Applications open on 8 January 2015 and close at 17:00hrs AEDT on 11 March 2015.

Late applications will not be accepted.
# Table of Contents

1. **Introduction** ............................................................................................................................................... 1
   1.1 Overview .................................................................................................................................................. 1
   1.2 Planning your Application ...................................................................................................................... 2
   1.3 Compliance Requirements ..................................................................................................................... 2
   1.4 Offline Forms ......................................................................................................................................... 3
   1.5 Viewing or Printing your Application .................................................................................................... 3

2. **Profile and CV Requirements for Fellowships** ................................................................................. 4
   PROFILE SECTION ........................................................................................................................................ 5
   2.1 Pro-PD: Personal Details ....................................................................................................................... 5
   2.2 Pro-PN: Panel Nominations and Invitations ....................................................................................... 5
   2.3 Pro-PU: Peer Review Unavailability .................................................................................................... 5
   2.4 Pro-A: Address ....................................................................................................................................... 6
   2.5 Pro-RE: Research Interests ................................................................................................................ 6
   2.6 Pro-FR: Fields of Research ................................................................................................................ 6
   CV SECTION .................................................................................................................................................. 6
   2.7 CV-QAP: Qualifications, Awards and Prizes ...................................................................................... 6
   2.8 CV-EH: Employment History .............................................................................................................. 7
   2.9 CV-A: Appointments ............................................................................................................................ 7
   2.10 CV-CD: Career Disruption ................................................................................................................ 7
   2.11 CV-PM: Professional Memberships .................................................................................................. 7
   2.12 CV-CP: Conference Participation ..................................................................................................... 7
   2.13 CV-CE: Community Engagement and Participation .......................................................................... 7
   2.14 CV-P: Patents ........................................................................................................................................ 7
   2.15 CV-TPP: Translation into Policy/Practice ......................................................................................... 8
   2.16 CV-CN: Contribution to NHMRC ..................................................................................................... 8
   2.17 CV-JR: Editorial Responsibilities ....................................................................................................... 9
   2.18 CV-SM: Supervision and Mentoring ................................................................................................ 9
   2.19 CV-RF: NHMRC Research Funding ................................................................................................ 9
   2.20 CV-ORF: Other Research Funding .................................................................................................. 9
   2.21 CV-Pub: Publications ......................................................................................................................... 9
   2.22 CV-W: Workload ................................................................................................................................ 9

3. **Starting a New Grant Application** ....................................................................................................... 10

4. **General Application Details** ............................................................................................................. 11
   4.1 A-PA: General ..................................................................................................................................... 11
   4.2 A-PInst: Institutions - Participating .................................................................................................... 12
   4.3 A-RC: Research Classification ........................................................................................................... 12
   4.4 A-BoD: Burden of Disease ................................................................................................................ 12
   4.5 A-RT: Research Team and Commitment .......................................................................................... 13
   4.6 A-EG: Ethics General ........................................................................................................................ 14

5. **Scheme-Specific Application Details** ............................................................................................... 15
   5.1 B–AES: Application Executive Summary ......................................................................................... 15
   5.2 B–AITrain: Application Information ................................................................................................. 16
   5.3 B-LPAR: Location of Proposed Australian Project .......................................................................... 17
   5.4 B-OR: Location of Proposed Overseas Project ................................................................................ 18
   5.5 B-PhD: PhD Studies ........................................................................................................................... 18
   5.6 B-CD: Career Disruption .................................................................................................................. 21
5.7  B-AP: Academic Performance ................................................................. 22
5.8  B-PE: Previous Experience ................................................................. 22
5.9  B-GP: Grant Proposal ............................................................................. 23
5.10 B-PS: Project and Supervisor ................................................................. 25
5.11 B-PB: Proposed Research Project Budget ................................................. 25
5.12 B-R: Referees ......................................................................................... 26

6. Application Certification ............................................................................. 28

7. RAO CERTIFICATION .............................................................................. 28

Appendix A .................................................................................................... 29
1. Introduction

This document should be read in conjunction with the:

1. 2014 NHMRC Funding Rules and the NHMRC-ARC Dementia Research Development Fellowships Funding Rules for funding commencing in 2015, which provides important information on the objectives and underlying principles of the scheme. These Funding Rules can be found on the NHMRC website at https://www.nhmrc.gov.au/book/nhmrc-funding-rules-2014;

2. NHMRC-ARC Dementia Research Development Fellowships Peer Review Guidelines, which will assist applicants in understanding the peer review process, can be found on the NHMRC website at www.nhmrc.gov.au/grants-funding/apply-funding/nhmrc-arc-dementia-research-development-fellowships; and


1.1 Overview

The purpose of this document is to provide advice to applicants and Administering Institutions’ Research Administration Officers (RAOs) for the completion and submission of applications for the NHMRC-ARC Dementia Research Development Fellowships scheme (the Fellowships).

Applicants should read all instructions and other accompanying documentation, and consult with their own RAO or technical teams before contacting the NHMRC Research Help Centre (RHC) by email at help@nhmrc.gov.au or by phone on 1800 500 983 during business hours. If the enquiry relates to an eligibility issue associated with ARC schemes, NHMRC will consult with ARC before responding to the applicant.

RGMS must be used to access and enter an applicant’s Profile and CV, and submit a Fellowship application.

Applicants who are not yet registered on RGMS can do so via the ‘New to RGMS?’ link on the RGMS login page (www.rgms.nhmrc.gov.au) or obtain assistance by contacting the RHC at help@nhmrc.gov.au or on 1800 500 983.

A complete Fellowship application consists of the following:

1. Complete RGMS Profile/CV (refer to scheme specific requirements in Section 2);
2. Completion of all questions in the application form; and
3. Uploaded PDF documents:
   - **Mandatory documents**
     a. Grant Proposal PDF (uploaded to B-GP: Grant Proposal)
     b. ‘Evidence of the date applicant’s PhD was passed’ PDF
     c. ‘Academic Transcript’ PDF
   - **If applicable documents**
     a. ‘Letter of Explanation’ PDF if remaining at the same institution
b. ‘Supervisor Signed Agreement’ PDF if applying under the Health Professional Research Fellowship category

c. ‘Evidence of Australian registration in relevant dental or medical field’ if applicant holds dental/medical qualifications

d. ‘Evidence of Career Disruption’ PDF(s) (uploaded to B-CD: Career Disruption) if career disruptions exist

e. ‘Evidence of collaboration with research facilities (uploaded to B-PBRF: Proposed Budget – Research Facilities) if using services provided by a research facility.

1.2 Planning your Application

Planning, preparing and submitting your application ahead of time is highly recommended when you are applying in one of NHMRC’s highly competitive funding rounds.

It is recommended that you contact your RAO early in the application process. Your RAO can guide you through the process and will advise you of any recent changes to NHMRC policies, institutional deadlines and other requirements you must meet.

While completing your application, it is important to keep in mind the selection criteria that assessors will use to evaluate applications. Please read these carefully and note any content you should include in your application.

Plan a realistic timeline for completion of your application to ensure applications are submitted to your RAO on or ahead of time.

1.3 Compliance Requirements

The following requirements of PDF documents must be adhered to:

- All documents to be uploaded must be in PDF format.
- Each PDF file must not exceed 2 Mb in size.
- PDF files must be named using the following convention:
  APPID_Applicant’s Surname_Document Type/Name.pdf
  e.g. ‘Grant Proposal’ PDF: APP1234567_Smith_Grant Proposal.pdf
- Applicants are advised to retain a copy of each PDF file they submit.

