Process Map

Tenders

JCU CONNECT

Identification

Research Tender Opportunity Identified

Via:
- external tender website
- colleagues
- JCU Connect tender info emails

Research Tender Idea Generation

Applicant to contact and discuss tender opportunity with:
- JCU Connect Grants team
- ADR
- Supervisor
- Potential Collaborators / Consortium members
- Relevant division if required

Does the research tender bid response document meet eligibility requirements?

Yes → Development

No → JCU Connect Grants team to advise Researcher.

Researcher may consult with JCU Connect Grants team and other stakeholders on alternative opportunities or adjust tender bid to meet eligibility criteria.

Development

Research Tender Bid Response Development:
During this stage, researchers should:

- Confirm tender bid requirements with JCU Connect Grants team (Eg. Consortium requirements, letters of support, supporting JCU documentation including compliance certificates and RFAF)
- Confirm with JCU Connect Grants team internal timeframes for submission of the tender bid
- Scope and draft tender bid response document

Researcher to email final versions:
- College signed RFAF
- Costing tool
- Research tender bid response document
- Supporting Certifications (if requested)
- Letters of Support as per tender specifications

JCU Connect Grants team reviews documents against eligibility and assessment criteria and provides advice to the researcher.

Is the RFAF approved?

Yes → Submission

No → Researcher consults with college /institutes on changes required to support further tender bid opportunities.

Researcher revises tender bid response.

If the initial research tender documentation provided by the funding body/tender web portal includes a Contracts Terms & Conditions, then JCU Connect Contracts Team reviews contracts terms and provides advice to the researcher

JCU Contracts team advises JCU Connect Grants team that Research Tender Contract Terms & Conditions have been reviewed and accepted. JCU Connect Grants team progresses the research tender bid.

Submission

JCU Connect Grants team liaises with the relevant JCU Delegate (Associate Director, Director, Provost) for signature on tender bid document, and compiles tender documentation for submission to tender funding body.

Tender bid is submitted by JCU Connect Grants Team.

Tender bid assessed and outcome advised by funding body.

Tender Bid Successful?

No → No further action required. If the tender funding body provides feedback, JCU Connect Grants Team forwards on feedback to the researcher.

Yes → If the researcher is notified, the researcher forwards award documentation to the JCU Connect Grants team. If JCU Connect is notified, the applicant will be notified.

Submission Timeframes:

Finalized tender bid documents submitted to JCU Connect **at least 3 weeks prior** to the tender bid deadline to ensure adequate time for delegate signatures and timely submission to the tender funding body.

Implementation

*Tender Agreement is reviewed by JCU Connect Contracts team who will commence negotiation of contract terms, in consultation with the researcher.

**This step is skipped if at the tender submission stage, the tender body required a signed copy of the tender agreement with adjusted terms.*

Is Ethics approval required?

Yes → JCU Connect Ethics team confirms with the researcher on the status of their ethics application.

No → JCU Connect Contracts team confirms research tender agreement is ready for execution.

JCU Connect Grants team liaises with the relevant JCU Delegate (Associate Director/Director/Provost) for signature on tender agreement, and with the tender funding body for full execution of the research tender agreement.

JCU Connect Grants team liaises with the researcher and JCU Grants Finance to create a research account for the research tender.

JCU Grants Finance opens a research account to receive funding and invoices the tender funding body.

Researcher implements research project, adhering to all the requirements stipulated in the fully executed research tender agreement.