Postgraduate Scholarships 2019 Guidelines
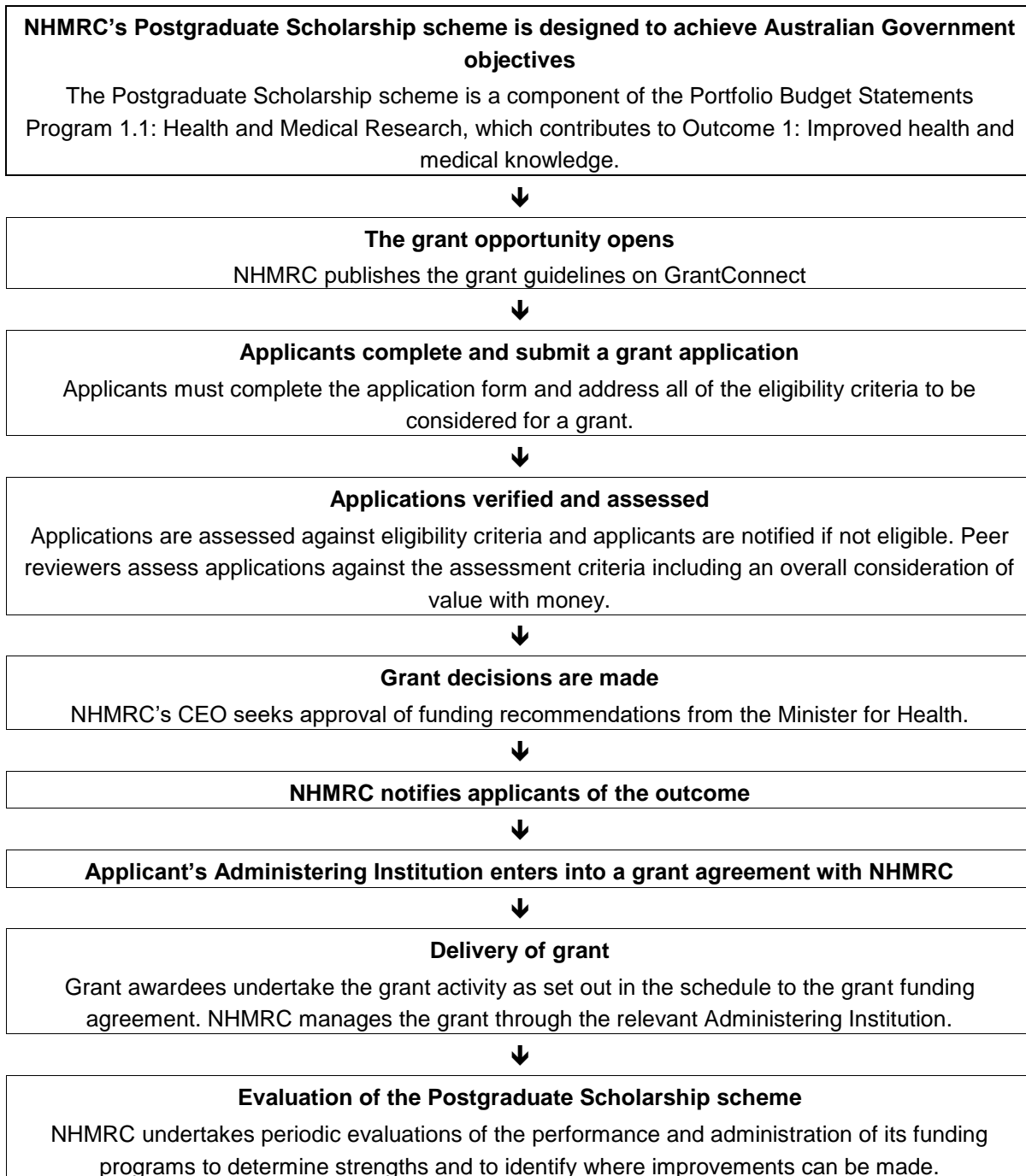
Opening date:	17 April 2019
Closing date and time:	5.00pm AEST on 12 June 2019
Commonwealth policy entity:	National Health and Medical Research Council (NHMRC)
Enquiries:	Applicants requiring further assistance should direct enquiries to their Administering Institution's Research Administration Officer. Research Administration Officers can contact NHMRC's Research Help Centre for further advice:
	Phone: 1800 500 983 (+61 2 6217 9451 for international callers)
	Email: help@nhmrc.gov.au
	NHMRC will not respond to any enquiries submitted after 13:00 AEST on 12 June 2019.
	Note: NHMRC's Research Help Centre aims to provide a reply to all requests for general assistance within two working days. This timeframe may be delayed during peak periods or for more detailed requests for assistance.
Date guidelines released:	17 April 2019
Type of grant opportunity:	Targeted competitive

Contents

1   Postgraduate Scholarships 2019 processes

> **NHMRC's Postgraduate Scholarship scheme is designed to achieve Australian Government objectives**
>
> The Postgraduate Scholarship scheme is a component of the Portfolio Budget Statements Program 1.1: Health and Medical Research, which contributes to Outcome 1: Improved health and medical knowledge.

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> **The grant opportunity opens**
>
> NHMRC publishes the grant guidelines on GrantConnect

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> **Applicants complete and submit a grant application**
>
> Applicants must complete the application form and address all of the eligibility criteria to be considered for a grant.

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> **Applications verified and assessed**
>
> Applications are assessed against eligibility criteria and applicants are notified if not eligible. Peer reviewers assess applications against the assessment criteria including an overall consideration of value with money.

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> **Grant decisions are made**
>
> NHMRC's CEO seeks approval of funding recommendations from the Minister for Health.

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> **NHMRC notifies applicants of the outcome**

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> **Applicant's Administering Institution enters into a grant agreement with NHMRC**

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> **Delivery of grant**
>
> Grant awardees undertake the grant activity as set out in the schedule to the grant funding agreement. NHMRC manages the grant through the relevant Administering Institution.

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> **Evaluation of the Postgraduate Scholarship scheme**
>
> NHMRC undertakes periodic evaluations of the performance and administration of its funding programs to determine strengths and to identify where improvements can be made.

1.1　Introduction

These guidelines contain information for the Postgraduate Scholarships 2019 grant opportunity.

Applicants must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

GrantConnect (www.grants.gov.au) is the authoritative source of information on this grant opportunity. Any alterations or addenda to these Guidelines will be published on GrantConnect.

The Postgraduate Scholarships 2019 grant opportunity will be undertaken according to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs), available from the Department of Finance website.

1.1.1　About NHMRC

NHMRC is the Australian Government's key entity for managing investment in, and integrity of, health and medical research. The Postgraduate Scholarship scheme is a component of the Portfolio Budget Statement Program 1.1: Health and Medical Research, which contributes to Outcome 1: Improved health and medical knowledge. NHMRC works with stakeholders to plan and design the grant program according to the *National Health and Medical Research Council Act 1992* (NHMRC Act) and the CGRGs.

NHMRC awards grants through several research funding schemes to advance health and medical knowledge and to improve the health status of all Australians. NHMRC invests in the highest quality research and researchers, as determined through peer review, across the four pillars of health and medical research: biomedical, clinical, public health and health services research.

2　About the grant program

The Postgraduate Scholarship scheme provides funding for successful applicants to attain a research based postgraduate degree (Doctor of Philosophy or Research Masters degree).

The objective of the Postgraduate Scholarship scheme is to support outstanding graduates early in their careers so they can be trained to conduct health and medical research that is internationally competitive.

The intended outcome of the Postgraduate Scholarship scheme is to build research capacity within Australia.

2.1　Key changes

Applicants should note the following changes for the Postgraduate Scholarship 2019 grant opportunity:

- *Section 4.1.2* - Categories of research have been modified to fall into four broad research streams – Aboriginal and Torres Strait Islander Health, Public Health and Health Services

Research, Clinical Medicine and Science Research and Dora Lush Basic Science Research.

- *Section 3.1.1* - Stipend types have been streamlined to fall into four categories, Medical/dental, Priority (i.e. allied health), Standard and combined MBBS/PhD.

- *Section 3.1.1* - Standard Stipend recipients must have achieved their most recent academic qualification at least five years before 31 December in the year of application, if applying for the Clinical Medicine and Science Research or Dora Lush Basic Science Research Streams.

- *Section 4.1.1* - Applicants must not exceed 12 calendar months of full-time equivalent enrolment for a PhD degree, or 6 calendar months for a Research Masters degree, up to 31 December in the year of application.

- *Appendix C* - An additional assessment element for reviewing the alignment of an applicant's nominated Research Stream and the field of their proposed research has been included in the category descriptors for the Research Project criterion.

- *Section 3.3* - Part-time Scholarships are available for applicants undertaking a Research Masters degree.

- The previous restriction on applicants in the final year of an Honours degree has been removed.

2.2 NHMRC structural priorities, Postgraduate Scholarship 2019 priorities and funding with other organisations

NHMRC's Corporate Plan (the Plan) outlines strategic priorities and major health issues for the period covered by the Plan, including how NHMRC will address these issues, and a national strategy for medical research and public health research. Each year, NHMRC identifies structural priorities for funding to deliver against its strategic priorities.

Information on NHMRC's structural priorities, Postgraduate Scholarships scheme priorities and Postgraduate Scholarship funding with other organisations is outlined in Appendix A.

2.2.1 Gustav Nossal Postgraduate Scholarship

The highest ranked applicant in the Clinical Medicine and Science Research category will be awarded the Gustav Nossal Postgraduate Scholarship. This award is named after Sir Gustav Joseph V. Nossal who was the Director of the Walter and Eliza Hall Institute of Medical Research and Professor of Medical Biology at the University of Melbourne. Sir Gustav Nossal is distinguished for contributions to the fields of antibody formation and immunological tolerance.

Note: This Scholarship does not provide any additional funding to the Postgraduate Scholarship package.

3   Grant amount and grant period

3.1   Grants available

The provisional funding allocation for the Postgraduate Scholarship 2019 grant opportunity is estimated to be a fixed budget of $7 million. NHMRC's Research Committee annually review and recommends indicative budget amounts to be awarded across individual funding schemes.

3.1.1 Stipend Categories

The stipend rates for funding commencing in 2020 are published on the NHMRC website. Note that an annual indexation may apply to the published stipend rates.

Medical/dental Stipend

The Medical Stipend is provided to graduates holding an MBBS, Doctor of Dental Surgery (DDS), Doctor of Dental Medicine (DDM) or similar degree.

In order to receive the Medical Stipend, medical and dental professionals must be registered to practise in Australia at the time of application. Administering Institutions must retain the evidence of an applicant's registration to practise in Australia, and provide such evidence to NHMRC, if requested.

Priority Stipend

The Priority Stipend is provided to nursing, midwifery, physiotherapy, pharmacy and other allied health graduates. In order to receive the priority stipend, allied health professionals must be registered to practise in Australia at the time of application. Administering Institutions must retain the evidence of an applicant's registration to practise in Australia, and provide such evidence to NHMRC, if requested.

For allied health professions that do not require registration, Administering Institutions must retain evidence of the applicant's authority to practise in Australia at the time of application, and provide such evidence to NHMRC, if requested.

Standard Stipend

The Standard Stipend is provided to non-allied health and non-medical/dental graduates. Applicants in this category must have achieved their most recent academic qualification at least five years before 31 December in the year of application, only if applying under the Clinical Medicine and Science Research or Dora Lush Basic Science Research Streams. This policy does not apply to those applying under the Aboriginal and Torres Strait Islander Health Research and Public Health and Health Services Research Streams.

Combined MBBS/PhD Stipend

The Combined MBBS/PhD Stipend is provided to graduates undertaking a combined MBBS/PhD program. The stipend rate for the Combined MBBS/PhD Stipend is the same as the Standard Stipend.

3.1.2 Short-term support to Facilitate International Indigenous Researcher Networks

Funding to facilitate international Indigenous researcher networks (FIIRN supplement) is available to Chief Investigator A (CIAs) who identify as an Aboriginal and/or Torres Strait Islander. The purpose of this funding is to:

- improve the health of Indigenous people through research between NHMRC, the Canadian Institutes of Health Research and the Health Research Council of New Zealand, as intended under the Tripartite Agreement, and

- support NHMRC's strategic objective of building capacity among Aboriginal and Torres Strait Islander researchers.

Applicants who identify as an Aboriginal and/or Torres Strait Islander may request the FIIRN supplement ($11,000 in addition to their Postgraduate Scholarship) to support travel to international conferences and/or short term international collaborative activities. Travel to New Zealand or Canada is particularly encouraged.

Eligible applicants who wish to be considered for the FIIRN supplement must indicate their interest at the time of application and will be unable to request the supplement at a later date. Where the number of eligible applicants for the FIIRN supplement exceeds NHMRC's allocated funds to this program ($100,000), NHMRC will offer each eligible applicant a *pro rata* share of the available funding.

