

PHASE 2A INFORMATION SHEET FOR LAWYERS

Take the following actions when submitting a Funding Application and receiving Grant Funding on behalf of supporting and representing your injured worker.



LODGE APPLICATION

Complete appropriate application for a grant of funding located on [IRO Website](#)

Submit the application to [ILARS Contact Inbox](#)



APPLICATION REVIEW

The application lands with IRO Administration team to process and IRO Triage team check relevant documentation and information provided.



APPLICATION ASSESSMENT AND NOTIFICATION

The application is assigned to IRO Grant Manager to assess, determine the stage request and notify the outcome of funding within 5 business days.



EXTENSION OF FUNDING

Dependent on the Stage allocated or Disbursement request, follow the actions of Stage 2, 3 or 4 and Disbursement Request via the [Extension of Funding](#) infographic.



OUTCOME OF GRANT FUNDING

IRO Grant Manager will notify outcome of extension for funding request within 10 business days.



TAX INVOICE

Send relevant settlement documents with a tax invoice to IRO Grant Manager.

IRO Grant Manager will assess the tax invoice within 10 business days and will advise if amendment to tax invoice is required.



APPROVAL AND CONCLUSION

Tax invoice is now approved and processed. Payment of an approved Tax invoice will be made 30 days after the invoice date.

Enquires about payments will not be addressed until 6 weeks after the date of an approved Tax invoice.

