



NHMRC DEVELOPMENT GRANTS

ADVICE AND INSTRUCTIONS TO APPLICANTS

For funding commencing in 2012

Applications open on 18 April 2011 and close 17:00 hrs (AEST) on 18 July 2011.

Late applications will not be accepted.

This document should be read in conjunction with the *NHMRC Development Grants Funding Policy for funding commencing in 2012*.

Applicants should read all instructions and other accompanying documentation, and consult with their own Research Administration Office or technical team before contacting the Research Help Centre (help@nhmrc.gov.au). The RHC can help with:

- specific information regarding funding schemes;
- policies, filling out application forms, and feedback or suggestions; and
- difficulties with logging into and using RGMS.

All enquiries should be directed to:

Research Help Centre

Ph: 1800 500 983

Email: help@nhmrc.gov.au

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INTRODUCTION

Overview

NOTE: The NHMRC's Research Grants Management System (RGMS) must be used to access/enter your Profile and CV, and submit funding applications to NHMRC.

Applicants who are not yet registered on RGMS should register for an RGMS login. To obtain an account go to the RGMS login page (<http://www.rgms.nhmrc.gov.au>) and click on the 'New User Request' link. If you require assistance call the Research Help Centre on 1800 500 983.

The purpose of this document is to provide advice to applicants and Administering Institutions' Research Offices for the completion and submission of applications for NHMRC Development Grant funding commencing in 2012.

A complete Development Grant Application must consist of the following:

1. Completion of Parts A and B of the application form
2. The relevant information in your RGMS Profile and CV
3. The uploaded PDF Document containing your *Detailed Background and Research Plan*, including Track Records for each Chief Investigator.
4. If relevant, the uploaded PDF document relating to Career Disruption.

It is essential that your Profile and CV are kept up to date. Relevant information from your Profile and CV will be imported into snapshots of your grant applications. Details of which components of the Profile/CV that will be imported into each type of application are provided in the '**Profile/CV Required Information by Scheme**' document located in the RGMS Library. Additionally, NHMRC uses information from the Profile to contact you and to guide the assigning of applications for review. Although it is not necessary to complete all information requested in the Profile/CV, applicants should complete the minimum requirements as outlined in '**Profile/CV Required Information by Scheme**'.

Advice on completing the Profile/CV components of RGMS is available at p26 of this document.

This document should be read in conjunction with:

1. the *Development Grants Funding Policy for Funding commencing in 2012* (referred to herein as the 'Funding Policy') which provides important information on the objectives and underlying principles of Development Grants. This funding policy can be found in the RGMS Library or at: <http://www.nhmrc.gov.au/grants/apply/development/index.htm>
2. RGMS Tutor, which is composed of training tutorials and can be accessed from the NHMRC website at <http://www.nhmrc.gov.au/grants/rgms/index.htm#c>; and in the RGMS Library within RGMS.

Referencing Publications

Each publication in the CV will be given an identification number by RGMS to assist applicants in referring to their publications. Applicants should use this number when referring to specific publications in their application, particularly in text boxes where characters are limited. Please DO NOT use the Sequence Number as this will change upon the addition of new publications and/or publication uploads.

Responsible Conduct of Research

Applicants are reminded that research funded by NHMRC must comply with the *Australian Code for the Responsible Conduct of Research* (2007), which can be found at:

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

Applicants must not directly contact Development Grant Review Panel (DGRP) members or External Assessors in relation to their application, or the peer review process. If they do so, panel members/assessors must inform NHMRC, and NHMRC may exclude their application from further consideration. Similarly, DGRP members and External Assessors must not contact applicants. All applicants are to direct any queries to their Administering Institution's RAO in the first instance.

RGMS Application

The 'Detail' tab of the RGMS application is divided into two parts, Part A (common for all funding schemes) and Part B (scheme specific). The sections included within these parts are as follows:

Part A Sections Included	Part B Development Grants
A: Application Details	B-FP Funding Partner
A-RT: Research Team and Commitment	B-CP: Participation
A-NF: Intended NHMRC Funding Requests	B-PR: Proposed Research
A-OF: Intended Other Funding Requests	B-PB: Proposed Budget
A-A2: Aboriginal and Torres Strait Islander Research	B-PPRC Publications, Papers, Reports & Contributions
A-IAcc: Institution – Access	
A-IAct: Institutions – Actual	
A-NHP: National Health Priorities	
A-NRP: National Research Priorities	
A-RC: Research Classification	
A-SEO: Socio Economic Objectives	
A-BoD: Burden of Disease	
A-CD: Community Details	
A-EG: Ethics – General (leads to Clinical Details, Human, Animal and Other)	

Significant Changes

The following changes have been made to this year's application process:

- The CIA is responsible for creating and submitting an application, including certification. Other CI team members will have **view rights**¹ to the application.
- Application ID and CIA names will appear at the top of each page of Parts A & B.
- Only the CIA can run a snapshot. All other CIs on the application and RAO²s can **view** the snapshots once they are run. Each snapshot report is time and date stamped so team members can access the latest report.
- The research classification section has been expanded.

¹ This means that CI team members (and RAOs) can access and read the application and download the latest snapshots, but cannot edit it.

² If CIA decides to grant the RAO with edit access, then RAOs can also run new snapshot reports.

- Sub-page reference codes have been added to assist with easy reference.
- The snapshot formats have been streamlined to encompass formatting improvements, feedback from the 2010 funding round and ease of use considerations.
- The new snapshot format will consist of three documents:
 - Summary Snapshot
 - Application Details Snapshot
 - Assessor Snapshot
- Changes to the nature and information required in key elements of the Profile/CV (refer to Profile/CV requirements section).

Important Note:

While completing your application, it is important to keep in mind the criteria against which applications will be assessed. In preparing an application, you are also advised to consider carefully the detailed category descriptors in relation to each of the selection criteria, which are available at Attachment A of the funding policy.

The three internationally benchmark assessment criteria are:

1. Scientific merit of the proposal (40%)

Is the proposal scientifically sound according to NHMRC 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, commitment and resources to carry out the experimental plan and meet milestones?
- **Scientific track record:** Do the applicants' publications or other records demonstrate they can conduct the research program at a high scientific level?