To receive the FIIRN funding, applicants must:

- identify as being of Aboriginal and/or Torres Strait Islander descent (see information on AIATSIS website),

- indicate their interest in receiving FIIRN funding at the time of application, and

- outline, in their grant application, their proposed use of the funds for travel and/or for collaborative purposes.

Administering Institutions must retain evidence, consistent with AIATSIS guidance, of an applicant's identification as an Aboriginal and/or Torres Strait Islander and must provide this evidence to NHMRC, if requested.

CIAs who receive FIIRN funding must report on the following in their Final Report:

- what the FIIRN funding was used for, and

- the mentoring linkages established as a result of using this funding supplement.

3.2 Grant period

Postgraduate Scholarships are funded for a maximum period of three years of full-time equivalent (FTE) study for a PhD degree, and two years for a Research Masters degree. The duration of a full-time or part-time Postgraduate Scholarship will be reduced by any periods of study undertaken towards the nominated degree prior to the commencement of the funding period.

Example: FTE study completed at 31 December in the year of application is six months. Therefore the CIA will be entitled to receive 2.5 years of full-time funding (three years minus six months).

Funding will cease from the day the PhD/ Research Masters thesis is submitted. Awardees (through their RAOs) are required to notify the NHMRC at the time their thesis is submitted and provide evidence of date of submission.

3.3 Time commitment

3.3.1 Full-time Postgraduate Scholarships

Full-time Postgraduate Scholarships are intended to support applicants undertaking postgraduate research training on a full-time basis (1.0 FTE).

3.3.2 Part-time Postgraduate Scholarships

Part-time Postgraduate Scholarships (0.5, 0.6, 0.7, 0.8 and 0.9 FTE) are available to the following applicants:

- Combined MBBS/PhD program applicants,

- applicants who are undertaking additional training to further establish their career,

- applicants undertaking paid work related or not related to their Research degree, and

- applicants whose capacity to engage in full-time research is limited due to parental or carer responsibilities, or personal illness. Under this part-time option, non-scholarship time must

to be dedicated to serving the needs of the CIA's personal circumstances, and cannot be spent on other paid employment, research, teaching or administrative roles, or clinical or practitioner responsibilities.

All proposed part-time arrangements must be agreed to by the applicant's nominated supervisor, and approved by the Administering Institution.

The length of the Scholarship may be extended to adjust for periods in which the Scholarship was received on a part-time basis. The maximum period for which a part-time PhD Postgraduate Scholarship can be held is six years, and a part-time Research Masters is four years.

Note: NHMRC will not provide compensation for any taxation components.

4   Eligibility criteria

Applications will only be accepted from NHMRC-approved Administering Institutions. A list of NHMRC approved Administering Institutions and NHMRC's Administering Institution policy are available on NHMRC's website.

The applicant and Administering Institution must ensure applications meet all eligibility requirements, as set out in these guidelines, at the time of submission and for the duration of peer review. Applications that do not meet these eligibility requirements may be ruled ineligible and may be excluded from further consideration.

An eligibility ruling may be made by NHMRC at any stage following the close of applications, including during peer review. Where an eligibility ruling is being considered, NHMRC may request further information in order to assess whether the eligibility requirement has been met.

Administering Institutions will be notified in writing of ineligible applications and are responsible for advising applicants.

Grant offers may be withdrawn and action taken over the life of a grant, if eligibility criteria to accept and/or continue holding a grant are not met.

NHMRC staff will not make eligibility rulings before an application is submitted.

4.1   Who is eligible to apply for a grant?

4.1.1   Chief Investigator

The maximum number of CIs allowed on a Postgraduate Scholarship 2019 application is one (the CIA).

Chief Investigator 'A' (CIA)

At the time of acceptance and for the duration of a grant the CIA must be an Australian or New Zealand citizen, or a permanent resident of Australia. The CIA must also be based in Australia for at least 80% of the funding period.

The CIA must:

- apply for only one Postgraduate Scholarship per application round (regardless of the Research Stream and Stipend Category applied for)

- be undertaking a higher degree by research (i.e. a PhD or a Research Masters degree). Coursework degrees do not qualify as higher degree by research

- ensure a complete application is submitted, including supervisor report and other documents required to conduct a complete assessment of an application

- not have previously received funding for a NHMRC Postgraduate Scholarship

- not be a recipient of an Australian Government funded stipend such as a Research Training Program (RTP) stipend

- not exceed 12 calendar months of full-time equivalent enrolment for a PhD degree, or six calendar months for a Research Masters degree, up to 31 December in the year of application

- include a proposal for a research project based in Australia. Elements of the project can be undertaken outside of Australia (e.g. data gathering) but the CIA, supervisor and project must be all Australian based and located at an Australian institution.

- apply under the Research Stream that their research proposal aligns with.

The CIA will not be able to hold a full-time academic position, or other full-time positions in conjunction with their NHMRC Postgraduate Scholarship. The CIA must inform the NHMRC if such situations arise.

When applying for a Postgraduate Scholarship, applicants must declare the source, duration and levels of all research funding held or applied for, including all NHMRC funding, in order to ensure funding by the Australian Government is not duplicated. This is an eligibility requirement, but will not be taken into account by peer reviewers while assessing applications.

4.1.2 Research Streams

Aboriginal and Torres Strait Islander Health Research

Postgraduate Scholarships for Aboriginal and Torres Strait Islander Health Research provide support for research training or training leading to research in areas of health with particular relevance to Aboriginal and Torres Strait Islander peoples.

The proposed project must be in an area of significance to Aboriginal and Torres Strait Islander health. In order to quality under this Research Stream, applicants must demonstrate active engagement/consultation with the Indigenous community, and address NHMRC's Indigenous Research Excellence Criteria, as described in *Section 6.1*.

Medical, dental and allied health graduates, those enrolled in a combined MBBS/PhD program, and other graduates with a degree applicable to the proposed research area, are eligible to apply. See *Section 3.1.1* for further details on stipend categories.

Clinical Medicine and Science Research

Clinical Medicine and Science Research Postgraduate Scholarships provide support to undergo training in clinical medicine and science research. Clinical Medicine and Science Research is an interdisciplinary field intended to produce knowledge valuable for understanding human disease, preventing and treating illness, and promoting health. Clinical Medicine and Science Research embraces a range of study areas and disciplines involving interactions with patients, diagnostic clinical materials or data, or populations (definition adapted from the *Association of American Medical Colleges* and *American Medical Association*).

Medical, dental and allied health graduates, and those enrolled in a combined MBBS/PhD program, are eligible to apply. Other graduates with a degree applicable to the proposed research area may also be eligible to apply, provided they demonstrate that their most recent academic qualification was

achieved at least five years before 31 December in the year of application. See *Section 3.1.1* for further details on stipend categories.

<u>Dora Lush Basic Science Research</u>

Dora Lush Basic Science Postgraduate Scholarships provide support to applicants of outstanding ability in obtaining formal training in basic science research.

Basic Science Research comprises of laboratory-based scientific research that is conducted to increase fundamental knowledge and understanding of the physical, chemical and functional mechanisms of human life processes and diseases (definition adapted from the *United States National Library of Medicine*). These include, but are not limited to, areas such as cellular and molecular biology, biochemistry, genetics and immunology.

Medical, dental and allied health graduates, and those enrolled in a combined MBBS/PhD program, are eligible to apply. Other graduates with a degree applicable to the proposed research area may also apply, provided they demonstrate that their most recent academic qualification was achieved at least five years before 31 December in the year of application. See *Section 3.1.1* for further details on stipend categories.

<u>Public Health and Health Services Research</u>

The purpose of the Public Health and Health Services Research Postgraduate Scholarship is to encourage graduates to obtain formal training in public health and/or health services research.

Public Health Research comprises of studies focussing on social, behavioural and environmental determinants of health and health-related policies and interventions, in an effort to ameliorate population-wide health disparities (adapted from *Kindig D, Stoddart G. Am J Public Health. 2003 March; 93(3): 380–383*). Health Services Research is an interdisciplinary field that studies how social factors, financing systems, organisational structures and processes, health technologies, and personal behaviours affect access to health care, and its quality, cost and outcomes. It provides data, evidence, and tools to make health care affordable, safe, effective, equitable, accessible and patient-centred (adapted from *An Organizational Guide to Building Health Services Research Capacity, October 2012, Agency for Healthcare Research and Quality*).

This Research Stream includes, but is not limited to, areas such as health policy, epidemiology, population health and health economics.

Medical, dental and allied health graduates, those enrolled in a combined MBBS/PhD program, and other graduates with a degree applicable to the proposed research area, are eligible to apply. See *Section 3.1.1* for further details on stipend categories.

4.2   Exclusion of applications

An application may be excluded from further consideration if:

- it contravenes an eligibility rule or other requirement as set out in the Grant Guidelines

- it contravenes an applicable law or code

- it is inconsistent with the objectives of the NHMRC Act and/or the purposes of the Medical Research Endowment Account (MREA), and

- the CIA is the subject of a decision by NHMRC's CEO or Delegate that any application they make to NHMRC, for specified funding schemes, will be excluded from consideration for a period of time, whether or not they otherwise meet the eligibility requirements. Such decisions will generally reflect consequential action taken by NHMRC in response to a finding of research misconduct or a breach of the *Australian Code for the Responsible Conduct of Research* (the Code), or a Probity Event. See the Code for a definition of 'research misconduct' and the *NHMRC Policy on Misconduct related to NHMRC Funding* available from NHMRC's website.

Such exclusion may take place at any time following CIA and Administering Institution certification.

If a decision to exclude an application from further consideration is made, NHMRC will provide its decision and the reason(s) for the decision to the Administering Institution's Research Administration Officer (RAO) in writing. The Administering Institution's RAO is responsible for advising applicants of the decision in writing. Decisions to exclude an application may be reviewable by NHMRC's Commissioner of Complaints.

5 What the grant money can be used for

5.1 Eligible grant activities and expenditure

Funding provided by NHMRC for a Research Activity must be spent on costs directly incurred in relation to that Research Activity. Further guidance on the expenditure of funding for a Research Activity is provided in the *Direct Research Cost Guidelines* on the NHMRC website.

5.1.1 Stipend support

A fixed stipend, determined by the stipend category applied for, is provided for the CIA and may only be expended for that purpose.

5.2 Other Allowances

The CIA also receives:

- an allowance of $2,250 per annum to assist with the purchase of goods related to the scholarship, a personal computer and/or travel to relevant conferences. This allowance may be used flexibly between these items of expenditure. Pro rata applies for this allowance for part-time Scholarships

- a thesis allowance (one-off) of $500 is provided in the final year of the Postgraduate Scholarship as a contribution towards costs associated with the presentation of a thesis. No further allowances or claims are available in relation to the costs of thesis preparation and presentation. Applicants do not need to apply for this allowance as it will be paid automatically in the final year of the Postgraduate Scholarship.

Additionally, a relocation allowance is payable for successful applicants to assist with the cost of moving from their normal place of residence to the town or city in which they will take up their Postgraduate Scholarship:

- the allowance is only available at the commencement of the award and is not payable for transfers to another location at any other time during the duration of the Postgraduate Scholarship

- the maximum rate at which the reimbursement is calculated is equal to the economy class airfare at the student or concession rate

- the allowance is only available for travel within Australia

- the allowance includes reimbursement for a dependent spouse and any dependent children

- the maximum amount payable for the CIA (including dependents) is $1,385

- the allowance is only available by way of reimbursement and will not be paid in advance

- claims should be submitted to the NHMRC through the RAO of the institution administering the Postgraduate Scholarship

- evidence of previous residence and of the travel undertaken must be included with the claim

- copies of original documents are acceptable as long as the RAO has sighted the original documents and indicates that they have done so in the documentation accompanying the claim

- there is no claim form that needs to be completed; a letter outlining the details of the reimbursement claimed is sufficient

- claims must be submitted within six months of the date on which the Postgraduate Scholarship is taken up.

5.3   Duplicate funding

NHMRC may compare the research proposed in grant applications with grants previously funded, currently funded, and funded by other agencies (e.g. Australian Research Council or Department of Health) and published research. NHMRC will not fund research that it considers duplicates research previously or currently being funded.

Where NHMRC believes that an applicant has submitted similar research proposals to NHMRC and has been successful with more than one application, the applicant may be required to provide NHMRC with a written report clearly identifying the difference between the research aims of the research activities. If NHMRC subsequently does not consider the research activities to be sufficiently different, the applicant will be required to decline or relinquish one of the grants.

NHMRC may disclose applicants' personal information to overseas entities, Australian, State/Territory or local government agencies, organisations or individuals where necessary to assess an application or to administer a grant. See NHMRC's Privacy Policy and the *Privacy: confidentiality and protection of personal information* section of these guidelines for further information.

6   The assessment criteria

Applications for the Postgraduate Scholarships 2019 scheme will be assessed by peers on the extent to which the application meets the program objectives. Applications will be assessed against the Assessment Criteria listed below and the category descriptors at Appendix C.

