



**Research Grants Management System (RGMS)  
'Frequently Asked Questions' (FAQ)**

---

[Access, log-in and password issues](#)

---

[General operational issues](#)

---

[Formatting and style issues](#)

---

[CV and Profile issues](#)

---

[CV and Profile - Publication issues](#)

---

[Submitting an application](#)

---

[Snapshot Reports](#)

---

---

## Access, log-in and password issues

---

How do I access RGMS?

How do I get a login/password for RGMS?

I have forgotten my password/I have entered my password incorrectly 3 times and the system tells me “You cannot access your account because you have exceeded the limit of login attempts.”

I am a Research Administration Officer (or part of a Research Admin team) – can I access the system?

I have forgotten my username but have set my Secret Question. How do I retrieve it?

I have forgotten my username but have NOT set my Secret Question. How do I retrieve it?

I have forgotten my password but have set my Secret Question

I have forgotten my password but have NOT set my Secret Question

What’s the best browser to use to access RGMS?

I want to change my password. How should I do this?

How many instances of RGMS can I have open at one time?

I want to change my secret question and answer combination. How should I do this?

My name/personal details have changed. How do I update RGMS?

The system is returning me to the log-in screen when I click Save and I am losing data I have entered - is this because of a ‘time-out’ function?

### **How do I access RGMS?**

The internet address for the RGMS is: [www.rgms.nhmrc.gov.au](http://www.rgms.nhmrc.gov.au) . You can also find a link at the RGMS website: [www.nhmrc.gov.au/grants/rgms/index.htm](http://www.nhmrc.gov.au/grants/rgms/index.htm)

### **How do I get a login/password for RGMS?**

New users can request a new RGMS account using the ‘New User Request’ link on the RGMS login page [www.rgms.nhmrc.gov.au](http://www.rgms.nhmrc.gov.au)

### **I have entered my password incorrectly 3 times and the system tells me “You cannot access your account because you have exceeded the limit of login attempts.”**

This means that you have been locked out of your account. Please contact the Research Help Centre via email [help@nhmrc.gov.au](mailto:help@nhmrc.gov.au) or *by phone* 1800 500 983 during business hours to have your account unlocked.

### **I am a Research Administration Officer (or part of a Research Admin team) – can I access the system?**

The designated RAO from each Administering Institution has been provided with a username and password to RGMS. The NHMRC can also provide RGMS access for one (1) additional RAO account from each Administering Institution. This ‘Secondary RAO account’ will have the same access, and will be able to carry out the same functions as that of the primary RAO. A request for a Secondary RAO account can be sent via email to [Help@nhmrc.gov.au](mailto:Help@nhmrc.gov.au) by the Primary RAO.

### **I have forgotten my username but have set my Secret Question. How do I retrieve it?**

Please go to the RGMS login page and select the “Forgotten Username Request” link from the bottom right hand side and follow the prompts on-screen.

### **I have forgotten my username but have NOT set my Secret Question. How do I retrieve it?**

Contact the Research Help Centre 1800 500 983 to set your secret question/answer, and to source your username.

### **I have forgotten my password but have set my Secret Question.**

Please go to the RGMS login page and select the “Forgotten Password Request” link from the bottom right hand side and follow the prompts on-screen

**I have forgotten my password but have NOT set my Secret Question.**

Contact the Research Help Centre 1800 500 983 to set your secret question/answer, and to enable access to your account.

**What browsers can be used to access RGMS?**

Most browsers are compatible with RGMS, however the most reliable options are Internet Explorer 6.x or Internet Explorer 7.x, or Firefox. The newest versions of Safari/Internet Explorer and Chrome are not yet supported.

<i>Operating System:</i>	<i>Browser Name:</i>	<i>Supported?</i>
Windows	Internet Explorer 5.5	✓
	Internet Explorer 6.0.2800 or better	✓
	Internet Explorer 7.0	✓
	Firefox 2.0 or better	✓
	Chrome/Safari 4/Internet Explorer 8	✗
MAC	Safari 2	✓
	Safari 3	✓
	Firefox 2.0 or better	✓
	Chrome/Safari 4	✗
Linux	Firefox 2.0 or better	✓
	Chrome/Safari 4	✗

**I want to change my password. How should I do this?**

Select the 'Change Password' link on the RGMS login screen [www.rgms.nhmrc.gov.au](http://www.rgms.nhmrc.gov.au) and follow the prompts on-screen.

