



Australian Government

National Health and  
Medical Research Council

N H M R C

WORKING TO BUILD A HEALTHY AUSTRALIA

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# NHMRC

# Development Grant

# Funding Policy

For funding commencing in 2012

Open 18 April 2011

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 Advice and Instructions to applicants for  
funding commencing in 2012.

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# 1. INTRODUCTION

The National Health and Medical Research Council (NHMRC) is Australia's leading funding agency promoting the development and maintenance of public and individual health standards. NHMRC is established under the *National Health and Medical Research Council Act 1992* (the NHMRC Act), which is available on the NHMRC website at:

<http://www.nhmrc.gov.au/about/org/role.htm>

The object of the NHMRC Act is to make provision for a national body to pursue activities designed:

- a) to raise the standard of individual and public health throughout Australia;
- b) to foster the development of consistent health standards between the States and Territories;
- c) to foster medical research and training and public health research and training throughout Australia; and
- d) to foster consideration of ethical issues relating to health.

The *NHMRC Strategic Plan 2010 – 2012* (Strategic Plan) describes the agency's strategic objectives and provides the context within which its funding schemes operate. NHMRC is committed to the commercial development of health and medical research (HMR) which has the potential to increase health, economic and social benefits for the Australian community. This commitment comes from Strategic Objective 3 (*to foster medical research and training, and public health research and training throughout Australia*) in the Strategic Plan. Further information on the Strategic Plan can be found at: <http://www.nhmrc.gov.au/publications/synopses/nh132syn.htm>

This document provides detailed advice and information for applicants who are considering applying for NHMRC Development Grant support commencing early 2012. It should be read in conjunction with the Development Grant Scheme Advice and Instructions document, located in the Library section of the Research Grants Management System (RGMS).

## 1.1. Further Information

Enquiries about the content of the 2011 Development Grants Funding Policies for funding commencing in 2012 should be addressed to your Administering Institution's Research Administration Officer (RAO) in the first instance.

If further assistance is required, please contact the Research Help Centre on 1800 500 983 or by email at [help@nhmrc.gov.au](mailto:help@nhmrc.gov.au). Alternatively, go direct to the Development Grants funding scheme webpage on the NHMRC website: <http://www.nhmrc.gov.au/grants/apply/development/index.htm>

Enquiries may also be addressed to the Research Help Centre at:

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

## **2. CHANGES 2011**

**Applicants should note the following changes introduced this year.** These are minor changes to wording and are introduced to align with changes in RGMS and for consistency across comparable schemes:

- Changes to the process for Chief Investigators to give consent to be named on the application – refer section 4.3;
- Clarification of ‘Use of NHMRC Funds’ refer to section 5;
- Clarification of ‘Incomplete, false or misleading information’ under Submitting an Application – refer section 6.4;
- Clarification of ‘Retracted Publications’ under Submitting an Application – refer section 6.5;
- Updating the process to expedite assessment of less competitive applications – refer section 7.1;
- Clarification of ‘Career Disruption’ and “Paid Parental leave Scheme” under Assessment – refer section 7.2;
- Clarification of ‘Additional Criteria for Indigenous Health Applications’ under Assessment – refer section 7.3;
- Clarification of Funds and Budgets A; and
- Clarification of Direct Research Costs – refer Appendix B.

## **3. DESCRIPTION AND OBJECTIVES**

### **3.1 Description**

A Development Grant provides funding support to individual researchers, research teams, or a HMR company in partnership with a researcher/s to undertake research at the early proof-of-principle or pre-seed stage. The research will usually be undertaken in Australia.

The Scheme supports the development of a product, process, procedure or service that if applied, would result in improved health care, disease prevention or provide health cost savings.

The Scheme focuses on health and medical research that has the potential to be commercialised. The research should achieve critical scientific and commercial proof-of-principle milestones in order to attract further investment from industry development schemes or private sector investment.

The Development Grant Scheme is not an alternative to the NHMRC Project Grant Scheme. The Project Grant Scheme provides financial assistance for scientific research that is theoretical and/or experimental and that may not yet have a commercial focus.

### **3.2 Objectives**

The objectives of the Development Grant Scheme are to:

- increase, facilitate and expedite the translation of HMR outcomes through to commercialisation;

- stimulate technological innovation in the university, hospital and research institute sectors; and
- provide a potential mechanism through which projects may progress to a stage that makes them competitive to receive funding through business development programs within the Department of Innovation, Industry, Science and Research or through private sector investment.

## **4. ELIGIBILITY**

### **4.1 Who Should Apply**

The Scheme is open to an individual researcher; a group of researchers; or a HMR company in partnership with an eligible researcher/s. Researchers who will be primarily based overseas for the duration of the grant cannot be named as Chief Investigator A.

Submissions must be certified and submitted through an NHMRC Administering Institution. The Institution is responsible for the administration of the research funding, which is awarded under a funding agreement, and the Institution accepts financial responsibility for the grant. The Institution is also responsible for providing basic infrastructure support to those researchers involved in the project. Applicants and institutions should refer to the NHMRC Administering Institutions Policy which can be found at:

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

Applicant/s who have applied for funding in an earlier round and who were unsuccessful are eligible to reapply.

### **4.2 Multiple Grant Eligibility**

Applicants applying as a Chief Investigator may apply for, and hold, other NHMRC grants (subject to any limits set for holding grants in other NHMRC funding schemes). However, the time commitments of the Chief Investigators on the proposed Development Grant and other grants held (or to be held) will be considered in the review of the application. Chief Investigators should ensure that their time commitment is sufficient to ensure the viability of the Development Grant.

NHMRC may liaise with other funding agencies to discuss any overlap between applications in order to avoid duplication of funding. Those holding NHMRC grants and/or awards should refer to the relevant funding policy and conditions of the grant or award to determine their eligibility to hold an NHMRC Development Grant.

### **4.3 Eligibility for Investigators**

NHMRC Development Grants are available to all researchers, based in Australia, working in any field relevant to health.

The role and contribution of each Chief Investigator must be described in the Development Grant application form. Higher Degree students may be listed as Chief Investigators in exceptional circumstances. However, justification must be provided in the application form.

Unless salary funding is being sought on the grant, funding for a grant depends on the continuing employment of each of the Chief Investigators over the period of the grant.

## **Chief Investigators**

A maximum of 10 Chief investigators (CIA-CIJ) is permitted on the Development Grant application. Chief Investigators working for a Commonwealth Agency (e.g. CSIRO) cannot draw a salary from a Development Grant.

