**Funding applications applicant checklist for HoD support**

An email should be sent to Richard Hobbs and cc’d to richard.hobbs\_pa@phc.ox.ac.uk once all the information below is complete

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| **Action** | **Check List** |
| Ensure First Supervisor/PI is in NDPCHS |  |
| Ensure Supervisor/PI is copied in to initial email |  |
| The HoD LoS should cover 3 points: 1. Needs to positively convey why the funder should invest in the applicant
2. Why the department is relevant for the work/research
3. The department’s track record
4. and 2) should be adapted and written by the applicant with their supervisor

LoS to be completed & attached in initial email with the **link to applicant’s application** (not the funding scheme link)Ensure the word count is correct |  |
| Timeline: To be submitted 2 weeks prior to deadline with the grant systems link included in the email to RH |  |
| Before HoD support can be finalised an email from the Grants team confirming that the application and costing has been checked must be provided |  |
| Everything should be uploaded on online Grants Management system (RH should only need to press authorise/approve/confirm) |  |
| In those instances where Richard needs to give a second approval and upload a statement the applicant should email Richard and re-attach the statement for him to upload and include the grant systems link again |  |