



Australian Government

National Health and Medical Research Council

Advice and Instructions to Applicants

Full Application

General Practice Clinical Research Program

Priority Driven Research Grants (Round 2)

APPLICATIONS MUST BE RECEIVED NO LATER THAN 5 PM (AEST), 19 FEBRUARY 2007

LATE, INCOMPLETE OR REFORMATTED APPLICATIONS WILL NOT BE ACCEPTED

For further information please contact Ms Pat Doyle on (02) 6217 9387

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Introduction

The purpose of this document is to provide advice to applicants and Administering Institutions' Research Administration Officers to assist in the completion and submission of full applications for NHMRC Grants. This document should be read in conjunction with the *Program Framework* for *General Practice Clinical Research Grants* (referred to herein as the 'Program Framework') which is located at www.nhmrc.gov.au/funding/apply/granttype/strategic/gpclinc.htm

PLEASE NOTE:

- The application is the prime source of information available for assessment. The application must contain all the information necessary for assessment of the project without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web. All details in the application, particularly concerning any successful grants, must be current at the time of application.
- All applications must be submitted through the Research Office of a registered NHMRC Administering Institution. (Appendix 1 contains detailed instructions)
- Once submitted to the NHMRC, the application will be considered final and no changes will be permitted.
- Applicants may withdraw their application at any time.
- Refer to "Appendix 1: Submission of PDF files" in this document for additional advice on how to submit your application.

Application Summary

The Application Summary will be used as a quick reference for you application. Use information from sections 1-8 to complete this summary.

Application Identification Number

The Application Identification Number (Application ID) will be allocated to you by your Research Administration Office and must be included on the form.

Scientific Title

Refer to 1.1

Simplified Title

Refer to 1.1

Administering Institution

Refer to 1.9

Chief Investigator A

Only refer to the Chief Investigator A, as stated in Table 4.

Duration

Specify the duration of the project in years (and months if relevant)

Total Budget

Refer to 8.8

1. Grant Details

1.1 Titles

Scientific Title

The scientific title will be used to identify the application at all times during the assessment process and should accurately describe the nature of the project.

(maximum of 120 characters)

Simplified Title

The simplified title is usually used in media releases and the annual publication of successful awards. It should be easily understood by the general public whilst still accurately describing and conveying the general nature of the project.

(Maximum 120 characters)

1.2 Lay Description – Summary of Project (suitable for media)

In this section of the application please provide a short Plain English description of your project that NHMRC can use in presenting and explaining the benefits of your proposed research to the Australian Government, the media and the public.

Please be brief, and use language that an interested teenager would understand. Briefly define any highly technical terms that you cannot avoid using, and (if appropriate) use simple examples to aid understanding.

Begin by outlining the potential benefits of your project to the community, then explain how you hope to achieve this. Highlight anything unusual, unique or particularly interesting (e.g. world first, advantages over other approaches, differences with what has gone before).

(Maximum 2000 characters)

1.3 Research involving Aboriginal or Torres Strait Islander Peoples

As part of its commitment to advancing Aboriginal and Torres Strait Islander health research, the NHMRC has established certain requirements and processes which are designed to ensure that research into Aboriginal and Torres Strait Islander health is not only of the highest scientific merit but that it is beneficial and acceptable to Aboriginal and Torres Strait Islander peoples.

The NHMRC has also made a commitment to a target of at least 5% of its total research funding being allocated to Aboriginal and Torres Strait Islander health research. Your responses to the following questions enable the NHMRC to accurately monitor its performance relative to that target.

Question 1.3 a) enables applicants to identify research which is specifically and primarily motivated by a desire to investigate Aboriginal and Torres Strait Islander health issues. It is also designed to enable the NHMRC to identify those research proposals which will require assessment for their benefit and acceptability to Aboriginal and/or Torres Strait Islander peoples.

If you answer YES to question 1.3 a), you must address *The Criteria for Health and Medical Research of Indigenous Australians* within a 10,000 characters limit.

Question 1.3 b) enables applicants to identify specific components of their proposal that relate to Aboriginal and/or Torres Strait Islander peoples. If your proposal contains a specific or discrete component related to Aboriginal and/or Torres Strait Islander health, you are asked to identify how

much of the overall research funding is budgeted for that component, and to describe what proportion of the research effort and/or capacity building activity will be directed to this component.

If you answer YES to question 1.3 b), you must briefly describe what proportion of the project relates to Aboriginal and Torres Strait Islander health research or Indigenous research capacity building, in terms of both allocation of funds, and research effort within a 2,000 characters limit.

This question is also designed to enable the NHMRC to identify those research proposals which will require assessment for their benefit and acceptability to Aboriginal and/or Torres Strait Islander peoples.

Research proposals which specifically relate to the health of Aboriginal and/or Torres Strait Islander peoples must address *The Criteria for Health and Medical Research of Indigenous Australians* as part of their application. The statement addressing *The Criteria for Health and Medical Research of Indigenous Australians* is integral to the peer review process and will be assessed by an Indigenous Health Research Panel.

Researchers proposing to do research which specifically relates to the health of Aboriginal and/or Torres Strait Islander peoples, or which includes distinct Aboriginal and/or Torres Strait Islander populations, biological samples or data, should be aware of, and refer to, the following documents in formulating their proposal: *The NHMRC Road Map: A Strategic Framework for Improving Aboriginal and Torres Strait Islander Health through Research* – describes broad research themes which were identified through a national consultative process and reflect the health and medical research priorities of Aboriginal and Torres Strait Islander peoples.

Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research – provide guidance to researchers for conceiving and designing research proposals which meet the highest ethical standards and ensure respect for the principles and values of the Aboriginal and Torres Strait Islander culture/s in which the research will be conducted.

