Applications open on 4 December 2013 and close at 17:00hrs (AEDT) on 29 January 2014. Late applications will not be accepted.
# Table of Contents

1. Introduction................................................................................................................................. 4
   1.1 Overview ..................................................................................................................................... 4
   1.2 Key Changes to the application form ......................................................................................... 4
   1.3 Planning your Application ........................................................................................................ 5
   1.4 Compliance Requirements ....................................................................................................... 5
   1.5 Offline forms ........................................................................................................................ 6
   1.6 Profile and CV ......................................................................................................................... 6
   1.7 Referencing Publications ........................................................................................................ 7
   1.8 Viewing or printing your application ....................................................................................... 7

2. Profile and CV Requirements for Research Fellowships ............................................................ 8
   2.1 Profile Section ......................................................................................................................... 9
   2.2 Pro-PD: Personal Details ........................................................................................................ 9
   2.3 Pro-PN: Panel Nominations and Invitations ........................................................................... 9
   2.4 Pro-PU: Peer Review Unavailability ....................................................................................... 9
   2.5 Pro-A: Address ....................................................................................................................... 9
   2.6 Pro-RE: Research Interests ................................................................................................... 9
   2.7 Pro-FR: Fields of Research .................................................................................................. 10
   2.8 CV Section ........................................................................................................................... 10
   2.9 CV-QAP: Qualifications, Awards and Prizes ......................................................................... 10
   2.10 CV-EH: Employment History ............................................................................................... 10
   2.11 CV-A: Appointments ........................................................................................................... 10
   2.12 CV-Cd: Career Disruption ..................................................................................................... 10
   2.13 CV-PM: Professional Memberships ...................................................................................... 11
   2.14 CV-CP: Conference Participation ......................................................................................... 11
   2.15 CV-CE: Community Engagement and Participation .............................................................. 12
   2.16 CV-P: Patents ......................................................................................................................... 12
   2.17 CV-TPP: Translation into Policy/Practice ............................................................................. 12
   2.18 CV-CN: Contribution to NHMRC ......................................................................................... 13
   2.19 CV-JR: Editorial Responsibilities .......................................................................................... 13
   2.20 CV-SM: Supervision and Mentoring .................................................................................... 13
   2.21 CV-RF: NHMRC Research Funding ....................................................................................... 13
   2.22 CV-ORF: Other Research Funding ..................................................................................... 13
   2.23 CV-Pub: Publications ........................................................................................................... 13
   2.24 CV-W: Workload .................................................................................................................. 14
3. Starting a New Application .......................................................................................................................... 15
  3.1 Starting a new application ("Create Application" Screen) ........................................................................ 15

4. Part A – Application Details .......................................................................................................................... 16
  4.1 A-PA: Part A Home .......................................................................................................................... 16
  4.2 A-PIInst: Institutions - Participating ........................................................................................................ 16
  4.3 A-RC: Research Classification .............................................................................................................. 17
  4.4 A-BoD: Burden of Disease ..................................................................................................................... 17
  4.5 A-RT: Research Team and Commitment ............................................................................................... 17
  4.6 A-EG: Ethics General .......................................................................................................................... 17

5. Part B – Application Details .......................................................................................................................... 18
  5.1 Part B Home ........................................................................................................................................... 18
  5.2 B–AI: Application Information .............................................................................................................. 18
  5.3 B–IAS: Initial Application SRF ............................................................................................................... 19
  5.4 B–AIA: Application Information Additional .......................................................................................... 19
  5.5 B–AES: Application Executive Summary ............................................................................................ 19
  5.6 B–LED: Intellectual Leadership ............................................................................................................ 20
  5.7 B–CON: Contribution to the Field of Research ..................................................................................... 20
  5.8 B–TTC: Research Supervision and Mentoring ...................................................................................... 20
  5.9 B–TTC2: Research Supervision and Mentoring Summary .................................................................... 20
  5.10 B–GP: Grant Proposal ......................................................................................................................... 21
  5.11 B–RT: Research Team ......................................................................................................................... 21
  5.12 B–PPRC: Publications, Papers, Reports and Contribution ................................................................. 21
  5.13 B–COL: Collaboration ......................................................................................................................... 21

