

## Fact Sheet

### JCU Connect Grants team provide JCU researchers with support and advice on all aspects of competitive research tenders.

The team supports the JCU research community across all research tender opportunities, including competitive tender opportunities funded by government, private and community-based organisations.

#### The support we provide

- Advice on the most relevant tender opportunities for your research;
- Guidance on enhancing competitiveness of research tender bids;
- Review of tender bids, including interpretation of guidelines and coordination for relevant institutional certifications and approvals as required by tender specifications;
- Support with submission of tender bids to funding bodies;
- Guidance on JCU policies, processes, procedures and funding agreement obligations relating to research tender management;
- Support for post-award (non-financial) management of research tenders;
- Access to training opportunities to identify, prepare and apply for research tenders.



#### Things to consider

**Register** to receive funding opportunities for all disciplines through [AusTender, QTenders, grants.gov.au](#)

**Engage early** with the JCU Connect Grants team to discuss the potential fit of a grant opportunity to your research. Engage your Associate Dean of Research, Dean of College and senior colleagues for support and your supervisor for goal setting, planning and reviewing of draft tender bids. Initiate discussions with potential collaborators and consortium members early to enable sufficient time to gather required support letters etc.

**Review carefully** the *Specifications* document provided by the funding body, in terms of its objectives and how these align with your research. Identify your research's value proposition and align them to the objectives listed in the Specifications document.

**Understand early** the funding body requirements (pre and post award) by reading the *Response to Tender* document, *Specifications*, and *Contract Terms & Conditions*. The JCU Connect Grants team can help clarify any uncertainties and specific requirements to ensure your application is compliant.

**Cost your project appropriately** with the JCU [Project Costing Tool](#). Review the tender documentation provided to identify key costing inclusions and exclusions. Contact JCU Financial and Business Services (FaBS) for assistance using the Tool.

**Plan effectively** to provide a completed draft of your tender bid documents to JCU Connect for feedback at least three weeks prior to the tender submission deadline and the final versions for approval at least two week prior to the official tender submission deadline to ensure sufficient time for any required certifications/ approvals to be met.

**Obtain early** the necessary internal approvals including proposed budget and JCU Research Funding Approval Form (RFAF). A fully completed RFAF, signed by your College Dean/ Institute Director, is required by JCU Connect before a tender bid can be submitted.

**For support and advice email: [grantsconnect@jcu.edu.au](mailto:grantsconnect@jcu.edu.au)**

**For further information visit: [jcuconnect.com/grants-and-tenders](http://jcuconnect.com/grants-and-tenders)**