National Blood Sector Research and Development Program

Please check through the below Submission Checklist once you have completed an application for the National Blood Sector Research and Development Program.

A copy of this checklist <u>must</u> be provided with your application. Applications that are not compliant may be ineligible for consideration by the National Blood Authority.

Please ensure that you only submit your application <u>once.</u>

If your application has more than 6 attachments, you should consider submitting your package in a [zip file](#).

1. Is the application completed in English?	☐ Yes
2. Are all costings in Australian dollars (GST Exclusive)?	☐ Yes
3. Are the left and right margins at least 2cm?	☐ Yes
4. Is the font Calibri and no smaller than 11 point?	☐ Yes
5. Is the line spacing of 1.0?	☐ Yes
6. Does the application comply **within** the maximum character and word counts provided for each question?	☐ Yes
7. Has the certification at **Section F** been signed by duly authorised persons? ***Note:*** *the certification form text must not be altered.*	☐ Yes
8. Have I completed and attached the following documents in the requested format? • Grant Funding Application – Word and PDF • Citizenship status waiver request (if applicable) - PDF • Letter of Support by participating institution - PDF • Biographies of each PCI, and CI and others as applicable - PDF • Application Certification Form - PDF • Referee report (Scholarship only) – PDF	☐ Yes
9. Has the correct naming convention for attachments been used?	☐ Yes – as indicated below for either Project/Seed Applications or Scholarship Applications

Project/Seed Applications:

Grant Funding Application Form and Submission Checklist	**[PCI Surname]-Application Form** **[PCI Surname]-Submission Checklist** • Have you used the appropriate naming convention? ☐ YES ☐ NO
Letter of support from each participating institution	**2.3 [PCI Surname]-[PCI Initial]-Support letter_[Institution Name]** • Have you attached all letters of support? ☐ YES ☐ NO • Have you used the appropriate naming convention? ☐ YES ☐ NO
Biographies	**2.15 [PCI Surname]-Biography PCI-[Full name]** **2.15 [PCI Surname]-Biography CI-[Full name]** **2.15 [PCI Surname]-Biography AI-[Full name]** **2.15 [PCI Surname]-Biography Team Member-[Full name]** • Have you attached all relevant Biographies? ☐ YES ☐ NO • Have you used the appropriate naming convention? ☐ YES ☐ NO • Do they meet the page limits? ☐ YES ☐ NO • How many attachments have you included? _____
Job descriptions	**4.1 [PCI Surname]-Job description-[Position]-[Full name]** • Have you attached a job description for all research team members for whom funding is sought? ☐ YES ☐ NO • Have you used the appropriate naming convention? ☐ YES ☐ NO • Do they meet the page limits? ☐ YES ☐ NO • How many attachments have you included? _____

Scholarship Applications:

Grant Funding Application Form and Submission Checklist	**[PCI Surname]-Application Form** **[PCI Surname]-Submission Checklist** • Have you used the appropriate naming convention? ☐ YES ☐ NO
Applicant Biography	**2.6 [Applicant Surname]-Biography** • Have you used the appropriate naming convention? ☐ YES ☐ NO • Does it meet the page limits? ☐ YES ☐ NO
Referee Report for Applicant	**2.9 [Applicant Surname]-Referee Report** • Have you used the template at Attachment A? ☐ YES ☐ NO • Is the report from the Applicants Primary Supervisor? ☐ YES ☐ NO • Have you used the appropriate naming convention? ☐ YES ☐ NO
Primary Supervisor Biography	**2.12 [Applicant Surname]-Biography Primary Supervisor** • Have you attached the relevant Biography? ☐ YES ☐ NO • Have you used the appropriate naming convention? ☐ YES ☐ NO • Does it meet the page limits? ☐ YES ☐ NO