6. Application Certification .................................................................................................................................. 23

7. RAO Certification ........................................................................................................................................... 23
1. Introduction

This document should be read in conjunction with the:

1. NMHRC Funding Rules and the scheme specific Funding Rules for funding commencing in 2015 (the Funding Rules), which provide important information on the objectives and underlying principles of NMHRC funding. The Funding Rules can be found on the NMHRC website at www.nhmrc.gov.au/book/nhmrc-funding-rules
2. NMHRC Peer Review Guidelines which will assist applicants in understanding the peer review process. The peer review guidelines can be found on the NMHRC website at www.nhmrc.gov.au/grants/apply-funding/research-fellowships

1.1 Overview

The purpose of this document is to provide advice to applicants and Administering Institutions’ Research Administration Officers (RAOs) for the completion and submission of applications for NMHRC funding.

Applicants should read all instructions and other accompanying documentation, and consult with their own RAO or technical teams before contacting the NMHRC Research Help Centre (RHC) by email, help@nhmrc.gov.au or by phone on 1800 500 983 during business hours.

NMHRC’s RGMS must be used to access/enter an applicant’s Profile and CV, and submit an application for NMHRC funding.

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

A complete application must consist of the following:

1. Complete RGMS Profile (refer to scheme specific requirements for completion within RGMS CV),
2. Completion of all questions in Part A and B of the application form, and
3. Uploaded documents such as the Grant Proposal PDF as required by individual schemes.

1.2 Key Changes to the application form

NMHRC aims to continuously improve its grant application and assessment (peer review) processes. For upcoming grant application rounds, applicants will need to supply less information compared to previous years. Details are provided below.

Part A

Data that is no longer required in Part A of the application includes:

- Media summary
  - A Plain English Summary will now be required only after award of grant for successful applications.
- Intended NMHRC Funding Requests
- Intended OTHER Funding Requests
- Indigenous related questions
  - to be addressed in the grant proposal, if applicable
- Institutions access
• National Health Priorities
• National Research Priorities
• Socio-economic Objectives
• Community Details
  o to be addressed in the grant proposal, if applicable
• Ethics – based questions
  o Data will now be required only after award of grant for successful applications.

Other changes to Part A

• Synopsis: Applicants are required to provide their synopsis in laypersons terms (see section 4.1 for further details).
• Actual Institution: is now known as Participating Institution.

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

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

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

Plan a realistic timeline for completion of your application to ensure applications are submitted to your RAO on or ahead of time. This will be especially important if there are multiple CI’s involved with an application.

1.4 Compliance Requirements
Naming and Formatting of PDF Documents

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

The formatting requirements for PDFs as listed in Table 1 must be strictly adhered to. A pre-formatted Microsoft Word template can be downloaded from each funding scheme’s webpage at www.nhmrc.gov.au/grants/apply-funding/research-fellowships to assist with meeting these requirements. Applications that do not meet these requirements may be excluded from assessment.
### Table 1: PDF formatting requirements

