

Research Away Day - 5th May 2022

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Research application guidance - 10 top tips

<https://bit.ly/applicationsproceduresharepoint>

1. **Read the Call Guidance**
2. **Contact us 30 days before the deadline, or 3 months prior for UKRI/ESRC and 6 months prior for Horizon Europe/ERC grants**
3. **Discuss teaching buyout immediately with Research Manager**
4. **Consider all salary costs first, including research and admin posts**
5. **Use budget and Justification of Resources templates provided by the department**
6. **Always obtain service/supplier quotes while developing the budget**
7. **Request all collaborator costs in Pound Sterling**
8. **Check whether Due Diligence is required for collaborator costs**
9. **Complete Worktribe Risk Assessment as soon as possible**
10. **Consider publications Open Access Costs**