Submitting your ECR Enabling Scheme (EES) application through PURE

This is a basic guide on how to upload and submit your EES Application form through PURE.

This document should be read in conjunction with the CREATE AND SUBMIT A GRANT APPLICATION quick guide.

Application form and guidelines for the ECR Enabling Scheme are available on the ECR Website.
STEP 1

Go to **PURE** and login

STEP 2

**Click on Add content**
STEP 3

Click on “Application”.

STEP 4

Click on “ECR Enabling Scheme”.

**STEP 5**

Click on “Proposal”.

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**STEP 6**

Type ”LastName_FirstName_EES2023” into the Title field.
STEP 7

Type "EES 2023" in the **Acronym** field.

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STEP 8

**Under Applicants, click on "Add person...".**
STEP 9

Search for your name and then select the correct entity.

STEP 10

Make sure you are listed as “Primary Chief Investigator” and use the slider to indicate academic ownership. Then click “Create”.

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STEP 11

Under *Funding Opportunity*, select the “+” and type “ECR” into the search bar. Select “MQ ECR Enabling Scheme” from the drop-down menu.

STEP 12

Under *Funding organisation/s*, click on “Add funding...”.
STEP 13

Type “macquarie” into the search box.

STEP 14

Select “Macquarie University, 2109, North Ryde, New South Wales, Australia”.

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STEP 15

Scroll down to Financial Summary. Add the amount you wish to apply for (up to $3,000) into the “Applied amount” box and then click “Create”.

STEP 16

Under Documents, click on “Add document...”
STEP 17

Upload your EES Application form by drop and drag or selecting “browse”. Check the “Type” is set to Application. Once the upload is complete, click “Create”.

You will need to repeat steps 16 and 17 if you wish to add supporting documentation such as quotes (make sure to change the “Type” so that it reflects the item).
STEP 18

If you wish to save your submission, click “Save”. If you are ready to submit your application, click “Send to pre-approval”.

[Image of application submission interface with options to send to pre-approval or internal approval, and a save button]
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