Or, if you are already logged into RGMS, click the HOME icon in the top right on the screen. Then, from the RGMS Welcome Page, look for the 'Site Links' section in the top right area. Then click the 'Change My Password' link.

Please do not use the Change Password section in the Account Settings within RGMS to change your password (the change will not be retained).

**How many instances of RGMS can I have open at one time?**

There are no restrictions to the number of RGMS instances you have open at any one time. For example, you may find this useful if you forget to log-off at your Institution and want to continue working on your application at another location.

**I want to change my secret question and answer combination. How should I do this?**

After logging into RGMS, look for the 'Site Links' section in the top right area of the Welcome Screen. Then click the 'Change My Secret Question/Answer' link and follow the prompts on-screen.

**My name/personal details have changed. How do I update RGMS?**

Login to RGMS, and click the 'Profile and CV' link to update personal details stored in your profile. If your *name* or *email address* have changed, go to the RGMS Welcome Page (the first page displayed after logging in) and look for the 'Site Links' section in the top right corner of the screen. Click the 'Change My Account Details' link and follow the prompts on screen.

**The system is returning me to the log-in screen when I click Save and I am losing data I have entered. Is this a ‘time-out’ function?**

Yes. A security feature is present in the system and will 'time out' after approximately 30 minutes of inactivity. RGMS will return you to the log in page on the next click after the inactivity.

Unfortunately any data entered since the last time the save button is pressed will usually be lost. While this is a useful security feature that will reduce the risk of unauthorised access of your account, we do suggest you click 'Save' or 'Submit' if you will not be active in the system for any extended period of time. This will ensure you retain any data entered.

Alternatively, if you require an extended amount of time, we suggest you prepare any answers off-line in a word processor and copy/paste the text into RGMS once prepared.

---

## **General operational issues**

---

[I am an RAO: why can't I see the 'Applications' link in the main menu?](#)

[After I log in, there is no Main Menu on the left of screen? Where has it gone?](#)

[I have logged into the RGMS but I cannot tell how to commence a grant application. Where do I start?](#)

[The delete or submit button is not responding. What should I do?](#)

[If I need additional help when using the system, who do I ask? Is there any way of getting basic help with how to complete each question/field?](#)

[What is the difference between the SAVE and SUBMIT buttons on each data entry screen?](#)

[How do I use the filters when putting in data?/How do I find my organisation quickly from the list of options in the RGMS?](#)

[Can I share my computer with other RGMS users?](#)

[What effect does a blank mandatory field have on my application?](#)

**I am an RAO: why can't I see the 'Applications' link in the main menu?**

If you are an RAO, you will not initially see the 'Applications' link on the left hand menu. This link will appear immediately after an application has been created and your institution is nominated as the Administering Institution. Once the application is created, you will be given 'read' access to the full application and if the CIA has granted 'edit' access you will be able to edit any part of those applications.

**After I login, there is no Main Menu on the left of screen? Where has it gone?**

You may have accidentally toggled the Main Menu off. This allows more room to complete the questions on screen. To toggle the Main Menu back on, locate the blue circular buttons with white icons. These appear towards the top-right of screen. Click the icon that looks like a square with a heavy top.

**I have logged into RGMS but I cannot tell how to commence a grant application. Where do I start?**

Use the RGMS 'How To' Information sheet for step by step instructions on starting an application.

If you are an RAO, you will not initially see the 'Applications' link on the left hand menu. This link will appear immediately after an application has been created and your institution is nominated as the Administering Institution. Once the application is created, you will be given 'read' access to the full application and if the CIA has granted 'edit' access you will be able to edit any part of those applications.

**The delete or submit button is not responding. What should I do?**

This usually means that you are not using a compatible internet browser. See the question above detailing the list of compatible/supported browsers.

## If I need additional help when using the system, who do I ask? Is there any way of getting basic help with how to complete each question/field?

