Faculty of Arts & Education Timelines for Submitting an Application for External Research Funds

Under the University delegations policy, the Deputy Vice-Chancellor (Research, Development and Industry) is the delegated authority within the University to approve the submission of all applications submitted to an external organisation for research funding. The Research Office, is responsible for facilitating the approval and submission processes related to these applications.

Does my project need an NTS?

If you are preparing a research proposal that will be submitted to a funding body, an expression of interest in response to a competitive tender or request for quote, a contract research application, or a submission to the ARC or other advertised grant round, you must submit an NTS for approval by the Research Office. If in doubt check with Lisa McLean, Faculty Research Liaison Officer.

Research Office Timeline

All applications for external research funding require a [NOTICE TO SUBMIT](NTS) (NTS) form to be completed and submitted to the Research Office 10 working days prior to the funding body deadline.

Please note that all CSU investigators on the grant/contract need to sign the NTS and obtain the approval of their Heads of School. Once all signatures have been obtained on the NTS form, you should collate the application, any relevant supporting documents, and signed NTS form into one email to the Research Office (research@csu.edu.au). Also include the funding guidelines and due date. Incomplete NTS forms and applications will be returned to you for further action if required. Note also that for large competitive grant rounds (eg. ARC/NHMRC), or funding schemes with limited numbers of applications from each institution, the Research Office deadlines may vary but will be advertised widely.

Faculty of Arts & Education Timeline for Applying for an External Research Funding

All staff are expected to adhere to the RO 10 day timeline.

As soon as you know you are going to apply for an external research grant/contract, please email your Head of School, the FoAE A/Dean (Research), and Faculty Research Liaison Officer with the funding guidelines and due date. This will ensure that all the signatories are aware of your application in advance and can work with you to support you through the process.

You should allow 5 working days for your proposal to be reviewed and the NTS to be signed by the HoS and A/Dean (R). The A/Dean (R) will assess the quality and feasibility of the proposal, and has been delegated by the E/Dean to sign the NTS on her behalf.

While the NTS and funding application can be sent to your HoS and ADR at the same time, approval is sequential. The HoS must sign first and then the A/Dean (R). In the case of multiple Heads of School, and/or another Faculty A/Dean (Research), an additional NTS form should be attached.

Exceptions to this Timeline

There may be extenuating circumstances that make the 5 plus 10 day timeline impossible to meet. In this case the Executive Dean's approval will also be needed before submission of the NTS. Staff requesting an exception to the timeline will need to notify the ADR and Executive Dean ahead of time and provide a detailed justification for a shorter timeline; for example, the Request for Tender due date set by the funding body, personal circumstances, etc. Staff should note that requests for exceptions to the timeline may not necessarily be granted.

What happens after the NTS has been sent to the Research Office?

The Research Office will review your application and budget and funding guidelines, and discuss any changes or additions to the application that might be needed, with you. Once the DVC-RDI has approved the application, the RO will either submit the application directly to the funding body, or you will be advised to progress with submission on the University's behalf. A detailed record of the proposal will then be held in Research Master, which is used to track your research activity and manage funded projects.

Budget

Please be sure to create an accurate budget when you prepare a research application. If you are costing any salaries for research assistants or for Investigators' in-kind time, please use HR's Employment Cost Calculator or the (new) Budget Approval Form during the development of your grant to make sure the budget is sound. You will need to complete this when funding is approved, so getting it done with your application will save you time after approval.