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Header</strong></td>
<td>• Application ID and Applicant surname must be included in top right corner.</td>
</tr>
<tr>
<td></td>
<td>• Title of the page (e.g. Grant Proposal) must be included in the top left</td>
</tr>
<tr>
<td></td>
<td>• The header is allowed outside the margin rules but must be at least 1cm</td>
</tr>
<tr>
<td></td>
<td>• from the top of the page.</td>
</tr>
<tr>
<td><strong>Footer</strong></td>
<td>• Page number must be included at the bottom right corner.</td>
</tr>
<tr>
<td></td>
<td>• The footer is allowed outside the margin rules but must be at least 1cm</td>
</tr>
<tr>
<td></td>
<td>• from the bottom of the page.</td>
</tr>
<tr>
<td><strong>Margins</strong></td>
<td>• All margins must be at least 2cm.</td>
</tr>
<tr>
<td><strong>Font</strong></td>
<td>• Must be Times New Roman.</td>
</tr>
<tr>
<td></td>
<td>• At least 12 point.</td>
</tr>
<tr>
<td><strong>Line Spacing</strong></td>
<td>• Line spacing must be set to single.</td>
</tr>
<tr>
<td><strong>Character Spacing</strong></td>
<td>• Character spacing must be set to normal.</td>
</tr>
<tr>
<td></td>
<td>• Scale must be set to 100%.</td>
</tr>
<tr>
<td><strong>Diagrams, Graphics</strong></td>
<td>• Colour diagrams, graphics and images may be included. However, you</td>
</tr>
<tr>
<td>and Images</td>
<td>• should keep in mind that the electronic file may be printed in black and</td>
</tr>
<tr>
<td></td>
<td>• white by the reviewing panel and there may be some loss of definition and</td>
</tr>
<tr>
<td></td>
<td>• colour in the images.</td>
</tr>
<tr>
<td><strong>Labelling Graphs</strong></td>
<td>• Labelling of graphs and images may be in a reduced font.</td>
</tr>
<tr>
<td>and Images</td>
<td>• Description and/or legends of all graphs and images must be no smaller</td>
</tr>
<tr>
<td></td>
<td>• than 12 point Times New Roman.</td>
</tr>
<tr>
<td><strong>Tables</strong></td>
<td>• Tabulated information containing text is not considered to be an image or</td>
</tr>
<tr>
<td></td>
<td>• diagram. Therefore, text within tables must be no smaller than 12 point</td>
</tr>
<tr>
<td></td>
<td>• Times New Roman.</td>
</tr>
</tbody>
</table>

To assist with minimising file sizes, it is recommended that any documents needing to be scanned are done at low resolution.

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

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

### 1.5 Offline forms

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


**Note:**

- These templates are provided as an aid only. They cannot be completed and emailed to NHMRC. All applications must be submitted through RGMS.
- Applicants choosing to use the available forms should note the discrepancy between Microsoft Word character counter and the character counting within RGMS. To aid you in conforming to RGMS character limits, the following URL has been provided as a guide [www.webworldindex.com/countcharacters.htm](http://www.webworldindex.com/countcharacters.htm).
1.6 Profile and CV
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 application.

Applicants will not be able to initiate or be added to an application if all mandatory fields in the RGMS profile have not been completed.

Advice on completing the Profile and CV components of RGMS is available in this document.

1.7 Referencing Publications
Each publication entered into your CV will be given an identification number by RGMS to assist you in referring your publications. Applicants should use this number when referring to specific publications in your 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.

1.8 Viewing or printing your application
The ‘Snapshot Reports’ function provides two types of snapshots:

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

For instructions on how to run a Snapshot Report, applicants should refer to the ‘RGMS User Guide – Applying for Grants’ on the NHMRC website. Snapshots are viewed in the ‘Snapshot Reports’ tab at the top of the RGMS application screen.

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

When completing your application, please ensure that all required sections of your Profile and CV have been entered or updated appropriately. Profile and CV information forms a critical part of applications, is crucial to identifying reviewers, and enables quick and accurate assignment to peer review panels. Information of particular importance is indicated by a red asterisk in RGMS such as ‘title’, ‘institution’ and ‘research keywords’.

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

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

### Profile Section

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

### CV Section

<table>
<thead>
<tr>
<th>Qualifications, Awards and Prizes</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment History</td>
<td>All</td>
</tr>
<tr>
<td>Appointments</td>
<td>All</td>
</tr>
<tr>
<td>Career Disruption</td>
<td>All</td>
</tr>
<tr>
<td>Professional Memberships</td>
<td>All</td>
</tr>
<tr>
<td>Conference Participation</td>
<td>Last 10 Years</td>
</tr>
<tr>
<td>Community Engagement</td>
<td>Last 10 Years</td>
</tr>
<tr>
<td>Patents</td>
<td>All</td>
</tr>
<tr>
<td>Translation into Policy/Practice</td>
<td>Last 10 Years</td>
</tr>
<tr>
<td>Contribution to NHMRC</td>
<td>Last 10 Years</td>
</tr>
<tr>
<td>Editorial Responsibilities</td>
<td>Last 10 Years</td>
</tr>
<tr>
<td>Supervision and Mentoring</td>
<td>Captured in Part B of the application</td>
</tr>
<tr>
<td>NHMRC Research Funding</td>
<td>Last 10 Years</td>
</tr>
<tr>
<td>Other Research Funding</td>
<td>Last 10 Years</td>
</tr>
<tr>
<td>Publications</td>
<td>All</td>
</tr>
<tr>
<td>Workload</td>
<td>Current Workload</td>
</tr>
</tbody>
</table>

**Note:** the Assessor Snapshot Report will only migrate information for the specified period of time listed in ‘Profile and CV Requirements for Research Fellowships.’ In entering dates for ‘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.

