Overview of Pre-award process

	PI	Institute	JRMO
As long as it takes	1 Identify potential funder/ funding scheme 2 Check your eligibility against published criteria	WIPH Research Manager (RM) to advise on upcoming funding opportunities. If the call has **QMUL demand management** you will need to consult the RM on process. For **Barts Charity funding** please consult this guidance at this early stage	
2 months +	3 Plan application 4 Write application	• Centre Manager (CM) should be included in bid development from the beginning • Impact Champion Prof Charlie Marshall can advise/signpost on impact	CM to submit eCosting to JRMO JRMO to transcribe into Worktribe (WT), and liaise with PI & CM to refine the budget
1 month	5 Peer review process	**FMD Institute Peer Review Process** Peer review is mandated for all grant submissions (i) by ECRs, Lecturers and Senior Lecturers when they are the PI, and (ii) over £2m regardless of PI seniority. **Strategic cross-faculty bids** should also be presented to FMD Research Strategy Board.	PI to upload peer reviews to Documents to tab of Worktribe
5 days	6 Submit for Internal approval in Worktribe	• PI to upload a final/good draft proposal to the Documents tab of Worktribe, and submit for internal approvals. **Secondly,** Institute Director (ID) or delegate will review costing in Worktribe. Once you have both approvals you can submit externally*	**Firstly**, JRMO officers will review the costing in Worktribe
Response from funder usually takes several months	7 External bid submission 8 Report funder response	*For funds requested > £1.5m, you will also require Worktribe sign-off by FMD Dean for Research.	For some funding calls the bid is submitted by the **organisational approver**. PI to submit the bid in the funder portal, which will be approved by the ID and then Gerry Collins before being sent to the funder. Contact Gerry in advance. Report +/- and where + upload the **outcome letter** to Worktribe to ensure the award is properly managed by JRMO