

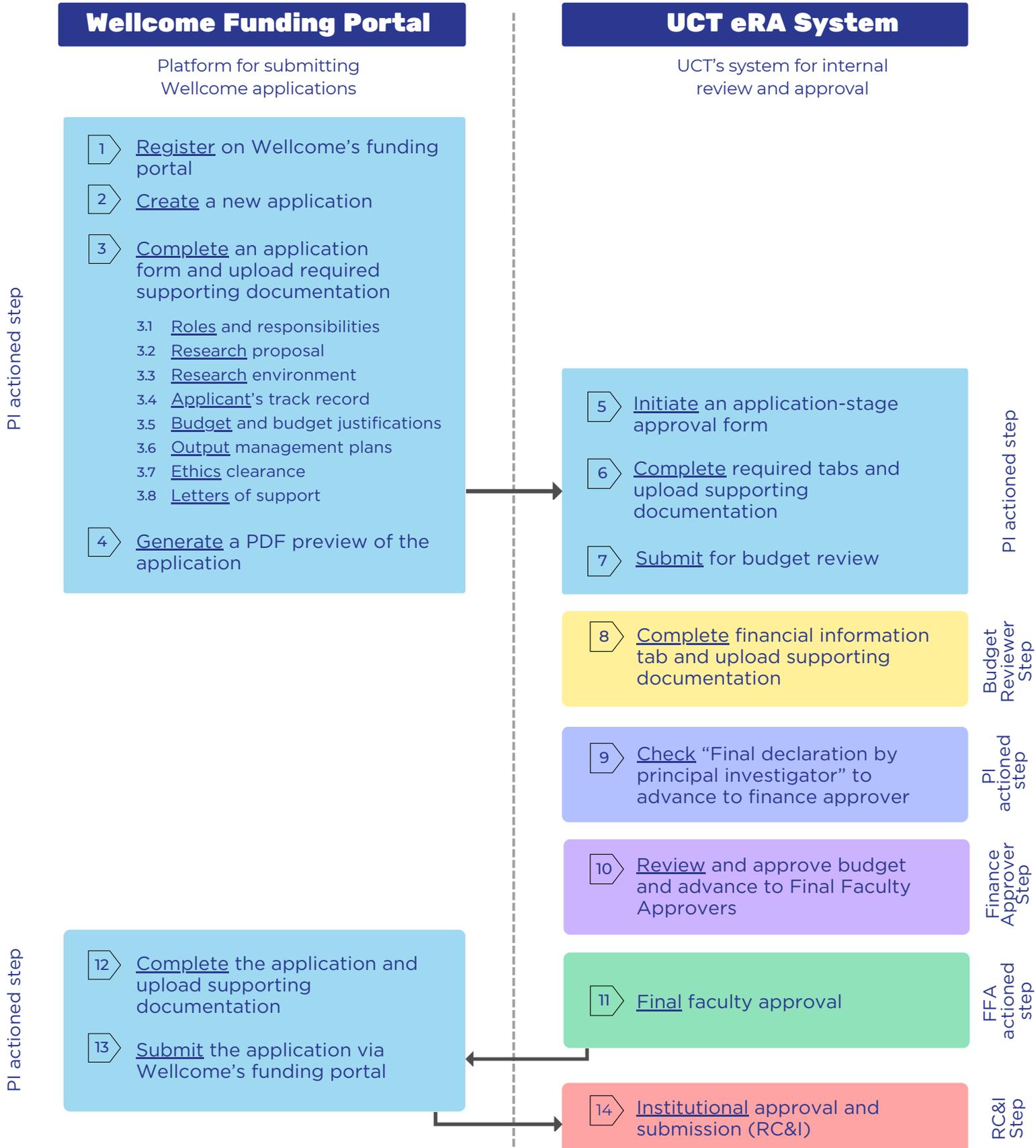


Wellcome Grants

Guide to proposal development and approval process

Applying for a Wellcome grant involves working across two systems: **Wellcome’s funding portal**, where you develop, manage and submit the application and **UCT’s electronic Research Administration (eRA) system**, where internal review and approval takes place.

Use this guide to help navigate each step in the process and ensure a smooth, compliant submission.



Wellcome Grants

Guide to proposal development and approval process



NOTES

Introduction

Review this infographic for a detailed guide on the proposal development and approval process for Wellcome Grants

Note explanations

NOTE 1 - REGISTER ON WELLCOME'S FUNDING PORTAL

If you do not already have an account, register on the [Wellcome Funding Portal](#). Create your application account by providing the required details. Once your account is set up, link it to UCT's workspace as the administering organisation.

