

MSHRBC TIPS OF DEVELOPING YOUR APPLICATION

Tips for developing your application

- Seek support from your organization's **grant facilitation office** for development, editing, and revision of your application.
- Have your application critically reviewed by **colleagues**.
- Review the competition's **evaluation criteria** and make sure they are addressed in your application.
- Pay attention to **grantsmanship** — cohesive flow of information allows reviewers to read the application without having to flip back and forth between pages.
- If an optional question doesn't apply to you, **you do not need** to fill it out.
- Format the program of research to be easy to **read**. Use **headings** to show a logical progression and break up the text into paragraphs. Don't be afraid of white space.
- Reviewers do not have the time to look up information on your behalf — if it is important, **make it explicit** in the application.
- If you have **pilot data**, mention it.
- You will have 8 additional pages for your appendices, which may include references, tables, charts, figures, and photographs. However, if the data is important to your research proposal, please include it within the **Research Program document**.
- If you were not able to capture important information about your activities and contributions in the CCV, you can add it to the **Most Significant Contributions section**.
- **Reach out to your Department Head** very early in the process to discuss your appointment and the resources and support available to you.