

Submitting a Research Grant Application

CHECKLISTS

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 Services** by completing a **Notification of Intent**
- 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 Services**
- 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 submitted my application into the **Pure Research Management System** to formally obtain my Head of Department and faculty approvals
- I have submitted my application with all appropriate documents

FIND OUT MORE

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www.mq.edu.au/research/research-funding-and-grant-opportunities/grant-applications