

Grant Application Checklist

Pre-submission compliance check for health research proposals

Funder and call:

Funder deadline (date, time zone):

Principal investigator:

Internal deadline:

Area	Check	Owner	Done
Eligibility	Applicant, institution and project are eligible for this call		☐
Eligibility	Application limits per person or institution are respected		☐
Formatting	All page, word and character limits are met		☐
Formatting	Font, margins, headings and file formats follow the instructions		☐
Content	Every claim of novelty is backed by data or a citation		☐
Budget	Totals match across the form, justification and summary		☐
Budget	Only eligible costs included; indirect rate correct		☐
Ethics	Ethics and regulatory approval route and timeline stated		☐
Data	Data management and sharing plan covers every required element		☐
Documents	Biosketches, letters and authorisations attached and signed		☐
References	Reference list complete and consistently formatted		☐
Appendices	Only permitted appendices included		☐
Sign-off	Research office and finance approval obtained		☐
Submission	Validation report checked; submitted before the deadline		☐

Tick a row only when the item has been verified against the current call document. Funders change their rules, so adapt each row to the call you are applying to.