



MENTAL HEALTH TARGETED CALL FOR RESEARCH ADVICE AND INSTRUCTIONS TO APPLICANTS

for funding commencing in 2012

Applications open on 30 November 2011 and close at 17:00hrs (AEDST) 4 April 2012.

Late applications will not be accepted.

This document should be read in conjunction with the *Mental Health Targeted Call for Research Funding Rules for funding commencing in 2012.*

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;
- policies, filling out application forms, and feedback or suggestions; and
- difficulties with logging into and using RGMS.

All enquiries should be directed to:

Research Help Centre

Ph: 1800 500 983

Email: help@nhmrc.gov.au

TABLE OF CONTENTS

1. Introduction	1
1.1 Overview.....	1
1.2 Templates.....	4
1.3 Starting a New Application.....	4
2. Part A – Application Details	6
2.1 Part A : Application Detail	6
2.2 Part A – A-RT : Research Team & Commitment.....	7
2.3 Part A – A-RT : Proposed Salary	8
2.4 Part A – A-RT : Proposed Workload.....	9
2.5 Part A – A-NF : Intended NHMRC Funding Requests.....	9
2.6 Part A – A-OF : Intended Other Funding Requests	9
2.7 Part A – A-A2 : Aboriginal & Torres Strait Islanders Research	9
2.8 Part A – A-IAcc : Institution - Access	11
2.9 Part A – A-IAct : Institution - Actual.....	11
2.10 Part A – A-NHP : National Health Priorities.....	12
2.11 Part A – A-NRP : National Research Priorities.....	12
2.12 Part A – A-RC : Research Classification.....	12
2.13 Part A – A-SEO : Socio-Economic Objectives	13
2.14 Part A – A-BoD : Burden of Disease.....	13
2.15 Part A – A-CD : Community Details	13
2.16 Part A – A-EG : Ethics-General	13
3. Part B – Application Details	17
3.1 Part B – B-PR : Proposed Research	17
3.2 Part B – B-CP : Participation	19
3.3 Part B – B-CG : Collaborative Gain.....	19
3.4 Part B – B-PB : Proposed Budget	19
3.5 Part B – B-PPRC : Publications, Papers, Reports & Contributions	20
3.6 Part B – B-NPA : Nomination of Possible Assessors.....	21
3.7 Part B – B-NA : Non Assessor.....	21
3.8 Part B – B-CD : Career Disruption	22
4. Budget Summary	23
5. Application Certification	23
6. RAO Certification	23
7. Profile and CV Requirements	24

8. Profile Section	25
8.1 PRO-PD : Personal Details.....	25
8.2 PRO-PU : Peer Review Unavailability.....	25
8.3 PRO-A : Address.....	25
8.4 PRO-RE : Research Interests.....	25
8.5 PRO-FR : Fields of Research.....	26
9. CV Section	26
9.1 CV-QAP : Qualifications, Awards and Prizes.....	26
9.2 CV-EH : Employment History.....	26
9.3 CV-CD : Career Disruption.....	26
9.4 CV-CP : Conference Participation.....	27
9.5 CV-CE : Community Engagement and Participation.....	27
9.6 CV-P : Patents.....	27
9.7 CV-TPP : Translation into Policy/Practice.....	27
9.8 CV-RF : NHMRC Research Funding.....	28
9.9 CV-ORF : Other Research Funding.....	28
9.10 CV-PU : Publication Uploads.....	28
9.11 CV-PUB : Publications.....	28
9.12 CV-W : Workload.....	29

1. INTRODUCTION

1.1 Overview

NOTE: The NHMRC's Research Grants Management System (RGMS) must be used to access/enter your Profile and CV, and submit funding applications to NHMRC.

Applicants who are not yet registered on RGMS should register for an RGMS login by going to (<http://www.rgms.nhmrc.gov.au>) and clicking on the 'New User Request' link. For assistance call the Research Help Centre on 1800 500 983.

The purpose of this document is to provide advice to applicants and Administering Institutions' Research Offices for the completion and submission of applications under the NHMRC Mental Health Targeted Call for Research (TCR).

A complete NHMRC grant application must consist of the following:

1. Completion of Parts A and B of the application form
2. The relevant information in your RGMS Profile and CV
3. The uploaded PDF Document containing your *Detailed Background and Research Plan*, including Track Records for each Chief Investigator.
4. If relevant, the uploaded PDF document relating to Career Disruption.

It is essential that your Profile and CV are kept up to date. Relevant information from your Profile and CV will be imported into snapshots of your grant applications. Additionally, NHMRC uses information from the Profile to contact you and to guide the assigning of applications for review.

Although it is not necessary to complete all information requested in the Profile and CV section, applicants should complete the minimum requirements for completing the Profile and CV components of RGMS as outlined on page 24 of this document.

This document should be read in conjunction with:

1. The *Mental Health Targeted Call for Research Funding Rules for funding commencing in 2012* (Funding Rules), which provides important information on the objectives and underlying principles of the Mental Health Targeted Call for Research. The Funding Rules can be found in the RGMS library or at: <http://www.nhmrc.gov.au/grants/apply-funding/mental-health-targeted-call-research>
2. RGMS Tutor, which is composed of training tutorials and can be accessed from the NHMRC website at <http://www.nhmrc.gov.au/grants/rgms/index.htm#c>; and in the RGMS Library within RGMS.

Referencing Publications

Each publication entered into your CV will be given an identification number by RGMS to assist applicants in referring to their publications. Applicants should use this number when referring to specific publications in their application, particularly in text boxes where characters are limited. Please DO NOT use the Sequence Number as this will change upon the addition of new publications and/or publication uploads.

Responsible Conduct of Research

Applicants are reminded that research funded by NHMRC must comply with the *Australian Code for the Responsible Conduct of Research* (2007), which can be found at: <http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>.