These documents are available on the NHMRC's website at: <http://www.nhmrc.gov.au>

1.4 Access Eligibility

You must answer this question. NHMRC will not provide research funding to institutions that already receive government funding for the type of research proposed. If you answer “Yes” to this question, please describe the nature of the existing research, and the source and level of funding support. Please also describe how this research proposal is different, and provide details regarding the availability and capacity of key personnel to effectively fulfil their commitments to this project. (maximum 1000 characters in **total** for answers b) – d))

1.5 Clinical Research

You must answer “Yes” to Part a) if your research involves direct interaction between investigators and one or more patients or subjects.

You must answer “Yes” to Part b) if your research is to conduct a clinical trial.

1.6 Referral to other Funding Agencies

You must answer “Yes” to Part a) if you are seeking support for this application from other funding agencies. If you answer “Yes”, enter the names of any agency to which you are also submitting this proposal (or a very similar proposal, which overlaps with the work to be undertaken) and the corresponding application numbers.

(Maximum 250 characters)

If you choose “Yes” to Part c) of this question, you will be giving permission to the NHMRC to

provide certain information, on request, to other funding agencies seeking information from the NHMRC about high ranking but ultimately unfunded applications in areas of research that they may wish to fund. If you choose “No”, that information will not be released.

This permission is essential because of the “in-confidence” nature of the grant application.

1.7 Facilities

If you require access to a currently funded NHMRC Enabling Grant facility and/or to any other external facilities, you must answer ‘yes’ to this question. If you answer yes, you must also indicate whether agreement has been made with the facility for use of the resource.

The following is a link to currently funded NHMRC facilities:

<http://www.nhmrc.gov.au/funding/funded/outcomes/enable.htm>

Institutions

1.8 Administering Institution Name

Please provide the name of the Administering Institution. While a Research Grant may be carried out in more than one location, there can be only one Administering Institution for each grant. You must ensure that the institution you intend to choose as your Administering Institution is the appropriate institution for your application. If in doubt you should contact the Research Office at your proposed Administering Institution to ensure it is the correct institution and has the facilities to administer your application.

The NHMRC will only fund an NHMRC registered Administering Institution. Therefore, if your proposed Administering Institution is not yet registered with the NHMRC, it must do so.

Further information on the requirements for NHMRC Administering Institutions is available at:

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

1.9 Contact Details for Research Administration Officer (RAO)

Please provide current contact details for the Research Administration Officer who will be directly responsible for administration of this grant, if awarded, on behalf of the Administering Institution. Please ensure all details are up to date as the NHMRC will liaise directly with the RAO in relation to this grant.

1.10 Actual Institutions and Departments where the project will be carried out.

In some cases the Institution that will administer your application may differ from the Institution in which you will actually conduct the proposed research. For example, many universities administer research which will be conducted in an affiliated teaching hospital.

- a) Indicate where the research will be carried out, as well as the Department at which the research will be conducted within that Actual Institution. Then enter the percentage allocated to each Actual Institution and Department to reflect the sharing of the research effort amongst the institutions that you have listed. The percentages entered must total 100%.
- b) Where more than one institution is involved, please provide details of the agreed arrangements for management of the grant (including how intellectual property will be handled). The head of your Administering Institution will be required to certify that arrangements for the management of the grant have been agreed between all institutions associated with this application (*maximum 2000 characters*).

2 Research Type

Classifications / Objectives

This section requires you to broadly identify the research area and objectives of the research proposal. The information gathered in this section is used to inform Government of the breadth of NHMRC research funding.

2.1 Broad Research Area

From the pick list provided in the *Full Application Form*, select the Broad Research Area that best describes the research proposal. **Tick one box only.** If your research proposal covers more than one of the broad research areas, tick the box which applies to the biggest component of the proposal.

2.2 Research Fields, Courses and Disciplines (RFCD) Classification

The Research Fields, Courses and Disciplines classification is part of the Australian Standard Research Classification (ASRC) 1998. (Further information can be found at <http://www.abs.gov.au/> search for '1297.0', the catalogue number for ASRC).

From the Discipline Codes listed below, select ONE 6-digit Discipline number and corresponding Description that best describes the research proposal (eg. 320200 Immunology) and insert your selection into the Application Form.

If your area of research does not fit within the Disciplines provided below, please go to the following webpage:

<http://www.abs.gov.au/Ausstats/abs@.nsf/0/955FFA4EB1B23847CA25697E0018FB14?Open>

From this page, select an appropriate Division, and within that Division, select ONE appropriate Discipline number and its corresponding Description.

RFCD Classification – Division 320000 - Medical and Health Sciences	
Disciplines	Description
320100	Medicine - General
320200	Immunology
320300	Medical Biochemistry and Clinical Chemistry
320400	Medical Microbiology
320500	Pharmacology and Pharmaceutical Sciences
320600	Medical Physiology
320700	Neurosciences
320800	Dentistry
320900	Optometry
321000	Clinical
321100	Nursing
321200	Public Health and Health Services
321300	Complementary/Alternative Medicine
321400	Human Movement and Sports Science
329900	Other Medical and Health Sciences

2.3 Keywords/ Phrases describing the field of research

This information may be used in the review process to assist with the selection of appropriate peer assessors for your application. It may also be used for analysing NHMRC's funding profile.

