



Australian Government

National Health and Medical Research Council

**Capacity Building Grants for
Population Health and Health Services
Research**

Advice and Instructions to Applicants

Applications Close: Friday 13 June 2008 Midnight EST

Late, incomplete or reformatted applications will not be accepted

If you require assistance in completing the form and are unable to satisfy your concern through your Research Administration Officer please contact Grantnet Helpdesk on 1800 500 983 or email grantnet.help@nhmrc.gov.au

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Introduction

The purpose of this document is to provide advice to applicants and Administering Institutions' Research Administration Officers to assist in the completion and submission of applications for NHMRC Capacity Building Grants in Population Health and Health Services Research. This document should be read in conjunction with the *Program Framework for the Capacity Building Grants in Population Health and Health Services Research* (referred to herein as the 'Program Framework') which is located at

<http://www.nhmrc.gov.au/funding/types/granttype/strategic/capbuild.htm>

PLEASE READ BEFORE COMPLETING APPLICATION FORM:

- An electronic version of the application is required. Where separate attachments are provided in the electronic version of the application form, the attachments must be positioned as outlined in this document and form part of the same electronic document (ie. they should NOT form separate electronic documents).
- All text used in the application should be in Times New Roman font and be 12 point or larger in size. Where specified, character limits must be adhered to. Character limits are inclusive of spaces.
- 'Check boxes' which appear in the Microsoft Word version of the *Full Application Form* can be checked electronically by double clicking them and selecting the appropriate option from the menu which appears.
- The application is the prime source of information available for assessment. The application must contain all the information necessary for assessment of the project without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web. All details in the application, particularly concerning any successful grants, must be current at the time of application.
- All applications must be submitted through the Research Office of a registered NHMRC Administering Institution.
- Once submitted to the NHMRC, the application will be considered final and no changes will be permitted.
- Applicants may withdraw their application at any time.
- Refer to "Appendix 1: Creation and Submission of PDF files" in this document for additional advice on how to submit your application.

Application Summary

Application Identification Number

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

Scientific Title

Refer to 1.1

Simplified Title

Refer to 1.1

Research Funding Type Being Applied for

Refer to 1.3

Reason for Funding Type

Refer to 1.4

Administering Institution

Refer to 1.11

Chief Investigator A

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

Total Budget

Refer to 7.6

Total Duration of Funding

Refer to 7.7

Section 1 – Initial Grant Details

1.1 – Titles

Scientific Title

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

(Maximum 120 free text characters)

Simplified Title

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

(Maximum 120 free text characters)

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

In this section of the application, you are required to provide a summary description of the project that is suitable for release to the media.

Avoid the use of highly technical terms. Be brief and describe the overall aims of the research and expected outcomes in a manner the general public will understand. The description should also identify potential benefits to the community.

This information will be made available, if requested, to members of the public, journalists, etc. and may be used for the purposes of reporting on grants to Government. Note that this information plays an important part in relaying research outcomes to the public, and as such should be written in a manner suitable for this intended audience.

(Maximum 500 free text characters)

1.3 – Research Funding Type being applied for

This question asks you to indicate which research funding type you are applying for. Two separate sources of funding are available for this call for applications. Up to \$10 million has been set aside to fund health services research and up to \$8 million has been set aside to fund grants in population health research.

An applicant may apply for either one or both funding types for each application submitted. Please select the funding type/s for your application (eg. Select either Health Services Funding or Population Health Funding or both funding types).

1.4 – Reason for Funding Type

Please provide the justification for selecting the Funding Type/s (ie. why your research proposal is eligible to receive the selected funding type/s).

(Maximum 250 free text characters)

1.5 Research Involving Aboriginal and Torres Strait Islander Peoples

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

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

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

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

1.5 (a) – Is this research proposal directed primarily towards Aboriginal and/or Torres Strait Islander populations and/or health issues?

You must answer “**Yes**” to this question if the research relates to the health of Aboriginal and Torres Strait Islander peoples. Research such as this requires specific ethical consideration as detailed in the Funding Policy.

If you have answered “**Yes**” to this question, you must address the “Criteria for Health and Medical Research of Indigenous Australians” which can be found at:

<http://www.nhmrc.gov.au/funding/files/indighth.pdf>

A maximum of **12,000 free text characters** is permitted to address these Criteria. These pages are to be included in the PDF attachment to your application and should be placed at the end of the application form (i.e. the final pages of the electronic file). Appendix 1 of this guide provides information on the creation and submission of your application.

The Indigenous Health Research Panel will review your application against these criteria to support the standard peer review process.

(Maximum 12,000 free text characters)

1.5(b) – Does the Research proposal include a discrete Aboriginal and/or Torres Strait Islander health research component or capacity building component?

This question enables applicants to identify specific components of their proposal that relate to Aboriginal and/or Torres Strait Islander peoples. If you have answered “**Yes**” to this question, you are asked to identify how much of the overall research funding is budgeted for that component, and to describe what proportion of the research effort and/or capacity building activity will be directed to this component.

If you have answered “**Yes**” to this question, you must address the “Criteria for Health and Medical Research of Indigenous Australians” which can be found at:

<http://www.nhmrc.gov.au/funding/files/indighth.pdf>

A maximum of **2,000 free text characters** is permitted to address these Criteria. These pages are to be included in the PDF attachment to your application and should be placed at the end of the application form (i.e. the final pages of the electronic file). Appendix 1 of this guide provides information on the creation and submission of your application.

The Indigenous Health Research Panel will review your application against these criteria to support the standard peer review process.

Researchers proposing to do research which specifically relates to the health of Aboriginal and/or Torres Strait Islander peoples, or which includes distinct Aboriginal and/or Torres Strait Islander populations, biological samples or data, should be aware of, and refer to, the following documents in formulating your proposal:

The NHMRC Road Map: A Strategic Framework for Improving Aboriginal and Torres Strait Islander Health through Research (2002) describes broad research themes which were identified through a national consultative process and reflect the health and medical research priorities of Aboriginal and Torres Strait Islander peoples.

<http://www.nhmrc.gov.au/publications/synopses/r28syn.htm>

Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research (2003) provides guidance to researchers for conceiving and designing research proposals which meet the highest ethical standards and ensure respect for the principles and values of the Aboriginal and Torres Strait Islander culture/s in which the research will be conducted.