2. Track record of commercial achievements (20%)

Do the applicants or their identified partners have any previous experience in the commercialisation of research? Such experience may include:

- inventorship on patents;
- industry consulting;
- involvement in sponsored research programs;
- licensing of intellectual property;
- direct involvement in industry placements;
- involvement in a company 'spun out' of a university, hospital or research institution for the purpose of commercialising a product, process and or service; and
- involvement in taking research findings through to market.

3. Commercial potential (40%)

The applicant/s are expected to provide evidence of an understanding of the process and steps to move from research to outcomes that can be commercialised, (including the nature of the market and an

initial assessment of the patent landscape), the milestones and risks of the venture and an understanding of methods for handling intellectual property connected with the project. The applicant should provide an outline of the potential commercial development pathway that would be traversed should the development of the product, process or technology prove successful.

Detailed descriptions of these criteria can be found in section 7.2 of the Funding Policy.

Templates

Word templates for the application have been provided for your convenience. You can use these templates to fill out your application off line and then ‘copy’ and ‘paste’ your finalised draft text from the template into RGMS and click ‘save’.

The templates can be found in the RGMS Library, and at:

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

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

Starting a New Application

For step by step instructions on how to start a new Development Grant application refer to the screenshots below. Alternatively, see the RGMS ‘How To’ Information sheet in the RGMS Library at: <http://www.nhmrc.gov.au/grants/rgms/index.htm>

To begin a new application, select the Application page from the main menu and click the NEW button found at the bottom of the page.

Applications

Initiative	Application Title - Simple	RGMS ID	ATSI	Initiated By	Initiated Date	Administering Institution	Status
Development Grants	TEST21212100	APP1001279		ChiefInvestigator, Test	17/08/09	ZZ NHMRC Test (Do Not Use)	Under Review
NHMRC - European Union	NHMRC TEST	APP1018293		ChiefInvestigator, Test	2/08/10	ZZ NHMRC Test (Do Not Use)	Application In Progress
Project	APP1017370 NHMRC TEST ONLY ROUND	APP1017370		Wollum, NatalieRGMS	12/06/10	ZZ NHMRC Test (Do Not Use)	Under Review
Project	APP1017371 - NHMRC TEST ONLY ROUND	APP1017371		Wollum, NatalieRGMS	12/06/10	ZZ NHMRC Test (Do Not Use)	Under Review
Project	APP1017373 NHMRC TEST ONLY ROUND	APP1017373		Wollum, NatalieRGMS	13/06/10	ZZ NHMRC Test (Do Not Use)	Under Review
Project	APP1017376 NHMRC TEST ONLY ROUND	APP1017376		Wollum, NatalieRGMS	13/06/10	ZZ NHMRC Test (Do Not Use)	Under Review
TEST ONLY DO NOT USE!!!	CHRIS TEST	APP1000600		ChiefInvestigator, Test	24/11/09	ZZ NHMRC Test (Do Not Use)	Under Review
TEST ONLY DO NOT USE!!!	Chris's other test	APP1000602		ChiefInvestigator, Test	24/11/09	ZZ NHMRC Test (Do Not Use)	Expired

Total Results: 8

▼ Delete New

■ = Required

STEPS:
1. Click Applications from the Main Menu
2. Click the 'New' button.

NOTE:
If you click the 'submit' button, your application will be saved but you will be taken back one page – in this case, to the Mainpage.

STEPS:
1. Complete the questions on screen.
2. Click the 'Save' button.
This has created the 'shell' of your application and you can now complete all other remaining sections.

Initiative

The Initiative to select for Development Grants is *Development Grant*.

Round

The round to select for 2012 Development Grants is *'2011_Development Grant funding commencing_2012'*.

Application Identification Number (RGMS ID)

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

RAO Edit Access

If you wish to allow your RAO to have edit rights to your application, you should select **'Yes'** and save. The NHMRC provides this functionality to support researchers and RAOs in managing the application process. The 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, CIA and Administering Institution discuss the management of RAO edit access before selecting this function

PART A – APPLICATION DETAILS

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

PART A: APPLICATION DETAIL

You are required to complete a number of fields in each of the “pages” of Part A (e.g. A-RT, A-NF etc.), including fields on the ‘Part A Home’ page.

Administering Institution

While there may be instances where a Development Grant is carried out in more than one location, there can be only **one** Administering Institution for each grant. CIA must ensure that the institution you intend to choose as your Administering Institution is the correct institution for your application. If in doubt contact the Research Administration Office at your proposed Administering Institution to confirm its status as an NHMRC Administering Institution and ensure it is capable and has the facilities to administer your application.

Scientific Application Title

The scientific 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 characters including spaces and line breaks 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 characters including spaces and line breaks to provide this information.)

Media Summary

Describe the project in terms 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 characters including spaces and line breaks to provide this information.)

Synopsis

A maximum of 2000 free text characters is permitted for the Synopsis. The Synopsis should accurately, and briefly, summarise the research proposal as provided in the *Detailed Background and Research Plan*.

The Synopsis is extracted into the Summary Snapshot, which is used to assign applications to peer review panels and assessors, spokesperson allocation and the identification of conflicts of interest.

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

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

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

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

Other Part A pages requiring fields to be completed are outlined below:

PART A – A-RT : RESEARCH TEAM and COMMITMENT

In this section you are able to add or remove team members, assign them to a role, request personal support packages and identify their proposed workloads.

To nominate a team member select 'New'.

Role Types

Use the drop down box to select from the 4 role types which are described below.

Once you have selected the 'type', click 'save'. In selecting the 'type' of Chief Investigator (CI) or Associate Investigator (AI), Chief Investigator A then selects the team member from the searchable list labelled 'Person'.

If the person you wish to add is not listed, they need to obtain a RGMS Login. To obtain an account go to the RGMS login page (<http://www.rgms.nhmrc.gov.au>) and click on the 'New User Request' link. For assistance call the Research Help Centre on 1800 500 983.

Chief Investigator (CI)

- CIA is responsible for completion and lodgement of the application.
- Other CIs can read the application and must agree to its contents before it is submitted.
- A maximum of 10 CIs (CIA to CIJ) may be entered into your RGMS application.