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

RGMS Application

The 'Detail' tab of the RGMS application is divided into two parts, PART A (common for all funding schemes) and Part B (scheme specific). The sections included within these parts are as follows:

Part A Sections Included	Part B GACD Grant
A: Application Details	B-PR: Proposed Research
A-RT: Research Team and Commitment	B-CP: Participation
A-NF: NHMRC Funding Requests	B-CG: Collaborative Gain
A-OF: Other Funding Requests	B-PB: Proposed Budget
A-A2: Aboriginal and Torres Strait Islander Research	B-PPRC: Publications, Papers, Reports & Contributions
A-IAcc: Institution – Access	B-NPA: Nomination of Possible Assessors
A-IAct: Institutions – Actual	B-NA: Non Assessor
A-NHP: National Health Priorities	B-CD: Career Disruption
A-NRP: National Research Priorities	
A-RC: Research Classification	
A-SEO: Socio Economic Objectives	
A-BoD: Burden of Disease	
A-CD: Community Details	
A-EG: Ethics – General (leads to Clinical Details, Human, Animal and Other)	

Please **NOTE** the following:

- The CIA is responsible for creating and submitting an application, including certification. Other CI team members will have **view rights**¹ to the application.
- Application ID and CIA names will appear at the top of each page of Parts A and B.
- Only the CIA can run a snapshot. All other CIs on the application and RAOs² can **view** the snapshots once they are run. Each snapshot report is time and date stamped so team members can access the latest report.

¹ This means that CI team members (and RAOs) can access and read the application and download the latest snapshots, but cannot edit it.

² If CIA decides to grant the RAO with edit access, then RAOs can also run new snapshot reports.

Important Note:

While completing your application, it is important to keep in mind the NHMRC specific criteria against which applications will be assessed. In preparing an application, you are also advised to consider carefully the detailed category descriptors in relation to each of the selection criteria, which are available at Appendix C of the *Mental Health Targeted Call for Research Funding Rules for funding commencing in 2012*.

The four assessment criteria are:

Criterion One

Scientific quality and feasibility of the project (50%)

- Proposal fits well within the aims and scientific remit set out in the TCR.
- Strong scientific rationale for pursuing the questions or gaps in knowledge that are being addressed, with clear hypotheses.
- Proposed methods (strengths, weaknesses, project design) are appropriate and feasible to address the proposed objectives of this TCR

Criterion Two

Significance and/or innovation of the project and expected outcomes (15%)

- The outcomes of the project are likely to influence policy to ensure improved mental health benefits for children, young people and/or their carer(s).
- The project will lead to other significant research or practice innovations.
- The project includes new/novel or creative ideas, procedures, technologies, programs or health policy approaches.
- Applicability of the research to appropriate population(s) in Australia, and has potential impact on the health system, consumers and/or carers.

Criterion Three

Track record and capacity of the team to undertake the research and deliver outcomes specific to this TCR - relative to opportunity (25%)

- The strength, breadth and uniqueness of the team to deliver outcomes will be considered relative to opportunity.
- The team's previous research output and research translation achievements demonstrate that the research team is capable of achieving the proposed project.
- Team members have established a high quality track record relevant to this field of research.

Criterion Four

Collaborative gain and long-term sustainability (10%)

- The type and strength of the partnerships developed to implement the project and deliver on the goals of the project.
 - Sustainability of the project outcomes beyond the NHMRC funding due to a paradigm shift in practice and culture, or of the research through other leveraged support.

Detailed descriptions of these criteria can be found in section 7.2 of the Funding Rules.

1.2 Templates

Word templates for the application have been provided for your convenience. You can use these templates to fill out your application off line and then ‘copy’ and ‘paste’ your finalised draft text from the template into RGMS and click ‘save’.

The templates can be found in the RGMS Library, and at:

<http://www.nhmrc.gov.au/grants/rgms/index.htm>

NOTE: These templates are provided as an aid only. They cannot be completed and emailed to NHMRC. All applications must be submitted through RGMS.

1.3 Starting a New Application

Application Commencement and Minimum Data Requirements

All Mental Health Targeted Call for Research applications must be commenced in RGMS by **5.00pm (AEDST) 8 February 2012**.

Applications in RGMS must contain the minimum data to allow the NHMRC to start sourcing external reviewers with appropriate expertise.

Applicants wishing to apply under the Mental Health Targeted Call for Research must provide the minimum data, by **8 February**.

Minimum Data Requirements:

The following information is required by **8 February 2012** to be eligible to apply:

- Part A Home (specifically the Administering Institution, and Application Title)
- A-RT Research Team and Commitment
- A-A2 Aboriginal and Torres Strait Islander Research

For step by step instructions on how to start a new NHMRC grant application see the RGMS ‘How To’ Information sheet in the RGMS Library at: <http://www.nhmrc.gov.au/grants/rgms/index.htm>

To begin a new application, select the Application page from the main menu and click the NEW button found at the bottom of the page.

Initiative

The Initiative to select for the NHMRC Mental Health TCR is *Targeted Research*.

Round

The round to select for the NHMRC Mental Health TCR is ‘*2011_Mental Health Targeted Call for Research_funding commencing 2012*’.

Application Identification Number (RGMS ID)

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

RAO Edit Access

If you wish to allow your RAO to have edit rights to your application, you should select ‘**Yes**’ and save. The NHMRC provides this functionality to support researchers and RAOs in managing the

application process. The NHMRC does not accept any responsibility for errors or omissions arising from the use of the RAO edit function, and strongly recommends that the RAO, CIA and Administering Institution discuss the management of RAO edit access before selecting this function.

2. PART A – APPLICATION DETAILS

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

2.1 PART A: Application Detail

You are required to complete a number of fields in each of the “pages” of Part A (e.g. A-RT, A-NF etc.), including fields on the ‘Part A Home’ page.

