1. Approval to Apply

Researcher discusses potential research grant and associated project with their Executive Dean

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Executive Dean/ADR/Centre Director signs off the Grant Expression of Interest Form (GEOI)

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Where the application is the Executive Dean/Director approval must be sought from a senior signatory i.e. (DVC R&I)

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GEOI form is lodged with Research Services

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DVC (R&I) or delegate signs off on GEOI form

2. Development of Proposal

Adhering to funding body guidelines and instructions to applicants Chief Investigator (CI) drafts the proposal

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CI may seek advise from their Faculty/Centre or Research Services during this process

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Cis applying for Category 1 funding may be required to participate in additional application development processes as outlined by the DVC (RI)

3. Development of Budget

CI submits draft project budget, along with a Costing Pro Forma, to Research Services by an agreed date

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Research Services in conjunction with the Finance team provides comment and advice on the draft project budget/s

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If required, the CI makes amendments to the draft budget, following advise provided

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Finance office updates costing pro-forma's on an annual basis as required to support research funding applications

4. Compliance Review

ADR and/or mentor reviews and provides feedback, including technical content, grammar, spelling, etc. the proposal

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Research Services coordinates a compliance review of the full proposal, including liaising with Finance and Legal Offices, as required

5. Final Preparation

CI makes final amendments to the application

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Executive Dean signs the Grant Approval Coversheet (GAC), which is forwarded to Research Services together with the full application and costing pro-forma

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Research Services coordinates a final compliance check of the full proposal before submission to the funding body

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The DVC (R&I) or delegate signs off on submission

6. Submission

In most cases, Research Services submits the application to the funding body. In some instances, particularly for online applications, the CI will be responsible for submission

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At any time the DVC (R&I) has the discretion to defer applications that have not been submitted through the appropriate channels or the application has included unauthorised commitments, such as cash or in-kind support