

Draft BOF Research Submission Timetable (CRM/JBM)

(CRM to get dates of meetings and submission dates for research)

Annual Research Programme Cycle

- Sept – 1st list of BOF projects to BB (after BOF Sept Meeting).
- Nov – Final BB selection of BOF projects.
- Jan – RLG Minister selects proposals to go forward for approval.
- April – Minister announces projects to be funded.

BOF meetings held in: Jan, May, and September.

Pre-May Meeting

Post key issues for research paper on BOF website.

May Meeting Procedure

Proposals to be submitted by researchers by 30th April advance of May meeting (distributed to BOF members).

1. BOF to select up to 5 proposals each and rank.
2. Preliminary ranking of all proposals based on individual scores.
3. Meeting/discussion/vote for ranking on show of hands to select 5 short-listed projects. (Advise proposer of BOF contact for this project).
4. Agree BOF Champion for each project.

Post May Meeting

1. Ask BOF champion to propose 3 referees for each short-listed project.
2. Chairman to make final selection of referees.
3. Invite referees to review proposals.
4. BOF champion to contact proposer to give feedback, review and discuss.
5. Proposer sends referees comments anonymously and are invited to respond.
6. Formal submission of final proposal by 31st August in advance of Septembers meeting to BOF.

Pre-September Meeting

1. BOF members to review proposals and submit ranking to Chairman 2 weeks prior to meeting.

September Meeting

1. Preliminary review of projects. BOF champions introduce each one.
2. Invite 4 proposers to meeting.
 - i. 10 minute presentation
 - ii. 10 minute questions

Post- September Meeting

1. Champion to write short feedback to each proposer.
2. Chairman to send prioritised list to BB.
3. Final Ranking of proposals.