Your Guide to Winning Research Funding

All you need for the best chance of securing funding for your research

What is research and how is it funded?

Support from RIDO

Planning your proposal
The Research Funding Cycle

- Post Award Completion
- Pre Award Application
- Pre Award Submission
- Post Award Set-up

- Reports, Expenditure, Closure, Next Bid
- Funding Opportunity, Costing, Bid Writing
- Risk Assessment, Project Review
- Approvals, Submission to Funder, Reusing

What is research and how is it funded? Support from RIDO Planning your proposal
The competition for securing external research funding is becoming increasingly fierce. So how do you maximise your chances of success?

Independent vs funded research

Undertaking funded research is very different from undertaking independent research. Independent research generally allows research questions to be formed around the researcher's own interests and from the data gathered. Funded research, however, may be in the form of a call for proposal, where the research question is already set to meet the aims of the funder. Even in responsive mode, funders will have strategies and objectives that they are hoping to achieve. Funded research needs to take into consideration the aims of the funder, as well as your own.

What makes a successful proposal?

Winning research funding involves more than just filling in an application form correctly: although this is an important step, best practice involves ensuring that the following points are not overlooked. An application should:

• articulate the research question, aims and objectives clearly,
• provide appropriate background, with recent references,
• be manageable within time and resources, provide value for money,
• demonstrate excellence and impact,
• know what it wants to achieve (be linked to specific outcomes),
• be seen to make a contribution to the field,
• have a clear methodology,
• include appropriate collaboration where necessary,
• have credible academic supervision (relevant people/expertise for all the required skills).

Whilst these points are all necessary, they may not be sufficient for success. Remember that all funders are different. Take time to read your chosen funder's ethos and funding priorities – are you and your research a good fit?
What is research?

There are many varied definitions of research. We use the Frascati Definition, as endorsed by the Higher Education Statistical Agency (HESA):

**It includes**

- Basic research that is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation or phenomena and observable facts, without any particular application or use in view.
- Applied research that is also original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific aim or objective.
- Experimental development that is systematic work, drawing on existing knowledge gained from research and/or practical experience that is directed to producing new materials, products or devices, to installing new systems and services, or to improving substantially those already produced or installed.

**It excludes**

- Teaching (including supervision/contact time).
- Scholarship and Professional Development.
- Commercial and consultancy.
- General support and administration.
- Routine testing and standardisation services.
- Routine software development.

If you are unsure about how the definition of research may be interpreted in terms of your own practice or field of work, please discuss this with your Head of Department/Director, Director of Research or a member of the RIDO Funding Team.
Conducting research helps us to discover and share important knowledge and insights. Generally researchers get involved with projects for both personal and professional reasons. For Anglia Ruskin University, involvement in research helps to attract further funding, both through the Research Excellence Framework (REF) and individual grants, and raises the profile of ARU attracting both staff and students.

As a whole, research improves UK economic competitiveness.

**Our vision for research**

Anglia Ruskin University has ambitious plans for research and scholarship. One of our aims is to foster and support high quality research and scholarship in order to achieve a standard of international excellence in research. Each Faculty has its own strategy and priorities. For more information on your Faculty's Research and Scholarship Strategy and to discuss your individual research goals, please contact your Director of Research.

**How is research funded?**

Research is primarily funded by the government, with additional support from charities, the private sector and international sources.

**The dual support system**

In England, Government research funding is currently allocated by HEFCE (Higher Education Funding Council for England) and the Research Councils. HEFCE is responsible for allocating QR (Quality Related) funding. Research Councils provide funding for specific projects in the form of competitive grants.

**QR Funding**

QR (Quality Related) funding is money that is distributed to Universities based on research success. Success is measured by the REF across a number of categories (see below) and a formula is then used to determine the amount of funding to be granted. This funding is allocated to institutions, not individuals and the internal distribution of the funding is at the discretion of Anglia Ruskin University.
There are plans for this structure to change in the near future, with a new public body called UK Research and Innovation absorbing the Research Councils, Innovate UK, and the research and knowledge exchange functions of HEFCE. Although the allocation of funds to individual Research Councils may change slightly, the overall system will work in a similar way.