Tips for answering most questions are available at the top of each RGMS page under the section marked 'Hints and Instructions'.

Additionally, RGMS: CAPA is available on each RGMS screen by clicking the CAPA icon. CAPA will demonstrate all aspects of completing the Profile/CV and completing and submitting an application.

If you require additional help with how to answer a question, or about the policy of the program you are applying for, use the contact details on the cover of the policy document.

If you require additional help with a system failure or system error, contact the Research Help Centre via email: [Help@nhmrc.gov.au](mailto:Help@nhmrc.gov.au)

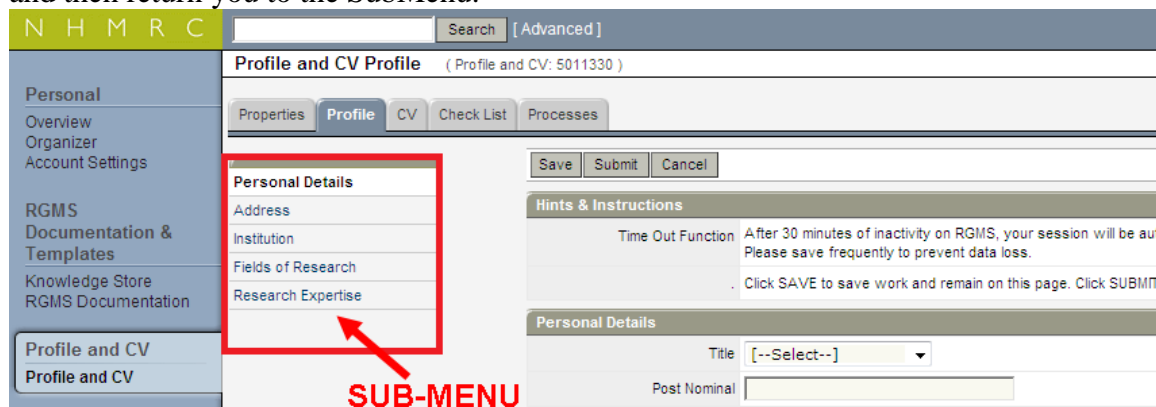
## What is the difference between the SAVE and SUBMIT buttons on each data entry screen?

In short, the SAVE button only (a) checks the data on screen for errors, and then (b) saves the data entered. The SUBMIT button (a) checks the data on screen, (b) saves the data entered, and then (c) exits the current page and returns you to the start of the process you commenced.

Once you get used to the menu structure in RGMS, use the following guide to become familiar with the Save/Submit functions:

If you **can** see a SubMenu to the left of screen, always use the SAVE button, and then navigate to a new section by clicking on one of the SubMenu links.

If you **can't** see a SubMenu to the left of screen, always click the SUBMIT button as it will save your data and then return you to the SubMenu.



## How do I use the filters when putting in data?/How do I find my organisation quickly from the list of options in the RGMS?

Long lists of options can be filtered to find the exact option you need. Simply enter a keyword, surrounded by asterisks, and click **FILTER**.

For example, if you need to find 'lung cancer' from a long list of options, type \*lung\* in the filter field and click **FILTER**. This presents any option that features 'lung' anywhere in the title.

For a visual demonstration of this process, see the demonstration on the RGMS website:

[www.nhmrc.gov.au/grants/rgms/index.htm](http://www.nhmrc.gov.au/grants/rgms/index.htm)

## Can I share my computer with other RGMS Users?

Yes, but it is important that after each RGMS session, the user logs out of RGMS and closes all open browsers.

### **What effect does a blank ‘Mandatory Field’ have on my application?**

If you try to save a page with a blank mandatory field, a warning will appear informing you that ‘All required fields need to be filled out’. If you then exit the screen all entered data will be lost.

Note: data entered into a mandatory field can be altered at a later date.

---

## **Formatting and style issues**

---

Are there limits to how long my answers can be for some questions? How do I tell when I am near or over the character limit for those questions?

How do I use the date fields? How can I enter a date that is older than the options available in the date drop down lists?

In what format should I enter my phone number? What if it is an international number?

My university has its own postcode and therefore no suburb. How do I enter its address?

Do Character limits include spaces?

