NHMRC PROGRAM GRANTS
ADVICE AND INSTRUCTIONS TO APPLICANTS

For funding commencing in 2016

Applications open on 12 March 2014 and close at 17:00 hrs (AEST) on 4 June 2014.

Late applications will not be accepted

This document must be read in conjunction with the NHMRC Funding Rules incorporating the Program Grants scheme for funding commencing in 2016. The advice and instructions for Part A of the application form (Section 4) are applicable to all NHMRC funding schemes. The advice and instructions for Part B of the application form (Section 5) are for Program Grant applicants only.

NHMRC has endeavoured to streamline the application form where possible. Details of changes are listed under Key Changes – Section 1.2.

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

- specific information regarding funding schemes;
- filling out application forms; and
- difficulties with logging into and using the Research Grants Management System (RGMS)

All enquiries should be directed to:

Research Help Centre
Ph: 1800 500 983
Email: help@nhmrc.gov.au
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1. INTRODUCTION

This document should be read in conjunction with the:

1. **NHMRC Funding Rules** incorporating scheme specific information for funding commencing in 2015 (the Funding Rules), which provides important information on the objectives and underlying principles of NHMRC funding. The **Funding Rules** can be found on the NHMRC website at: [http://www.nhmrc.gov.au/book/nhmrc-funding-rules](http://www.nhmrc.gov.au/book/nhmrc-funding-rules)

2. NHMRC Peer Review Guidelines which will assist applicants in understanding the peer review process. The peer review guidelines can be found on the NHMRC website at: [https://www.nhmrc.gov.au/grants/apply-funding/program-grants](https://www.nhmrc.gov.au/grants/apply-funding/program-grants)


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 funding.

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, help@nhmrc.gov.au or by phone on 1800 500 983 during business hours.

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

Applicants who are not yet registered on RGMS can do so via the ‘New to RGMS?’ link on the RGMS login page ([http://www.rgms.nhmrc.gov.au](http://www.rgms.nhmrc.gov.au)) or obtain assistance by contacting the RHC at help@nhmrc.gov.au or on 1800 500 984.

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

NHMRC 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.

Profile and CV Requirements

Please note: data that has been sought across the whole of a CI’s career in previous rounds is now only sought for the last five years. Please take particular note of this in regards to entering information into the **CV-PU: Publications Upload** and **CV-Pub: Publications** screens.

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. However, applicants are required to provide their synopsis in laypersons terms (see section 4.1 for further details).
• Intended NHMRC Funding Requests
• Intended OTHER Funding Requests
• Indigenous related questions
  o 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.

Part B for Program Grant applications only

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

• Program Grants research area

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 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 CIs involved with an application.

1.4 Compliance Requirements

Failure to comply with formatting rules is considered to be a breach of eligibility requirements and as such an application may be deemed ineligible and withdrawn from further peer review.

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.

Table 1: PDF formatting requirements
<table>
<thead>
<tr>
<th>Component</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Header                 | • Application ID and Applicant surname must be included in top right corner.  
                          • Title of the page (e.g. Grant Proposal) must be included in the top left corner.  
                          • The header is allowed outside the margin rules but must be at least 1cm from the top of the page. |
| Footer                 | • Page number must be included at the bottom right corner.  
                          • The footer is allowed outside the margin rules but must be at least 1cm from the bottom of the page. |
| Margins                | • All margins must be at least 2cm.                                                                                                        |
| Font                   | • Must be Times New Roman.  
                          • At least 12 point.                                                                                                                              |
| Line Spacing           | • Line spacing must be set to single.                                                                                                        |
| Character Spacing      | • Character spacing must be set to normal.  
                          • Scale must be set to 100%.                                                                                                                     |
| Diagrams, Graphics and Images | • 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 for distribution to the reviewing panel and there may be some loss of definition and colour in the images. |
| Labelling Graphs and Images | • Labelling of graphs and images may be in a reduced font.  
                                    • Description and/or legends of all graphs and images must be no smaller than 12 point Times New Roman. |
| Tables                 | • 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. |

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 may 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: [http://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. Applicants may wish to use this identification number for their own tracking purposes but should not use this identification number in their application, instead applicants should fully reference any publication in text boxes within the application.

