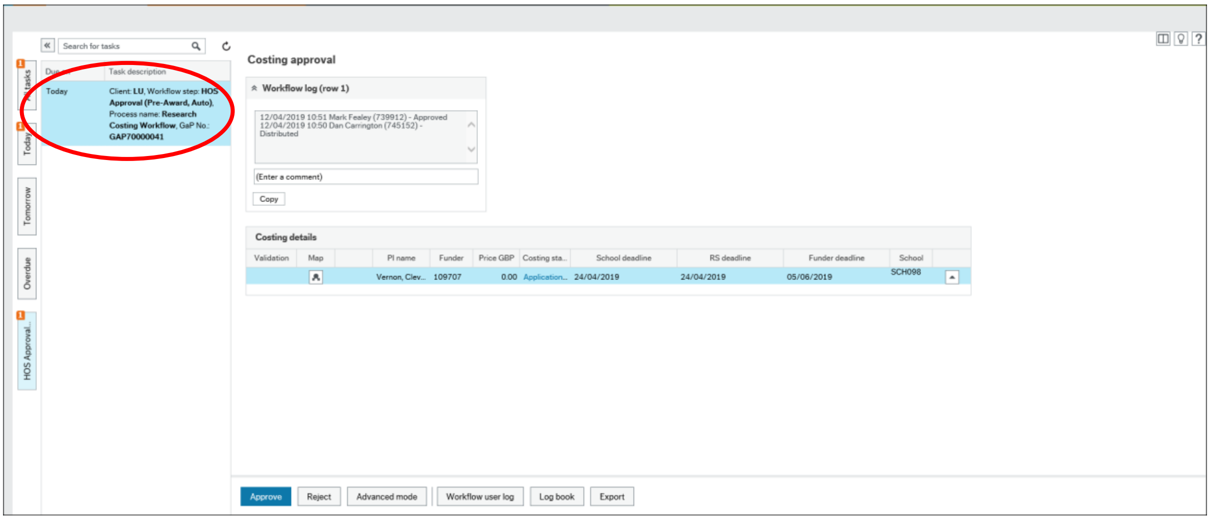
Users with a workflow approver role within GaP (such as Heads of School, Deans of Faculty, Finance or RIS) will be notified that they have a new task by both an alert within the system (shown below) and by an automated email notification. Once a task is received and the user logs in they are able to action the task using the **Task Management** feature.



Task management will display all workflow tasks that have been directed to a particular user and allows these tasks to be sorted by task type (e.g. the particular type of workflow step that the task represents) or by the **due date**. Tasks within workflow are set with a default two day turnaround time so, if the task is not actioned within that period, a task will begin to show within the "overdue" section of task management.



Each task within workflow is named after the particular approval step that it is linked to. In the example above the task that requires action is named "HoS Approval (Pre-Award, Auto)" which signifies that this is a Head of School approval of a grant/project submission, and that it is following the standard, automatic, LJMU workflow route for approvals.



Once the task is located and selected by the user (as above) they are able to view the full project record (or to view the project summary provided by the Viability report) before deciding to approve or reject the task.

Approved tasks will move on to the next required approval or, if they are the last step in the chain, to RIS for approval this moves projects out of workflow and provides confirmation that the project is ready to be submitted externally at Pre-Award and, similarly, to Finance for approval out of workflow at Post-Award.

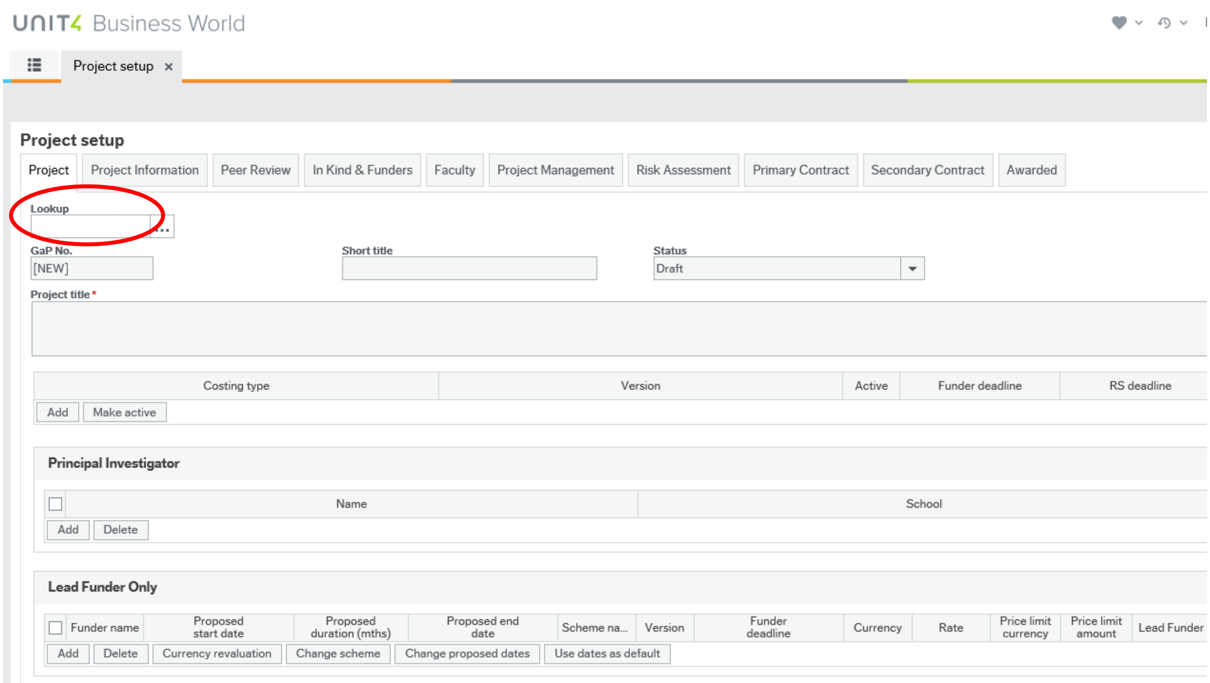
A rejected workflow task will always return, in the first instance, to Finance (who are able to edit within workflow). If the rejection was based on an issue that can be solved by the Finance team then this can be rectified within workflow. If the rejection was based on a more substantive issue Finance may reject the project out of workflow for editing by the academic user themselves. Once the issue is sorted then the project can be submitted back into workflow for approvals if necessary.

1.6 Search Functions

There are a number of built in search functions within the system for locating your projects.

1.6.1 Search in the Project Setup page

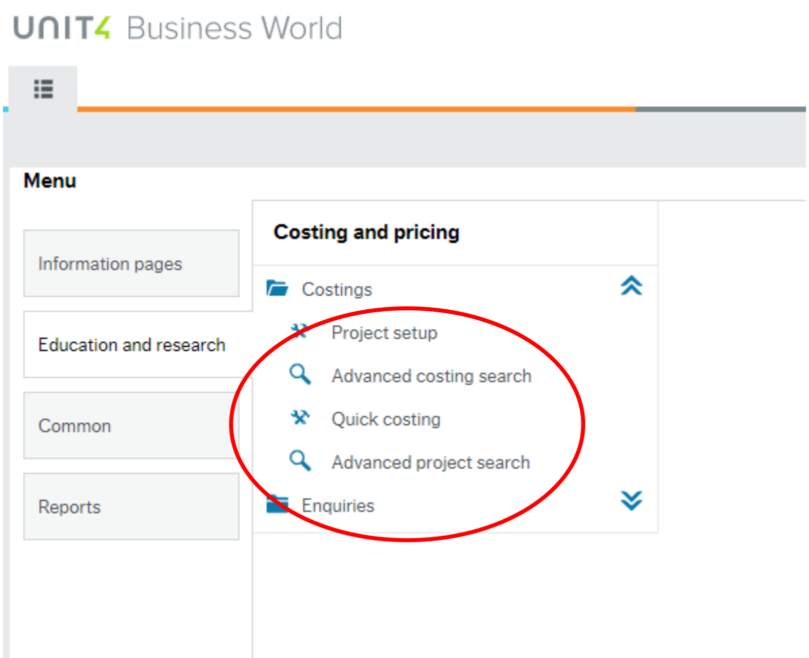
Click into the Lookup box, press space bar and a list of your projects will show. You can scroll down the list and click on the project you want to select.



For an academic user this search works well as you will only see the projects in which you are the PI. For those with a Faculty role you will see all projects within your faculty so it may be more useful to search using your Faculty browser or by using one of the Advanced Searches.

1.6.2 Advanced Searches

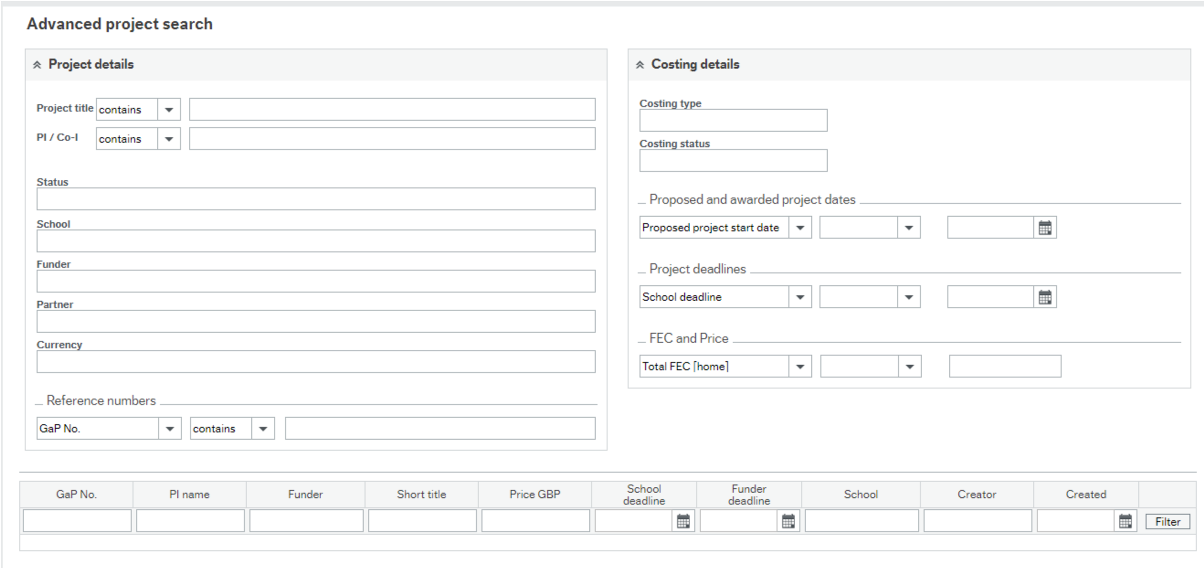
Advanced Project Search and **Advanced Costing Search** can be found in **Education and research** under **Costings.** Both of these searches are built into the system and cannot be configured to include any information captured against projects from our Project Management tabs**.**



The searches perform almost the same function within the system but differ in that **Advanced Project Search** will bring back one result per project and **Advanced Costing Search** will bring back multiple lines relating to each costing type associated with a project for example if there was an application and an award costing.

This is more useful in institutions where they have chosen to create multiple applications against one project reference.

You can use both searches to find specific projects based on some on or all of your project details including PI/Co-I name, by School, Funder, partner or currency.



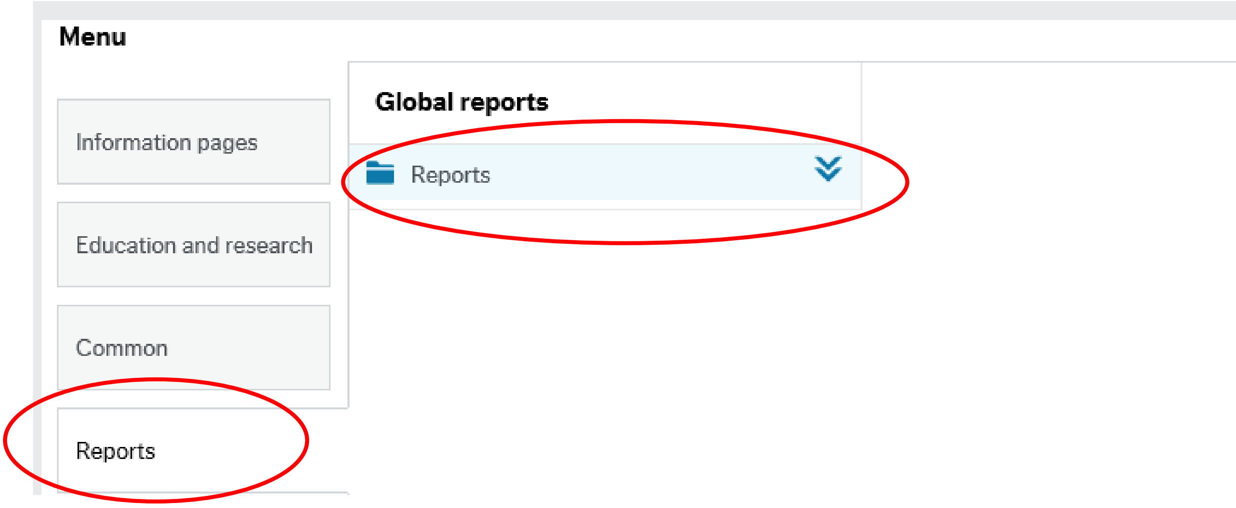
You can also search by reference numbers, GaP number, school ref, funder ref, external ref, finance award number and finance project number. Plus you can search by costing type or status or using the deadline dates.

These searches are most useful for those with a Faculty role who will be able to see a large number of projects and may want to filter or search on information that isn't captured on the Browser Reports covered in the next section.

1.7 Browser Reports

Browser reports are a series of reports that have been built by LJMU to include information about projects from both the costing and from the **Project Management Tabs.**

They can be accessed from the **Home Screen** under **Reports.**



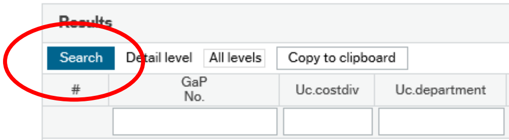
Click on the blue arrow to reveal the folders containing the reports available to you this will vary depending upon your role within the system.

All users will have the folder **"Investigator Reports"**, in this folder you will find the **My PI Information** and **My Co-I Report.**

These reports will allow you to see at a glance all projects in which you are involved including key information such as the project status and your RIS and Finance contacts. Clicking on the **GaP number** in the report will take you straight to the **Project Set Up** screen for that project.

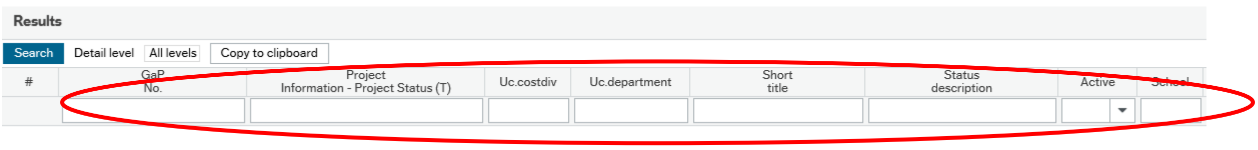
If you have a Faculty role within the system you will also have a **"Faculty Reports"** folder in which you will have a report containing an overview of all projects in your faculty and one detailing all users set up within the faculty.

When you open the reports you will need to click on the blue **Search** button to generate the data.

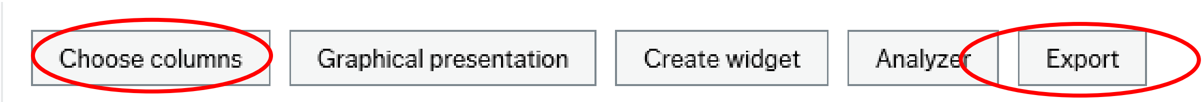


Once the report has populated you are able to configure the information you would like to see by expanding and moving columns as you would in Excel by dragging them with your mouse. The system will remember the changes you have made and the next time you run the report it will retain the new format.

You can also filter the data by typing into the boxes above each column circled below (The wildcard for searches in GaP is an *).

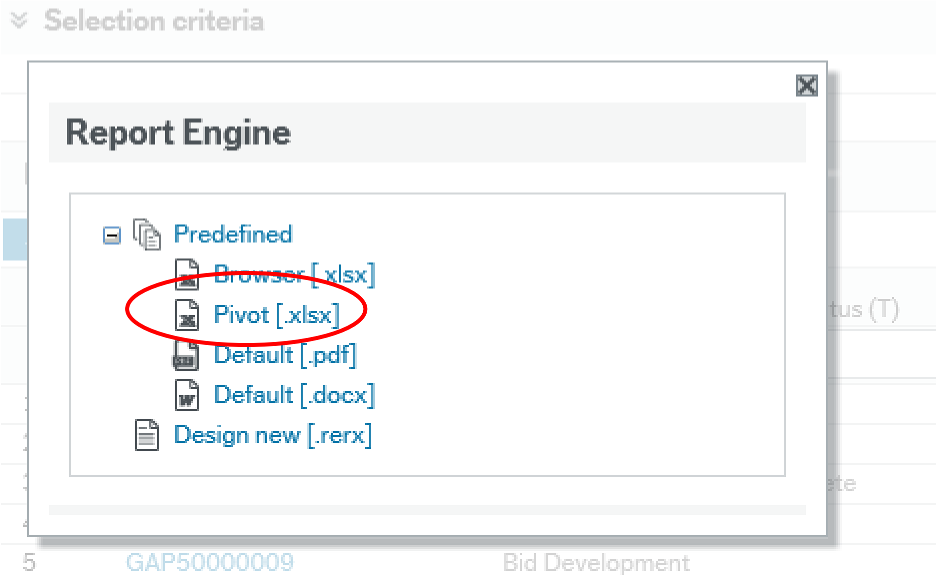


At the bottom of the page you will see a row of buttons, the two buttons that are relevant to you are those circled below.



Choose columns allows you to select which of the data fields included in the report you want to see. You can restore the columns at any point by re-selecting them.

Export will offer you a number of options for drawing data out of the system. We would recommend selecting Pivot from the menu below which will take out the data into an Excel sheet.



The remaining buttons circled below link to inbuilt analysis tools that have limited functionality. We will be using Power BI rather than these tools to allow users to explore and analyse data from GaP alongside Oracle data on live projects during next academic year.

1.8 Submission Reports

The GaP system provides access to a series of **Submission Reports**, which will display your project costs in the correct format for a variety of funder types, allowing you to enter them into the funder's application form with ease.

Once your project and its associated costing are finalised, and approved by all necessary approvers in workflow, you can access the appropriate submission report for use in your bid. Unapproved costs, which are submitted externally to LJMU, may not be accepted in the event of an award or may result in insufficient funds to complete your project. You must always wait for approvals to be in place prior to submission.

The table below shows the reports available within GaP and a brief description of the type of funder for which they may be suitable:

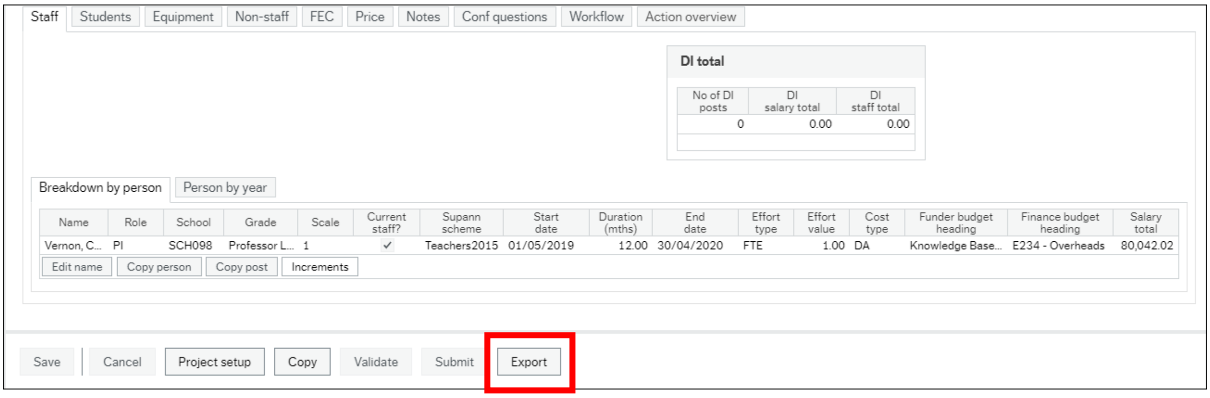
Report	**Funder(s)**

AMRC	Association of Medical Research Charities (eg. Action Medical Research, Alcohol Change UK, Bloodwise)
EC	European Commission
GENERIC	Suitable for a variety of funders
JeS	United Kingdom Research and Innovation (UKRI)/Research Councils
LJMU Viability Report	*not for external submission
	*covered later in this guide
WELLCOME	Wellcome Trust

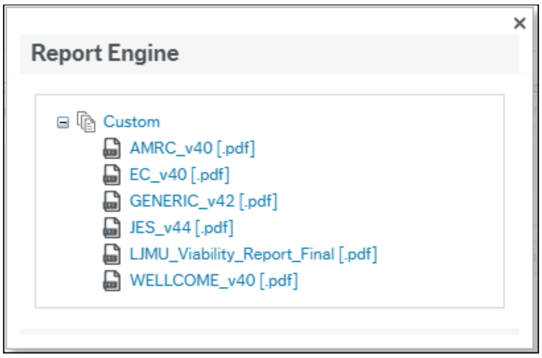
Your contact within Finance will be able to advise you on the best report to use for your submission.

Accessing the Submission Reports:

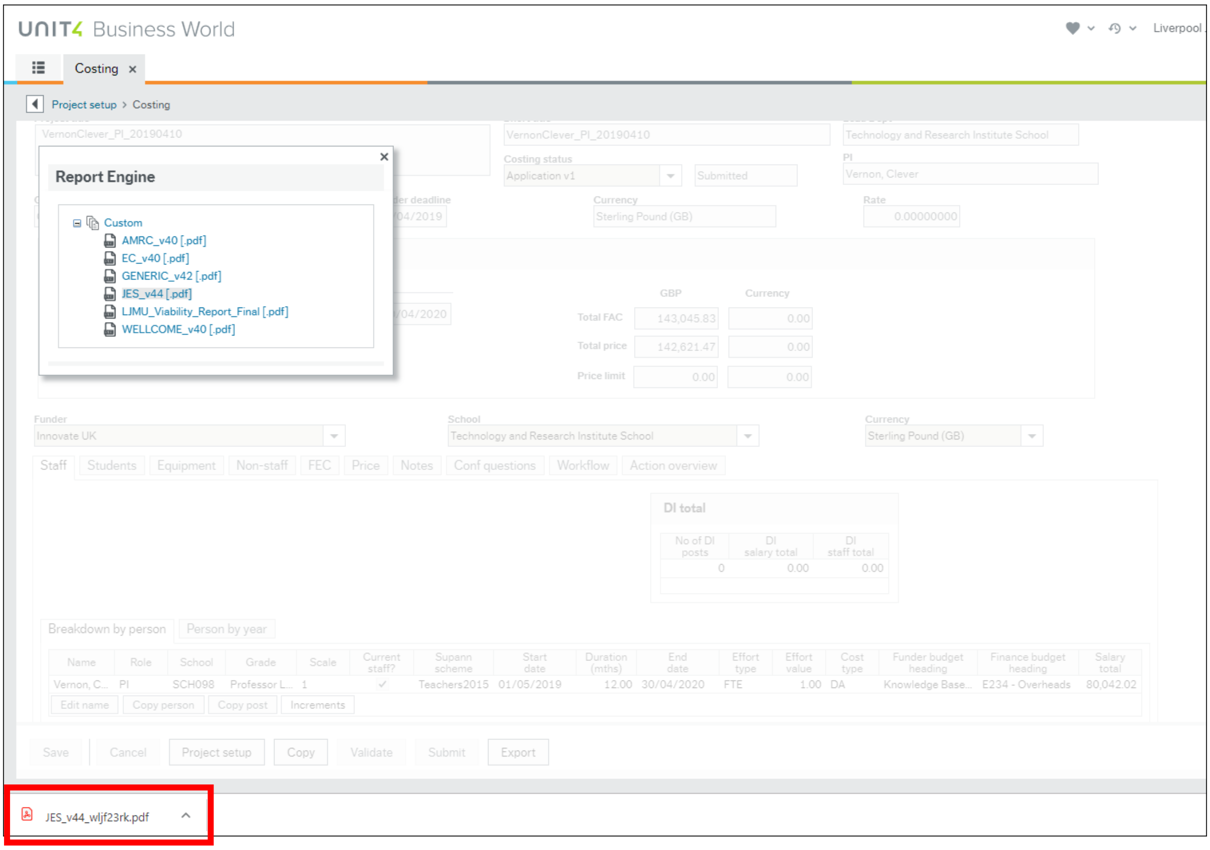
These reports are accessed using the export function within the main costing screen of your project as shown below.



Click on the **Export** button to display the list of available reports within the system as a pop up:



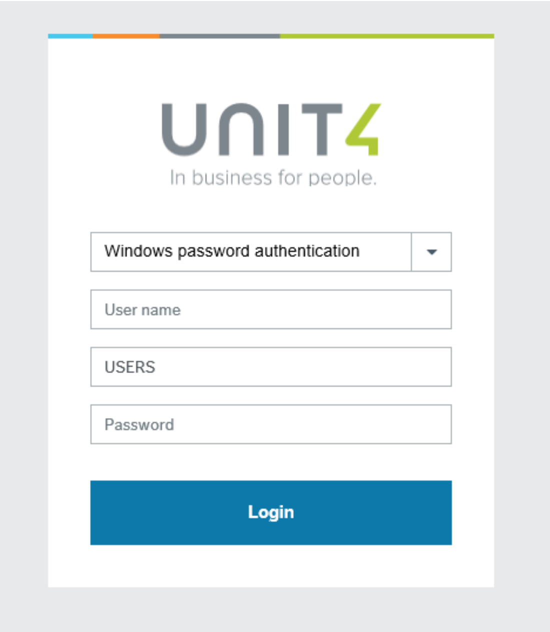
Now click **once** on the required report and wait for the PDF to download. The file will appear, as normal, at the bottom of your screen (as shown below).



You can now open the file as normal to display the required information within the report.

