

NHMRC  
Industry  
Fellowships

Funding Policy

for funding commencing

**2007**

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## 1 Introduction

This document provides the Industry Fellowships Funding Policy for the provision of assistance from the Medical Research Endowment Account, established under the *National Health and Medical Research Council Act 1992*, to foster medical and public health research and training.

The Funding Policy addresses the researcher as the applicant. However, grants from the NHMRC are made to NHMRC approved Administering Institutions, not to individual researchers.

## 2 Objectives

The NHMRC Industry Fellowship Scheme aims to:

- Provide a vehicle for Australian researchers to gain experience in industrial research including project planning, business planning, knowledge of business and industry dynamics, research management, marketing/sector analysis, clinical development and toxicology safety pharmacology; and
- Increase knowledge of the commercial aspects of R&D within research institutions.

## 3 Description

Industry Fellowships are intended to target researchers with a track record of research excellence and commercial interest to spend intermittent time (up to 50%) in industry (in Australia or overseas), followed by the residual % at a research institution in Australia. Up to 10 fellowships may be awarded annually, determined by the scientific and commercial merits of the applications. The Industry Placement should provide maximum exposure to research at the commercial interface and there should be clear evidence of engagement with industry.

Industry Fellowships are designed to support development work undertaken in a human health related field, for example, diagnostics, medical devices, pharmaceutical product development, biotechnology, bioinformatics, biomaterials, biostatistics, disease management systems, organic synthesis, fermentation technologies, manufacturing technologies, clinical trials, toxicology, etc.

## 4 Eligibility

### 4.1 Access to NHMRC Funding

The NHMRC has an Access Policy, which provides the general principles regarding institutional eligibility to apply for NHMRC funding. It is available on the Internet at:

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

### 4.2 Administering Institution

Applications must be submitted by an NHMRC approved Administering Institution. The Administering Institution Policy is available on the internet at: [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

The research, apart from the industry placement, must be conducted primarily in an Institution eligible for NHMRC funding, as defined by the Access Policy.

### 4.3 Eligibility criteria for Industry Fellows

To be eligible candidates must at the time of application:

- hold a doctorate (or equivalent) in a health-related field of research;
- be actively engaged in research, either full or part time;
- be Australian citizens, or have permanent Australian resident status;

- be able to be engaged on a full time basis during the industry placement of the tenure;

#### 4.4 Industry Partner

Applications must have a written agreement with a suitable industry partner, in Australia or overseas, for the industry placement of up to 50% of the Fellowship, including operating funding to be provided by the industry partner, and have an agreement with an NHMRC approved Administering Institution.

### 5 Funding

#### 5.1 Level of funding

The Fellowship package is \$90,500 p.a. including salary, all on costs and superannuation. The package is also intended to cover airfares for travel to or from any overseas centre, to relocate within Australia or to attend conferences. The industry partner should provide research expenses incurred during the industry phase.

#### 5.2 Duration of Funding

The fellowships are full-time and will be awarded for a period of four years, including intermittent time of up to 50% at an industry placement and the subsequent residual portion at an Australian research institution. An NHMRC Industry Fellow must take up the fellowship within twelve months of the offer.

### 6 Cross-scheme funding

The NHMRC may liaise with other funding agencies to discuss any overlap between applications in order to avoid duplication of funding.

### 7 Application process

#### 7.1 Applications

The application is the prime source of information available to the Selection Panel. 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 application.

An application consists of:

- A completed Application Form
- A Curriculum Vitae for the Fellow and;
  - Attached evidence of award of PhD
  - Attached evidence of Australian residency status (if appropriate)
- Two referee reports on the prescribed pro forma

Applicants should refer to the *Instructions to Applicants* for a full explanation of application requirements (available at <http://www.nhmrc.gov.au/fellows/apply/granttype/training/industry.htm>).

#### 7.2 Certification

It is the responsibility of the administering institution to obtain the required signatures on the Application Form.

Applicants must have the following agreements in place at application:

- An agreement for a placement with an industry partner in Australia or overseas, including operating funding to be provided by the industry partner; and
- An agreement with an Australian academic institution to carry out the program of research for the remaining portion of the Fellowship

***Prior to the provision of funding, an agreement must be concluded between the administering institution and the industry partner on the ownership of intellectual property developed during the fellowship.***

### 7.3 Submission of applications

All applications must be submitted in accordance with the directions in the Instructions to Applicants, which are available from the research administrative office of universities, hospitals and other research institutions, or from the Internet at: <http://www.nhmrc.gov.au/research/train/industry.htm>

Applications should be submitted through, and have the endorsement of, the Australian host research institution, which will administer the fellowship.

#### 7.3.1 *Application format*

All documents must be written in English and must comply strictly with the format and submission requirements.