Note: CIB to CIJ are required to have an RGMS account in order to access their application.

Associate Investigator (AI)

- An AI can be defined as an investigator who provides intellectual input into the research and whose intellectual participation may warrant inclusion of their name on publications. A salary can not be paid for an AI.
- AIs named on the application will be advised by the Chief Investigator. However, no consent is required from them before the application can be submitted.
- AIs do not have access to the application in RGMS.
- The contribution of AIs is to be entered within the attached *Detailed Background and Research Plan* PDF File. Please see **PART B – PR** of this document for more information.

Technical Support Staff

- Includes research students and technical staff to be employed on this grant.
- 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.
- **DO NOT** include casual staff to be contracted at hourly rates. These should be included under **Direct Research Costs**.
- Do not include graduate personnel as Technical Support Staff.

Professional Research Person (PRP)

- A PRP is a graduate with recognised qualifications justifying a Personnel Support Package (PSP) who will be employed to undertake research on this project.
- The PRP will not have responsibility for the project.
- You must provide details of their contribution to the project and reasons for the Personal Support Package (PSP) requested, including information regarding the work to be undertaken and justification for the PSP level.

For Associate Investigators, Technical Support Staff and Professional Research Persons enter:

- Title
- First Name
- Middle Name
- Last Name
- Email address

Note: If the person is not yet identified, enter ‘TBA’

Qualifications and skills sought

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

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

PART A – A-RT: PROPOSED SALARY

Nominate the requested level and percentage (%) of Personal Support Package (PSP) for each year of the grant:

- a. 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.
- b. Enter the percentage of PSP requested for each year of funding. Your percentage of PSP level sought in each year should be equal to or less than the indicated percentage of time to be spent on this application.
- c. If requesting over 100% PSP, please provide justification. (Please note requests over 100% are not normally accepted.)
- d. Describe the role in the research proposal and provide a reason for the PSP requested.

(You have a maximum of 1000 characters including spaces and line breaks to provide this information.)

When awarding a budget, the DGRP will consider whether the PSPs requested are reasonable given the time commitment indicated for this application.

Salary calculation.

Salary will be automatically calculated, taking into account the NHMRC PSP levels requested and the percentage of PSP requested. Loadings are applicable to all NHMRC-funded graduate research personnel with registered medical or dental qualifications, whether or not they perform any clinical duties. These loadings are paid on claim by the Administering Institution. *The Budget Mechanism for Development Grants* provides information regarding loadings. Note that the income indicated is an estimate only, and actual values will vary.

For information on PSP levels and budget mechanisms refer to the link below:

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

PART A – A-RT: PROPOSED WORKLOAD

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

Unless otherwise specified, Chief Investigator A (CIA) must be based in Australia. Researchers based overseas are eligible to apply as Chief Investigator B and below (CIB-CIJ). For further information refer to the Funding Policy.

Dates of anticipated domestic and/or international absences during the grant period

Provide dates if any member of the research team anticipates being absent for a period of two months or more during the funding period. Specify the expected period of absence and the reason for the absence.

(You have a maximum of 500 characters including spaces and line breaks to answer this question.)

% NHMRC Research Time

Indicate the amount of your NHMRC research time you would spend on this application if it were to be successful (This Application %) and the amount of your research time spent on other NHMRC applications (Other Applications %) in an average working week.

You may also provide a brief description detailing the proposed amount of time (hours/week) you would spend on this application if it were to be successful.

(You have a maximum of 1000 characters including spaces and line breaks to answer this question.)

PART A – A-NF: INTENDED NHMRC FUNDING REQUESTS

For each CI team member, provide details of any NHMRC funding they have requested (or planned to request) which has not yet been approved. Failure to disclose full information may result in the application being removed from any further consideration by NHMRC.

If the team member does not appear in the list, Click 'New', select a team member then click 'Save' to provide NHMRC Funding details. You may create multiple entries for an individual team member.

PART A – A-OF: INTENDED OTHER FUNDING REQUESTS

For each CI team member, 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.

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. You may create multiple entries for an individual team member.

PART A – A-A2: ABORIGINAL AND TORRES STRAIT ISLANDER RESEARCH

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

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

The questions enables 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 (The Indigenous Criteria)* as part of their application. The statement addressing *The Indigenous Criteria* is integral to the peer review process (refer to section 7.3 of the Funding Policy).

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

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

http://www.nhmrc.gov.au/your_health/indigenous/index.htm.

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

<http://www.nhmrc.gov.au/publications/synopses/e52syn.htm>.

The NHMRC Road Map II: A Strategic Framework for Improving Aboriginal and Torres Strait Islander Health through Research available at:

http://www.nhmrc.gov.au/your_health/indigenous/index.htm#Road_Map_II

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

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

If you have answered ‘Yes’ to this question;

1. 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.
2. Your application will be assessed against “*The Criteria for Health and Medical Research of Indigenous Australians*” (*The Criteria*).

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

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

(You have a maximum of 2000 characters including spaces and line breaks to provide information for each element)

PART A – A-IACC: INSTITUTION - Access

Chief Investigator(s)

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.

Provide justification of why this proposal is not funded, or is not expected to be funded, through other 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 characters including spaces and line breaks to provide this justification)

Institution Access

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

1. Will you require access to any of the facilities currently funded under the previous NHMRC Enabling Grants Scheme?
2. If you answer ‘Yes’ to this question, do you have an agreement from the facility to use the required resource?
3. Will you require access to any major scientific facilities not funded by NHMRC?
4. If you answer ‘Yes’ to this question identify the name(s) of the facilities you intend to use.

(You have a maximum of 200 characters including spaces and line breaks to provide this information.)

NHMRC's Enabling Grant Scheme was 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/grants/rounds/enableactiv.htm>

PART A – A-IAct: INSTITUTION – Actual

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

- a. To add an actual institution, click on the 'New' button.
- b. 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%. Complete this page for each institution if there is more than one.
- c. Click on the 'Browse' button and select the actual institution from the pick list (if the actual institution does not appear in the list please email the institution name to help@nhmrc.gov.au).
- d. Then enter the department at which the research will be conducted within that actual institution.

