NHMRC PROJECT GRANTS

ADVICE AND INSTRUCTIONS TO APPLICANTS

for funding commencing in 2014

Applications open on 05 December 2012 and close at 17:00 hrs (AEDT) on 19 March 2013.

Late applications will not be accepted

This document should be read in conjunction with the NHMRC Funding Rules
Incorporating the Project Grants Scheme for funding commencing in 2014.

Applicants should read all instructions and other accompanying documentation, and consult with their own Research Administration Office or technical team before contacting the Research Help Centre (RHC) (help@nhmrc.gov.au). The RHC can help with:

- specific information regarding funding schemes;
- filling out application forms; and
- difficulties with logging into and using the Research Grants Management System (RGMS)

All enquiries should be directed to:
Research Help Centre
Ph: 1800 500 983
Email: help@nhmrc.gov.au
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1. INTRODUCTION

This document should be read in conjunction with:

1. The NHMRC Funding Rules Incorporating the Project Grants Scheme for Funding Commencing in 2014, which provides important information on the objectives and underlying principles of Project Grants (referred to herein as the Funding Rules).
2. Training tutorials are available on the RGMS Home page under the heading “Tutorials” at http://rgms.nhmrc.gov.au

The Funding Rules can be found at http://www.nhmrc.gov.au/grants/apply-funding/project-grants

1.1 Overview

The purpose of this document is to provide advice to applicants and Administering Institutions’ Research Administration Officers (RAO) for the completion and submission of applications for NHMRC Project Grants funding commencing in 2014.

NHMRC’s RGMS must be used to access/enter your Curriculum Vitae (CV) and Profile, and submit a Project Grant Application.

Applicants who are not yet registered on RGMS can do so via the ‘New to RGMS’ link on the RGMS login page (http://rgms.nhmrc.gov.au) or obtain assistance by contacting Research Help Centre at help@nhmrc.gov.au or on 1800 500 983.

A complete Project Grant application must consist of the following:

1. Completion of Parts A and B of the application form,
2. The relevant information in your RGMS Profile and CV,
3. The uploaded Detailed Background and Research Plan PDF – refer to Section 3.4 for further information.

Chief Investigators will not be able to initiate or be added to an application if all mandatory fields have not been completed in their RGMS Profile and CV.

Referencing Publications

Each publication entered into your CV-Pub: Publications page will be given an identification number beginning with ‘P’. This can be used to assist applicants in referring to their publications. Applicants should use this number when referring to specific publications in their application, particularly in text boxes where characters are limited. Please DO NOT use the sequence number found on the application’s snapshot reports as this may change upon the addition of new publications and/or publication uploads.

Responsible Conduct of Research

Applicants are reminded that research funded by NHMRC must comply with the Australian Code for the Responsible Conduct of Research (2007), which can be found at: http://www.nhmrc.gov.au/publications/synopses/r39syn.htm.
RGMS Application

The ‘Detail’ tab of the RGMS application is divided into two parts, PART A (common for all funding schemes) and Part B (scheme specific). The sections included within these parts are as follows:

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<td>A-EH: Ethics – Human</td>
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1.2 Changes for the 2013 Round

The following changes have been made to this year’s application process:

- Chief Investigators (CI) must have all mandatory fields complete in their CV & Profile – refer to Section 2.2,
- Revision of Eligibility for applications to be considered Aboriginal and Torres Strait Islander health research – refer to Section 2.5,
- Need to justify eligibility for New Investigator Status – Section 3.2,
- Research Team – Chief Investigator and Associate Investigator – refer to Section 2.2,
- Removal of Strategic Plan Initiative Areas,
- Additional page to capture Team Quality and Capability as part of the team Track Record – refer to Section 3.4.

1.3 Important Notes

Assessment Criteria and Category Descriptors for Project Grant Applications:

While completing your application, it is important to keep in mind the assessment criteria against which applications will be assessed. In addition, applicants are advised to consider carefully the detailed category descriptors in relation to each of the assessment criteria, which will be available shortly after the opening of the round at the NHMRC website:


Detailed descriptions of the three assessment criteria can be found in Part 2, Section 9.1 of the Funding Rules. Briefly, the three internationally benchmarked assessment criteria are:
Scientific Quality (50%)

This includes the clarity of the hypotheses or research objectives, the strengths and weaknesses of the research plan and the experimental design, and the feasibility of the proposed research.

Significance and/or Innovation (25%)

This includes the potential to increase knowledge about human health, disease diagnoses, or biology of agents that affect human health, or the application of new ideas, procedures, technologies, programs or health policy settings to important topics that will impact on human health.

Track Record Relative to Opportunity (25%)

Track record is considered in terms of whether an applicant team’s previous research demonstrates that the investigator(s) are capable of achieving the proposed project and/or ability to deliver the proposed project in terms of having the appropriate mix of research skills and experience.

Track record is considered in relation to opportunity – with regard to factors such as Career Disruption, administrative and clinical/teaching load, and typical performance (including publications) for the field in question. Please refer to the Funding Rules for further information concerning ‘Career Disruption’ and ‘track record relative to opportunity’. It is important that you include details of these factors in the Track Record section of the Detailed Background and Research Plan PDF.

Protected Forms

Protected offline Microsoft Word forms for Part A of Project Grant applications have been provided for your convenience. You may use these forms to fill out your application offline and then copy and paste the text from the form into RGMS.

The forms can be found in the RGMS Library and on the RGMS page of the NHMRC website: http://www.nhmrc.gov.au/grants/research-grants-management-system-rgms. These forms are provided as an aid only. They cannot be completed and emailed to NHMRC. All applications must be submitted through RGMS.

Applicants choosing to use the available forms should note the discrepancy between the Microsoft Word character counter and the character counting within RGMS. To aid you in conforming to RGMS character limits, the following URL has been provided as a guide http://www.webworldindex.com/countcharacters.htm

1.4 Starting a New Application

For step by step instructions on how to start a new Project Grant application, please log into RGMS and navigate to the RGMS Library. Applicants will not be able to initiate a new application if all mandatory fields have not been completed in their RGMS Profile and CV.

Initiative
The Initiative for Project Grants is ‘Project’.

**Round**
The round is ‘2013_Project Grant_funding_commencing_2014’

**Application Identification Number (RGMS ID)**
Each application will have its own unique Application Identification Number (Application ID), which is generated by RGMS. Please use this ID number (e.g. APP######) to identify your application in any correspondence when referring to your application.