From the list provided at <http://www.nhmrc.gov.au/funding/policy/keywords.htm> enter a **minimum of three** and a **maximum of five** keywords, which describe the research more specifically. If no appropriate keywords can be found, **up to two new** keywords may be inserted.
(Maximum 60 characters for each entry)

2.4 Keywords/ Phrases – Health Issue/ Disease/ Clinical Condition relevant to this research

From the list provided at <http://www.nhmrc.gov.au/funding/policy/keywords.htm> enter a **minimum of three** and a **maximum of five** keywords or key phrases, which describe the specific health areas or diseases/conditions to which this research is relevant.
(Maximum 60 characters for each entry)

2.5 Burden of Disease

The NHMRC routinely reports on how the research it funds aims to reduce the burden of disease. The Burden of Disease categories are based on an AIHW Burden of Disease classification system which covers 161 disease areas.

Please consider the 27 categories below and **select up to three** of these that best describe the area of research proposed, and allocate a percentage of time against each disease group selected.

1. Asthma
2. Respiratory conditions-acute and chronic
3. Cardiovascular disease
4. Cancer - Malignant neoplasms
5. Benign neoplasms/myomas
6. Congenital abnormalities
7. Diabetes mellitus
8. Endocrine and metabolic
9. Diseases of the digestive system
10. Genitourinary (including kidney) diseases
11. Infectious and parasitic diseases
12. Injuries - Unintentional and Intentional
13. Maternal conditions, foetal development and neonatal disorders
14. Mental disorders
15. Alzheimer's disease and other dementias
16. Sense Organ disorders
17. Nervous system disorders
18. Arthritis
19. Osteoporosis
20. Other Musculo-skeletal conditions
21. Nutritional deficiencies
22. Oral health
23. Skin diseases (excluding skin cancer/melanoma)
24. Other Ill-defined conditions
25. Immunity, immunology not elsewhere classified
26. Genetics –developments, defects, inherited conditions and therapies not elsewhere classified,
27. Health services research, Public health matters and epidemiology not elsewhere classified

2.6 Socio-Economic Objectives

The Socio-Economic Objective classification is part of the Australian Standard Research Classification (ASRC) 1998. The NHMRC uses descriptions that align with ABS descriptors and codes and these are available at <http://www.nhmrc.gov.au/funding/policy/keywords.htm>

The Socio-Economic Objective classification allows the research proposal to be classified in line with the researcher's perceived purpose in undertaking the particular study. This is different to the nature of the research (eg. the field of research, which is covered under **Question 2.2**).

Should it appear that your research proposal is not adequately covered in the list provided, use the closest “other - not elsewhere classified” item.

The NHMRC acknowledges that any particular piece of research may be relevant to and have more than one purpose. You will be required to allocate the percentage of research applicable to any specific objective. The percentages entered must total 100%.

2.7 National Research Priorities

Select the relevant National Research Priority (NRP) area(s) and enter a percentage in the table to describe that portion of the research relevant to the selected NRP (NRP1-NRP4). The sum of the total percentages of each NRP should not exceed 100%, but may be less than 100%.

Detailed descriptions of the NRPs are available via the following link:

http://www.dest.gov.au/sectors/research_sector/policies_issues_reviews/key_issues/national_research_priorities/default.htm

Information regarding which priority area(s) this research proposal may address is needed to assist the NHMRC to capture appropriate data for reporting purposes.

2.8 National Health Priority Areas

Enter percentage(s) in the table stating what portion of the research is relevant to the listed National Health Priorities. The total percentage should not exceed 100%, but may be less than 100%.

Detailed descriptions of the National Health Priority Areas are available via the following link:

<http://www.health.gov.au/internet/wcms/publishing.nsf/Content/Health+Priorities-1>

Information regarding which priority area(s) this research proposal may address is needed to assist the NHMRC to capture appropriate data for reporting purposes.

2.9 Consumer and Community Participation

The Consumers Health Forum of Australia Inc (CHF) and the National Health and Medical Research Council worked in partnership with consumers and researchers to develop the *Statement on Consumer and Community Participation in Health and Medical Research*. The Statement on Participation was developed in recognition of the contribution that consumers can make to research, as well as their right to participate in research.

You must answer “**Yes**” to this question if the research involves consumer and/or community participation. If you answer “**Yes**” to this question, you need to provide the additional information in 2.9 b) to 2.9 e). You should also refer to the Consumers Health Forum of Australia Inc and National Health and Medical Research Council *Statement on Consumer and Community Participation in Health and Medical Research* available at <http://www.nhmrc.gov.au/publications/synopses/r22syn.htm> (maximum 2000 characters in **total** for answers b) – e))

3 Ethics and Other Approvals

The Program Framework provides important information regarding requirements for ethics approvals and should be read prior to completing this section.

Research funded by the NHMRC must be conducted in accordance with the Joint NHMRC/AVCC Statement and Guidelines on Research Practice, available on the Internet at:
<http://www.nhmrc.gov.au/funding/policy/researchprac.htm>

Ethical Implications Regarding Research Involving Humans

3.1 Research involving humans

You must answer “Yes” to this question if your research proposal requires submission to a Human Research Ethics Committee (HREC), as specified by the *National Statement on Ethical Conduct in Research Involving Humans* (the ‘National Statement’). This document is available at:
<http://www.nhmrc.gov.au/publications/synopses/e35syn.htm>

If you answer “Yes” to this question, you must also complete **Questions 3.2 to 3.5** and the RAO must complete the **Approvals** Section of the application form.

When research involving humans will occur at more than one institution, researchers are encouraged to seek the agreement of the institutions’ HRECs to accept the ethics review of a single HREC, eg that of the ‘lead’ institution, where applicable. The HRECs at the remaining institutions may then comment on local, site-specific issues relevant to the research. Section 3 of the *National Statement* discusses multi-centre research in detail.

