Approval Process for Research Grant Applications or Letters of Support for Grant Applications with NSLHD involvement

Applications for grants and other research activity where NSLHD is the host organisation or an affiliated organisation, and requests for Letters of Support must be submitted for review to the Manager, Research Strategy and Partnerships, prior to review and approval by the Chief Executive. Please allow ten working days for review and approval.

To ensure requests are processed in a timely manner, the following process should be followed:

1

Prepare a CE Approval Brief, including project overview, in-kind and staff FTE contributions, and evidence of HoD approval. If a cash contribution will be made, evidence of approval of the relevant cost centre manager should also be included.



2

Submit word copy of brief and supporting documents to the Manager, Research Strategy & Partnerships, NSLHD, at least 10 working days prior to the submission deadline.



3

Review of brief and supporting documents undertaken by NSLHD Manager, Research Strategy & Partnerships, and when finalised, sent to CE for approval.



4

Approved brief returned

Contact the Manager, Research Strategy and Partnerships, or Executive Assistant, Medical Executive Director NSLHD for queries.