**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.