The formatting requirements for PDFs as listed in Table 1 must be strictly adhered to. A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the webpage (www.nhmrc.gov.au/grants-funding/apply-funding/nhmrc-arc-dementia-research-development-fellowships) to meet these requirements. Applications that do not meet these requirements may be excluded from assessment.

Table 1: PDF formatting requirements

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Header    | • Application ID and Applicant surname must be included in top right corner.  
           | • Title of the page (e.g. Grant Proposal) must be included in the top left corner.  
           | • The header is allowed outside the margin rules but must be at least 1cm from the top of the page. |
To assist with minimising file sizes, it is recommended that any documents needing to be scanned are done at low resolution.

For all sections in a grant application, applicants must not include links to additional information on an external website, apart from references to published or peer reviewed journal articles that are only available online.

Any application that contains disallowed web links will be deemed ineligible and will be removed from the assessment process.

1.4 Offline Forms

Protected offline PDF forms (Offline Forms) for each scheme’s application have been provided for your convenience. You can use these forms to fill out your application off line and then ‘copy’ and ‘paste’ the text from the form into RGMS.


Note:

- These templates are provided as an aid only. They cannot be completed and emailed to NHMRC. All applications must be submitted through RGMS.

Applicants choosing to use the available forms should note the discrepancy between Microsoft Word character counter and the character counting within RGMS. To aid you in conforming to RGMS character limits, the following URL has been provided as a guide www.webworldindex.com/countcharacters.htm.

1.5 Viewing or Printing your Application

The ‘Snapshot Reports’ function provides two types of snapshots:

- a ‘Summary’ Snapshot (used for the assignment of applications to peer review panels and assessors, and identification of conflicts of interest); and
- an ‘Assessor’ Snapshot (used for the peer review of applications, can also be used by applicants and RAO’s to review applications before submission).

Uploaded documents can also be accessed via the ‘Snapshot Reports’ tab. This will allow users to print or view a document version of their application (either in part or in full).

### 2. Profile and CV Requirements for Fellowships

When completing your application, please ensure that all required sections of your Profile and CV have been entered and updated appropriately. Profile and CV information forms a critical part of applications. Information that is of particular importance and is mandatory, such as ‘Title’, ‘Institution’ and ‘Research Keywords’, is indicated by a red asterisk in RGMS.

**Completing core fields is required before creating an application.** You can update your Profile and CV at any time, even while completing a grant application. Please note that when the application is certified, the final snapshot (which includes the relevant extracted information from the Profile and CV) is made and the application is locked down – thus, any subsequent changes to your Profile and CV do not appear in the application.

Below are the sections of the Profile and CV that you need to complete to ensure that all the details required for your Fellowship application are extracted.

**Table 2: Profile and CV requirements**

<table>
<thead>
<tr>
<th>Profile Section</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Details</td>
<td>Required</td>
</tr>
<tr>
<td>Peer Review Unavailability</td>
<td>Required</td>
</tr>
<tr>
<td>Address</td>
<td>Required</td>
</tr>
<tr>
<td>Research Interests</td>
<td>Required</td>
</tr>
<tr>
<td>Fields of Research</td>
<td>Required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CV Section</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications, Awards and Prizes</td>
<td>All</td>
</tr>
<tr>
<td>Employment History</td>
<td>All</td>
</tr>
<tr>
<td>Appointments</td>
<td>All</td>
</tr>
<tr>
<td>Career Disruption</td>
<td>Not Required (Captured in B-CD)</td>
</tr>
<tr>
<td>Professional Memberships</td>
<td>All</td>
</tr>
<tr>
<td>Conference Participation</td>
<td>All</td>
</tr>
<tr>
<td>Community Engagement</td>
<td>All</td>
</tr>
<tr>
<td>Patents</td>
<td>All</td>
</tr>
<tr>
<td>Translation into Policy/Practice</td>
<td>All</td>
</tr>
<tr>
<td>Contribution to NHMRC</td>
<td>All</td>
</tr>
<tr>
<td>Editorial Responsibilities</td>
<td>All</td>
</tr>
<tr>
<td>Supervision and Mentoring</td>
<td>All</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>NHMRC Research Funding</td>
<td>All</td>
</tr>
<tr>
<td>Other Research Funding</td>
<td>All</td>
</tr>
<tr>
<td>Publications</td>
<td>All</td>
</tr>
<tr>
<td>Workload</td>
<td>Current Workload</td>
</tr>
</tbody>
</table>

**Note:** The Assessor Snapshot will only migrate information for the specified period of time listed in ‘Profile and CV Requirements’.

The Profile/CV is SEPARATE to your grant application. While there may be some overlap of certain information, it is your responsibility to ensure that information specific to your application that may be captured in the Profile/CV is included in the relevant parts of the application itself.

**PROFILE SECTION**

All sections within RGMS Profile are required for all NHMRC funding schemes.

### 2.1 Pro-PD: Personal Details

**Peer Review**

Peer Review is an integral part of NHMRC funding schemes. NHMRC grant recipients have obligations to contribute to the assessment of applications (as outlined in the funding agreement).

Select the tick box(s) to nominate your peer review preference and funding status, noting that you may be approached in areas other than your preference. You can nominate yourself for consideration to be included with the peer review of a specific scheme and round in Pro-PN: Panel Nominations and Invitations.

**Personal Details, Contact Phone & Fax**

Please provide your most current details in this section. It is important that your title, name, phone and email details are up to date as these are the details the NHMRC relies on when contact is required.

### 2.2 Pro-PN: Panel Nominations and Invitations

To indicate your availability and preference for peer review participation with a specific NHMRC funding scheme:

- a. click ‘New’;
- b. select your preferred NHMRC funding scheme (Initiative);
- c. select ‘Nomination for panel member’ from the drop down list at Response Type and Closing Date; and
- d. select ‘Yes’ from the drop down list to submit Nomination for GRP Membership.

These nominations will be considered when selecting panel members and assessors for NHMRC funding schemes.

### 2.3 Pro-PU: Peer Review Unavailability

If you have indicated in the Funding recipient status field (Pro-PD: Personal Details) that you are unavailable for any period for participation in NHMRC peer review, please select...
the start and end dates of your unavailability and enter in the free text field, a brief reason for your unavailability.

2.4 Pro-A: Address

Please enter your primary (administering) institution. If you are affiliated with other institutions, please enter these under additional institutions.

Please provide details of your preferred mailing address. This will be the address used if the NHMRC needs to contact you via the postal service. Home addresses are acceptable.

2.5 Pro-RE: Research Interests

It is important for this information to be as accurate as possible as it may be used to assist during the Peer Review Process in identifying potential panel members, external assessors or committee members, and may also be used for analyses of NHMRC’s funding profile.

Please select from the drop down menu, a Broad Research Area and up to ten Research Keywords most applicable to your main area of research. Please also provide at least one, and up to three keywords to describe your core research methodologies or methodological expertise (e.g. clinical trials, knockout mice, gene therapy etc.).

You may also provide any other additional information and details of your research expertise or interests. This can include your research methodologies, student supervision and key publications.

(maximum of 2000 characters including spaces and line breaks).

For the purpose of NHMRC Peer Review, you have the opportunity to indicate your Preferred Research Area for your application in A-RC: Research Classification (refer to Subsection 4.3).

