

## Preparing an Application under an ALTC Grants Program

	YES
Does your idea fit within the priorities for the program?	<input type="checkbox"/>
Does your objective support the outcome/s specified in the program guidelines?	<input type="checkbox"/>
Have you clarified your ideas sufficiently to write, cost and justify the costs in a full proposal - if not you should consider an expression of interest?	<input type="checkbox"/>
Do you know the ALTC's policy on Intellectual Property Policy? (see Grants Scheme Guidelines).	<input type="checkbox"/>
Are you aware that there is supporting information for applicants attached to the Grants Scheme Guidelines?	<input type="checkbox"/>
Do you understand that there is the possibility of designing projects of different duration and size (funding amounts) within all the programs?	<input type="checkbox"/>
Have you thought about how you will disseminate the findings from your project, embed new practices etc and articulated this in the application?	<input type="checkbox"/>
Has your project any potential to benefit other institutions or the sector as a whole - if not it is not an ALTC type project?	<input type="checkbox"/>
Is the prime beneficiary of your proposal within the higher education sector - if not it is not an ALTC type project?	<input type="checkbox"/>
Have you planned the project management and evaluation?	<input type="checkbox"/>
If you are proposing a collaborative project with other institutions have you gained their agreement to the version of expression of interest/proposal you plan to submit and included evidence with any proposal?	<input type="checkbox"/>
If you have prepared a proposal has the budget been justified in terms of the approach you are taking and does it comply with the instructions provided in the guidelines - have you checked the arithmetic?	<input type="checkbox"/>
If you are preparing a full proposal have you prepared the budget according to the year long stages if the project will take longer than one year?	<input type="checkbox"/>
Does the project team have the ability to carry through the project, gain buy-in from the relevant groups and the support of those necessary to bring about change?	<input type="checkbox"/>