Applications will be assessed and ranked against the assessment criteria listed below:

- Academic Record and Research Achievement – Relative to Opportunity (60%)
- Research Environment and Supervisor (20%)
- Research Project (20%)

Applications are assessed relative to opportunity, taking into consideration any career disruptions, where applicable (see Appendix B).

It is recognised that Aboriginal and Torres Strait Islander applicants often make additional valuable contributions to policy development, clinical/public health leadership and/or service delivery,

community activities and linkages, and are often representatives on key committees. If applicable, these contributions will be considered when assessing research output and track record.

6.1   Health research involving Aboriginal and Torres Strait Islander People

To qualify as Aboriginal and Torres Strait Islander health research, at least 20% of the research effort and/or capacity-building must relate to Aboriginal and Torres Strait Islander health.

Qualifying applications must address NHMRC's *Indigenous Research Excellence Criteria* as follows:

- Community engagement - the proposal demonstrates how the research and potential outcomes are a priority for Aboriginal and Torres Strait Islander communities with relevant community engagement by individuals, communities and/or organisations in conceptualisation, development and approval, data collection and management, analysis, report writing and dissemination of results.

- Benefit - the potential health benefit of the project is demonstrated by addressing an important health issue for Aboriginal and Torres Strait Islander people. This benefit can have a single focus or affect several areas, such as knowledge, finance and policy or quality of life. The benefit may be direct and immediate, or it can be indirect, gradual and considered.

- Sustainability and transferability - the proposal demonstrates how the results of the project have the potential to lead to achievable and effective contributions to health gain for Aboriginal and Torres Strait Islander people, beyond the life of the project. This may be through sustainability in the project setting and/or transferability to other settings such as evidence-based practice and/or policy. In considering this issue the proposal should address the relationship between costs and benefits.

- Building capability - the proposal demonstrates how Aboriginal and Torres Strait Islander people, communities and researchers will develop relevant capabilities through partnerships and participation in the project.

These applications will be assigned to peer reviewers with specific expertise in Indigenous health research. The peer reviewer(s) will consider how well the application addresses the *Indigenous Research Excellence Criteria*.

7   How to apply

7.1   Overview and timing of grant opportunity processes

17 April 2019	Applications open in Research Grants Management System (RGMS)
12 June 2019 5:00pm (AEST)	Applications close in RGMS
August 2019	Anticipated peer review period
December 2019*	Anticipated notification of outcomes

*Date is indicative and subject to change.

Applications must be submitted electronically using RGMS unless otherwise advised by NHMRC.

Electronic submission requires Administering Institutions and all CIs on an application to register for an account in RGMS. Applicants who are not registered can submit a new user request via the login page of NHMRC's granting system.

Applicants should refer to RGMS Training Program on [NHMRC's website](#) for detailed user instructions, or contact their RAO or NHMRC's Research Help Centre for further assistance.

Late applications will not be accepted.

7.2   Application requirements

The application should contain all information necessary for assessment without the need for further written or oral explanation or reference to additional documentation. All details included must be current at the time of submission, as this information is relied on during assessment.

Applications must comply with all content and formatting requirements. Incomplete or non-compliant applications may be assessed as ineligible.

Additional requirements and guidance in relation to each component of the application are outlined at Appendix D.

7.3   Attachments to the application

NHMRC requires the following documents with your application:

- The applicant's most recent academic transcript
- A research proposal
- Supervisor's referee report
- Supervisor's Curriculum Vitae (CV)

You must attach supporting documentation to the application in line with the instructions provided in RGMS or Appendix D. You should only attach requested documents. NHMRC will not consider information in attachments that it does not request.

7.4   Consumer and community participation

The *Statement on Consumer and Community Involvement in Health and Medical Research* (the Statement) has been developed because of the important contribution consumers make to health and medical research. The Consumers Health Forum of Australia Ltd and NHMRC worked in partnership with consumers and researchers to develop the Statement.

Researchers are encouraged to consider the benefits of actively engaging consumers in their proposed research. Further information on the Consumer Health Forum and the Statement on Participation is available on [NHMRC's website](#).

7.5   Certification and submission

Once complete, applications must be electronically certified and then submitted to NHMRC through the RAO of an NHMRC-approved Administering Institution using RGMS.

Certification is required firstly by the CIA and then by the Administering Institution RAO by the specified due date or the application will be ruled ineligible and excluded from further consideration.

Once submitted to NHMRC, the application is considered final and no changes can be made.

7.5.1   CIA certification

The CIA must provide the RAO with evidence that the application is complete, i.e. through written evidence such as email. Such written evidence should be retained by the Administering Institution and must be provided to NHMRC if requested.

The following assurances, acknowledgements and undertakings are required of the CIA prior to submitting an application:

- All required information has been provided and is complete, current and correct, and all eligibility and other application requirements have been met.

- All personnel contributing to the Research Activity have familiarised themselves with the *Australian Code for the Responsible Conduct of Research*, the *National Statement on Ethical Conduct in Human Research*, the *Australian Code for the Care and Use of Animals for Scientific Purposes* and other relevant NHMRC policies concerning the conduct of research, and agree to conduct themselves in accordance with those policies.

- CIA has provided written agreement to be named on the application, to participate in the manner described in the application and to the use of their personal information as described in the *NHMRC Privacy Policy*.

- CIA has provided written agreement for the final application to be certified.

- The application may be excluded from consideration if found to be in breach of any requirements.

And if funded,

- The research will be carried out in strict accordance with the conditions governing NHMRC grants at the time of award. Conditions may change during the course of the grant, for example, reporting obligations may change. CIA will need to meet new/changed conditions.

- The reported outcomes of the research may be used for internal NHMRC quality evaluations/reviews.

- Grant offers may be withdrawn and action taken over the life of the grant, if eligibility criteria to accept and/or continue holding a grant are not met.

7.5.2   Administering Institution certification

The following assurances, acknowledgements and undertakings are required of the Administering Institution prior to submitting an application:

- Reasonable efforts have been made to ensure the application is complete and correct and complies with all eligibility and other application requirements.

- CIA is an Australian or New Zealand citizen or permanent resident at the time of accepting the successful grant.

- CIA will be based in Australia for at least 80% of the Funding Period, or 50% of the Funding Period if CIA is an NHMRC Emerging Leader Fellow.

- The appropriate facilities and salary support will be available for the Funding Period.

- Approval of the Research Activity by relevant institutional committees and approval bodies, particularly for ethics and biosafety, will be sought and obtained prior to the commencement of the research, or the parts of the research that require their approval.

- Arrangements for the management of the grant have been agreed between all institutions associated with the application.

- The application is being submitted with the full authority of, and on behalf of, the Administering Institution, noting that under section 136.1 of the *Commonwealth Criminal Code Act 1995*, it is an offence to provide false or misleading information to a Commonwealth body in an application for a benefit. This includes submission of an application by those not authorised by the Institution to submit applications for funding to NHMRC.

- Written evidence of consent has been obtained from all CIs and AIs and provided to the RAO.

Administering Institutions must ensure that the RAO role is authorised to certify and submit applications.

7.6   Retracted publications

If a publication relevant to an application is retracted after the application has been submitted, the applicant must promptly notify their RAO. The RAO must advise NHMRC at the earliest opportunity of the retraction by email (help@nhmrc.gov.au) with an explanation of the reasons for the retraction.

In addition, where the publication forms part of the applicant's track record, the applicant must immediately record that information in their Profile & CV in NHMRC's granting system.

If an application is largely dependent on the results of a retracted publication, the applicant should also consider withdrawing the application. If, under these circumstances, an applicant chooses not to withdraw the application, the RAO must advise NHMRC in writing (to help@nhmrc.gov.au), clearly outlining the reasons for not withdrawing the application.

7.7   Withdrawal of applications

Applications may be withdrawn at any time by written notice from the Administering Institution's RAO to NHMRC.

An application may be 'marked for deletion' by the applicant in NHMRC's granting system before the close of the round. This authorises NHMRC to delete the application once the round has closed. The application will not be deleted while the funding round remains open for application submission.

7.8   Questions during the application process

Applicants requiring further assistance should direct enquiries to their Administering Institution's RAO. RAOs can contact NHMRC's Research Help Centre for further advice.

NHMRC's Research Help Centre

P: 1800 500 983 (+61 2 6217 9451 for international callers)

E: help@nhmrc.gov.au.

8   The grant selection process

8.1   Assessment of grant applications

NHMRC considers applications through a targeted competitive grant process. Applications are required to meet eligibility requirements (see *Section 4*) and are assessed against the assessment criteria (see *Section 6*) by peer reviewers.

8.2   Who will assess applications?

NHMRC's peer review process is designed to provide a rigorous, fair, transparent and consistent assessment of the merits of each application to ensure that only the highest quality, value with money research is recommended for funding.

NHMRC will conduct peer review for this funding round in accordance with the *NHMRC's Principles of Peer Review*, available from NHMRC's website.

Applicants must not make contact about their application with anyone who is directly engaged with its peer review. Doing so may constitute a breach of the Code and result in the application being excluded from consideration.

8.2.1   Postgraduate Scholarships assessment process

Peer reviewers will independently undertake an assessment of applications against the assessment criteria (see *Section 6*). Some applications may be discussed by peer reviewers. The overall scores from assessments will be used to produce a rank ordered list of applications, on which funding recommendations will be based.

Further information on the assessment process is available from NHMRC's website.

8.3   Who will approve grants?

In accordance with paragraph 7(1)(c) of the *NHMRC Act*, NHMRC's CEO makes recommendations on expenditure from the MREA to the Minister with portfolio responsibility for NHMRC.

9   Notification of application outcomes

NHMRC may advise applicants of their outcome under embargo. An embargo is the prohibition of publicising information or news provided by NHMRC until a certain date or until certain conditions have been met. NHMRC's website provides further information on what can and cannot happen where information on a grant is released under embargo.

10   Successful grant applications

CIAs whose applications are approved will have access to a letter of offer through NHMRC's granting system. Administering Institutions responsible for administering approved applications will also have access to the letter of offer. In addition, the Administering Institution will have access, through NHMRC's granting system, to the Schedule to the Funding Agreement. The Administering Institution is responsible for accepting the Schedule through the online signing/acceptance process within NHMRC's granting system.

NHMRC's CEO or delegate may withdraw or vary an offer of a grant if they consider that it is reasonably necessary to protect Commonwealth revenue.

10.1   Information required from awardees

Awardees may be required to supply additional information about their Research Activity before payments commence. This will be stated in the letter of offer.

10.2   Approvals and licences

Where relevant, particularly in relation to ethics and biosafety, NHMRC-funded Research Activities must be referred for approval to the relevant institutional committees and approval bodies. For further information see NHMRC's website.

10.3   NHMRC Funding Agreement

All grants are offered in accordance with the Funding Agreement (with any conditions specified in Schedules and these Grant Guidelines), which is a legal agreement between NHMRC and the Administering Institution. In accepting the Schedules, the Administering Institution is agreeing to the conditions contained in the Funding Agreement and the Schedule.

Details of the Funding Agreement can be found on NHMRC's website under Funding Agreement and Deeds of Agreement. A grant will not commence, nor grant funds be paid, until:

- the Funding Agreement between NHMRC and the Administering Institution is in place, and
- the appropriate Schedule to the Funding Agreement is accepted by the Responsible Officer or their delegate and is accepted and executed by NHMRC.

10.3.1 Responsible conduct of research

NHMRC expects the highest levels of research conduct and integrity to be observed in the research that it funds. Administering Institutions and CIAs are bound by the conditions of the Funding Agreement. NHMRC funded research must be conducted in accordance with the Code.

10.4   NHMRC policies

Administering Institutions and CIAs are bound by the conditions of the Funding Agreement. It is the responsibility of Administering Institutions and CIs to be aware of, and be compliant with, all relevant legislation and policies relating to the conduct of the Research Activity.

For further information on the expectations of Administering Institutions and CIs, see NHMRC's website.

10.5   Payments

Payments will commence once all outstanding obligations (e.g. conditions, eligibility rules or data requirements specified in the Schedule to the Funding Agreement, relevant grant guidelines (or letter of offer)) have been met by the CIA and the Administering Institution.

10.6   Suspension of grants

NHMRC funding may be suspended for a variety of reasons including, but not limited to, requests made by the CIA. Variations will generally only be granted if allowed in the grant guidelines and the NHMRC *Grantee Variation Policy* available on the NHMRC website.

Funding may also be suspended by NHMRC when it is reasonable to consider there has been a failure to comply with a Policy or Guideline, or on the basis of a Probity Event or an investigation of alleged research misconduct, as set out in the Funding Agreement.

10.7   Tax implications

All amounts referred to in these Grant Guidelines are exclusive of GST, unless stated otherwise.

Administering Institutions are responsible for all financial and taxation matters associated with the grant.

10.8   Processes specific to Postgraduate Scholarships

Additional administrative obligations and processes specific to Postgraduate Scholarship grantees are outlined in the following sections. Unless otherwise stated, these are in addition to the general requirements set out in these guidelines, the NHMRC Funding Agreement and on the NHMRC website.