Can bold text or italics be used in parts of the RGMS submission?

How do I insert Greek characters into RGMS?

### **Are there limits to how long my answers can be for some questions? How do I tell when I am near or over the character limit for those questions?**

The lengths of some responses in RGMS are restricted to a particular character limit. For example, the “*Executive Summary*” field in the CV is limited to 4000 characters. If a field has a character limit, it will be displayed next to the field. NB: This character limit includes characters, spaces, punctuation, line breaks, paragraph breaks etc.

When you attempt to save a page that contains a field with a character limit, the system will display an error if the character limit has been exceeded. You will need to reduce the text in the field and click **SAVE** again to continue.

You may wish to prepare your typed response for these fields in a word processing program (like ‘Microsoft Word’) which can track how many characters have been written. You can then copy/paste the answer you have prepared from the word processor, into the RGMS field. NB: Any spaces, line breaks, paragraph breaks etc created in the word processor will be transferred across to the RGMS text box and may exceed your character limit.

### **How do I use the date fields? How can I enter a date that is older than the options available in the date drop down lists?**

Date fields can be populated by clicking the ‘Calendar’ icon next to each date field. This presents a pop-up calendar. You can then select the month, year, and exact date on the calendar.

Alternatively, you can simply type in the date in the date field in the following format: dd/mm/yyyy. For example, 1 March 1981 would be entered as: 01/03/1981.

For a visual demonstration of this process, see the demonstration on the RGMS website:

[www.nhmrc.gov.au/grants/rgms/index.htm](http://www.nhmrc.gov.au/grants/rgms/index.htm)

### **In what format should I enter my phone number? What if it is an international number?**

Enter phone numbers in the following format: 02 6217 7777. If the number is an international number, enter in the following format: +61 2 6217 7777.

### **My university has its own postcode and therefore no suburb. How do I enter its address?**

Simply enter the university name in the suburb field – or you can enter ‘-’ to indicate that no suburb is needed in the address.

### Do character limits include spaces?

Yes, spaces between words, as well as special characters and line breaks are included in the character limit.

### Can bold text or italics be used in parts of the RGMS submission?

Formatting such as bold and italics is not supported by RGMS. Capitalising text can be used if you wish to highlight specific text.

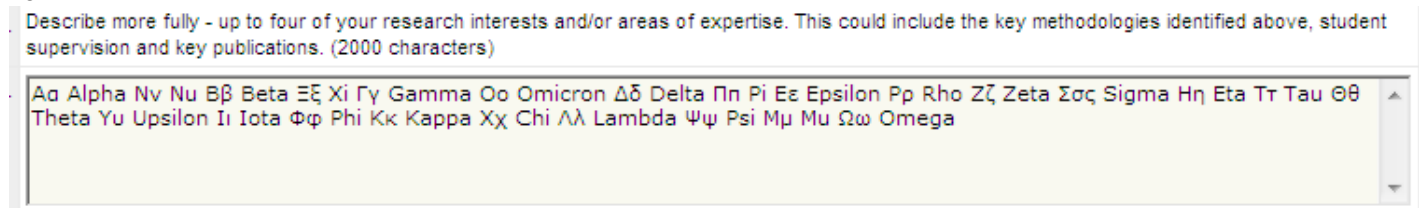
### How do I insert Greek characters into RGMS?

To use Greek Characters in RGMS you will need to visit [http://en.wikipedia.org/wiki/Greek\\_alphabet](http://en.wikipedia.org/wiki/Greek_alphabet)

In the second 'box' on the right hand side you will see the Greek alphabetic characters.

Copying and pasting (Ctrl 'C' / CTRL 'V') these characters works well.

i.e.



---

## CV and Profile issues

---

How can I tell how much of my Profile/CV has been completed?

When I open some categories of the Profile/CV or Application, why is there only a 'New' &/or 'Exit' button?

Can I use the Back/Forward button in my Internet Browser when I access RGMS?

I selected (or a CI at my institution) selected 'No' to the 'RAO Edit Access?' question when creating the application. The RAO now needs edit access. How can this be changed?

When should I use the 'Organiser' and 'Account Settings' options from the main menu, or the 'Processes' or 'Audit' tabs?

