POSTGRADUATE SCHOLARSHIPS
ADVICE AND INSTRUCTIONS TO APPLICANTS
for funding commencing in 2015

Applications Open on 30 April 2014 and close at 17:00hrs (AEST) on 25 June 2014.

Late applications will not be accepted.
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1. Introduction

This document should be read in conjunction with the:


2. **Postgraduate Scholarships Peer Review Guidelines**, which will assist applicants in understanding the peer review process, can be found on the NHMRC website at [http://www.nhmrc.gov.au/grants/apply-funding/postgraduate-scholarships](http://www.nhmrc.gov.au/grants/apply-funding/postgraduate-scholarships); and


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 NHMRC PGS.

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

RGMS must be used to access and enter an applicant’s Profile and CV, and submit a PGS application.

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

A complete PGS application consists of the following:

1. Complete RGMS Profile/CV (refer to scheme specific requirements in Section 2);
2. Completion of all questions in Parts A and B of the application form; and
3. Uploaded PDF documents:

   **Mandatory documents**
   a. ‘Grant Proposal’ (uploaded to Part B-SA: Scholarships Attachment List)
   b. ‘Academic Transcript’ (uploaded to Part B-SA: Scholarships Attachment List)

   **If applicable documents**
   a. ‘Evidence of Australian registration in your dental or medical field’ (uploaded to Part B-SA: Scholarship Attachments List) if you hold dental/medical qualifications
   b. ‘Evidence of your continuing employment’ (uploaded to Part B-SA: Scholarship Attachments List) in your relevant field if applying for a Part-time Clinical scholarship
c. ‘Letter of Support’ for part-time candidature (uploaded to Part B-SA: Scholarship Attachments List)
d. ‘Ungraded Passes’ (uploaded to Part B-SA: Scholarship Attachments List) if you have relevant ungraded passes.

1.2 Key Changes to the application form

NHMRC aims to continuously improve its grant application and assessment (peer review) processes. For this and future application rounds, applicants will need to supply less information compared to previous years.

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 the award of a grant for successful applications.
- Intended NHMRC Funding Requests
- Intended OTHER Funding Requests
- Indigenous research related questions
  - Now to be addressed in the Grant Proposal, if applicable.
- Institutions Access
- National Health Priorities
- National Research Priorities
- Socio-economic Objectives
- Community Details
- Ethics questions
  - 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
- Actual Institution
  - Now known as Participating Institution.

Part B changes:
- Part B-SA: Scholarship Attachments Grant Proposal (Upload)
  - A Grant Proposal template is available online, which must be used, converted to PDF and uploaded as part of this section; and
  - For applicants proposing research in Indigenous health, additional pages are allowed in the Grant Proposal to address these issues.

1.3 Planning your Application

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

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

While completing your application, it is important to keep in mind the assessment criteria that assessors will use to evaluate applications. Read these carefully and note any content you should include in your application.
Plan a realistic timeline for completion of your application to ensure your application is submitted to your RAO on or ahead of time, taking into consideration the closing date from the Administering Institution.

### 1.4 Compliance Requirements

The following requirements of PDF documents must be adhered to:

- 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 for the Grant Proposal must be downloaded from the PGS webpage (http://www.nhmrc.gov.au/grants/apply-funding/postgraduate-scholarships) to meet 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 corner.</td>
</tr>
<tr>
<td></td>
<td>• The header is allowed outside the margin rules but must be at least 1cm 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 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 and Images</strong></td>
<td>• Colour diagrams, graphics and images may be included. However, you should keep in mind that the electronic file may be printed in black and white by the reviewing panel and there may be some loss of definition and colour in the images.</td>
</tr>
<tr>
<td><strong>Labelling Graphs and Images</strong></td>
<td>• Labelling of graphs and images may be in a reduced font.</td>
</tr>
<tr>
<td></td>
<td>• Description and/or legends of all graphs and images must be no smaller 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 diagram. Therefore, text within tables must be no smaller than 12 point 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 offline and then ‘copy’ and ‘paste’ the text from the form into RGMS.

