My HOS has signed the form, but now some of the project details have changed. Do I need to submit the form again?

If a Project Pre-approval Form is amended subsequent to HOS/Centre Director approval (for example, due to budget reworking through expert or compliance review), it is the responsibility of the lead researcher to update the HOS/Centre Director regarding these changes and/or secure further approval if required (depending on the requirements of your work unit).

Who do I need to send my Project Pre-Approval to?

If you are in a Research Centre:
- The Project Pre-Approval should be signed by the Researcher, Centre Director and Head of School

If you are in a School:
- The Project Pre-Approval should be signed by the Researcher and Head of School

If you are in a Research Centre:
- The Project Pre-Approval should be signed by the Researcher and Centre Director

* If your project involves other work units, the form must also be forwarded to the Head of School/Research Centre Director of the other work unit/s for approval and signature.

Why are some fields mandatory?

Some fields are mandatory because there is a minimum amount of information required about a project to enable the HOS/Centre Director to approve the project.

If this information isn’t available, then there is not sufficient information for HOS/Centre Director to approve the project or for Office of Research to progress an application/agreement.

Why do I need to fill out a Project Pre-Approval?

The Project Pre-Approval is a valuable tool for both your work unit and the Office of Research.

The Project Pre-Approval is used to capture the approval from a HOS/Centre Director for the commitment of Southern Cross University resources (cash/in-kind) to a project. It also allows the HOS/Centre Director to confirm their support for the proposed project and ensure that it aligns with their School or Centre strategy.

The form also prompts researchers to ensure that they have considered the project budget carefully and that they have included all required fees, before the application or proposal is submitted to the funding body or client.
I am having trouble emailing the form, is it possible to print it?
Submitting forms electronically ensures that all electronic data within the form is accessible. If forms are printed, access to all the electronic data in the form is lost. To prevent this, if you encounter any issues using the form please contact the Office of Research (grants@scu.edu.au for applications or research.services@scu.edu.au for agreements) and we can review.

How do I create my electronic signature?
All Office of Research electronic forms will require digital signatures. You will only need to create your signature once, after that, documents requiring a digital signature will ask you for a signature password.

Follow these steps when creating your digital signature:

Check “A new digital ID I want to create now”, then press ‘Next’.
Select “New PKCS#12 digital ID file”, then press ‘Next’
Complete the form with your ‘Name’, ‘Organisation Unit’ etc and press ‘Next’.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: AU - AUSTRALIA

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel  < Back  Next >
Confirm the local path to store your certificate and add a ‘strong password’, then press ‘Finish’.

You have now created a local digital signature.

This signature will be inserted each time you ‘sign’ an electronic document. Remember your password as you will need this to ‘sign’ future documents.