



NHMRC

Career Development Awards  
Advice and Instructions to Applicants  
For Funding Commencing 2011

Applications Open: 13 January 2010  
Applications Close: 31 March 2010

Late or incomplete applications will not be accepted

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Applicants should read all instructions and other accompanying documentation, and consult with their own Research Administration Office or technical team before contacting GrantNet. However, if something remains unclear or a problem still persists, enquiries can be directed to GrantNet for:

- specific information regarding funding schemes,
- help on policies, filling out application forms, and feedback or suggestions,
- difficulties specifically related to the functionality of RGMS

All enquiries should be directed to:

**GrantNet Help**

**Ph: 1800 500 983**

**Email: [grantnet.help@nhmrc.gov.au](mailto:grantnet.help@nhmrc.gov.au)**

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## **INTRODUCTION**

### **Overview**

**Note:** *The NHMRC's Research Grants Management System (RGMS) must be used to access/enter your CV and Profile, or submit an Application.*

All current NHMRC grant holders will receive information by email on how to log into RGMS. If you are not a current NHMRC grant holder and wish to access RGMS, please consult <https://www.nhmrc.gov.au/grants/rgms/index.htm> for more information.

The purpose of this document is to provide advice to applicants and Administering Institutions' Research Offices to assist in the completion of applications for NHMRC Career Development Award (CDA) funding to commence in 2011.

A complete application consists of the following:

1. Information extracted from your RGMS CV/Profile
2. Details entered into Parts A and B of your RGMS application

The CV and Profile will be used in the assessment of all CDA applications. Applicants may enter their entire CV, however, for peer review the minimum requirements are outlined in the '*CV/Profile Required Information by Scheme*' document, located in the RGMS Knowledge Store.

It is important that the details for these parts of the CV and Profile are up-to-date.

### **Referencing Publications**

Each publication in the Snapshot Report will be given a number by RGMS to assist applicants in referencing their publications. Applicants should use this number when referring to specific publications in their application, particularly in text boxes where characters are limited.

## RGMS Application

The 'Detail' tab of the RGMS application is divided into two parts, 'Part A' and 'Part B' as listed in the table below.

Part A	Part B (Career Development Awards)
<ol style="list-style-type: none"> <li>1. Part A Home - Application Information</li> <li>2. Research Team and Commitment</li> <li>3. NHMRC Funding Requests</li> <li>4. Other Funding Requests</li> <li>5. Aboriginal and Torres Strait Islander Research</li> <li>6. Institution – Access</li> <li>7. Institutions – Actual</li> <li>8. National Health Priorities</li> <li>9. National Research Priorities</li> <li>10. Research Classification</li> <li>11. Socio Economic Objectives</li> <li>12. Burden of Disease</li> <li>13. Community Details</li> <li>14. Ethics – General (leads to Clinical Details, Human, Animal and Other)</li> </ol>	<ol style="list-style-type: none"> <li>1. Application Information (CDA)</li> <li>2. Location of Proposed</li> <li>3. PhD Equivalent/Previous Experience</li> <li>4. Proposed Research</li> <li>5. Research Objectives</li> <li>6. Proposed Research</li> <li>7. Publications, Papers, Reports &amp; Contribution</li> <li>8. Collaborations</li> <li>9. Funding Partner</li> <li>10. Nomination of Referees</li> </ol>

This document should be read in conjunction with the *Career Development Awards Funding Policy for Funding Commencing in 2011* (referred to herein as the 'Funding Policy').

The **Career Development Awards Funding Policy for Funding in 2011** is located at: <http://www.nhmrc.gov.au/grants/apply/cda/index.htm>

To assist you in completing your RGMS application, please refer to *RGMS CAPA (CA Productivity Accelerator)* which is an on-line training and education tool incorporated in RGMS.

**Note: Applicants must not contact members of the Peer Review Panels in relation to their application or the peer review process. If they do so, their application may be excluded from further consideration. Applicants are to direct queries to their institution's Research Administration Officer (RAO) in the first instance.**

## STARTING A NEW APPLICATION

For step by step instructions on how to start a new application see the RGMS 'How To' Information sheet.

The 'How To' information sheet can be found at:

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

All fields marked **\*** are required to be completed. It is essential that these fields are completed in order for your application to proceed to peer review.

