

Research Grants Program – Cycle 10 Application Checklist

If you provided all of the below information and attachments, then your application is complete.

Checklist for Individual projects:

I. Profile page on the ACSS website: All applicants must submit a complete profile page for their application to be considered complete and eligible.

1. ☐ Personal information
2. ☐ Biography
3. ☐ Education details
4. ☐ Professional experience
5. ☐ Research involvement
6. ☐ Languages

II. Online application on the ACSS Website: (to be completed after the profile page)

1. ☐ Project details: Title, 500-word abstract, duration, amount requested, and location(s) of research.
2. ☐ Expected outputs from the project: The proposed outputs of the project must be commensurate with the research plans. The output of preliminary research may be a fully developed research proposal, while projects including data analysis and write-ups may have full-length book manuscripts as outputs. Acceptable outputs include publications (web and print), scholarly resources (e.g. websites, curricula, and bibliographies), and visual representations.
3. ☐ Project history (if relevant): Provide a brief overview of the project's history, including the related project's start date and funder/s, an overview of earlier research phases (and outputs), and details on any collaborators who may not be participating in the current phase of research.
4. ☐ The name and contact information for at least one referee who can attest to the significance and feasibility of the proposed project.

III. Attachments to your online application:

1. ☐ A project proposal (maximum of 15 pages)
2. ☐ Appendix 1: Project Timeline and Outputs Form ([Download the form](#))
3. ☐ Appendix 2: Project Budget Request Form ([Download the form](#))
4. ☐ Appendix 3: A detailed CV including a list of publications for the applicant's completed work
5. ☐ Recommendation Letter from the academic referee mentioned in the application
6. ☐ Copy of valid passport or identification card

Checklist for Team projects:

I. Profile page on the ACSS website: The main researcher and all co-investigators are required to create their individual profiles on the ACSS website, and include their professional details mentioned below. All members of the team must submit a complete profile page for their application to be considered complete and eligible.

1. ☐ Personal information
2. ☐ Biography
3. ☐ Education details
4. ☐ Professional experience
5. ☐ Research involvement
6. ☐ Languages

II. Online application on the ACSS website: (to be completed after the profile page)

1. ☐ Project details: Title, 500-word abstract, duration, amount requested, and location(s) of research.
2. ☐ Expected outputs from the project: The proposed outputs of the project must be commensurate with the research plans. The output of preliminary research may be a fully developed research proposal, while projects including data analysis and write-ups may have full-length book manuscripts as outputs. Acceptable outputs include publications (web and print), scholarly resources (e.g. websites, curricula, and bibliographies), and visual representations.
3. ☐ Project history (if relevant): Provide a brief overview of the project's history, including the related project's start date and funder/s, an overview of earlier research phases (and outputs), and details on any collaborators who may not be participating in the current phase of research.
4. ☐ Details on the research team: Personal information, education details, affiliation, contact details **for each co-investigator working on the project.**
5. ☐ The name and contact information for at least one referee who can attest to the significance and feasibility of the proposed project.

III. Attachments to your online application:

1. ☐ A project proposal (maximum of 15 pages)
2. ☐ Appendix 1: Project Timeline and Outputs Form ([Download the form](#))
3. ☐ Appendix 2: Project Budget Request Form ([Download the form](#))
4. ☐ Appendix 3: Detailed CVs including a list of publications for each member working on the project

5. ☐ Appendix 4: Team Members Acknowledgment Form ([Download the form](#)). All team members are requested to sign this form (electronic signatures or scanned hard copy) to express their commitment to the project and their roles as identified in Appendix 1
6. ☐ Recommendation letter from the academic referee mentioned in the application form
7. ☐ Copy of valid passport or identification card for each investigator

Checklist for Collectives:

- I. **Profile page on the ACSS website:** The main researcher and all co-investigators are required to create their individual profiles on the ACSS website, and include their professional details mentioned below. All members of the collective must submit a complete profile page for their application to be considered complete and eligible.
 1. ☐ Personal information
 2. ☐ Biography
 3. ☐ Education details
 4. ☐ Professional experience
 5. ☐ Research involvement
 6. ☐ Languages

