

Universities are the hubs of innovation and through the expertise of their staff, contribute to advancing knowledge to the benefit of economy and society. Solent University is no different and boasts a creative community of academics and professional services which is extremely invested in the needs of the community and civic responsibility.

The RO wants to be able to support the community in securing funds to support their ideas, providing guidance for embedding impact in their projects and therefore recognise the true value of their work while keep building on their strengths. Since 2015, the RO team provides guidance and support to staff applying for internal and external funding for R&KE activities and oversees the management of successful awards.

Securing external funding

The steps below outline Solent's grant proposal process and it is intended as a guide for all those seeking funding for Research or Knowledge Exchange projects. *All proposals*, including those led by other institutions (Figure 1) should abide by the following workflow.

INITIATE A PROPOSAL

1. Discuss your idea with University Research Lead and line manager;
2. Contact RO to discuss the proposal;
3. Chat between RO and academic to explore the nature of the project (R or KE) and agree on a timeline to support proposal. If potential funder is not known, RO to liaise with academic to find suitable funding opportunities via Research Professional.

[Research Professional](#) is an online database of research funding opportunities and a source of international research policy and practice news. See the 'Getting started' guide and [tutorials](#) by Research Professional or email your Research Support Librarian. Once you are registered, you can then set up e-mail alerts and save funding searches.

DEVELOP AND COST PROPOSAL

4. RO explains the procedure and provides Resources and Gantt chart form. Academic is asked to complete the [Intent to apply form](#);
5. Academic submits the grant proposal, also attaching Resources and Gantt chart form provided by RO;
6. The proposal is reviewed at the first RO management meeting;
- 7A. PI is asked to provide additional details/ further develop proposal;
- 7B. RO approves project and sends email to Finance (CCing PI) to give formal approval for costings to go ahead.

NOTE: up to this point no contact shall be made by the academic to the Finance team and vice versa.

8. Once approved by the RO management, Finance Team appoints Managing Accountant who will liaise with PI (and RO if needed) to produce accurate costings.
9. Every costing produced is uploaded into Pure. It is responsibility of the PI to liaise with the appointed MA to produce accurate costings. Careful consideration must be put into the budget as this will become a binding commitment if the award is accepted.
10. MA sends email to RO and PI confirming that costings have been uploaded onto Pure. The PI is at this point required to confirm that no additional changes will be applied before submission.

APPROVAL OF PROPOSAL

NOTE: It should be noted that a costing cannot be approved without reference to the actual proposal. Project Proposal form including costing must be completed and it is then reviewed alongside the funder's proposal form which includes the budget being requested for the project. These documents need to be uploaded to the Pure system by RO and finance system by the faculty accountant.

11. RO seeks approval from relevant authorities (Line managers and HoD) via Pure;
12. RO emails PI to formally approve submission of proposal;
13. PI submits proposal and sends copy of submitted documents to RO;
14. PI keeps RO informed of the outcome via email to researchsupport@solent.ac.uk.

Figure 1: Grant proposal timeline and chain of responsibilities

