

Key Steps for Research Project Management

- Discuss with your Project Coordinator:
 - Timeline of submission to the funder
 - Costing
 - Ethics approval
 - Internal Peer review
 - Agreements

- Draft a project plan and track record.

- Plan your 'Pathways to impact' section for your research funding application.

- Your Project Coordinator will log your research application on to the University's Research System. This will facilitate any internal approvals such as for Project Approval Form etc. necessary prior to the application submission.

- Consult with your Project Coordinator with regards to submission of your research application via the Funder's online system.

- Inform your College Research Support Office on receiving the outcome of your research application (successful or unsuccessful).

- Regularly check:
 - Budget report (your Project Coordinator can advise you on it)
 - Data management and data backup software(s)
 - Ethics committee if required

- If publication is accepted by a journal/conference contact Open Access Service.

- If extending the project, contact your Project Coordinator as soon as possible and apply for extension 6 months before the end date of the project.

- Write final project report for the funder.