### **Chief Investigator A**

The Chief Investigator A (CIA) will take the lead role in the conduct of the research project, and is the investigator who takes responsibility for completion and lodgement of the application. It is generally required that, at the time of application submission, the CIA is an Australian citizen or is a permanent resident of Australia. It is also required that the CIA is based in Australia for the duration of the grant.

NHMRC may waive the requirement to be an Australian citizen or permanent resident where it can be demonstrated that the research is based in Australia and will benefit health and medical research in Australia. Requests to waive the requirement need to be made through the Research Administration Office of the Administering Institution and should be emailed to [help@NHMRC.gov.au](mailto:help@NHMRC.gov.au) and marked for the Director, Programs and Partnerships by 3 June 2011.

Note: Applicants who have applied for and received waivers for existing NHMRC grants, must again seek a waiver for the 2011 Development Grants application round.

Exception: A CIA who is a New Zealand citizen is not required to seek a waiver if they are based in Australia for the duration of the grant.

### **Chief Investigators (B to J)**

Researchers who are not Australian citizens or permanent residents in Australia are eligible to apply for a Development Grant as a Chief Investigator B to J. If they are based in Australia for the duration of the grant, they may be eligible to request a personnel support package.

Researches based overseas cannot draw a salary from a Development Grant.

### **Associate Investigators**

Associate Investigators (AI) provide intellectual input into the research and participate in a way that warrants inclusion of their name on publications. There are no restrictions on individuals who may be named as an AI on NHMRC Development Grant applications. AI's may not draw a salary from a Development Grant.

### **Consent to be a Chief Investigator**

The Chief Investigator A must seek agreement from other CIs (B-J) to be named on the application. The CIA will provide written evidence (e.g. an email) to the RAO of all CIs' endorsement of the application. The RAO will then certify and submit the application in RGMS. The RAO will not be authorised to submit the application to NHMRC until all Chief Investigators have completed this step.

## 5. USE OF NHMRC FUNDS

Applications for funding must be submitted to NHMRC through an Administering Institution. The funding is provided to the Administering Institution which is responsible for the financial administering of the grant – refer to section 4.1.

### 5.1 Duration and Level of Funding

Funding will be awarded for a period of one (1) to three (3) years, but the period must be justified within the application. NHMRC has no preference for any particular duration.

There is no specific limit to funding for each application under the NHMRC Development Grant scheme. Applicants are required to clearly justify the requested budget paying particular attention to any research cost(s) which may be atypical for the particular field of research.

NHMRC funding is provided by the Australian Government under the *NHMRC Deed of Agreement – Research Funding Schemes*. (Refer to <http://www.nhmrc.gov.au/grants/admin/deeds.htm>)

### 5.2 Access to NHMRC funding

NHMRC seeks to promote collaboration between researchers and to remove artificial barriers that prevent multidisciplinary and multi-organisational proposals. However, the NHMRC funds only the direct costs of a research project.

Development Grant applicants are required to:

- make a case for NHMRC Development Grant funding in accordance with this policy document; and
- declare the sources, duration and level of funding already held for research in a particular area of the application. Applicants must clearly justify all requested budget items and comply with the guidelines set out in the *Advice and Instructions to Applicants*. Additional information on the NHMRC research budgets can be found at <http://www.nhmrc.gov.au/grants/apply/projects/budget.htm>. Although this link refers to Project Grants, the same policy applies to Development Grants.

NHMRC funds may be used for:

- supporting personnel, where the level of personnel support package requested matches the roles and responsibilities of the position, rather than the expertise of a specific occupant of the position (refer to Attachment A);
- equipment that is unique to the project and is essential for the project to proceed;
- direct research costs (DRCs) for the purchase of research materials (not personnel) required to conduct the proposed research ( refer to Attachment B); and
- costs of animal agistment that are a direct requirement of the research project.

NHMRC does not fund:

- research infrastructure that an institution with research as part of its mission would be expected to supply;
- institutional overheads and administrative charges;
- the indirect cost of research.

Further information on the use of NHMRC Funding is available at Attachment A and B.

NHMRC funds the direct costs of research activities. Applicants are encouraged to seek additional funding from other sources including for the indirect costs of research.

## 6. SUBMITTING AN APPLICATION

Applications must be submitted electronically via NHMRC's Research Grants Management System (RGMS): <http://www.nhmrc.gov.au/grants/rgms/index.htm>

### 6.1 Profile and CV

As selected information from the CV and Profile components of RGMS, such as publications and patents, will be imported into the application, it is important that these components of the CV and Profiles are up to date. Information on sections that are needed to be completed for Development Grant applications is available within the RGMS and in *Advice to Applicants* document.

NHMRC urges applicants to complete their Profile and CV as early as possible following the opening of applications for the 2011 funding round.

Applicants, who are not yet registered on RGMS, should contact [help@NHMRC.gov.au](mailto:help@NHMRC.gov.au) for more information.

#### **When completing the application, refer to**

- *Advice and Instructions to Applicants* document available from <http://www.nhmrc.gov.au/grants/apply/development/index.htm> and
- for help in learning to use RGMS, applicants are urged to use RGMS Tutor, an education tool, available at the RGMS Library within RGMS (<http://www.nhmrc.gov.au/grants/rgms/index.htm>).

### 6.2 Submission of Applications

Applications for Development Grants open on Monday 18 April 2011 and close at 17:00 hours (AEST) on Monday 18 July.

Applications must be submitted by the advertised closing date and time. Late applications will not be accepted.

Applicants should check whether their Administering Institution has a submission date well in advance of the NHMRC closing date.

Applications must be certified and submitted by an NHMRC registered Administering Institution. Intending applicants and institutions should refer to the *NHMRC Administering Institutions Policy* at

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

Once submitted to NHMRC, the application will be considered final and no changes will be accepted. This includes changes to named Chief Investigators.

The RAO will not be authorised to submit the application until the CIA has provided to the RAO all CIs' endorsement (refer to section 4.3).

### 6.3 Withdrawal of Applications

Applicants may withdraw their application at any time in writing, through their Administering Institution's Research Office.

### 6.4 Incomplete, false or misleading applications

The application is the main source of information available for assessment. As such it must contain all the information necessary for assessment of the project without the need for further written or oral explanation, or reference to additional documentation, including through the World Wide Web. All details in the application, particularly concerning any successful grants, must be current at the time of application.

Under section 136.1 of the Commonwealth *Criminal Code Act 1995*, it is an offence to provide false or misleading information to a Commonwealth body in an application for a benefit. Such action is punishable by up to 12 months imprisonment. In addition, if an application contains information that is false or misleading, it will be excluded from any further consideration for funding.

