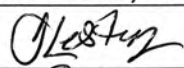
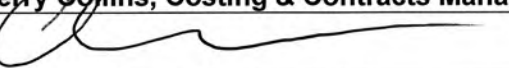
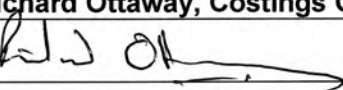
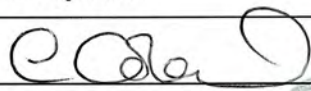


Standard Operating Procedure (SOP) for:			
Research Project Applications			
SOP Number:	01	Version Number:	5.0
Effective Date:	19 th December 2017	Review Date:	19 th December 2019

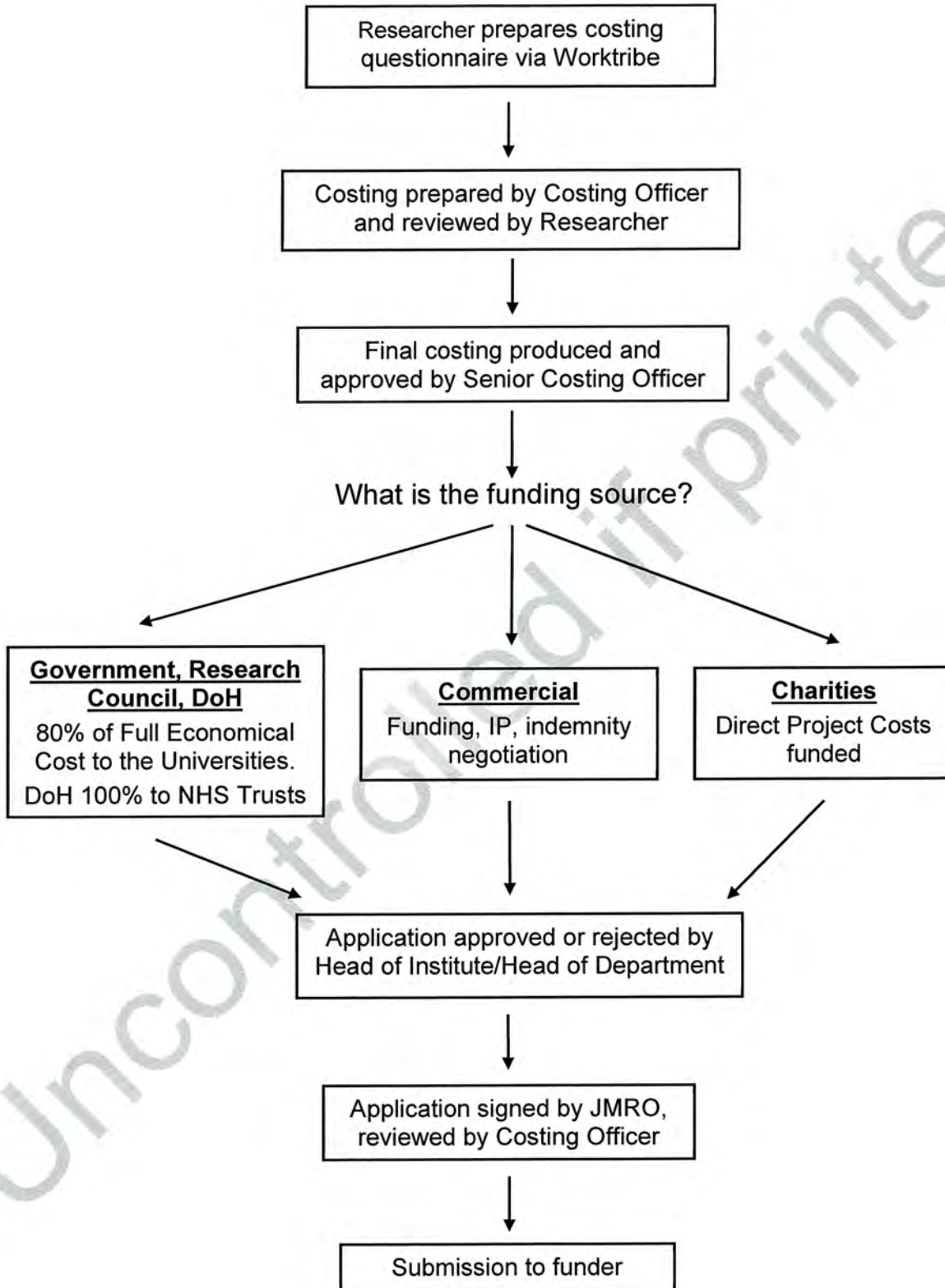
Author:	Julie Lester, Contracts Officer		
Signature:		Date:	5 DECEMBER 2017
Reviewer:	Gerry Collins, Costing & Contracts Manager		
Signature:		Date:	5 DECEMBER 2017
Reviewer:	Richard Ottaway, Costings Officer		
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Authorisation:	
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Signature:	
Date:	6 December 2017

