



# **AUSTRALIA FELLOWSHIP ROUND FIVE**

## **FUNDING POLICY**

### **For funding commencing in 2011**

Applicants from Australia:

Expression of Interest OPEN: 10 February 2010

Expression of Interest CLOSE: 25 March 2010

Call for Applications OPEN: 28 May 2010

Applications CLOSE: 9 July 2010

International Applicants:

Expression of Interest OPEN: 10 February 2010

Expression of Interest CLOSE: 30 July 2010

Prepared by the  
National Health and Medical Research Council  
(December 2009)

# TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>PART 1 – ABOUT THE AUSTRALIA FELLOWSHIP SCHEME .....</b> | <b>4</b>  |
| 1.1 INTRODUCTION.....                                       | 4         |
| 1.2 BACKGROUND.....   | 4         |
| 1.3 AIM .....   | 5         |
| 1.4 WHO SHOULD APPLY .....                                  | 5         |
| 1.5 FUNDING AVAILABLE.....                                  | 5         |
| <br>  |           |
| <b>PART 2 - APPLYING FOR AN AUSTRALIA FELLOWSHIP .....</b>  | <b>6</b>  |
| 2.1 ABOUT THIS CALL FOR APPLICATIONS .....                  | 6         |
| 2.2 POLICY CHANGES.....                                     | 6         |
| 2.3 ELIGIBILITY.....  | 6         |
| 2.4 APPLICATION PROCESS .....                               | 7         |
| 2.5 LOCATION OF RESEARCH EFFORT .....                       | 8         |
| 2.6 WITHDRAWAL OF APPLICATIONS .....                        | 8         |
| 2.7 INCOMPLETE, FALSE OR MISLEADING APPLICATIONS .....      | 8         |
| 2.8 CONTACT WITH AFRP MEMBERS OR ASSESSORS .....            | 9         |
| 2.9 REMOVAL OF APPLICATIONS .....                           | 9         |
| 2.10 ASSESSMENT .....                                       | 9         |
| 2.11 SELECTION CRITERIA.....                                | 10        |
| 2.12 RESEARCH PROPOSAL .....                                | 10        |
| 2.13 INTERVIEW.....   | 10        |
| <br>  |           |
| <b>PART 3 - ADMINISTRATION OF GRANTS.....</b>               | <b>11</b> |
| 3.1 ADMINISTERING INSTITUTION.....                          | 11        |
| 3.2 DEED OF AGREEMENT .....                                 | 11        |
| 3.3 CONFIDENTIALITY .....                                   | 11        |
| 3.4 RESPONSIBLE CONDUCT OF RESEARCH.....                    | 12        |
| 3.5 PRIVACY .....   | 12        |

|   |           |
|---|-----------|
| <b>3.6 CLEARANCES.....</b>                          | <b>13</b> |
| <b>3.7 PAYMENTS .....</b>                           | <b>14</b> |
| <b>3.8 COMMENCEMENT DATE.....</b>                   | <b>14</b> |
| <b>3.9 CHANGE OF CIRCUMSTANCES .....</b>            | <b>14</b> |
| <b>3.10 OBJECTIONS AND COMPLAINTS PROCESS .....</b> | <b>14</b> |
| <b>3.11 REPORTING .....</b>                         | <b>15</b> |
| <b>3.12 DISSEMINATION .....</b>                     | <b>16</b> |
| <b>ATTACHMENT 1 - PEER REVIEW TIMETABLE .....</b>   | <b>17</b> |

# AUSTRALIA FELLOWSHIP ROUND FIVE

## PART 1

### ABOUT THE AUSTRALIA FELLOWSHIP SCHEME

#### 1.1 Introduction

This document provides information about the Australia Fellowship and explains the objectives and intended outcomes of the scheme. It contains important information about changes to the Australia Fellowship scheme (Section 2.2) and should be read in conjunction with the *Australia Fellowship Round Five Guide for Applicants*. These guidelines can be found at:

<http://www.nhmrc.gov.au/grants/apply/career/index.htm>

The National Health and Medical Research Council (NHMRC) is Australia's peak body for supporting health and medical research; for developing health advice for the Australian community, health professionals and governments; and for providing advice on ethical behaviour in health care and in the conduct of health and medical research. The NHMRC's website can be found at:

<http://www.nhmrc.gov.au>

The NHMRC Strategic Plan 2010-2012 describes the agency's strategic objectives and provides the context within which its funding schemes operate. To meet the health challenges facing Australia, NHMRC is committed to funding the best and most relevant research to improve the health of Australians. Further information can be found at:

<http://www.nhmrc.gov.au/publications/synopses/nh117syn.htm>

#### 1.2 Background

In the 2006 Budget the Commonwealth Government, through the National Health and Medical Research Council (NHMRC), provided \$170 million over nine years to establish a new health and medical research fellowship scheme which would enable Australia to attract and retain world-class researchers.