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

- providing a dishonest statement regarding time commitments to the research for which support is being sought; or
- providing incomplete or inaccurate facts regarding other sources of funding;
- providing fictitious track records; and
- falsifying claims in publication records (such as describing a paper as accepted for publication when it has only been submitted).

### 6.5 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](mailto: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.

### 6.6 Removal of Applications

Exclusion of applications may take place at any time during the assessment process if they contravene this funding policy. The following requirements are mandatory:

- a) the application must:
  - i. be submitted using RGMS by the advertised closing date;
  - ii. declare the source, duration and level of funding already held for research in the particular area of the application;

- iii. be certified and submitted through the appropriate Research Office of a NHMRC approved Administering Institution;
- iv. be within the specified page limits; and
- v. be formatted (including font sizes and margins) as specified in the *Advice to Applicants* document.

b) the *Detailed Background and Research Plan (including Record of Research and Translation Achievement)* and *Associate Investigator Roles* PDF file size does not exceed 2Mb each

Applications may be excluded under the following circumstances:

- a. the application is clearly of a standard that will not gain support via the competitive Development Grants funding scheme (Note: NHMRC would only determine an application to be non competitive on advice from a Grant Review Panel);
- b. the application does not comply with the eligibility criteria (as defined in Section 4 of this document);
- c. the application includes any incomplete, false or misleading information; or
- d. the application is inconsistent with the objectives of the NHMRC Act and the purposes of the *Medical Research Endowment Account (MREA)* (refer to sections 3 and 51 of the NHMRC Act).

NHMRC reserves the right to remove from consideration in the peer review process any application that:

- a) do not comply with the requirements of this policy or the *Advice and Instructions to Applicants* document.
- b) involve researchers against whom findings or research misconduct have been made.

Applicants must not directly contact 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 any queries to their Institution's Research Administration Office.

## 6.7 Advice to Applicants and Application Form

Applications for NHMRC Development Grant funding are to be submitted electronically as advised in the NHMRC Development Grants *Advice to Applicants* relevant to the particular application round. These documents are located in the Library of RGMS:

<https://www.rgms.nhmrc.gov.au/niku/app?action=dms.KSFileManager&id=1010&type=KS>

## 7. ASSESSMENT

All Development Grant applications are regarded by NHMRC as new applications for funding.

Applications undergo rigorous peer review, whereby they are subject to scrutiny and evaluation by others who are expert in the field(s) of the application. Assessors and Development Grant Review Panel members (DGRP) will bring their expertise and experience to the evaluation of the merit of applications for funding. Any matter relevant to the scientific merit, applicant commercial track record(s) and commercial potential may be brought to the consideration of their application, by assessors and the DGRP.

In developing their applications, applicants should take into account the nature of peer review: assessors and DGRP may draw as appropriate from the research literature and from their breadth of knowledge in the relevant discipline(s) and field(s). Issues not relevant to the assessment criteria (see Section 7.2) will not be considered.

NHMRC staff will conduct an initial review of all applications to identify potentially ineligible applications. Eligible applications will then be assigned to appropriate DGRP members and other expert assessors for review against the selection criteria.

## 7.1 Development Grant Review Panel (DGRP)

The DGRP will comprise experts highly experienced in related areas of research and commercialisation. The DGRP will have primary responsibility for the peer review of all Development Grant applications.

The DGRP will provide initial assessments of Development Grant applications with both scientific and commercial expertise, prior to the DGRP meeting. Applicants will have an opportunity to respond to the assessors' initial reviews. Furthermore, NHMRC will collate the scores provided by scientific and commercial expertise to identify the least competitive applications assessed. These applications will be considered by the DGRP for removal in advance of the detailed DGRP discussion (the Not For Further Consideration Process (NFFC)).

The applicant response will be limited to a two page response to address the reviewers' comments. Applications with an Indigenous health component will have one additional page for their response (refer Section 7.3). The applicant guideline for responding to assessor comments will be made available in the Library section of RGMS closer to this stage of the process:

<https://www.rgms.nhmrc.gov.au/niku/app?action=dms.KSFileManager&id=1010&type=KS>

## 7.2 Assessment Criteria

Development Grant applications will be assessed by the DGRP against three primary criteria.

### 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.

Applicants should address the following questions to assist the DGRP in determining the value of the application for support:

- how can the intellectual property underpinning the project, process or technology be protected?
- is the product, process or technology completely new, or is it a replacement for an existing product, process or technology?
- what qualities of the product, process or technology make it unique or provide a competitive edge over existing technologies in the market place?
- what are the national and international, current and future market opportunities?
- has the research advanced past the basic research phase? If not, the Development Grant Scheme may not be appropriate.
- have funding partners or reputable venture capital backing been identified, or is there evidence of a substantial commitment (including funding input) to the project by an appropriate industry alliance? How does the proposal fit within the strategic plan of the partner company? Note: it is not a prerequisite of the Development Grant program for funding partner(s) to have been identified. Venture capital firms, business angels or philanthropic organisations must have a bona fide track record of commercial development of innovation, nationally or internationally.

**letter of support will be required where a funding partner is listed on an application.**

- does the proposed project provide a credible route to commercial proof-of-principle?
- are the proposed milestones and deliverables appropriate, and precisely enunciated?

### *Career Disruption*

The NHMRC accepts pregnancy and childbirth, 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. Applicants should nominate periods where their career has been disrupted and provide a brief explanation of the reason. Further information on identifying and reporting career disruption(s) is provided in the *Advice and Instructions to Applicants* document.

Note: Academic or clinical responsibilities will be considered within the framework of "relative to opportunity" and not career disruption.

### ***Paid Parental Leave Scheme***

Information concerning the Australian Government's Paid Parental Leave Scheme is available at the following website: <http://www.familyassist.gov.au/payments/family-assistance-payments/paid-parental-leave-scheme>

## **7.3 Additional Criteria for Indigenous Health Applications**

Proposals for research relating specifically to Aboriginal and Torres Strait Islander health will be identified after applications close. Any such applications will be assessed against *the Indigenous Criteria* and the Assessment Criteria. The aim of assessing applications against *the Indigenous Criteria* is to ensure that research involving Indigenous Australians is designed and implemented in a manner that is safe and beneficial to the communities and individuals.

Assessment of Indigenous health applications will be performed by both a specifically selected Indigenous health external assessor and DGRP members. The external assessor will ideally be an Indigenous researcher, and have both scientific and Indigenous health research expertise.

The external assessor will review the application against *the Indigenous Criteria* as well as the Assessment Criteria. The external assessor will also consider applicants' career paths, career development and achievements, relative to opportunity. The review will provide comments against *the Indigenous Criteria* and this review will be reflected in the DGRP's assessment.

