Version 2.0

PROCESS FOR RESEARCH PROJECTS

PHASE 1 – From idea to project application submission

PAF PROCESS	PAF STEP BY STEP GUIDANCE
Identify source of funding sponsor	RIE can assist you to source funders. Email rie@gcu.ac.uk and a member of staff will contact you.
Describe the activity to be carried out	Contact a member of RIE if you require assistance in providing this description
Cost the activity	If you require assistance in the preparation of a costing, please complete the costing request form which can be found at http://www.gcu.ac.uk/rie/riedocuments/. If you have any queries email rie.costings@gcu.ac.uk and a member of staff will contact you. RIE operate on a 24 hour response rate when possible.
Complete application and risk register	PAF Form and Risk Register are available at http://www.gcu.ac.uk/rie/riedocuments/ or contact RIE for assistance.
Complete and sign university project approval form	Complete and sign PAF, (guidelines available at http://www.gcu.ac.uk/rie/riedocuments/ Contact RIE if you require assistance
Submit to School / Support Department for approval via Assistant Dean in School	RIE and School Research Advisors will liaise to take PAF through this process up to Dean's signature. PAF will be returned to RIE by School Advisors.
Submit to RIE for approval	RIE will read the application, check and sign off costings and sign PAF
Submit to Dean of School for approval	RIE and School Advisors liaise to return signed PAF to RIE for submission to PVC Research
RIE submit to PVC (Research) for university authorisation (please allow 48 hours for this part of the process	RIE will scan the full set of documentation, and send both you and your school a copy of the application documentation for your records. RIE will upload your documentation to PURE
You are now ready to submit your application to the funder –in cases of electronic submission please submit via the relevant submission method	In their capacity as university administrators for electronic submission of applications, RIE will check the application and approve as necessary.

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PHASE 2 – From outcome notification to project start

PAF PROCESS	STEP BY STEP GUIDANCE
As soon as you receive notification of the outcome of your application (**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 (e.g. start certificate, acceptance of grant letter, terms and conditions etc) 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 amount of funds awarded differs from that applied for, a new full economic costing form (FEC)/PAF should be prepared that matches the new award amount.	Contact RIE on rie.costings@gcu.ac.uk and a member of staff will assist you with any revision of costings and PAF.
Formal acceptance of award	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/Sub contract/Research agreement required	Contact RIE who will liaise with externals in all matters pertaining to the preparation of such documents. Once prepared and signed, a copy will be sent to the principal investigator and the School for their records.
	RIE will send all relevant documentation to the finance office. Award documents will also 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.