NHMRC PARTNERSHIP PROJECTS 2014 SECOND CALL
ADVICE AND INSTRUCTIONS TO APPLICANTS

For funding commencing in 2015

Applications open on 25 June 2014 and close at 17:00 hrs (AEST) on 20 August 2014.

*Late applications will not be accepted*

*Note: applicants must commence their applications in RGMS, including entry of minimum data, by 17:00 (AEST) on 23 July 2014. Applications commencing after this deadline will not be accepted.*

This document should be read in conjunction with the *NHMRC Funding Rules incorporating the 2014 Partnership Projects Scheme – 2014 Second Call for funding commencing in 2015*. The advice and instructions for Part A of the application form (Section 4) are applicable to all NHMRC funding schemes. The advice and instructions for Part B of the application form (Section 5) are for Partnership Projects applicants only.

NHMRC has endeavoured to streamline the application form where possible. Details of changes are listed under Key Changes – Section 1.3.

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

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

**All enquiries should be directed to:**

Research Help Centre
Phone: 1800 500 983
Email: help@nhmrc.gov.au
Table of Contents

1. INTRODUCTION ................................................................................................................................. 1
   1.1 OVERVIEW ......................................................................................................................................... 1
   1.2 MINIMUM DATA REQUIREMENT ................................................................................................. 1
   1.3 KEY CHANGES TO THE APPLICATION FORM ............................................................................... 2
   1.4 PLANNING YOUR APPLICATION ..................................................................................................... 3
   1.5 COMPLIANCE REQUIREMENTS ........................................................................................................ 3
   1.6 OFFLINE FORMS ............................................................................................................................... 3
   1.7 PROFILE AND CV ............................................................................................................................. 4
   1.8 REFERENCING PUBLICATIONS ......................................................................................................... 4
   1.9 VIEWING OR PRINTING YOUR APPLICATION .................................................................................. 4

2. PROFILE AND CV REQUIREMENTS FOR PARTNERSHIP PROJECTS .............................................. 5
   PROFILE SECTION ................................................................................................................................. 5
   2.1 PRO-PD: PERSONAL DETAILS ........................................................................................................... 5
   2.2 PRO-PN: PANEL NOMINATIONS AND INVITATIONS .................................................................... 6
   2.3 PRO-PU: PEER REVIEW UNAVAILABILITY .................................................................................... 6
   2.4 PRO-A: ADDRESS ............................................................................................................................. 6
   2.5 PRO-RE: RESEARCH INTERESTS ...................................................................................................... 6
   2.6 PRO-FR: FIELDS OF RESEARCH ..................................................................................................... 6
   CV SECTION ........................................................................................................................................... 6
   2.7 CV-PUB: PUBLICATIONS ............................................................................................................... 6

3. STARTING A NEW APPLICATION ......................................................................................................... 7
   3.1 CREATE APPLICATION ...................................................................................................................... 7

4. PART A – APPLICATION DETAILS ...................................................................................................... 7
   4.1 A-PA: PART A HOME ....................................................................................................................... 8
   4.2 A-PINST: INSTITUTIONS - PARTICIPATING .................................................................................... 9
   4.3 A-RC: RESEARCH CLASSIFICATION ............................................................................................. 9
   4.4 A-BOD: BURDEN OF DISEASE ....................................................................................................... 10
   4.5 A-RT: RESEARCH TEAM AND COMMITMENT ............................................................................... 10
   4.6 A-EG: ETHICS – GENERAL ........................................................................................................... 12

5. PART B – APPLICATION DETAILS ................................................................................................... 13
   5.1 PART B HOME ............................................................................................................................... 13
   5.2 B-AIP: APPLICATION INFORMATION ............................................................................................ 13
   5.3 B-GP: GRANT PROPOSAL ............................................................................................................... 13
   5.4 B-P: PARTNER(S) .......................................................................................................................... 19
   5.5 B-PBREF: PROPOSED BUDGET – RESEARCH FACILITIES ..................................................... 22
   5.6 B-PB: PROPOSED BUDGET – DRC AND EQUIPMENT ............................................................... 22
   5.7 B-NA: NON-ASSESSOR ................................................................................................................. 24

6. CERTIFICATION ................................................................................................................................... 24
   6.1 APPLICATION CERTIFICATION .................................................................................................... 24
   6.2 RAO CERTIFICATION .................................................................................................................... 25

ATTACHMENT A: NHMRC BUDGET GUIDELINES FOR RESEARCH SUPPORT GRANTS ............................................................ 26

ATTACHMENT B: CAREER DISRUPTION ............................................................................................... 31

ATTACHMENT C: PARTNER CONTRIBUTION GUIDELINES ...................................................................... 32
1. INTRODUCTION

This document should be read in conjunction with the:

1. **NHMRC Funding Rules Incorporating the Partnership Projects scheme – 2014 Second Call (Funding Rules)**, which provides important information on the objectives and underlying principles of NHMRC funding. The **Funding Rules** can be found on the NHMRC website at [http://www.nhmrc.gov.au/book/nhmrc-funding-rules](http://www.nhmrc.gov.au/book/nhmrc-funding-rules);

2. **NHMRC Partnership Projects Peer Review Guidelines** which will assist applicants in understanding the peer review process. The peer review guidelines can be found on the NHMRC website [http://www.nhmrc.gov.au/grants/apply-funding/partnerships-better-health/partnerships-projects](http://www.nhmrc.gov.au/grants/apply-funding/partnerships-better-health/partnerships-projects); and


1.1 Overview

The purpose of this document is to provide advice to applicants and Administering Institutions’ Research Administration Offices (RAOs) for the completion and submission of applications for NHMRC Partnership Projects – 2014 Second Call.

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

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

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

A complete application must consist of the following:

1. Complete RGMS Profile (refer to scheme specific requirements for completion within RGMS CV);
2. Completion of all questions in Part A and B of the application form; and
3. Uploaded documents such as the Grant Proposal PDF as required by individual schemes.
4. Letters of support from policy/practice/funding Partners

1.2 Minimum Data Requirement

To be eligible to apply, the following sections of the application form must be completed in RGMS by 17:00 AEST on 23 July 2014. Applications initiated after this date will not be accepted. Minimum data consists of completing the following:

- A-PA Part A Home (specifically the Administering Institution, Application Title and Synopsis)
- A-RC Research Classification
- A-RT Research Team and Commitment (core team members if known)

**Failure to complete minimum data by the required date will deem the application ineligible.**

Note that RAOs should not certify applications for the purpose of minimum data; applications should only be certified once complete and ready for submission.
1.3 Key Changes to the Application Form

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

Part A

Data that are no longer required in Part A of the application includes:

- Media summary
  - A Plain English Summary will now be required only after award of grant for successful applications. However, applicants are required to provide their synopsis in laypersons terms.
- Intended NHMRC Funding Requests
- Intended OTHER Funding Requests
- Indigenous related questions
  - To be addressed in the grant proposal, if applicable.
- Institutions access
- National Health Priorities
- National Research Priorities
- Socio-economic Objectives
- Community Details
  - To be addressed in the grant proposal, if applicable.
- Ethics – based questions
  - Data will now be required only after award of grant for successful applications.

