

Checklist for External Research Grant Applications

	I have informed the Grants Team of my intention to apply before commencing the application.
	I have carefully read and followed the Guidelines, Instructions to Applicants, and any other information provided by the Funding Agency in relation to this funding opportunity.
	I have carefully checked the eligibility criteria to ensure that I meet all of the criteria to apply for this grant.
	I have checked the internal and external closing dates, and carefully followed the instructions in regard to the format of my application.
	I have allowed sufficient time to write my application and taken advantage of opportunities to gain peer review and feedback from my colleagues in developing this application.
	My application has been proof-read for errors and typos. It is a fully polished final version.
	I have noted the University and funding agency requirements with regards to any special approvals needed to undertake my research project (for example, applying for ethics clearance).
	I have completed a Project Pre-Approval form and gained approval from the relevant host schools and centres for all SCU contributions to the grant (both cash and in-kind).
	I have emailed a copy of the signed, completed Project Pre-Approval form to grants@scu.edu.au before submitting the application to the Grants Team.