In response, the NHMRC established the Australia Fellowship in 2006. A total of 23 grants have been awarded in the first three rounds of the scheme. Details of these grants are available at:

<http://www.nhmrc.gov.au/fellows/funded/outcomes/career/index.htm>

<http://www.nhmrc.gov.au/fellows/funded/outcomes/career/previous.htm>

## 1.3 Aim

The Australia Fellowship is an award to support the salary and research of outstanding researchers with a vision to expand the scale and scope of Australian health and medical research. Australia Fellows will be conducting innovative research at the highest international levels.

The aims of the scheme are to:

- support the most outstanding and creative health and/or medical researchers across the range of disciplines in biomedical, clinical, health services and public health research;
- foster the expansion of the scale and scope of Australian health and medical research including innovative research that is transformative and with high impact potential;
- build excellent research teams in Australia, foster mentoring and collaboration and provide opportunities for talented researchers; and
- undertake research that is of major importance, potentially high impact and of significant benefit to Australians.

In this fifth funding round, NHMRC particularly encourages applications from health and medical researchers, whose record of research achievements and vision for the Fellowship, contribute to the translation of discoveries into improvements in clinical care, health services and public health.

## 1.4 Who Should Apply

Successful applicants will demonstrate world class standards of achievement in research and research translation and expertise, vision and plans to increase Australia's capacity in high quality health and medical research.

NHMRC encourages researchers with an outstanding track record relative to their field and opportunity, especially in innovative research that is transformative and with high impact potential.

Eligibility criteria and Selection Criteria are set out in Section 2.3 and Section 2.11 respectively.

## 1.5 Funding Available

The total package for an Australia Fellowship will be provided as a one-line amount of \$800,000 per annum for five years which includes any additional on-costs which may be incurred. Funds are paid to the NHMRC Administering Institution who will be responsible for the management and administration of the award. Successful applicants are to negotiate with their proposed Administering Institution on its use. Research infrastructure or institutional overheads are not included in the Australia Fellowship package. It is also expected that the employing institution would provide assistance to successful applicants, for example with set up and relocation costs.

Australia Fellowships provide support for five years and are not renewable. No additional funds will be provided during the award.

## PART 2

# APPLYING FOR AN AUSTRALIA FELLOWSHIP

## 2.1 About this Call for Applications

This call for applications will constitute the fifth round of the Australia Fellowships scheme. Applications for the scheme opened on 10 February 2010. Funding for successful grants will commence in January 2011.

## 2.2 Policy Changes

The following details the major policy changes that have been made to the Australia Fellowship scheme for funding commencing in January 2011:

- The Aim (Section 1.3) and Selection Criteria (Section 2.11) have been adjusted to encourage applications from health and medical researchers, whose record of research achievements and vision for the Fellowship, contribute to the translation of discoveries into improvements in clinical care, health services and public health. However, as in previous funding rounds, applications will be open to researchers from all fields of research.
- The policy relating to international applicants has been adjusted to enable them to apply until a closing date of 5pm AEST 30 July 2010. Expressions of Interest (EOI) will be accepted from international applicants from 10 February 2010 to 5pm AEST 30 July 2010. International applicants are those that hold at least a 50% appointment at a non-Australian institution during the 12 months prior to the submission of their EOI.

## 2.3 Eligibility

Australia Fellowships are open for application by Australian and non-Australian citizens, currently resident in Australia or in any other country. However:

- the research must be conducted in Australia; and
- the award must be administered by an Australian Administering Institution.

If the applicant is not an Australian citizen, an Australian permanent resident or a New Zealand citizen who holds a Special Category Visa, they must obtain temporary resident status to take up the award. Evidence that the required status has been granted must be provided prior to commencement of the award.