I am having trouble completing the extensive amount of information in the 'Profile & CV' component of RGMS. Do I have to complete it all?

If my actual place of work is different from Administering Institution, where can I specify this in my Profile?

Within my CV under NHMRC Research Funding, my time commitment displays as 0.0 Hours/Week instead of the time % I entered in my previous applications

Is Supervision of Honours and PhD students considered "teaching load"?

Why does the CV include an Executive Summary if it is not used for any schemes?

### How can I tell how much of my Profile/CV has been completed?

The 'Profile/CV' section includes a feature called '*Check List*'. This lists each Profile/CV section and displays a tick or a cross to indicate which have been completed. Simply click the '*Check List*' tab in the Profile/CV section. There will be some instances where a particular Profile/CV section is irrelevant to some users so no info can be entered. Therefore the checklist for that section will stay as a red-cross.

This won't prevent you from proceeding any further, or submitting an application. It is simply there to alert you to any blank section.

For a visual demonstration of this process, see the demonstration on the RGMS website:

[www.nhmrc.gov.au/grants/rgms/index.htm](http://www.nhmrc.gov.au/grants/rgms/index.htm)

**When I open some categories of the Profile/CV or Application, why is there only a ‘New’ &/or ‘Exit’ button?**

This indicates that the section you are in requires you to create one or more new records as a response. For example, after clicking on the ‘Qualifications’ section of the CV, the screen lists the ‘Qualifications, Awards and Prizes’ heading, and then a **NEW** button and an **EXIT** button. To enter a Qualification, Awards or Prize, click the **NEW** button and then fill in the fields on screen. When finished, click the **SAVE** button, and then the **SUBMIT** button to exit the section. The record you created will be displayed, and you have the option to create *another* record by clicking the **NEW** button, or **EXIT** when finished.

For a visual demonstration of this process, see the demonstration on the RGMS website:

[www.nhmrc.gov.au/grants/rgms/index.htm](http://www.nhmrc.gov.au/grants/rgms/index.htm)

**Can I use the Back/Forward button in my Internet Browser when I access RGMS?**

The Back/Forward buttons are accessible while in RGMS, however, to ensure you retain all data you have entered, it is recommended you use the **SAVE**, **EXIT**, **CANCEL** and other navigation links within the RGMS – instead of the Back/Forward buttons.

**I selected (or a CI at my institution) selected ‘No’ to the ‘Allow RAO Edit Access?’ question when creating the application. The RAO now needs edit access. How can this be changed?**

The CIA on the application should email a request to [help@nhmrc.gov.au](mailto:help@nhmrc.gov.au) requesting that the change be made.

**When should I use the ‘Organiser’ and ‘Account Settings’ options from the main menu, or the ‘Processes’ or ‘Audit’ tabs?**

Each of these menu options may be utilised in future components of RGMS, but at this stage they are not in use.

**I am having trouble completing the extensive amount of information in the ‘Profile & CV’ component of RGMS. Do I have to complete it all?**

When applying for a NHMRC funding scheme through RGMS the application automatically draws relevant information from your Profile and CV within RGMS. Different funding schemes draw from different sections of the Profile and CV. Also, information required in each section may be for a specified time period (eg last five years). The ‘CV Profile Required Info By Scheme’ document details what sections of the Profile and CV are to be completed for NHMRC funding schemes within RGMS and detail the time period required. This can be sourced in the ‘Site Links’ section (top right corner of the RGMS Welcome Page) or in the RGMS Knowledge Store.

**If my actual place of work is different from my Administering Institution, where can I specify this in my Profile?**

If your actual place of work is different from your Administering Institution, you can enter more than one institution under the 'Institution' section of your Profile. Also when creating an application you will be asked to enter your Administering institution (Where your grants are administered) and your Actual institution (where you will be carrying out the research).

**Within my CV under NHMRC Research Funding, my time commitment displays as 0.0 Hours/Week instead of the time % I entered in my previous applications.**

NHMRC recently moved to recording commitment by hours per week. You have the opportunity to enter this information under the “workload” section of your CV where it asks for your average hours per week for your NHMRC research load.