Other changes to Part A

- Synopsis: Applicants are required to provide their synopsis in laypersons terms.
- Actual Institution: is now known as Participating Institution.
- Research Team and Commitment: Previously a named person was attached to all positions listed. For 2014, only named persons can be listed against a Chief Investigator or Associate Investigator role. For all other roles, a brief title of the position is required.

Part B for Partnership Projects applications only

Data that are no longer required in Part B for Partnership Projects applications includes:

- B-CP: Participation
  - To be addressed in the Grant Proposal under CI Participation and Time Commitment to this Proposal
- B-C: Collaborations
  - To be addressed in the Grant Proposal
- B-M: Milestones
- B-PPRC: Publications, Papers, Reports and Contribution
  - To be addressed in the Grant Proposal. This includes: each CI’s most significant publications along with overall track record in the last five years (further detail provided in Part B)

Note: Data from the last five (5) years of all publications are available to assessors via the CV component.

CV section for Partnership Projects applications only

The following fields are no longer required to be completed in the CV component but should be captured in the Grant Proposal, where applicable:

- Qualifications, Awards and Prizes
1.4 Planning your Application

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

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

While completing your application, it is important to keep in mind the assessment criteria and category/scoring descriptors that assessors will use to evaluate applications. Please read these carefully and note any content you should include in your application.

Plan a realistic timeline for completion of your application to ensure applications are submitted to your RAO on or ahead of time. This will be especially important if there are multiple CIs involved with an application.

1.5 Compliance Requirements

Applications that do not meet the requirements set out in this document may be ruled ineligible and removed from assessment.

These include, but are not limited to, the following requirements:

- applicants must adhere to the Grant Proposal formatting rules specified in Section 5.3 below; and
- applicants must not include links to external website in any part of the application, apart from references to peer reviewed journal articles, annual reports or partner annual reports that are only available online.

Refer to the NHMRC Funding Rules and relevant scheme-specific information for additional eligibility rules.

1.6 Offline Forms

Protected offline PDF forms (offline forms) for each scheme’s application have been provided for your convenience. You can use these forms to fill out your application offline and then ‘copy’ and ‘paste’ the text from the form into RGMS.
The forms can be found on each funding scheme’s webpage: (http://www.nhmrc.gov.au/grants/apply-funding).

**Note:**
- These templates are provided as an aid only. They cannot be completed and emailed to NHMRC. All applications must be submitted through RGMS.
- Applicants choosing to use the available forms should note the discrepancy between Microsoft Word character counter and the character counting within RGMS. To aid you in conforming to RGMS character limits, the following URL has been provided as a guide: http://www.webworldindex.com/countcharacters.htm

1.7 Profile and CV

It is essential that your Profile and CV are kept up to date. Relevant information from your Profile and CV will be imported into snapshots of your application.

Applicants will not be able to initiate or be added to an application if all mandatory fields in the RGMS profile have not been completed.

Advice on completing the Profile and CV components of RGMS is available in this document.

1.8 Referencing Publications

Two (2) full pages are provided in the Grant Proposal to list publications cited in the application. Applicants must use a standard journal format when referencing publications in the application.

**Note:** When referencing your publications, please **do not** use the RGMS-generated publication number or the Sequence Number created in the ‘Snapshot Reports’.

1.9 Viewing or Printing your Application

The ‘Snapshot Reports’ function provides two types of snapshots:
- a ‘Summary’ Snapshot (used for the assignment of applications to assessors and for the identification of conflicts of interest); and
- an ‘Assessor’ Snapshot (used for the peer review of applications, and can also be used by applicants and RAOs to review applications before submission).

For instructions on how to run and view a Snapshot Report, applicants should refer to the RGMS User Guide – Applying for Grants on the NHMRC website. Snapshots are viewed in the ‘Snapshot Reports’ tab at the top of the RGMS application screen.

Uploaded documents can also be accessed via the ‘Snapshot Reports’ tab. This will allow users to print or view a document version of their application (either in part or in full).
2. PROFILE AND CV REQUIREMENTS FOR PARTNERSHIP PROJECTS

Important Note:


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

When completing your application, please ensure that all required sections of your Profile and CV have been entered in and updated appropriately. Profile and CV information forms a critical part of applications, is crucial to identifying reviewers, and enables quick and accurate assignment to assessors. Information of particular importance is indicated by a red asterisk in RGMS such as ‘title’, ‘institution’ and ‘research keywords’.

Completing core fields is required of all investigators before creating or being included on an application. You can update your Profile and CV at any time, even while completing a grant application. However, core fields will need to be completed prior to the CI being added to the application. Please note that when the application is certified by CIA, the final snapshot (which includes the relevant extracted information from the Profile and CV of each CI) is made and the application locked down - thus, any subsequent changes a CI makes to their Profile and CV do not appear in the application.

The Profile/CV is SEPARATE to your grant application. While there may be some overlap of certain information, it is your responsibility to ensure that information specific to your application that may be included in the Profile/CV is also provided in the relevant parts of the application itself where required.

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

PROFILE SECTION

Partnership Projects requires you to complete all sections of your Profile.

2.1 Pro-PD: Personal Details

Peer Review

Peer Review is an integral part of NHMRC funding schemes. NHMRC grant recipients have obligations to contribute to the assessment of applications (as outlined in the funding agreement).

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. To maintain the list of available assessors within RGMS, NHMRC requires that all applicants update their information within the Profile and CV sections routinely. This will ensure that any unavailable assessors will not be contacted unnecessarily.
**Personal Details**
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 NHMRC relies on when contact is required.

2.2 **Pro-PN: Panel Nominations and Invitations**
Please indicate which, if any, scheme you have been nominated/invited to participate in as a potential panel member.

2.3 **Pro-PU: Peer Review Unavailability**
If you are unwilling/unable to act as a reviewer for NHMRC’s review schemes please provide the NHMRC with a statement detailing your reasons, and the period for which you are unavailable.

2.4 **Pro-A: Address**
Provide details of the address you wish to use if the NHMRC needs to contact you via the postal service. Home addresses are acceptable.

2.5 **Pro-RE: Research Interests**
It is important that this information is as accurate as possible as it may be used to assist the Peer Review Process in identifying potential panel members, external assessors or committee members and may also be used for analyses of NHMRC’s funding profile.

Select a Broad Research Area and up to 10 Research Keywords most applicable to your main area of research. At least one and up to three keywords is also required to describe your core research methodologies or methodological expertise (e.g. clinical trials, knockout mice, gene therapy etc).

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

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

2.6 **Pro-FR: Fields of Research**
You can add as many Fields of Research as you need, also indicate when you started your research in that field and whether the research is on-going or terminated.

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

2.7 **CV-Pub: Publications**
Partnership Projects applications require details on your publications in the last 5 years. This information can be uploaded using a tab delimited file using Microsoft Excel® or by exporting your EndNote® Library as an .xml file. Further details on how to do this can be found on the CV-PU: Publication Uploads page in RGMS.

Of your publications in the last 5 years, please indicate the five (5) publications **most relevant to this application**.
3. STARTING A NEW APPLICATION

3.1 Create Application

Important Note:

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

Initiative
Please select the funding scheme from which you are seeking funding: Partnership Projects.

Round
Please select the funding round: 2014 Partnership Project Second Call funding commencing in 2015.