Administering Institution

While there may be instances where a NHMRC grant is carried out in more than one location, there can be only **one** Administering Institution for each grant. CIA must ensure that the institution you intend to choose as your Administering Institution is the correct institution for your application. If in doubt contact the Research Administration Office at your proposed Administering Institution to confirm its status as an NHMRC Administering Institution and ensure it is capable and has the facilities to administer your application.

Application Title-Scientific

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

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

Application Title-Simple

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

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

Media Summary

Describe the project in terms suitable for release to the media. Avoid the use of highly technical terms. Be brief and describe the overall aims of the research and expected outcomes in a manner the general public will understand.

This information will be made available, if requested, to members of the public, journalists, etc. and may be used for the purposes of reporting on grants to Parliament.

NOTE: this information plays an important part in relaying research outcomes to the public and, as such, should be written in a manner appropriate for the intended audience.

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

Synopsis

A maximum of 2000 free text characters is permitted for the Synopsis. The Synopsis should accurately, and briefly, summarise the research proposal as provided in the *Detailed Background and Research Plan*.

The synopsis is extracted into the Summary Snapshot, which is used to assign applications to peer review panels and assessors, spokesperson allocation and the identification of conflicts of interest.

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

Application Consent

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

If you choose “Yes” to this question, you will be giving permission to NHMRC to provide certain information, on request, to other funding agencies seeking information from NHMRC about high ranking but 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 confidential nature of the grant application.

2.2 PART A – A-RT: Research Team & Commitment

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

Role Types

Use the drop down box to select from the 4 role types which are described below.

Once you have selected the ‘type’, click ‘save’. In selecting the ‘type’ of Chief Investigator (CI) or Associate Investigator (AI), Chief Investigator A then selects the team member from the searchable list labelled ‘Person’.

If the person you wish to add is not listed, they must register for a RGMS Login. To obtain an account they must 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.

Chief Investigator (CI)

- CIA is responsible for completion and lodgement of the application.
- Other CIs can read the application and must agree to its contents before it is submitted.
- A maximum of 10 CI's (CIA to CIJ) may be entered into your RGMS application.

NOTE: CIB – CIJ are required to have an RGMS account in order to access their application.

Associate Investigator (AI)

- An AI is an investigator who provides intellectual input into the research and whose participation warrants inclusion of their name on publications. A salary can not be paid for an AI.
- 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 Detailed Background and Research Plan PDF File. Please see PART B – PR of this document for more information.
- Technical Support Staff
- Includes research students and technical staff to be employed on this grant.
- It is not compulsory to name Technical Support Staff. However, you must provide justification for the salary request and provide all details, including their role in the project, reason for the salary request and information about the work to be undertaken.
- DO NOT include casual staff to be contracted at hourly rates. These should be included under Direct Research Costs.
- DO NOT include graduate personnel as Technical Support Staff.

Professional Research Person (PRP)

- A PRP is a graduate with recognised qualifications justifying a Personnel Support Package (PSP) who will be employed to undertake research on this project.
- The PRP will not have responsibility for the project.

- You must provide details of their contribution to the project and reasons for the Personnel Support Package (PSP) requested, including information regarding the work to be undertaken and justification for the PSP level. For Associate Investigators, Technical Support Staff and Professional Research Persons enter:
 - Title
 - First Name
 - Middle Name
 - Last Name
 - Email address
- NOTE:** If the person is not yet identified, enter 'TBA'.

Qualifications and Skills

In this section, please provide specific qualifications or skills required for this research project. (You have a maximum of 2000 characters including spaces and line breaks to provide this information.)

2.3 PART A – A-RT: Proposed Salary

Nominate the requested level and percentage (%) of Personnel Support Package (PSP) for each year of funding.

To nominate the requested level and percentage of PSP for each year of the grant:

- Enter the PSP level sought from the drop down box provided for this item, based on the description of academic staff classification standards and the level of work to be undertaken by the team member.
- Enter the percentage of PSP requested for each year of funding. The percentage of PSP level sought in each year should be equal to or less than the indicated percentage of time to be spent on this application.
- If requesting over 100% PSP, please provide justification. (Please note requests over 100% are not normally accepted.)
- Describe the role in the research proposal and provide a reason for the PSP requested.

When awarding a budget, the GRP will consider whether the PSPs requested are reasonable given the time commitment indicated for this application.

(You have a maximum of 1000 characters including spaces and line breaks to provide this information.)

Salary calculation

This will be automatically calculated, taking into account the NHMRC PSP levels requested and the percentage of PSP requested. Loadings are applicable to all NHMRC-funded graduate research personnel with registered medical or dental qualifications, whether or not they perform any clinical duties. These loadings are paid on claim by the Administering Institution. *The Budget Mechanism for Project Grants* provides information regarding loadings.

NOTE: the salary indicated is an estimate only, and actual values will vary. For information on PSP levels and budget mechanisms refer to the link below:

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

2.4 PART A – A-RT: Proposed Workload

General

Chief Investigator A (CIA) must be based in Australia. Researchers based overseas are eligible to apply as Chief Investigators B and below (CIB-CIJ). For further information refer to the Funding Rules document.

Provide dates if any member of the research team anticipates being absent for a period of two months or more during the funding period. Specify the expected period of absence and the reason for the absence.

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

% NHMRC Research Time

Indicate the amount of your NHMRC research time you would spend on this application if it were to be successful (This Application %) and the amount of your research time spent on other NHMRC grants (Other Applications %) in an average working week.

You may also provide a brief description detailing the proposed amount of time (hours/week) you would spend on this application if it were to be successful.

(You have a maximum of 1000 characters including spaces and line breaks to answer this question.)

2.5 PART A – A-NF: Intended NHMRC Funding Requests

For each CI team member, provide details of any NHMRC funding they have requested (or planned to request) which has not yet been approved. Failure to disclose full information may result in the application being removed from any further consideration by NHMRC.

If the team member does not appear in the list, Click 'New', select a team member then click 'Save' to provide NHMRC Funding details. You may create multiple entries for an individual team member.