If it is not possible to assign an Indigenous health external assessor with both scientific and Indigenous health research expertise, an Indigenous assessor will be selected who can provide comments against *the Indigenous Criteria*. The DGRP, and in particular the primary spokesperson, will take account of these comments in finalising the application's score.

The external assessor's report may include further questions and issues for the applicant to address. The report may also recommend that the DGRP place conditions on the grant in order that it meets *the Indigenous Criteria*. Reports are provided to applicants who have the opportunity to address any concerns in response to the initial review against *the Indigenous Criteria*.

If an application fails to address adequately *the Indigenous Criteria*, and conditions cannot be placed such that the grant would meet *the Indigenous Criteria*, that application may be deemed to be non-competitive.

## **8. CONFIDENTIALITY**

Information contained in applications is regarded as confidential unless otherwise indicated and will be received and treated as confidential by NHMRC. It is a legislated responsibility of all NHMRC staff and Committee members not to disclose to any person confidential information to which they become privy as a result of the exercise of their responsibilities to NHMRC.

Applicants seeking support from the organisations listed in section 3 are required to agree for their application and related assessment information to be released to those agencies for this purpose.

Information comprising the names of successful grant applicants and their administering institutions, together with the title of the research project and the funding awarded, are published in the NHMRC Annual Report and are available on the NHMRC website. NHMRC makes publicly available information about the areas of research of the grant and a brief description of the grant provided by the applicant in response to the question in Part A of the application - *Media Summary*.

## **9. PRIVACY**

Documents containing personal information are handled and protected in accordance with the provisions of the *Privacy Act 1988 (Cth)*, which sets standards for the collection, storage, use and disclosure of, and access to, personal information. Personal information is disclosed only with permission of the individual to whom it relates or where the Act allows.

## **10. OUTCOME OF APPLICATIONS**

NHMRC will advise applicants through the nominated Administering Institution's Research Office of the outcome of the application as early as possible following approval of funding. This may be done initially on a confidential basis. If so, NHMRC will regard breaching of this confidentiality as a serious matter.

The advice to applicants will include a short report on the application based on the assessment criteria. The report may identify aspects of the application which were considered to be more, or less, competitive than other applications.

NHMRC will publish the following information on its website for all successful Development Grants:

- Application ID;
- all Chief Investigator names;
- Administering Institution;
- simplified title; and
- total funding awarded and duration.

The media summary may also be published.

## **11. OBJECTIONS AND COMPLAINTS PROCESS**

### **11.1 Objections**

Applicants may seek clarification on the outcome of their application, or state an objection to that outcome. The objection must be lodged in writing through the Administering Institution's Research Office by completing a form available from the NHMRC website at:

<https://www.nhmrc.gov.au/about/contact/complaint.htm> and be received within 28 days of the Administering Institution's RAO receiving the email to which the letter notifying the outcome of the application is attached, or as otherwise advised by the NHMRC..

The objection should be directed to NHMRC's Chief Executive Officer in the first instance. If an applicant is not satisfied with the outcome, they may refer their complaint to the NHMRC Commissioner of Complaints, as detailed in section 11.2.

NHMRC will provide a written response to all complaints in line with the NHMRC Complaints Policy: <https://www.nhmrc.gov.au/about/contact/complaint.htm>

## **11.2 Formal Complaints to the Commissioner of Complaints**

A person whose interests are affected may at any time lodge a complaint under section 59 of the *National Health and Medical Research Council Act 2002* (the Act).

Section 61 of the Act provides the Commissioner of Complaints with discretion including, where a complainant has not approached the CEO with the complaint, may choose not to investigate and refer the complaint to the CEO. The Act may be found at:

<http://www.nhmrc.gov.au/about/org/role.htm>

Complaints to the Commissioner should be addressed to:

NHMRC Commissioner of Complaints  
National Health and Medical Research Council  
GPO Box 1421  
CANBERRA ACT 2601

Formal complaints can be mailed to the above address, or sent by email as a PDF letter to [complaints@nhmrc.gov.au](mailto:complaints@nhmrc.gov.au)

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

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

- a) the action involved a breach of the rules of natural justice;
- b) the action was induced or affected by fraud;
- c) there was no evidence or other material to justify the action;
- d) an irrelevant consideration was taken into account in relation to the action;
- e) a relevant consideration was not taken into account in relation to the action;
- f) in the course of the action a discretionary power was exercised for a purpose other than the purpose for which the power is conferred;
- g) the action involved the exercise of a discretionary power in bad faith;
- h) in the course of the action, a personal discretionary power was exercised at the direction of another person;
- i) the action involved the exercise of a discretionary power in accordance with a rule or policy without regard to the merits of the particular case; or
- j) the action involved any other exercise of a power in a way that constitutes abuse of the power.

Complainants are advised to contact their RAOs prior to making a complaint to the Commissioner.

## 12. ADMINISTRATION OF NHMRC GRANTS

### 12.1 Deed of Agreement<sup>1</sup>

All NHMRC Development Grants are offered in accordance with a Deed of Agreement between NHMRC and the Administering Institution. This Deed of Agreement includes Schedules that detail information for each grant (eg budget) and any specific conditions. Details of the Deed of Agreement can be found at:

<http://www.nhmrc.gov.au/grants/admin/deeds.htm>

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

### 12.2 Payments

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

### 12.3 Responsible Conduct of Research

NHMRC expects the highest levels of research conduct and integrity to be observed in the research that it funds. Institutions that administer Development Grants, as well as Chief Investigators are bound by the terms of the *Deed of Agreement*, and through this agreement by the requirements of *The Australian Code for the Responsible Conduct of Research (2007)* (the Code) available at: <http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>

The Code, which was issued by NHMRC in partnership with ARC and Universities Australia, advocates and describes best practice in research for researchers and institutions, and provides a mechanism by which a breach of the code or an incident of research misconduct can be resolved.

Researchers who become aware of research misconduct should follow the process outlined in the Code and can report on scientific misconduct by completing an e-form available from NHMRC website at <https://www.nhmrc.gov.au/about/contact/complaint.htm>

Administering Institutions are required to inform NHMRC of cases of research misconduct and NHMRC may exclude these applications from further assessment if the applicant is found to have committed a serious research misconduct.

Applicants must not contact DGRP members or external assessors in relation to their application, or the peer review process. Doing so may constitute a breach of the Code (refer to subsection 6.2 of (the code) at <http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>) and their application may be excluded from further consideration. Applicants are to direct any queries concerning the peer review process to their Institution's Research Administration Office.