The forms can be found at www.nhmrc.gov.au/grants/research-grants-management-system-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.

1.6 Referencing Publications

Each publication entered into your CV will be given an identification number by RGMS to assist you in referring to your publications. Applicants should use this number when referring to specific publications in their application, particularly in text boxes where characters are limited.

Do not use the Sequence Number as this will change upon the addition of new publications and/or publication uploads.

1.7 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 RAO’s to review applications before submission).


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 PGS

When completing your application, ensure that all required sections of your Profile and CV have been entered and updated appropriately. Profile and CV information forms a critical part of applications. Information that is of particular importance and is mandatory, such as ‘Title’, ‘Institution’ and ‘Research Keywords’, is indicated by a red asterisk in RGMS.

Completing core fields is required before creating an application. You can update your Profile and CV at any time in RGMS, even while completing a grant application. 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 PGS application are extracted.

The Assessor Snapshot will only migrate information for the specified period of time listed in the below table, ‘Profile and CV Requirements for PGS’.

Table 2: Profile and CV requirements for PGS

<table>
<thead>
<tr>
<th>Profile Section</th>
<th>Required</th>
<th>CV Section</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Details</td>
<td>Required</td>
<td>Qualifications, Awards and Prizes</td>
<td>All</td>
</tr>
<tr>
<td>Panel Nominations and Invitations</td>
<td>Required</td>
<td>Employment History</td>
<td>All</td>
</tr>
<tr>
<td>Peer Review Unavailability</td>
<td>Required</td>
<td>Appointments</td>
<td>All</td>
</tr>
<tr>
<td>Address</td>
<td>Required</td>
<td>Career Disruption</td>
<td>Optional</td>
</tr>
<tr>
<td>Research Interests</td>
<td>Required</td>
<td>Professional Memberships</td>
<td>All</td>
</tr>
<tr>
<td>Fields of Research</td>
<td>Required</td>
<td>Conference Participation</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Community Engagement</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patents</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Translation into Policy/Practice</td>
<td>Not Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contributions to NHMRC</td>
<td>Not Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Editorial Responsibilities</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervision and Mentoring</td>
<td>Not Required</td>
</tr>
</tbody>
</table>
NHMRC Research Funding | All
---|---
Other Research Funding | All
Publications | All
Workload | Current Workload

**Note:** The Assessor Snapshot will only migrate information for the specified period of time listed in ‘Profile and CV Requirements for PGS’.

The Profile/CV is **SEPARATE** to your PGS 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.

### PROFILE SECTION

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

#### 2.1 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.

**Personal Details, Contact Phone & Fax**

Provide your most current 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.

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

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

a. click ‘New’;
b. select your preferred NHMRC funding scheme (**Initiative**);c. select ‘Nomination for panel member’ from the drop down list at **Response Type and Closing Date**; and
d. 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.
2.3 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, select the start and end dates of your unavailability and enter in the free text field, a brief reason for your unavailability.

2.4 Pro-A: Address

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

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.

2.5 Pro-RE: Research Interests

It is important for this information to be as accurate as possible as it may be used to assist during 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.

Select from the drop down menu, a Broad Research Area and up to ten Research Keywords most applicable to your main area of research. 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 Part A-RC: Research Classification (refer to Subsection 4.3 of this document).

2.6 Pro-FR: Fields of Research

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

CV SECTION

PGS requires applicants to complete the sections of the CV outlined in Table 2 above in this document.

2.7 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, awards and prizes will appear in chronological order for assessors.

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.

2.8 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). Part-time positions should also be included. Your entries will be listed in reverse chronological order (i.e. the most recent first).

2.9 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.

2.10 CV-CD: Career Disruption

If relevant, indicate any career disruptions you may have experienced. Entries will be listed in reverse chronological order (i.e. the most recent first). You should nominate the periods where you have had a disruption (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 that affect your application.

It should be noted that NHMRC has very clear definitions of what constitutes a career disruption (see Funding Rules, Part 1, Subsection A3.7).

