**2022 Synergy Grants Process: Grant Development to Submission**

**For CIs where Macquarie University is the Administering Organisation for the Synergy Grant scheme**

|  |  |
| --- | --- |
| **Date** | **Milestone** |
| 9 Feb 2022 |[ ]  Complete a [Notification of Intent](https://goo.gl/forms/vxSwcudT5JpNgjlw2). |
| 16 Feb 2022 |[ ]  Synergy Grant scheme opens. |
|  |[ ]  Download Synergy Grant opportunity documents from GrantConnect, such as i) Grant Guidelines and ii) Proposal template. If you are a new user of GrantConnect you will need to register for an account. |
|  |[ ]  Download Synergy Grant Macquarie University resources from [Synergy Grant information webpage](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/fellowship-and-grant-opportunities/nhmrc/nhmrc-synergy-grants) such as Advice Toolkit and budget 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 Synergy Grant application in [Sapphire](https://sapphire-grants.healthandmedicalresearch.gov.au/Account/SignIn/signInForm) (the NHMRC Research Management System). If you do not already have a Sapphire account, [register here](https://healthandmedicalresearch.gov.au/forms.html?form=register). |
|  |[ ]  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/0010/1189477/Synergy-PURE-Guide.pdf)). |
|  |[ ]  **Select your compliance and eligibility check deadline in the** [**booking calendar**](https://outlook.office365.com/owa/calendar/ComplianceandEligiblityTeam%40mq.edu.au/bookings/)**.** |
| 15 Mar 2022 |  | *Research Services will check your minimum data ahead of 16 March 2022 deadline. You will be notified via PURE when you are compliant for minimum data.*  |
| 16 Mar 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.  |
|  |[ ]  Complete the [Macquarie University DVCR Co-Funding Form](https://truth.mq.edu.au/share/id/mqu5g2sv) for Co-funding contributions from the DVCR and upload to your Pure record. 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)](https://www.mq.edu.au/__data/assets/pdf_file/0005/886856/FAQs-Changes-to-Eligiblity-For-DVCR-Co-Funding-FINAL.pdf)). |
|  |[ ]  Upload a Word version of the penultimate draft grant proposal 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. |
| 13 Apr 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. |
| 6 Apr 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. |
| 13 Apr 2022 |  | *NHMRC deadline: Research Services will submit your application to NHMRC by 5 pm.* |
| 4 May 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 CIs where Macquarie University is NOT the Administering Organisation for the Synergy Grant scheme**

|  |  |
| --- | --- |
| **Date** | **Milestone** |
| 16 Feb 2022 |[ ]  Synergy Grant scheme opens. |
|  |[ ]  Download Synergy Grant opportunity documents from GrantConnect, such as i) Grant Guidelines and ii) Proposal template. If you are a new user of GrantConnect you will need to register for an account. |
|  |[ ]  Download Synergy Grant Macquarie University resources from [Synergy Grant information webpage](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/fellowship-and-grant-opportunities/nhmrc/nhmrc-synergy-grants) such as Advice Toolkit and budget 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 Synergy Grant application in [Sapphire](https://sapphire-grants.healthandmedicalresearch.gov.au/Account/SignIn/signInForm) (the NHMRC Research Management System). If you do not already have a Sapphire account, [register here](https://healthandmedicalresearch.gov.au/forms.html?form=register). |
|  |[ ]  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/0010/1189477/Synergy-PURE-Guide.pdf)). |
| 6 Apr 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. |
| 10 Apr 2022 |[ ]  Ensure HOD and ADR approvals have been completed in Pure. |
| 13 Apr 2022 |  | *NHMRC deadline: Administering Institution will submit your application to NHMRC by 5 pm.* |