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<sup>1</sup> Note: NHMRC is consolidating all previous Deeds of Agreement into one document. This document, the *NHMRC Funding Agreement*, will replace all existing Deeds of Agreement.

## 12.4 Research Misconduct

Research funded by NHMRC must comply with the *Australian Code for the Responsible Conduct of Research*, which can be found at: <http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>

The NHMRC funding agreements contain provisions for the handling of allegations of research misconduct. Applicants are referred to the *NHMRC Policy on Actions to be taken in the case of Research Misconduct involving NHMRC Funding*. This is available on the NHMRC website at [www.nhmrc.gov.au/grants/admin/deeds.htm](http://www.nhmrc.gov.au/grants/admin/deeds.htm).

## 12.5 Registration of Clinical Trials

Successful applicants in receipt of NHMRC funding under this scheme, and whose research involves clinical trials, must register with the ANZCTR before beginning the clinical phase of the research.

Information pertaining to the ANZCTR or equivalent, and how to register can be found at: <http://www.anzctr.org.au>

## 12.6 Ethics Clearances and Approvals

Funding for a Development Grant will not commence until all relevant approvals, ethical and/or biosafety, have been received from the appropriate institutional committees and lodged with the Administering Institution's Research Office.

It is the responsibility of the applicant to ensure that applications are made to the relevant institutional committees or approval bodies. It is also the responsibility of the applicant to ensure that the completed approval form is forwarded to the Institution's Research Office who will hold a copy.

The Research Administration Officer, who is responsible for the application, must advise NHMRC when clearances have been granted by the relevant committees.

NHMRC reserves the right to request all information relating to decisions regarding ethical issues arising from an application and the institutional response to the application. Provisional approvals are not acceptable.

Grants may be withdrawn if ethics approvals are not obtained within six months of the original grant commencement date.

### Approvals to be obtained prior to the funding commencing

Development Grants provided by NHMRC are often awarded for research that involves the use of humans, animals or genetically modified organisms. All of these activities require oversight by the Administering Institution. Table 1 summarises the approvals that may need to be obtained before funding for a Development Grant can commence. Table 2 lists other considerations that Development Grant applicants must take into account during development of research proposals.

In order to ensure that all research is conducted both ethically and accountably, funding for a Development Grant will not commence until the Administering Institution's RAO has notified NHMRC that all relevant ethical and other approvals have been granted and have been provided to the Administering Institution's Research Office. **No funding will be provided on the basis of a provisional approval.**

Where an ethics clearance or regulatory approval is not required until the latter years of a Development Grant and the relevant committee cannot review the proposal without the results of the preliminary findings of the research then, in these exceptional circumstances, NHMRC approval can be sought for the funds to be released. These requests will be considered by NHMRC on a case by

case basis. Any research that requires ethics clearance/regulatory approval must not occur until the required approvals are in place.

It is the responsibility of the applicant to obtain the relevant approval required for the project and to forward this to the Administering Institution's Research Office.

The NHMRC reserves the right to request any information in relation to ethical and other approvals and to withdraw the offer of funding if the relevant approvals are not obtained by **1 July** in the year that funding is to commence.

**Table 1: Summary of Approvals and Licenses to be obtained by Development Grant applicants**

<i>Applicants proposing research involving</i>	<i>Action to be taken by Applicants</i>
<b>Human Research</b>	<p>Projects funded by NHMRC that involve human participants must be reviewed by a Human Research Ethics Committee (HREC) in accordance with the <i>National Statement on Ethical Conduct in Human Research 2007 (the National Statement)</i>. Consideration must also be given to the <i>Privacy Act 1988</i>.</p> <p>The National Statement is available on the NHMRC website at: <a href="http://www.nhmrc.gov.au/publications/synopses/e35syn.htm">http://www.nhmrc.gov.au/publications/synopses/e35syn.htm</a>.</p>
<b>Animal Research</b>	<p>Projects funded by NHMRC that involve the use of animals must be reviewed and approved by an Animal Ethics Committee (AEC) in accordance with the <i>Australian Code for the Care and Use of Animals for Scientific Purposes (the Animal Code)</i>.</p> <p>The Animal Code is available on the NHMRC website at: <a href="http://www.nhmrc.gov.au/publications/synopses/ea16syn.htm">http://www.nhmrc.gov.au/publications/synopses/ea16syn.htm</a>.</p>
<b>Generation or use of genetically modified organisms (GMOs)</b>	<p>Applicants proposing to undertake research involving genetically modified organisms (GMO) must ensure that all the requirements of the <i>Gene Technology Act 2000</i> and <i>Gene Technology Regulations 2001</i> have been met.</p> <p>In the first instance, applicants should seek advice from their Institutional Biosafety Committee on the level of authorisation needed for any proposed GMO research. Information on the gene technology regulatory scheme, including the Act and Regulations, is also available from the Office of the Gene Technology Regulator website <a href="http://www.ogtr.gov.au">www.ogtr.gov.au</a>.</p>
<b>Human Embryo Research</b>	<p>Research involving certain human embryos requires a licence issued by the Embryo Research Licensing Committee of the NHMRC in accordance with <i>Research Involving Human Embryos Act 2002</i> and <i>Prohibition of Human Cloning for Reproduction Act 2002</i></p> <p>For further information about the legislation refer to the NHMRC website at: <a href="http://www.nhmrc.gov.au/publications/synopses/embryactsyn.htm">http://www.nhmrc.gov.au/publications/synopses/embryactsyn.htm</a>, and <a href="http://www.nhmrc.gov.au/publications/synopses/prohibitsyn.htm">http://www.nhmrc.gov.au/publications/synopses/prohibitsyn.htm</a>.</p>