(Maximum of 2000 characters including spaces and line breaks to provide this information.)

If the Career Disruption is of a highly sensitive nature and you do not wish to share this information with the Peer Review Panel, details may be submitted separately to NHMRC. For example, an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit a Career Disruption claim separately.

To do so, applicants should indicate in this section that you wish to make a claim under Career Disruption that it is of a sensitive or private nature. Applicants should then provide details of this claim in a separate PDF document clearly stating the period of time affected and the nature of the career disruption. Provide as much information as possible to explain your situation and ensure you include your Application ID. This document must be emailed to NHMRC at: career.disruption@nhmrc.gov.au Attn: Postgraduate Scholarships, by the application close date.

For more information on NHMRC’s Career Disruption policy, refer to the Funding Rules, Part 1, Subsection A3.7.

2.11 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. Tick the box to indicate if the membership is current.

2.12 CV-CP: Conference Participation

Click ‘New’ to start a new entry for any conference you have participated in. You should provide details such as conference title, country, your 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).

**Note:** Do not provide the conference abstract in this section as this information is not required.

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

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

You may wish to consult the *Statement on Consumer and Community Participation in Health and Medical Research* (the Statement) which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so. The Statement is available at [http://www.nhmrc.gov.au/publications/synopses/r22syn.htm](http://www.nhmrc.gov.au/publications/synopses/r22syn.htm).

### 2.14 CV-P: Patents

Click ‘New’ to start a new entry for any patents for which you contributed to 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**

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 Institute or International source.

**Detail**

Provide a brief description of the patent, i.e. the technology.

*Maximum of 500 characters including spaces and line breaks.*

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

*Maximum of 500 characters including spaces and line breaks.*

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

This section is not required for PGS.

### 2.16 CV-CN: Contribution to NHMRC

This section is not required for PGS.

### 2.17 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).

PGS applications require all information on your editorial responsibilities.
2.18 CV-SM: Supervision and Mentoring

This section is not required for PGS.

2.19 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).

Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants. PGS applications require all this information.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

2.20 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). Provide as many details as you can in the spaces provided.

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.

2.21 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. 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.

2.22 CV-W: Workload

When filling out your workload as part of the CV section in RGMS, 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.

Provide your hours/week for your Teaching Load, Clinical Load, NHMRC Research Load, Other Research Load and any Administrative Responsibilities you may have currently.

3. Starting a New PGS Grant Application

Complete all questions on the ‘Create Application’ screen as instructed below.

Initiative
Select ‘Postgraduate Scholarships’.
Round
Select ‘2014_Postgraduate_Scholarships_funding_commencing_2015’.

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

Administering Institution
There can only be 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 to your RAO in the first instance.

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.)

Allow RAO 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 recommends that the RAO, applicant and Administering Institution discuss the management of RAO edit access before selecting this option.

Minimum RGMS Profile Data Entered?
If particular ‘core’ fields within your RGMS Profile are incomplete, you may be prevented from creating an application until you have entered information into these fields.

Once you have entered the required Profile information and the ‘Minimum RGMS Profile Data Entered?’ field displays ‘Yes’, you will be able to ‘Save’ this page and commence your application.

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

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

4.1 A-PA: Part A Home

Application ID, Initiative, Round, Administering Institution, Application Title

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

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 (the Indigenous Criteria, 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: http://www.nhmrc.gov.au/guidelines/publications/r47

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 and you will need to address the Indigenous Criteria in your Grant Proposal uploaded as part of B-SA: Scholarship Attachments (refer to Subsection 5.3 of this document).

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 to provide this information.)

Privacy

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

4.2 A-PIInst: 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 email the institution name to RHC (help@nhmrc.gov.au).

(Maximum of 100 characters including spaces and line breaks to answer this question.)

4.3 A-RC: Research Classification

The Guide to Peer Review Areas, 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.

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
- Fields of Research Subcategory
- Research Keywords/Phrases


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](http://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 research area 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 PGS applications.