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 three types of snapshots:

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

For instructions on how to run a Snapshot Report, applicants should refer to the ‘RGMS User Guide for Applicants’ in the RGMS Library. 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 PROGRAM GRANTS

Important Note


The following pages provide additional advice about Profile and CV requirements.

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

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 included in the Profile/CV is also provided in the relevant parts of the application itself where required.

For sections marked as “Not Required”, relevant information for the proposed research can be included in the “CI Track Record” section of the Grant Proposal.

For further information please refer to the RGMS “My Profile and CV” requirements for 2014 Schemes document which can be found on the NHMRC website (http://www.nhmrc.gov.au/grants/research-grants-management-system-r.gms).

PROFILE SECTION

Program Grants requires you to complete all sections of the Profile.

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).

Personal Details

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

2.2 Pro-PN: Panel Nomination and Invitations

Please indicate which, if any, scheme you have been nominated/invited to participate in as a potential panel member.
2.3 Pro-PU: Peer Review Unavailability

Select the dates from the searchable list and enter in the free text field a brief reason for your unavailability. To maintain the list of available assessors within RGMS, NHMRC requires that all applicants update all information within the Profile and CV sections routinely. This will ensure that any unavailable assessors will not be contacted unnecessarily.

2.4 Pro-A: Address

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

2.5 Pro-RE: Research Interests

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

Please select from the drop down menu, a Broad Research Area and up to 10 Research Keywords most applicable to your main area of research. Please also provide at least one and up to three keywords to describe your core Research Methodologies or methodological expertise (e.g. clinical trials, knockout mice, gene therapy etc.).

You may also provide any other additional information and details of your research expertise or interests. This can include your research methodologies, student supervision and key publications.

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

2.6 Pro-FR: Fields of Research

You can add as many Fields of Research as you need to as well as indicating when you started your research in that field and whether the research is on-going or terminated.

CV SECTION

Information in these sections is used both within and as an adjunct to applications, including identifying potential assessors and panel members.

2.7 CV-QAP: Qualifications, Awards and Prizes

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

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

Note: Exclude NHMRC awards and appointments from this section.

2.8 CV-EH: Employment History

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

Please provide details of any current and/or previous appointments within the last 5 years. Include any honorary appointments, government appointments, boards, committees, university, institute and professional responsibilities. Do not include employment in this section.

2.10 CV-PM: Professional Memberships

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

2.11 CV-CP: Conference Participation

Program Grants require information on your conference participation in the last five years. Please provide details of any speaking invitations you have completed. You may add as many entries as you need by clicking the ‘new’ button and filling out details such as conference title, country, your speaker role at the conference and the year the conference took place. Entries will be listed in reverse chronological order (i.e. the most recent first).

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

2.12 CV-CE: Community Engagement

Please provide details of any community engagement that you have been involved in within the last five years. The Statement on Consumer and Community Participation in Health and Medical Research has been developed because many consumers and researchers recognise the contribution that consumers can make to health and medical research and their right to do so.


2.13 CV-P: Patents

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

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

General:

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

Funding Source:

Indicate if it was an NHMRC, Other Australian or International funding source.

Detail:

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

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

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

(You have a maximum of 500 characters including spaces and line breaks to provide this information.)
2.14 CV-TPP: Translation into Policy/Practice

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

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

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

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

Funding Source:
Indicate if it was a NHMRC, Other Australian or International funding source.

Detail:
Please provide details of the organisation or government department the research translation affected, indicate the year the change was translated/implemented, and provide details of the changes resulting from your research.

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

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

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

2.15 CV-CN: Contribution to NHMRC

Specify the number of times in each indicated year you have participated in:

- NHMRC Peer Review Panels
- NHMRC Grant Advisory Groups
- Number of External Assessments provided.

Complete a new page for further entries. Program Grant applications require this information for the last five years.

2.16 CV-JR: Editorial Responsibilities

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

Please note: the Assessor Snapshot Report will only migrate information for the specified period of time listed in ‘PROFILE/CV Requirements for Program Grants.’

2.17 CV-SM: Supervision and Mentoring

Provide details of how many students you have supervised or mentored.

Complete a new page for further entries. Program Grant applications require this information for the last five years.

