

NHMRC

Development Grants

Advice and Instructions to Applicants
for funding commencing in
late 2008

Closing Date: Monday 2 June 2008

Late or incomplete applications will not be accepted

GRANTNET HELPDESK: 1800 500 983

INSTRUCTIONS FOR APPLICANTS APPLYING FOR NHMRC DEVELOPMENT GRANT FUNDING COMMENCING IN NOVEMBER 2008

- Ensure you have Informed Filler on your PC or MAC and that you have downloaded the latest version of the Application Form template. This can be found on the NHMRC website at:

<http://www.nhmrc.gov.au/funding/apply/granttype/projects/software/index.htm>

- Ensure that the latest version of the template is saved on the local Drive of your PC or MAC in the Informed/Template folder. Only the template file is to be in this folder.
- You must press the 'Press here to Start' button before you enter text in any field whether you are creating a new form or opening and updating an existing form that was completed using a previous version of the Informed Filler template. Note: not all fields will be transferred when updating from an old form to a new form.
- Ensure you have the 'Check On function' activated. The icon '>?' will appear where an error has occurred when completing an application form.
- To ensure all fields are completed correctly it is recommended that you use the tab key wherever possible to move through the form.
- All character limits imposed on the application are **inclusive** of spaces. Some fields on the application form have a character counter, to activate the counter start typing and click out of the text box to see the character count.
- Please ensure you have read the Advice and Instructions to Applicants document when completing the application form. If you require assistance in completing the form, first contact your Research Administrator Officer (RAO) and if further assistance is required contact the GrantNet Help Desk on 1800 500 983 or email grantnet.help@nhmrc.gov.au

INTRODUCTION	4
THE RESEARCH PROPOSAL	5
Completing the Application.....	5
Section 1 – Initial Details	5
Section 2 – Research Proposal.....	9
Section 3 – Ethics and Other Approvals.....	11
PERSONNEL	13
Section 4 - Chief Investigators.....	13
Section 5 – Associate Investigators	17
Section 6 – Professional Research Personnel (Graduate Research Personnel)	18
Section 7 – Technical Support Staff (non-graduate).....	19
BUDGET.....	20
Section 8 - Equipment/Direct Research Costs	20
Section 9 – Consolidated Budget.....	20
ATTACHMENTS	21
Section 10 – Attachments, Certifications, Errors and Submission.....	21

INTRODUCTION

The purpose of this document is to provide advice to applicants and Administering Institutions' Research Offices to assist in the completion and submission of applications for Development Grant funding commencing in late 2008.

This document should be read in conjunction with the *Development Grant Funding Policy for Funding Commencing in late 2008* (referred to herein as the 'Funding Policy') which provides important information on:

- what is a Development Grant
- who may be eligible to apply
- eligible institutions
- use of Development Grant funds
- how to apply
- a brief description of the peer review process for Development Grant applications
- confidentiality provisions.

It is **STRONGLY** suggested that applicants refer to the relevant sections of this Advice and Instructions document when completing the various sections of the Informed Filler proforma.

The Development Grant Funding Policy for Funding Commencing in late 2008 is located at:

<http://www.nhmrc.gov.au/funding/apply/granttype/development/index.htm>

THE RESEARCH PROPOSAL

Completing the Application

NOTE: Completion of many sections of the Informed Filler proforma is mandatory. If these fields are not completed, an error will be indicated. These mandatory sections are highlighted in grey in this document.

Cover Page

You must press the '**Press here to Start**' button before you enter text in any field whether you are creating a new form or opening and updating an existing form that was submitted using a previous version of the Informed Filler template. **Note: not all fields will be transferred when updating from an old form to a new form.**

If this is not done you will lose the information you have entered when attempting to save the form.

Application Summary

This is a Display Page only and you do not need to enter information on this page. Information will be populated on this page automatically as you complete the form.

Section 1 – Initial Details

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.

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.

(You have a maximum of 120 free text characters to provide this information)

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 while still conveying the general nature of the project.

(You have a maximum of 120 free text characters to provide this information)

1.2 – Which Research Grant type are you applying for?

This question asks you to indicate which Research Grant type you are applying for and is selected from the drop-down list. The options are:

Project Grant

Development Grant

1.3 - Funding source

This question asks you to indicate the organisation/s from which funding is sought.

DO NOT ANSWER THIS QUESTION.

1.4 – Application Category

DO NOT ANSWER THIS QUESTION.

Information regarding research involving Aboriginal and/or 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 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 two questions enable the NHMRC to accurately monitor its performance relative to that target.

These questions enable applicants to identify research that 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 that 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 Review Panel (IHRRP).

1.5 – Is this research proposal directed primarily towards Aboriginal and/or Torres Strait Islander populations and/or health issues? No/Yes

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 ethics 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 2 pages is permitted to address these criteria. These pages are to be included in the PDF attachment to your application. Section 10 of this guide provides information on the attachments to be provided with your application.

