How The University of Melbourne manages major grant rounds.

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This is the real secret weapon....
Submission Policy for Major ARC/NHMRC Grant Rounds
Sponsor Guidelines Released

- MRO will update scheme websites, run seminars
- Applicants should register a Notice of Intent (NOI) via MRO website

4 Weeks Before Sponsor Deadline

- MRO will have 3 day Submission Period (not a single internal closing date)
- Review ready** applications to be submitted to MRO for checking
- MRO will provide feedback to applicants in order of receipt
- MRO will provide phone/email support to applicants who have submitted review ready applications by the closing date

5 Business Days Before Sponsor Deadline - MRO Final Due Date

- ALL final applications for submission to the sponsor are due at MRO
- MRO will not be checking these applications.
- Any application received after 5pm on this date, including those already reviewed by MRO will not be submitted to the sponsor

ARC/NHMRC Due Date

- In the final 5 days, MRO will finalise certification and submission of applications to the sponsor
YOU WANT IT WHEN?!
Why it works...

- Signed off by DVC(R) and supported by Executive Director - Melbourne Research, Deans, Associate Deans and Faculty Research Managers
- Widely publicised
- Avoids multi-reviews of applications
- Only way to manage huge number of applications as well as conflicting/overlapping NHMRC deadlines
4 weeks before NHMRC deadline

- 3 day submission period
- Applications must be 'review ready'
- Each application reviewed twice, one feedback form provided. Reviewed in order of receipt
5 business days before NHMRC deadline

All final applications must be submitted to Melbourne Research

- Final applications are not reviewed again including those that did not meet first internal deadline...even if they beg!

- Any applications received after 5pm must get Faculty approval in order to be submitted to NHMRC
Final 5 days before NHMRC deadline

- Melbourne Research undertakes certification and submission of applications

- Number of applications involved means this process can take full 5 days – submitted 496 in 2014 round

- Submission of additional CA and CCV applications also during this time – 73 CCV / 69 CA in 2014 round
Has this policy helped us?

- 2014 - 384 applications out of 496 submitted for review (78%)
- 2013 - 38% of applications were not submitted for review

More applications being reviewed means more compliant applications are being submitted
2014 submission statistics
4% - submitted ahead of internal date

12% - submitted on 1st day of 3 day period

20% - submitted on 2nd day of 3 day period

61% - submitted on 3rd day of 3 day period

Only 3% were given extensions due to exceptional circumstances
Are researchers ever ready?
Additional steps we take ....

- Take on additional casual staff during the round – 2014 team went from 7 to 13. Move premises every 2\textsuperscript{nd} year....

- Submission of draft applications is done electronically.

- Final application requires delivery only of hard copy of UOM Authority to Submit form.
• Run 2 seminars for researchers and department staff

• 1 seminar presented by Melbourne Research to give Project scheme information, RGMS updates, tips, etc.

• 1 seminar presented by researchers and mentors to give advice on panel process, how to fine-tune their applications
Notice of Intent (NOI)

• Melbourne Research short web-based form captures important info like CIA name, mobile phone number, alternate contact and NHMRC APP number.

• Melbourne Research uses details to prepare spreadsheets, email reminders and send updates to applicants.
• Departments have access to download lists to assist faculties and departments planning e.g. organised mentoring

• Gives Melbourne Research and Departments an indication of number of applications expected.

• NHMRC Minimum Data deadline will definitely help by reducing the number of late hurried applications starting
I'm in a very bad mood, so nobody'd better mess with me today, boy!!
But remember this is what we are aiming for.....

UOM was ranked 1st for most grants awarded and most funding received