MACQUARIE University

Submitting a Research Grant Application

CHECKLISTS

PREPARATION CHECKLIST

☐ I have found a funding opportunity

☐ I have read the funding rules and instructions on how to apply for the funding opportunity

☐ I understand what I need to do to apply for the funding

☐ I have advised my Head of Department

☐ If applying for a grant, I have advised my Faculty Research Manager and the University Research Office

☐ If seeking to do a project with a partner organisation, I have advised my Research Partnerships Manager

☐ If the funding body expects institutional co-investment as a requirement of applying, make sure to submit a Macquarie co-funding application

APPLICATION CHECKLIST

☐ I have read and understand the appropriate submission guidelines and timeframes

☐ I am writing my funding application within the submission guidelines, assessment criteria and timeframes

☐ I am seeking input from my Faculty Research Manager and/or the University Research Office

☐ Where relevant, I have received the advice I need to work with a partner organisation and I am liaising with my research partner(s)

☐ I am ready to submit a draft of my application for internal review

SUBMISSION CHECKLIST

☐ I have submitted my application into the Pure Research Management System to formally obtain my Head of Department and faculty approvals

☐ I have submitted my application with all appropriate documents