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.

NHMRC WO	RKING TO BUILD A HEALTHY AUSTRALIA	Logout
Main Menu	Favourites	C 🕈
Create Application		
Initiative	Investigator T	-
Round		×
Round	2020 Investigator Grants_funding_commencing_2021 V	
General		*
RGMS Application ID	APP1193747	
Administering Institution	Macquarie University	_
pplication Title	(250 character limit including spaces and line breaks.) MY AWESOME 11TLE	
Grant Duration (years)	5 •	
Allow RAO Access - NOT	E: RAOs will always have read rights to the application as default.	*
RAO Edit Access	If you wish to allow your RAO to have edit rights to your application, you should select Yes and SAVE. The NHMRC provides this functionality to support researchers and RAOs in managing the application p NHMRC does not accept any responsibility for errors or omissions arising from the use of the RAO edit function and strongly recommends that RAOs, CIAs and Administering Institution(s) discuss the mana RAO edit access before selecting this function.	process. The igement of
Minimum RGMS Profile D	Data Entered?	×
Core Profile Data Entered?	If this field is blank, you will not be able to create an application until core fields in your RGMS profile have been populated. The "Missing Profile Data" portlet on your RGMS home page indicates which field updating. Yes ter Once * Unique	s need
Save Save And Ret	turn Return	

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.

NHMRIC WORKING TO BUILD A HEALTHY AUSTRALIA														
Main Menu Favourites														
Properties 👻 Sun	amary Certification	Snapshot Reports	App Checklist	Eligibility Checklist	Processes									
Application: APP119	3608 CIA - Mr Julia	in Zipparo - Genera	al - Properties											
*RGMS Application ID	*RGMIS Application ID APP1193608 Status Application Preparation													
Initiative	Investigator				Mark for deletion	No Kelecting 'Yes' and clicking the SAVE button w	ill authorise NHMRC to delete this							
Grant Duration (years)	2020_Investigator Grants_	funding_commencing_202	1			application. After clicking 'Save' the application editing.)	will no longer be available for viewing or							
Application Information							*							
Administering	Macquarie University													
Application Title	(250 character limit includin	ng spaces and line breaks.												
Aboriginal / Torres Strait	Does this research propose	al include Aboriginal and/or	Torres Strait Islander	health research and/or ca	pacity building?									
Íslander Research	Islander Research No Y													
Synopsis	COMPLETE SYNOPSIS - ASSESSED BY.	ASSISTS NHMRC, WITH	THE RESEARCH CL	ASSIFICATION WORDS, I	Synopsis (2000 character limit including spaces and line breaks.) COMPLETE SYNOPSIS - ASSISTS NHMRC, WITH THE RESEARCH CLASSIFICATION WORDS, DETERMINES WHICH GRANT REVIEW PANEL YOU WILL BE ASSESDE DY.									

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

N	NHMRIC WORKING TO BUILD A HEALTHY AUSTRALIA								
	Main Menu Favourites								
	Properties -	Summary	Certification	Snapshot Reports	App Checklist	Eligibility Checklist	Processes		
A	General A-PInst: Institutions	is - Participating	IA - Mr Julia	n Zipparo - Genera	I - Properties				
	A-RC: Research Cl	lassification	608				Status	Application Preparation	
	A-Bob. Burden or b A-EG: Ethics - Ger	neral	or				Mark for deletion	No V (Selecting Vec' and clicking the SAVE button will authorise NHMRC to delete this	
	B-CD: Career Disru	uption	estigator Grants_funding_commencing_2021 application will no longer be available for edition. After clicking 'Save' the application will no longer be available for edition.)						
	B-IA: Investigator Ar	Application	•					county. /	
1	B-GP: Grant Propos Request latest sna	apshot						e de la companya de l	3
1	Change admin insti	titution	e University						
	Application	n Title (250 ch MY AV	aracter limit includir VESOME TITLE	ng spaces and line breaks.)					
	Aboriginal / Torres f Islander Res	Strait Does the Search No	iis research proposa ▼	al include Aboriginal and/or	Torres Strait Islander	health research and/or ca	pacity building?		
	Sync	COMP ASSES	haracter limit includ LETE SYNOPSIS - SSED BY.	ing spaces and line breaks ASSISTS NHMRC, WITH) THE RESEARCH CL	ASSIFICATION WORDS, I	DETERMINES WHICH	H GRANT REVIEW PANEL YOU WILL BE	

6. Click A-PInst: INSTITUTIONS – PARTICIPATING.

N	HMRC WO	RKIN	G TO BUI	ILD A HEALTI	HY AUSTRA	ALIA		Logout	
	Main Menu	a 🛡							
	Properties - Sun	nmary	Certification	Snapshot Reports	App Checklist	Eligibility Checklist	Processes		
A	General		IA - Mr Julia	n Zipparo - Gener	al - Properties				
	A-PInst: Institutions - Par	ticipating						—	
	A-RC: Research Classific	ation	608				Status	Application Preparation	
	A-BoD: Burden of Diseas	ie							
	A-EG: Ethics - General		or Solo T						
	B-CD: Career Disruption								
	B-IA: Investigator Applica	tion	T					ediung.)	
	B-GP: Grant Proposal							D	
	Request latest snapshot								
	Change admin institution		- University						
	Institution		Le Oniversity						
	Application Title	(250 cha	aracter limit includir	ng spaces and line breaks.)				
		MY AW	ESOME TITLE	OME TITLE					
1	Aboriginal / Torres Strait	Does thi	s research proposa	al include Aboriginal and/or	Torres Strait Islander	r health research and/or cap	acity building?		
Islander Research No 🔻									
	Synopsis 🖬	(2000 cł	naracter limit includ	ling spaces and line breaks	s.)				
		ASSES	SED BY.	ASSISTS NHMRC, WITH	THE RESEARCH CL	ASSIFICATION WORDS, E	ETERMINES WHICH	H GRANT REVIEW PANEL YOU WILL BE	

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.

