Universities are the hubs of innovation and through the expertise of their staff, contribute to advancing knowledge to the benefit of economy and society. Solent University is no different and boasts a creative community of academics and professional services which is extremely invested in the needs of the community and civic responsibility.

The RO wants to be able to support the community in securing funds to support their ideas, providing guidance for embedding impact in their projects and therefore recognise the true value of their work while keep building on their strengths. Since 2015, the RO team provides guidance and support to staff applying for internal and external funding for RKECD activities and oversees the management of successful awards. Universities are the hubs of innovation and through the expertise of their staff, contribute to advancing knowledge to the benefit of economy and society. Solent University is no different and boasts a creative community of academics and professional services which is extremely invested in the needs of the community and civic responsibility.

Securing external funding

Prospective Principal Investigators/Co-Investigators need to submit an Intent to apply to gain institutional support. This applies to all projects seeking external funding, also including those projects that will not lead to income to Solent University but requiring for in-kind contributions instead. New intent to apply are discussed by the RO management weekly and if approved, will move into the costing stage with finance.

The Intent to apply needs to be submitted no less than 3 weeks* before the deadline for submission so to allow for accurate costings to be produced and all levels of institutional approval (Line manager, HoD, financial officer) to be sought. Once all levels of approval have been obtained, RO will confirm authorisation to submit the application.

*Please note that at busier times or for more complex applications, the approval process might take longer than expected, so early submission is strongly advised.

If your application will require an expedited approval (less than 10 working days), please get in touch with researchsupport@solent.ac.uk as soon as possible. Please note that approval is not guaranteed and that this will be considered on a case-by-case basis and only under exceptional circumstances. You will be required to provide details of the need for expedite approval.

Please note that this process is the only way to ensure that projects are recorded on Solent University's research repository Pure.

All proposals, including those led by other institutions should abide by the following workflow.

Initiate a proposal
1. Discuss your idea with URL lead and line manager.

2. Contact RO to discuss the proposal and explore the nature of the project (R or KE) and agree on a timeline to support proposal.

3. If potential funder is not known, find suitable funding opportunities via Research Professional and/or referral.

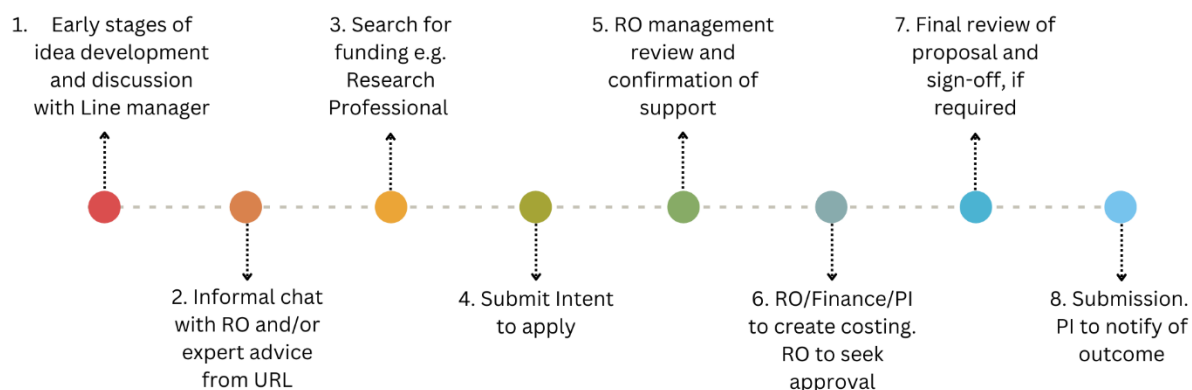4. Submit Intent to apply form.

Develop and cost proposals

5. The proposal is reviewed at the first RO management meeting and confirms support.

    5A. PI is asked to provide additional details/ further develop proposal.

    5B. RO approves project and sends email to Finance (CCing PI) to give formal approval for costings to go ahead.

NOTE: up to this point no contact shall be made by the academic to the Finance team and vice versa.

6. Once approved by the RO management, Managing Accountant liaises with PI (and RO if needed) to produce accurate costings (DI/DA). Once done, RO will seek institutional approval (line manager, HoD/Director and CFO/Associate PVC R&I).

Approval of proposal

7. Final review of proposal and institutional sign-off.

8. Submission to Funder. PI to forward application to RO and notify RO of outcome when available via email to researchsupport@solent.ac.uk.

1. Early stages of idea development and discussion with Line manager

2. Informal chat with RO and/or expert advice from URL

3. Search for funding e.g. Research Professional

4. Submit Intent to apply

5. RO management review and confirmation of support

6. RO/Finance/PI to create costing. RO to seek approval

7. Final review of proposal and sign-off, if required

8. Submission. PI to notify of outcome

Figure 1 Quick guide to Solent University applying for funding processes