

## NHMRC Minimum Data for the Investigator Grant scheme

Minimum data must be entered in RGMS by the specified due date to allow NHMRC to start identifying suitable peer reviewers. Minimum data are comprised of:

- Administering Institution
- Application Title
- Aboriginal/Torres Strait Islander Research (yes/no)
- Synopsis
- Participating Institution/s
- Research Classification (all fields)
- Category Level.

Minimum data must be entered into RGMS by 17.00 AEDT on 31 October 2019. Applicants should refer to section 7.3 of the Guidelines for further information.

Failure to meet this deadline will result in the application not proceeding.

To complete your minimum data, follow the below steps

1. Login to [RGMS](#)
2. Click APPLICATION tab and then click CREATE NEW APPLICATION



3. Everything marked with a red asterisk must be completed. Note a temporary application can be inserted at the initial creation. When all sections complete click SAVE button.



4. In the opening page of the application you must complete the Administering Institution, Application Title, Aboriginal/Torres Strait Islander Research and Synopsis. It is important your synopsis is the final version, at the time of minimum data, as the text inserted here in combination with the Research Classification will determine which Grant Review Panel will assess your application.



5. Click the PROPERTIES tab to navigate to the other sections of the application.



6. Click A-PInst: INSTITUTIONS – PARTICIPATING.



7. Participating institutions is to list all the institutions where your Investigator Grant research will occur. If all the research will be conducted at Macquarie University, please allocate 100% to

Macquarie University. If your research will occur at Macquarie University and another Institution (EG St Vincent's Hospital) you will determine the percentage split.



8. Click PROPERTIES tab and click RESEARCH CLASSIFICATION



9. All drop down menus and key words are compulsory. As mentioned in step 4, the research classification dropdown options and keywords, combined with the synopsis, will determine which Grant Review Panel will assess your application. When complete click SAVE.



10. Click PROPERTIES tab and click INVESTIGATOR APPLICATION



11. Click NEW. Select your application category level (EG Emerging Leadership 1) and answer yes to CREATE AN ENTRY. When complete click SAVE AND RETURN.



12. Your minimum data is now complete. The Proposals Team will check your minimum data prior to the 31 October and will send you an email to confirm your minimum data requirements are complete.