2.6 Pro-FR: Fields of Research

Click ‘New’ to start a new entry for each Field of Research relevant to your career. You should indicate when you started research in that field and whether the research is current.

CV SECTION

Fellowships require applicants to complete the sections of the CV outlined in the Table 2 above.

2.7 CV-QAP: Qualifications, Awards and Prizes

Click ‘New’, to start a new entry for each qualification award and prize you have received. Select the appropriate type and click ‘save’. You will then be taken to a page where you can enter additional details of your qualifications, awards and prizes.

Your qualifications, awards and prizes will appear in chronological order for assessors. Generally, an award is recognition of an achievement with no associated remuneration whereas a prize is recognition of an achievement, with a form of remuneration.

Note: Any paid fellowship or scholarship should appear under either CV-RF: NHMRC Research Funding or CV-ORF: Other Research Funding. Unpaid fellowships should be entered under this section as an Award or under CV-A: Appointments.
2.8 CV-EH: Employment History

Click ‘New’ to start a new entry for each employment position. Fill out the relevant details about the employer, job title, employment type and the start and end date (if applicable). Part-time positions should also be included. Your entries will be listed in reverse chronological order (i.e. the most recent first).

2.9 CV-A: Appointments

Click ‘New’ to start a new entry for any current and/or previous appointments. Include any honorary appointments, government appointments, boards, committees, university, institute and professional responsibilities. Do not include employment in this section.

2.10 CV-CD: Career Disruption

Fellowship applicants do not need to complete this section. For Fellowship applications, information on career disruptions is captured in B-CD and B-GP of the application. Any information entered here in CV-CD will not be presented to assessors.

2.11 CV-PM: Professional Memberships

Click ‘New’ to start a new entry for any current or previous professional memberships and/or registrations you hold. You will need to provide the organisation name and the start and end dates of the membership. Please tick the box to indicate if the membership is current.

2.12 CV-CP: Conference Participation

Click ‘New’ to start a new entry for any conference you have participated in. You should provide details such as conference title, country, your role at the conference and the year the conference took place. Entries will be listed in reverse chronological order (i.e. the most recent first).

Fellowship applications require information on all conference participation. Please note that information entered in the Summary field will not be available to Fellowship assessors and will not be taken into consideration.

2.13 CV-CE: Community Engagement and Participation

Click ‘New’ to start a new entry for any community engagement that you have been involved in.

Fellowship applications require information on all community engagement.

You may wish to consult the Statement on Consumer and Community Participation in Health and Medical Research which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so. The Statement is available at http://www.nhmrc.gov.au/publications/synopses/r22syn.htm.

2.14 CV-P: Patents

Click ‘New’ to start a new entry for any patents for which you contributed to more than 20% of the development effort. Entries will be listed in reverse chronological order (i.e. the most recent first). You will need to create separate entries for each patent.
General
Please provide details of the patent number and select the country awarding the patent from the Patent Office drop down list. You will need to select the year in which the patent started, and indicate the patent’s current status. You should provide details of the named inventors of the patent in the free text box.

Funding Source for Research
In the provided tick boxes, indicate if the funding source was NHMRC, other Australian Institute or International source.

Detail
Please provide a brief description of the patent, i.e. the technology.
(maximum of 500 characters including spaces and line breaks).
Please also provide details on the applicability and/or the impact of the patent.
(maximum of 500 characters including spaces and line breaks).

2.15 CV-TPP: Translation into Policy/Practice
Fellowships require information detailing any research that has resulted in changes to organisational or government policy/practice. Click ‘New’ to start a new entry for any activities which have resulted in research translation. Entries will be listed in reverse chronological order (i.e. the most recent first).

General
Select from the drop down list if the research was translated into policy or practice and indicate the year of the research results from the drop down list.
You should provide details on the research and resulting outcomes clearly indicating your role.
(maximum of 1500 characters including spaces and line breaks).

Funding Source
Select from the tick boxes if the research was funded by NHMRC, other Australian Institute or an International source.

Detail
Please provide details of the organisation, government department etc. that the research translation affected. Indicate the year the change was translated/implemented and provide details of the changes which resulted.
(maximum of 1500 characters including spaces and line breaks).
You can also provide details on what outcomes have occurred if known – this is optional.
(maximum of 1500 characters including spaces and line breaks).

2.16 CV-CN: Contribution to NHMRC
Click ‘New’ to start a new entry to indicate the number of times you have participated in a NHMRC Peer Review Panel and/or a NHMRC Grant Advisory Group. Please provide details of your role, the year of participation and in the situation of external assessments, the number of assessments that you have provided.
Fellowship applications require all information on your contribution to NHMRC.
2.17 CV-JR: Editorial Responsibilities

Click ‘New’ to start a new entry of your journal and editorial peer review involvement. Entries will be listed in reverse chronological order (i.e. most recent first).

Fellowship applications require all information on your editorial responsibilities.

2.18 CV-SM: Supervision and Mentoring

Provide details of your supervision and mentoring role, the start year and number of students. Entries will be listed in reverse chronological order (i.e. the most recent first). Please start a new page for each separate entry.

2.19 CV-RF: NHMRC Research Funding

Click ‘New’ to start a new entry of any previous and/or current NHMRC funding, including offers received for future funding. Entries will be listed in reverse chronological order (i.e. the most recent first).

Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants. Fellowship applications require all this information.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

2.20 CV-ORF: Other Research Funding

Click ‘New’ to start a new entry of any previous and/or current funding from sources other than NHMRC, including offers received for future funding. Entries will be listed in reverse chronological order (i.e. the most recent first). Please provide as many details as you can in the spaces provided.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

2.21 CV-Pub: Publications

This information can be uploaded using a tab delimited file using Microsoft Excel® or by exporting your EndNote® Library as an .xml file. Further details on how to do this can be found on the CV-PU: Publication Uploads page in RGMS.

Your publications will be grouped together by the type of publication and then listed in reverse chronological order. They will also automatically be given an RGMS ID number.

Note: Do not use the sequence number when referring to your publications in other sections of the application as this number will change if you upload more publications whereas the RGMS ID for each publication will not.

2.22 CV-W: Workload

When filling out your workload as part of the CV section in RGMS, please bear in mind that this is your current workload and does not include any intended changes in your division of hours/week, should your grant application be successful.

Please provide your hours/week for your Teaching Load, Clinical Load, NHMRC Research Load, Other Research Load and any Administrative Responsibilities you may have currently.
3. Starting a New Grant Application

Complete all questions on the ‘Create Application’ screen as instructed below.

**Initiative**
Select ‘NHMRC-ARC Dementia Research Development Fellowship’.

**Round**
Select ‘2015_NHMRC-ARC Dementia_Fellowships_funding_commencing_2015’.

**RGMS Application ID**
Each application will have its own unique Application Identification Number (Application ID), which is generated by RGMS. Please use this ID number (e.g. APP####) to identify your application in any correspondence when referring to your application.

**Administering Institution**
There can only be one Administering Institution for each application. You must ensure that the institution you choose as your Administering Institution is the correct institution for your application. If in doubt contact the RAO at your proposed Administering Institution to confirm its status as an NHMRC Administering Institution and ensure it has the facilities to administer your application. Any enquiries regarding applications or the administration of NHMRC grants should be directed to your RAO in the first instance.

**Application Title**
The Application Title will be used to identify the application at all times during the assessment process and should accurately describe the nature of the grant proposal.

