


Standard Operating Procedures (SOP) for:

**Research Project Applications**

SOP Number:	<b>SOP 1</b>	Version Number:	<b>6.0</b>
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Purpose and Objective:

To map the process of applying for an externally funded research study.

Scope:

This SOP applies to all JRMO staff and Principal Investigators involved in applying for research funding.

Abbreviations:

BH	Barts Health NHS Trust
JRMO	Joint Research Management Office
QMUL	Queen Mary University of London
PI	Principal Investigator
BSU	Biological Services Unit
DoH	Department of Health
FEC	Full Economic Cost
AMRC	Association of Medical Research Charities
PCQ	Pre Costing Questionnaire
IP	Intellectual Property

SOP Text

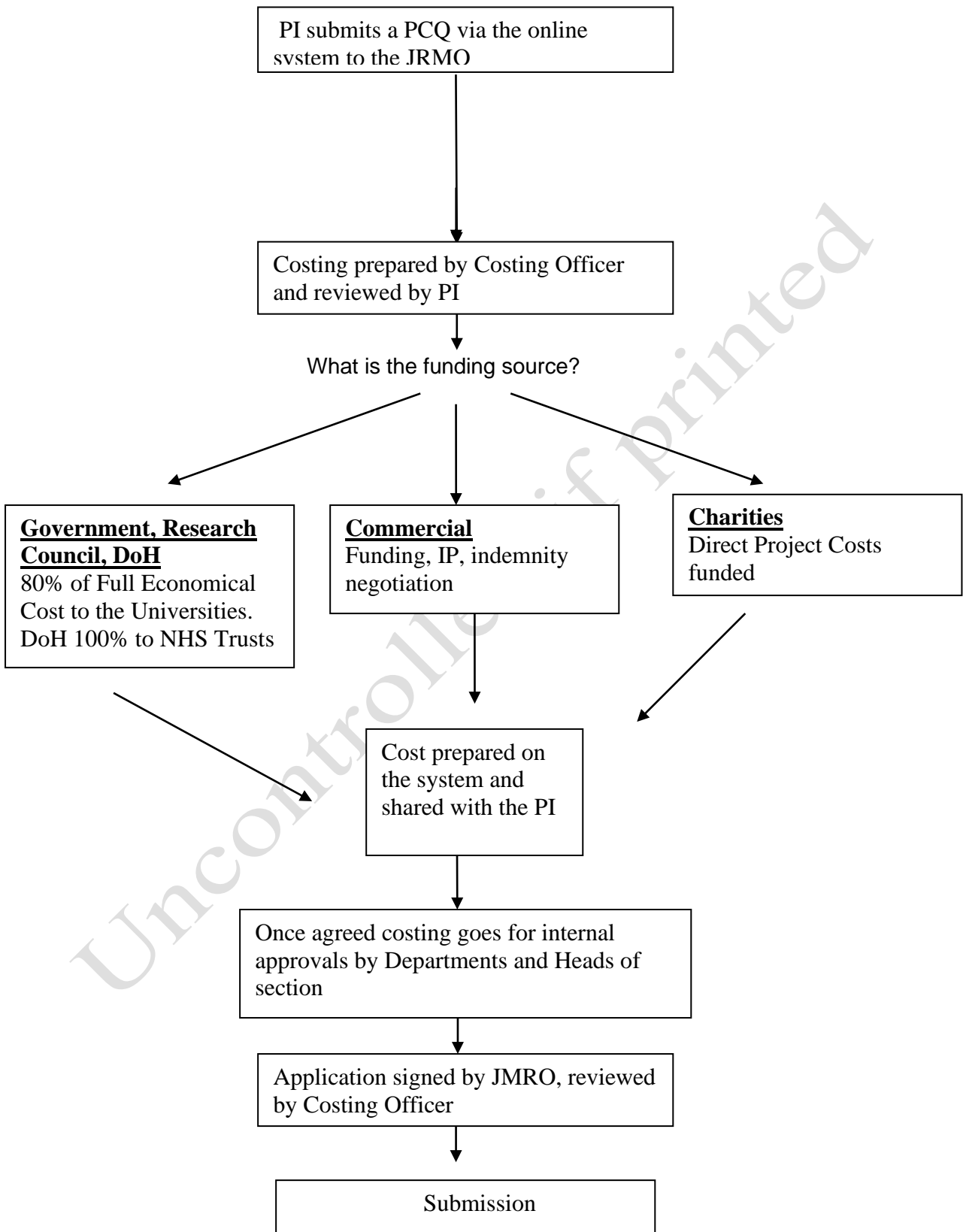
	Responsibility	Activity
1.	Principal Investigator	<b>Request costing from R&amp;D Office</b> Contact the R&D Office to request costing Via the PCQ. If required Costing questionnaire Administrator will send link to online PCQ to the requesting PI. See associated document 1 FEC Pre Costing Questionnaire
2.	Principal Investigator or project team member	<b>PCQ</b> Complete the questionnaire outlining project specific requirements including but not limited to: Funder, Start date, duration, timelines, type of study. Also, human resources, and non-human resources (Travel, equip. etc) to carry out the study/project.
3.	Costing Officer	<b>Study Type</b> If Clinical Trial or device trial request copy of protocol or a description of work to accompany Pre-Costing Questionnaire- Refer to SOP 7 Costing & Contracting for Regulated Studies and SOP 7a Costing & contracting nonregulated studies
4.	Costing Officer	<b>Using the PCQ prepare the costing and ensure the PI is in agreement.</b> In line with questionnaire or following discussion with the PI identify the full resources required to complete the project. Obtain quotes from various service departments including, where applicable, Pharmacy, Imaging, BSU, IT and check the final costing with the PI.
5.	Costing Officer	<b>Prepare costing including overhead recovery in accordance with College/Trust policy.</b> Prepare the full cost of the activity for recharge to funder. Not all funders will pay the full cost of the research. Government agencies or ministries such as the Research Councils will pay 80% of the full economic cost, DoH will also pay 80% FEC to Universities but 100% of direct cost to NHS Trusts, and charities will pay the "direct project costs". All projects will be costed using a recognised system.
