NHMRC Advice and Instructions to Applicants 2017

NHMRC Advice and Instructions for applications submitted in 2017

Incorporating the following:

NHMRC Funding Rules

Scheme specific Advice and Instructions:

Boosting Dementia Research Leadership Fellowships
Boosting Dementia Research Grants
Development Grants
Centres of Research Excellence
NHMRC/A*STAR Joint call for research in novel molecular mechanisms of obesity and metabolic diseases in Singapore and Australia scheme-specific Advice and Instructions
NHMRC–EU Collaborative Research Grant Scheme-specific advice and instructions to applicants
NHMRC - NIH Brain Collaborative grants scheme-specific advice and instructions to applicants

Table of updates

This document must be read in conjunction with NHMRC Funding Rules 2017 and Guide to NHMRC Peer Review 2017.

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NHMRC Advice and Instructions 2017

NHMRC Advice and Instructions to Applicants 2017 - Table of Contents

Introduction
1. Introduction

The National Health and Medical Research Council (NHMRC) Advice and Instructions to Applicants provides guidance to assist researchers and Administering Institutions with preparing and submitting applications for NHMRC funding, and must be read in conjunction with the following supporting documents:

- the scheme-specific advice and instructions to applicants, which provide additional guidance on completing scheme-specific parts of the application
- the NHMRC Funding Rules 2017, incorporating the scheme-specific funding rules, which set out the rules, processes and considerations relevant to NHMRC funding
- the Guide to NHMRC Peer Review 2017, incorporating the scheme-specific peer review guidelines, which provide additional information about NHMRC’s peer review processes
- the NHMRC Corporate Plan, which includes NHMRC’s strategic directions, the major health issues for this period, how NHMRC will deal with these issues and a strategy for medical research and public health research. NHMRC investment of the Medical Research Endowment Account (MREA) is guided by the strategic direction and major health issues outlined in the NHMRC Corporate Plan, and incorporates Targeted Call for Research and funding of other strategic priorities, on Research Committee’s advice, via NHMRC’s investigator-initiated funding schemes.

Applicants should also familiarise themselves with the RGMS Training Program, which provides step-by-step instructions for using NHMRC’s Research Grants Management System (RGMS).

1.1 Key Changes

NHMRC aims to continuously improve its grant application processes. For current grant application rounds, applicants should be aware of the following change to the application form, which applies to all funding schemes:

The “Endorsement” stage of the Research Administration Officer (RAO) submission process has been removed in order to mitigate the risk of applications being endorsed and not certified. Instructions for RAOs certifying and submitting an application in RGMS are provided in the RAO User Guide - Applying for Grants, available on the RGMS Training Program webpage.

Refer to the relevant scheme-specific advice and instructions to applicants for details of any scheme-specific changes.

2. Planning your application

Good organisation and planning are critical to developing a competitive application. The following tips and reminders may prove useful, particularly if applying for the first time:

- Carefully read the NHMRC Funding Rules 2017, Advice and Instructions to Applicants 2017 and the Guide to NHMRC Peer Review 2017, including scheme-specific components, paying particular attention to eligibility rules, assessment criteria and category/scoring descriptors, where relevant.
- Contact your RAO early in the application process to advise them of your intention to apply. Your RAO can help guide you through the process and will advise you of any recent changes in process or policy.
- Contact any prospective team members prior to commencing an application to obtain their approval to participate on the application and to check their eligibility (see section 7 of the NHMRC Funding Rules 2017).
- Ensure that you have registered for an RGMS account and that the RGMS Profiles and Curriculum Vitae of any team members are up-to-date (see section 10.2 - 10.3.1 of the NHMRC Funding Rules). This can be done before applications open, which will save time later on. Registration requests can take up to two business days to process.
- Take note of NHMRC’s deadlines for minimum data (where applicable) and application submission as specified in the relevant scheme-specific funding rules, and be aware that Administering Institutions may have an internal submission date well in advance of NHMRC’s closing date.
- Remember that your Institution’s Research Administration Officer and the NHMRC’s Research Help Centre (RHC) are available to assist if you have problems. Please see the RHC webpage or section 3 of the NHMRC Funding Rules 2017 for opening hours and further information.
3. Preparing your application

3.1 Creating your application

Applications must be created in RGMS, unless otherwise stated in the scheme-specific funding rules. Refer to section 10.3 of the NHMRC Funding Rules for further details.

