YOUR GUIDE TO WINNING RESEARCH FUNDING
ALL YOU NEED FOR THE BEST CHANCE OF SECURING FUNDING FOR YOUR RESEARCH
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?
Research and Experimental Development (R&D) comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge of man, culture and society and the use of this stock of knowledge to devise new applications. R&D is a term covering three activities: basic research, applied research and experimental development.

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 RDCS 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

The Anglia Ruskin University Research and Scholarship Strategy 2012-2014 outlines our 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.
RESEARCH IN HIGHER EDUCATION 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 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.

REF
Our current QR funding levels are based on success in the RAE (Research Assessment Exercise), which took place in 2008. The RAE produced quality profiles for each submission of research activity made by institutions. It assessed numbers of research staff, research outputs, research students, externally funded research, future strategy, research environment and indicators of esteem.

Our future QR funding levels will be based on the outcome of the REF (taking place in 2014). The REF, like the RAE system it replaces, rewards excellence in research. Quality will in the main be assessed through expert (peer) review, but with some use of quantitative indicators, including bibliometrics, in specific areas. The REF will also recognise and reward the excellent impact of research beyond academia, economically, socially, culturally, on public policy, health or the environment, or on quality of life.

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). Further information is also available via our REF web pages (http://web.anglia.ac.uk/anet/rdcs/research/ref.phtml).

RESEARCH COUNCILS
There are seven UK Research Councils which provide grants to meet the costs of specific research projects.

- 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 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,
- European Commission (including FP7/ Horizon 2020),
- industry.

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 – Framework (FP7/Horizon 2020) and Non framework 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. Government Funding is ‘top-down’ so is unsuitable if you are seeking funding for a specific project.

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

More information is available on our website, www.anglia.ac.uk/rdcs/ or contact research-grants@anglia.ac.uk
PROPOSAL PLANNING
IN NINE STEPS

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 RDCS 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.

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. RDCS can provide assistance in locating a suitable funding source for your project. There are several options available:
• Open an account with Research Professional at www.researchprofessional.com. This is an online database of hundreds of funding opportunities, you can set up specific search parameters for your area of research and the system will email you regularly with funding opportunities.
• Contact RDCS with an outline of the research project you would like to apply for funding for and we can conduct a search on your behalf. Please allow 5 working days for a response and clearly state what the project is, how much money you need, when you want to start and how long the project lasts.
• Use the Research Funding Guides. Each Faculty has its own guide listing the major UK funders for that Faculty, which includes some information on their standard calls. These guides are available in a paper format or on the RDCS website. Please contact RDCS for a copy.
• Sign up to the RDCS Research blog for regular updates on funding opportunities; you can find the link on our website.
• Join major funders’ newsletters online; they will email you updates on their own competitions.

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 that 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). RDCS 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

Preliminary, outline or full 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 RDCS? If a budget is requested, it does need to be processed by RDCS 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 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.
- Have you notified RDCS? If a budget is requested, it does need to be processed by RDCS 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 your Head of Department/Director.

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 or Beverley Pascoe (beverley.pascoe@anglia.ac.uk), Executive Secretary to the Research Ethics Sub Committee.

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

Potential difficulties
Potential problems should be identified, with a statement of what action has or will be taken to ensure success. A risk assessment is required for internal purposes.
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 B.

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 as part of the full economic costing tool, available on our website. For more information on completing a risk assessment, visit http://web.anglia.ac.uk/anet/rdcs/compliance/index.phtml or speak to a member of RDCS.

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.
- Assume the reader knows anything about the subject. Panelists who are not specialists may also be involved in the process.
- Leave it until the last minute.

What is it? Full economic costing (IEC) 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 IEC.

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.

How do I use it?
Under IEC, 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.
**JUST AS AN OVER-COSTED GRANT IS LIKELY TO BE UNSUCCESSFUL, SO TOO IS AN UNDER-COSTED ONE**

**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. RDCS can advise you on this.

**How will IEC 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 IEC 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 economies 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 IEC.

**EU funding bodies**
IEC also works differently for grants made under FP7 and this mechanism is likely to continue into the Horizon 2020 Programme. Currently, the European Commission operates a system, which allows for either a simplified method of overhead or a flat rate for indirect costs which will vary between 7% and 20%, dependent on the scheme. Please contact Aimi MacCormac (aimi.maccormac@anglia.ac.uk) for specific guidance on costing European bids.