*(maximum of 250 characters, including spaces and line breaks.)*

**Grant Duration (years)**
Select four (4) years for a Fellowship application.

**Allow RAO Access**
If you wish to allow your RAO to have edit rights to your application, you should select ‘Yes’ in the RAO Edit Access field.

NHMRC provides this functionality to support researchers and RAOs in managing the application process. NHMRC does not accept any responsibility for errors or omissions arising from the use of the RAO edit function and strongly recommends that the RAO, applicant and Administering Institution discuss the management of RAO edit access before selecting this option.

**Minimum RGMS Profile Data Entered?**
If particular ‘core’ fields within your RGMS Profile are incomplete, you may be prevented from creating an application until you have entered information into these fields.

Once you have entered the required Profile information and the ‘Minimum RGMS Profile Data Entered?’ field displays ‘Yes’, you will be able to ‘Save’ this page and commence your application.

*Once all the fields above are complete – click ‘Save’ and then go to the ‘Detail’ tab*
4. General Application Details

4.1 A-PA: General

Application ID, Initiative, Round, Administering Institution, Application Title
These fields will be pre-populated from your selections in the “Create Application” screen.

Aboriginal and Torres Strait Islander Research
This question enables you to identify research that is specifically motivated by a desire to investigate Aboriginal and/or Torres Strait Islander health issues. It is also designed to enable NHMRC to identify those research proposals that will require assessment of the proposed research against the Criteria for Health and Medical Research of Indigenous Australians (the Indigenous Criteria see below).

Research proposals that specifically relate to the health of Aboriginal and/or Torres Strait Islander peoples must address the following guidelines:

I. Criteria for Health and Medical Research of Indigenous Australians available at:

II. Values and Ethics – Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research available at:

III. The NHMRC Road Map II: A strategic framework for improving the health of Aboriginal and Torres Strait Islander people through research available at:

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

You should only select YES if you can demonstrate that at least 20% of your research effort and/or capacity building relates to Aboriginal and/or Torres Strait Islander health.

If you have answered “Yes” to this question, your application may be assessed against the Indigenous Criteria and you will need to address the Indigenous Criteria in B-GP of the application form under the Grant Proposal.

Synopsis

The synopsis should accurately and briefly summarise the research proposal. This information may be used to assign applications to Peer Review Panels (PRP) and assessors. It may also be used by other organisations (if applicable) to determine whether the research proposal meets their priorities for funding. Applicants are therefore encouraged to use laypersons terms where possible.

(You have a maximum of 2000 characters including spaces and line breaks to provide this information).

Privacy

Please ensure that you have carefully read and understood the NHMRC Privacy Notice, prior to completing the application. The Privacy Notice is located in the NHMRC Funding Rules. If you have not understood the Privacy Notice or require further clarification, please contact the NHMRC Privacy Contact Officer (NHMRC, GPO Box 1421, Canberra ACT 2601).
Under amendments to the Privacy Act 1988 that took effect in March 2014, the NHMRC requires your consent when sending your personal information overseas, for the purposes of peer review of applications.

4.2 A-PIInst: Institutions - Participating

Note: The term ‘Actual Institution’ has now been replaced with ‘Participating Institution’.

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. In this section you will need to list the Participating Institution and department where the proposed research will be conducted.

Note: If the research will be conducted at more than one institution, enter the percentage allocated to each Participating Institution and department to reflect the sharing of the research effort among the institutions that you have listed. The percentages entered must total 100%. Complete this page for each institution if there is more than one. If the Participating Institution does not appear in the list please email the institution name to RHC (help@nhmrc.gov.au).

(You have a maximum of 100 characters including spaces and line breaks to answer this question.)

4.3 A-RC: Research Classification

The Guide to Peer Review Areas, will be used in the peer review process to assist with the selection of appropriate expert peer reviewers for your application. It may also be used for analyses of NHMRC’s Funding Profile.

You must make the selections that best describe your research proposal against each of the following fields:

- Guide to Peer-Review Areas – Choose at least one (up to three) selections from the list.
- Broad Research Area
- Fields of Research
- Fields of Research Subcategory
- Research Keywords/Phrases

When completing this section, refer to the relevant Guide to Peer Review Areas which can be found at:


You should also refer to the Australian Standard Research Classifications and NHMRC Research Keywords and Phrases. This information is available at:


4.4 A–BoD: Burden of Disease

Use the ‘Browse’ button to select a Burden of Disease that best describes the research area 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 not exceed 100%.
4.5 A-RT: Research Team and Commitment

As part of the project component of your fellowship (funded by the Australian Research Council), you are able to request Personnel Support Packages (PSP) within the maximum research project funding amount of $250,000 (available to applicants in all categories of the Fellowship Scheme, both part time and full time) and identify proposed workloads in this section.

**Note:** Do not include your own salary, other Chief Investigator information (as this does not apply to this Scheme), or nominate Associate Investigators in this section – this section is to identify PSPs as part of the project component only. Direct Research and Equipment costs associated with the project component are entered in B-PB: Proposed Research Project Budget.

For further information on Research Support application budgets please see *Budget Guidelines for NHMRC/ARC Dementia Research Development Fellowship Project component* found at Appendix A.

---

**Note:** Clinical loadings are applicable to all NHMRC-funded graduate research personnel with registered medical or dental qualifications, whether or not they perform any clinical duties (available to applicants in all categories of the Fellowship Scheme, both part time and full time). These loadings are paid on claim by the Administering Institution.

**To request a PSP, click on ‘New’ button, then select the ‘Type’ of PSP you are requesting.**

1) **Professional Research Person**

A Professional Research Person is a graduate with recognised qualifications who will be employed to undertake research on this proposal. The Professional Research Person will not have responsibility for the proposal.

You must provide details of their contribution to the proposal, including the work to be undertaken and the time commitment, and reasons for the PSP requested.

Do not include the name of the person, only a brief description of their role/title.

**A-R RT: Proposed Salary**

Nominate the requested level and percentage (%) of PSP for each year of funding by clicking on ‘Properties’ tab and select “A-RT: Proposed Salary”.

2) **Technical Support Staff**

Technical Support Staff includes research students and technical staff to be employed on this proposal.

You must provide details of their contribution to the proposal, including the work to be undertaken and the time commitment, and reasons for the PSP requested.

Casual staff that are to be contracted at hourly rates should **NOT** be included as part of the PSP requests but rather should be included under **Direct Research Costs**. See B-PB: Proposed Budget – DRC and Equipment for further details.

Do not include graduate personnel as Technical Support Staff.

Do not include the name of the person, only a brief description of their role/title.

**A-RT: Proposed Salary**

Nominate the requested level and percentage (%) of PSP for each year of funding by clicking on the ‘Properties’ tab and select “A-RT: Proposed Salary”.

**Salary**

a. Enter the PSP level sought, based on the level of work to be undertaken by the team member.

b. Enter the percentage of PSP requested for each year of funding. Applicants must apply for the exact proportion of a PSP that is required for the research being proposed.

**Reason**

Please justify any requests for salary.
4.6 A-EG: Ethics General

If you answer “Yes” to any of these questions, the NHMRC may require ethics approvals to be supplied in the event of your application being successful in obtaining NHMRC funding. Further information on ethics clearances can be found at www.nhmrc.gov.au/grants/policy/research-ethics-committee-and-regulatory-approvals-clearance.
5. Scheme-Specific Application Details

The following sections of the application form are specific to NHMRC-ARC Dementia Research Development Fellowships, and must be complete as a part of your application.

General

RGMS will automatically populate the round with your selection from the “Create Application” screen.