**REF**

Our current QR funding levels are based on success in the REF (Research Excellence Framework), which took place in 2014. The REF produced quality profiles for each submission of research activity made by institutions. It assessed excellence in research through expert peer review and quantitative indicators such as bibliometrics.

The REF also recognises and rewards the impact of research beyond academia - in the areas of economics, socio-cultural issues, public policy, health, the environment and quality of life. Our future QR funding levels will be based on the outcome of the next REF, expected to occur in 2021. For more information on the forthcoming REF, please contact your Director of Research or the REF Manager, Dr. Tim Brooks: tim.brooks@anglia.ac.uk

**Where to apply**

If you are thinking about applying for research funding, consider which of the available funding sources might be the most suitable for you.

**External sources**

- UK Research Councils.
- UK Charities, Professional Associations and other funders.
- UK Government.
- European Commission - Horizon 2020 and other opportunities
- Other international sources.
- Collaboration with Industry.

**Internal sources**

- Sabbaticals.
- Faculty specific research funds such as travel scholarships may be available.
- University wide funds. Your choice may be influenced by the size of your research project, your research experience, and how your work fits with the priorities of the funder, among other things. Research Council and European Commission grants are suitable for large-scale projects, often with many collaborators. Charities and Professional Associations generally offer smaller pots of money so are more appropriate for more inexperienced bidders.

Contact your Faculty Director of Research or Research Administrator for more information on Faculty funds or a member of the RIDO Funding Team for University wide opportunities.

You can also check out the RIDO intranet pages for more information or contact observatory@anglia.ac.uk if you have questions.

“Your choice may be influenced by the size of your research project, your research experience, and how your work fits with the priorities of the funder.”
UK Research Councils

If you are thinking about applying for research funding, consider which of the available funding sources might be the most suitable for you.

**Arts and Humanities Research Council (AHRC)**
AHRC funds research on a very wide range of subjects, from traditional humanities such as history, English, linguistics, French and other modern languages; philosophy and classics; area and interdisciplinary studies; to creative and performing arts, such as drama, dance, music art and design.

**Biotechnology and Biological Sciences Research Council (BBSRC)**
BBSRC focuses on the biosciences and funds research in many areas of contemporary science.

**Engineering and Physical Sciences Research Council (EPSRC)**
The areas covered range from information technology to structural engineering, and mathematics to material science.

**Economic and Social Research Council (ESRC)**
The ESRC is the UK’s largest organisation for funding research on economic and social issues. It supports independent, high quality research which has an impact on business, the public sector and the third sector.

**Medical Research Council (MRC)**
The MRC promotes research into all areas of medical and related science with the aims of improving the health and quality of the UK public and contributing to the wealth of the nation.

**Natural Environment Research Council (NERC)**
NERC is the UK’s main agency for funding and managing world-class research, training and knowledge exchange in the environmental sciences. It coordinates some of the world’s most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on earth, and much more.

**Science and Technology Facilities Council (STFC)**
The STFC funds the best research within astronomy and nuclear and particle physics; enables the research community to have access to the best facilities in the world; provides leadership and leverage in the development and implementation of strategies for large facilities; and increases the UK technology capability, engagement with industry and knowledge transfer.

Other UK Funding Sources

In addition to the Research Councils, there are a number of other research project funders including:

- charities and professional associations, e.g. British Academy, Royal Society, Leverhulme Trust, Wellcome Trust,
- government departments,
- industry.

“If you are thinking about applying for research funding, consider which of the available funding sources might be the most suitable for you.”
INTERNATIONAL FUNDING SOURCES

European funding

The European Union is one of the largest funders of research and innovation in the world. The EU supports research, development and innovation through many programmes that are often linked or connected to each other. If you count all the funding available through the various European programmes, there’s about €120 billion to fund research, development and innovation activities between 2014 and 2020.

