



NHMRC PRACTITIONER FELLOWSHIPS

ADVICE AND INSTRUCTIONS TO APPLICANTS

For funding commencing in 2013

Applications open on 12 December 2011 and close at 17:00hrs (AEDST)
on 9 February 2012.

Late applications will not be accepted.

This document should be read in conjunction with the *Practitioner Fellowships
Funding Rules for funding commencing in 2013.*

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;
- filling out application forms; 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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1. INTRODUCTION

This document should be read in conjunction with:

- a. The *Practitioner Fellowships Funding Rules for funding commencing in 2013* (referred to herein as the *Funding Rules*) which provides important information on the objectives and underlying principles of Practitioner Fellowships. The Funding Rules can be found at:
<http://www.nhmrc.gov.au/grants/apply-funding/fellowship-awards>
- b. RGMS Tutor, which is composed of training tutorials and can be accessed from the NHMRC website at <http://www.nhmrc.gov.au/grants/research-grants-management-system-rgms>; and in the RGMS *Library - Public - User Documents & Instructions* folder within RGMS.

1.1 Overview

NHMRC's Research Grants Management System (RGMS) must be used to access/enter your *CV* and *Profile*, and submit a Practitioner Fellowship Application.

Applicants who are not yet registered on RGMS can do so via the '*New to RGMS*' link on the RGMS login page (<http://rgms.nhmrc.gov.au>) or obtain assistance by contacting Research Help Centre at help@nhmrc.gov.au or 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 Practitioner Fellowship funding commencing in 2013.

A complete Practitioner Fellowship Application must consist of the following:

- a. Completion of Parts A and B of the application form
- b. The relevant information in your RGMS *Profile* and *CV*
- c. The uploaded PDF Document containing your *Proposed Research* (uploaded to Part B: Proposed Research)
- d. The uploaded PDF Document containing your *Supervision and Mentoring* (uploaded to Part B: Research Supervision and Mentoring).
- e. The uploaded PDF *Confirmation Letters* in relation to Clinical/Public Health status and employment positions (uploaded to Part B: Funding Partner/Employers-Practitioner). Note: Applications for Practitioner Fellowships which are submitted without Confirmation Letters, will be deemed ineligible.

Any scanned documents should be at low resolution.

For all sections of the Practitioner Fellowship applications, applicants must **NOT** include links to additional information on any website in their application, apart from references to published, peer reviewed journal articles that are *only* available online.

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. Additionally, NHMRC uses information from the *Profile* to contact you and to guide the assigning of applications for peer 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 minimum *Profile/ CV* components of RGMS is available in Section 7 of this document.

Referencing Publications

Each publication entered into your *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/guidelines/publications/r39>

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

1.2 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 Application Details	Part B Practitioner Fellowships
A-RT: Research Team and Commitment	B-AES: Application Executive Summary
A-NF: Intended NHMRC Funding Requests	B-AIPrac: Application Information (Practitioner Fellow)
A-OF: Intended Other Funding Requests	B-CPF: Current Practitioner Fellow
A-A2: Aboriginal and Torres Strait Islander Research	B-CtR: Intellectual Leadership and Contribution to the Field of Research
A-IAcc: Institution – Access	B-TTC: Research Supervision and Mentoring
A-IAct: Institutions – Actual	B-PR: Proposed Research
A-NHP: National Health Priorities	B-CW: Link Between Clinical Work and Research
A-NRP: National Research Priorities	B-PPRC: Publications, Papers, Reports and Contributions
A-RC: Research Classification	B-COL: Collaborations
A-SEO: Socio Economic Objectives	B-FPPrac: Funding Partner/Employers (Practitioner)
A-BoD: Burden of Disease	B-NPA: Nomination of Possible Assessors
A-CD: Community Details	B-NA: Non-Assessor Nomination
A-EG: Ethics – General (leads to Clinical Details, Human, Animal and Other) -	
Not required for Practitioner Fellowship applications	

Selection Criteria

While completing your application, it is important to keep in mind the NHMRC specific criteria against which applications will be assessed. Applicants should note there are three broad selection criteria. Under each of these are separate components all of which should be addressed in your application.

