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 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.