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

PART A – A-NHP: NATIONAL HEALTH PRIORITIES

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

PART A – A-NRP: NATIONAL RESEARCH PRIORITIES (NRP)

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

Detailed descriptions of the NRPs are available via the following weblink:

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

NOTE: while the application is not required to address a NRP area, information regarding which priority area(s) this research proposal may address will assist NHMRC to capture appropriate data for reporting purposes.

PART A – A-RC: RESEARCH CLASSIFICATION

The Research Area, Fields of Research and Keywords 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.

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

- **Guide to Peer-Review Process** – Choose at least one (up to three) selection/s from the list. NHMRC will use your suggestions here as a guide to allocating your application.
- **Broad Research Area.**
- **Fields of Research (FoR).**
- **Fields of Research Subcategory.**

When completing this section refer to the “Guide to Peer Review Areas for Project Grants funding commencing in 2012” and the “Fields of Research (FoR) and Broad Research Areas” documents at the following website: <http://www.nhmrc.gov.au/grants/apply/projects/index.htm>.

You should also refer to the Australian Standard Research Classifications & NHMRC Keyword/Phrases available at <http://www.nhmrc.gov.au/grants/policy/keywords.htm>.

From the following browse boxes you must select a minimum of five (5) and a maximum of ten (10) keywords or key phrases:

- **Research Keywords/Phrases** – Selections should describe the research more specifically.
- **Additional information that best describes research interests**

Please describe in more detail your research interests or areas of expertise. This could include areas of student supervision and areas in which you have published.

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

PART A – SEO: SOCIO-ECONOMIC OBJECTIVES (SEO)

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

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

NHMRC acknowledges that any particular piece of research may be relevant to and have more than one purpose. You will be required to allocate the percentage of research applicable to any specific objective. The percentages entered must not exceed 100%.

PART A – BoD: BURDEN OF DISEASE

Using the ‘Browse’ button select a Burden of Disease that best describes the area of research of the application. You can select up to three Burden of Disease types and you must allocate a percentage of time against each. The percentage total must not exceed 100%.

PART A – CD: COMMUNITY DETAILS

Consumer and Community Participation

Does this research involve consumer and/or community participation?

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

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

(You have a maximum of 1000 characters including spaces and line breaks to provide this information.)

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

(You have a maximum of 1000 characters including spaces and line breaks to provide this information.)

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>.

PART A – A-EG: ETHICS

The screenshot shows the 'Application Detail' page for 'Part A - A-EG: ETHICS'. The left sidebar contains a navigation menu with items like 'A-RT: Research Team & Commitment', 'A-NF: Intended NHMRC Funding Requests', and 'A-EG: Ethics - General'. The 'A-EG: Ethics - General' item is highlighted with a red box, and a red box with the number '1' is placed next to it. The main content area has several sections: 'Hints & Instructions', 'Clinical Details', 'Ethics (Human)', 'Ethics (Animal)', 'Ethics (Other)', and 'Research Involving Stem Cells'. Each section contains questions with radio buttons and dropdown menus. A red callout box on the right contains the text: '1. By selecting “Yes” to either the Human or Animal questions on this page, the relevant pages Ethics—human or/and Ethics—animal will appear.'

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

Section 12.6 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?

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

Is this an application to conduct a clinical trial?

If you answer ‘Yes’ this information will be used to identify projects that involve a clinical trial.

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

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

ETHICS - HUMAN

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

If you answer 'Yes' another sub page (A-EH: Ethics-human) will appear in the left hand menu with the following five questions after you hit 'Save':

1. **Does this program involve the use of personal information obtained from a Commonwealth Department or Agency (including former repatriation hospitals)?**

If you answer 'Yes' in this section, enter the name of the Commonwealth Agency or Department involved.

(You have a maximum of 50 characters including spaces and line breaks to provide this information.)

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

If you answer 'Yes' to this question provide detailed information on these drugs, chemical agents or vaccines including any alternative or complimentary medicines.

(You have a maximum of 50 characters including spaces and line breaks to provide this information.)

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

If answering 'Yes' Researchers in this area are strongly advised to familiarise themselves with the requirements of both the *Research Involving Human Embryos Act 2002* (RIHE Act) and the *Prohibition of Human Cloning for Reproduction Act 2002* (PHCR Act). The RIHE and PHCR Acts were passed by Parliament in December 2002 and amended in December 2006. These Acts establish a strong regulatory framework to prohibit certain unacceptable practices including human cloning for reproduction, and to regulate activities that involve the use of certain human embryos created by assisted reproductive technology (ART) or by other means.

Further information regarding research using human embryos can be found from the NHMRC website at: http://www.nhmrc.gov.au/health_ethics/health/stemcell.htm or by e-mailing embryo.research@nhmrc.gov.au.

4. **Research using humans**

If the research involves humans, will it require 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 2000 characters including spaces and line breaks to provide this information.)

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

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

(You have a maximum of 2000 characters including spaces and line breaks 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 human research ethics committee.

A-EA: ETHICS – ANIMAL

Does this research proposal require submission to an institutions Animal Ethics Committee responsible for animal research?

If you answer ‘Yes’ another sub page (A-EA) will appear in the left hand menu with the following three questions after you hit ‘Save’:

1. Approval by an Animal Ethics Committee

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

(You have a maximum of 200 characters including spaces and line breaks to answer this question.)

2. Ethical Implications of the Project Experiments on Animals

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

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

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.

3. Animal Usage

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

This information is designed to assist 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.

ETHICS – OTHER

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.

RESEARCH INVOLVING STEM CELLS

Will this research involve the use of human stem cells?