All applicants will be assessed and ranked against the criteria listed below and on how well their application meets the aims of the Scheme. All criteria are assessed relative to opportunity and taking into consideration any career disruptions (refer to the *Practitioner Fellowships Funding Rules, Part 2, NHMRC Universal Funding Rules*).

In preparing an application, you are also advised to consider carefully the Ranking Category Descriptors in relation to each of the selection criteria, which are available at Attachment 2 of the *Practitioner Fellowship Funding Rules for funding commencing in 2013*. These are used as a guide by the Peer Review Panels to score an application against each of the selection criteria.

The three assessment criteria are:

- Criterion One** - Vision for the next five years, intellectual leadership and contribution to the field in both research and research translation, synergy of research and practice and potential for translation
- Criterion Two** - Quality of research output relative to opportunity (with particular emphasis on the past five years and demonstrating an upward trajectory), achievements in translation of research into improved clinical practice or policy development, success in obtaining grants, national and international profile
- Criterion Three** - Research supervision and mentoring, activities which facilitate implementation of research outcomes by other practitioners.

Significant Changes to the Application Process

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

- Aims of the scheme revised to align with *NHMRC Strategic Plan 2010-2012* in relation to contributing to building Australia's research capacity.
- Letter of Support replaced with Confirmation of Status letters and Confirmation of Employment letters to confirm Clinical/Public Health status and to clarify the nature of employment and time commitments of applicants.
- Honorary Practitioner Fellowship eligibility revised to outline the options available to Australia Fellowship holders who will be applying for a Practitioner Fellowship on the completion of their current award.
- *Research Performance Descriptors* have been replaced by *Ranking Category Descriptors* to provide greater clarity and directions for applicants and panels.

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 – Public* in the *RGMS Offline Forms* folder, 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.

Viewing or printing your application

The 'Snapshot Reports' function provides three types of snapshots:

- a **'Summary'** Snapshot (used for the assignment of applications to peer review panels and assessors, allocation of spokespersons and identification of conflicts of interest);
- an **'Application Details'** Snapshot (Parts A and B of your application); and
- an **'Assessor'** Snapshot (Sections of Part A and all of Part B of your application and the relevant sections from your *Profile* and *CV* as listed in Section 1.2).

For instructions on how to run a Snapshot Report, applicants should refer to the 'How To' information sheet, "How do I view a summary or print a copy of my application?" in the *RGMS Library - Public – Application Documentation* in the *All Sections* folder. Snapshots are viewed in the **'Snapshot Report'** tab at the top of the RGMS application screen.

Uploaded documents, ('Proposed Research' PDF, 'Supervision and Mentoring' PDF and 'Letters of Confirmation (Status and Employment)' PDF) will also be accessed via the **'Snapshot Report'** tab. This will allow users to print or view a document version of their application (either in part or in full).

Please note that the Assessor Snapshot Report will only migrate information for the specified period of time listed above in '*PROFILE/CV Requirements for Research Fellowships*'. In entering dates for '*Publications*', '*Community Engagement*' and '*Editorial Responsibilities*' in the *CV*, applicants need to provide a **start date** that is appropriate to the *CV* requirements for this scheme, otherwise the information will not appear in the 'Assessor' Snapshot.

1.3 Starting a New Application

For step by step instructions on how to start a new Practitioner Fellowship application refer to RGMS 'How To' Information sheet which can be found in the *RGMS Library – Public - Application Documentation* in the *All Sections* folder and also at:

<http://www.nhmrc.gov.au/grants/research-grants-management-system-rgms>.

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. APP1234567) 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 click **'Save'**. NHMRC provides this functionality to support researchers and RAOs in managing the application process. NHMRC does not accept any responsibility for errors or omissions arising from the use of the RAO edit function and strongly recommends that the RAO, CI and Administering Institution discuss the management of RAO edit access before selecting this function.

