## Contents

1. **Introduction** ........................................................................................................................................... 3  
   1.1. Support ......................................................................................................................................... 3  
2. **Completing an External Assessment**.................................................................................................. 4  
   2.1. Responding to an Invitation and Declaring Conflicts of Interest (CoI) .......................................... 4  
   2.2. Completing an Assessment .......................................................................................................... 4  
3. **Self-nomination for Participation in a Peer Review Panel**................................................................. 8  
4. **Participating in Panel Processes** ...................................................................................................... 11  
   4.1. Downloading Application Documents ........................................................................................ 11  
   4.2. Declaring Conflicts of Interest (CoI) and Indicating Suitability as a Spokesperson ..................... 14  
   4.3. Conflict of Interest Matrix ............................................................................................................ 17  
   4.4. Spokesperson Assessments ...................................................................................................... 18  
      4.4.1. Rescoring an application ....................................................................................................... 21  
5. **Completing an Applicant Response (Rebuttal)** .............................................................................. 23  
   5.1. Viewing assessor reports ........................................................................................................... 23  
   5.2. Preparing and submitting a response ........................................................................................ 24  
      5.2.1. Authorising an RAO to submit a response on your behalf .............................................. 26  
      5.2.2. RAOs: Submitting a response on an applicant’s behalf .................................................. 27
1. Introduction

This guide provides peer reviewers with step-by-step instructions for completing external assessments and panel processes using NHMRC’s Research Grants Management System (RGMS). Section 5 of the guide outlines the applicant response process for applicants and Research Administration Officers (RAOs).

This document should be read in conjunction with the current Guide to NHMRC Peer Review and relevant scheme-specific guidelines, available on the Apply for Funding page of the NHMRC website.

It is also expected that anyone referring to this guide is familiar with the basics of RGMS as outlined in the RGMS User Guide – Introduction to RGMS.

1.1. Support

Further information and assistance with assessment processes is available from the NHMRC’s Research Help Centre (RHC) between 9am and 5pm AEST/AEDT Monday to Friday.

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:help@nhmrc.gov.au">help@nhmrc.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>1800 500 983 (or +61 2 6217 9451 for international callers)</td>
</tr>
</tbody>
</table>

1 For instructions regarding e-scoring, refer to the RGMS User Guide – e-scoring.

2 Opening hours vary on public holidays and at certain other times. Refer to the NHMRC website for current hours.
2. Completing an External Assessment

**IMPORTANT NOTE:**

The instructions in this section apply to the following schemes only:
- Development Grants
- Project Grants
- Program Grants
- Centres of Research Excellence

For all other schemes, seek advice from the relevant scheme secretariat or the RHC.

External assessors are invited to provide expert advice on applications, subject to their availability and expertise. External assessors must also declare any Conflict of Interests (CoI) with an application prior to undertaking an assessment.

This section describes how to:

- accept or decline an invitation and declare CoI
- complete an assessment for applications where no or low conflict exists.

### 2.1. Responding to an Invitation and Declaring Conflicts of Interest (CoI)

Invitations to provide external assessments are sent via email. The email contains a link to an external website where you are able to perform the following:

- Accept or decline the invitation.
- Register any actual or perceived CoI based on a summary of the application.
- Request a ruling as to whether a conflict is of a high or low level.

**IMPORTANT NOTE:**

To assist assigners/NHMRC staff in making rulings, please provide as much detail as possible about any CoI.

Once these steps have been completed, the details are imported into RGMS and, depending on your response, you will be deemed either suitable or not to provide an external assessment.

### 2.2. Completing an Assessment

If you have declared a low or no CoI, you will be given access to the full application for the purpose of completing an assessment. Detailed instructions for how to do this are provided below.

1. From the RGMS Home page, select the Assessors/Panel Members tab.

---

3 Also known as Expert Peer Reviewers (EPRs) in the context of Development Grants and Centres of Research Excellence. All references in this Guide to ‘external assessors’ and ‘external assessment’ apply equally to EPRs.
2. Navigate to the **Quicklinks for Assessors** section and select the **Complete my assessment(s)** link.

