The most important things to know are the research strategies of the organisation, who else is funding them, and for which projects.

Donna works for a council which funds academic research projects. They support many universities, allocating funds as they think appropriate.

She receives requests or proposals for funding and then finds out more information about the projects and institutions. She will have contacts at various institutions which she liaises with about upcoming opportunities.

Overall Goals
- Allocate a large funding budget across a wide range of projects across the country and internationally
- Finding out what the plans and strategies are for any potential fund-receiving organisations
- Find out and report on the output of research projects that her company funds

Key UCL Tasks

Primary
1. Finding out how UCL have spent the funding they have received in the past.
2. Reading about and gaining an understanding of UCL’s research strategy.
3. Finding out who else has funded or is funding UCL.
4. Liaising with UCL research managers and contacts.

Secondary
- Keeping up to date with the latest research output from UCL.
- Finding out what topics UCL are interested in exploring.
- Reading about output from research projects from press releases and browsing project sites.

Key UCL Tasks

1. Finding out how UCL spend their investment
   - Browse UCL research websites to find out what projects are going on.
   - Navigate the site to find out about the funding of a given research project.
   - Look for key contacts for a particular project and contact them with specific questions.

2. Understanding the research strategy
   - Search UCL websites for policy or strategy documents.
   - Look for information on UCL’s research plans for the future, what areas they want to explore and who they are collaborating with.
   - Download and read useful information/documents.
   - Find contact details of UCL research staff if more information is needed.

3. Finding out who else funds UCL
   - Browse UCL research and business websites to look for information about funding partners.
   - If organisation names are given, delve into detail about what the involvement of that organisation is with UCL.
   - Find contact details of UCL research staff if more information is needed.

4. Liaising with UCL research managers
   - Receive and respond to phone calls or emails.
   - Accept invitations to events held by UCL and find map information.
   - Attend event, learn about and discuss research opportunities and feed back to the team.
   - Keep in touch with how current projects are going and discuss costs throughout.
   - Agree on strategies for advertising and promoting research projects.