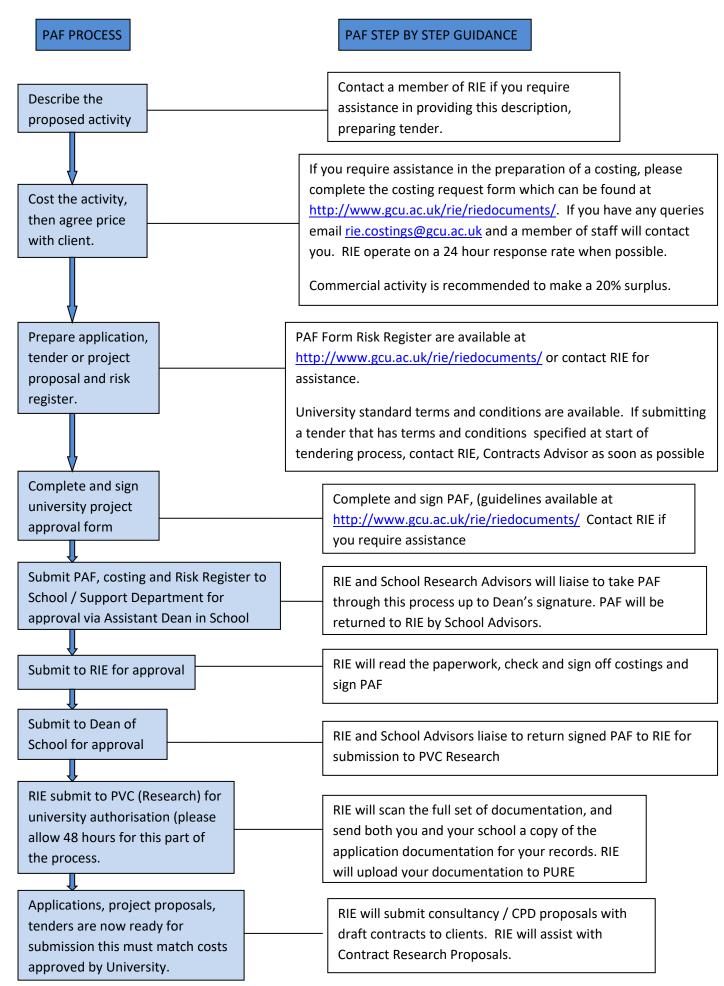
PROCESS FOR RESEARCH PROJECTS

PHASE 1 – From idea to application, project proposal, tender submission



PHASE 2 – From outcome notification to project start

PAF PROCESS

STEP BY STEP GUIDANCE

Consultancy and CPD contract will be drafted by RIE Contracts Advisor and sent to client via contact details on PAF - **otherwise....**

Contracts are drafted by RIE, unless using client contract or standard terms and conditions. RIE will review any contracts provided and deal with any amendments with client on your behalf.

As soon as you receive notification of the outcome of your proposal / tender / bid (whether successful or unsuccessful) – please notify RIE

This information is used by RIE in the preparation of reports, as well as being the first step to an account being set up by the finance office (necessary for recruitment of staff, as well as invoicing)

Send letter of award and accompanying documentation, proposed contract or terms and conditions to RIE.

RIE will liaise with the finance office with reference to the documentation required to enable them to set up an account, therefore it is important that RIE receive as much information as possible e.g. breakdown of finance, how it will be paid, actual start and end date of project. Please contact a member of RIE if you have any queries.

If the offer from the client differs from that originally documented on the PAF, RIE will advise if reauthorisation is required and will assist in amending PAF and contract

Contact RIE on rie.costings@gcu.ac.uk and a member of staff will assist you with any revision of costings and PAF.

Formal signature of contract, acceptance of terms and conditions. Client signature required also.

RIE will arrange this via the PVC (Research). Please note individuals **must not** sign on behalf of the university as this will nullify the formal agreement. Only members of the Executive Board have legal authority.

Contract process concluded paperwork sent to Finance.

RIE will send a signed copy of contract to client and copies will be sent to the principal investigator and the School for their records.

RIE will send all relevant documentation to the finance office. Documents will be uploaded to PURE.

Finance office will set up account for the financial management of the project. Contact ma@gcu.ac.uk if you have any queries.