5.1 B–AES: Application Executive Summary

The Application Executive Summary (AES) should focus on the applicant’s suitability for being awarded a Fellowship.

In the AES, applicants must summarise their claims against the selection criteria. The AES provides an opportunity for the applicant to highlight the most compelling evidence to support their application. Applicants are asked to create subheadings (Applicant, Project, Research Output) within their AES under which they should address each criterion specifically.

(Maximum of 4000 characters, including spaces and line breaks)

All applicants will be assessed and ranked against the selection criteria listed below. All criteria are assessed relative to opportunity (see the 2014 NHMRC Funding Rules, Subsection 3.7.1 Relative to Opportunity). Guidance on specific issues that applicants may wish to address in their AES in reference to the selection criteria is provided in Table 3 below.

Table 3: Selection Criteria and the AES

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Application Executive Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applicant</td>
<td>Guidance for the applicant:</td>
</tr>
<tr>
<td></td>
<td>• Describe briefly how your research proposal relates to the aims of the scheme and fits under the dementia research framework.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Do not</strong> repeat information provided in your application CV sections. Provide career highlights in your CV Executive Summary.</td>
</tr>
<tr>
<td></td>
<td>• Summarise the opportunities you may have had in order to guide the Peer Review Panel in assessing your track record ‘relative to opportunity’. <strong>Do not</strong> include details of your career disruptions here as they will be covered in B-CD: Career Disruption. Refer to the NHMRC Funding Rules, Subsections 3.7 Relative to Opportunity and 3.7.1 Career Disruption for definitions.</td>
</tr>
<tr>
<td>2. Project</td>
<td><strong>Do not</strong> repeat details of your research proposal provided in your Grant Proposal PDF (B-PR: Grant Proposal).</td>
</tr>
<tr>
<td>3. Research Output</td>
<td>Please Note: For further information refer to the scoring matrix in the Funding Rules at Attachment A.</td>
</tr>
</tbody>
</table>

Note: It is recognised that Aboriginal and Torres Strait Islander applicants often make additional valuable contributions to policy development, clinical/public health leadership and/or service delivery, community activities and linkages, and are often representatives on key committees. If applicable, these contributions will also be considered when assessing research output and track record.
5.2 B–AITrain: Application Information

Type of award

From the drop-down list, select the category of Fellowship you are applying for (refer to Fellowship Funding Rules, Section 6 Categories of Awards for full details):

1. Australian;
2. Overseas;
3. Health Professional Research (Part time) – 50%
4. Health Professional Research (Part time) – 60%
5. Health Professional Research (Part time) – 70%
6. Health Professional Research (Part time) – 80%
7. Health Professional Research (Part time) – 90%
8. Other Part-time – 50%
9. Other Part-time – 60%
10. Other Part-time – 70%
11. Other Part-time – 80%
12. Other Part-time – 90%

Once you have selected one of the above ‘types’ the subsequent sub menu will be specific for either ‘Australian’ or ‘Overseas’ awards.

Australian Based Fellowship

These fellowships are intended to provide support for fellows who are employed at 1.0 full time equivalent (FTE) to engage in research that is based entirely in Australia.

Overseas Based Fellowship

These Fellowships are intended to provide support for Fellows who are employed at 1.0 FTE to engage in research where the initial two years is undertaken at an overseas institution followed by two years in Australia. The overseas portion of the Fellowship may only be undertaken full-time unless exceptional circumstances apply.

Health Professional Research Fellowship

These fellowships provide a professional part-time option for clinical applicants. It allows fellowship holders to share their time between research and their other professional activity. These fellowships are intended to be held part-time (0.5 – 0.9 FTE) for the duration of the fellowship. However, fellows may seek to convert from part-time to full-time during their fellowship (see subsection 10.1 of Funding Rules).

Other Part-time option

There are occasions when researchers who wish to maintain a research career are unable to do so because their capacity to engage in full-time employment is limited due to pregnancy; major illness; and carer responsibilities including parental leave. Researchers may select this option at the time of application or convert to it during the course of a fellowship. If converted, they would be able to do so temporarily, with a maximum fellowship period of four years.

Priority Framework Area

All fellowship applicants are required to select the Priority Framework Area which best fits their research proposal. The five Priority Framework areas are (refer to Funding Rules Appendix A - Budget Guidelines for NHMRC/ARC Dementia Research Development Fellowship Project component): Primary prevention to prevent the disease from developing

1) Research into origins of dementia and related neurodegenerative disease
2) Research into disease mechanisms and models

Secondary prevention and treatment for people developing dementia

3) Disease definitions and diagnosis research

4) Treatment and prevention research

Quality of Life and Care

5) Health and social care research

Health Professional

If applying for Health Professional Research Fellowship, upload your current supervisor’s signed agreement using the ‘Browse’ button. The agreement must be uploaded as a single PDF file using the following naming convention: **APP#####_Applicant’s Surname_Supervisor signed agreement.pdf**

**Note:** In accordance with the Funding Rules, applicants for Health Professional Research Fellowships (part-time) must include a written statement from their supervisor supporting the release of the applicant if offered a fellowship. *(Maximum of 1000 characters, including spaces and line breaks)*

5.3 B-LPAR: Location of Proposed Australian Project

**Institution Details**

The institution and department you select should be the actual institution at which you intend to do the proposed research.

**Institution**

Select the institution by clicking on the ‘Browse’ button or

**Institution (if other)**

Enter other institution (if not in the drop down list).

**Department**

Enter the Department for your proposed Australian research.

**Start date** (of proposed research)

This is the start date for your proposed Australian research. You may either enter a date or use the box next to this field to select a date.

**End date** (of proposed research)

This is the end date for your proposed Australian research. You may either enter a date or use the box next to this field to select a date.

**Institution address**

Enter the address of the institution of proposed research.

**Supervisor Information**

**Supervisor name**
This is the name of the supervisor that will be supervising you during your Australian term of the Fellowship.

**Supervisor Institution**
Enter the name of the institution of your proposed supervisor.

**Supervisor Institution address**
Enter the address of the institution of your proposed supervisor.

**Letter of explanation**
Applicants who are not changing Institutions, PhD Research Team or Department will need to upload their PDF letter of explanation here (refer to *Funding Rules, Subsection 8.2 Requirement to Move Institution/Research Group*).

**5.4 B-OR: Location of Proposed Overseas Project**
Note: This Section is not required for Australian applicants and therefore will not appear.

**Location of Proposed Overseas Project**
The institution and department you select should be the actual institution at which you intend to do the proposed research.

**Institution**
Select the institution by clicking on the ‘Browse’ ( ) or **Institution** (if other)
Enter other institution (if not in the drop down list).

**Department**
Enter the Department for your overseas proposed research.

**Start date** (of proposed research)
This is the start date for your proposed overseas research. You may either enter a date or use the box next to this field to select a date.

**End date** (of proposed research)
This is the end date for your proposed overseas research. You may either enter a date or use the box next to this field to select a date.

**Indicate the number of people (including yourself) who will be travelling overseas**

**Number of adults**
Enter the number of adults that will be travelling overseas.

**Number of children**
Enter the number of children that will be travelling overseas with you.

**Institution address**
Enter the address of the institution of your proposed overseas research.

**5.5 B-PhD: PhD Studies**

**PhD Title**
Enter your PhD title.
**PhD Studies: Supervisor**

**PhD Supervisor Title**
Please select your PhD supervisor’s title from the drop down list.

**First Name**
Enter your PhD supervisor’s first name.

**Last Name**
Enter your PhD supervisor’s last name.

**Institution**
Select you PhD supervisor’s institution from the list by clicking on the ‘Browse’ (browse).

**Department**
Enter your PhD supervisor’s department.

**PhD Studies: Applicant**

**Institution where PhD was awarded**
Select the institution where your PhD was awarded from the list by clicking on the ‘Browse’ (browse).