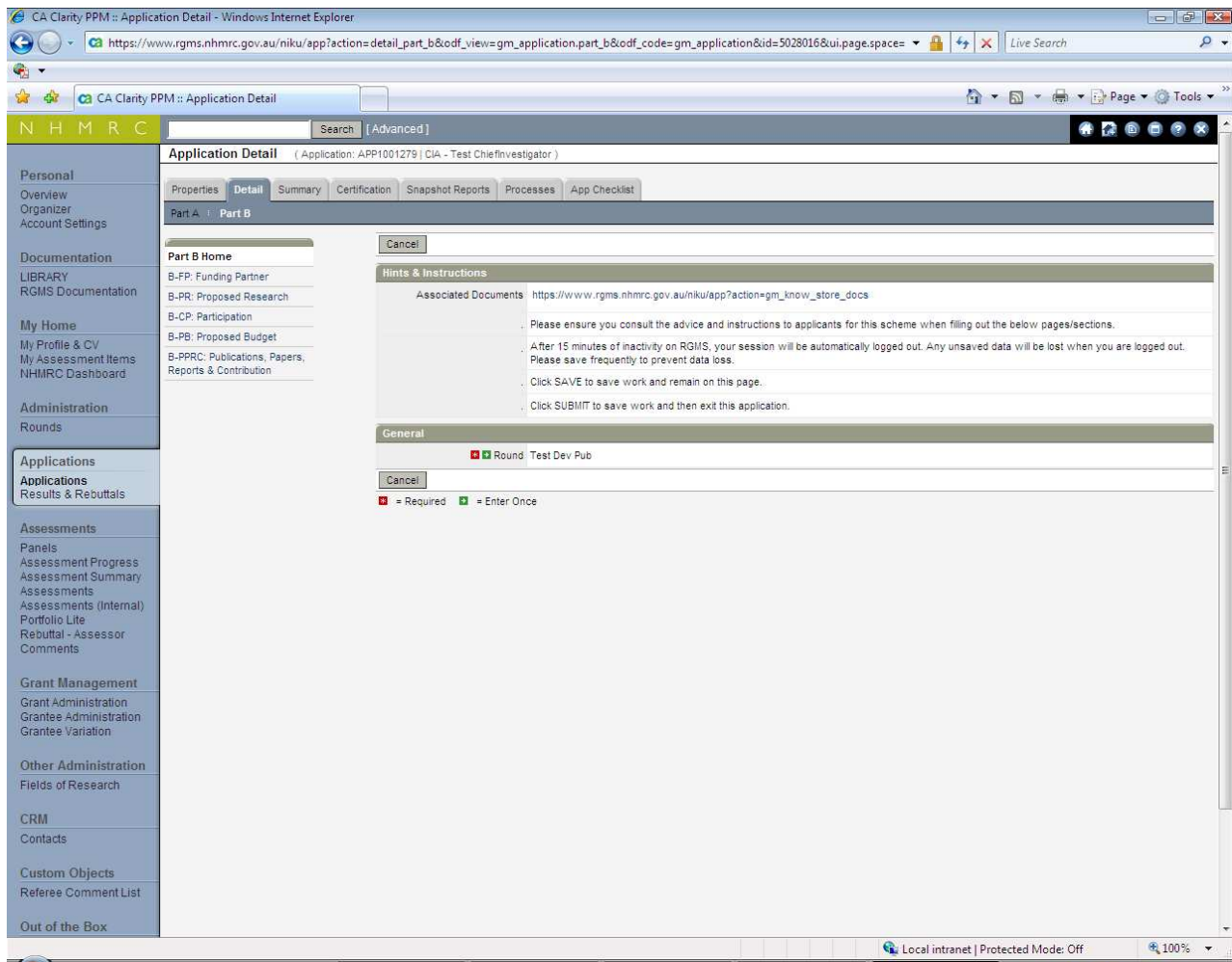
If you answer ‘Yes’ to this question select from the pick list if these human stem cells are Adult, Embryonic or both.

Will this research involve the use of animal stem cells?

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

PART B – APPLICATION DETAILS

Part B of this application is specific to the Development Grant Scheme. The part of the application differs to that of other NHMRC schemes. The components are seen in the screen picture provided below.



PART B – FP: FUNDING PARTNER

In this section you are able to add a funding partner to the Development Grant Application.

To add a funding partner, click on the 'New' button

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 7.2* of the *Funding Policy*. (See below for further details.)

Funding Partner Contribution

Provide details of what the funding partner will provide for the research project, which may include:

- Lab space
- Supervision
- Infrastructure or
- Other.

Specify other partner contribution (You have a maximum of 1000 characters including spaces and line breaks to answer this question).

Funding Partner Letters of Support

If the project involves collaboration with a Funding Partner, upload a signed 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).

PART B – PB: PROPOSED RESEARCH

This section is where you attach/upload your *Proposed Research* PDF file.

Creating the PDF File

The PDF file **MUST NOT** exceed **2Mb** in size. Applicants and RAOs are advised to retain a copy of the PDF file they submit.

There are 7 components to provide in the PDF file to your Development Grant application:

1. Introduction – Summary (*maximum one (1) A4 page*)
2. Scientific Merit of the Proposed Research – Research Plan (*maximum eight (8) A4 pages*)
3. Track Record of Commercial Achievements (*maximum two (2) A4 pages*)
4. Commercial Potential (*maximum three (3) A4 pages*)
5. Associate Investigator (AI) Contribution (*maximum of 150 words for each AI*)
6. National Research Priority Areas (*maximum one (1) A4 page*)
7. References (*maximum of three (3) A4 pages*).

The following is a brief description of these components:

1. **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 Grant funding scheme **including why you consider this application is not appropriate for the Project Grant Scheme**. Make particular reference to evidence in support of the proposal having reached **early proof-of-principle stage** of development.

2. **Scientific Merit of the Proposed Research (the 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 demonstrate 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.

3. **Track Record of Commercial Achievements** (*maximum two (2) A4 pages*).

Have the applicants had 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.

4. **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.

5. **Associate Investigator (AI) Contribution** (*maximum 150 words for each AI*)

For *each* AI named in **PART A – A-RT** of this application, outline their contribution to the research project.

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** (*maximum three (3) A4 pages*)

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

Formatting Requirements of the Proposed Research Plan PDF

Prior to submitting your *Proposed Research PDF*, please note the following:

- You should not convert scanned documents into PDF. All attachments are to be converted from the original electronic document.
- Do not include links to websites containing additional information in your application excluding references to published peer review journal articles that are only available online
- The research proposal must be one single PDF document.
- You must name the PDF file following the format of: “[App ID]_[CIA surname].pdf” (eg – “APP#####_Smith”). Do not include spaces in the file name.
- It is recommended that you use Adobe Acrobat Version 5 or later for compatibility purposes.
- The PDF file is to be formatted as outlined below.