**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 included in the relevant parts of the application itself.

### 2.1 Profile Section

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

### 2.2 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).

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

Select from the drop down list the statement that best describes your funding recipient status. If you are not available for participation in peer review, you can provide details at Pro-PU.

**Personal Details**

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

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

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

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

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

### 2.4 Pro-PU: Peer Review Unavailability

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

### 2.5 Pro-A: Address

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

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

### 2.6 Pro-RE: Research Interests

It is important for this information to be 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 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.

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

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

2.7 Pro-FR: Fields of Research

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

2.8 CV Section

Research Fellowships requires applicants to complete the sections of the CV outlined in the table above.

2.9 CV-QAP: Qualifications, Awards and Prizes

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

Your Qualifications will be presented to assessors separately from your Awards and Prizes and both listings will appear in chronological order.

Generally, an award is recognition of an achievement with no associated remuneration whereas a Prize is recognition of an achievement, with a form of remuneration.

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

2.10 CV-EH: Employment History

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

2.11 CV-A: Appointments

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

2.12 CV-CD: Career Disruption

The NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. We recognise the following reasons for career disruption: pregnancy; major illness; and carer responsibilities including parental leave. All career disruptions will be reviewed to ensure they meet policy guidelines. For further details on what constitutes a career disruption, please refer to www.nhmrc.gov.au/book/nhmrc-funding-rules/section-nhmrc-funding-rules/a3-submitting-application

It is critical that you use this opportunity to declare any career disruptions - periods of ‘reduced or no productivity’ - that may be relevant to your most recent five year research career history. The assessment of your track record can then be assessed objectively taking all the relevant factors into account.
You must clearly outline the duration and impact the career disruption had on your productivity within the last five years. This will ensure that the appropriate amount of time is added to your track record for consideration by peer reviewers.

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

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

From the drop down list select the type of Career Disruption.

In the free text box, ‘Explanation’, you must provide details of any career disruption that occurred in the last five years, you should:

a. provide a 100-150 word summary of the career disruption/s that will be read out by the spokesperson prior to discussion of your application;

b. explain the career disruption/s in more detail (if needed), including the impact on your research output/productivity;

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

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

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

If the career disruption is of a highly sensitive nature and you do not wish to share this information in your application, details of the nature of the career disruption may be submitted separately to NHMRC (one A4 page only). For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately.

Applicants wishing to submit the document separately should:

a. indicate in their application (CV-CD) that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature;

b. include details of the outputs that relate to the career disruption period claimed in your application. The extra one page must only be used for the purposes of providing details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application and must comply with all formatting rules (see section 1.4); and

c. provide details of the nature of the career disruption in a separate PDF document to NHMRC in confidence to email address: career.disruptions@nhmrc.gov.au Attn: Research Fellowships, by 5.00pm 29 January 2014. The separate PDF must not exceed one A4 page in length.

2.13 CV-PM: Professional Memberships

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

2.14 CV-CP: Conference Participation

Click ‘New’ to start a new entry for any speaking invitations you have completed. You should provide 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).

Research Fellowship applications require information on your conference participation for the last 10 years.

Please note that

- Information entered in the Summary field will not be made available to Research Fellowship assessors and will not be taken into consideration.
- Only participation as an Invited Speaker, Plenary Speaker, Keynote Speaker and Session Chair will be presented to Research Fellowship assessors, no other roles will be considered by assessors.

### 2.15 CV-CE: Community Engagement and Participation

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

**Note:** the Assessor Snapshot Report will only migrate information from the last 10 years. In entering dates for ‘Community Engagement’ 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.