4.6 A-EG: Ethics General

If you answer “Yes” to any of these questions, the NHMRC may require ethics approvals to be supplied in the event of your application being successful in obtaining NHMRC funding. Further information on ethics clearances can be found at: www.nhmrc.gov.au/grants/policy/research-ethics-committee-and-regulatory-approvals-clearance.
5. PART B – Application Details

General

RGMS will automatically populate the round with your selection from the “Create Application” screen.

Part B of the application is specific to Postgraduate Scholarships. This part of the application differs from that of other NHMRC schemes.

Note: For each section of Part B, click on ‘New’ to open up that section of the application to enter your details. You can only create one instance in each section of Part B by clicking on ‘New’. If you need to return to a section of your application form to add further information, click on the name of the Scholarship Type that appears and not on ‘New’.

5.1 B-AISCH: Application Information (Scholarship)

Click on ‘New’ to create a new entry for the category you wish to apply in.

Select the category in which you wish to apply:

Category of Award

The following definitions provide guidance to assist applicants in choosing the correct category in which to apply.

From the drop-down list select the type of Postgraduate Scholarship you are applying for:
- Aboriginal and/or Torres Strait Islander Health Research Scholarship
- Clinical Research Postgraduate Scholarship
- Dora Lush Biomedical Research Postgraduate Scholarship
- Public Health and Health Services Research Postgraduate Scholarship

From the drop-down list select the sub-category you are applying for:
- Combined MBBS/PhD
- Recent Medical Graduate
- Medical Graduate with Further Clinical Training
- Dental Graduate
- Nursing, Midwifery and Allied Health Professional Graduate (other than above)

From the drop-down list select the amount of time you will devote to studying for the Postgraduate Scholarship.

See Section 6.3 of the Funding Rules for further information.
Part-time Postgraduate Scholarships are available to Clinical Research Postgraduate Scholarship holders who are undertaking dual training – postgraduate medical/dental and a PhD program.

Part-time Postgraduate Scholarships are also available to applicants who wish to pursue a research career part time but are unable to engage in full-time research due to parental/carer responsibilities or personal illness.

**Australian Postgraduate Award (APA)**

Do you currently hold an Australian Government Scholarship such as an Australian Postgraduate Award?

Select ‘Yes’ or ‘No’ from the drop down list.

**Bioinformatics or Biostatistics**

Are you a Biostatistician/Bioinformatician?

Select ‘Yes’ or ‘No’ from the drop down list.

If you answered ‘Yes’, select either ‘Biostatistician’ or ‘Bioinformatician’ from the drop-down list.

If you answered ‘Yes’, briefly describe your speciality in the free text box.

*(Maximum of 200 characters, including spaces and line breaks)*

**Note:**

1. There are no additional or separate funds for applicants who indicate they specialise in bioinformatics/biostatistics. Do not select ‘Yes’ in this section if you do not specialise in these fields.
2. NHMRC will use the information you provide here for evaluation and reporting purposes.

**Electromagnetic Energy (EME) Research**

Does your research involve Electromagnetic Energy (EME) Research?

Select ‘Yes’ or ‘No’ from the drop down list.

*Note that this section is only available for applicants applying in the Clinical or Public Health and Health Services Postgraduate Research Scholarship categories.*

**Co-funding**

From the drop-down list indicate if you wish to be considered for a co-funded award (refer to the Funding Rules, Section 9).
For the purposes of the Privacy Act 1988, applicants (and other persons whose details appear in grant applications, e.g. other investigators) should be aware that if they indicate they wish to be considered for co-funding, NHMRC will provide their personal information, including all pertinent application documentation and peer review outcomes, to the co-funding body or bodies nominated by the applicant. The purpose of providing this information to the co-funder(s) is to enable them to assess the application’s eligibility for funding under the relevant co-funding arrangement.

**Co-funders**

If you indicated you wish to be considered for a co-funded award, select the organisation(s) from which co-funding is sought by clicking ‘Browse’ ( ).