3.2 Application Components

A complete application consists of:

- completion of all mandatory sections of your RGMS Profile
- completion of all sections of the RGMS CV required by the scheme to which you are applying
- completion of all common and scheme-specific parts of the application form
- any other supporting documents required by the scheme to which you are applying.

Applications, including any attachments, must comply with all rules and requirements as set out in the NHMRC Funding Rules and elsewhere in these Advice and Instructions to Applicants. Failure to adhere to any of these requirements will result in non-acceptance or exclusion of your application (see section 10.7 of the NHMRC Funding Rules).

Guidance on completing each component of the application is provided in sections 4 and 5 below (RGMS Profile and common parts of the application form), and in the relevant scheme-specific advice and instructions to applicants (RGMS CV, scheme-specific parts of the application and where relevant, supporting documents).

For enquiries regarding NHMRC’s funding schemes, researchers are directed to the relevant funding scheme’s web page on the NHMRC website under Apply for Funding or to the RGMS Training Program for guides on navigating the Research Grants Management System (RGMS).

Researchers requiring further assistance should direct enquiries to their Administering Institution’s Research Administration Officer (RAO). RAOs can contact the NHMRC’s Research Help Centre (RHC) for further advice.

NHMRC’s Research Help Centre

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

E: help@nhmrc.gov.au.

Please see the RHC webpage for opening hours or more information.

3.3 Drafting applications in Word

Applicants may elect to draft their applications in a Word document then copy and paste their information into RGMS.

Applicants choosing to draft their applications in a Word document should note that Microsoft Word uses a different character counting method to that used in RGMS. The counter at the following URL corresponds with RGMS and can be used as a guide: RGMS Character Count.

3.4 Exporting or printing your application

You can export or print your application, including any uploaded documents, via the snapshot reports’ tab in RGMS. Two types of snapshots are available for most schemes:

- a ‘Summary’ Snapshot (typically used for the assignment of applications to Grant Review Panels (GRPs) and assessors, and identification of conflicts of interest)
- an ‘Assessor’ Snapshot (typically used for the review of applications, and can also be used by applicants and RAOs to review applications before submission).

For instructions on how to generate a Snapshot Report, refer to the RGMS User Guide – Applying for Grants on the NHMRC website.

4. Profile requirements

All mandatory sections of your RGMS Profile must be completed as part of your application (see section 10.3 of the NHMRC Funding Rules). 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 Chief Investigator ‘A’ (CIA) certification will not appear in the submitted application.

Instructions for entering Profile information in RGMS are provided in the RGMS User Guide – Introduction to RGMS on the NHMRC website. Additional advice on completing each part of your RGMS Profile is provided in the following sections.

4.1 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.

4.2 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.

4.3 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 or delays in the assignment of applications to reviewers if you are unavailable.

4.4 Pro-A: Address
Provide details of the address you wish to use if the NHMRC needs to contact you via the postal service. Home addresses are acceptable.

4.5 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. This information will not determine the peer reviewers sourced for your application. Please refer to section 5.4 below on how to identify the target research area for your application.

4.6 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 relevant Fields of Research but highlight their main Field of Research as "current".

5. Application details common to most schemes
Unless otherwise indicated, all parts of the application form must be completed (see section 10.3 of the NHMRC Funding Rules 2017). The CIA is responsible for completing the application form.

The application form comprises parts common to most NHMRC funding schemes as well as scheme-specific parts. Those parts common to most schemes are outlined in sections 5.1 through to 5.7 of these Advice and Instructions for Applicants. For guidance on scheme-specific parts, refer to the relevant scheme-specific advice and instructions to applicants.