Here are some types of European funding you might find interesting:

**Funding for individuals**

The Marie Sklodowska-Curie Actions give you opportunities to gain experience, share knowledge, and improve your skills. As a member of staff at ARU you are eligible to apply for 3 types:

- MSCA Individual Fellowships, if you want to host and work one on one with world class researchers
- MSCA Innovative Training Networks, if you are looking to supervise one of more PhD projects.
- MSCA Research and Innovation Staff Exchanges, if you are research, administrative, and technical staff looking for secondments and knowledge exchange opportunities

If you have an idea for a **ground-breaking research project**, the European Research Council (ERC) Grants can offer up to 3.5 million Euros to make it come to life. You can apply for a Starting Grant if you have 2 to 7 years of research experience or a Consolidator Grant if you have 7 to 12 years of experience. If you have an exceptional track record and over 10 years of experience, you can apply for an Advanced Grant.

**Funding for large projects**

Are you part of an international research group or have an idea for a project that will involve several European nations, you should look at the **Horizon 2020 Societal Challenges**. The EU identified seven priority areas where research and innovation can have a real impact:

- Health, demographic change and well-being;
- Food security, sustainable agriculture, marine and maritime research and the bio-economy;
- Secure, clean and efficient energy;
- Smart, green and integrated transport;
- Climate action, resource efficiency and raw materials;
- Inclusive, innovative and reflective societies;
- Freedom and security for citizens.

There is also specific funding for information and communication technologies, nanotechnologies, advanced materials, biotechnology, advanced manufacturing and processing, and space research.

“The European Union is one of the largest funders of research and innovation in the world.”
Funding for projects around education, youth, sports, and the creative and cultural sector

**Erasmus+** funds a wide range of projects across school education, higher education, vocational education and training, adult education, youth and sport. It also provides opportunities to study, train, gain work experience and volunteer abroad.

**Creative Europe** is for artists, animators, scriptwriters, audiovisual and gaming specialists, cultural professionals, translators, publishers and other creative individuals and organisations. It offers opportunities for everyone, from individuals and small groups to large organisations.

International funding

As an ARU staff member you are eligible for many funding opportunities offered by countries and organisations all over the world. If you are not sure about your eligibility for a particular scheme, contact the RIDO Funding team.

Here are some examples of the funding available from various international sources:

- **American funding** is available through their government and through large charities. Grants.gov is the main information point for funding opportunities from all 26 US federal agencies grants, including the National Institute for Health, National Science Foundation, National Endowment for the Humanities, and the National Endowment for the Arts among many others. Always check the type of funding on offer (Research, Career Development Awards, Research Training and Fellowships, etc.) to make sure it's what you need.

- For charity funders you can check their websites directly. The largest ones are the Gates Foundation, the Fulbright Commission, the Mellon Foundations, and the Ford Foundation, but there are many others.

- Most countries offer funding opportunities through the equivalent of the UK's research councils; for example, Canada has the National Research Council, Australia has the Australian Research Council, and so on. Many international organisations also fund research and innovation projects, like UNESCO, NATO.

- Not all grants allow all applicants, so make sure you check the eligibility criteria, and keep in mind that we can help you find an appropriate funding opportunity.

“Most countries offer funding opportunities through the equivalent of the UK’s research councils.”
# RIFDT Customer Charter

Our Customer Charter explains what you can expect from us in the Research and Innovation Funding Development Team, and what your responsibilities are in return, when submitting an external research application for processing. **Time to deadline**

