A PROCESS FLOWCHART FOR THE BIDDING AND IMPLEMENTATION OF EXTERNALLY FUNDED MCAST RESEARCH PROJECTS

MCAST
Malta College of Arts, Science & Technology

NOTES ON PROCEDURE:
This Standard Operating Procedure (SOP) provides guidance to academics who seek to apply for externally funded research, primarily through EU funded schemes such as H2020, Microwatts, Interreg and Erasmus, as well as the local funds such as Fusion. The SOP covers 3 stages within a project's lifespan: the pre-bid/pre-award stage; the post-bid/post-award initial setup stage; and the project implementation phase. It defines roles, responsibilities and required actions, both for the originator of the research as well as the supporting actors to the research.

Applied Research

- A) Externally Funded Research Project Awards
- B) Junior Researcher Endeavour (Junior Researcher: any member of MCAST's Lecturing Staff)
- C) M.Res SOP

Groundwork Stage/ Initiation
- Identification of Research Theme/ Identification of Title.
- Identification of Project MCAST Leader / Chairperson.
- Identification of Stakeholders/Partners.
- Identification of possible correlation with national/ MCAST Research themes or MCAST specialisation.
- Identification of early target budget and early deliverables.

DOC 181 Research Proposal Form - Internal and External Senior Researchers only; or other as necessary

Internal Proposal Submission 1 - Initial Approval
- Submission of project proposal to IRC for initial approval

Approved by IRC? — NO

YES

Internal Proposal Submission 2 - Final Approval
- Submission of project proposal to DP VPET and DP R&I for final approval

Approved by DPs? — NO

YES

Proposal Submission to External Agency / Identification of Project Leader
- Submission of compiled project proposal to External Agency, with copies to IRC and R&I, as a bid to join a consortium in line with the local Managing Authority Criteria.
- Identification of Project Leader who is also expected to act as a contact person

Bid Successful? — NO

PRE BID

YES

Groundwork following Successful Bid Notification
- Project Leader to inform IRC + DP R&I of Project Bid Success.
- IRC to oversee compilation and resource planning related to Grant Agreement/Application Document.

Grant Agreement Internal approval and Sign-Off
- Grant Agreement/Application Final Document referred to IRC + DP VPET for approval;
- forwarded then to DP R&I for final approval and referral to Legal signatory to sign off

Compilation of Operational Documents
- Project Leader tasked with compiling operational Documents:
  a) project responsibility chart, identifying: key deliverables, responsible persons, targeted implementation timeline
  b) Budget plans; reflecting key deliverables and responsible persons for each deliverable

IRC Approved? — NO

POST BID – INITIAL STAGES

YES

Identification of Administrative and Financial Support Personnel

- Project Responsibility Chart
- Budget Consumption Spreadsheet

Operational Management Process 1
- Project Leader to submit to IRC, monthly / six weekly:
  a) project responsibility chart update;
  b) updated budget consumption spreadsheet.

-Standard Time Sheets

Operational Management Process 2
- Project Leader to submit any forms/docs requiring signature of his/her line command to IRC Chair to sign. This includes all payment related forms that have to be countersigned by IRC such as: Time Sheets; Invoices; Purchases etc.

Operational Management Process 3
- Project Leader to submit any forms/documents requiring signatures of the Legal Signatory to IRC to sanction and forward to Legal Signatory to sign

Recording/Database
- Project Leader to maintain a well-structured repository/recording file and associated electronic database that evidences reporting/key interactions and financial documents compiled at regular intervals. This includes an inventory list.

Interim & Final Reporting
- Project Leader to manage the compilation of interim and final project reports and any associated auditing interventions.
- IRC will ultimately sanction any final reporting documents and assume responsibilities to seek any Financial Signatory Approval.

PROJECT IMPLEMENTATION

LIST OF ABBREVIATIONS

- **IRC –** Institute Research Committee
- **JR** – Junior Researcher (any member of MCAST's Lecturing Staff)
- **DP –** Deputy Principal
- **DP R&I –** Deputy Principal Research & Innovation
- **DP VPET –** Deputy Principal Vocational Professional Education and Training
- **SOP -** Standard Operating Procedure

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