You may wish to consult the *Statement on Consumer and Community Participation in Health and Medical Research* which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so.


### 2.16 CV-P: Patents

Click ‘New’ to start a new entry for any patents for which you contributed more than 20% of the development effort. Entries will be listed in reverse chronological order (i.e. the most recent first). You will need to create separate entries for each patent.

**General**

Please provide details of the patent number and select the country awarding the patent from the Patent Office drop down list. You will need to select the year in which the patent started, and indicate the patent’s current status. You should provide details of the named inventors of the patent in the free text box.

**Funding Source for Research**

In the provided tick boxes, indicate if the funding source was NHMRC, Other Australian or International.

**Detail**

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

*(maximum of 500 characters including spaces and line breaks).*

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

*(maximum of 500 characters including spaces and line breaks).*

### 2.17 CV-TPP: Translation into Policy/Practice

Research Fellowships require information detailing any research that has resulted in changes to organisational or government policy/practice in the last 10 years. Click ‘New’ to start a new entry for any activities which have resulted in research translation, entries will be listed in reverse chronological order (i.e. the most recent first).

**Note:** the 10 year period will be based on the date of translation (year of change), NOT the date of the original research.

**General**

Select from the drop down list if the research was translated into Policy or Practice and indicate the year of the research results from the drop down list.

You should provide details on the research and resulting outcomes clearly indicating your role.

*(maximum of 1500 characters including spaces and line breaks).*

*Research Fellowships Advice and Instructions to Applicants for funding commencing in 2015*


**Funding Source**

Select from the tick boxes if the research was funded by NHMRC, Other Australian or an International source.

**Detail**

Please provide details of the organisation, government department etc that the research translation affected. Indicate the year the change was translated/implemented and provide details of the changes which resulted. *(maximum of 1500 characters including spaces and line breaks)*.

You can also provide details on what outcomes have occurred if known – this is optional. *(maximum of 1500 characters including spaces and line breaks)*.

### 2.18 CV-CN: Contribution to NHMRC

Click ‘New’ to start a new entry to indicate the number of times you have participated in a NHMRC Peer Review Panel and/or a NHMRC Grant Advisory Group over the last 10 years. Please provide details of your role, the year of participation and in the situation of external assessments, the number of assessments that you have provided.

### 2.19 CV-JR: Editorial Responsibilities

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

**Note**: the Assessor Snapshot Report will only migrate information for the last 10 years for Research Fellowships. In entering dates for ‘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.

### 2.20 CV-SM: Supervision and Mentoring

Details relating to Research Fellowship applicant’s supervision and mentoring record will be captured in Part B of the application.

Information provided in this section will not be presented to assessors for Research Fellowship applications.

### 2.21 CV-RF: NHMRC Research Funding

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

Try to provide sufficient details about the funding to make clear what the funding is intended for or what you achieved and your role within these grants. Research Fellowship applications require this information for the last 10 years.

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

### 2.22 CV-ORF: Other Research Funding

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

Research Fellowship applications require information on your Other Research Funding for the last 10 years.

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

### 2.23 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:** 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.

### 2.24 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.
3. Starting a New Application

3.1 Starting a new application ("Create Application" Screen)

Initiative
Select the funding scheme from which you are seeking funding.

Round
Select the funding round.

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

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

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

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

Grant Duration (years)
Select five years for a Research Fellowship.

RAO Edit Access
If you wish to allow your RAO to have edit rights to your application, you should select ‘Yes’ in the RAO Edit Access field. NHMRC provides this functionality to support researchers and RAOs in managing the application process. NHMRC does not accept any responsibility for errors or omissions arising from the use of the RAO edit function and strongly recommend that the RAO, CIA and Administering Institution discuss the management of RAO edit access before selecting this function.

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

4.1 A-PA: Part A Home

Application ID, Initiative, Round, Administering Institution, Application Title and Grant Duration

These fields will be pre-populated from your selections in the “Create Application” screen.

