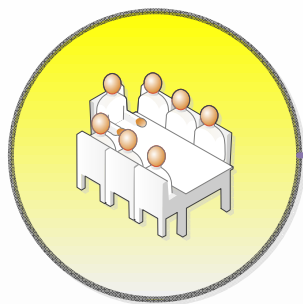


# Research & Knowledge Exchange Application Timeline

Your guide to applying for external RKE funding



**At least 3 months before developing an application**

### Initial Planning

You've got a novel research idea. What next?

- Understand your research aims and objectives
- Identify appropriate funder and funding calls
- Build your research team – think about what partners you might need
- Work with a Research Facilitator\* to help target funder and assist with you proposal
- Consider utilising support available through the Research and Knowledge Exchange Development Framework



**2 – 4 weeks before deadline**

### Essential Steps and Submission Preparation Processes

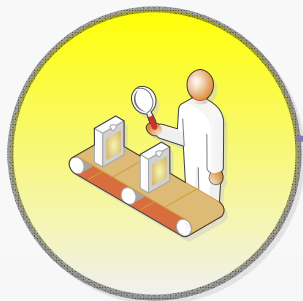
**Intention to bid (ITB) form**  
Once a proposal is developed, PI to submit an Intention to Bid (ITB) form to the Faculty Funding Development Officer(FDO)\*\*. The ITB form is the first step in the application process and should be completed as soon as you have a research idea. Your FDO can meet with you to talk through your research cost items. This includes any resubmissions, which are treated as a new bid.  
**When the ITB is emailed to your FDO, the Head of Department must be copied into the email**

**Seek Quality Review**  
Each Faculty has its own quality review process. This ensures that a proposal is of the highest quality before submission. Please ask your FDO for your Faculty Quality Approver list of reviewers. This should be done before the costings are finalised.  
**A minimum of 5 – 7 working days is required**

**Finalising Costings**  
Your FDO will work with you to prepare and finalise the project costings based on information provided on the ITB and on the funder guidance.

**Funders' Terms & Conditions (Ts & Cs) & Contract Authorisation Form (CAF)**  
Your FDO will review all Funders' Ts & Cs to determine BU's commitment level as part of the submission process. If contractual commitments are being made during submission stage, your FDO will seek advice from Legal Services/ Finance to produce a CAF to be signed by the relevant authority. **A minimum of 5 – 7 working days is required**

**Research & Enterprise Database (RED)**  
Your FDO will create a project record on RED (resubmissions will receive a new RED ID). All documents relevant to the project will be uploaded to include Intention to Bid forms, Funder guidance, Costings, Draft proposal, CAF, etc.



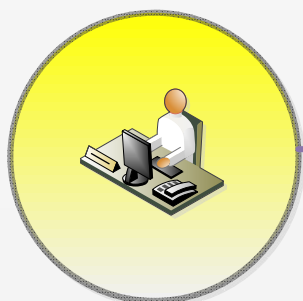
**2 weeks before deadline**

### Legal & Approval Processes

**CAF & Letter of Support**  
If a CAF is required as part of the approval process, your FDO will arrange for either Faculty Dean/ UET/ Board approval, depending on the value of application. If a Letter of support is required, the PI should ensure that the Letter of support is prepared in advance for signature (normally by UET). **A minimum of 5 – 7 working days is required**

**Activity Proposal Form (APF)**  
**Your role as PI**  
After final costings have been confirmed and legal review conducted, your FDO will send an APF request, via RED, which you will receive in an email. As PI, you will need to confirm on RED that you meet all of the requirements stipulated in the declaration and that the application is ready for submission. At this point, your application is considered final. **You cannot submit your proposal until you have met all of the conditions stated in the declaration.**

**Faculty/ UET/ Board**  
Once you have approved the APF, your application may be forwarded for approval by the Faculty Dean, UET or the Board, depending on the value or Funder Terms and Conditions. **In accordance with the BU Financial Regulations, without Faculty/ Institutional approval, no application can be submitted. A minimum of 6 – 10 working days is required**



**1 week before deadline**

### Ready for Submission to Funder

**PLEASE NOTE : Any ItB forms received by RDS within this timeframe (without prior notification) will not be processed.**

**Electronic submissions to Je-s, Flexigrant, Wellcome trust (and some NIHR applications) will require institutional approval by RDS before final submission.**

**Electronic Submission to Funder**  
You will have uploaded all application documents onto the online submission systems (Je-s, Flexigrant, Wellcome Trust, and sometimes NIHR). The e-application and all attachments will automatically be sent to RDS (not the funder) and go through institutional checks by RDS to ensure that they comply with all funder guidance and formatting requirements. RDS will then submit the application to the funder.  
**A minimum of 5 working days is required**

**Other Submissions**  
Most other types of application not mentioned above require PI's submission via email or post. Depending on funder type, hard copy applications with signatures from Faculty management may be required. Please inform the relevant signatories in advance of the submission deadline.

## Your Funding Development Team

**Funding Development Manager**  
Jo Garrad

**\*Research Facilitators (RF)**  
Management / Media & Communication  
Alexandra Pekalski

**Health & Social Sciences**  
Lisa Andrews

**SciTech/ International / SMART (All Faculties)**  
Ainar Blaudums

**SciTech/Industrial Collaboration / SMART (All Faculties)**  
Ehren Milner

**Animation & Simulation**  
TBC

**RKEDF**  
Emily Cieciora

**\*\*Funding Development Officers (FDO)**  
**Health & Social Sciences**  
Pengpeng Hatch

**Management**  
Sara Mundy

**Science and Technology**  
Alice Brown/ Kerri Jones

**Media & Communication**  
Eva Papadopoulou

**SMART (All Faculties)**  
Alice Brown

**Funding Development Co-ordinator**  
Theresa-Jane McManus

### Useful links and information

Subscribe to our award winning blog-  
<http://blogs.bournemouth.ac.uk/research/>

Research and Knowledge Exchange Development Framework

Intention to Bid form