WIPH Guidelines: Worktribe approvals for bids

1. Scope

These guidelines apply to all research grant applications, and are intended to ensure (i) equitable distribution of core resources; (ii) research integrity; and (iii) high quality grants which will be well received by external funding review panels.

2. Introduction

Worktribe research management includes pre-award, costing and contracting, and post-award account management. The Joint Research Management Office (JRMO) is responsible for all research grant applications at QMUL and Barts Health. There are four steps to the funding application process:

- Step one: Obtaining a costing
- Step two: Review and Revise
- Step three: Approval
- Step four: Application Submission

All projects, including outline 'proposal stage only', must be internally approved by the JRMO and the Institute Director. For project budgets over £1m additional approval is required by FMD.

These guidelines lay out the expectations from the WIPH Institute Director, or deputy (Director of Research) ahead of their Institute-level review and approval.

3. Centre Manager Involvement

Centre Managers should be included as an editor on all grant applications in their centre.

4. Inclusion of sufficient support

Appropriate support should be included in the budget. There should be a conversation between PI and Centre Manager for all grant applications regarding appropriate support, using the following framework:

If adequate support is not built into grants going forwards, it will be made compulsory

- Project Administration/Management
- Data Management
- Statistical Support
- PPIE

5. Worktribe minimal documentation

In order to for the Institute Director or deputy to review the research grant application, they require a substantial draft application to be deposited in the documents tab of the Worktribe project. If the project is being led from outside QMUL, a draft of the full application is required for sign off of the QMUL element of the bid.

6. Timings

Research grant applications should be submitted for approval at least 5 days before the external deadline.