<table>
<thead>
<tr>
<th>More than 3 months</th>
<th>3 months</th>
<th>1 month</th>
<th>2 weeks</th>
<th>Less than 5 working days</th>
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<tr>
<td>No documents needed</td>
<td>No documents needed</td>
<td>Have a general idea of budget and bid content</td>
<td>Bid should be in a near completion state</td>
<td>Full bid and budget must be provided for checks</td>
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<th>Task</th>
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<tr>
<td>Seek internal approvals</td>
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<tr>
<td>Prepare and check budget</td>
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<tr>
<td>Provide basic project review</td>
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<tr>
<td>Provide in-depth project review</td>
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<tr>
<td>Explain appropriate application language and format</td>
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<tr>
<td>Coordinate support from other services across RIDO</td>
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<td>Read and comment on drafts of large-scale applications</td>
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<tr>
<td>Have one-to-one meetings with you and discuss your idea</td>
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<td>Check T&amp;Cs for non-standard funders and schemes</td>
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<tr>
<td>Take part in large project development meetings</td>
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<td>Identify a suitable research funding opportunity</td>
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<td>Facilitate networking to find ARU collaborators</td>
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<td>Set up long-term research funding strategy</td>
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Please be aware that if you submit a research bid for processing to the Research and Innovation Funding Development Team with less than 5 working days there is a risk that you will miss your deadline. All applications have to be approved by your Head Of Department and your Dean and their availability to do may be affected with short notice.

If you have any questions please contact observatory@anglia.ac.uk

V.2 Jan 2018
Proposal Planning

Step 1: Formulate your idea

Ask yourself:
• What do you want to do?
• Why does it matter?
• Why now?
• Why you?

Talking about your idea with colleagues may help develop a vague idea into a more specific research proposal. Try getting someone else to summarise the main aim of your project in 60 words.

Allow yourself time.

Preparing a draft proposal and consulting on it is a time consuming process.

Factor in time for reviewing the funder’s guidelines, peer review, completing a costing, input from collaborators, checking, amending and checking again. You will then need to submit your final application, costing and risk assessment to RIDO at least 5 working days before the deadline to allow time for internal authorisation to be granted. You may be advised on suggested changes to your proposal based on comments of the authorisers. Take a look at the chart on the neighbouring page for more details about the level of support we can offer within the amount of time left until the deadline.

If you have not prepared the application with care and attention, the reviewers will spot this and it may raise doubts about your ability to deliver the project to a high standard.

Step 2: Find a funder

You may have a funder in mind already. This could be a Research Council, charity, Professional Association, Government Department or international funding source. RIDO can provide assistance in locating a suitable funding source for your project. There are several options available:

• Your best option for finding funding opportunities is Research Professional. This is an online database filled with hundreds of opportunities. You can set up your own searches and email alerts, or let the system work for you by participating in Research Fingerprint, which uses your university profile and publication history to automatically send you personalised email updates of relevant funding opportunities. To ensure you receive these alerts, reach out to us after you create your Research Professional account. Also be sure to keep your university profile and publications list up to date. If you need more help making the most out of Research Professional, feel free to contact us.

• Sign up to the RIDO blog and follow us on Twitter (@angliafunding) for regular updates on funding opportunities, tips and news. You can find the link to the blog on our website: www.anglia.ac.uk/research/help-with-funding.

• Join major funders’ newsletters online; they will email you updates on their own competitions.

“Factor in time for reviewing the funder’s guidelines, peer review, completing a costing, input from collaborators, checking, amending and checking again.”
Know your funder
All funding agencies will have their own strategic priorities for deciding on the allocation of their resources. It is worthwhile taking time to familiarise yourself with these and ensuring that your application clearly addresses your targeted source of support.

Make sure you are eligible
If not, look for another source of funding you are eligible for.

Read the rules and guidance notes
Familiarising yourself with the content of the provided guidance notes may seem tedious but will help you to avoid basic mistakes, which may adversely affect your chances of success. Make sure you are using the current version of the application form and research funding guidelines (usually available on a funder’s website). RIDO can help you with any questions regarding these guidelines.

Look at how the proposal will be assessed
Try to get a clear idea of how the review process works for your funder. Will it be reviewed by a panel? If so, can you find out who is on the panel (previous panels are usually available on the funder’s website). What are their interests and what is their level of expertise in your research area?

Discuss your idea
Discuss your proposal with any co-applicants or subcontractors on the project, research groups, colleagues, your Head of Department and, if you are a relatively new researcher, with senior and more experienced researchers. Consider asking them to mentor you through the process. If you have not previously been successful in attracting research funding, try to speak to someone who has. Even better, try to find someone who has been successful with your chosen funder. Ensure you have the approval of your Head of Department/Director before progressing to writing your application.