The IHRRP will review your application against these criteria to support the standard peer review process.

1.6 – 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*.

A maximum of 2 pages is permitted to address these Criteria. These pages are to be included in the PDF attachment to your application. Section 10 of this guide provides information on the attachments to be provided with your application.

The IHRRP 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:

The NHMRC Road Map: A Strategic Framework for Improving Aboriginal and Torres Strait Islander Health through Research (2003).– The Framework describes broad research themes that were identified through a national consultative process and reflects 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 – provides guidance to researchers for conceiving and designing research proposals which meet the highest ethical standards. The Guidelines 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>

1.7 – 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. You must also provide a justification of why this proposal is not funded, or could not be expected to be funded, through current Commonwealth Government research initiatives. Failure to address this requirement can result in your application being excluded from further consideration.

(You have a maximum of 1000 free text characters to provide this justification)

1.8 – Clinical Interaction

You must answer “Yes” 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.

1.9 – Clinical Trial

You must answer “Yes” 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 Review Panel (LSCTRP) may provide additional review of applications to conduct clinical trials. The LSCTRP has discretion over which applications for which it will provide additional reviews.

Further information on the LSCTRP process is available on the NHMRC website at:

<http://www.nhmrc.gov.au/funding/apply/granttype/projects/index.htm>

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.

1.10 – Multi Centres

You must answer “**Yes**” to this question if your proposal involves research to be undertaken across multi centres and may require multi centre ethical approval.

1.11 – Referral to other Funding Agencies

- a) If you answer “**Yes**” to Part **a)** of this question, 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.
(You have a maximum of 240 free text characters to answer this question)
- b) If you choose “**Yes**” to Part **b)** 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 confidential nature of the grant application.

1.12 – 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 there is an agreement with the facility to use the resource.

The following is a link to currently funded NHMRC facilities:

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

Institutions

1.13 – Administering Institution

While there may be instances where a Development Grant is 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 Administration 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.

You can select the Administering Institution from the pop-up list which is accessed by selecting “**view**” from the menu bar at the top of the page and then selecting “**show poplists**”

1.14 – 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.

You may enter up to 10 Actual Institutions.

Click on the “Institution” button and select the Actual Institution from the pick list.

Then enter the Department at which the research will be conducted within that Actual Institution. (You have a *maximum of 100 free text characters to answer this question*)

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%.

If the Actual Institution does not appear in the list you must select “Other” and then enter the name of the Institution and the Department in the ‘Department’ field.

1.15 – Assessors

SELECT ‘NO’ AT THIS QUESTION

1.16 – Non-Assessor

SELECT ‘NO’ AT THIS QUESTION

Section 2 – Research Proposal

Classifications/ Objectives

This section requires you to broadly identify the research area and objectives of the research proposal. The NHMRCs’ Broad Research Areas and the Burden of Disease categories (based on an Australian Institute of Health and Welfare construct) are used to inform the Commonwealth 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 are available on the Internet at:

<http://www.abs.gov.au/ausstats>

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, select the Broad Research Area that best describes the research proposal.

2.2 – Research Fields, Courses and Disciplines (RFCD)

From the pop-up list which is accessed by selecting “view” from the menu bar at the top of the page, and then selecting “show poplists”, select one of the RFCDs that best describes the research proposal.

2.3 – Keywords/ Phrases to describe the field of research more specifically

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>

This information may be used in the peer review process to assist with the selection of appropriate Development Grant Review Panel members for your application. It may also be used for analyses of the NHMRC's funding profile.

From the list provided at the above website, 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 can be inserted.

(You have a *maximum of 60 free text characters for each entry*)

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

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>

From the list provided at the above website, 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.

(You have a *maximum of 60 free text characters for each entry*)

2.5 – Burden of Disease

From the pop-up list select a Burden of Disease that best describes the area of research of the application. You can select up to three Burden of Disease types and you must allocate a percentage of time against each. The percentage total must equal 100%.

2.6 – Socio-Economic Objectives

From the pop-up list select a minimum of one and a maximum of five Socio-Economic Objectives (SEO) by double clicking on the appropriate objective.

The SEO of research allows it to be classified in line with your perceived purpose in undertaking the particular study. This is different to the nature of the research, i.e. the Research Fields, Courses and Disciplines, which is covered under Question 2.2.

If 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%.

2.7 – National Research Priorities

Select the relevant National Research Priority (NRP) area(s) and enter a percentage in each table to describe that portion of the research relevant to the selected priority sub-group. The total percentage should not exceed 100% in any table but may be less. Detailed descriptions of the NRPs are available at:

[http://www.arc.gov.au/pdf/2004 designated national research priorities & associate.pdf](http://www.arc.gov.au/pdf/2004%20designated%20national%20research%20priorities%20&%20associate.pdf)

Note that, while the application is not required to address a NRP area, 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.

