



What is this form?

The purpose of this grant application checklist is to help faculty members ensure that all requirements for the submission of grant applications have been met prior to submission. The goal of the form is to save time and make the grant application process efficient. **Please remember that all applications for external research funding must be submitted through Research Services.**

Internal Requirements/Approvals

- I am aware of Lakehead University's two-week internal deadline and if I believe that I will be unable to meet it, I have notified Research Services at least three weeks prior to the funding agency deadline.
- I have alerted the Office of Research Services that I am preparing a grant application and have discussed with the Office what institutional signatures (if any) are required on my submission.
- A [Research Proposal Approval Form](#) has been completed and *all* of the required signatures have been obtained (including those of my chair and dean).
- If, as part of my grant application, I am requesting release time from teaching, I have completed a [Release Time Request Form](#) and have obtained all required signatures at least two weeks prior to the funding agency external deadline.
- I have determined whether overhead is an eligible cost on my submission and have included the required percentage in my budget or have discussed the overhead requirement with Research Services at least two weeks prior to the funding agency external deadline.



General: Completing the Grant Application

- I have reviewed the funding agency guidelines/instructions for completing the grant application.

- I have kept the funding agency's evaluation criteria in mind as I prepared my submission and have attempted to follow the funding agency's evaluation criteria.
- If any information about Lakehead University (i.e., mandate, governance, incorporation number, past similar grants, etc.) is required on the application form, I have contacted the Research Services well in advance of the funding agency's deadline.
- If the Canadian Common CV is required for this funding opportunity, I have given myself enough time to complete/update my CCV.

Contributions/Partners/Letters of Support

- I have determined that the involvement of partner organizations is required as part of my submission, and I have discussed this with Research Services.
- If letters of support / contributions are required from partner organizations as part of my submission, I have:
 - Discussed the application procedures with my partners and informed them about what is required from them (including submission of documents using the funding agency's application system – if applicable).
 - Carefully reviewed the funding opportunity guidelines to determine what is required for letters of support and discussed this with my partners.
- If no letters of support are required from my partners for submission of the application and the partner organization is contributing cash and/or in-kind to the proposed project, I have obtained written confirmation of my partner(s) contributions and will forward this confirmation to the Office of Research Services prior to submission of the application at least two weeks prior to the external funding agency deadline
- If any contributions are required and/or sought from Lakehead University, I have contacted Research Services and discussed such contributions at least three weeks prior to the funding agency's grant submission deadline.