2. PART A – APPLICATION DETAILS

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

2.1 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.

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.

Initiative

The Initiative to select for NHMRC Practitioner Fellowships is ‘*Practitioner Fellowships*’.

Round

The round to select for NHMRC Practitioner Fellowships is ‘*2012_Practitioner_Fellowship_funding_commencing_2013*’.

Administering Institution

While there may be instances where a Practitioner Fellowship is carried out in more than one location, there can be only **one** Administering Institution for each grant. You must ensure that the institution you intend to choose as your Administering Institution is the correct institution for your application. If in doubt contact the Research Administration Officer at your proposed Administering Institution to confirm its status as an NHMRC Administering Institution and ensure it has the facilities to administer your application (refer to the Practitioner Fellowships Funding Rules, Part 2, *Employment at NHMRC Administering Institutes*).

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 your research activity 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

The Synopsis should accurately, and briefly, summarise the research proposal as provided in the Research Plan.

The synopsis is extracted into the 'Summary Snapshot', which is used to assign applications to review panels and assessors.

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

Applicant Consent

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

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

2.2 A-RT: Research Team and Commitment

Although you may be part of a larger research team, do not enter details for other team members as this information is not required for People Support Schemes. Your details will appear as CIA by default.

Qualifications & Skills

This information is **not required** for applicants to People Support Schemes.

Proposed Workload

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

Applicants for Practitioner Fellowships do not have to be currently based in Australia to apply. However, if successful, applicants must be based in Australia for the duration of the award. (For further information refer to the *Funding Rules, Section 7.3 Citizenship*)

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

Applicants for People Support Schemes do **NOT** need to provide information here. (Refer to the *Funding Rules* for details on the circumstances in which leave from an award can be taken.)

Percentage NHMRC Research Time

This Application %

In the case of Practitioner Fellowships, where the grant funds the salary rather than the research, you should enter 'zero' (0) percent for the proposed amount of your research time per week you will spend on your Practitioner Fellowship ie 'This Application'. This will ensure that the percentage of time spent on research associated with your fellowship is not duplicated.

Other Applications %

Indicate the amount of your research time you would spend on other NHMRC grants (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.)

2.3 A-NF: Intended NHMRC Funding Requests

Provide details of any NHMRC funding you have requested (or planned to request) which has not yet been approved. If the precise details are not known, enter indicative details or the best information you have available. Failure to disclose full information may result in the application being removed from any further consideration by NHMRC.

2.4 A-OF: Intended Other Funding Requests

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

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

Research proposals that specifically relate to the health of Aboriginal and/or Torres Strait Islander peoples must address *Criteria for Health and Medical Research of Indigenous Australians (The Indigenous Criteria)* as part of their application. The statement addressing *Criteria for Health and Medical Research of Indigenous Australians* is integral to the peer review process (refer to Section 12 of the *Funding Rules*).

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

- a. *Criteria for Health and Medical Research of Indigenous Australians* available at: <http://www.nhmrc.gov.au/your-health/indigenous-health>
- b. *Values and Ethics – Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research* available at: <http://www.nhmrc.gov.au/guidelines/publications/e52>
- c. *NHMRC Road Map II: A strategic framework for improving the health of Aboriginal and Torres Strait Islander people 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:

- a. 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.

- b. 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 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.)

2.6 A-IAcc: Institution - Access

Chief Investigator(s)

Answer “**Yes**” to this question if you are currently receiving, or applying for, support from an Institution or Centre which receives research funding directly or indirectly from the Australian Government for the same health and medical research.

Provide reasons why NHMRC should accept this grant application.