### Create Application Screen

CA Clarity PPM :: Create Application - Windows Internet Explorer  
http://www.rgmstest.nhmrc.gov.au/niku/app?action=odf.gm\_applicationCreate&partition\_code=NIKU.ROOT

CA Clarity PPM :: Create Application

N H M R C Search [Advanced]

### Create Application

Save Submit Cancel

#### Hints & Instructions

Associated Documents [https://www.rgms.nhmrc.gov.au/niku/app?action=gm\\_know\\_store\\_docs](https://www.rgms.nhmrc.gov.au/niku/app?action=gm_know_store_docs)

- Click SAVE to save work and remain on this page.
- Click SUBMIT to save and exit this application request.

#### Initiative

\* Initiative [--Select--]

#### Round

\* Round [--Select--]  
( Only open rounds will appear in this list )

#### General

\* RGMS ID APP1009475

\* Administering Institution [--Select--]

\* Scientific Application Title  
( Please limit this field to 250 characters )

\* Simple Application Title  
( Please limit this field to 250 characters )

#### Allow RAO Access - NOTE: RAOs will have read rights to the application.

\* RAO Edit Access Please select YES to grant your RAO Edit rights to this application. NOTE: Once decided, Edit access for RAOs can only be changed by NHMRC administrators.  
Yes

Save Submit Cancel

\* = Required E = Enter Once U = Unique

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### Initiative

From the drop-down list, select the Initiative.

## Round

Select the funding round from the drop-down list.

## RGMS ID (Application Identification Number)

Each application will have its own unique RGMS ID which is system generated. Please use this ID number when referring to your application in any correspondence.

## RAO Edit Access

If you do not want your RAO to have edit rights to your application, select **'No'**. It is recommended that **'Yes'** is selected to avoid unnecessary delays in the submission of your completed application. Any concerns regarding RAO access should be discussed with your RAO.

## PART A: APPLICATION DETAILS

Part A of the RGMS application is generic to all NHMRC funding schemes.

### Part A: Application Information

CA Clarity PPM :: Application Detail - Windows Internet Explorer

http://www.rgmstest.nhmrc.gov.au/niku/app?action=detail\_part\_a&odf\_view=gm\_application.part\_a&id=5113002&odf\_code=gm\_application&ui.page.space=od

CA Clarity PPM :: Application Detail

N H M R C

Application Detail (Application Work ID:00010310)

Personal  
Overview  
Organizer  
Account Settings

Documentation  
Knowledge Store  
RGMS Documentation

My Home  
My Profile & CV

Applications  
Applications

Assessments  
Panels  
Assessment Progress  
Assessment Summary  
Assessments  
Portfolio Lite

Other Administration  
Fields of Research

Out of the Box  
Projects

Part A | Part B

Save Submit Cancel

Part A Home

Research Team & Commitment  
NHMRC Funding Requests  
Other Funding Requests  
Aboriginal and Torres Strait Islander Research  
Institution - Access  
Institutions - Actual  
National Health Priorities  
National Research Priorities  
Research Classification  
Socio Economic Objectives  
Burden of Disease  
Community Details  
Ethics - General

Hints & Instructions

Associated Documents [https://www.rgms.nhmrc.gov.au/niku/app?action=gm\\_know\\_store\\_docs](https://www.rgms.nhmrc.gov.au/niku/app?action=gm_know_store_docs)

Please note Part B located just under the Detail tab. Please click on Part B when you are ready to access another section for entering details that pertain to: most relevant publications, funding partner, proposed research, commitment and participation and proposed budget.

After 30 minutes of inactivity on RGMS, your session will be automatically logged out. Any unsaved data will be lost when you are logged out. Please save frequently to prevent data loss.

Click SAVE to save work and remain on this page.

Click SUBMIT to save and exit this application request.

General

RGMS ID	APP1009474	Status	Application In Progress
Initiative	Project Grant	Allow RAO edit	Yes
Round	MIKs Test 1 (Only open rounds will appear in this list)		

Application Information

Administering Institution AAA NHMRC Test

Scientific Application Title  
(Please limit this field to 250 characters)

Simple Application Title  
(Please limit this field to 250 characters)

Media Summary  
(Please limit this field to 500 characters)

Synopsis  
(Please limit this field to 2000 characters)

Application Consent  
Do you consent to this application and associated reports being referred to other funding agencies, including within your own institution, for consideration?  
[--Select--]

Save Submit Cancel

Required Enter Once Unique

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Advice and Instructi... CA Clarity PPM: A... 4:50 PM

### Administering Institution

From the drop-down list, select the Administering Institution through which you are lodging your application. The application must be submitted through an NHMRC registered Administering Institution.