![Quicklinks for Assessors section](image)

3. The **Assessment Detail List** page will open. To access and review the application documentation, complete the following steps:

   a. In the **Round** field, enter an asterisk followed by either the current year (e.g. *2017) or scheme name (e.g. *project grant) and choose the appropriate funding round from the auto lookup. Alternatively, select the **Browse** icon to **Show All** available choices. Then select the appropriate round and press **Add**.

   b. Select **Filter** to generate a list all applications assigned to you for the selected round.

   c. Select the folder **icon for the application that you wish to review.**

   ![Assessment Detail List](image)

   d. A portlet window containing a **Snapshot Reports** tab will open. Click on the name of each snapshot report to open/download the corresponding file and review the application documentation.

![Snapshot Reports](image)
4. Once you have reviewed the documentation, you are ready to enter your assessment. This can be initiated from either one of two pages:

   a. Return to the portlet window that you opened in Step 3d above and select **External Assessment – Part 1 – Selection Criteria** from the *Properties* tab drop-down menu.

   ![Portlet window](image1)

   b. Return to the **Assessment Detail List** page that you opened in Step 3c above, click on the *Properties* tab and select **External Assessment – Part 1 – Selection Criteria** from the *Properties* tab drop-down menu.

   ![Assessment Detail List](image2)

5. The **Assessment Detail: Properties** page will open. Complete the following steps:

**IMPORTANT NOTES:**

Save your work often. RGMS will ‘time out’ after 30 minutes of inactivity and RGMS **DOES NOT** recognise typing as an activity. A time out will cause you to lose any unsaved data.

To help you identify any unsaved changes, a red tag 🔄 will appear in the upper left hand corner of cells you have edited. The red tags disappear once you select **Save**.

When entering large amounts of text, avoid a time out by completing a draft of your work in an offline document, from which you can copy and paste into relevant RGMS fields. If using offline documents, note that the RGMS character count differs from that used by Microsoft Word and Adobe. The following tool can be used to check that your text falls within RGMS limits: [http://www.nhmrc.gov.au/_files_nhmrc/rgms_charcount/rgms_char_count.html](http://www.nhmrc.gov.au/_files_nhmrc/rgms_charcount/rgms_char_count.html)

   a. Enter your assessment against each selection criterion in the **Comments** fields with reference to the relevant scheme-specific peer review guidelines. Criteria scores are **NOT** required and should NOT be entered for External Assessments of Project Grants and Program Grants applications. The **CRE Only: Previous Score** column is used only for assessments of Centres of Research Excellence applications.

   ![Assessment Detail: Properties](image3)

   b. Once all comments have been entered, select **Save**.

   ![Assessment Detail: Properties](image4)
6. Navigate to the **Properties** tab drop-down menu at the top of the page, and select **External Assessment – Part 2 – Comments and Verification**.

7. The **Assessment Detail: Properties** page will open. Complete the following steps:
   a. In the fields provided, enter any **Budget Comments** and/or **Overall Comments/Questions**.
   b. From the **Verify External Assessment** drop-down field, select **Yes, Assessment is complete**. If you haven’t entered all necessary scores or comments, the drop-down list will inform you what is missing. You will need to complete the missing information before returning to this step.
   c. Select **Save and Return** to submit your assessment. Once verified and submitted, your assessment will be locked and cannot be altered in any way.
3. Self-nomination for Participation in a Peer Review Panel

Researchers may self-nominate for consideration to undertake peer review for NHMRC funding schemes. Self-nomination is only open at certain times and for certain schemes as advertised in Research Tracker.

Before self-nominating:
- Read the NHMRC Peer Review Panels – Guidance for Self-nominations document, available on the Peer Review page of the NHMRC website.
- Consult the NHMRC Funding Calendar to ensure your availability over the relevant peer review period.
- Log in to RGMS to ensure all keywords in your Profile are accurate and that NHMRC is aware of any future Peer Review Unavailability. If you need to update this information:
  - Follow steps 1 - 3 below
  - At step 4, under the Properties tab drop-down menu select either the Pro-RE: Research Interests link or Pro-PU: Peer Review Unavailability link, as appropriate.