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

(You have a maximum of 1000 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:

- a. Will you require access to any of the facilities currently funded under the NHMRC Enabling Grants Scheme or its successor the National Health Research Enabling Capabilities (NHREC) Scheme?
- b. Do you have an agreement from the facility to use the required resource?
- c. Will you require access to any major scientific facilities not funded under the NHMRC Enabling Grants Scheme or NHREC? 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 / NHREC are 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/outcomes-funding-rounds/outcomes-enabling-grant-funding-rounds/consolidated-list-facilities-f>

2.7 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 among the institutions that you have listed. The percentages entered must total 100%. Complete this page for each institution if there is more than one.
- 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.*)

2.8 A-NHP: National Health Priorities (NHP)

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.

2.9 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 web link:

<http://www.innovation.gov.au/AboutUs/KeyPublications/Documents/InnovationPortfolioFactSheets.pdf>

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.

2.10 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 drop down boxes on this page you must make the selections that best describe your research proposal.

When completing this section refer to the "Fields of Research (FoR) and Broach 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>

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.*)

2.11 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%.

2.12 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%.

2.13 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:

- a. 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)
- b. 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 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 NHMRC *Statement on Consumer and Community Participation in Health and Medical Research* available via the following web link:

<http://www.nhmrc.gov.au/guidelines/publications/r22-r23-r33-r34>

2.14 A-EG: Ethics

This section does not have to be completed as part of a Practitioner Fellowship application. This information is, however, relevant to any grant applications which fund the research activity.

3. PART B – APPLICATION DETAILS

Part B of the application is specific to Practitioner Fellowships. This part of the application differs to that for other NHMRC schemes.

Formatting Requirements for PDF Documents

The following formatting requirements should be adhered to for all PDF documents uploaded with your application.

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. Background and Research Plan including Track Record 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 Background and Research Plan including Track Record. 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%.

3.1 B–AES: Application Executive Summary

While the *CV Executive Summary* (where applicants can include career highlights) will also be drawn from the CV, as part of the Assessor Snapshot, the **Application Executive Summary** focuses on the applicant's justification for appointment.

In the **Application Executive Summary**, applicants must provide justification for the level of appointment sought by summarising their claims against the Practitioner Fellowships selection criteria (see *Practitioner Fellowship Funding Rules for funding commencing 2013, Attachment 2 –NHMRC Practitioner Fellowship Ranking Category Descriptors*). The **Application Executive Summary** provides an opportunity for the applicant to highlight the most compelling evidence to support their application. In this section, applicants should outline their case for appointment as a Practitioner Fellow, **NOT** their research plan, as this is to be addressed in 'Proposed Research'.

(You have a maximum of 4000 characters, including spaces and line breaks to provide this information)

3.2 B–AIPrac: Application Information (Practitioner Fellow)

Type of Award

Type of Appointment

From the drop-down list, select the *Type of Appointment* you are applying for:

1. *Initial Appointment:*
Select *Initial Appointment* if you are not currently an NHMRC Practitioner Fellow
2. *Re-appointment:*
Select *Re-appointment* if you are a current NHMRC Practitioner Fellow and you are reapplying at your current level.
3. *Reappointment with Promotion:*
Select *Reappointment with Promotion* if you are a current NHMRC Practitioner Fellow and you are seeking a promotion.
4. *Promotion Out of Synchrony:*
Select *Promotion Out of Synchrony* if you are applying for promotion during the second or third year of your current NHMRC Practitioner Fellowship.

Level of Award

From the drop-down list, select the Level of Award you are applying for, i.e. Practitioner Fellowship Level 1 (PF1) or Practitioner Fellowship Level 2 (PF2).

Part-time percentage

1. Indicate the percentage of time (30% - 70%) you will devote to the research associated with this award. Note: Percentage of time must be in increments of 10%.
2. Indicate the percentage of time you will spend on your clinical practice. 0% - 70% in increments of 10%
3. Indicate the percentage of time you will spend on your public health practice. 0% - 70% in increments of 10%

Current Fellow

From the drop-down box, indicate whether you are a current NHMRC Practitioner Fellow.

If 'Yes', proceed to the 'Current Practitioner Fellow' screen, which can be accessed from the left-hand menu in 'Part B' after you have clicked 'Save'. Refer to 'Current Practitioner Fellow' below.