Privacy Notice

Please ensure that you have carefully read and understood the NHMRC Privacy Notice, prior to completing the application. The Privacy Notice is located in the Funding Rules. If you have not understood the Privacy Notice or require further clarification, please contact the NHMRC Privacy Contact Officer (NHMRC, GPO Box 1421, Canberra ACT 2601).

Consent to provide information to International Assessors

Under amendments to the Privacy Act 1988 that take effect in March 2014, the NHMRC requires your consent when sending your personal information overseas, for the purposes of peer-review of applications.

Aboriginal and Torres Strait Islander Research

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

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


II. Values and Ethics – Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research available at www.nhmrc.gov.au/publications/synopses/e52syn.htm

III. The NHMRC Road Map II: A strategic framework for improving the health of Aboriginal and Torres Strait Islander people through research available at www.nhmrc.gov.au/your_health/indigenous/index.htm#Road_Map_II.

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

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

If you have answered “Yes” to this question, your application may be assessed against The Indigenous Criteria.

Synopsis

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

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

4.2 A-PInst: Institutions - Participating

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

In some cases the institution that will administer your application may differ from the institution in which you will actually conduct the proposed research. For example, many universities administer research, which will be conducted in an affiliated teaching hospital. In this section you will need to list the Participating Institution and department where the proposed research will be conducted.

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

(maximum of 100 characters including spaces and line breaks)

4.3 A-RC: Research Classification

The Research Areas, Fields of Research and Keywords will be used in the peer review process to assist with the allocation of your application to the most relevant PRP and with the selection of appropriate expert peer reviewers for your application. It may also be used for analyses of NHMRC’s Funding Profile.

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

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

When completing this section, refer to the relevant Guide to Peer Review Areas for the scheme to which you are applying for funding. Relevant documents can be found at the following web address www.nhmrc.gov.au/grants/apply-funding/project-grants

You should also refer to the Australian Standard Research Classifications and NHMRC Research Keywords and Phrases. This information is available at www.nhmrc.gov.au/grants/policy/keywords.htm

4.4 A–BoD: Burden of Disease

Use the ‘Browse’ button to 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%.

4.5 A-RT: Research Team and Commitment

This section is not applicable to NHMRC Postgraduate Scholarships or Fellowships schemes.

Information entered in this section will not be presented to assessors for Research Fellowships.

4.6 A-EG: Ethics General

If you answer “Yes” to any of these questions, the NHMRC will require ethics approvals to be supplied in the event of your application is funded. Further information on ethics clearances can be found here www.nhmrc.gov.au/grants/policy/research-ethics-committee-and-regulatory-approvals-clearance
5. Part B – Application Details

Part B of the application is specific to Research Fellowships. You should keep in mind the Research Fellowships assessment criteria, statement of expectations and scoring descriptors when completing these sections.

5.1 Part B Home

General

RGMS will automatically populate the round with the funding scheme you are applying to.

5.2 B–AI: Application Information

Type of Application

From the drop-down list, select the Type of Application you are submitting:

a. Select Initial Application if you have never previously held an NHMRC Research Fellowship.

b. Select Reapplication if you currently hold or have previously held an NHMRC Research Fellowship and you are reapplying at level of your most recently held fellowship.

c. Select Reapplication with Promotion if you are a current NHMRC Research Fellow and you are seeking a promotion to a higher level. Fellows who are currently in their sixth year can only submit a Reapplication, they cannot apply for a Promotion (refer to the Research Fellowships Funding Rules subsection 8.4).

d. Select Promotion out of Synchrony if you are applying for promotion during the second or third year of your current NHMRC Research Fellowship.

Level of Fellowship

From the drop-down list, select the Level of Fellowship you are applying for:

a. Select Senior Research Fellowship General (General) if you are applying for this level as an initial applicant. If you are applying for the first time at SRF level, you must apply at the general level of SRF. The Peer Review Panel will assess your application at both levels (SRF A and SRF B) and decide at which level the application should be recommended (refer to the Research Fellowships Funding Rules subsection 8.1.1 New Applicants to Senior Research Fellow (SRF) Level).