2.18 CV-RF: NHMRC Research Funding

Please provide details of any previous and/or current NHMRC funding, including offers received for future funding. Entries will be listed in reverse chronological order (i.e. the most recent first). Please start a new page for each
separate entry. Try to provide as many details about the funding as possible in the spaces provided. Program Grant applications require this information for the last five years.

2.19 CV-ORF: Other Research Funding

Please provide details of any previous and/or current funding from sources other than NHMRC, including offers received for future funding. Entries will be listed in reverse chronological order (i.e. the most recent first). Start a new page for each separate entry. Please provide as many details as you can in the spaces provided. Program Grant applications require this information for the last five years.

2.20 CV-Pub: Publications

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

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

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

2.21 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 *Grant Proposal PDF*. 
3. STARTING A NEW APPLICATION

Important Note


The following pages provide additional advice about the content and purpose of each field.

All fields marked [ ] are required to be completed. It is essential that these fields are completed in order for your application to proceed to peer review.

3.1 Create an application

Initiative

Please select the funding scheme from which you are seeking funding.

Round

Please 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 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.

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 research proposal.

(You have a maximum of 250 characters including spaces and line breaks to provide this information.)

Grant Duration

Please select five years as the grant duration, as Program Grants are only offered as five year grants.

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.
4. PART A – APPLICATION DETAILS

Important Note


The following pages provide additional advice about the content and purpose of each field.

4.1 A-PA: Part A Home

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

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 (see below).

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


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/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?

a) 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.

b) If answering Yes to this question the application should address the Indigenous Criteria within the attached Grant Proposal PDF File

If you have answered “Yes” to this question, your application may be assessed against The Indigenous Criteria. http://www.nhmrc.gov.au/grants/policy/criteria-health-and-medical-research-indigenous-australians.

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. Please include a brief, plain English paragraph outlining your project.

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

Privacy Notice

Please refer to NHMRC Funding Rules, Part 1, Section 4, Confidentiality and Privacy.
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.

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 email the institution name to RHC (help@nhmrc.gov.au).

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

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: http://www.nhmrc.gov.au/grants/

You should also refer to the Australian Standard Research Classifications and NHMRC Research Keywords and Phrases. This information is available at: 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 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 Fellowship schemes.

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

To nominate a team member select ‘New’.
All CIs will need to have completed all mandatory fields in their RGMS Profile and CV before being included on the application. If a CI on your team has not completed all mandatory fields in their Profile and CV, an error message will appear when you attempt to add them as a team member.

Role Types
Use the drop down box to select from the role types that are described below, then search for the person you wish to add under this role.

Once you have selected the ‘type’, click save. The Chief Investigator A then selects the team member from the searchable list labelled ‘Person’.

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

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

1. Chief Investigator (CI)

- Chief Investigator A (CIA) is responsible for completion and lodgement of the application.
- CIA is the project leader who is responsible for the successful completion of the research proposal.
- Other CIs are to read the application and must agree to its contents before it is submitted.
- A maximum of 10 CIs (CIA to CIJ) may be entered into your RGMS application.

Note: CIB – CIJ are required to have an RGMS account and all mandatory fields of their Profile and CV completed in order to be added and have access to their application. Ensure you ask other CIs to provide the spelling of their name as it is within RGMS – this may avoid confusion when are trying to identify them.

A-RT: Researcher Details

Person
Search the RGMS database and select the CI.

Role
Please select the CI’s role on this application.

Australian Based
Is this CI to be based in Australia for the duration of the grant?

Core Profile Data Entered?
All CIs must have their core details in RGMS.

Qualifications & Skills
Provide justification for why each CI is needed for the proposed research including an outline of the specific qualifications or skills required.

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

Note: Salaries cannot be requested for Program Grants.

2. Associate Investigator (AI)

- The Associate Investigator category should be used to enter details of Additional Personnel in Program Grant Applications.
- Position Title information is not required for Additional Personnel.
- An AI is an investigator who provides intellectual input into the research and whose participation warrants inclusion of their name on publications.
• AIs named on the application will be advised by the Chief Investigator. However no consent is required from them before the application can be submitted.
• AIs do not have access to the application in RGMS.
• The contribution of AIs is to be entered within the attached Grant Proposal PDF File. Please see Part B – PR: Proposed Research for more information.

A maximum limit of 10 (ten) AIs applies for all schemes except for Program Grants (see Program Grants Funding Rules for further details).