3.3 B–CPF: Current Fellow

Current Level

From the drop-down box select the level of your current award.

Date Current Award Commenced

Select the date that you commenced your current award. If the precise date is unknown, enter the first day of the commencement month and year.

Initial Appointment

From the drop-down box, select the level awarded on your initial appointment to the Scheme.

First Appointment Year

From the drop-down box, select the year you were first appointed to the Scheme.

3.4 B–CtR: Intellectual Leadership

Intellectual Leadership and Contribution to the Field of Research

In the space provided, highlight your leadership in terms of recognition of your commitment and broader contributions to your field of research, relative to opportunity. Do not repeat information from

your CV regarding your professional memberships or peer review activities. This will be included in the Assessor Snapshot Report.

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

3.5 B–TTC: Research Supervision and Mentoring

Highlight your contribution to teaching, research training and mentoring and activities which facilitate dissemination and implementation of research outcomes by other practitioners.

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

Supervision and Mentoring PDF Attachment

In the ‘Supervision and Mentoring’ template provided (refer below for template location), list the names of any postdoctoral researchers, postgraduate and undergraduate students, the years of involvement, your role as a supervisor or mentor, the type of student (PhD, Masters, Honours etc), whether the students have completed their degree, their current position(s) and any additional comments.

The ‘Supervision and Mentoring’ template is located in the RGMS *Library – Public - Application Documentation* in the *Practitioner Fellowship* folder. The completed template should be saved as a PDF file using the following naming convention before being uploaded into your application:

[AppID#]_[Applicant’s Surname]_Supervision and Mentoring.pdf

3.6 B–PR: Proposed Research

Provide a brief research plan (**maximum five pages, including references**). The plan should describe the proposed research objective, methodology and expected outcomes, including synergy of research and practice.

The Proposed Research should be uploaded as a PDF file using the following naming convention:

[APPID#]_[Applicant’s Surname]_Proposed Research.pdf

3.7 B–CW: Link Between Clinical Work and Research

The section entitled ‘Translation into Practice/Policy’ from your CV will be included in the Assessor Snapshot as part of your assessment.

Dissemination and implementation of research outcomes

Describe how your plan to facilitate dissemination and implementation of research outcomes in the future. Do not include information already described in ‘Research Supervision and Mentoring’.

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

3.8 B–PPRC: Publications, Papers, Reports and Contributions

Most relevant publications

Field 1

Most significant publications, papers, reports and other contributions ***in the last five years***

In the space provided, comment on up to four of your most significant publications, papers, reports and other contributions in the last five years. The reason for including these should be outlined.

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

Field 2

Most significant publications, papers, reports and other contributions *over the course of your career*. In the space provided, comment on up to four of 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 provide this information).

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 should advise the NHMRC of the retraction at the earliest opportunity by email to: help@nhmrc.gov.au, with an appropriate explanation regarding the retraction. Applicants are required to send this information to the NHMRC through their RAO office.

If an application is largely dependent 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 email notification to the NHMRC.

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

3.9 B–COL: Collaborations

Collaborations – Past

Provide details of past collaborations, including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care).

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

Collaborations – Current

Provide details of current collaborations, including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care).

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

3.10 B–FPPrac: Funding Partner/Employers (Practitioner)

Funding Partner Details

Applicants must provide details of the organisation that has undertaken to act as the funding partner for their Practitioner Fellowship.

Note: In accordance with the *Funding Rules*, successful applicants **must**, for their non-research time, be employed by a health care authority (e.g. a hospital, primary care facility, state or territory health

department) to provide clinical care, or to provide public health services or be employed in a policy development role in the health sector. NHMRC recognises that many medical practitioners in private practice are self-employed and these practitioners are also eligible to apply for a Practitioner Fellowship.