All pages should be in black type, use a single column and 12 point font size on white A4 paper, printed on one side only, with at least 2 cm margins on each side. Applicants must use Times New Roman font. Variants such as mathematical typesetting languages may also be used. References may be reproduced in 10 point font size. Colour graphs or colour photographs may be included but they will be reproduced in black and white.

#### 7.3.2 *Application Form and Instructions to Applicants*

The Application Form is available at <http://www.nhmrc.gov.au/fellows/apply/granttype/training/industry.htm>

Applicants should note that a separate document, *Industry Fellowships Instructions to Applicants*, is available at the above address. Please read the Instructions prior to preparing your application.

#### 7.3.3 *Number of copies*

**An original hard copy is required.** The application must be clipped with NAL clips, not stapled. The application form should be submitted with the research plan and supporting documentation and the pages numbered consecutively (see *Industry Fellowships Instructions to Applicants*).

An **electronic copy** must be submitted with the paper copy. The electronic copy should be submitted as single machine-readable PDF file on disk or e-mailed to [training.awards@health.gov.au](mailto:training.awards@health.gov.au). The PDF should be a scanned copy of the completed and signed RTF original document and scanned at no more than 200dpi, to ensure a reasonable file size.

#### 7.3.4 *Closing date for applications*

Paper originals of the applications for Industry Fellowships must be received by the NHMRC, by close of business (AEST) **7 July 2006**. Applications may be withdrawn but may not be changed

after submission. Additions, deletions and modifications will not be accepted after submission. Applications received after close of business (AEST) **7 July 2006** will not be accepted.

### 7.3.5 *How to submit applications*

Applicants should submit their applications through the Administering Institution's Research Office by the institution's closing date.

Applications should be sent:

By **mail**, to

Industry Fellowships  
National Health and Medical Research  
Council MDP 33  
GPO Box 9848  
Canberra ACT 2601

By **courier**, to

Industry Fellowships  
National Health and Medical Research  
Council, MDP 33  
Level 5, 20 Allara St  
Canberra ACT 2600

## **8 Selection and approval process**

### 8.1 Selection criteria

Applicants must address the selection criteria when framing their application. The Selection Panel will make their recommendations after assessing the application against the following criteria:

Applicant Fellow

- A track record of research excellence and commercial achievements.
- The scientific and commercial merit of the proposed research.
- Evidence of a significant interest in the commercialisation of research.

Industry Partner

- Evidence of a business focus directed to areas of human health, for example, diagnostics, medical devices, pharmaceutical product development, biotechnology, bioinformatics, biomaterials, biostatistics, disease management systems, organic synthesis, fermentation technologies, manufacturing technologies, clinical trials, toxicology, etc.etc.
- Evidence of active involvement in research and development at the proposed site of tenure.
- Commitment to provide the applicant with professional exposure to different aspects of project planning, commercial development and management, clinical development and marketing/sector analysis within an R&D environment.
- Evidence of appropriate arrangements provided to support the applicant Fellow's research.

### 8.2. Assessment process

#### 8.2.1. *Exclusion*

Exclusion of ineligible or uncompetitive applications may take place at any time during the selection process. Applications that contravene the Funding Policy may be excluded. Grounds for exclusion include:

- Failing to submit the application through the appropriate Research Office or Chief Executive Officer of an NHMRC approved Administering Institution;
- Not meeting the eligibility criteria;
- Not meeting the selection criteria;
- Providing incomplete or misleading information.

### 8.2.2 *Recommendations*

A selection panel nominated by the NHMRC will rank Industry Fellowship applications. The Panel may make final checks on eligibility. The Panel examines each application against the selection criteria and ranks it with others in the field. The Panel's funding recommendations are submitted to the NHMRC Research Committee.

The NHMRC has procedures for declaring conflicts of interest and for Selection Panel members and assessors to withdraw from considering particular applications if they have a conflict of interest.

### 8.2.3 *Ministerial approval*

A recommendation from the NHMRC Research Committee is sent to the Minister for consideration. The Minister determines which applications will be offered funding.

## 8.3 Offer of grant

The successful administering institution will be notified of the outcomes of the selection process.

### 8.3.1 *Deed of Agreement*

Applicants should familiarise themselves with the Deed of Agreement, which is available on the NHMRC website ([www.nhmrc.gov.au](http://www.nhmrc.gov.au)). The administering institution must sign the Deed of Agreement before grant payments can be made.

### 8.3.2 *Commencement of projects*

Fellowships must commence within twelve months of the offer of grant. Failure to do so will result in termination of funding.

## 9 Commissioner of Complaints

A person whose interests are affected may at any time lodge a complaint under s 59 of the *National Health and Medical Research Council Act 1992* to:

NHMRC Commissioner of Complaints  
GPO Box 9848  
CANBERRA ACT 2601

The complaint must be:

- in writing;
- signed by the complainant;
- describe the action complained about; and
- specify the nature of and grounds for the complaint.

Appeals can only be considered against administrative process and not the merits of a particular decision. The Grounds of Complaint are listed at s 58 of the *National Health and Medical Research Council Act 1992*.