Instructions for entering application details in RGMS are provided in the RGMS User Guide – Applying for Grants. This and other RGMS user guides are available on the RGMS Training Program page on the NHMRC website.

5.1 Create application Page
Initiative
Select the funding scheme to which you are applying for funding.

Round
Select the funding round. E.g.: 2016 XXXX funding commencing in 2017.

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 ID number (e.g. APP#######) to identify your application when referring to it in any correspondence.

Administering Institution
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: These 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 relevant scheme-specific funding rules.

RAO Edit Access
To allow your RAO to have edit rights to your application, you should select ‘Yes’ in the RAO Edit Access field. 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 the RAO, CIA and Administering Institution discuss the management of RAO edit access before selecting this function.

5.2 A-PA: Application Properties
These fields will be pre-populated from your selections in the 'Create Application' page:

- Application ID
- Initiative
- Round
- Administering Institution
- Application Title
- Grant Duration
- Status

Aboriginal and Torres Strait Islander Research
This question enables you to identify research that specifically investigates Aboriginal and/or 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. Refer to section 6.3 of the NHMRC Funding Rules for further details.

You should only select 'Yes' if you can demonstrate that at least 20% of your research effort and/or capacity building relates to Aboriginal and/or 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 is used to assign applications to GRPs and assessors. It may also be considered in the assessment process.
(Maximum of 2000 characters 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 and other public documents, and by funding partners (where applicable) to determine whether the research proposal meets their priorities for funding.

(Maximum of 500 characters including spaces and line breaks)

**Privacy Notice**

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) or by email at nhmrc.privacy@nhmrc.gov.au.

**Consent to provide information to International Assessors**

Under amendments to the Privacy Act 1988 that took effect in March 2014, the 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 gap funder), please select Yes from the drop down menu for Gap Funding. By selecting Yes, you are consenting to NHMRC providing your application information to potential gap funders should your application fit the gap funder's research funding objectives. For a list of gap funders please refer to the NHMRC Apply for funding web page. Please note, the list of gap funders may change from time to time. If there is a particular gap funder(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 (Cth), applicants should be aware that if they indicate they wish to be considered for funding by a gap 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 gap funder or their funding partners. Where NHMRC is aware that a gap funder has funding partners, they have been listed. Providing such information to the gap funder is to enable them (or their funding partners) to assess the application's eligibility for funding under the relevant scheme.

For example, Muscular Dystrophy Foundation Australia may provide information to Duchenne Foundation, Neuromuscular Research Foundation Trust (NZ), Fascioscapulohumeral Dystrophy Global Research Foundation Ltd., Spinal Muscular Atrophy Association of Australia Inc., Muscular Dystrophy Australia and Save our Sons. Cystic Fibrosis Australia provides information to the ACFRT (Australian Cystic Fibrosis Research Trust).

Please note, some gap funders may provide applications to their funding partners overseas. These gap funders may have obligations under the Privacy Act 1988 (Cth) including in relation to overseas disclosure of your information contained in your application.

Please see section 9.5 of the NHMRC Funding Rules and NHMRC’s Privacy Policy for further information.

**5.3 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%.

(Maximum of 100 characters including spaces and line breaks)

**5.4 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 grant 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
You should also refer to the Australian Standard Research Classifications and NHMRC Research Keywords and Phrases.

5.5 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%.

5.6 A-RT: Research Team

Note: This section is not applicable to NHMRC Postgraduate Scholarships or to any NHMRC Fellowships. Applicants for these schemes should not enter any information here.

In this section you are able to add or remove team roles, identify proposed workloads, and request Personnel Support Packages (PSP), where applicable. For further information on PSPs see section 8.3 of the NHMRC Funding Rules and the relevant scheme-specific Funding Rules, noting that PSPs cannot be requested for some schemes (e.g. Program Grants).

Note: Loadings are applicable to all NHMRC-funded graduate research personnel with registered medical or dental qualifications, whether or not they perform any clinical duties. These loadings are paid on claim by the Administering Institution.

When adding team roles you will need to select from the role types that are described below. You can only assign a named person to a Chief Investigator or Associate Investigator role. For all other roles, you should provide a brief title of the position.

