

## 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 curriculum vitae template for the Lead Investigator
- ☐ 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](#) (the Code)\*
- ☐ Check compliance with file-naming conventions, formatting and word 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.