**STEP 6 SEEK PEER REVIEW**
Have your application peer reviewed by a relevant expert internally, or externally if necessary. 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. Please check this with your Director of Research.

**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, reasons and 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 (e.g. over word limit).

**STEP 8 SUBMIT FOR INTERNAL AUTHORIZATION**
Once you have completed all the above steps, the final version of your application needs to be submitted for University authorisation via RDCS.

Your application must be formally approved by your Head of Department/Director, Dean of Faculty and RDCS 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), usually Tony West, Director of RDCS.

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.
- RDCS can compile information on bids made and successful awards.

The final version must include all components of the application form, IEC 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, RDCS 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.
Whilst the quality of the research remains the key for success, all applications to UK research councils, as well as many other funders, now require you to demonstrate not only the academic impact of your work but also its economic and societal impacts.

Whilst demonstrating the academic impact of your work may be more familiar – using innovative methodologies, equipment, techniques and cross-disciplinary approaches, for example – 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.

CONSIDER

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

Other funders have different guidelines so please refer to the relevant guide.

ECONOMIC AND SOCIETAL IMPACTS MIGHT INCLUDE:

- Improving health and well-being.
- Wealth creation, economic prosperity and regeneration.
- Enhancing the research capacity, knowledge and skills of public, private and third sector organisations.
- Changing organisation culture and practices.
- Attracting R&D investment.
- Improving social welfare, social cohesion and/or national security.
- Enhancing cultural enrichment and quality of life.
- Environmental sustainability.
- Protection and impact.
- Evidence based policy-making and influencing Public policies.
- Increasing public engagement with research and related societal issues.

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.
WINNING FUNDING

AWARD MANAGEMENT
If you are successful in winning funding, congratulations! You will need to notify RDCS as soon as possible, and your Faculty or Institute Administrator.

RDCS is responsible for issuing research project codes for all research funding. However, it is not responsible for award management. Once the code has been issued the Faculty takes full responsibility for the management of the project.

Please visit our website to download the project code request form and provide a copy of the award letter. Other information will be requested if the application did not originate through RDCS.

OPEN ACCESS
Following the Finch report on Open Access (2012), funders are increasingly demanding that outputs from funded research are made freely available. The Finch report focused on how the UK could make research papers freely available, whilst also maintaining the UK’s publishing industry and excellent peer review system.

Benefits of open access include:
• encouraging scientific enquiry and debate,
• encouraging innovation and new data users,
• new collaborations between data users & data creators,
• maximising transparency and accountability,
• increasing the visibility of research,
• encouraging the improvement and validation of research methods,
• reducing the cost of duplicating research data,
• data remains accessible over time.

Ways you can share your data include:
• send to a specialist data centre, data archive or data bank,
• submit data to a journal in support of a paper,
• deposit in an Institutional repository (e.g. Anglia Ruskin Research Online ARRO),
• post to project or institutional website,
• share directly with other researchers (peers).

Each funder has different requirements for Open Access. For instance, the Research Councils demand that all qualifying publications being submitted for publication from 1 April 2013, which result from research that is wholly or partly funded by the Research Councils, must be published in journals which are compliant with Research Council policy on Open Access; and must include details of the funding that supported the research, and a statement on how the underlying research materials such as data, samples or models can be accessed.

RCUK RESEARCH OUTCOMES SYSTEM (ROS)
The RCUK Research Outcomes system was launched in 2011 and is an online data collection system to capture the outcomes and impacts arising from certain Research Council funded research projects. They are the AHRC, BBSRC, EPSRC and ESRC.

The system must be updated whenever new outputs or impacts arise from Research Council funded work (either live or finished after 1st April 2006) and if your project is funded by one of the above Research Councils you will be reminded to ensure data is up to date. They are particularly keen that the ‘Publications’, ‘Other Research Outputs’, ‘Impact’ and ‘Key Findings’ sections are completed.

Access to the ROS is available at https://logon.rcuk.ac.uk/.

A Guidance Document is available to download and includes:
• General information about the system and key contact points at the University.
• An overview of the types of outcomes included on the system.
• Arrangements for final reporting when a grant comes to an end.
• More detailed guidance for returning information in the IP and Exploitation Outcomes section of the system.

RESEARCH SUPPORT

IF YOU ARE THINKING ABOUT APPLYING FOR RESEARCH FUNDING, THE TEAM WITHIN RESEARCH, DEVELOPMENT AND COMMERCIAL SERVICES IS HERE TO HELP.