2.6 PART A – A-OF: Intended Other Funding Requests

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

If the team member does not appear in the list, 'Click' New, select a team member then click Save to provide Other Funding Request details. You may create multiple entries for an individual team member.

2.7 PART A – A-A2: Aboriginal & Torres Strait Islander Research

Applications for research with Australia's Indigenous communities will be eligible as part of this TCR.

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

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

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

Research proposals that specifically relate to the health of Aboriginal and/or Torres Strait Islander peoples must address *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 for these applications.

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

- I. *Criteria for Health and Medical Research of Indigenous Australians* available at:
http://www.nhmrc.gov.au/your_health/indigenous/index.htm
- II. *Values and Ethics - Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research* available at:
<http://www.nhmrc.gov.au/publications/synopses/e52syn.htm>
- III. *The NHMRC Road Map II: A strategic framework for improving the health of Aboriginal and Torres Strait Islander people through research* available at:
http://www.nhmrc.gov.au/your_health/indigenous/index.htm#Road_Map_II

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

(This question also enables applicants to identify specific components of their proposal that relate to Aboriginal and Torres Strait Islander peoples.)

If you have answered “YES” to this question:

1. 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.
2. Your application will be assessed against “*The Criteria for Health and Medical Research of Indigenous Australians*” (*The Criteria*).

In preparing your application you must address all six elements of *The Criteria* which are:

- Community Engagement
- Benefit
- Sustainability and Transferability
- Building Capacity
- Priority
- Significance

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

2.8 PART A – A-IAcc: Institution – Access

Chief Investigator(s)

Is the Chief Investigator(s) on this application currently receiving, or applying for, support from an institution or centre which receives research funding directly or indirectly from the Australian Governments for the same health and medical research?

If **YES**, provide reasons why NHMRC should accept this grant application.

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

(You have a maximum of 1000 characters including spaces and line breaks to provide this justification.)

Institution Access

For the following questions select ‘YES’ or ‘NO’ using the drop down boxes provided:

1. Will you require access to any of the facilities currently funded under the NHMRC Enabling Grants Scheme³?
2. Do you have an agreement from the facility to use the required resource?
3. Will you require access to any major scientific facilities not funded under the NHMRC Enabling Grants Scheme? If you answer ‘YES’ to this question identify the name(s) of the facilities you intend to use. *(You have a maximum of 200 characters including spaces and line breaks to provide this information.)*

NHMRC’s Enabling Grant Scheme is designed to underpin NHMRC’s funding system by funding facilities, activities and/or resources that enhance and support health and medical research.

The following is a link to currently funded NHMRC facilities:

<http://www.nhmrc.gov.au/grants/rounds/enableactiv.htm>

2.9 PART A – A-IAct: Institution – Actual

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

1. To add an actual institution, click on the ‘New’ button.
2. 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%. Complete this page for each institution if there is more than one.
3. Click on the ‘Browse’ button and select the actual institution from the pick list (if the actual institution does not appear in the list please email the institution name to help@nhmrc.gov.au).
4. Then enter the department at which the research will be conducted within that actual institution.

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

³ Starting in 2011, such facilities will be funded under the National Health Research Enabling Capabilities (NHREC) Scheme.

2.10 PART A – A-NHP: National Health Priorities

Select the relevant National Health Priority area(s) and enter a percentage for each to describe that portion of the research relevant to the selected priority sub-group. The total percentage should not exceed 100%, but may be less.

2.11 PART A – A-NRP: National Research Priorities

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

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

<http://www.innovation.gov.au/Section/AboutDIISR/FactSheets/Pages/NationalResearchPrioritiesFactSheet.aspx>

NOTE: while the application is not required to address a NRP area, information regarding which priority area(s) this research proposal may address will assist NHMRC to capture appropriate data for reporting purposes.

2.12 PART A – A-RC: Research Classification

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

From the drop down boxes you must make the selections that best describe your research proposal:

- **Guide to Peer-Review Process** – choose at least one selection(s) from the list.
- **Broad Research Area.**
- **Fields of Research (FoR).**
 - **Fields of Research Subcategory.**
When completing this section refer to the “Australian Standard Research Classifications & NHMRC Keyword/Phrases available at <http://www.nhmrc.gov.au/grants/policy/keywords.htm>.

From the following browse boxes you must select a minimum of five (5) and a maximum of ten (10) keywords or key phrases:

- **Research Keywords/Phrases**
Selections should describe the research more specifically
- **Additional information that best describes research interests**
Please describe in more detail your research interests or areas of expertise. This could include areas of student supervision and areas in which you have published.
(You have a maximum of 2000 characters including spaces and lines breaks to provide this information.)

2.13 PART A – A-SEO: Socio-Economic Objectives

From the drop down lists provided, select a minimum of one (1) and a maximum of three (3) socio-economic objectives (SEO) by category then subcategory.

The SEO of research allows it to be classified in line with your perceived purpose in undertaking the particular study. This is different to the nature of the research i.e. researcher fields.

NHMRC acknowledges that any particular piece of research may be relevant to and have more than one purpose. You will be required to allocate the percentage of research applicable to any specific objective. The percentages entered must not exceed 100%.

2.14 PART A – A-BoD: Burden of Disease

Using the ‘Browse’ button select a Burden of Disease that best describes the area of research of the application. You can select up to three Burden of Disease types and you must allocate a percentage of time against each. The percentage total must not exceed 100%.

2.15 PART A – A-CD: Community Details

Consumer and Community Participation

Does this research involve consumer and/or community participation?

If you answer “Yes” to this question you must then:

1. Describe how you will ensure that research participants will have access to their own results, and how you will be accountable to participants for the overall results of the research.

(You have a maximum of 1000 characters including spaces and line breaks to provide this information.)

2. Describe how you will ensure that consumers will be involved in the research, and how you will communicate the results of the research to participants and the community.