NHMRC	NHMRC WORKING TO BUILD A HEALTHY AUSTRALIA									
Main Me	Main Menu Favourites									
Properties *	Summary	Certification	Snapshot Reports	App Checklist	Eligibility Checklist	Processes				
Application: A	PP1193608	CIA - Mr Julia	n Zipparo - A-PIns	st: Institutions	- Participating - Pro	perties				
G Filter: System	n Default 🔻								Q	
	A-Pinst: Inst-F	Participating		Institution			Departments	Resea	rch Effort	
0	12	1	Macquarie Ur	Macquarie University			al Medicine	1	70%	
	10		St Vincent's H	St Vincent's Hospital Sydney				3	30%	
New 🕫 E	New & Delete Return									

8. Click PROPERTIES tab and click RESEARCH CLASSIFICATION

N	HMRC	WORK		BUIL	_D A HEALTH	Y AUSTR	ALIA		Logo	out
	Main Menu Favourites									•
	Properties -	Summary	Certificati	on	Snapshot Reports	App Checklist	Eligibility Checklist	Processes		
A	General A-PInst: Institutio	ns - Participa	IA - Mr J	ulian	Zipparo - Genera	I - Properties				
	A-RC: Research Classification		608					Status	Application Preparation	
	A-BoD: Burden o A-EG: Ethics - G	A-BoD: Burden of Disease A-EG: Ethics - General				Mark for deletion No				
	B-CD: Career Dis	estigator Gr	ants_fui	nding_commencing_2021	r.			application. After clicking 'Save' the application will no longer be available for viewing or editing.)		
1	B-GP: Grant Proj	posal	*							
	Request latest sn	napshot								
	Change admin in	stitution	, e University							
	Applicati	ion Title (25 M	0 character limit ir Y AWESOME TITI	cluding E	spaces and line breaks.)					
- ñ	Aboriginal / Torre	es Strait Do esearch Ne	es this research pr	oposal	include Aboriginal and/or	Torres Strait Islander	health research and/or ca	pacity building?		
	∎ Sj	ynopsis (20 CC AS	00 character limit DMPLETE SYNOF SSESSED BY.	ncludin SIS - A	g spaces and line breaks. SSISTS NHMRC, WITH) THE RESEARCH CL/	ASSIFICATION WORDS,	DETERMINES WHICH	H GRANT REVIEW PANEL YOU WILL BE	

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.

NHMKC WORKI	NG TO BUILD A HEALT	HY AUSTRA	LIA			Logout					
Main Menu Fav	vourites					C 🕈					
Properties Summary	Certification Snapshot Reports	App Checklist	Eligibility Checklist	Processes							
Application: APP1193608	Application: APP1193608 CIA - Mr Julian Zipparo - A-RC: Research Classification - <i>Properties</i>										
Hints & Instructions						^					
Additional Information https://	//nhmrc.gov.au/about-us/publications/rgms-train	iing-program									
Hints And Instructions For /niku/ This Page	/nu#action:gm_hints_instructions&odf_view=502	20179									
Guide to Peer-Review Areas						*					
□. [Se	elect]										
□. [Se	elect]										
□ [-Se	elect]										
Broad Research Area						*					
Broad Research Area	elect]										
Field of Research						*					
Field of Research	elect]	•									
Subcategory [Se	elect] ¥										
Research Keywords / Phrases						*					
1	0 #										
						*					

10. Click PROPERTIES tab and click INVESTIGATOR APPLICATION

N	NHMRIC WORKING TO BUILD A HEALTHY AUSTRALIA									
	Main Menu Favourites									
	Properties *	Summary	Certification	Snapshot Reports	App Checklist	Eligibility Checklist	Processes			
A	General A-PInst: Institutio	ons - Participatin	IA - Mr Julia	an Zipparo - Genera	al - Properties					
	A-RC: Research Classification A-BoD: Burden of Disease		608	506 Status Application Preparation						
	A-EG: Ethics - Ge B-CD: Career Dir	sruption	estigator Grants_	of Selecting Yes' and clicking the SAVE button will authorise NH/IRC to delete th sstigator Grants_funding_commencing_2021 application will no longer be available for vie editing)						
	B-GP: Grant Pro	posal	Ť						×	
1	Change admin in	stitution	e University							
	Applicati	on Title (250 c MY /	haracter limit includi	ng spaces and line breaks.)	·					
	Aboriginal / Torre Islander Re	esearch No	this research propos	al include Aboriginal and/or	Torres Strait Islander	health research and/or cap	acity building?			
	∎ S)	mopsis (2000 COM ASS	character limit includ PLETE SYNOPSIS ESSED BY.	ting spaces and line breaks ASSISTS NHMRC, WITH	.) THE RESEARCH CL	ASSIFICATION WORDS, D	ETERMINES WHICH	H GRANT REVIEW PANEL YOU WILL BE		

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.

NHMRC WORKING TO BUILD A HEALTHY AUSTRALIA	Logout
Main Menu Favourites	C 🏘
Application: APP1193608 CIA - Mr Julian Zipparo - Investigator Grants	
Hints & Instructions	
Hints And Instructions For This Page //niku/nu#action.gm_hints_instructions&odf_view=app_save_sub	
General	*
Create an entry? [-Select-] Save 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.