



WORKING TO BUILD A HEALTHY AUSTRALIA
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NHMRC Development Grants

Advice and Instructions to Applicants Funding Commencing Early 2010

Online Applications Open: 5 May 2009

Closing Date: 7 July 2009

Late or incomplete applications will not be accepted

For **Policy** issues: **GRANTNET HELPDESK: 1800 500 983**

For **RGMS** issues: Sending an email to rgms@nhmrc.gov.au

or

For **URGENT** technical issues call **0421 054 952 (7AM – 7PM AEST)**

Table of Contents

INTRODUCTION.....	3
APPLICATION INFORMATION.....	4
RESEARCH TEAM and COMMITMENT	5
PROPOSED SALARY	7
PROPOSED WORLOAD	8
FUNDING REQUESTS.....	9
OTHER FUNDING.....	10
ABORIGINAL and TORRES STRAIT ISLANDER RESEARCH (Part 1)	11
ABORIGINAL and TORRES STRAIT ISLANDER RESEARCH (Part 2)	13
INSTITUTION - Access	14
INSTITUTION - Actual	15
NATIONAL HEALTH PRIORITIES	16
NATIONAL RESEARCH PRIORITIES	17
FIELD OF RESEARCH.....	18
COMMUNITY DETAILS.....	19
ETHICS.....	20
MOST RELEVANT PUBLICATIONS	24
FUNDING PARTNER.....	25
PROPOSED RESEARCH	26
COMMITMENT AND PARTICIPATION.....	29
PROPOSED BUDGET	30
BUDGET SUMMARY	31
APPLICANT CERTIFICATION.....	32
RAO CERTIFICATION	33

INTRODUCTION

The purpose of this document is to provide advice to applicants and Administering Institutions' Research Offices to assist in the completion and submission of applications for Development Grant funding commencing early 2010.

This document should be read in conjunction with the *Development Grant Funding Policy for funding commencing early 2010* (referred to herein as the 'Funding Policy') which provides important information on the objectives and underlying principles of Development Grants.

The **Development Grant Funding Policy for funding commencing 2010** is located at: <http://www.nhmrc.gov.au/grants/apply/development/index.htm>

NOTE: Applicants must not directly contact the Development Grant Review Panel (DGRP) members 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 Institutions Research Administration Officer (RAO) in the first instance.

Some information from the CV and Profile will be exported into this application such as:

- Publications
- Patents

So please ensure your CV and Profile are up to date.

LODGING YOUR APPLICATION:

The NHMRC's Research Grants Management System (RGMS) must be used to access your CV and Profile, or submit a Development Grant Application.

If you do not yet have a username and password for the RGMS, please consult <http://www.nhmrc.gov.au/grants/apply/development> for more information. Look for the '*Research Grants Management System (RGMS)*' link for information about how to access and use the RGMS.

APPLICATION INFORMATION

Initiative

The initiative to select for Development Grants is *Development Grants*.

Round

The round to select for 2009 Development Grants is *Round1 for 2010 Development Grant Funding*.

Application Identification Number (*RGMS ID*)

The Application Identification Number (Application ID) is system generated. Please use this ID number to identify your application in any correspondence when referring to your application. Each application will have its own unique number.

Administering Institution

While there may be instances where a Development Grant is carried out in more than one location, there can be only **one** (1) Administering Institution for each grant. You must ensure that the institution you intend to choose as your Administering Institution is the correct institution for your application. Select the correct Administration Institution from the list provided. If the Administration Institution doesn't appear on the list, please contact your RAO so that they can contact NHMRC.

Scientific Application Title

The scientific application title will be used to identify the application at all times during the assessment process and should accurately describe the nature of the project.

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

Simplified Application Title (*Simple Title*)

The simplified application title is usually 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 project.

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

Media Summary

In this section of the application, you are required to provide a summary description of the project that is 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, journalists, etc. 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)

RAO Edit Access

If you require your RAO to be able to edit your application please select yes to grant your RAO edit rights to the application.

RESEARCH TEAM and COMMITMENT

What it means to nominate additional members to your application.

In nominating a team member, you will be able to assign the team member to a role, delegate the team member to a salary package and nominate a percentage, identify the proposed workload of that team member and cancel the team member if it is required.

To nominate a team member select “New’

Researcher Details

Intending applicants (the “Chief Investigators”) for NHMRC Development Grants should assess their eligibility to apply for Development Grants against the criteria detailed in the Funding Policy available at:

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

Non Australian/Permanent Resident Chief Investigator A (CIA) Statement

In exceptional circumstances NHMRC reserves the right to consider CIAs who are not Australian Citizens or Permanent Residents at the time of submitting their Development Grant application. In this instance the CIA must submit a statement to support their position as CIA.