<http://www.nhmrc.gov.au/publications/synopses/e52syn.htm>

(Maximum 2,000 free text characters)

1.6 – Access Eligibility

You must answer this question.

You must answer “**Yes**” to this question if any of the CIs on this application are currently receiving, or applying for, support from an Institution or Centre which receives research funding directly or indirectly from the Commonwealth Government for the same health and medical research.

If you answer “**Yes**” to this question, please describe the nature of the existing research, and the source and level of funding support. Please also describe how this research proposal is different, and provide details regarding the availability and capacity of key personnel to effectively fulfil their commitments to this project. Failure to address this requirement can result in your application being excluded from further consideration.

(Maximum 300 free text characters per field)

1.7 – Clinical Research

You must answer “**Yes**” to Part **a)** if your research involves direct interaction between investigators and one or more patients or subjects. This information may be used to identify research that involves clinical research.

You must answer “**Yes**” to Part **b)** if your research is to conduct a clinical trial. This information will be used to identify projects that involve a clinical trial. The Large Scale Clinical Trials Committee (LSCT) may provide additional review of applications to conduct clinical trials. The LSCT Committee has sole discretion over which applications for which it will provide additional

reviews. Contact grantnet.help@nhmrc.gov.au for further information on the LSCT research process.

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

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

1.8 – Referral to other Funding Agencies

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

(Maximum 240 free text characters)

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

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

1.9– Use of NHMRC Enabling Grant Facilities

If you require access to a currently funded NHMRC Enabling Grant facility you must answer “**Yes**” to this question. If you answer yes, you must also indicate whether agreement has been made with the facility for use of the resource.

The following is a link to currently funded NHMRC Enabling Grant Facilities:

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

Institutions

1.10 – Administering Institution Name

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

The NHMRC can only provide funds through an NHMRC registered Administering Institution. Therefore, if your proposed Administering Institution is not yet registered with the NHMRC, it must do so.

Further information on the requirements for NHMRC Administering Institutions is available at:
<http://www.nhmrc.gov.au/funding/policy/admininst.htm>

1.11 - Contact Details for Research Administration Officer (RAO)

Please provide current contact details for the Research Administration Officer of the Administering Institution. Please ensure all details are up to date as the NHMRC will liaise directly with the RAO in relation to this grant.

1.12 – Actual Institution(s)

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

a) Indicate where the research will be carried out, as well as the Department at which the research will be conducted within that Actual Institution. Then enter the percentage allocated to each Actual Institution and Department to reflect the sharing of the research effort amongst the institutions that you have listed. The percentages entered must total 100%.

b) Where more than one institution is involved, please provide details of the agreed arrangements for management of the grant (including how intellectual property will be handled). The head of your Administering Institution will be required to certify that arrangements for the management of the grant have been agreed between all institutions associated with this application (*maximum 300 free text characters*).

Section 2 – Research Type

Classifications/ Objectives

This section requires you to broadly identify the research area and objectives of the research proposal. The NHMRC's Broad Research Areas and the Burden of Disease categories (based on an Australian Institute of Health and Welfare construct) are used to inform Government of the breadth of NHMRC research funding. The Research Fields, Courses and Disciplines (RFCD - formally known as Field of Research), and Socio-Economic Objectives categories are published by the Australian Bureau of Statistics (ABS) in the *Australian Standard Research Classification 1998* edition. More information on the ABS classifications is available on the Internet at:

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1297.01998?OpenDocumenthttp://www.abs.gov.au/AUSSTATS/abs@>

When completing this section refer to the keywords (for **Questions 2.3** and **2.4**) and the ABS classifications used by the NHMRC which can be found at:

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

2.1 – Broad Research Area

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

2.2 – Research Fields, Courses and Disciplines (RFCD) Classification

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

If your area of research does not fit within the Disciplines provided below, please go to the ABS website and search the *Australian Standard Research Classification 1998* edition. Select an appropriate Division, and within that Division, select ONE appropriate Discipline number and its corresponding Description.

RFCD Classification – Division 320000 - Medical and Health Sciences	
Disciplines	Description
320100	Medicine - General
320200	Immunology
320300	Medical Biochemistry and Clinical Chemistry
320400	Medical Microbiology
320500	Pharmacology and Pharmaceutical Sciences
320600	Medical Physiology
320700	Neurosciences

RFCD Classification – Division 320000 - Medical and Health Sciences	
Disciplines	Description
320800	Dentistry
320900	Optometry
321000	Clinical
321100	Nursing
321200	Public Health and Health Services
321300	Complementary/Alternative Medicine
321400	Human Movement and Sports Science
329900	Other Medical and Health Sciences

2.3 – Keywords/ Phrases describing the field of research

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

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

(Minimum 3 and maximum 5 entries - maximum 60 characters for each entry, 1 entry per line)

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

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

(Minimum 3 and maximum 5 entries - maximum 60 characters for each entry, 1 entry per line)

2.5 – Burden of Disease

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

Please consider the 27 categories below and select up to three of these that best describe the area of research proposed, and allocate a percentage of time against each disease group selected. Total percentage of time allocated must add to 100%

1. Asthma
2. Respiratory conditions-acute and chronic
3. Cardiovascular disease
4. Cancer - Malignant neoplasms
5. Benign neoplasms/myomas
6. Congenital abnormalities
7. Diabetes mellitus
8. Endocrine and metabolic

9. Diseases of the digestive system
10. Genitourinary (including kidney) diseases
11. Infectious and parasitic diseases
12. Injuries - Unintentional and Intentional
13. Maternal conditions, foetal development and neonatal disorders
14. Mental disorders
15. Alzheimer's disease and other dementias
16. Sense Organ disorders
17. Nervous system disorders
18. Arthritis
19. Osteoporosis
20. Other Musculo-skeletal conditions
21. Nutritional deficiencies
22. Oral health
23. Skin diseases (excluding skin cancer/melanoma)
24. Other Ill-defined conditions
25. Immunity, immunology not elsewhere classified
26. Genetics –developments, defects, inherited conditions and therapies not elsewhere classified,
27. Health services research, Public health matters and epidemiology not elsewhere classified

2.6 – Socio-Economic Objectives

The Socio-Economic Objective classification is part of the Australian Standard Research Classification (ASRC) 1998. This classification is available on the Internet at

<http://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/B0D91B900555CA72CA25697E0018FB68?opendocument>

From the Socio-Economic Objective classification (**Chapter 4, ASRC**), select the 6-digit CLASS code/s for a minimum of one and a maximum of five Socio-Economic Objectives that best describe the research proposal.