(You have a maximum of 1000 characters including spaces and line breaks to provide this information.)

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

Applicants should refer to the CHF and the NHMRC *Statement on Consumer and Community Participation in Health and Medical Research* available via the following web link:

<http://www.nhmrc.gov.au/publications/synopses/r22syn.htm>

2.16 PART A – A-EG: Ethics-General

NOTE: By selecting “YES” to either the *Human* or *Animal* questions on this page, another page will be displayed in the left hand menu with additional questions after saving this page.

Part B, section 8 of the Funding Rules provides important information regarding requirements for ethics and other approvals and should be read prior to completing this section.

Clinical Details

Will this research involve direct interaction between investigators and a patient or subject?

If you answer “YES” this information may be used to identify research that involves clinical research.

Is this an application to conduct a clinical trial?

If you Answer “YES” this information will be used to identify projects that involve a clinical trial.

A clinical trial should be considered as the evaluation of any health care intervention (including prevention, early detection, treatment, health service, pharmaceutical, behavioural change) in a human population with disease or at risk of disease.

The clinical trial will usually involve the comparison of a new treatment or intervention against a standard care/management assessing the impact of each on health outcomes or intermediate endpoints, using a controlled design. A trial could also involve early phase 1 or phase 2 trials without a control group.

Ethics - Human

Does this research proposal require submission to a human research ethics committee?

If you answer “YES” another sub page (**A-EH: Ethics-human**) will appear in the left hand menu with the following five questions after you hit ‘save’:

1. Does this program involve the use of personal information obtained from a Commonwealth Department or Agency (including former repatriation hospitals)?

If you answer “YES” in this section, enter the name of the Commonwealth Agency or Department involved.

(You have a maximum of 50 characters including spaces and line breaks to provide this information.)

2. Does this program involve the administration to humans of drugs, chemical agents or vaccines?

If you Answer “YES” to this question provide detailed information on these drugs, chemical agents or vaccines to humans including the alternative or complimentary medicines.

(You have a maximum of 50 character including spaces and line breaks to provide this information.)

3. Do any activities in this research proposal require a licence for the use of excess ART embryos under the *Research Involving Human Embryos Act 2002*?

If answering ‘YES’, Researchers in this area are strongly advised to familiarise themselves with the requirements of both the *Research Involving Human Embryos Act 2002* (RIHE Act) and the *Prohibition of Human Cloning for Reproduction Act 2002* (PHCR Act). The RIHE Act and the PHCR Act were passed by Parliament in December 2002 and amended in December 2006. These Acts establish a strong regulatory framework to prohibit certain unacceptable practices including human cloning for reproduction, and to regulate activities that involve the use of certain human embryos created by assisted reproductive technology (ART) or by other means.

Further information regarding research using human embryos can be found from the NHMRC website at: http://www.nhmrc.gov.au/health_ethics/health/stemcell.htm, or by e-mailing embryo.research@nhmrc.gov.au

4. Research using humans

If the research involves humans, will it require equal numbers of males and females?

You must provide a brief explanation of the sample size and ratio of males to females in the study.

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

5. Ethical Implications of Experiments on Humans

For research involving humans, give a brief statement of the ethical issues that arise from such research, and an explanation of how these issues will be addressed.

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

NOTE: it is not sufficient to state that the “*National Statement on Ethical Conduct in Research Involving Humans* (‘the National Statement’) will be observed”. The research plan must include sufficient detail to enable the project to be fully assessed in respect of ethical issues by an independent human research ethics committee.

Ethics – Animal

Does this research proposal require submission to an institution’s Animal Ethics Committee responsible for animal research?

If you answer “YES” another sub-page (**A-EA: Ethics-animal**) will appear in the left hand menu with the following three questions after you hit ‘save’:

1. Approval by an Animal Ethics Committee

Identify the Institutional Animal Ethics Committee to which the application has been or will be referred.

(You have a maximum of 200 characters including spaces and line breaks to answer this question.)

2. Ethical Implications of the Project Experiments on Animals

Give a brief statement justifying the use of animals in the experiments related to the application. The statement should address the general principles of replacement, reduction and refinement.

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

NOTE: 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 enable the project to be fully assessed in respect of ethical issues by an independent Animal Ethics Committee.

3. Animal Usage

From the drop down box select the animal species and strain to be used in the project. This information is designed to help institutional Animal Ethics Committees and the GRP to assess your application, and to provide statistical information to NHMRC on the use of animals in medical research.

Ethics – Other

1. Genetic Manipulation of Organisms

Answer “YES” to this question if the project will involve organisms being genetically manipulated as defined under the *Gene Technology Act 2000* and may require the proposed

work to be assessed by an Institutional Biosafety Committee or approved by the Gene Technology Regulator before commencement.

2. 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.

3. Research Involving Stem Cells

Will this research involve the use of human stem cells?

If you answer ‘**YES**’ to this question select from the pick list if these human stem cells are Adult, Embryonic or both.

4. Will this research involve the use of animal stem cells?

If you answer ‘**YES**’ to this question select from the pick list if these animal stem cells are Adult, Embryonic or both.

3. PART B – APPLICATION DETAILS

Part B of the application is specific to the NHMRC Mental Health Targeted Call for Research. This part of the application differs to that for other NHMRC schemes. The components are seen in the screen picture provided below.

3.1 PART B – B-PR: Proposed Research

This section is where you attach/upload your *Detailed Background and Research Plan* PDF file.

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.

There are 4 components to provide in this PDF file to your NHMRC application:

1. Detailed Background and Research Plan (maximum of 9 pages)
2. Associate Investigator (AI) Contribution (maximum of 100 words for each AI)
3. References (maximum of 3 pages)
4. Track Record for Each CI on the Application (maximum 2 pages per CI).

The following is a brief description of these components.

