



Preparing your application for submission

It is important that you read the full guidance notes which are available to download from the website

Pre-submission signatory and approval pathway

1. Complete

- application form
- draft budget (Annex A as excel file)
- all necessary Annexes
- all individuals named in section 1 complete and (individually) email the grant application T&C [data use] form as part of the final grant application submission

2. Seek budget approval

- discuss / finalise budget with research finance representative(s)
- where cost are to be incurred at or charged to MEH, secure signature on Annex B

3. For research projects, bring / send above documents to

- MEH R&D Office

4. Secure all necessary signatures (or emails from the signatories)

- Clinical, service or divisional