2.0 Getting Started

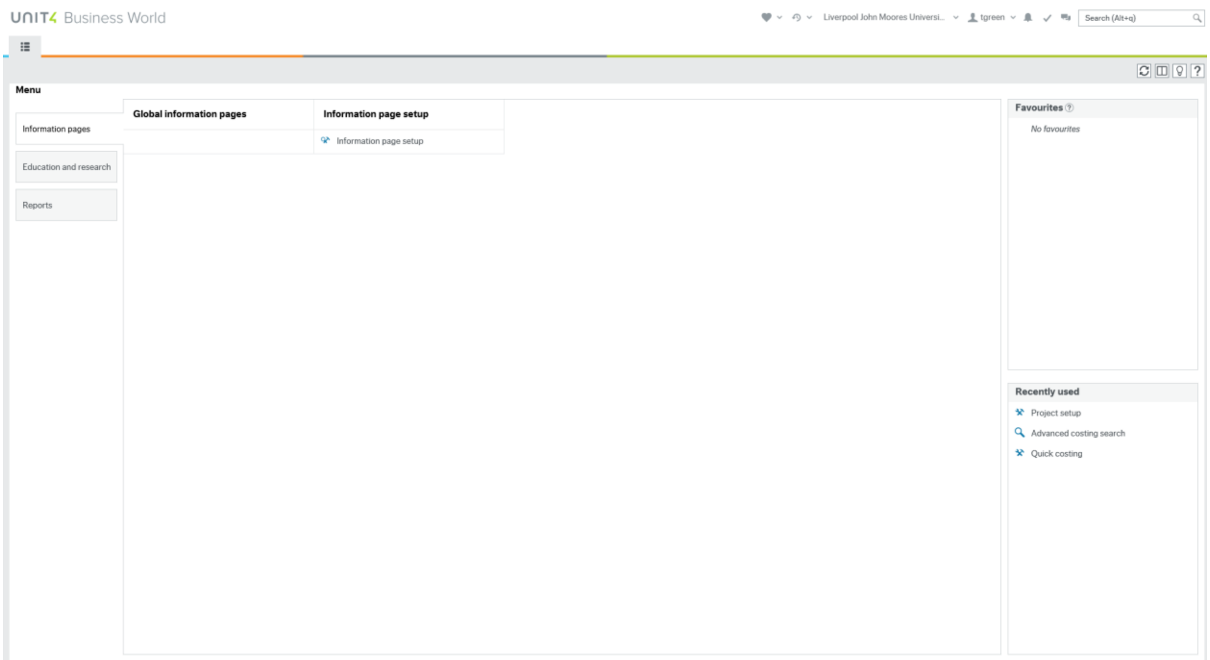
2.1 Log In



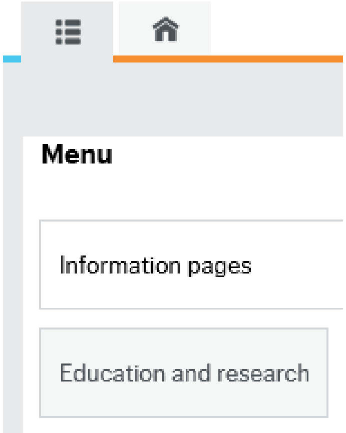
Choose Windows password authentication
User: Enter your staff login (User name)
Users – Leave this central field set as USERS
Password: Enter your staff login (Password)

2.2 Setting up a Project

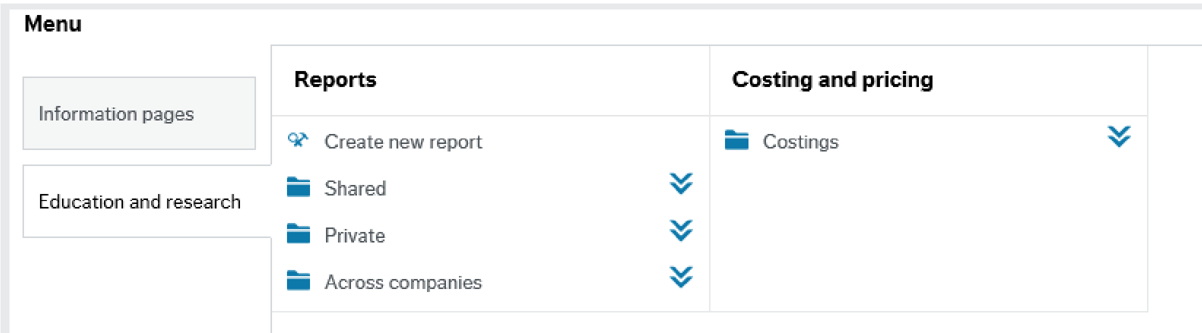
The home page will look like this:



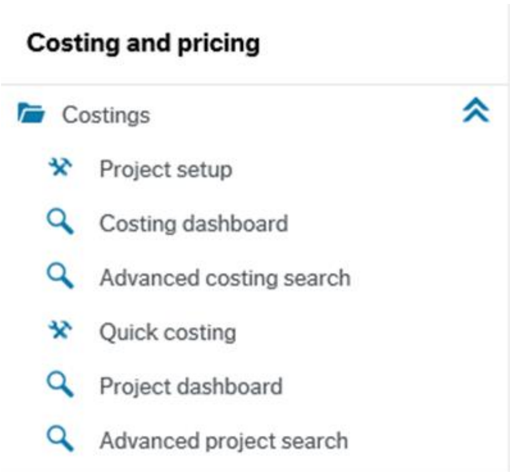
Click on the **Education and research** tab to the left, just below the Menu heading.



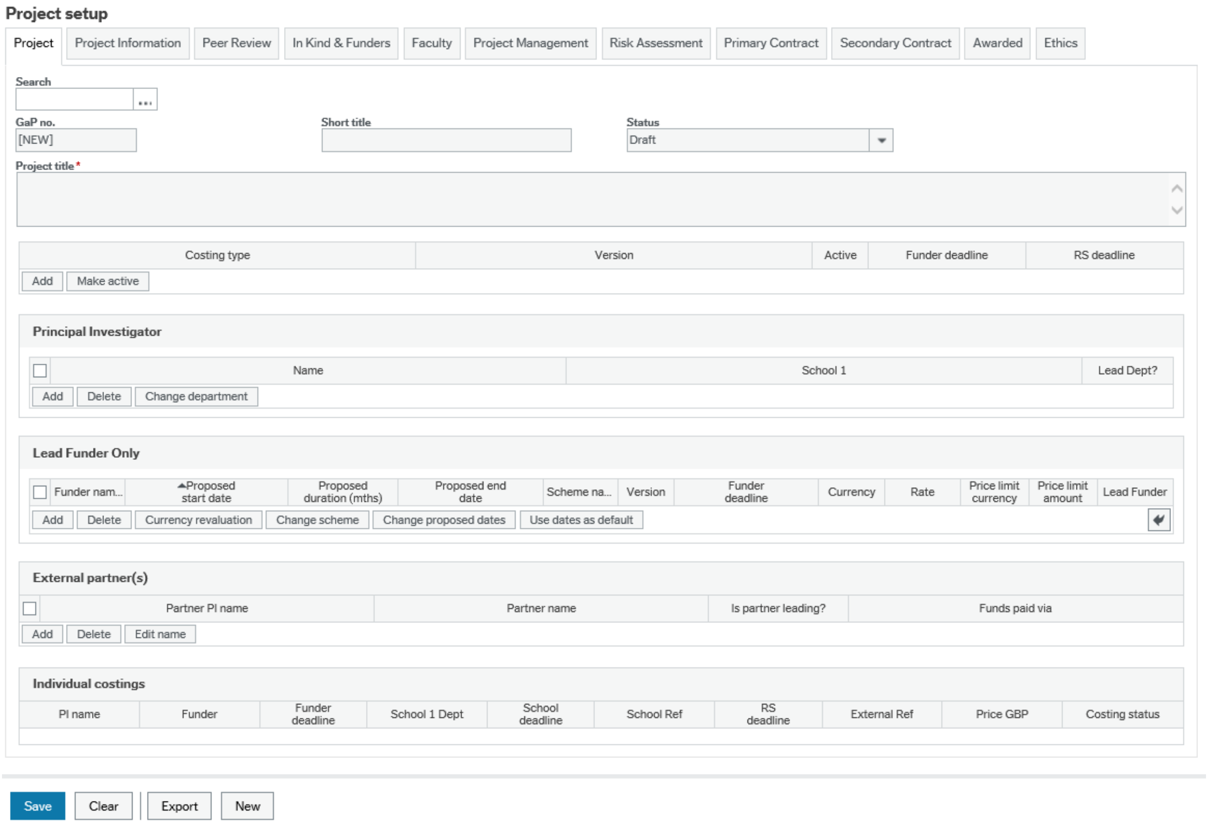
You will then see the **Reports** and **Costings and pricing section**.



Click on **Costings** and a drop down list will appear, select **Project setup**.



The image below is the Project setup screen, this is where you begin the application process.



3.0 New Project

You will need to have a certain amount of information available to you to record your project.

Decide on:

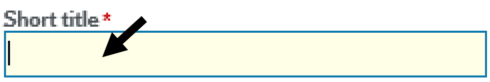
- The name of the project and a basic description of your aims
- Who is supplying the funding, how much you need and the deadline
- Who is needed to work on the project with you, staff, students etc
- What is needed to complete the project, equipment, facilities etc

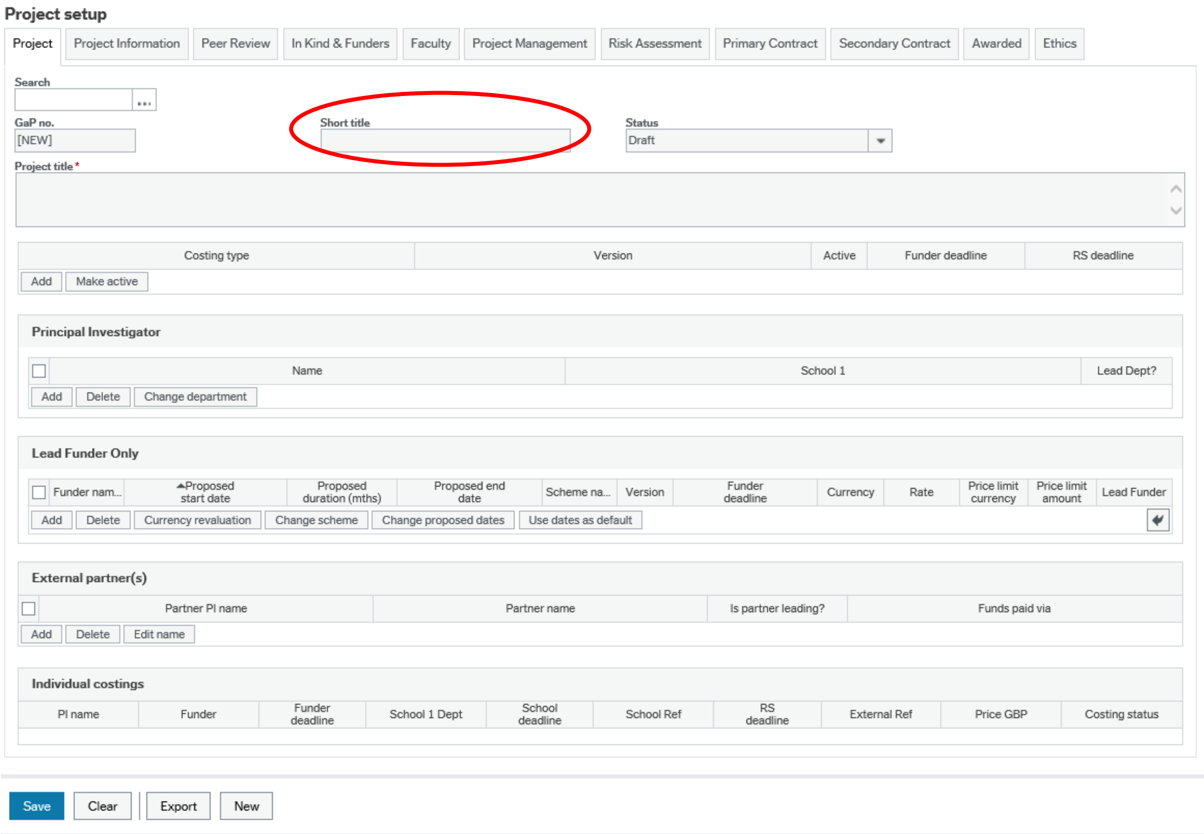
To begin creating a new project simply scroll down to the bottom of the page and click **New**.

*NB: The **GaP no**. automatically generates a unique reference number for your project when you save this page, so you will not need to enter anything here.*

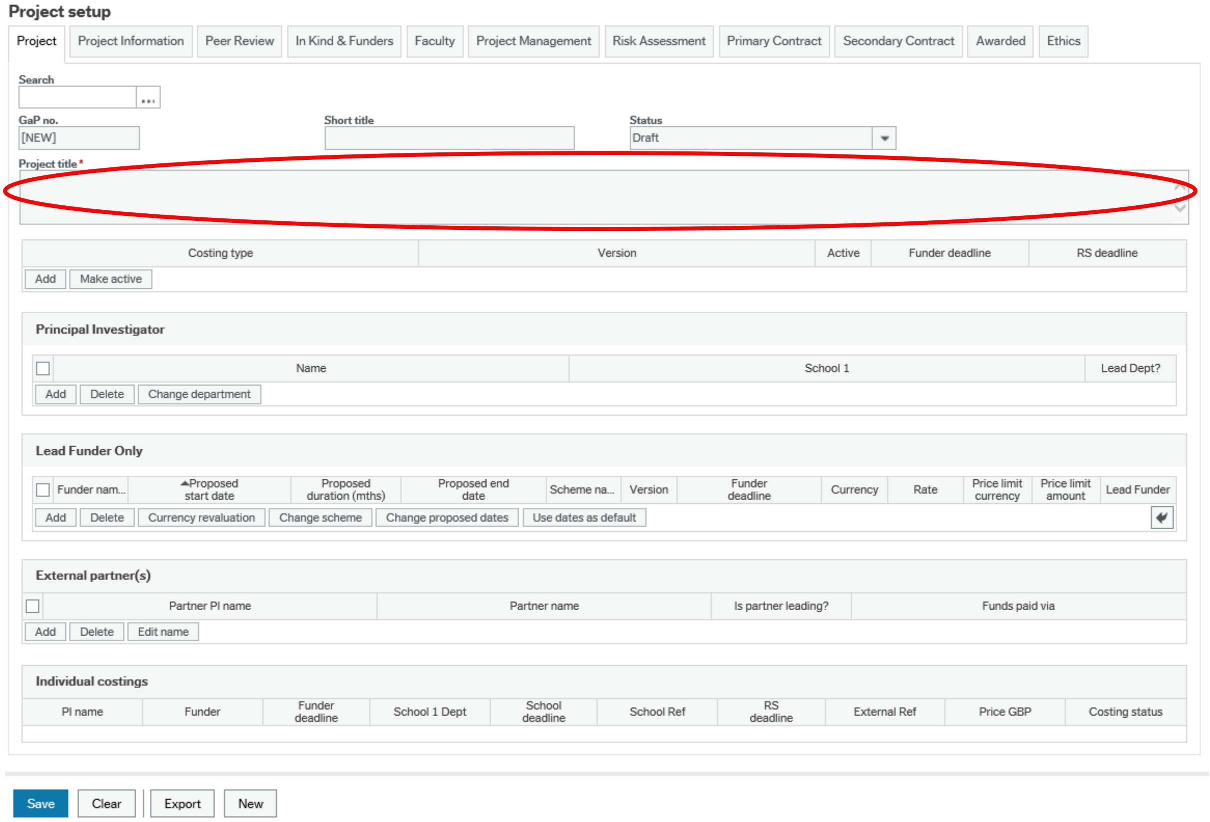
3.1 Short Title

You now need to create a **Short Title** for your project. This name can be used to search for your project in the future so it's a good idea to use a naming convention that makes sense to you. This field allows for just 30 characters.

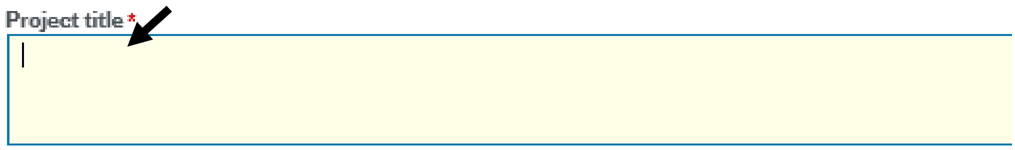



Project setup
Project
Project Information
Peer Review
In Kind & Funders
Faculty
Project Management
Risk Assessment
Primary Contract
Secondary Contract
Awarded
Ethics
Search
GaP no.
[NEW]
Short title
Status
Draft
Project title *
Costing type
Version
Active
Funder deadline
RS deadline
Add
Make active
Principal Investigator
Name
School 1
Lead Dept?
Add
Delete
Change department
Lead Funder Only
Funder nam...
Proposed start date
Proposed duration (mths)
Proposed end date
Scheme na...
Version
Funder deadline
Currency
Rate
Price limit currency
Price limit amount
Lead Funder
Add
Delete
Currency revaluation
Change scheme
Change proposed dates
Use dates as default
External partner(s)
Partner PI name
Partner name
Is partner leading?
Funds paid via
Add
Delete
Edit name
Individual costings
PI name
Funder
Funder deadline
School 1 Dept
School deadline
School Ref
RS deadline
External Ref
Price GBP
Costing status
Save
Clear
Export
New

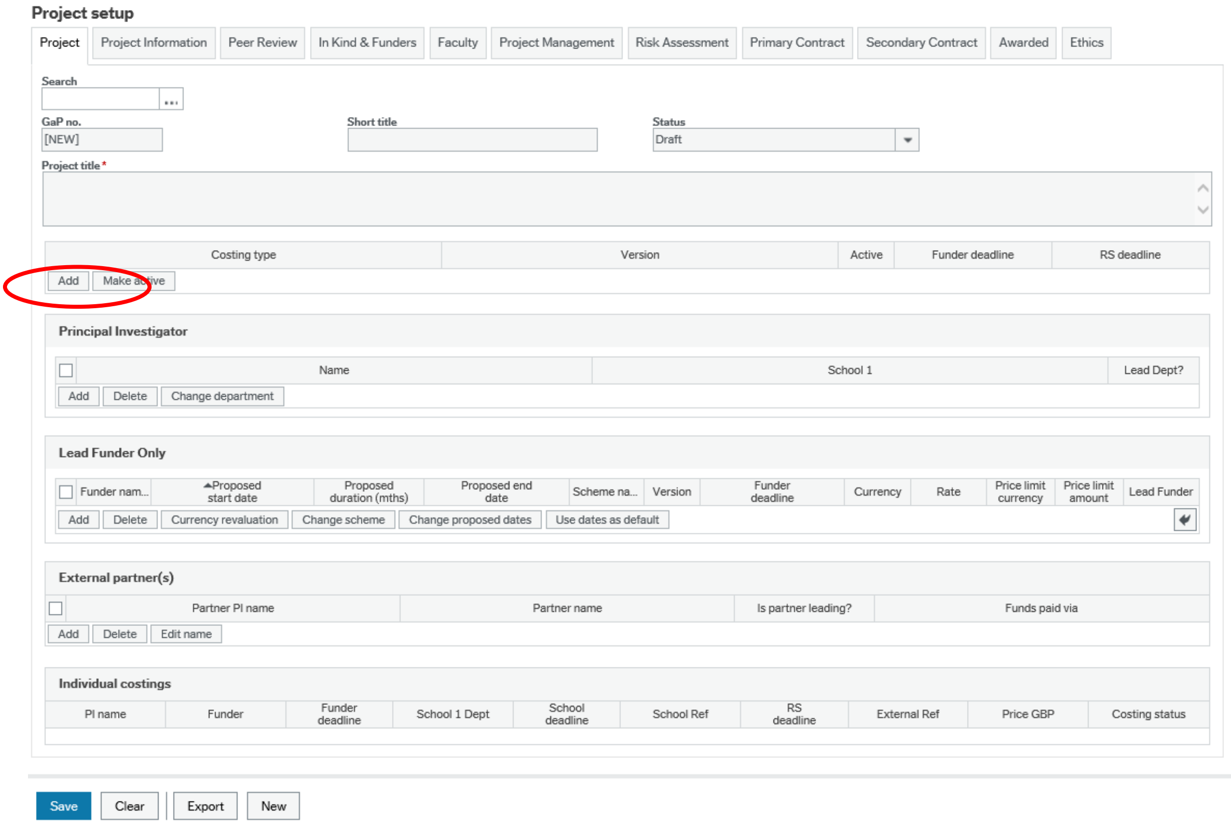
3.2 Project Title

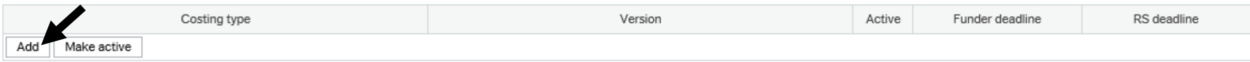


Now complete the **Project Title** field – this is an opportunity add more detail and to create a much longer name for your project. If the Project Title is less than 30 characters long, you can have the same title as the Short Title.



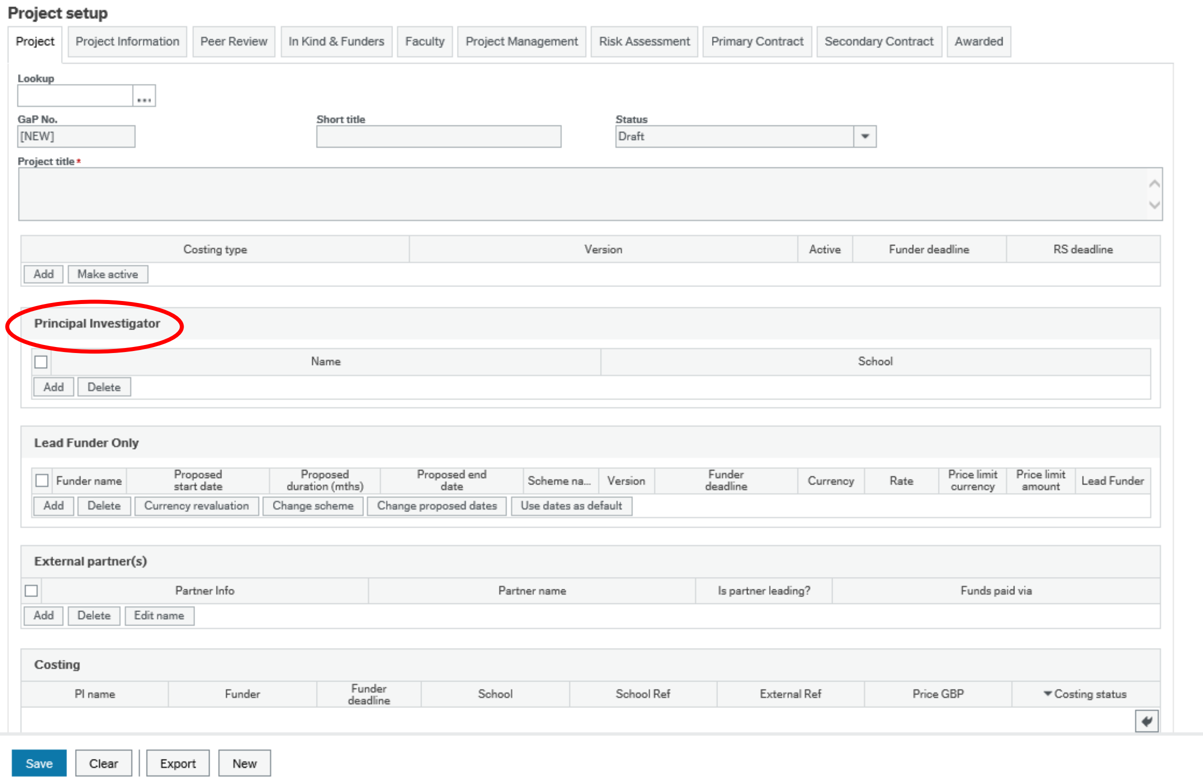
3.3 Costing Type



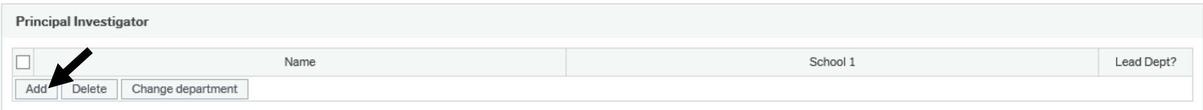


Click **Add** (make sure you only click this once) to see ‘Application’ appear under the Costing type. If you click Add twice and you see two ‘Application’ options, click on “Clear” at the bottom of the screen and start again.

3.4 Principal Investigator

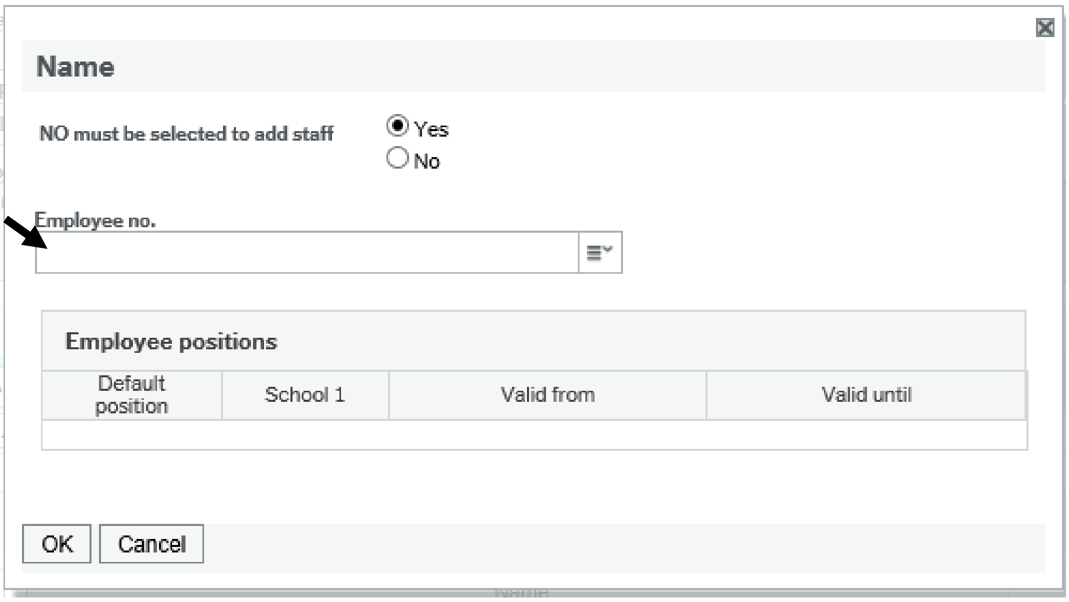


Click ‘**Add**’.