### Scientific Application Title

Enter the scientific title for your research proposal.

*(You have a maximum of 250 free text characters to provide this information)*

## Simple Application Title

The simple application title is used in media releases and the annual publication of successful awards. It should be easily understood by the general public while still conveying the general nature of the proposed research.

*(You have a maximum of 250 free text characters to provide this information)*

## Media Summary

Describe your research activity in a form suitable for release to the media. Avoid the use of highly technical terms. Be brief and describe the overall aims of the research and expected outcomes in a manner the general public will understand.

This information will be made available, if requested, to members of the public and may be used for the purposes of reporting on grants to Parliament. Note that this information plays an important part in relaying research outcomes to the public and, as such, should be written in a manner appropriate for the intended audience.

*(You have a maximum of 500 free text characters to provide this information)*

## Synopsis

A maximum of 2000 free text characters is permitted for the Synopsis. The Synopsis should accurately, and briefly, summarize your research activity.

## Application Consent

### **Do you Consent to this Application and Associated Reports being referred to other Funding Agencies, including your own Institution, for consideration?**

If you choose 'Yes' to this question, you will be giving permission to NHMRC to provide certain information, on request, to other funding agencies seeking information from NHMRC about high ranking but unfunded applications in areas of research that they may wish to fund. If you choose 'No', that information will not be released.

This permission is essential because of the confidential nature of the grant application.

## ***Part A: Research Team and Commitment***

Enter your detail here.

To enter the applicant's details select 'New'.

### **Role Types**

Use the drop down box to select **Chief Investigator (CI)** from the 4 **Role Types** available. Do not select any other **Role Type**

Once you have selected the '**Role Type** click '**Save**', as '**Qualifications or Skills Sought**' information is not required for applicants to People Support Initiatives.

## ***Part A: Proposed Salary***

Note: No entry is required against this item as salaries for People Support Schemes are based on fixed packages. Details can be found in Funding Policy under 'Terms and Conditions of Awards'.

## ***Part A: Proposed Workload***

### **Will this researcher be based in Australia for the duration of the project?**

Select from the drop down list.

Applicants do not have to be currently based in Australia to apply. If successful, they will need to be based in Australia unless they have applied for an Industry CDA.

For further information refer to the Funding Policy.

### **Dates of anticipated absence during the grant period**

Applicants for People Award Initiatives do not need to provide information here.

Refer to the Funding Policy for details on the circumstances in which leave from an award can be taken.

### **Workload – Current (Average hours/week)**

Information in this section will be automatically sourced from the details entered in the '**Workload**' section of the **RGMS CV** tab. Please ensure that this information is up to date and correct.

Update details on the **CV 'Workload'** section of RGMS where necessary.

### **Workload – Proposed (Average hours/week)**

This relates to what your workload will be should this application be successful.

Enter details using a decimal format, rather than hours and minutes, to one decimal place.

### **Part A: NHMRC Funding Requests**

Provide details of any NHMRC funding you have requested or plan to request which have not yet been approved. Failure to disclose full information may result in the application being removed from any further consideration by NHMRC.

Click ‘Save’ to enter NHMRC Funding details.

### **Part A: Other Funding Requests**

Provide details of any planned or actual requests for funding from sources other than NHMRC which have not yet been approved. Failure to disclose full information may result in the application being removed from any further consideration by NHMRC.

Click ‘Save’ to enter NHMRC Funding details.

### **Part A: Aboriginal and Torres Strait Islander Research**

As part of its commitment to advancing Aboriginal and Torres Strait Islander health research, NHMRC has established certain requirements and processes which are designed to ensure that research into Aboriginal and Torres Strait Islander health is not only of the highest scientific merit but that it is beneficial and acceptable to Aboriginal and Torres Strait Islander peoples.

NHMRC has committed to a target of at least 5% of its total research funding being allocated to Aboriginal and Torres Strait Islander health research. Your responses to the following two questions enable NHMRC to accurately monitor its performance relative to that target.

These questions enable applicants to identify research that is specifically motivated by a desire to investigate Aboriginal and Torres Strait Islander health issues. They are also designed to enable NHMRC to identify those research proposals which will require assessment for their benefit and acceptability to Aboriginal and/or Torres Strait Islander peoples.