Applicants should 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 via the following weblink:

<http://www.nhmrc.gov.au/publications/synopses/r22syn.htm>

2.9 – Significance – Lay Description (suitable for the 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.

(You have a *maximum of 500 free text characters to answer this question*)

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.

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 Parliament. Note that this information plays an important part in relaying research outcomes to the public and, as such, should be written in a manner appropriate for the intended audience.

Section 3 – Ethics and Other Approvals

The Funding Policy provides important information regarding requirements for ethics and other approvals and should be read prior to completing this section.

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). If you answer “**Yes**” to this question, you must also complete **Questions 3.2 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. (You have a *maximum of 100 characters of free text to answer this question*)

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.

(You have a *maximum of 2000 characters free text to answer this question*)

Note that it is not sufficient to state that the “*National Statement on Ethical Conduct in Research Involving Humans* (‘the National Statement’) will be observed”.

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.

(You have a *maximum of 2000 free text characters to answer this question*)

3.6 – Do any activities in this research proposal require a licence 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

3.7 Will this research involve the 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 select from the pick list if these human stem cells are adult, embryonic or both.

3.8 Will this research involve the 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 select from the pick list if these animal stem cells are adult, embryonic or both.

3.9 – 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 then answer **Questions 3.10 to 3.12** and the RAO must complete the **Approvals** Section of the application form.

3.10 – Approval by an Animal Ethics Committee

Identify the Institutional Animal Ethics Committee to which the application has been or will be referred. (You have a *maximum of 300 free text characters to answer this question*)

3.11 – 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.

(You have a *maximum of 2000 free text characters to answer this question*)

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.*”

3.12 – Animal Usage

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

From the pop-up list which is accessed when you tab to this question, select the animal species to be used in the project.

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

Other Approvals

3.13 – Genetic Manipulation of Organisms

Answer “Yes” to this question if the project will involve organisms being genetically manipulated as defined under the *Gene Technology Act 2000* and may require the proposed work to be assessed by an Institutional Biosafety Committee (IBC) or approved 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 **Questions 3.10 to 3.12**.

3.14 – 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 **Questions 3.10 to 3.12**.

PERSONNEL

Intending applicants (the “Chief Investigators”) for NHMRC Development Grants should assess their eligibility to apply for Development Grants against the criteria detailed in the Funding Policy.

The first named Chief Investigator (Chief Investigator A) is required to provide the information detailed in questions **4A.1 to 4A.20** as relevant. Separate but identical questions are provided for each co-chief investigator at **4B to 4F**.

Section 4 - Chief Investigators

The 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 “Chief Investigator and Associate Investigator Consent form” (referred to herein as the “Consent form”) to record and confirm their commitment to the Development Grant. The Research Office must hold the signature page/s with all required original signatures. The Consent form can be found at the below website:

<http://www.nhmrc.gov.au/funding/apply/granttype/projects/index.htm>

4A.1 – Chief Investigator A Details

Enter the requested personal details of the (CIA). There are pick lists available for Title, Gender and Citizenship.

The Chief Investigator A must be an Australian citizen or hold permanent residency in Australia. It is also required that the research proposal involves Chief Investigator A being based in Australia for the duration of the grant. The CEO of the NHMRC may waive the eligibility requirement at his or her absolute discretion.

Under circumstances where the CIA is not an Australian Citizen or Permanent Resident of Australia at the time of submission they must select “**Neither of the above**” from the Citizenship pick list. In this instance the CIA must submit a one page statement to support their position as CIA on the application. Please refer to Section 10 of this document for further details.

Aboriginal and/or Torres Strait Islander Origin – Select if the Chief Investigator is Aboriginal, Torres Strait Islander or both. An Aboriginal or Torres Strait Islander is: *A person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander.*

Data on the Aboriginal or Torres Strait Islander status of people involved with NHMRC grants is being collected to allow the NHMRC to determine the extent of Aboriginal or Torres Strait Islander participation in NHMRC funded health and medical research. This information is then used to inform the development of NHMRC policy and strategy.

4A.2 – Will this researcher be based in Australia for the duration of the project

Researchers based overseas are eligible to apply as a Chief Investigator, but not the Chief Investigator A, unless otherwise specified. Refer to the Funding Policy for further information. Chief Investigators who are based overseas may not draw a salary from a Development Grant.

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.

4A.4 – Courier Address

If your courier address is the same as your postal address, tick the “**as above**” box. 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 (Mandatory)

Describe the role this Chief Investigator will have in the Development grant.
(You have a *maximum of 3000 free text characters to answer this question*)

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

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

For **Previous Appointments**, list a maximum of three covering the past 10 years only.

4A.8 – Publications

Each CI is to provide a list of their Publications from the last five years with their application. The format, type of information sought and manner of submission is outlined in the relevant Attachment to these guidelines.