International applicants must show evidence of at least a 50% appointment at a non-Australian institution during the 12 months prior to the submission of their EOI.

Current holders of an NHMRC Fellowship are eligible to apply for an Australia Fellowship. Should the application for an Australia Fellowship be successful, any currently held NHMRC Fellowship will cease and any other applications for an NHMRC Fellowship will be withdrawn.

Australia Fellowship holders may not concurrently hold other Fellowships (eg Australian Laureate Fellowships).

Applications are open to all researchers. However, since these Fellowships are for fulltime research (up to 20% of their time may be spent on activities directly related to the research program such as clinical, commercial, policy development, public health etc), applicants such as full time academic teaching and research staff, Deans, and Directors of Institutes must, if successful as applicants, resign these appointment prior to the Australia Fellowship being awarded.

## 2.4 Application Process

A timeframe for the application process is at Attachment 1. The submission process for grants under this scheme will comprise two stages:

### a. Stage One – Expression of Interest

EOI for this scheme are called for from 10 February 2010 and these will be used to short-list candidates. The closing date for EOI from applicants in Australia is 5pm AEDT 25 March 2010. The closing date for EOI from international applicants is 5pm AEST 30 July 2010.

#### (i) Submission of Expression Of Interest

Applicants should use the *Australia Fellowship Round Five Guide for Applicants* and submit their proposal electronically, through the Research Administration Office at their Administering Institution, in accordance with the instructions. This documentation is available from the NHMRC website at:

<http://www.nhmrc.gov.au/grants/apply/career/index.htm>

EOI will be checked by NHMRC Officers for completeness and eligibility purposes before proceeding to the initial review.

Late submissions will not be accepted.

#### (ii) Initial Review and Short-Listing

An NHMRC appointed review panel will consider each EOI against the aims of the scheme and the Selection Criteria and short-list those proposals for which applicants will be invited to submit a full application and may be invited to participate in an interview.

Applications that are not short-listed will be removed from any further consideration and those applicants will be advised of this decision as soon as possible after the initial review.

### b. Stage Two – Full Application

Only short-listed candidates from Stage One will be eligible to submit a full application. These applicants will be notified and invited to submit a detailed proposal that builds upon the information in the EOI. The application documentation will be on the NHMRC website by the end of February 2010.

The detailed proposals will be used to identify successful grant recipients.

#### (i) Submission of Full Application

Applications must be provided in the format detailed in the *Australia Fellowship Round Five Guide for Applicants* at:

<http://www.nhmrc.gov.au/grants/apply/career/index.htm>

Applications are to be submitted electronically to NHMRC by 5pm AEST 9 July 2010 for applicants from Australia to:

[Australia.Fellowships@nhmrc.gov.au](mailto:Australia.Fellowships@nhmrc.gov.au)

All applicants will be provided with the same time period to complete their full application. The full application closing date for international applicants will vary depending on the submission date of their EOI. International applicants should indicate any time constraints for the processing of their application to NHMRC through their Research Administration Office.

The closing and other critical dates for applications are indicated in the peer review timetable provided at [Attachment 1](#).

Applications must be certified and submitted by NHMRC registered Administering Institutions. Intending applicants and institutions should refer to the NHMRC Administering Institutions Policy which can be found at:

<http://www.nhmrc.gov.au/funding/policy/admininst.htm>

## 2.5 Location of Research Effort

The research for an Australia Fellowship must be conducted in Australia. An Australia Fellow must be a resident of Australia for the duration of the Fellowship. However, this does not preclude periods of collaborative activity being undertaken overseas. Applicants must seek permission from the NHMRC to spend more than three months per year overseas.

## 2.6 Withdrawal of Applications

Applicants may withdraw an application at any time by notifying the NHMRC through their Research Administration Office.

## 2.7 Incomplete, False or Misleading Applications

Once submitted to the NHMRC, the application will be considered final and no changes will be permitted. The application is the primary source of information available for assessment. As such it must contain all the information necessary for assessment of the application without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web. All details in the application, particularly concerning any successful grants, must be current and accurate at the time of application.

Under s136.1 of the *Commonwealth Criminal Code*, it is an offence to provide false or misleading information to a Commonwealth body in an application for a benefit, punishable by up to 12 months imprisonment. In addition, if an application contains information that is false or misleading, it may be excluded from any further consideration for funding.