**Note:** It is important that you tick the box next to the relevant co-funding organisation then tick ‘Add’. Multiple organisations can then be selected.

NHMRC does not require any additional attachments for applicants who also apply for co-funding, however some of the co-funding partners may require further information or have an application form that the applicant needs to complete. Ensure you check the co-funding organisation’s website for further details.

**Enrolment, Qualifications, Professional Registration**

**Proposed Degree**
Select either ‘PhD’ or ‘Masters’ from the drop-down list.

**Enrolment:** Have you commenced your PhD or Masters degree?
Select ‘Yes’ or ‘No’ from the drop-down list.

**Initial Date of Enrolment**
If ‘Yes’ above, enter the date you commenced your PhD or Masters program.

**Full-Time Equivalent Months**
If you have commenced your relevant degree, indicate the period of full-time enrolment, in calendar months, up to 31 December 2014.

**Note:** This is a numeric field only and you can only enter a full number; eg: 9

**Will you be in your final year of your Honours degree after the closing date of this round?**
Select ‘Yes’ or ‘No’ from the drop-down list.

**Will you be in your third full-time or full-time equivalent (final year) of your PhD after 1 January of the first year of the Scholarship?**
Select ‘Yes’ or ‘No’ from the drop-down list.
Will you be in the final year of your Masters degree after 1 January of the first year of the Scholarship?
Select ‘Yes’ or ‘No’ from the drop-down list.

Dora Lush Biomedical ONLY
Insert the date from the drop-down list of your most recent academic qualification.

Note: This must be at least five years prior to 1 January 2015. Refer to Section 7.3 of the Funding Rules for further information.

Statement of Circumstances (if applicable)
Provide a statement outlining the circumstances which have delayed your ability to pursue your PhD studies.
(Maximum of 500 character limit including spaces and line breaks).

Medical Graduate with Further Clinical Training ONLY
Indicate postgraduate clinical qualifications from the drop-down list:
First part exam (or equivalent) passed;
Speciality training in progress; or
Speciality training completed.

Academic Performance
Outline your academic performance. This is your opportunity to draw attention to highlights of your academic performance, or to emphasise aspects of your choice of subject.
(Maximum of 1500 character limit including spaces and line breaks).

Previous Experience
Previous Experience 1
Provide brief details of your previous experience highlighting the most significant contributions you have made to your field of research.
(Maximum of 1500 character limit including spaces and line breaks).

Previous Experience 2
Provide brief details from your previous experience that most significantly affects your research proposal.
(Maximum of 1500 character limit including spaces and line breaks).

Previous Experience 3
Outline any prior experience relevant to Indigenous health.
(Maximum of 1500 character limit including spaces and line breaks).
This question is used to assist in the assessment of applicants in the Aboriginal and/or Torres Strait Islander Health Research Scholarship category and for those in any other application category who are of Indigenous descent or who have an Indigenous component to their project.

No response is required where none of these situations apply. This information is only used to assist in evaluating Indigenous related applications and applications missing this information where it is not required are not diminished as a result.

Use this question to explore in more depth any aspects of your Indigenous health experience that may not have been possible to include in your grant proposal or in the other more general questions relating to your experience.

5.2 B-RCI: Research and Career Information

**Supervisor/s**

Enter your Primary Supervisor’s name.

A maximum of three primary supervisors are allowed, however Supervisor 1 should be the person who will be supervising you for the majority of your scholarship.

If your supervisor has an RGMS profile, select their name from the drop-down list by clicking on the ‘Browse’ button.

If your supervisor does not have an RGMS profile, enter their name in the ‘free text’ box.

**Project**

1. Describe the potential of this research project and choice of supervisor to extend your knowledge and skills.

   *(Maximum of 1200 character limit including spaces and line breaks).*

2. Describe how the tenure of this award would contribute to your future career aspirations.

   *(Maximum of 1200 character limit including spaces and line breaks).*

3. Indicate how the research topic relates to your current and future professional pathway.

   *(Maximum of 1200 character limit including spaces and line breaks).*

**Future Career**

Describe your intended career after completion of the award for which you are seeking funding.