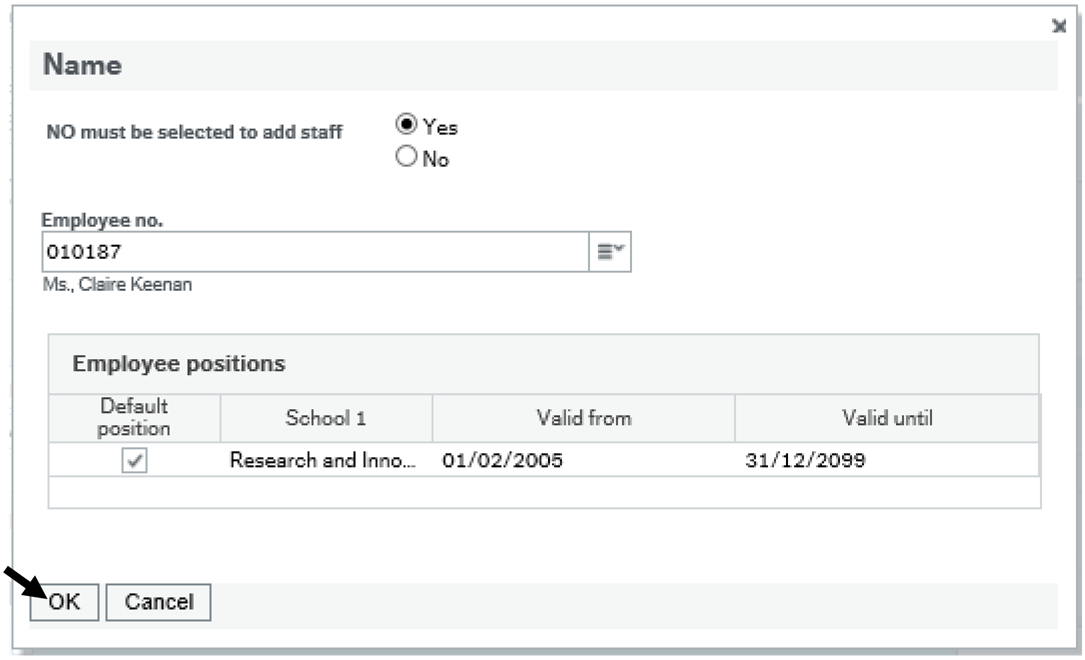


This will open the window below.

Then ‘**Yes**’ appears by default and you do not need to change it, just add in **your surname** in the ‘**Employee no**’ field and the rest of your details should appear.



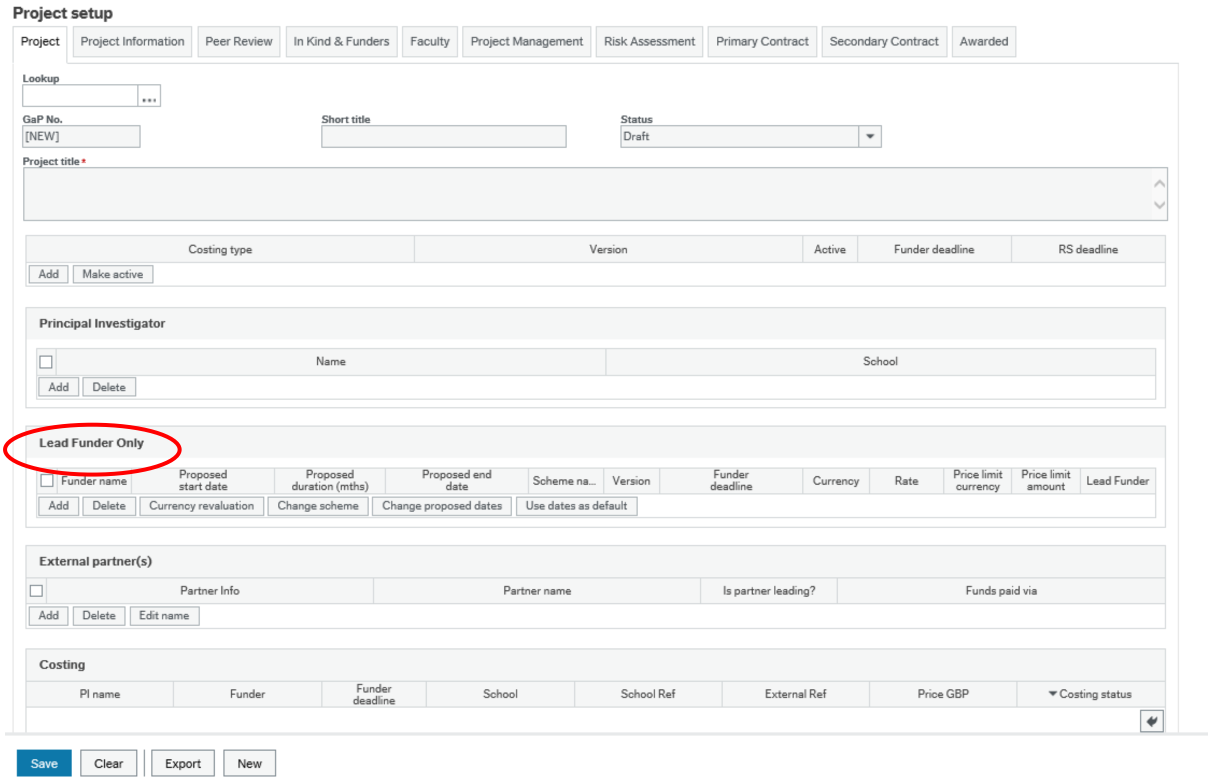
Click **OK** and your **Employee no** will be populated and your details will appear below, click **OK** again to add yourself to the project.

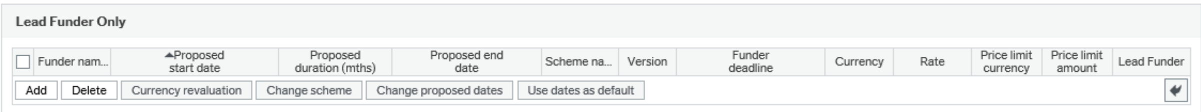


Since the GaP system launched, there has been several changes to the structure of our faculties. Although we are ensuring that all Principal Investigators have access to their current school and faculty, we also need to provide you with access to your previous records which may be associated with another school or within another faculty.

For this reason, if you have moved during this re-structure, you will find that when you add yourself to a new GaP record as the Principal Investigator (PI) you may see more than one school but the system should default to your latest position.

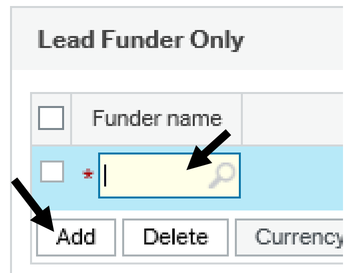
3.5 Lead Funder Only





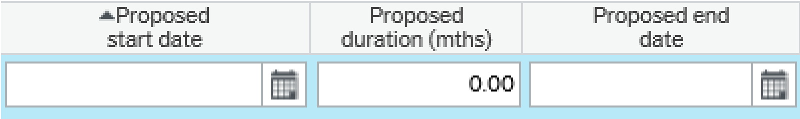
In this area of the form you need to select where the funding for your project will be coming from, select Add and then click space for the drop down list or begin typing in the name of the funder to see the options in the dropdown list. If your funder is not listed here you can use ‘Funder Not in GaP’ option so that you can still complete the form.

Add funder name, address and link to website.

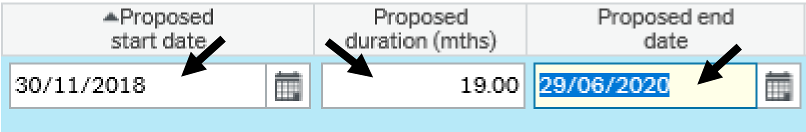


*NB: If you have selected the **Funder Not in GaP** option you must enter Funder Information on the Additional Information field - funder name, website address and contact details – on the Project Information tab, when you come to this section. ADD complete template in doc library.*

3.5.1 Proposed Start and End Date

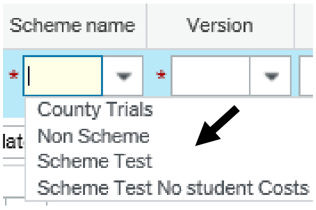


You will also need to identify your **Proposed start date**, either by typing the date in this format: **DDMMYYYY** (without any forward slashes or dots)**,** or by using the calendar tool, and selecting the date. At this stage, you can either enter the proposed duration of the project or end date, either way the system will make the calculation for the remaining field for you, just use the tab key to move on to the next field.



3.5.2 Scheme Name and Version

Now select your **Scheme Name**, using the space bar to see the drop down menu. Here you should see your specific scheme available from that funder. If you are not applying to a specific scheme or costing a commercial project select '**Non Scheme'**. If your specific scheme is not there select **Scheme Not in GaP** and enter the name and link to the correct call on the Project Information tab.

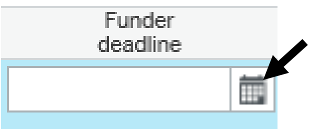


Version number will automatically populate.

3.5.3 Funder Deadline

If you have one for the application - alternatively you can use the proposed project start date or in the case of rolling calls please use a date which is achievable in terms of developing and submitting your bid.

You may, for example, be working with a lead partner on a bid for submission, so you need to add the date at which the project must be approved and ready to send to your partner – so that they have time to submit the bid to the funder. For more help clarifying this please contact Research and Innovation Services.



3.5.4 Currency

This will default to GBP, if you need to change this you must contact RIS/Finance to change the currency on the system.

3.5.5 Price Limit Amount

Then you can choose whether to enter the **Price Limit Amount –** this is the maximum available from the funder. Adding the price limit here will not have any affect within the costing but is useful information to share with Finance and RIS.

3.6 External Partners

Please complete this section if you are working with an external partner on this project.

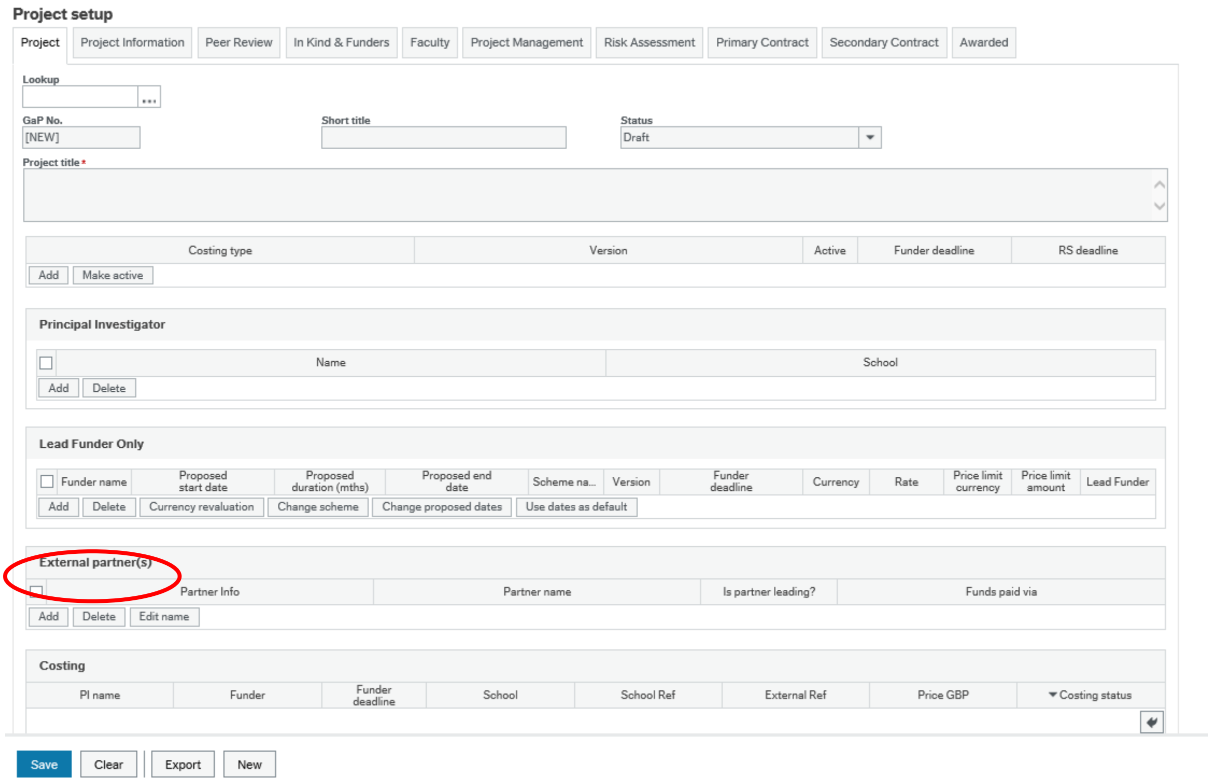
External partners are defined as a direct contributor to the project either as a project partner or may be the Lead organisation on the submission.

Project partners would be named as part of the project team and be responsible for scoping, influencing and delivering specified work packages, often based upon specialism or academic expertise.

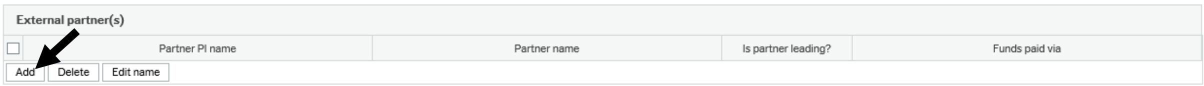
<u>Please note the role of a subcontractor is distinct from a project partner</u>.

Subcontractors should not be named as part of the project team. They carry out a specific piece of work on behalf of the project team on a fee-for-service basis, with <u>no potential claim</u> over any arising intellectual property (IP) or deliverable from the work.

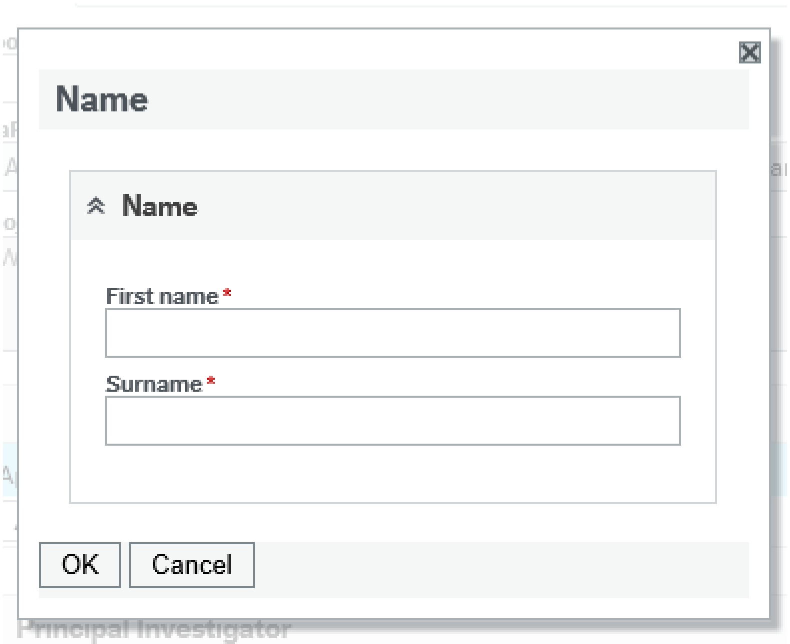
Click add for the fields to appear, enter the name, and if you want to add the title you can enter this in the name details section. If your Partner is unavailable in the drop down list please email <u>GaP@ljmu.ac.uk</u> with the name and country where your partner is based and we will ensure this is added for you.



Click ‘**Add**’.

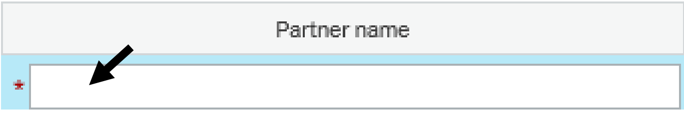


This will open the window below. Enter their **First Name** and **Surname**.



3.6.1 Partner Name

Once the name has been added, select the partner name (Organisation) using the space bar for the drop down options. If the partner isn't in the drop down list you will need to email gap@ljmu.ac.uk with the name of the partner and a link to their website.

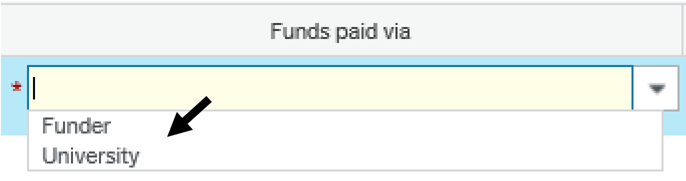


3.6.2 Funds Paid Via

Select either:

Funder – The funder controls all money and pays each partner directly

University – One University/Partner will hold the pot of money and will distribute this to the other partners. If this is the case another agreement will be required with the controlling partner.



NB: This is also an indication of whether or not you will require an agreement with this partner (e.g. a sub-contract or collaboration agreement).

3.6.3 Partner Costs

Once you have added a partner you will find an additional tab within your costings to record Partner Costs.

You won't see these costs in the Price Tab but they will appear in the Viability Report.

If LJMU are lead then please list all partners in the External Partners List on the project set up screen whether there is a cost to the project or not (in-kind) and complete the partner tab within the costing for each partner to show the cost to the project.

If LJMU are not the lead in the project please only list the Lead partner in the External Partners List, and complete the Partners, Match, Funders box on the Project Information tab. You do not need to complete the partner tab in the costing this is for reference only.

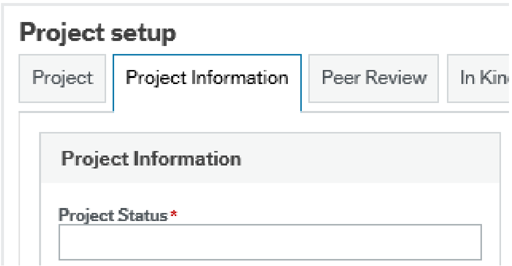
If LJMU require a sub-contractor to help carry out the tasks of the project then please list them on the non-staff tab within the costing clearly identifying that they are a sub-contractor.

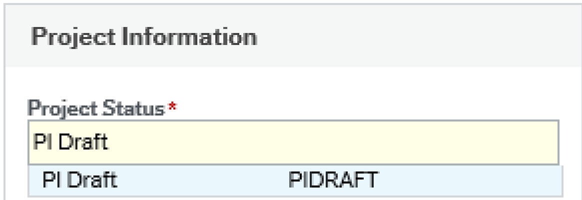
3.7 Project Information

When you have completed the fields in the project tab, you can change the status.

3.7.1 Project Status

Click on the Project Status text box and press the space bar, you will then see a dropdown list.





Click on **PI Draft.**

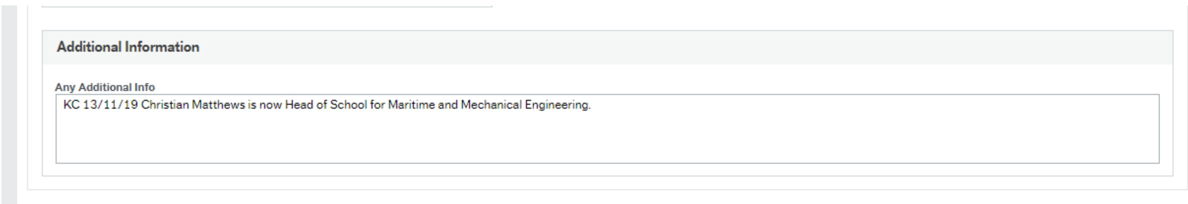
3.7.2 Additional Information

The Additional Information field is suitable for working notes. For the PI you will need to include information about Funder Not in GaP, Scheme Not in GaP or Partner to be added to GaP in this space.

For Professional Service teams this will need to record any instructions or information to be aware of.

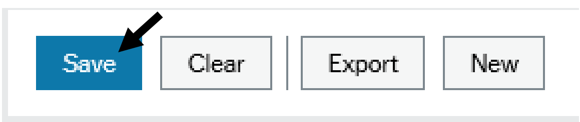
Please list the latest Note at the top and include: Initials, Date and Message.

See example below:



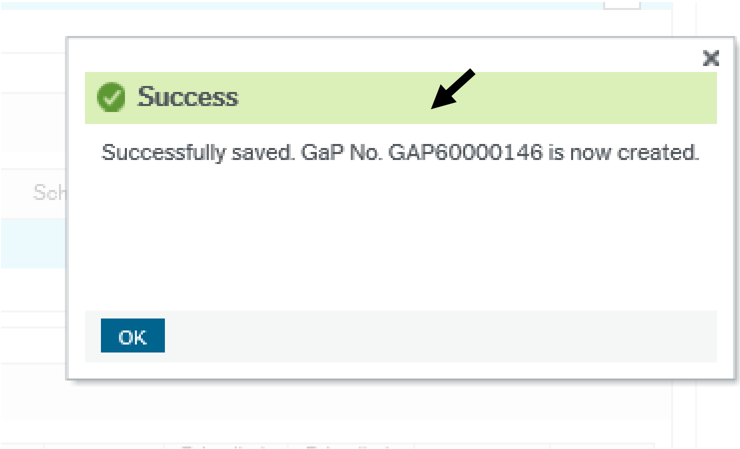
3.7.3 Save

Click **Save** at the bottom of the page.



3.7.4 GaP Unique Reference Number

You will now have a **GaP unique reference number.**

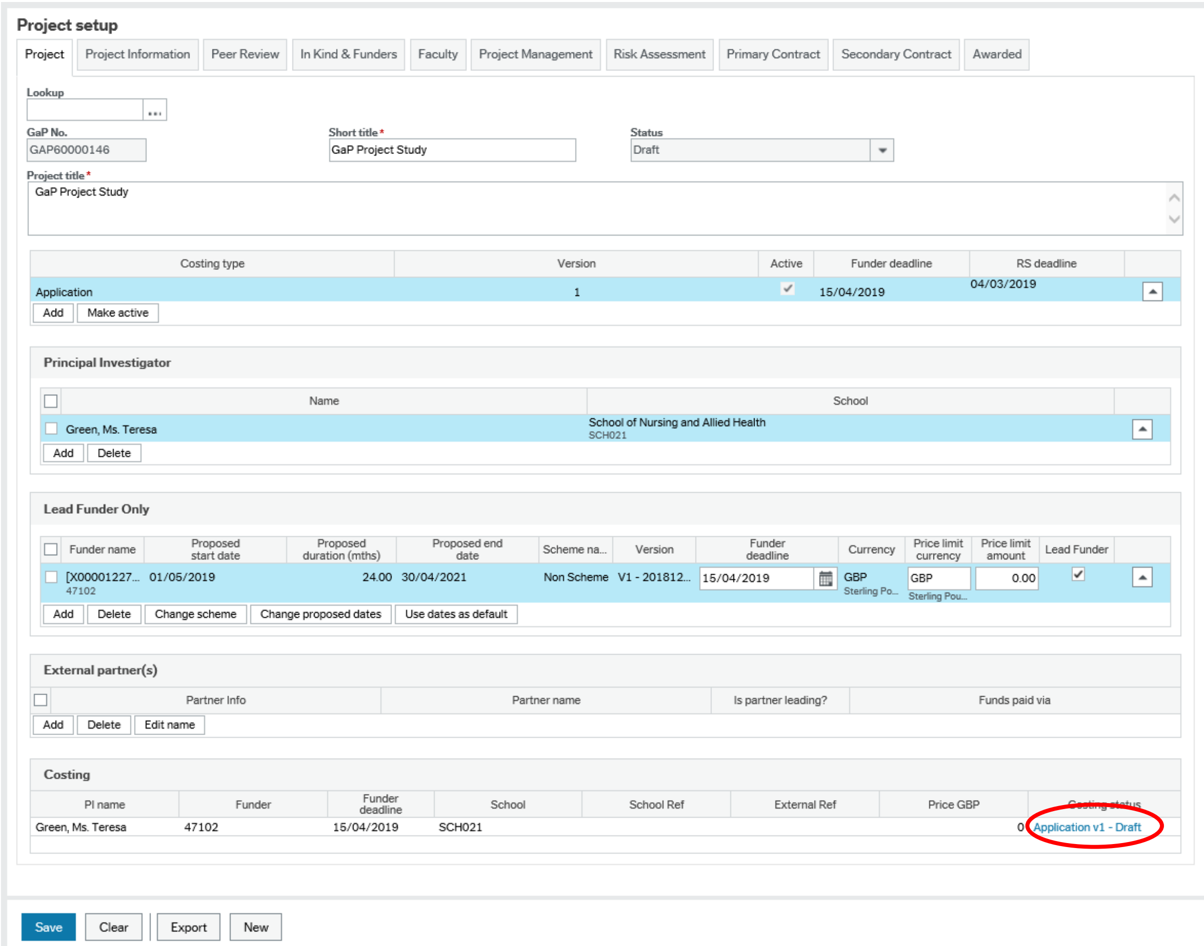


The GaP reference number will now show in your search function.

If the form is incomplete the software will indicate what is missing, or still needs to be defined, before it can be saved – with red highlighting.

4.0 Costings

Within the **Project** tab, your costing is then created which you can see as a hyperlink at the bottom right of the form within the Individual Costings table – '**Application v1 – Draft**'.

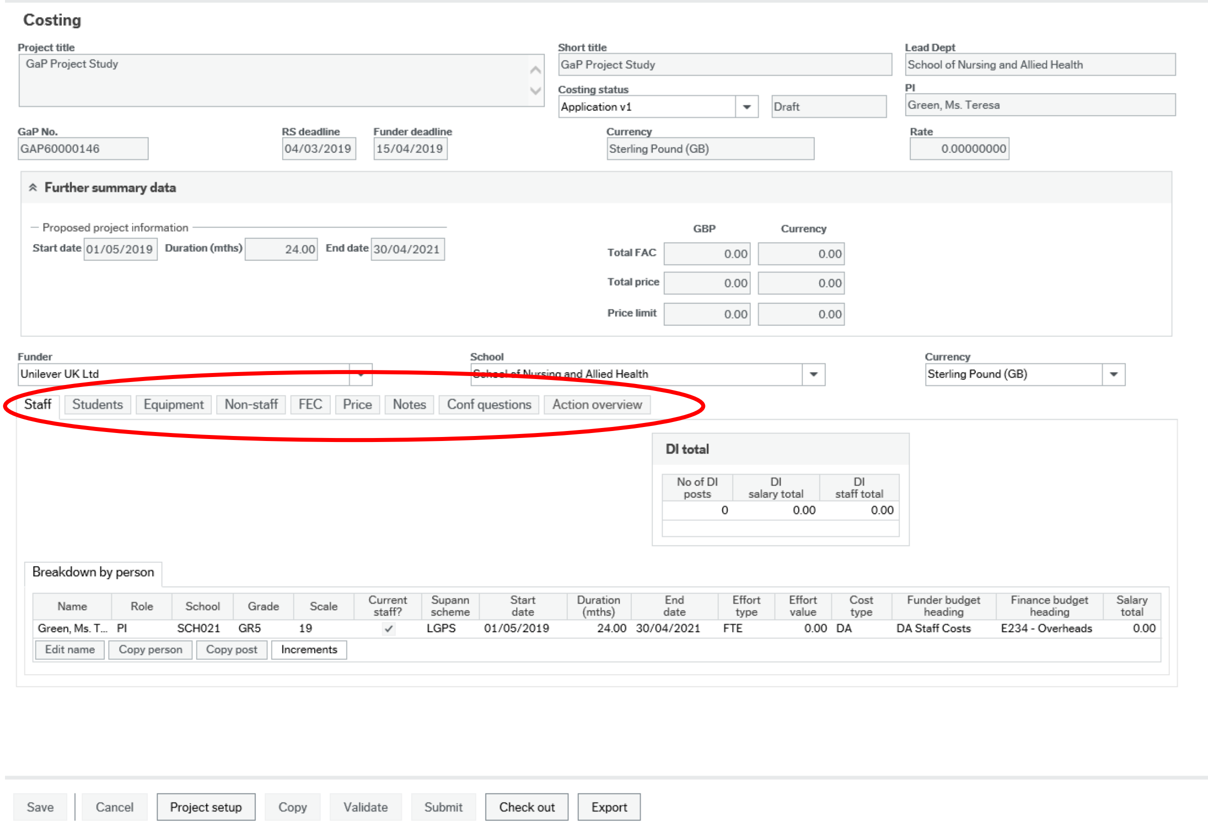


4.0.1 Costings Overview

Clicking on the hyperlink on the project set up screen will open your costing and you will see the screen below.