10.8.1 Acceptance of a Postgraduate Scholarship

Successful applicants must accept an offer of award of a Postgraduate Scholarship by the nominated acceptance date. All conditions of the grant must be met in order for any payment from NHMRC to commence.

CIAs who have accepted an offer of an award are expected to commence on 1 January of the first year of the award. Any variations must be in accord with the *NHMRC Variations Policy* available on the [NHMRC website](#) (see *Section 12.1*).

NHMRC may, at its discretion for what it considers sufficient cause, suspend the tenure of a Postgraduate Scholarship for such time as is thought fit, or withdraw the Postgraduate Scholarship and all payments.

10.8.2 Parental Leave

Parental Leave is paid in accordance with the arrangements applicable at the CIA's Administering Institution, up to a limit of 12 weeks, per instance of parental leave. Leave taken beyond the 12 weeks is permitted, but is not paid by NHMRC. The institution may, however, continue payments under its Enterprise Bargaining Agreement. If the CIA wishes to take parental leave beyond 12 weeks, they will need to suspend their Scholarship. The duration of the Postgraduate Scholarship will be extended by the amount of parental leave, whether paid or unpaid, that is taken. Parental leave required under State and Territory legislation will be managed separately by the Administering Institution.

10.8.3 Recreational Leave

The CIA is entitled to recreational leave in accordance with the conditions applied by the Administering Institution. All leave must be taken prior to the termination of the Postgraduate Scholarship. If the leave taken is longer than the period of recreational leave accrued, a request to suspend the Postgraduate Scholarship should be submitted.

10.8.4 Sick Leave

CIAs who have been unable to continue with their studies through illness or misadventure are entitled to stipend support, in accordance with the provisions of the CIA's Administering Institution, up to a maximum of 12 weeks for the duration of the Scholarship. This does not extend the duration of the Postgraduate Scholarship. CIAs wishing to extend their period of sick leave beyond this period may do so by suspending their Postgraduate Scholarship for up to a further 12 months. NHMRC will not provide stipend support for this extended period (if granted).

The CIA must advise details of such suspensions to NHMRC through their RAO. In addition to a statement from the supervisor, this advice must include:

- documentation supporting the reason for the suspension (medical certificates etc.), and
- a statement from the Postgraduate Studies Office verifying suspension of study

The duration of the Postgraduate Scholarship will be extended to compensate for the period of suspension (if granted).

10.8.5 Transfer to a different Administering Institution

Where a variation involves a move to a different Administering Institution, the CIA must make a request in writing through RGMS. If the proposed change is made without approval from NHMRC, Postgraduate Scholarship funding will cease.

10.8.6 Extensions to Postgraduate Scholarships

In limited exceptional circumstances, requests to extend the duration of a Postgraduate Scholarship may be approved. Exceptional circumstances would normally be for events outside the CIA's control, such as external disasters (e.g. fires) affecting their project, but does not include situations relating to normal research activities (e.g. pursuing a novel discovery in the course of planned experiments), the success/failure or progress of experiments, the writing of a thesis or matters of a personal nature. The maximum period for which a funded extension can be granted is up to six months. Funding will cease from the date the CIA submits their thesis, even if the extension period has not yet lapsed. The CIA is required to inform NHMRC when they submit their thesis, and provide evidence of the submission date. No extensions are possible for Research Masters students.

In all cases, requests to extend a Postgraduate Scholarship must be submitted in writing through RGMS. In addition to support in writing from the CIA's supervisor, requests must be approved by the Postgraduate Studies Office (or its equivalent) of the Administering Institution. Evidence of the Postgraduate Studies Office approval must be included with the request.

10.4.8 Conversion of Research Masters Scholarships

NHMRC Postgraduate Scholarships awarded for a Research Masters degree will not be extended if converting to a PhD.

10.4.8 Transfer to/from part-time status

NHMRC recognises that the personal circumstances of the CIA can change over time and that the need for the CIA to continue in a full-time arrangement may no longer apply to their situation.

Full-time CIAs may apply to undertake a period of their award on a part-time basis, provided such an arrangement is agreed to by the nominated supervisor in writing, and approved by the Administering Institution (see *Section 3.3*). Requests to convert to part-time will be considered by NHMRC on a case-by-case basis.

In all cases where part-time status is approved, payments will be adjusted to the appropriate pro-rata rate, determined by the percentage of time spent on research. The duration of the Scholarship will be extended accordingly, up to a maximum period of six years (see *Section 3.3*).

While part-time Postgraduate Scholarships are intended to be part-time at the indicated FTE rate for the duration of the award, holders may request conversion to full-time. Where a request to convert or return to full-time is approved, the remaining part-time portion of the scholarship will be converted to the full-time equivalent of that part-time rate (i.e. if 2 years remain on a scholarship held at 0.5 FTE, it will be converted to one year full-time).

11 Announcement of grants

Grant outcomes are publicly listed on the [GrantConnect website](#) 21 calendar days after the date of effect as required by the CGRGs.

12 How NHMRC monitors grant activity

12.1 Variations

A variation is a change (including a delay) to a grant. There are limited circumstances where it is appropriate to vary an NHMRC grant (including the Research Activity) relative to the peer reviewed application. Requests must comply with the grant guidelines and the NHMRC *Grantee Variation Policy*. Requests to vary the terms of a grant should be made to NHMRC via the Grantee Variation

portal in NHMRC's granting system. For information on grant variations see NHMRC's *Grantee Variation Policy* available on the [NHMRC website](#).

In general, variation requests should include the following information:

- a statement from the postgraduate scholar outlining the reasons why the variation is required, and
- a statement of support from the current Supervisor.

Grant variations cannot be used as a means to meet NHMRC eligibility requirements.

12.2   Reporting

Administering Institutions are required to report to NHMRC on the progress of the grant and the use of grant funds. Where an institution fails to submit reports (financial or otherwise) as required, NHMRC may take action under the provisions of the Funding Agreement. Failure to report within timeframes may affect eligibility to receive future funding.

12.2.1 Financial reports

Annual financial reports are required in a form prescribed by NHMRC. At the completion of the grant or upon transfer to a new Administering Institution, a financial acquittal is also required. Refer to [NHMRC's website](#) for details of format and timing.

12.2.2 Non-financial reports

No progress or final scientific reporting is required for the Postgraduate Scholarship scheme.

The Funding Agreement requires the CIA to prepare reports for each Research Activity. Scientific reporting requirements can be found on [NHMRC's website](#). It is a condition of funding that outstanding obligations from previous NHMRC grants, including submission of a Final Report, have been met prior to acceptance of a new grant.

Information included in the Final Report may be publicly released. Use of this information may include publication on [NHMRC's website](#), publicity (including release to the media) and the promotion of research achievements.

All information provided to NHMRC in reports may be used for internal reporting and reporting to government. This information may also be used by NHMRC when reviewing or evaluating funded research projects, funding schemes, or designing future schemes.

12.2.3 NHMRC National Institute for Dementia Research

Grantees undertaking research related to dementia must contribute their expertise to the NHMRC National Institute for Dementia Research, which is responsible for strategically expanding, coordinating and translating the national dementia research effort. The NHMRC National Institute for Dementia Research is drawing on the expertise of researchers and other dementia stakeholders via a membership model to drive Australia's dementia research and translation effort, and work together to maximise the impact of research.

Additional reporting on NHMRC funded dementia research will also be sought from Administering Institutions as required to inform the Institute's work plan and subsequent research activities.

12.3   Evaluation of the Postgraduate Scholarships program

NHMRC undertakes periodic evaluations of the performance and administration of its funding schemes to determine their effectiveness and to identify where improvements can be made.

12.4   Open Access Policy

NHMRC supports the sharing of outputs from NHMRC funded research including publications and data. The aims of NHMRC's *Open Access Policy* are to mandate the open access sharing of publications and encourage innovative open access to research data. This policy also requires that patents resulting from NHMRC funding be made findable through listing in SourceIP. NHMRC's *Open Access Policy* is available on NHMRC's website.

Combined, these approaches will help to increase reuse of data, improve research integrity and contribute to a stronger knowledge economy. Open access will also assist with reporting, demonstration of research achievement, improve track record assessment processes for the long term and contribute to better collaborations.

All recipients of NHMRC grants must comply with all elements of NHMRC's *Open Access Policy*.

13   Probity

13.1   Complaints process

Applicants or grantees seeking to lodge a formal complaint about an NHMRC process related to funding should do so via the Administering Institution's RAO, in writing, within 28 days of the relevant NHMRC decision or action.

Each complaint should be directed to the Complaints Team at: complaints@nhmrc.gov.au

NHMRC will provide a written response to all complaints.

Refer to NHMRC's Complaints Policy and the Commissioner of Complaints webpage for further information.

Applicants or grantees may complain to the Commonwealth Ombudsman if they do not agree with the way NHMRC has handled their complaint. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with NHMRC**.**

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2   Privacy: confidentiality and protection of personal information

NHMRC treats applicants' personal information according to the 13 Australian Privacy Principles set out in the *Privacy Act 1988*. This includes identifying:

- what personal information NHMRC collects

- why NHMRC collects applicants' personal information, and

- who NHMRC gives applicants' personal information to.

Applicants are required as part of their application to declare their ability to comply with the *Privacy Act 1988,* including the Australian Privacy Principles, and impose the same privacy obligations on any subcontractors engaged by the applicant to assist with the activity.

Personal information can only be disclosed to someone else if applicants are given reasonable notice of the disclosure; if the disclosure is related to the purpose for which it was collected; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the

criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if the applicant has consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this funding scheme in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

NHMRC may reveal confidential information to:

- the peer review committee and other Commonwealth employees and contractors to help NHMRC manage the scheme effectively

- employees and contractors of NHMRC to research, assess, monitor and analyse schemes and activities

- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery

- other Commonwealth, State, Territory or local government agencies in reports and consultations

- NHMRC approved Administering Institutions' Research Administration Offices

- the Auditor-General, Ombudsman or Privacy Commissioner

- the responsible Minister or Parliamentary Secretary, and

- a House or a Committee of the Australian Parliament.

Applicants or grantees must ask for the Australian Government's consent in writing before disclosing confidential information.

NHMRC may share information provided to it by applicants with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999*

- *Public Service Regulations 1999*

- *Public Governance, Performance and Accountability Act 2013*

- *Crimes Act 1914, and*

- *Criminal Code Act 1995.*

13.3   Freedom of information

NHMRC is subject to the *Freedom of Information Act 1982* and is committed to meeting the Australian Government's transparency and accountability requirements.

14 Glossary

Term	Definition
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
date of effect	This will depend on the particular grant. It can be the date the schedule to a grant agreement is executed or the announcement of the grant, whichever is later.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant.
Commonwealth Grants Rules and Guidelines 2017 (CGRGs)	The CGRGs establish the overarching Commonwealth grants policy framework and the expectations for all non-corporate Commonwealth entities in relation to grants administration.
final year	Is the final 12 calendar months of a grant.
Funding Agreement	For NHMRC MREA grants, the grant agreement is the NHMRC Funding Agreement and the Schedule to the Funding Agreement.
funding round	Collectively refers to the Investigator, Synergy and Ideas Grants opportunities commencing funding in the same year.
grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a) under which relevant money, or other consolidated revenue funds, is to be paid to a recipient other than the Commonwealth b) which is intended to assist the recipient achieve its goals c) which is intended to help address one or more of the Australian Government's policy objectives. under which the recipient may be required to act in accordance with specified terms or conditions.
grant activity	Is the project /tasks /services that the grantee is required to undertake with the grant money. It is described in the schedule to the NHMRC Funding Agreement.

Term	Definition
GrantConnect	GrantConnect is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs. It is available at www.grants.gov.au.
	Non-corporate Commonwealth entities must publish on GrantConnect to meet the grant publishing requirements under the CGRGs.
	Where information is published in more than one location, and there are inconsistencies, GrantConnect is the authoritative, auditable information source.
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	Is a group of one or more grant opportunities under a single entity Portfolio Budget Statement Program. This is referred to as a scheme in this document.
Grantee	An individual/organisation that has been awarded a grant.
Medical Research Endowment Account (MREA)	The purpose of the MREA is to provide assistance to Federal and State Government Departments, institutions, universities and/or persons engaged in medical research.
NHMRC's granting system	NHMRC's electronic grants management solution for grant application, assessment and administration.
peer reviewers	Individuals (peers) with knowledge and expertise appropriate for the applications they are reviewing.
Portfolio Budget Statement (PBS) Program	Described within the entity's PBS, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs (schemes). A PBS Program may have more than one Grant Program (scheme) associated with it, and each of these may have one or more grant opportunities.

Term	Definition
Probity Event	Probity Event means any event or occurrence which: a) has a material adverse effect on the integrity, character or honesty of the Administering Institution, a Participating Institution or Personnel involved in a Research Activity; or b) relates to the Administering Institution, a Participating Institution or Personnel involved in a Research Activity and has a material adverse effect on the public interest or public confidence in the Administering Institution, Participating Institution or Research Activity.
Schedule	Means the contract template used by NHMRC to form part of the Funding Agreement. The schedule sets out the research activity and is signed by NHMRC and the CIA's Administering Institution.
value with money	Value with money in this document refers to 'value with relevant money' which is a term used in the CGRGs and is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to: • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved • the potential grantee's relevant experience and performance history.

