

External Application Coversheet Quick Guide



IMPORTANT DEADLINES

Final, submission-ready applications (includes all international grants), a signed External Grant Application Coversheet and all other required documentation is due to the Research Office **by 9am at least five (5) working days** prior to the funding body deadline unless ARC/NHMRC or otherwise specified. This includes all required copies of the application if it is to be submitted in hard copy.

HAVE A QUESTION?

E: research-applications@newcastle.edu.au

T: +61 2 4921 7733

W: www.newcastle.edu.au/research-and-innovation/resources/grants/about-us

Step 1

Complete the External Grant Application Coversheet

Download the **External Grant Application Coversheet** from the UON website: www.newcastle.edu.au/research-and-innovation/forms-and-codes.

Step 2

Discuss your application with your Head of School and Faculty

Make contact with your Head of School and Faculty Assistant Dean (Research) early in the application process regarding strategies and support for your application that may be available. Enquire with your Faculty and/or School about peer review processes available to you. Organise a peer review from your colleague(s), leaving plenty of time for feedback and changes prior to submission to the Research Office by the advertised UON deadline for final application.

Step 3

Obtain Signature from your Head of School and Faculty

Check with your School and Faculty regarding Coversheet submission requirements and procedures. Ensure you provide plenty of time for signature and processing before the UON deadline for final application. Confirm any School/Faculty contributions with your Head of School or Assistant Dean (Research) - this detail will need to be included in your Application Coversheet. Check to see if the Faculty will submit your Coversheet to the Research Office on your behalf or whether you need to supply it with your application.

Step 4

Submit your application & fully signed Coversheet to the Research Office

For an application to be submitted to the Funding Body, a complete, submission ready application and all associated documentation must be provided to the Research Office prior to the deadline for final application. For ARC/NHMRC applications, please ensure that your application is submitted in RMS/Sapphire by the deadline for final application and your fully completed and signed Coversheet is submitted to the Research Office via research-applications@newcastle.edu.au. For applications to other Funding Body schemes, please ensure the application AND Coversheet are submitted to the Research Office via research-applications@newcastle.edu.au by the final application deadline.

***Please note:** The UON Deadline for final application requires provision of a final, submission-ready proposal, signed External Grant Application Coversheet and all associated documentation. **If your application is submitted to the Research Office incomplete, i.e. missing the Coversheet, it will not be submitted for institutional approval and cannot be submitted to the Funding Body.**

Faculty Contacts

Faculty	Contact
Business and Law	Pat Filmer-Sankey E: Pat.FilmerSankey@newcastle.edu.au T: (02) 4921 7865
Education and Arts	Catherine Oddie E: Catherine.Oddie@newcastle.edu.au T: (02) 4921 7929
Engineering and Built Environment	Jo Midwinter E: jo.midwinter@newcastle.edu.au T: (02) 4921 2051
Health and Medicine	Shirley Savy E: Shirley.Savy@newcastle.edu.au T: (02) 4921 5603
Science	Katrina King E: FSCI-Research@newcastle.edu.au

Frequently Asked Questions

1. Why is an External Grant Application Coversheet required?

An External Grant Application Coversheet is required for all external grant applications in order to:

- Ensure all commitments are approved by the appropriate authority;
- Support the timely submission of applications through the University of Newcastle's Research Office;
- Ensure that applications are compliant with Funding Body rules and University of Newcastle policy to enable formal institutional certification;
- Triage levels of service to applicants who meet key requirements and minimise processing times of the Research Office;
- Clarify the key roles and responsibilities of applicants, Schools and Faculties, and the Research Office;
- Facilitate proactive collaborations among researchers;
- Provide source of information regarding application activity for Schools, Faculties;
- Assist Schools with monitoring FTE commitment to plan for staff teaching loads;
- Ensure facilities are in place to accommodate research project requirements, including space;
- Ensure value for return for cash and in-kind commitments.

Coversheet and Application Submission Requirements

2. When is an External Grant Application Coversheet required?

All full grant applications to an external Funding Body (including ARC/NHMRC) require the provision of a fully signed Coversheet by the UON deadline for final applications.

3. What does the UON deadline for final application mean?

The UON Deadline for final application is the deadline to submit the fully signed Application Coversheet (and any required documentation) and the completed grant application, in submission-ready format to the Research Office. **If your application is submitted to the Research Office incomplete, i.e. missing the Coversheet, it cannot be submitted to the Funding Body.** The Research Office requires final, submission-ready applications by **9am at least five (5) working days** prior to the Funding Body deadline for all external grant applications.

4. If I have booked an Eligibility and Compliance check, do I need a fully signed Coversheet at the time of the check?

For all External Grant Schemes (not including ARC/NHMRC) you are required to email a fully signed coversheet with your application by 9am on the day of your booking. We cannot commence a review of your application until both the application and coversheet are received.

For ARC and NHMRC checks, a coversheet is not required for Eligibility and Compliance checks, however, please refer to our webpage for internal coversheet deadline.