The CIA’s statement must be submitted as a separate one (1) page word document to NHMRC by the RAO of the Administering Institution **by 22 May 2009**.

The CIA’s statement must be emailed to: development.grants@nhmrc.gov.au

The subject line of the email must read: NHMRC Development Grant –

AppID_CIASurname_ExemptionStatement

for example: NHMRC Development Grant - 123456_Smith_ExemptionStatement.

Types

(Drop down box to select type)

Chief Investigator (CI)

- The CI is the investigator who takes responsibility for completion and lodgement of the application. Each Chief Investigator must complete the “Applicant Certification” screen to record and confirm their commitment to the Development Grant.

Associate Investigator (AI)

- An AI can be defined as an investigator who provides intellectual input into the research and whose participation warrants inclusion of their name on publications. A salary can not be paid for an AI.

Technical Support Staff

- This section is used to input the details of research students and technical staff to be employed on this grant. Do not include graduate personnel in this section.
- **DO NOT** include casual staff to be contracted at hourly rates. These should be included under **Direct Research Costs**.
- You must provide justification. It is not compulsory to name Technical Support Staff, however you must provide justification for the salary request and provide all details, including their role in the project, reason for the salary request and information about the work to be undertaken.
- Salary support on a grant will be awarded at the level assessed as appropriate for the work to be undertaken and the amount of time to be devoted to the project.

Professional Research Person (PRP)

- A PRP is a graduate with recognised qualifications justifying a Personnel Support Package (PSP) in the PSP2 to PSP5 range, and who will be employed to undertake research on this project.
- Unlike the CI's, the PRP will not have responsibility for the project.
- Salary support for PRPs will be awarded at the level assessed as appropriate for the work to be undertaken and the amount of time to be devoted to the project.
- You must provide details of their contribution to the project and reasons for the salary requested, including information regarding the work to be undertaken and justification for the salary level requested.

Once you have selected the 'type' click save. Then select the team member from the 'Person' - a searchable list. If the person you want to add is not listed they will require an RGMS Login, details on how to do this can be found at:

<http://www.nhmrc.gov.au/grants/apply/development>.

Look for the '*Research Grants Management System (RGMS)*' link.

Qualifications or skills sought

In this section, please provide specific qualifications or skills required for this research project.

(You have a maximum of 200 free text characters to provide this information)

PROPOSED SALARY

Nominate the requested level and percentage of salary for each year of the grant. Note that the income indicated is an estimate only, and actual values will vary.

For information PSP salary levels refer to the link below:

<http://www.nhmrc.gov.au/funding/apply/granttype/projects/budget.htm>

Enter the PSP level sought from the drop down box provided for this item, based on the description of academic staff classification standards and the level of work to be undertaken by the team member.

Enter the percentage of time requested for each year of funding. Your percentage of PSP level sought in each year must be equal to or less than the percentage of time spent on this application.

When awarding a budget, the DGRP will consider whether the percentage of salary requested for each year is reasonable given the time commitment indicated for this application.

Salary calculation

The form will complete this calculation for you. The salary calculation will take into account the NHMRC PSP level requested and the percentage of time the investigator will spend on the project. Salary loadings are applicable to all NHMRC funded graduate research personnel with registered medical or dental qualifications, whether or not they perform any clinical duties. Salary loadings are paid on claim by the Administering Institution. The Budget Mechanisms for Development Grants provides information regarding salary loadings.

Reason for salary

Describe your role in the research proposal and provide a reason for the salary you have requested.

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

PROPOSED WORKLOAD

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

Researchers based overseas are eligible to apply as a Chief Investigator, but not the CIA, unless otherwise specified. Refer to Section 3.3 of the Funding Policy for further information.

Chief Investigators who are based overseas may not draw a salary from a Development Grant.

Provide details of any expected domestic and/or international absences from the project.

If you anticipate an absence from the primary place where the research will be conducted of two (2) months or more during the period of funding of the Research Grant, specify the expected period of absence and the reason for the absence domestic and /or international. *(You have a maximum of 500 free text characters to provide this information)*

Proposed Workload - current

The information in this section will be sourced from the detail in your CV “Workload” subform. If this information is incorrect, please return to the “Workload” subform in your CV.

Proposed Workload – proposed

Provide this information in number format.