Appendix A. NHMRC structural priorities, Postgraduate Scholarships 2019 scheme priorities and funding organisations

A1   NHMRC key structural priorities

Each year, NHMRC identifies key structural priorities for funding to deliver against strategic priorities. NHMRC's current key structural priorities are:

- Aboriginal and Torres Strait Islander health research and researchers

- health services research, and

- gender equality.

Aboriginal and Torres Strait Islander Health research and researchers

NHMRC is committed to improving the health outcomes of Aboriginal and Torres Strait Islander people and encourages applications that address Aboriginal and Torres Strait Islander health. Support for health and medical research and research translation is central to achieving improvements in this area. It is also important to increase the number of Aboriginal and Torres Strait Islander researchers and recognise the diversity of Aboriginal and Torres Strait Islander people and communities, and how this diversity relates to health issues in these communities.

As part of NHMRC's stated commitment to advancing Aboriginal and Torres Strait Islander health research, NHMRC has established certain requirements and processes designed to ensure that research into Aboriginal and Torres Strait Islander health is of the highest scientific merit and is beneficial and acceptable to Aboriginal and Torres Strait Islander people and communities.

Applicants proposing to undertake research that specifically relates to the health of Aboriginal and Torres Strait Islander people, or which includes distinct Aboriginal and Torres Strait Islander populations, biological samples or data should be aware of, and must refer to, the following documents in formulating their proposal:

- *NHMRC Road Map 3: A Strategic Framework for Improving Aboriginal and Torres Strait Islander Health through Research*

- *Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research,* and

- *Keeping research on track: A guide for Aboriginal and Torres Strait Islander peoples about health research ethics*

Health Services Research

Increasing the number of health services research grants is a strategic priority. Of the total 1035 competitive grants awarded in 2017, only 6.9% of these grants were for Health Services Research, which is significantly lower than Basic Science at 47.3%, Clinical Medicine and Science at 31.2% and Public Health at 14.6%.

Gender Equality

Funding outcomes have highlighted the underrepresentation of female chief investigators across many of NHMRC's funding schemes. This supports the need for a robust and sustainable approach to improving success rates for female researchers and to encourage more female researchers to apply to NHMRC funding schemes.

Electromagnetic Energy Postgraduate Scholarships

The Australian Government recognises public concern about the health effects of radio frequency (RF) electromagnetic energy (EME), and the need to ensure that standards and public health policies continue to be based on the best available scientific information. NHMRC administers the RF EME research program to provide funding for health and medical research on the health effects of RF EME. The program is funded by a levy paid annually by radiocommunication license holders and collected by the Australian Communications and Media Authority.

To be considered for this funding, applicants must:

- show that their proposed research investigates the effects of RF EME on human health

- provide a description of both the RF exposure (such as frequency range and source of the exposure) and the health effect that is being investigated, and

- provide a detailed justification on how their application aligns with the research agenda into RF EME and health outlined in the 2017 Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Technical Report, *Radiofrequency Electromagnetic Energy and Health: Research Needs*.

NHMRC in conjunction with ARPANSA will determine if an application meets the criteria for RF EME research and is eligible to be funded through the RF EME program. Applications not in scope will be considered for standard NHMRC funding.

Postgraduate Scholarships funded by other organisations

Postgraduate Scholarships may be funded by or in conjunction with other organisations. These grants offer opportunities to researchers whose work is particularly relevant to the priorities and research interests of the partner organisations.

Some funding partners may require a separate application to be provided to them, or may have specific criteria and requirements, in addition to NHMRC. Applicants may contact the funding partner to identify any additional requirements.

For the purposes of the *Privacy Act 1988*, applicants and other persons whose details appear in grant applications (e.g. other investigators) should be aware that NHMRC may provide their personal information, including all pertinent application documentation and peer review outcomes to the funding organisation(s) nominated by the applicant. The purpose of providing this information is to enable potential funding partners to assess the application's eligibility for funding under the funding organisation's policies.

In the event that a funding partner is unable to fulfil their obligation to a co-funded grant, NHMRC will continue to support the CIA under the conditions that would have been awarded by NHMRC.

Any additional benefits that may have been provided by the funding partner, including Postgraduate Scholarships that may have been fully funded by the funding partner, will not be supported by NHMRC.

Further information on Postgraduate Scholarships funded by other organisations is available on the NHMRC website.

The following organisations are expected to partner with NHMRC in funding grants under this grant opportunity:

- Cerebral Palsy Alliance Research Foundation
- National Heart Foundation
- Multiple Sclerosis Research Australia
- Motor Neurone Disease Research Institute of Australia

- Australian and New Zealand Association of Neurologists Education and Research Foundation
- Arrow Bone Marrow Transplant Foundation
- Diabetes Australia
- SanFillipo Children's Foundation
- National Breast Cancer Foundation
- Royal Australasian College of Physicians
- Neuroblastoma Australia
- Australian Academy of Science

Appendix B. NHMRC Relative to Opportunity policy

Purpose

The purpose of this document is to outline NHMRC's Relative to Opportunity Policy with respect to:

- NHMRC peer review, and
- eligibility to apply for Emerging Leadership Investigator Grants.

The audience is applicants and peer reviewers.

NHMRC's objective is to support the best Australian health and medical research and the best researchers, at all career stages. NHMRC seeks to ensure that researchers with a variety of career experiences and those who have experienced pregnancy or a major illness/injury or have caring responsibilities, are not disadvantaged in applying for NHMRC grants.

Policy approach

NHMRC considers Relative to Opportunity to mean that assessment processes should accurately assess an applicant's track record and associated productivity relative to stage of career, including considering whether productivity and contribution are commensurate with the opportunities available to the applicant. It also means that applicants with career disruptions should not be disadvantaged (in terms of years since they received their PhD) when determining their eligibility for Emerging Leadership Investigator Grants and that their Career Disruptions should be considered when their applications are being peer reviewed.

In alignment with *NHMRC's Principles of Peer Review,* particularly the principles of fairness and transparency, the following additional principles further support this objective:

- **Research opportunity**: Researchers' outputs and outcomes should reflect their opportunities to advance their career and the research they conduct.

- **Fair access**: Researchers should have access to funding support available through NHMRC grant programs consistent with their experience and career stage.

- **Career diversity**: Researchers with career paths that include time spent outside of academia should not be disadvantaged. NHMRC recognises that time spent in sectors such as industry, may enhance research outcomes for both individuals and teams.

The above principles frame NHMRC's approach to the assessment of a researcher's track record during expert review of grant applications and eligibility of applicants applying for Emerging Leadership Investigator Grants. NHMRC expects that those who provide expert assessment during peer review will give clear and explicit attention to these principles to identify the highest quality research and researchers to be funded. NHMRC recognises that life circumstances can be very varied and therefore it is not possible to implement a formulaic approach to applying Relative to Opportunity and Career Disruption considerations during peer review.

Relative to Opportunity considerations during peer review of applications for funding

During peer review of applications, circumstances considered under the Relative to Opportunity Policy are:

- amount of time spent as an active researcher

- available resources, including situations where research is being conducted in remote or isolated communities

- building relationships of trust with Aboriginal and Torres Strait Islander communities over long periods that can impact on track record and productivity

- clinical, administrative or teaching workload

- relocation of an applicant and his/her research laboratory or clinical practise setting or other similar circumstances that impact on research productivity

- for Aboriginal and Torres Strait Islander applicants, community obligations including 'sorry business'

- the typical performance of researchers in the research field in question

- research outputs and productivity noting time employed in other sectors. For example there might be a reduction in publications when employed in sectors such as industry

- carer responsibilities (that do not come under the Career Disruption policy below).

Career Disruption considerations during peer review and eligibility to apply for Emerging Leadership Investigator Grants

A Career Disruption is defined as a prolonged interruption to an applicant's capacity to work, due to:

- pregnancy

- major illness/injury

- carer responsibilities.

The period of career disruption may be used:

- to determine an applicant's eligibility for an Emerging Leadership Investigator Grant

- to allow for the inclusion of additional track record information for assessment of an application

- for consideration by peer reviewers.

To be considered for the purposes of eligibility and peer review, a period of Career Disruption is defined as:

- a continuous absence from work for 90 calendar days or more, and/or

- continuous, long-term, part-time employment (with defined %FTE) due to circumstances classified as Career Disruption, with the absence amounting to a total of 90 calendar days or more[1].

Career Disruption and eligibility to apply for Investigator Grants

A Career Disruption can affect an applicant's eligibility to apply for an Emerging Leadership Investigator Grant. For such grants, the 10-year time limit on the number of years post-PhD may be extended commensurate with the period of the Career Disruption.

Implementation

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[1] For example, an applicant who is employed at 0.8 FTE due to childcare responsibilities would need to continue this for at least 450 calendar days to achieve a Career Disruption of 90 calendar days.

Information on how applicants can demonstrate their track record, Relative to Opportunity, for the purposes of peer review is available in NHMRC's granting system and in NHMRC's *Guide to Peer Review*.

Information on how applicants can demonstrate that a Career Disruption(s) affects their eligibility to apply for an Emerging Leadership Investigator Grant is also available in NHMRC's granting system and in the Investigator Grant Guidelines.

Appendix C. Postgraduate Scholarship Scheme 2019 Category Descriptors

Category Descriptors for assessing Postgraduate Scholarship applications

The following scoring descriptors are to be used as a guide to score an application against each of the assessment criteria. The category descriptors are indicative, rather than definitive or exhaustive. Evaluation of performance will take into account opportunity, research discipline and overall summation of research contribution.

Note: Applications that do not align with the Research Stream applied for should score a '1' for the Criterion 3 – Research Project.

Assessing Indigenous Contributions

It is recognised that Aboriginal and Torres Strait Islander applicants often make additional valuable contributions to policy development, clinical/public health leadership and/or service delivery, community activities and linkages, and are often representatives on key committees. If applicable, these contributions should be considered when assessing research output and track record.

Score	Criterion 1	Criterion 2	Criterion 3
	Academic Record and Research Achievement – Relative to Opportunity 60%	**Research Environment and Supervisor 20%**	**Research Project 20%**
7 Exemplary *An application which clearly and strongly supports the aims of the scheme and meets all the assessment criteria with no weaknesses.* *It is expected that the top 2% of applications would be ranked in this category.*	**Exemplary Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):** • academic record • medals, prizes and awards • quantity and quality of research publications in their field • presentations, including posters and seminars • postgraduate/research training and/or research/professional experience • broader community engagement.	**The Research Environment And Supervisor:** • are **extremely well matched** to the applicant's proposed project • provide **exemplary** mentoring and training arrangements • include **extremely high quality** research support systems for the applicant • offer **exceptional** collaborative opportunities for the applicant • offer **exemplary** opportunity to extend the applicant's knowledge and skills.	**The Research Project:** • is **aligned** with the Research stream applied for • has objectives that are **extremely well-defined** • is **flawless** by design • will be achieved • will make an **exemplary** contribution to the applicant's future career aspirations.