Chief Investigator (CI)

Chief Investigator A (CIA) is responsible for completion and lodgement of the application. CIA is the project leader who is responsible for the successful completion of the research proposal.

Other CIs are to read the application and must agree to its contents before it is submitted.

A maximum of 10 CIs (including CIA) may be entered into your RGMS application.

CIs may request a salary (excluding Partnerships Projects and Program Grants); however, the level and proportion requested must be fully justified.

Existing NHMRC grant holders must have completed all mandatory fields in their RGMS Profile and CV before they can be listed as a CI. If a CI on your team has not completed all mandatory fields in their Profile and CV, an error message will appear when you attempt to add them as a team member.

Ensure you ask other CIs to provide the spelling of their name as it is within RGMS – this may avoid confusion when trying to locate and identify them.

A-RT: Researcher Details

Position Title

This may be used for identifying a specific Professional Research Person (PRP) or Technical Support Staff (TSS) role – i.e. Registered Nurse, Animal Handler etc. This field does not need to be completed for CIs and is optional for Associate Investigators.

Person

Search the RGMS database and select the CI.

Role

Select the CI’s role on this application.

Australian Based

Is this CI to be based in Australia for the duration of the grant?

Core Profile Data Entered?

Existing NHMRC grant holders must have completed all mandatory Profile details in RGMS before they can be added as a CI.

Qualifications & Skills

Provide justification for why each CI is needed for the proposed research including an outline of the specific qualifications or skills required.

(Maximum of 2000 characters including spaces and line breaks)

A-RT: Proposed Salary
For each CI listed you must nominate the requested Personnel Support Package (PSP) level and percentage (%) required for each year of funding.

**Note:** If you (or CIs on your team) are applying for salaries across multiple schemes which would ultimately result in being in excess of 100 percent (%) if awarded, you will need to identify in each application which salary support position you/they will retain if all applications are successful, in the ‘Qualifications and Skills free text field’. Refer to section 7.3 of the NHMRC Funding Rules 2017 for further details.

**Salary**

Enter the PSP level sought, based on the level of work to be undertaken by the team member.

Enter the percentage (%) of PSP requested for each year of funding. Applicants must apply for the exact proportion of a PSP that is required for the research being proposed.

Information entered in the salary areas will also be displayed under the summary tab combined with Direct Research Costs – Part B–B, and Equipment – Part B–PB. (Please see the RGMS User Guide - Applying for Grants for further information)

**Reason**

Please justify any requests for salary.

(Maximum of 1000 characters including spaces and line breaks)

**Note:**

When awarding a budget, the Grant Review Panel (GRP) will consider and advise NHMRC whether the PSPs requested are fully justified and reasonable given the time commitment indicated for this application.

Salaries will be automatically calculated, taking into account the NHMRC PSP levels requested and the percentage (%) of PSP requested.

**Associate Investigator (AI)**

An Associate Investigator (AI) is defined as an investigator who provides some intellectual and/or practical input into the research and whose participation warrants inclusion of their name on publications.

AIs are not able to draw a salary from the grant.

AIs named on the application will be advised by the CIA. The CIA must obtain written agreement from AIs to be named on the application.

RAOs are responsible for ensuring written agreement has been received from the AIs prior to certifying the application, which is to be made available to NHMRC on request.

AIs do not have access to the application in RGMS and are not required to endorse the final application.

**A-RT: Associate Investigator**

**Position Title**

This may be used for identifying a specific Professional Research Person (PRP) or TSS role – i.e. Registered Nurse, Animal Handler etc. This field does not need to be completed for CIs and is optional for AIs.

**Person**

Search the RGMS database and select the AI. If the AI does not have an RGMS account, please enter their details manually.

A maximum of 10 (ten) AIs applies for all schemes.

**Professional Research Person**

A Professional Research Person (PRP) is a graduate with recognised qualifications who will be employed to undertake research on this proposal.

The Professional Research Person will not have responsibility for the proposal.