Research proposals that specifically relate to the health of Aboriginal and/or Torres Strait Islander peoples must address *The Criteria for Health and Medical Research of Indigenous Australians* as part of their application. The statement addressing *The Criteria for Health and Medical Research of Indigenous Australians* is integral to the peer review process and will be assessed by an Indigenous Health Grant Review Panel (IGRP).

Applicants submitting proposals for research involving Aboriginal and Torres Strait Islander peoples must refer to the following guidelines:

- I. *Criteria for Health and Medical Research of Indigenous Australians* available at: [http://www.nhmrc.gov.au/your\\_health/indigenous/index.htm](http://www.nhmrc.gov.au/your_health/indigenous/index.htm)
- II. *Values and Ethics - Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research* available at: <http://www.nhmrc.gov.au/publications/synopses/e52syn.htm>

- III. *The NHMRC Road Map: A Strategic Framework for Improving Aboriginal and Torres Strait Islander Health through Research* available at:  
<http://www.nhmrc.gov.au/publications/synopses/r28syn.htm>

**Does this research proposal include Aboriginal and/or Torres Strait Islander health research and/or capacity building?**

If you have answered ‘Yes’ to this question you are asked to identify how much of the overall research funding is budgeted for that component, and to describe what proportion of the research effort and/or capacity building activity will be directed to this component.

In preparing your application you must address all six elements of *The Criteria* which are:

- Community Engagement
- Benefit
- Sustainability and Transferability
- Building Capacity
- Priority
- Significance

*(You have a maximum of 2000 free text characters to provide information for each element)*

This question also enables applicants to identify specific components of their proposal that relate to Aboriginal and/or Torres Strait Islander peoples. In addition to your application being assessed against the selection criteria for this scheme, the information provided here will also assist in assessing it against ‘The Criteria for Health and Medical Research of Indigenous Australians’.

***Part A: Institution - Access***

**Institution Access**

Select ‘Yes’ if you are currently receiving, or applying for, support from an Institution or Centre which receives research funding directly or indirectly from the Australian Government for the same health and medical research.

**Provide reasons why NHMRC should accept this grant application.**

Provide justification why this proposal is not funded, or is not expected to be funded, through current Australian Government research initiatives. Failure to address this requirement can result in your application being excluded from further consideration.

*(You have a maximum of 1000 free text characters to provide this justification)*

**For the following questions select ‘Yes’ or ‘No’ using the drop down boxes provided:**

1. Will you require access to any of the facilities currently funded under the NHMRC Enabling Grants Scheme?
2. Do you have an agreement from the facility to use the required resource?
3. Will you require access to any major scientific facilities not funded under the NHMRC Enabling Grants Scheme? If you answer 'Yes' to this question identify the name(s) of the facilities you intend to use. *(You have a maximum of 200 free text characters to provide this information)*

NHMRC's Enabling Grant Scheme is designed to underpin NHMRC's funding system by funding facilities, activities and/or resources that enhance and support health and medical research.

The following is a link to currently funded NHMRC facilities:

<http://www.nhmrc.gov.au/funding/funded/outcomes/enable.htm>

### **Part A: Institution – Actual**

In some cases the Institution that will administer your application may differ from the Institution in which you will actually conduct the proposed research. For example, many universities administer research, which will be conducted in an affiliated teaching hospital.

- a. Enter the percentage allocated to each Actual Institution and Department to reflect the sharing of the research effort amongst the institutions that you have listed. The percentages entered must total 100%.
- b. Click on the '**Browse**' button and select the Actual Institution from the pick list.
- c. Enter the Department at which the research will be conducted within that Actual Institution. *(You have a maximum of 100 free text characters to answer this question)*

If the Actual Institution does not appear in the list please email the Institution name to [rgms@nhmrc.gov.au](mailto:rgms@nhmrc.gov.au)

### **Part A: National Health Priorities**

Select the relevant National Health Priority area(s) and enter a percentage for each to describe that portion of the research relevant to the selected priority sub-group. The total percentage should not exceed 100% but may be less.

### **Part A: National Research Priorities (NRP)**

Select the relevant National Research Priority (NRP) area(s) and enter a percentage in each table to describe that portion of the research relevant to the selected priority sub-group. The total percentage should not exceed 100% but may be less.

