

The Research Grant Application Form document has been set up as a form, but is not password protected.

It is possible to unlock / unprotect the document to unlock fields if necessary; however, it would be appreciated if applicants would adhere to the formatting settings of the form:

- The default setting in the Chief Investigator's name box should be retained as bold.
- The form is designed so that it is not possible to insert scanned text; however, graphs and pictures may be inserted if necessary, after unlocking the form.
- Please **do not** unlock the form to insert scanned text.
- There is a word limit set in question 4: Please provide only a simple description in laymen's terms.
- Lines will be added to text fields in the locked form automatically, but the document will need to be unprotected to insert extra rows to tables, or to delete blank lines at the bottom of the text fields.
- It is possible to do a word count if you unlock the form.
- It is possible to cut and paste text into the locked form; however, character formats (eg bold) will be stripped when pasting.
- Please re-lock the form when submitting your application.

TO UNLOCK/UNPROTECT THE FORM:

MS Word 2003:

- On the menu bar in MS Word, click on **View > Toolbars >** and tick **Forms**.
- There is a padlock icon on the forms toolbar, which is a toggle to lock/unlock the form.
- Once unlocked, the document becomes a standard Word document.

MS Word 2007:

- To unprotect the form in Word 2007 please select **Review > Protect Document > Restrict Formatting and Editing** and then from the task pane, click **[Stop Protection]**.
- To re-protect the form, select **Review > Protect Document** and then from the task pane, tick **2. Editing restrictions** and select **Filing in forms** from the drop-down list and finally click **[Yes, Start Enforcing Protection]**.

For help in completing the form, please forward any queries to
www.crf.org.au/contact_us.asp