3. Professional Research Person (PRP)

(This role is not applicable to Program Grants)

4. Technical Support Staff

(This role is not applicable to Program Grants)

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 your application is funded. Further information on ethics clearances can be found here:

5. PART B – APPLICATION DETAILS

Part B of the application is specific to the Program Grants Scheme. This part of the application differs to that for other NHMRC schemes.

5.1 B-GP: GRANT PROPOSAL

This section is where you attach/upload your Grant Proposal PDF attachment.

Creating the PDF File

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

The Grant Proposal template can be found on the NHMRC’s website at: http://www.nhmrc.gov.au/grants/apply-funding/program-grants. Applicants may use this template when creating their Grant Proposal PDF.

PDF Formatting requirements

Please refer to Section 1.4 Compliance Requirements.

You must name the PDF file following the format of: “[App ID]_[CIA surname].pdf” (e.g. – “APP#######_Smith.pdf”). Do not include spaces in the file name.

You should not convert scanned documents into PDF. Any documents to be attached should be converted from their original electronic form. All attachments should be added to the Grant Proposal PDF, which is to be submitted as a single document.

You should not include links to websites containing additional information in your application other than for references to published peer review journal articles that are only available online.

Applications that do not comply with the above guidelines could be deemed ineligible and excluded from further consideration. For further information refer to Section 3.5 of the Funding Rules.

There are seven components to provide in this PDF file to your Program Grant application:

1. The proposed Research Strategy (maximum of 10 pages)
2. References (in addition to the 10 pages)
3. Additional Personnel Contribution (maximum of 100 words for each AP)
4. Budget (maximum of 1 page)
5. CI Time Commitment (maximum of ½ page per CI)
6. Criteria for Health and Medical Research of Indigenous Australians (maximum of 2 pages)
7. Career Disruption (maximum of 1 page per CI), if applicable

The following is a brief description of these components.

1. Research Strategy (maximum of 10 pages)

This section is for applicants to outline the broad strategies and approaches to be pursued in their program of research over the duration of the grant. It should contain information that will allow peer review panels to judge the relevance and/or significance of the proposed work, and the competitiveness and innovativeness of the strategy, ideas and approaches. Detailed experimental plans of individual projects are not required.

Applicants are advised to consult the Funding Rules and assessment criteria when determining what information should be included in the Research Strategy. This section should show how the team will fulfil the expectations of the scheme as stated in the Funding Rules.

2. References (in addition to the 10 pages for the Research Strategy)
A list of all references cited in the Research Strategy must be provided within the Grant Proposal PDF. References must:

- Be written in an appropriate standard journal format. NHMRC prefers the Author-Date (also known as the Harvard System), Documentary-note and the Vancouver System.
- List authors in the order in which they appear in PubMed.
- Not include web links.
- Only include references to cited work.

3. Additional Personnel (AP) Contribution

For each Additional Personnel named in PART A – A-RT: Research Team and Commitment of this application, a maximum of 100 words is permitted to outline their contribution.

4. Budget (maximum of 1 page)

This section should outline proposed arrangements for how grant funds and other resources will be shared, deployed, and redeployed if necessary. A summary of the time commitment for each CI should be included, as should their participation in the proposed Grant Proposal where relevant.

5. CI Time Commitment to this Proposal (maximum of ½ page per CI)

Applicants are required to provide an overview of each CIs time commitment to this research proposal, along with other research commitments. Applicants need to provide detailed information for assessors to assure that each CI will and is able to provide a sufficient level of commitment to successfully undertake and complete the research proposed.

For each CI, applicants should detail the following:

- the NHMRC research time that will be dedicated to this application if it were to be funded (this application %);
- the amount of research time each CI spends on other NHMRC grants (other grants %) in an average working week; and
- a brief description outlining their role on this proposal.

Note: The % for this application plus all current grants % should be no greater than 100%. For example, if you propose spending 50% of your standard week’s working hours on NHMRC funded projects, and this application constitutes 80% of your NHMRC research time then your NHMRC research time for this application is 80%.

Note: CIA is the project leader and is responsible for the successful completion of the research proposal.

Note: Program Grant applicants are expected to dedicate a minimum of 80% NHMRC research time to the Program Grant, unless specific circumstances apply. Please refer to the relevant section of the Funding Rules.