4A.9 – 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 (from the pick list select either; PCT, Provisional, International, European Union or Australian);
- the patent number;
- country of patent (from the pick list enter the Country code for the Country the patent was submitted);
- 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.

4A.10 – NHMRC Research Support

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

The information sought on past, present and future 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 (**Requested**, **Current** and **Past**), you must list all NHMRC supported projects or other NHMRC awards, eg Training Awards, on which you are a named Chief Investigator.

Details of Past NHMRC support should encompass all NHMRC grants or part grants over the past six years.

Enter each **Requested**, **Current** and **Past** grant (including this grant application) according to the following guidelines:

- Enter the NHMRC Application ID Number of the grant or award.
- Enter the time commitment as a percentage of the working time for the CI.
- In the funding details box enter the following information:
 - type of grant (eg. Program, C. J. Martin Fellowship);
 - the CIs on the grant;
 - title of the grant; and
 - funding allocated for each year of the grant.
- For **Current** and **Past** grants you must also include publication numbers arising from the research, referencing your **Publication List**.

Do not attempt to enter any further information in the text fields.

4A.11 – Research Support from Other Sources

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

Complete both the **Requested** and **Current support from other funding sources** sections.

The Funding Source may be selected from the pick list provided by clicking on the Institution button. If the research proposal is being funded by more than one organisation, you can select up to three organisations into the Funding Source column. If the funding source does not appear on the list, the information can be entered in free text.

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.12 – 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.

(You have a maximum of 200 free text characters to answer this question)

4A.13 – Is a salary requested

Are you requesting a salary for this Chief Investigator? If so, answer “**Yes**” to this Question and complete **Questions 4A.14 to 4A.19**. If you are not requesting a salary go directly to **Question 4A.19**.

4A.14 – Reason for salary

Describe your role as the CIA in the research proposal and justify the provision of a salary in the grant. Where the percentage of time allocated to the project is less than 80%, include reasons for this.

(You have a maximum of 1000 free text characters to answer this question)

4A.15 – Current salary

You must provide information about your current level of employment (eg. SRO3 or level of NHMRC Personnel Support Package); the actual salary per annum; and the source of funding for this salary. If you receive salary from more than one source, only show the major source and indicate the percentage of time employed by that source.

4A.16 – Past or present NHMRC salary

If you, as the CIA, have received a salary in the last two years, or are currently receiving a salary from a NHMRC grant or award, you must answer “**Yes**” to this Question and provide details of the grant/award. The date commenced is the date the grant/award commenced. Enter the NHMRC salary scale/PSP level as the NHMRC designation (eg. RFP2/PSP3).

4A.17 – Appointment sought

For information and PSP salary levels for Development Grants refer to the link below:

<http://www.nhmrc.gov.au/funding/apply/granttype/projects/budget.htm>

Enter the PSP level sought from the pick list provided for this item, based on the description of academic staff classification standards and the level of work to be undertaken by the CIA.

Enter the percentage of salary requested for each year of funding.

When awarding a budget, the GRP will consider whether the percentage of salary requested for each year is reasonable given the time commitment indicated for this application (at 4A.10).

4A.18 – Salary calculation

The form will complete this calculation for you. The salary calculation will take into account the NHMRC PSP level requested and the percentage of time the investigator will spend on the project. If you spend 80% or more of time on the project, the calculation will automatically provide for 100% of the applicable salary. Otherwise, the calculation will be as for the percentage entered.

Salary loadings are applicable to all NHMRC funded graduate research personnel with registered medical or dental qualifications, whether or not they perform any clinical duties. Salary loadings are paid on claim by the Administering Institution. The Budget Mechanisms for Development Grants provides information regarding salary loadings.

4A.19 – Register another Chief Investigator

To add Chief Investigators B to F select “**Yes**”. Complete the **Personnel** section of the application form for each nominated Chief Investigator, following the same guidelines and where necessary, answering the same questions as instructed for the CIA.

If you do not wish to add another CI, select NO and tab to Section 5 – Associate Investigators.

4G – J – Listing additional Chief Investigators

Please note that if you list additional Chief Investigators in this section, the “Additional Chief Investigator” form is required to be submitted for each Chief Investigator. This form can be found at:

<http://www.nhmrc.gov.au/funding/apply/granttype/projects/index.htm>

Select “**Yes**” if you wish to list any additional Chief Investigators.

Select the **Title** from the pick list provided and enter the **Given Name** and **Family Name** in the columns provided (as per the “Additional Chief Investigator” form).

If you have requested a salary (percentage) amount for a Chief Investigator on the “Additional Chief Investigator” form, you should refer to the Peer Review Guidelines (Attachment D) to find the appropriate (dollar) amounts to enter into the Informed Filler application form in this section.

