



**Australian Government**

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**National Health and Medical Research Council**

## **GUIDE TO APPLICANTS**

# **POTENTIAL AVIAN INFLUENZA-INDUCED PANDEMIC CALL FOR RESEARCH**

### **STAGE 1 – EXPRESSION OF INTEREST**

An Expression of Interest should be a brief statement of the aims, methods and anticipated outcomes of the proposed research in sufficient detail to allow a preliminary assessment of its scientific merit and relevance to this call for research.

The page limits specified must be strictly adhered to.

## 1. NOTE TO APPLICANTS

Before proceeding with this Expression of Interest (EOI) you must read the NHMRC Potential Avian Influenza-Induced Pandemic Supporting Documentation. This document is available from the NHMRC website at:  
<http://www.nhmrc.gov.au/funding/apply/granttype/strategic/index.htm>

## 2. LODGING AN EXPRESSION OF INTEREST

All EOIs must be submitted through an NHMRC registered Administering Institution. EOIs must be lodged electronically as outlined below.

Please note that the NHMRC can only pay funds to an NHMRC registered Administering Institution. Therefore, if your proposed Administering Institution is not yet registered with the NHMRC, it must do so.

### 2.1 Formatting of EOI

Page size: A4

Margin: Left margin should be at least 2.5cm; others at least 1.5cm

Font: At least 12 point; preferably Times New Roman.

The *Expressions of Interest Form* should be submitted electronically in PDF format. It is recommended that Version 4 or later of the software be used for compatibility purposes.

### 2.2 Submission of Electronic Copy

The single PDF file must be provided to the Research Administration Officer (RAO) of your Administering Institution. The RAO is responsible for ensuring that the file meets the above criteria and for sending the file to the NHMRC.

The EOI should be sent via e-mail to [luiz.ribeiro@nhmrc.gov.au](mailto:luiz.ribeiro@nhmrc.gov.au) and be received no later than **9.00 a.m. Australian Eastern Daylight Time on MONDAY 7 November 2005**. Late applications will not be considered. Please ensure that your RAO is aware of the short and strict deadline for receipt of EOIs.

#### Please note:

The maximum size of an email with attachments that can pass through the NHMRC email firewall is 5 MB.

Should you choose to compress attachments, please be aware that the only compression software utility supported by the NHMRC is Winzip. It is unlikely that we will be able to open documents sent by MAC users who compress the file using software other than Winzip.

## 3. FURTHER INFORMATION

For further information about submitting an EOI, please contact Luiz Ribeiro in the Strategic Research Initiatives Section of the Office of the NHMRC.

Tel: (02) 6289 9143

Fax: (02) 6289 9168

Email: [luiz.ribeiro@nhmrc.gov.au](mailto:luiz.ribeiro@nhmrc.gov.au)

## **INSTRUCTIONS FOR COMPLETING THE EOI FORM**

### **APPLICATION NUMBER**

Please obtain an application number from the Research Administration Officer (RAO) of your Administering Institution and insert this in the 'header' on the first page.

This number will be used to track your application. Any inquiries about your application should refer to this number.

### **PART A - GRANT APPLICATION TITLE**

Provide an appropriate title for the application. Maximum 120 characters (including spaces).

Select one research area which best applies to the proposed research (or select 'other' if the proposed research falls outside the specified areas but is clearly of direct relevance to preparing for an avian influenza-induced pandemic, and likely to produce results of significant importance within a short time frame).

### **PART B - RESEARCH ADMINISTRATION OFFICER - CONTACT DETAILS**

Please provide the name and contact details of the RAO for this application. Your Administering Institution should supply you with these details.

### **PART C - RESEARCH TEAM CONTACT PERSON'S DETAILS**

Please note that the intention is to notify RAOs of the outcomes of the EOI stage on Wednesday 16 November 2005. Please provide contact details of the research team member who should be contacted about the outcome of the EOI stage at the time that RAOs are notified.

### **PART D - CHIEF INVESTIGATOR DETAILS**

Please provide a list of all Chief Investigators for this application. Additional rows may be added to the table if required

Under 'Institution/Organisation/Department', if the applicant works at several places, put the name of the institution where the work for this research proposal would be primarily carried out.

It is not necessary to provide contact details for Chief Investigators at the EOI stage.

### **PART E - ASSOCIATE INVESTIGATOR DETAILS**

Please enter details for all AIs.

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

A salary will not be paid to AIs.

## **PART F - OTHER PARTNERS**

Provide details of any partners not already listed, and how they will contribute to the research.

## **PART G - DESCRIPTION OF RESEARCH**

Provide a brief description of the research proposed.

The description should address the selection criteria, be no longer than **3 pages**, and should include the following information:

- specific aims of the project
- a brief outline of the main techniques and proposed methodology
- a brief outline of the skills and track record of the research team, as relevant to the proposed research, including examples of relevant publications from 2000-2005
- infrastructure and management arrangements
- anticipated outcomes and significance – How will the proposed research rapidly and directly inform and advance Australia's strategies to prevent, prepare for and respond to a potential avian influenza-induced pandemic?
- what is unique and innovative about the proposal – How will the proposed research differ from research already funded or being undertaken

## **PART H - BUDGET**

### **Personnel**

Salaries may be claimed for Chief Investigators (CI) under certain circumstances. Any claims for CI salaries must be accompanied by details of other salaries which the CI is expected to receive during the time of the proposed research.

### **Equipment**

Enter the total value of all items of equipment.

Equipment requests should not include the type of apparatus normally provided from institutional funds such as computers, freezers, etc. The equipment requested should be unique to the project and must be essential for the project to proceed. Applicants should provide detail as to why the equipment is not being provided by their Institution.

### **Direct Research Costs**

Enter total amount for all other items not covered by Personnel and Equipment costs.

### **Budget justification**

A brief justification of the budget requested from the NHMRC is required. Supplementary funding/contributions from other sources should be outlined. The brief justification of the budget requested from the NHMRC should not exceed 1,500 characters (including spaces).

## **PART I - INDICATIVE TIMELINES**

Applicants are asked to assume that if successful, funding could be available from 10 January 2006. In order to assess applications against Urgent Research criteria, please indicate the dates on which the proposed research would begin and when outcomes would be provided to the NHMRC in the form of a written report. Intermediate stages of project completion may be required in detailed submissions that progress beyond the EOI stage.