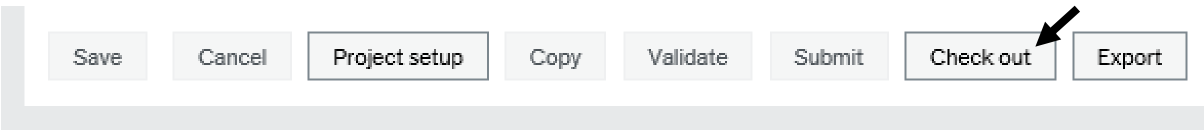
The top half of the screen contains a summary of the information that we have just entered to set the project up on the Project Set Up page.

The second part of the screen contains a number of tabs that you will now use to complete your project costing.



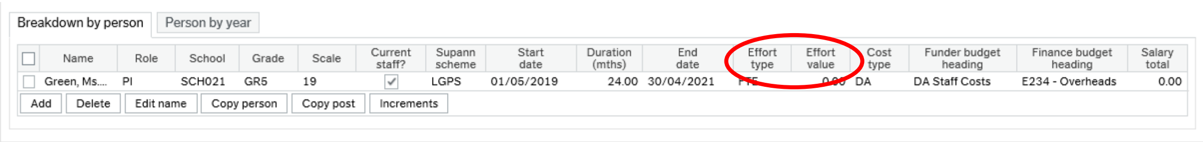
4.1 Checking out your Costing

Before you begin editing the form you must '**Check Out**' the Costing sheet to you – this box is at the bottom of the page. This is because there could be many people working on the bid with you, so the costing sheet is checked out while you make changes to it, and should be checked back in when you have finished.



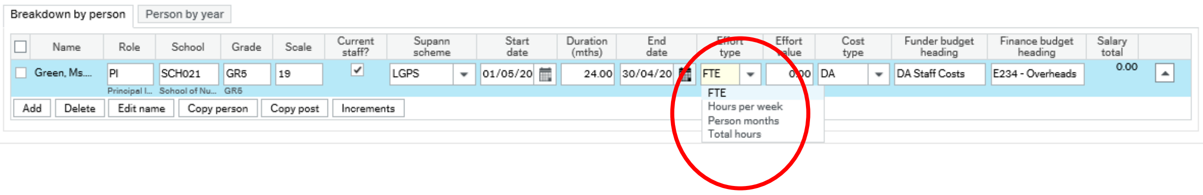
4.2 Costing Yourself

You will automatically have been added into the **Breakdown by person** section and you can now amend the **Effort Type** and **Effort Value** to reflect the time you will spend on the project.



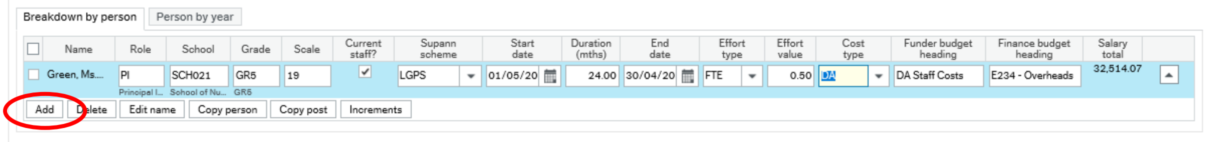
4.2.1 Effort Type and Effort Value

Click on the arrow on the **Effort Type box to select either FTE, Hours per week, Person Months or Total hours** and in **Value** you can then add the amount of time relevant to the **Effort Type** chosen.

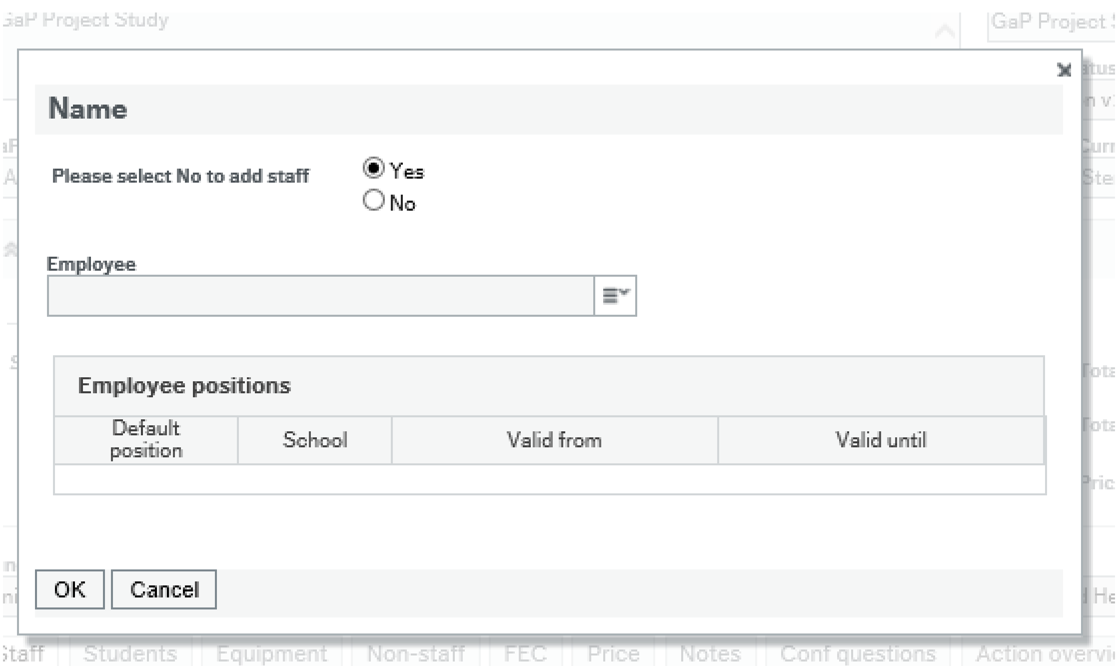


4.3 Adding Existing Staff

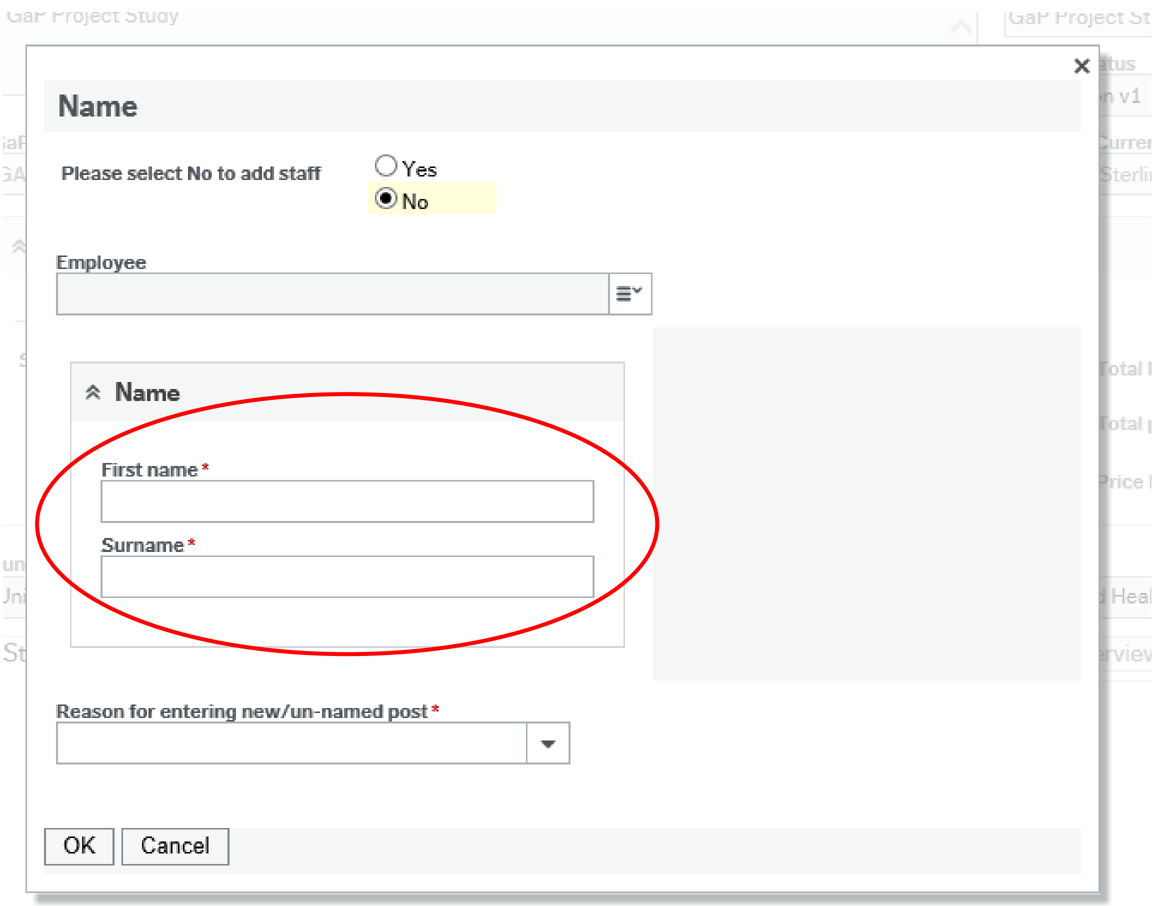
To add existing staff working on the project in **Breakdown by person**, click **Add**



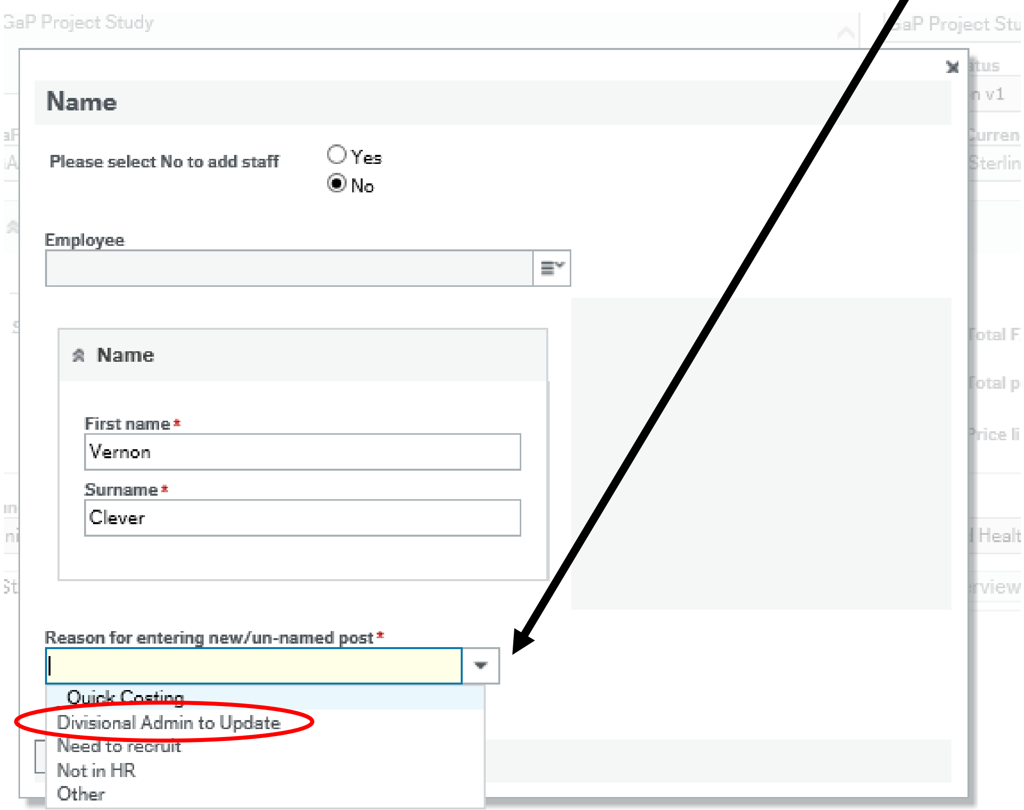
The window below will open



Select **No** and the box will expand to allow you to enter the **First name** and **Surname** of the staff member you wish to add into the **Name box**.



Then click the arrow to the right of the **Reason for entering new/unnamed post** to reveal the drop down list below and select Divisional Admin to update.

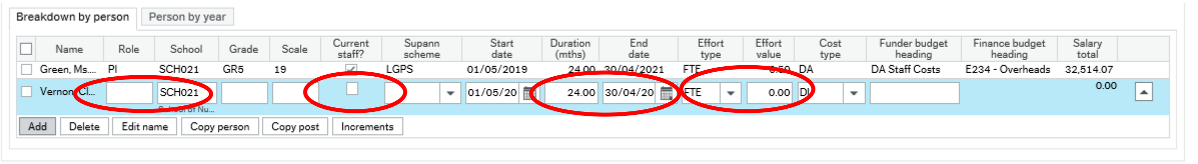


Press **OK** and the box will close and you will see that a new line containing the existing staff member has been added into the Breakdown by person box

You will now need to populate the circled fields below only **Role**, **Current Staff**, **Effort Type** and **Value** – the other blank fields will populate by default as you add your information or will be completed by Finance in the next stage of the project process.

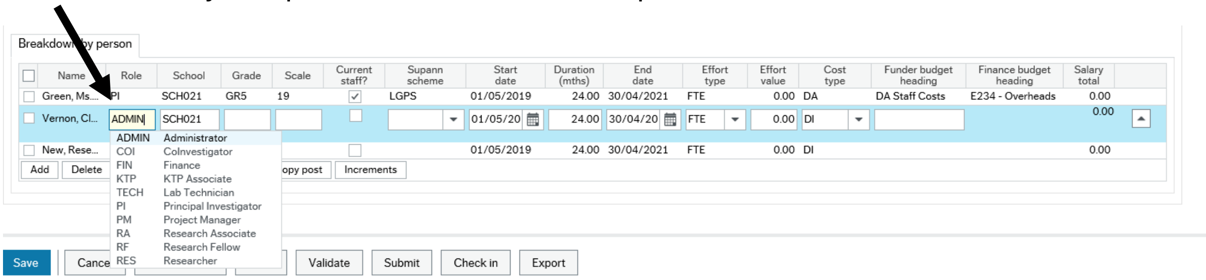
The **School** field will automatically default to your school so you will only need to change this if the existing staff member you are adding is in a different school.

The **Project Dates** are automatically populated from the dates entered on the Project Setup screen. If staff that are added will only work on a specific timeframe within the project you will amend these dates.



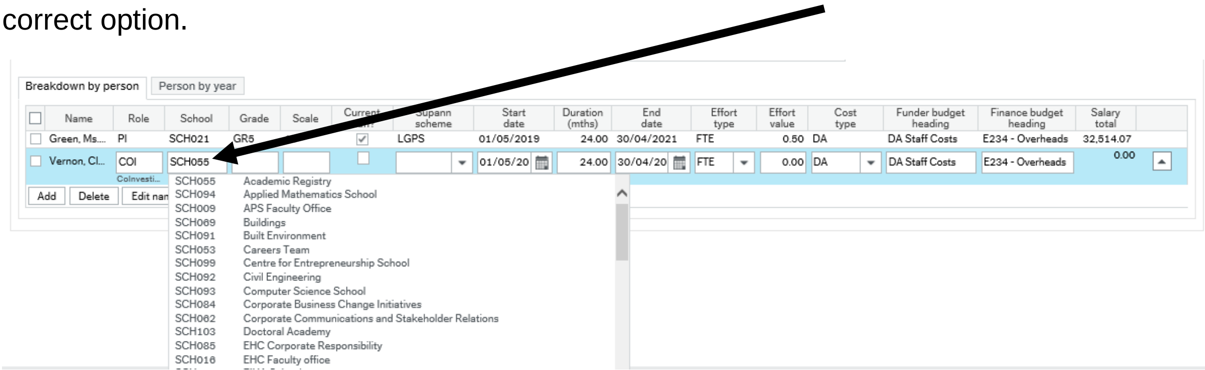
4.3.1 Role on the Project

To select their **Role** on the project click onto the line to make it blue and then click into the **Role** field. Use your space bar to see the list of options.



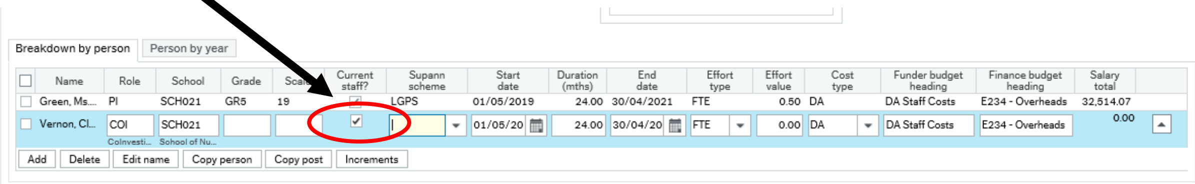
4.3.2 School

The school will default to your school, **you will only need to change this if the existing staff member you have added is not in your school**, click into the field deleting the contents and then clicking the space bar will bring up the list of Schools and select the correct option.



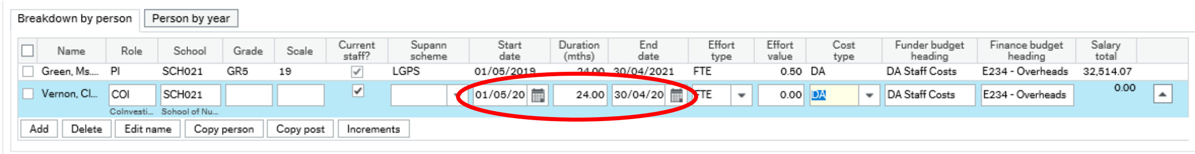
4.3.3 Current Staff box

As the staff member you have added is a Current Staff member you will click into the box to generate a tick



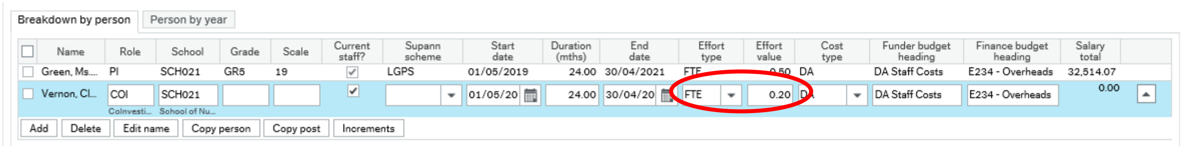
4.3.4 Project Dates

To change the dates if required you can either enter the dates directly in **DDMMYYYY** format or click on the Calendar icons as you did on the Project Setup screen.

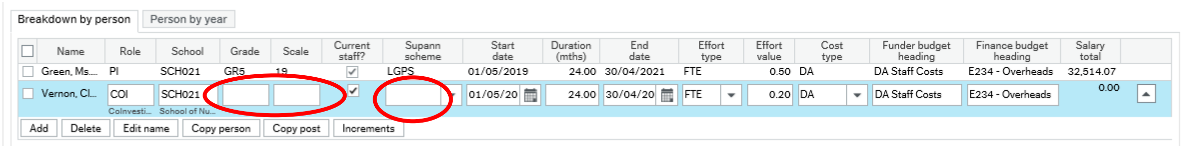


4.3.5 Effort Type and Effort Value

Click on the arrow on the **Effort Type box to select either FTE, Hours per week, Person Months or Total hours** and in **Value** you can then add the amount of time relevant to the **Effort Type** chosen.



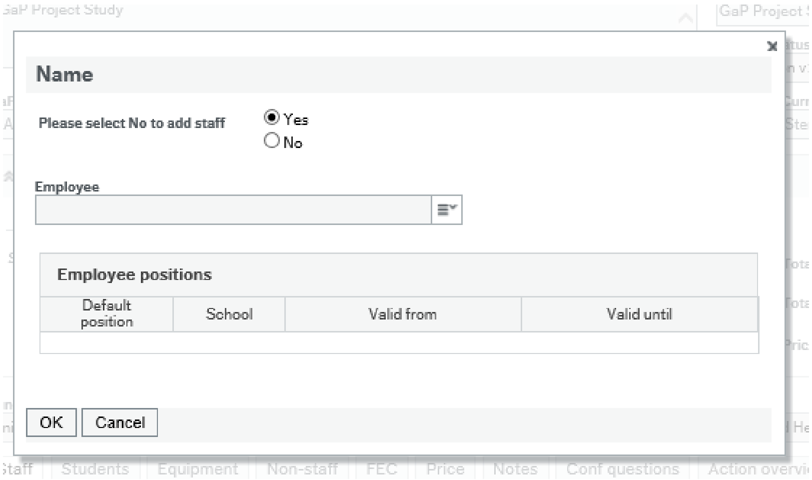
You have now completed all the fields required. The Grade and Scale and Supann Scheme should be blank.



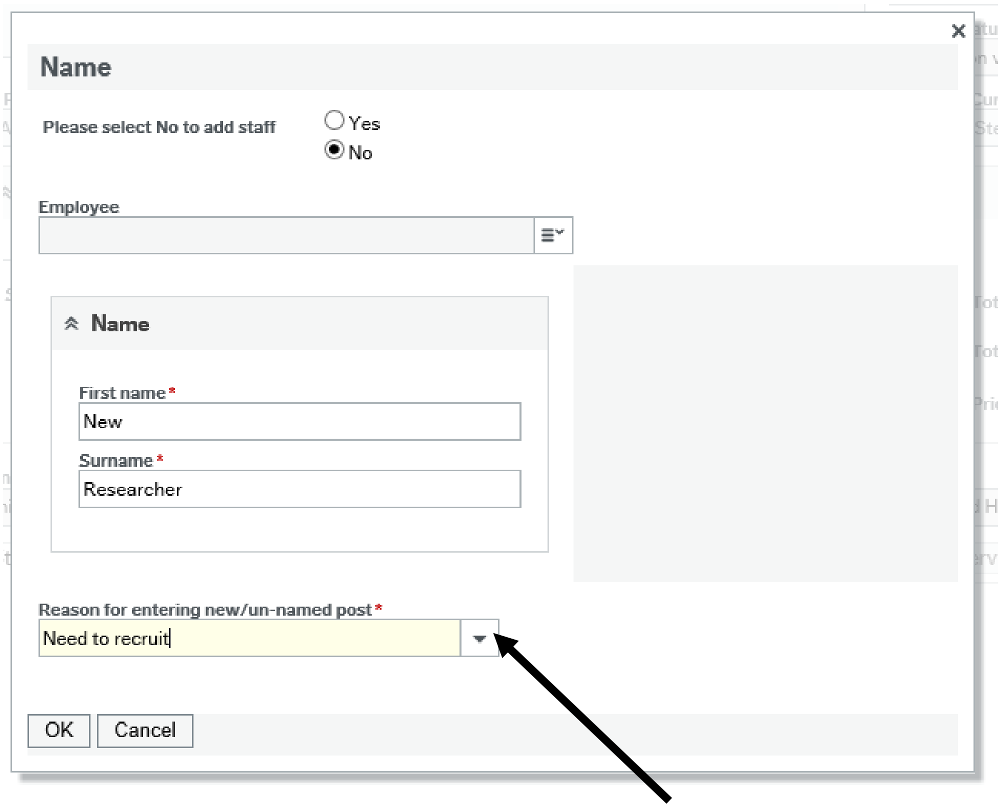
To add more existing staff members to your costing you can repeat the process above.

4.4 Adding New Staff

To add new staff working on the project in **Breakdown by person**, click **Add**. The window below will open



For **new posts** in the **First Name** field you will add **New** and in the **Surname** field the name of the post you want to add.



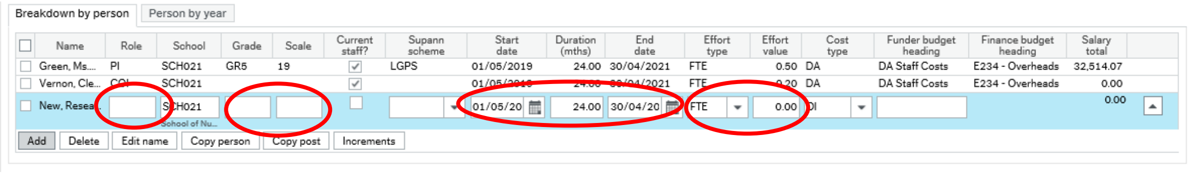
Then click the arrow to the right of the **Reason for entering new/unnamed post** to reveal the drop down list below and select "Need to recruit".

Press **OK** and the box will close and you will see that a new line containing the existing staff member has been added into the Breakdown by person box

You will now need to populate the circled fields below only **Role**, **Grade, Scale, Effort Type** and **Value.**

The **School** field will automatically default to your school you will only need to change this if the new staff member you are adding will be in a different school.

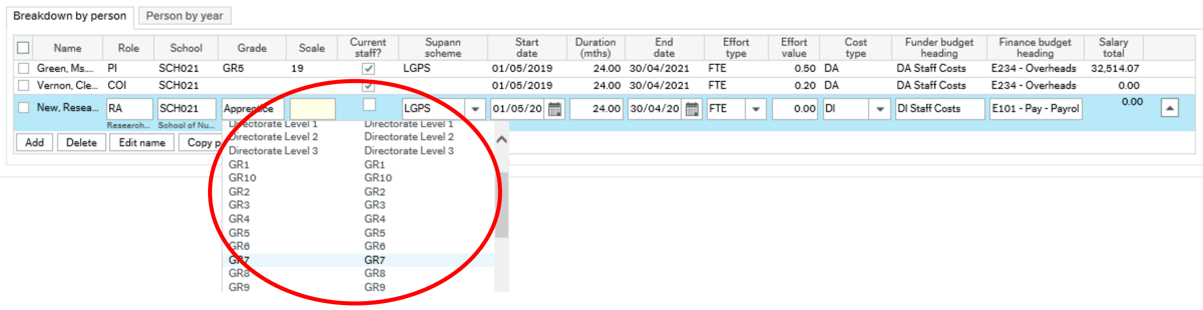
The **Project Dates** are automatically populated from the dates entered on the Project Setup screen. If staff to be recruited will only work on a specific timeframe within the project you will amend these dates.



