



At least three months
before developing
an application

Initial Planning

You've got a novel research idea. What's 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 your proposal
- **Consider utilising support available** through the Research & Knowledge Exchange Development Framework.





Essential Steps and Submission Preparation Processes

Intention to Bid (ITB) form

Once a proposal is developed, the Principal Investigator (PI) submits an Intention to Bid (ITB) form at least four weeks before the closing date 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 five to seven working days is required

Finalising Costings

Your FDO will work with you to prepare and finalise the project costings by two weeks before the funder deadline. If your project Full Economic Cost is £100k or over, RDS will prepare a cash flow forecast for UET approval 1-2 weeks before the deadline.

Funders' Terms & Conditions (Ts & Cs) and 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 five to seven 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.



Legal and 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 three weeks is required (except for Board approval, when it will be longer. Your FDO will advise)

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 can't 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 Ts and Cs. **In accordance with the BU Financial Regulations, without Faculty/ Institutional approval, no application can be submitted.**

! A minimum of two weeks is required (except for Board approval, when it will take longer. Your FDO will advise).



Ready for Submission to Funder

PLEASE NOTE: Any ITB forms received by RDS with less than four weeks of the deadline 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 to 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 five 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. **In accordance with BU financial regulations, without Faculty/Institutional approval, no application can be submitted.**

Your Funding Development Team

Funding Development Manager

Jo Garrad

***Research Facilitators (RF)**

Business School / 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

Nicolette Barsdorf-Liebchen

****Funding Development Officers (FDO)**

Health & Social Sciences

Beth Steiner

Business School

Sara Mundy

Science & Technology

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 & Knowledge Exchange Development Framework](#)

[Intention to Bid Form](#)