

Steps to consider	Completed Yes/No
Before you apply	
Check the eligibility criteria that is required for the funding you are applying for before applying.	
All Met Office grant opportunities can be found on ProContract and on the relevant programme pages.	
To access opportunities your organisation must be registered on the ProContract portal . If your organisation is not registered, follow the instructions to register .	
Register your interest against the opportunity when the Expression of Interest (EOI) is issued.	
Once registered, your organisation will receive a link to the call documents when these are issued.	
Call documents must be downloaded from the portal and completed on your local system, then uploaded when complete.	
If required, there are links to helpful guides to the Procontract system including how to upload and submit the bid documents.	
Understanding and completing the documents	
Read in full all the documentation to plan as early as possible your approach to completing your bid on time and in full. Build in time for any necessary checks and approvals by your organisation and consider the time required to upload your submission to the portal.	
Complete the call part 2 document in full.	
Complete in full the research plan, ensuring you provide:	
ODA Compliance statement (WCSSP only)	
Itemised deliverables clearly linked to payments and payment dates. It is recommended that the deliverables and payments are grouped together to ensure no more than four payment points per annum.	
Be clear about your position in terms of full economic costing (FEC) and ensure it is clear in your submission what FEC% of funding you are applying for (SPF & WCSSP).	
Submit any marked-up changes to the T&C's and ensure you have comments which provide reasons for the proposed changes noting that changes to the Terms and Conditions is by exception.	
Bidders are required to detail any background IPR to be included within the Project's IPR register. Bidders are required to complete an IPR table - to assist with completion please refer to the definitions and guidance in the Part 1 call document.	