We have covered populating or amending all required fields for New Staff except for **Grade and Scale** in the Current Staff section above.

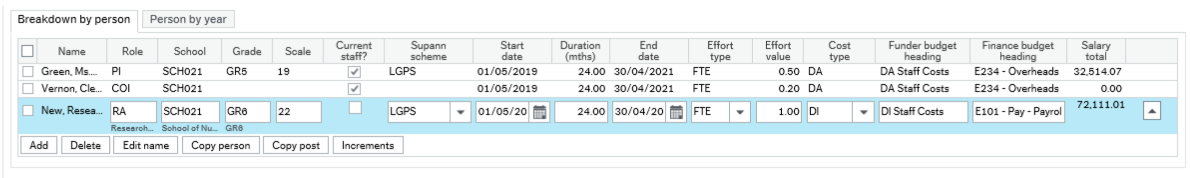
4.4.1 Grade and Scale

Unlike with existing staff, for staff who will be recruited onto the project you will add their **Grade** and **Scale** point by clicking into the field and using the space bar to reveal the list of options available that you can scroll through.



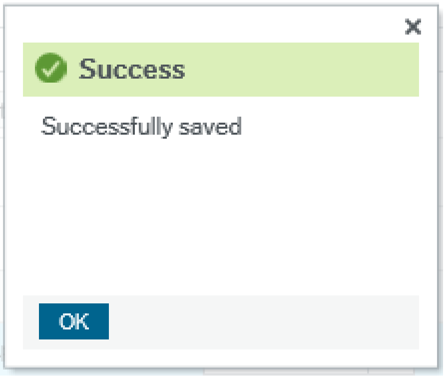
If you are unsure what Grade and Scale point would be appropriate for the role there are guidance notes within the system and Finance and RIS can discuss and advise.

You have now completed all the fields required. The other fields will have auto-populated and be completed leaving only the Current Staff box empty.



To add more new staff members to your costing you can repeat the process above.

Remember to **SAVE** your project before leaving each Tab making sure that you see the **Successfully Saved box.**



4.5 Other adding Staff options

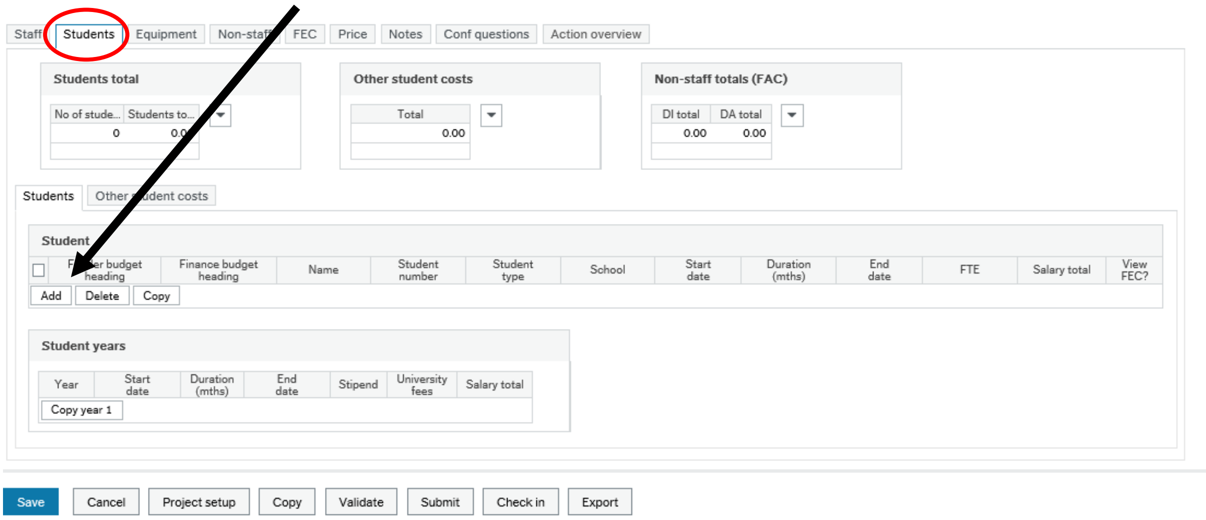
The last option you are able to pick: **Not in HR** – would apply if your staff member will be moving to the University and would be employed by the time the project started.

In this case you will follow the instructions to add an Existing Staff Member.

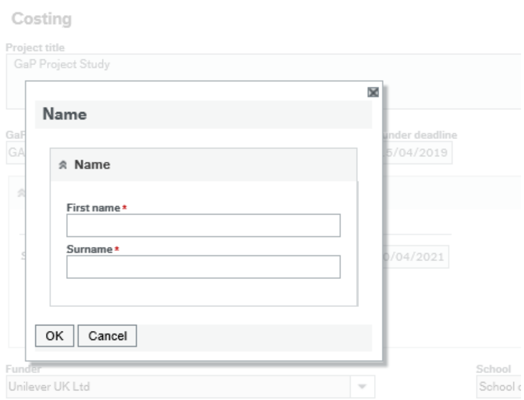
*NB: You will also notice '**_Quick Costing'** in the drop down list. Do not select this in this part of the form, we will show you how to use Quick Costing to calculate the associated costs of your project in another section of this User Guide. Quick Costing refers only to the highest end of the salary band, rather than their actual salary.*

4.6 Students

If your project will include a studentship you will add them on the **Student** Tab. Click on the **Student** tab and click **Add**

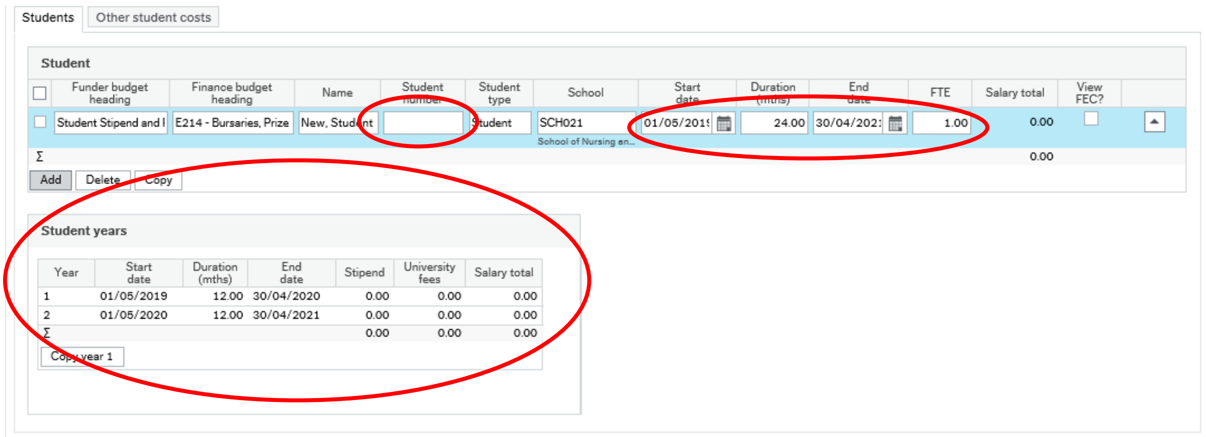


The window below will appear, and you can enter the students name if you know it or add New in **First name** and Student in the **Surname**.



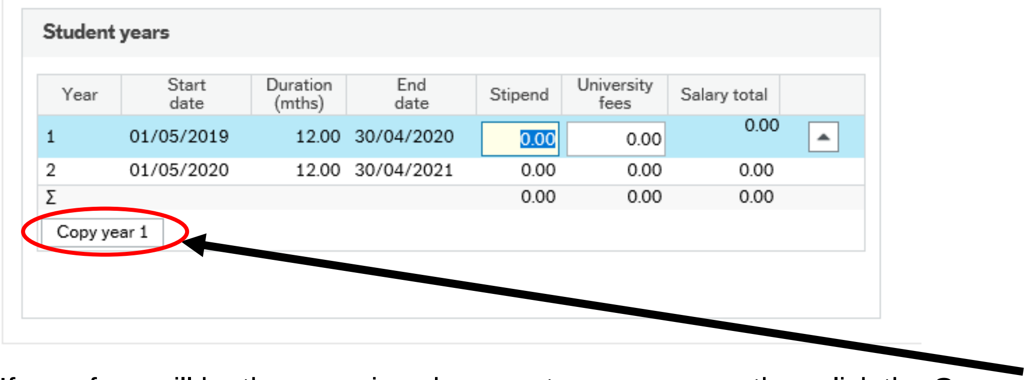
Press **OK** and the box will close and you will see that a new line containing the student has been added into the Breakdown by person box. All necessary fields will auto-populate you can then add **Student Number** if known/appropriate and amend **School**, **Start** and **End Date** and **FTE** if required.

The Salary total is blank at this stage and will be generated when we have populated the **Student Years** box below.

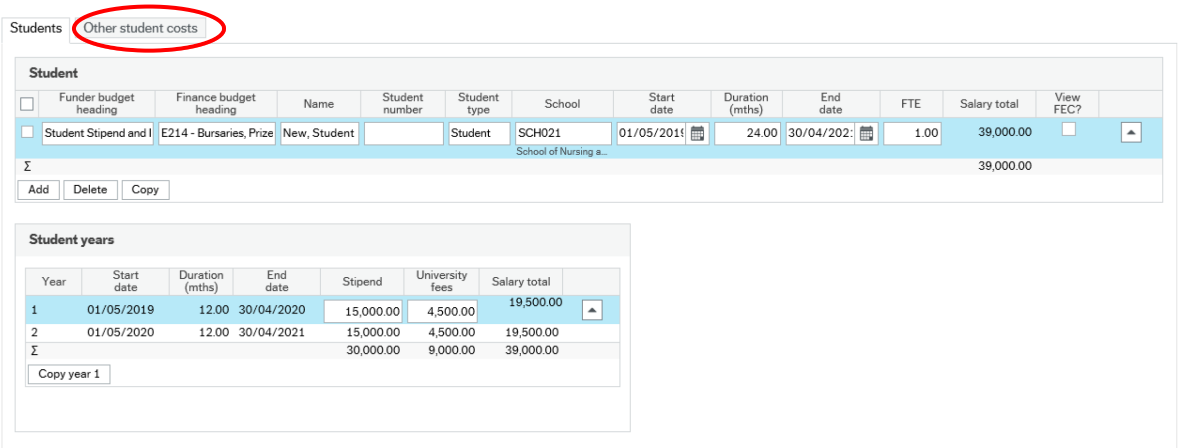


In the **Student years** box you will now add the Stipend and University fees [Tuition Fees]* for year one. To do this click onto the Year 1 line to make it blue and then type directly into the fields.

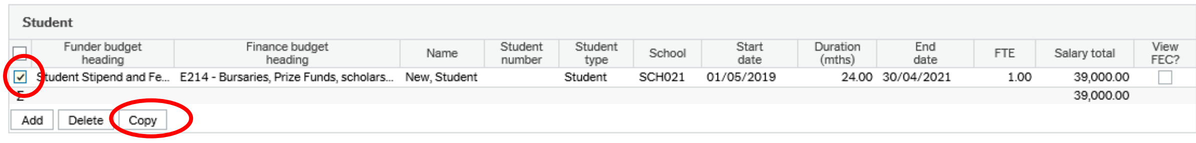
**The current Stipend and Tuition fees can be found within Knowly and Finance/ RIS can assist if you are unsure.*



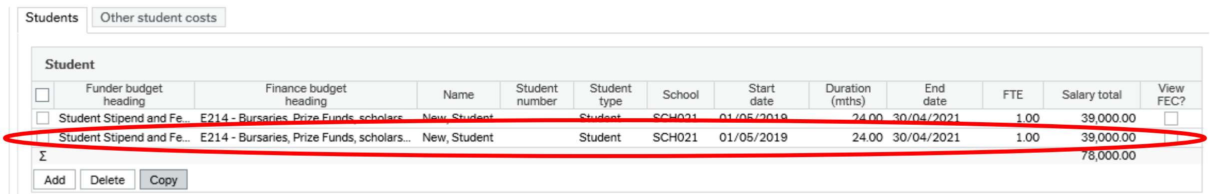
If your fees will be the same in subsequent years you can then click the **Copy year 1** button and it will auto-populate the Stipend and University fees for all lines. If the costs will be different enter them as you have done for year one. The Salary total will now be populated and you can add **Other student costs** if required by opening that tab.



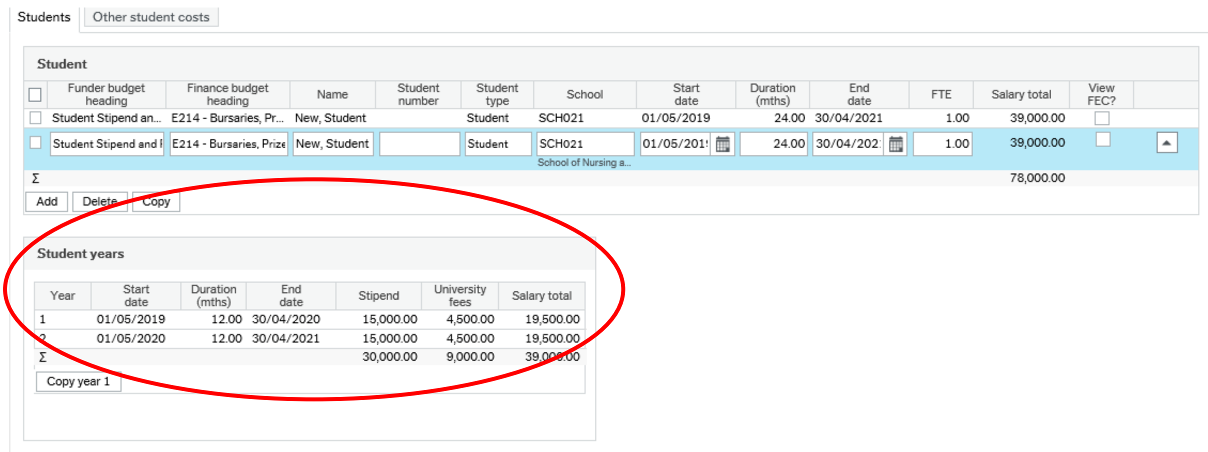
If you have multiple studentships on the project you can utilise the **Copy** button to create additional lines based on the student you have entered. To do this **tick the box** next to the student you wish to copy and press **Copy**



The additional student has now been created you can add **Student Number** if known/appropriate and amend **School**, **Start** and **End Date** and **FTE** if required.

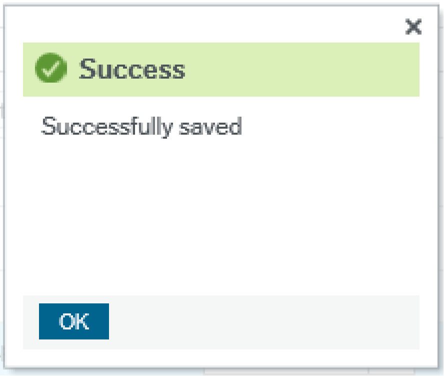


If the **Stipend** and **University Fees** will be different from the student you have copied you can click on the added student line and then amend them in the **Student Years** box.



You can repeat this process to add as many students as required.

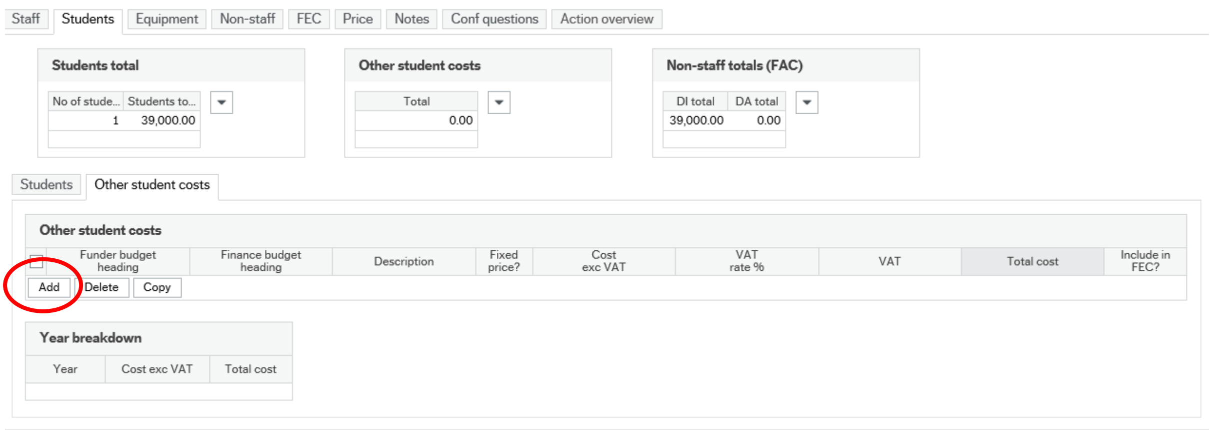
Remember to **SAVE** your project before leaving each Tab making sure that you see the **Successfully Saved box.**



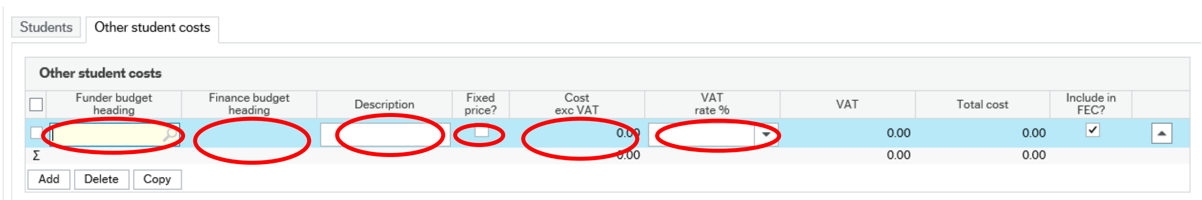
4.6.1 Other Student Costs

You can use this tab to add other costs related to the studentship [s] such as travel or consumables.

To add a cost click Add

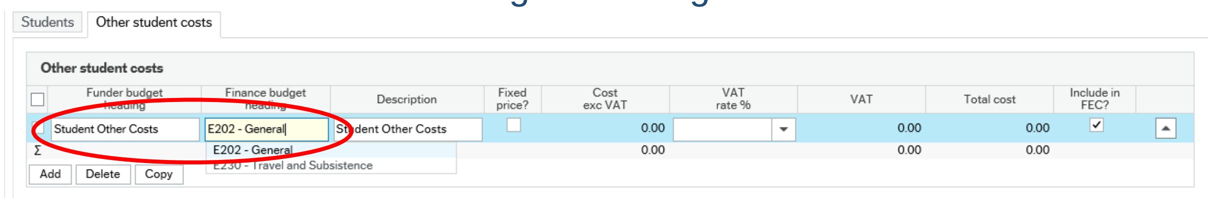


You will then need to click into the line to make it blue and add the circled fields below **Funder budget heading**, **Finance budget heading, Description**, **Fixed price**, **Cost exec VAT** and **VAT rate %**



The easiest way move along the line as you have done earlier in the system is to use your Tab key.

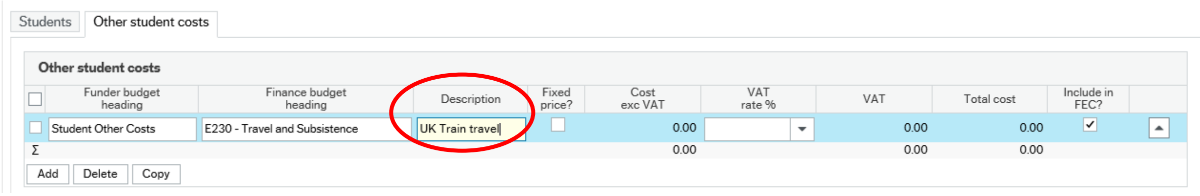
4.6.2 Funder and Finance Budget Headings



Click into each cell and use your space bar to see the options available and select the most appropriate.

4.6.3 Description

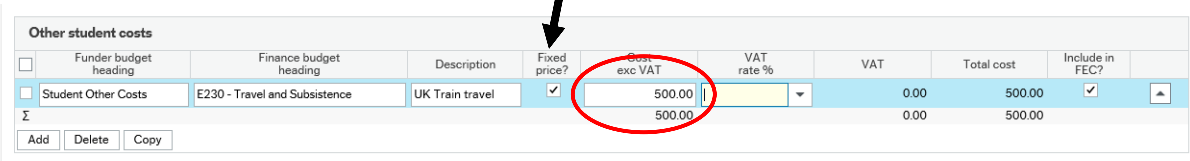
You can see in the screenshot above that the **Description** has defaulted as the Funder budget heading. Click into the cell and delete this and add a brief description.



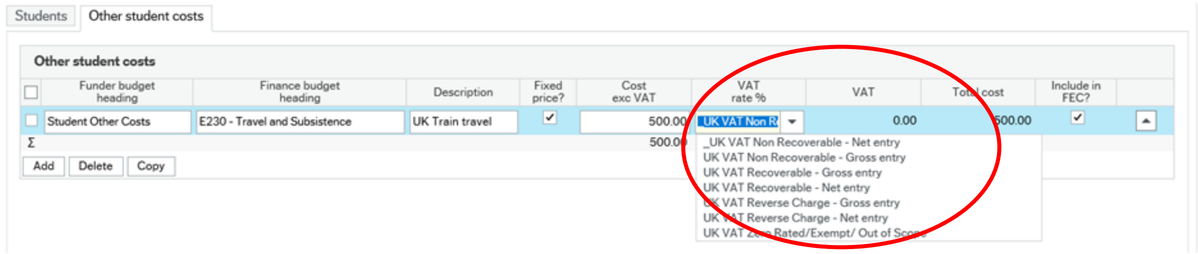
4.6.4 Fixed Price

If you tick '**Fixed price**' the form will automatically split the price over the period of the project equally. If you leave this unticked you can navigate to the **Year breakdown** box and select which year it is to be paid.

To add a cost with a fixed price tick the fixed price box and add the cost directly into the **Cost exc VAT** field

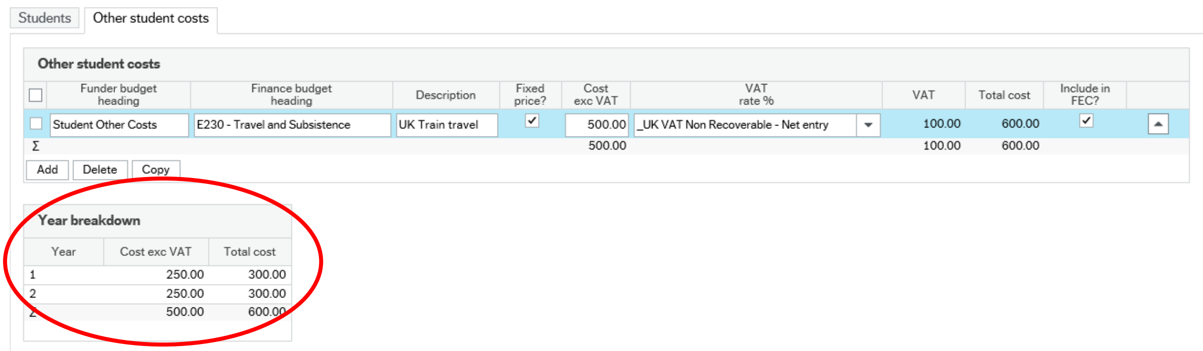


You will then select your **VAT rate %** by using your space bar to reveal the choices available

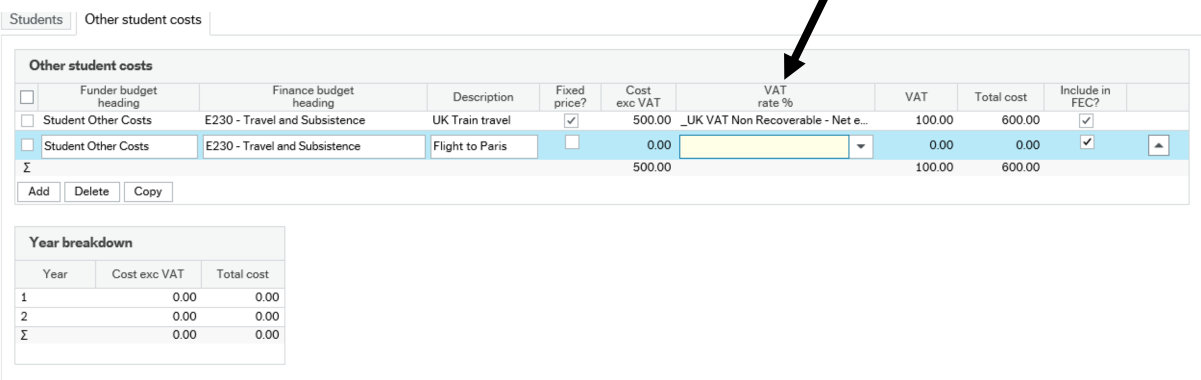


Enter the VAT that is suitable for your project, however, if you do not know the VAT click on the top one '**UK VAT Non Recoverable – Net Entry**' and the finance team will correct it if it is incorrect.

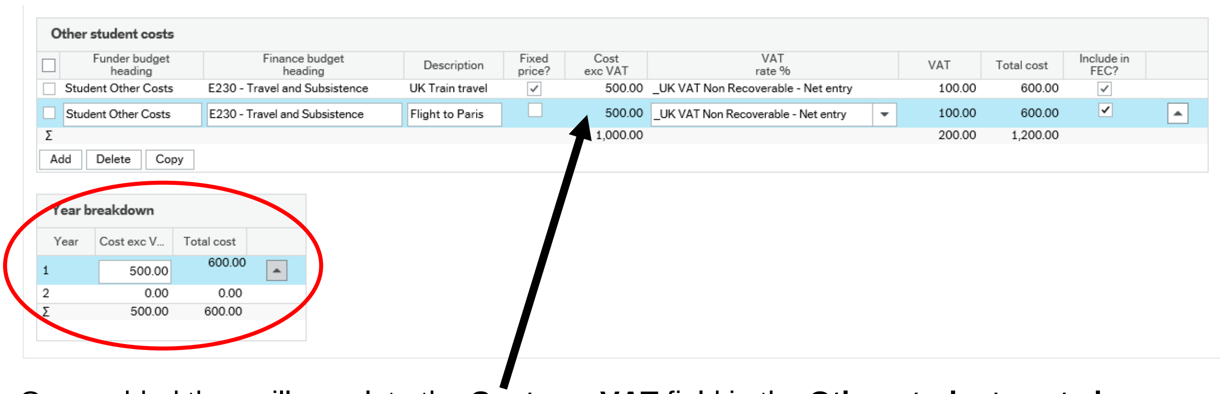
You will now have completed adding your cost and in the Year breakdown box below you will see it has been split equally across both years.



