

# Top Tips for Submitting Proposals

Richard McKenna, Operations Manager

### ■ Governance

- Roles, responsibilities and decision making authority should be made clear at the start of the project.

### ■ Project management

- Dedicated time and don't underestimate the effort involved.

### ■ Expertise, knowledge and skills

- Ensure your project has the right people with appropriate and right mix of expertise, knowledge and skills.

### ■ Legal issues

- From the beginning address IPR, copyright, consortia agreements, and licensing.

### ■ Planning

- Take time to plan and be explicit about aims, scope, outputs (sustainability) and development process. Be realistic!

- Recruitment
  - Always takes longer than planned and may not work out - contingency plan!
- Embedding change
  - Don't underestimate time, effort, resource and persistence required.
- Sub-contracting
  - Sounds a good way of off loading risk and effort – beware! Can go very wrong if not well plan and managed!
- Align with key agendas
  - project should align with programme and institutional agenda's (also national / international agendas if possible) = more chance of success and support.
- Don't be a loner
  - JISC programmes are collaborative.