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

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

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

(Minimum one and maximum five entries - % allocation must add to 100%)

2.7 – National Research Priorities

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

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

http://www.arc.gov.au/pdf/2004_designated_national_research_priorities_&_associate.pdf

Note that information regarding which priority area(s) this research proposal may address will assist the NHMRC to capture appropriate data for reporting purposes.

2.8 – Consumer and Community Participation

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

You must answer “**Yes**” to this question if the research involves consumer and/or community participation. If you answer “**Yes**” to this question, you need to provide the additional information in 2.8 b) to 2.8 e). You should also refer to the Consumers Health Forum of Australia Inc and National Health and Medical Research Council *Statement on Consumer and Community Participation in Health and Medical Research* available online at <http://www.nhmrc.gov.au/publications/synopses/r22syn.htm>

(Maximum 250 free text characters for each entry)

Section 3 – Ethics and Other Approvals

Research funded by the NHMRC must be conducted in accordance with the *Australian Code for the Responsible Conduct of Research (2007)*, available on the Internet at:

<http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>

3.1 – Research involving humans

You must answer “**Yes**” to this question if your research proposal requires submission to a Human Research Ethics Committee (HREC), as specified by the *National Statement on Ethical Conduct in Human Research* (the ‘*National Statement*’). This document is available at:

<http://www.nhmrc.gov.au/publications/synopses/e72syn.htm>

If you answer “**Yes**” to this question, you must also complete **Questions 3.1 to 3.5** and the RAO must complete the **Approvals** Section of the application form.

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

If you answer “**Yes**” to this question, you must also enter the name of the Commonwealth Agency or Department involved.

(Maximum 100 free text characters)

3.3 – Administration to Humans of Drugs, Chemical Agents or Vaccines

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

3.4 – Ethical Implications of Experiments on Humans

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

Note that it is not sufficient to state that “the *National Statement* will be observed”.

(Maximum 2000 free text characters)

3.5 – Research using humans - Numbers of males and females

If you answer “**No**” to this question, you must provide a brief explanation of the sample size and ratio of males to females in the study.

(Maximum 2000 free text characters)

3.6 – Research involving animals

You must answer “Yes” to this question if the research proposal requires submission to an Institutional Animal Ethics Committee. If you answer “Yes” to this question, you must also identify the Institutional Animal Ethics Committee to which the application has been or will be referred.

(Maximum 300 free text characters)

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

3.7 – Ethical Implications of the Project Experiments on Animals

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

(Maximum 2000 free text characters)

Note that it is not sufficient to state that ‘*The Australian Code of Practice for the Care and Use of Animals for Scientific Purposes*’ will be observed.”

3.8 – Animal Usage

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

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

DOMESTIC SPECIES

Cattle
Pigs
Sheep
Goats
Horses
Domestic Poultry
Cats
Dogs
Domestic Species - Other - Please specify
Rats - Outbred

LABORATORY ANIMALS

Rats - Inbred
Rats – Genetically modified
Mice
Mice – Genetically modified
Guinea Pig
Guinea Pig – Genetically modified
Rabbit

AUSTRALIAN PLACENTAL MAMMALS

Bandicoots
Phascolarctos cinereus
Koala
Possums
Dingo
Monotremes
Native Birds

PRIMATES

Macaques
Baboon
Papio hamadryas
Callithrix spp.
Marmosets and Tamarins
Saguinus spp.
Other primates

OTHER MAMMALS

Indicate species

AUSTRALIAN MARSUPIALS

Macropods
Quokka
Wallaby
Kangaroo
Kowari

Marsupial Mice
Dunnart
Native Cats

OTHER SPECIES

Amphibia - specify
Reptiles - specify
Invertebrates – specify
Fish - specify
Birds non-native, non-domestic -
specify

OTHER APPROVALS

3.9 – Genetic Manipulation of Organisms

Answer “Yes” to this question if the project will involve organisms being genetically manipulated such that it falls under current *Gene Technology Act 2000* and may require the proposed work to be assessed by an Institutional Biosafety Committee (IBC) or licensed by the Gene Technology Regulator before commencement.

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

3.10 – Use of Carcinogenic or Highly Toxic Chemicals

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

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

3.11 Do any activities in this research proposal require a license under the *Research Involving Human Embryos Act 2002*

Answer “Yes” to this question if any activities in this research proposal require a license under the *Research Involving Human Embryos Act 2002*.

The *Research Involving Human Embryos Act 2002* (RIHE Act) and *Prohibition of Human Cloning for Reproduction Act 2002* (PHCR Act) were passed by Parliament in December 2002 and amended in December 2006. These Acts establish a strong regulatory framework to prohibit certain unacceptable practices including human cloning for reproduction, and to regulate activities that involve the use of certain human embryos created by assisted reproductive technology (ART) or by other means.

Researchers in this area are strongly advised to familiarise themselves with the requirements of both the RIHE Act and the PHCR Act.

Further information regarding research using human embryos can be found from the NHMRC website at:

<http://www.nhmrc.gov.au/embryos/index.htm> or by e-mailing embryo.research@nhmrc.gov.au

3.12 – Use of human stem cells

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

3.13 – Use of animal stem cells

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

3.14 – Multi Centres

You must answer “Yes” to this question if your proposal involves research to be undertaken across multi centres.