If you know when you will incur the cost leave **Fixed price** unticked and tab; the system will automatically take you past the **Cost exc VAT** field into **VAT rate %**



Select your VAT rate based on the same criteria as you did above and then click into the **Year breakdown box** to add your costs as we did for the student stipend and fees earlier

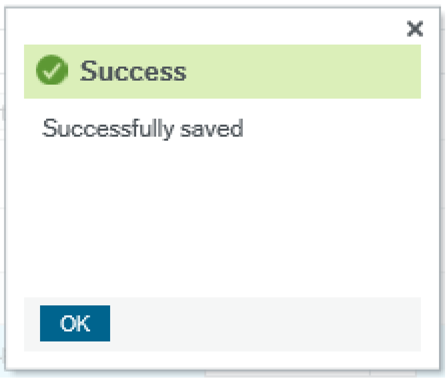


Once added they will populate the **Cost exc VAT** field in the **Other student costs box**.

You can repeat the steps above to add further costs if required.

You can utilise the **Copy** function by **ticking the box** next to an item already added and pressing **Copy.**

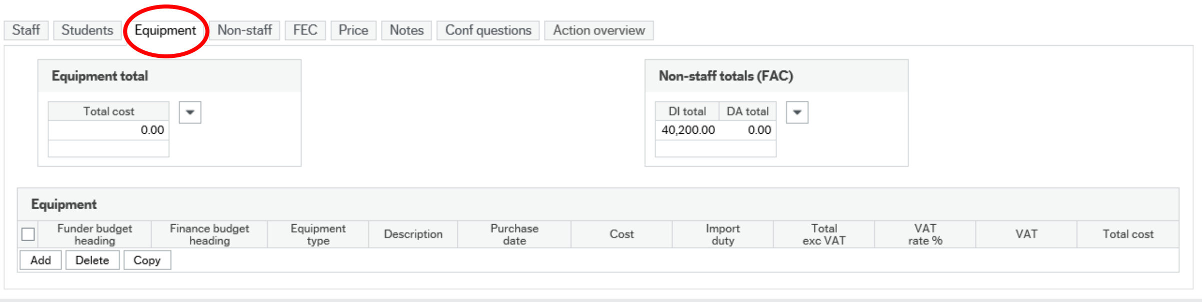
Remember to **SAVE** your project before leaving each Tab making sure that you see the **Successfully Saved box.**



4.7 Equipment

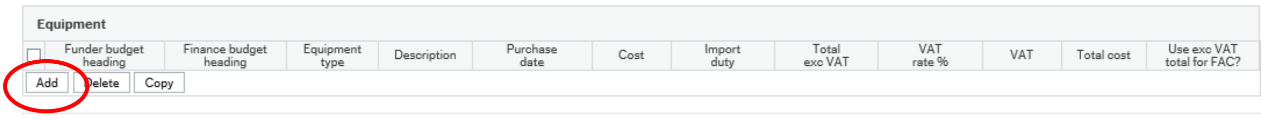
Select which equipment is needed for this project if additional purchases are required by the project and are accepted as costs by the funder.

Click on the **Equipment** tab.



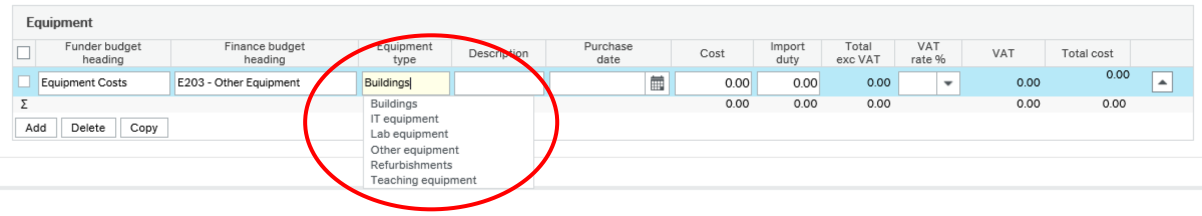
4.7.1 Funder and Finance Budget headings

In the **Equipment box** click '**Add**' and depending on the scheme you are working on the Funder and Finance budget heading may default. If not you will click into the fields and using your space bar to reveal the options available.



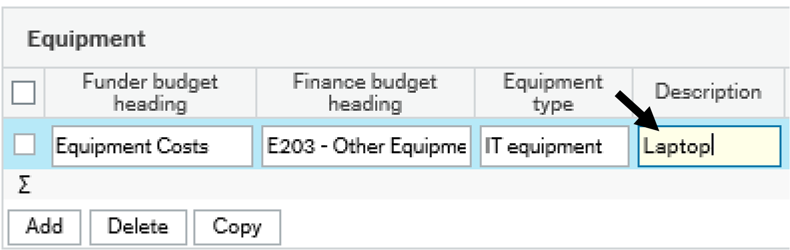
4.7.2 Equipment Type

Use your space bar in the field to see the options available



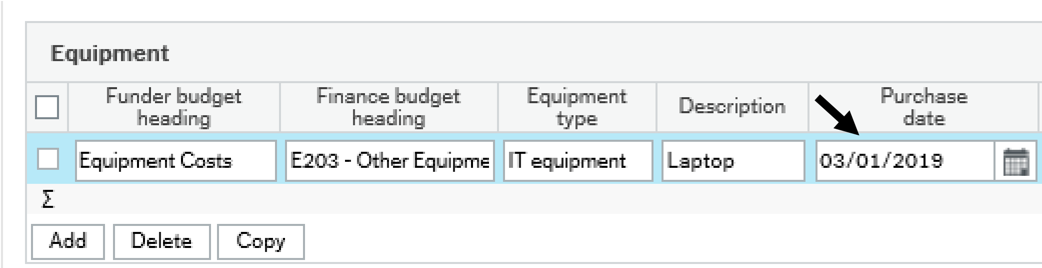
4.7.3 Description

Specify in the **Description** field exactly what the item is, for example '**Laptop**'.



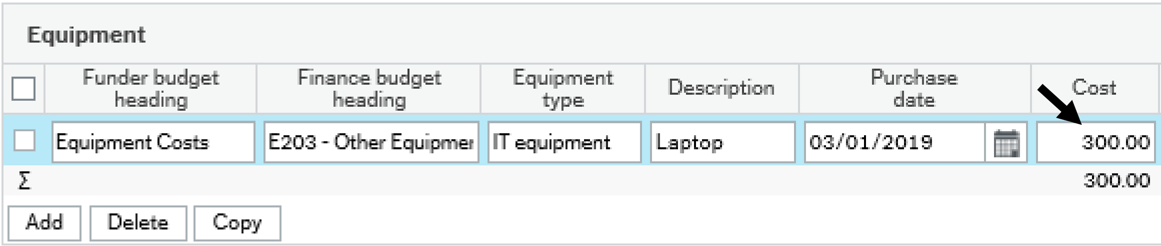
4.7.4 Purchase Date

Enter the date you plan to make the purchase, this needs to be within the project dates.



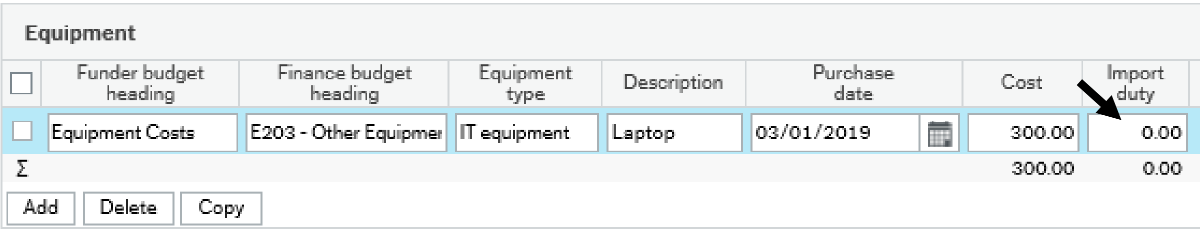
4.7.5 Cost

Enter the total cost of the equipment



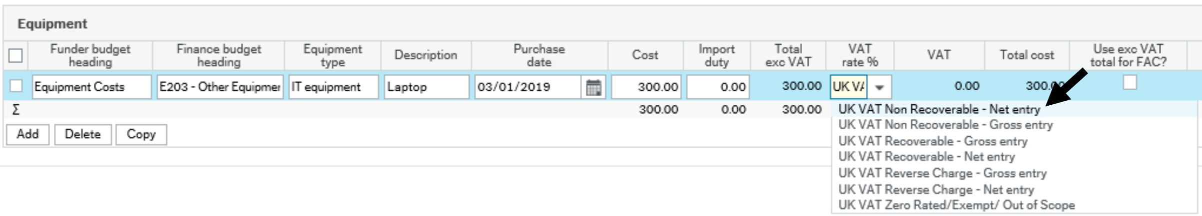
4.7.6 Import Duty

If there is any import duty to pay, this will need to be entered here.



4.7.7 VAT

Enter the VAT that is suitable for your project, however, if you do not know the VAT click on the top one '**UK VAT Non Recoverable – Net Entry**' and the finance team will correct it if it is incorrect.

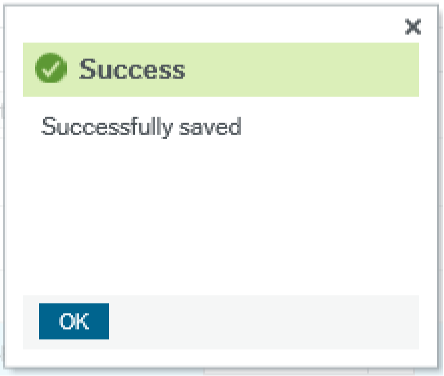


Always pick '**UK VAT Non Recoverable – Net Entry**' if you are unsure which one you need to pick.

The Finance team will check and amend accordingly at the next stage.

You can utilise the **Copy** function by **ticking the box** next to an item already added and pressing **Copy.**

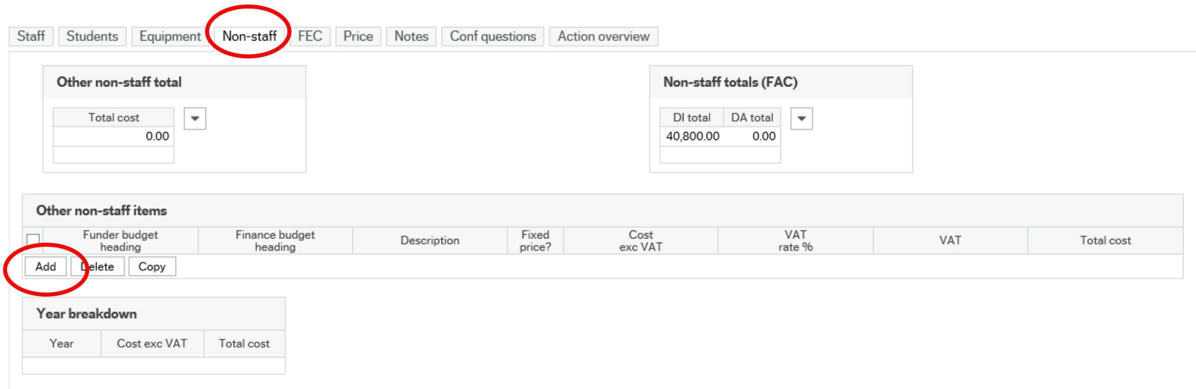
Remember to **SAVE** your project before leaving each Tab making sure that you see the **Successfully Saved box.**



4.8 Non-Staff

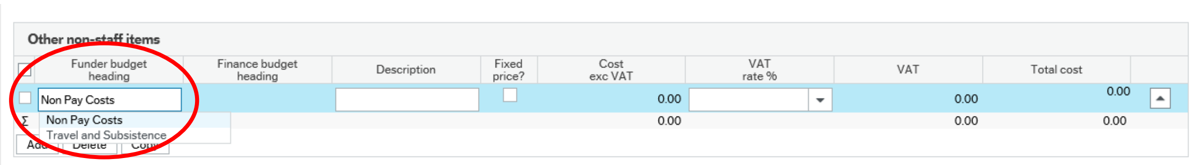
This is for entering **Travel and Subsistence costs** and **Non Pay Costs** such as consumables or room hire.

Click on the **Non-staff** tab and click **Add**

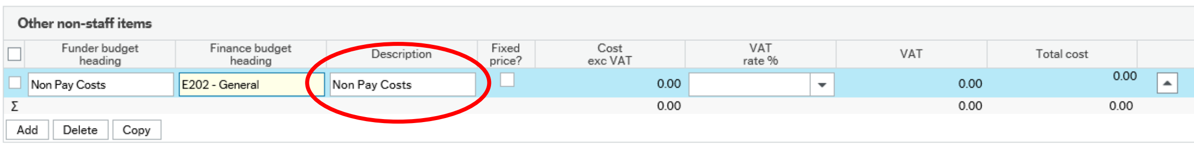


4.8.2 Funder and Finance Budget headings

Click into the Funder budget heading and use your space bar to reveal the options

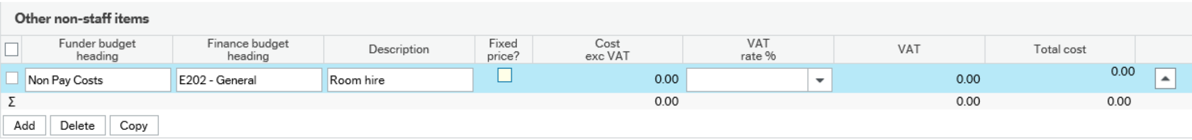


Once selected tab out of the cell and your **Finance budget heading** will autopopulate and the **Description** field will default to the Funder budget heading



4.8.3 Description

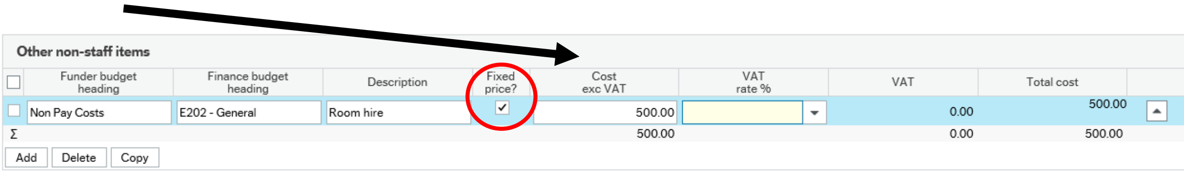
Delete the defaulted text and Specify in the **Description** field exactly what the item is



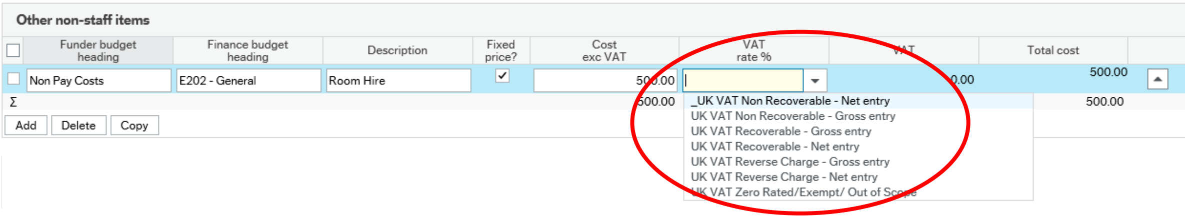
4.8.4 Fixed Price

If you tick '**Fixed price**' the form will automatically split the price over the period of the project equally. If you leave this unticked you can navigate to the **Year breakdown** box and select which year it is to be paid.

To add a cost with a fixed price tick the fixed price box and add the cost directly into the **Cost exc VAT** field

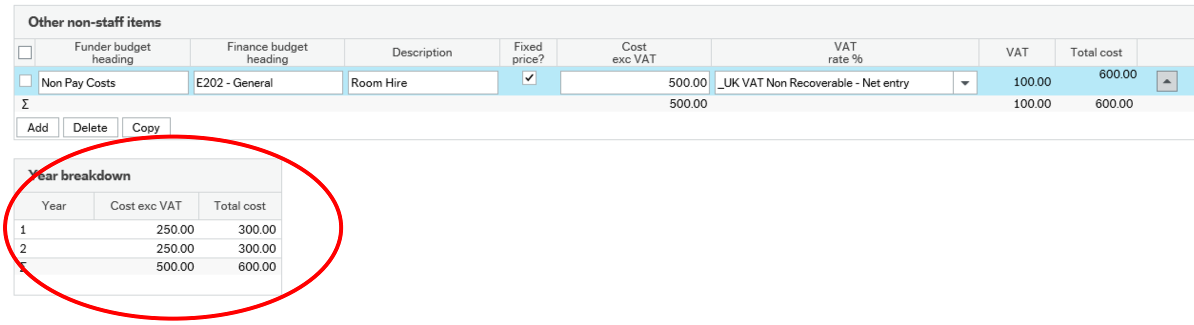


You will then select your **VAT rate %** by using your space bar to reveal the choices available

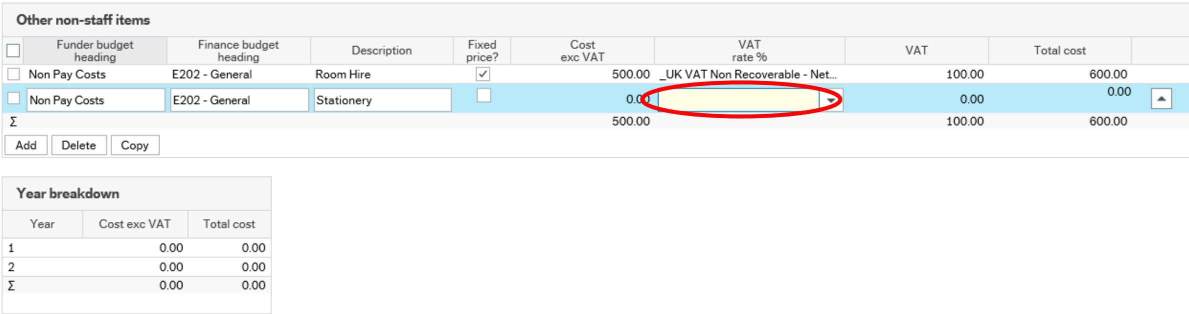


Enter the VAT that is suitable for your project, however, if you do not know the VAT click on the top one '**UK VAT Non Recoverable – Net Entry**' and the finance team will correct it if it is incorrect.

You will now have completed adding your cost and in the Year breakdown box below you will see it has been split equally across both years.

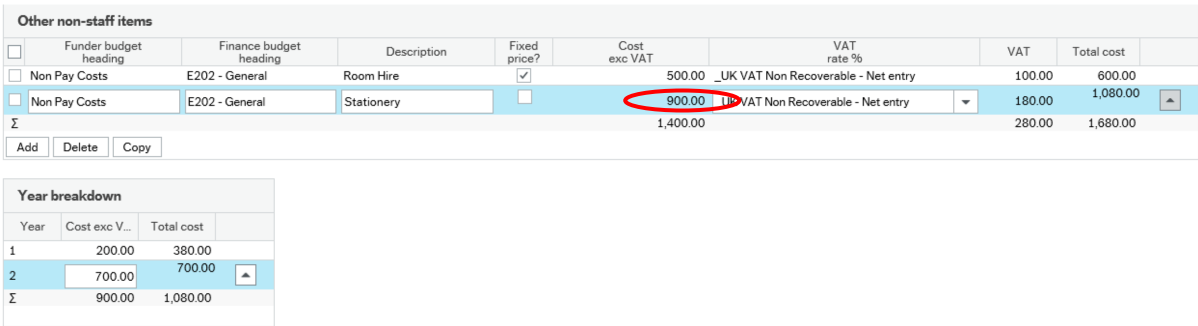


If you know when you will incur the cost leave **Fixed price** unticked and tab; the system will automatically take you past the **Cost exc VAT** field into **VAT rate %**



Select your VAT rate based on the same criteria as you did above and then click into the **Year breakdown box** to add your costs.

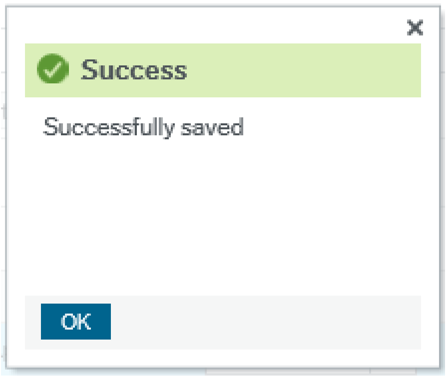
You can add costs in one or both years and once added they will populate the **Cost exc VAT** field in the **Other non-staff items box**.



You can repeat the steps above to add further costs if required.

You can utilise the **Copy** function by **ticking the box** next to an item already added and pressing **Copy.**

Remember to **SAVE** your project before leaving each Tab making sure that you see the **Successfully Saved box.**

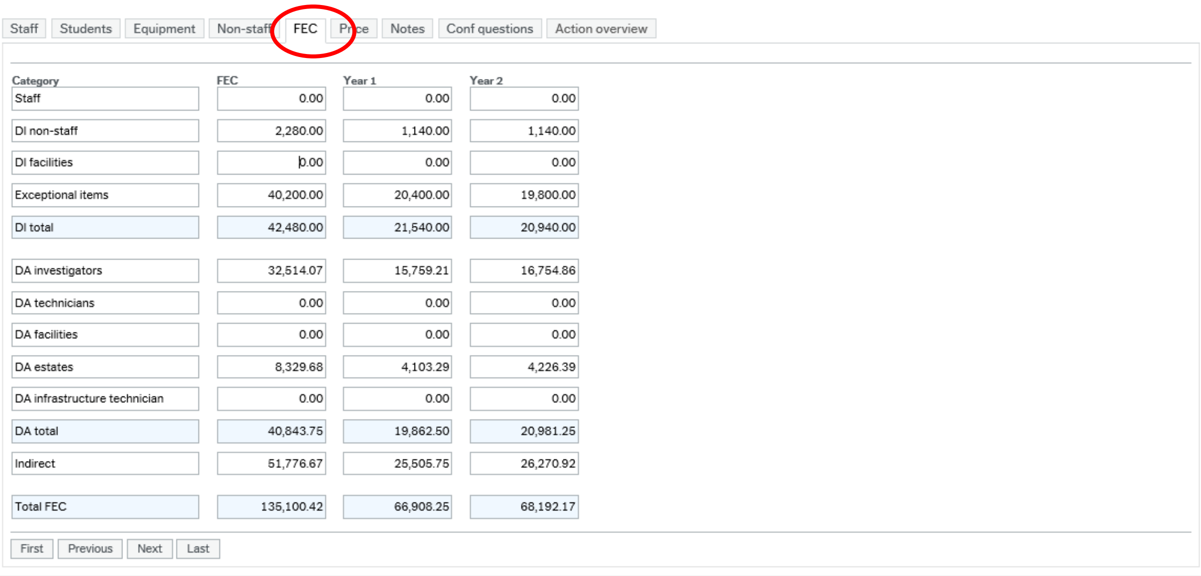


4.9 FEC & Price Screens

There are 2 Tabs that provide a summary of your costing, both of these Tabs are read only for the academic user.

4.9.1 FEC Tab

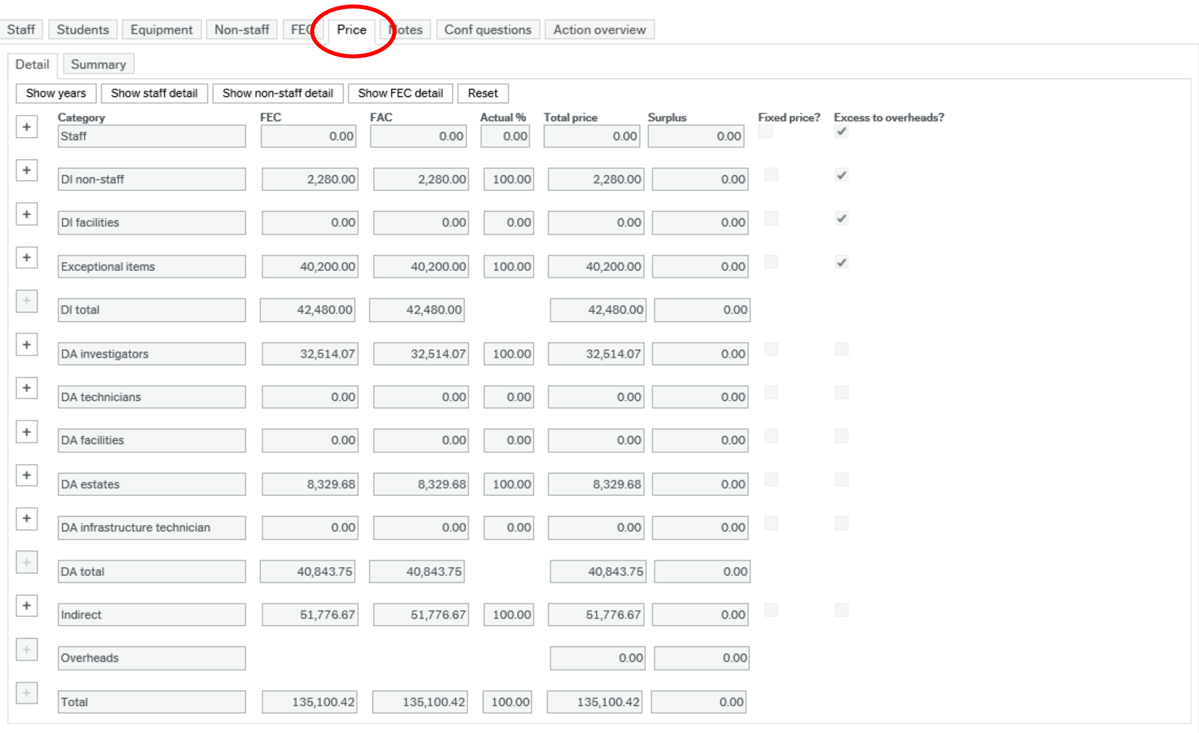
Click on the **FEC** tab to see the Full Economic Cost broken down into each year for each item.