If the NHMRC believes that omissions or inclusion of misleading information are intentional, it will refer the matter for appropriate legal action. Examples of false or misleading information in an application include, but are not restricted to:

- providing fictitious track records; and/or
- falsifying claims in publications records (such as describing a paper as accepted for publication when it has only been submitted).

## **2.8 Contact with Australia Fellowships Review Panel (AFRP) Members or Assessors**

Applicants, or persons acting on their behalf, must not contact AFRP members or assessors (who are not nominated by the applicant) in relation to their application, or the peer review process. If they do so, the application will be ruled ineligible and excluded from further consideration.

Applicants are to direct any queries to their institution's Research Administration Office in the first instance.

## **2.9 Removal of Applications**

The NHMRC reserves the right to remove from further consideration those applications that are clearly non-competitive or ineligible. Exclusion of ineligible applications may take place at any time during the selection process under the following circumstances:

- the application is inconsistent with the objectives of the *National Health and Medical Research Council Act 1992* (the Act) and the purposes of the Medical Research Endowment Account (refer to Sections 3 and 51 of the Act);
- the application contravenes or is inconsistent with this policy and the relevant guides for the completion of application forms;
- the application was not submitted through the appropriate Research Office or Chief Executive Officer of an NHMRC registered Administering Institution;
- the application includes any false or misleading information; and/or
- the application is incomplete.

## **2.10 Assessment**

The field of applicants is expected to be extremely competitive, and therefore successful applicants must be able to demonstrate an outstanding level of research achievement at an international level and a compelling vision to expand the scale and scope of Australian health and medical research. As part of the peer review process of full applications, additional written external assessments from experts in the field will be sought for each short-listed application (up to six) and will normally include international assessors. The external assessors, not nominated by the applicant, agree to assist the NHMRC on the basis of confidentiality, and as such their identity will not be disclosed to applicants.

## 2.11 Selection Criteria

Full applications and assessments will be reviewed by the AFRP with reference to the objectives of the Australia Fellowship scheme.

Applicants should address the following:

- a. **Record of Research Achievement – especially in the recent past**
  1. Innovative research that is transformative and with high impact potential.
  2. Quality of publications.
  3. Training, especially graduate students and postdoctoral fellows.
  4. Knowledge translation, including commercialisation, clinical application and health policy and practice.
  5. Current research team and evidence of building and maintaining it.
  
- b. **Vision and Plans to Increase Australia's Capacity in Health and Medical Research**
  1. What would Australia have if the applicant was awarded the Australia Fellowship, that it would not otherwise have? i.e. how would this application contribute to building health research capacity in Australia?
  2. Innovation - Is the program new, or is it more of the same? Does the research have the potential to be transformative, with high impact?
  3. Potential to deliver - leadership, collaborations and team expansion.
  4. Quality of host environment.
  5. Succession plan - if nearing end of career.

In accordance with the aims of the Australia Fellowship in this funding round (Section 1.3), NHMRC will also take into account the research translation approaches outlined in the applicant's vision and plans.

Applicants should also address any other matters that they believe are relevant to the objectives of the Australia Fellowship scheme. Applicants should describe their achievements relative to their field and opportunity.

## 2.12 Research Proposal

The Research Proposal is an important component in the selection process. Applications should contain an overview of the research strategy and plans for the five years of the Fellowship. The Research Proposal should contain an explanation of the direction the research will take, aims, strategies, innovations, planned techniques, methodologies and expected outcomes, and the potential impact of the work on the field.

The Fellow will be responsible for negotiating with the employing institution on the use of the package for salary and research support. An outline of the use of these funds is to be provided in the application.

## 2.13 Interview

Short-listed applicants may be interviewed by the AFRP and NHMRC may invite additional experts to ensure appropriate peer review, if necessary.

## PART 3

### ADMINISTRATION OF GRANTS

#### 3.1 Administering Institution

The NHMRC will only pay funds to an NHMRC registered Administering Institution. Therefore, if your proposed Administering Institution is not yet registered with the NHMRC, it should apply for registration. Further information on the requirements for NHMRC Administering Institutions is available at:

<http://www.nhmrc.gov.au/funding/policy/admininst.htm>

The NHMRC will recognise only one institution as the Administering Institution. The Administering Institution must have in place policies and procedures for the management of public funds and the proper conduct of research in relation to ethics and responsible conduct of research.

