Overview of Pre-award process

	PI	Institute	JRMO
As long as it takes	1 Identify potential funder/ funding scheme	WIPH Research Manager (RM) to advise on upcoming funding opportunities. If the call has **QMUL demand management** you will need to consult the RM on process. For **Barts Charity funding** please consult this guidance at this early stage	
	2 Check your eligibility against published criteria		
2 months +	3 Plan application	• CM to advise and should be included in bid development from the beginning • Impact Champion Prof Charlie Marshall can advise on impact	CM to submit eCosting to JRMO JRMO to transcribe into Worktribe, and liaise with PI & CM to refine the budget
	4 Write application	**FMD Institute Peer Review Process** Peer review is mandated for all grant bids to be submitted (i) by ECRs, Lecturers and Senior Lecturers when they are the PI, and (ii) over £2m regardless of PI seniority. **Large strategic cross-faculty bids** should also be presented to FMD Research Strategy Board.	
1 month	5 Peer review process		PI to upload peer reviews to Worktribe
5 days	6 Submit for Internal approval in Worktribe	• Final/good draft proposal uploaded to WT • CM to submit for approval once budget ok'd by PI **Secondly,** Institute Director (ID) or Research Director as delegate will review costing in Worktribe. Once you have both approvals you can submit externally*	**Firstly**, JRMO officers will review the costing in Worktribe
Response from funder usually takes several months	7 External bid submission		For some funding calls the bid is submitted by the **organisational approver**. PI to submit the bid in the funder portal, which will be approved by the ID and then Coleen Colechin before being sent to the funder. Contact Coleen in advance.
	8 Report funder response	*For funds requested > £1.5m, you will also require Worktribe sign-off by FMD Dean for Research.	Report +/- and where + upload the **outcome letter** to Worktribe to ensure the award is properly managed by JRMO