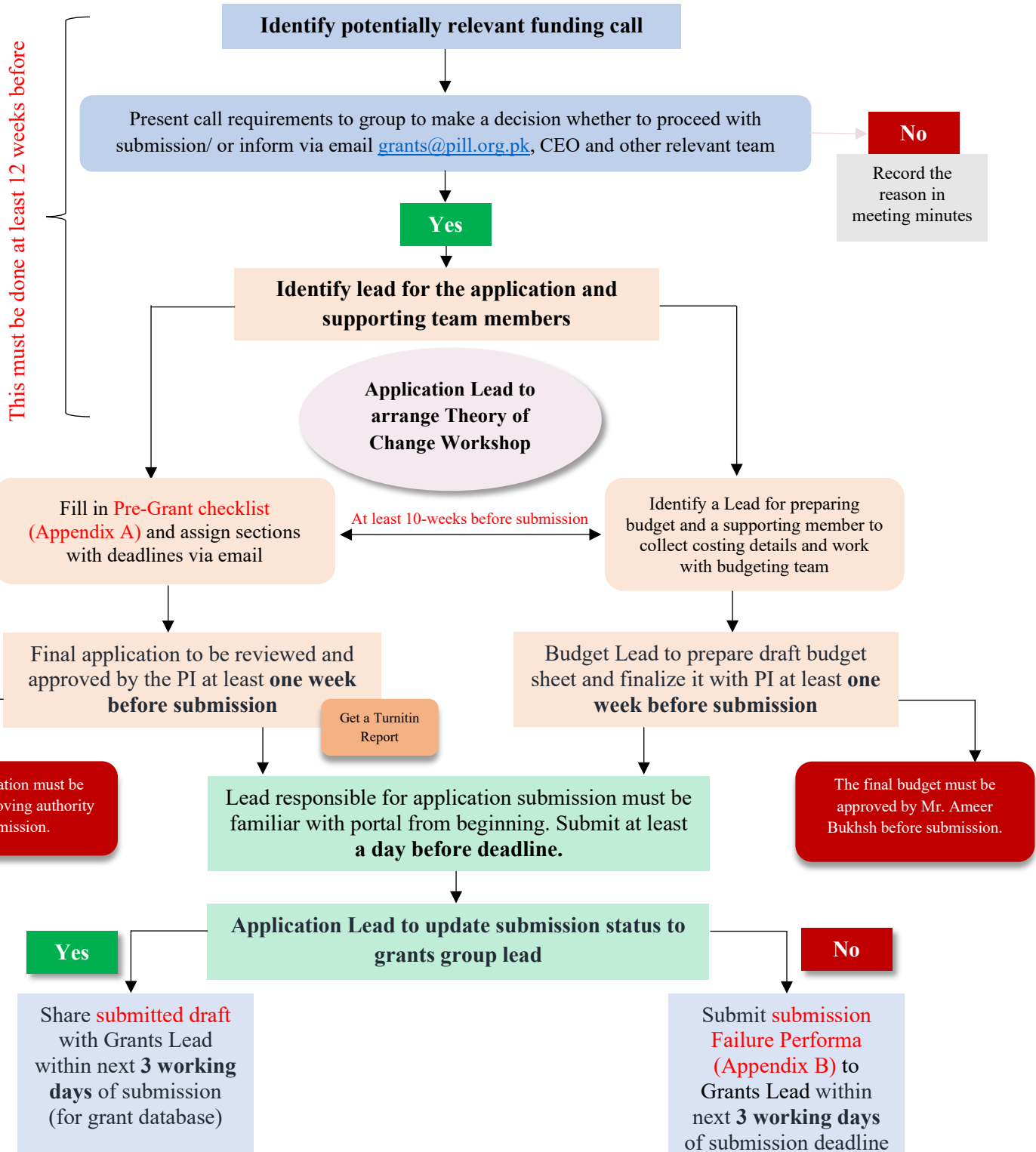


PAKISTAN INSTITUTE OF LIVING AND LEARNING

Process Flow for Grant Application Submission



Appendix A

PRE-GRANT APPLICATION CHECKLIST

Please fill out the following and send on email: grants@pill.org.pk

Principal Investigator				
Funding call (Name, funder, Link)				
Funding announcement date				
Application title				
Application Lead from PILL				
Submission Date (Deadline)				
Grant value				
Is there information available on the below issues? If not, how long will this take you to complete?	Responsible Person	Available? (Y/N)	Assigning date	Completion date
- Applicants list				
- CVs				
- Letters of Support				
- Sending invitations				
- Outline summary/Plain English Summary				
- Introduction, Background				
- Aims & Objectives				
- Methodology				
- Sample Size Calculation				
- Planned Statistical Analysis				
- Theory of Change				
- Budget Plan & Costings				
- Project Delivery Plan/Management plan				
- Gantt Chart				
- Qualitative Component				
- Ethics				
- Capacity Building				
- Impact				
- References				
- Final Application Collation				
- Final Application Agreement				
- Portal Management				
- Final Application Submission				

Note: The application lead must check that leads for all sections are identified and sections allocated with a deadline. More sections could be added to this table according to call requirements.



Appendix B

GRANT SUBMISSION FAILURE PERFORMA

Name of Application Lead: Date: DD/MM/YYYY	
Funding call (Name, funder, Link)	
Funding announcement date	
Principal Investigator	
Application title	
Start date of application	
Submission deadline for application	
Deadline for the first draft? Date: DD/MM/YYYY	
Was the pre-grant checklist filled and sections allocated among team members on time? If not, please give a reason.	
Do you have enough time in your job plan for grant writing? If not, did you raise this concern?	
Have you had the necessary support from your team? If not, did you raise this concern? Or other actions taken at that time?	
Were anticipated delays in achieving the deadline reported to the grant group? If not, give a reason for not reporting.	
What led to the submission failure?	
What can be done to support future grant applications?	
Any other comments?	