RESEARCH FUNDING TEAM
UK Funding
The UK Research Funding Team provides advice and support to academic staff applying for external research funding from UK funders, such as Research Councils, charities and government departments.

EU and International funding
The EU and International Research Funding Manager provides advice and support to all staff applying for the European Commission’s Seventh Framework Programme (FP7), as well as its successor Horizon 2020, and all other EU and international research funding schemes.

More information
For more information on research funding, please visit the Research, Development and Commercial Services’ website at www.anglia.ac.uk/rdcs. Our site includes funding opportunities, details on how to apply for funding and useful links and information.

CHECK THE GUIDELINES OF EACH FUNDER ON OPEN ACCESS WHEN COMPLETING YOUR APPLICATION, AS THEY ARE SUBJECT TO CONSTANT REVISION.

CONTACT
Ruth Sandland
UK Research Funding Manager
T: 0845 196 2553
E: ruth.sandland@anglia.ac.uk

Aimi MacCormac
EU and International Funding Manager
T: 0845 196 4857
E: aimi.maccormac@anglia.ac.uk

Jo Vine
Applications Administrator
T: 0845 196 5846
E: joanne.vine@anglia.ac.uk
FREQUENTLY ASKED QUESTIONS

WHAT DO I DO IF THERE ARE FEWER THAN 5 WORKING DAYS TO THE DEADLINE?
We always ask for 5 working days to process an application for funding to ensure there is adequate time to check it, assist with budgets, peer review it, and produce a risk assessment, and allow adequate time for the Dean to approve, as they are not always on site. However in some cases applicants leave applications to the last minute, or deadlines are announced with short notice. In these scenarios please contact RDCS as soon as possible so we can begin working on it straightaway.

If the application is submitted with less than 5 working days for a popular deadline there is a risk that RDCS will not be able to process the application. We will always seek approval from the Dean and the HOD/Director but in this scenario we would not be able to check the budget or the application as a whole. If it was successful and financial, ethical or legal issues arose then the responsibility for those issues would lie with the Faculty and the Applicant. If we cannot reach the Dean then the application cannot be approved and cannot be submitted.

A last minute application will be prioritised as much as possible. However it will still not benefit from proper scrutiny. In addition funders can often tell if an application has been written in a hurry and they are rarely successful. It is always best to notify both the HOD/Director and RDCS as soon as you become aware that there may be an issue with a last minute submission.

I HAVE ALREADY SUBMITTED MY APPLICATION FOR FUNDING, WHAT SHOULD I DO?
Please contact RDCS as soon as possible. RDCS will work retrospectively with you, checking the application and budget and applying for retrospective risk assessment approval. If the application has not been approved by the Dean or HOD/Director, RDCS will approach them and ask them to consider a retrospective approval. If the Dean declines the approval then the application cannot proceed, even if successful.

I CANNOT FIND ANYONE TO PEER REVIEW MY APPLICATION
Please speak with your HOD/Director or Director of Research and ask them to suggest someone, or RDCS is always happy to offer non-expert peer review.

MY HEAD OF DEPARTMENT/DIRECTOR IS AWAY. DO I NEED THEM TO APPROVE MY APPLICATION?
This depends on the Faculty submission process. If you leave adequate time to prepare the application and make sure to notify the HOD/Director as early as possible then they will be able to offer a solution if they are away near or on the deadline. If this is not possible then the Dean will decide whether an application can proceed without the HOD/Director’s approval.

DO I NEED TO SEND MY APPLICATION FORM TO THE DEAN FOR APPROVAL?
No, RDCS deals with the entire approvals process.
YOUR APPLICATION SHOULD:

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

NOTIFY YOUR HOD/DIRECTOR:

✗ Contact RDCS as soon as you are thinking of submitting a bid
✗ Allow 5 working days to be processed by RDCS and the Faculty
✗ Use full economic costing
✗ Do a risk assessment and consider ethical implications
✗ Notify your Head of Department

WE CAN HELP

Ruth Sandland
UK Research Funding Manager
T: 0845 196 2553
E: ruth.sandland@anglia.ac.uk

Aimi MacCormac
EU and International Funding Manager
T: 0845 196 4857
E: aimi.maccormac@anglia.ac.uk

Jo Vine
Research Applications Administrator
T: 0845 196 5846
E: joanne.vine@anglia.ac.uk

For research enquiries:
research-grants@anglia.ac.uk

For non-research enquiries:
rdservices@anglia.ac.uk