## User Guide for Internal Research Fund for Schools and Departments

For the Academic Year commencing September 2023, all Internal Funds Applications are now applied for via Unit 4 ERP.

This is accessed via **MyHope** and the **MyResearch** and then select the **Internal Research Funds** box. It can also be accessed via your usual U4ERP desktop icon / bookmark.

**Important things to remember when using Unit4 ERP**

**Tab through the fields (boxes) – do not use the Arrow Keys**

**A field (box) that has a 'lookup function' (3 dots) requires a 'double tab' to move to the next field. Fields are highlighted yellow when active (the intensity of colour can vary between screens)**

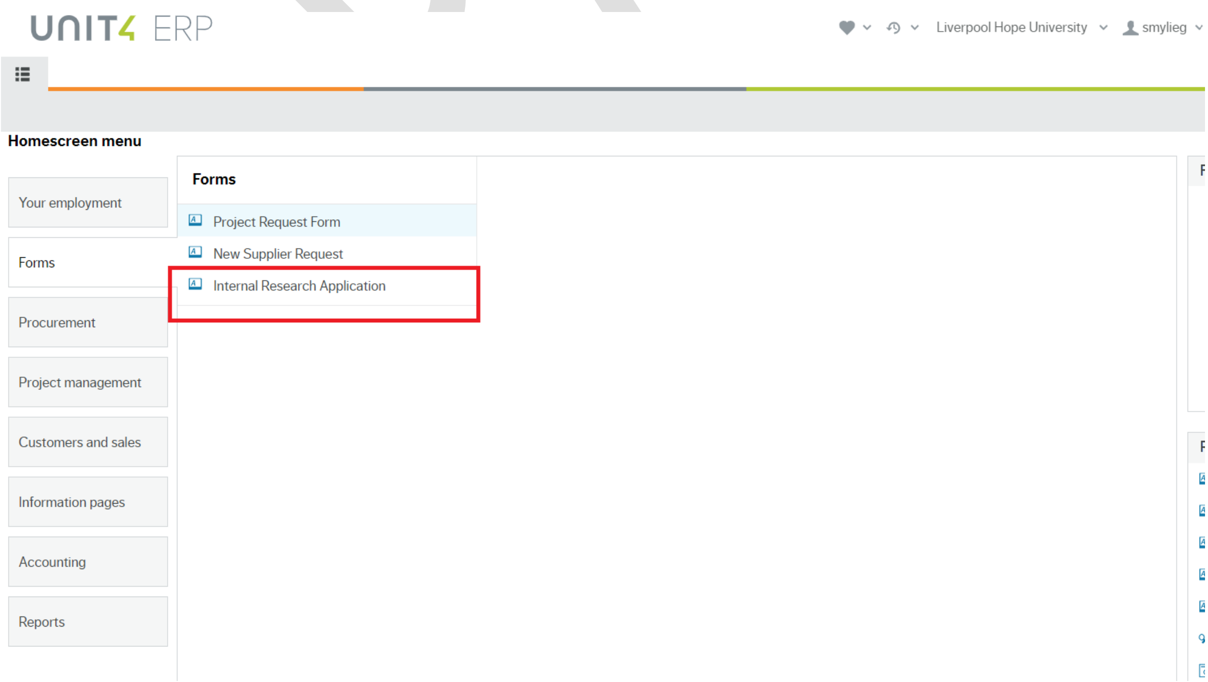
**All boxes with an Asterix are mandatory**

**Dropdown menus can be accessed with the Spacebar or the associated box's down arrow**

**Date format is browser dependent and may show as US format M/D/Y rather than British format D/M/Y.**

To apply for devolved Research Funds from your School or Department, go to the Unit4 ERP **Homescreen Menu** select the **Forms** tab, which will provide you with the options highlighted below.

