# Checklist for applicants to the NDA Research Promotion Scheme

[ ]  Have you completed the application form in full?

[ ]  Have you completed all fields within the maximum word count allowable?

[ ]  Have you identified a Project Lead and provided contact details?

[ ]  Have you provided the contact details of the project team?

[ ]  If this is a joint application, is the lead researcher/organisation/institution clearly identified?

[ ]  If this is a joint application, is the involvement of all different partners and stakeholders in the design, planning, implementation and dissemination of the research clearly indicated?

[ ]  Have you demonstrated that your proposed research fills a gap in current research and will add to the existing evidence base?

[ ]  Where applicable, have you provided details regarding the active involvement of disabled people throughout the research process?

[ ]  Have you provided a detailed project timeline?

[ ]  Have you indicated the grant amount you are applying for?

[ ]  Have you provided an estimated budget breakdown on the grant amount being applied for and included VAT in your calculations, where applicable?

[ ]  Have you attached the CVs of the project team?

[ ]  Have you provided the contact details of two referees?

[ ]  Have you supplied contact details of any third parties that will be involved in the project?

[ ]  Have you provided links to, or copies of, three pieces of relevant research conducted by the lead applicant or research team?

[ ]  Have you ensured that you will be able to provide Tax Clearance Certificate to the NDA?

[ ]  Have you signed all relevant sections in the application form?

[ ]  Make sure you submit before the deadline of **12 noon 23rd October 2023**

[ ]  Ensure the subject line of the submission email reads: **RPS 2023-24**