3.2 Use of personal information obtained from a Commonwealth Department or agency - Privacy issues

If you answer “Yes” to this question, you must also enter the name of the Commonwealth Agency or Department involved.
(Maximum 100 characters)

3.3 Administration to Humans of Drugs, Chemical Agents or Vaccines

You must answer “Yes” to this question if the project will involve the administration of drugs, chemical agents or vaccines to humans including alternative or complementary medicines.

3.4 Ethical Implications of Experiments on Humans

For research involving humans, a statement of the ethical issues that arise from such research, and an explanation of how these issues will be addressed, must be given here (see 3.1).

Note that it is not sufficient to state that “the *National Statement* will be observed”. The Research Plan must include sufficient detail to demonstrate that the project has been planned with consideration of the *National Statement*, including issues likely to be considered in ethical review by an HREC.
(Maximum 2000 characters)

Please note that applications that include Aboriginal and Torres Strait Islander peoples in the study population must address the *Criteria for Health and Medical Research of Indigenous Australians* as detailed in Section 1.3 of these instructions.

3.6 Research involving Animals

You must answer “Yes” to this question if the research proposal requires submission to an Institutional Animal Ethics Committee.

If you answered “Yes” to Question 3.6, you must also answer **Questions 3.7 to 3.8** and the RAO must complete the **Approvals** Section of the application form.

3.7 Ethical Implications of the Project Experiments on Animals

For experiments involving animals, a brief statement justifying the use of animals in the experiments related to the application must be given here. The statement should address the general principles of replacement, reduction and refinement.

(Maximum 2000 characters)

Note that it is not sufficient to state that ‘*The Australian Code of Practice for the Care and Use of Animals for Scientific Purposes*’ will be observed.” The Detailed Background and Research Plan must include sufficient detail to demonstrate that the project has been planned with consideration of issues likely to be considered by an independent Animal Ethics Committee.

3.8 Animal Usage

This question asks you to identify the animal and species (e.g. Domestic, cattle and strains where appropriate) to be used in the project and to indicate the number of each species and strain.

This information is designed to help Institutional Animal Ethics Committees and the NHMRC assess your application, and to provide statistical information to the NHMRC on the use of animals in medical research.

Domestic Species

Cattle

Pigs

Sheep

Goats

Horses

Domestic Poultry

Cats

Dogs

Domestic Species - Other - Please specify

Rats - Outbred

Australian Placental Mammals

Bandicoots

Phascolarctos cinereus

Koala

Possums

Dingo

Monotremes

Native Birds

Other Mammals

Indicate species

Primates

Macaques

Baboon

Papio hamadryas

Callithrix spp.

Marmosets and

Tamarins

Saguinus spp.

Other primates

Laboratory Animals

Rats - Inbred

Rats – Genetically modified

Mice

Mice – Genetically modified

Guinea Pig

Guinea Pig – Genetically modified

Rabbit

Other Species

Amphibia - specify

Reptiles - specify

Invertebrates – specify

Fish - specify

Birds non-native, non-domestic - specify

Australian Marsupials

Dunnart

Kangaroo

Kowari

Macropods

Marsupial Mice

Native Cats

Quokka

Wallaby

Other Approvals

3.9 Genetic Manipulation of Organisms

Answer “Yes” to this question if the project will involve organisms being genetically manipulated such that it falls under current Gene Technology Technical Advisory Committee guidelines.

If there are ethical implications such as possible animal welfare aspects, you must include them in your answers to **Sections 3.7 to 3.8**.

3.10 Use of Carcinogenic or Highly Toxic Chemicals

Answer “Yes” to this question if the project will involve the use of carcinogenic or highly toxic chemicals.

If there are ethical implications such as possible animal welfare aspects, you must include them in your answers to **Sections 3.7 to 3.8**.

3.11 Use of Human Stem Cells

You must answer ‘Yes’ to this question if your research involves the use of human stem cells. You must also indicate whether these human stem cells are Adult, Embryonic or both.

3.12 Use of Animal Stem Cells

You must answer ‘Yes’ to this question if your research involves the use of animal stem cells. You must also indicate whether these animal stem cells are Adult, Embryonic or both.

4 Chief Investigators

4.1 Chief Investigator A (CIA)

The first named Chief Investigator, Chief Investigator A (CIA) will be considered the contact point for the grant and will be understood to be acting for, and in concurrence with, all Chief Investigator.

The CIA must sign the Certification page of the application form on behalf of all co-chief investigators.

CIA’s who are not Australian or New Zealand citizens must provide evidence of permanent Residency to their RAO.

Researchers based overseas are eligible to apply as a Chief Investigator, but not the Chief Investigator A.

List of Chief Investigators

List all nominated Chief Investigators for the team in Table 4.

Notes:

1. The NHMRC uses information on age and gender to analyse its processes and outcomes to ensure that all applicants are treated fairly and to provide the academic community with relevant statistics about each application round. Age and gender are *not* used to determine whether an individual application should be funded.
2. Evidence of permanent residency status should be provided (for non Australian and New Zealand citizens).

How to Register another Chief Investigator

Complete Section 4.2 (A) to 4.13 (A) of the application form for each Chief Investigator (CI) listed in Table 4 following the same guidelines and where necessary, answering the same questions as instructed for Chief Investigator A. Change the numbering to reflect the Chief Investigators designated letter (eg. CI B should fill in 4.2 (B) to 4.13 (B); CI C should fill in 4.2 (C) to 4.13 (C), and so on.)

4.2 (A) Personal Details

Details should be correct at the time of submitting the application. Please notify the Administering Institution and NHMRC of any changes to applicant details that occur after the submission date.

a) Enter the personal details of the Chief Investigator

b) Postal Address

Enter the postal address ensuring that:

- Line 1 – is your position and department;
- Line 2 – is the name of your actual Institution/Hospital; and
- Line 3 – is the Street Name and Number or the Post Office Box or Locked Bag Number.

