

# CONSULTING FLOW CHART



## Book Your Consult

(Set time and date with RIA Team or Select a schedule in [youcanbook.me](https://youcanbook.me))



## RIA to send a calendar invite with Zoom details once booking is confirmed

Please respond "Yes" to the invite



## RIA to get in touch with client and request their draft



Documents must be received at least four (4) days for non-full grant reviews and seven (7) days for full reviews prior to the scheduled consult



## RIA team to review the documents once received



Email reminder about consult details two (2) days prior to the consult



Online grant consult (via Zoom) with RIA team member



RIA returns the reviewed documents

\*Note: Steps with Yellow Asterisks are for FULL REVIEWS ONLY



\*RIA Team to ask for documents a week after the online consult with RIA



\*RIA to do a final offline review of the documents



\*RIA to return the final reviewed documents to the client  
(approx 3 days)

## WHY HAVE A CONSULT WITH US

Research Impact Academy is the leading provider of translation and impact training programs, coaching, consulting and membership in Australia.

Dr Tamika Heiden, Director of the Research Impact Academy, has dedicated herself to the art and science of translation, built a program of learning experiences to support researchers and developed partnerships with international experts, all in the interest of ensuring that research can change the world!

## CONNECT WITH US

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