

# **Research Hub** QUICK REFERENCE GUIDE (QRG)

PURE RESEARCH MANAGEMENT SYSTEM



## CREATE AND SUBMIT AN NHMRC Synergy Grant 2025



### OVERVIEW

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



### **KEY INFORMATION**

NHMRC opening date in Sapphire: Wednesday 05 February 2025 NHMRC minimum data deadline: Wednesday, 5 March 2025, 17:00 AEST Macquarie University Submission Date: 30 March 2025

#### PROCESS



## STEPS TO ACTION IN PURE

- 1. Complete a <u>Notification of Intent</u> in Service Now with your OneID and password.
- NOI Creates a Pure record, which can be accessed in <u>Pure RMS</u>. Your details from NOI will be automatically transferred to Pure Record. You may have to update a few additional fields
- 3. Work on your NHMRC Synergy Pure Application draft
- 4. In the identification section -
  - Update the title of NHMRC Synergy Grant.
  - Update the proposal summary to the description box.
  - Click Add ID to add your external NHMRC Application number (select External Reference Number from the dropdown).

	Funding opportunity		
5. At the Funding Opportunity stage, update th Funding Opportunity to NHMRC - Synergy Grants.	e Funding opportunity ↓ NHMRC - Synergy Grants Funding opportunity: External funding opportunity types > Rese Change funding opportunity		
6. At the Funding Organisation stage, update the Funding			
Organisation to	Funding organisation/s 👩		
National Health and Medical Research Council	Funding organisation/s <b>*</b> Mational Health and Medical Research Council Applied amount: A\$0.00 Add funding		

**7.** Click on the Add Budget section. If Macquarie University is contributing, please type in 'Macquarie University' and add amount.

If Macquarie's contribution is in kind, click on the radio button and type in the estimated value in the space provided.

SAMPLE:-



8. Enter the life cycle of the project – '**1/1/2026-31/12/2028'.** It will be updated later to reflect the actual dates Life cycle

	Expected start date	Expected end date
9. Add your documents.	Example: 21/10/2002	Example: +12 is 12 months late
10. Enter your FOR and SEO codes	in Pure record.	

12. Please make sure you click the **save button** to save the changes.

13. . When you are ready to submit, click Send to Internal Approval.



#### NOTE

Please make sure you click the save button. When you are ready to submit, **click Send to Internal Approval**. It will alert Team GDT that your application is ready to review until you submit it.

Save