**RAO Edit Access**
If you wish to allow your RAO to have edit rights to your application, you should select ‘Yes’ in the RAO Edit Access field. NHMRC provides this functionality to support researchers and RAOS in managing the application process. NHMRC does not accept any responsibility for errors or omissions arising from the use of the RAO edit function and strongly recommend that the RAO, CIA and Administering Institution discuss the management of RAO edit access before selecting this function.
2. PART A – APPLICATION DETAILS

Part A of the RGMS application is generic to all NHMRC funding schemes.

2.1 Part A: HOME

You are required to complete a number of fields for each section of Part A, including fields on the ‘Part A Home’ page.

Administering Institution

This will be populated from your selection in the start a new application screen. While there may be instances where a Project Grant will 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 choose as your Administering Institution is the correct institution for your application. If in doubt contact the RAO at your proposed Administering Institution to confirm its status as an NHMRC Administering Institution and ensure it has the facilities to administer your application. For further information, please refer to Part 1, Section 3 of the Funding Rules.

Any enquiries regarding the administration of NHMRC grants should be directed first to your RAO, then by email to postaward.management@nhmrc.gov.au.

Scientific Application Title (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 250 characters including spaces and line breaks to provide this information.)

Simplified Application Title (Simple Title)

The simplified application 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 250 characters including spaces and line breaks to provide this information.)

Media Summary

Describe the project in terms 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.

This information will be made available, if requested, to members of the public, journalists, etc. It may also 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.

(You have a maximum of 500 characters including spaces and line breaks to provide this information.)

Synopsis

The synopsis is extracted into the Summary Snapshot, which is used to assign applications to Grant Review Panels (GRP) and assessors.

The synopsis should accurately, and briefly, summarise the research proposal as provided in the Detailed Background and Research Plan. Keep in mind that this information needs to convey to the reader which Peer Review Area the research most likely aligns with and whether the reader would have the expertise necessary to assess the application. Refer to PART A A-RC for more information regarding the Peer Review Area.
Do you consent to this application and associated reports being referred to other Funding Agencies, including your own Institution, for consideration?

If you choose “YES” to this question you will be giving NHMRC permission to provide certain information, on request, to other funding agencies seeking information from NHMRC about fundable but 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.

2.2 A-RT: RESEARCH TEAM AND COMMITMENT

In this section you are able to add or remove team members, assign them to a role, request Personnel Support Packages, and identify proposed workloads. All CIs will need to have completed all mandatory fields in their RGMS Profile and CV before being included on the application. If a CI on your team has not completed all mandatory fields in their Profile and CV, an error message will appear when you attempt to add them as a team member.

Role Types

When adding team members you will need to select from the four role types that are described below, and then search for the person you wish to add under this role.

If the person is not yet identified, enter ‘TBA’.

If the person you wish to add is not listed, they need to register for an RGMS account. To obtain an account they should go to the RGMS login page (http://www.rgms.nhmrc.gov.au) and click on the 'New User Request' link. If they require assistance they should contact RHC on 1800 500 983.

1. Chief Investigator (CI)

   • Chief Investigator A (CIA) is responsible for completion and lodgement of the application.
   • Other CIs are to read the application and must agree to its contents before it is submitted.
   • A maximum of 10 CIs (CIA to CIJ) may be entered into your RGMS application.

   Note: CIB – CIJ are required to have an RGMS account and all mandatory fields of their Profile and CV completed in order to be added and have access to their application.

2. Associate Investigator (AI)

   • An AI is an investigator who provides intellectual input into the research and whose participation warrants inclusion of their name on publications.
   • AIs are not able to draw a salary from a Project Grant.
   • AIs named on the application will be advised by the CIA. The CIA must obtain written agreement from AIs to be named on the application. However the AI is not required to endorse the final application. AIs do not have access to the application in RGMS. RAO’s are responsible for ensuring written agreement has been received from the AIs prior to certifying the application, which is to be made available to NHMRC on request.

   The contribution of AIs is to be entered within the Detailed Background and Research Plan PDF. Please see Section 3.4 for more information.

3. Professional Research Person (PRP)

   • A PRP is a graduate with recognised qualifications justifying a Personnel Support Package (PSP) who will be employed to undertake research on this project.
   • The PRP will not have responsibility for the project.
• You must provide details of their contribution to the project and reasons for the PSP requested, including information regarding the work to be undertaken and justification for the PSP level.

4. Technical Support Staff
• Technical Support Staff includes research students and technical staff to be employed on this project.
• It is not compulsory to name Technical Support Staff. However you must provide justification for the salary request and provide all details, including their role in the project, reason for the salary request and information about the work to be undertaken.
• DO NOT include casual staff to be contracted at hourly rates. These should be included under Direct Research Costs.
• Do not include graduate personnel as Technical Support Staff.

Qualifications & Skills
In this section, please provide specific qualifications or skills required for this research project. *(You have a maximum of 2000 characters including spaces and line breaks to provide this information.)*

Proposed Salary
Nominate the requested level and percentage (%) of PSP for each year of funding:

a. Enter the PSP level sought, based on the description of academic staff classification standards and the level of work to be undertaken by the team member.

b. Enter the percentage of PSP requested for each year of funding. Applicants must apply for the exact proportion of a PSP that is required for the research being proposed.

c. Describe the role in the research proposal and provide a reason for the PSP requested.

When awarding a budget, the GRP will consider whether the PSPs requested are reasonable given the time commitment indicated for this application. *(You have a maximum of 1000 characters including spaces and line breaks to provide this information.)*

Salary Calculation
This will be automatically calculated, taking into account the NHMRC PSP levels requested and the percentage of PSP requested. Loadings are applicable to all NHMRC-funded graduate research personnel with registered medical or dental qualifications, whether or not they perform any clinical duties. These loadings are paid on claim by the Administering Institution. *The Budget Mechanism for funding commencing in 2014 Project Grants* provides information regarding loadings. Note that the income indicated is an estimate only, and actual values will vary.

For information on PSP levels and budget mechanisms refer to the link below:

Proposed Workload

Will this researcher be based in Australia for the duration of the project?
Unless otherwise specified, Chief Investigator A (CIA) must be based in Australia for the duration of the project. Researchers based overseas are eligible to apply as Chief Investigator B and below (CIB-CIJ). For further information refer to the *Funding Rules* Part 1, Section 5.2.
Dates of anticipated domestic and/or international absences during the grant period
Provide dates if any member of the research team anticipates being absent for a period of two months or more during the funding period. Specify the expected period of absence and the reason for the absence.

