



SPH GRANT SUBMISSION

5 EASY STEPS

Glossary of Acronyms on back

1

Intention to Submit

Tell the SPH Research Support Team (RST) about your plans.

We will:

- Provide you with a Funding Submission Checklist
- record your intention to submit
- inform the Research Office (RO) so they can better manage workload and staffing
- establish your Grant Support Team

2

Keep us in the Loop

The RST is your first point of contact for ANYTHING research and for assistance with your grant preparation.

We will:

- demystify the grants process at UQ
- help clarify guidelines
- help structure your proposal
- arrange readership
- help with budgets, overheads & the UQ C&PT
- conduit between RO & SPH
- Funding Application Coversheet (FAC) sign off
- and much more. . .

3

School Approval 3 days prior to the UQ Internal Deadline

HOS must support and approve your grant application by signing-off on the FAC. CIA must forward a completed FAC to the RST, along with a copy of the grant proposal & budget (*in draft is fine*).

Once signed, the FAC will be returned to you.

4

UQ Internal Deadline In general, RO sets this date at 10 working days prior to funding body due date

Submit the signed FAC, funding application, and all relevant documents to RO by the internal deadline.

Scheme experts will review the application for core eligibility, compliance, and required institutional certifications and provide you with detailed feedback.

RO will request the application is resubmitted to them, for a final check, when feedback has been addressed and/or incorporated.

5

Submit to the Funding Body

Once your grant passes all RO checks, you will receive an email confirming your grant is ready for submission to the funding body.

You can now **SUBMIT YOUR GRANT!** Congratulations and well done.

Please forward a copy of your final & submitted version to the RST

AND do let us know the outcome of your application – successful or unsuccessful

Your SPH Research Support Team

med.research.sph@uq.edu.au

Research Development Manager (RDM) - Megan Grace (pre-award & Strategic)

Research Development Officer (RDO) - Cathy Swart (pre-award)

Research Partnership Manager (RPM) - Phil Smit (post-award & contract)

Room 233, Level 2, Public Health Building

Glossary

C&PT	Costing and Pricing Tool
FAC	Funding Application Coversheet
GRL	Grant Record Letter
RAO	Research Administration Officer
RDM	Research Development Manager
RDO	Research Development Officer
RO	Research Office (<i>a central university function</i>)
SPH	School of Public Health
RPM	Research Partnership Manager
RST	Research Support Team (<i>RDO, RDM & Research Committee Chair</i>)
UQR&I	UQ Research & Innovation (<i>the Portfolio the Research Office sits within</i>)

Grant Support Team

A team consisting of an expert in your field, an educated non-expert and an ECR, at a minimum.

Members can be nominated by you or selected for you.

The team meets informally at key stages of the grant preparation process to help pitch/bounce ideas, finesse concepts/design/methods, offer guidance, review drafts.

Pre-award is project conception, development and seeking funding.

RDO for SPH – Cathy Swart med.research.sph@uq.edu.au (336-55528)

RDM for SPH – Megan Grace megan.grace@uq.edu.au (334-65206)

Post-award is grant establishment, management, and reporting.

RPM for SPH – Phil Smit p.smit@uq.edu.au (0406 663 409)