Step 3: Type of application
Some funders will ask you to complete the full application for funding; some may ask for a preliminary or outline application first. Outline applications usually:

- are 1-5 pages long,
- request briefer information on the project – research questions, project description and costs,
- ask for an indicative budget. However, some do ask for the full budget at this stage and only allow for minor changes at full application stage so do check.

This process is used to ensure that only the projects that are eligible are taken through to full application stage. Funders will receive hundreds of applications for one call and this process ensures less initial work for both the applicant and the funder.

Check the following if you are completing an outline application:
- Is your start date correct? Check when the full application deadline is and ensure your start date is after the decisions have been announced.
- Are you submitting online? Do you need to open an account?
- Have you notified RIDO? If a budget is requested, it does need to be processed by RIDO and approvals need to be sought in the usual fashion. If there is no budget requested you can submit it alone, however please do ensure you have discussed it with us and your Head of Department/Director.
Step 4: Write an application

Each funder will have specific guidance on how to construct your application and what headings to use. The following sections are common to many funders and may be used as a guide when drafting a proposal. Please remember to check the guidance notes of the fund you are applying to for scheme specific details.

Abstract/Lay summary
- Briefly summarise the whole research project in a language that both experts and non-experts would understand.
- Be clear, concise and do not lift this text from anywhere else in the application.
- Remember that if successful, this is what will probably appear on the funder’s website as a description of your project.

Background and context
- Introduce the topic and explain its academic and industrial context.
- Demonstrate a knowledge and understanding of past and current work in the area both in the UK and Internationally (with references).

Research questions/Aims and objectives
- Set out the research idea or questions.
- What contribution will your work make to the current body of knowledge in your area of study?
- Why is it important? Why now?
- Identify the overall aims of the project and the individual measurable objectives.

Methodology
- Detail the methodology to be used.
- Why have you chosen this methodology?
- Why is it more appropriate than others?

Project management
- How will the project be managed?
- What will be your role and the role of other members of the team?
- When planning who will be involved (PI, Co-I, Research Assistant, Technician, etc), ensure that the composition of the team is such that all required skills and competencies are covered.
- What is the timetable for the project and is it realistic?
- Can you demonstrate experience of running a research project and bringing it to completion? If you cannot, can your Co-I?

Ethics
Consider this early, as these ideas should be factored into the way you plan your research and details should be included in the application. Projects will not be allowed to commence until ethical approval is gained so ensure you know the process. Waiting until you are awarded a grant is often too late to seek approval and may delay the start date of your project.

For more information about ethics at Anglia Ruskin University please contact your Faculty Research Ethics Panel (FREP) secretary.

If your research involves human participants or animals you will need to get ethical approval
**Impact**

All applications to UK Research Councils, as well as many other funders, now require an impact plan. As part of an impact plan, you should explain:

- who will benefit from the research (not just academic - think industry, general society, project student or research assistant)
- how they may benefit
- what will be done to make sure they have the opportunity to benefit (e.g. by giving a public lecture). Each funder will have guidelines on impact requirements, so please refer to the relevant guide. There is further guidance in section 8.

**Dissemination**

Try to consult with and involve people who could make a valuable contribution to the research and who would provide support and interest. Try to do this in the planning of the project and build your dissemination activities into the structure of your research plan, rather than give them passing reference as an afterthought.

**Risk assessment**

All applications for external funding must be accompanied by a completed risk assessment. The risk assessment process helps to minimise the financial and reputational risks to the Department, the Faculty and Anglia Ruskin University. The risk assessment form can be found on our website. For more information on completing a risk assessment, visit our pages on the intranet or speak to a member of RIDO staff.

**CVs**

A CV for each applicant and any named research staff will usually be requested. Check the specific guidance for content and format.
Referees

Referees are very important – panels will rank submitted applications in order of priority for funding on the back of their comments. Choose your referees carefully, make sure they are top in their field and that you only know them in a professional manner. Contact the people you intend to nominate as referees and make sure they are aware of their responsibilities and when they need to submit a reference. Be prepared for additional referees to be chosen by the funder.