Confirmation Letters

Confirmation of Clinical/Public Health Status

Letter(s) from your clinical/public health employers (or a statement if you are self-employed in private medical practice) confirming,

- the applicant holds (or has been offered) a funded position in clinical, public health or equivalent practice,
- the Full Time Equivalent (FTE) of this position, and
- an undertaking that this employer will release the applicant to conduct the research associated with this Practitioner Fellowship.

Letter(s) must be provided on the employer(s) official letterhead and signed by the appropriate delegate. These letter(s) should be uploaded as a single PDF file using the following naming convention **[APPID#]_[Applicant's Surname]_Status.pdf**

Confirmation of Employment

In addition to your Confirmation of Clinical/Public Health Status letter(s), applicants must provide letters from all other employers confirming the nature of the work in their position and the FTE of their employment contract.

Letter(s) must be provided on the employer's official letterhead and signed by the appropriate delegate. These should be uploaded as a single PDF file using the following naming convention **[APPID#]_[Applicant's Surname]_Employment.pdf**

Note: Applications for Practitioner Fellowships which are submitted without Confirmation Letters, will be deemed ineligible.

3.11 B–NPA: Nomination of Possible Assessors

Applicants should submit names, expertise and contact details of four available assessors (two national and two international) to comment on their Practitioner Fellowship application. The external assessment will be based on the selection criteria as outlined in the *Funding Rules*. Assessors are provided with the relevant documentation to complete the assessment by the NHMRC. The Peer Review Panel may also nominate additional external assessors.

Assessors do not have to be Australian or Australian based. However, nominated assessors should have an understanding of your field of research.

Nominated Assessors must not have a Conflict of Interest (CoI) with any aspect of the application.

For example, applicants may not nominate as an assessor anyone with whom they have collaborated within the last five years. Guidance on the management of Conflicts of Interest is provided in the *Management of CoI* document, which can be found in *RGMS Library – Public - Application Documentation* in the *Research Fellowship* folder. You should consider sharing these guidelines with nominated assessors, to ensure that they are familiar with the types of situations where they may be judged to be conflicted with your application.

Questions and potentially adverse statements raised by external assessors may be discussed with the applicant at interview. The identity of the external assessors, who agree to assist the NHMRC on the basis of confidentiality, will not be disclosed to the applicant.

3.12 B–NA: Non-Assessor Nomination

Applicants may nominate one assessor not to be approached to assess their application. This information will not be made available to Peer Review Panel members.

If you wish to nominate a non-assessor, provide the name, institution and email address of the requested non-assessor in the space provided.

4. BUDGET SUMMARY

There are two Practitioner Fellowship levels available in increasing order of experience and seniority.

- Practitioner Fellowship 1
- Practitioner Fellowship 2

Each level provides a salary package for five years. Further details on the funding levels and packages are contained in the *Funding Rules Section 8 Fellowship Packages and Awards*.

No information is required in your application relating to your budget.

5. APPLICATION CERTIFICATION

Applications must be certified by the CI. The RAO will not be authorised to submit the application to NHMRC until satisfied that the application is complete and the CI has 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.

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

The RAO will need to REJECT the application in order for the applicant to make further changes to their application.

6. 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.

7. PROFILE AND CV REQUIREMENTS FOR PRACTITIONER FELLOWSHIPS

When completing your application, please ensure that all required sections of your *Profile and CV* have been entered in and updated appropriately. 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 CI, the final snapshot (which includes the relevant extracted information from the *Profile and CV* of the 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). Below are the sections of the *Profile and CV* that need to be completed for your Practitioner Fellowship application.

Profile Section	
Personal Details	Required
Address	Required
Institution	Required
Research Interests	Required
Fields of Research	Required

CV Section	
Executive Summary	Required
Qualifications, Awards and Prizes	All
Employment History	All
Appointments	All
Career Disruption	All
Professional Memberships	All
Conference Participation	Last 10 Years
Community Engagement	Last 10 Years*
Patents	All
Translation into Policy/Practice	Last 10 Years
Contribution to NHMRC	Last 10 Years
Editorial Responsibilities	Last 10 Years*
Supervision and Mentoring	Captured in Part B of the application

NHMRC Research Funding	Last 10 Years
Other Research Funding	Last 10 Years
Publications	All
Workload	Current Workload
Additional Information	Optional

* **Please refer to page 7 – “Viewing or printing your application”** for advice regarding the migration of information from the CV to the Assessor Snapshot Report for these actions.