FUNDING REQUESTS

Select a team member from the list to provide NHMRC Funding details. If the team member does not appear in the list, 'Click' New, select a team member then click Save to provide NHMRC Funding details.

NHMRC Funding

Provide details of any NHMRC funding requested (or planned to be requested) which has not yet been approved. Failure to disclose full information may result in the application being removed from any further consideration by NHMRC.

OTHER FUNDING

Select a team member from the list to provide Other Funding Request details. If the team member does not appear in the list, 'Click' New, select a team member then click Save to provide Other Funding Request details.

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.

ABORIGINAL AND TORRES STRAIT ISLANDER RESEARCH (Part 1)

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 Review Panel (IHRP).

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

- I. *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>
- II. *Criteria for Health and Medical Research of Indigenous Australians* available at:
<http://www.nhmrc.gov.au/grants/files/indighth.pdf>

Applicants may also like to refer to *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>

Is this research proposal directed primarily towards Aboriginal and/or Torres Strait Islander populations and/or health issues? No/Yes

You must answer “Yes” to this question if the research relates to the health of Aboriginal and Torres Strait Islander peoples. Research such as this requires specific ethics consideration as detailed in Section 6.2 of the Funding Policy.

If you have answered “Yes” to this question, your application will be assessed by an Indigenous Health Review Panel (IHRP) against “*The Criteria for Health and Medical Research of Indigenous Australians*” (*The Criteria*), which can be found at:

<http://www.nhmrc.gov.au/grants/files/indighth.pdf>

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)

ABORIGINAL AND TORRES STRAIT ISLANDER RESEARCH (Part 2)

Does the Research proposal include a discrete Aboriginal and/or Torres Strait Islander health research component or capacity building component?

This question enables applicants to identify specific components of their proposal that relate to Aboriginal and/or Torres Strait Islander peoples. 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)

INSTITUTION - Access

Institution Access

You must answer “**Yes**” to this question if any of the Chief Investigators on this application 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.

You must also provide a justification of why this proposal is not funded, or could not be 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)

Will you require access to any of the facilities currently funded under the NHMRC Enabling Grants Scheme?

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>

Do you have an agreement from the facility to use the required resource?

Select **Yes** or **No** using the drop down box provided.

Will you require access to any major scientific facilities not funded under the NHMRC Enabling Grants Scheme?

Select **Yes** or **No** using the drop down box provided.

Which facilities do you intend to use?

Identify the name(s) of the facilities you intend to use.

(You have a maximum of 200 free text characters to provide this information)

INSTITUTION - Actual

Actual Institution(s)

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.

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%.

NATIONAL HEALTH PRIORITIES

National Health Priorities (NHP)

Select the relevant 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% in the table, but may be less.

NATIONAL RESEARCH PRIORITIES

National Research Priorities (NRP)

Select the relevant 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% in the table, but may be less.

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.

FIELD OF RESEARCH

Research Area

Broad Research Area

From the drop down box provided, select the Broad Research Area that best describes the research proposal.

Fields of Research (FoR)

From the drop down box provided, select one of the FoR that best describes the research proposal.

Fields of Research Subcategory

From the drop down box provided, select one of the Fields of Research Subcategory that best describes the research proposal.

Research Keywords

Research Keywords/Phrases

This information may be used in the peer review process to assist with the selection of appropriate DGRP members for your application. It may also be used for analyses of NHMRC's funding profile.

From the browse boxes provided, select a minimum of three (3) and a maximum of five (5) keywords or key phrases, which describe the research more specifically.

Health Keywords

Health Keywords/Phrases

From the browse boxes provided, select a minimum of three (3) and a maximum of five (5) keywords or key phrases, which describe the specific health areas or diseases/conditions to which this research is relevant.

Socio-Economic Objectives (SEO)

From the drop down box provided, select a minimum of one (1) and a maximum of five (5) 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. You will be required to allocate the percentage of research applicable to any specific objective. The percentages entered must total 100%.

Burden of Disease

From the drop down box provided, 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%.

COMMUNITY DETAILS

Consumer and Community Participation

Does this research involve consumer and/or community participation?

The Consumers Health Forum of Australia Inc (CHF) and the NHMRC worked in partnership with consumers and researchers to develop 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>

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)

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)

ETHICS

Section 8.4 of the Funding Policy provides important information regarding requirements for ethics and other approvals and should be read prior to completing this section.