Score	Criterion 1	Criterion 2	Criterion 3
	Academic Record and Research Achievement – Relative to Opportunity 60%	**Research Environment and Supervisor 20%**	**Research Project 20%**
6 Outstanding *An application which clearly and strongly supports the aims of the scheme and meets all the assessment criteria with negligible weaknesses.* *It is expected that the top 15% of applications would be ranked in this category or higher.*	**Outstanding Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):** • academic record • medals, prizes and awards • research achievement and productivity commensurate with authorship of research publications, book chapters and presentations • postgraduate/research training and/or research/professional experience • broader community engagement.	**The Research Environment And Supervisor:** • are **very well matched** to the applicant's proposed project • include **outstanding** mentoring and training arrangements • offer **very high quality** research support systems for the applicant • offer **outstanding** collaborative opportunities for the applicant • offer **outstanding** potential to extend the applicant's knowledge and skills.	**The Research Project:** • is **aligned** with the Research stream applied for • has objectives that are **very well-defined** • is **nearly flawless** by design • is **highly feasible** • will make an **outstanding** contribution to the applicant's future career aspirations.
5 Excellent *An application which supports the aims of the scheme and meets the assessment criteria with only some minor weaknesses.* *It is expected that the top 35% of applications would be ranked in this category or higher.*	**Excellent Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):** • academic record • medals, prizes and awards • research achievement and productivity commensurate with authorship of research publications, book chapters and presentations. • postgraduate/research training and/or research/professional experience • broader community engagement.	**The Research Environment And Supervisor:** • are **well matched** to the applicant's proposed project • are **very well suited to** with the research stream applied for • Include **excellent** mentoring and training arrangements • offer **high quality** research support systems for the applicant • offer **excellent** collaborative opportunities for the applicant • offer **excellent** potential to extend the applicant's knowledge and skills.	**The Research Project:** • is **aligned** with the Research stream applied for • has objectives that are **well-defined** • is **very well designed** • is **highly feasible** • will make an **excellent** contribution to the applicant's future career aspirations.
4 Very good *An application which supports the aims of the scheme and meets the assessment criteria, but with numerous minor weaknesses*	**Very Good Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):** • academic record • medals, prizes and awards • Research achievement and productivity commensurate with authorship of research	**The Research Environment And Supervisor:** • are **suited** to the applicant's proposed project • are **well suited to** the research stream applied for • Includes **very good quality** mentoring and training arrangements	**The Research Project:** • is **aligned** with the Research stream applied for • has objectives that are **clear** • is **well designed** • is **feasible**

Score	Criterion 1	Criterion 2	Criterion 3
	Academic Record and Research Achievement – Relative to Opportunity 60%	**Research Environment and Supervisor 20%**	**Research Project 20%**
It is expected that the top 65% of applications would be ranked in this category or higher.	publications, book chapters and presentations. • postgraduate/research training and/or research/professional experience • broader community engagement.	• offer very **good quality** research support systems for the applicant • offer **very good** collaborative opportunities for the applicant • offer **very good** potential to extend the applicant's knowledge and skills.	• will make a **very good** contribution to the applicant's future career aspirations.
3 Good *An application which supports the aims of the scheme and meets the assessment criteria, but with at least one moderate weakness* *It is expected that the bottom 35% of applications would be ranked in this category or lower.*	**Good** Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example): • academic record • medals, prizes and awards • research achievement and productivity commensurate with authorship of research publications, book chapters and presentations. • postgraduate/research training and/or research/professional experience • broader community engagement.	**The Research Environment And Supervisor:** • are **adequate** to the applicant's proposed project • are **suited** to the research stream applied for • includes **good quality** mentoring and training arrangements • offer **good quality** research support systems for the applicant • offer **good** collaborative opportunities for the applicant • offer **good** potential to extend the applicant's knowledge and skills.	**The Research Project:** • is **aligned** with the Research stream applied for • has objectives that are **adequately defined** • is **overall clear** in respects to design • is **likely to be achieved** • will make a **good** contribution to the applicant's future career aspirations.
2 Satisfactory *An application which partly meets the aims of the scheme or assessment criteria with noticeable deficiencies or shortcomings evident by some moderate weaknesses* *It is expected that the bottom 15% of applications would be ranked in this category or lower.*	**Sound** Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example): • academic record • medals, prizes and awards • research achievement and productivity commensurate with authorship of research publications, book chapters and presentations. • postgraduate/research training and/or research/professional experience • broader community engagement.	**The Research Environment and Supervisor:** • are **somewhat suited** to the applicant's proposed project • are **somewhat suited** to the research stream applied for • Includes **satisfactory** mentoring and training arrangements • offer **satisfactory** research support systems for the applicant • offer **satisfactory** collaborative opportunities for the applicant • offer **satisfactory** potential to extend the applicant's knowledge and skills.	**The Research Project:** • is **aligned** with the Research stream applied for • has objectives that are **somewhat unclearly defined** • **raises some concerns** with respect to research design • **raises some concerns** with respect to feasibility • will make a **satisfactory** contribution to the applicant's future career aspirations.

Score	Criterion 1	Criterion 2	Criterion 3
	Academic Record and Research Achievement – Relative to Opportunity 60%	**Research Environment and Supervisor 20%**	**Research Project 20%**
1 Weak *An application which marginally meets the aims of the scheme or assessment criteria. Shortcomings or deficiencies against most criteria or aims predominate* *It is expected that the bottom 5% of applications would be ranked in this category.*	<u>Limited</u> **Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):** • academic record • medals, prizes and awards • research achievement and productivity commensurate with authorship of research publications, book chapters and presentations. • postgraduate/research training and/or research/professional experience • broader community engagement.	**The Research Environment and Supervisor:** • are **not ideal** to the applicant's proposed project • are **not suited** to the research stream applied for • Includes **limited** mentoring and training arrangements • offer **limited** research support systems for the applicant • offer **limited** collaborative opportunities for the applicant • offer **limited** potential to extend the applicant's knowledge and skills.	**The Research Project:** • is **<u>not aligned</u>** with the Research stream applied for • has objectives that are **unclear** • **raises major concerns** with respect to research design • **raises major concerns** with respect to feasibility • will make a **limited** contribution to the applicant's future career aspirations.

Appendix D. Postgraduate Scholarships scheme Guide to Applicants

1. Preparing an application

The following sections provide additional advice about parts of the application that are specific to Postgraduate Scholarships (PGS).

- Applicants should refer to the *RGMS User Guide - Introduction to RGMS* for general instructions on how to apply for a grant in RGMS.
- For further assistance during the application process, see section 7 of the 2019 PGS Guidelines (Guidelines).

2. Application Requirements

A complete application is comprised of:
- Completion of mandatory sections of My Profile and CV

- Completed application form

- Grant Proposal as an attachment
- Academic transcript(s) as an attachment
- Supervisor's referee report and CV (as separate attachments)

Applications must comply with all rules and requirements as set out in the Guidelines. Failure to adhere to any of these requirements will result in non-acceptance or exclusion of your application (see section 4.2 of the Guidelines).

3. Key Changes

Applicants should note the following changes for the Postgraduate Scholarship 2019 application form:

- **Section 7.7 B-AISCH: Application Information (Scholarship) - Research Streams**
  Categories of research have been modified to fall into four broad research streams – Aboriginal and Torres Strait Islander Health, Public Health and Health Services Research, Clinical Medicine and Science Research and Dora Lush Basic Science Research.

- **Section 7.7 B-AISCH: Application Information (Scholarship) – Stipend Category**
  Stipend categories have been modified to fall into four categories - Medical/Dental, Priority, Standard and Combined MBBS/PhD.

- **Section 7.7 B-AISCH: Application Information (Scholarship) – Electromagnetic Energy (EME) Research**
  Applicants should tick the box if their research project examines the effects of radiofrequency (RF) electromagnetic energy (EME). If you have ticked the box, provide a description of both the RF exposure (such as frequency range and source of the exposure) and the health effect that is being investigated.

- **Section 7.9 B-SA: Scholarship Attachments**
  Applicants are no longer required to upload the following attachments:

- o Ungraded passes
- o Evidence to support part-time candidature

4. Information Specific to Postgraduate Scholarships

The following sections provide advice about parts of the application that are specific to PGS CV requirements.

Within an applicant's profile in RGMS, there is mandatory information that must be provided and/or updated prior to submitting an application (see section 7 of the Guidelines). This information includes personal details and academic/research interests.

For PGS, you are only required to complete those sections outlined below. Should you enter more information than is required, only the required information will be imported into your application.

It is important that relevant CV information is up to date at the time of application submission, as it is imported into the application and used by the peer review panel (PRP). It may also be used for analyses of NHMRC's funding profile and to capture grant outcomes. CV information can be updated at any time. However, any changes made to the CV after Chief Investigator A (CIA) certification will not appear in the submitted application.

Instructions for entering CV information in RGMS are provided in the *RGMS User Guide - Introduction to RGMS.* Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

5. Profile Requirements

All mandatory sections of your RGMS Profile must be completed as part of your application. Mandatory Profile information is indicated by a red asterisk in RGMS. For applications involving teams, this requirement also applies to other Chief Investigators (CI) named on the application. Existing NHMRC grant holders cannot commence or be named on an application until all mandatory Profile fields are complete.

It is important that Profile information is kept up-to-date as it is used to contact applicants and to identify peer reviewers. It may also be used for analyses of NHMRC's funding profile. Profile information can be updated at any time, however, any changes made to the Profile after (CIA) certification will not appear in the submitted application.

5.1 Pro-PD Personal Details

Provide your most current details in this section. It is important that your title, names, phone and email details are up-to-date as these are the details on which NHMRC relies when contact is required.

5.2 Pro-PN: Panel Nominations and Invitations

Please indicate which, if any, schemes you have nominated or been invited to participate in as a potential peer reviewer.

5.3 Pro-PU: Peer Review Unavailability

Peer Review is an integral part of NHMRC funding schemes. NHMRC grant recipients have obligations to contribute to the assessment of applications (as outlined in the *NHMRC Funding Agreement*). If you are not available to act as a reviewer, please provide a statement detailing your reasons, and the period for which you are unavailable. To maintain the list of available assessors within RGMS, NHMRC

requires that all applicants update their availability routinely. This will avoid unnecessary contact if you are unavailable.

5.4   Pro-A: Address

Provide details of the address you wish to use if NHMRC needs to contact you via the postal service. Home addresses are acceptable.

5.5   Pro-RE: Research Interests

Select a Broad Research Area and 5-10 Research Keywords most applicable to your main area of research. In addition, provide 1-3 keywords to describe your core research methodologies or areas of methodological expertise (e.g. clinical trials, gene therapy, etc.). You may also provide further detail about your research interests or areas of expertise. This could include, but is not limited to, your research methodologies, student supervision and areas in which you have published (*maximum of 2000 characters including spaces and line breaks*).

Note: An opportunity is provided in the application to select research areas, fields of research and keywords that best describe your research proposal, as opposed to your personal research interests. The above information will not determine the peer reviewers sourced for your application.

5.6   Pro-FR: Fields of Research

You can add as many Fields of Research as required. Indicate when you started your research in that field and whether the research is current or terminated. Individuals are encouraged to list all Fields of Research but highlight their main Field of Research as "current".

6. CV Requirements

6.1   CV-QAP: Qualifications, Awards and Prizes

Click 'New' to enter each qualification, award and prize you have received. Select the appropriate type and enter additional details of your qualifications, awards and prizes. Click 'Save'.

Your qualifications, awards and prizes will appear in reverse chronological order for assessors.

Generally, an award is recognition of an achievement with no associated remuneration whereas a prize is recognition of an achievement, with a form of remuneration.

Note: Paid fellowships or scholarships should appear in either CV-RF: NHMRC Research Funding or CV-ORF: Other Research Funding. Unpaid fellowships must be entered under this section as an Award.

6.2   CV-EH: Employment History

Click 'New' to start a new entry for each employment position. Fill out the relevant details about the employer, job title, employment type and the start and end date (if applicable). Part-time positions should also be included. Your entries will be listed in reverse chronological order.

6.3   CV-A: Appointments

Click 'New' to start a new entry for any current and/or previous appointments. Include any honorary appointments, government appointments, boards, committees, university, institute and professional responsibilities. Do not include employment in this section.

6.4   CV-CD: Career Disruption

NHMRC is committed to ensuring that every applicant is treated fairly, and this means that it recognises some applicants will have had career disruptions that should be considered when evaluating their track record and eligibility. If applicable, applicants should use this opportunity to declare any career disruptions that may be relevant to their career history. This will ensure that applications are assessed objectively, and with all relevant factors taken into account.

Career Disruption

A career disruption is defined as a prolonged interruption to an applicant's capacity to work due to pregnancy, major illness/injury and/or carer responsibilities. For guidance on what constitutes a career disruption and how it is considered, refer to Appendix B.

Impact

Applicants are required to provide a brief explanation of the impact the career disruption(s) has had on their research, research achievements and associated productivity relative to their career stage. Applicants should not describe the nature of the career disruption in this field. Note that the information in this field will be provided to peer reviewers (maximum of 2000 characters including spaces and line breaks).

Dates

Applicants are required to nominate the periods when they have had a disruption (approximate dates). Applications that fail to comply with these requirements may be excluded from consideration.

6.5   CV-RO: Relative to Opportunity

If applicable, the applicant should use this opportunity to provide details on any relative to opportunity considerations and the effect this has had on their research and research achievements (see Appendix B).

Circumstance

Provide a brief explanation of the type of relative to opportunity circumstance *(maximum of 200 characters including spaces and line breaks).*

Impact

Provide a brief explanation on the impact this has had on your research and research achievements and associated productivity relative to stage of career (*maximum of 1500 characters including spaces and line breaks).*

Date

You are required to nominate the periods where you have had a disruption (approximate dates).

6.6   CV-PM: Professional Memberships

Click 'New' to start a new entry for any current or previous professional memberships and/or registrations you hold. You will need to provide the organisation name and the start and end dates of the membership. Tick the box to indicate if the membership is current.

6.7   CV-CP: Conference Participation

Click 'New' to start a new entry for any conference you have participated in. You should provide details such as conference title, country, your role at the conference and the year the conference took place. Entries will be listed in reverse chronological order. Do not have multiple entries for the same

conference presentation, e.g. a Plenary or Keynote Speaker presentation should not be listed again as an Invited Speaker presentation.

Note: Do not provide the conference abstract in this section as this information is not required. Information entered in the Summary field will not be made available to assessors and will not be taken into consideration for this scheme.

6.8   CV-CE: Community Engagement and Participation

Click 'New' to start a new entry for any community engagement that you have been involved in.

You may wish to consult the *Statement* on *Consumer and Community Involvement in Health and Medical Research* (the Statement) which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so. The Statement is available on the [NHMRC website](#).

