Research Hub
QUICK REFERENCE GUIDE (QRG)

PURE RESEARCH MANAGEMENT SYSTEM

CREATE AND SUBMIT A NHMRC IDEAS GRANT (NHMRC IDG) 2022

OVERVIEW

This guide explains how to create and submit an NHMRC Ideas Grant application as a Researcher within the Pure Research Management System (Pure RMS). This is additional information to the basic 'CREATE AND SUBMIT AN APPLICATION IN PURE RMS' QRG.

KEY INFORMATION

Macquarie University Submission Date: - **Wednesday 6 April 2022**
ALL COMPLETE APPLICATIONS AND REQUESTS

PROCESS

1. Login to Pure → 2. Create a grant proposal → 3. Fill out the details → 4. Save the changes → 5. Send for internal approval
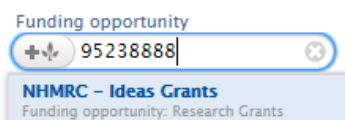
STEPS

1. Log into Pure RMS with your OneID and password.
2. Create your NHMRC IDG from the Proposal template.
   (click Application, click Application, click Grant then click Proposal)
3. In the identification section -
   - Provide a title.
   - Copy and paste your proposal summary to the description box.
   - Click Add ID to add your external NHMRC Ideas Grant number
   (select External Reference Number from the dropdown).
4. Your details are automatically populated for the next sections.
5. At the Funding Opportunity stage please select 'NHMRC Centre Partnership Projects' or type in **'95238888'** which will bring up the correct opportunity. Do not select INACTIVE_DNU funding opportunities.

6. At the Funding Organisation stage please type in 'National Health and Medical Research Council' and make sure it says Research Services Verified in small grey writing or type in '**14912140**'.

7. At the 'Funding project scheme (research programme)' line copy and paste the following: - **95238888 - NHMRC Ideas Grant**

8. In the financial summary section put the total amount asking from the NHMRC IDG, in the box with the red asterisk. You must enter an amount, or you cannot save or exit from this screen.

9. Click on the Add budget section. Organisation will appear, type in your department.
10. If Macquarie University is contributing, please type in 'Macquarie University' and make sure it says Research Services Verified in small grey writing or type in '**21974753**'.
11. IF the contribution is in kind the radio button and type in the estimated value.
    SAMPLE:-

12. In the funder status enter '04/05/2022' for the submission date
13. Enter the life cycle of the project
14. Add your documents
15. Enter your Fields of Research
16. Make sure to enter all MANDITORY FIELDS. This enables the faculties and departments to process your application.

MANDATORY RESPONSE: WILL NEW STAFF (TO BE RECRUITED) BE EMPLOYED ON THIS GRANT IF SUCCESSFUL? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Will new staff (to be recruited) be employed on this grant if successful? (Y/N)...

MANDATORY RESPONSE: DO AUTONOMOUS SANCTIONS APPLY TO THIS WORK? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Do autonomous sanctions apply to this work? (Y/N)...

MANDATORY RESPONSE: DOES THE DEFENCE TRADE CONTROL ACT (DTCA) APPLY TO THIS WORK? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Does the Defence Trade Control Act (DTCA) apply to this work? (Y/N)...

MANDATORY RESPONSE: DOES THIS WORK HAVE ADDITIONAL SPACE IMPLICATIONS? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Does this work have additional space implications? (Y/N)...

MANDATORY RESPONSE: WILL THIS WORK REQUIRE ADDITIONAL IT FACILITIES? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Will this work require additional IT Facilities? (Y/N)...

MANDATORY RESPONSE: DOES THIS PROPOSAL INCLUDE A REQUEST FOR TEACHING RELIEF? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Does this proposal include a request for teaching relief? (Y/N)...

MANDATORY RESPONSE: DOES THIS RESEARCH REQUIRE NEW BIOSAFETY AND/OR ETHICS APPLICATIONS (IF EXISTING BIOSAFETY/ETHICS APPROVALS APPLY, PLEASE NOTE UNDER RELATED ETHICAL REVIEWS ABOVE)? (Y/N)

There are no associations

Add MANDATORY RESPONSE: Does this research require NEW biosafety and/or ethics applications (if existing biosafety/ethics approvals apply, please note under Related ethical reviews above)? (Y/N)...

MANDATORY RESPONSE: ARE THERE LIKELY TO BE ANY RESTRICTIONS ON MACQUARIE USING THE PROJECT IP FOR TEACHING, LEARNING AND NON COMMERCIAL PURPOSES?

There are no associations

Add Mandatory Response: Are there likely to be any restrictions on Macquarie using the project IP for teaching, learning and non commercial purposes?...

NOTE

Make sure you click the save button. When you are ready to submit click the Send to Pre-Approval button. It will allow you to continue working or make changes to your application until you submit it.

APPLICATION APPROVAL ROUTE		
→ Draft proposal	Send to pre-approval...	Pre-approval helps with your application. You can continue to work with your application meanwhile.
② Pre-approval	Send to internal approval...	

For additional help:

+61 2 9850-HELP (4357)   @ rms.support@mq.edu.au   ? Log a OneHelp ticket