Also enter your suburb/town, state, postcode and country as indicated.

c) Courier Address

If your courier address is different to your postal address, please provide requested details. If you have provided a PO Box or Locked Bag Number in your postal address, you must provide a Street Number and Street Name in your courier address. If relevant, the courier address should include the building name and room number.

d) Aboriginal and/or Torres Strait Islander Status

Enter the Investigator's Aboriginal and/or Torres Strait Islander status.

An Aboriginal or Torres Strait Islander is:

A person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander

Data on the Aboriginal or Torres Strait Islander status of people involved with NHMRC grants is being collected to allow the NHMRC to determine the extent of Aboriginal or Torres Strait Islander participation in NHMRC funded health and medical research. This information is then used to inform the development of NHMRC policy and strategy.

4.3 (A) Will this researcher be based in Australia for the duration of the Grant?

Please indicate if this researcher will be conducting the majority of their research component in Australia?

Researchers based overseas are eligible to apply as a Chief Investigator, but not the Chief Investigator A, unless otherwise specified. Refer to the Research Grant Funding Policy for further information.

Note: Chief Investigators who are based overseas may not draw a salary from a Research Grant.

4.4 (A) Dates of anticipated absence during the grant period

If you anticipate an absence from the primary place where the research will be conducted of two months or more during the period of funding of the Research Grant, specify the expected period of absence and the reason for the absence.

4.5 (A) Role of Chief Investigator

Describe the role this Chief Investigator will have in the proposal.
(Maximum 3000 characters)

4.6 (A) Qualifications

Enter details of the **five** qualifications most relevant to this funding opportunity, including year and conferring institution.

4.7 (A) Employment History

In Part a), the **Current Appointment/ Position** section, enter your current appointments or positions, including part-time and honorary.

In Part b), **Previous Appointments/Position** section, list a maximum of ten previous appointments/positions covering the past 10 years only.

4.8 (A) Publications List

For each Chief Investigator, a numbered list of publications from the last five years (the previous five full years plus any publications arising in the year this call for research closes). Publications that are directly relevant to this proposal should be marked, with an asterisk*, at the corresponding list number. (Provide as an Appendix titled Appendix 4.8 (A) (4.8 (B) for CIB etc) at the end of the application).

The list should be numbered in chronological order (for cross referencing in Sections 4.10 to 4.13) and sorted into the following sub-categories:

- Refereed journal article
- 'Other' journal article
- Review
- Research book
- Chapter
- Conference paper
- Published abstract
- Other relevant publications, eg government reports, technical reports, best practice guidelines.

(The date of acceptance must be provided for papers not yet published.)

Do not include:

papers submitted for publication but not yet accepted.

You should provide the listing in any standard journal format. For example referencing from *Cell*:

Article in a periodical: Sondheimer, N., and Lindquist, S. (2000). Rnq1: an epigenetic modifier of protein function in yeast. *Mol. Cell* 5, 163-172.

Article in a book: King, S.M. (2003). Dynein motors: Structure, mechanochemistry and regulation. In *Molecular Motors*, M. Schliwa, ed. (Weinheim, Germany: Wiley-VCH Verlag GmbH), pp. 45–78.

An entire book: Cowan, W.M., Jessell, T.M., and Zipursky, S.L. (1997). *Molecular and Cellular Approaches to Neural Development* (New York: Oxford University Press)).

4.9 (A) Patents

You must provide detail of any current patent or provisional patent that you or others hold in Australia and overseas, and which arise directly from research you have undertaken in the last 10 years. For each patent you must list the following information:

- Patent Type (enter either; PCT, Provisional, International or Australian)
- Patent Number;
- Country of Patent;
- Year patent taken out (enter the priority date);
- Name in which the patent is registered - Applicant's Name (institution or individual)
- Patent Title (brief title only);
- Current status of the patent; and
- Funding source of the patent (the organisation which provided the funding to acquire the patent).

The NHMRC may use this information in a de-identified form for statistical purposes.

Research Support –Current and Past from NHMRC and Other Sources

The information sought on current and past support will assist the NHMRC in determining the relationship between various projects and the personnel involved in them, including their time commitment. For this reason, in each of the categories for which information is sought (**Current** and **Past**), you must list all NHMRC and non-NHMRC support (eg Project Grants, Fellowships, Training Awards, etc.) on which you are named as Chief Investigator.

Failure to disclose full information may result in the application being removed from any further consideration by the NHMRC.

4.10 (A) Current NHMRC Research Support

Current support is defined as grants etc. for which you are currently receiving financial support.

Identify each **Current** grant (excluding this grant application) by entering the following information:

- Application ID #
- Grant Type (eg. Project grant, Career Award, etc.)
- Title of the grant
- Enter the time commitment as a percentage of the working time for the CI
- List the top 3 Chief Investigators on the grant
- Funding allocated for each year of the grant
- Period of the grant
- Include publication numbers arising from the research, referencing your Publication List

4.11 (A) Past NHMRC Research Support

Past support is defined as grants etc. for which you have previously received, and are no longer receiving, financial support.

Follow the instructions as per **Section 4A.8** and apply to all **Past** NHMRC Research Support received in the last 5 years.

Include all NHMRC grants or part grants over the past five years (the previous five full years plus any from the year the call closes).

4.12 (A) Current Research Support from Other Sources

Current support is defined as grants etc. for which you are **currently** receiving financial support. All **non**-NHMRC sources should be included in your response to this question.