**Department where your PhD was awarded**
Enter the department of the institution where your PhD was awarded.

**If you have not submitted your thesis, when in the future do you plan to submit?**
This question should only be completed by applicants that have not yet submitted their thesis to indicate their planned thesis submission date. If you have not yet attained your PhD, you may still submit an application, however, your thesis must be submitted by 30th June 2015.

**Note:** Successful applicants must provide evidence of their PhD being passed before grant payments can commence.

**PhD actual Submission Date**
Enter your PhD submission date or use the calendar next to the field to select a date.

**PhD Approval Date**
Enter your PhD approval date or use the calendar next to the field to select a date (if you have already been awarded your PhD). The information required here is the date of the letter advising that your PhD had been awarded (it is not the date of the conferral ceremony). Please enter the details as requested (if you have not yet attained your PhD, you may still submit an application, however, your thesis must be submitted by 30 June 2015).

If you have passed your PhD, suitable evidence (preferably in the form of your notification letter) needs to be attached to this screen (see below).

**Do you meet the eligibility requirements for the category of award in relation to the time elapsed since your PhD approval date?**
Select ‘Yes’ or ‘No’ from the drop down list.

At 30 June 2015, no more than 4 years of time must have elapsed since your PhD was passed (from the date of the letter advising that your PhD thesis was passed – not upon receipt of
degree). **Note:** This eligibility criterion does not apply to the Health Professional category which is unlimited. Refer to *Funding Rules, Section 5* for further details relating to eligibility.

If you answered **No** to the above question due to a career disruption, you will need to fill in the **Career Disruption** screen page – refer to section B-CD: Career Disruption.

**PhD evidence upload**

Applicants who have PhD evidence need to upload their evidence of the date that their PhD was passed by clicking on ‘**Browse**’.

**In Relation to your PhD Studies**

**Are you remaining with your PhD research team?**

Refer to *Funding Rules, Subsection 8.2*. Select ‘**Yes**’ or ‘**No**’ from the drop down menu. PhD research team refers to any member of your PhD supervisory committee and/or their collaborators who have actively collaborated or co-authored publications within the last five years.

**Are you remaining with your PhD supervisor?**

Select ‘**Yes**’ or ‘**No**’ from the drop down list.

**Is the research proposal for this application a continuation or extension of your PhD study?**

Select ‘**Yes**’ or ‘**No**’ from the drop down list.

**Are you remaining with the same Department of the same research institute?**

Select ‘**Yes**’ or ‘**No**’ from the drop down list.

**Have you uploaded the letter of explanation from your proposed supervisor?**

Refer to *Funding Rules, Subsection 8.2*. Select ‘**Yes**’ or ‘**No**’ from the drop down list.

If you have answered ‘**Yes**’ to this section please upload the required documentation at section B-LPAR: Location of Proposed Australian Project if you have not already done so.

**Note:** The following questions help NHMRC calculate the amount of funding an applicant will receive and these questions must be answered accurately.

**Do you hold Medical or Dental qualifications?** Select one of the following from the drop down list:

- If you hold Medical qualifications you need to select ‘**Medical**’.
- If you have Dental qualifications you need to select ‘**Dental**’.
- If you hold neither qualification select ‘**Neither**’.

**If you hold Medical or Dental qualifications, what is the qualification you hold?**

Enter the qualifications you hold.

All qualifications need to be entered in full not by acronym, e.g. Bachelor of Medicine, Bachelor of Surgery rather than MBBS.

**If you hold Medical or Dental qualifications**

Provide evidence of Australian registration in your dental or medical field. This must show the registering body, current registration period and the registration number.

Upload evidence of Australian registration by clicking on ‘**Browse**’.
Will you be practicing as a Clinician or Dentist during the course of this award?
Select ‘Yes’ or ‘No’ from the drop down list.

5.6 B-CD: Career Disruption

This section gives you the opportunity to provide supporting evidence to substantiate your claims for eligibility in terms of years since your PhD was passed. **Note:** At 30 June 2015, you must have had no more than 4 years of time elapsed since your PhD. This eligibility criterion does not apply to the Health Professional category of award. Refer to *Funding Rules, Section 5.*

For a definition of what is considered a career disruption, refer to the *NHMRC Funding Rules, Subsection 3.7.1 Career Disruption.* In addition to the criteria outlined in *NHMRC Funding Rules, Subsection 3.7.1,* a career disruption involves a prolonged interruption to an applicant’s capacity to work, either due to absence (for periods of one month or greater) and/or long-term partial return to work, to accommodate carer responsibilities or illness. The career disruption must have resulted in significantly reduced research productivity or nil research output.

Please note that any part-time absences from work due to circumstances classified as career disruptions (e.g. absences associated with child rearing, major illness, carer responsibilities) are considered career disruptions in relation to eligibility for the scheme. Please upload supporting evidence in this section of the application, unless the career disruption is of a sensitive nature (see below).

**Note:** Applicants with career disruptions are given space in *B-GP: Grant Proposal,* to describe how their career disruptions have impacted on their research and output capacity.

For each career disruption, click on the ‘New’ button and follow the below instructions. Please create a new career disruption for every time the FTE of the career disruption changes.

**Career Disruption**

Enter the **Start Date, End Date and Reason** *(maximum of 1000 characters, including spaces and line breaks)* for the career disruption.

**Full Time Equivalent**

State the percentage FTE **of the career disruption** in accordance with your Institution’s conditions of employment. Please do **NOT** enter a percentage sign. E.g. If you researched for 3 days/week and looked after children for 2 days/week, you should enter 40 as the FTE (%).

**Accumulated Days**

RGMS will automatically calculate the total full-time equivalent accumulated days of the career disruption. This calculation is based on calendar days.

To determine your eligibility, these accumulated days will be subtracted from the number of years (as at 30 June of the application year) since the letter advising your doctoral thesis was passed.

For your information, an example Accumulated Days calculation is provided here.

**Example:** If you looked after children for 2 days/week from 1 April 2012 to 30 November 2012 (244 days – note that the start and end dates are included), the accumulated days of the career disruption would be 244 x 40% = 98 days.
Evidence

Upload documentation (letter from employer, medical certificate, etc.) supporting each claim of career disruption unless the career disruption is of a sensitive nature (see below). The evidence should be uploaded as a PDF file (2 Mb maximum) using the following naming convention: APP######_Applicant's Surname_CD Evidence.pdf.

Important: You must upload supporting evidence for EVERY claim of career disruption unless the career disruption is of a sensitive nature (see below).

Sensitive Career Disruptions

If the career disruption is of a highly sensitive nature and an applicant does not wish to share the details with the peer review panel, details may be submitted separately to NHMRC rather than via B-CD of their application. For example, an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim details separately.