6. Criteria for Health and Medical Research of Indigenous Australians (maximum of 2 pages)

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. Applicants should use this section to describe what proportion of the research effort and/or capacity building activity will be directed to Indigenous Health and to subsequently address all six elements of The Indigenous Criteria, which are:

- Community Engagement;
- Benefit;
- Sustainability and Transferability;
- Building Capacity;
- Priority; and
- Significance.
7. Career Disruption (maximum of 1 page per CI)

The NHMRC is committed to ensuring that every applicant is treated fairly, and this means recognising that some candidates will have had career disruptions that should be considered when evaluating their track record. The following reasons are recognised as career disruptions: pregnancy; major illness; and carer responsibilities including parental leave. All career disruptions will be reviewed to ensure they meet policy guidelines. For further guidance on what constitutes a career disruption, please refer to Appendix A of this document, and NHMRC Funding Rules, Sections A3.6 and A3.7.

It is critical that applicants use this opportunity to declare any career disruptions - periods of ‘reduced or no productivity’ - that may be relevant to their most recent five year research career history. The assessment of your track record, that of your team, and the scientific quality and significance and/or innovativeness of the application, can be assessed objectively taking all the relevant factors into account.

Applicants are asked to clearly outline the duration and impact the career disruption had on their productivity within the last five years. This will ensure that the appropriate amount of time is added to their 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 3 years FTE over the past five years (see Table). You should therefore add to your Track Record pages of the Grant Proposal 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 five 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>

Details of any career disruption that occurred in the last five years should be included in this section. Each relevant CI has one additional A4 page in which to provide this information. This extra one page must only be used to:

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

b) explain the career disruption/s in more detail (if needed);

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.

This extra page must comply with all formatting rules applicable to the Grant Proposal.

If the career disruption is of a highly sensitive nature and you (or members of your CI Team) do not wish to share this information in the Grant Proposal, details of the nature of the career disruption 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 their career disruption claim separately.

Applicants wishing to submit the document separately should:

a) indicate in the Grant Proposal 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 the Track Record section of the Grant Proposal. 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 applicable to the Grant Proposal; 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: Program Grants by 5.00pm 4 June 2014. The separate PDF must not exceed one A4 page in length.

5.2 B–CD: Career Disruptions

Select the appropriate option from the drop down box.

Further details on how to address career disruptions are provided under Grant Proposal.

5.3 B–CP: PARTICIPATION

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

(You have a maximum of 1000 free text characters to provide this information)

5.4 B–CG1: COLLABORATIVE GAIN PART 1

Teams are required to outline past and/or proposed collaborative arrangements within the applicant team, and address the means whereby the collaborators will ensure the cohesive running of the program.

When completing these sections, particular attention should be paid to the Assessment Criteria specified in the Funding Rules, particularly Assessment Criterion 3 – Collaborative Gain.

Integration and Synergy of the Research Teams and Program

1.1 Describe the integration of the research teams and the program as a whole.

(You have a maximum of 2000 free text characters to provide this information)

1.2 Describe productivity gains, including synergies and objectives that would not be possible with separate projects.

(You have a maximum of 2000 free text characters to provide this information)

Resource Management

2.1 Describe how teams and resources will be managed, including previous strategies and new collaborative arrangements.
If the applicants have had the opportunity to collaborate before and have not yet done so, an explanation should be provided here as to why this has not occurred and why it is occurring now.

*(You have a maximum of 2000 free text characters to provide this information)*

2.2 Describe performance measures and/or milestones, and how grant funds and other resources will be shared, deployed, and redeployed if required.

*(You have a maximum of 2000 free text characters to provide this information)*

5.5 B–CG2: COLLABORATIVE GAIN PART 2

Teams are required to outline past and/or proposed collaborative arrangements within the applicant team, and address the means whereby the collaborators will ensure the cohesive running of the program during its tenure.

When completing these sections, particular attention should be paid to the Assessment Criteria specified in the Funding Rules particularly Assessment Criterion 3 – Collaborative Gain.

**Team Skills**

3.1 Describe the team's skills that will be present within the Program.

*(You have a maximum of 2000 free text characters to provide this information)*

**Training, Career Development and Mentoring**

4.1 Briefly describe the track records of the CI's in the provision of research training, career development and mentoring within the broader research team and future opportunities for this to be provided in the Program proposal.