Section 4 – Chief Investigators

It is anticipated that the team of senior researchers on the application will comprise:

- ‘Chief Investigators’ who will work closely with the team investigators and have primary responsibility for developing the capacity of team investigators (maximum of eight Chief Investigators can be listed in any one capacity building grant application form)
- ‘Additional Mentors’ who will have less frequent contact with team investigators. These people will not have primary responsibility for developing the capacity of team investigators but may provide specialist advice/guidance as required (maximum of eight Additional Mentors can be listed in any one capacity building grant application form)

Information about these two groups of researchers will be collected in Sections 4 and 5 of the application form. In Section 4 applicants will provide detailed information for up to eight Chief Investigators who will work closely with the team investigators. In Section 5 applicants will provide summary information for up to eight Additional Mentors who will have less frequent contact with team investigators.

Applicants are encouraged to carefully consider which category to allocate the senior researchers on the team. Persons listed as Chief Investigators must have the capacity to work closely with the team investigators during the life of the grant.

Chief Investigators can be named on more than one Capacity Building Grant. Chief Investigators however need to ensure that they are able to commit sufficient time to the project to produce excellent mentoring, training and skills development. The Expert Assessment Panel will look at this aspect in detail on a case by case basis.

Table 4a - List of Chief Investigators

List up to a maximum of eight Chief Investigators in table 4a who will comprise the team of senior researchers with primary responsibility for developing the capacity of team investigators.

The first named Chief Investigator A (CIA) is the investigator who takes responsibility for completion and lodgement of the application. The CIA must sign the Certification page of the application form on behalf of all co-chief investigators. The Research Office must hold the signature page with all required original signatures.

Each Chief Investigator must sign the “Capacity Building Grants in Population Health and Health Services Research: Chief Investigator, Mentor and Team Investigator Consent form” (Referred to herein as the “Consent form”) to record and confirm their commitment to the Grant. The Research Office must hold the signature page/s with all required original signatures. The Consent form can be found at:

<http://www.nhmrc.gov.au/funding/types/granttype/strategic/capbuild.htm>

Chief Investigator Details

All Chief Investigators listed in Table 4a are required to provide the information detailed in questions **4A.1** to **4A.21** as relevant. Chief Investigator (CI) A should answer questions 4A.1 to 4A.21. CI B should number his/her responses as 4B.1 to 4B.21, CI C should number 4C.1 to 4C.21, etc.

4A.1 – Personal Details

a) Personal Details

Please provide the personal details for the Chief Investigator. Evidence of permanent residency status should be provided (as applicable).

It is expected that the majority of applicants under a Capacity Building Grant application will be Australian-based Australian citizens or residents. However, where the application can justify that there is not sufficient expertise in Australia to provide training necessary for the named Team Investigators, the applicant may opt to include a non-Australian citizen/resident Chief Investigator who either relocates to live in Australia or visits Australia on a short term basis to provide this training. This "overseas" Chief Investigator would be eligible to only claim travel-associated costs (like other Chief Investigators, they would not be paid a salary from the grant). These costs must be paid through an NHMRC Administering Institution. Chief Investigator A must be an Australian citizen or permanent resident.

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

The NHMRC uses information on age and gender to analyse its processes and outcomes to ensure that all applicants are treated fairly and to provide the academic community with relevant statistics about each application round. Age and gender are *not* used to determine whether an individual application should be funded.

b) Aboriginal and Torres Strait Island Status

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

4A.2 – Location of researcher

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

4A.3 – Postal Address

You must provide the address to which you wish all postal correspondence from the NHMRC to be sent.

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

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

4A.4 – Courier Address

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

4A.5 – Role of Chief Investigator

Describe the role this Chief Investigator will have on the Grant.

(Maximum 3000 free text characters)

4A.6 – Qualifications

Enter a maximum of up to **five** of the most recent and highest qualifications, including year and conferring institution.

4A.7 – Employment History

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

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

4A.8 – Publications List

For each Chief Investigator, a detailed list of publications arising from both NHMRC and non-NHMRC funding sources over the last five years should be attached.

You should list publications which have been published, or accepted for publication, in refereed journals over the past five years. Papers in refereed journals in which the Chief Investigator was not co-author but which resulted from previous grants, should also be listed (eg. papers with scientists or PhDs supported by the grant as authors, but in which the CI was not an author).

Do not include:

- papers submitted for publication but not yet accepted; or
- abstracts.

You should provide the listing in any standard journal format (format used in Medline is recommended). You should number each publication for cross-referencing in Sections 4A.10 to 4A.13).

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

Please note that your response to Section 4.A.8 should be submitted at the end of this Chief Investigators details (ie. after Q4A.21).

(Maximum 2 pages, minimum 12 point font)

4A.9 Ten best career publications irrespective of year.

List the ten best career publications irrespective of year. The Chief Investigator should make a strategic decision about which publications s/he considers as the best for the purposes of this grant.

4A.10 Patents

Each CI must provide details of any current patents or provisional patents that they hold in Australia and overseas, and which arise directly from research undertaken in the last 10 years. For each patent, you must list the following information:

- type of patent;
- the patent number;
- country of patent;
- the year patent taken out (enter the priority date);
- the name in which the patent is registered – Applicants Name (institution or individual);
- a title of the patent (brief title only);
- the current status of the patent; and
- identify the funding source of the patent (the organisation which provided the funding to acquire the patent).

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

Research Support – Current and Past from NHMRC and Other Sources

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

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

Applicants may be named as a Chief Investigator on NHMRC Project or Program Grant (both old and new) and also be named Chief Investigator on a Capacity Building Grant. The time commitment for a Chief Investigator should be consistent with participation at a Chief Investigator level. It is anticipated that the percentage of NHMRC research time each Chief Investigator is able to commit to the Capacity Building Grant is commensurate with that required to produce excellent mentoring, training and skills development. The Expert Assessment Panel will look at this aspect in detail on a case by case basis.

4A.11 – Current NHMRC Research Support

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

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

- Enter the NHMRC Application ID Number of the grant or award
- Enter the Grant Type (eg. Project grant, Career Award, etc.) and Title of the grant
- Enter the time commitment as a percentage of the working time for the CI.
- List the top 3 Chief Investigators on the grant
- List the funding allocated for each year of the grant; and
- List the period of grant
- Enter the percentage and level of salary for this CI.
- Include publication numbers arising from the research, referencing your Publication List.

4A.12– Past NHMRC Research Support

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

Follow the instructions as per **Section 4.A.10** and apply to all **Past** NHMRC Research Support received in the last 6 years.