(You have a maximum of 500 characters including spaces and line breaks to answer this question.)

Percentage NHMRC Research Time
Indicate the amount of your NHMRC research time you would spend on this application if it were to be successful (this application %) and the amount of your research time spent on other NHMRC grants (other grants %) in an average working week. Therefore this application % plus all current grants % should be no greater than 100%. For example, if you propose spending 50% of your standard week’s working hours on NHMRC funded projects, and this application constitutes 80% of your NHMRC research time then your NHMRC research time for this application is 80%.

Provide a brief description detailing the proposed amount of time you would spend on this application if it were to be successful.

(You have a maximum of 1000 characters including spaces and line breaks to answer this question.)

2.3 A-NF: INTENDED NHMRC FUNDING REQUESTS
For each CI team member, provide details of any NHMRC funding, other than this application, they have applied for (or planned to apply for) which has not yet been approved. You may create multiple entries for an individual team member. Failure to disclose full information may result in the application being removed from any further consideration by NHMRC.

Enter the details of the application and funding source including the percentage of NHMRC research time the CI intends to spend on the application/s being listed.

2.4 A-OF: INTENDED OTHER FUNDING REQUESTS
For each CI team member, provide details of any planned or actual applications for funding from sources other than NHMRC that have not yet been approved. You may create multiple entries for an individual team member. Failure to disclose full information may result in the application being removed from any further consideration by NHMRC.

Enter the details of the application and funding source including the percentage of non-NHMRC research time the CI intends to spend on the application/s being listed.

2.5 A-A2: ABORIGINAL AND TORRES STRAIT ISLANDER RESEARCH
As part of its commitment to advancing Aboriginal and Torres Strait Islander health research, 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.

NHMRC has committed to a target of at least five percent of its total research funding being allocated to Aboriginal and Torres Strait Islander health research. Your responses to the questions in this section enable NHMRC to accurately monitor its performance relative to that target.

The questions enable applicants to identify research that is specifically motivated by a desire to investigate Aboriginal and/or Torres Strait Islander health issues. They are also designed to enable NHMRC to identify those research proposals that will require assessment of the proposed research benefits 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 following guidelines:


III. The NHMRC Road Map II: A strategic framework for improving the health of Aboriginal and Torres Strait Islander people through research available at: http://www.nhmrc.gov.au/your_health/indigenous/index.htm#Road_Map_II

The statement addressing The Indigenous Criteria can be found at Part 2, Section 8.1 of the Funding Rules.

Does this research proposal include Aboriginal and/or Torres Strait Islander health research and/or capacity building?
(This question also enables applicants to identify specific components of their proposal that relate to Aboriginal and Torres Strait Islander peoples.)

If you have answered “YES” to this question:

a) 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. You should only answer “YES” if you can demonstrate that at least 20% of your research effort and/or capacity building relates to Aboriginal and/or Torres Strait Islander health.

b) Subject to expert advice, your application may be assessed against The Indigenous Criteria.

In preparing your application you must address all six elements of The Indigenous Criteria, which are:

• Community Engagement,
• Benefit,
• Sustainability and Transferability,
• Building Capacity,
• Priority,
• Significance.

(You have a maximum of 2000 characters including spaces and line breaks to provide information for each element.)

2.6 A-IAcc: INSTITUTION - ACCESS

Chief Investigator(s)

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 that receives research funding directly or indirectly from the Australian Government for the same health and medical research as that proposed in the application.

Provide reasons why NHMRC should accept this grant application.

Explain why this proposal is not funded, or is not expected to be funded, through current Australian Government research initiatives. Failure to address this requirement can result in your application being excluded from further consideration.

(You have a maximum of 1000 characters including spaces and line breaks to provide this justification)
2.7 A-IAct: INSTITUTION – ACTUAL
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. In this section you will need to list the Actual Institution and department where the proposed research will be conducted.
a. If the research will be conducted at more than one institution, enter the percentage allocated to each actual institution and department to reflect the sharing of the research effort among the institutions that you have listed. The percentages entered must total 100%. Complete this page for each institution if there is more than one. If the actual institution does not appear in the list please email the institution name to RHC (help@nhmrc.gov.au).
(You have a maximum of 100 characters including spaces and line breaks to answer this question.)

2.8 A-NHP: NATIONAL HEALTH PRIORITIES
Select the relevant National Health Priority area(s) and enter a percentage for each to describe that portion of the research relevant to the selected priority sub-group. The total percentage should not exceed 100%, but may be less.

2.9 A-NRP: NATIONAL RESEARCH PRIORITIES (NRP)
Select the relevant National Research Priority (NRP) area(s) and enter a percentage for each to describe the portion of the research relevant to the selected priority sub-group. The total percentage should not exceed 100%, but may be less.
While the application is not required to address a NRP area, information regarding which priority area(s) this research proposal may address will assist NHMRC to capture appropriate data for reporting purposes.

Detailed descriptions of the NRPs are available via the following web link:

2.10 A-RC: RESEARCH CLASSIFICATION
The Research Area, Fields of Research and Keywords will be used in the peer review process to assist with the selection of appropriate expert peer reviewers for your application. It may also be used for analyses of NHMRC’s Funding Profile.

You must make the selections that best describe your research proposal against each of the following fields:
- Guide to Peer-Review Areas – Choose at least one (up to three) selection(s) from the list. NHMRC will use your selections as a guide to allocate your application to the most relevant GRP.
- Broad Research Area.
- Fields of Research (FoR).
- Fields of Research Subcategory.
- Research Keywords/Phrases – Choose at least five (up to ten). Selections should describe the research more specifically.

When completing this section, refer to the Guide to Peer Review Areas for Project Grants funding commencing in 2014 document at the following website:

You should also refer to the Australian Standard Research Classifications and NHMRC Research Keywords and Phrases. This information is available at:
Additional information that best describes research interests
Please describe in more detail your research interests or areas of expertise. This could include areas of student supervision and areas in which you have published.

(You have a maximum of 2000 characters including spaces and line breaks to provide this information.)

2.11 A–SEO: SOCIO-ECONOMIC OBJECTIVES (SEO)
Select a minimum of one (1) and a maximum of three (3) SEO by category then subcategory.

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. researcher fields.

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 not exceed 100%.

2.12 A–BoD: BURDEN OF DISEASE
Use the ‘Browse’ button to 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 not exceed 100%.