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

Administering Institution
There can only be one Administering Institution for each application. You must ensure that the institution you choose as your Administering Institution is the correct institution for your application. If in doubt contact the RAO at your proposed Administering Institution to confirm its status as an NHMRC Administering Institution and ensure it has the facilities to administer your application.

Application Title
The application title will be used to identify the application at all times during the assessment process and should accurately describe the nature of the research proposal. (You have a maximum of 250 characters including spaces and line breaks to provide this information.)

Grant Duration
Please select the requested duration of your grant: (Partnership Projects will be awarded for a period of one to five years)

Please note that in the event your application is funded, the NHRMC may not provide funding for all requested years.

RAO Edit Access
If you wish to allow your RAO to have edit rights to your application, you should select ‘Yes’ in the RAO Edit Access field. NHMRC provides this functionality to support researchers and RAOs in managing the application process. NHMRC does not accept any responsibility for errors or omissions arising from the use of the RAO edit function and strongly recommend that the RAO, CIA and Administering Institution discuss the management of RAO edit access before selecting this function.

4. PART A – APPLICATION DETAILS

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

4.1 A-PA: PART A HOME

NOTE: the following items in this section must be completed as part of minimum data requirements by 17:00 (AEST) on 23 July 2014:
- Administering Institution
- Application Title
- Synopsis

Application ID, Initiative, Round, Grant Duration, Administering Institution, Application Title
These fields will be pre-populated from your selections in the “Create Application” screen.

Aboriginal and Torres Strait Islander Research
This question enables you to identify research that is specifically motivated by a desire to investigate Aboriginal and/or Torres Strait Islander health issues. It is also designed to enable NHMRC to identify those research proposals that will require assessment of the proposed research against the Criteria for Health and Medical Research of Indigenous Australians (see below).

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

III. The NHMRC Road Map II: A strategic framework for improving the health of Aboriginal and Torres Strait Islander people through research available at: http://www.nhmrc.gov.au/your_health/indigenous/index.htm#Road_Map_II.

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

You should only select YES if you can demonstrate that at least 20% of your research effort and/or capacity building relates to Aboriginal and/or Torres Strait Islander health. You will be required to provide details of how your application addresses Aboriginal and/or Torres Strait Islander health in Part B of the application form under the Grant Proposal.

If you have answered “Yes” to this question, your application may be assessed against The Indigenous Criteria.

Synopsis
The synopsis should accurately, and briefly, summarise the research proposal. This information may be used to assign applications to assessors. It may also be used by other organisations (if applicable) to determine whether the research proposal meets their priorities for funding. Applicants should therefore use laypersons terms, where possible. Please include a brief, plain English paragraph outlining your project.

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

Privacy Notice
Please ensure that you have carefully read and understood the NHMRC Privacy Notice, prior to completing the application. The Privacy Notice is located in the Funding Rules. If you have not understood the Privacy Notice or require further clarification, please contact the NHMRC Privacy Contact Officer (NHMRC, GPO Box 1421, Canberra ACT 2601).
The originator of an application will not be able to proceed to the next page until they have indicated they have read the Privacy Notice.

Consent to provide information to International Assessors
Under amendments to the Privacy Act 1988 that take effect in March 2014, the NHMRC requires your consent when sending your personal information overseas, for the purposes of peer-review of applications.

4.2 A-PINST: INSTITUTIONS - PARTICIPATING
Note: the term ‘Actual Institution’ has now been replaced with ‘Participating Institution’.

In some cases the institution that will administer your application may differ from the institution in which you will actually conduct the proposed research. For example, many universities administer research, which will be conducted in an affiliated teaching hospital. In this section you will need to list the Participating Institution and department where the proposed research will be conducted.

Note: If the research will be conducted at more than one institution, enter the percentage allocated to each participating institution and department to reflect the sharing of the research effort among the institutions that you have listed. The percentages entered must total 100%. Complete this page for each institution if there is more than one. If the participating institution does not appear in the list please email the institution name to RHC (help@nhmrc.gov.au).

Participating Institutions that are also NHMRC Administering Institutions may not be named as a partner and therefore any contribution will not be considered partner funding and will not be matched by NHMRC.

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

4.3 A-RC: RESEARCH CLASSIFICATION
NOTE: the following items in this section must be completed as part of minimum data requirements by 17:00 (AEST) on 23 July 2014:
- Guide to Peer-Review Areas
- Broad Research Area
- Field of Research
- Research Keywords/Phrases

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

You must make the selections that best describe your research proposal against each of the following fields:

- Guide to Peer-Review Areas – Choose at least one (up to three) selection from the list.
- Broad Research Area
- Fields of Research (FoR)
- Fields of Research Subcategory
- Research Keywords/Phrases

When completing this section, refer to the relevant Guide to Peer Review Areas for the scheme to which you are applying for funding. Relevant documents can be found at the following web address: http://www.nhmrc.gov.au/grants/.

You should also refer to the Australian Standard Research Classifications and NHMRC Research Keywords

4.4 A-BoD: BURDEN OF DISEASE

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

4.5 A-RT: RESEARCH TEAM AND COMMITMENT

NOTE: core team members, if known, must be named in this section as part of minimum data requirements by 17:00 (AEST) on 23 July 2014. Note that team members may be added or deleted after the minimum data deadline until the close of applications at 17:00 (AEST) on 20 August 2014.

In this section you are able to add or remove team members, assign them to a role and request Personnel Support Packages (PSP).

Please note that NHMRC will not fund salaries for CIs or AIs under the Partnership Projects scheme. However, salary support for CIs and AIs may be sought from partners.

For further information on Research Support application budgets, please see NHMRC Budget Guidelines for Research Support Grants found at Attachment A.

Note: 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.

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

When adding team roles you will need to select from the four role types that are described below. You can only assign a named person to a Chief Investigator or Associate Investigator role. For all other roles, you should provide a brief title of the position.

1. Chief Investigator (CI)
   - Chief Investigator A (CIA) is responsible for completion and lodgement of the application.
   - Other CIs are to read the application and must agree to its contents before it is submitted.
   - A maximum of 10 CIs (CIA to CIJ) may be entered into your RGMS application.
   - CIs are not able to draw a salary.

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

A-RT: Researcher Details

Person
Search the RGMS database and select the CI.

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

Australian Based
Is this CI to be based in Australia for the duration of the grant? The Chief Investigator A (CIA) must be based in Australia for the duration of the grant. Researchers based overseas are eligible to apply as Chief Investigator B to J.

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

**Qualifications & Skills**  
Provide justification for why each CI is needed for the proposed research including an outline of the specific qualifications or skills required.  
*(You have a maximum of 2000 characters including spaces and line breaks to provide this information.)*

**A-RT: Proposed Salary**  
Please leave these fields empty. Chief Investigators are not able to draw a salary.

**Reason**  
Please leave this field empty.

2. **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.
   - AIs are not able to draw a salary
   - AIs named on the application will be advised by the CIA. The CIA must obtain written agreement from AIs to be named on the application. RAOs are responsible for ensuring written agreement has been received from the AIs prior to certifying the application, which is to be made available to NHMRC on request.

   **Note:** AIs do not have access to the application in RGMS and are not required to endorse the final application.

**A-RT: Associate Investigator**  
Search the RGMS database and select the AI. If the AI does not have an RGMS account, please enter their details manually.

No more than 10 AIs may be included in the application.

