

## **Research bids – process for submission within University of Bedfordshire**

Once the bid has been written the following take place:

- Submit bid to funder
- Complete and submit RA1 to Jenny Pearce (Head of IASR) and Andrew Kingston (Legal) (copy to Cara Senouni/Kerry?). They will forward to relevant others, eg. Finance.

### Ethics

- If the funder is happy for the proposal to be submitted without prior ethical approval, the ethics application can be written and submitted to IASR after the funding has been granted. The bid should include a statement to the effect that 'ethical approval will be sought from the IASR/University of Bedfordshire ethics committees'.
- If the funding application requires full evidence of consideration of ethical issues, and the submission includes relevant paper work related to ethical issues, then the ethics committee will need to receive relevant paper work prior to submission of application to funder, or alongside application to funder.

*All ethics proposals must be accompanied with a copy of the bid, consent forms, information sheets and any other relevant documentation) via Cara Senouni. Ethics application form can be found online under IASR website. Formal notification should be received from IASR and UoB.*

If the bid is successful the following process takes place:

- Formal contract sent to Andrew Kingston (Legal) for approval by University Solicitor. Legal will contact us and/or funder with any queries and confirm approval of contract and sign it off on University's behalf.
- Project code request form needs to be completed and sent to Urfan Arif/Charmaine Dawkins (Faculty Finance) or in their absence Tom Beere (Management Accountant) (copy to Cara Senouni?/Kerry). If notification is not received within a week, follow up. *NB. Without the project code recruitment of staff will be delayed.*
- If staff need to be employed the following is required
  - A recruitment request form needs to be completed and sent to the Michael Preston Shoot (Dean) for approval and signing off.
  - A job description needs to be drawn up in line with the Universities procedures and competences for the level of post required (contact HR for template if needed or use recent previous JD). This needs to be sent with recruitment request form to MPS/Dean

*NB. It is worth discussing with Anne-Marie Kinsella (HR) the type of employment contracts that are available as this will determine paperwork requirements, speed with which contract is drawn up, as well as conditions of employment.*