Purpose:	
The purpose of this standard operating procedure (SOP) is to describe the process for applying for an externally funded research study.	
Scope:	
This SOP applies to all JRMO staff and Researchers involved in applying for research funding.	
Abbreviations:	
BH	Barts Health NHS Trust
CO	Costing Officer
DoH	Department of Health
GCP	Good Clinical Practice
JRMO	Joint Research Management Office
QMUL	Queen Mary University of London

SOP Text		
	Responsibility	Activity
1.	Researcher	<p>To recognise the need for a JRMO costing</p> <p>There is no financial minimum for a costing. All costs must be requested including “expression of interest” stage.</p>
2.	Researcher / Local administrator	<p>Prepare a costing questionnaire</p> <p>The Researcher in conjunction (if necessary) with their School Institute administrator/Clinical Board (CB) must complete an electronic questionnaire, which can be accessed online via https://webapps2.is.qmul.ac.uk/ecosting.</p> <p>The questionnaire must be completed as fully and completely as necessary for the Costing Officer (CO) to fully cost a project.</p>
3.	Costing Officer	<p>The creation of a costing</p> <p>The CO will set up a costing on Worktribe based on the information provided with the questionnaire. If necessary a CO may do the following:</p> <ul style="list-style-type: none"> Request a credit check for a new funder Create a new funder on Worktribe Ensure that new funder is assigned to the correct costing template <p>Additionally the CO may alert the contracts team, GCP or Governance team and other interested QMUL parties to the project on a case by case basis.</p>
4.	Researcher / Local administrators	<p>The production of a final costing.</p> <p>Using the comments function of Worktribe and the edit rights of the participants, a cost will progress to a final stage. Partner costing will be ascertained, the Researcher must acknowledge that the costs are complete before the JRMO approves it.</p> <p>The Researcher must also ensure that all relevant documents e.g. the application, peer review, etc. are available on Worktribe for the Head of Institute/School to approve.</p>
5.	JRMO Senior Costing Officer / Manager	<p>JRMO checks final costing</p> <p>The JRMO Senior CO/Manager will appraise the study, approve final costs and advance them for Institute/School authorisation based on QMUL rules.</p>
6.	Head of Institute or School	<p><u>The application is now approved or rejected.</u></p>
7.	Researcher	<p>Application to the funder</p> <p>The Researcher must complete their application to funder and ensure that the costing in their application matches the Worktribe costing.</p>
8.	JRMO Senior Costing Officer / Manager	<p>JRMO checks funding application</p> <p>The Senior CO/Manager will compare and approve the costing in the Researcher’s application to the funder against the Worktribe costing. When all checks are complete and the application is submitted, The Senior CO/Manager will mark the Worktribe system as “application submitted to funder”.</p>

Overview of costing process



Change Control

This section outlines changes from version 5.0 to version 6.0.

Section Changed	Summary and description of change
All	Process change owing to implementation of research grants management system 'Worktribe'
All	General administrative changes

List of Appendices

There are no appendices for this SOP.

List of Associated Documents

There are no associated documents for this SOP.

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