3. **Professional Research Person**
   - A Professional Research Person is a graduate with recognised qualifications who will be employed to undertake research on this proposal.
   - The Professional Research Person will not have responsibility for the proposal.
   - You must provide details of their contribution to the proposal, including the work to be undertaken and the time commitment, and reasons for the PSP requested.
   - Do not include the name of the person, only a brief description of their role/title.

**A-RT: Proposed Salary**  
Nominate the requested level and percentage (%) of PSP for each year of funding.

**Salary**
   a. Enter the PSP level sought, based on the level of work to be undertaken by the team member.
   b. Enter the percentage of PSP requested for each year of funding. Applicants must apply for the exact proportion of a PSP that is required for the research being proposed.

**Reason**  
Please justify any requests for salary.
Note: When awarding a budget, the PPGRP will consider whether the PSPs requested are fully justified and reasonable given the time commitment indicated for this application. 
(You have a maximum of 1000 characters including spaces and line breaks to answer this question.)

4. Technical Support Staff
- Technical Support Staff includes research students and technical staff to be employed on this grant.
- You must provide details of their contribution to the proposal, including the work to be undertaken and the time commitment, and reasons for the PSP requested.
- Casual staff that are to be contracted at hourly rates should NOT be included as part of the PSP requests but rather should be included under Direct Research Costs. See Part B-Proposed Budget for further details.
- Do not include graduate personnel as Technical Support Staff.
- Do not include the name of the person, only a brief description of their role/title.

A-RT: Proposed Salary
Nominate the requested level and percentage (%) of PSP for each year of funding.

Salary
- Enter the PSP level sought, based on the level of work to be undertaken by the team member.
- Enter the percentage of PSP requested for each year of funding. Applicants must apply for the exact proportion of a PSP that is required for the research being proposed.

Reason
Please justify any requests for salary.

Note: When awarding a budget, the PPGRP will consider whether the PSPs requested are fully justified and reasonable given the time commitment indicated for this application. 
(You have a maximum of 1000 characters including spaces and line breaks to answer this question.)

4.6 A-EG: ETHICS – GENERAL
If you answer “Yes” to any of these questions, the NHMRC will require ethics approvals to be supplied in the event your application is funded. Further information on ethics clearances can be found here:
5. PART B – APPLICATION DETAILS

Part B of the application is specific to Partnership Projects. This part of the application differs to that for other NHMRC schemes.

Important Note

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

5.1 Part B Home

General
RGMS will automatically populate the round with the funding scheme you are applying to.

5.2 B-AIP: APPLICATION INFORMATION

Special Initiative

Each year the NHMRC designates a small number of health areas in which it encourages applications.

Indicate whether your application is in response to an NHMRC-specified Special Initiative by selecting ‘yes’ or ‘no’ from the dropdown menu.

If you select ‘yes’, select the special initiative from the drop-down menu – Hearing Loss Prevention Program. By selecting ‘yes’ you are also giving permission for NHMRC to provide your application to the Department of Health as they operate in partnership with NHMRC on the Hearing Loss Prevention Program.

Refer to section N8 of the Funding Rules for further information.

5.3 B-GP: GRANT PROPOSAL

This is where you attach/upload your Grant Proposal.

The Grant Proposal is a key document for assessors and must contain the following information:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Limit</th>
<th>Key Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Introduction</td>
<td>1 page</td>
<td>Previously captured in ‘Background and Research Plan’</td>
</tr>
<tr>
<td>B. Research Proposal</td>
<td>8 pages</td>
<td>Previously captured in ‘Background and Research Plan’</td>
</tr>
<tr>
<td>• Aims</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Background to the proposed project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Role of the partner organisation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Expected outcome and significance of the project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Team Quality and Capability relevant to this proposal</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>D. CI Track Record including Top</td>
<td>2 pages</td>
<td>Previously captured in Part B. Each CI is required to</td>
</tr>
</tbody>
</table>
A description of each section is provided below.

A. **Introduction – Summary** *(maximum one A4 page)*
   a. Provide up to **half a page** of text describing the work to be undertaken in a manner accessible to an educated reader who is not a specialist in the particular research field.
   b. Provide up to **half a page** of text describing how this application is relevant to the Partnership Projects funding scheme including why you consider this application is not appropriate for the Project Grants Scheme. Make particular reference to evidence in support of the proposal influencing policy/practice.

B. **Research Proposal** *(maximum eight A4 pages)*
The Research Proposal should contain the following sub-sections:

1. Aims of the project;
2. Background to the proposed project;
3. Role of the partner organisation; and
4. Expected outcomes and significance of the project.

Describe the specific aims of the project, including a clear statement of hypotheses to be tested. Provide a rationale for the project. Outline the research proposal in details, including the following where appropriate:

- Detailed description of the experiment design;
- Techniques to be used;
- Methods of statistical analysis, including power calculations;
- Ethical implications the research may have;
- Community involvement and/or plans to transfer knowledge to stakeholders or into practice;
- Role of the partner organisation;
- Expected outcomes of the research project; and
- The timeline for the project.

All scientific information relating to your proposal must be contained in this section. The research proposal will be assessed by experts in the field and you should include any pilot or feasibility study data supporting the research planned. You should also keep in mind the assessment criteria that reviewers will use to evaluate applications and the detailed category descriptors in relation to each of the assessment criteria. Refer to section N7.2 of the *Funding Rules* for further details.
The four assessment criteria are:

1. Track Records of the Chief Investigators Relative to Opportunity (25%)
2. Scientific Quality of the Proposal and Methodology (25%)
3. Relevance and Likelihood to Influence Health and Research Policy and Practice (25%)
4. Strength of Partnership (25%)

Describe the importance of the problem to be researched, the planned outcome of the research proposal, and the potential significance of the research.

References cited in this document are to be listed in the separate References section outlined below.

C. Team Quality and Capability relevant to this proposal (maximum one A4 page)
A summary of the research team’s quality and capability must be contained in this section. Applicants should detail the following:
- the expertise and productivity of team members relevant to the proposed project;
- their influence in this specific field of research; and
- how the team will work together to achieve the project aims.

D. CI Track Record including Top five publications in the last five years (maximum of two A4 pages per CI)
This section has two components:

1. five (5) most significant publications in the last five years, taking career disruption into consideration; and
2. overall track record in the last five years.

1. Most significant publications, papers, reports and other contributions in the last five years
Applicants are asked to provide comments on their most significant publications, papers, reports and other contributions in the last five years, taking career disruption into consideration. The reason for including these should be included.

NHMRC is a signatory to the San Francisco Declaration on Research Assessment (DORA) (http://am.ascb.org/dora/files/SFDeclarationFINAL.pdf). 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 in applications.