6.9   CV-P: Patents

Click 'New' to start a new entry for any patents for which you contributed to more than 20% of the development effort. Entries will be listed in reverse chronological order. You will need to create separate entries for each patent.

General

Provide details of the patent number and select the country awarding the patent from the Patent Office drop down list. You will need to select the year in which the patent started, and indicate the patent's current status. You should provide details of the named inventors of the patent in the free text box.

Funding Source for Research

In the provided tick boxes, indicate if the funding source was NHMRC, other Australian Institute or international source.

Detail

Provide a brief description of the patent, i.e. the technology *(maximum of 500 characters including spaces and line breaks).*

Also provide details on the applicability and/or the impact of the patent *(maximum of 500 characters including spaces and line breaks).*

6.10 CV-TPP: Translation into Policy/Practice

This section is not required for PGS applicants.

6.11 CV-CN: Contribution to NHMRC

This section is not required for PGS applicants.

6.12 CV-JR: Editorial Responsibilities

Click 'New' to start a new entry of your journal and editorial peer review involvement. Entries will be listed in reverse chronological order.

6.13 CV-SM: Supervision and Mentoring

This section is not required for PGS applicants.

6.14 CV-RF: NHMRC Research Funding

Click 'New' to start a new entry of any previous and/or current NHMRC funding, including offers received for future funding. Entries will be listed in reverse chronological order.

Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants.

This section is for eligibility purposes and will not be taken into account by peer reviewers while assessing applications.

6.15 CV-ORF: Other Research Funding

.Click 'New' to start a new entry of any previous and/or current funding from sources other than NHMRC, including offers received for future funding. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

This section is for eligibility purposes and will not be taken into account by peer reviewers while assessing applications.

6.16 CV-Pub: Publications

Publication information can be uploaded using a tab delimited file using Microsoft Excel® or by exporting your EndNote® Library as an .xml file. Further details on how to upload publications are provided in the *RGMS User Guide - Introduction to RGMS* and on the CV-PU: Publication Uploads page in RGMS.

Your publications will be grouped together by the type of publication. They will also automatically be given an RGMS Identification Number (ID). **DO NOT** use the RGMS ID number or RGMS sequence number created in the 'Snapshot Reports' to refer to specific publications in other sections of your application.

6.17 CV-W: Workload

When filling out your workload as part of the CV section in RGMS, bear in mind that this is your **current** workload and does not include any intended changes in your division of hours/week, should your grant application be successful.

Provide your hours per week for your Teaching Load, Clinical Load, NHMRC Research Load, Other Research Load and any Administrative Responsibilities you may have currently.

6.18 CV-TPCO: Therapeutic Products and Commercial Outcomes

This section is not required for PGS applicants.

6.19 CV-RD: Research Data

This section is not required for PGS applicants.

6.20 CV-RT: Research Tools

This section is not required for PGS applicants.

7. Scheme-specific application details

The following sections of the application form are specific to Postgraduate Scholarships, and must be completed as part of your application. Step-by-step instructions for entering application details in RGMS are provided in the *RGMS User Guide - Introduction to RGMS.*

7.1 Creating an application

Click 'New Application' from the Applications tab of the main menu.

Initiative

Select 'Postgraduate Scholarships' as the initiative.

Round

Select the funding round. For example, 2019 XXXX funding commencing in 2020.

Application Identification Number (RGMS ID)

Each application will have its own unique Application Identification Number (Application ID), which is generated by RGMS. Please use this Application ID number (e.g. APP#######) to identify your application when referring to it in any correspondence.

Administering Institution

Select your administering institution by clicking the 'Browse' (🔍) icon. There can be only one Administering Institution for each application. You must ensure that the institution you choose as your Administering Institution is the correct institution for your application. If in doubt, contact the RAO at your proposed Administering Institution.

Application Title

The application title will be used to identify the application at all times during the assessment process and should accurately describe the nature of the research proposal.

Note: This data will be used for reporting purposes. It is important that spelling is correct and that any acronyms are spelled out in full *(Maximum of 250 characters including spaces and line breaks).*

Grant Duration

Select the requested duration of your grant with reference to any limits specified in the Guidelines.

RAO edit access

If you wish to allow your administering institution's Research Administration Officer (RAO) to have edit rights to your application, you should select 'Yes'. NHMRC provides this functionality to support researchers and RAOs in managing the application process. 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 management of RAO edit access before selecting this function.

Click 'Save and Return'.

7.2 General Properties

This screen will be pre-populated from your selections in the 'Create Application' page:

- Application ID
- Initiative
- Round

- Administering Institution
- Application Title
- Grant Duration
- Status

Mark for Deletion

Selecting the 'Yes' option will authorise NHMRC to delete this application. After clicking 'Save' the application will no longer be available for viewing or editing.

Aboriginal / Torres Strait Islander Research

This question enables you to identify research that specifically investigates Aboriginal and Torres Strait Islander health issues. It is also designed to enable NHMRC to identify those research proposals that will require assessment of the proposed research against the Indigenous Research Excellence Criteria. You should only select 'Yes' if you can demonstrate that at least 20% of your research effort and capacity building relates to Aboriginal and Torres Strait Islander health. If you have answered 'Yes' to this question, you will be required to provide details of how your application addresses the Indigenous Research Excellence Criteria in your Grant Proposal. Your application may be assessed against the Indigenous Research Excellence Criteria.

Synopsis

The synopsis should accurately, and briefly, summarise the research proposal. This information may be used to assign applications to PRP and assessors. It may also be considered in the assessment process *(maximum of 2000 character limit including spaces and line breaks).*

Plain English Summary

Describe the overall aims of the research and expected outcomes in simple terms that could be understood by the general public. Avoid the use of highly technical terms. This information may be used in grant announcements, media releases, other public documents and by funding partners (where applicable) to determine whether the research proposal meets their priorities for funding *(maximum of 500 character limit including spaces and line breaks).*

Privacy

Please ensure that you have carefully read and understood the NHMRC Privacy Notice, prior to completing the application. The Privacy Notice is located on the NHMRC website. If you have not understood the Privacy Notice or require further clarification, please contact the NHMRC Privacy Contact Officer (NHMRC, GPO Box 1421, Canberra ACT 2601).

Consent to provide information to International Assessors

Under amendments to the *Privacy Act 1988* that took effect in March 2014, NHMRC requires your consent to send your personal information overseas, for the purposes of peer review of applications.

Consent to disclose personal information to other organisations

If you wish to be considered for funding by other organisations (a co-funder), please select yes for Funding Partner Consent By selecting yes you are consenting to NHMRC providing your application information to potential funding partners should your application fit the funding partner's research funding objectives. For a list of funding partners, please refer to the 'Apply for Funding' page on the NHMRC website. Please note, the list of funding partners may change from time to time. If there is a particular funding partner(s) to which you do not want your application referred, your RAO should advise NHMRC of this by emailing the NHMRC Research Help Centre (help@nhmrc.gov.au). For the purposes of the *Privacy Act 1988 (Cwth)*, applicants should be aware that if they indicate they wish to be considered for funding by a co-funder or their funding partners, NHMRC will provide their personal

information, that is, the application, snapshot reports and information about the results of NHMRC's assessment outcome to the co-funder or their funding partners. Where NHMRC is aware that a co-funder has additional funding partners, they have been listed on NHMRC's web page. Providing such information to the co-funder is to enable them (or their funding partners) to assess the application's eligibility for funding under the relevant scheme.

7.3   A-Pinst: Institutions - Participating

In some cases, the institution that will administer your application may differ from the institution in which you will actually conduct the proposed research. For example, many universities administer research which will be conducted in an affiliated teaching hospital. In this section you will need to list the Participating Institution and department where the proposed research will be conducted. This information is required by NHMRC to enable peer reviewers to identify potential institutional conflicts with your application.

Complete this page for each institution if there is more than one. If the participating institution does not appear in the list please email the institution name to the RHC (help@nhmrc.gov.au).

Note: If the research will be conducted at more than one institution, enter the percentage (%) allocated to each participating institution and department. The percentages (%) entered must total 100%.

7.4   A-RC: Research Classification

The details entered in this section will be used in the peer review process to assist with the allocation of your application to the most relevant peer review panel and to aid the selection of appropriate expert peer reviewers for your application. It may also be used for analyses of NHMRC's Funding Profile.

You must make the selections that best describe your research proposal against each of the following

fields:

- Guide to Peer Review Areas – Choose 1-3 selection(s) from the list.
- Broad Research Area
- Field of Research
- Field of Research Subcategory
- Research Keywords/Phrases

7.5   A–BoD: Burden of Disease

Select a Burden of Disease that best describes the area of research of the application. You can select up to three Burden of Disease types and you must allocate a percentage (%) of time against each. The percentage (%) total must not exceed 100%.

7.6   A-EG: Ethics

Applicants are required to answer the questions under the A-EG: Ethics section. If you answer "Yes" to any of these questions, you will need to obtain ethics approvals and supply evidence of these to your Research Office in the event your application is funded. For further information see section 10 of the Guidelines and refer to information on the NHMRC website.

7.7   B-AISCH: Application Information (Scholarship)

Research Stream

From the drop-down list select the Research Stream under which you are applying:

- Aboriginal and Torres Strait Islander Health
- Public Health and Health Services Research

- Clinical Medicine and Science Research
- Dora Lush Basic Science Research

Note: Ensure that you apply under the correct Research Stream, i.e., the proposed research best aligns with the Research Stream as described in section 4.1.2 of the Guidelines. All applications are assessed against the Assessment Criteria as set out in section 6 and Appendix C of the Guidelines.

Stipend Category

Click the 'Browse' (🔍) icon to select an appropriate Stipend Category:

- Medical/Dental Stipend
- Priority Stipend
- Standard Stipend
- Combined MBBS/PhD Stipend

Combined MBBS/PhD Stipend **Note:** Refer to section 3.1.1 of the Guidelines for eligibility for each stipend category.

Date of most recent academic award:

Enter the date on which your most recent academic qualification was awarded.

Time commitment

From the drop-down list select the amount of time you will devote to studying for the Postgraduate Scholarship. Select your time commitment: 50%, 60%, 70%, 80%, 90%, and 100%.

Part-time applicant for all categories

Indicate your Primary Supervisor or Administering Institution's support for your part-time study by selecting 'Yes', 'No', or 'Not applicable'.

Australian Government Postgraduate Funding

Are you in receipt of any type of Australian Government-funded stipend, for example, a Research Training Program (RTP) stipend?
Select 'Yes' or 'No' from the drop down list.

NHMRC must be notified if you are in receipt of any type of Australian Government-funded stipend, for example, a Research Training Program stipend, after the application close date.

Electromagnetic Energy (EME) Research

Tick the box if your research project examines the health effects of radiofrequency (RF) electromagnetic energy (EME). If you have ticked the box, provide a description of both the RF exposure (such as frequency range and source of the exposure) and the health effect that is being investigated.

Funding Partners

Applicants may also receive funding from a funding partner organisation or organisations. For the purposes of the *Privacy Act 1988*, applicants (and other persons whose details appear in grant applications, e.g. other investigators) should be aware that if they indicate they wish to be considered for funding from a partner organisation or organisations, NHMRC will provide the applicant's personal information, including all pertinent application documentation and peer review outcomes, to the partner organisation or organisations nominated by the applicant. The purpose of providing this information

to the funding partner(s) is to enable them to assess the application's eligibility for funding under the relevant funding partnership arrangement.

Applicants wishing to nominate a funding partner(s) organisation should refer to Appendix A and the GrantConnect website (www.grants.gov.au) for information on the partner organisations and any specific application requirements.

If you wish to be considered for funding by a partner organisation(s), select the organisation(s) from which partner funding is sought by clicking 'Browse' (🔍) and selecting from the drop down list. Multiple funding partners can be selected. Click 'Add' when you have made your selections.

NHMRC does not require any additional information or attachments for applicants who are also applying for funding from a partner organisation however, some of the funding partners may require further information or have an application form that the applicant needs to complete. Ensure you check the funding partner's website for further details.

Note for applicants of the Aboriginal and Torres Strait Islander Health Research Category:

The details of the top three ranked applications in the Aboriginal and Torres Strait Islander Health Research category will automatically be provided to the Australian Academy of Science for consideration of the Douglas and Lola Douglas Scholarship in Medical Science. Further information about this award is available on the Australian Academy of Science website.

If you do **not** wish your application details to be provided to the Australian Academy of Science for consideration for this award, ensure that you tick the check box in this section of the application form.

Facilitate International Indigenous Researcher Networks

Funding is available to applicants of Aboriginal and/or Torres Strait Islander descent for international collaboration purposes (see section 3.1.2 of the Guidelines).

Applicants of Aboriginal and/or Torres Strait Islander descent only should indicate if they would like to receive this funding by selecting 'Yes' or 'No' from the drop down list.