Descriptions of the NRPs are available via the following weblink:

<http://www.innovation.gov.au/Section/AboutDIISR/FactSheets/Pages/NationalResearchPrioritiesFactSheet.aspx>

Note that, while the application is not required to address a NRP area, information

regarding which priority area(s) this research proposal may address will assist NHMRC to capture appropriate data for reporting purposes.

### ***Part A: Research Classification***

The Research Area, Fields of Research and Keywords may be used in the peer review process to assist with the selection of the appropriate peer review panel for your application. It may also be used for analyses of NHMRC's funding Profile.

From the following drop down boxes you must make the selections that best describe your research proposal:

- **Broad Research Area**
- **Fields of Research (FoR)** - The selected FoR is the primary source of information for allocation of your application to a peer review panel.
- **Fields of Research Subcategory**

From the following browse boxes you must select a minimum of three (3) and a maximum of five (5) keywords or key phrases:

- **Research Keywords/Phrases** – Selections should describe the research more specifically
- **Health Keywords/Phrases** – Selections should describe the specific health areas or diseases/conditions to which this research is relevant.

### ***Part A: Socio-Economic Objectives (SEO)***

From the drop down lists provided, select a minimum of one (1) and a maximum of three (3) SEO by category then subcategory.

The SEO of research allows it to be classified in line with your perceived purpose in undertaking the particular study. This is different to the nature of the research i.e. researcher fields.

NHMRC acknowledges that any particular piece of research may be relevant to and have more than one purpose. Allocate the percentage of research that is applicable to the specific objectives. The percentages entered must total 100%.

### ***Part A: Burden of Disease***

Using the '**Browse**' button, select a Burden of Disease that best describes the area of research of the application. You can select up to three Burden of Disease types and you must allocate a percentage of time against each. The percentage total must equal 100%.

### ***Part A: Community Details***

Consumer and Community Participation

**Does this research involve consumer and/or community participation?**

If you answer ‘Yes’ to this question you must then:

1. Describe how you will ensure that research participants will have access to their own results, and how you will be accountable to participants for the overall results of the research.

*(You have a maximum of 500 free text characters to provide this information)*

2. Describe how you will ensure that consumers will be involved in the research, and how you will communicate the results of the research to participants and the community.

*(You have a maximum of 500 free text characters to provide this information)*

The Consumers Health Forum of Australia Inc (CHF) and the NHMRC, in partnership with consumers and researchers, developed the *Statement on Consumer and Community Participation in Health and Medical Research*. The Statement on Participation was developed in recognition of the contribution that consumers can make to research, as well as their right to participate in research.

Applicants should refer to the CHF and the NHMRC *Statement on Consumer and Community Participation in Health and Medical Research* available via the following web link:

<http://www.nhmrc.gov.au/publications/synopses/r22syn.htm>

## Part A: Ethics

CA Clarity PPM: Application Detail - Windows Internet Explorer

http://www.gmstest.nhmrc.gov.au/niku/app?action=detail\_part\_a&id=5113002&odf\_view=gm\_application.ethics\_general&odf\_code=gm\_application

CA Clarity PPM: Application Detail

N H M R C

Application Detail (Application: Work ID:00010310)

Properties Detail Summary Certification Snapshot Reports Processes

Part A | Part B

Save Submit Cancel

Part A Home

Research Team & Commitment

NHRC Funding Requests

Other Funding Requests

Aboriginal and Torres Strait Islander Research

Institution - Access

Institutions - Actual

National Health Priorities

National Research Priorities

Research Classification

Socio Economic Objectives

Burden of Disease

Community Details

Ethics - General

Ethics - Human

Ethics - Animal

Hints & Instructions

Associated Documents [https://www.gms.nhmrc.gov.au/niku/app?action=gm\\_know\\_store\\_docs](https://www.gms.nhmrc.gov.au/niku/app?action=gm_know_store_docs)

Click SAVE to save work and remain on this page.

Click SUBMIT to save and exit this application request.

EC.1 - Clinical Details

EC.1a Will this research involve direct interaction between investigators and a patient or subject?

No

EC.1b Is this an application to conduct a clinical trial?

No

EH.1 - Ethics - Human

EH.1a Does this research proposal require submission to a human research ethics committee?

Yes

(By selecting YES another page will be displayed in the left hand menu of the screen with further questions after saving this page)

EA.1 - Ethics - Animal

EA.1a Does this research proposal require submission to an institution's animal ethics committee responsible for animal research?