2.13 A–CD: COMMUNITY DETAILS

Consumer and Community Participation

Does this research involve consumer and/or community participation?
If you answer “Yes” to this question you must:

a) Describe how you will ensure that research participants will have access to their own results, and how you will be accountable to participants for the overall results of the research.

(You have a maximum of 1000 characters including spaces and line breaks to provide this information)

b) Describe how you will ensure that consumers will be involved in the research, and how you will communicate the results of the research to participants and the community.

(You have a maximum of 1000 characters including spaces and line breaks to provide this information)

Applicants should refer to the Statement on Consumer and Community Participation in Health and Medical Research (available via the following web link: http://www.nhmrc.gov.au/guidelines/publications/r22-r23-r33-r34), when completing this section. Further information regarding this statement can be found in Part 1 of the Funding Rules.

2.14 A-EG: ETHICS – GENERAL

By selecting “YES” to either the Human or Animal questions on this page, another page will be displayed in the left hand menu with additional questions after saving this page.

Part 2, Section 8 of the Funding Rules provides the requirements for ethics and other approvals and should be read prior to completing this section.

Clinical Details
Will this research involve direct interaction between investigators and a patient or subject?
If you answer “YES” this information may be used to identify research that involves clinical research.

**Is this an application to conduct a clinical trial?**

If you answer “YES” this information will be used to identify projects that involve a clinical trial. In the event that your application involves a clinical trial, NHMRC will take note of this when assigning applications to their respective panels. For further information regarding the Clinical Trials Grant Review Panel, please see the Funding Rules Part 2, Section 9.4.

A clinical trial should be considered as the evaluation of any health care intervention (including prevention, early detection, treatment, health service, pharmaceutical, 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 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.

Applicants should note the World Health Organisation’s (WHO) definition of a clinical trial:

*A clinical trial is any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes. Clinical trials may also be referred to as interventional trials. Interventions include but are not restricted to drugs, cells and other biological products, surgical procedures, radiologic procedures, devices, behavioural treatments, process-of-care changes, preventive care, etc.*

1 This definition includes Phase I to Phase IV trials.

**Ethics - Human**

**Does this research proposal require submission to a human research ethics committee?**

If you answer “YES” another subpage (A-EH: Ethics-human) will appear:

1. **Does this program involve the use of personal information obtained from a Commonwealth Department or Agency (including former repatriation hospitals)?**
   If you answer “YES” in this section, enter the name of the Commonwealth Agency or Department involved.
   *(You have a maximum of 50 characters including spaces and line breaks to provide this information.)*

2. **Does this program involve the administration to humans of drugs, chemical agents or vaccines?**
   If you answer “YES” to this question provide detailed information on these drugs, chemical agents or vaccines to humans including the alternative or complimentary medicines.
   *(You have a maximum of 50 character including spaces and line breaks to provide this information.)*

3. **Do any activities in this research proposal require a licence under the Research Involving Human Embryos Act 2002?**
   If answering ‘YES’, researchers in this area are strongly advised to familiarise themselves with the requirements of both the Research Involving Human Embryos Act 2002 (RIHE Act) and the Prohibition of Human Cloning for Reproduction Act 2002 (PHCR Act). The RIHE

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Act and the 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.

Further information regarding research using human embryos can be found on the NHMRC website at: [http://www.nhmrc.gov.au/health_ethics/health/stemcell.htm](http://www.nhmrc.gov.au/health_ethics/health/stemcell.htm), or by emailing embryo.research@nhmrc.gov.au

4. **If the research involves humans, will it require equal numbers of males and females?**
   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 characters including spaces and line breaks to provide this information.)*

5. **Ethical Implications of Experiments on Humans**
   For research involving humans, give a brief statement of the ethical issues that arise from such research, and an explanation of how these issues will be addressed.
   *(You have a maximum of 2000 characters including spaces and line breaks to provide this information.)*

   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”. The research plan must include sufficient detail to enable the project to be fully assessed in respect of ethical issues by an independent human research ethics committee.

**Ethics – Animal**

**Does this research proposal require submission to an institution’s Animal Ethics Committee responsible for animal research?**

If you answer “YES” another sub-page (A-EA: Ethics-animal) will appear:

1. **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 200 characters including spaces and line breaks to answer this question.)*

2. **Ethical Implications of the Project Experiments on Animals**
   Give a brief statement justifying the use of animals in the experiments related to the application. The statement should address the general principles of replacement, reduction and refinement.
   *(You have a maximum of 2000 characters including spaces and line breaks 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.” The *Detailed Background and Research Plan* PDF must include sufficient detail to enable the project to be fully assessed in respect of ethical issues by an independent Animal Ethics Committee.

3. **Animal Usage**
Select the animal species and strain to be used in the project.

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

**Ethics – Other**

1. **Does this research proposal require submission to an institution's animal ethics committee responsible for animal research?**
   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 or approved by the Gene Technology Regulator before commencement.

2. **Does this project involve the 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.

**Research Involving Stem Cells**

1. **Will this research involve the use of human stem cells?**
   If you answer “YES” to this question select from the list if these human stem cells are Adult, Embryonic or both.

2. **Will this research involve the use of animal stem cells?**
   If you answer ‘YES’ to this question select from the list if these animal stem cells are Adult, Embryonic or both.
3. PART B – APPLICATION DETAILS

Part B of the application is specific to the Project Grants Scheme. This part of the application differs to that of other NHMRC schemes.

3.1 HOME

General

RGMS will automatically populate the round you are applying for.

3.2 B – AIPROJ: APPLICATION INFORMATION

This section relates to applicants seeking funding as a New Investigator or funding from Cancer Australia or Cancer Council.

Career Disruption

Is any member of the CI team claiming a Career Disruption (CD)?

You are required to ascertain all CD information from your CI team and select one of the four options.

1. No- is not claiming a CD (no members of the CI team are claiming a CD),
2. Yes – CD claimed through PDF upload (one or more members of your CI team are claiming a non-sensitive CD through the Detailed Background and Research Plan PDF),
3. Yes – CD claimed through emailed PDF (one or more members of your CI team are claiming a sensitive CD through an email to the NHMRC),
4. Yes – CD claimed through both PDF upload and email (one or more members of your CI team are claiming a non-sensitive CD through the Detailed Background and Research Plan PDF and a sensitive CD through an email to the NHMRC).

Details of any CD will need to be included in the Detailed Background and Research Plan PDF attachment at Section 3.3 B-PR PROPOSED RESEARCH. Additional information regarding sensitive CDs is also available in this section.

New Investigator

Is this application for New Investigator funding?

