1. CV requirements

Relevant sections of your RGMS CV must be completed as part of your application (see section 10 of the *NHMRC Funding Rules 2017*). For PGS, you are only required to complete those sections outlined below. Should you enter more information than is required, only the required information will be imported into your application.

It is important that relevant CV information is up-to-date at the time of application submission as it is imported into the application and used by assessors. It may also be used for analyses of NHMRC's funding profile and to capture grant outcomes. CV information can be updated at any time. However, any changes made to the CV after CIA certification will not appear in the submitted application.

Instructions for entering CV information in RGMS are provided in the *RGMS User Guide – Introduction to RGMS* on the NHMRC website. Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 CV-QAP: Qualifications, Awards and Prizes

Click '**New**' to enter each qualification, award and prize you have received. Select the appropriate type and click 'save'. You will then be taken to a page where you can enter additional details of your qualifications, awards and prizes.

Your qualifications, awards and prizes will appear in reverse chronological order for assessors.

Generally, an award is recognition of an achievement with no associated remuneration whereas a prize is recognition of an achievement, with a form of remuneration.

Note: Paid fellowships or scholarships should appear in either CV-RF: NHMRC Research Funding or CV-ORF: Other Research Funding. Unpaid fellowships must be entered under this section as an Award.

1.2 CV-EH: Employment History

Click 'New' to start a new entry for each employment position. Fill out the relevant details about the employer, job title, employment type and the start and end date (if applicable). Part-time positions should also be included. Your entries will be listed in reverse chronological order.

1.3 CV-A: Appointments

Click 'New' to start a new entry for any current and/or previous appointments. Include any honorary appointments, government appointments, boards, committees, university, institute and professional responsibilities. Do not include employment in this section.

1.4 CV-CD: Career Disruption

If applicable, the applicant should use this opportunity to declare any career disruptions (see *NHMRC Funding Rules*, section 6.2.1 for further information on what constitutes a 'career disruption'). The assessment of your track record can then be assessed objectively taking all relevant factors into account. All career disruptions will be reviewed to ensure they meet policy guidelines.

For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years (see table). You should therefore add any publications or other components of your Track Record that you want peer reviewers to consider predating five years by two years (see below for further details on how to capture this in your application).

Work status over past 5 years	FTE (years)
0.5 years maternity leave (6 months)	0
0.5 FTE for 3 years	1.5
1.5 years full time	1.5
TOTAL in past 5 years	3

Click '**New**' to enter a Career Disruption.

Select the appropriate career disruption type from the drop down menu and provide a brief explanation (*Maximum of 2000 characters including spaces and line breaks*) as follows:

a. provide a brief summary (approx. 100-150 words) of the career disruption/s;
b. state the impact on your research output/productivity;
c. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application; and
d. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g., to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

(maximum of 2000 characters including spaces and line breaks)

Additional Research Outputs

Provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application.
(maximum of 2000 characters including spaces and line breaks)

Date

You must nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

Sensitive Career Disruption

If the career disruption is of a highly sensitive nature and the CI does not wish to share this information with the Peer Review Panel, details of the nature of the career disruption 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 career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

a. indicate in this section that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature;
b. provide details of the claim (including evidence), including the nature of the career disruption and the period of time affected, in a separate PDF document to NHMRC in–confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the relevant scheme, by the application close date. Ensure your application ID number is included in the PDF, together with supporting evidence, where required. The separate PDF must not exceed one A4 page in length and must comply with the formatting requirements outlined in the *NHMRC Funding Rules*, section 10.3.3.

Claims for sensitive career disruptions will be reviewed and assessed by NHMRC. Their decision will be forwarded to the peer review panel without reference to details, advising if the career disruption is accepted and which time periods should be considered.

Note: Where a sensitive career disruption exists, the applicant is required to make a separate submission for each new NHMRC application submitted, on which they are a named Chief Investigator.