Enter the total (dollar) amounts per year for each Chief Investigator that you have requested a salary (percentage) for in your “Additional Chief Investigator” form. The percentage amounts on your “Additional Chief Investigator” form should correspond exactly to the dollar amounts entered under each year in questions 4G – J.

Section 5 – Associate Investigators

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

<http://www.nhmrc.gov.au/funding/apply/granttype/projects/index.htm>

5.1 – Associate Investigators

An Associate Investigator (AI) can be defined as an investigator who provides intellectual input into the research and whose participation warrants inclusion of their name on publications.

A salary can not be paid to an AI.

You must list all AIs on the application.

Select the **Title** from the pick list provided and enter the **Given Name** and **Family Name** in the columns provided. In the **Contribution** column, you must describe the contribution that the AI is expected to make to the project. Also include here the name of the institute that employs the AI. (You have a *maximum of 500 free text characters for each entry in the Contribution column*)

Section 6 – Professional Research Personnel (Graduate Research Personnel)

A Professional Research Person (PRP) is a graduate with recognised qualifications justifying a Personnel Support Package (PSP) in the PSP2 to PSP5 range, and who will be employed to undertake research on this project. Unlike the Chief Investigators, the PRP will not have responsibility for the project.

Salary support for PRPs will be awarded at the level assessed as appropriate for the work to be undertaken and the amount of time to be devoted to the project.

6.1.1 – Request for a salary for a Professional Research Person

If you are requesting a salary for a PRP, select “**Yes**” and provide the information required in this section. If you are not requesting a salary, select No and tab to Section 7 – Technical Support Staff (non-graduate).

6.1.2 – Name of the Professional Research Person

Enter the name of the PRP to be employed on the grant. If you have not yet identified the person to fill the position you must enter their name as “**Dr Unknown Unknown**”.

You must provide reason for the salary request, including information regarding the work to be undertaken and justification for the salary level requested.

(You have a *maximum of 1000 free text characters to answer this question*)

6.1.3 – Current Salary

If named, you must provide details of the PRPs current salary level/PSP (eg. Research Officer Grade 3 or PSP3), salary and source of the salary (eg. a university, the NHMRC or another research funding body). If the PRP receives salary from more than one source, only show the major source and indicate the percentage of time employed on this salary.

6.1.4 – Past/present salary from an NHMRC grant

If named, select “**Yes**” if the person currently receives or has received a salary from an NHMRC grant, and provide the details requested.

The date commenced is the date the person commenced on the grant/award. In the **NHMRC level** column, enter the NHMRC PSP level (eg. PSP3/PSP4).

6.1.5 – Most recent and highest qualifications

If named, list the **two** most recent and highest qualifications held by the person.

6.1.6 – Appointment sought

Choose the NHMRC PSP level requested, from the pick list. Enter the percentage of time the PRP will devote to this project for each year of the project.

6.1.7 – Salary calculation

The salary calculation is automatic and will take into account the NHMRC PSP level and the percentage of time requested for the position.

6.2.1 – Request for additional Professional Research Person

If you answer “Yes” to this question, complete a **Personnel** section of the application form for each nominated PRP following the same instructions and answering the same questions as for the PRP1.

If you answer “No”, go directly to **Section 7**.

Section 7 – Technical Support Staff (non-graduate)

This section is used to input the details of research students and technical staff to be employed on this grant. Do not include graduate personnel in this section (salary requests for graduate personnel are entered in **Section 6**).

Requests for salary support for a student stipend are entered in this section. The salary support for a student stipend must be entered as 50% PSP 1.

DO NOT include casual staff to be contracted at hourly rates. These should be included under **Direct Research Costs** at **Section 8**.

It is not compulsory to name Technical Support Staff, however you must provide justification for the salary request. Salary support on a grant will be awarded at the level assessed as appropriate for the work to be undertaken and the amount of time to be devoted to the project.

7.1.1 – Request for Technical Support Staff

If you are seeking salary support for Technical Support Staff or wish to provide a scholarship stipend for a research student, select “Yes”.

7.1.2 – Personal Details

Enter the name of the person to be employed on the grant. If you have not yet identified the person to fill the position you must enter their name as “**Dr Unknown Unknown**”.

If the salary is for a PhD student/student stipend you must detail the qualification sought and their role in the project.

(You have a maximum of 200 free text characters to answer this question)

You must provide reason for the salary request, including information about the work to be undertaken.

(You have a maximum of 1000 free text characters to answer this question)

7.1.3 – Appointment Sought

A PSP1 is the only level of support available for Technical Support Staff. The PSP level will be automatically entered in this field. Enter the percentage of time the person will devote to the grant for each.

7.1.4 – Salary Calculation

The salary calculation is automatic and will take into account that only the PSP1 level is available and the percentage of time requested for the position.