Select yes if the application is to be considered a New Investigator application. Refer to the Funding Rules Part 2, Section 7.1 to help determine eligibility for New Investigators.

Provide justification to support your request to be considered as a New Investigator.

Justify or provide further information as to why you and your research team are requesting to be considered as a New Investigator. Refer to the Funding Rules Part 2, Section 7.1 for information on New Investigator eligibility. All CIs listed on the application must be eligible as a New Investigator. (You have a maximum of 2000 characters including spaces and line breaks to answer this question.)

Funding Source

Applicants seeking funding from Cancer Australia or Cancer Council (refer to Part 2, Section 8 in the Funding Rules) will need to complete this part of the application to give NHMRC permission to refer their application to these organisations.

Select the organisation(s) from which funding is sought.
Consent to Disclose Personal Information to Third Parties

NHMRC have confirmed funding arrangements with the third parties listed for the 2013 Project Grants scheme. In accordance with the Privacy Act 1988 (Cth), NHMRC is required to seek consent from applicants before providing personal information, that is, this application, snapshot reports and information about the results of NHMRC’s assessment outcome to a third party. The purpose of providing such information to the third party is to enable them (or their funding partners) to assess the application’s eligibility for funding under the relevant scheme.

Select which third parties (if any) you consent NHMRC providing your personal information to.

Note: All CIs must consent to NHMRC providing this application, snapshot reports and information about the results of NHMRC’s assessment of this application to third parties. It is the CIA’s responsibility to seek consent from the other CIs listed on this application.

For more information please refer to Section 2.1 of this document and Part 2 Section 5.5 of the Funding Rules.

Have you sought agreement from Associate Investigators (AI) for their name to be included in this application?
Select the appropriate option from the drop down box. Written evidence will need to be provided to your RAO that all AIs have agreed to be named on the application.

3.3 B–PSI: PRIORITY/SPECIAL INITIATIVES

Priority Research Area and Special Initiatives

Each year the NHMRC designates a small number of health areas in which it encourages applications. These areas are either the NHMRC Priority Research Area of Indigenous Health or Special Initiatives for which NHMRC has received additional funds. For 2013 these areas are;

NHMRC’s Priority Research Area:
- Indigenous Health

Special Initiatives for 2012 (additional funding available from other funding partners):
- Electromagnetic Fields
- Hearing Loss Prevention

From the list provided select the initiative(s), if any, applicable to this application and provide a comment to support your selection in the justification text box. (You have a maximum of 2000 characters including spaces and line breaks to answer this question.)

If your application relates to the NHMRC’s Priority Area of Indigenous Health you must address this in PART A Section 2.5 of your application under ‘Aboriginal and Torres Strait Islander Research’. Refer to the Funding Rules for the further information and descriptions of current NHMRC Priority Research Areas and Special Initiatives.

3.4 B–PR: PROPOSED RESEARCH

This section is where you attach/upload your Detailed Background and Research Plan PDF attachment.

Creating the PDF File

There are five components to be addressed in the PDF document for your Project Grant application:
1. **Detailed Background and Research Plan** (maximum of 9 pages),
2. Associate Investigator (AI) Contribution (maximum of 100 words for each AI),
3. References (maximum of 3 pages),
4. Summary/Final Reports and progress reports (maximum of 1 page for each report),
5. Track Record for the research team (maximum of 1 page) and each CI on the Application, (2 pages per CI), including Career Disruption where appropriate (additional 1 page per CI).

The following is a brief description of these components.

### 1. Detailed Background and Research Plan

All scientific information relating to your proposal must be contained in this section. The proposal is reviewed by experts in the field and you should include any pilot or feasibility study data supporting the research planned. References cited in this document are to be listed in the separate References attachment. A maximum of **nine pages** is permitted for the *Detailed Background and Research Plan*.

Your *Detailed Background and Research Plan* should include:

<table>
<thead>
<tr>
<th>Component</th>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aims</td>
<td>Describe the specific aims of the project, including a clear statement of</td>
</tr>
<tr>
<td></td>
<td>the hypothesis to be tested</td>
</tr>
<tr>
<td>Background</td>
<td>Describe the significance of the project, the objectives of the research</td>
</tr>
<tr>
<td></td>
<td>and the background to the project including scientific aspects and any</td>
</tr>
<tr>
<td></td>
<td>other relevant material.</td>
</tr>
<tr>
<td>Research Plan – Methods</td>
<td>Outline the research plan in detail, including as appropriate:</td>
</tr>
<tr>
<td>and techniques to be used</td>
<td>• Detailed description of the experiment design,</td>
</tr>
<tr>
<td></td>
<td>• Techniques to be used</td>
</tr>
<tr>
<td></td>
<td>• Methods of statistical analysis,</td>
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<tr>
<td></td>
<td>• Expected outcomes of the research project.</td>
</tr>
<tr>
<td>Outcomes and Significance</td>
<td>Describe the importance of the problem to be researched, the planned</td>
</tr>
<tr>
<td></td>
<td>outcome of the research plan, and the potential significance of the</td>
</tr>
<tr>
<td></td>
<td>research.</td>
</tr>
</tbody>
</table>

### 2. Associate Investigator (AI) Contribution

For **each** Associate Investigator named in *PART A – A-RT: Research Team and Commitment* of this application, a maximum of 100 words is permitted to outline their contribution.

### 3. References

References must:
- **not exceed 3 pages,**
- provide a list of all references cited in the application in an appropriate standard journal format, (NHMRC prefers the Author-date (also known as the Harvard System), Documentary-note and the Vancouver System),
- not include web links,
- only include references to cited work. No other information is permitted to be included in this section.

### 4. Summary/Final Reports and Progress Reports

Where a Chief Investigator on this application is also named as a Chief Investigator on other NHMRC grant(s), you need to submit the following reports:
A. **Summary/Final Reports:** include a Summary/Final Report for any NHMRC Project Grants that have completed funding in the year prior to submitting this application.

B. **Progress Reports:** include a brief report on the progress of each currently held NHMRC Project Grant 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 should include the Grant ID of the project, the scientific title and a list of publications arising from that research.

5. **Track Record**

Use the Track Record section of the *Detailed Background and Research Plan* PDF file to demonstrate the Track Record of the research team relevant to the project as well as the individual track record of each CI on the application. The first part of the Track Record section must include a summary of the members of the research team titled **Team Quality and Capability**. Detail the elements of the team, the expertise and productivity of team members relevant to the proposed project, their influence in this specific field of research and how the team will work together to achieve the project aims. A maximum of **one page** is permitted for this information. No other information is to be included in this part of the Track Record section.