1. Detailed Background and Research Plan

All scientific information relating to your proposal must be contained in this section. The proposal is reviewed by experts in the field and you should include any pilot or feasibility study data supporting the research planned. References cited in this document are to be listed in the separate *References* attachment. A maximum of **nine pages** is permitted for the *Detailed Background and Research Plan*.

Your *Detailed Background and Research Plan* should include:

Component	Properties
Aims	Describes specific aims of the project, including a clear statement of the hypothesis to be tested
Background	Describes the significance of the project, the objectives of the research and the background to the project including scientific aspects and any other relevant material
Research Plan – Methods and techniques to be used	Outline the research plan in detail, including as appropriate: <ul style="list-style-type: none">• Detailed description of the experiment design• Any new/novel or creative ideas, procedures, technologies, programs or health policy approaches• Techniques to be used• Methods of statistical analysis• Expected outcomes of the research project
Outcomes and Significance	Describes the importance of the problem to be researched, the planned outcome of the research plan, the potential significance of the research, and the applicability of the research to appropriate populations(s) in Australia

2. Associate Investigator (AI) Contribution

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

3. References

A maximum of 3 pages is permitted to list the References that are cited in the *Detailed Background and Research Plan* PDF in standard journal format.

4. Track Record

Use the *Detailed Background and Research Plan* PDF file to demonstrate the Track Record of each CI on the grant application. Each CI has a maximum of two pages to complete their Track Record. You may also use this section of the *Detailed Background and Research Plan* PDF to provide details on your Contributions to NHMRC, any Supervising and Mentoring roles you are involved in (for example, PhD students) and any other information you think is vital to your application that relates to your Track Record (e.g. you may wish to highlight particular publications, plenary presentations at conferences etc.).

Formatting Requirements of the Detailed Background and Research Plan PDF

Prior to submitting your *Detailed Background and Research Plan* PDF, please note the following:

- Do not include links to websites containing additional information in your application excluding references to published peer review journal articles that are only available online.
- All attachments must be in a single *Detailed Background and Research Plan* PDF file.
- You must name the PDF file following the format of: “[App ID]_[CIA surname].pdf” (eg – “APP#####_Smith.pdf”). Do not include spaces in the file name.
- It is recommended that you use Adobe Acrobat Version 5 or later.
- The PDF file is to be formatted as outlined below.

Component	Requirements
Header	Must include the Application ID in large type (at least 14 point) in top right hand corner. The type of attachment e.g. Background and Research Plan including Track Record and Page Number (at least 12 point) in top left hand corner. NOTE: The Scientific Title is optional NOTE: This information may be outside the margins but must be at least 1cm from the top of the page
Margins	All margins must be at least 2cm.
Font	Must be Times New Roman and at least 12 point.
Diagrams, Graphics and Images	Colour diagrams, graphics and images may be included in the <i>Background and Research Plan</i> including Track Record. However, you should keep in mind that the electronic file may be printed and photocopied in black and white for distribution to the reviewing panel and there may be some loss of definition and colour in the images.
Labelling Graphs and Images	Labelling of axes of graphs and labelling of parts of images may be in a reduced font. However, the description and/or legends of

	all graphs and images must comply with the guidelines set out under this section.
Tables	Tabulated information containing text is not considered to be an image or diagram. Text within tables must comply with the guidelines set out under this section.
Line Spacing	Must be set to single.
Character Spacing	Spacing must be set to normal. Scale must be set to 100%.

There may be a document that you are required to submit as an attachment 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, in the *Detailed Background and Research Plan* PDF, 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 NHMRC on request.

3.2 PART B – B-CP: Participation

Provide a brief summary of the participation of each Chief Investigator in the broad research plan proposed in this application. The aim of this section is to expand on the role identified in the section **PART A – A-RT: Research Team and commitment**

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

3.3 PART B – CG: COLLABORATIVE GAIN

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.

1.1 Describe the integration of the research team and the project as a whole.

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

1.2 Explain how the applicants will work together, and outline other major collaborations important for the research. If applicable, please give details of any previous work that the applicants have undertaken together.

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

3.4 PART B – B-PB: Proposed Budget

NHMRC budgets are provided on a one-line basis and may include funding for personnel support packages, equipment and other direct research costs. The Funding Rules provides further information regarding budget items that may be requested, particularly in relation to Direct Research Costs (DRCs). **Please refer to Appendix B of the Funding Rules.**

This section covers DRCs and Equipment costs.

Requests for PSPs are entered under the *Research Team and Commitment* section of **PART A – A-RT**.

Direct Research Costs (DRC)

You must provide:

- a. The total value of the DRCs requested for each year in multiples of \$5000.
- b. Details and amount sought for each item requested. (*You have a maximum of 6000 free text characters to provide this justification.*)

NOTE: Some applications have more complex budgets than others: you are not required to fill all the available space.

Items to include, but not limited to:

- Equipment costing less than \$10,000 (should also be requested in multiples of \$5000 – i.e., an item costing \$9,000 should be requested as \$10,000)
- Acquisition of animals used in your research
- Consumables
- Printed materials
- Microfilms
- Survey or Field expenses
- Purchase costs for animals

Items not to be requested under Direct Research Costs include but are not limited to:

- Research infrastructure that an institution with research as part of its mission would be expected to supply
- Institutional overheads and administrative charges; or
- The indirect cost of research.
- Conference travel/accommodation costs

Equipment

You must provide:

- a. The total value of all items of equipment for each year; and
- b. Justification for the cost of each equipment item. (*You have a maximum of 2000 free text characters to provide this justification*)


NOTE: Some applications have more complex budgets than others: you are not required to fill all the available space.

Equipment requests are to cover only those items individually costing **over \$10,000 and less than \$80,000**, which are essential to the grant (smaller items are to be requested as DRC items). Applicants may not seek funding for equipment totalling more than \$80,000 for the entire period of the grant.

NOTE: Applicants are expected to provide realistic costings based on competitively-sourced quotes. NHMRC reserves the right to adjust these prices based on a comparison with reasonable benchmarks.