5. Do I need a coversheet if I am applying for an Expression of Interest (EOI)?

Coversheets are required for EOIs if:

- There is a cash commitment from UON
- There is a significant in-kind contribution from UON - ie. 0.2 FTE and above

6. What is the submission process for submitting an application to the ARC or NHMRC?

Final, submission-ready ARC and NHMRC Grants are required to be submitted to the Research Office in RMS/Sapphire as well as a signed Application Coversheet via research-applications@newcastle.edu.au by the UON deadline for final application. For ARC and NHMRC this deadline is **one (1) week prior** to the Funding Body deadline.

These deadlines will be advertised well in advance [on the Apply page](#) on the UON website as well as through our [ARC and NHMRC email lists](#).

7. If I am listed as a CI on an application led by another Institution, do I need to complete an External Grant Application Coversheet?

For researchers participating on applications submitted by another Institution, an Application Coversheet is not required. If there is a cash contribution from UON listed in the application however, email evidence is required from whomever is authorised to commit the funds, prior to submission of the application to the Funding Body. Advising the Research Office of these applications is recommended to enable an official record to be kept and follow up undertaken on your behalf if any issues arise.

8. How do I submit my Coversheet to the Research Office?

Check with your Faculty regarding submission procedures as they vary from Faculty to Faculty. Your Faculty may also have internal deadlines and requirements for the submission of Coversheets in addition to Research Office deadlines. We recommend that you contact your Faculty early in the application process to confirm these details.

Fully signed Coversheets and completed applications can be submitted to the Research Office by emailing them to research-applications@newcastle.edu.au

9. How do I complete the Coversheet for Fellowships? What if there is a salary shortfall?

Fellowship applicants must complete Table 4a on the Coversheet. Some fellowships do not provide a full salary for the applicant, leaving a shortfall between the awarded amount and the actual salary of the fellow. In this case, the shortfall must be listed in Tables 3 and 4 as a cash contribution and require approval from the authority who will provide the additional funding for the salary.

Cash and In-Kind Contributions

10. What are cash and in-kind contributions?

Cash contributions are defined as new costs provided as a direct result of the application.

In-Kind contributions can be thought of as items that already exist regardless of whether the grant is funded. 'In-Kind (other)' contributions are defined as costs to the University for existing equipment, facilities, etc. 'In-Kind (FTE)' contributions are defined as costs to the University for personnel time devoted to the project for any staff. An example is a technical or lab officer whose salary is funded by the School or Faculty. Chief Investigator time does not need to be included in Tables 3 or 4 as this is listed in Table 1.

For further guidance on determining whether items should be listed as cash or in-kind contributions on a project, please contact the Research Office. An example is provided in the table below (under Question 10).

11. What are the requirements for listing cash and in-kind contributions on the Coversheet?

All cash and in-kind contributions listed in the grant application **must** be documented in Tables 3 and 4 of the External Grant Application Coversheet. All items listed in Table 4 must be approved by the authorised official, as indicated by signature of the Coversheet. Where a 'central' or 'other' commitment is listed, evidence of approval must be attached to the Coversheet prior to obtaining signature from your School and Faculty.

If more than one Faculty or School is providing support, all parties contributing a cash contribution outside the

lead Faculty must include evidence of approval. Ensure that the totals in Tables 3 and 4 agree with each other and the budget listed in the application. An example is provided below.

Please note that by signing the Coversheet you agree to keep the Head of School informed of changes to the application. If these result in significant (defined as > 10%) changes to the budget and **ANY changes** to the School/Faculty/Central contributions, you will need to circulate an updated Coversheet for initialling by the relevant parties and submit to Research Grants prior to submission of the application to the Funding Body.

Example

3. BUDGET SUMMARY DETAILS

Total funding requested from Funding Body	\$300,000		
Total UON commitment (cash)	\$35,000		
Total UON commitment (in-kind)	\$2,000		
Number of years of funding requested	3	Commencing year of project	2020

4. UON CONTRIBUTIONS: CASH AND IN-KIND

School/Faculty/Central/HMRI/Other	Budget Category (Personnel, Scholarship, Consumables, Equipment/ Capex, Travel)	Cash	In-Kind (other)	In-Kind (% FTE)
Central	Scholarship	\$25,000	\$	
Faculty	Scholarship top-up	\$10,000	\$	
School	Existing specialised computer equipment		\$2,000	
School	Part time salary for use of technical officer, David Smith			30% FTE
TOTAL UON CONTRIBUTION		\$35,000	\$2,000	

In the example above, the applicant would attach to the coversheet email confirmation of the \$25,000 scholarship provided from Central funds when providing to the Head of School and AD(R) for signature. The \$10,000 scholarship top-up would have been pre-negotiated with the Faculty and signature of the Coversheet indicates approval of this contribution.

Other questions

12. What does the Asset Management Implications question refer to?

If your research project will require changes to infrastructure, including additional space, power requirements, alarms on fridges, etc., you will need to download an Asset Management Implications Form and initiate a discussion with your Head of School as to how this will be managed. The form can be found here: www.newcastle.edu.au/research-and-innovation/resources/grants/forms-and-codes

13. How will I know if my application has been submitted?

You will receive notification from the Research Office once your application has been submitted.