

# UWS Process and Timelines for ALTC Competitive Grants Program: Round 1



**UWS Submission Date: 21/09/09 UWS Closing Date: 26/10/09 ALTC Closing Date: 02/11/09**

<b>Steps</b>	<b>Timeline</b>
<p><b><u>Step 1</u></b> ALTC publishes dates and guidelines for 2009</p>	By August 2009
<p><b><u>Step 2</u></b> Office of PVC L&amp;T circulates information on ALTC Competitive Grants Program via UWS email bulletins and calls for Full Proposals.</p>	August 2009
<p><b><u>Step 3</u></b> Applicant completes the application form and Full Proposal and sends them electronically to the Head of School and Executive Dean for endorsement.</p>	14/09/09
<p><b><u>Step 4</u></b> Applicant forwards the endorsed documentation to the office of the PVC L&amp;T via <a href="mailto:ALTCinfo@uws.edu.au">ALTCinfo@uws.edu.au</a> for consideration by the UWS ALTC Liaison Group. Where UWS is not the lead institution, a copy of the proposal must still be submitted. Full Proposals should not be sent to the ALTC without the agreement of the ALTC Liaison Group.</p>	21/09/09
<p><b><u>Step 5</u></b> ALTC Liaison Group meets to consider all full proposals, make recommendations for change, and/or agree that the full proposal should be submitted to the ALTC.</p>	w/o 05/10/09
<p><b><u>Step 6</u></b> Office of the PVC L&amp;T advises applicant, relevant Heads of School, Associate Deans Academic and Executive Dean of outcome at Step 5 (including any changes that are required)</p>	13/10/09
<p><b><u>Step 7</u></b> Following amendment (if necessary), applicant completes the application form via the ALTC web-based grants management system, attaching the full proposal and any supporting documentation. At this time, the applicant should attach a letter of endorsement from the PVC/DVC (Academic) of any partner organisations as required by Section 5.2 of the Competitive Grants Program Guidelines.</p>	26/10/09
<p><b><u>Step 8</u></b> Applicant sends a scanned copy of the final full application (including supporting documentation) to the Office of the PVC L&amp;T via <a href="mailto:ALTCinfo@uws.edu.au">ALTCinfo@uws.edu.au</a></p>	26/10/09
<p><b><u>Step 9</u></b> Office of PVC L&amp;T enters details into the UWS ALTC Applications Register</p>	2/11/09

## UWS Process and Timelines for ALTC Competitive Grants Program: Round 2



**UWS Submission Date: 19/04/10 UWS Closing Date: 27/05/10 ALTC Closing Date: 03/06/10**

Steps	Timeline
<p><b><u>Step 1</u></b> ALTC publishes dates and guidelines for 2010</p>	By August 2009
<p><b><u>Step 2</u></b> Office of PVC L&amp;T circulates information on ALTC Competitive Grants Program via UWS email bulletins and calls for Full Proposals.</p>	March 2010
<p><b><u>Step 3</u></b> Applicant completes the application form and Full Proposal and sends them electronically to the Head of School and Executive Dean for endorsement.</p>	12/04/10
<p><b><u>Step 4</u></b> Applicant forwards the endorsed documentation to the office of the PVC L&amp;T via <a href="mailto:ALTCinfo@uws.edu.au">ALTCinfo@uws.edu.au</a> for consideration by the UWS ALTC Liaison Group. Where UWS is not the lead institution, a copy of the proposal must still be submitted. Full Proposals should not be sent to the ALTC without the agreement of the ALTC Liaison Group.</p>	19/04/10
<p><b><u>Step 5</u></b> ALTC Liaison Group meets to consider all full proposals, make recommendations for change, and/or agree that the full proposal should be submitted to the ALTC.</p>	w/o 03/05/10
<p><b><u>Step 6</u></b> Office of the PVC L&amp;T advises applicant, relevant Heads of School, Associate Deans Academic and Executive Dean of outcome at Step 5 (including any changes that are required)</p>	13/05/10
<p><b><u>Step 7</u></b> Following amendment (if necessary), applicant completes the application form via the ALTC web-based grants management system, attaching the full proposal and any supporting documentation. At this time, the applicant should attach an endorsement from the PVC/DVC (Academic) of any partner organisations as required by Section 5.2 of the Competitive Grants Program Guidelines.</p>	27/05/10
<p><b><u>Step 8</u></b> Applicant sends a scanned copy of the final full application (including supporting documentation) to the Office of the PVC L&amp;T via <a href="mailto:ALTCinfo@uws.edu.au">ALTCinfo@uws.edu.au</a></p>	27/05/10
<p><b><u>Step 9</u></b> Office of PVC L&amp;T enters details into the UWS ALTC Applications Register</p>	3/06/10