***NOTE:*** During busy periods (i.e. major funding rounds, graduation/university events), preference will be given to Category 1 grant applications so you need to let us know about your application EARLY.

|  |  |
| --- | --- |
| **When you contact us** | **What we can achieve** |
|  | **Full** compliance checking |
| **Extensive** feedback and advice on application and funding rules |
| Institutional certification **ensured** |
| Application submission **ensured** |
|  | **Full** compliance checking |
| **Feedback** and advice on application and funding rules |
| Institutional certification **ensured** |
| Application submission **ensured** |
|  | **Limited** compliance checking |
| **Limited** advice on funding rules – only major eligibility issues will be addressed |
| **Cannot guarantee** institutional certification |
| **Cannot guarantee** application submission if required in hard copy |
|  | **No** compliance checking |
| **Cannot guarantee** institutional certification |
| **Cannot guarantee** application will be submitted |
|  | **Unless there are exceptional circumstances, application cannot be considered and will not be submitted** |

**\*** *Deadline refers to the funding body’s closing date for applications*

\*\* *The day the application is due*