*(You have a maximum of 2000 free text characters to provide this information)*

4.2 Describe the training and mentoring strategies that will be adopted in the Program.

*(You have a maximum of 2000 free text characters to provide this information)*

**Intellectual Exchange**

5.1 Describe how intellectual exchange will be facilitated, within and beyond the Program.

*(You have a maximum of 2000 free text characters to provide this information)*

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The purpose of the following sections (B-PPRC and B-RA) is to highlight each CI's high-impact achievements, including those that are relevant to the research proposal. This is intended to allow you to draw out particular contributions listed in your RGMS CV and Profile, and to guide assessors through the teams’ contributions in order of importance. B-PPRC provides a limited space to enter a high-level description of your most significant contributions. B-RA allows you to expand on relevant and significant achievements through a statement of impact.

Please note that these sections are not intended to replace the entry of your achievements into your CV and Profile.

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5.6 B–PPRC: PUBLICATIONS, PAPERS, REPORTS AND CONTRIBUTIONS

Provide comments on the most relevant and/or significant publication, papers and reports (including technical) that relate to this application.

**Field 1 – Significant Publications, Papers, Reports and other contributions.**
In the space provided, comment on your most significant publications, papers, reports and other contributions in the last five years or equivalent full time research. The reason for including these should be outlined. 
(You have a maximum 2000 characters including spaces and line breaks to answer this question.)

Field 2 – Other Significant Publications, Papers, Reports and other contributions.

In the space provided, comment on your most significant publications, papers, reports and other contributions over the course of your career. The reason for including these should be outlined. 
(You have a maximum 2000 characters including spaces and line breaks to answer this question.)

NHMRC no longer uses the impact factor of journals as a part of its assessment processes. Therefore, the impact factor of each publication should not be included. Further explanation of the NHMRC’s decision to cease using impact factors of journals can be found at: http://am.ascb.org/dora/files/SFDeclarationFINAL.pdf

Retracted Publications

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

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

Where the publication forms part of the applicant's Record of Research and Translation Achievement, that information must be immediately recorded in their Profile and CV in RGMS.

5.7 B–RA: RESEARCH ACHIEVEMENTS

This section is where you attach/upload your Research Achievements PDF attachment.

Please refer to Section 1.4 Compliance Requirements.

You must name the PDF file following the format of: “[App ID]_[CIA surname].pdf” (e.g. – “APP#######_Smith.pdf”). Do not include spaces in the file name.

Each CI can submit a maximum of six pages each addressing Research Achievement, consisting of a maximum of four pages on “Statement of impact and outcomes arising from prior research achievements” and a maximum of two pages of “Professional Biography”. Please focus details of Research Achievement on the last five years.

The applicant should provide a single PDF document which combines the six pages for each CI.

Statement of impact and outcomes arising from prior research achievements (Maximum of 4 pages per CI)

Please describe recent and significant impacts and outcomes arising from your research achievements. This may include, without being limited to:

- Impact and contribution within your field (not just your discipline);
- Influence on clinical and/or health care practice and/or policy;
- Comparison with international researchers in your field and recognition from peers; and
- Any other achievements that are relevant to your application.

If applicable, please describe any patents, commercialisation and/or industry involvement you have had. When listing patents you should provide the current status of any non-granted patent.

Professional Biography (Maximum of 2 pages per CI)
This section provides you with an opportunity to interpret and present your achievements in a descriptive manner, particularly in relation to your field, highlighting your main achievements.

5.8 B–NPA: NOMINATION OF POSSIBLE ASSESSORS

In this section you can nominate up to two national and two international assessors who you consider appropriate to provide an assessment of the research proposal.

Applicants are not required to nominate a possible assessor but this can assist NHMRC in the process of finding suitable assessors. Please do not nominate potential assessors who are likely to have a Conflict of Interest (CoI).

You should provide the following information for each nominated assessor:

- Name;
- Expertise; and
- Contact details (Email, Phone).

NHMRC may use your nominated assessors if possible and if they do not have a CoI with the application. For example, previous and current collaborations, working within the same department or close personal relationship with a potential assessor are likely to be deemed as high conflicts. Details of your nominated assessors will be advised, in confidence, only to persons directly involved in the selection of the assessors of your application.

