

## Research Applications: Procedure

### 1. Preliminary Stage

#### Identify your potential funding Sponsor

You may already have an idea of which funding body you wish to apply to. Please check that you will be able to meet the required criteria, and that the choice of funding is appropriate. If in any doubt please check the sponsor web-site for further details (<http://qm-web.admin.qmul.ac.uk/finance/RGA/links.htm>).

If you are unsure what funding is available or most appropriate for your research, please contact this office to make an appointment with one of our staff who will be able to advise you (<http://qm-web.admin.qmul.ac.uk/finance/RGA/people.htm>).

For help please contact [researchgrants@qmul.ac.uk](mailto:researchgrants@qmul.ac.uk).

### 2. Prepare your Application

There are two important aspects to an Application to consider:

- **Case for Support** – this is the justification for your research. This should be clear and concise; and should identify the rationale and the impact of your research.
- **Project Costs** – *all* research applications should be costed **by this office** using Full Economic Costs (<http://qm-web.admin.qmul.ac.uk/finance/RGA/fEC.htm>). Please complete the **fEC Pre-Costing Questionnaire** (<http://qm-web.admin.qmul.ac.uk/finance/RGA/support.htm>) and submit it to [researchgrants@qmul.ac.uk](mailto:researchgrants@qmul.ac.uk). (Although the turnaround should be quicker please allow up to 10 days to receive your costing)

Once you have your case for support and your project costing, you are now ready to complete the application form. Most applications are now submitted online (<http://qm-web.admin.qmul.ac.uk/finance/RGA/esubmissions.htm>).

For the Research Councils this will involve the JeS system (<https://jes.rcuk.ac.uk/eforms/secure/Login.asp>). For help in using JeS, there is a dedicated helpdesk which can be contacted on 0179 344 4164 (Monday to Friday 9am - 5pm) or on email at [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk). Alternatively, please submit your queries to [researchgrants@qmul.ac.uk](mailto:researchgrants@qmul.ac.uk). We should be able to talk you through the process. However staff are available to visit should you require assistance completing the forms online.

### 3. Application Approval

Once you have completed the (online) form you should then prepare the document for printing. This will provide you with a summary of your application including a breakdown of the project costs. Please check that these agree with the fEC costing provided by this office. Should any of the entries not match, please return to the form and amend the entry. If you are experiencing any difficulties doing this please contact [researchgrants@qmul.ac.uk](mailto:researchgrants@qmul.ac.uk) for guidance.

Once the (online) application form is in agreement with your costing, please print a hard copy of your application. Together with the **Pre-Application Approvals Form** this should be passed to your Head of Department for approval and signature (QM internal procedure policy). (For e-submissions) Your Head of Department is also required to approve your application on-line (e-submission external procedure policy).

The hard copy of your application should then be passed to this office for checking. Once approved by this office, your application will be passed to the appropriate Vice-Principle for final authorisation.

Once this has been completed, your application will be submitted. With electronic submissions this will largely be done on your behalf. Should you be required to take any further action you will be notified.

At the same time your application will also be logged on our reporting software/database as a Bid. Bids are used as an internal indicator of research activity. As such it is important that we are made aware of **all research applications**, even if they do not require approval by this office. **You will not receive credit for any applications not recorded.**

After submission the hard copy of your application will be made available for collection for your own records.

You will be notified in due course by the Sponsor if your application has been successful. Notification should also be sent to this office, together with feedback (if any) in the case of unsuccessful applications. Should you wish to re-submit, this information can be used to critically review your application.

**Application Process Summary:**