Include **Current support from other funding sources** in answering this question. Enter the following information for each relevant grant:

- Funding Source
- Title of the grant
- Enter the time commitment as a percentage of the working time for the CI
- List the Chief Investigators on the grant
- Funding allocated for each year of the grant
- Period of the grant
- Include publication numbers arising from the research, referencing your Publication List.

If the research proposal is being funded by more than one organisation, enter details of each funding source.

This information will assist with assessment of the track record of the investigator and the overall time commitment to be made to the requested project.

4.13 (A) Past Research Support from Other Sources

Past support is defined as grants etc. for which you have **previously** received, and are no longer receiving, financial support.

All **non**-NHMRC sources should be included in your response to this question.

Follow the instructions as per **Section 4.10** and apply to all **past** support from non-NHMRC sources.

Details of **past** support from non-NHMRC sources should encompass all grants or part grants over the past five years (the previous five full years plus any in the year this call for research closes).

5 Associate Investigators

Associate Investigators

An Associate Investigator (AI) can be defined as an investigator who provides intellectual input into the research and whose participation warrants inclusion of their name on publications.

List of Associate Investigators

You must list all AI's involved with the project proposal. Enter the **Title, Given Name(s)** and **Family Name** in the columns provided. In the **Role** column, enter the collaborator's role in the consortia (e.g. financial, technical, links to subjects). Enter the percentage of time that the investigator will spend on this project in the **Percentage of time** column.
(Maximum 50 characters for each entry in the role column)

How to Register another Associate Investigator

Complete Section 5 of the application form for each Associate Investigator (AI) listed in Table 5 following the same guidelines and, where necessary, answering the same questions, as instructed for Associate Investigator A. Change the numbering to reflect the Associate Investigator's designated letter (eg. AI B should fill in 5.1 (B) to 5.3 (B); CI C should fill in 5.1 (C) to 5.3 (C), and so on.)

5.1 (A) Associate Investigator Details

Complete the appropriate details for **each** named AI.

5.2 (A) Aboriginal and/or Torres Strait Islander Status

Enter the Investigator's Aboriginal and/or Torres Strait Islander status.

An Aboriginal or Torres Strait Islander is: *A person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander*

Data on the Aboriginal or Torres Strait Islander status of people involved with NHMRC grants is being collected to allow the NHMRC to determine the extent of Aboriginal or Torres Strait Islander participation in NHMRC funded health and medical research. This information is then used to inform the development of NHMRC policy and strategy.

5.3 (A) Role of Associate Investigator

Describe the role this Associate Investigator will have in the research project.
(Maximum 500 characters)

6 International Team Members

List of International Team Members (if any)

List any international team members that **have not yet been recorded in Section 4 and 5** of the application form.

For each international member, provide the following details:

- Surname
- Title and Given Name(s)

- The country of residence
- Basis of the international collaborator's role in the research project (e.g. financial, technical, links to subjects)
- The percentage of time that the collaborator will be contributing to the project.

How to Register another International Team Member

Complete Section 6 of the application form for each International Team Member listed in Table 6 following the same guidelines and where necessary, answering the same questions as instructed for International Team Member A. Change the numbering to reflect the International Team Members designated letter (eg. Team Member B should fill in 6.1 (B) to 6.2 (B); Team Member C should fill in 6.1 (C) to 6.2 (C), and so on.)

6.1 (A) International Team Member Details

Complete the appropriate details for **each** named International Team Member.

6.2 (A) Role of International Team Member

Describe the role this International Team Member will have in the Proposal.

(Maximum 500 characters)

7 Other Partners

List of Other Partners (if any)

List the name of the partner, organisation/institution and department of any of the partners that **have not yet been recoded in Sections 4, 5 and 6** of the application form and their role in the proposal.

How to Register another International Team Member

Complete Section 7 of the application form for each Other Partner listed in Table 7 following the same guidelines and where necessary, answering the same questions as instructed for Other Partner A. Change the numbering to reflect the Other Partners designated letter (eg. Other Partner B should fill in 7.1 (B) to 7.2 (B); Other Partner C should fill in 7.1 (C) to 7.2 (C), and so on.)

7.1 (A) Partner Details

For each partner, provide the following details:

- The name of the organisation, institution or department
- A contact name and position, and division or section (if relevant)
- The full address and postcode of the organisation
- The telephone and facsimile numbers and email address

Notes:

- The NHMRC recognises that the contact name for an organisation may change and request that applicants notify the Secretariat of any change to key personnel.
- Evidence of viable collaborations and multi-site partnerships will be viewed favourably.

7.2 (A) Role of Other Partner

Describe the role (eg. Financial, technical, links to subjects) this Other Partner will have in the Proposal. *(Maximum 500 characters)*

8 Budget

Funding will be provided on a one-line basis. This allows the input cost mix within a budget to be varied over the course of the project according to changing needs and in order to deliver the specified research outcomes.

Budget Items should not include GST.

- > **There will be no provision to increase funds for any reason.**
- > **The Grant Review Panel reserves the right to recommend a variation in the budget if considered warranted.**

8.1 Personnel

In the case of personnel to be supported on the grant, the provision is made up of one or more Personnel Support Packages (PSPs). PSPs represent a contribution from the NHMRC towards salary support for researcher, but are not intended to cover the total costs of employing researchers. Employing institutions may supplement PSPs so that personnel receive remuneration in line with institutional work place agreements, however, any additional amounts required to cover the salary and related costs of personnel will need to be found from non-NHMRC sources.

PSP Level information

Information on the six levels of PSP is also available at:

<http://www.nhmrc.gov.au/funding/apply/granttype/projects/budget.htm>

For each person to be supported on the grant, provide the following details:

- Name (include title, given name and surname)
- Position
- PSP level sought
- Percentage of time to be devoted to the grant
- How much funding will be sought for each year of the grant (up to 5 years)
- The total funding sought for that person.