Key tips

Do

• Excite the reviewers. You need to convince the experts in your own and other research fields about the value of your project.

• As early as possible, state the idea, explain why it needs to be tackled and estimate its impact. Convince them you have a good methodology and management structure.

• Formulate your case for support in a concise, logical manner.

• Use plain English and avoid technical jargon as much as possible.

• Where possible, state how your research fits with the funder’s mission and objectives.

• Bear in mind the time it takes to read an application. If you write so the reviewer can understand it first time, you will be giving them more time to consider your proposal.

• Consider a contingency plan to manage any risks associated with your research – and tell the reviewers what it is.

Don’t

• Assume the reviewer will put two and two together. Tell the reviewer if you want them to understand something. Show that you have thought the proposal through and explain how it will succeed.

• Assume the reader knows anything about the subject. Subject specialists will be chosen to review your proposal, but other panelists who are not specialists may also be involved.

Step 5: Costing your application

Full Economic Cost

What is it? Full economic costing (fEC) is a method used by Universities to determine what the actual cost of a project will be. It includes indirect costs (the old ‘overheads’) and estate rates, which were often overlooked prior to the introduction of fEC.

Why do we need to do it?

The Government’s 1998 Spending Review required that Universities provide more information on what they were spending their money on. The subsequent Transparency Review of 1999 demonstrated substantial losses to the UK HE sector for publicly funded research. This led to the introduction of the Transparent Approach to Costing (TRAC) methodology. As part of this it was agreed that, as of September 2005, all Universities should begin costing research projects on the basis of full economic cost.

“Formulate your case for support in a concise, logical manner.”
How do I use it?
Under fEC, all costs incurred by a project must be allocated under the following headings:

Directly Incurred Costs
Costs spent specifically to enable the research project to be carried out. These include:
• salary costs of dedicated research staff (research assistants, technicians employed for this project only),
• equipment purchased specifically for the project
• travel and subsistence,
• consumables.

Directly Allocated Costs
Relate to resources which are used by a project but shared by other activities. These include:
• Principal Investigator time,
• costs of maintaining existing equipment, which will be used for the project,
• estate rates,
• pooled administrative and technician time.

Indirect Costs
Non-specific costs which are not directly related to any one project but are necessary to carry out the project. These include:
• Central administration services.
• Library costs.
• Office furnishing.
These rates are set by Anglia Ruskin University based on historical data.

Justify your costing
Costings should be considered with care and close reference to the funder’s guidance. Be realistic - just as an over-costed grant is likely to be unsuccessful, so too is an under-costed grant. A proposal which promises the earth at low expense will be looked upon with suspicion. Funders are looking for value for money. Give as detailed a breakdown of costs as possible so that your application can be properly assessed with the case for support. Ensure all costs are eligible. RIDO can advise you on this.

How will fEC affect my grant application?
Different types of funders will contribute to the full economic cost of a project to varying degrees. The contribution you can expect from the main UK funding bodies is outlined below:

Research Councils
Research Councils will pay 80% towards the fEC of the project. The remaining 20% is assumed (by the Research Council) to be covered by HEFCE QR funding. In practice, this means the Faculty will be required to cover the remaining 20%. The Research Councils have introduced an additional category called ‘Exceptions’ for costs that will be funded at 100% of costs rather than 80%.

This includes large equipment costs and Project Studentships.

UK charities
Usually, charities have their own rules as to what they will fund. They will each vary so it is important to read their funding guidance notes. Generally they will not contribute towards estates and indirect costs. The shortfall, again, is expected to be covered by the Faculty (by way of QR funding).

Other government departments
Other Government Departments may commission research to inform policy making decisions. They will usually pay 100% of fEC.