**Table 2: Other considerations relevant to Development Grant Applicants**

<i>Applicants proposing research involving</i>	<i>Guidelines to be considered by Applicants</i>
<p><b>Health Research Involving Aboriginal and Torres Strait Islander Peoples</b></p>	<p>Ethical applications for projects that involve the participation of Aboriginal and Torres Strait Islander Peoples should be developed with reference to the <i>Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research</i> (2003)</p> <p>Further information is available from the NHMRC website at:  <a href="http://www.nhmrc.gov.au/publications/synopses/e52syn.htm">http://www.nhmrc.gov.au/publications/synopses/e52syn.htm</a>.</p>
<p><b>Use of Carcinogenic or Highly Toxic Chemicals</b></p>	<p>All projects that involve the use of carcinogenic or highly toxic chemicals must adhere to the National Occupational Health and Safety Commission (NOHSC) guidelines, <i>National Code of Practice for the Preparation of Material Safety Data Sheets</i>.</p> <p>Further information is available from the Australian Safety and Compensation Council (ASCC) web site at <a href="http://www.ascc.gov.au/ascc/">http://www.ascc.gov.au/ascc/</a></p>
<p><b>Use of datasets for research purposes</b></p>	<p>The use of datasets for research purposes must comply with the <i>Minimum Guidelines for Health Registers for Statistical and Research Purposes</i>.</p> <p>Further information is available from the Australian Institute of Health and Welfare website at:  <a href="http://www.aihw.gov.au/publications/index.cfm/title/9792">http://www.aihw.gov.au/publications/index.cfm/title/9792</a>.</p>
<p><b>Open Access</b></p>	<p>Refer to Section 17.2 of this document and NHMRC policy on the dissemination of research findings, which is available at <a href="http://www.nhmrc.gov.au/grants/policy/dissemination.htm">http://www.nhmrc.gov.au/grants/policy/dissemination.htm</a></p>
<p><b>Consumer and Community Participation in Health and Medical Research</b></p>	<p>The <i>Statement on Consumer and Community Participation in Health and Medical Research</i> (the Statement) has been developed because many consumers and researchers recognise the contribution that consumers can make to health and medical research. The Consumers Health Forum of Australia Inc (CHF) and the NHMRC worked in partnership with consumers and researchers to develop the Statement in recognition of the contribution that consumers can make to research, as well as their right to participate in research. Researchers are encouraged to consider the benefits of actively engaging consumers in their proposed research.</p> <p>Applicants should refer to the CHF and NHMRC Statement available at <a href="http://www.nhmrc.gov.au/publications/synopses/r22syn.htm">http://www.nhmrc.gov.au/publications/synopses/r22syn.htm</a>.</p>

**Use of Personal Information**

Section 95 of the *Privacy Act 1988* (the Privacy Act) provides that the CEO of NHMRC may, with the approval of the Commissioner, issue guidelines for the protection of privacy in the conduct of medical research.

Any research involving humans that uses personal information held by Commonwealth agencies where identified information needs to be used without consent from the individual(s) involved should abide by NHMRC *Guidelines approved under Section 95 of the Privacy Act 1988, 2001* (Section 95 Guidelines). In these situations, the proposed medical research must be approved by a properly constituted Human Research Ethics Committee (HREC) in accordance with the Section 95 Guidelines.

NHMRC *Guidelines approved under Section 95A of the Privacy Act 1988, 2001* (Section 95A Guidelines) are broader than the Section 95 Guidelines and apply to the collection, use and disclosure of health information held by organisations in the private sector for the purposes of research or the compilation or analysis of statistics, relevant to public health or public safety, without the consent of the individual(s) involved. Under the Section 95A Guidelines, an HREC must give approval for the use of this information.

### **Administration of Drugs to Humans**

NHMRC requires assurance that research involving humans has been reviewed and is approved by the relevant HREC as complying with the NHMRC *National Statement on Ethical Conduct in Human Research* (2007) (the National Statement)

All research projects involving the administration to humans of drugs, chemical agents or vaccines must be considered by a HREC to assess the appropriateness of their use. If such research is part of a clinical trial, then it falls under the responsibility of the Therapeutic Goods Administration (TGA) which administers the Clinical Trials Notification/Exemption schemes. Further information on these schemes can be obtained from the TGA:

<http://www.tga.gov.au/ct/index.htm>

Phone: 1800 020 653

In the case of multi-centred clinical trials the relevant institutions and their HRECs may agree that the primary ethical and scientific assessment be made at one institution/organisation, with copies of the approvals being sent to the other institutions/organisations involved. Further information on multi-centre research approval is provided in the National Statement which is available on the NHMRC website at: <http://www.nhmrc.gov.au/publications/synopses/e72syn.htm>.

### **Ethical Implications of Human Research**

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

### **Animal Research**

Research involving animals must be conducted in accordance with the *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes 2004*, which is available on the NHMRC website at:

<http://www.nhmrc.gov.au/publications/synopses/ea16syn.htm>

### **Research Involving Genetically Modified Organisms**

Applicants proposing research involving genetically manipulated organisms (GMOs) must ensure that all requirements of the *Gene Technology Act 2000* and *Gene Technology Regulations 2001* have been met.

In the first instance, applicants should seek advice from their Institutional Biosafety Committee on the level of authorisation needed for any proposed GMO research. Information on the technology regulatory scheme, including the Act and Regulations, is also available from the Office of the Gene Technology Regulator website at <http://www.ogtr.gov.au>

### **Use of Carcinogenic or Highly Toxic Chemicals**

Applicants proposing research involving the use and disposal of potent carcinogenic or other highly toxic chemicals are referred to the National Occupational Health and Safety Commission (NOHSC) guidelines, *National Code of Practice for the Preparation of Material Safety Data Sheets*, which are available from the NOHSC web site at: <http://www.ascc.gov.au/ascc/>

### **12.7 Intellectual Property**

Applicants in receipt of NHMRC Development Grant support must agree to comply with the National Principles of Intellectual Property Management for Publicly Funded Research available at: <http://www.nhmrc.gov.au/grants/policy/ipmanage.htm>

## **13. REPORTING ON NHMRC GRANTS**

### **13.1 Scientific Reports and Financial Reports**

Annual progress and financial reports will be required each year on the form prescribed by NHMRC. At the completion of the grant, a final report and financial acquittal will be required within six months after the Period of Funding ends. These final reports will be regarded by NHMRC as public documents and will be placed in the public domain. The reporting requirements are included in the schedule to the Deed of Agreement and can also be found at: <http://www.nhmrc.gov.au/grants/admin/progreport.htm>.

NHMRC may suspend payment of further instalments of any current grant until the appropriate reports have been received and assessed as satisfactory.

Where an institution fails to submit satisfactory reports, as required, NHMRC may terminate funding and determine that all or part of the funding must be repaid. In this case, NHMRC may withhold the remainder of the institution's payments under the scheme for the current year or initiate recovery of funding.

### **13.2 Dissemination of Scientific Results**

To maximise the benefits from research and as broadly as possible allow access by other researchers and the wider community, NHMRC encourages researchers and Administering Institutions to

- promote responsible publication and dissemination of the research findings;
- disseminate all research findings; and
- disclose research support accurately

Section 4 of the *Australian Code for the Responsible Conduct of Research*, outlines these and other responsibilities of Institutions and Researchers, which apply to all forms of dissemination.

NHMRC strongly supports researchers depositing their data and any publications arising from a research project in an appropriate subject and/or institutional repository wherever such a repository

is available to the researcher(s). Any research outputs that have been or will be deposited in appropriate repositories should be identified in the Final Report.

