## **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 must 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 once.

If your application has more than 6 attachments, you should consider submitting your package in a [zip file](https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5).

|  |  |
| --- | --- |
| 1. Is the application completed in English?
 | 🞏 Yes |
| 1. Are all costings in Australian dollars (GST Exclusive)?
 | 🞏 Yes |
| 1. Are the left and right margins at least 2cm?
 | 🞏 Yes |
| 1. Is the font Calibri and no smaller than 11 point?
 | 🞏 Yes |
| 1. Is the line spacing of 1.0?
 | 🞏 Yes |
| 1. Does the application comply **within** the maximum character and word counts provided for each question?
 | 🞏 Yes |
| 1. Has the certification at **Section F** been signed by duly authorised persons?

***Note:*** *the certification form text must not be altered.* | 🞏 Yes |
| 1. 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 |
| 1. 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
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