

How to apply for grants

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AR Sumran
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Time management timeline:

6 months before:

- (a) start collecting rules/regulations/forms websites.
- (b) Talk to some people and get their experiences and proposals.
- (c) Figure out which papers you can put on or dir in
6 months, 12 months, 18 months,
and send email to yourself for each
with abstract and summary of each

3 months before

- (a) Make careful calendars
with timelines and deadlines,
both administrative and personal.
- (b) Start writing blurbs and ROPEs and
CVs and sharing these blurbs, ROPEs,
budget tables, budget justifications, CVs
to colleagues for reactions.

ART Seminar (2)
25 Sept. 2025
H. Ramm

- 1c) Make sure each section is clear in your mind and make a rough draft for each.
- 1d) Write careful, necessary definitions for each of the papers you have produced a summary of. Start running these past colleagues (both verbally and in written form).
- 1e) Make sure your EOL's are in place to all the relevant administrators and that your access to systems is all in place.
- 1f) Make sure you have a good filing system (and backup system) set up in your computer for organizing the various documents and communications.

2 Sept. 2025

A. Lam.

2 months before

- (a) Start building the graphics you will need.
- (b) Make sure your templates are in order and to specification.
- (c) Run drafts of each section past your advisers.

1 month before

- (a) internal deadlines will be hitting now. Get your signatures and support letters early, ahead of the masses.
- (b) online systems will need uploading and (careful) checking of data.
- (c) Final drafts of each section go to advisers for final remarks.

2 Sept. 2015

A. Lam

2 weeks before

- (a) All feedback needs action / changes / and reuploading.
- (b) make sure all formats and documents are complete and to specification.
- (c) Do a full careful proofread (preferably read out loud).

1 week before

- (a) Final clicks and checks.
- (b) Press submit.