# 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**