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.

7.1 PROFILE SECTION

Like all other schemes, the Practitioner Fellowships scheme requires you to complete all sections of the *Profile*.

7.2 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.

7.3 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.

7.4 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 *A-RC: Research Classification*, refer to Section 2.10.

7.5 Pro-FR: Fields of Research

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.

7.6 CV SECTION

7.7 CV-ES: Executive Summary

Please provide an executive summary of your CV. This should include career highlights and information to which you wish to draw particular attention to. Please do not repeat information you have included in *B-AES Application Executive Summary*.

(You have a maximum of 4000 characters including spaces and line breaks to provide this information.)

7.8 CV-QAP: Qualifications, Awards and Prizes

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.

7.9 CV-EH: Employment History

You will need to start a new entry for each employment position. Fill out the relevant details about the Employer, Job Title, Employment Type and the Start and End Date (if applicable). Please include all part-time positions. Your entries will always be listed in reverse chronological order (i.e. the most recent first).

7.10 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.

7.11 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 interrupted (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.

For more information on NHMRC’s Career Disruption policy, please refer to the Practitioner Fellowships Funding Rules, Part 2, *NHMRC Universal Funding Rules*.

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

7.12 CV-PM: Professional Memberships

Please provide details of any current or previous professional memberships and/or registrations.

7.13 CV-CP: Conference Participation

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. Entries will be listed in reverse chronological order (i.e. the most recent first). Practitioner Fellowship applications require information on your conference participation in the last ten years.

Note: Please DO NOT provide the Conference Abstract in this section as this information is not required.

7.14 CV-CE: Community Engagement and Participation

Please provide details of any community engagement that you have been involved in within the last ten 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/guidelines/publications/r22-r23-r33-r34>.

7.15 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.

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

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.)

7.16 CV-TPP: Translation into Policy/Practice

Practitioner Fellowships requires information detailing any of your research that has resulted in changes to organisational or government policy/practice in the last ten 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 five year period should be based on the date of translation, **NOT** the date of the original research.

General

If the research was translated into either Policy or Practice, then indicate the year of translation and provide details on the research itself.

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

Funding Source

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, indicate the year the change was translated/implemented, 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.)

7.17 CV-CN: Contribution to NHMRC

Please specify the number of times in each indicated year that you have participated in a NHMRC Peer Review Panel and/or a NHMRC Grant Advisory Group over the last ten years. Please also specify the number of external assessments that you have provided to NHMRC in any of the last ten years.

7.18 CV-JR: Editorial Responsibilities

Please provide details of your journal and editorial peer review involvement. Entries will be listed in reverse chronological order (i.e. most recent first). Please create a new page for each separate entry. Practitioner Fellowship applications require information on your conference participation in the last ten years.

7.19 CV-SM: Supervision and Mentoring

Details relating to Practitioner Fellowship applicant's supervision and mentoring record will be captured in Part B of the application. No entry is required at this point.

7.20 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 for each separate entry. Try to provide as many details about the funding as possible in the spaces provided. Practitioner Fellowship applications require this information for the last ten years.

7.21 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). Start a new page for each separate entry. Please provide as many details as you can in the spaces provided. Practitioner Fellowship applications require this information for the last ten years.

7.22 CV-Pub: Publications

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

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

7.23 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.

7.24 CV-AI: Additional Information

Describe any additional information or career highlights which you feel are relevant to your CV.

This may include, but is not limited to, any extraordinary contribution you may have made to science which has resulted in a major paradigm shift.

This should not include or repeat any information supplied in any other part of the CV.