Category	FEC	Year 1	Year 2
Staff	0.00	0.00	0.00
DI non-staff	2,280.00	1,140.00	1,140.00
DI facilities	0.00	0.00	0.00
Exceptional items	40,200.00	20,400.00	19,800.00
DI total	42,480.00	21,540.00	20,940.00
DA investigators	32,514.07	15,759.21	16,754.86
DA technicians	0.00	0.00	0.00
DA facilities	0.00	0.00	0.00
DA estates	8,329.68	4,103.29	4,226.39
DA infrastructure technician	0.00	0.00	0.00
DA total	40,843.75	19,862.50	20,981.25
Indirect	51,776.67	25,505.75	26,270.92
Total FEC	135,100.42	66,908.25	68,192.17

4.9.2 Price

Click on the **Price** tab to see the **FEC** Full Economic Cost, **FAC** Funder Adjusted Cost and the **Total Price** broken down by cost type.

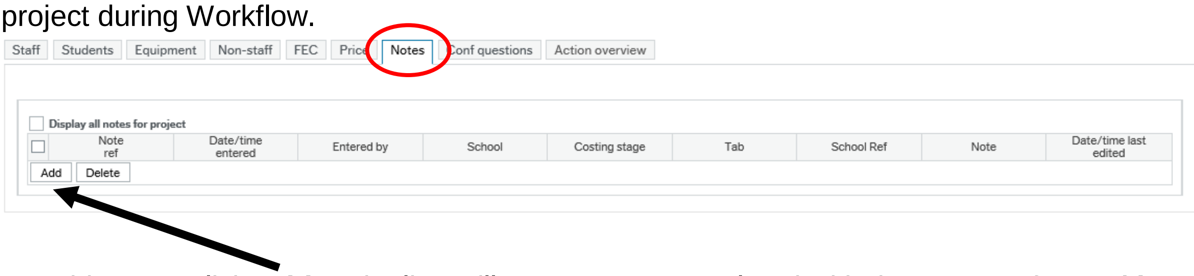


Category	FEC	FAC	Actual %	Total price	Surplus	Fixed price?	Excess to overheads?
Staff	0.00	0.00	0.00	0.00	0.00		✓
DI non-staff	2,280.00	2,280.00	100.00	2,280.00	0.00		✓
DI facilities	0.00	0.00	0.00	0.00	0.00		✓
Exceptional items	40,200.00	40,200.00	100.00	40,200.00	0.00		✓
DI total	42,480.00	42,480.00		42,480.00	0.00		
DA investigators	32,514.07	32,514.07	100.00	32,514.07	0.00		
DA technicians	0.00	0.00	0.00	0.00	0.00		
DA facilities	0.00	0.00	0.00	0.00	0.00		
DA estates	8,329.68	8,329.68	100.00	8,329.68	0.00		
DA infrastructure technician	0.00	0.00	0.00	0.00	0.00		
DA total	40,843.75	40,843.75		40,843.75	0.00		
Indirect	51,776.67	51,776.67	100.00	51,776.67	0.00		
Overheads				0.00	0.00		
Total	135,100.42	135,100.42	100.00	135,100.42	0.00		

The price calculated will depend on the scheme you have been working on. In the image above this is a Non Scheme project and the price is generated on 100% of the costs. RIS and Finance will edit this tab to generate the margin appropriate for the project.

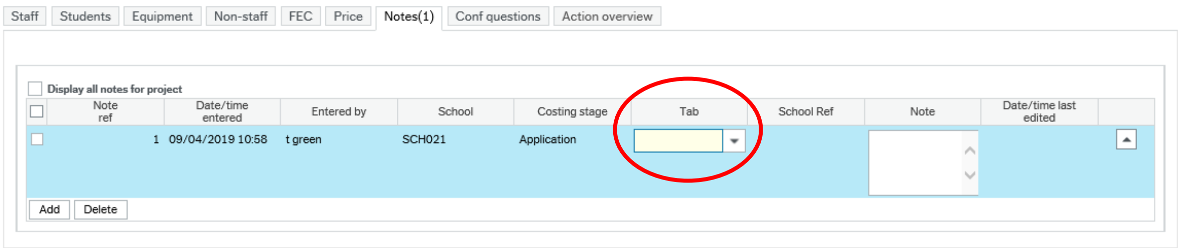
5.0 Notes

This Tab allows you and Professional Services colleagues working on the project to add notes that will be included in the Viability Report that approvers will use when reviewing the project during Workflow.

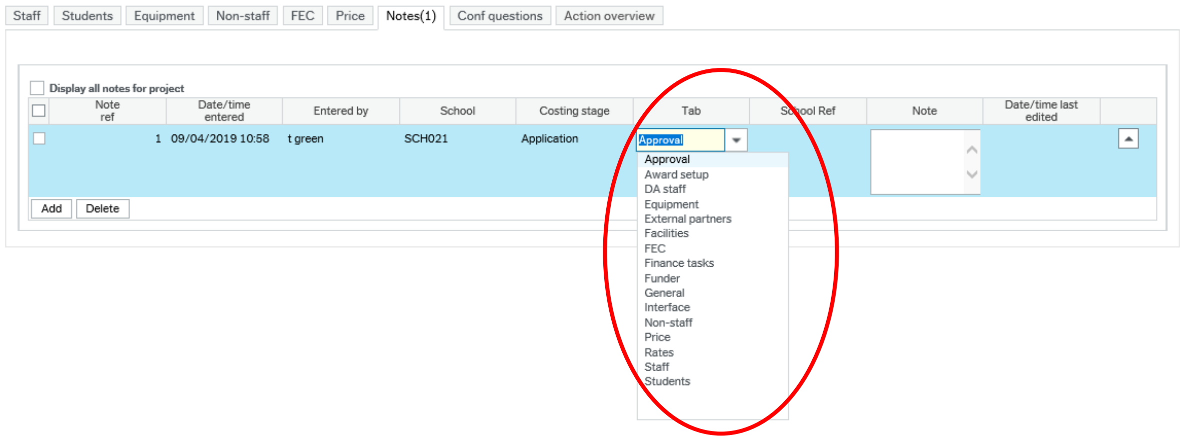


To add a note click **Add** and a line will appear auto-populated with the **Note Ref, Date/time entered, Entered by, School, Costing Stage**

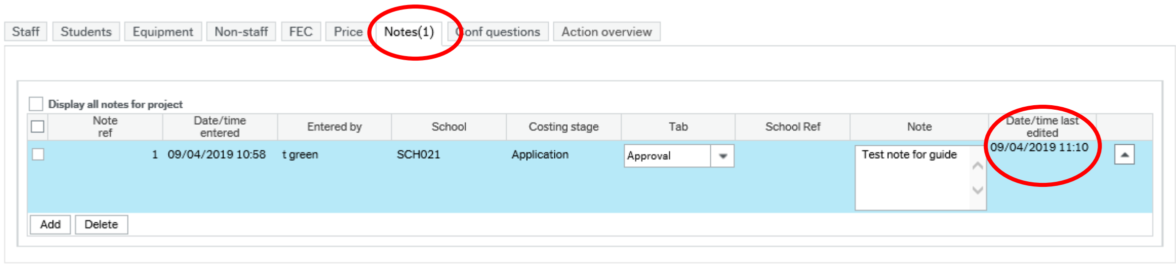
You can now select which aspect of the project or costing component the note you are adding relates to in the Tab field



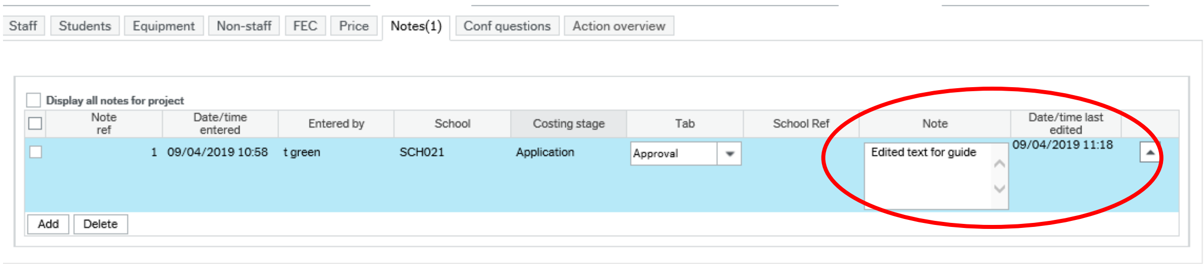
Click into the field and use your space bar to reveal the options available. Choose Approval if none of the other options fits what you are looking to draw attention to. As the comments will be included on the Viability Report please try to be succinct.



After selecting from the list the system will move you automatically into the Notes field. Add you note and tab out of the section and press SAVE this will auto-populate the **Date/time last edited** field. In the **Tab** heading a (1) has appeared to indicate that there is a note.

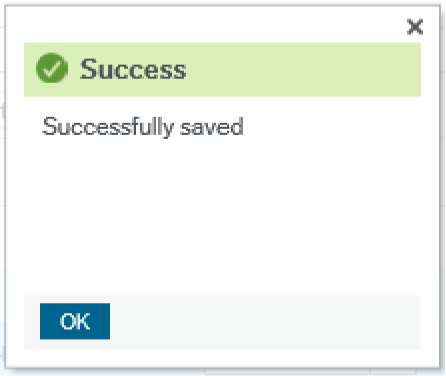


You can edit a note you have added by clicking on the line and changing the text, you can also change the **Tab** field if required.



You can edit and delete only notes that you have added, you cannot edit or delete notes that others have added.

Remember to **SAVE** your project before leaving each Tab making sure that you see the **Successfully Saved box.**



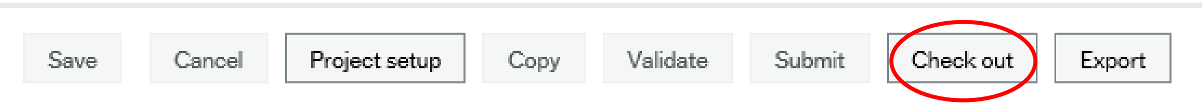
5.1 Checking In Your Project

While you are working on your costing it will be checked out to you, this means that no one else can edit it while you are working on it. Whilst you have the costing checked out you will see the Check in option on the task bar at the bottom of the screen.

We would recommend that you Check In your project before you log out of the system after working on it. All projects that are left checked out overnight will be automatically checked in this is why it is important to ensure that you are saving your work before you leave each screen.

You will need to ensure that you have checked in your project at the points in the system when you are bringing other departments in such as **Finance Input** and **Ready for Review**. If the costing is still checked out to you they will not be able to add to or amend within the costing until you check it in.

When your costing is successfully checked in you will see the Check out option on the task bar at the bottom of the screen.



5.2 Project Information Mandatory Fields

The progression of your project from initial set up to approval workflow is driven by the status chosen on the **Project Information Tab**.

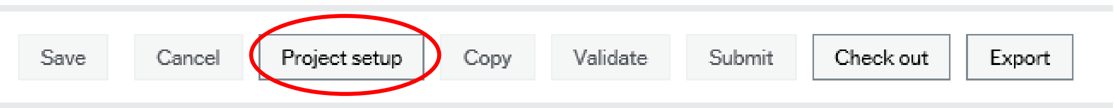
There are 3 occasions when you will select the status and in each case you will need to have completed a set of mandatory fields.

The first time you select the status and create your GaP number is when setting up a new project. At this point you will select **PI Draft.** This is covered in an earlier section within this guide – Page 25.

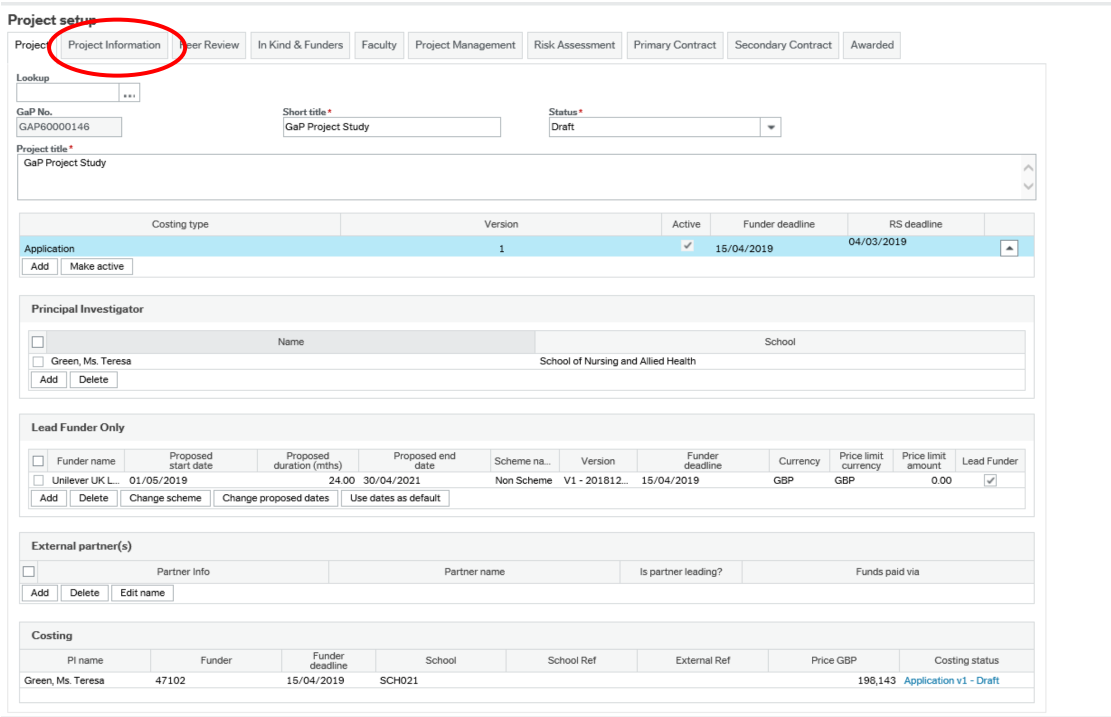
The second time is when you have completed a first draft of your costing and are ready for Finance to do their initial review and add any salaries required for existing staff members you have added. At this point you will select **Finance Input.**

The final occasion is when you are happy with your costing and all have added all relevant documentation at the end of the Bid Development phase and are ready for RIS to complete their review before the project is submitted into Workflow for approval. At this point you will select **Ready for Review.**

To navigate to the **Project Information Tab** from your costing first make sure your costing is Saved and Checked In and then on the task bar at the bottom of your screen click on **Project Set Up**

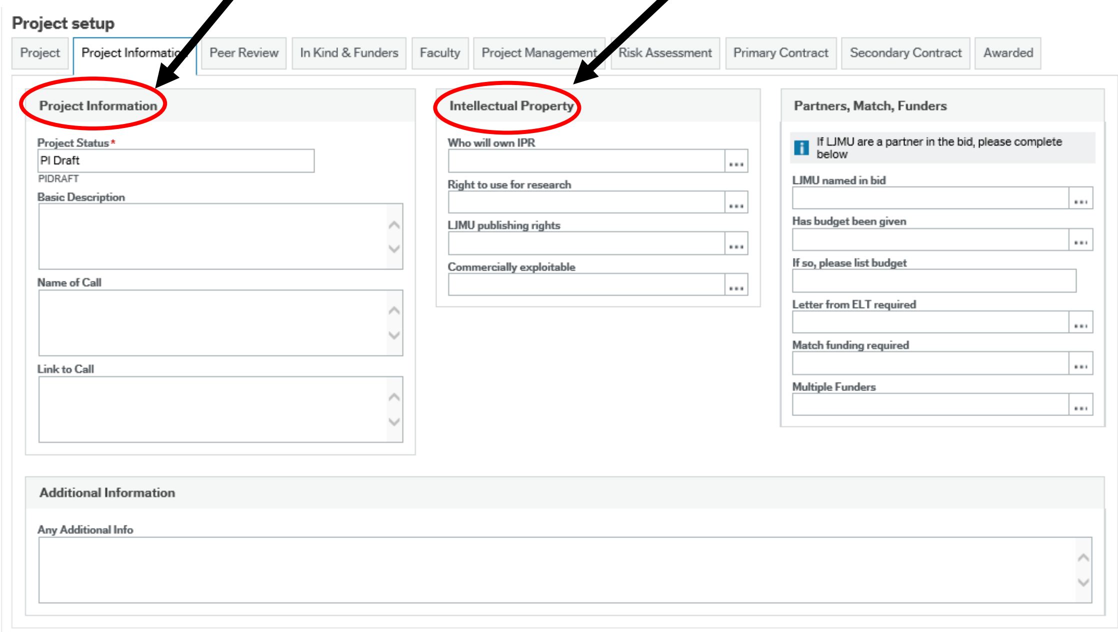


This will take you back to the **Project Set Up** screen and from here all the Project Tabs are available, click on the **Project Information Tab.**



5.2.1 Finance Input Status

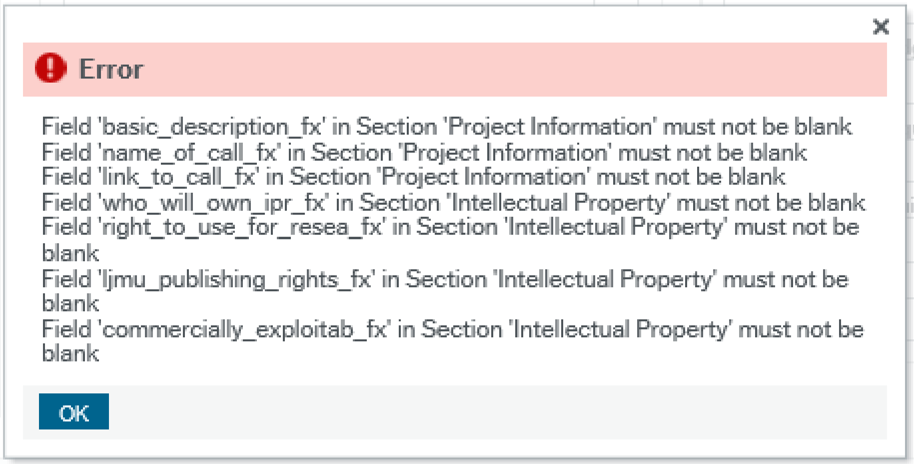
The status will be set to PI Draft which is the status you saved when initially creating your project. To select the status you now need of Finance Input you will need to complete all the fields in the **Project Information** box and the **Intellectual Property** box.



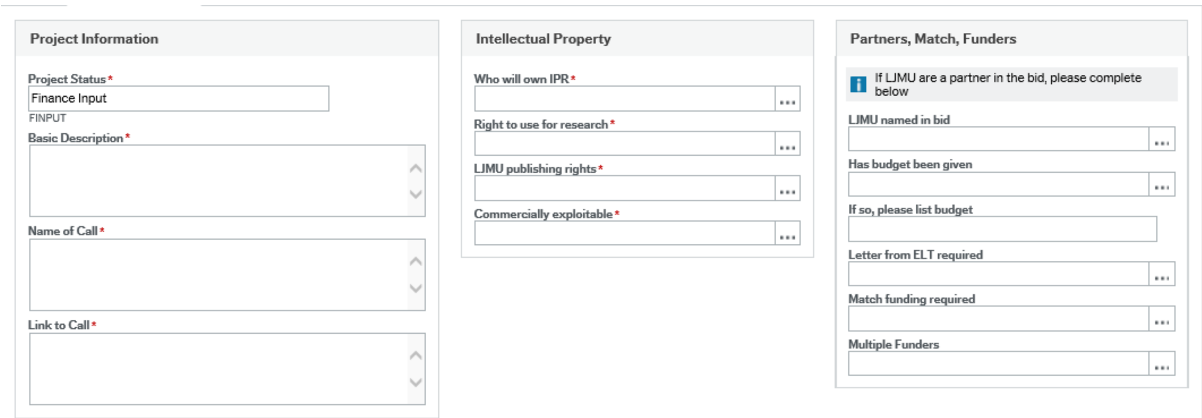
The information being requested in these boxes is taken from the current Questions for Costing request issued by finance and mirrors the information that would be requested by the Knowledge Exchange team for a project.

The information is mandatory regardless of the type of project you are undertaking.

When these fields have been completed you will be able to select Finance Input as your project status if you select it whilst information is missing from any of these fields you will generate the error message below.



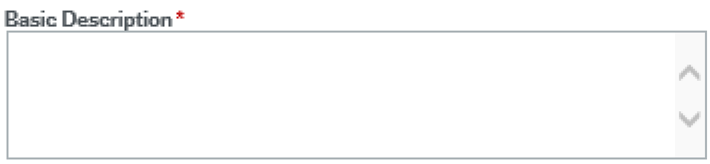
If this appears press OK and the fields that need to be completed will now be marked by an asterisk to the right of the titles.



You now need to complete the fields following the guidance below;

5.2.2 Basic Description

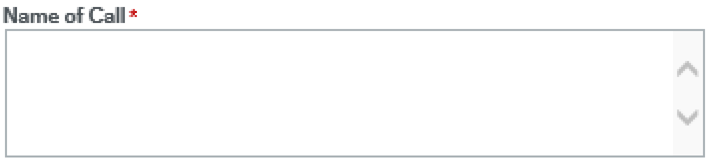
Explain what the project is about simply, clearly and succinctly. This will also show at the top of the viability report.



5.2.3 Name of Call

If this is a scheme, what is the funding body and the specific funding program e.g. EPSRC standard grant.

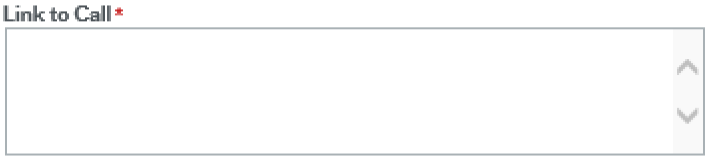
If the project is not attached to a specific scheme and the Non Scheme option has been chosen please enter ‘**N/A**’.



5.2.4 Link to Call

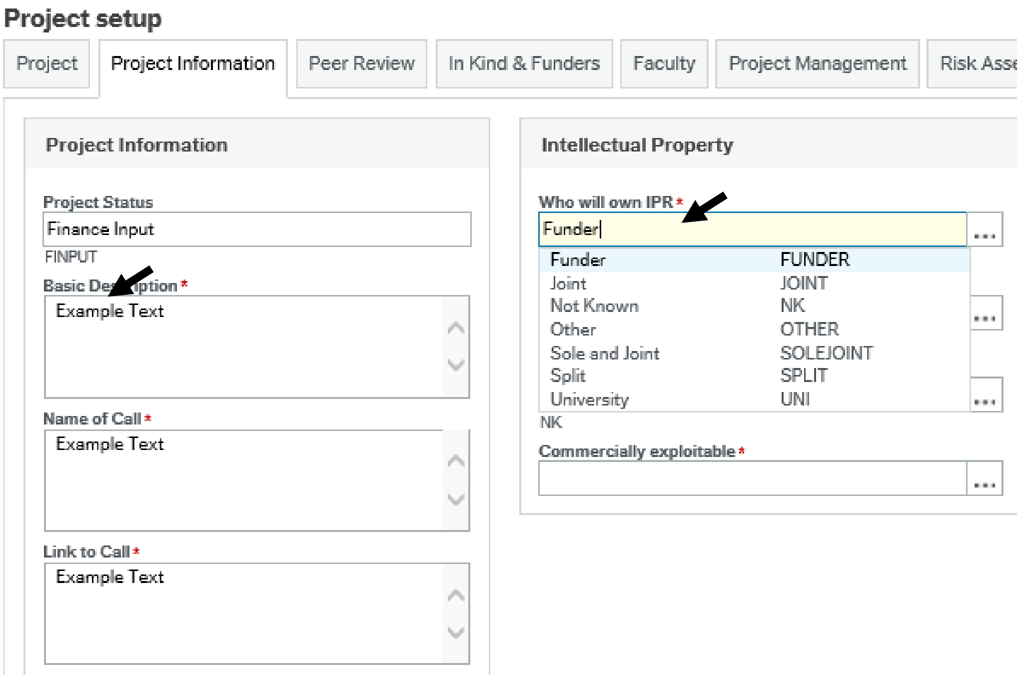
If this is a scheme, provide the URL of the call [you can copy and paste directly into the field from your browser]. Please be specific with the link included so that it relates to the specific call and not the URL of the funder.

If the project is not attached to a specific scheme and the Non Scheme option has been chosen please enter '**N/A'**.



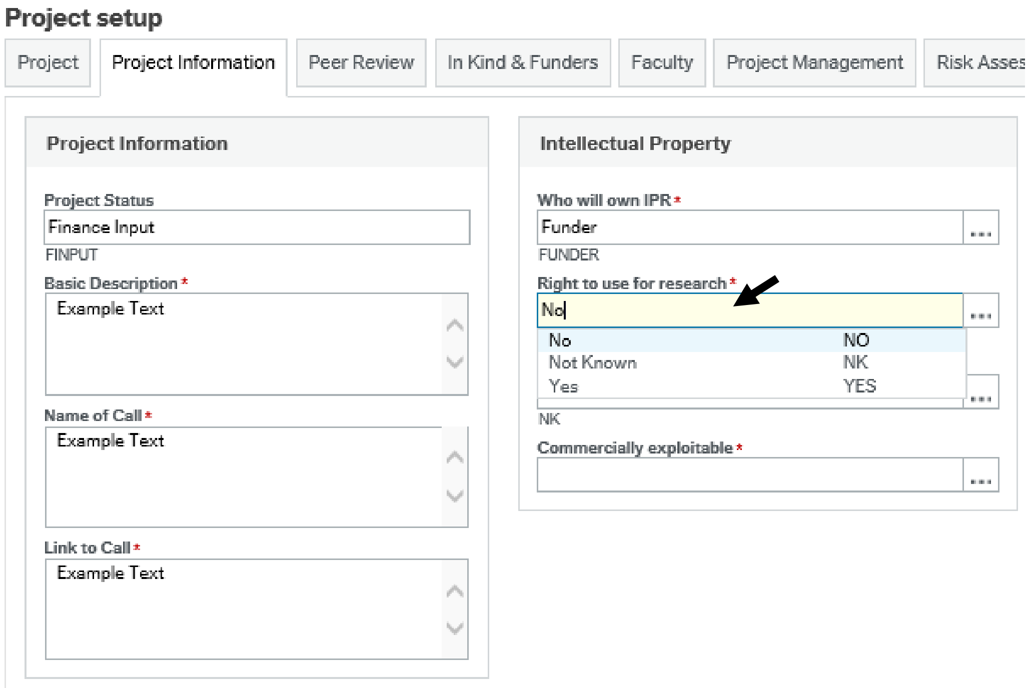
5.2.5 Who will own IPR

Press space bar on the text box and pick from the dropdown menu and if you are unsure, click on '**Not Known**'.