To nominate to participate in an upcoming peer review panel:

1. From the RGMS Home page, select the My Profile & CV/Account tab.
2. Navigate to the Quicklinks to Edit My Account section and select the Panel nomination and response link.
3. The Profile and CV List page will open. Select the Properties icon to open your Profile and CV.
4. Navigate to the Properties tab drop-down menu and select Pro-PN: Panel Nominations and Invitations.
5. Select New.

6. The Create Panel Nominations and Invitations page will open. Complete the following steps:
   a. From the Initiative drop-down field, select the appropriate initiative (e.g. for Project Grants, select ‘(Research) Project’ from the list). If no options are available, no funding initiatives are currently accepting nominations.
   b. Select Save.

7. The Panel Nominations and Invitations: nomination - General page will open. Complete the following steps:
   a. From the Response Type And Closing Date drop-down field, select the appropriate option. If no options are available, the selected initiative is not currently accepting nominations. You will not be able to submit/confirm a nomination at Steps 7c and 8 if the closing date has already passed.
   b. Select Yes from the Submit Nomination for GRP Membership? drop-down field or, if rescinding a previous action, select Yes from the I Want to Cancel My Response drop-down field. Use the Comments field if you wish to enter additional comments with regards to your expertise.
   c. Select Save and Return to submit your nomination and return to the Profile and CV: Panel Nominations and Invitations - Properties page.
8. Select the refresh icon at the top of the page to display the lodgement date as confirmation your nomination has been submitted. Depending on system activity, you may have to refresh more than once. Additionally, an email will be sent to the address you have on record in the Profile/CV section of RGMS, which will confirm receipt of your nomination.
4. Participating in Panel Processes

Panel members perform a number of tasks in RGMS. This section outlines how to:

- download application documents
- declare Conflicts of Interest (CoI) and indicate suitability as a spokesperson
- record spokesperson assessments (certain schemes only)
- rescore an application (Development Grants, Centres of Research Excellence and Project Grants only).

4.1. Downloading Application Documents

Application documents are used at various stages of the peer review process, for example:

- application summaries are used to declare CoI
- full application documentation is needed to assess an application
- applications with assessor comments and applicant responses are used for rescoring and panel review.

These can be downloaded as a zip file via one of two methods:

i) by manually generating a download link following the instructions below; or
ii) by clicking on the auto-generated download link sent to you via email (note: if you did not receive a link via email, you will need to use the manual method outlined below).

IMPORTANT NOTE:
You will require a zip file expander program, such as WinZip or Peazip (PC) or StuffIt Expander (Mac), to extract individual application documents from the downloaded file.

To download application documents manually:

1. From the RGMS Home page, select the Assessors/Panel Members tab.
2. Navigate to the Quicklinks for Assessors section and select the Review application documents (bulk download only) link.
3. The **Download Documents List** page will open. Select **New Download Documents** to create a new download request.

![](image1)

4. The **Create Download Documents** page will open. To select the relevant round and document type:
   a. In the **Round** field, enter an asterisk followed by either the current year (e.g. *2017) or scheme name (e.g. *project grant) and choose the appropriate round from the auto lookup. Alternatively, select the Browse icon to **Show All** available choices. Then select the round and press **Add**.
   b. Select the relevant **Document Type** from the drop-down field:
      - **Application Summaries – Assessor** – download all application summaries for the purpose of declaring CoI.
      - **Post Col Declaration Documents** – download each full application for the purpose of preparing written assessments (used once CoI declarations are complete).
      - **GRP Documentation** - download each full application, including assessor comments and applicant responses/rebuttals, for rescoring and panel review (used for Project Grants, Development Grants, Centres of Research Excellence and Program Grants once the rebuttal process is complete).
   c. Select **Save**.

![](image2)

5. The **Download Documents: Properties** page will open. Navigate to the **Properties** drop-down menu and select **Summaries – Assessor**.