Grant recipients must ensure that they comply with NHMRC policy on the dissemination of research findings, which is available at <http://www.nhmrc.gov.au/grants/policy/dissemination.htm>.

## **14. ENQUIRIES**

Enquiries about the content of NHMRC Funding Policies should be addressed to your Administering Institution's Research Administrative Officer (RAO) in the first instance. If further assistance is required, please contact the Research Help Centre on 1800 500 983, or at [help@NHMRC.gov.au](mailto:help@NHMRC.gov.au) or go direct to the relevant funding scheme webpage on the NHMRC website: <http://www.nhmrc.gov.au/grants/types/index.htm>

Postal Address: National Health and Medical Research Council

GPO Box 1421

CANBERRA ACT 2601

# ATTACHMENT A - USE OF NHMRC FUNDS AND BUDGET

## Introduction

NHMRC funds the direct costs of the research proposal based on advice from peer review. This document is designed to assist Development Grant applicants in identifying resources which can or cannot be funded using NHMRC funds, and to assist applicants in the preparation of the budget component of their Development Grant application.

## Level of funding

There is no specific limit to funding that may be requested in applications under the NHMRC Development Grant scheme.

Applicants are advised to clearly justify the requested budget paying particular attention to any research cost(s) which may be atypical for the particular field of research (refer Attachment B).

The Development Grant Review Panel (DGRP) advises NHMRC of a budget for each application in categories 5, 6 and 7. The DGRPs also advise NHMRC of a budget for applications in category 4 which are identified as Indigenous Health. The DGRP's recommendation is based on the budget requested by the applicant, the requirements of the proposal as assessed by the DGRP and its knowledge of the costs associated with the research.

Development Grant applicants are required to:

- make a case for NHMRC Development Grant funding in accordance with the policy document *NHMRC Development Grants Funding Policy for funding commencing in 2012*, and
- declare the sources, duration and level of funding already held for research in the same area as the research being proposed in this application.

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

## Duration of funding

Applicants for NHMRC Development Grants may apply for funding of between one and three years duration, but the period must be justified within the application (refer section 5.1 *Duration and level of Funding*).

The DGRP will recommend the duration of the grant after considering the applicant's justification for the duration of research.

**NOTE:** Researchers applying for grants awarded by other funding bodies must refer to the relevant guidelines as specific conditions on the level and duration of funding and the items supported may differ. These guidelines can be found at the relevant link provided in *NHMRC Development Grants Funding Policy for funding commencing in 2012*.

## One-line funding

Development Grant budgets (excluding any equipment component) are provided as a one-line grant and grantees may expend the funds as necessary to support the research project provided that

- all expenditure is in accordance with the requirements of the Deed of Agreement – Research Funding Schemes (the Deed), noting that use of funding for some purposes is expressly excluded in the Deed;
- funding provided for specific pieces of equipment must be used for such purposes;

- funding is not to be used for items which should be provided as infrastructure;
- funding is not to be used to supplement salaries relating to enterprise bargaining agreements;
- annual financial reports itemise expenditure against outgoings, including Salaries, Equipment and Direct Research Costs.

### **Budget considerations**

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

1. support for personnel engaged in the conduct of the research;
2. direct research costs, (which include animal agistment costs); and
3. equipment costs necessary to conduct the research.

These and other budget considerations are discussed below.

### **Support for Personnel**

Researchers who are not Australian citizens or permanent residents in Australia:

- Are eligible to apply for a Development Grant as Chief Investigator B to J;
- Are permitted to request a Personnel Support Package if they are based in Australia for the duration of the grant; but
- Are **not** permitted to request a Personnel Support Package if they are based overseas.

Associate Investigators are not permitted to draw salary from a Development Grant.

Funding for research support staff who are based overseas may only be considered where this is essential to achieve the aims of the research.

Casual computing and similar casual staff requirements, which will be contracted at hourly rates, should be included under Direct Research Costs

Funds to support personnel are provided as single line Personnel Support Packages (PSPs). The level of PSP requested in an application should match *the roles and responsibilities of the position, rather than the expertise of a specific person* whom the Chief Investigators may intend to appoint to the position. Information on PSP amounts can be found at <http://www.nhmrc.gov.au/grants/apply/projects/budget.htm>. Personnel Support Packages (PSPs) are designed to contribute to salary and salary on-costs (e.g. payroll tax, workers compensation, leave loading, compulsory and contributory superannuation and long service leave).

All applicant CIs must indicate the proportion (%) of their research time that they will commit to NHMRC-funded research for the currently submitted grant application. Further information on how to indicate the amount of time proposed to be devoted to the grant, should it be awarded, is provided in the *Advice and Instructions to Applicants* document.

Applicants may apply for a full PSP provided that 80% or more of the occupant's time will be devoted to the Project.

An annual indexation will be applied to PSPs, based on the Australian Government Wage Cost Index (WCI).

## **Direct Research Costs**

Direct Research Costs (DRC) are awarded for the purchase of research materials (not personnel) required to conduct the proposed research. For example: items such as consumables, printed materials, microfilms, survey or field expenses, purchase costs for animals and computing charges.

DRCs are available in one or more quanta of \$5,000. Individual items of equipment costing less than \$10,000 must be requested as DRC.

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

- programming, preparation and data storage or the hire of external computer time. Funds will not be provided for the hire of computer time on a computer within the applicant's institution,
- travel costs associated with the conduct of field research;
- covering the liability insurance for human clinical trials; and
- administrative charges associated with registration of clinical trials.

NHMRC will not consider requests for conference travel.

Applicants should refer to Attachment B (**Direct Research Costs – A Guide for Research and Administrative Staff**) for further information.

## **Animal Agistment Costs**

Requests for animal agistment costs must be fully justified in the DRC component of the application form.

The NHMRC will support the costs of animal agistment that are a direct requirement of the research project. Animal agistment costs may include the costs of food and caging, and of experimental breeding, during the course of the project. For information on animal agistment costs, consult your Administering Institution. The purchase of animals should be included in DRC.

Funds will be provided for the full purchase price of non-human primates. Applicants should contact the relevant non-human primate breeding colony to obtain information about the terms and conditions associated with the purchase of animals and agistment fees.

The NHMRC will not support infrastructure costs that should normally be provided by the Animal House of the host institution (such as administration or support of Animal House staff) regardless of whether or not the institution has its own Animal House.

An annual indexation will be applied to DRC, based on the WCI.

