**2022 Investigator Grant Process: Grant Development to Submission**

**For internal Macquarie University applicants for the Investigator Grant scheme**

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| **Date** | **Milestone** |
| 25 Oct 2021 |[ ]  Submit Expression of Interest by **5 pm**.The EOI forms are to be completed by ALL Emerging Leadership applicants and Leadership 1 applicants. Applicants to the Leadership 2 and 3 levels will need to complete the [NOI](https://goo.gl/forms/vxSwcudT5JpNgjlw2).* [Investigator Grant EOI form for NEW APPLICANTS, for funding commencing in 2023](https://www.mq.edu.au/__data/assets/word_doc/0011/1185905/2022-Investigator-Grant-EOI-Form-New-Applicants_FINAL.docx)
* [Investigator Grant EOI form for RESUBMISSIONS, for funding commencing in 2023](https://www.mq.edu.au/__data/assets/word_doc/0003/1185906/2022-Investigator-Grant-EOI-Form-Resubmissions_FINAL.docx)
* EOIs will be assessed within faculties and those deemed competitive will advance to the full application stage.
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| 19 Jan 2022 |[ ]  Investigator Grant scheme opens. |
|  |[ ]  Download Investigator Grant opportunity documents from GrantConnect, such as i) Grant Guidelines and ii) Knowledge Gain template. If you are a new user of GrantConnect you will need to register for an account. |
|  |[ ]  Check you are eligible to apply for the NHMRC Investigator Grant scheme, using the [NHMRC Eligibility Tool](https://www.nhmrc.gov.au/investigator-ideas-and-synergy-eligibility-tool).  |
|  |[ ]  Download Investigator Grant Macquarie University resources from [Investigator Grant information webpage](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/fellowship-and-grant-opportunities/nhmrc/nhmrc-investigator-grants) such as Advice Toolkit. View the [successful grants library](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/training-and-support/successful-grants-library) for examples of past awarded grants. |
|  |[ ]  Create Investigator Grant application in [Sapphire](https://sapphire-grants.healthandmedicalresearch.gov.au/Account/SignIn/signInForm) (the NHMRC Research Management System) if you are invited to full application by your Faculty Research Office. If you do not already have a Sapphire account, [register here](https://healthandmedicalresearch.gov.au/forms.html?form=register). |
|  |[ ]  If you require career disruptions to qualify for the Emerging Leadership categories, you must complete an [Eligibility Exemption Request Form](https://www.mq.edu.au/__data/assets/word_doc/0011/547049/Career-Interruption-Eligibility-Exemption-Request-Template.docx). The eligibility exemption request form must be complete and well-justified with evidence (as required) to support your request for an eligibility exemption request. Incomplete forms, or forms lacking supporting evidence, will be returned to applicants. It is your responsibility to complete this form must be complete and well-justified with evidence (as required) to support your request for an eligibility exemption request. Incomplete forms, or forms lacking supporting evidence, will be returned to applicants. It is the responsibility of the applicant to complete this form. |
|  |[ ]  Create draft application record in the Macquarie University Research Management System, Pure (see [Quick Reference Guide](https://www.mq.edu.au/__data/assets/pdf_file/0005/713435/Create-and-submit-an-NHMRC-IG.pdf)). |
|  |[ ]  **Select your compliance and eligibility check deadline in the** [**booking calendar**](https://outlook.office365.com/owa/calendar/ComplianceandEligiblityTeam%40mq.edu.au/bookings/)**.** |
| 24 Jan 2022 |[ ]  Attend webinar “NHMRC Investigator Grants: changes this round and how to approach key application sections” ([add to calendar](https://www.mq.edu.au/__data/assets/file/0009/1189557/NHMRC-Investigator-Grants-Developing-your-application.ics), [more information](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/training-and-support)). |
| 14 Feb 2022 |  | *Research Services will check your minimum data ahead of 16 February 2022 deadline. You will be notified via PURE when you are compliant for minimum data.* |
| 16 Feb 2022 |[ ]  **Macquarie University submission date**. Your application must be a penultimate draft (i.e. a complete draft with **all Parts completed in Sapphire**) ready for strategic review. Be advised, late applicants risk losing eligibility for future requests for DVCR Co-funding (see [Eligibility for Co-funding and FAQs](https://www.mq.edu.au/__data/assets/pdf_file/0005/886856/FAQs-Changes-to-Eligiblity-For-DVCR-Co-Funding-FINAL.pdf)). There is no need to submit to the Research Office in RMS at this stage.  |
|  |[ ]  Upload a word version of the penultimate draft Knowledge Gain and click “Send for internal approval”. The Faculty Research Office will complete a strategic review of the application you upload to Pure. The Pure record will be returned to you by your Faculty Research Office once your strategic review is complete so you can upload updated documents. |
| Date and time you selected for compliance and eligibility check in the [booking calendar](https://outlook.office365.com/owa/calendar/ComplianceandEligiblityTeam%40mq.edu.au/bookings/) |[ ]  Submit a final draft (i.e. an updated complete draft with all Parts finished) of your application in Sapphire by clicking on “Certify” to receive a compliance and eligibility check. Your application will be returned to you in Sapphire so you can make any changes and corrections required once you receive the compliance and eligibility check. You will receive the compliance and eligibility check comments via Pure within 3 business days. You do not attend your booking in person. |
| 9 Mar 2022 |[ ]  Finalise all documentation in your Pure record (e.g. current PDF of your application). Click on “Send for internal approval” in Pure. This will initiate institutional approvals of your application by your Head of Department/School and Associate Dean (Research), which are required before your application can be submitted to the NHMRC. |
| 13 Mar 2022 |[ ]  By **11:59 pm** you must submit the final version of your application to the RAO in Sapphire. Ensure HOD and ADR approvals have been completed in Pure. |
| 16 Mar 2022 |  | *NHMRC deadline: Research Services will submit your application to NHMRC by 5 pm.* |
| 30 Mar 2022 |[ ]  Complete anonymous survey on the quality of support and feedback you received from Macquarie University staff during the development and submission of your application. This will assist us in identify resources and operations that worked well and identify ways in which we can improve our service to researchers in the future. |

**For external Macquarie University applicants for the Investigator Grant scheme**

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|  |[ ]  If you require career disruptions to qualify for the Emerging Leadership categories, you must complete an [[Eligibility Exemption Request Form](https://www.mq.edu.au/__data/assets/word_doc/0006/724425/Career-Interruption-Eligibility-Exemption-Request-Template_NHMRC.docx)](https://www.mq.edu.au/__data/assets/word_doc/0011/547049/Career-Interruption-Eligibility-Exemption-Request-Template.docx). The eligibility exemption request form must be complete and well-justified with evidence (as required) to support your request for an eligibility exemption request. Incomplete forms, or forms lacking supporting evidence, will be returned to applicants. It is the responsibility of the applicant to complete this form. |
|  |[ ]  Email your Faculty Research Office to request they create a draft application record in the Macquarie University Research Management System, Pure. Pure assists with management of application review, approval and submission processes, and with acceptance and management of successful grants |
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| Date and time you selected for compliance and eligibility check in the [booking calendar](https://outlook.office365.com/owa/calendar/ComplianceandEligiblityTeam%40mq.edu.au/bookings/) |[ ]  Submit a final draft (i.e. an updated complete draft with all Parts finished) of your application in Sapphire by clicking on “Certify” to receive a compliance and eligibility check. Your application will be returned to you in Sapphire so you can make any changes and corrections required once you receive the compliance and eligibility check. You will receive the compliance and eligibility check comments via email within 3 business days. You do not attend your booking in person |
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