

Research & Enterprise Services

QUICK GUIDE TO SUBMITTING RESEARCH PROPOSALS

£5000 and above

All proposals to external funding bodies for research funding (e.g. large project grants, research leave, fellowships, small grants, etc.) must be checked, costed and priced, through Research & Enterprise Services (R&E) *before* they are submitted to the funder¹.

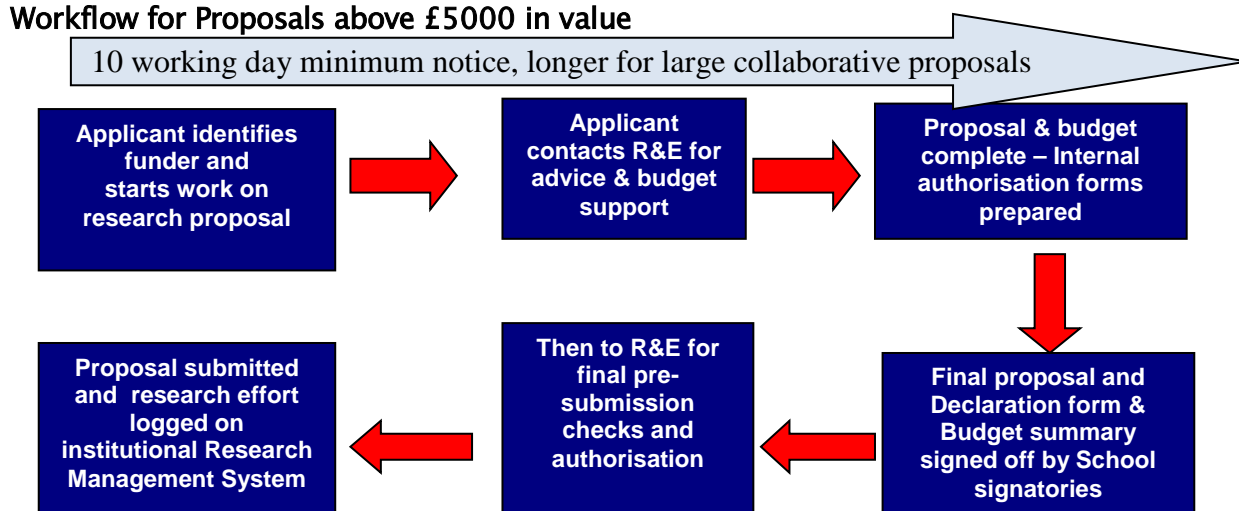
Many Funders ask for a Head of Department signature *and* an administrative or finance signature. The latter requires an R&E Signature (not a School or Finance Division signature). However, if a Funder only asks for an institutional signature this **must** be R&E and not your Head of Department.

There are internal authorisation forms that require School signatures before your proposal can be submitted to the Funder. Your completed proposal should be circulated along with the internal authorisation forms². Last of all, everything comes to R&E for final checks and authorisation (and signature where required by the funder).

R&E cannot sign off your proposal without these internal forms but your RDO will assist you. In the case of some Funder platforms such as JES, EAA, and eGAP, your RDO will submit your proposal on behalf of the institution.

Please contact your RDO (see overleaf) as early as possible. They will help with the development of the proposal, comment on the structure / presentation, assist with non-scientific content (e.g. impact statements, management plans, etc) and clarify the funder's rules and regulations. Early contact will prevent the possibility of last minute problems surfacing and leave plenty of time to ensure that your proposal is well-presented, properly costed and priced, and addresses all the funder's requirements.

Workflow for Proposals above £5000 in value



1. As per Financial Regulations ;
2. Please note that some Schools operate an Internal Project Review process and require up to 6 weeks notice before the funder's deadline.

Research Development Team – Key Contacts

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