

Proposed BOF Research Submission Timetable (CRM/JBM)

Annual Research Programme Cycle

- Sept – BOF sends prioritised selection of projects to BB (after BOF Sept Meeting).
- Oct – BB selection of BOF projects to recommend to RLG.
- Jan – RLG recommends proposals to go forward to Minister for consideration.
- April – Minister announces projects to be funded.

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

Pre-May Meeting

Post list of owners' key issues for research on BOF website and invite submission of proposals from research community.

May Meeting Procedure

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

1. BOF members 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 Spokesperson for each project.

Post May Meeting

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

Pre-September Meeting

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

September Meeting

1. Preliminary review of projects. BOF spokesperson introduces each short-project.
2. Invite proposers to meeting.
 - i. 10 minute presentation by proposer.
 - ii. 10 minute questions
 - iii. Proposers then leave meeting
3. BOF discusses, selects and ranks final proposal(s) to be forwarded to Board.
4. BOF nominates Chairperson and steering group of interested members for overseeing each project selected (if funded).

Post- September Meeting

1. Spokesperson to write short feedback to each proposer.
2. Chairman to send prioritised list to BB.
3. Final Ranking of proposals by BB for submission to UK RLG.
4. UK RLG submits proposals to Minister
5. Minister selectes projects to proceed.
6. DfT advises RLG, BB and BOF of outcomes.
7. Procurement and management of research projects arranged by DfT, BB and BOF steering committee.