Note: if this is an initial application at SRF and you hold a ‘Professor’ title, you must also complete the details on the ‘B-IAS: Initial Application SRF’ screen.

b. Select Senior Research Fellowship Level A (SRF A) if you are a current NHMRC Research Fellow and you are reapplying at this level.

c. Select Senior Research Fellowship Level B (SRF B) if you are a current NHMRC Research Fellow and you are either reapplying at this level or applying for a promotion to this level.

d. Select Principal Research Fellow (PRF) if you are either reapplying at this level or applying for a promotion to this level OR you are submitting an initial application at this level.

e. Select Senior Principal Research Fellow (SPRF) if you are either reapplying at this level or applying for a promotion to this level OR you are submitting an initial application at this level.

Part-time Fellowship

From the drop-down box, indicate whether a part-time Research Fellowship is sought. Part-time fellowships are awarded in specific circumstances (refer to the Research Fellowships Funding Rules subsection 6.2.2) which may include:

- parental or carer responsibilities where available work time is reduced; or
- personal circumstances such as illness where available work time is reduced.

Part-time percentage

From the drop-down box, indicate what part-time percentage is sought.
Part-time supporting evidence

You should provide supporting evidence for your request for a part-time fellowship in relation to the specific circumstances that are outlined in the Funding Rules (refer to the Research Fellowships Funding Rules subsection 6.2.2).

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

5.3 B–IAS: Initial Application SRF

Initial Application at SRF for applicants with ‘Professor’ title

You should only proceed to the following question if this is an initial application at Senior Research Fellow General (SRF) level and you hold a title of ‘Professor’.

Justification

If you are an initial applicant applying at SRF General level and hold a title of ‘Professor’, you must provide a comprehensive justification of why you are applying at this level. Your explanation should make it clear why your application is more appropriate at this lower level rather than at PRF or SPRF (refer Research Fellowships Funding Rules subsection 8.1.2 New Applicants who hold a Professorial Position).

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

5.4 B–AIA: Application Information Additional

SEO Option

From the drop-down box, select whether you wish to apply for an SEO.

Note: Applicants should refer to the Research Fellowships Funding Rules subsection 9.2.2 for a description of Support Enhancement Options.

SEO Type

Indicate whether you wish to apply for a Health Practice or Industry SEO.

SEO Justification

You must make a strong case for the award of an SEO by addressing the following points in your application. Failure to do so will result in an SEO not being awarded.

Provide an action plan outlining the health practice or commercialisation activity that will be undertaken.

• Justify why SEO funds are needed to implement the action plan.
• Demonstrate how the activity extends beyond the work done to achieve the research objectives.
• Describe the links between the health practice/commercialisation activity and the research objective.
• Demonstrate how the activity will enable others to use and apply the research results.

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

Trans Tasman

From the drop-down box, select whether you wish to apply for the Trans-Tasman Joint Initiative Award. You should refer to the Research Fellowships Funding Rules subsection 9.2.1 for a description of the Trans-Tasman Joint Initiative Award.

Trans Tasman Justification

You must provide a justification for the Trans Tasman Award request. You should outline your plan to foster the development of collaborative research initiatives between Australian and New Zealand medical and health researchers. The Trans Tasman Award will be awarded to the most highly ranked, funded applicant for this award in the current funding cycle.

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

5.5 B–AES: Application Executive Summary

The Application Executive Summary provides an opportunity for you to highlight the most compelling
Provide a justification for the level of fellowship sought by summarising your claims against the Research Fellowships assessment criteria. You should refer to the Research Fellowships Funding Rules, Attachment A, Research Fellowships Scoring Descriptors and Attachment B, Statement of Expectations for further guidance.

**Note:** All initial applications for SRF General will be assessed at both SRF A and SRF B levels.

(maximum of 4000 characters including spaces and line breaks).

### 5.6 B–LED: Intellectual Leadership

**Intellectual Leadership**

Please summarise your intellectual leadership. Highlight your leadership in terms of recognition of your commitment to your field of research over the course of your career, paying particular attention to the past five years.

Things you may wish to emphasise could include the role you have in your immediate research team, and briefly, any other teams or collaborations you are or have been involved with. You may include references to your national and international profile and conference participation.

Specific details relating to your publications and conference participation will be drawn from your CV.