7.2.1 – Request for additional Technical Support Staff

If you answer “**Yes**” to this question, complete a **Personnel** section of the application form for each nominated Technical Support Staff following the same guidelines and answering the same questions as for the Technical Support Staff 1.

If the answer is “**No**”, tab to **Section 8 – Equipment/Direct Research Costs**.

BUDGET

NHMRC budgets are provided on a one-line basis and may include funding for salaries, equipment and other direct research costs. The Funding Policy provides further information regarding budget items that may be requested.

Section 8 - Equipment/Direct Research Costs

8.1 – Value of all items of equipment for each year

Enter the total value of all items of equipment for each year.

Applicants may not seek funding for equipment totalling more than \$80,000 for the entire period of the grant.

Equipment requests are to cover only those items individually costing **over \$10,000 and less than \$80,000**, which are essential to the grant (smaller items must be requested as Direct Research Cost items at **Questions 8.3 and 8.4**).

8.2 – Justification for the equipment request

Provide a description and cost for each item of equipment sought.

(You have a maximum of 2000 free text characters to provide this justification)

8.3 – Value of Direct Research Costs for each year

Enter the total value of the Direct Research Costs (DRC) requested for each year in quanta of \$5000. Include individual items of equipment costing less than \$10,000. (Note: that these items are also to be requested to be in quanta of \$5,000 – i.e., an item costing \$9,000 should be requested as \$10,000.) Your budget should include the charges imposed by your institution for the agistment of animals used in your research. Purchase costs of animals are to be included in your application.

8.4 – Details of each item of Direct Research Costs

Enter details of the DRC items sought and amount requested.

Enter those items not included within other categories, eg. items such as equipment costing less than \$10,000, consumables, printed materials, microfilms, survey or field expenses, purchase costs for animals and computing charges.

(You have a maximum of 5000 free text characters to provide this justification)

Section 9 – Consolidated Budget

9 – Budget

The budget information in this section is automatically generated by information entered in the **Personnel** and **Equipment/ Direct Research Costs** sections.

ATTACHMENTS

Section 10 – Attachments, Certifications, Errors and Submission

Applicants and RAOs are to follow the advice in this Section prior to submitting applications for funding to the NHMRC.

This Section provides advice on the following:

- Composition, format and submission of the Development Grant application and its Attachments;
- Certification and Approval requirements; and
- Method of submission.

Note: No additional information, apart from that detailed in this section is to be included. Letters of support or similar may be included within the space available for the Background and Research Plan, NOT as an additional attachment.

A complete Development Grant application comprises of the following:

- **Informed filler form and Synopsis (RTF file attachment):**

The electronic “informed filler” application form, completed in accordance with this Advice and Instructions document. All applications must also include a Synopsis saved as a Microsoft Word Rich Text Format (rtf) file. This file is to be attached to the application using the “Attach” button at Section 10 (screen 93 of 97 of the application form).

A maximum of one page is permitted for the Synopsis. The Synopsis should accurately, and briefly, summarise the research proposal as provided in the *Detailed Background and Research Plan*.

The Synopsis may be used to assist in the allocation of Spokespersons to applications. The Synopsis is NOT to be included in the PDF file and should NOT contain Images, diagrams or tables.

*NOTE: If you are using a **Mac OS compatible computer**, only use the “Attach” button to attach your .RTF file. DO NOT use the “Add” button found when selecting the paper clip, which is located on the top right hand corner of the screen.*

If you wish to remove your .RTF file, DO NOT use the “Remove” button. Select the paper clip on the top right hand corner of the screen, highlight the attachment and press ‘delete’ on your keyboard. This will delete the attachment from the application.

THE SYNOPSIS FILE IS THE ONLY FILE TO BE ATTACHED TO THE INFORMED FILLER APPLICATION.

- **PDF file:** Is to include information specific to the Development Grant as outlined below. **THIS FILE IS NOT TO BE ATTACHED TO THE INFORMED FILLER FILE (please see submission sub-section on how to submit).**

CREATING THE PDF FILE

The PDF file MUST not exceed 2Mb in size.

The content of the PDF file is outlined in this document. Prior to submission you should note the following:

- You should not convert and include scanned documents into this PDF. All attachments are to be converted from the original electronic document.
- The PDF file is to be formatted as outlined below.
- You should not include links to additional information on any website in your application excluding references to published peer review journal articles that are only available online.
- 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]_[CIA surname]_[development]_[grant]_[application].pdf” (eg – 123456_Smith_development_grant_application”). 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, in the *Detailed Background and Research Plan*, 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.

The following information is to be provided in the PDF file to your Development Grant application.