You must provide details of their contribution to the proposal, including the work to be undertaken and the time commitment, and reasons for the PSP requested.

Do not include the name of the person, only a brief description of their role/title.

**A-RT: Team Member Details**

**Position Title**

This may be used for identifying a specific Professional Research Person (PRP) or TSS role – i.e. Registered Nurse, Animal Handler etc. This field does not need to be completed for CIs and is optional for Associate Investigators.

**A-RT: Proposed Salary**

Note: This sub-section is not applicable to Program Grants or Partnership Projects. Applicants for these two schemes should not enter any
Nominate the requested level and percentage (%) of PSP for each year of funding.

**Salary**

Enter the PSP level sought, based on the level of work to be undertaken by the team member.

Enter the percentage (%) of PSP requested for each year of funding. Applicants must apply for the exact proportion of a PSP that is required for the research being proposed.

**Reason**

Please justify any requests for salary.

(Maximum of 1000 characters including spaces and line breaks)

**Note:** When awarding a budget, the Grant Review Panel (GRP) will consider whether the PSPs requested are fully justified and reasonable given the time commitment indicated for this application.

**Technical Support Staff**

Technical Support Staff includes research students and technical staff to be employed on this proposal.

You must provide details of their contribution to the proposal, including the work to be undertaken and the time commitment, and reasons for the PSP requested.

Casual staff that are to be contracted at hourly rates should NOT be included as part of the PSP requests but rather should be included under Direct Research Costs. See Part B-Proposed Budget for further details.

Do not include graduate personnel as Technical Support Staff.

Do not include the name of the person, only a brief description of their role/title.

**A-RT: Proposed Salary**

Note: This sub-section is not applicable to Program Grants. Applicants for this scheme should not enter any information here.

Nominate the requested level and percentage (%) of PSP for each year of funding.

**Salary**

Enter the PSP level sought, based on the level of work to be undertaken by the team member.

Enter the percentage (%) of PSP requested for each year of funding. Applicants must apply for the exact proportion of a PSP that is required for the research being proposed.

**Reason**

Please justify any requests for salary.

(Maximum of 1000 characters including spaces and line breaks)

**Note:** When awarding a budget, the Grant Review Panel (GRP) will consider whether the PSPs requested are fully justified and reasonable given the time commitment indicated for this application.

**5.7 A-EG: Ethics – General**

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 12.2 and section 13 of the NHMRC Funding Rules 2017 and the NHMRC website under Research Ethics Committee and Regulatory Approvals Clearance.

**5.7.1 A-RT: Cancel Nomination**

This page can be used to remove a team member from the application up until the CIA certifies the application.

**5.7.2 A-RT: Swap CI**

This page can be used to swap two existing CI roles up until the CIA certifies the application.

**6. Certifying and submitting 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 10.4 of the NHMRC Funding Rules.
for further details.

Before completing these steps:

Review the application to ensure it is accurate and complete and meets all eligibility/application requirements. The following tools are available to assist applicants in checking their applications.

- An indicative eligibility checklist is provided in RGMS (see the RGMS User Guide - Applying for Grants). 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.
- 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).
- A checklist for applicants applying for NHMRC funding is provided at section 7 of these Advice and Instructions to Applicants.

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 10 of the NHMRC Funding Rules.

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 the NHMRC, your RAO will need to reject the application in order for you to make the changes. Please note, certification and submission are separate steps in the process.

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.

7. Checklist for applicants

Before creating an application for an NHMRC grant:

- 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 NHMRC Funding Rules, Guide to Peer Review, Funding Agreement, Corporate Plan and scheme-specific documentation as identified in 1. Introduction.
- 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.
- Conduct an Equipment and Resources Assessment.

During the creation of an application for an NHMRC grant:

- 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.

