

How to Apply for External Funding as an ANU Researcher

Who does this apply to?

- > Anyone applying for external funding as an ANU staff person (permanent, fixed-term, honorary) or student
- > If you are affiliated with another organisation and list that organisation as your primary place of employment on the application, then these instructions do not apply to you for that particular application

What does this apply to?

- > All funding proposals or applications on which you represent yourself as an ANU employee including
 - for research grants/consultancies/contracts, travel, fellowships, scholarships, tenders, bids
 - from all funding bodies (not only ARC and NHMRC, but government, foundations, international organisations, and so forth)
 - for any funding amount
 - whether the application is submitted in hard copy, by post, email or online
 - whether it must be submitted by you or the Research Office
 - whether the grant's lead investigator is you at ANU, another ANU researcher from a different school or college, or a researcher at another institution with you as co-investigator

The only exclusions are internal ANU grants (except MEC) and school offerings.

How do you apply?

- > **Send an email to the [Research Office](#) notifying them of your interest** in a funding opportunity as far in advance as possible (ideally no later than 4 weeks before the funder submission deadline). Your head of department or school manager should also be aware of your intent. Include a web link or documents on the funding opportunity if it is a small or international funder. NOTE: A separate email is unnecessary for ARC and NHMRC schemes included in any *Notification of Intent (NoI)* forms.
- > **Submit a complete* draft application or proposal** to the Research Office according to the timeline communicated by them in the first instance, or no later than three (3) weeks in advance of the funder submission deadline.
**Complete' means full budget, narrative, completed application form, and any required attachments.*
- > **Submit a request for Approval to Apply** by entering the proposal into the [Costing, Pricing and Approval Tool](#). Approval is required through this Tool for all grant applications prior to submission, as well as upon award. NOTE: If you are a non-lead, co-Investigator on a grant led by an ANU researcher in another school or college, the Research Office will facilitate approval by email.

Where to seek advice and assistance?

- 1) [College Research Office](#)
- 2) College Intranet: [Researcher Induction and Basic Tools](#); [Research Resources](#)
- 3) Your Head of Department or School Manager