Include all NHMRC grants or part grants over the past 6 years.

4A.13 – Current Research Support from Other Sources

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

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

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

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

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

4A.14 – Past Research Support from Other Sources

Past support is defined as grants etc. for which you have **previously** received, and are no longer receiving, financial support. All **non-NHMRC** sources should be included in your response to this question.

Follow the instructions as per **Section 4.A.12** and apply to all **past** support from non-NHMRC sources.

Details of **past** support from non-NHMRC sources should encompass all grants or part grants over the past six years.

4A.15 – Dates of anticipated absence during the grant period

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

(Maximum 200 free text characters for 'Reason' field for each absence)

Other Professional Activity

4A.16 Other Professional, Academic or Related Activity during the grant period

Outline any other responsibilities and duties that will be undertaken in addition to your role as a Chief Investigator on this grant (eg teaching, clinical practice, industry consultation, administration etc).

(Maximum 1000 free text characters)

Evidence of Capacity Building

4A.17 Experience in Team Building, Training and Mentoring over last six years

Provide any relevant information in relation to experience in team building, mentoring of individuals' research careers, or training, and how it has impacted upon their research career. Particularly mention experience in providing support at the level (eg. PhD, Post Doctorate or other) relevant to this application.

(Maximum 1000 free text characters)

4A.18 Five leading achievements in capacity building and reasons for choices

Provide five leading achievements in capacity building at team investigator (individual) level, and reasons for choices.

(Maximum 1000 free text characters)

Research Outcomes

4A.19 Research Outcomes other than Publications over last six years

Provide any relevant information (other than publications) in relation to commercialisation, industry involvement, effect on health care practice and/or policy.

(Maximum 1000 free text characters)

4A.20 Five Leading Achievements in Research Outcomes

Describe five best research outcomes throughout your career. This may include evidence of how your research outcomes have been translated into areas of policy and/or service delivery or of links with other researchers (including those from other research disciplines), evidence of leadership roles, recognized national contributions, and roles as a constructive and effective change agent.

(Maximum 1000 free text characters)

Other Relevant Achievements

4A.21 Other Relevant Achievements

Provide any other information that is considered relevant to your application. This could include, but is not limited to, details of honours and awards; postgraduate and undergraduate teaching involvement; local, national and international profile, listing seminars and talks given, participation in conferences, including presentations and indicating those that were personal invitations, involvement as session chair, as discussant or a plenary lecture; peer review involvement, including grant application review for funding bodies, manuscripts, editorial board responsibilities and the like. Indicate approximate frequency of involvement; scientific discipline involvement including membership of societies, membership of executive committees and executive positions held, organisation of local, national and international meetings, specific assistance with media contact, research awareness campaigns etc; and involvement in the wider community including raising of community awareness of health issues, science education forums etc.

(Maximum 1000 free text characters)

How to Register another Chief Investigator

Complete the Section 4 of the application form for each Chief Investigator (CI) listed in Table 4a following the same guidelines and where necessary, answering the same questions as instructed for Chief Investigator A. Change the numbering to reflect the Chief Investigator's designated letter (eg. CI B should fill in 4B.1 to 4B.21, CI C should fill in 4C.1 to 4C.21, and so on.)

A maximum of eight Chief Investigators can be listed on any one application.

Section 5 – Additional Mentors

It is anticipated that ‘Additional Mentors’ will have less frequent contact with team investigators than will Chief Investigators. These people will not have primary responsibility for developing the capacity of team investigators but may provide specialist advice/guidance as required.

Additional Mentors can be named on more than one Capacity Building Grant. Mentors may also be named as a Chief Investigator on NHMRC Project or Program Grant (both old and new) and also be named as a Mentor on a Capacity Building Grant. The time commitment for Mentors should be consistent with participation at the Mentor level. It is anticipated that the percentage of NHMRC research time each Mentor is able to commit to the capacity building grant is commensurate with that required to produce excellent mentoring, training and skills development. The Expert Assessment Panel will look at this aspect in detail on a case by case basis.

Table 5a - List of Additional Mentors

List up to a maximum of eight Additional Mentors in table 5a who will comprise the team of experienced researchers who will provide specialist advice/guidance/mentoring to team investigators on a less regular basis than the Chief Investigators.

Each Mentor must sign the consent form to record and confirm their commitment to the Grant. The Research Office must hold the signature page/s with all required original signatures. The Consent form can be found at:

<http://www.nhmrc.gov.au/funding/types/granttype/strategic/capbuild.htm>

Additional Mentor Details

All Additional Mentors listed in Table 5a are required to provide the information detailed in questions **5A.1** to **5A.2** as relevant. Additional Mentor (AM) A should answer questions 5A.1 and 5A.2. AM B should number his/her responses as 5B.1 and 5B.2, AM C should number 5C.1 and 5C.2, etc.

5A.1 – Personal Details

a) Personal Details

Please provide the personal details for the Mentor. Evidence of permanent residency status should be provided (as applicable).

It is expected that the majority of applicants under a Capacity Building Grant application will be Australian-based Australian citizens or residents. However, where the application can justify that there isn't sufficient expertise in Australia to provide training necessary for the named Team Investigators, the applicant may opt to include a non-Australian citizen/resident Mentor who either relocates to live in Australia or visits Australia on a short term basis to provide this training. This "overseas" Mentor would be eligible to only claim travel-associated costs (like Chief Investigators, they would not be paid a salary from the grant). These costs must be paid through an NHMRC Administering Institution.

Enter a maximum of up to **five of the** most recent and highest qualifications, including year and conferring institution.

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

The NHMRC uses information on age and gender to analyse its processes and outcomes to ensure that all applicants are treated fairly and to provide the academic community with relevant statistics about each application round. Age and gender are *not* used to determine whether an individual application should be funded.

b) Aboriginal and Torres Strait Island Status

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

5A.2 – Role of Mentor

Describe the role this Mentor will have on the grant.

(Maximum 3000 free text characters)

How to Register another Additional Mentor

Complete Section 5 of the application form for each Additional Mentor (AM) listed in Table 5a following the same guidelines and where necessary, answering the same questions as instructed for Additional Mentor A. Change the numbering to reflect the Additional Mentor's designated letter (eg. AM B should fill in 5B.1 and 5B.2, AM C should fill in 5C.1 and 5C.2, and so on.)

