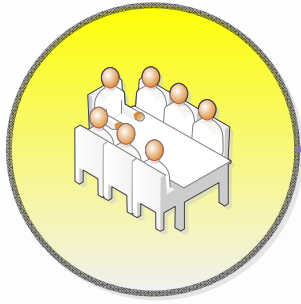


Research and Knowledge Exchange Application Timeline

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

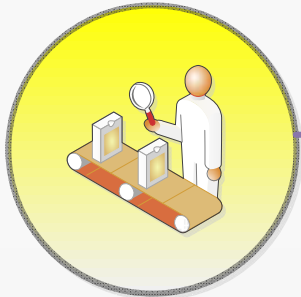
Intention to bid (ITB) form
Once a proposal is developed, PI to submit an Intention to Bid (ITB) form to the Faculty Funding Development Officer(FDO)**. The ITB form is the first step in the application process and should be completed as soon as you have your research idea. Your FDO can meet with you to talk through your research cost items.
When the ITB is emailed to your FDO, the Head of Department/Research 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. 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 RKEO 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 RKEO 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 RKEO (not the funder) and go through institutional checks by RKEO to ensure that they comply with all funder guidance and formatting requirements. RKEO 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 / Science and Technology
Rachel Clarke

International (All Faculties)
Ainar Blaudums

Industrial Collaboration (All Faculties)
Ehren Milner

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

Funding Development Co-ordinator
TBC

Useful links and information

Subscribe to our award winning blog-
[Http://blogs.bournemouth.ac.uk/research/](http://blogs.bournemouth.ac.uk/research/)

Research and Knowledge Exchange Development Framework

Intention to Bid form