#### 3.2 Deed of Agreement

Grants are provided through a Deed of Agreement with an NHMRC registered Administering Institution to enable an individual researcher or a group of researchers to undertake a scientific investigation. This Deed of Agreement includes Schedules that detail specific conditions for each grant (eg budget).

While the grant specifies financial support for individual researchers working on a specified topic, the institution is responsible for administration of the award and accepts financial responsibility for the grant. The institution is also responsible for providing basic infrastructure support to those involved in the research project. Details of the Deed of Agreement can be found at:

<http://www.nhmrc.gov.au/funding/funded/manage/policy/deeds.htm>

A grant may not commence, nor grant funds be expended, prior to:

- the Deed of Agreement between the NHMRC and the Administering Institution being in place; and
- the appropriate Signature Block for Schedules being signed by the signatories to the Deed of Agreement or an appropriate delegate, and signed and executed by the NHMRC; and
- all required ethics clearances/licences and approvals having been obtained.

Requests to vary the terms contained in the Deed of Agreement or its Schedule must be submitted to the NHMRC in writing by the Administering Institution.

#### 3.3 Confidentiality

Information contained in applications is regarded as confidential, unless otherwise stated, and will be received and treated as confidential by the NHMRC. It is the responsibility of all NHMRC committee or panel members, and persons assisting these committees, not to disclose

any personal confidential information to which they become privy as a result of exercising of their responsibilities to the NHMRC.

Section 80 of the National Health and Medical Research Council Act, 1992 requires Council and committee members, assessors, and staff assisting committees or the Council not to disclose confidential commercial information, unless the disclosure is made in the performance of duties under the NHMRC Act. Information which may properly be regarded as confidential commercial information should be designated as such.

Information comprising the names of successful grant applicants and their Administering Institutions, together with the title of the project and the funding awarded, are published in the NHMRC's Annual Report and are available through the NHMRC's website. The NHMRC may also release information about the areas of research of the grant and a brief description of the grant provided by the applicant.

Details of unsuccessful applicants are to remain confidential.

### **3.4 Responsible Conduct of Research**

Compliance with the *Australian Code for the Responsible Conduct of Research* (the Code) is a prerequisite for receipt of National Health and Medical Research Council and Australian Research Council funding. The Code is a guide for responsible research conduct in Australia, providing a basic reference for the development of appropriate policies and procedures. It is written specifically for universities and other public sector research institutions. See the Code at:

<http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>

The Code was jointly developed by the National Health and Medical Research Council, the Australian Research Council and Universities Australia, and has broad relevance across all research disciplines. This Code replaces the *Joint NHMRC/AVCC Statement and Guidelines on Research Practice* (1997).

### **3.5 Privacy**

Under the *Privacy Act 1988*, any form of research involving humans (including epidemiological research) that uses personal information obtained from a Commonwealth department or agency must be considered by a Human Research Ethics Committee (HREC). This applies only to projects that require information obtained by Australian Government Departments or Agencies after 1 January 1989.

An Australian Government Agency includes Australian Government Ministers and Australian Government Departments (other than the Commonwealth Parliamentary Departments), bodies or persons established and performing functions under Commonwealth laws. Specifically included are the Federal Courts, the Australian Federal Police and the Australian Capital Territory Courts.

Examples of some other agencies include the Australian Bureau of Statistics, the Electoral Commission, Telstra, the Department of Veterans' Affairs, the Department of Family and Community Services (formerly Social Security), the Department of Health and Ageing, the Health Insurance Commission and the Australian Institute of Health and Welfare.

Under *Section 95 of the Privacy Act 1988*, the NHMRC is able, with the approval of the Privacy Commissioner, to issue guidelines for the protection of privacy in the conduct of health and medical research.

Under *Section 95 of the Privacy Act 1988*, acts of agencies undertaken in the course of health and medical research will not be an infringement of the Information Privacy Principles contained in the Privacy Act.