Before submitting an application for an NHMRC grant:

- 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.
- Gather the necessary consent from all named individuals on the application - CIs and AIs.
- 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 occur 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.
Targeted call for research scheme-specific advice and instructions to applicants

The following sections provide additional advice about parts of the application that are specific to the National Health and Medical Research Council (NHMRC) Targeted Call for Research (TCR) program, and must be read in conjunction with the following documents:

- the NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes
- the NHMRC Funding Rules 2017, incorporating the Funding Rules for NHMRC’s Targeted Call for Research Program, which set out the rules, processes and considerations relevant to NHMRC funding
- the call-specific Funding Rules, which provide information specific to each call, including the aims and objectives of the call, and key dates
- the Guide to NHMRC Peer Review 2017, incorporating the Targeted Call for Research scheme-specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1. CV requirements

Relevant sections of your Research Grants Management System (RGMS) Curriculum Vitae (CV) must be completed as part of your application (see section 10.3 of the NHMRC Funding Rules 2017). For TCRs, 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. This requirement applies to all Chief Investigators (CIs) named on the application. It is accordingly advisable to check that other CIs have completed/updated their RGMS CVs before finalising an 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 assessors. 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 on the NHMRC website. Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 CV-CD: Career Disruption (during the last 5 years)

The NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. If applicable, you (or members of your CI Team) should use this opportunity to declare any career disruptions that may be relevant to your career history. This will ensure that your track record, and the scientific quality are assessed objectively, taking all relevant factors into account.

For guidance on what constitutes a career disruption, refer to section 6.2.1 of the NHMRC Funding Rules 2017 and section 4.7 of the Guide to NHMRC Peer Review 2017.

For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years. You should therefore add any publications or other components of your Track Record that you want peer reviewers to consider predating five years by two years (see below for further details on how to capture this in your application).

Career Disruption

Select the appropriate career disruption type from the drop down menu.

Impact

Provide a brief explanation on the impact the career disruption/s has had on your research and research achievements and associated productivity relative to stage of career.

Note: Applicants are not required to describe the nature of the career disruption.

(maximum of 2000 characters including spaces and line breaks)

Additional Research Outputs

Provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application. If applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g. to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

(maximum of 2000 characters including spaces and line breaks)
Date

You are required to nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

Note: The duration where career disruptions can be accounted for in the TCR scheme is five years.

Further Advice on preparing your Career Disruption Claim

If you have had an extended career disruption commencing prior to 2012 and ending within the last five years, it is advised that you briefly explain this in your application and nominate additional research achievements for the most recent year(s) without a career disruption.

For example, Person X had a career disruption due to illness which lasted two years from 2011-2012.

The career disruption that meets NHMRC policy is only valid for one year (2012 which is within the last five years). Therefore, one year should be added to their track record.

In this case, Person X would normally provide their research achievements for 2011.

However, given that the career disruption included 2011, there would be no additional research achievements for 2011. In this instance, Person X would also provide research achievement details for 2010 (the last full time equivalent year worked prior to the career disruption).

Note: Applicants that have other circumstances that impact their track record (relative to opportunity) can record this information as part of their overall Track Record in the last 5 years under the CI Track Record, including the Top 5 publications in the last 5 years section of the Grant Proposal template.

1.2 CV-RO: Relative to Opportunity (during the last 5 years)

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 section 6.2 of the NHMRC Funding Rules 2017 for further information on what constitutes ‘relative to opportunity’).

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). Entries will be listed in reverse chronological order.

1.3 CV-Pub: Publications

Publication requirements vary between schemes. The requirements for the 2017 TCR rounds are detailed below.

Publication information must be uploaded using a tab delimited file using Microsoft Excel® or by exporting your EndNote® Library as an .xml file. Applicants should verify that publication information has been correctly uploaded by requesting a CV Snapshot. 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.

Note: Only data from the last 5 years will be presented to assessors

1.4 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.

**Note:** You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

**Note:** Only data from the last 5 years will be presented to assessors

### 1.5 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.

**Note:** You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

Should you enter more information than is required, only the required information will be imported into your application.

**Note:** Only data from the last 5 years will be presented to assessors

### 2. Minimum data requirements

Minimum data must be entered in RGMS by the specified due date and time to allow the NHMRC to commence sourcing suitable assessors. Applications that fail to satisfy this requirement will not be accepted. For further information, refer to the section titled ‘Critical Dates’ in the 2017 Targeted Calls for Research scheme-specific funding rules.