A maximum of eight Additional Mentors can be listed on any one application form.

Section 6 – Team Investigators

Table 6a - List of Team Investigators

You must list all Team Investigators (TI) involved with the project proposal in Table 6a.

Enter the **Title**, **Given Name(s)** and **Family Name** in the columns provided. In the **Contribution** column, you must describe the contribution that the TI is expected to make to the project. Also include here the name of the Institution that employs the TI.

(Maximum 500 characters for each entry in the Contribution column)

Each Team Investigator must sign the consent form to record and confirm their commitment to the Grant. The Research Office must hold the signature page/s with all required original signatures. The Consent form can be found at:

<http://www.nhmrc.gov.au/funding/types/granttype/strategic/capbuild.htm>

Team Investigator Details

All Team Investigators listed in Table 6a are required to provide the information detailed in questions **6A.1** to **6A.15** as relevant. Team Investigator A should answer questions 6A.1 to 6A.15. Team Investigator B should number his/her responses as 6B.1 to 6B.15; Team Investigator C should number his/her responses as 6C.1 to 6C.15, and so on.

6A.1 – Personal Details

a) Personal Details

Please provide the personal details for the Team Investigator. Evidence of permanent residency status should be provided (as applicable).

It is expected that the majority of applicants under a Capacity Building Grant application will be Australian-based Australian citizens or residents. However, overseas participant(s) may be considered in exceptional circumstances where the proposal is well justified with reference to the aim of this call for research. An example might be where an applicant can justify that a non-Australian citizen/resident at the Team Investigator level is an important part of the capacity building team (and there aren't other candidates in Australia with their expertise and experience). The Team Investigator would need to have appropriate immigration documentation to allow them to study/work in Australia, and should be based in Australia for the duration of their employment under the Capacity Building Grant. It would be expected that the individual has expressed a desire to build a future career in Australia following the completion of the grant.

Where a lack of capacity is identified with recruiting Team Investigators who are Australian residents/citizens, applicants can consider supporting training at a more junior level than Post Doctoral (ie. PhD scholar) for individuals already based in Australia. Generally the Capacity Building Grant would not support training at a level more junior than PhD scholar, with the exception of building capacity in the Aboriginal and Torres Strait Islander workforce or in another under-developed research field.

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

The NHMRC uses information on age and gender to analyse its processes and outcomes to ensure that all applicants are treated fairly and to provide the academic community with relevant statistics about each application round. Age and gender are *not* used to determine whether an individual application should be funded.

b) Aboriginal and Torres Strait Island Status

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

6A.2 – Location of researcher

Team Investigators are expected to reside and do the majority of their research within Australia.

Team Investigators who are Australian residents/citizens are eligible to spend a short period of time outside Australia as part of their role on the grant as long as this "posting" can be justified as a necessary part of their capacity building. This posting should be capped at a maximum of 2 years (out of the 5 years, or pro rata). Costs may be recovered against the grant for the Team Investigators salary (and travel expenses of up to \$25,000 per team investigator across the duration of a 5 year grant, or pro rata).

6A.3 – Postal Address

Enter the postal address ensuring that:

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

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

6A.4 – Courier Address

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

6A.5 – Role of Team Investigator

Describe the role this Team Investigator will have on the grant.

(Maximum 3000 free text characters)

6A.6 – Qualifications

Enter details of the **five** most recent and highest qualifications, including year and conferring institution.

6A.7 – Employment History

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

In Part b), the **Source of Current Salary** section, enter all sources from which your current salary is derived and the duration of each component of salary support.

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

6A.8 – Publications List

For each Team Investigator, a detailed list of publications arising from both NHMRC and non-NHMRC funding sources over the last five years should be attached.

You should list publications which have been published, or accepted for publication, in refereed journals over the past five years (i.e. January 2003 up to date of submission of application). Papers in refereed journals in which the Team Investigator was not co-author but which resulted from previous grants, should also be listed (eg. papers with scientists or PhDs supported by the grant as authors, but in which the TI was not an author).

Do not include:

- papers submitted for publication but not yet accepted; or
- abstracts.

You should provide the listing in any standard journal format (format used in Medline is recommended). You should number each publication for cross-referencing in Sections 4A.10 to 4A.13).

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

Please note that your response to Section 4.A.8 should be submitted at the end of this Team Investigators details (ie. after Q6A.15).

(Maximum 2 pages, minimum 12 point font)

Research Support – Current and Past from NHMRC and Other Sources

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

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

Team investigators can apply for and hold NHMRC Project/New Investigator grants. Increasing the independence of the team investigators is one of the outcome measures for the success of the Capacity Building Grant program. Success in gaining project funding during the period of the grant is encouraged. Team Investigators who are successful in gaining salary support on a project may negotiate to stay/not stay within the framework of the capacity building grant. Any salary money awarded in the capacity building grant for that investigator would become available for redirection to support other aspects of the capacity building grant.

6A.9 – Current NHMRC Research Support

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

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

- Enter the NHMRC Application ID Number of the grant or award
- Enter the Grant Type (eg. Project grant, Career Award, etc.) and Title of the grant
- Enter the time commitment as a percentage of the working time for the TI.
- List the top 3 Chief Investigators on the grant
- List the funding allocated for each year of the grant; and
- List the period of grant
- Enter the percentage and level of salary for this TI
- Include publication numbers arising from the research, referencing your Publication List.

6A.10 – Past NHMRC Research Support

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

Follow the instructions as per **Section 6.A.9** and apply to all **Past** NHMRC Research Support received in the last 6 years.

Include all NHMRC grants or part grants over the past 6 years.

6A.11 – Current Research Support from Other Sources

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

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

- List the Funding Source
- Enter the Title of the grant
- Enter the time commitment as a percentage of the working time for the TI.
- List the top three Chief Investigators on the grant
- List the funding allocated for each year of the grant
- List the period of the grant; and
- Include publication numbers arising from the research, referencing your Publication List.

