**2025 Synergy Grants Process: Grant Development to Submission**

## **For CIs where Macquarie University is the Administering Organisation for the Synergy Grant scheme**

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| Date |  | Milestone |
| 5 Feb 2025 |[x]  Complete a [Notification of Intent](https://goo.gl/forms/vxSwcudT5JpNgjlw2). |
| 5 Feb 2025 |[ ]  Synergy Grant scheme opens. |
|  |[ ]  Download Synergy Grant opportunity documents from [GrantConnec](https://www.grants.gov.au/Go/Show?GoUuid=bd83cd58-4816-4ed7-89ff-bc41db9c5eab)t, such as i) Grant Guidelines and ii) Proposal template. If you are a new user of [GrantConnec](https://www.grants.gov.au/Go/Show?GoUuid=bd83cd58-4816-4ed7-89ff-bc41db9c5eab)t, you will need to register for an account. |
|  |[ ]  Download Synergy Grant Macquarie University resources from [Synergy Grant information webpage](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/fellowship-and-grant-opportunities/nhmrc/nhmrc-synergy-grants) such as Advice Toolkit and budget toolkit. View the [successful grants library](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/training-and-support/successful-grants-library) for examples of past awarded grants. |
|  |[ ]  Create a Synergy Grant application in [Sapphire](https://sapphire-grants.healthandmedicalresearch.gov.au/Account/SignIn/signInForm) (the NHMRC Research Management System). If you do not already have a Sapphire account, [register here](https://healthandmedicalresearch.gov.au/forms.html?form=register). |
|  |[ ]  Create a draft application record in the Macquarie University Research Management System, PURE ([Quick Reference Guide](https://www.mq.edu.au/__data/assets/pdf_file/0010/1189477/Synergy-PURE-Guide.pdf))). |
|  |[ ]  Select your strategic booking date in the  |
|  |[ ]  Select your compliance and eligibility check in the Compliance Booking Calendar on or before 19 March 2025. |
| 4 Mar 2025 |  | Research Services will check your minimum data ahead of the 05 March 2025 deadline. You will be notified via PURE when you are compliant for minimum data.  |
| 5 Mar 2025 |[ ]  Macquarie University submission date. Your application must be a penultimate draft (i.e., upload a complete draft of your application to Pure and submit it for internal approval in Pure). |
|  |[ ]  Complete the [Macquarie University DVCR Co-Funding Form](https://truth.mq.edu.au/share/id/mqu5g2sv) for Co-funding contributions from the DVCR and upload it to your Pure record. Be advised late applicants risk losing eligibility for future requests for DVCR Co-funding (See [Eligibility for Co-funding and FAQs)](https://www.mq.edu.au/__data/assets/pdf_file/0005/886856/FAQs-Changes-to-Eligiblity-For-DVCR-Co-Funding-FINAL.pdf) |
|  |[ ]  Upload a Word version of the penultimate draft grant proposal and click “**Send for internal approval**.” The Grant Development Team will complete a strategic review of the application you upload to Pure. Once your strategic review is complete, a member of Team GDT will return the Pure record to you so you can upload updated documents. |
| Date and time you selected for C&E Check in the compliance booking calendar. |[ ]  Submit a final draft (i.e., an updated complete draft with all parts finished) of your application to Sapphire by clicking on “**Certify**” to receive a compliance and eligibility check. Your application will be returned to you in Sapphire so you can make any changes and corrections required once you receive the compliance and eligibility check. You will receive the Compliance and Eligibility(C&E) check comments via Pure within 3 business days. You do not attend your booking in person/online. |
| 30 Mar 2025 |[ ]  Finalise all documentation in your Pure record (e.g., the current PDF of your application). Click on **“Send for internal approval**” in Pure. This will initiate institutional approvals of your application by your Head of Department/School(HOD/HOS) and Deputy Dean of Research and Innovation(DDRI), which are required before your application can be submitted to the NHMRC. |
| 30 Mar 2025 |[ ]  By 11:59 pm, you must submit the final version of your application to the RAO in Sapphire. Ensure HOD and DDRI approvals have been completed in Pure. |
| 2 Apr 2025 |  | NHMRC deadline: Research Services will submit your application to NHMRC by 5 pm. |

## **For CIs where Macquarie University is NOT the Administering Organisation for the Synergy Grant scheme**

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| Date |  | Milestone |
| 5 Feb 2025 |[ ]  Complete a [Notification of Intent](https://goo.gl/forms/vxSwcudT5JpNgjlw2). |
| 5 Feb 2025 |[ ]  Synergy Grant scheme opens. |
|  |[ ]  Download Synergy Grant opportunity documents from [GrantConnec](https://www.grants.gov.au/Go/Show?GoUuid=bd83cd58-4816-4ed7-89ff-bc41db9c5eab)t, such as i) Grant Guidelines and ii) Proposal template.If you are a new user of [GrantConnec](https://www.grants.gov.au/Go/Show?GoUuid=bd83cd58-4816-4ed7-89ff-bc41db9c5eab)t you will need to register for an account. |
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|  |[ ]  Create Synergy Grant application in [Sapphire](https://sapphire-grants.healthandmedicalresearch.gov.au/Account/SignIn/signInForm) (the NHMRC Research Management System). If you do not already have a Sapphire account, [register here](https://healthandmedicalresearch.gov.au/forms.html?form=register). |
|  |[ ]  Create a draft application record in the Macquarie University Research Management System, Pure (see [Quick Reference Guide](https://www.mq.edu.au/__data/assets/pdf_file/0010/1189477/Synergy-PURE-Guide.pdf)). |
| 19 Mar 2025 |[ ]  Finalise all documentation in your Pure record (e.g., the current PDF of your application). Click on “**Send for internal approval**” in Pure. This will initiate institutional approvals of your application by your Head of Department/School and Deputy Dean of Research and Innovation(DDRI, which are required before your application can be submitted to the NHMRC. |
|  |[ ]  Ensure HOD and DDRI approvals have been completed in Pure. |
| 2 Apr 2025 |  | NHMRC deadline: Administering Institution will submit your application to NHMRC by 5 pm. |