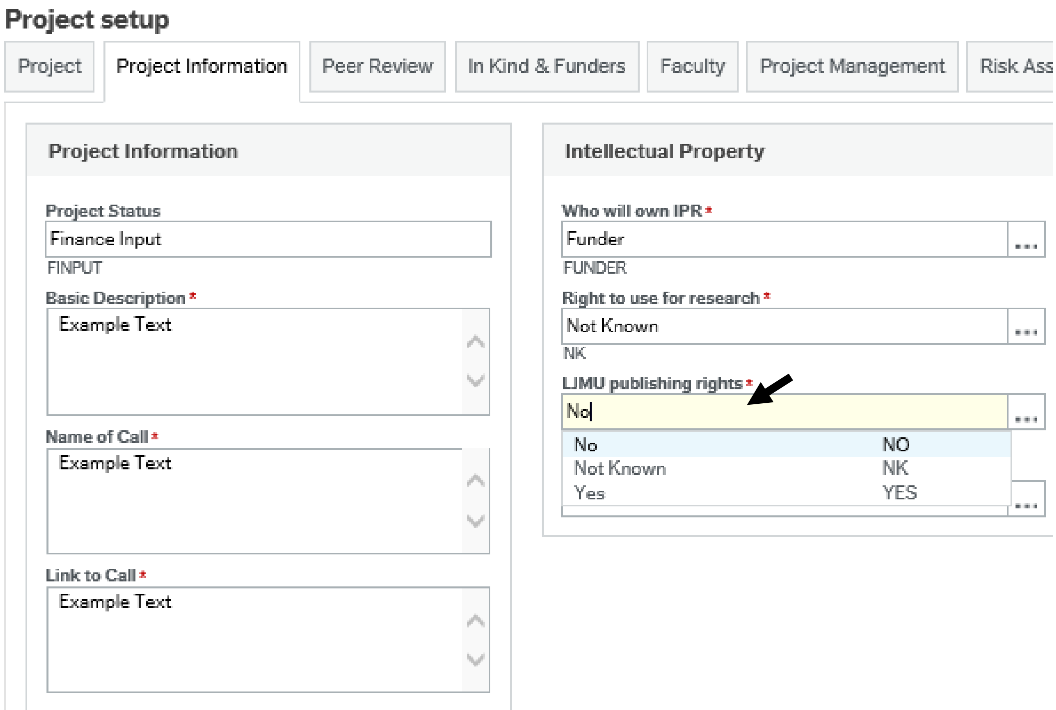
5.2.6 Right to use for research

Press space bar on the text box and pick from the dropdown menu and if you are unsure, click on '**Not Known**'.



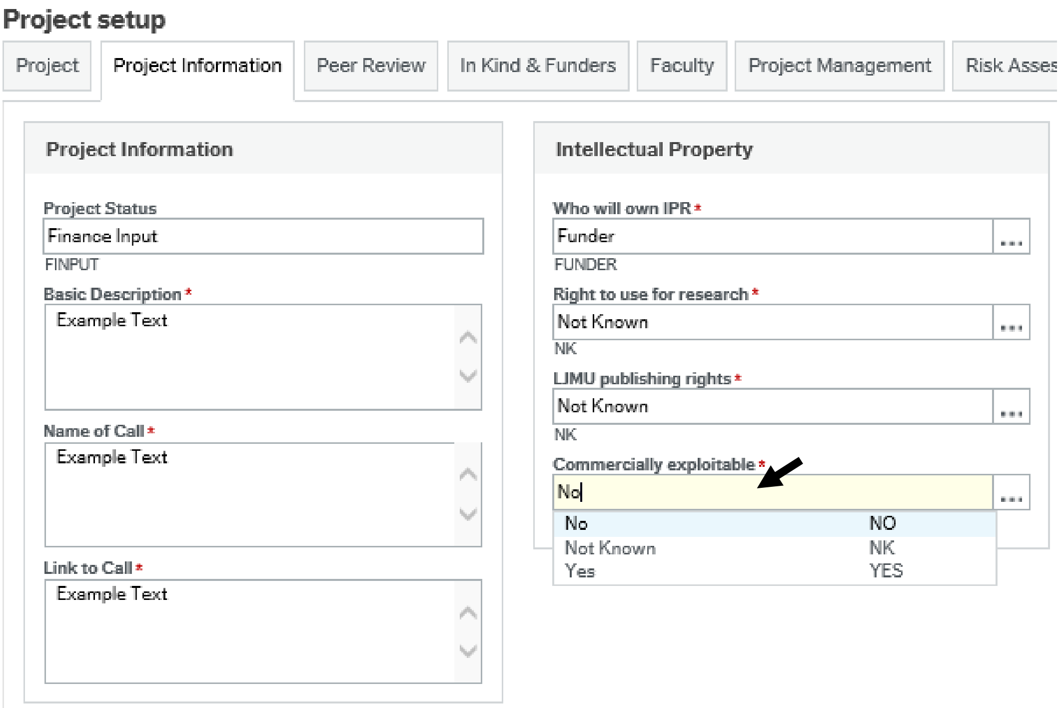
5.2.7 LJMU publishing rights

Press space bar on the text box and pick from the dropdown menu and if you are unsure, click on '**Not Known**'.



5.2.8 Commercially Exploitable

Press space bar on the text box and pick from the dropdown menu and if you are unsure, click on '**Not Known**'.

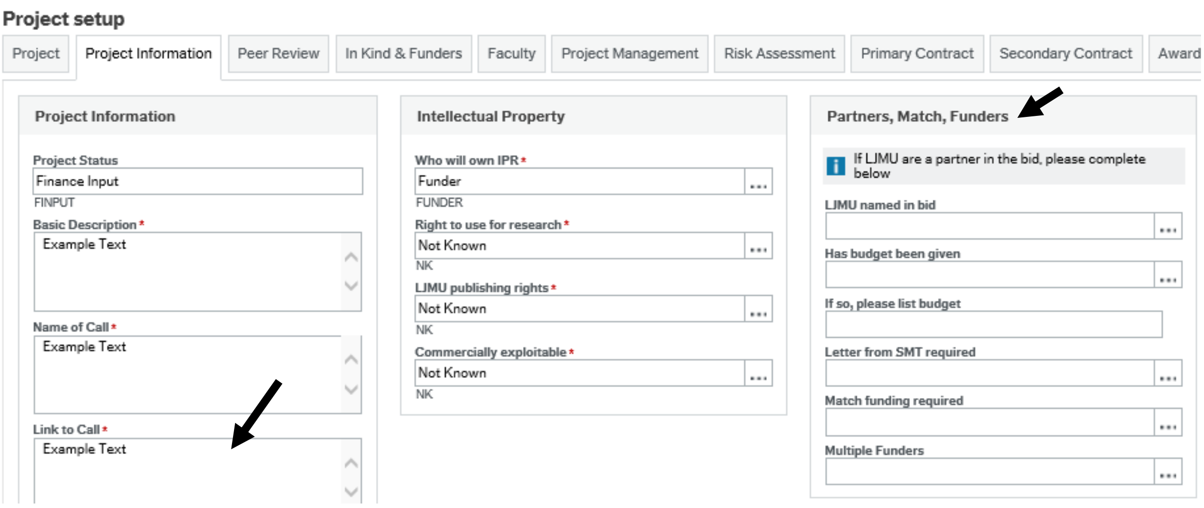


5.2.9 Additional Information (Not Mandatory)

See Page 37

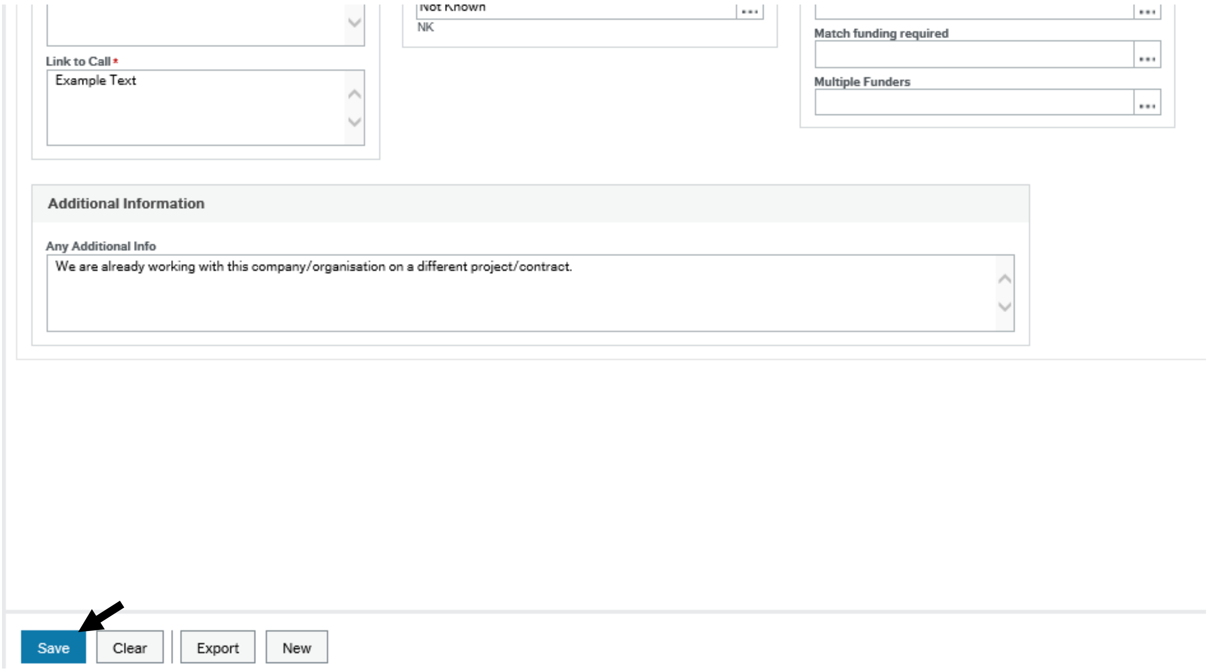
5.3 Partners, Match, Funders

Complete these questions if and when you have the answers, it is possible to proceed without completing this section.



5.3.1 Save

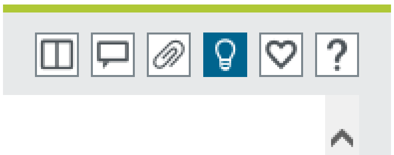
Click on '**Save**'.


Not Known
NK
Match funding required
Multiple Funders
Link to Call *
Example Text
Additional Information
Any Additional Info
We are already working with this company/organisation on a different project/contract.
Save
Clear
Export
New

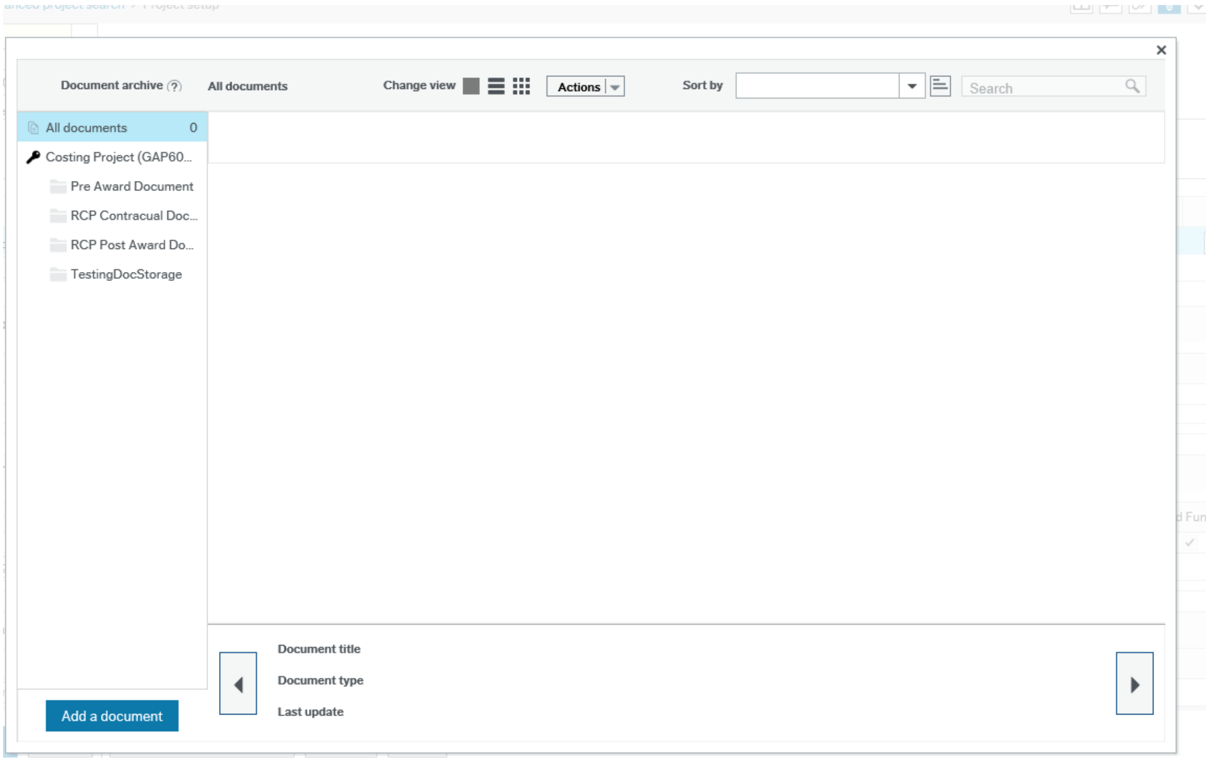
6.0 Bid Development

6.1 Uploading a Document

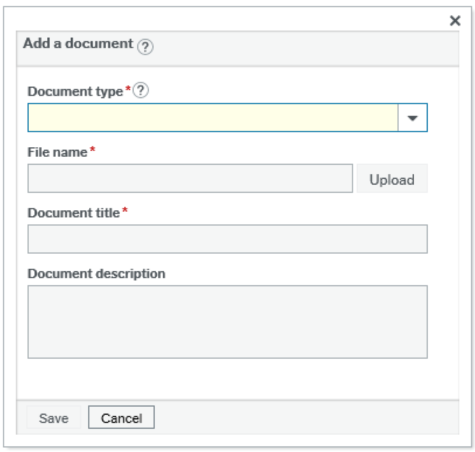
For funding bids you will need to upload the Bid Document to the document store for RIS to be able to carry out their checks in the Ready for Review stage. For commercial projects this may be a work packages document.



First click on the paperclip icon to open up the Document window.



Now click on the add a document button



Enter the document type as Pre Award.

The file name and Document title should populate when you upload your file and the description field is for more details as required.

Tip: The GaP document library will allow you to upload files in a variety of formats, however; it is most efficient at storing and displaying PDF files. Where possible, upload any key documents as a PDF to allow yourself and anybody else working on the project to view the files quickly.

If you upload a word document, the viewer will not work so you will need to Check Out and download the document. Simply undo the Check Out for the document to remain in place as it is or make amendments to it and then Check it back in.

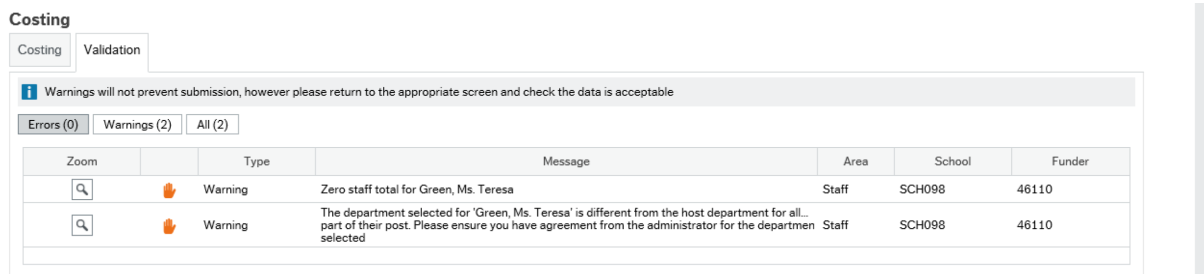
6.2 Adding/Updating Costs

During the Bid Development stage, Principal Investigators will work with RIS and Finance to develop their bid or project in more detail. You may need to update your costings, amend the staff working with you on the project, the equipment or costs you need to fulfil etc.

6.3 Validate

Once you have made your changes, you can check if your project has been completed correctly by clicking on the Validate button at the bottom of the costing page.

This will check the project for errors and warnings such as, fields not complete as with the example above and also, departments being different from their post.



Errors must be corrected and the spyglass will take you to the error or warning, but warnings can be bypassed if required.

Finance also add in additional rules/guidance to the Validation messages, so it's worth running the validation at Bid Development to look for any extra information you need to know about the scheme.

6.4 Peer Review

See page 7 of this User Guide.

7.0 Co-Investigator Role on GaP

Co-Investigators are able to support their Principal Investigators with projects on GaP. However, they will only have access to the project record once the project status has reached the ‘Bid Development’ stage.

If they are based in the same school as the PI, Co-Investigators will be able to access and edit both the Project Set up and Costing screens.

If the Co-Investigator is not within the same school they will only have access to the Project Set up screens and will not be able to edit this information. They will not be able to view or edit the costings.

Co-Investigators who require access and the ability to edit both Project Set up and Costing screens on GaP can apply for special permission by emailing gap@ljmu.ac.uk. This access will be granted on a temporary basis for a specific project by request.

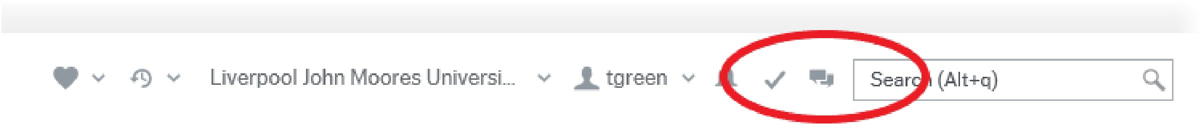
8.0 Successful/Unsuccessful/Withdrawn

Either the PI, RIS or Finance can amend the status of a GaP project once you know if it has been successful/unsuccessful or if you chose to withdraw.

If your project is successful it is essential that you include the letter/email confirming this to the Document Store as a Post Award document. Without this information Finance cannot begin setting up the project as an Award on the system so it is essential to add this as soon as you have it.

9.0 Conversations

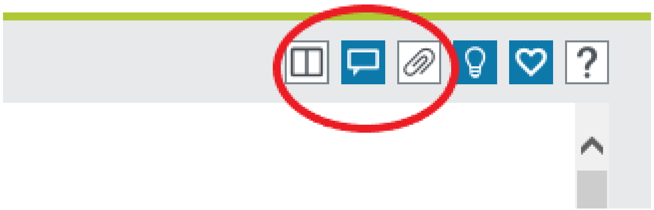
You can use conversations on GaP to communicate between you and a colleague or with several colleagues. From your landing page you can create conversations, and see all current conversations, when you click on this icon on the top right of your screen:



9.1 Creating a Conversation

Select the speech bubble icon and click on New Conversation. You can then choose a contact to send your message to, give your conversation a title and add your comment in the comment field.

If you create a conversation while a project is open, it will become pinned to that project. You will see then the icon appear next to the paper clip on the right hand menu as below:



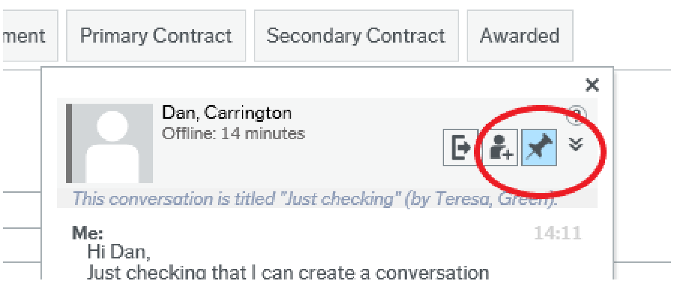
9.2 Who can see the conversations?

RIS and Finance are able to see all conversations. The PI is able to see all conversations that are pinned to their projects, even if they are not included in that conversation. Faculties can only see conversations that are part of their faculty.

9.3 Pinning

When creating a conversation within a project, that conversation will automatically pin itself to that project. Only RIS and Finance are able to unpin conversations from a project.

If you create a conversation that is not pinned to a project, you can pin that conversation to a project later by opening a project, then opening the conversation to and selecting the pin icon:



9.4 Who can join the conversations?

If someone decides to join in the conversation, or was invited to join the conversation, and then leaves, this action remains in the conversations messages.

Anyone can join a conversation that they can see. For example, if a member of Finance and RIS are having a conversation about the project, and it is pinned to that project, the PI, SMT or Faculty can join in the conversation.

9.5 Receiving Messages

You are able to receive messages when you are both online and offline. When you are next online, you will see a popup message at the top right of your screen to show you have a message to read. You will not receive a notification email when there are messages to read so if you request is urgent you would be better calling or emailing.

9.6 Deleting Conversations

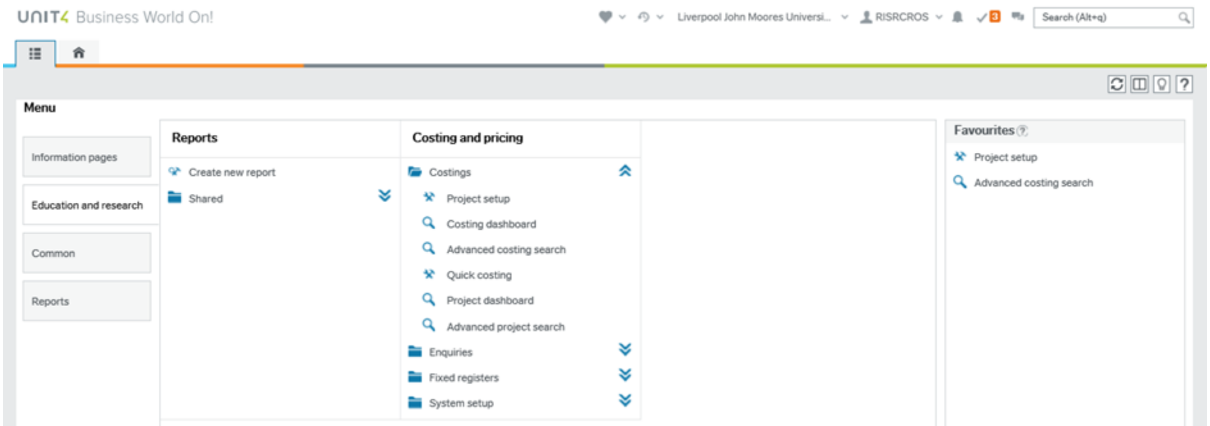
You are not able to delete or edit conversations you have sent.

10.0 Quick Costing

Quick Costing is a tool to enable Principal Investigators to carry out a rough idea of project costings - to work out if a project is feasible. The costs produced by Quick Costing will not be completely accurate and must therefore not be shared externally with funders or partner organisations.

Once you decide to go ahead with an externally funded project you must create a new project on the GaP system and then develop actual costings.

To begin, select **Education and research** and under **costing and pricing** select **Costings** and then **Quick Costings**.



10.1 How to create a Quick Costing

Click on **New** at the bottom left of the screen.

First enter a **Title** for your project (this field allows for 30 characters only).

Choose a **Start Date** either using the calendar icon or entering in this format DDMMYYY for your project and either enter the **Duration** or **End Date.**

The **school** will automatically complete for you.

Choose the **Scheme Name** from the two available options, either **Grant** or **Non Scheme** and the version will automatically default.

10.1.1 Input Staff

Under **Staff** click on **Add Banded Staff.**

Select **No** and enter each person working on the project manually.

Enter **Reason for entering new/un-named post** using the drop down menu, click on _**Quick Costing**.

Input their **First name** and **Surname**. Ensure you identify the **Role** of each individual involved in the project using the space bar to choose from the roles available.

Choose a **Grade** from the drop down menu, you cannot select the scale point or salary band. <u>Quick Costing uses the highest point of the band, rather actual salary</u>.

Complete the **Effort Type**, you can choose from Full Time Equivalent value (FTE), Hours per week, Person months or Total House and complete the Effort Value accordingly.

If you need to add staff who are not yet appointed, enter their role in the name field, e.g. Research Assistant and then add this again in the Role field. Complete as above.

10.1.2 Input Students

Click **Add**.

You must add the name in these fields, if the student is yet to be appointed you can enter their role on the project in this space i.e. Research Assistant.

Student Type completes automatically and will not change.

Enter the **FTE** value, choose either **Per Year** or **Total** from the drop down menu.

Manually enter the **Stipend** and **University Fees**.

Click **OK**

10.1.3 Add Equipment

Now go to **Non-Staff** costs.

Click **Add** to enter your equipment costs here.

In the **Equipment Type** field use the space bar to choose the **type of equipment**.

Enter the name of the item in the **Description** field.

Choose a **purchase date**, which needs to be within the project dates.

Add the cost of the equipment, this will need to include VAT.

10.1.4 Other Costs

This section can be used for **travel and subsistence** costs.

Click Add. Enter the name of the item in the **Description** field.

Add the **cost** of the equipment, including VAT.

10.1.5 Summary

Here you can see a full breakdown of your costings. You can check this is within the available resources from the funder and that this is the types of costs the funder is willing to pay for.

Click **Save** if you wish to keep these workings.

10.1.6 Re-visit or Change the Costings

When you need to re-visit or change the costings you can use the space bar in the **Lookup** field to find your previous Quick Costings and search by Title. Select the costing you want to revise and click on the Tab button to bring the information through.

If there is some information you would like to keep but you would prefer to start a new costing, you can Copy the Costing and make changes to this version, while keeping hold of your previous version. They can even keep the same title but will be issued another Costing ID number.

11.0 Support

If at any stage, while you are using the GaP system, you need something clarifying, please do not hesitate to contact the Research and Innovation team for advice on 0151 904 6353 or visit https://www.ljmu.ac.uk/ris/grants-and-projects-gap/support to access support films, book onto a GaP Clinic and you can also email gap@ljmu.ac.uk for help.

Appendix 1

Amendments to User Guide for Version 2

Section	Page	Amendment
Project Tabs	7	New screen grab and description of the Peer Review process
Pre Award Statuses	14	Added Finance Input - More Information Required status
Workflow	16	New workflow process for internal review following structure changes
Workflow	16	Additional step for FET projects to receive a note from Faculty Admin
Principal Investigator	32	Notes on choosing your School following changes in structure
Partner Costs	37	Added advice on recording and reporting on partner costs
Additional Information	67	Reference to the use of Additional Information field and referred to page 37
Bid Development	69	Addition of notes on the use of the Document Library
Receiving Messages	71	Note regarding no email notifications being sent when the in system messaging service is used

Amendments to User Guide for Version 3

Section	Page	Amendment
Validation	70	Added information on why you should run a Validation to check for any extra information to be aware of when applying for a specific scheme.
Co-Investigator Role on GaP	71	Included a section to clarify the Co-Investigator role on GaP and access to view and amend the project record.
Successful/Unsuccessful/Withdrawn	71	Explain the status change to successful/unsuccessful/withdrawn