

### Identify Funding Opportunity

- Funding opportunities are listed on the Research Office [notice board](#) and [FHS Funding calendar](#), announced through the FHS infomailer or identified through [Research Professional Africa](#)
- Establish and confirm individual and UCT eligibility
- Convene a research team to cover all areas of expertise required to carry out the project

### Establish Internal Process and Deadlines

- Establish internal submission deadlines, relative to the funder's deadline, for institutional review and signoff
- FHS [C1 form](#) – submit 3 working days before the internal RC&I deadline or funder's deadline ([when to submit a C1](#))
- [RC&I submission](#) – applications requiring institutional approval must be submitted to RC&I 5 working days before funder's deadline (C1 submitted 3 working days before RC&I deadline)

### Request Supporting Documentation

- Institutional (UCT/FHS/Departmental) letter of support (per funding opportunity requirements)
- Obtain letters of support from co-applicants (may need institutional support in addition to individual letters)
- Ensure personal CV/NIH biosketch is up-to-date (follow opportunity formatting guidelines)
- Obtain co-applicants CV/NIH biosketch (follow opportunity formatting guidelines)
- Request subaward information (budget and justification), if applicable

### Compile Research Proposal and Budget

- Get the funding guidelines, read the guidelines, adhere to the guidelines
- The proposal generally consists of three main sections: The text (abstract, aims, background, methods etc.), the budget and supporting documentation – detailed breakdown in “Generic Grant Proposal Information” (*under development*)
- Draft the research proposal allowing as much time as possible before the **internal** submission deadline for co-applicants to review
- Develop research budget in consultation with your Senior Finance Officer (prepare budget justification)

### Submit Application

- Upload all application components to funder's online system OR email full application to funder (follow funder guidelines)
- Submit online – funders such as Wellcome Trust and the NIH require institutional approval of applications. When submitting through the funder's online portal the application is first routed through UCT's RC&I office for final submission and is not submitted directly to the funder. NRF applications are similarly first routed through UCT's Research Office for final submission.