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

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

6A.12 – Past Research Support from Other Sources

Past support is defined as grants etc. for which you have **previously** received, and are no longer receiving, financial support. All **non-NHMRC** sources should be included in your response to this question.

Follow the instructions as per **Section 6A.11** and apply to all **past** support from non-NHMRC sources.

Details of **past** support from non-NHMRC sources should encompass all grants or part grants over the past 6 years.

6A.13 – Dates of anticipated absence during the grant period

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

(Maximum 200 free text characters for 'Reason' field per absence)

Other Professional Information

6A.14 Other Professional, Academic or Related Activity during the grant period

Outline any other responsibilities and duties that will be undertaken in addition to your role as a Team Investigator on this grant (eg teaching, clinical practice, industry consultation, administration etc).

(Maximum 1000 free text characters)

6A.15 Other Relevant Achievements

Provide any other information that is considered relevant to your application. This could include, but is not limited to, details of honours and awards; postgraduate and undergraduate teaching involvement; local, national and international profile, listing seminars and talks given, participation in conferences, including presentations and indicating those that were personal invitations, involvement as session

chair, as discussant or a plenary lecture; peer review involvement, including grant application review for funding bodies, manuscripts, editorial board responsibilities and the like. Indicate approximate frequency of involvement; scientific discipline involvement including membership of societies, membership of executive committees and executive positions held, organisation of local, national and international meetings, specific assistance with media contact, research awareness campaigns etc; and involvement in the wider community including raising of community awareness of health issues, science education forums etc.

(Maximum 1000 free text characters)

How to Register another Team Investigator

Complete Section 6 of the application form for each Team Investigator listed in Table 6a, following the same guidelines and where necessary, answering the same questions as instructed for the TI A. Change the numbering to reflect the Team Investigators designated letter (eg. TI B should fill in 6B.1 to 6B.15, TI C should fill in 6C.1 to 6C.15, and so on.)

Section 7 – Budget

There is a ceiling on the total grant of up to \$500,000 per year, up to a maximum of 5 years. There is an expectation that the grants will be of five-years duration.

The proposed budget must be commensurate with the size and scope of the proposal. Unless requested otherwise, the recommended budget will apply for each of the five years.

The Grants are primarily intended to support researchers. The funds requested:

- Will be used primarily to provide support for Team Investigators
- Can be used for direct research costs however these must be detailed in the application and the applicant must demonstrate the contribution these costs will have on building capacity
- Will usually support individuals at the postdoctoral level or above
- May be used to support more senior researchers or to support PhD students provided that an adequate case is made.

Chief Investigators or Mentors are not eligible to seek funding for their own salaries through the grant. Applicants may wish to review information below about Personnel Support Packages (PSP) as a guide for setting salary rates for Team Investigators. PSPs are designed to cover all salary and salary on-costs (eg payroll tax, workers compensation, leave loading, compulsory and contributory superannuation) as well as some additional support for minor operational maintenance (this might include postage, phone/fax, printing, stationery, computer hardware and software). NHMRC will automatically apply annual indexation to the PSPs.

Personnel Support Packages	\$ per annum
PSP1 - Technical support - non-graduate personnel	47,250
PSP2 - Junior graduate research assistant	59,000
PSP3 - Experienced graduate research assistant/Junior postdoctoral research officer	64,750
PSP4 - Experienced postdoctoral researcher (i.e. a researcher who would normally be considered as a named investigator on the research application and/or approaching the NHMRC CDA scheme or equivalent)	76,500
PSP5 - Senior experienced postdoctoral researcher (i.e. a researcher who would normally be considered as a named investigator on the research application and is more than 10yrs post doctoral and/or would be expected to have applied for or held an NHMRC CDA or equivalent)	82,500
PSP6 – Senior researcher (i.e. has applied to or held an NHMRC Fellowship or equivalent)	97,750

Some additional expenditure of up to \$25,000 per Team Investigator over a five year grant, or pro rata, may be sought for a variety of purposes including travel, small items of equipment and to support research costs. These expenses need to be justified as being directly associated with achieving the proposal’s outcomes and can demonstrate their contribution to building capacity.

7.1 – Personnel

For the purposes of the Capacity Building Grants, information is provided about PSP levels to provide a guide to preparing a budget. However, where it is considered appropriate, salary levels for team investigators can be altered to take contributing factors into account. These alterations

must be justified in Section 7.2. It is not expected that Chief Investigator or Mentors salaries will be supported under this grant, which is primarily for capacity building.

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

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

7.2 - Comments on Salary Component

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

Provide a brief justification for the number of staff required.

(Maximum 2000 free text characters)

7.3– Additional Expenditure

Capacity Building Grants **are not intended** for salary support for Chief Investigators and Mentors, however some expenses for Chief Investigators and Mentors may be sought. These expenses would need to be justified in the proposed budget as being directly associated with achieving the research program's outcomes, and would also need to be cost effective.

Where it can be justified, additional funds of up to \$25,000 per team investigator for five year grants, or pro rata, may be available for a variety of purposes, including travel, the purchase of small items of equipment and to support research costs. These funds are not available for overhead costs such as computers, desks or laptop computers as these are provided for when establishing the PSP rates.

7.4 – Justification of Additional Expenditure

Provide a brief justification for any items listed in **Section 7.3**, including detail as to why the expenditure is not being provided by their institution. *(Maximum 2000 free text characters)*.

7.5 – Summary of Funding by Year

Complete the table at **Section 7.6** using the information recorded in **Sections 7.1 and 7.3**

7.6 – Total Budget

List the total budget for the project (ie. total for years 1 – 5)

7.7 – Total Duration of Funding

List the total number of years you wish to receive funding. Maximum funding duration is 5 years.

Note: The NHMRC reserves the right to alter budgets at its discretion.

Section 8 – Response to Selection Criterion

The Program Framework provides important information specific to this call for research which must be read before completing this section of the application form.

Please note that the Expert Assessment Panel will assess full applications against the selection criteria set out in the Program Framework for the Capacity Building Grants for Population Health and Health Services Research. Table 8a outlines the sections in the Full Application form to enter information relevant to each of the three selection criteria.

Table 8a: Location of Information in Application Form Pertaining to the Selection Criteria.