Yes

(By selecting YES another page will be displayed in the left hand menu of the screen with further questions after saving this page)

EO.1 - Ethics - Other

EO.1a Does this program involve organisms being genetically manipulated such that they fall under current guidelines issued by the Office of the Gene Technology Regulator?

No

EO.1b Does this program involve the use of carcinogenic or highly toxic chemicals?

No

Research Involving Stem Cells

Human stem cells Will this research involve the use of human stem cells?

No stem cells will be used

Animal stem cells Will this research involve the use of animal stem cells?

No stem cells will be used

Save Submit Cancel

Required

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**Note:** By selecting ‘Yes’ to either the *Human* or *Animal* questions on this page, another page will be displayed in the left hand menu with additional questions after saving this page.

Refer to the Funding Policy for further information regarding requirements for ethics and other approvals.

### Clinical Details

#### Will this research involve direct interaction between investigators and a patient or subject?

If you answer ‘Yes’ this information may be used to identify research that involves clinical research.

### **Is this an application to conduct a clinical trial?**

If you select ‘**Yes**’ this information will be used to identify research that involves a clinical trial.

A clinical trial should be considered as the evaluation of any health care intervention (including prevention, early detection, treatment, health service, pharmaceutical, behavioural change) in a human population with disease or at risk of disease.

The clinical trial will usually involve the comparison of a new treatment or intervention against a standard care/management assessing the impact of each on health outcomes or intermediate endpoints, using a controlled design. A trial could also involve early phase 1 or phase 2 trials without a control group.

### **Ethics - Human**

#### **Does this research proposal require submission to a human research ethics committee?**

If you select ‘**Yes**’ another sub page will appear in the left hand menu with the following five questions after you select ‘**Save**’:

**1. Use of personal information obtained from a Commonwealth Department or Agency (including former repatriation hospitals) - Privacy issues**

If you select ‘**Yes**’ in this section, enter the name of the Commonwealth Agency or department involved.

*(You have a maximum of 50 free text characters to provide this information)*

**2. Does this program involve the administration to humans of drugs, chemical agents or vaccines?**

If you select ‘**Yes**’ to this question, provide detailed information on these drugs, chemical agents or vaccines to humans including the alternative or complimentary medicines.

*(You have a maximum of 50 free text characters to provide this information)*

**3. Do any activities in this research proposal require a licence under the Research Involving Human Embryos Act 2002?**

If answering ‘**Yes**’ Researchers in this area are advised to familiarise themselves with the requirements of both the RIHE Act and the PHCR Act. 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.

Further information regarding research using human embryos can be found from the NHMRC website at: <http://www.nhmrc.gov.au/embryos/index.htm>, or by e-mailing [embryo.research@nhmrc.gov.au](mailto:embryo.research@nhmrc.gov.au)

#### **4. Research using humans - Numbers of males and females**

If the research involves humans, are these equal numbers of males to females?

You must provide a brief explanation of the sample size and ratio of males to females in the study. *(You have a maximum of 500 free text characters to provide this information)*

#### **5. Ethical Implications of Experiments on Humans**

For research involving humans, provide a brief statement of the ethical issues that arise from such research, and an explanation of how these issues will be addressed.

*(You have a maximum of 500 characters free text to answer this question)*

### **Ethics – Animal**

#### **Does this research proposal require submission to an institution’s animal ethics committee responsible for animal research?**

If you select ‘Yes’ another sub page will appear in the left hand menu with the following three questions after you select ‘Save’:

##### **1. Approval by an Animal Ethics Committee**

Identify the Institutional Animal Ethics Committee to which the application has been or will be referred.

*(You have a maximum of 200 free text characters to answer this question)*

##### **2. Ethical Implications of the Project Experiments on Animals**

Give a brief statement justifying the use of animals in the experiments related to the application. The statement should address the general principles of replacement, reduction and refinement.

*(You have a maximum of 2000 free text characters to answer this question)*

##### **3. Animal Usage**

From the drop down box select the animal species and strain to be used in the research.

### **Ethics – Other**

#### **Genetic Manipulation of Organisms**

Select ‘Yes’ if the research will involve organisms being genetically manipulated, as defined under the *Gene Technology Act 2000*, and the proposed work is required to be

assessed by an Institutional Biosafety Committee, or approved by the Gene Technology Regulator, before commencement.

