

# PROCEDURES FOR THE RECORDING AND QUALITY ASSURANCE OF EXTERNALLY-FUNDED RESEARCH AND CONSULTANCY PROJECTS

## Introduction

This document identifies the procedures to be followed by all members of Edge Hill University in the development and submission of bids for external funding for research and consultancy activities. **Its scope includes** bids to all public, private and voluntary sector organisations (including industry; local, central and supra-national government and any other publicly-funded organisations; charities; and the research councils). **Its scope does not include** applications to external bodies for assistance with travel and subsistence expenses to enable attendance at conferences or to visit other institutions as these activities will have to be authorised through the existing procedures. However, the Research Office must be provided with copies of all applications for such funding and the Research Office must be notified of the outcome of those applications. The procedure applies to all research and consultancy applications whether made by academic or service departments.

The procedure, however, **does not apply** to bids to the HEFCE or the TDA or the DfES/NHS in respect of the delivery of teaching, capital bids or non-research/consultancy activities. Nor does it apply to non-research bids to the EU. These bids should all be processed through Policy Support and Information.

The purpose of the procedure is to ensure: that all applications for external research and consultancy funding are quality assured before they are submitted; that all applications for external research and consultancy funding are properly costed; that an appropriate overhead is applied; and, that a central record of all bids for, and all awards of, external research funding is maintained.

The only exclusion to this procedure is for units within Edge Hill University having their own procedures and having been granted specific devolved authority to quality assure their own bids. However, these units must provide the Research Office with copies of all applications and tenders made by them and must notify the Research Office of the outcome of those applications and tenders.

The following items are attached.

1. The '*Green Card*' authorising the submission of an application for external research or consultancy funding. To be returned with a copy of the application. (Please read the notes on the reverse of the *Card*.)
2. External Funding Application Checklist. [**COSTS1**] (When completed, to be attached to the '*Green Card*').
3. Costing and Pricing of Applications/Tenders for a Research Grant, Research Contract or Consultancy. [**COSTS2**] (When completed, to be attached to the '*Green Card*').

If a bid is successful:

1. The Research Funding Manager (Research Office) must be notified and sent copies of any correspondence confirming the award and any conditions attached to it.
2. A form EXFUND must be completed and submitted to the Research Funding Manager (Research Office).

Advice on any aspect of the process of applying for external funding is available from either the Research Office or Policy Support and Information.