

Research Hub

QUICK REFERENCE GUIDE

PURE RESEARCH MANAGEMENT SYSTEM

GUIDE FOR NHMRC APPLICANTS ON THE MACQUARIE APPROVALS PROCESS THROUGH PURE



OVERVIEW

This guide explains how to create a Pure record associated with a National Health and Medical Research Council (NHMRC) application. Pure records are an essential part of the application process, as they are used to obtain the required Macquarie approvals; request approval to include MQRES scholarships as part of a grant; and they allow Faculty and central Research Offices to track and support your application.



NOTE

Refer to the research funding and grant opportunities webpage (<https://goto.mq.edu.au/funding-opportunities>) for details of the various funding schemes, funding rules, application deadlines and other resources.

Also refer to the Quick Reference Guide “*Create and submit a grant application*” for general details on creating and submitting an application for internal review.



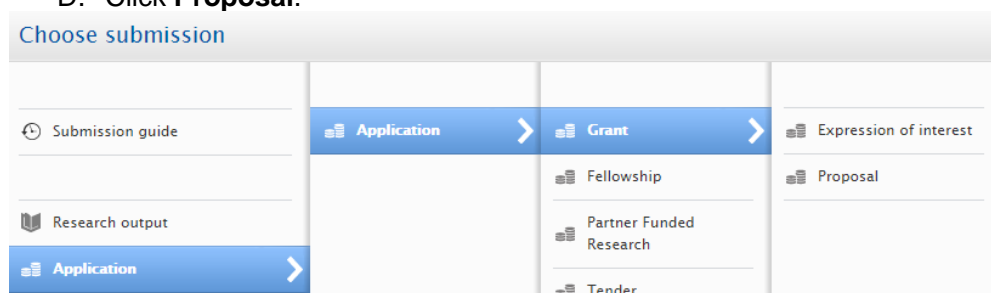
STEPS

1. Notification of Intent to apply to an NHMRC scheme:

To ensure that the faculties and Research Office can track and support expected applications, you need to lodge a notification of intention (NOI) to apply by creating an application record in Pure.

2. Follow the steps below to create a Pure record.

- A. Click **Application**.
- B. Click **Application**.
- C. Click **Grant**.
- D. Click **Proposal**.



3. Enter basic information in the Pure record

At this point you must include the following information in the Pure record:

- draft Project Summary (100 words) (copy and paste from the RGMS application);
- the approximate amount of funding to be requested from the NHMRC; and
- details of the specific scheme to which you would like to apply.

4. Request approval for MQ-funded scholarships:

If you intend to request a Macquarie-funded HDR scholarship in support of a HDR student that will contribute to the project, you should make sure that [minimum eligibility requirements are met prior to the submission of your application](#). To ensure your request is considered, follow the steps below to 'tag' the Pure record for approval:

- (i): after entering the basic information in the Pure record, click on the 'Add Requirements and Support from MQ University' tag;

REQUIREMENTS AND SUPPORT FROM MQ UNIVERSITY

There are no associations

Add Requirements and Support from MQ University...

- (ii): From the pop-up, select the appropriate scholarship(s) you want to request as part of your budget;

- (iii): A 'Free keywords' field will appear. Add the total number of scholarships required (again ensuring this meets MQ eligibility requirements);

REQUIREMENTS AND SUPPORT FROM MQ UNIVERSITY

New HDR students required for project > MQ RTP (MQRES) Domestic PhD Scholarship stipends > Approval not yet received
Free keywords:

The University has set two dates for the major grants round in 2018 after which the DVCR will receive a list of the NOIs which have requested scholarships, for consideration. These dates are:

Close of business, Wednesday 6th December 2017; and
Close of business, Wednesday 7th February 2018.

[This concludes the process of starting a Pure record to lodge the NOI and request scholarships. You can now prepare your draft application in the NHMRC RGMS.](#)

5. Faculty Research Office strategic feedback on draft application:

Your Faculty Research Office (FRO) will advise on whether they will provide strategic advice (as distinct from Research Office compliance check) through Pure or via email. In either case you will need to provide a draft application to the specifications and deadline stipulated by your FRO.

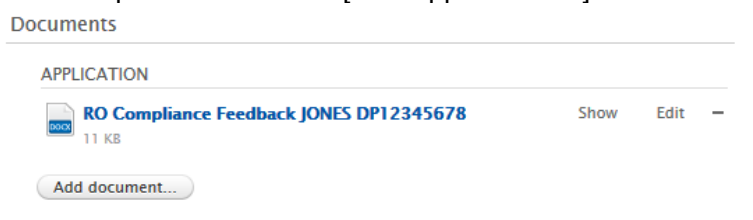
6. Research Office Compliance Check on full draft application:

After you have addressed the strategic feedback from your FRO, you must submit a full draft to the Research Office proposals team by the compliance check deadline (see table on page 3). Submission is via the 'Submit to Research Office' button in the NHMRC RGMS

7. Access your Research Office compliance feedback:

The Research Office will download your application from the NHMRC RGMS, and mark up any changes required. You will then receive an email notification that your compliance feedback is ready. This email will include a link to the Pure record. The marked-up PDF will

be in the 'Documents' section of the record, and will be saved with the naming convention 'RO Compliance Feedback [date/application ID]'



8. Revise your application in the NHMRC RGMS

Once compliance advice has been provided to you, the Research Office will release the application back to you in the NHMRC RGMS, so that you can make the recommended compliance changes. The Research Office will email you further instructions for the final submission process, including the deadline for resubmission.

9. Finalise your application for submission to the NHMRC

When you have addressed the Research Office compliance changes in the NHMRC RGMS application, you must resubmit it to the Research Office via RGMS.

Note: *It is vital that you resubmit your application via the NHMRC RGMS by the Research Office deadline so that it can be submitted in time to meet the NHMRC deadline. Only the Research Office can submit your application to the NHMRC.*

10. Submit the application for sign-off in Pure

As soon as you have resubmitted your final application to the Research Office, you must revisit the Pure record so that your application can be approved by your department and faculty. Download a PDF of your final application from the NHMRC RGMS and upload it to the 'Documents' section of the Pure record. This ensures your Head of Department and Associate Dean Research will base their sign off decisions on the final application. Submit the application for sign-off by your department and faculty via the 'Application and Approval Route' section at the bottom of the screen.

NHMRC scheme	Research Office Compliance Check Deadline	Final NHMRC Submission Deadline
NHMRC Research Fellowships	17 th January 2018	31 st January 2018
NHMRC Development Grants	24 th January 2018	7 th February 2018
NHMRC Early Career Fellowships	14 th February 2018	28 th February 2018
NHMRC Career Development Fellowships	21 st February 2018	7 th March 2018
NHMRC Project Grants	28 th February 2018	14 th March 2018
NHMRC Partnership Projects (#1)	28 th March 2018	11 th April 2018
NHMRC TRIP Fellowships	9 th May 2018	23 rd May 2018
NHMRC Partnership Projects #2	1 st August 2018	15 th August 2018

For additional help:



+61 2 9850-HELP (4357)



rms.support@mq.edu.au



Log a OneHelp ticket