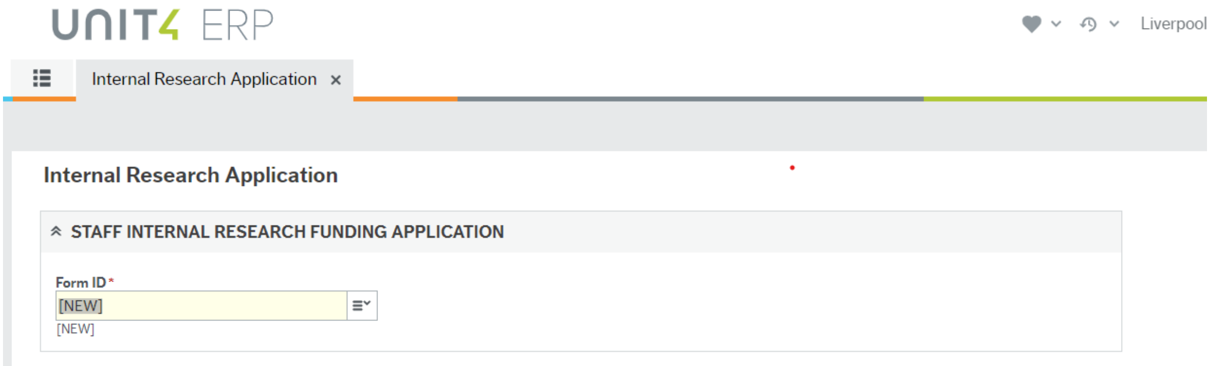
Please select **Internal Research Application** to start your application



## Internal Research Application

### Step 1 Form Header

You are creating a NEW form so a reference number will be automatically created [IRF1*****] when you save the form as a draft. Therefore, please do not try to populate the **Form ID box** – **[NEW]**