**Use of Carcinogenic or Highly Toxic Chemicals**

Select ‘**Yes**’ if the research will involve the use of carcinogenic or highly toxic chemicals.

**Research Involving Stem Cells**

**Will this research involve the use of human stem cells?**

If you answer ‘**Yes**’ to this question, select from the pick list if these human stem cells are Adult, Embryonic or both.

**Will this research involve the use of animal stem cells?**

If you answer ‘**Yes**’ to this question, select from the pick list if these animal stem cells are Adult, Embryonic or both.

## **COMPLETING “PART B” OF THE APPLICATION**

Click on the ‘**Detail**’ tab at the top of the RGMS screen and then click on ‘**Part B**’. This will take you to ‘**Part B Home**’ of the application form where you can complete the rest of your application for a CDA.

All fields marked **\*** are required to be completed. It is essential that these fields are completed in order for your application to proceed to peer review.

The headings in **BOLD CAPITAL TEXT** match the sections at the left hand side of the application form under Part B.

For policy specific questions relating to ‘**Part B**’ of the application form, please contact the Research Fellowships team at:

Phone: 02 6217 9409

Email: [career.development@nhmrc.gov.au](mailto:career.development@nhmrc.gov.au)

### ***Part B: Application Information***

#### **Level and Type of Award \***

In this section select the level and type of award (Biomedical, Clinical, Population Health or Industry) that you are applying for.

Also indicate if you are applying for a co-funded award and (if applicable) the organisation(s) from which co-funding is sought.

#### **Exceptional Circumstances**

Clearly outline any exceptional circumstances relating to your eligibility to apply for the level of CDA proposed in your application (1,000 characters maximum).

Please refer to the Funding Policy for further information.

### ***Part B: Location of Proposed Australian Research \****

Please select the institution where you intend to undertake your CDA. This institution may be different to the institution you have selected to administer the CDA.

### ***Part B: PhD Equivalent Experience***

This information will be used to assess your eligibility to apply for a CDA and therefore it is advisable that you read the eligibility criteria outlined in the Funding Policy. If you have not specified a PhD in your CV provide details of equivalent research experience (2,000 characters maximum).

## **Part B: Previous Experience** ❖

**Section 1** – Provide brief details of your previous experience, highlighting the most significant contributions you have made to your field or research (1,500 characters maximum).

**Section 2** – Provide brief details of your previous experience that most significantly affect your research proposal (1,500 characters maximum).

## **Part B: Proposed Research (Upload)** ❖

Please note the important information concerning the size and formatting of your research proposal included in this section.

### **Background and research plan**

The assessment of your application will take into account the merits of your research proposal relative to the purpose and aims of the Career Development Award scheme and the Position Classification Statements set out in Appendix 1 of the Funding Policy. Briefly explain the background to your research proposal and outline your research plans (10,000 characters maximum)

### **Partnership Award**

If you are applying for one of the partnership awards you must also provide an outline of the relationship between your research plans and the strategic research interests of the funding partner. This outline is separate from and in addition to your “Background and research plan”. (2,500 characters maximum)

## **Formatting of the PDF File**

The following formatting requirements must be adhered to:

**Size:** The PDF file **MUST not exceed 2Mb in size**. NHMRC uses the commonly accepted definition (used in reference to computer memory) of 1Mb being equal to 1,048,576 bytes. Therefore any application exceeding 2.097Mb will not be accepted. Applicants are advised to retain a copy of the PDF file they submit.

**Name:** The file should be saved using the following naming convention: [App ID] – [Applicant Surname] (eg 578345 – Smith).

**Header:** The Application ID advised by the Administering Institution in large type (at least 14 point in top right hand corner). The header is allowed outside the margin but must be at least 1cm from the top of the page. Scientific Title is optional.

**Margins:** All margins at least 2cm.

**Font:** Must be Times New Roman and at least 12 point.

**Graphics:** Colour images and diagrams are permitted, however, you should keep in mind that the electronic file may be printed and photocopied in black and white for distribution to the reviewing panel and there may be some loss of definition and colour in the images.

**Labelling Graphs and Images:** Labelling of axes of graphs and labelling of parts of images may be in a reduced font. However, the description and/or legends of all graphs and images must comply with the guidelines set out under the heading of 'Formatting of the PDF file'.

