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

**Checklist for Mentors and Applicants**

* Have you notified John Cass/Karen Hutchings?
* Have you checked applicant eligibility criteria (academic level, citizenship, FTE, contract or ongoing are all factors which may apply)?
* Have you checked the deadline?
* Is your project aligned to the scope of the call/funding body?
* Have you followed budget guidelines?
* Is WSU levy applicable?
* Has mentor and other feedback been addressed?
* Do you need an institutional sign off/form signed by Prof Kevin Dunn?
* Have you submitted WSU clearance form?