

Tips for Grant Applicants

When applying for grants, ensure you provide all the information that is requested (see the Check List at the end of the relevant application form). In particular:

- Give your project or application a succinct title.
- Clearly and concisely explain the aim of your work.
- Provide some evidence that you have reviewed the current literature on your proposed study.
- If applying for a grant to travel overseas, provide information that shows you have investigated the situation in Australia as regards your study and found that the information you are seeking is not available here.
- Explain succinctly how you, your patients, your department or the profession will benefit from your study.
- Explain how you plan to disseminate the information you gain.
- Make an allowance in your application for the cost of the preparation and publication of your report.
- Prepare and present a budget and ensure that sufficient detail is provided in your budget to enable the Committee to understand how the money will be spent.
- Provide full details of the names, addresses and telephone numbers of all persons who have agreed to act as referees on your behalf. Send your referees a copy of your application.
- If presenting a paper or poster at a conference enclose a copy of your abstract.
- If applying for a grant to travel in Australia or overseas, provide evidence that the people you plan to visit have expertise in the subject and that they are willing to have you visit them.
- If applying for a travel grant, give specific details of your itinerary. Make sure that you have allowed sufficient time to achieve what you have set out to do.
- Provide a timetable for completion of designated tasks in your project.
- Throughout your application, keep to the point.

General Tips

Plan well ahead.

It is important that members intending to apply for grants to attend conferences prepare their applications well in advance of the date of the conference. The Committee does not consider application for funding for conferences received after the date of the conference.

Similarly for research grants, applicants need to ensure that they have allowed enough time to complete the application and submit well before the closing date. Preparing an application for research funding takes time. There is the development of the research question - the aim of the study/hypothesis; the method - how many patients/interventions are needed to make the results valid? Will the method proposed answer the research question? How should the results be analysed? What are the expected outcomes of the research? Who will benefit?

Referees need to be identified, informed of the project and provided with a copy of the submission before the closing date so they have the time to prepare their reports.