

## **Administrative Review of NHMRC Program Grants**

As outlined in the current NHMRC Program Grant Funding Policy, the NHMRC's Program Grants Committee will instigate an administrative review of any Program where a CI intends leaving the Program or intends changing their institution or employment from that detailed in the original Program application. The following procedure occurs when an administrative review is triggered:

- a. The Program Grants Committee will determine if the Program is still viable, assessing the information provided in the Administrative Review Submission document;
- b. If a CI is not departing and the Program is considered to still be viable, the budget will be retained;
- c. If a CI is departing and the Program is considered to still be viable, the team will be given the opportunity to put forward a replacement CI within the following 12 month period with no budget reduction;
- d. If the replacement CI is assessed as warranting a quantum and the CI is seen as being integrated into the Program then the budget will be retained.
- e. If the team does not put forward a replacement CI within the 12 month period, the grant will be reduced according to the ratio:

Departing CIs per cent time on the Program divided by the total per cent time of all CIs on Program in original application;

- f. If the Program is not considered viable, the team will receive one year of bridging funding which may include a reduction in funding caused by the departure of the CI, and then be terminated.

Depending on the circumstances, action required following the review may include a site visit, full interview by the Program Grants Committee, budget amendments or bridging funding.

NHMRC is to be notified, in advance, through the Programs administering institution's Research Administrative Officer.

This document contains the Administrative Review Submission to be completed and forwarded to the NHMRC along with the formal letter of notification of the proposed change.

### **Administrative Review Submission**

*The Program Grants Committee is required to assess the viability of the Program in light of the proposed changes and the ability of the affected CIs to continue as effective Program grant team members. Please provide answers to the following:*

#### **1. Please list:**

- The CIs; the location of their research; percentage of their NHMRC research time spent on the Program and the team members' roles in the Program as outlined in the original application.

- Description of ALL change(s) being requested to that outlined above.
- 2. Effect on the collaborative effort of the team:**
    - What will happen to the other members of the CI's group after the CI's circumstances have changed?
    - How will the Program team function effectively once the change(s) have been implemented?
  - 3. Outline the effect the change will have on training and career development of members of the Program team responsible to the departing CI.**
  - 4. Effect on the integrity of the Research Program:**
    - What impact will the changes have on the proposed Research Plan as outlined in the original application?
    - Will this change any of the expected outcomes of the Program and if so in what way?
  - 5. If a named Chief Investigator changes research Institution please provide the following:**
    - Certification from the administering institution that they approve the move of the CI and the arrangements for continued collaboration with the Program team.
    - A signed certification from both the new institution and the CI, that the CI will be able to continue to meet their obligations under the Program Grant (as stated in the original application) for the remaining duration of the Program at the new location.
    - Signed certification by all remaining CIs that they agree with all the responses provided in this document.
  - 6. Please submit your response to the Director, Collaborations and Researcher Support Section, Centre for Research Management and Policy, NHMRC with the required signatures through your Research Administrative Officer.**