



Document checklist

Please ensure that you have read, confirmed where necessary, and completed the relevant forms from the list below. The order below is our recommended order for you to read and complete the documentation.

Document/Form	Intent to Submit stage	Call for Proposal stage	Confirmation required
Read and confirm Grant Eligibility	✓ Yes	✓ Yes	✓ Yes
Read and confirm Terms and Conditions	✓ Yes	✓ Yes	✓ Yes
Read Intent to Submit guidance	✓ Yes	✗ No	n/a
Read Call for Proposals guidance	✓ Yes	✓ Yes	n/a
Read and confirm Conflicts of Interest Policy	✓ Yes	✓ Yes	✓ Yes
Read and confirm Indirect costs policy	✓ Yes	✓ Yes	✓ Yes
Read Step by Step guide to submitting Intent to Submit, if required	✓ Yes	✗ No	n/a
Complete Intent to Submit form	✓ Yes	✗ No	n/a
Read Step by Step guide to submitting Call for Proposal, if required	✗ No	✓ Yes	n/a
Complete Call for Proposal form	✗ No	✓ Yes	n/a
Complete Budget template or equivalent	✗ No	✓ Yes	n/a
Upload Case for Support supporting diagrams	✗ No	✓ Yes (if required)	n/a
Upload CVs	✗ No	✓ Yes	n/a
Upload Letters of Support	✗ No	✓ Yes	n/a

Need any assistance? Read our FAQ's or contact us at research@ctrfoundation.com.