

### What do I need to know?

- Worktribe, the SOAS Research Management System, can be used by anyone who is employed at SOAS on an academic research contract. If you're not sure if this applies to you please email [research@soas.ac.uk](mailto:research@soas.ac.uk)
- You can access Worktribe from [MYSOAS](#) or from the relevant [SOAS webpage](#)
- Worktribe allows PIs to search for suitable funding opportunities and then work on their applications with the Research Office, creating a shared project area where the application budget, ethics and risks assessment forms can be completed and application documents stored.
- Worktribe is also used by Heads of Department and Pro-Directors to approve applications
- Worktribe contains personal confidential information, including HR data (salaries), and users must sign an agreement stating they will follow SOAS' Data Protection and Records Management policies.
- Although Worktribe is used to manage the grant application process, approved applications must be submitted via funders' online application systems.

### What do I need to do?

- You should create a Worktribe **project** by completing some basic information about the opportunity you are applying for at least six weeks before the funder's deadline.
- Remember to sign the **user agreement** when you first log into Worktribe (SOAS username / password).
- The research office will then be notified of your application and will work with you on it and help you complete the budget section.
- You should ensure that your Head of Department is happy to support your application at an early stage. You can do this via the **Comments** tab in Worktribe.
- You can ask colleagues to review your application using the **Peer Review** section of Worktribe. Please ensure that they are happy to review your application before you do this. Alternatively your RFO can request an anonymous review.
- Before you submit your application you must complete the **Ethics and Risk Assessment** tabs on Worktribe.
- You should upload your final application and other relevant documents to the **Documents** section.

### Where can I find key information?

- [Quick guides](#) to Worktribe are available on the Research Office pages of My SOAS. These provide information on how to complete and submit your Worktribe project. Guides for departmental and ethics approvers and also peer reviewers are also available here.
- Worktribe **Document Repository** (accessible from **Help tab**) contains useful information on various funders and aspects of grant writing.

### What policies do I need to follow?

- [Research Ethics at SOAS](#) is the main webpage with all relevant documentation.
- [SOAS Research Ethics Policy](#)
- [SOAS Code of Practice for Using Personal Data in Research](#)

## Where can I get support?

[Research Office](#) - support with your grant applications