**Procedures for late submission of external research and knowledge exchange applications**

**Regulations and Procedures**

BU submits approximately 600 applications for external research and knowledge exchange funding every year. All applications are subject to the [BU Financial Regulations](https://intranetsp.bournemouth.ac.uk/policy/BU%20Financial%20Regulations.pdf) and [Contract Signing Policy and Procedures](https://intranetsp.bournemouth.ac.uk/policy/Contract%20Signing%20Policy%20and%20Procedures.pdf) (where commitment is made at submission stage). In addition, the majority are subject to [full economic costing](https://intranetsp.bournemouth.ac.uk/policy/BU%20Guide%20to%20Full%20Economic%20Costing.docx), which is carried out by the RKEO. It is advised that academics applying for external funding contact the [RKEO](http://blogs.bournemouth.ac.uk/research/contact/funding-development-team/) as soon as they have an idea for an application and know which call they are submitting to (using the [Intention to Bid form](https://intranetsp.bournemouth.ac.uk/documentsrep/Intention%20to%20Bid%20Form%20August18.docx)) so that procedures can be carried out in a timely way.

**BU Process for external R&KE funding**

Applications for external research and knowledge exchange funding need to be finalised by the Principal Investigator in sufficient time before a call deadline. RKEO 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 costings can be provided. The normal minimum time required is six weeks (see the ‘[R&KE application timeline](https://intranetsp.bournemouth.ac.uk/policy/RKEO%20Application%20timeline.pdf)’ for the full process).

Where a funder has an e-submission process that requires approval and submission by RKEO[[1]](#footnote-1), there is a **mandatory** requirement to upload completed applications (this includes all internal approvals being in place) to the 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, RKEO 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 technicality[[2]](#footnote-2).

**Late Submissions**

If a PI contacts RKEO at short notice or in the case of an e-submission, later than the five or ten working days’ notice (timing dependent on budget), RKEO 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 RKEO resources are already fully committed to support those applicants that have contacted us early.

If an application is rejected by RKEO due to insufficient notice and the PI can make a case for appeal then the PI should contact the RKEO Funding Development Manager, Jo Garrad, xt 61209, in the first instance. Jo 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 RKEO will work with the PI to find a more appropriate call where there is time to apply to that call. RKEO 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, 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.

Vanora Hundley Keith Phalp

Acting Dean Executive Dean

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Professor Stephen Tee

Executive Dean



1. This currently includes all research councils, Royal Society, British Academy, Wellcome Trust, Leverhulme Trust and some NIHR applications. [↑](#footnote-ref-1)
2. Research Councils are no longer returning errors for amendment; applications are outright office rejected. [↑](#footnote-ref-2)