### 3.6 Clearances

Commonwealth funds cannot be paid unless relevant clearances are obtained for:

- research involving animal experimentation. Further information can be obtained at:  
<http://www.nhmrc.gov.au/publications/synopses/ea16syn.htm>
- research involving the use of recombinant DNA, teratogens or carcinogens. Further information can be obtained at: <http://www.ogtr.gov.au/> and <http://www.ascc.gov.au/>
- research involving humans. The NHMRC requires assurance that research involving humans has been reviewed and is approved by the relevant HREC as complying with the National Statement, which is available on the NHMRC website at:

<http://www.nhmrc.gov.au/publications/synopses/e35syn.htm>

Human research, in this context, includes research involving any human tissue, no matter what the source, and also includes research in which there is any intervention (physical or psychological) in the normal lives of humans. Projects supported by the NHMRC must conform to the general principles outlined in the National Statement.

- Human Embryo Research. The *Research Involving Human Embryos Act 2002 (RIHE Act)* and *Prohibition of Human Cloning for Reproduction Act 2002 (PHCR Act)* were passed by Parliament in December 2002 and amended in December 2006. These Acts establish a strong regulatory framework to prohibit certain unacceptable practices including human cloning for reproduction, and to regulate activities that involve the use of certain human embryos created by Assisted Reproductive Technology (ART) or by other means.

Applications which involve the following may require a licence under the *RIHE Act*:

- the use of excess ART embryos;
- the use of human eggs; or,
- the creation of embryos other than by fertilisation of a human egg with a human sperm and/or use of those embryos.

Further information regarding research using human embryos can be found from the NHMRC website at:

<http://www.nhmrc.gov.au/research/embryos/index.htm>

Clearances should cover the life of the grant and therefore may need to be renewed during the five year award. The Administering Institution must advise the NHMRC, within six months of an offer being made, whether or not relevant ethics approvals have been obtained. Non-compliance with the above requirements within six months of the offer of the Australia Fellowship may render the grant null and void.

## 3.7 Payments

Subject to appropriations provided by the Commonwealth Department of Finance, payment of funds will be made to Administering Institutions in regular instalments, in accordance with approved payment arrangements made for assistance provided from the Medical Research Endowment Account (MREA). Funds must be used only for the purposes approved and detailed in the Deed of Agreement and its Schedule.

The grant will be provided as a one-line budget with Investigators free to determine the use of the funds, provided that they are not used for purposes excluded in the Deed of Agreement covering the funding. See more information at:

<http://www.nhmrc.gov.au/funding/funded/manage/policy/deeds.htm#a1>

Payments will not commence until the clearance requirements outlined above, have been met.

## 3.8 Commencement Date

For successful applicants already based in Australia funding may commence from 1 January 2011. For successful applicants relocating from overseas a later commencement date may be negotiated with the NHMRC. The commencement date must be within four weeks of arrival of the Fellow in Australia and must be by 30 June 2011.

## 3.9 Change of Circumstances

If an applicant's employment circumstances change after submission of an application for an Australia Fellowship or during the course of an existing Fellowship, the NHMRC is to be notified immediately. This is essential so that the NHMRC can determine whether the change in circumstances will affect the ability of the Fellow to undertake the roles and responsibilities of the Fellowship. The notification is to detail the change in financial and administrative functions of the Fellow, and ramifications of the change on their ability to undertake the roles and responsibilities of the Fellowship.

## 3.10 Objections and Complaints Process

The NHMRC policy on complaints can be found at:

<http://www.nhmrc.gov.au/contact/complaint.htm>

### Objections

Applicants may contact the NHMRC seeking clarification on the outcome of their application for funding, or to state an objection to any part of the process. The objection must be lodged in writing through the Administering Institution's Research Office and be received within four weeks of the date on the letter notifying the outcome of the application.

The objection should be directed to the Complaints Officer at:

Complaints Officer  
National Health and Medical Research Council  
GPO Box 1421  
CANBERRA ACT 2601

Or via email to: [complaints@nhmrc.gov.au](mailto:complaints@nhmrc.gov.au)

The NHMRC will provide a written response to all objections.

The *National Health and Medical Research Council Act 1992* (NHMRC Act) provides for the Commissioner not to investigate a complaint where the complainant has not initially approached the CEO for resolution.

If an applicant is not satisfied with the outcome, they may lodge a formal complaint with the NHMRC Commissioner of Complaints, as detailed in Part 8 of the NHMRC Act.