Note: If you're working with team members, each individual must register on the Wellcome Funding Portal, complete their profile and upload their CV, as this is required for submitting an application. To invite team members, enter their email addresses- ensure the addresses are correct so they receive invitations to join the application and create their own logins.

NOTE 2 - CREATE A NEW APPLICATION

Navigate to the "New Application" section. Select the appropriate funding scheme and click "Apply" to start a new application form.

NOTE 3 - COMPLETE AN APPLICATION

Complete all sections of the application form providing detailed information about the research proposal.

Read the instructions carefully. Don't forget to look at the pop-up help text which offers additional information.

You can save the online application as you go along and return to it at any time before the deadline.

Tip: Consult the specific guidance for the funding scheme you're applying to, as requirements can vary.

A Wellcome grant application could include the following key sections:

NOTE 3.1 - ROLES AND RESPONSIBILITIES

Details about each proposed person to involved in the research project as well as their specific responsibilities and contact information. This could include:

- **Lead applicant:** Holds intellectual ownership of the project and is responsible for submitting the application, overseeing research delivery, managing finances and ensuring compliance with Wellcome's grant conditions. Once awarded, they become the grant holder or principal investigator.
- **Co-applicant:** Makes an essential contribution to the research proposal such as design, writing or project management and must dedicate a minimum research time to the project, meet scheme eligibility and be based at an eligible organisation.
- **Guest editor:** Assists in reviewing and editing the application but cannot submit it.
- **Sponsor:** Required for some schemes, a sponsor must have a formal role at the administering institution and provide research guidance, career development support and institutional endorsement.
- **Mentor:** Supports early-career applicants in managing their application, developing their research career and navigating institutional processes. A mentor may also serve as the sponsor.
- **Collaborators:** Contribute to the project by sharing expertise, resources, or facilities, but do not lead a specific research component.

Note: In some instances you may be required to upload a collaborative agreement outlining the roles and commitments of collaborators involved in the project.

Wellcome Grants

Guide to proposal development and approval process



NOTE 3.2 RESEARCH PROPOSAL

A comprehensive description of the proposed research encompassing:

- **Background and rationale:** An overview of the research context and the justification for the study.
- **Aims and objectives:** Clear articulation of the research questions or hypotheses.
- **Methodology:** Detailed explanation of the research design, methods and analyses to be employed.
- **Expected outcomes and impact:** Discussion on the anticipated results and their potential contribution to the field.

NOTE 3.3 - RESEARCH ENVIRONMENT

Information about the host institution's facilities, resources and support, demonstrating how they will contribute to the success of the project.

NOTE 3.4 - APPLICANT'S TRACK RECORD

A summary of the applicant's qualifications, research experience and notable achievements relevant to the proposed project.

You may need to upload detailed CVs for the lead applicant and key team members and/or a list of significant publications that demonstrates their contributions to the field.

NOTE 3.5 - BUDGET AND BUDGET JUSTIFICATION

Wellcome does not mandate the use of a specific budget template, they offer a [sample budget form](#) that can serve as a helpful guide.

Budget reviewers support the development of budgets for Wellcome funding applications by interpreting Wellcome's budget requirements, advising on eligible costs and ensuring compliance with funder and UCT guidelines.

Provide a detailed budget that outlines the funding required for the project, along with a justification for each cost. Budget reviewers will facilitate the process for obtaining an overheads justification letter from the Director: Central Research Finance, which must be uploaded to the online application.

NOTE 3.6: OUTPUTS MANAGEMENT PLAN

A strategy for managing and sharing the research outputs, such as data, software and materials in line with Wellcome's policies.

NOTE 3.7: ETHICS CLEARANCE

Identification of any ethical issues related to the research and plans for addressing them including compliance with relevant policies and regulations.

For research involving animals, provide details on species, number of animals and procedures and explain how the animal research adheres to ethical standards, including the 3Rs principles and relevant legislation.

Supporting documents such as ethical approval letters, Home Office licenses (for UK-based research) and collaborative agreements regarding animal welfare should be uploaded to the application (where available).

NOTE 3.8: LETTERS OF SUPPORT

Letters of support are statements from collaborators, host institutions, or other relevant parties endorsing the project and detailing the support they will provide. To request an institutional support letter please complete the [Request for letter of support form](#).

Note: Institutional support letters are typically required for Discovery Awards, but may also be needed for other funding calls.

Wellcome Grants

Guide to proposal development and approval process



NOTE 4: GENERATE A PDF PREVIEW OF THE APPLICATION

DO NOT ACTION THE “SUBMIT FOR APPROVAL” STEP ON WELLCOME’S FUNDING PORTAL AT THIS POINT.

The application is now ready to go through UCT’s internal approval process. Familiarise yourself with UCT’s internal pre-award process via UCT eRA [here](#).