Component	Requirements
Header	Must include the Application ID in large type (at least 14 point) in top right hand corner. The type of attachment e.g. Proposed Research and Page Number (at least 12 point) in top left hand corner. Note: The Scientific Title is optional Note: This information may be outside the margins but must be at least 1cm from the top of the page
Margins	All margins must be at least 2cm.
Font	Must be Times New Roman and at least 12 point.
Diagrams, Graphics and Images	Colour diagrams, graphics and images may be included in the <i>Proposed Research</i> . However, you should keep in mind that the electronic file may be printed and photocopied in black and white for distribution to the reviewing panel and there may be some loss of definition and colour in the images.
Labelling Graphs and Images	Labelling of axes of graphs and labelling of parts of images may be in a reduced font. However, the description and/or legends of all graphs and images must comply with the guidelines set out under this section.
Tables	Tabulated information containing text is not considered to be an image or diagram. Text within tables must comply with the guidelines set out under this section.
Line Spacing	Must be set to single.
Character Spacing	Spacing must be set to normal. Scale must be set to 100%.

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.

PART B – CP: PARTICIPATION

Provide a brief summary of the participation of each Chief Investigator in the broad research plan proposed in this application. The aim of this section is to expand on the role identified in the section “**PART A – A-RT: Research Team and Commitment**”.

(You have a maximum of 1000 characters including spaces and line breaks to answer this question.)

PART B – PB: PROPOSED BUDGET

NHMRC budgets are provided on a one-line basis and may include funding for personal support packages, equipment and other direct research costs. The Funding Policy provides further information regarding budget items that may be requested, particularly in relation to Direct Research Costs (DRCs). **Please refer to Attachment A of the Funding Policy.**

This section covers DRCs and Equipment costs.

Request for PSPs are entered under the *Research Team and Commitment* section of **PART A – A-RT**.

Direct Research Costs (DRC)

You must provide:

- a. The total value of the DRCs requested for each year in quanta of \$5000
- b. Details and amount sought for each item requested. *(You have a maximum of 6000 free text characters to provide this justification)*

Items may include, but are not limited to:

- Equipment costing less than \$10,000 (should also be requested in quanta of \$5000 – i.e., an item costing \$9,000 should be requested as \$10,000)
- Acquisition of animals used in your research
- Consumables
- Printed materials
- Microfilms
- Survey or Field expenses
- Purchase costs for animals

Items not to be requested under Direct Research Costs include but are not limited to:

- Research infrastructure that an institution with research as part of its mission would be expected to supply
- Institutional overheads and administrative charges; or
- The indirect cost of research.
- Conference travel/accommodation costs

Equipment

You must provide:

- a. The total value of all items of equipment for each year; and
- b. Justification for the cost of each equipment item. (*You have a maximum of 2000 free text characters to provide this justification.*)


Note: Some applications have more complex budgets than others, you are not required to fill all the available space.

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 based on competitively-sourced quotes. NHMRC reserves the right to adjust these prices based on a comparison with reasonable benchmarks.

PART B – PPRC: PUBLICATIONS, PAPERS and REPORTS PROPERTIES

Most relevant publications

Click on the 'Properties' icon  to display the 'Publications, Papers and Reports' page.

Field 1 - Significant Publications, Papers, Reports and other contributions.

In the space provided, comment on your most significant publications, papers, reports and other contributions **in the last five years or equivalent full time research**. The reason for including these should be outlined.

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

Field 2 - Other Significant Publications, Papers, Reports and other contributions

In the space provided, comment on your most significant publications, papers, reports and other contributions **over the course of your career**. The reason for including these should be outlined.

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

Note: Applicants can highlight the citations rate of their most significant publications in this section. Applicants can also refer to the citation rate of other publications that are relevant to their research in Part B 'Proposed Research'.

NHMRC no longer uses the impact factor of journals as a part of its assessment processes. Therefore, the impact factor of each publication should not be included.

Further explanation of the NHMRC's decision to cease using impact factors of journals can be found at:

http://www.nhmrc.gov.au/files/nhmrc/file/about/senior_staff/articles/journal_impact_factors.pdf

Retracted Publications

If a publication relevant to an application is retracted after the application has been submitted, applicants must advise NHMRC of the retraction at the earliest opportunity by email (help@nhmrc.gov.au) or when submitting their response to assessor reports, with an appropriate explanation regarding the retraction. Applicants are required to send this information to NHMRC through their RAO office.

If an application is largely dependant on the results of a retracted publication, applicants should also consider withdrawing the application. If, under these circumstances, applicants choose not to withdraw the application, they should make their reasons clear in their response to assessor reports.

Where the publication forms part of the applicant's Track Record, that information must be immediately recorded in their Profile & CV in RGMS.

BUDGET SUMMARY

The screenshot shows the 'Application Summary' page for 'CIA - Test ChiefInvestigator'. It features a navigation menu on the left and a main content area with tabs for Properties, Detail, Summary, Certification, Snapshot Reports, Processes, and App Checklist. The 'Summary' tab is active, displaying a 'Hints and Instructions' section, a 'Salary Summary' table, and a 'Budget Summary' table. A 'Budget Summary Chart' is also present, showing a bar chart for 'Equipment Costs', 'Salary Costs', and 'Direct Research Costs' from Year 1 (2010) to Year 5 (2014). The chart shows zero expenditure for all categories across all years.

