Faculty of Health Sciences

Steps in Applying for Research Grants

Access the information re Research Grant Application Guidelines and Administrative Procedures, the flow charts explicating the process and the Research Grant Coversheet (RGC) at http://www.acu.edu/about.acu/research/for.researchers/administering.research.grants/ and follow the process outlined re applying for grants.

Alternatively on the ACU website, go to Research, then For Researchers, click on ‘Administering Research Grants’ for details of the process, including ACU grant application guidelines and admissions procedures and flow charts:

1) Applying for Research Funding;
   and
2) Administering Successful Grants.

Once the grant application is completed photocopy the budget section within the application, highlighting and explicating any budget items that impact on Schools and the Faculty, for example, office space, requirement for a phone, a fax, a printer (if not included in grant) and any other resources you consider might need to be supplied by the school or faculty and append to the application for forwarding to the Head of School (HoS) and thence to the Dean.

Prior to forwarding the application to the HoS for his/her signature complete the RGC for attachment to the application.

Ensure that you have the HoS signature before forwarding to the Dean’s office for signature.

NB:

1) It is a requirement in this faculty to have both the HoS and the Dean’s signature on the coversheet before the grant application is submitted to the Grants Unit in Research Services.

2) NB: If your application is in the form of an Expression of intent (EOI) you are still required to complete as much of the RGC as you are able. Note on the bottom of the RGC EOI only.