Further explanation of the NHMRC’s decision to cease using impact factors of journals can be found in A Guide to NHMRC Peer Review section 4.5 at: https://www.nhmrc.gov.au/book/guide-nhmrc-peer-review/4-conduct-during-peer-review

2. Overall Track Record in the last five years
Applicants are encouraged to use this section to identify aspects of their track record that are in addition to their publication record. This includes any relative to opportunity considerations you wish the assessors to take into consideration. Assessors will have access to the last five years of publications through the CV/Profile section. Therefore, the following areas should be considered:
- Career summary - including qualifications, employment and appointment history;
- Research support - including grants and fellowships;
- Contribution to field of research – this may include the impact of previous research including
  Translation of research into health outcomes;
- Patents – this information should include if the patent has been licensed, when they have been licensed, to whom they have been licensed and if that license is current or not;
- Collaborations;
- Community engagement and participation;
- Professional involvement - including committees, conference organisation, conference participation;
E. **Track Record of Translation into Policy/Practice (maximum one A4 page per CI)**

Describe any of your research that has resulted in changes to organisational or government policy/practice in the last five years. The five year period should be based on the date of translation, NOT the date of the original research. You have a maximum of 1 page per CI to provide this information further detailed below:

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

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

**Detail:**
Provide details of the organisation or government department the research translation affected, indicate the year the change was translated/implemented, including details of the changes resulting from your research. You can also provide details on what outcomes have occurred if known – this is optional.

F. **Chief Investigator Participation and Time Commitment to this Proposal (maximum of half A4 page per CI)**

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

For each CI, applicants should detail the following in ½ page or less:
- a brief description outlining their role on this proposal
- the NHMRC research time that will be dedicated to this application if it were to be funded (this application %); and
- the amount of research time each CI spends on other NHMRC grants (other grants %) in an average working week.

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

G. **Associate Investigator (AI) Contribution (maximum ¼ page for each AI)**

For each AI named at PART A-RT: Associate Investigator, outline their contribution to the research project.

H. **Career Disruption (maximum of one A4 page per CI)**

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

It is critical that applicants use this opportunity to declare any career disruptions - periods of ‘reduced or no productivity’ - that occurred in the last five years. The assessment of your track record, that of your team, and the scientific quality and significance and/or innovativeness of the application, can be assessed objectively taking all the relevant factors into account.
Applicants are asked to clearly outline the duration and impact the career disruption had on your productivity within the last five years. This will ensure that the appropriate amount of time is added to your track record for consideration by peer reviewers.

For example, if in the last 5 years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of 3 years FTE over the past 5 years (see Table). You should therefore add to your Track Record pages of the Grant Proposal any publications or other components of your Track Record that you want peer reviewers to consider predating five years by two years (see below for further details on how to capture this in your application).

<table>
<thead>
<tr>
<th>Work status over past 5 years</th>
<th>Effective Full Time Equivalent (FTE) (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 years maternity leave (6 months)</td>
<td>0</td>
</tr>
<tr>
<td>0.5 FTE for 3 years</td>
<td>1.5</td>
</tr>
<tr>
<td>1.5 years full time</td>
<td>1.5</td>
</tr>
<tr>
<td>TOTAL in past 5 years</td>
<td>3</td>
</tr>
</tbody>
</table>

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

(a) provide a 100-150 word summary of the career disruption/s that will be read out by the spokesperson prior to discussion of each application;
(b) explain the career disruption/s in more detail (if needed);
(c) provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application; and
(d) if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g., to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

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

If the career disruption is of a highly sensitive nature and you (or members of your CI Team) do not wish to share this information in the **Grant Proposal**, details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately.

Applicants wishing to submit the document separately should:

(a) indicate in the **Grant Proposal** that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature;
(b) include details of the outputs that relate to the career disruption period claimed in the CI Publications and Overall Track Record section of the **Grant Proposal**. The extra one page must only be used for the purposes of providing details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application and must comply with all formatting rules applicable to the **Grant Proposal**; and
(c) provide details of the nature of the career disruption in a separate PDF document to NHMRC in confidence to email address: NHMRC.partnership.projects@nhmrc.gov.au by 5.00pm AEST 20 August 2014. The separate PDF must not exceed one A4 page in length.

I. **Criteria for Health and Medical Research of Indigenous Australians, if applicable** (maximum of two A4 pages)
Applicants who have indicated that their grant proposal includes Aboriginal and/or Torres Strait Islander health research and/or capacity building and have selected the Application Priority Area of Indigenous health and wellbeing will need to address The Indigenous Criteria (http://www.nhmrc.gov.au/_files_nhmrc/file/grants/indighth.pdf) as outlined below:

All Indigenous health research applications must demonstrate that at least 20% of their research effort and/or capacity building relates to Aboriginal and/or Torres Strait Islander health. Applicants should use this section to describe what proportion of the research effort and/or capacity building activity will be directed to Indigenous Health and to subsequently address all six elements of The Indigenous Criteria, which are:

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

For further details refer to the NHMRC Funding Rules Incorporating the Partnership Projects scheme – 2014 Second Call.

J. References (maximum two A4 pages)
References relating to the Research Proposal must:

- Not exceed two pages;
- Provide a list of all references cited in the Application Text in an appropriate standard journal format such as:
  - Author-date (Harvard System);
  - Author-number (Vancouver System);
  - Documentary-note.

Grant Proposal Formatting Requirements
A Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website: http://www.nhmrc.gov.au/grants/apply-funding/partnerships-better-health/partnerships-projects. Applicants may use this template when creating their Grant Proposal PDF. The formatting requirements for the template/PDF are listed below. Applicants and RAOs are advised to retain a copy of the PDF file.
Table 1: Formatting requirements

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirement/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>File format</td>
<td>• The <em>Grant Proposal</em> must be saved and uploaded as a Portable Document Format (PDF) file.</td>
</tr>
<tr>
<td>File size</td>
<td>• The PDF file MUST NOT exceed 2Mb in size</td>
</tr>
</tbody>
</table>
| File name          | • The PDF file must be named using the following convention: APP ID_Applicant’s Surname_Document Type/Name.pdf  
                      e.g. ‘Grant Proposal’ PDF: APP1234567_Smith_Grant Proposal.pdf |
| Header             | • Application ID and Applicant surname must be included in top right corner.  
                      • Document title (ie. Grant Proposal – 2014 Second Call Partnership Projects) must be included in the top left corner.  
                      • The header must be 1cm from the top of the page.  
                      • Must be 10 point Times New Roman. |
| Footer             | • Page number must be included at the bottom right corner.  
                      • The footer must be 1cm from the bottom of the page.  
                      • Must be 10 point Times New Roman. |
| Margins            | • All margins must be at least 2cm, with the exception of the header and footer (see above).                                                  |
| Section Headings   | • Must be 14 point Times New Roman and bolded.                                                                                                |
| Page Breaks        | • Each section (e.g. References) must commence on a new page.                                                                               |
| Font               | • Must be at least 12 point Times New Roman except where otherwise stated (e.g. header and footer text).                                     |
| Line Spacing       | • Must be set to single.                                                                                                                      |
| Character Spacing  | • Character spacing must be set to normal.                                                                                                    |
|                    | • Scale must be set to 100%.                                                                                                                   |
| Diagrams, Graphics | • Colour diagrams, graphics and images may be included. However, you should keep in mind that the electronic file may be printed in black and white for distribution to the reviewing panel and there may be some loss of definition and colour in the images. |
| Images             | • Labelling of graphs and images may be in a reduced font, but should be no less than 10 point Times New Roman.  
                      • Description and/or legends of all graphs and images must be no smaller than 12 point Times New Roman. |
| Tables             | • Tabulated information containing text is not considered to be an image or diagram. Therefore, text within tables must be no smaller than 12 point Times New Roman. |
| Web links          | • Applicants must not include links to additional information on an external website, apart from references to published or peer reviewed journal articles that are only available online. |

Applications that do not meet these requirements may be excluded from assessment.