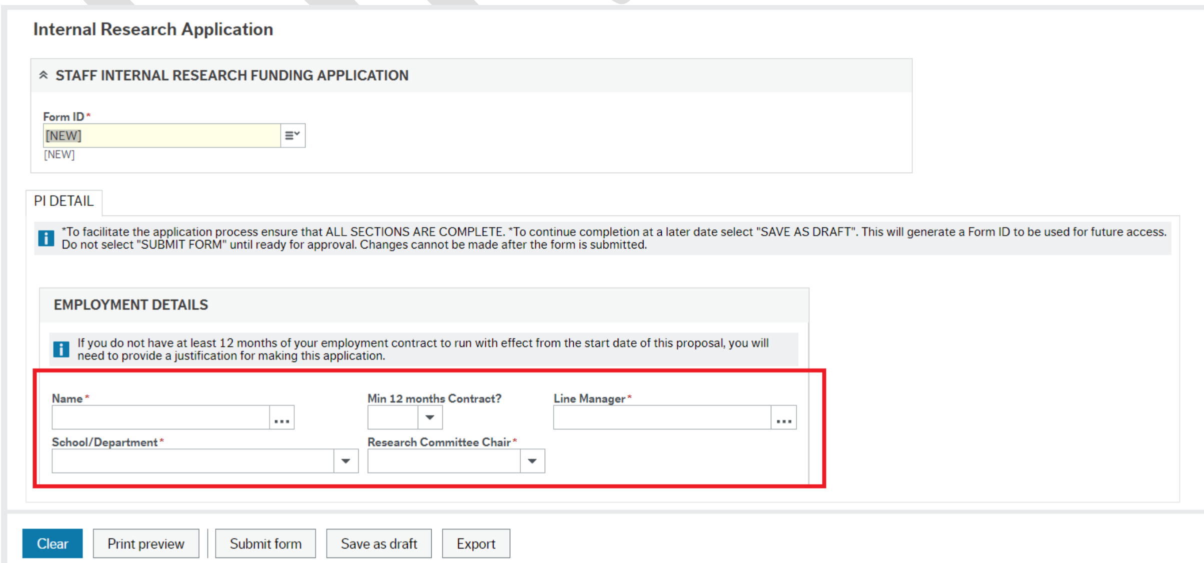

**Step 2 Employment Detail (PI Detail tab)** (This information is required for approval of the application)

**Name** *start typing your surname / last name, select your name from the list and tab onto the next box*

**Min 12 months contract?** *Press spacebar for options*

If you have more that 12 months on your contract select **YES**

**Line Manager** *start typing your line managers second name and select from the list and tab onto the next box*

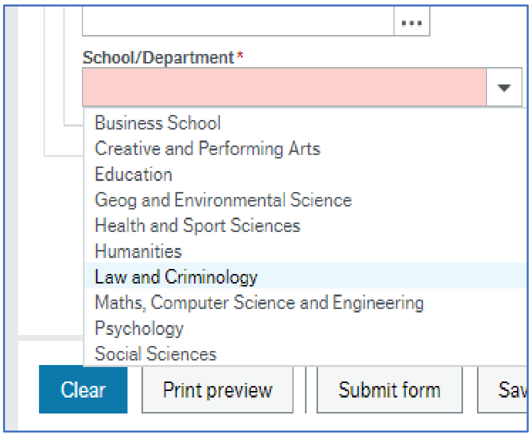


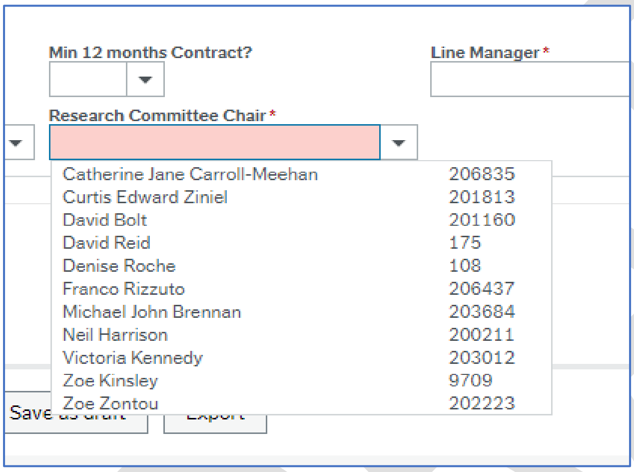

The **School/Department** and **Research Committee Chair** boxes are populated by dropdown menus.

Please select the appropriate School/Department and Research Committee Chair.

*Press the **Spacebar** or the **Down Arrow** to the right of the box for the dropdown menus*

*Please see screen shot illustrations below.*




Once you have completed the **Employment Details** (**PI Details** tab), the Application Tab will appear. Now move on to the **Application** Tab – see below

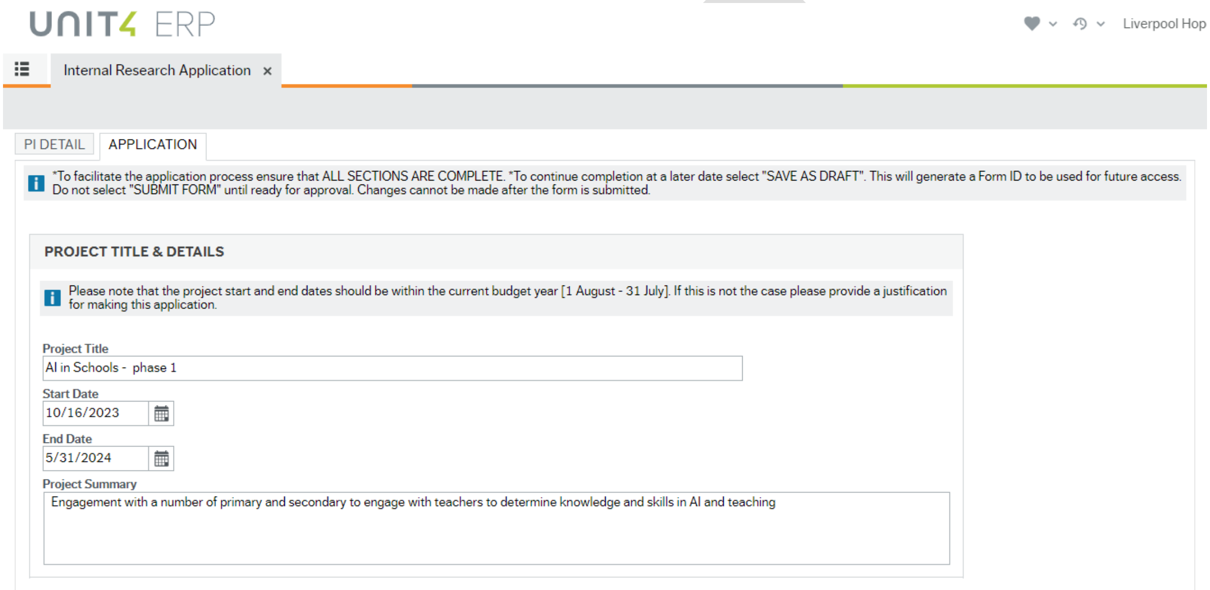
## Step 3 – Application tab

This tab comprises of 6 sections:

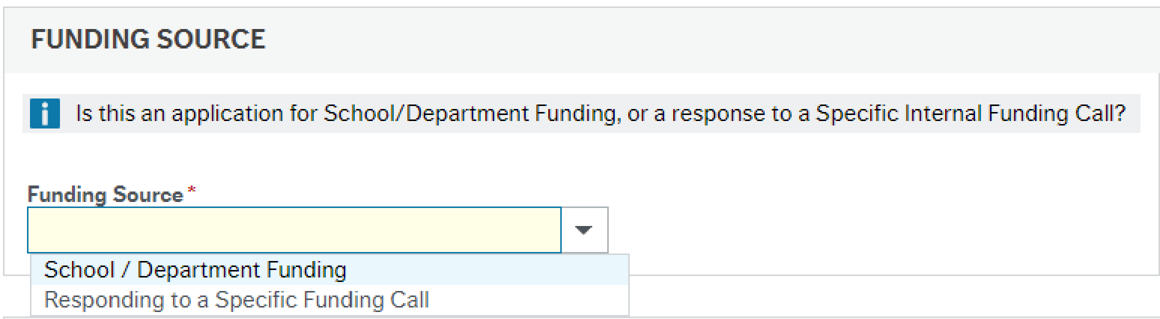
- Project Title and Details
- Funding Source
- Co-Investigators
- Project Budget
- Justification
- Planned Research Outputs

### Project Title and Details

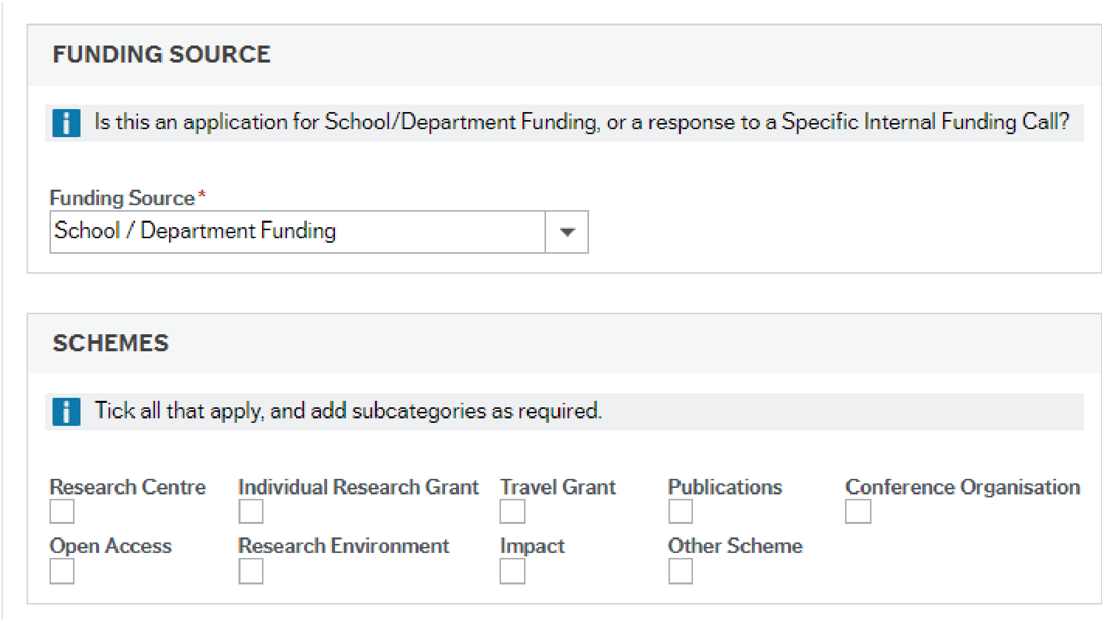
Insert your **Project Title, Start** and **End Dates** and **Project Summary (example below)**