Applicants wishing to submit a sensitive career disruption should:

1. Create a ‘New’ career disruption in B-CD of their application
2. Select ‘Sensitive Career Disruption’ from the Reason drop down and enter the Start Date, End Date, FTE, and Accumulated Days as described above.
3. Upload a blank PDF as Evidence
4. Provide details of the career disruption in a separate PDF document to NHMRC in–confidence to email address: career.disruptions@nhmrc.gov.au, Attention: Dementia Research Development Fellowships by the application close date. This PDF should clearly state the period of time affected and the nature of the career disruption. Please provide as much information as possible to explain your situation. Please ensure your application ID number is included in the PDF.

Claims for sensitive career disruptions will be reviewed and assessed by Senior NHMRC Staff. Their decision will be forwarded to the peer review panel without reference to details, advising if the career disruption is accepted and which years should be considered.

5.7 B-AP: Academic Performance

Academic transcript

Upload your academic transcript by clicking on ‘Browse’

Academic performance

Outline your academic performance. Do not repeat your academic transcript or provide a full CV, but describe the directions you have taken in your academic career and any special highlights which you wish to draw attention to.

(Maximum of 1500 characters, including spaces and line breaks)

5.8 B-PE: Previous Experience

Previous Experience 1

Provide brief details of your previous experience highlighting the most significant contributions you have made to your field of research.

(Maximum of 1500 characters, including spaces and line breaks)
Previous Experience 2
Provide brief details from your previous experience that most significantly affect your research proposal.
(Maximum of 1500 characters, including spaces and line breaks)

Previous Experience 3
Outline any prior experience relevant to Indigenous health.
(Maximum of 1500 characters, including spaces and line breaks)

5.9 B-GP: Grant Proposal
The Grant Proposal template can be found on the NHMRC’s website at www.nhmrc.gov.au/grants-funding/apply-funding/nhmrc-arc-dementia-research-development-fellowships. Applicants must use this template.

The Grant Proposal should be uploaded as a single PDF file using the following naming convention: APP#####_Applicant’s Surname_Grant Proposal.pdf. Refer to Compliance Requirements (Subsection 1.4 of this document) for the formatting specifications that your Grant Proposal PDF must adhere to.

Your Grant Proposal PDF may have the following sections as described below:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Research Proposal (including references)</td>
<td>5 pages</td>
</tr>
<tr>
<td>B. Indigenous Health Criteria, if applicable</td>
<td>2 page</td>
</tr>
<tr>
<td>C. Career Disruption, if applicable</td>
<td>1 page</td>
</tr>
</tbody>
</table>

A. Research Proposal
Provide a brief research plan (maximum five A4 pages, including references). The plan should describe your vision for the next four years and detail the proposed research objectives, methodologies and expected outcomes.

References relating to the Research Proposal must:
- be in a standard journal format
- list authors in the order with which they appear in PubMed;
- not include web links; and
- only include references to cited work.

B. Indigenous Health Criteria (if applicable)
If your research includes Aboriginal or Torres Strait Islander Health research and you answered ‘Yes’ at A - PA: General, you have a maximum of two additional pages to describe what proportion of the research effort and/or capacity building activity will be directed to Indigenous Health and address the Criteria for Health and Medical Research of Indigenous Australians (available at: www.nhmrc.gov.au/grants-funding/apply-funding/nhmrc-arc-dementia-research-development-fellowships) which are:
- Community Engagement;
- Benefit;
- Sustainability and Transferability;
- Building Capacity;
- Priority; and
- Significance.
All Indigenous health research applications must demonstrate that at least 20% of their research effort and/or capacity building relates to Aboriginal and/or Torres Strait Islander health.

C. Career Disruption (if applicable)

The NHMRC is committed to ensuring that every applicant is treated fairly, and this means that some candidates will have had career disruptions that should be considered when evaluating their track record. We recognise the following reasons for career disruption: pregnancy; major illness; and carer responsibilities including parental leave. All career disruptions will be reviewed to ensure they meet policy guidelines. For further guidance on what constitutes a career disruption, please refer to NHMRC Funding Rules, Subsection 3.7. In addition to the criteria outlined in NHMRC Funding Rules, Subsection 3.7.1, a career disruption involves a prolonged interruption to an applicant’s capacity to work, either due to absence (for periods of one month or greater) and/or long-term partial return to work, to accommodate carer responsibilities or illness. The career disruption must have resulted in significantly reduced research productivity or nil research output.

It is critical that applicants use this opportunity to declare any career disruptions - periods of ‘reduced or no productivity’ - that may be relevant to their most recent five year research career history. The assessment of your track record, and the scientific quality and significance and/or innovativeness of the application, can be assessed objectively taking all the relevant factors into account.

Applicants are asked to clearly outline the duration and impact the career disruption had on your productivity within the last five years.

For example, if in the last five years you have taken six months of maternity/carer’s leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years (see table). You should therefore add any publications or other components of your Track Record that you want peer reviewers to consider, predating five years by two years (see below for further details on how to capture this in your application).

<table>
<thead>
<tr>
<th>Work status over past 5 years</th>
<th>Effective Full Time Equivalent (FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 years maternity leave (6 months)</td>
<td>0</td>
</tr>
<tr>
<td>0.5 FTE for 3 years</td>
<td>1.5</td>
</tr>
<tr>
<td>1.5 years full time</td>
<td>1.5</td>
</tr>
<tr>
<td>TOTAL in past 5 years</td>
<td>3</td>
</tr>
</tbody>
</table>

You have a maximum of one page to define and address the impacts of any career disruptions in the last five years. This page must be used to clearly:

a. Briefly summarise the career disruption(s);

b. State the impact on your research output/productivity;

c. Provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application; and

d. If applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g. to join an editorial board of
a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

If the career disruption is of a highly sensitive nature and you do not wish to share this information with your reviewers, details of the nature of the career disruption are submitted separately to NHMRC. You would already have indicated you have a sensitive career disruption and submitted details and evidence in B-CD: Career Disruption. Therefore, in your Grant Proposal, indicate that the career disruption is of a sensitive nature but please still include details of the outputs that relate to the career disruption period claimed in your application. Provide details of additional research outputs (those that occurred in the relevant preceding years) as described above that you want the reviewers to consider when assessing your application.

5.10 B-PS: Project and Supervisor

1. Describe the potential of this research project and choice of supervisor to extend your knowledge and skills.

(Maximum of 1200 characters, including spaces and line breaks)

2. Describe how the tenure of this award would contribute to your future career aspirations.

(Maximum of 1200 characters, including spaces and line breaks)

3. Indicate how the research topic relates to your current and future professional pathway.

(Maximum of 1200 characters, including spaces and line breaks)

5.11 B–PB: Proposed Research Project Budget

All Fellowships include a project component funded by the ARC.

Fellows can include in their application requests for research project funding of up to a maximum of $250,000. Research project budgets may include funding for Personnel Support Packages, equipment and other direct research costs. Appendix A provides further information regarding budget items that may be requested, particularly in relation to Direct Research Costs (DRCs). Some applications have more complex budgets than others: you are not required to fill all the available space.

Personnel Support Package requests are entered under the Research Team and Commitment section of A-RT (refer to section 4.5).

Using Research Facilities

Applicants often need to receive services from third parties to enable their research to be successfully undertaken. Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia and from organisations that provide clinical trials services. This list is illustrative and is by no means exhaustive.

Is this application using services provided by a research facility?

If you answer “YES”, provide details of the costs of using services provided by research facilities in the budget as Direct Research Costs and ensure they are fully justified.
Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this screen.

