

# Submitting a Research Grant Application

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## CHECKLISTS

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### 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 completed a **Macquarie application form (APLI/cover sheet)** to formally obtain my Head of Department and faculty approvals
- I have submitted my application with all appropriate documents

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#### FIND OUT MORE

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<http://www.mq.edu.au/research/research-opportunities-at-macquarie/funding-fellowships-and-partnerships/submitting-a-research-grant-application>