Getting Started

Starting Point A – Funding Call
• Contact RDO with full details of the call and deadline, to discuss feasibility and appropriate plan of support for submission.

Starting Point B – Research Idea
• Contact your RDO who will be able to assist you in setting up a RESEARCHConnect funding alert and can facilitate contact with potential internal collaborators.

Starting Point C – Invitation to Collaborate
• Contact your RDO with full details of the call and deadline, to discuss feasibility and appropriate plan of support for submission including support for liaison with collaborators/external RDOs.

In all cases:
• Read and understand the funder website & call. Talk to the funder if necessary. They ARE willing to discuss whether your proposal is appropriate!
• Provide a 1-2 page outline of your proposed research (helps RDO work out a plan of support for submission).
• Speak to HoD and Departmental Research Director.
• Is there a cap on the number of applications submitted from an individual institution? Check demand management requirements (if any) with RDO as there may be an internal selection process.
• Your RDO will invite you to complete and return a costing proforma and can provide additional support with budget and resource planning.

Process To Develop Research Proposal

Support can be provided by your RDO for:
• developing your Case for Support (CfS) taking into account funder guidance;
• finding Lancaster collaborators as well as facilitating contact with external partners and RDO equivalents;
• advising on budget & resource planning including examples of successful budgets and advice on resources;
• guidance on the departmental peer review process and identification of internal peer reviewers.

Proposal Development
• Work with your RDO on the processes outlined above plus: institutional approvals; institutional letters of support; and University Policy & Resources Group (UPRG) match funding/institutional contributions.
• Remain in contact with your internal/external collaborators and their RDOs (if relevant).
• Make use of the bidlibrary for examples of successful proposals.
• Get acquainted with funder submission portals e.g. JeS
Your RDO can also direct you to further support with Impact Plans, Data Management Plans & Justification for External (JoR).

8 Weeks To Deadline – Proposal Finalised
• Contact maintained with RDO to establish additional areas of support required as outlined under Proposal Development including additional funder attachments
• Review the CfS and incorporate any feedback as required.
• Ensure Institutional approvals in place in relation to institutional letters of support and UPRG requests for match funding/institutional contributions.
• Peer review in place and feedback incorporated into the application, especially the Case for Support (CfS).
• RDO and RSA will start to add the budget into ACP and to liaise with any collaborators about this.

3-5 Weeks To Deadline – Submission Finalised
• Ensure all sections in the application and on the funder submission portals are complete and correct.
• For heavily subscribed calls, delays on the portal can occur, so plans should be in place to submit as far as possible in advance of the deadline.

1-2 Weeks To Deadline – Submission Imminent
• CfS together with any additional funder specific attachments and budget completed.
• Institutional approvals in place.
• PI and RDO should maintain close contact during these final stages. It is however the responsibility of the PI to submit the proposal.

What happens next?
The funder will review your proposal. The timescale depends on the call/funder. If you are successful, RSO Post-Award team can help administer the finances on your grant. Even if you are unsuccessful, you may be able to get feedback from the funder, which you should take on board for future resubmissions or rewrites to another funder.
Where do I start?

Throughout the process, remain in contact with your RDO and consult this document for further information.

**CONTACT YOUR RDO**

Your RDO will work with you to answer the following:
- What does the end product look like?
- What does the funder wish to see in the form?
- Is engagement with external partners or collaborators required?
- Do you have a budget? If not, what might this look like?
- Is match funding or institutional support required?

**PROCESS TO DEVELOP RESEARCH PROPOSAL**

**M1 Submission Plan**

**M2 Funder Portal Registration**

**M3 Good draft of key documents**

**8 WEEKS TO DEADLINE – PROPOSAL FINALISED**

Your RDO will continue to advise on all activities and point you to the right resources in relation to the following funder documentation:
- Developing a Case for Support (CfS) with partners/collaborators
- Negotiation of Institutional Contributions & Letter of Support
- Refining budget / preparation of draft budget justification
- Peer review

**M4 Complete peer reviewed proposal and documentation ready for submission**

**1-2 WEEKS TO DEADLINE – SUBMISSION IMMINENT**

- Proposal should be fully developed and final changes being made to CfS and funder documentation
- Institutional sign-off and approvals should be underway (HoD/Dean)
- Requests for support within 10 working days of the funder deadline are encouraged to contact RDO ASAP

**M5 Submission confirmation to funder**

**M3 of key documents**

**3-5 WEEKS TO DEADLINE – SUBMISSION FINALISED**

PIs with short deadlines make immediate contact with RDO and go to Starting Points above. Documentation continues to be refined/finalised:
- Institutional support in place & letters of support drafted
- Peer Review feedback integrated

**Week 6 Peer Review**

**PROPOSAL**

During this stage you will need to:
- Develop your Case for Support
- Establish & contact partners/ collaborators
- Create a draft working budget
- Understand Peer Review

This document is intended to give an idea of the elements required from a Principal Investigator (PI) or Co-Investigator (CoI) and the support available from Research Services for developing a bid for external research funding either where the project is led by yourself as the PI or where you are invited to participate on a bid as a collaborator being led by another Department/HEI. If you are contacting RSO with a short deadline please note that the level of support you receive from your RDO may not be as extensive as that outlined above and your RDO may already be supporting other research proposals.