**Direct Research Costs (DRC)**
You must provide:

a. The total value of the DRCs requested for each year, in quanta of $5,000; and

b. Details and amount sought for each item requested. This must be aligned with the proposed aims of the study, detailed on a yearly basis and with associated justification
 *(You have a maximum of 6000 free text characters to provide this justification.)*

Applicants should refer to the following web-link for further information concerning DRCs: http://www.nhmrc.gov.au/grants/administering-grants/nhmrc-funding-agreement-and-deeds-agreement.

**Equipment**
You must provide:

a. The total value of all items of equipment for each year,

b. Justification for the cost of each equipment item.
 *(You have a maximum of 2000 free text characters to provide this justification.)*

Equipment requests are to cover only those items individually costing **over $10,000 and less than $80,000**, which are essential to the grant (smaller items are to be requested as DRC items). Applicants may not seek funding for equipment totalling more than $80,000 for the entire period of the grant.

**Note:** Applicants are expected to provide realistic costings and NHMRC reserves the right to adjust budgets at our discretion.

**Budget Summary**
A budget summary for the project component is automatically generated from the following sections of the application:

- Salaries –A-RT, Research Team and Commitment;
- Direct Research Costs –B- PB, Proposed Budget;
- Equipment –B – PB, Proposed Budget.

If any of the information is incorrect or your proposed budget exceeds $250,000 (the maximum project funding amount), please return to the appropriate section in the application to amend.

**5.12 B-R: Referees**

**Important Notes:**

It is the applicant’s responsibility to obtain the referee report and ensure that it is submitted through RGMS by the nominated referee’s prior to the closing date.

Applicants must ensure that they submit a complete application (which includes the required referee report).

Incomplete applications will be deemed ineligible and removed from further peer review.
• NHMRC staff will not chase outstanding reports. Applicants can monitor the progress of submission of reports by checking the B-R: Referee page. Applicants will receive an RGMS-generated email once the referee has uploaded a report against their application.

**Referee Report – Supervisor**

The person who will be supervising you in 2015 will need to complete the referee report. A 2 page CV for the supervisor will also need to be included in the report and uploaded with the referee report as one PDF document in RGMS.


Applicants are advised to notify their nominated supervisor before they submit an application and also advise them of the due date for submission of the Referee report to allow processing of the application by the Administering Institution.

To begin nominating Referees, click on the ‘New’ button.

**General**

Provide the name and contact details of your nominated referee, who has agreed to provide the report that will comment on the research and training opportunities that will available to you.

**Referee with RGMS profile**

If your referee has an RGMS profile, select him or her from the drop down list by clicking on the ‘Browse’ (🔍).

*Please note the referee email address is extremely important as once you have entered the referee particulars and saved the nomination, an electronic alert will be sent to the referee notifying them of your application.*

This screen will also allow you to track the referee process and enable you to see when a referee has submitted their report.

**Referee without RGMS profile**

If your referee does not have an RGMS profile, enter the relevant information on the right hand side of the screen.

Once the information is entered and confirmed as correct click on the save button.

*Please note the referee email address is extremely important as once you have entered the referee particulars and saved the nomination, an electronic alert will be sent to the referee notifying them of your application.*

This screen will also allow you to track the referee process and enable you to see when a referee has submitted their report.

**To cancel a Nomination of a Referee**

On the Referee screen, click on the Referee you wish to cancel. This will take you to the referee’s profile. Under the ‘Status’ heading there are three sub-headings:

- **Cancel nomination** – if you wish to cancel a nominated referee, check the box. **Note:** This can only be done if the referee has not already submitted their report. Once a nomination is cancelled in RGMS an electronic alert is sent to the referee notifying them of the...
cancellation. If you cancel a nomination you will need to re-nominate another referee to replace the cancelled nomination.

- **Reminder email sent?** – This is automatically populated by RGMS once a reminder email has been sent to the nominated referee.
- **Report uploaded** – This box will automatically be checked by RGMS when the report has successfully been uploaded by the referee.

### 6. Application Certification

It is the responsibility of the applicant to ensure that their application is complete and correct before certification and submission to NHMRC. Your application will be reviewed and assessed as submitted.

Applications must be certified by both you and your RAO. The RAO will not be authorised to submit the application to NHMRC until satisfied that the application is complete and you have agreed to it (i.e. through written evidence such as email).

Once submitted to NHMRC, your application will be considered final and **no changes can be accepted**.

**Note:** Certification will lock down the application and prevent further editing. The final snapshot produced at this time will include relevant information from your Profile and CV, any subsequent changes to these areas of RGMS will not appear on the application.

The RAO will need to **reject** the application in order for you to make further changes to your application.


### 7. RAO CERTIFICATION

The RAO is required to complete the RAO Certification screen of the electronic application before the application is lodged. By answering ‘**Yes**’ to the questions, the RAO is verifying that the questions have been completed, the necessary approvals have been obtained and that the RAO holds the approval documents.

Appendix A

Budget Guidelines for NHMRC/ARC Dementia Research Development Fellowship Project component

Introduction
The project component of the Fellowship will fund the direct costs of the research proposal. This document is designed to assist grant applicants in identifying resources which can or cannot be funded using the Fellowship project funds, and to assist applicants in the preparation of the budget component of their grant application.

Level of funding
Applicants are advised to clearly justify the requested budget paying particular attention to any research cost(s) which may be specific to this field of research and specially needed for their application.

Fellowship applicants are required to:
- make a case for grant funding in accordance with the Scheme-Specific Information.
- declare the sources, duration and level of funding already held for research.

Where co-funding has already been secured, applicants should indicate the components of the budget for which support is being sought.

Budget considerations
There are three areas to consider when preparing a budget proposal:

1. support for personnel engaged in the conduct of the research;
2. direct research costs (DRCs); and
3. equipment costs necessary to conduct the research. These and other budget considerations are discussed below.

Support for Personnel
Casual computing and similar casual staff requirements, which will be contracted at hourly rates, should be included under DRCs.

Funds to support personnel are provided as Personnel Support Packages (PSPs). Requests for additional funds to cover salary or salary on costs for personnel are not to be included in either the salary or DRC sections of a budget application. The level of PSP requested in an application should match the roles and responsibilities of the position, rather than the expertise of a specific person whom the Fellow may intend to appoint to the position. Information on PSP amounts for 2015-16 can be found at: http://www.nhmrc.gov.au/grants-funding/apply-funding/budget-mechanism-funding-commencing-2016.

Personnel Support Packages (PSPs) are designed to contribute to the full cost of salary. Administering Institutions should seek their own advice on any potential taxation implications.
An annual indexation will be applied to PSPs, based on the Australian Government Wage Cost Index (WCI).

**Direct Research Costs (DRCs)**

DRCs are available in multiples of $5,000. Individual items of equipment costing less than $10,000 must be requested as DRC.

All requests for funds must be fully justified, especially requests for:

- programming, preparation and data storage or the hire of external computer time. Funds will not be provided for the hire of computer time on a computer within the applicant's institution,

- covering the liability insurance for human clinical trials; and

- administrative charges associated with registration of clinical trials.

Salaries for personnel that are eligible to be funded as a PSP, and/or the gap between the PSPs contribution and actual salaries and on costs are not to be included as a DRC in application budgets.

**Travel, conference and publication costs**

When travel is integral to undertaking the research project, such as field work, research collaborations or use of facilities in other countries, this cost should be included in the grant application budget.

It is not possible to predict where and how knowledge translation and knowledge transfer will occur (because the research is yet to be undertaken). Thus, the cost of conference attendance and publications are not to be included as DRCs in grant application budgets.