



RKEO Application Timeline

APPLICATION QUALITY AND APPROVAL SUCCESS RATE INDICATOR

Intention To Bid (ITB) Form

Once a proposal is developed, PI to complete an Intention to Bid form to include –

Project dates;

Funding call information (web-link);

Deadline

Partners

Staff time (everyone from BU involved on the project)

Travel, consumables, printing, marketing, etc.

Equipment & Subcontract (3 separate quotes required)

When ITB form is returned to RKEO, Head of Research/ Department should be copied into the email.

Quality review

Each Faculty has its own application review process. Please ask your Funding Development Officer (FDO) for your faculty Quality Approval Annexure for the list of reviewers who can review your application.

Depending on the complexity of the application, you need to allow the reviewer/mentor reasonable time to consider it and provide feedback. This must be a minimum of 5-7 days (bear in mind that your reviewer will have other work commitments). You also need to allow time to incorporate any recommendations into your application.

RKEO

Your FDO will prepare the project costing based on information provided on the ITB

Health & Social Sciences : Pengpeng Hatch

Management : Emma Knight

Science & Technology : Alice Brown/ Kerri Jones

Media & Communication : Eva Papadopoulou

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Legal Services & CAF

Once the costing is agreed, RKEO will contact Legal Services to review the proposal to determine if a Contract Authorisation Form (CAF) is needed. During this process, financial approval may be needed for applications of high value. The Faculty/University Executive Team/ Board approval will be required if a CAF is needed.

A minimum of 5 – 8 working days is required

Research & Enterprise Database (RED)

For all external R&KE activities, a project record is created on RED. As your application develops, your FDO will upload all documents relevant to your funding application onto RED. Please ensure your FDO has the following documents

-Completed ITB form

-Funder guidance/ information

-Your final proposal

These documents are also required for Legal Services review.

Activity Proposal Form (APF)

After the final costing has 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. **This will be the last stage of the process before you submit. You cannot submit your proposal until you have met all of the conditions stated in the declaration.**

Once you have approved the APF as the PI, your FDO will send your application to be approved by the Faculty (usually Dean or DDRPPs/DoPs; for high value applications, UET/Board). **Without Faculty approval, no application can be submitted.**

A minimum of 5 working days is required.

Submission to funder

Electronic submissions to Je-S, e-GAP, Wellcome Trust grant tracker, Royal Society Flexi-grant (and some NIHR applications) will require institutional approval before final submission.

You will have uploaded all application documents onto the online submission system 5 working days prior to the funder's deadline.

The e-application and all attachments will be carefully checked by an FDO to ensure that they comply with all funder guidance and formatting requirements.

A minimum of 5 working days is required to ensure that the checks are comprehensive and thorough, and that recommendations for changes can be incorporated into your application.

Most other types of applications not mentioned above require submission via email. However, depending on funder type, hard copy applications with signatures from BU authorities may also be required to be posted to accompany the email submission. Please inform the relevant authorities well in advance of the submission deadline to obtain the required signatures.

Who are your Research Facilitators?

Faculty of Management/ Media and Communication:

Alexandra Pekalski

Faculty of Health and Social Sciences/ Science and Technology:

Lisa Gale-Andrews

International – All Faculties:

Emily Cieciora

Industrial collaboration – All Faculties:

Ehren Milner

Get trained! Find out more at:

www.bournemouth.ac.uk/rke-development-framework

3 WEEKS TO GO

2 WEEKS TO GO

1 WEEK TO GO!!

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