## **Equipment**

Where an applicant is requesting funding for an item of equipment, the equipment must be unique to the project and essential for the project to proceed. Equipment requests must not include the type of apparatus normally provided from institutional funds such as freezers, etc.

Applicants must provide details as to why the equipment is not being provided by their institution.

For each item of equipment requested, a written quotation must be received and held with the Research Office of the Administering Institution and must be made available to the NHMRC on request.

The applicant must ensure the Administering Institution is prepared to meet all service and repair costs in relation to equipment awarded.

Funds will not be provided for the purchase of computers except where these are an integral component of a piece of laboratory equipment or are of a nature essential for work in the field. For example: a computer which is dedicated to data collection from a mass spectrometer, or used for the manipulation of extensively large datasets (i.e. requiring special hardware) may be supported.

Individual items of equipment costing less than \$10,000 must be requested as **DRCs**. Applicants may not seek funding for equipment totalling more than \$80,000 for the entire period of the grant.

Equipment-only applications are not acceptable as Development Grant applications. Further information regarding equipment-only grants can be obtained from the Research Office of the Administering Institution.

An annual indexation will be applied to equipment, based on the WCI.

### **Medicare Claims**

The following information relates to health services Development Grant applications having clinical relevance in order to attract Medicare benefits.

Medicare is governed by the *Health Insurance Act 1973* which sets out the services attracting benefits. Sub-section 19(5) of the *Health Insurance Act 1973* provides that benefits are for where services are clinically relevant for the treatment of the patient. Clinical relevance is a matter of judgement for the patient's medical practitioner.

Where a range of services or tests are carried out by the patient's medical practitioner as part of the deliberate management of the patient's health, Medicare rebates are payable.

However, a range of tests offered to a patient by a clinic for which there is no apparent clinical necessity, as determined by a medical practitioner, do not attract benefits.

In light of this information, Medicare rebates would not be available for patient visits to General Practitioners as part of a research project, where such visits would not be deemed clinically relevant for the treatment of the patient.

### **Funding to support overseas research activities**

Applicants may request funding to support specific research activities to be undertaken overseas. In doing so the applicants must clearly demonstrate that:

- the research activity is critical to the successful completion of the project; and
- the equipment/resources required for the research activity are not available in Australia.

Funding for research support staff who are based overseas may only be considered where this is essential to achieve the aims of the research.

## **Infrastructure, Indirect Costs and Institutional Overheads**

The NHMRC Development Grants scheme does not fund:

- the indirect costs of research; or
- research infrastructure; or
- institutional overheads and administrative charges (levied to pay for institutional research infrastructure).

This policy applies regardless of whether the institution, department, unit or individual researcher is in receipt of any form of Commonwealth or State support for research infrastructure.

Research infrastructure includes facilities necessary to the research endeavour that a responsible institution with research as a part of its mission would be expected to supply as a prerequisite to its engagement in research, and includes:

- Physical space and all the services associated with it;
- Furniture for research staff;
- Administrative services;
- Office services and consumables that are not specific to the research project;
- Laboratory services and consumables that are not specific to the research project;
- Animal house facilities;
- Computer networks and basic network utilities; and
- Personal computers, related network peripherals and software needed for communicating, writing, and undertaking simple analyses.

Research infrastructure does not include:

- Office services and consumables that are specific to the project;
- Individual human research subjects or research animal services specific to the project;
- Laboratory services and consumables that are specific to the project;
- Computer network facilities required to meet project specific needs;
- Personal computers, related network peripherals and software required to meet project specific needs; and
- Other items of equipment that are required to meet project specific needs.

## **ATTACHMENT B - DIRECT RESEARCH COSTS**

**(A guide for research and administrative staff)**

### **DIRECT RESEARCH COSTS**

#### **Definition**

For NHMRC funding purposes direct research costs are costs that are integral to carrying out the approved research objectives of a grant where the recipient is selected on merit against a set of criteria. Such costs must directly address the research objectives of the grant, relate to the approved research plan and require the associated budget to have been properly justified.

(These costs will be critically reviewed by DGRPs during deliberations on budget allocations and by NHMRC during the conduct of on-site compliance monitoring visits.)

#### ***Direct research costs may include the following:***

- personnel costs only related to contract staff and limited external persons – must not include AI or CI or PSP supported elsewhere by the application. Must include detailed justification need and costing basis.
- inclusion of materials required to conduct the approved research – laboratory supplies, consumables, printed materials, microfilms, purchase costs of animals
- survey or field expenses that have been fully justified in the application
- medicare costs (out of pocket medical expenses)
- reimbursement of reasonable costs associated with randomised control (RCT) trials studies
- reasonable medical diagnosis costs (MRI, PET, CT, ultrasound, genotyping, biochemical analysis)
- equipment costing less than \$10,000 that is unique to the project and is essential for the project to proceed
- purchases of services directly required for the successful conduct of the project
- costs of animal agistment and animals purchased that are a direct requirement of the research project
- specialised computing requirements that are essential to meeting project specific needs.

Note 1: Publication costs cannot be requested on an application but may be listed as a legitimate cost against DRC as part of the financial acquittal process.

### **INDIRECT RESEARCH COSTS**

#### **Definition**

Indirect costs of research are institution overhead costs that benefit and support research. They can include such things as the operations and maintenance of buildings, use of utilities and libraries, hazardous waste disposal, regulatory and research compliance and administration of research services. Although they are necessary for the conduct of research, and although they may be

incurred in the course of research, they are costs that do not directly address the approved research objectives of a grant.

***Direct research costs do not include any indirect costs such as those outlined below:***

- indirect costs of research
- networking costs
- institutional overheads and administrative costs
- personal membership of professional organisations and groups
- non project related specific training and development costs
- research infrastructure – facilities necessary to the research endeavour that a responsible Institution would be expected to supply as a prerequisite to its engagement in research. This includes
  - physical space and all the services associated with it
  - furniture for research staff
  - administrative services
  - office services and laboratory services
  - ethics approval costs
  - staff training and development
  - animal house facilities
  - computer networks and basic network utilities
  - personal computers, related network peripherals and software needed for communicating, writing and undertaking simple analyses (Scholarship grant holders, however, may purchase laptops – refer Direct Costs above)
- travel to associated/relevant conferences (other than for Early Career Fellowship and Scholarship holders)
- overseas travel (unless it is directly related to the research recommended by the DGRP and prior formal approval has been obtained from NHMRC)
- health insurance, travel insurance, foreign currency, airport and related travel taxes, passports and visas
- personal subscriptions (private journal subscriptions)
- communications costs (mobiles, telephone calls)
- patent costs
- entertainment and hospitality costs
- airline club memberships
- purchase of reprints
- car rental