Each CI has a maximum of **two pages** to complete their Track Record. You may also use this section of the *Detailed Background and Research Plan* PDF to provide details on your community engagement (not covered in Part A-CD), contributions to NHMRC, any supervising and mentoring roles you are involved in (for example, supervising PhD students) and any other information you think is vital to your application that relates to your Track Record (e.g. you may wish to highlight particular publications, participation in certain conferences etc., and impact of previous research including translation of research into health outcomes).

**Career Disruption (CD)**

Where relevant for each CI, include details of any CD relative to the proposed research in the in the respective CI’s Track Record section. **One additional A4 page** may be included in the Track Record component where CD information can be detailed. This extra one page must only be used for the purposes of explaining CDs and must comply with all formatting rules applicable to the *Detailed Background and Research Plan* PDF. If the CD is of a highly sensitive nature and you (or members of your CI Team) do not wish to share this information in the *Detailed Background and Research Plan* PDF, details may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their CD claim separately. Applicants wishing to submit the document separately should (a) indicate in the Track Record of the PDF that they wish to make a claim under the CD and that it is of a sensitive or private nature; and (b) provide details of the CD in a separate PDF document to NHMRC in–confidence to email address: career.disruptions@nhmrc.gov.au by 5.00pm 19th March 2013. The separate PDF must not exceed one A4 page in length. Likewise, the extra one page must only be used for the purposes of explaining CDs and must comply with all formatting rules applicable to the *Detailed Background and Research Plan* PDF.

For each CD claim any five years in the preceding ten years may be used. For example, if you have taken 6 months of maternity/carers leave and then returned to work on 0.5 Full Time Employee (FTE) for 3 years and recommenced at a full-time level for only a single year before applying for a grant, your 5 years FTE will be spread over the previous 7 years. (i.e. 1.5 years full time + 3 years part time + 6 months leave = 5 years FTE = 7 years). You should therefore add to this PDF any publications or other Track Record components predating 5 years by 2 years.
Part 1, Section 3.7 of the Funding Rules details NHMRC’s policy on Career Disruption.

Prior to including your teams CD information within the Track Record or the separate email, ensure that you have selected the appropriate option within the Career Disruption section at Part B: B-FTS: Funding Type / Source. Please refer to Section 3.2 B – FTS FUNDING TYPE / SOURCE for further information.

**Formatting**

You should note the following requirements when preparing and submitting your Detailed Background and Research Plan PDF.

Failure to comply with formatting rules is considered to be a breach of eligibility requirements and as such your application may be ineligible and withdrawn from the 2013 funding round without prior notice.

The PDF file **MUST NOT** exceed 2Mb in size. Applicants and RAOS are advised to retain a copy of the PDF file they submit.

**Table 1: Formatting requirements**

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Naming Convention</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Research Background and Plan PDF</strong></td>
<td>You must name the PDF file following the format of:</td>
</tr>
<tr>
<td></td>
<td>“[App ID]_[CIA surname].pdf”</td>
</tr>
<tr>
<td></td>
<td>(e.g. – “APP########_Smith.pdf”).</td>
</tr>
<tr>
<td><strong>Career Disruption PDF</strong></td>
<td><strong>(only for those CD that are highly sensitive or personal)</strong> You must name</td>
</tr>
<tr>
<td></td>
<td>the PDF file following the format of:</td>
</tr>
<tr>
<td></td>
<td>“[App ID]<em>[CIA surname]</em>[CD].pdf”</td>
</tr>
</tbody>
</table>
|                                  | (e.g. - “APP########_Smith_CD.pdf”)
|                                  | Do NOT include spaces in the file names                                      |
| **Header**                       | The header is allowed outside the margin rules but must be at least 1cm from |
|                                  | the top of the page.                                                        |
|                                  | The header must include the Application ID and CIA Surname in the top, right |
|                                  | corner and the title of the Page (e.g. Assessment Criteria) in the top, left |
|                                  | corner.                                                                     |
|                                  | **Note:** The Scientific Title is optional                                   |
| **Footer**                       | The Page Number is to be included at the bottom right corner.                |
|                                  | The footer is allowed outside the margin rules but must be at least 1cm from |
|                                  | the bottom of the page.                                                     |
| **Margins**                      | All margins must be at least 2cm.                                           |
| **Font**                         | Must be Times New Roman and at least 12 point.                               |
| **Diagrams, Graphics and Images**| 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 must comply with the guidelines set out under this section.

<table>
<thead>
<tr>
<th>Tables</th>
<th>Tabulated information containing text is not considered to be an image or diagram. Text within tables must comply with the guidelines set out under this section.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Spacing</td>
<td>Line spacing must be set to single.</td>
</tr>
<tr>
<td>Character Spacing</td>
<td>Character spacing must be set to normal, with a scale of 100%.</td>
</tr>
</tbody>
</table>

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* PDF, 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,
- your RAO holds a copy of the full document, which is to be made available to NHMRC on request.

Applications that do not comply with the above guidelines could be deemed ineligible and excluded from further consideration. For further information refer to Part 1, Section 3.5 of the *Funding Rules*.

### 3.5 B–CP: PARTICIPATION

Provide a brief summary of the participation of each CI in the broad research plan proposed in this application. The aim of this section is to expand on the role identified in Section 2.2.

You have a maximum of 1000 free text characters to provide this information.

### 3.6 B–PB: PROPOSED BUDGET

NHMRC budgets may include funding for Personnel Support Packages, equipment and other direct research costs. The *Funding Rules* Appendix B provides further information regarding budget items that may be requested, particularly in relation to Direct Research Costs (DRCs). Some applications have more complex budgets than others: you are not required to fill all the available space.

Personnel Support Package requests are entered under the *Research Team and Commitment* section of *PART A* (refer to section 2.2).

**Using Research Facilities**

Applicants often need to receive services from third parties to enable their research to be successfully undertaken.

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services.

This list is illustrative and is by no means exhaustive.

**Is this application using services provided by a research facility?**

If you answer “YES”, provide details of the costs of using services provided by research facilities in the budget as Direct Research Costs and ensure they are fully justified.
Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page.

**Direct Research Costs (DRC)**
You must provide:
- The total value of the DRCs requested for each year, in quanta of $5,000; and
- Details and amount sought for each item requested.

*(You have a maximum of 6000 free text characters to provide this justification.)*

Applicants should refer to the following web-link for further information concerning DRCs:  

**Equipment**
You must provide:
- The total value of all items of equipment for each year,
- Justification for the cost of each equipment item.