*Note:* If printing the PDF file for the purposes of checking conformance, ensure that Page Scaling is set to *None*.

### 5.4 B-P: PARTNER(S)

All partners participating in this application are to be listed at *PART B-P: Partner(s)*. Refer to section J2.3 of the *Funding Rules* for further information.

Please note that an NHMRC Approved Administering Institution cannot be named as a partner on a Partnership Project application.
NHMRC Approved Administering Institutions are listed on the NHMRC website at: http://www.nhmrc.gov.au/grants/administering-grants/administering-institutions

NHMRC Approved Administering Institutions may be listed as a participating institute, if appropriate, however any contributions will not be considered ‘partner funding’ and therefore matched funding will not be provided.

Information provided in this section will be used primarily to assess Criterion 4: Strength of Partnership (25%). It may also be used to assess Criterion 3: Relevance and Likelihood to Influence Health and Research Policy and Practice in determining the partner agencies’ capacity to use the funds to influence health policy or health systems performance.

Assessment will focus on the extent to which the application demonstrates the capacity to develop or sustain a strong partnership. Factors such as the following will be considered:

- evidence of co-development of the proposal;
- the financial and/or in-kind commitment of the partner/s;
- previous evidence of effective working relationships with partner organisations;
- the proposed governance or partnership arrangements. Applications should show how the team will foster and maintain a collaborative approach between the researchers and decision makers over the course of the initiative; and
- the roles of staff in the partner agency or agencies in the research process.

In evaluating the strength of the partnership, applications will be assessed on the extent to which the proposal is achievable through the provision of skills, linkages, infrastructure and milestones. NHMRC will also take into account value for money in terms of justification for equipment and facilities and other items of expenditure to sustain the partnership.

Applicants should include the value of support, in either cash or in-kind, providing detailed justification of the contribution, confirmed by a letter of support that matches the figures entered in RGMS. Where no value for the contribution is stated, the organisation cannot be named as a partner. However, details of the involvement of the organisation may be included in the Research Proposal if the applicant believed that it may be beneficial for the application (this is not ideal).

**Partners Part 1 (B-P: Part 1)**

This screen captures the address of the partner, details for a contact person at the partner organisation and the details of their contribution.

**Funding Partner Details**
Provide the address of the funding partner, a contact name, email or telephone details for queries in regard to this application.

**Funding Partner Contribution**
Collaborating partner organisations are expected to make a significant contribution in cash and/or in-kind to the project. A contribution of at least the same value as the NHMRC funding sought is required. Please provide details of support from partner organisation/s with the cash value of each in-kind item. The *Partner Contribution Guidelines* as provided at Attachment C may assist this entry. RGMS will calculate the Total In-kind Contribution based on the data entered in the in-kind fields.
Partners Part 2 (B-P: Part 2)

This screen asks for the partner agency’s expectations, and the attachment of a letter of support.

Research Outcomes

Question(s)/Problem(s)
State the research question(s) or problem(s) that the policy/practice partner needs answered or solved (Free text – 1000 character limit including spaces and line breaks).

Anticipated Outcomes
Provide a response to “How does the partner expect to use the outcomes of this research?” (1000 character limit).

Letter of Support
For each Policy/Practice/Funding Partner, a Letter of Support is required from the nominated representative to record and confirm their commitment to the Award. This letter must be on the organisation’s letterhead. Collaborating partner organisations are expected to make and justify a significant contribution in cash and/or in-kind to the project.

The nominated representative is the person who will be responsible for ensuring Agency participation and funding. The letter of support must be signed by a member of the partner organisation with the authorisation to expend the partner’s money or resources. Please note that CIs and AIs should not sign the letter of support unless they are a member of the partner organisation and have the authorisation to expend the partner’s money or resources.

The letter should include the following information:
- contact details for the nominated representative;
- a brief profile of the organisation;
- details about the question or problem that the partner organisation needs answered or solved and how the partner organisation intends to use the outcomes of the research;
- a summary of the contribution providing details of the cash and in-kind support that will be provided, including detailed justification of the in-kind amounts and the purpose of the contributions. The commitments in the letters of support must match what the applicant enters for each partner within RGMS;
- provide consent for the NHMRC to identify partners in successful applications in media releases, on the NHMRC website and in future NHMRC Partnership Projects documentation; and be signed by a person with appropriate authority to commit the organisation.

The Letter of Support must be provided in the upload section of the Funding Partner screen.

Applicants may consider providing this example to partners for completion.

Annual Report
Please provide the URL for the Funding Partner's most recent Annual Report. This is the only document which can be provided as a reference to the World Wide Web.

If a URL is not available, attach a copy of the Annual Report (2MB limit).
NHMRC Website
NHMRC publishes information on successful grants on its website; this will include the name(s) of partners on Partnership Projects. Please indicate if the partner has agreed to allow NHMRC to publish their name and that this is stated in the letter of support. This is a mandatory question, so must be answered. If the answer is “No” please provide an explanation in the Publishing Approval Comments field.

NHMRC is subject to the Freedom of Information Act 1982 (the FOI Act) and is committed to meeting the Australian Government's transparency and accountability requirements. Changes to the FOI legislation as of late 2010 have implications for the way in which NHMRC responds to and reports on, requests for information under the FOI Act. The FOI Act provides a legal right of access to any person to obtain documents of Commonwealth agencies. Access to documents may only be refused where the FOI Act provides a legal basis for the refusal, such as where the documents are exempt.

5.5 B-PBRF: PROPOSED BUDGET – RESEARCH FACILITIES
Using Research Facilities
Applicants often need to receive services from third parties to enable their research to be successfully undertaken.

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services.

This list is illustrative, not exhaustive.

Is this application using services provided by a research facility?
If you answer “YES”, provide details of the costs of using services provided by research facilities in the budget as Direct Research Costs and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page. (2MB limit)

5.6 B-PB: PROPOSED BUDGET – DRC AND EQUIPMENT

Only enter details of the budget you seek as NHMRC funding. Details of the budget being provided by funding partners have been entered and justified under the Partner screen(s). Further details on the use of NHMRC funds and budget can be found in the NHMRC Budget Guidelines for Research Support Grants found at Attachment A.

Please note:

- NHMRC reserves the right to alter budgets at its discretion;
- Funding cannot be used for infrastructure (please refer to section A6 of the Funding Rules); and
- There will be no provision to increase funds for any reason.

NHMRC funds the direct costs of the research proposal based on advice from peer review. It is therefore critical that applicants ensure that all budget requests are fully justified.
Budget requests can cover:

- Personnel Support Packages (PSPs) for Professional Research Persons (PRPs) and Technical Support Staff (TSS) – this information is already captured under the Research Team and Commitment section of Part A-RT.
- Direct Research Costs (DRCs); and
- Equipment Costs.

The Funding Rules provide further information regarding budget items that may be requested.

Partnership Projects may be of any duration up to five years and the maximum amount of NHMRC funding that may be requested for a single application under this call is $1.5 million.

The proposed budget must be commensurate with the size and scope of the proposal. Unless requested otherwise, the recommended budget will apply for each year of the proposed duration. The awards are primarily intended to support researchers and/or for direct research costs.