“Be realistic – just as an over-costed grant is likely to be unsuccessful, so too is an under-costed grant.”
**International funders**

All project costings should be done in pounds sterling, using our fEC tool, as described above. However, non-UK funders normally require that your proposal includes a budget in their own currency. At ARU we use the average exchange rate from the last 12 months to make conversions from GBP into other currencies; we can help if you are unsure about which exchange rate to use.

As with UK funders, different international funders cover different portions of the full economic cost of a project. The European Commission, for example, uses a variety of flat rates for indirect costs, depending on the scheme, and in many cases works with ‘unit rates’ rather than actual costs. Other non-UK funders tend to cover direct costs only. The terms of the grant are normally explained along with the funding call, and we can help you figure out how to translate your costings from the fEC tool to funder’s terms.

**Step 6: Seek peer review**

Seeking feedback from a non-specialist perspective is really valuable as the funder’s reviewers may well not be a subject expert in your field either. This is an important part of the process to improve the quality of your application and maximise your chances of success. Some Faculties do expect peer review or a critical read of the application to have taken place before approvals can be given by the Dean. Further information is available on the RIDO intranet pages.

**Step 7: Check your application**

Now that you have written your application, go back over it and ask yourself the following...

**Have I:**

- clearly formulated the problem?
- considered context and demonstrated the way in which my work will build on existing research and make a contribution to the area?
- established appropriate aims and objectives?
- provided a realistic, well thought out research design, reasoned explanation of the scale, timing and resources necessary?
- given a full and detailed description of the proposed methods, including a clear and systematic approach to the analysis and/or data collection?
- thought about and addressed ethics? (Don’t wait until you receive the award to consider this as you may run out of time.)
- identified potential users (particularly outside the academic community) and how to engage them?
- recognised and planned for all the skills and competencies required ensuring they are reflected in the research team?
- anticipated potential difficulties? Shown that I have recognised these and discussed how they would be handled? Completed a risk assessment?
- provided a bibliography? This will be used in the selection of referees and indicate your familiarity with the theoretical grounding and current state of your field. Where there is genuinely little or no relevant literature, explain this fully.
- fully defended my chosen research design and made it clear why others are not appropriate?

**Check the details**

Details matter! Check page/word limits, font size and style, plain English, grammar and spelling and the presence of required attachments. Applications may be rejected in early stages if not within guidelines (eg over word limit).
Step 8: Submit for internal authorisation

Once you have completed all the above steps, the final version of your application needs to be submitted for University authorisation via RIDO.

Your application must be formally approved by your Head of Department/Director, Dean of Faculty and RIDO on behalf of Anglia Ruskin University (including risk assessment approval). It may also need to be approved by a member of the Vice Chancellor’s Group (VCG).

This ensures that:

- The income requested is sufficient to cover the costs.
- Funder guidelines have been followed.
- The department is committed to supporting the bid should it be successful, financially if necessary.
- That all ethical considerations have been addressed.
- RIDO can compile information on bids made and successful awards.

The final version must include all components of the application form, FEC and risk assessment. Please allow at least 5 working days for approvals to be sought.

Step 9: Submit to funder

Once your application has been approved internally you can submit it to the funder. If submission is via an electronic submission system, RIDO is responsible for the final submission once authorisation is granted. Please ensure you have submitted it online appropriately.

If submission is via post or email, it is the responsibility of the applicant to submit to the funder. Please ensure you only do this when the appropriate approvals have been granted.

If an application is submitted to a funder without the appropriate approvals in place the Faculty reserves the right to refuse to allow the project to take place if it is successful.

“Once you have completed all the above steps, the final version of your application needs to be submitted for University authorisation via RIDO.”
**What is impact?**

Your research can have impact in many ways, both within academia and in the wider society. Check out the chart below for examples of academic and societal impact, and potential areas for cross-over.