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

5.9 B–NA: NON ASSESSOR

In this section you are asked to nominate an individual who is NOT to be approached to assess the application. Only one individual may be nominated. NHMRC will use this information to manage potential CoIs to help in the process of selecting potential assessors.

The following information is required:

- Name
- Institution
- Email

Provide the above information of the requested non-assessor against the following criteria:

- Conflict of Interest (the person is a collaborator, supervisor, relative, and/or similar); and
- Personal concerns which lead you to believe that the assessor would be incapable of giving a fair assessment due to unreasonable bias.

Details of your requested non-assessor will be advised, in confidence, only to persons directly involved in the selection of the assessors of your application.
6. APPLICATION CERTIFICATION

It is the responsibility of the CIA to ensure that the application is complete and correct before certification. Your application will be reviewed as provided after the certification process is approved.

Only the CIA will need to certify the application. The CIA must gain written agreement from each CI to be named on the application and for the final application to be certified. The CIA must gain written agreement from each AI to be named on the application. The CIA should provide the RAO with evidence that the application is complete and all CIs have agreed to it (i.e. through written evidence such as email).

Once the application has been certified it will be locked and no further edits will be permitted.


Please refer to Section A9 of the NHMRC Funding Rules for more information.

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.

Prior to certifying the application the RAO should ensure:

- The application is complete and correct;
- The CI team meets all eligibility requirements;
- Written evidence of consent has been obtained from all CIs and AIs; and
- The application and attachments comply with the formatting requirements.


NOTE: When using the Eligibility Checklist screen, you may find a warning stating that a Full Time CI holds or has applied for more than one Project Grant. If this has occurred for CIs that are new to the Program Grants scheme (i.e. do not hold a current Program Grant), you can still certify the application as they will not be considered ineligible to hold those Project Grants until they have been successful in their application and awarded a Program Grant.
APPENDIX A: Career Disruption

Career disruption represents a category within the assessment of relative to opportunity. A career disruption is considered separate to other categories, as it is anticipated to have longer lasting impacts on a researcher’s career progression than is necessarily reflected by the actual time taken as leave or absence from their research. Circumstances considered under career disruption include:

- Pregnancy,
- Major illness, and
- Carer responsibilities
  - Parental leave
  - Care for immediate family (e.g. spouse, children or elderly parent).

A career disruption involves a prolonged interruption to an applicant’s capacity to work, either due to absence (for periods of 1 month or greater) and/or long-term partial return to work, to accommodate carers responsibilities or illness.

Applicants are encouraged to provide details of how their specific disruption has affected their track record, funding opportunities and career progress. In addition to impacting on publication rates, a career disruption can severely diminish the possibility of presenting at conferences, establishing an international reputation, applying for funding, obtaining preliminary data for grants and taking on new students.

The period of career disruption may be used for example:

i) to determine an applicant’s eligibility for a scheme (e.g. Early Career Fellowships);
ii) to allow the inclusion of additional Track Record information for assessment of an application (e.g. Project Grants); or
iii) for consideration by the GRP during their deliberations (e.g. Program Grants).

Further details on how career disruptions are considered in each Scheme are outlined in each Scheme’s specific documentation (including Funding Rules, Category Descriptors, Advice and Instructions, and Peer Review Guidelines). The impact of any career disruption(s) may also be considered by assessors when determining an applicant’s achievements against the selection criteria relative to opportunity.

Circumstances that impact upon research productivity which are considered under Relative to Opportunity (NHMRC Funding Rules, Section A3.6) but are NOT (generally) career disruptions include:

- employment outside the research sector including time spent working in industry;
- restrictions on publication associated with time spent working in other sectors (e.g., industry, policy and government);
- clinical, administrative or teaching workload;
- relocation of laboratory or clinical practice setting; and
- the typical performance of researchers in the research field in question.

Circumstances that are not career disruptions, but which may have impacted an applicant’s productivity, are considered during Peer Review. Consideration of achievement against assessment criteria relative to opportunity reflects the NHMRC’s aim that assessment processes accurately measure an applicant’s track record relative to stage of career, including consideration as to whether productivity and contribution is commensurate with the opportunities available to the applicant.