Clinical Details

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

You must answer “**Yes**” if your research involves direct interaction between investigators and one or more patients or subjects. This information may be used to identify research that involves clinical research.

Is this an application to conduct a clinical trial?

You must answer “**Yes**” if your research is to conduct a clinical trial. This information will be used to identify projects that involve a clinical trial. The Large Scale Clinical Trials Review Panel (LSCTRP) will review applications intending to conduct clinical trials.

A clinical trial should be considered as the evaluation of any health care intervention (including prevention, early detection, treatment, health service, 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?

You must answer “**Yes**” in this section if your research proposal requires submission to a Human Research Ethics Committee (HREC).

(If you answer yes another sub page will appear in the left hand menu with the following questions after you hit ‘save’)

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

If you answer “**Yes**” in this section, you must also enter the name of the Commonwealth Agency or department involved.

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

Administration to Humans of Drugs, Chemical Agents or Vaccines

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

You must answer “**Yes**” to this question if the project will involve the administration of drugs, chemical agents or vaccines to humans including the use of alternative or complimentary medicines. You must provide detailed information on these drugs, chemical agents or vaccines to including the alternative or complimentary medicines.

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

Do any activities in this research proposal require a licence for the use of excess ART embryos under the Research Involving Human Embryos Act 2002?

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.

A person may apply to the NHMRC Licensing Committee for a licence authorising one or more of the following:

- a) Use of excess ART embryos (excluding ‘exempt’ uses, as defined below);
- b) Creation of human embryos other than by fertilisation of a human egg by a human sperm, and use of such embryos;
- c) Creation of human embryos other than by fertilisation of a human egg by a human sperm that contain genetic material provided by more than two (2) persons, and use of such embryos;
- d) Creation of human embryos using precursor cells from a human embryos or a human fetus, and use of such embryos;
- e) Research and training involving the fertilisation of a human egg by a human sperm up to, but not including, the first mitotic division, outside the body of a woman for the purposes of research or training in ART;
- f) Creation of hybrid embryos by the fertilisation of an animal egg by human sperm, and use of such embryos up to, but not including, the first mitotic division, if
 - 1) the creation or use is for the purpose of testing sperm quality; and
 - 2) the creation or use will occur in an accredited ART centre.

The RIHE Act includes a number of “exempt” uses of excess ART embryos, for which no licence is required from the NHMRC Licensing Committee. These are:

- storage of the excess ART embryo;
- removal of the excess ART embryo from storage;
- transport of the excess ART embryo;
- observation of the excess ART embryo, including photographing or video recording;
- allowing the excess ART embryo to succumb;
- diagnostic investigations on the excess ART embryo carried out by an ART clinic, where the embryo is biologically unfit for implantation. Such investigations can be carried out in an attempt to find the cause in subsequent ART treatment; and
- using the excess ART embryo in the ART treatment of a woman other than the woman for whom the excess ART embryo was created. That is, where the excess ART embryo has been donated by the couple or woman for whom it was created for the ART treatment of another couple.

Offences

It is an offence to:

- conduct any activity on an excess ART embryo unless it is an exempt use as list above or it is authorised by a licence from the NHMRC Licensing Committee
- conduct any of the licensable activities listed above without a licence from the NHMRC Licensing Committee
- use an embryo for research which has been created by ART which has **not** been declared excess to the reproductive needs of the couple for whom it was created.

Researchers in this area are strongly advised to familiarise themselves with the requirements of both the RIHE Act and the PHCR Act.

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

<http://www.nhmrc.gov.au/embryos/index.htm> or by e-mailing embryo.research@nhmrc.gov.au

Will this research involve the use of human stem cells?

You must answer 'Yes' to this question if your research involves the use of human stem cells. You must also select from the pick list if these human stem cells are Adult, Embryonic or both.

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)

Ethical Implications of Experiments on Humans

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

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

Note that it is not sufficient to state that the "National Statement on Ethical Conduct in Research Involving Humans ('the National Statement') will be observed". The Research Plan must include sufficient detail to enable the project to be fully assessed in respect of ethical issues by an independent HREC.

Ethics - Animal

Does this research proposal require submission to an institutions animal ethics committee responsible for animal research?

You must answer "Yes" to this question if the research proposal requires submission to an institutional Animal Ethics Committee.

(If you answer yes another sub page will appear in the left hand menu with the following questions after you hit 'save')

Will this research involve the use of animal stem cells?

You must answer 'Yes' to this question if your research involves the use of animal stem cells. You must also select from the pick list if these animal stem cells are Adult, Embryonic or both.