Previously, workload commitment was recorded against each current and proposed grant application as a portion of time. This is replaced by hours per week in RGMS. This information is being gathered to ascertain the applicants’ capacity to carry out their research as a whole rather than grant by grant. Please note that NHMRC is not requiring a standardised number of hours to be met. The hours entered should reflect your commitment to your activities.

**Is Supervision of Honours and PhD students considered ‘Teaching Load’?**

Yes, this includes supervision of undergraduate and postgraduate students. It is also recognised that hours spent on teaching may overlap with research hours, particularly in relation to postgraduate supervision.

**Why does the CV include an Executive Summary if it is not used for any schemes?**

Some components of the CV have been added to allow people to export the information for alternate uses – some of these areas are not currently used by NHMRC – the Executive Summary is an example of this.

---

## **CV and Profile - Publication issues**

---

[Why does it seem that RGMS asks for much the same information in multiple places in Part B Publications, Papers & Reports?](#)

[How do I include publications that have been accepted for publication but not yet published?](#)

[How do I record the large number of journal reviews which I complete each year?](#)

[How should I refer to my publications in character limited text boxes?](#)

[How do I refer to my publications in my application given the limited space available?](#)

**Why does it seem that RGMS asks for much the same information in multiple places in Part B Publications, Papers & Reports?**

In Part B: Publications, Papers and Reports seeks information on your:

- most relevant publications and
- most significant Papers, Reports and/or other significant contributions relating to this application

There is an overlap between the information required in these two fields. Applicants are advised to simply use the allocated number of characters in both fields (a total of 4,000 characters) to comment on **up to eight** of the most significant publications that relate to applications for Fellowships and for Projects the number is not prescribed. These free text fields can also be used to reference publications that are outside the time periods designated for individual schemes.

For example Project Grant applications will have 5 years of publications automatically drawn from their CV. Applicants may choose to include significant publications prior to this period listed in Part B: *Publications, Papers and Reports*.

**How do I include publications that have been accepted for publication but not yet published?**

In the CV, Select the 'Accepted for Publication' drop down and fill in the publication date and year as the date accepted. When that publication has been published you will need to re-enter that record and change the type of publication from Accepted for publication to whatever type it is and change the year and date to reflect the actual publication date.

### **How do I record the large number of journal reviews which I complete each year?**

It is not required to specify exact numbers of individual reviews. In the Journal Review field, you may record an estimated number of journal reviews completed for a particular journal over a specified period of years e.g. from 01/01/1999 to 31/12/2009, 60 reviews for *Nature*.

### **How should I refer to my publications in character limited text boxes?**

Each publication in the Track Record Snapshot Report will be given a number by RGMS to assist applicants in referencing their publications. Applicants should use this number when referring to specific publications in their application, particularly in text boxes where characters are limited.

### **How do I refer to my publications in my application given the limited space available?**

- a) When referencing your publications in your application, use the number shown under 'RefNo' in the Publications section of your Snapshot Report. This is a sequential (running) number that appears in Snapshot Reports which identifies your publications.
- b) This number may change if you add further publications to your CV before you submit your application. If you do add a publication, you will need to re-run your Snapshot Report, identify any RefNos that may have changed, and update references to them in your application.
- c) The RefNo is the number that will be seen by assessment panels and will be 'locked' in place as far as your application is concerned once it is submitted, ie your current application will not be affected by updates to your CV that happen after it has been submitted

---

## **Submitting an application**

---

[How can I tell when an application is considered as 'submitted'?](#)

[Which parts of my Profile/CV will be imported and used in the application I am submitting?](#)

[I am using the 'Checklist' in the 'Profile and CV' component. I don't have information to enter in some sections, but the Checklist is still marking them with a red cross. Can I turn it off?](#)

[How can we enter details for other current or proposed applications when details are not fully known?](#)

### **How can I tell when an application is considered as 'submitted'?**

Select the 'Applications' link from the main menu. All applications available to you will be listed on screen. The column on the far right displays the status of the application – it is considered submitted when the status reads: "Submitted to NHMRC".

### **Which parts of my Profile/CV will be imported and used in the application I am submitting?**

This depends on the grant you are applying for (eg. Development Grant, CRE Grant etc). You can use the 'CV/Profile Information Required by Scheme' document to determine which sections are used.