![](image3)
6. On the page that opens, complete the following steps:
   a. If your name is not already populated in the Name field, begin typing your surname and choose an option from the auto lookup. Alternatively, select the Browse icon, enter your surname and select Filter. Then select your name and press Add.
   b. Use the Applications For drop-down field to select the relevant panel, e.g. 2017 - 1A - PRJ_Microbiology.
   c. Enter a password in the Password field, noting that: (i) it must be no more than 20 characters in length; (ii) it will be visible to both you and some NHMRC staff; and (iii) you will need to remember the password to open the downloaded zip file.
   d. Select Yes from the Generate Zip File drop-down field.
   e. Select Save to save your data and generate the zip file. This may take a few minutes.

7. Refresh the page using the refresh icon in the top menu bar. A URL hyperlink should appear. Initiate the download process by selecting the hyperlink. You will have 120 hours (five days) to download the zip file via the hyperlink.
   a. If prompted to save or open the zip file, select Save As to place this file on your computer.
   b. If the URL does not appear, an error message appears (e.g. Status 404 Error) or nothing happens when you select the URL, close the error message, wait 2-5 minutes, refresh the page and re-select the URL.

8. Open the zip file on your computer using a zip file expander program, such as WinZip or Peazip on a PC. Apple Mac’s default Archive Utility program has known issues with password-protected zip files. If your Mac encounters problems, you may have to use an alternative application, such as Stuffit Expander. You will be required to enter the password created in Step 6c to open the files.

9. Avoid the permanent requirement of using your password when opening these documents by extracting the application documents to a folder on your computer for future reference.
4.2. Declaring Conflicts of Interest (CoI) and Indicating Suitability as a Spokesperson

IMPORTANT NOTE:

Save your work often. RGMS will ‘time out’ after 30 minutes of inactivity and RGMS DOES NOT recognise typing as an activity. A time out will cause you to lose any unsaved data.

To help you identify unsaved changes, a red tag will appear in the upper left hand corner of cells containing unsaved data. The red tags disappear once you select Save.

RGMS will not save any data if you move to another page without saving. If the number of applications spans more than one page, for example , you must Save each page before advancing to the next.

Before assessing applications, panel members must first declare any CoI and their suitability to act as a spokesperson based on the application summaries downloaded in Section 4.1. Panel members will be given access to the full application only if they have a low or no CoI. To complete these declarations:

1. From the RGMS Home page, select the Assessors/Panel Members tab.

2. Navigate to the Quicklink for Assessors section and select the Declare conflicts of interest link.

3. The Conflict of Interest: Assessors page will open. Complete the following steps:
   a. In the Round field, enter an asterisk followed by either the current year (e.g. *2017) or scheme name (e.g. *project grant) and choose the appropriate round from the auto lookup. Alternatively, select the Browse icon to Show All available choices. Then select the round and press Add.
   b. Ensure the Declaration Complete drop-down field is set to No.
   c. Select Filter to display a list of applications against which you are yet to complete declarations.
4. Complete your declarations for each application by selecting from the following drop-down menus.

a. **Are you in Conflict?** – By default this is set to **I have no conflicts**, however you can change this to **High**, **Low** or **I require a ruling** as appropriate. Before making this selection, it is recommended that you refer to Section 4.2 – the **Conflict of Interest Matrix** in this document. Many of the more common High and Low conflicts are displayed to assist you with determining your level of conflict.

b. **Details of Conflict** – The default is set to **There are no conflicts of interest**. If you answered ‘High’, ‘Low’ or ‘I require a ruling’ to **Are you in Conflict?**, you must also provide CoI details by clicking into the **Details of Conflict** column. A free-text field opens. Enter sufficient details for NHMRC staff to review your conflict and rule on or confirm the conflict level. Specifically, include details regarding:

   1. Dates related to any associations with research team members or institutions
   2. Publications with research team member(s);
      (a) More or less than 5 years ago
      (b) More than or fewer than 20 co-authors
      (c) You are or a team member is first or last author
   3. Collaborations, publications and associations with:
      (a) Chief Investigator (CI) – usually High CoI
      (b) Associate Investigator (AI) – usually Low CoI

c. **Suitability as SP** – Use this drop-down menu to indicate your suitability to act as a spokesperson on the application:
   - **Yes** – (default for this field) - This is within my area of expertise and I am confident I can act as a spokesperson on this application
   - **Moderate** - I work broadly within this research field and have sufficient expertise to review this application
   - **Limited** – I have limited knowledge of this research field but could act as a Spokesperson if required
   - **No** – This application falls outside my area of expertise and I do not feel I could act as a Spokesperson for this application.

d. **Declaration Complete?** – Change the default setting of **No** to **Yes** once all declarations for the particular application are complete. The drop-down menu will appear when you click on the red X.
5. Select **Save** to save your declarations.

6. Once all declarations are complete, the text **No items to display** appears. If applications continue to appear, repeat steps 4 and 5 for each application until **No items to display** appears in the results.
### 4.3. Conflict of Interest Matrix

The matrix below covers most common conflict circumstances. Notice that associations between Panel members and Associate Investigators are almost always considered Low-level conflicts.

<table>
<thead>
<tr>
<th>Col Category</th>
<th>Col Details</th>
<th>Col Level when association involves Cl(s)</th>
<th>Col Level when association involves Al(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Panel member is a named investigator on the application (CI/AI)</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Publications/Co-author</td>
<td>Panel member is on the same publication less than 5 years ago and less than 20 authors</td>
<td>High</td>
<td>Low</td>
</tr>
<tr>
<td>(Panel member and a team member)</td>
<td>Panel member is on the same publication less than 5 years ago, more than 20 authors, neither is first or last author, no direct collaboration</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Panel member is on the same publication less than 5 years ago, more than 20 authors, either the Panel member or a team member is first or last author</td>
<td>High</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Panel member is on the same publication more than 5 years ago / any number of authors / either can be first or last author</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Collaborated more than 5 years ago</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Application/Grant</td>
<td>Collaborated less than 5 years ago</td>
<td>High</td>
<td>Low</td>
</tr>
<tr>
<td>Mentoring</td>
<td>Mentoring relationship more than 5 years ago</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Mentoring relationship less than 5 years ago</td>
<td>High</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Mentoring relationship with colleague of team member</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Team member mentored colleague of Panel member</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Institutional Association</td>
<td>Large Institution - No collaborations or associations</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Small Institution - No collaborations or associations</td>
<td>High</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Same school/faculty/department</td>
<td>High</td>
<td>Low</td>
</tr>
</tbody>
</table>

For more detailed CoI information, please refer to the Guide to NHMRC Peer Review 2017, Section 4.3.3 Potential Conflict of Interest (CoI) Guide. If you encounter difficulty interpreting a CoI ruling, please contact your panel secretariat.
4.4. Spokesperson Assessments

IMPORTANT NOTE:

The instructions in this section only apply to certain schemes. Check with your panel secretariat if in doubt.

IMPORTANT NOTE:

Save your work often. RGMS will 'time out' after 30 minutes of inactivity and RGMS DOES NOT recognise typing as an activity. A time out will cause you to lose any unsaved data.

To help you identify unsaved changes, a red tag will appear in the upper left hand corner of cells containing unsaved data. The red tags disappear once you select Save.

When entering large amounts of text, avoid a time out by completing a draft of your work in an offline document, from which you can copy and paste into relevant RGMS fields. If using offline documents, note that the RGMS character count differs from that used by Microsoft Word and Adobe. The following tool can be used to check that your text falls within RGMS limits: http://www.nhmrc.gov.au/_files_nhmrc/rgms_charcount/rgms_char_count.html

Some schemes allocate spokespersons to each application based on the declarations in Section 4.2. Where this applies, spokespersons will be notified of their allocations and asked to submit initial assessments. Depending on the scheme, applicants may be provided with an opportunity to respond to spokesperson comments. Final scoring (rescoring) then takes place as outlined in the Section 4.4.1.

