

PROJECT MANAGEMENT CHECKLIST

- RESEARCH -

Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.

CHECKLIST	✓
Get a proposal number via cenrm@uwa.edu.au	
Use the Costing Model to fully cost your project	
Complete Grant Application Cover sheet http://www.research.uwa.edu.au/staff/forms/funding	
If needed complete an Interim Access to a Project form	
Complete Acceptance of Offer http://www.research.uwa.edu.au/staff/forms/funding	
Complete Sponsored Research Deed Poll http://www.research.uwa.edu.au/staff/forms/funding	
Obtain permits if needed	
<ul style="list-style-type: none">• Animal Ethics	
<ul style="list-style-type: none">• Human Ethics	
<ul style="list-style-type: none">• DPaw	
<ul style="list-style-type: none">• Fisheries	
Submit documents to Business Manager, Paul Close (cenrm@uwa.edu.au);	
<ul style="list-style-type: none">• Proposal & proposal #	
<ul style="list-style-type: none">• Costing Model	
<ul style="list-style-type: none">• Permits (if applicable)	
<ul style="list-style-type: none">• Research Services forms	
<ul style="list-style-type: none">• Sponsored Research Deed Poll	
Project Grant number & schedule received	
Get a CENRM Report number via cenrm@uwa.edu.au	
Provide soft copy of milestone report(s) to cenrm@uwa.edu.au	
Liaise with Finance Manager, Leisha Davis regarding milestone payments & audits	

For all forms and permits go to;

<http://www.research.uwa.edu.au/staff/forms/funding>