

Writing Successful Category One Applications



**a university for
the real world**

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Writing Successful Category One Applications

While in the same category as ARC and NHMRC, each funding body has their specific funding process, timing and bespoke requirements.

Assessment is generally by way of scientific review panels utilising peer review.

Some have EOIs with invitations to full application

There are a range of software programs utilised – SmartyGrants is the most common but several have their own individualised systems.

Tips: *Before* you commence drafting



1. Does your research match the funding strategy? Does it clearly fit the intent and goals of the scheme? Don't try to fit a square peg in a round hole.
2. Read the guidelines carefully to ensure you are eligible to apply before commencing your draft.
3. Discuss your intention to apply with your Supervisor/Team/Theme Leader and your Head of School to ensure the project is a good strategic fit. Are there any funds and/or in-kind support available to you?
4. Have you signalled your intent to apply by emailing researchgrants@qut.edu.au?
5. Is your proposed project a clearly defined, creative, achievable and measurable activity?

Tips: *Before* you commence drafting



6. Do you have the **right** team?
7. Is the research feasible for delivery in the timeline allowed within the grant period?
8. Can you deliver the project within the funding available?
 - Think about what you need in terms of FTE support, direct research costs, sensible and appropriate travel needs.
 - Funding limits are not a target to hit.
 - Can clear need for each line item request be sensibly shown and briefly justified?
 - Show leverage of other resources where possible

Tips: Clear Messages

1. Write to your audience. Who is assessing your application? Scientific Review Panel, Peer Review Committee, Research Advisory Committee, Consumer Advisory Panel or a combination?
2. Writing Style: Structure is Important.
 - Short sentences summarise your main ideas and grab the attention of the reader but overuse can become monotonous.
 - Long sentences provide deeper exploration, develop tension and provide lively descriptions. Using a combination of both is ideal.
 - Jargon '*special words or expressions used by a profession or group that are difficult for others to understand*'. Avoid wherever possible as it is generally not well understood outside that context.
 - Acronyms: need to be described in full the first time of use to ensure clear and concise communication

Tips: Clear Messages

3. Why are you doing the research? Why should the funder care?
4. Avoid repetition of message. Give yourself plenty of time to plan and start with a list of what you want to say.
5. Use section headings where possible while ensuring you follow the funders guidelines. Early planning will ensure you know what you want to say. Carefully and methodically address your stated objectives.
6. Use images or pictures to help the assessor understand your project. Ensure they are easy to follow and enhance rather than distract from your message.

Tips: Clear Messages

7. Enlist the assistance of your mentor/supervisor/peers and someone outside of the field of research as reviewers. Are your aims, goals, methodology, intent and impact clear? Is your application easy to read and easily understood? Try not to be defensive about critique.
8. Selling your research. Page one: Gets your foot in the door so keep it simple but make the reader WANT to continue.
9. Paragraphs are important. More than just a collection of sentences, a paragraph should present a complete thought and can be used as 'signposts' to construct your message and guide the reader without the need for preceding or following material. Poorly written paragraphs obscure ideas and make it difficult for assessors to follow your message.

Tips: Clear Messages

10. Good writing uses thoughtfulness and care to make intelligent points.

11. FOLLOW THE INSTRUCTIONS.

- Applications can be removed from consideration for not correctly following the scheme guidelines. Format: following page numbers, font size and text limits; and content: correct headings and accurate answers are important both in your Research Proposal as well as all mandatory attachments: accuracy of content and using mandatory file saving conventions etc.

12. Edit. Polish. Repeat.



**READ AND FOLLOW
INSTRUCTIONS**