If you answered 'Yes', indicate in the free text space below how you intend to use the funds (*maximum of 2000 character limit including spaces and line breaks*)

If you answered 'Yes', please tick the box to indicate that your Administering Institution retains evidence, consistent with AIATSIS guidance, of your identification as an Aboriginal and/or Torres Strait Islander and is able to provide it to NHMRC, if requested.

Enrolment, Qualifications, Professional Registration

Proposed Degree

Select either 'PhD' or 'Research Masters' from the drop-down list.

Enrolment

Select 'Yes' if currently enrolled for your degree.

Initial Date of Enrolment

If you have selected 'Yes' above, enter the date you commenced your PhD or Research Masters degree.

Full-Time Equivalent Months

If you have commenced your relevant degree, indicate the period of full-time equivalent enrolment, in calendar months, up to 31 December in the year of application.

Note:

- **Calculate the number of months up to 31 December in the year of application, not up to the date on which you are applying.**
- This is a numeric field only and you can only enter a whole number, e.g., 9.

For example, if you started your degree on 1st November 2016, and the year of application is 2017, then you have completed 14 months of enrolment.

If your enrolment was part-time, or you experienced a career disruption while you were enrolled, please provide further details in the text box *(maximum of 1500 character limit including spaces and line breaks)*.

Academic Performance

Outline your academic performance. This is your opportunity to draw attention to highlights of your academic performance, or to emphasise aspects of your choice of subject *(maximum of 1500 character limit including spaces and line breaks)*.

Previous Experience

Previous Experience 1

Provide brief details of your previous experience highlighting the most significant contributions you have made to your field of proposed research *(maximum of 1500 character limit including spaces and line breaks)*.

Previous Experience 2

Provide brief details from your previous experience that most significantly affects your research proposal *(maximum of 1500 character limit including spaces and line breaks)*.

Previous Experience 3

Outline any prior experience relevant to Indigenous health (if applicable) *(maximum of 1500 character limit including spaces and line breaks)*.

This question is used to assist in the assessment of applicants in the Aboriginal and/or Torres Strait Islander Health Research Stream and for those in any other application category who are of Indigenous descent or who have an Indigenous component to their project.

No response is required where none of these situations apply. This information is only used to assist in evaluating Indigenous related applications and applications missing this information where it is not required are not diminished as a result.

Use this question to explore in more depth any aspects of your Indigenous health experience that may not have been possible to include in your grant proposal or in the other more general questions relating to your experience.

7.8   B-RCI: Research and Career Information

Supervisor/s

Enter your **primary** Supervisor's name.

A maximum of three supervisors are allowed, however Supervisor 1 should be the person who will be supervising you for the majority of your scholarship.

If your supervisor has an RGMS profile, select their name from the drop-down list by clicking on the '**Browse**' (🔍) button.

If your supervisor does not have an RGMS profile, enter their name in the 'free text' box.

Project

Describe the potential of this research project and choice of supervisor to extend your knowledge and skills *(maximum of 1200 character limit including spaces and line breaks)*.

Describe how the tenure of this scholarship would contribute to your future career aspirations *(maximum of 1200 character limit including spaces and line breaks)*.

Indicate how the research topic relates to your current and future professional pathway *(maximum of 1200 character limit including spaces and line breaks)*.

Future Career

Describe your intended career after completion of the degree for which you are seeking funding *(maximum of 1500 character limit including spaces and line breaks)*.

7.9   B-SA: Scholarship Attachments

In addition to the application form, a written Grant Proposal must be submitted in English. Applicants must note that assessors will, as part of their assessment, consider the reproducibility and applicability of the proposed research and research design. Within the experimental design of the proposal, applicants should include sufficient information to demonstrate that robust and unbiased results will be produced.

Grant Proposal

Upload your Grant Proposal as a PDF file. This is a key source of information for assessors and must comprise the following components.

Component	Page Limit
A. Research Proposal (including references)	5 pages
B. Indigenous Research Excellence Criteria, if applicable	2 pages

A pre-formatted Microsoft Word template for the *Grant Proposal* can be downloaded from Grant Connect. **Applicants must use this template to complete their Grant Proposal.** Naming, size and formatting requirements are outlined in *Table 1: Formatting requirements.* Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 7.2 of the Guidelines).

Table 1: Formatting requirements

Component	Requirements
File format	Attachments must be saved and uploaded as a Portable Document Format (PDF) file
File size	The PDF file MUST NOT exceed 2Mb in size.
File name	The PDF file must be named using the following: APP ID_Applicant's Surname_Document Type/Name.pdf e.g. APP1234567_Smith_Grant Proposal.pdf
Page size A4.	Page limits vary between schemes and parts of the document. Refer to section 7.9 for applicable page limits.
Header	Application ID and Applicant surname must be included in the header. Document title (e.g. Grant Proposal – 2014 Second Call Partnership

	Projects) must be included in the header.
Footer	Page number must be included in the footer.
Font	NHMRC recommends a minimum of 12-point Times New Roman font. Applicants must ensure the font is readable.
Line spacing	Single
Language	English

Applications that fail to comply with these requirements will be excluded from consideration.

Applicants and RAOs are advised to retain a copy of the PDF file. If printing the PDF file for the purposes of checking formatting and page length, ensure that Page Scaling is set to 'None' in the print settings.

A brief description of each component is provided below.

Research Proposal

Using the Grant Proposal template, provide a brief research plan (**maximum five A4 pages, including references**). Your research proposal should be made up of Aims, Background, Proposed Research Program (briefly mention proposed methodologies), and a statement concerning the significance of the proposal and references.

References relating to the research proposal must:

- be in a standard journal format
- list authors in the order in which they appear in PubMed
- not include web links
- only include references to cited work.

Indigenous Research Excellence Criteria, if applicable

If at least 20% of your research effort and/or capacity building relates to Aboriginal and/or Torres Strait Islander health and you answered 'Yes' to the Aboriginal and Torres Strait Islander Research question before, you will need to:

- describe and demonstrate what proportion of the research effort and/or capacity building activity will be directed to Aboriginal and/or Torres Strait Islander health, and
- address the Indigenous *Research Excellence Criteria* as set out in section 6.1 of the Guidelines.

Academic Transcript

Upload a single PDF copy of your Academic Transcript(s) using the 'Browse' (🔍) button.

Past academic performance is an important part of the scholarship assessment process. Applicants should ensure that their transcript is properly ordered and includes the description for scores, marks or ratings achieved and that document(s) uploaded will enable a complete assessment of their past academic performance to be undertaken (e.g. if an applicant has a transcript for a Masters degree, then this should be included in conjunction with the transcript for their undergraduate degree). The applicant's most recent academic transcript must be included.

Where the academic transcript is in a language other than English, a translation provided by a National Accreditation Authority for Translators and Interpreters (NAATI) certified translator (or its equivalent organisation outside of Australia) must be included.

It will be the responsibility of the applicant, where the academic transcript contains ratings from overseas institutions, to have these ratings converted to an equivalent rating used in Australian Institutions.

A translated academic transcript, both for language and ratings, must be uploaded as a PDF document. The upload is limited to a maximum of 2Mb and transcripts should be uploaded as a single PDF document.

7.10 B-R: Referees

General notes

- Your primary supervisor must complete the referee report and must provide his or her CV.
- You can only nominate <u>one</u> supervisor to complete the primary supervisor's referee report.
- The templates for referee reports and instructions for submission are available on GrantConnect.
- Once a supervisor's referee report and CV have been submitted, they are final, and no changes or resubmissions will be permitted.
- Applicants will be ineligible if the supervisor's two page CV and/or referee report have not been uploaded by the scheme close date.
- NHMRC staff will not follow up outstanding referee reports or supervisor CVs.

For applicants whose supervisors have an RGMS Profile

To begin nominating your Referee (primary supervisor), click on the 'New' button.

If your referee (supervisor) has an RGMS profile, select them from the drop down list by clicking on the 'Browse' (🔍) button.

Applicants must:

- Nominate the appropriate supervisor; and
- Ensure the referee report and CV are submitted via RGMS by the primary supervisor by the close date of the scheme.

Applicants can monitor the submission of the referee report through the "B-R: Referees" page of their application in RGMS. Applicants will receive an RGMS generated email once the referee has uploaded a referee report against their nominated application.

Supervisors must:

- ensure that both their referee report and abbreviated (2 page) version of their CV are uploaded into RGMS by the close date of the scheme.

Once a supervisor's referee report and CV have been submitted in RGMS, they are final, and no changes or resubmissions will be permitted.

For applicants whose supervisors do not have an RGMS Profile

To begin nominating your Referee (primary supervisor), click on the 'New' button.

If your referee (supervisor) does not have an RGMS profile, enter their relevant information on the left hand side of the screen. Once the information is entered and confirmed as correct, click on the 'Save' button. This screen will also allow you to track the referee process and enable you to see when your referee (supervisor) has submitted their report.

Applicants must:

- Nominate the appropriate supervisor; and
- Ensure that the nominated supervisor submits the referee report, including his/her CV, by email to: scholarships@nhmrc.gov.au by the close date of the scheme.

Supervisors must:

- ensure that both their completed referee report and CV are emailed to: scholarships@nhmrc.gov.au, by the scheme close date.

To cancel a Referee Nomination

On the Referee screen, click on the Referee you wish to cancel. This will take you to the referee's profile. Under the 'Status' heading there are three sub-headings:

- *Cancel nomination* – if you wish to cancel a nominated referee, check the box.

  Note: This can only be done if the referee has not already submitted their report. Once a nomination is cancelled in RGMS an electronic alert is sent to the referee notifying them of the cancellation. If you cancel a nomination you will need to re-nominate another referee to replace the cancelled nomination.

- *Reminder email sent* – this is automatically populated by RGMS once a reminder email has been sent to the nominated referee*.*

- *Report uploaded* – this box will automatically be checked by RGMS when the report has successfully been uploaded by the referee, or NHMRC staff for supervisors without an RGMS account.

8. Certifying your application

Once all Profile and CV details, application form details and supporting documents have been entered/uploaded, the application can be certified and submitted in RGMS. Certification is required of both the CIA and Administering Institution. Refer to section 7.5 of the Guidelines for further details.

Before completing these steps:

- Review the application to ensure it is accurate, complete and meets all eligibility/application requirements. The following tools are available to assist applicants in checking their applications:
  - o An indicative eligibility checklist is provided in RGMS. This tool should not be solely relied upon to confirm eligibility prior to submitting an application. Applicants retain responsibility for confirming that their application satisfies the stated eligibility requirements.
  - o For Research Support Grants only, the summary tab automatically generates a summary of the requested budget from the relevant sections (see the RGMS User Guide - Applying for Grants).
  - o A checklist for applicants applying for NHMRC funding is provided at section 9 of this Appendix of this document.
  - o Ensure you have read and understood the assurances, acknowledgements and undertakings required of CIAs and Administering Institutions as part of this step. These are outlined in section 7.5 of the Guidelines.
  - o Note that certification will lock down the application and prevent further editing. The final snapshot produced at this time will include relevant information from your Profile and CV, any subsequent changes to these areas of RGMS will not appear on the application. If changes are needed after CIA certification but before submission to NHMRC, your RAO will need to reject the application in order for you to make the changes. Instructions for certifying and submitting an application in RGMS are provided in the Applying for Grants user guide and eLearning module available on the RGMS Training Program webpage. Once submitted to NHMRC, your application will be considered final and no changes can be made unless the application is withdrawn for amendment prior to the closing date.

9. Checklist for applicants

Before creating an application:

- Ensure RGMS Accounts for all CIs are active and mandatory profile fields are complete.
- View the RGMS Tutorials available on the RGMS Training Program page of the NHMRC website as necessary.
- Familiarise yourself with the Guidelines and *RGMS User Guide - Introduction to RGMS.*
- Check application lodgement close date and time.
- Update your RGMS Profile and CV in accordance with requirements set out in the
- Scheme-specific advice and instructions to applicants.
- Read the relevant ethical guidelines/associated documentation if ethics approval is required for the proposed application.
- Inform your RAO of your intention to submit an application.
- Be aware of any Administering Institution internal deadlines and requirements for submission.

During the creation of an application:

- Check eligibility requirements.
- Complete all parts of the application.
- Create and upload your Grant Proposal.
- Identify any relative to opportunity considerations, including career disruptions, where applicable, within your application.
- Consider any Aboriginal and Torres Strait Islander requirements your application may have, including addressing any additional selection criteria.
- Make sure all required attachments are uploaded, including academic transcript, supervisor's referee report and supervisor's CV

Before submitting an application:

- Read and understand the Australian Code for the Responsible Conduct of Research (the Code). Submission of an application indicates that the Administering Institution and research team understand and will comply with all obligations set out in the Code.
- Check your compliance with formatting and page requirements.
- Ensure any Approvals or licences are acquired or applied for.
- Check all information is correct and complete.
- Familiarise yourself with your obligations should you be successful.
- Certify the application and ensure RAO certification and submission occurs before the close date and time.

Remember, your RAO is your primary contact for advice and assistance. RAOs will contact the Research Help Centre for further advice if required.