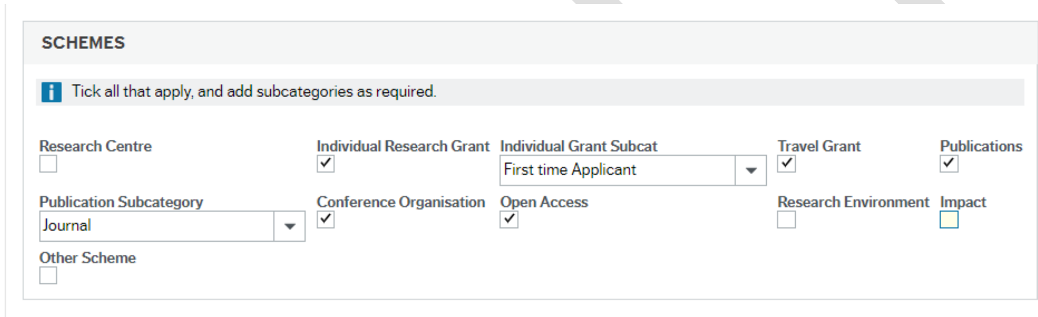

Insert the Funding you are applying for. For devolved funds select **School/Department funding**




Once you have selected **School/Department Funding** you will need to insert the appropriate **Schemes**




A completed example of the **Schemes** box is shown below:

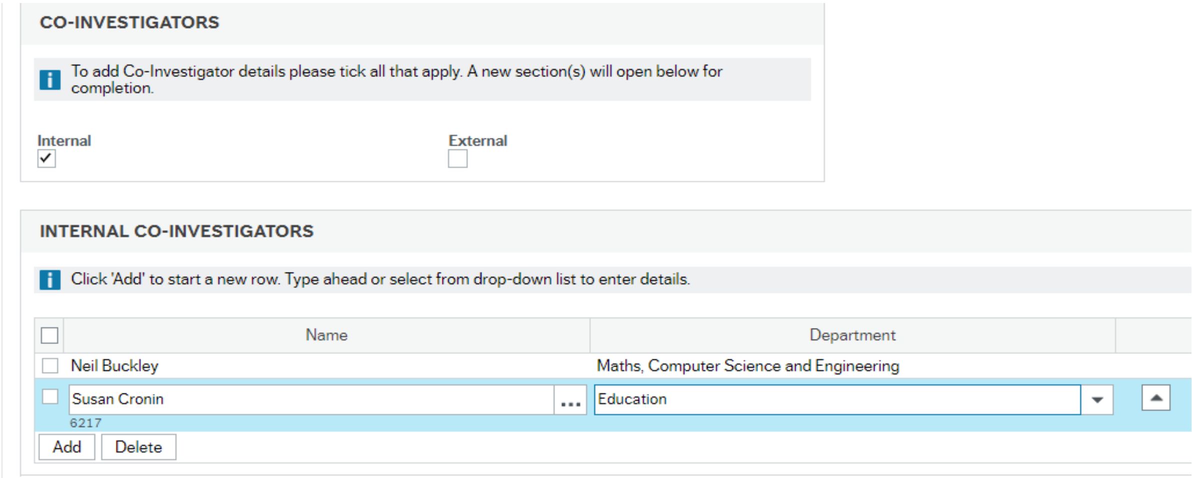



**Co-Investigators (non-mandatory section)**

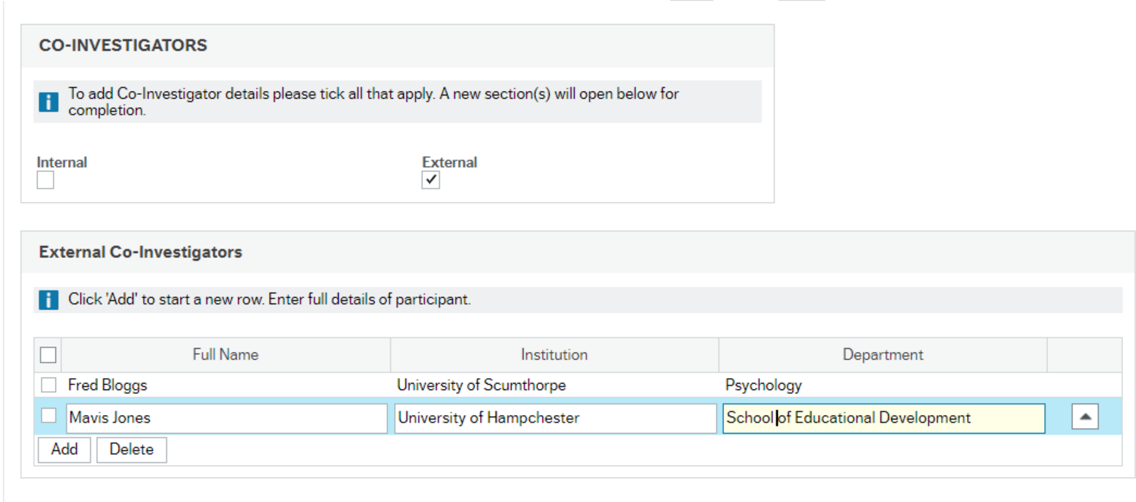
If you have collaborators please complete this section.

