

# Notice of Intent to Apply

## APPLYING FOR A NATIONAL LEARNING & TEACHING GRANT

Office for Learning and Teaching (OLT) – Round 2, 2015

Due to OLT 22 June 2015

	Action	Due by date	Submit to
1.	Notice of Intent <i>(This is critical as (our institution) has to submit a list of applicants to the OLT. If your project is not listed here OLT will not accept the submission)</i>	Immediately	Email complete and signed form to <a href="mailto:grants-awards@xxx.xxxx.xx">grants-awards@xxx.xxxx.xx</a>
2.	Draft proposal and budget <i>(This can be a summary of proposed outcomes, activities, impact, dissemination and evaluation plan, budget etc)</i>	18 May 2015	Email to <a href="mailto:grants-awards@xxx.xxxx.xx">grants-awards@xxx.xxxx.xx</a>
3.	External Research Grants Submission Form (OLT) 2015 <i>Note: Institutional Letter of Support will not be provided without the submission of this signed form</i>	18 May 2015	Email complete and signed form to <a href="mailto:grants-awards@xxx.xxxx.xx">grants-awards@xxx.xxxx.xx</a>
4.	Pre-register on the OLT online portal to receive an ID and password	18 May 2015	Pre-register and complete online data and forms <a href="http://www.olt.gov.au/grants-program-privacy-notice">http://www.olt.gov.au/grants-program-privacy-notice</a>
5.	Final polished draft (for feedback and compliance check)	9 June 2015	Email to <a href="mailto:grants-awards@xxx.xxxx.xx">grants-awards@xxx.xxxx.xx</a>
5.	Letter of Support Template (lead or partner – contact Grants & Awards Officer ahead of time for appropriate template) <i>Note: we will arrange the DVCE's signature</i>	9 June 2015	Email completed template to <a href="mailto:grants-awards@xxx.xxxx.xx">grants-awards@xxx.xxxx.xx</a>
6.	Submit final application using the OLT online portal <i>(OLT are yet to announce a due date but have indicated the grant proposals will be due in November 2014.)</i>	19 June 2015 (submit prior to due date of 22 June if possible as the portal can get very congested)	Final submission is via the online portal <a href="http://www.olt.gov.au/grants-program-privacy-notice">http://www.olt.gov.au/grants-program-privacy-notice</a>
7.	Submit copy of final application and all attachments to Awards & Grants Officer	Day of submission if possible but no later than 30 June 2015 (for record and data purposes)	Email complete application and all attachments to <a href="mailto:grants-awards@xxx.xxxx.xx">grants-awards@xxx.xxxx.xx</a>