Any information provided in this section should be a summary of your key recognitions and achievements to which you wish to draw particular attention and not a repeat of details already provided in your CV.

(maximum of 1000 characters including spaces and line breaks).

### 5.7 B–CON: Contribution to the Field of Research

**Contribution to the Field of Research**

Please summarise your contribution to your field of research over the course of your career, paying particular attention to the past five years.

Outline details such as your participation in peer review activities, editorial responsibilities or positions held in scientific or professional societies. Summarise contributions to the profession, including public communication, advocacy, government advisory roles or clinical practice.

Specific details relating to these areas will be included from your CV.

Information provided in this section should be a summary of your key recognitions and achievements to which you wish to draw particular attention and not a repeat of details already provided in your CV.

(maximum of 1000 characters including spaces and line breaks).

### 5.8 B–TTC: Research Supervision and Mentoring

Please highlight your supervision and mentoring achievements across your career, including your strategy for attracting students. You should include a summary of any notable positions and/or achievements that have arisen from your supervision and mentoring activities but do not provide specific information on students supervised or mentored in the last 10 years as this will be provided in B-TTC2: Research Supervision and Mentoring Summary.

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

### 5.9 B–TTC2: Research Supervision and Mentoring Summary

Click ‘New’ to start a new entry for each postdoctoral researcher or postgraduate student you have supervised and/or mentored over the past 10 years.

a. Provide the full **Postdoctoral/Student’s Name** including relevant titles.

b. Please provide actual **Years Involved** (not the number of years involved) i.e 2000-2002.

c. From the drop down list, select your **Supervisory Role** (Primary Supervisor, Co-Supervisor or...
d. From the drop down list, select the **Level** of study completed by your student, (Honours, Masters, PhD or Postdoctoral).

e. From the drop down list, please indicate if your student has **Completed** their study, (Yes, No or N/A). You should select N/A if you did not supervise/mentor the student to their completion.

f. Briefly describe your **Student’s Current Role** (*maximum 200 characters including spaces and line breaks*)

g. **Additional Comments** should focus on your students outcomes, ie did they receive any awards or recognition, what have they gone on to do? **Do not** repeat information already provided.

5.10 B–GP: Grant Proposal

Provide a brief **Grant Proposal** (*maximum five A4 pages, including references*). The proposal should describe your vision for the next five years and detail the proposed research objectives, methodologies and expected outcomes. Do not describe your research team as this will be addressed in the following question ‘Research Team’.

If your research includes **Aboriginal or Torres Strait Islander Health research** and you answered ‘Yes’ at **A-PA: Part A Home** you have a maximum of two additional pages to address the **Criteria for Health and Medical Research of Indigenous Australians** (refer to Research Fellowships Peer Review Guidelines, Attachment A).

You should highlight and provide evidence of your **rising trajectory** in relation to assessment criterion 2, ‘Research Output and Leadership’ (*maximum additional half A4 page*).

The Grant Proposal should be uploaded as a single PDF file using the formatting requirements set out in subsection 1.4.

5.11 B–RT: Research Team

Describe your research team as it relates to your research plan and vision for the next five years.

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

5.12 B–PPRC: Publications, Papers, Reports and Contribution

**Most Relevant Publications in Last Five Years**

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.

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

**Most Relevant Publications Over Course of Career**

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.

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

**Note:** NHMRC does not use the impact factor of journals as a part of its assessment processes. Accordingly, the impact factors of publications **must not** be included.

Further explanation of the NHMRC’s decision for not using impact factors can be found at [www.nhmrc.gov.au/_files_nhmrc/file/about/senior_staff/articles/journal_impact_factors.pdf](http://www.nhmrc.gov.au/_files_nhmrc/file/about/senior_staff/articles/journal_impact_factors.pdf)

5.13 B–COL: Collaboration

**Past Collaborations**

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

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

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

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

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT THEIR APPLICATION IS COMPLETE AND CORRECT BEFORE CERTIFICATION AND SUBMISSION TO NHMRC.

YOUR APPLICATION WILL BE REVIEWED AND ASSESSED AS SUBMITTED.

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

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

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

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

7. RAO Certification

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