3.5 PART B – B-PPRC: Publications, Papers, Reports & Contributions

Most relevant publications

Click on the 'Properties' icon  to display the 'Publications, Papers and Reports' page.

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 of 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 of 2000 characters including spaces and line breaks to answer this question)

NOTE: Applicants can highlight the citations rate of their most significant publications in this section. Applicants can also refer to the citation rate of other publications that are relevant to their research in Part B 'Proposed Research'.

NHMRC no longer uses the impact factor of journals as a part of its assessment processes. Therefore, the impact factor of each publication should not be included.

Further explanation of the NHMRC's decision to cease using impact factors of journals can be found at:

http://www.nhmrc.gov.au/files/nhmrc/file/about/senior_staff/articles/journal_impact_factors.pdf

3.6 PART B – 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. Note that nominated assessors should not have a conflict of interest with the application. It is important to keep in mind the NHMRC's guidelines on Managing Conflicts of Interest (CoI) when nominating potential assessors. They can be found in the RGMS Library. You should consider sharing these guidelines with nominated assessors, to ensure that they are familiar with the types of situations where they may be judged to be conflicted with your application. Nominated assessors who are conflicted with the application will not be approached for an assessment.

Applicants are not required to nominate a possible assessor but this can assist NHMRC in the process of finding suitable assessors. Please review the suitability of your potential assessors, including in relations to potential CoI, before nomination.

You should provide the following information for each nominated assessor:

- Name
- Expertise
- Contact details (Email, Phone, Fax)

The NHMRC may use one of your nominated assessors if possible and if they do not have a conflict of interest with the application. For example, previous or current collaborations, working within the same department or close personal relationship with a potential assessor are all 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.

3.7 PART B – 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, or similar),
- Other 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.

3.8 PART B – B-CD: Career Disruption

Where relevant, Career Disruption is now demonstrated through a dedicated PDF up-load document that includes Career Disruption details for each relevant CI on the application.

You should provide details on any career disruptions that you have experienced during the last five years that will affect your application. You should use this PDF as an opportunity to expand on the information you have provided in the **CV- CD: Career Disruption** (section 9.3) to ensure that an equivalent of 5 years FTE will be considered for track record. For example, if you have taken 6 months of maternity/carers leave and then returned to work at 0.5 FTE for 3 years and recommenced at a full-time level for only a single year before applying for a grant, your 5 years FTE will be spread over the previous 7 years (i.e. 1.5 years full time + 3 years part time + 6 months leave = 5 years FTE = 7 years). You should therefore add to this PDF any publications or other Track Record components predating 5 years by 2 years. Components of the Track Record that may be affected by Career Disruptions include:

- Conference participation;
- Community Engagement;
- Translation of Research into Policy/Practice;
- NHMRC Research Funding;
- Other Research Funding; and
- Publications

CV-CD: Career Disruption (section 9.3) details NHMRC's policy on Career Disruption.

NOTE: This Career Disruption PDF document is subject to the same formatting requirements as the *Detailed Background and Research Plan* PDF, as outlined in **PART B-B-PR: Proposed Research** of this document.

4. BUDGET SUMMARY

The budget summary is automatically generated from the following sections of the application:

- **Salaries – PART A – A-RT: Research Team and Commitment** section
- **Direct Research Costs – PART B – B-PB: Proposed Budget** section
- **Equipment – PART B – B-PB: Proposed Budget** section

If any of the information is incorrect, please return to the appropriate section in the application to amend.

5. APPLICATION CERTIFICATION

Applications need to be certified by the CIA. The CIA must gain written agreement from each CI to both be named on the application and for the final application to be certified. The RAO will not be authorised to submit the application to NHMRC until satisfied that the application is complete and all CIs have agreed to it (ie through written evidence such as e-mail).

Once submitted to NHMRC, the application will be considered final and no changes can be accepted. This includes changes to named Chief Investigators.

To certify your application:

1. Click on the ‘Certification’ tab at the top of the RGMS screen and select ‘CI Certification’ in the left-hand sub menu. Select ‘Yes, I request certification’ from the drop-down menu and save/submit.
2. Exit back to your Home page and click on the application to be certified under “Action Items Assigned to Me”
3. Select CERTIFIED from the status drop down box to certify your application OR select REJECT to make further changes to your application.
4. Once you have certified your application, a request will be sent to your RAO to certify your application.

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

NOTE: Certification will lock down the application and prevent further editing.

NOTE: Requesting this certification will lock down this application and prevent further editing.

6. RAO CERTIFICATION

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

7. PROFILE AND CV REQUIREMENTS

When completing your application, please ensure that all required sections of your Profile and CV have been entered and updated appropriately. This **MUST** be done for all CIs on the 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). Below are the sections of the Profile and CV that need to be completed for the Mental Health TCR.

Profile Section	Mental Health Targeted Call for Research Requirements
Personal Details	Required
Address	Required
Institution	Required
Fields of Research	Required
Research Interests	Required
CV Section	
Executive Summary	*Not Required
Qualifications, Awards and Prizes	All
Employment History	Last 10 years
Appointments	*Not Required
Career Disruption	**Last 5 years
Professional Memberships	Not Required
Conference Participation	Last 5 years
Community Engagement	*Not Required
Patents	All
Translation into Policy/Practice (“Year of Change” will be used to determine inclusion in last 5 or 10 years)	Last 5 years
Contribution to NHMRC	*Not Required
Editorial Responsibilities	*Not Required
Supervision & Mentoring	*Not Required
NHMRC Research Funding	Last 5 years
Other Research Funding	Last 5 years
Publications	Last 5 years
Workload	Current Workload
Additional Information	Optional
Track Record	Required

* While this information is not necessarily required, relevant information can be included in the “Track Record” section of the *Detailed Background and Research Plan*.