*(Maximum of 1500 character limit including spaces and line breaks).*

5.3 B-SA: Scholarship Attachments

Refer to Naming and Formatting of PDF Documents (Section 1.4 of this document) for the formatting specifications that PDFs must adhere to.

Each PDF file must not exceed 2Mb in size.
Grant Proposal

Upload your Grant Proposal using the ‘Browse’ (\(\text{Browse}\)) button.

This section requires you to broadly identify the research area and objectives of the research proposal (maximum five pages, including references).

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Research Proposal (including references)</td>
<td>5 pages</td>
</tr>
<tr>
<td>B. Indigenous Health Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

The PGS Grant Proposal template can be found on the NHMRC’s website at http://www.nhmrc.gov.au/grants/apply-funding/postgraduate-scholarships. Applicants must use this template. If the Indigenous Health Criteria is not applicable to your application, you may delete this heading from the template.

The Grant Proposal should be uploaded as a single PDF file using the following naming convention: APP#####_Applicant's Surname_Grant Proposal.pdf. Refer to the Compliance Requirements (Subsection 1.4 of this document) for the formatting specifications that your Grant Proposal PDF must adhere to.

Your Grant Proposal PDF may have the following sections as described below:

A. Grant Proposal

Using the Grant Proposal template, provide a brief research plan (maximum five A4 pages, including references). Your research proposal should be made up of Aims, Background, Proposed Research Program (briefly mention proposed technologies), and a statement concerning the significance of the proposal and references. The plan should describe your vision for the scholarship and detail the proposed research objectives, methodologies and expected outcomes.

References relating to the Grant Proposal must:
- be in a standard journal format
- list authors in the order with which they appear in PubMed;
- not include web links; and
- only include references to cited work.

B. Indigenous Health Criteria (if applicable)

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 describe what proportion of the research effort and/or capacity building activity will be directed to Indigenous Health and address the Criteria for Health and Medical Research of Indigenous Australian at: www.nhmrc.gov.au/_files_nhmrc/file/grants/indighth.pdf

Criteria:
- Community Engagement;
- Benefit;
- Sustainability and Transferability;
- Building Capacity;
- Priority; and
- Significance.

All Indigenous health research applications must demonstrate that at least 20% of their research effort and/or capacity building relates to Aboriginal and/or Torres Strait Islander health.
Registration Evidence (only applicable to Medical/Dental and Allied Health Professional applications).

Upload your Certificate of Registration using the ‘Browse’ button.

Provide evidence of current Australian registration in your dental, medical or allied health professional field.

This must show the name of the registering body, current registration period and the registration number.

For Allied Health professionals that do not require registration, applicants must provide evidence that they are current members of their bona fide professional organisation and therefore authorised to practice.

Attach a PDF file for upload.

Academic Transcript

Upload your PDF Academic Transcript using the ‘Browse’ button.

Past academic performance is an important part of the scholarship assessment process and applicants should ensure that their transcript is properly ordered and includes the description for scores, marks or ratings achieved.

Where the Academic Transcript is in a language other than English, a translation provided by National Accreditation Authority for Translators and Interpreters (NAATI) certified translator (or its equivalent organisation outside of Australia) must be included.

It will be the responsibility of the applicant, where the Academic Transcript contains ratings from overseas institutions, to have these ratings converted to an equivalent rating used in Australian Institutions.

The translated Academic Transcript, both for language and ratings, must be a certified copy and uploaded as a PDF document. The upload is limited to a maximum of 2Mb and should be a single PDF document.

Ungraded Passes

Upload your certified PDF of your Ungraded Passes using the ‘Browse’ button.

If you have ungraded passes on your Academic Transcript that are relevant to your research for your PhD or Masters, your Administering Institution needs to provide gradings that align with Australian Standard Institutions.

Scan all documents at the lowest resolution which permits the 2Mb upload limit to be achieved while still being legible. Consult with your RAO if you are having any difficulties.