Type/Role	Person	Level	Year 1 (%)	Year 2 (%)	Year 3 (%)	Year 4 (%)	Year 5 (%)	Sub Total (\$)
CIA	Test ChiefInvestigator	Not Selected	0	0	0	0	0	0
CIF	ZZ Test	Not Selected	0	0	0	0	0	0

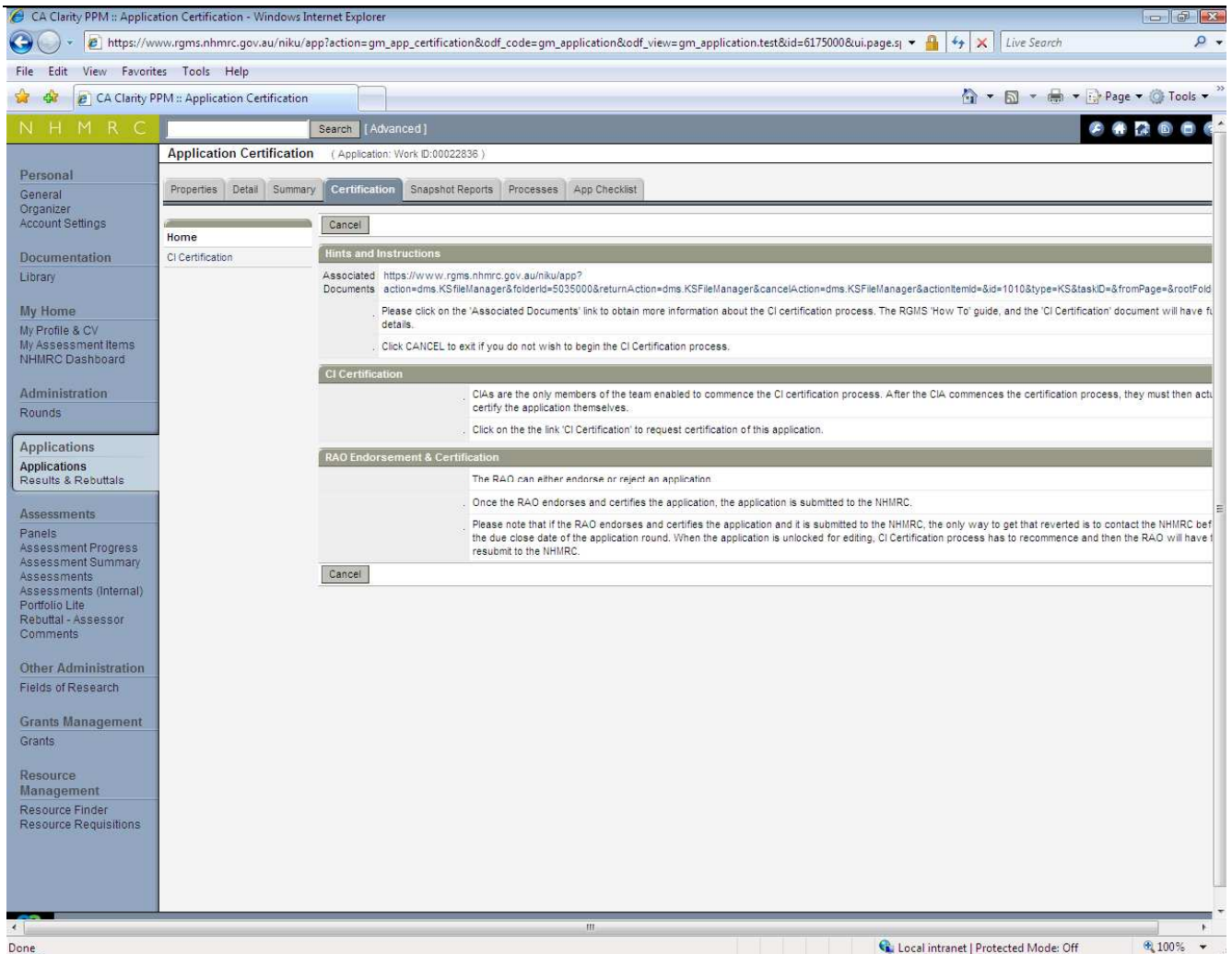
Budget Item	Year 1 (\$)	Year 2 (\$)	Year 3 (\$)	Year 4 (\$)	Year 5 (\$)	Sub Total (\$)
Salary Costs	0	0	0	0	0	0
Direct Research Costs	0	0	0	0	0	0
Equipment Costs	0	0	0	0	0	0
Project Total	0	0	0	0	0	0

The budget summary is automatically generated from the following sections of the application:

- **Salaries – PART A – RT**, Research Team and Commitment section.
- **Direct Research Costs – Part B - PB**, Budget section.
- **Equipment – Part B - PB**, Budget section.

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

APPLICATION CERTIFICATION



For 2011, only the CIA will need to certify the application. The CIA must gain written agreement from each CI to both be named on the application and to the final application to be certified. The RAO will not be authorised to submit the application to NHMRC until satisfied that the application is complete and all CIs have agreed to it (ie through written evidence such as e-mail).

Once submitted to NHMRC, the application will be considered final and no changes can be accepted. This includes changes to named Chief Investigators. Please refer to section 6.2 of the Funding Policy for more information.

To certify your application:

1. Click on the 'Certification' tab at the top of the RGMS screen and select 'CI Certification' in the left-hand sub menu. Select 'Yes, I request certification' from the drop-down menu and save/submit.
2. Exit back to your Home page and click on the application to be certified under "Action Items Assigned to Me"
3. Select CERTIFIED from the status drop down box to certify your application OR select REJECT to make further changes to your application.
4. Once you have certified your application, a request will be sent to your RAO to certify your application. Note: the RAO will need to REJECT the application in order for the applicant to make further changes to their application.

NOTE: Requesting this certification will lock down this application and prevent further editing.

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.

PROFILE & CV REQUIREMENTS FOR DEVELOPMENT GRANTS

When completing your application, please ensure that all required sections of your Profile and CV have been entered and updated appropriately. This MUST be done for all CIs on the application. You can update your Profile and CV at any time, even while completing a grant application. However, please note that when the application is certified by CIA, the final snapshot (which includes the relevant extracted information from the Profile and CV of each CI) is made and the application locked down (thus, any subsequent changes a CI makes to their Profile and CV do not appear in the application).

You can check which specific sections of the Profile and CV need to be completed for Development Grants and compare it to other NHMRC schemes using the document “*Profile/CV Requirement for 2011 Schemes*” found in the RGMS Library (under Documentation).

Note: 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 provided in the relevant parts of the application itself.

IMPORTANT CHANGES TO PROFILE/CV SECTION

- Not required for Development Grants for 2011:
 - Appointments
 - Professional Memberships
- The following sections will not be used to generate the Snapshots but relevant information regarding each of these sections can be drawn to assessors’ attention by addressing the issues in the ‘Track Record’ section of the *Proposed Research* PDF:
 - Contribution to NHMRC
 - Community Engagement – where this is not adequately addressed in Part A-CD.
 - Editorial Responses
 - Supervision & Mentoring
 - Publications from more than 5 years ago

PROFILE SECTION

Development Grants, like all other schemes, require you to complete all sections of the Profile.