To submit initial scores and comments as a spokesperson:

1. From the RGMS Home page, select the Assessors/Panel Members tab.

2. Navigate to the Quicklink for Assessors section and select Complete my assessment(s).
3. The Assessment Detail List page will open. Complete the following steps:

   a. In the Round field, enter an asterisk followed by either the current year (e.g. *2017) or scheme name (e.g. *project grant) and choose the appropriate round from the auto lookup. Alternatively, select the Browse icon to Show All available choices. Then select the round and press Add.
   b. Select Filter to generate a list all applications allocated to you for the selected round.
   c. Select the properties icon of the application for which you want to enter an assessment.

4. Navigate to the Properties tab drop-down menu at the top of the page, and select Panel/SP Assessment – Part 1 - Selection Criteria.

5. The Assessment Detail: Properties page will open. This page will display all assessment criteria for the selected application as well as editable fields for you to populate your assessment.

   a. Enter scores against each selection criterion for the application by clicking and typing directly into the Criteria Score field. Please ensure whole numbers are used.
   b. Enter comments against each selection criterion for the application by clicking and typing/pasting directly into the Comments field.
   c. Select Save.

6. Navigate to the Properties tab drop-down menu and select Panel/SP Assessment – Part 2 – Comments and Verification.
7. A new page will open. Complete the following steps:
   a. In the fields provided, enter any **Budget Comments** and/or **Overall Comments/Questions**.
   b. From the **Verify Panel Assessment** drop-down field, select **Yes, Assessment is complete**.
   c. Select **Save and Return** to submit your assessment. Once verified and submitted, your initial assessment will be locked and cannot be altered in any way.
4.4.1. Rescoring an application

IMPORTANT NOTE:

The instructions in this section apply to the following schemes only:
- Development Grants
- Project Grants
- Centres of Research Excellence

Once applicant responses have been received, spokespersons/EPRs are asked to review their initial assessments and if applicable, rescore applications.

To rescore an application:

1. From the RGMS Home page, select the Assessors/Panel Members tab.
2. Navigate to the Quicklinks for Assessors section and select Complete my assessment(s).

3. The Assessment Detail List page will open. Complete the following steps:
   
   a. In the Round field, enter an asterisk followed by either the current year (e.g. *2017) or scheme name (e.g. *project grant) and choose the appropriate round from the auto lookup. Alternatively, select the Browse icon to Show All available choices. Then select the round and press Add.
   
   b. Select Filter to generate a list all applications allocated to you for the selected round.
   
   c. Select the properties icon of the application that you wish to rescore.
4. On the page that opens, navigate to the Properties tab drop-down menu and select Update Final Score.

5. Select the New button.

6. The Assessment Detail – Create Update Final Score page will open. Complete the following steps:
   a. Select the Selection Criteria Type from the drop-down field.
   b. Select the Selection Criteria to Update from the drop-down field.
   c. Select the New Final Score from the drop-down field.
   d. Select Save and Return.

7. The score will now be updated for this specific selection criterion. Repeat the process from Step 5 to alter any other scores within the same application.
5. Completing an Applicant Response (Rebuttal)

IMPORTANT NOTE:
The functions covered in this section are available to CIAs and Research Administration Officers (RAOs) only and DO NOT apply to all schemes (e.g. Partnership Projects). Check with the RHC if in doubt.

Some schemes give applicants the opportunity to submit a rebuttal in response to assessors’ reports. Where this applies, applicants and RAOs will be notified by email when assessor comments are available and are invited to respond through RGMS.

This section provides applicants with instructions for:

- viewing assessor reports
- preparing and submitting a response
- authorising an RAO to submit a response.

It also provides RAOs with instructions for submitting responses on behalf of applicants.

5.1. Viewing assessor reports

To view the assessors’ report for an application:

1. From the RGMS Home page, select the Applicants tab.
2. Navigate to the Quicklinks for Applicants section and select View assessor comments.
3. The **Assessment Rebuttals List** page will open. Complete the following steps:
   a. Select or enter the **Initiative**, **Round** or **Application ID** associated with the application.
   b. Select **Filter** to display a list of matching applications at the bottom of the page.
   c. Click the properties icon of the relevant application.