**Direct Research Costs (DRC)**

Direct Research Costs (DRC) includes those that are integral to achieving the proposed aims and objectives outlined in the research proposal. Such costs must directly address the research objectives of the proposal, relate to the research plan and require the associated budget to have been properly justified. Applications with poorly justified budget proposals run the risk of having their budget adjusted by the PPGRP.

For further information on Research Support application budgets please see Attachment A for NHMRC Budget Guidelines.

**For each separate DRC item,** applicants must provide:

- **Item type:** select Direct Research Cost;
- **Item:** enter the name/description of the item;
- **Budget Data:** enter the total value of the DRC requested for each year; and
- **Justification:** enter justification for the particular DRC requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified. *(You have a maximum of 500 characters including spaces and line breaks to provide this justification).*

The total annual amount requested for each DRC line item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the ‘summary’ tab of the application form.

**Note:** For studies that require the use of animals, it should be noted that the PPGRP is provided with the ‘Monash Animal Research Platform’ costs to act as a guide to ensure consistency between applications. While NHMRC acknowledges that different institutions have different costs involved, applicants are again encouraged to provide detailed justification of budgets requested. Details on the Monash Animal Research costs can be found at: http://marp.monash.edu/prodserv/pricelist/

**Equipment**

**For each separate equipment item,** applicants must provide:

- **Item type:** select Equipment;
- **Item:** enter the name/description of the item;
- **Budget Data:** enter the total value of the equipment requested for each year; and
- **Justification:** enter justification for the particular equipment requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified. This
justification must clearly outline why the equipment is required for the proposed research and why the equipment cannot be provided by the Institution. (You have a maximum of 500 characters including spaces and line breaks to provide this justification).

The total annual amount requested for each equipment line item will be automatically rounded to the nearest $5,000 by the application form.

Note: Individual items of equipment costing less than $10,000 must be requested as DRCs. Applicants may not seek funding for equipment totalling more than $80,000 for the entire period of the grant.

5.7 B-NA: NON-ASSESSOR

In this section you may nominate an individual who you would NOT like 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).
- Personal concerns which lead you to believe that the assessor would be incapable of giving a fair assessment due to unreasonable bias.

(1000 characters limit)

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.

Due to the streamlining of peer review processes for Partnership Projects, external assessors are no longer used. Instead, applications will be reviewed/assessed by the PPGRP. For the purposes of this screen, an “assessor” means a member of the PPGRP.

6. CERTIFICATION

6.1 APPLICATION CERTIFICATION

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

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

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

6.2 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 all sections have been completed, the necessary approvals have been obtained and that the RAO holds the approval documents.

Prior to certifying the application the RAO should ensure:

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

ATTACHMENT A: NHMRC BUDGET GUIDELINES FOR RESEARCH SUPPORT GRANTS

Introduction
NHMRC funds the direct costs of the research proposal based on advice from peer review. This document is designed to assist NHMRC grant applicants in identifying resources which can or cannot be funded using NHMRC funds, and to assist applicants in the preparation of the budget component of their grant application.

Level of funding
Applicants are advised to clearly justify the requested budget paying particular attention to any research cost(s) which may be specific to this field of research and specially needed for their application.

The PPGRP advises NHMRC of a budget for each application. The PPGRP’s recommendation is based on the budget requested by the applicant, the requirements of the proposal as assessed by the PPGRP and its knowledge of the costs associated with the research.

Grant applicants are required to:

- make a case for NHMRC grant funding in accordance with the Scheme-Specific Information.
- declare the sources, duration and level of funding already held for research.

Where co-funding has already been secured, applicants should indicate the components of the budget for which NHMRC support is being sought.

Budget considerations
There are three areas to consider when preparing a budget proposal:

1. support for personnel engaged in the conduct of the research;
2. direct research costs; and
3. equipment costs necessary to conduct the research.

These and other budget considerations are discussed below.

Support for Personnel
Researchers who are not Australian citizens or permanent residents in Australia are eligible to apply for an NHMRC grant as CI B to J.

Chief Investigators and Associate Investigators are not permitted to draw salary from a NHMRC grant.

Casual computing and similar casual staff requirements, which will be contracted at hourly rates, should be included under DRCs.

Funds to support personnel are provided as Personnel Support Packages (PSPs). Requests for additional funds to cover salary or salary on costs for personnel are not to be included in either the salary or DRC sections of a budget application. The level of PSP requested in an application should match the roles and responsibilities of the position, rather than the expertise of a specific person whom the CIs may intend to appoint to the position. Information on PSP amounts can be found at: www.nhmrc.gov.au/grants/apply/projects/budget.htm.

Personnel Support Packages (PSPs) are designed to contribute to the full cost of salary. Administering Institutions should seek their own advice on any potential taxation implications.

All applicant CIs must indicate the proportion (%) of their research time that they will commit to NHMRC funded research for the currently submitted grant application. Further information on how to indicate the
amount of time proposed to be devoted to the grant, should it be awarded, is provided in the Advice and Instructions to Applicants document.

Applicants may apply for a full PSP provided that 80% or more of the occupant’s time will be devoted to the Project.

An annual indexation will be applied to PSPs, based on the Australian Government Wage Cost Index (WCI).

**Direct Research Costs**

Applicants should refer to NHMRC Direct Research Costs Guidelines available at:


DRCs are available in multiples of $5,000. Individual items of equipment costing less than $10,000 must be requested as DRC.

All requests for funds must be fully justified, especially requests for:

- programming, preparation and data storage or the hire of external computer time. Funds will not be provided for the hire of computer time on a computer within the applicant's institution,
- covering the liability insurance for human clinical trials; and
- administrative charges associated with registration of clinical trials.

Salaries for personnel that are eligible to be funded as a PSP, and/or the gap between the PSPs contribution and actual salaries and on costs are not to be included as a DRC in application budgets.

**Travel, conference and publication costs**

When travel is integral to undertaking the research project, such as field work, research collaborations or use of facilities in other countries, this cost should be included in the grant application budget.

It is not possible to predict where and how knowledge translation and knowledge transfer will occur (because the research is yet to be undertaken). Thus, the cost of conference attendance and publications are not to be included as DRCs in grant application budgets.

**Using Research Facilities**

*Biospecimen and Associated Data*

Requests for biospecimens and associated data must be fully justified in the DRC component of the application form.

The NHMRC will support the costs of biospecimens and associated data that are a direct requirement of the research project. Biospecimen and associated data costs must be based upon published cost recovery schedules of biobanks or similar accredited bodies (e.g. Pathology services). An indicative list of these is available below. Such costs will typically represent cost recovery for the costs of collection, processing, storage and distribution. Consideration for additional project development and management costs for utilising biospecimens and associated data may be requested.