There are certain documents/sections of the Wellcome application that will be reviewed as part of the UCT eRA pre-award approval process. PDF and download a copy of the completed Wellcome application from the funding portal including the relevant sections on budget, institutional support letters and outputs management plan.

These documents as well as the relevant supporting documentations, will be uploaded via UCT eRA as part of the internal approval process.

For a detailed guide on the steps involved in initiating and completing a UCT application-stage approval click [here](#)

NOTE 5: INITIATE AN APPLICATION STAGE APPROVAL FORM

Wellcome applications must be approved internally by UCT before being sent to the funder. This process is done by logging an application-stage approval via [UCT’s eRA system](#).

1. Log into UCT eRA using your researcher role
2. Navigate to “add new content”
3. Select “project application/approval request”
4. Navigate to “other funding schemes”
5. Select the appropriate application-stage approval form

NOTE 6: COMPLETE THE REQUIRED TABS AND UPLOAD SUPPORTING DOCUMENTATION

Applicants are responsible for completing the tabs “Key information” and “Resourcing, ethics and biosafety”. All fields marked with an asterisk (*) are mandatory.

Identify and tag the final faculty approver who will review and approve the application before getting final signoff from UCT’s Research Contracts and Innovation (RC&I). Tip: Tag the correct approver to avoid delays in the workflow.

Upload relevant supporting documentation via UCT eRA to accompany the application.

Supporting documentation depends on the requirements of the specific call, but could include:

Key information tab:

- A PDF copy of the completed Wellcome funding application downloaded from Wellcome’s funding portal (mandatory)

Resourcing ethics and biosafety tab:

- CVs of all key team members (mandatory)
- Ethical clearance certificate (if available) or letter providing assurance that ethics will be finalised before work on the research project/ study commences
- Overheads justification letter signed by the Director: Central Research Finance (mandatory)
- Collaborative agreement (where required)
- List of publications (where required)
- Letters of support (where required)

NOTE 7: SUBMIT FOR BUDGET REVIEW

Once all tabs are completed and the supporting documentation is uploaded, the internal application will proceed to the budget reviewer. Follow the steps below to advance the application through the workflow:

Wellcome Grants

Guide to proposal development and approval process



NOTE 8: COMPLETE FINANCIAL INFORMATION TAB AND UPLOAD SUPPORTING DOCUMENTATION

The budget reviewer checks the budget downloaded from Wellcome's funding portal and, once satisfied, enters the details into the budget information tab on UCT's eRA system, including uploading a copy of the approved PDF budget and the budget justification letter to the UCT eRA record. The application is returned to the applicant for final review and sign-off.

NOTE 9: CHECK "FINAL DECLARATION BY PRINCIPAL INVESTIGATOR" AND ADVANCE THE APPLICATION FOR FINANCE APPROVAL

Confirm the accuracy of the financial information by ticking the "Final declaration by principal investigator" box.

Once satisfied click "Save and close" and move the application forward by selecting "Submitted to finance approver". The application is then sent for finance approval.

The faculty finance manager will review and approve the budget via UCT eRA.

NOTE 10: REVIEW AND APPROVE THE BUDGET AND ADVANCE THE APPLICATION FOR FINAL APPROVAL

The finance approver, either the research finance accountant or the faculty finance manager completes the necessary sections under the tab "Approval by Finance Approver" and progresses the application to the final faculty approver as tagged or returns the application to the budget reviewer for further action.

NOTE 11: FINAL FACULTY APPROVAL

The final faculty approver receives a notification via UCT eRA that the application is ready for review. Applications must be with the final faculty approver at least ten (10) working days before the funder deadline.

The final faculty approver, marks the application as "RC&I review" and advances it to RC&I for institutional approval.

NOTE 12: COMPLETE THE APPLICATION UPLOADED SUPPORTING DOCUMENTATION

Once all tabs are completed and the supporting documentation is uploaded, the internal application will proceed to the budget reviewer. Follow the steps below to advance the application through the workflow:

NOTE 13: SUBMIT THE APPLICATION VIA WELLCOME'S FUNDING PORTAL

Applications can only be submitted via Wellcome's funding portal once they have received final faculty approval via UCT eRA.

In Wellcome's funding portal, once all sections of the application are completed and validated, the "Submit for approval" button becomes active. This indicates that all mandatory fields have been filled in and are free of errors.

Click this button to submit the application to RC&I for institutional review. At this point, the application can no longer be edited unless it is returned for changes.

Note: This is a pre-submission and the application has not yet reached the Wellcome.

NOTE 14: INSTITUTIONAL APPROVAL AND SUBMISSION

RC&I click the 'Submit to Wellcome' button on the form overview page to finalise the submission to Wellcome.