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 provide this information)

Ethical Implications of the Project Experiments on Animals

For experiments involving animals, a brief statement justifying the use of animals in the experiments related to the application must be given here. The statement should address the general principles of replacement, reduction and refinement.

Note that it is not sufficient to state that “*The Australian Code of Practice for the Care and Use of Animals for Scientific Purposes will be observed.*” The Detailed Background and Research Plan must include sufficient detail to enable the project to be fully assessed in respect of ethical issues by an independent Animal Ethics Committee.

(You have a maximum of 2000 free text characters to provide this information)

Animal Usage

This question asks you to identify the animal species (and strain where appropriate) to be used in the project and to indicate the number of each species and strain.

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

This information is designed to help institutional Animal Ethics Committees and the DGRP to assess your application, and to provide statistical information to NHMRC on the use of animals in medical research.

Genetic Manipulation of Organisms

Answer “**Yes**” to this question if the project will involve organisms being genetically manipulated as defined under the *Gene Technology Act 2000* and may require the proposed work to be assessed by an Institutional Biosafety Committee or approved by the Gene Technology Regulator before commencement.

Use of Carcinogenic or Highly Toxic Chemicals

Answer “**Yes**” to this question if the project will involve the use of carcinogenic or highly toxic chemicals.

MOST RELEVANT PUBLICATIONS

Select a team member from the list to select relevant publications. If the team member does not appear in the list, 'Click' New, select a team member then click Save to select relevant publications.

Publications

Each Chief Investigator is to select up to 20 of their Publications from the last five (5) years that directly relate to this application. You will be able to select up to 20 of your publications uploaded in your CV. You will be able to arrange the publications in priority order and enter a description for each publication selected.

FUNDING PARTNER

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.

NOTE: Placement details are not applicable for Development Grants.

For each Funding Partner, a letter of support is required; see Section 6.5 of the Policy.

Funding Partner Contribution

NOTE: Placement details are not applicable for Development Grants.

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.

PROPOSED RESEARCH

Outline the broad research themes to be pursued by the team over the next one (1) to three (3) years. Address aims, strategies, relevance/significance, innovativeness, planned techniques and methodologies, and expected outcomes. Indicate clearly the area of expertise that each Chief Investigator will contribute to the research plan. Detailed experimental plans of individual's projects are not required. Please upload the document once the following has been adhered to.

Formatting of the Development Grant PDF attachment

The following formatting requirements should be adhered to:

Header: The Application ID generated by RGMS in at least 12 point, in top right hand corner. The type of attachment eg. Background and Research Plan and Page Number (no smaller than 12 point in top left-hand corner). The header is allowed outside the margin requirements 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 no smaller than 12 point.

Diagrams, Graphics and Images in the Background and Research Plan: Colour diagrams, graphics and images may be included in the Background and Research Plan. 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 should comply with the guidelines set out under the heading of 'Formatting of the PDF attachment'.

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

Line spacing: Should be set to single.

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

You must NOT include links to additional information on any website in your application excluding references to published peer review journal articles that are only available online.

The Development Grant Application (PDF attachment)

The PDF file must provide a clear plan for the project in a way that can be appreciated by all panel review members.

Commence each question on a new page, with the appropriate heading.

Ensure that any prescribed page limits are strictly adhered to.

Cover Page. You are to provide, on a cover page, the following information:

- Application ID. Ensure that the application ID used is included in the top right hand corner of each page of this file.
- Investigators. The title, given names and family name of all Chief Investigators listed on the application.

Each of the following questions (1-7) should be commenced

1. Synopsis

A maximum of one (1) page is permitted for the Synopsis. The Synopsis should accurately, and briefly, summarise the research proposal. The Synopsis should NOT contain Images, diagrams or tables.

2. Introduction – Summary (*Maximum one (1) A4 page*).

- a) Provide text up to **half a page**, describing the work to be undertaken in a manner accessible to an educated reader who is not a specialist in the particular research field.
- b) Provide text up to **half a page**, describing how this application is relevant to the Development Grants funding scheme **including why you consider that this application is not appropriate as a Project Grant application**. Make particular reference to evidence in support of the proposal having reached **early proof-of-principle stage** of development.

3. Scientific Merit of the Proposed Research – Research Plan (*Maximum eight (8) A4 pages*).

Provide a detailed Research Plan that allows the scientific merit of the proposal to be assessed according to the following criteria:

Significance. Does it address an important unmet health need?

Approach. Will the experimental design, methods and analyses produce definitive answers and are they likely to demonstrate proof of principle?