Evidence to support Part-time candidature

Part-time Applicant for all Categories/subcategories

Upload your PDF ‘Letter of Support’ by using the ‘Browse’ button from your primary supervisor or Administering Institution if you are applying for a part-time scholarship due to carer responsibilities or a medical condition.
5.4 B-R: Referees

**Important Notes:**

**Applicant’s Responsibilities:**

- To nominate and obtain a supervisor and independent referee report;
- Ensure the referee reports are submitted through RGMS by the nominated Referee prior to the closing date of the application round. This is part of the application process and it is the applicant’s responsibility. Applicants can monitor the progress of the submission of the referee reports by clicking on the B-R Referee page. Applicants will receive an RGMS generated email once the referee has uploaded a referee report against their nominated application; and
- To notify the referee of their correct referee type (Primary Supervisor or Independent Referee).

**All Referees:**

- All referee reports must be uploaded into RGMS by 5:00pm AEST on Wednesday 25 June 2014, the closing date for Postgraduate Scholarships.
- Once a referee report has been submitted in RGMS there is no access to delete/change or re-submit the report. This report is final.

**NHMRC staff will not chase outstanding reports.**

**Applicants will be deemed ineligible if:**

- Any part of the application is incomplete including the upload of both the nominated supervisor and independent referee reports.
- The Supervisor’s two page CV and referee report have not been uploaded by the PGS close date and time.

**General:**
Provide the name and contact details of your nominated referees who have agreed to provide the reports that will comment on your research contributions and potential as a researcher.

**There are two types of referees:**

**Note:** It is compulsory to have both a Supervisor and Independent Referee Report submitted as part of your PGS application.

**First Referee – Primary Supervisor**
This referee report needs to be completed by the person who will be your primary supervisor. They will need to complete the report and provide a two page CV.

**Note:** You can only nominate one primary supervisor to complete the referee report.

**Second Referee – Independent Referee**
This referee report is to be completed by an Independent Referee.

The Independent Referee is to have had no substantive professional or private contact with the applicant or to have any previous or current collaboration with the applicant’s recent or future supervisors, but should be knowledgeable in the field of study. The Independent Referee should not be at the applicant’s current institution.

To begin nominating Referees, click on the ‘New’ button.

Note the referee email address is extremely important as once you have entered the referee particulars and saved the nomination, an electronic alert is sent to the referee notifying them of your application.

This process needs to be repeated for each referee (one for the Primary Supervisor and one for the Independent Referee).

Referee with an RGMS profile
If your referee has an RGMS profile, select him or her from the drop down list by clicking on the ‘Browse’ button.

Once you go back to enter in the next referee, you will be able to see the referee’s details that have already been entered. This screen will also allow you to track the referee process and enable you to see when a referee has submitted their report.

Referee without an RGMS profile
If your referee does not have an RGMS profile, enter their relevant information on the right hand side of the screen.

Once the information is entered and confirmed as correct, click on the ‘Save’ button.

Once you go back to enter in the next referee, you will be able to see the referee’s details that have already been entered. This screen will also allow you to track the referee process and enable you to see when a referee has submitted their report.

Click ‘Submit’ to go back to the Referee section front page.

Click ‘New’ to add your second referee’s nomination. Follow the above instructions.

To cancel a Nomination of a Referee
On the Referee screen, click on the Referee you wish to cancel. This will take you to the referee’s profile. Under the ‘Status’ heading there are three sub-headings:

- **Cancel nomination** – if you wish to cancel a nominated referee, check the box. Note: This can only be done if the referee has not already submitted their report. Once a nomination is cancelled in RGMS an electronic alert is sent to the referee notifying them of the cancellation. If you cancel a nomination you will need to re-nominate another referee to replace the cancelled nomination.

- **Reminder email sent?** – This is automatically populated by RGMS once a reminder email has been sent to the nominated referee.

- **Report uploaded** – This box will automatically be checked by RGMS when the report has successfully been uploaded by the referee.

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 (i.e. through written evidence such as email).
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.