- II. **Online application on the ACSS website: (to be completed after the profile page)**
 1. ☐ Project details: Title, 500-word abstract, duration, amount requested, and location(s) of research.
 2. ☐ About the collective: Name, establishment, scope of work, field, brief about the collective, website, contact details and logo.
 3. ☐ Expected outputs from the project: The proposed outputs of the project must be commensurate with the research plans. The output of preliminary research may be a fully developed research proposal, while projects including data analysis and write-ups may have full-length book manuscripts as outputs. Acceptable outputs include publications (web and print), scholarly resources (e.g. websites, curricula, and bibliographies), and visual representations.
 4. ☐ Project history (if relevant): Provide a brief overview of the project's history, including the related project's start date and funder/s, an overview of earlier research phases (and outputs), and details on any collaborators who may not be participating in the current phase of research.
 5. ☐ Details on the researchers working in the collectives: Personal information, education details, affiliation, contact details **for each co-investigator working on the project.**
 6. ☐ The name and contact information for at least one referee who can attest to the significance and feasibility of the proposed project.

- III. **Attachments to your online application:**
 1. ☐ A project proposal (maximum of 15 pages)
 2. ☐ Appendix 1: Project Timeline and Outputs Form ([Download the form](#))
 3. ☐ Appendix 2: Project Budget Request Form ([Download the form](#))
 4. ☐ Appendix 3: Detailed CVs including a list of publications for each member working on the project

5. ☐ Appendix 4: Collective Members Acknowledgment Form ([Download the form](#)). All the members of the collective working on the project are requested to sign this form (electronic signatures or scanned hard copy) to express their commitment to the project and their roles as identified in Appendix 1
6. ☐ Appendix 5: Key documents about the collective:
 - Mission and objectives
 - Annual report (if any)
 - Financial statements for the past two years with a list of donors (if any)
 - List of board members (or any other similar governing body, if any)
 - Portfolio of the collective highlighting completed work
7. ☐ Recommendation letter from the academic referee mentioned in the application form
8. ☐ Copy of passport or identification card for each member in the collective applying for the grant

Checklist for Institutions:

- I. Profile page on the ACSS website:** The main researcher and all co-investigators are required to create their individual profiles on the ACSS website, and include their professional details mentioned below. All members of the institution must submit a complete profile page for their application to be considered complete and eligible.
1. ☐ Personal information
 2. ☐ Biography
 3. ☐ Education details
 4. ☐ Professional experience
 5. ☐ Research involvement
 6. ☐ Languages
- II. Online application on the ACSS website: (to be completed after the profile page)**
1. ☐ Details about the institution: Name, establishment, address, scope of work, field of work, brief about the institution, list of board members, name of institution's director and his/her CV, website, contact details, logo, and institutional references.
 2. ☐ Project details: Title, 500-word abstract, duration, amount requested, and location(s) of research.
 3. ☐ Expected outputs from the project: The proposed outputs of the project must be commensurate with the research plans. The output of preliminary research may be a fully developed research proposal, while projects including data analysis and write-ups may have full-length book manuscripts as outputs. Acceptable outputs include publications (web and print), scholarly resources (e.g. websites, curricula, and bibliographies), and visual representations.
 4. ☐ Project history (if relevant): Provide a brief overview of the project's history, including the related project's start date and funder/s, an overview of earlier research phases (and outputs), and details on any collaborators who may not be participating in the current phase of research.
 5. ☐ Details on the researchers working on the institutional project: Personal information, education details, affiliation, contact details **for the principal investigator and each co-investigator working on the institutional project.**

6. ☐ The name and contact information for at least one referee who can attest to the significance and feasibility of the proposed project.

III. Attachments to your online application:

1. ☐ A project proposal (maximum of 15 pages)
2. ☐ Appendix 1: Project Timeline and Outputs Form ([Download the form](#))
3. ☐ Appendix 2: Project Budget Request Form ([Download the form](#))
4. ☐ Appendix 3: Detailed CVs including a list of publications for each institutional member working on the project
5. ☐ [Appendix 4](#): An official letter submitted by the management of the institution confirming that the applying researchers are permitted to work on this project under the institution's name and will be granted facilities. The letter should also include the institution's role in the project, such as how it will provide support to the researchers (in-kind, infrastructural, course release, capacity building), show the link between the research and the institution, and identify how the proposal feeds into an existing program or larger research.
6. ☐ Appendix 5: Key Institutional documents:
 - Mission and objectives
 - Annual report
 - Financial statements for the past two years with a list of donors
 - Registration document
 - List of board members (or any other similar governing body)
 - Portfolio of the institution highlighting completed work
7. ☐ Recommendation Letter from the academic referee mentioned in the application
8. ☐ Copy of valid passport or identification card for each institutional member working on the project