Research Administrative Officer (RAOs) are not required to certify applications for the purpose of minimum data; applications should only be certified once complete and ready for submission (see section 10.4 of the NHMRC Funding Rules 2017 and section 6 of the NHMRC Advice and Instructions to Applicants 2017).

**Note:** The above information will be used to identify review panels and assessors. Applicants are advised that any change made to the above fields after the minimum data deadline may impact the review of the application.

### 3. Scheme-specific application details

The following sections of the application form are specific to TCRs, and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.

#### 3.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following changes to TCR-specific parts of the application form:

- **Section 3.3: B-GP: Career Disruption** – Removal of this section. This information will now be captured at CV-CD.
- **CV-CD: Career Disruption** – Changes to process to make a sensitive career disruption claim.
- **CV-RO: This is a new section within the CV component to allow applicants the opportunity to outline any relative to opportunity considerations.**
- **Nomination of possible assessors has been removed.**
- **Nomination of a non-assessor has been removed.**

#### 3.2 B-AI: Application Information

Have you sought agreement from Associate Investigators (AI) for their names to be included in this application?

Select the appropriate option from the drop down box. Written evidence will need to be provided to your RAO that all AIs have agreed to be named on the application.

#### 3.3 B-GP: Grant Proposal

Attach/upload your Grant Proposal as a PDF file using the template outlined below. This is a key source of information for assessors and must comprise the following components.
Some TCRs may have additional requirements to those outlined below. Additional requirements will be detailed in the call-specific Funding Rules.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Proposal</td>
<td>9 pages</td>
</tr>
<tr>
<td>References</td>
<td>2 pages</td>
</tr>
<tr>
<td>Team Quality and Capability relevant to this proposal</td>
<td>1 page</td>
</tr>
<tr>
<td>CI Track Record including the Top 5 publications in the last 5 years</td>
<td>2 pages per CI</td>
</tr>
<tr>
<td>Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the call-specific webpage on the NHMRC website. Applicants must use this template to complete their Grant Proposal. Naming, size and formatting requirements are set out in section 10.3.3 of the NHMRC Funding Rules 2017. Applications that fail to comply with these requirements or the above page limits may be excluded from consideration (see section 10.7 of the NHMRC Funding Rules 2017).

Applicants and Research Administration Officers (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.

**A. Research Proposal – 9 pages**

All scientific information relating to your proposal must be contained in this section. The research proposal will be assessed by experts in the field and you should include any pilot or feasibility study data supporting the research planned. You should also keep in mind the assessment criteria that reviewers will use to evaluate applications and the detailed category descriptors in relation to each of the assessment criteria. Consideration should also be given to the crucial design elements that enhance reproducibility of research findings (see table below for further detail).

This section should address the following assessment criteria:

**Scientific Quality and Relevance to Successfully Delivering the Expected Outcomes of the TCR** – this includes the clarity of the hypotheses or research objectives, the strengths and weaknesses of the research plan and the experimental design, and the feasibility of the proposed research (which may include the contribution of Associate Investigators).

**Whether the team has all the necessary skills and expertise to achieve the expected outcomes of the TCR** – relative to opportunity

References cited in this document are to be listed in the separate References section.