Completed examples below:

**Internal Co-Investigators (see next page)**

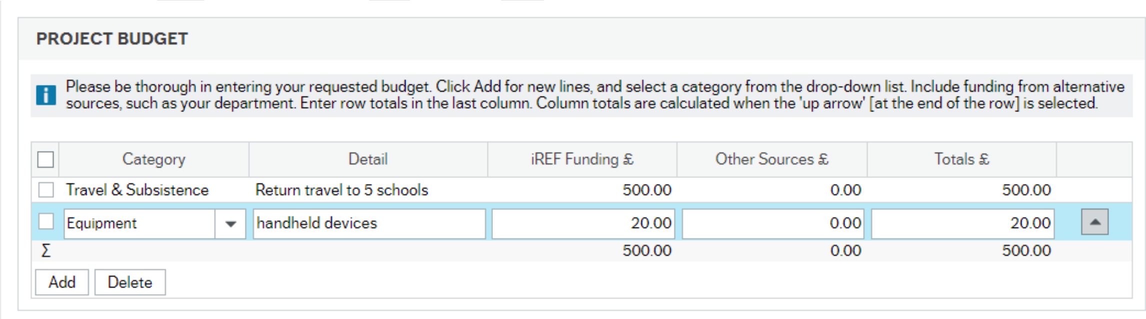



## External Collaborator(s)




## Project Budget

Add items to your Budget – select **Add**




Choose the **Category** from the Dropdown menu and then complete the other boxes by Tabbing between the boxes. Please include income from other sources (if any). The total in the final column is not automated so needs to be entered manually.

If you decide to **Delete** an item, select it by putting a tick in the left-hand box on the items line and then select **Delete**

Click on the **up arrow** to add up all items to work out the total **(see example below)**

**PROJECT BUDGET**

Please be thorough in entering your requested budget. Click Add for new lines, and select a category from the drop-down list. Include funding from alternative sources, such as your department. Enter row totals in the last column. Column totals are calculated when the 'up arrow' [at the end of the row] is selected.

| Category | Detail | iREF Funding £ | Other Sources £ | Totals £ |
|---|---|---|---|---|
| Travel & Subsistence | Return travel to 5 schools | 500.00 | 0.00 | 500.00 |
| Equipment | handheld devices | 20.00 | 0.00 | 20.00 |
| Σ | | 520.00 | 0.00 | 520.00 |

Add | Delete

## Justification and Planned Outputs

Please insert **Justification** and **Planned Outputs** as per example below.

Also, check back through your application to ensure that you have completed all relevant sections.

**JUSTIFICATION**

Please be precise and write no more than 1000 words

Case for support

Engagement with Schools for purposes of determining level of engagement of teachers with AI in teaching - no current data on the subject / Collaboration between School of Education and Computer Science

**PLANNED RESEARCH OUTPUTS**

Post-funding Target

Determine scope of opportunity for CPD for schools and for ITE programme development. Paper on changing techniques and principles of teaching / teacher education

Target Publication Date

9/26/2024

**END OF APPLICATION**

CHECK THAT ALL RELEVANT SECTIONS ARE COMPLETE BEFORE SUBMITTING THE APPLICATION. CHANGES CANNOT BE MADE ONCE SUBMITTED.

Clear | Submit form | Save as draft | Export

Once all is complete **Save as Draft** – this will produce a **Project ID** for your **Application – It is important that you make a note of this for future reference.**

Now you have a draft it can be revisited and updated by returning to your application using your **Project ID.**

## Approval

Once you have a final version is can be submitted for approval [**Submit Form**].

Your form will go first to your **Line Manager** and then your **Chair of Research Committee. They** will be prompted to review your application via email alerts.

There are three potential outcomes:

(i) Approved
(ii) Rejected for amends/changes and then able to resubmit
(iii) Rejected

You will receive an Alert from Unit 4 ERP via email advising you of the outcome of your application.

**Application Approval**

If your application is approved then a further Tab will appear, the **Final Report Tab.** This will need to be completed once your project is complete.