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

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 are to be requested as DRC items). Applicants may not seek funding for equipment totalling more than $80,000 for the entire period of the grant.

### 3.7 B–PPRC: PUBLICATIONS, PAPERS, REPORTS AND CONTRIBUTIONS

Provide comments on the most relevant and/or significant publication, papers and reports (including technical) that relate to this application.

**Significant Publications, Papers, Reports and other contributions.**
In the space provided, comment on your most significant publications, papers, reports and other contributions **in the last five years or equivalent full time research**. The reason for including these should be outlined.

*(You have a maximum 2000 characters including spaces and line breaks to answer this question.)*

**Other Significant Publications, Papers, Reports and other contributions.**
In the space provided, comment on your other most significant publications, papers, reports and other contributions **over the course of your career**. The reason for including these should be outlined.

*(You have a maximum 2000 characters including spaces and line breaks to answer this question.)*

NHMRC does not use the impact factor of journals as a part of its assessment processes. Therefore, the impact factor of each publication should not be included. Further explanation of the NHMRC’s decision to cease using impact factors of journals can be found at:  

**Retracted Publications**
If a publication relevant to an application is retracted after the application has been submitted, applicants must advise NHMRC of the retraction at the earliest opportunity by email (help@nhmrc.gov.au) or when submitting their response to the assessor comments, with an
appropriate explanation regarding the retraction. Applicants are required to send this information to NHMRC through their RAO office.

If an application is largely dependent on the results of a retracted publication, applicants should also consider withdrawing the application. If, under these circumstances, applicants choose not to withdraw the application, they should make their reasons clear in their response to the assessor comments.

Where the publication forms part of the applicant's Record of Research and Translation Achievement, that information must be immediately recorded in their Profile and CV in RGMS.

3.8 B–NPA: NOMINATION OF POSSIBLE ASSESSORS

In this section you can nominate up to two national and two international assessors who you consider appropriate to provide an assessment of the research proposal.

Applicants are not required to nominate a possible assessor but this can assist NHMRC in the process of finding suitable assessors. Please review the suitability of your potential assessors, including in relation to the potential Conflict(s) of Interest (CoI), before nomination.

You should provide the following information for each nominated assessor:

- Name,
- Expertise,
- Contact details (Email, Phone).

NHMRC may use one of your nominated assessors if possible and if they do not have a CoI with the application. For example, previous and current collaborations, working within the same department or close personal relationship with a potential assessor are likely to be deemed as high conflicts. Details of your nominated assessors will be advised, in confidence, only to persons directly involved in the selection of the assessors of your application.

3.9 B–NA: NON ASSESSOR

In this section you are asked to nominate an individual who you would NOT like to be approached to assess the application. Only one individual may be nominated. NHMRC will use this information to manage potential CoIs to help in the process of selecting potential assessors.

The following information is required:

- Name,
- Institution,
- Email.

Provide the above information of the requested non-assessor against the following criteria:

- Conflict of Interest (the person is a collaborator, supervisor, relative, and/or similar),
- Personal concerns which lead you to believe that the assessor would be incapable of giving a fair assessment due to unreasonable bias.

Details of your requested non-assessor will be advised, in confidence, only to persons directly involved in the selection of the assessors of your application.
4. **BUDGET SUMMARY**

The budget summary is automatically generated from the following sections of the application:

- **Salaries** – PART A – RT, Research Team and Commitment,
- **Direct Research Costs** – Part B - PB, Proposed Budget,
- **Equipment** – Part B - PB, Proposed Budget.

If any of the information is incorrect, please return to the appropriate section in the application to amend.

5. **APPLICATION CERTIFICATION**

**IT IS THE RESPONSIBILITY OF THE CIA TO ENSURE THAT THE APPLICATION IS COMPLETE AND CORRECT BEFORE CERTIFICATION. YOUR APPLICATION WILL BE REVIEWED AS PROVIDED AFTER THE CERTIFICATION PROCESS IS APPROVED.**

This process has been simplified with the removal of the two step process. For clarification on the process of certification, see the ‘Application Process Flowchart’ in the RGMS library.

Only the CIA will need to certify the application. The CIA must gain written agreement from each CI to be named on the application and for the final application to be certified. The CIA must gain written agreement from each AI to be named on the application. The CIA should provide the RAO with evidence that the application is complete and all CIs have agreed to it (i.e. through written evidence such as e-mail).

*Once the application has been certified it will be locked and no further edits will be permitted.*

Please refer to Part 1, Section 9 of the *Funding Rules* for more information.

6. **RAO CERTIFICATION**

The RAO is required to complete the “RAO Certification” screen of the electronic application before the application is lodged. By answering “Yes” to the questions, the RAO is verifying that all sections have been completed, the necessary approvals have been obtained and that the RAO holds the approval documents.

Prior to certifying the application the RAO should ensure:

- The application is complete and correct,
- The CIA team meets all eligibility requirements,
- Written evidence of consent has been obtained from all CIs and AIs,
- The application and attachments comply with the formatting requirements.
7. PROFILE AND CV REQUIREMENTS FOR PROJECT GRANTS

When completing your application, please ensure that all required sections of your Profile and CV have been entered in and updated appropriately. Profile and CV information forms a critical part of applications, is crucial to identifying reviewers, and enables quick and accurate assignment to grant review panels. Information of particular importance is indicated by a red asterisk in RGMS such as ‘title’, ‘institution’ and ‘research keywords’. Completing mandatory fields is required of all investigators before creating or being included on an application. You can update your Profile and CV at any time, even while completing a grant application. However mandatory fields will need to be completed prior to the CI being added to the application. Please note that when the application is certified by CIA, the final snapshot (which includes the relevant extracted information from the Profile and CV of each CI) is made and the application locked down (thus, any subsequent changes a CI makes to their Profile and CV do not appear in the application).

The Profile/CV is SEPARATE to your grant application. While there may be some overlap of certain information, it is your responsibility to ensure that information specific to your application that may be included in the Profile/CV is also provided in the relevant parts of the application itself where required.

For sections marked as “Not Required”, relevant information for the proposed research can be included in the “Track Record” section of the Detailed Background and Research Plan.

For further information please refer to the RGMS “My Profile and CV” requirements for 2013 Schemes accessible from the RGMS “overview page”.

7.1 PROFILE SECTION

Project Grants requires you to complete all sections of your Profile.