## 10 Administration

### 10.1 Deed of Agreement

Administering organisations should note that the Deed of Agreement and post-award management cover the following matters.

#### 10.1.1 Reporting requirements

Administering Institutions are required to submit the documents listed below to the NHMRC. These reports are defined in the Funding Contract.

- *Annual Financial Reports*
- *Progress Report (mid-term, on second anniversary of commencement of funding)*
- *Final Report*

The Form for mid-term and final reports can be found at:

<http://www.nhmrc.gov.au/fellows/funded/manage/training.htm>

The NHMRC may suspend payment of further instalments of any current grant until the appropriate reports have been received and assessed as satisfactory.

#### 10.1.2 Failure to provide reports

Where an institution fails to submit satisfactory reports, as required, the Minister may terminate the grant and determine that all or part of the grant must be repaid. In this case, the NHMRC may withhold the remainder of the institution's payments under the scheme for the current year or initiate recovery of grant money.

#### 10.1.3 Varying the terms of the grant

Requests to vary the terms of the Grant must be forwarded in writing by the institution's Research Office, or equivalent, to the NHMRC.

### 10.2 Clearances

Applicants are required to obtain and maintain, for the duration of the project, clearance and approvals as prescribed in the Deed of Agreement, for research involving:

- humans;
- animal experimentation;
- use of radioactive substances, ionising radiation, recombinant DNA, biohazardous material, potent teratogens or carcinogens;
- administration to humans of drugs, chemical agents or vaccines;
- import of experimental organisms;
- storage of biological materials; and
- genetic manipulation.

It is the responsibility of the applicant to ensure that a copy of the fellowship application is referred to the relevant Institutional Ethics Committee or other approval body. It is also the responsibility of the applicant to ensure that the completed approval form is forwarded to the Institution's Research Office who will hold a copy of the form. The Research Administration Officer who is responsible for the application must advise the NHMRC when ethics clearances have been granted by the relevant Ethics Committee.

The NHMRC may request all information relating to decisions regarding ethical issues arising from an application and the institutional response to the application. Provisional approvals are not acceptable.

Fellowships may be forfeited if ethics approvals are not obtained and advised to the NHMRC within 6 months of the offer of an Industry Fellowship.

### 10.3 Financial management - payments

Subject to appropriations, payment of funds will be made to institutions in regular instalments, in accordance with approved payment arrangements made for assistance provided from the MREA. Funds must be used only for purposes approved and in accordance with the Deed of Agreement.

### 10.4 Privacy of individuals

Documents containing personal information are handled and protected in accordance with the provisions of the *Privacy Act 1988*, which sets standards for the collection, storage, use and disclosure of, and access to, personal information. Personal information is disclosed only with permission of the individual to whom it relates or where the *Privacy Act* allows.

Information comprising the names of successful grant applicants and their administering institutions, together with the title of the research project and the funding awarded, are published in the NHMRC Annual Report and are available through the NHMRC's Internet website. The NHMRC may also release information about the areas of research of the grant and a brief description of the grant provided by the applicant in response to the question on the Application Form designated as *Summary of the proposed research*.

### 10.5 Confidentiality

Section 80 of the *National Health and Medical Research Council Act 1992* requires Council and committee members, assessors, and staff assisting committees or the Council not to disclose confidential commercial information, unless the disclosure is made in the performance of duties under the NHMRC Act. Information which may properly be regarded as *confidential commercial information* should be designated as such.

### 10.6 Intellectual property

Applicants must agree to comply with the National Principles of Intellectual Property Management for Publicly Funded Research (available at [www.nhmrc.gov.au](http://www.nhmrc.gov.au)). An Agreement between the Administering Institution and the Industry Partner on the ownership of intellectual property must be concluded prior to the commencement of funding.

### 10.7 False or misleading information

Under s 136.1 of the Commonwealth Criminal Code, it is an offence to provide false or misleading information to a Commonwealth body in an application for a benefit, punishable by up to 12 months imprisonment. In addition, if an application contains information that is false or misleading, it may be excluded from any further consideration for funding.

If the NHMRC believes that omissions or inclusion of misleading information are intentional the NHMRC will refer the matter for appropriate legal action. The Commonwealth Government is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own employees to gain financial or other benefits by deceit.

Examples of false or misleading information in an application include, but are not restricted to:

- providing fictitious track records
- falsifying claims in publications records (such as describing a paper as accepted for publication when it has only been submitted).

## 10.8 Contact Points

For further information, the institution's Research Office should be contacted in the first instance.

Enquiries about NHMRC Industry Fellowships may be addressed to:

Industry Fellowships  
MDP 33  
NHMRC  
GPO Box 9848  
Canberra ACT 2601

Email: [training.awards@health.gov.au](mailto:training.awards@health.gov.au)

Internet: [www.nhmrc.gov.au](http://www.nhmrc.gov.au)