** Applicants may also include further explanation in the uploadable PDF document that addresses Career Disruption. Further information is provided in the section entitled **PART B - B-CD: Career Disruption**.

NOTE: The Profile and CV is **SEPARATE** to your grant application. While there may be some overlap of certain information, it is your responsibility to ensure that information specific to your application that may be captured in the Profile and CV is provided in the relevant parts of the application itself.

8. PROFILE SECTION

NHMRC applications, like all other schemes, require you to complete all sections of the Profile.

8.1 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).

The NHMRC may approach you with a request to participate in the assessment process. If you are not available for participation, please select the year(s) from the searchable list and enter in the free text field, dates and a brief reason for your unavailability.

Personal Details

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

8.2 PRO-PU: Peer Review Unavailability

Peer review is an integral part of NHMRC's funding schemes. Recipients of NHMRC funding have obligations to contribute to the assessment of applications (as outlined in the *NHMRC Funding Agreement*). If you are not available for peer review during a particular period, please enter the period of unavailability and the reason. NHMRC may contact you or institutional representatives to enquire about periods of unavailability.

8.3 PRO-A: Address

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

8.4 PRO-RE: Research Interests

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

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

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

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

For the purpose of NHMRC Peer Review, you can indicate your Preferred Research Area for your application in **PART A – A-RC: Research Classification** under *Guide to Peer Review*.

8.5 PRO-FR: Fields of Research

By clicking the “New” icon, 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.

9. CV SECTION

9.1 CV-QAP: Qualifications, Awards and Prizes

By clicking the ‘new’ button, 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.

9.2 CV-EH: Employment History

NHMRC grants require information about the last 10 years of your employment history. You will need to start a new entry for each employment position by clicking the ‘new’ button and filling out the relevant details about the Employer, Job title, employment type and the start and end date (if applicable). Please include all part-time positions. Your entries will always be listed in reverse chronological order (i.e. the most recent first).

9.3 CV-CD: Career Disruption

Please note that this section of the CV is not imported into NHMRC RFA snapshots. While NHMRC encourages you to complete this section of the CV, NHMRC applicants wanting to present a case regarding career disruption will be able to upload a separate PDF document (see **PART B - B-CD: Career Disruption**). The PDF document should contain details of Career Disruptions that affect the application only (in relation to the five year publication record for example), and should be consistent with information provided through the drop-down lists in this section.

If relevant, please indicate any career disruptions you may have experienced, in this section. Entries will be listed in reverse chronological order (i.e. the most recent first). This information is for your CV only and WILL NOT be exported into your Application Details Snapshot. You should nominate the periods where your career has been disrupted (approximate dates) and select the appropriate career disruption from the drop down menu. You should also provide a brief explanation of the reason for your circumstances. This should include the circumstances that do not affect your application as well as those that do.

The NHMRC accepts pregnancy and child birth, major illness and carer responsibilities including parental leave, as career disruptions. Other examples include significant events outside of applicants’ control, and may include industry and other work placements where research was not able to be conducted. Relocation of an applicant’s research laboratory or clinical practice setting will not be accepted as evidence of a career disruption.

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

9.4 CV-CP: Conference Participation

NHMRC applications require information on your conference participation in the last 5 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. **NOTE:** Please DO NOT provide the conference abstract in this section as this information is not required.

9.5 CV-CE: Community Engagement and Participation

Unlike last year, Community Engagement from the CV section will no longer be included in the RGMS snapshot. Your Community Engagement should be entered separately in the 'Track Record' section of the *Detailed Background and Research Plan* PDF that you will upload into RGMS.

Please provide details of any community engagement that you have been involved in within the last 5 years. The *Statement on Consumer and Community Participation in Health and Medical Research* has been developed because many consumers and researchers recognise the contribution that consumers can make to health and medical research and their right to do so.

The Statement is available at <http://www.nhmrc.gov.au/publications/synopses/r22syn.htm>

9.6 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. The from the drop down list, select what year the patent started and then from the second drop down list, select the current status of the patent.

Funding Source:

'Check' the appropriate box to indicate if it was a NHMRC, Other Australian or International funding source.

Detail:

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

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

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

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

9.7 CV-TPP: Translation into Policy/Practice

NHMRC applications require information detailing any of your research that has resulted in changes to organisational or government policy/practice in the last 5 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 5 year period should be based on the date of translation, NOT the date of the original research.

General:

Select from the drop-down list, if the research was translated into either Policy or Practice, then select the year of translation from the second drop-down box and lastly, provide details on the research itself.

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

Funding Source:

‘Check’ the box to 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, select which year the change was translated/implemented from the drop-down list, 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.)

9.8 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, by clicking the ‘new’ button, for each separate entry. Try to provide as many details about the funding as possible using the drop down menus and free text areas in the sub-page. Applications require this information for the last 5 years.

9.9 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) and you will need to start a new page for each separate entry by clicking the ‘new’ button. Please provide as many details as you can using the drop down menus and free text areas. Applications require this information for the last 5 years.

9.10 CV-PU: Publication Uploads

Here you can upload one or more publication files for journal articles, review articles, books/chapters, research reports, technical reports, text books, accepted for publication and letters to the Editor. This information can be uploaded using a tab delimited file using Microsoft Excel® or by exporting your EndNote® Library as an .xml file.

9.11 CV-PUB: Publications

NHMRC applications require details on your publications in the last 5 years.

Your publications will be grouped together by the type of publication and then listed in reverse chronological order. They will also automatically be given an RGMS ID number. Please use this number if you wish to refer to your publications in other sections of your application.

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

9.12 CV-W: Workload

When filling out your workload as part of the CV section in RGMS, please bear in mind that this is your **CURRENT** workload and does not include any intended changes in your division of hours/week, should your grant application be successful.

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

NOTE: Completion of this section relates to your current workloads and is separate from the intended percentage of research time provided in your application at **PART A – A-RT: Proposed Workload**.