You can also use the 'Snapshot Report' function to view or printout a summary of your application. This will show the sections that have been entered via the application itself, as well as those that have been imported from your Profile/CV. (ie. if there is a section left blank in the 'Snapshot Report', you should populate it via the application form, or your Profile/CV to ensure it is completed.

### **I am using the 'Checklist' in the 'Profile and CV' component. I don't have information to enter in some sections, but the Checklist is still marking them with a red cross. Can I turn it off?**

The checklist is more of an alert to bring any blank sections to your attention. As you have seen, there will be some instances where the section is irrelevant so no info can be entered and therefore the checklist will stay as a red-cross.

There isn't any way of checking it off, but having a red-cross **won't** prevent you from going any further, or submitting an application. It is simply there to alert you to any blank section.

### **How can we enter details for other current or proposed applications when details are not fully known?**

Use the best information that you have available. Current applications should be fairly straight forward, and presumably if you are thinking of applying for other grants in the near future (ie proposed applications) you will have a basic idea of what it is you intend to apply for, and this information will be sufficient. If you do have something under consideration (ie either a current or proposed application) you should enter the details and not leave blanks. If there's something you aren't yet decided upon (things in the 'will I or won't I apply' category), don't enter anything.

---

## **Snapshot reports**

---

[How can I create a NEW snapshot report?](#)

[How are Snapshot Reports affected by updated information, especially if I have concurrent \(eg Fellowship & Project\) applications active?](#)

[How do I ensure that my journal reviews for the specified period are included in my Track Record snapshot report?](#)

[How do I match references in my application to the Snapshot Reports?](#)

### **How can I create a NEW snapshot report?**

1. Access the application by selecting the application title in your 'Application' page
2. In the 'Properties' tab select the 'Request Latest Snapshot' link
3. Select “Yes” from the drop down menu
4. Click the SAVE button.

### **How are Snapshot Reports affected by updated information, especially if I have concurrent (eg Fellowship & Project) applications active?**

Once an application is submitted, application details are fixed at that point in time and Snapshot Reports (even if they are run after submission) for that application reflect this. Subsequent changes to your CV/Profile will affect neither this application nor its Snapshot reports. If you concurrently have another NHMRC application that has not yet closed, it (and its associated Snapshot Reports) will be affected by any changes to your CV, up until the time it is submitted.

As far as RGMS is concerned, your Fellowships application and any Project, or other NHMRC application that you have open at the same time, are entirely separate entities. There is no connection between them whatsoever; it is as if each is being prepared by a different person, and each moves independently through the various processes. Because of this, the Snapshot Reports (and RefNos) that you use in a Fellowship application may be different from those in a Project Grant application, and you should not use details from the Snapshot Report for one application to reference details in a different application.

### **How do I ensure that my journal reviews for the specified period are included in my Track Record snapshot report?**

The Track Record will only draw across information for a specified period of time which differs across the funding schemes. Refer to the table available in the Knowledge Store of RGMS.

In entering the Journal reviews (CV and Profile – CV – Journal Reviews), applicants need to provide a start date that is appropriate for the scheme (i.e. within the last 5 or 10 years), otherwise the information will not appear in the Snapshot report.

For example, if I am a Fellowship applicant with 100 reviews for a journal over the last 11 years and I enter a start date from 11 years ago, none of my reviews for that journal will appear on the Snapshot Report. The start date must be from 10 years ago.

NHMRC recommends that applicants put journal review information start and end dates for each year of the specified period to avoid having to change the entire information every year and for every scheme.

For example, a Career Development Award application which draws across data from the past 5 years, for the year 2005, enter a start date of 1 Jan 2005, enter the approximate number of journal reviews undertaken that year, then enter an end date of 31 Dec 2005. Repeat this process each year thereafter.

**How do I match references in my application to the Snapshot Reports?**

Applicants should check their **final** Snapshot Report to ensure that, when referring to a publication by number in their application, they are referring to the correct publication number. It is recommended that the free text fields in Part B - *Publications, Papers & Reports* is completed once applicants are confident that no changes/additions will be made to the publications listed in their CV.