**MARCS Institute Cat 2/3 Grant Applications**

**Information for Applicants**

For applicant:

1. Ensure that you have downloaded and read Grant Guidelines, Instructions to Applicants and FAQs when considering whether to apply to a scheme.
2. Keep a copy of the MARCS checklist on hand and check items off as completed to ensure no step is missed.
3. Send a copy of the grant information, along with the deadline info, to MARCS Research Director John Cass/Research Development Officer Karen Hutchings when advising that you are going to apply to a scheme (minimum 2 weeks before if possible).
4. If anything changes during the application process (e.g. you find out you are not eligible, you decide to apply to something else, you run out of time etc) please advise Karen accordingly.
5. Ensure that you build in time for your mentor, John Cass, Kate Stevens and Karen Hutchings to read and comment on your draft application.
6. Ensure that you allow time for your budget items to be costed/checked by Karen.
7. Ensure that you have thought about the compulsory WSU levy (20% if under $100K, 35% if over $100K, NFP and some gov bodies exempt) and built it into budget totals.
8. WSU clearance form is a key institutional sign off that certifies that WSU supports your application and will support your time working on the project once awarded. This form also allows a project code to be set up to administer your funding once awarded. This is also when any likely issues will be flagged by MARCS Institute Director Kate Stevens so submitting the form as early as you can is best practice here.
9. You are responsible for submitting the application unless you have made and confirmed prior arrangements for someone to do so on your behalf.
10. Final copy of submitted application must be sent to John Cass/Karen Hutchings on submission day for records/post award.
11. Remember to send a copy of the funding offer to MARCS Institute Manager Darlene Williams when successful.