8.2 Comments on Salary Component

Provide a brief explanation of how salary levels have been aligned against individuals' experience, expertise and time to be dedicated to the project, including any proposed variations to standard PSP levels.

Provide a brief justification for the number of staff required. (*Maximum 2000 characters*)

8.3 Equipment items in Excess of \$10 000

Equipment requests should cover only those special **items individually costing over \$10 000**, which are essential to the grant (smaller items must be requested as Direct Research Costs items at **Section 8.5 and 8.6**)

Equipment requests should not include the type of apparatus normally provided from institutional funds such as computers, freezers, etc. The equipment requested should be unique to the project and must be essential for the project to proceed.

Where the cost of a specific item of equipment, plus related accessories, is in excess of \$10,000, a firm written quotation based on current prices, not incorporating any component for customs duty, must be provided. You should ensure that the Administering Institution is prepared to meet all service and repair costs in relation to equipment awarded.

While as a general rule equipment is provided for only the first year of funding, enter the value of all items of equipment costing in excess of \$10,000 for each year. Equipment purchases beyond the first year of funding must also be justified (**refer to Section 8.4**).

8.4 Justification for the Equipment Request

Provide a brief justification for any items listed in **Section 8.3**, including detail as to why the equipment is not being provided by the institution. (*Maximum 2000 characters*)

8.5 Direct research Costs

Enter all other items not covered by Personnel and equipment costs, such as equipment costing less than \$10,000, consumables, printed materials, microfilms, survey or field expenses, purchase costs for animals and computing charges.

8.6 Details and Justification of Direct research Costs

Provide a brief description and justification for each item listed in Section 8.6. (*Maximum 2000 characters*)

8.7 Funding by Year

Complete the table at section 8.7 using the information recorded in Sections 8.1, 8.3 and 8.5.

8.8 Total Budget

List total budget for the project (ie. years 1-3)

9 Research Proposal

The Program Framework provides important information specific to this call for research which must be read before completing this section of the application form. The program Framework can be found at www.nhmrc.gov.au/funding/apply/granttype/strategic/gpclinic.htm

9.1 Response to Assessment Criteria

Please note that the Grant Review Panel will assess full applications against the selection criteria set out in the Program Framework for the General Practice Clinical Research Grants and further specified below.

There are Six criteria. Criteria 1-4 have to be addressed here in the application form. Criterion 5 (Value for Money) will be evaluated by the Grant Review Panel using the information provided in the Application Form. Criterion 6 relates to the implementation plan and must be addressed under 9.2 in the Application Form.

The Response to the Selection Criteria must be a *maximum of 30,000 characters or 9 pages, whichever is less; minimum 12 point font*. This limit applies to all criteria in total and not against each criterion.

All eligible proposals will fall within the aim, scope and research focus of this funding program and be assessed against the following criteria.

1. Research objectives and relevance (15%)

- clear research hypotheses;
- congruence of the proposed research with the nominated research priority/s;
- the capacity of the proposed research to generate new knowledge which is capable of informing policies and practice.

2. Quality and feasibility of the proposed research methodology (30%)

- high quality research;
- involvement of general practice researchers¹ and clinicians
- structured opportunities for early career researchers to be trained in GP research;
- appropriateness of the chosen research methodology to the stated research objectives;
- feasibility of the proposed research methodology;
- appropriate timelines, milestones and outcome measures.

3. Quality and feasibility of partnerships and collaborations (15%)

- partnerships with key stakeholders including service providers, consumers and policy advisers and the impact upon outcomes;
- commitment to the proposed research program of the key personnel and partners,
- demonstrated understanding and involvement of key stakeholders in all stages of research (including service providers, consumers and policy advisers) from project development through to implementation.

4. Track record of the research team (20%)

- relevant composition of the research team;
- commitment, skills and experience of relevant key personnel;
- demonstrated previous success in research with an impact on policy and practice;
- ability, experience and commitment to developing the career of early career researchers;
- ability and commitment to building capacity in primary health care research;
- relevant grant funding history.

Additional requirements for the Team Leader

- experience in organising and setting up productive collaborations and partnerships;
- experience in managing a multi-disciplinary team;
- success in academic leadership.

5. Value for money (5%)

- cost effectiveness of the proposal;
- timing of outcomes;
- justification for the budget, including equipment and facilities.

In addition, assessors will also consider the extent to which the information presented in Section 9 of this form complements and is congruent with information provided in other parts of the form (for example responses to the budget and research team questions).

9.2 Implementation Plan

Please submit an implementation plan, against criterion 6, which outlines how the research will translate into health services or practice and how stakeholders, including consumers, will be informed about the research findings and outcomes. (*maximum 1 page*)

¹ Researchers from any clinical or research discipline who are engaged in research in General Practice as defined in the policy framework.

6. *Strategies for evidence-based change (15%)*

- use of evidence-based strategies and processes in the planned implementation of findings
- potential for translation of the research findings into policy and practice.

10 References

Please provide a list of the references cited in the *Response to Assessment Criteria* in standard journal format (for examples of preferred referencing formats refer to the instructions at Section 4.8 of this guide). (*Maximum 5000 characters*)

11 Reporting

In addition to the Implementation plan, propose and explain the quantifiable project milestones/output against which you propose to report on at 6 months after commencement and annually after that ie. at 12 months, 24 months and 36 months. (*maximum 3000 characters*)

12 Assessment

List anyone who you do not consider suitable to assess this application, indicating their Name, Institution and the reasons why you do not consider them suitable. (*maximum 500 characters*)

13 Certification

Certification (Signature Page)

This page must be printed and all required original signatures obtained. The Research Office must hold the original signature page and the following Certifications and Verifications are required.

