

# Grant Writing Checklist for Early Career Researchers

## The Key Stages

- ❖ Pre-Application.
- ❖ Planning and Proposal Writing.
- ❖ Adherence to Internal Regulations.
- ❖ Obtaining Institutional Supporting Documentation.
- ❖ Proposal Review and Submission.
- ❖ Post Submission Follow-up.

# Pre-Application

**Identify Funding Opportunities-** Identify calls aligned to your research interest. This can be done through subscriptions or free to access sites. After identification, note eligibility criteria, important due dates and institutional guidelines on proposal submission.

**Understand the Funder's priorities** – Ensure that your application aligns to the funder's areas of interests. You are encouraged to read past funded projects and the funders strategic objective document.

**Identify potential partners and Collaborators** – Ensure that you identify partners and collaborators with shared interests. If necessary, seek the guidance of a senior faculty member. **Remember a project can fail at implementation if partners' do not have shared interest!**

# Planning and Proposal Writing

- Ensure that the major components of your proposal are clearly articulated. Such components include Title, Abstract, Research objectives, Research Questions, Background and Rationale, Methodology, Timelines and Milestones, Budget and Justification, Outputs/Outcome/Impact, Dissemination Plan and Project Sustainability upon funding cessation.
- Ensure that your writing is of quality as per funder guidelines regarding formatting (use of diagrams, figures or tables, words, page limits, structure and pagination. Proof read your proposal for clarity, spelling and grammar) Also pay attention to team formation guidelines. **Ensure you adhere to these, otherwise your application may be rejected without evaluation!**

# Adherence to Internal Regulations

- Ensure that you adhere to requisite internal approvals before submitting an application. Each institution has guidelines to be followed by staff.
- General requirements may include: approval to submit from the office responsible for research, adherence to institutional overhead policy, ethical considerations, data management and sharing policies, IP policies, and material transfer guidelines.

# Obtaining Institutional Supporting Documentation

- Before submitting an application, please ensure that you obtain and attach institutional documents requested by the funder. Such documents may include: Institutional Support Letter, Institutional Endorsement of the Application, Audited Financial Statement of the Institution, Organization Structure of the Institution, institutional Strategic Plan, Specific Policies etc.
- Submit the CVs as guided by the donor.
- Where necessary, provide publications and evidence of the institution having implemented similar projects before to demonstrate capacity.

# Proposal Review and Submission

- Before submitting your proposal, it is recommended that you subject it to internal review. If your institutional has no internal review process, it is advisable it be reviewed by a senior in the same field.
- Revise your proposal based on the provided feedback.
- Undertake final check for minor errors and consistency before submission.
- Most institutions have dedicated office for proposal submission. Please liaise with the office on submission process. Ensure you submit your proposal ahead of deadline to cater for technical errors that may arise.

# Post Submission Follow-up

- Be on the look to respond to reviewer comments, request to provide more information or resubmission arising from the amendment of the call.