1.5 CV-RO: Relative to Opportunity

If applicable, the applicant should use this opportunity to provide details on any relative to opportunity considerations and the effect this has had on their research and research achievements (see section 6.2 of the *NHMRC Funding Rules* for further information on what constitutes 'relative to opportunity').

Circumstance

Provide a brief explanation of the type of relative to opportunity circumstance.

(maximum of 200 characters including spaces and line breaks)

Impact

Provide a brief explanation on the impact this has had on your research and research achievements and associated productivity relative to stage of career.

(*maximum of 1500 characters including spaces and line breaks*)

Date

You are required to nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

1.6 CV-PM: Professional Memberships

Click 'New' to start a new entry for any current or previous professional memberships and/or registrations you hold. You will need to provide the organisation name and the start and end dates of the membership. Tick the box to indicate if the membership is current.

1.7 CV-CP: Conference Participation

Click 'New' to start a new entry for any conference you have participated in. You should provide details such as conference title, country, your role at the conference and the year the conference took place. Entries will be listed in reverse chronological order. Do not have multiple entries for the same conference presentation e.g. a Plenary or Keynote Speaker presentation should not be listed again as an Invited Speaker presentation.

> **Note:**

> ❯ Do not provide the conference abstract in this section as this information is not required.

> ❯ Information entered in the Summary field will not be made available to assessors and will not be taken into consideration for a number of People Support schemes.

1.8 CV-CE: Community Engagement and Participation

Click 'New' to start a new entry for any community engagement that you have been involved in.

You may wish to consult the *Statement on Consumer and Community Participation in Health and Medical Research* (the Statement) which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so.

1.9 CV-P: Patents

Click 'New' to start a new entry for any patents for which you contributed to more than 20% of the development effort. Entries will be listed in reverse chronological order. You will need to create separate entries for each patent.

General

Provide details of the patent number and select the country awarding the patent from the Patent Office drop down list. You will need to select the year in which the patent started, and indicate the patent's current status. You should provide details of the named inventors of the patent in the free text box.

Funding Source for Research

In the provided tick boxes, indicate if the funding source was NHMRC, other Australian Institute or International source.

Detail

Provide a brief description of the patent, i.e. the technology.
(*Maximum of 500 characters including spaces and line breaks*).

Also provide details on the applicability and/or the impact of the patent.
(*Maximum of 500 characters including spaces and line breaks*).

1.10 CV-TPP: Translation into Policy/Practice

This section is not required for PGS applicants.

1.11 CV-CN: Contribution to NHMRC

This section is not required for PGS applicants.

1.12 CV-JR: Editorial Responsibilities

Click 'New' to start a new entry of your journal and editorial peer review involvement. Entries will be listed in reverse chronological order.

1.13 CV-SM: Supervision and Mentoring

This section is not required for PGS applicants

1.14 CV-RF: NHMRC Research Funding

Click 'New' to start a new entry of any previous and/or current NHMRC funding, including offers received for future funding. Entries will be listed in reverse chronological order.

Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

1.15 CV-ORF: Other Research Funding

Click 'New' to start a new entry of any previous and/or current funding from sources other than NHMRC, including offers received for future funding. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

> **Note**:

> In section 5.2 of the *Postgraduate Scholarship Scheme Specific Funding Rules 2017* "comparable" refers to other Commonwealth funding, as the NHMRC is obliged to ensure that Commonwealth funding is not duplicated.

> You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

1.16 CV-Pub: Publications

Publication 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 upload publications are provided in the *RGMS User Guide - Introduction to RGMS* and 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 Identification Number (ID). **DO NOT** use the RGMS ID number or RGMS sequence number created in the 'Snapshot Reports' to refer to specific publications in other sections of your application.

1.17 CV-W: Workload

When filling out your workload as part of the CV section in RGMS, 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.

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

1.18 CV-TPCO: Therapeutic Products and Commercial Outcomes

This section is not required for PGS.

1.19 CV-RD: Research Data

This section is not required for PGS.

1.20 CV-RT: Research Tools

This section is not required for PGS.