

Procedures for late submission of external research and knowledge exchange applications

Regulations and Procedures

BU submits approximately 500 applications for external research and knowledge exchange funding every year. All applications are subject to the [BU Financial Regulations](#) and [Contract Signing Policy and Procedures](#) (where commitment is made at submission stage). In addition, the majority are subject to [full economic costing](#), which is carried out by the RDS. When academics are applying for external funding, they must contact the [RDS](#) as soon as they have an idea for an application and know which call they are submitting to (using the [Intention to Bid form](#)) so that procedures can be carried out in a timely way. The BU University Executive Team have instructed that this **must** be a minimum of four weeks before the funder deadline.

BU Process for external R&KE funding

Applications for external research and knowledge exchange funding need to be finalised by the Principal Investigator in enough time before a call deadline. RDS will endeavour to process and submit applications where possible but do require early notification that an academic intends to apply for funding so that approvals can be sought, and full economic costings can be provided. UET have defined the **minimum** time required as four weeks (see the [‘R&KE application timeline’](#) for the full process).

Where a funder has an e-submission process that requires approval and submission by RDS¹, UET have instructed a **mandatory** requirement to upload completed applications (this includes all internal approvals being in place) to the funders e-submission system **five working days before the call deadline**, for projects with FEC under £500k, and **ten working days before the call deadline**, for projects with FEC over £500k, to allow for the institutional checks before the internal financial approval required by UET. At the request of the funders, RDS will thoroughly check the application to ensure that it meets all funder and call specific guidance before submitting it to the funder. This reduces the risk of an application being rejected on a technicality².

Late Submissions

If a PI contacts RDS with:

- an intention to bid form with fewer than four weeks’ notice, or
- with a finalised application (i.e. proposal written and already been costed by RDS and approvals sought) for e-submission, later than the five or ten working days’ notice (timing dependent on budget),

RDS will discuss with the relevant DDRPP and the decision may be made that the application cannot be submitted. This is particularly likely during busy periods where RDS resources are already fully committed to support those applicants that have contacted us early.

If an application is rejected by RDS and the DDRPP due to insufficient notice, and the PI can make a case for appeal, then the PI should contact the RDS Funding Development Manager (FDM), [Jo](#)

¹ This currently includes all research councils, Royal Society, British Academy, Wellcome Trust, Leverhulme Trust and some NIHR applications.

² Research Councils are no longer returning errors for amendment; applications are outright office rejected.

[Garrad](#), in the first instance. The FDM will consult with the Dean of Faculty and if required, the Deputy Vice Chancellor, before making a decision.

If an application is deemed too late and rejected, then RDS will work with the PI to find a more appropriate call where there is time to apply to that call. RDS will keep a log of all applicants who have approached us with insufficient notice, and this will be shared quarterly with Faculty Deans, Deputy Deans for Research and Professional Practice and Head of Departments.

All applications require sufficient time to develop in order for them to be of good quality, to be competitive, to comply with BU's financial regulations, and to align to departmental research plans, which will enable university sign-off before an application is submitted. The Faculty Executive supports the above late submission procedure.

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