

Research application checklist

Preliminary proposal

Have you sent a preliminary proposal and were you invited to submit an application?
(We need to see a preliminary proposal before considering a full application. Please see Applying for a Research Grant on the website)

Application check

Is the title the same as on your preliminary proposal? Yes / No

Have you sent the electronic version of your application?
(Identical to the paper version, including any data tables, graphs, photographs, except signatures not required on the electronic version)

Has the original application form been signed?
(Applicants, Head of Department, Administrative Authority and any Collaborators)

Have all the relevant sections been completed
(Realistic start date. Summary of costs – have **all** the 'total' boxes been completed for both the project year and the financial year?
Have all relevant 'yes'/'no' boxes been ticked?)

Documents enclosed

Original signed application
(Including any reference lists, data tables, graphs, photographs– please do not staple or bind the original application)

Ten copies of the original application form
(Please staple each application)

Ethical approval (if appropriate)
(If you are applying outside the UK, copies of documents that show compliance with your country's research ethics regulations are required, along with translation into English, for documents in other languages)

Animal licence (if appropriate)
(If you are applying from outside the UK, please explain what efforts have been made to comply with local procedures regulating the use of animals in scientific experiments and enclose any relevant documentation, along with translation into English, for documents in other languages)

Scientific Integrity Policy (one copy)
(Please direct us to the precise URL or include one paper copy of this document)