**Tables:** Tabulated information containing text is not considered to be an image or diagram. Text within tables must comply with the guidelines set out under the heading of 'Formatting of the PDF file'.

**Line Spacing:** Must be set to single.

**Character spacing:** Spacing must be set to normal. Scale must be set to 100%.

**Links to Additional Information:** You must not include links to additional information on any website in your application, excluding references to published peer reviewed journal articles that are only available online.

## **Part B: Research Objectives** \*

**Section 1** – Outline your career development objectives for the next four years and relate these to the development of your research career and the purpose and aims of the CDA scheme (2,000 characters maximum).

**Section 2** – Explain your reasons for choosing the Administering Institution, laboratory or place where you intend to work, and (if relevant) your Industry Partner (1,000 characters maximum).

**Section 3** – (For Industry CDA applications only) Explain how your industry partner will expect to use the outcome of this research (1,000 characters maximum).

## **Part B: Publications, Papers, Reports and Collaborations** \*

Provide a list of the most relevant publications resulting from both NHMRC and other funding support from the past five years. For additional guidance, refer to Appendix 2 of the Career Development Award Funding Policy. List only those items that have been accepted for publication or published and books that have been published or are in press.

- a) Refereed journal article;
- b) Review;
- c) Book;
- d) Chapter;

- e) Any other publication eg. letter/note, un-refereed journal article, other contribution to a journal, technical reports, commissioned reports etc;
- f) Conference papers or abstracts; and
- g) Patents

Each publication in the Snapshot Report will be given a number by RGMS to assist applicants in referencing their publications. Applicants should use this number when referring to specific publications in their application, particularly in text boxes where characters are limited.

NHMRC no longer intends to use the impact factor of journals as a part of its assessment processes. Therefore, the impact factor of each publication should not be included. Further explanation of NHMRC's decision to cease using impact factors of journals can be found at:

[http://www.nhmrc.gov.au/files/nhmrc/file/about/senior\\_staff/articles/journal\\_impact\\_factors.pdf](http://www.nhmrc.gov.au/files/nhmrc/file/about/senior_staff/articles/journal_impact_factors.pdf)

## **Part B: Collaborations** \*

**Section 1** – Provide details of **past** collaborations, indicating the type of involvement and any publications resulting from these collaborations (1,500 characters maximum).

Note: Any reference to publications should be referred to using the same RGMS publications ID in the applicant's CV.

**Section 2** – Provide details of **current** collaborations indicating the type of involvement and any publications resulting from these collaborations (1,500 characters maximum).

Note: Any reference to publications should be referred to using the same RGMS publications ID in the applicant's CV.

## **Part B: Funding Partner**

**This section is relevant Industry CDA applications only.**

**Select a funding partner from the list to update details. If the funding partner does not appear in the list, click 'New' to provide details.**

### **Funding Partner Details**

Provide details of the funding partner/s if applicable.

### **Funding Partner Contribution**

Provide details of the contribution (both financial and in-kind) that will be provided by the funding partner.

### **Funding Partner Letters of Support**

If the project involves collaboration with a Funding Partner, attach a letter of support on the organisation's letterhead. The letter should include the following information:

- a brief profile of the organisation
- details of the cash and in-kind support that will be provided including the purpose of the contributions and amounts.
- information concerning the Funding Partner's Australian Business Number (ABN), internet address and Australian New Zealand Standard Industry Classification (ANZIC).

If a Funding Partner has been identified, the certification should be completed by the appropriate person from that organisation.

Letter of support must be provided in the upload section of the Funding Partner screen.

### **Part B: Nomination of Referees** \*

Provide the name and contact details of the referees who have agreed to provide the reports that will comment on your research contributions and potential as a researcher.

It is the applicant's responsibility to obtain the referee reports and ensure that they are uploaded with the application.

The referee report template can be found at:

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

The order of the referees in the application form should be:

#### **First Referee**

This referee should comment on your research contributions and potential as a researcher.

#### **Second Referee**

This referee should also comment on your research contributions and potential as a researcher.

#### **Third Referee**

This referee should be the Head of your current Laboratory/Department.

#### **Fourth Referee**

This referee should be the Head of your proposed Laboratory/Department.

***Part B: Commercialisation Skills***

**This section is relevant only if the application is for an Industry CDA.**

Outline the commercialization skills to be gained from your Industry placement, how these will be acquired and applied to future academic endeavours.