Research Services

Completing a Tender/Request for Quotation (RFQ) Submission

Overview of Process

START → **Notification of Tender**

Researcher/CI notes Tender closing date & notifies research-preaward@ecu.edu.au of intention to apply

Research Administration Coordinator (RAC) will confirm timeline and ECU process

Tender Preparation

CI/Research team to commence the research proposal sections of the application and liaise with Finance to complete budget — **Tender Research Proposal**

Research Services Support

RAC to coordinate and request RCFT review of Contract Terms and Conditions & Legal clauses/terms.

RCFT liaises with Legal if necessary and compiles responses to Tender questions to send back to RAC

RAC to enter all institutional responses into Tender document

Tender Review

CI notifies RAC when the research proposal sections is complete

RAC reviews and liaises with researcher to complete the final version of document(s).

Approvals

RAC seeks Finance approval of final budget, Associate Dean Research submission approval and signatures where required

Final Check

RAC notifies Research Administration Team Leader (RATL) of final application ready for final check and submission.

Tender Submitted

RATL submits on behalf of CI, sends CI confirmation and RAC completes administrative tasks, including ECU RMS entry.

END