- electronic signatures from investigators is acceptable.

Certification by Head of Department/ Head of Research Committee

This certification is from the Actual Institution, and includes agreement to provide facilities and conduct the project in accordance with the Deed of Agreement relevant to the award. An original signature from the Head of Department or Institute Research Committee where the research will be conducted is required.

Certification by Head/ Nominee of Administering Institution

This certification is from the Administering Institution, including agreement that the application meets the requirements of the institution and that the institution has established the administrative processes to ensure sound scientific practices in accordance with established guidelines. An original signature from the Head or Nominee of the Administering Institution is required.

Certification by Chief Investigator A

The Chief Investigator A must certify that:

- all information provided in the application is correct at the time of submission;
- the written agreement of all other Chief Investigators, Associate Investigators, International Team Members and Partners identified at Parts 4, 5, 6 and 7 of the Application Form has been obtained;

- the project will be carried out in strict accordance with the conditions governing NHMRC Research Grants at the time and acknowledge
- that the research material contained within the form may be used for internal NHMRC quality evaluations/reviews; and
- if successful, the conditions that govern NHMRC Grants will be accepted.

Verification by Research Administration Officer

From the Research Administration Officer of the Administering Institution, verification that the details contained in the application are correct at the time of lodgement. Original signature from the RAO is required.

14 RAO Approvals and Certificates

The RAO is required to complete these pages 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 the Research Office holds the approval documents.

Under the requirements of the Deed of Agreement between the NHMRC and the Institute, payments for a grant cannot commence until appropriate institutional approvals, including ethics clearances, have been obtained and are held by the Administering Institution.

In submitting the application to the NHMRC the RAO certifies that they hold the Certification/signature page with all required original signatures and that this will be made available to the NHMRC on request.

- electronic signatures from investigators is acceptable.

Appendix 1: Formatting and Submission of Applications

Purpose

The purpose of this appendix is to advise applicants on the requirements for submitting documents in PDF format.

Submission Information

- A hardcopy and electronic version of the application are BOTH required. Where separate attachments are provided then:
 - In the hardcopy version of the application form, the attachments must be labelled and placed at the end of the document (NOT inserted in the body of the application form);
 - In the electronic version of the application form, the attachments must be positioned as in the hardcopy and form part of the same electronic document (ie. they should NOT form separate electronic documents);
 - At least one version of the application must be received at the NHMRC by the specified deadline in order to be accepted.

- All text used in the application should be in Times New Roman font and be 12 point or larger in size.

- Where specified, **character limits must be adhered to**. Character limits specified **DO NOT include spaces**. Character limits include characters that exist within diagrams or figures

- ‘Check boxes’ which appear in the Microsoft Word version of the *Full Proposal Application Form* can be checked electronically by double clicking them and selecting the appropriate option from the menu which appears.

Content of the PDF File

- You must not include scanned documents in the PDF. All appendices are to be converted from the original electronic document.

- The PDF file must not exceed **2Mb** in size.

- The application and all attachments must be in a single PDF file.

- NAMING OF THE FILE – you must name the PDF file following the format of: “[CIA surname]_[app ID].pdf” (eg – “Smith_123456”). Do not include spaces in the file name.

- It is recommended that you use Adobe Acrobat Version 5 or later for compatibility purposes.

Non-electronic Attachments

There may be a document that you are required to submit as part of an appendix to your application that you do not have electronically. For example, an application for research in the area of Indigenous health may have a letter of support from a remote community or Aboriginal Medical Service.

In such cases, you may include an extract of the original ensuring that:

- you clearly indicate that the text is an **extract** of another document;
- you clearly identify the sender and recipient;
- you do not change the context intended in the original document; and
- your RAO holds a copy of the full document which is to be made available to the NHMRC on request.

Note: Information such as this must be included within the character limits for the Budget and research proposal. Additional attachments or pages are not permitted.

Submission

The single PDF file must be provided to the RAO of your Administering Institution who is responsible for:

- ensuring that the file meets the criteria stated in this document, and
- sending the file to the NHMRC either:

- by email to **pat.doyle@nhmrc.gov.au** or
- on a CD to be mailed to:

Pat Doyle
Strategic Research Initiatives Section
NHMRC
GPO Box 1421
CANBERRA ACT 2601

For RAOs

Note that:

- Where the number of PDF files to be submitted is reasonably large, the preferred method of submission to the NHMRC is on CD;
- The maximum size of an email with attachments that can pass through the NHMRC firewall is 5 Mb;
- When sending a number of PDF files attached to a single email, you may choose to compress the files. The only compression software supported by the NHMRC is Winzip. Files compressed using any other format will not be accepted.

Assistance

If you require assistance in converting attachments to PDF and are unable to satisfy your concern by seeking assistance through your administering institution, you may consider:

- Contacting the Help Desk on **1800 500 983**, or
- Sending an email to **grantnet.help@nhmrc.gov.au**

Formatting Checklist

It is strongly advised that each RAO work through the check list below to ensure that applications are formatted correctly and can be accepted.

Certifications

Are all Certifications signed?

Yes

Formatting

Are responses to Section 4.8 attached **at the end of the application** where required?
(not interleaved in the application) **Yes**

Have all Character limits have been adhered to? **Yes**

Is all Font Times New Roman, 12 Point? **Yes**

Electronic Formatting

Is there both a Hard Copy and an Electronic Copy? **Yes**

Is the electronic file one single PDF file, including the application and all attachments? **Yes**

Is the Single PDF file 2Mb or less? **Yes**

The file does not include any scanned documents? **Yes**

If compressed, it is done so using WinZip? **Yes**