Where do I start?

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

Starting Point A PROCESS TO DEVELOP RESEARCH PROPOSAL PROPOSAL DEVELOPMENT **Submission Plan** RDO Your RDO will work with you to answer the following: **Funding Call** During this stage you will need to: your • What does the end product look like? **Starting Point B** • Develop your <u>Case for Support</u> • What does the funder wish to see in the form? • Establish & contact partners/collaborators Research Idea Contact • Is engagement with external partners or collaborators • Create a draft working **budget** required? • Understand Peer Review Process and **Starting Point C** • Do you have a budget? If not, what might this look like? M identify a peer reviewer Invitation to Collaborate • Is match funding or institutional support required? 8 WEEKS TO DEADLINE – PROPOSAL FINALISED **Peer Review** 3-5 WEEKS TO DEADLINE - SUBMISSION **Good draft of key** Your RDO will continue to advise on all activities and point you to the right **FINALISED** resources in relation to the following funder documentation: documents PIs with short deadlines make immediate contact with RDO and go to Starting Points above. Developing a Case for Support (CfS) with partners/collaborators Negotiation of Institutional Contributions & Letter of Support Documentation continues to be refined/finalised: Refining budget / preparation of draft budget justification Week 6 Institutional support in place & letters of Peer review support drafted **E** Developing an Impact Plan and Data Management Plan Peer Review feedback integrated Establishing roles/responsibilities for & with collaborators

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 ASA

M5 - Confirmation of submission to funder

Registration e.g. JeS

M2 - Funder Portal

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.