**Before creating an application:**

Read the application guidelines

Read the Suicide Prevention Research Fund research priorities

Read the Incorporating Lived Experience guidelines

Check the eligibility requirements

Check the application lodgement closing date

Organise support from an Administering Institution

Organise involvement with a Partner Organisation (if applicable)

Be aware of any Administering Institution internal deadlines and requirements for submission

Be aware of any enrolment requirements by the Administering Institution

**During the creation of an application:**

Complete the application form

Complete the budget template

Complete the resume template for all investigators

Obtain one written reference for the Lead Investigator

Obtain the Letter of Support from the Administering Institution

Obtain the Letter of Involvement from the Partner Organisation (if applicable)

**Before submitting an application:**

Read and understand the [Australian Code for the Responsible Conduct of Research](https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018) (the Code)\*

Check compliance with file-naming conventions, formatting and character limits

Check all information is correct and complete

Submit application and supporting documents by lodgement closing date

\* Note: Submission of an application indicates that the Administering Institution and the research team understand and will comply with all obligations set out in the Code.