Feasibility. Do the applicants have the skills, commitments and resources to carry out the experimental plan and meet its milestone objectives?

Scientific track record. Do the applicants' publications or other records indicate that they can conduct the research program at a high scientific level?

The Research Plan should contain the following sub-sections:

- 1) Aims of the project
- 2) Background to the proposed project
- 3) Research Plan
- 4) Expected outcomes and significance of the project

4. Track Record of Commercial Achievements (*Maximum two (2) A4 pages*).

Have the applicants any previous experience in commercialisation of research? Such experience may include, on an increasing scale:

- inventorship on patents;
- industry consulting;
- involvement in sponsored research programs;
- licensing of their intellectual property; and
- direct involvement in industry placements.

5. Commercial Potential (*Maximum three (3) A4 pages*).

Provide evidence of a basic understanding of the process and steps to move from research to outcomes that can be commercialised, including the process and steps to a market, the nature of the market, the milestones and risks of the venture and an understanding of possible means of handling intellectual property connected with the proposal. The application should provide an outline of the potential commercial development pathway should the development of the product, process or technology prove successful.

6. National Research Priority Area (*Maximum one (1) A4 page*).

Detail how the proposal addresses a National Research Priority Area (if applicable).

Note that your research activity does NOT have to be in a priority area to be funded.

7. References

You must provide a list of the references cited in the Application Text in standard journal format.

Note:

There may be a document that you are required to submit as an attachment to your application that you do not have electronically. For example, an application for research in the area of Indigenous health may have a letter of support from a remote community or Aboriginal Medical Service. In such cases you may, in the *Detailed Background and Research Plan*, include an extract of the original ensuring that:

- you clearly indicate that the text is an **extract** of another document;
- you clearly identify the sender and recipient;
- you do not change the context intended in the original document; and
- your RAO holds a copy of the full document which is to be made available to NHMRC on request.

COMMITMENT AND PARTICIPATION

Provide a brief summary of the participation of each Chief Investigator in the broad research plan proposed in this application.

(You have a maximum of 4000 free text characters to provide this information)

PROPOSED BUDGET

NHMRC budgets are provided on a one-line basis and may include funding for salaries, equipment and other direct research costs. Section 4.2 of the Funding Policy provides further information regarding budget items that may be requested.

NOTE: A minimum of one (1) and maximum of three (3) years of funding is available.

Direct Research Costs (DRC)

Enter the total value of the DRC requested for each year in quanta of \$5,000.

Include here individual items of equipment costing less than \$10,000.

Your budget should include the charges imposed by your institution for the agistment of animals used in your research. Purchase costs of animals are to be included in your application.

Give details and justify each item of DRC.

Enter details of the DRC items sought and amount requested. Also enter those items not included within other categories, eg. items such as equipment costing less than \$10,000, consumables, printed materials, microfilms, survey or field expenses, purchase costs for animals and computing charges.

(You have a maximum of 2000 free text characters to provide this information).

Equipment

Enter the total value of all items of equipment for each year.

Applicants may not seek funding for equipment totalling more than \$80,000 for the entire period of the grant.

Equipment requests are to cover only those items individually costing **over \$10,000** and **less than \$80,000**, which is essential to the grant, smaller items must be requested as DRC items.

Justification for the equipment request

Provide a description and cost for each item of equipment sought.

(You have a maximum of 2000 free text characters to provide this information)

BUDGET SUMMARY

Salaries

The budget information in this section is automatically generated by information entered in the **Nominate Additional Researcher and Commitment subforms**.

If any of the information is incorrect, please return to the appropriate section in the application form to amend.

Direct Research Costs

The DRC information is automatically generated by information entered in the **Proposed Budget subform**.

If any of the information is incorrect, please return to the appropriate section in the application form to amend.

Equipment

The equipment information is automatically generated by information entered in the **Proposed Budget subform**.

If any of the information is incorrect, please return to the appropriate section in the application form to amend.

APPLICANT CERTIFICATION

Each individual investigator must complete the “Application Certification” screen prior to the CIA submitting the application to the RAO.

Do you consent to this application and associated reports from being referred to other funding agencies, including those within 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.

RAO CERTIFICATION

The RAO is required to complete the “RAO Certification” screen of the electronic application form 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.

Under the requirements of the Deed of Agreement between NHMRC and the Institute, payments for a grant cannot commence until appropriate institutional approvals, including ethics clearances, have been obtained and are held by the Administering Institution.