Procedure of submitting grant application

1. Complete grant application according to instructions from funding body and in particular, the Flinders University Certification must be filled. Please note that a completed certification page must accompany each grant application submitted to the Office of Research.

2. Applicants must seek approval from the Associate Dean (Research).

3. Applicants may seek advice from the Research Development Officer or Hub Coordinator.

4. Fill in the School’s project/grant infrastructure checklist form. This form is available from the Hub.

5. Bring the final amended application to the Dean’s Office (or Acting Dean, as appropriate) for signature.

6. Provide the Hub with a copy of the completed application (including certification page) and with a copy of completed project/grant infrastructure checklist form. This ensures that the School’s database is up-to-date.

7. Lodge completed grant application within the Faculty of Health Sciences for required signature (Research Administrator).

8. Submit signed original application and the required number of copies to the Office of Research in the Registry. The Office of Research directs checked and registered application to the relevant Funding Body.

9. Submit ethics applications as required to the relevant Committee(s).

Internal deadlines

Grant applications for signing and forwarding to external agencies must be received by the Office of Research by their internal deadlines.

21 November 2007