

## Before you start

Once you have identified a research funding opportunity, there are some **key considerations** you need to make before you start creating your project record in Worktribe<sup>1</sup>.

This guide steps you through what you should take into account.



For full guidance on using the Worktribe system, please visit our dedicated [web page](#) where you can download the latest version of our user guides and consult our FAQ.

### 1. Allow plenty time

Complex bids can take many months to prepare and require careful planning. Start the process early, and make sure you allow adequate time to develop your proposal.

### 2. Risk assessment

Before submitting your application you must complete the Worktribe mandatory risk assessment. Undertaking the following steps, in advance, will make this easier for you.

#### Due diligence

Undertake initial due diligence on project partners and subcontractors associated with your research. If you require assistance, please contact your Business Development Officer (BDO).

#### Data Management Plan (DMP)

Check if the funder requires a pre-award Data Management Plan (DMP) and if so, develop it at [DMPOnline](#). See also our [Guide to using DMPonline](#).

#### Costing (non-staff)

You are strongly advised to obtain all necessary quotes for internal and external products and services.

##### Core Facilities

- Costing Core Facilities support, services or equipment – [see our user guide](#).
- For a list of facilities linking to dedicated web pages, see [www.abdn.ac.uk/research/facilities/](http://www.abdn.ac.uk/research/facilities/)

##### IT Services and Equipment

- Costing IT services, including data storage, equipment, and data services – [see our user guide](#).
- You are also advised to talk to the [Digital Research Team](#) if you require any technical advice, want to discuss potential solutions, or data security concerns.
- General information about [IT Services for Researchers](#)

##### External costs

- If not a formal quote, you may also need to get a better understanding of likely costs for any external products or services required for the project.



Please ensure that only final quotes are available in the Worktribe system when you submit for approval. Quotes that are no longer required should be deleted from the system.

<sup>1</sup> Worktribe is the University of Aberdeen's Research Award Management System (RAMS). The system allows full control over the creation of new grants including budgets and provides a single system for budget information, peer review and approvals.