Development Grant - PDF Attachment

The Development Grant PDF attachment is to include information specific to the Development Grant. In this attachment applicants are required to address the following:

1. Provide an introduction/summary
2. Address the scientific merit of the proposed research and provide a research plan
3. Detail the track record of the applicants’ commercial achievements
4. Address the proposal’s commercial potential
5. Justify any claims that the proposal addresses a National Research Priority Area
6. Provide references cited
7. Attach curriculum vitae for appropriate staff
8. Summary/Final Reports and Progress Reports
9. List Chief Investigators’ publications
10. Provide details of any commercial partner (if applicable)
11. Provide a letter of support from any commercial partner (if applicable)
12. Aboriginal and Torres Strait Islander Criteria (if applicable)

Guide to the completion of the Development Grant Application (PDF attachment)

The PDF file must provide a clear plan for the project in a way that can be appreciated by all panel review members.

Commence each point, as outlined below, on a new page, with the appropriate heading.

Ensure that any prescribed page limits are strictly adhered to.

Cover Page. You are to provide, on a cover page, the following information:

- Application ID. Ensure that the application ID used on the informed filler file is included in the top right hand corner of each page of this file.
- Investigators. The title, given names and family name of all CIs listed on the application.

Title. The title of the proposed research is to be included

1. Introduction – Summary (Maximum of one page).

- a) Provide text up to **half a page**, describing the work to be undertaken in a manner accessible to an educated reader who is not a specialist in the particular research field.
- b) Provide text up to **half a page**, describing how this application is relevant to the Development Grants funding scheme. Make particular reference to evidence in support of the proposal having reached early proof of concept stage of development.

2. Scientific Merit of the Proposed Research – Research Plan (Maximum of four pages).

Provide a detailed Research Plan that allows the scientific merit of the proposal to be assessed according to the following criteria:

Significance. Does it address an important question?

Approach. Will the experimental design, methods and analyses produce definitive answers and are they likely to demonstrate proof of principle?

Feasibility. Do the applicants have the skills, commitments and resources to carry out the experimental plan and meet its milestone objectives?

Scientific track record. Do the applicants' publications or other records indicate that they can conduct the research program at a high scientific level?

The Research Plan should contain the following sub-sections:

- 1 Aims of the project
- 2 Background to the proposed project
- 3 Research Plan
- 4 Expected outcomes and significance of the project

3. Track Record of Commercial Achievements (Maximum of one page).

Have the applicants any previous experience in commercialisation of research? Such experience may include, on an increasing scale:

- inventorship on patents;
- industry consulting;
- involvement in sponsored research programs;
- licensing of their intellectual property; and
- direct involvement in industry placements.

4. Commercial Potential (Maximum of three pages).

Provide evidence of a basic understanding of the process and steps to move from research to outcomes that can be commercialised, including the process and steps to a market, the nature of the market, the milestones and risks of the venture and an understanding of possible means of handling intellectual property connected with the proposal. The application should provide an outline of the potential commercial development pathway should the development of the product, process or technology prove successful.

5. National Research Priority Area (Maximum of one page).

Justify any claims that the proposal addresses a National Research Priority Area

Note that your research activity does NOT have to be in a priority area to be funded.

6. References (Maximum of two pages).

You must provide a list of the references cited in the Application Text in standard journal format.

Curriculum Vitae and Publications should be converted from Word or a similar format to Adobe Acrobat (.pdf) and included in the (.pdf) application file.

7. Curriculum Vitae (Maximum of two pages for each Chief Investigator).

Attach a short form CV (**maximum of two pages**) for each named Chief Investigator and for each proposed appointment to Professional or Research Staff at level PSP 4 or 5.

Include the following details on each short form CV:

- name;
- relevant employment history;
- a list of the 20 most significant relevant publications for the last 5 years and the total number of peer-reviewed research publications over the last 5 years;
- brief details of relevant commercialisation experience eg patents, licences; and
- brief details of all competitive research funding received for the last 5 years.

Do not include papers submitted for publication but not yet accepted or abstracts.

Provide the listing in any standard journal format (format used in Medline is recommended). The date of acceptance must be provided for papers not yet published.

8. Summary/Final Reports and Progress Reports

For grants where a Chief Investigator on this application is also named as a Chief Investigator on an existing/previous NHMRC Development Grant, you need to submit the following reports:

Summary/Final Reports: include a Summary/Final report for NHMRC Development Grant(s) only that have completed funding in the year prior to submitting this application; and

Progress Reports: include a progress report for each currently held NHMRC Development Grant(s) only. Progress reports are not required for grants that have commenced funding in the year in which you are submitting this application.

A maximum of one page is permitted for each Summary/Final Report and Progress Report.

Each report must include the Application ID of the project, the scientific title and a list of publications arising from that research.

9. Publications

A list of the publications for each Chief Investigator covering the past five years must 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
- abstracts
- book chapters (this can be included in Track Record).

You should provide the listing in any standard journal format (format used in Medline is recommended).

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

10. Name of Commercial Partner (if applicable)

List the following information for any commercial partners. If there is no commercial partner, enter “N/A”.

