



## TIPS FOR WRITING INTERNAL GRANT APPLICATIONS

1

Read and understand the purpose and guidelines. If unsure of anything, contact the funding team (if appropriate). Don't guess!

2

Use clear simple English. Avoid jargon and acronyms. Assume the assessors are not experts in your field.

3

Be concise and engaging. Don't assume that readers are familiar with your project or discipline. Grab – and keep – their attention!

4

Proofread your application, then ask someone else to read it. It's useful if the reader doesn't know anything about your research – you'll know if you've been clear.

5

Start preparing early! It takes longer than you think. Haphazard applications are easily detected and frowned upon. Remember: your name is on the application.

6

Budget appropriately and be realistic. Ensure the numbers add up, itemise properly, and give assessors no reason to doubt your project's feasibility.