

TIMELINE*

ACTIVITY

RESPONSIBILITY

As early as possible but
At least 8 weeks
Before the Deadline*

Generate research idea and initial study design ideas.
Check what other studies are currently ongoing/if the
idea is novel / other relevant work in the area

You, as researcher
/ lead investigator

Contact RDS (see '[Contact Us](#)' page)

Identify: suitability for national peer reviewed funding;
appropriate funding body; specialist research support required
(e.g. CTU, statistics, health economics, qualitative, PPI)

**RDS advisers and
specialist advisers**
*Your RDS adviser will
continue to provide
support including peer
reviewing your application
until submission

Advice from RDS specialist advisers

At least **8 weeks** before
deadline

Plan PPI activities and gather feasibility data.

Develop research proposal following advice from RDS core
& specialist advisers

At least **6 weeks** before
deadline

Produce draft proposal/application
Identify and contact study sponsor

At least **5 weeks** before
deadline

Consult practice, social care, clinical and academic
colleagues and service users* for peer input

At least **4 weeks** before
deadline

Revise draft proposal/application and submit for peer
review

At least **4 weeks** before
deadline Institutions and
departments have
varying internal
deadlines – **check**

Gather information to cost study from each organisation
involved in the application.

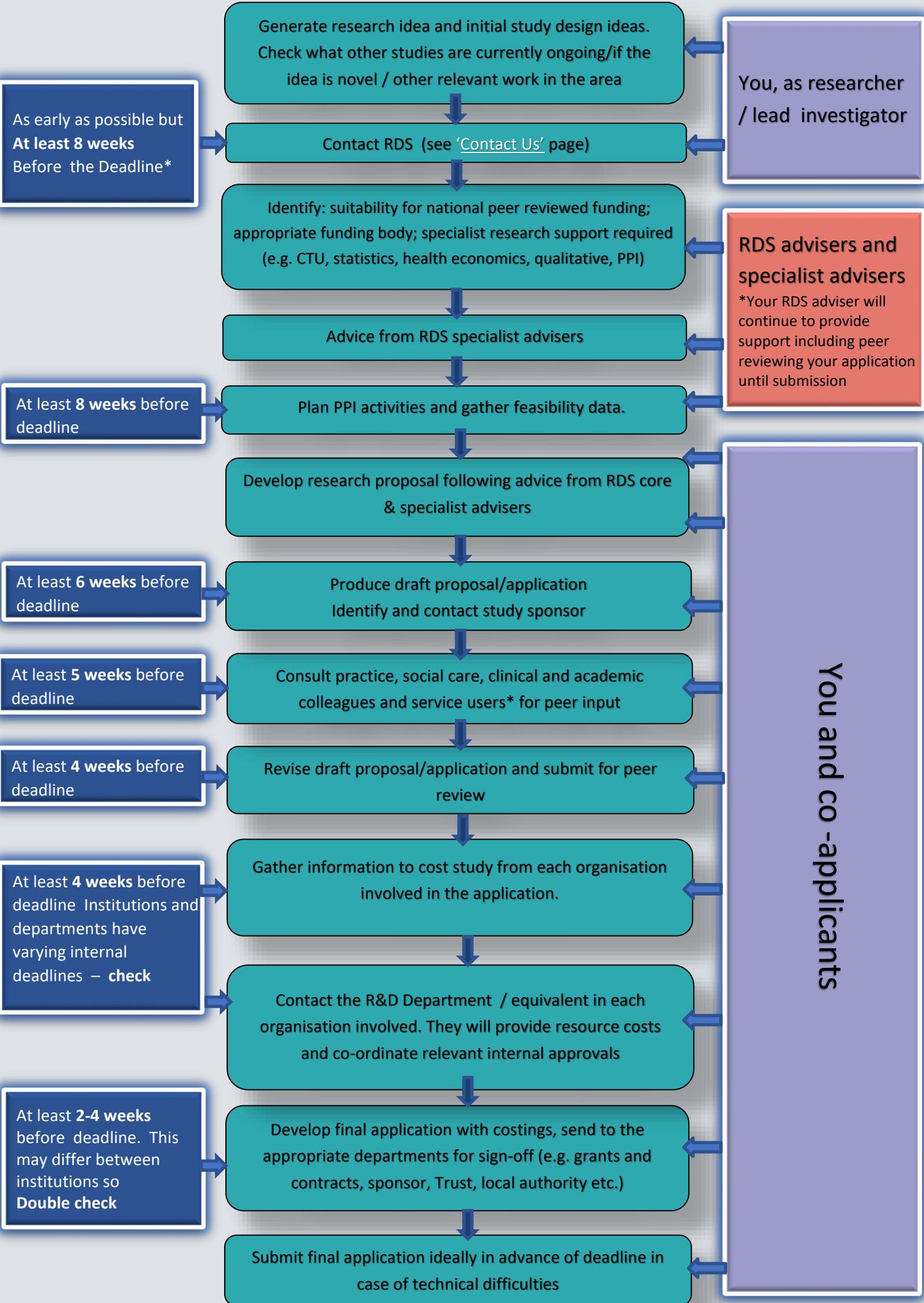
Contact the R&D Department / equivalent in each
organisation involved. They will provide resource costs
and co-ordinate relevant internal approvals

At least **2-4 weeks**
before deadline. This
may differ between
institutions so
Double check

Develop final application with costings, send to the
appropriate departments for sign-off (e.g. grants and
contracts, sponsor, Trust, local authority etc.)

Submit final application ideally in advance of deadline in
case of technical difficulties

You and co-applicants



*The sooner you contact us the more support we will be able to offer; if you contact us 14 days or less before your deadline, we are likely to be able to offer only to peer review your application.

*Most, if not all, funders have lay members on their panels, and will require a Plain English Summary which is considered when scoring an application. It is important to leave sufficient time to draft, review, and refine your summary in consultation with service users or patients/carers.

*Please note these timelines are the absolute minimum required to produce a competitive, robust, readable application. A fellowship application may require up to 12-24 months, while other funding streams such as NIHR Research for Patient Benefit, may require around 6 months.