

10 Tips for Writing

your

SHRF Application

1

READ THE APPLICATION PACKAGE

Did you invite your contacts to your application? Did you complete the eligibility check? Have you included all of your CVs and supporting documents?

The application package includes the program guide, outlining the requirements and expectations for the program; the application instructions which provides a snapshot of what you'll need to complete in SHRF's Research Management System (SHRF RMS); and the application checklist.

2

GRAB THE REVIEWER'S INTEREST

Answer the "so what?" question right away. Outline why the project you're proposing matters and why you are the researcher or team to carry it out.



MAKE YOUR CASE

Support your "so what?" with a current and relevant literature review that strengthens your reasoning for your project idea. What will be the impact of this work?

3

4

DETAIL THE "HOW"

Provide sufficient information and details about your project design and methods.



5

ADDRESS POTENTIAL BUMPS IN THE ROAD

Things don't always go as planned in life or research. Show the reviewers that you have thought things through and have a plan to account for these potential problems.



MAKE IT EASY TO READ

6

Use headings and "slow" the reader down when explaining complex ideas by using shorter words, shorter sentences and shorter paragraphs.

Write clearly. Say what you mean in words most people can understand. Remember, it is a multidisciplinary committee reviewing your applications. Avoid jargon, define key terminology and simplify language where possible.

7

FORMATTING

Follow the formatting guidelines that have been outlined in the application package. These guidelines are strictly adhered to and ensure applications are equally and consistently considered by the review committee. Applications may be removed if guidelines aren't followed, so set up your document first to avoid this!

Stick to one formatting style



No narrow or condensed fonts

Avoid script fonts

8

CHECK YOUR MATH



When numbers don't add up it can be distracting and make the reviewers question things. Double check your work to avoid simple mistakes and ensure your budget and budget justification match.

FIELD TEST YOUR APPLICATION

Have someone else review your application. A fresh set of eyes can catch things you may have missed. They can also tell you if something is not clear or doesn't make sense. And this includes people outside your area of expertise.

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10

GO BACK TO THE APPLICATION PACKAGE

Once you have completed your application, use the helpful checklist at the end of the application package to ensure you haven't missed anything.

Did you complete all required fields? Did you tie your proposal back to the purpose of the program? Have you met potential institutional deadlines? Don't forget to hit 'Submit'!