6.	Contracts Officer	<b>For commercial studies: negotiate funding, IP issues, Indemnity, and any other details with funder.</b> Where it's a commercial study: negotiate funding agreement, IP issues, Indemnity, and any sponsorship details with to study funder.
7.	Costing Officer	<b>Established cost to be forwarded to the PI</b> Once full cost and price has been established submit the costing and any associated documents for internal approvals via the costing system.
8.	Head of Department	<b>Review science, evaluate financial impact to Institute/Clinical Unit and approve applications prior to submission.</b> Should review science and any financial impact to Institute / Clinical Unit before authorisation. Where applicable the internal peer review is undertaken in line with internal

		processes.
10.	Principal Investigator	<b>Ensure that application has final JRMO approvals before submission to funder organisation.</b> Should ensure that the final authorised signature for all applications is the Joint Research Management Office
11.	Costing Officer	<b>Review and approve grant application and ensure Departmental approval.</b> Review and approve completed grant application to ensure that all the costs have been accurately entered and all necessary approvals are in place. Ensure where applicable that Peer Review has been obtained and authorisation is attached.
12.	Costing Officer	Obtain copy of application. Upload onto the costing system for audit purposes
13.	Principal Investigator	<b>Submission</b> Where applicable submit completed grant application Form to funder or complete any electronic submission

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**FLOW CHART**

Where possible include a flow chart of the process described



**Change Control**

This section outlines changed from version 5.0 to version 6.0.

Section Changed	Summary and description of change
All	General Administrative Changes

**List of Associated Documents** *(these are standalone documents)*

Associated Document	Document name
Associated Document 1	Document 1 FEC Pre-Costing Questionnaire

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