Given the significant expansion in biobank activities in Australia in the last decade, any future proposal for prospective funding of a biobank must specify why the samples cannot already be sourced from an existing biobank. Any proposal to establish a new biospecimen collection should seek to use infrastructure or services provided by biobanks or similar accredited bodies. Comprehensive justification for not using one of these must be provided.
Following is an indicative list of Biobanks and services that provide services based upon international standards of best practice (ISBER):

- Australian Ovarian Cancer Study http://www.aocstudy.org/
- Australian Schizophrenia Research Bank www.schizophreniaresearch.org.au
- Cancer Institute NSW Biobanking Network. Including
- GynBioBank
- Kolling Institute of Medical Research Neuroendocrine, Gynaecological, Breast and Upper GI Banks
- Genetic Repositories Australia (GRA) http://www.neura.edu.au/GRA
- Lowy Biorepository http://powcs.med.unsw.edu.au/research/adult-cancer-program/services-resources/biorepository
- NATA Accredited Pathology Practices
- NSW Children’s Hospital Network
- The Leukaemia and Lymphoma Tissue Bank A joint research initiative of ALLG and the Leukaemia Foundation email: allg_tissue_bank@health.qld.gov.au
- Victorian Cancer Biobank www.viccancerbiobank.org.au
- WA Research Tissue Network (Operated by St John of God HealthCare)
- Wesley Institute

Other Research Facilities
The costs of utilising the services of other research facilities can also be sought through DRCs. Examples of organisations that are included in this category include Non-Human Primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radiation Oncology Group (TROG) and suppliers of clinical trials services. This list is illustrative and is by no means exhaustive.

Researchers should consult with research facilities to ensure that the services they are seeking DRC funding for can be provided and that the research budgets reflect these charges. Letters from research facilities confirming their collaboration should be included with the application to assist the PPGRP in assessing the application.

Animal Agistment Costs
Requests for animal agistment costs must be fully justified in the DRC component of the application form.

The NHMRC will support the costs of animal agistment that are a direct requirement of the research project. Animal agistment costs may include the costs of food and caging, and of experimental breeding, during the course of the project. For information on animal agistment costs, consult your Administering Institution. The purchase of animals should be included in DRC.

Funds will be provided for the full purchase price of non-human primates from Australian colonies. Applicants should contact the relevant Australian non-human primate breeding colony to obtain information about the terms and conditions associated with the purchase of animals and agistment fees.

The NHMRC will not support infrastructure costs that should normally be provided by the Animal House of the host institution (such as administration or support of Animal House staff) regardless of whether or not the institution has its own Animal House.
**Equipment**

Where an applicant is requesting funding for an item of equipment, the equipment must be unique to the project and essential for the project to proceed. Equipment requests must not include the type of apparatus normally provided from institutional funds such as freezers, etc.

Applicants must provide details as to why the equipment is not being provided by their institution. For each item of equipment requested, a written quotation must be received and held with the Research Office of the Administering Institution and must be made available to the NHMRC on request.

The applicant must ensure the Administering Institution is prepared to meet all service and repair costs in relation to equipment awarded.

Funds will not be provided for the purchase of computers except where these are an integral component of a piece of laboratory equipment or are of a nature essential for work in the research field. For example: a computer which is dedicated to data collection from a mass spectrometer, or used for the manipulation of extensively large datasets (i.e. requiring special hardware) may be supported.

Individual items of equipment costing less than $10,000 must be requested as DRCs. Applicants may not seek funding for equipment totalling more than $80,000 for the entire period of the grant.

An annual indexation will be applied to equipment, based on the WCI.

**Medicare Claims**

The following information relates to health services NHMRC grant applications having clinical relevance in order to attract Medicare benefits.

Medicare is governed by the *Health Insurance Act 1973* which sets out the services attracting benefits. Subsection 19(5) of the *Health Insurance Act 1973* provides that benefits are for where services are clinically relevant for the treatment of the patient. Clinical relevance is a matter of judgement for the patient's medical practitioner.

Where a range of services or tests are carried out by the patient’s medical practitioner as part of the deliberate management of the patient's health, Medicare rebates are payable.

However, a range of tests offered to a patient by a clinic for which there is no apparent clinical necessity, as determined by a medical practitioner, do not attract benefits.

In light of this information, Medicare rebates would not be available for patient visits to General Practitioners as part of a research project, where such visits would not be deemed clinically relevant for the treatment of the patient.

**Infrastructure, Indirect Costs and Institutional Overheads**

NHMRC does not fund:

- the indirect costs of research; or
- research infrastructure; or
- institutional overheads and administrative charges (levied to pay for institutional research; and
- general infrastructure.

This policy applies regardless of whether the institution, department, unit or individual researcher is in receipt of any form of Commonwealth or State support for research infrastructure.

Research infrastructure includes facilities necessary to the research endeavour that a responsible institution with research as a part of its mission would be expected to supply as a prerequisite to its engagement in research, and includes:
• physical space and all the services associated with it;
• furniture for research staff;
• administrative services;
• office services and consumables that are not specific to the research project;
• laboratory services and consumables that are not specific to the research project;
• animal house facilities;
• computer networks and basic network utilities; and
• personal computers, related network peripherals and software needed for communicating, writing, and undertaking simple analyses.
ATTACHMENT B: CAREER DISRUPTION

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

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

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

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

The period of career disruption may be used for example:

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

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

Circumstances that impact upon research productivity which are considered under Relative to Opportunity (Funding Rules, Section 3.6) but are NOT (generally) career disruptions include:

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

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

This Attachment contains guidelines to be used in determining the value and adequacy of in-kind partner organisation contributions.

1. The onus is on the NHMRC Approved Administering Institution to establish the merit and value of the in-kind contribution which should reflect current market values.
2. In-kind contributions that are shown to be essential and central to the project will be given full recognition in evaluating the total value of the contribution.
3. In-kind contributions may include scientific liaison and management, direct technical support, access to equipment, salaries, software, involvement of a consumer representative in research projects, travel and use of facilities. Please note that this list is not all-inclusive.

<table>
<thead>
<tr>
<th>Category</th>
<th>Accepted</th>
<th>Not Accepted</th>
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<tbody>
<tr>
<td>Access to unique databases</td>
<td>Internal costs of access</td>
<td>Costs of collecting the database</td>
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<tr>
<td>Analytical and other services</td>
<td>Internal rates</td>
<td>Commercial rates</td>
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<tr>
<td>Equipment</td>
<td><strong>Contributed - Used</strong></td>
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<tr>
<td></td>
<td>- fair market value</td>
<td></td>
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<tr>
<td></td>
<td><strong>Contributed - New</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- selling price to most favoured customer, if stock item</td>
<td>Development costs</td>
</tr>
<tr>
<td></td>
<td>- cost of manufacture if one of a kind</td>
<td></td>
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<tr>
<td>Materials</td>
<td>- Unit cost of production for commercial products</td>
<td>Development costs</td>
</tr>
<tr>
<td></td>
<td>- Selling price to most favoured customer</td>
<td></td>
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<tr>
<td>Patents and Licences</td>
<td>Licences acquired from third parties for use by the university in the project</td>
<td>Patents</td>
</tr>
<tr>
<td>Payments concerning the Chief Investigator A (CIA)</td>
<td>Payment to the university for release time from teaching duties to work on the project</td>
<td>Payment to the CIA as consulting fees or honoraria</td>
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<tr>
<td>Salaries</td>
<td>Typical salary costs for persons working directly on the project (including on-costs) at internal rates</td>
<td>External charge out or consultant rates Costs relating to administrative support where overheads have been included in salary costs</td>
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<tr>
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<td>Copying costs</td>
<td>Development costs</td>
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<td>Cost of training and support software</td>
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<td>Travel</td>
<td>Travel costs associated with field work</td>
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<td>Travel costs to meet with partners</td>
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<tr>
<td>Use of facilities</td>
<td>Internal rates</td>
<td>Commercial rates</td>
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