7.2 Pro-PD: Personal Details

Peer Review

Peer Review is an integral part of NHMRC funding schemes. NHMRC grant recipients have obligations to contribute to the assessment of applications (as outlined in the funding agreement).

The NHMRC may approach you with a request to participate in the assessment process. If you are not available for participation, please select the year(s) from the searchable list and enter in the free text field, dates and a brief reason for your unavailability. To maintain the list of available assessors within RGMS, NHMRC requires that all applicants update their information within the Profile and CV sections routinely. This will ensure that any unavailable assessors will not be contacted unnecessarily.

Personal Details

Provide your most current details in this section. It is important that your title, names, phone and email details are up to date as these are the details NHMRC relies on when contact is required.

7.3 Pro-A: Address

Provide details of the address you wish to use if the NHMRC needs to contact you via the postal service. Home addresses are acceptable.
7.4 Pro-FR: Fields of Research
You can add as many Fields of Research as you need, also indicate when you started your research in that field and whether the research is on-going or terminated.

7.5 Pro-RE: Research Interests
It is important that this information is as accurate as possible as it may be used to assist the Peer Review Process in identifying potential panel members, external assessors or committee members and may also be used for analyses of NHMRC’s funding profile.

Select a Broad Research Area and up to 10 Research Keywords most applicable to your main area of research. At least one and up to three keywords is also required to describe your core research methodologies or methodological expertise (e.g. clinical trials, knockout mice, gene therapy etc).

You may also provide any other additional information and details of your research expertise or interests. This can include your research methodologies, student supervision and key publications.

(You have a maximum of 2000 characters including spaces and line breaks to provide this information.)

7.6 CV SECTION
Information in these sections is used both within and as an adjunct to applications, including identifying potential assessors and panel members.

7.7 CV-QAP: Qualifications, Awards and Prizes
You are able to add as many qualifications as you wish. Select the appropriate award type and you will then be taken to a page where you can enter additional details of your awards, qualifications and prizes.

Note: Exclude NHMRC awards and appointments from this section.

7.8 CV-EH: Employment History
A new entry is required for each employment position. Fill out the relevant details about the Employer, Job Title, Employment Type and the Start and End Date (if applicable). Please include all part-time positions. Your entries will be listed in reverse chronological order (i.e. the most recent first).

7.9 CV-CD: Career Disruption
This section of the CV is not imported into Project Grant snapshots, however NHMRC may reference this section if further information is required. Project Grant applicants wanting to present a case regarding Career Disruption (CD) must provide this information in Sections 3.2 B-FTS and 3.4 B-PR in the Detailed Background and Research Plan PDF.

If relevant, please indicate any CD you may have experienced in this section. You should nominate the periods where your career has been disrupted (approximate dates) and select the appropriate CD. You should also provide a brief explanation of the reason for your circumstances. This should include the circumstances that do not affect your application as well as those that do.

For more information on NHMRC’s CD policy, please refer to Part 2, Section 3.7 of the Funding Rules. (You have a maximum of 2000 characters including spaces and line breaks to provide this information.)
7.10 CV-CE: Community Engagement and Participation
Provide details of any community engagement that you have been involved in within the last 5 years. The Statement on Consumer and Community Participation in Health and Medical Research has been developed as many consumers and researchers recognise the contribution that consumers can make to health and medical research and their right to do so.


7.11 CV-P: Patents
In this section, provide details of any patents for which you contributed more than 20% of the development efforts.
You will need to create separate entries for each patent.

General:
Provide details of the patent number and then select the patent office from the searchable list. Select what year the patent started and the current status of the patent.

Funding Source:
Indicate if it was a NHMRC, Other Australian or International funding source.

Detail:
Please provide a brief description of the patent, i.e. the technology.
(You have a maximum of 500 characters including spaces and line breaks to provide this information.)

Please also provide details on the Applicability and/or the impact of the patent.
(You have a maximum of 500 characters including spaces and line breaks to provide this information.)

7.12 CV-TPP: Translation into Policy/Practice
Project Grants requires information detailing any of your research that has resulted in changes to organisational or government policy/practice in the last five years. The five year period should be based on the date of translation, NOT the date of the original research.

General:
If the research was translated into either policy or practice, then indicate the year of translation and provide details on the research itself.
(You have a maximum of 1500 characters including spaces and line breaks to provide this information.)

Funding Source:
Indicate if it was a NHMRC, Other Australian or International funding source.

Detail:
Provide details of the organisation or government department the research translation affected, indicate the year the change was translated/implemented, including details of the changes resulting from your research.
(You have a maximum of 1500 characters including spaces and line breaks to provide this information.)

You can also provide details on what outcomes have occurred if known – this is optional.
(You have a maximum of 1500 characters including spaces and line breaks to provide this information.)
7.13 CV-RF: NHMRC Research Funding
Provide details of any previous and/or current NHMRC funding, including offers received for future funding. Please start a new page for each separate entry. Try to provide as many details about the funding as possible in the spaces provided. This information is required for the last five years prior to your current application.

Enter the details of the grant and funding source including the percentage of NHMRC research time the CI has committed to the application/s being listed.

7.14 CV-ORF: Other Research Funding
Provide details of any previous and/or current funding from sources other than NHMRC, including offers received for future funding. Start a new page for each separate entry. Provide as many details as you can in the spaces provided. Project Grant applications require this information for the last five years.

Enter the details of the grant and funding source including the percentage of non-NHMRC research time the CI has committed to the application/s being listed.

7.15 CV-Pub: Publications
Project Grant applications require details on your publications in the last five years. This information can be uploaded using a tab delimited file using Microsoft Excel® or by exporting your EndNote® Library as an .xml file. Further details on how to do this can be found on the CV-PU: Publication Uploads page in RGMS.

Your publications will be grouped together by the type of publication. They will also automatically be given an RGMS ID number. Use this number if you wish to refer to your publications in other sections of your application.

DO NOT use the sequence number when referring to your publications in other areas of the application as this number will change if you upload more publications whereas the RGMS ID for each publication will not.

7.16 CV-W: Workload
When filling out your workload as part of the CV section in RGMS, please bear in mind that this is your CURRENT workload and does not include any intended changes in your division of hours/week, should your grant application be successful.

Please provide your hours/week for your Teaching Load, Clinical Load, NHMRC Research Load, Other Research Load and any Administrative Responsibilities you may have currently.

Note: Completion of this section relates to your current workloads and is separate from the intended percentage of research time provided in your application at Part A – A-RT: Proposed Workload.