Selection Criteria	Title	Relevant section of Application Form	Weighting (%)
1	Record of Achievement of the Chief Investigators	Section 4	40
2	Building Capacity in Population Health and/or Health Services Research	Section 8	40
3	Budget Justification	Section 7 and throughout the form	20

Response to Criterion 2: Building Capacity in Population Health and/or Health Services Research (40% weighting).

Applications will be assessed in terms of the extent to which the proposed outcomes will assist in building/consolidating teams and the overall population health and/or health services research capacity to address issues of significance.

Applicants are encouraged to consider innovative approaches to improving capacity; it is intended that the program be sufficiently flexible to ensure that teams can develop an approach that is most likely to be effective in their context.

A key component of the application will be a description of the anticipated outcomes from the Grant. The anticipated outcomes will be assessed in terms of the extent to which they are assessed as likely to:

- Develop research capacity in areas of priority in Australia
- Result in an increase in new independent investigators
- Result in an increase in critical mass in the research team
- Provide an innovative approach which will increase the diversity and/or strength of population health and/or health services research in Australia.

(maximum 15,000 free text characters, minimum 12 point font)

In addition, assessors will also consider the extent to which the information presented in Section 8 of this form complements and is congruent with information provided in other parts of the form (for example responses to the budget and research team questions).

Notes on Criterion 3: Budget Justification (20% weighting)

Budget Justification will be assessed by the Expert Assessment Panel with reference to information provided throughout the application form Applicants will be assessed on the extent to which the proposal is achievable through the provision of skills, linkages, infrastructure, governance and

milestones, as well as value for money in terms of justification for equipment, facilities, and links with key organisations. Applicants should provide detail on any other matters that will contribute to the success of the grant in relevant areas throughout their application. .

Section 9 – References

Please provide a list of the references cited in the *Response to Selection Criteria 2* in standard journal format.

(Maximum 5000 free text characters, minimum 12 point font)

Section 10 – Reporting of Milestones

Propose and explain the quantifiable project measures and identify key milestones against which you propose to report for each of the specified reporting periods (six and twelve months after project commencement, then annually thereafter). When proposing reporting requirements, please refer to the Selection Criteria (Section 8), the program framework and the project timeframes.

Specific milestones are required and reporting methods are to be identified by applicants. Funding of successful applications will be contingent on these milestones being met during the duration of the grant.

(Maximum 3000 free text characters for all entries)

Section 11 – Certification

Certification (Signature Page)

This page must be printed and all required original signatures obtained. The Research Office must hold the original signature page and must be made available to the NHMRC upon request. No electronic signatures are required when submitting the form.

The following Certifications and Verifications are required:

Certification by Head of Department/ Head of Research Committee

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

Certification by Head/ Nominee of Administering Institution

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

Certification by Chief Investigator A

The Chief Investigator A must certify that:

- all information provided in the application is correct at the time of submission;
- the written agreement of all other Chief Investigators, Mentors and Team Investigators has been obtained;
- if successful, the conditions that govern NHMRC Grants will be accepted; and
- the NHMRC may use the resulting research material for NHMRC's internal evaluations and reviews.

An original signature from the Chief Investigator A is required.

Verification by Research Administration Officer

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

Section 12 – RAO Approvals and Certificates

The RAO is required to complete these pages before the application is lodged. By answering “**Yes**” to the questions, the RAO is verifying that the questions have been completed, the necessary approvals have been obtained and the Research Office holds the approval documents.

The RAO must also ensure the Consent form has been signed by all participating Chief Investigators, Mentors and Team Investigators.

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

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

Appendix 1: Creation and Submission of PDF files

Purpose

The purpose of this appendix is to advise applicants on the requirements for creating and submitting applications for funding to the NHMRC.

Creating the PDF File

- You must not convert scanned documents into PDF. All attachments are to be converted from the original electronic document.
- The PDF file must not exceed **2Mb** in size.
- All attachments must be in a single PDF file.
- NAMING OF THE FILE – you must name the PDF file following the format of: “[app ID]att[LAA surname].pdf” (eg – “123456attSmith”). Do not include spaces in the file name.
- It is recommended that you use Adobe Acrobat Version 5 or later for compatibility purposes.

There may be a document that you are required to submit as an attachment to your application that you do not have electronically. For example, an application for research in the area of Indigenous health may have a letter of support from a remote community or Aboriginal Medical Service. In such cases you may include an extract of the original ensuring that:

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

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

Formatting of the PDF File

The following formatting requirements should be adhered to:

Header: The Application ID advised by the Administering Institution in large type (at least 14 point in top right hand corner).

The type of attachment i.e. Response to Selection Criteria 2 and Page Number (at least 12 point in top left-hand corner).

Scientific Title is optional.

Margins: All margins at least 2cm.

Font: Should be Times New Roman and at least 12 point.

Diagrams, Graphics and Images in the Background and Research Plan: Colour diagrams, graphics and images may be included in the response to Selection Criteria 2. However, you should keep in mind that the electronic file may be printed and photocopied in black and white for distribution to the reviewing panel and there may be some loss of definition and colour in the images.

Labelling Graphs and Images: Labelling of axes of graphs and labelling of parts of images may be in a reduced font. However, the description and/or legends of all graphs and images should comply with the guidelines set out under the heading of 'Formatting of the PDF file'.

Tables: Tabulated information containing text is not considered to be an image or diagram. Text within tables should comply with the guidelines set out under the heading of 'Formatting of the PDF file'.

Line spacing: Should be set to single.

Character spacing: Spacing should be set to normal. Scale should be set to 100%.

Submission

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

- ensuring that the file meets the criteria stated in this document, and
- sending the file to the NHMRC either:
 - by email to gmsi@nhmrc.gov.au
 - on a compact Disk to be mailed to:
Capacity Building Grants
Grants Management Strategic Initiatives Section
NHMRC
GPO Box 1421
CANBERRA ACT 2601

For RAOs

Note that:

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

Assistance

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

- Reading the Frequently Asked Questions (FAQs) at:
<http://www.nhmrc.gov.au/funding/apply/faqs/>
- Contacting the Help Desk on **1800 500 983**, or
- Sending an email to grantnet.help@nhmrc.gov.au