4. On the **Assessment Rebuttals: General - Results** page, click the **Letter of Result** icon next to **Assessor Comments** to view the assessors’ report and a cover letter containing further instructions.

5.2. Preparing and submitting a response

Applicant responses are prepared outside of RGMS and then uploaded for submission. Refer to the assessors’ report cover letter and relevant scheme-specific peer review guidelines for content and formatting requirements.

To upload a written response:
1. From the RGMS **Home** page, select the **Applicants** tab.
2. Navigate to the **Quicklinks for Applicants** section and select **Upload my rebuttal**.
3. The Assessment Rebuttals List page will open. Complete the following steps:
   a. Select or enter the Initiative, Round or Application ID associated with the application.
   b. Select Filter to display a list of matching applications at the bottom of the page.
   c. Click the properties icon of the relevant application.

4. On the Assessment Rebuttals: General - Results page, navigate to the Rebuttal tab and select the Rebuttal link from the drop-down menu.

5. The Assessment Rebuttals: Rebuttal page will open. Complete the following steps:
   a. Select the Browse button, then navigate to and select the document to be uploaded.
   b. In the Completion of Rebuttal drop-down field, select Yes, Submit my response to NHMRC.
   c. Select Save and Return to submit your response, noting that you will be unable to make any further changes to your response once submitted.

6. An automated email from RGMS will be generated notifying the CIA (and RAO, if the RAO submitted on behalf of the CIA as outlined in Section 5.2.2) that the applicant response has been successfully submitted.
5.2.1. Authorising an RAO to submit a response on your behalf

In some circumstances, it may be necessary for an RAO to submit an applicant’s response. RGMS allows this provided the applicant has given their authority.

To authorise an RAO to submit your response:

1. From the RGMS Home page, select the Applicants tab.

2. Navigate to the Quicklinks for Applicants section and select Upload my rebuttal.

3. The Assessment Rebuttals List page will open. Complete the following steps:
   a. Select or enter the Initiative, Round or Application ID associated with the application.
   b. Select Filter to display a list of matching applications at the bottom of the page.
   c. Click the properties icon of the relevant application.

4. On the Assessment Rebuttals: General - Results page, navigate to the Rebuttal tab and select the Allow RAO to Submit Response link from the drop-down menu.
5. The Assessment Rebuttals: Allow RAO To Submit Response – Rebuttal page will open. Complete the following steps:
   a. Navigate to the Administering Institution drop-down field and select the relevant institution.
   b. Select Yes from the I Authorise The RAO(s) At This Institution To Attach And Submit My Response drop-down field.
   c. Select Save and Return to register your authorisation.

6. Once your authorisation has been registered, the administering institution RAO will be able to upload and submit the response document on your behalf. The CIA and the RAO will receive confirmation via email when the document is submitted.

5.2.2. RAOs: Submitting a response on an applicant’s behalf

RAOs may submit a response on an applicant’s behalf provided the applicant has given authority (see Section 5.2.1 above).

To submit an applicant’s response as an RAO:

1. From the RGMS Home page, navigate to the RAO/Finance Officers tab.
2. Navigate to the Quicklinks for RAOs section and select Submit Rebuttals on behalf of CIAs.
3. The **Assessment Rebuttals List** page will open. Complete the following steps:
   a. Select or enter the **Initiative, Round or Application ID** associated with the application.
   b. Select **Filter** to display a list of matching applications at the bottom of the page.
   c. Click the properties icon of the relevant application.

4. On the **Assessment Rebuttals: General - Results** page, navigate to the **Rebuttal** tab and select the **Rebuttal** link from the drop-down menu.

5. The **Assessment Rebuttals: Rebuttal** page will open. Complete the following steps:
   a. Select the **Browse** button, then navigate to and select the document to be uploaded.
   b. In the **Completion of Rebuttal** drop-down field, select **Yes, Submit my response to NHMRC**.
   c. Select **Save and Return** to submit the response, noting that you will be unable to make any further changes to the response once submitted.

6. An automated email from RGMS will be generated notifying the CIA and RAO that the rebuttal has been successfully submitted.