- Contact details of the Commercial Partner.
- Postal address of the Commercial Partner.
- Information concerning the Commercial Partner’s Australian Business Number (ABN), internet address and Australian New Zealand Standard Industry Classification (ANZIC).
- The amount of funding contributed by the Commercial Partner towards the project. This includes cash as well as in-kind assistance (eg. use of facilities). Specify any personnel, direct research costs and equipment the Commercial Partner will be funding or providing. If a Commercial Partner has been identified, the certification should be completed by the appropriate person from that organisation.

12. Aboriginal and Torres Strait Islander Criteria

Aboriginal and Torres Strait Islander Criteria

If you have answered “Yes” to Question 1.5 of the informed filler application form, you must address the *Criteria for Health and Medical Research of Indigenous Australians*. The criteria can be found at:

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

A maximum of **2 pages** is permitted to address these Criteria. These two pages are to be added to this file.

Commercial Partner Letters of Support

In addition to the Development Grant PDF attachment, any letters of support should be scanned and provided in ADDITIONAL Adobe Acrobat (.pdf) files. They must NOT be inserted into the abovementioned Development Grant PDF attachment.

- In order to keep the file size to a minimum the preferred scanning settings are “200dpi, sharp, black and white document” or similar settings.
- If there is more than one letter of support, each letter should be scanned and converted into an individual PDF file.
- Each PDF file should be named according to the following convention: “App ID_CIA surname_development_grant_letter_of_support_1ofX.pdf” where X is the number of letters of support being submitted with the application.

(eg – 123456_Smith_development_grant_letter_of_support_1of3”). Do not include spaces in

the file name.

If the project involves collaboration with a Commercial Partner, attach a letter of support on the organisation's letterhead. The letter should include the following information:

- a brief profile of the organisation; and
- details of the cash and in-kind support that will be provided including the purpose of the contributions and amounts.

Formatting of the Development Grant PDF attachment

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 eg. Background and Research Plan 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 Background and Research Plan. 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%.

You must not include links to additional information on any website in your application excluding references to published peer review journal articles that are only available online.

Non Australian/Permanent Resident CIA Statement

In exceptional circumstances the NHMRC reserves the right to consider CIAs who are not Australian Citizens or Permanent Residents at the time of submitting their Development Grant application. In this instance the CIA must submit a one page statement to support their position as CIA.

The CIA's statement must be submitted as a separate one page word document to the NHMRC by the Research Administration Officer (RAO) of the Administering Institution **by 5 May 2008**.

The CIA's statement must be emailed to: development.grants@nhmrc.gov.au

The subject line of the email should read: NHMRC Development Grant – AppID_CIASurnameStatement for example: NHMRC Development Grant - 123456_SmithStatement.

The word document should be named: AppID_CIASurnameStatement for example: 123456_SmithStatement.doc

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

From the Actual Institution, 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

From the Administering Institution, agreement that the application meets the requirements of the institute and that the institute 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 CIA must certify that:

- all information provided in the application is correct at the time of submission;
- the written agreement of all other CIs & AIs has been obtained and the Consent form has been signed;
- 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 are correct at the time of lodgement. Original signature from the RAO is required.

RAO APPROVALS AND CERTIFICATES

The RAO is required to complete these pages of the electronic application form 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 that the Research Office holds the approval documents.

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

Under the requirements of the Deed of Agreement between the NHMRC and the Institute, 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 of the Informed Filler application form, as well as the Consent form with all required original signatures and that this will be made available to the NHMRC on request.

APPLICATION FORM ERRORS

This screen will identify the pages on which errors have been identified. You must correct these errors prior to submitting the form to the RAO. Your application cannot be submitted until all errors are corrected.

Once the form has been completed and no errors appear you may submit the form to your RAO using the “Send to RAO” button.

SUBMISSION OF APPLICATIONS AND PDF FILE

This section provides advice to applicants and RAOs on the requirements for submission of completed applications to the NHMRC.

Submission

Applications are to be submitted as follows:

The Informed Filler file and RTF Attachment are to be submitted to the NHMRC electronically by the RAO using the “Send to ONHMRC” button. The default email address that appears **MUST NOT** be changed.

The PDF file(s) 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 development.grants@nhmrc.gov.au ; or
- on a Compact Disk to be mailed to:

Supervisor, Development Grants
Grants Management Research Ideas
NHMRC
GPO Box 1421
CANBERRA ACT 2601

FOR RAOs

Note that:

- Where the number of PDF file(s) 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; and
- 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, and files compressed using any other format will not be accepted.

ASSISTANCE

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

- Reading the Frequently Asked Questions (FAQ's) at:

<http://www.nhmrc.gov.au/funding/apply/granttype/projects/index.htm>

- Contacting the Help Desk on **1800 500 983**, or
- Sending an email to **grantnet.help@nhmrc.gov.au**