The NHMRC Act may be found at:

[http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/23029FDD3FCC3FD7CA25719C008331D3/\\$file/NatHeaMedResCou1992WD02.pdf](http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/23029FDD3FCC3FD7CA25719C008331D3/$file/NatHeaMedResCou1992WD02.pdf)

### **Formal Complaints to the Commissioner**

Complaints to the Commissioner should be addressed to:

NHMRC Commissioner of Complaints  
GPO Box 1421  
CANBERRA ACT 2601

The complaint must be in writing, be signed by the complainant, describe the action complained about and specify the nature of and grounds for the complaint.

Complaints can only be considered against administrative process and not the merits of a particular decision. The grounds of Complaint are detailed at section 58 of the NHMRC Act.

## **3.11 Reporting**

Australia Fellows and their institutions are required to submit the following reports:

### **a. Financial Reporting**

In accordance with the NHMRC Deed of Agreement an annual financial statement must be submitted to the NHMRC for each year of funding. A final financial statement is to be submitted within six months of completion of a five year award or termination of the award.

### **b. Progress Report**

A one-page executive summary addressing achievements and progress against the aims of the scheme is required by 31 August in the year immediately following completion of 2.5 years from the commencement of the award, or at any other time as determined by the NHMRC. Included with this report, as a separate attachment, the awardee should provide detailed lists updating publications, grants, peer recognition, prizes and awards, research translation, commercialisation, clinical activities, public health activities, research training, and contribution to professional activities during the tenure of the Fellowship.

Progress Reports will be considered by the NHMRC and the CEO may request any necessary actions to be taken.

### **c. Final Report**

This report enables the NHMRC to assess whether the objectives of the award have been achieved and also to gather information that may be useful in the NHMRC's internal performance measurement activities.

The final report is to be submitted within six months of completion of a five year award or termination of the award. The final report form, supplementary forms and Instructions for End of Funding Reports can be downloaded from the NHMRC's website at:

<http://www.nhmrc.gov.au/funding/funded/manage/policy/progreport.htm>

In completing the final report, Fellows are required to provide information on research achievements, outputs and outcomes, compliance with terms of Deed of Agreement for funding, certification and a list of publications for the five years of the Fellowship. All sections in the final report form should be addressed.

Failure to provide the Final Report for Research Awards is a breach of the Terms of the Deed of Agreement and may seriously prejudice consideration of further applications for NHMRC funding.

### **3.12 Dissemination**

To maximise the benefits from research, findings need to be disseminated as broadly as possible to allow access by other researchers and the wider community. The NHMRC encourages researchers to consider the benefits of depositing their data and any publications arising from a research project in an appropriate subject and/or institutional repository wherever such a repository is available to the researcher(s). Any research outputs that have been or will be deposited in appropriate repositories should be identified in the Final Report.

Further information can be found in the *Australian Code for the Responsible Conduct of Research* (the Code) at:

<http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>

## Peer Review Timetable

## Australia Fellowships Round Five Commencing in 2011

|   |                               |
|---|-------------------------------|
| Opening date for Australia Fellowships Expressions of Interest (EOI)  | 10 February 2010              |
| Closing date for EOI from applicants based in Australia   | 25 March 2010                 |
| Review of EOI by the AFRP including removal of non-competitive EOI and identification of appropriate external assessors | <b>7 May 2009</b>             |
| Call for full applications  | 28 May 2010                   |
| Closing date for full applications for applicants based in Australia  | 9 July 2009                   |
| Closing date for EOI from international applicants  | 30 July 2010                  |
| External assessment of applications   | July/August 2010              |
| Interviews and final consideration of Australian applications<br>Final Short-listing of international EOI               | <b>14 – 16 September 2010</b> |
| International applicant call for applications   | September/October 2010        |
| International applicant external assessment of applications   | November 2010                 |
| International applicant interview by teleconference (if required)   | <b>29 November 2010</b>       |
| Rank ordered list to Research Committee   | November 2010                 |
| Recommendations to Council  | December 2010                 |
| Recommendations to CEO  | December 2010                 |
| Recommendations to Minister of Health and Ageing  | January 2011                  |
| Advice to Applicants  | January 2011                  |
| Funding Commences   | 1 January 2011                |