<table>
<thead>
<tr>
<th><strong>Academic Impact</strong></th>
<th><strong>Societal Impact</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Worldwide academic advancement</td>
<td>Enhancing the knowledge economy</td>
</tr>
<tr>
<td>Innovative methodologies, equipment, techniques, technologies, and cross-disciplinary approaches</td>
<td>Training highly skilled researchers</td>
</tr>
<tr>
<td>Contributing towards the health of academic disciplines</td>
<td>Improving teaching and learning</td>
</tr>
<tr>
<td></td>
<td>Improving health and wellbeing</td>
</tr>
<tr>
<td></td>
<td>Wealth creation, economic prosperity and regeneration</td>
</tr>
<tr>
<td></td>
<td>Enhancing the research capacity, knowledge and skills of public, private and third sector organisations</td>
</tr>
<tr>
<td></td>
<td>Changing organisational culture and practices</td>
</tr>
<tr>
<td></td>
<td>Enhancing cultural enrichment and quality of life</td>
</tr>
<tr>
<td></td>
<td>Environmental sustainability, protection and impact</td>
</tr>
<tr>
<td></td>
<td>Evidence based policy making and influencing public policies</td>
</tr>
<tr>
<td></td>
<td>Increasing public engagement with research and related societal issues</td>
</tr>
</tbody>
</table>

**What is research and how is it funded? Support from RIDO Planning your proposal**
Impact

In the current climate of reviews and spending constraints, you will be asked to demonstrate the economic, social and cultural benefits of your publicly funded research.

While the quality of research remains key for success, all applications to UK Research Councils, as well as most other funders, now require you to demonstrate not only the academic impact of your work but also its economic and societal impacts.

You may find demonstrating the academic impact of your work more familiar – using innovative methodologies, equipment, techniques and cross-disciplinary approaches, for example – but it is increasingly important that you can also demonstrate how your research will engage members of the public.

Funders do recognise that some research may not have direct public impact but you will need to demonstrate this.

**Hints and tips**

Think as broadly as possible about your research and who might be interested:

- Could you speak at a school?
- What about giving a public lecture or getting involved in a Festival, such as the Festival of Ideas in Cambridge?
- You could also curate an exhibition or involve members of the public in your research (the BBC’s campaign to get members of the public to count the numbers – and types – of birds in their gardens is a great example).
- Podcasts, blogs, twitter feeds and websites are great ways to engage the public but make sure you have a solid plan of how the public will find and engage with these resources.
- If you are working in an area which gives rise to strong public opinion – such as climate change – consider involving the public at early stages of your research and holding discussions with the public, in order to gauge potential opposition to your research so that you could alter some aspects of your projects so it is more acceptable.

Consider looking at the National Co-ordinating Centre for Public Engagement’s website for ideas on how you might engage the public in your research.

**Consider**

- Who might benefit from the research?
- How they might benefit?
- What could be done to make sure they have the opportunity to benefit?

Take a look at the chart on the opposite page for some examples of academic and societal impact, and potential areas for cross-over.

“Think as broadly as possible about your research and who might be interested.”
Research Support

If you are thinking about applying for research funding, the team within the Research and Innovation Development Office is here to help.

The Team
The Research and Innovation Funding Development Team provides advice and support to academic staff applying for external research funding from UK funders, such as Research Councils, charities and government departments, for the European Horizon 2020 programme, and all other EU and international funding schemes.

More Information
Visit My.Anglia and go to RIDO/Research Services. or reach out to us:
observatory@anglia.ac.uk

Need more advice? We offer regular seminars, events and bursaries around applying for and winning research grants through the research funding observatory. Join us: My.anglia/rido/research/research services/research funding observatory

We can help
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E: ruth.sandland@anglia.ac.uk
For research enquiries:
observatory@anglia.ac.uk
For non-research enquiries:
rido@anglia.ac.uk

Checklist

Your application should:
✓ Excite the reviewers
✓ Use plain English
✓ Be clear and concise.
✓ Explain: Why you? Why now? Why does it matter?
✓ Demonstrate impact and value for money
✓ Have an interesting yet simple and sensible lay summary/abstract

Have you accessed all the support available to you?
Make sure you have:
✓ Follow us on twitter @angliafunding
✓ Checked out the our website My.Anglia/RIDO/Research Services
✓ Used Research Professional www.researchprofessional.com
✓ Attended RFO seminars and events bit.ly/observatoryevents