

External Application Coversheet Quick Guide



IMPORTANT DEADLINES

External Application Coversheet and all other required documentation is due to research-applications@newcastle.edu.au **by 9am at least five (5) working days** prior to the funding body deadline (unless otherwise specified).

HAVE A QUESTION?

E: research-applications@newcastle.edu.au

T: +61 2 4921 7733

W: newcastle.edu.au/research/support/services/grants-and-funding

Step 1

Complete the External Grant Application Coversheet

Download the **External Grant Application Coversheet** from the UON website: newcastle.edu.au/research/support/services/grants-and-funding/forms-and-codes.

Step 2

Discuss your application with your Head of School and College

Contact your Head of School and College Research & Innovation Officer/Assistant Dean (Research) early in the application process regarding any available strategies and support for your application. Enquire with your College and/or School about peer review processes available to you and factor in time for feedback and changes prior to the advertised UON deadline for final application.

Step 3

Obtain Signature from your Head of School and College

Check School and College timelines for Coversheet submission and procedures. Ensure you provide enough time for School/College signature and processing before the UON deadline for final application. School/College contributions need to be included in your Application Coversheet. Provide evidence for any contributions outside of your School/College along with your fully signed Coversheet. Check to see if the College 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

A complete, submission ready application and all associated documentation must be provided to the Research Office prior to the deadline for final application as well as a fully signed Coversheet. For ARC/NHMRC applications, your application must be submitted in RMS/Sapphire by the deadline for final application and your fully completed and signed Coversheet 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 UON 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.**

College Contacts

College	General Enquiries	Coversheet College Signature Requests
Human and Social Futures	Senior Manager Research & Innovation catherine.oddie@newcastle.edu.au	Research & Innovation Officer CHSF-research@newcastle.edu.au
Health, Medicine and Wellbeing	College Research Officer chmw-researchandinnovation@newcastle.edu.au	College Research Officer chmw-adr@newcastle.edu.au
Engineering, Science and Environment	College Research Officer CESE-research@newcastle.edu.au	College Research Officer CESE-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 FTE and cash and in-kind commitments are approved by the appropriate authority;
- Ensure that applications are compliant with Funding Body rules and University of Newcastle policy to enable institutional approval and certification;

2. When is an External Grant Application Coversheet required?

A fully signed Coversheet is required by the UON deadline for final application for the following:

- All applications
- All EOIs
- Externally administered applications where there is a requirement for an institutional certification, letter of support or contribution (eg externally administered ARC Discovery Project, CRC application, NIH application etc)

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?

No, you do not need a fully signed Coversheet at the time of your Eligibility and Compliance Check (E&C Check). A fully signed coversheet is required along with your final, submission ready application on or before the UON deadline for final application. You can check the relevant dates for non ARC/NHMRC external grant schemes on our Funding Opportunities page - newcastle.edu.au/research-and-innovation/resources/grants/apply/funding-opportunities

5. 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 (unless otherwise communicated by the Research Office).

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](#).

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

If there is a requirement for an institutional certification, letter of support or contribution (eg externally administered ARC Discovery Project, CRC application, NIH application etc), an Application Coversheet is required

to be submitted to the Research Office along with a copy of the external application at least three days prior to the other institution deadline.

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

Signed Coversheets and submission-ready applications can be submitted to the Research Office by emailing them to research-applications@newcastle.edu.au

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

8. 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

9. What are cash and in-kind contributions?

Cash contributions are defined as new cash contributions towards a specific research application.

In-Kind contributions are 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 College. 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).

10. 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 College.

If a contribution(s) from research grant funding already established at the University of Newcastle is listed in the application, details including the G#(s) are required to be listed on the Application Coversheet to enable verification of whether the specific Funding Body scheme Agreement Terms permit the contribution.

If more than one College or School is providing support, all parties contributing a cash contribution outside the lead College must include evidence of approval. Ensure that the totals in Tables 3 and 4 align with each other and the application budget. 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/College/Central contributions, you will need to circulate an updated Coversheet for initialling by the relevant parties and submit to the Research Office 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/College/Central/HMRI/Other	Budget Category (Personnel, Scholarship, Consumables, Equipment/ Capex, Travel)	Cash	In-Kind (other)	In-Kind (% FTE)
			\$	
College	Research Support Funds	\$10,000	\$	
School	Existing specialised computer equipment		\$2,000	
G1800001	Personnel		\$30,000	
School	Part time salary for use of technical officer, David Smith			30% FTE
TOTAL UON CONTRIBUTION		\$42,000	\$32,000	

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: newcastle.edu.au/research/support/services/grants-and-funding/forms-and-codes

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

If the sponsor does not require the Research Office to submit the application, you will receive an email notification advising that you have institutional approval to submit your application directly to the sponsor. If the sponsor requires the Research Office to submit the application, you will receive notification either directly from the sponsor portal (eg Sapphire and Heart Foundation) or from the Research Office once your application has been submitted.