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).

The NHMRC may approach you with a request to participate in the assessment process. If you are not available for participation, please select the year(s) from the searchable list and enter in the free text field, dates and a brief reason for your unavailability.

Personal Details

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

PRO-A: ADDRESS

Please provide details of the Address you wish to use if the NHMRC needs to contact you via the postal service. Home addresses are acceptable.

PRO-I: INSTITUTION

Please select from the searchable list the institution where you *currently* conduct your research. If you have affiliations with other institution, you can write these in below in the four free text areas.

PRO-FR: FIELDS OF RESEARCH

By clicking the “New” icon, you can add as many Fields of Research as you need to as well as indicating when you started your research in that field and whether the research is on-going or terminated.

PRO-RE: RESEARCH INTERESTS

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

Please select from the drop down menu, a Broad Research Area and up to 10 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.

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

For the purpose of NHMRC Peer Review, you have the opportunity to indicate your Preferred Research Area for your application in Part A – A-RC: Research Classification under ‘Guide to Peer Review’. Please see pg 12 of this document.

CV SECTION

CV-QAP: QUALIFICATIONS, AWARDS AND PRIZES

By clicking the 'new' button, you are able to add as many qualifications as you wish. Select the appropriate award type and click 'save'. You will then be taken to a page where you can enter additional details of your awards, qualifications and prizes.

Remember to enter qualifications first followed by awards and keep in mind that the system will automatically list your entries in chronological order.

NOTE: Exclude NHMRC awards and appointments from this section.

CV-EH: EMPLOYMENT HISTORY

You will need to start a new entry for each employment position by clicking the 'new' button and filling out the relevant details about the Employer, Job title, employment type and the start and end date (if applicable). Please include all part-time positions. Your entries will always be listed in reverse chronological order (i.e. the most recent first).

CV-A: APPOINTMENTS

Please provide details of 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.

CV-CD: CAREER DISRUPTION

If relevant, please indicate any career disruptions you may have experienced in this section. Entries will be listed in reverse chronological order (i.e. the most recent first). You should nominate the periods where your career has been disrupted (approximate dates) and select the appropriate career disruption from the drop down menu. You should also provide a brief explanation of the reason for your circumstances. This should include the circumstances that do not affect your application as well as those that do.

The NHMRC accepts pregnancy and child birth, major illness and carer responsibilities including parental leave, as career disruptions. Other examples include significant events outside of applicants' control, and may include industry and other work placements where research was not able to be conducted.

Academic or clinical loadings will be considered within the framework of "relative to opportunity" and are not considered as career disruptions.

For more information on NHMRC's Career Disruption policy, please refer to section 7.2 of the Funding Policy.

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

CV-CP: CONFERENCE PARTICIPATION

Development Grants require information on your conference participation in the last 5 years. Please provide details of any speaking invitations you have completed. You may add as many entries as you need by clicking the 'new' button and filling out details such as conference title, country, your speaker role at the conference and the year the conference took place. *Note: Please DO NOT provide the conference Abstract in this section as this information is not required.*

CV-CE: COMMUNITY ENGAGEMENT AND PARTICIPATION

Please provide details of any community engagement that you have been involved in within the last 5 years. The *Statement on Consumer and Community Participation in Health and Medical Research* has been developed because many consumers and researchers 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>

CV-P: PATENTS

In this section, please provide details of any patents for which you contributed more than 20% of the development efforts. Entries will be listed in reverse chronological order (i.e. the most recent first).

You will need to create separate entries for each patent by clicking the 'new' button

General:

Please provide details of the patent number and then select the patent office from the searchable list. The from the drop down list, select what year the patent started and then from the second drop down list, select the current status of the patent.

Funding Source:

'Check' the appropriate box to indicate if it was a NHMRC, Other Australian or International funding source.

Detail:

Please provide a brief description of the patent is, i.e. the technology.

(You have a maximum of 500 characters including spaces and line breaks to provide this information.)

Please also provide details on Applicability and /or the impact of the patent.

(You have a maximum of 500 characters including spaces and line breaks to provide this information.)

CV-TPP: TRANSLATION INTO POLICY/PRACTICE

Development Grants requires information detailing any of your research that has resulted in changes to organisational or government policy/practice in the last 5 years. Entries will be listed in reverse chronological order (i.e. the most recent first). Click the 'new' button to start a new entry.

Note: the 5 year period should be based on the date of translation, NOT the date of the original research.

General:

Select from the drop-down list, if the research was translated into either Policy or Practice, then select the year of translation from the second drop-down box and lastly, provide details on the research itself.

(You have a maximum of 1500 characters including spaces and line breaks to provide this information.)

Funding Source:

‘Check’ the box to indicate if it was a NHMRC, Other Australian or International funding source.

Detail:

Please provide details of the organisation or government department the research translation affected, select which year the change was translated/implemented from the drop-down list, and provide details of the changes resulting from your research.

(You have a maximum of 1500 characters including spaces and line breaks to provide this information.)

You can also provide details on what outcomes have occurred if known – this is optional.

(You have a maximum of 1500 characters including spaces and line breaks to provide this information.)

CV-RF: NHMRC RESEARCH FUNDING

Please provide details 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). Please start a new page, by clicking the ‘new’ button, for each separate entry. Try to provide as many details about the funding as possible using the drop down menus and free text areas in the sub-page. Development Grants requires this information for the last 5 years.

CV-ORF: OTHER RESEARCH FUNDING

Please provide details 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) and you will need to start a new page for each separate entry by clicking the ‘new’ button. Please provide as many details as you can using the drop down menus and free text areas. Development Grants requires this information for the last 5 years.

CV-PUB: PUBLICATIONS

Development Grants requires details on your publications in the last 5 years. 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. Please use this number if you wish to refer to your publications in other sections of your application.

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

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.

Note: Completion of this section relates to your current workloads and is separate from the intended percentage of research time provided in your application at Part A – A-RT: Proposed Workload.