Grant application timeline

HOS ADR

ITS

NTS

As soon as you decide to apply…

Discuss your intentions with your **Head of School, Associate Dean (Research),** and **Faculty Research Liaison Officer**. They are here to help.

*For ARC & NHMRC Grants Only - When advised by the Research Office…

Prepare the required documentation, including a signed **Intent to Submit (ITS) form**, and send to the Research Office. **You only need to complete an ITS for nominated grant schemes.**

At least 10 days before the closing date…

Send the following to the **Research Office:**
- Your full application
- The funding guidelines and due date
- Your NTS, signed by all CIs, HOS, and ADR
- Any supporting documents (e.g. confirmation of support/leverage funding)

As Soon As You Can

When Advised*

15 Days Before Closing Date

10 Days Before Closing Date

Closing Date

ExD

HOS ADR

RO

Exceptions to this timeline…

There may be extenuating circumstances that make this timeline impossible to meet. In this case, the **Executive Dean's approval** will be needed for submission of the Notice to Submit (NTS) form.

To request an exception, you need to provide a detailed justification for a shorter timeline to your **Head of School.**

At least 15 days before the closing date…

Send the following to your **Head of School:**
- Your full application
- Your **Notice to Submit (NTS) form**, which has been signed by all CSU Investigators
- Any requests for support/leverage funding

Your NTS will need to be signed by your HOS who will then forward to the **Associate Dean (Research).** All NTS requesting over $500k need to be approved by the **Executive Dean.**

By the closing date…

The Research Office will either submit your application to the funding body on your behalf **OR** They will advise you to proceed with submitting your application yourself.

Updated Feb 2019