

## **Application process:**

### **1. Advise your research manager and the ODVCR Grants Management Team of your intention to submit**

Let the Grants Management Team know that you will be preparing a research grant application as early as possible. You can do this via an EOI form and/or an email. Provide any information you can at this stage – scheme rules/instructions, drafts, due date, etc. We can generally provide support during the application process, along with your research managers and ADRs.

### **2. Read all documentation**

Read all of scheme documentation to ensure you're eligible and your project aligns with the scheme.

### **3. Understand the submission process**

Sometimes a funder will require hard copies to be submitted, for the application to be submitted through an online portal, or for delegates from the University to sign the application to approve submission. Understanding the requirements well in advance is important to planning the submission.

### **4. Follow the instructions, comply with the funding rules, and provide all required documentation**

Ensure you comply with the funder's instructions, address all fields and provide all necessary attachments. Check that you have met and not exceeded the word length, check for rules around formatting, and match your responses to the criteria.

### **5. Prepare budget information**

Use the budget tools contained within the grants package/resources to plan and create a budget, even if this is for an EOI or LoI that doesn't require a budget to be submitted to the funding body at this point.

### **6. Obtain ethics approval**

Contact the ACU [research ethics team](#) to determine if your application requires ethical clearance.

### **7. Complete a RAF**

Please complete an online RAF. Feel free to use the guide contained in the grants package/resources if you haven't done this before. Once approved by your HOS/ADRs, we will receive and lodge it with the DVCR for approval to submit. It will also be recorded in our database. We will contact you to arrange for submission once approval is confirmed.

### **8. Submit by the due date**

All applications must be received in the Office for Research at least five working days before the external submission date. Please note:

- For all ARC and NHMRC schemes, there is generally an EOI process for these schemes and applicants are known well in advance. Please submit applications by the internal deadlines advertised by our office and communicated by your Research Managers.
- For schemes requiring postal submission, please submit two weeks before the scheme closing date.
- If the application also functions as a contract please submit the application at least two weeks before the closing date so that we can work with the Contracts team toward your submission.