Your Research Proposal should be written in English and provide enough information so that the research approach can be assessed by the reviewers, either by reference to published work or by including the essential components that may include the following, depending on the type of research:
<table>
<thead>
<tr>
<th>Component</th>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aims</td>
<td>Describe the specific aims of the project, including a clear statement of hypotheses to be tested</td>
</tr>
<tr>
<td>Background</td>
<td>Provide a rationale for the project</td>
</tr>
<tr>
<td>Research Plan – Methods and techniques to be used</td>
<td>Outline the research plan in detail, including the following where appropriate:</td>
</tr>
<tr>
<td></td>
<td>detailed description of the experiment design</td>
</tr>
<tr>
<td></td>
<td>techniques to be used</td>
</tr>
<tr>
<td></td>
<td>details and justification of controls</td>
</tr>
<tr>
<td></td>
<td>details for appropriate blinding</td>
</tr>
<tr>
<td></td>
<td>strategies for randomisation and/or stratification</td>
</tr>
<tr>
<td></td>
<td>justification of sample-size, including power calculation</td>
</tr>
<tr>
<td></td>
<td>justification of statistical methods</td>
</tr>
<tr>
<td></td>
<td>strategies to ensure that the experimental results will be robust, unbiased and reproducible</td>
</tr>
<tr>
<td></td>
<td>details to achieve balance of male and female clinical participants, and male and female cell and animal models, including justification where it is unwarranted</td>
</tr>
<tr>
<td></td>
<td>ethical implications the research may have</td>
</tr>
<tr>
<td></td>
<td>community involvement and/or plans to transfer knowledge to stakeholders or into practice</td>
</tr>
<tr>
<td></td>
<td>expected outcomes of the research project</td>
</tr>
<tr>
<td>Timeline/s</td>
<td>Provide a detailed timeline for the expected outcomes of the research proposal along with justification for the duration requested</td>
</tr>
<tr>
<td>Outcomes and Significance</td>
<td>Describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research</td>
</tr>
</tbody>
</table>

**B. References – 2 pages**

References relating to the Research Proposal must:

- not exceed 2 pages
- provide a list of all references cited in the application in an appropriate standard journal format, NHMRC prefers the Author-date (also known as the Harvard System), Documentary-note and the Vancouver System
- list authors in the order in which they appear in PubMed
- only include references to cited work
- must be written in English

**C. Team Quality & Capability relevant to this application (does NOT include Associate Investigators) - Relative to opportunity – 1 page**

A summary of the research team’s quality and capability must be contained in this section. Applicants should detail:

- the expertise and productivity of team members relevant to the proposed project
- their influence in this specific field of research
- how the team will work together to achieve the project aims
- how junior members are contributing to the overall track record of the team.

**D. CI Track Record, including the Top 5 publications in the last 5 years – 2 pages per CI**

Reviewers will use this section to assess the track record quality of the research team. This section has two components:

- Overall Track Record in the last 5 years.
- The top 5 publications in the last 5 years.

In accordance with the San Francisco Declaration on Research Assessment, NHMRC has eliminated the use of Journal Impact Factors and ‘Excellence in Research Australia’ metrics in the assessment of applications. NHMRC requires assessors to consider a broad range of measures in the assessment of an applicant’s research achievement. Applicants should therefore have regard to section 4.8 of the Guide to NHMRC Peer Review 2017 and the TCR scheme assessment criteria and category descriptors when completing this section.

**Overall Track Record in the last 5 years**

Applicants are encouraged to use this section to identify aspects of their track record that are in addition to their publication record that has been listed in the CV section (see section 1). This includes any relative to opportunity considerations you wish the assessors to take into consideration (please see section 6.2 of the NHMRC Funding Rules 2017 for further information). Assessors will have access to the last 5 years of
publications through the CV section, therefore, the following areas should be considered:

- Career summary - including qualifications, employment and appointment history
- Research support - including grants and fellowships
- Contribution to field of research – this may include the impact of previous research including translation of research into health outcomes
- Patents – this information should include if the patent has been licensed, when they have been licensed, to whom they have been licensed and if that license is current or not
- Collaborations
- Community engagement and participation
- Professional involvement – including committees, conference organisation, conference participation
- International standing - including invitations to speak, international committees
- Supervision and mentoring
- Peer review involvement (including NHMRC, other granting organisations, manuscripts, editorial responsibilities)
- Industry relevant expertise and output
- Other contributions to NHMRC
- Other information you think is vital to your application.

Top 5 Publications in the last 5 years

Applicants are asked to list their top 5 publications in the last 5 years and reasons why these publications have been selected.

Indigenous Research Excellence Criteria – 2 pages, where applicable

Note: If not required, do not complete this section and delete the heading.

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

Complete this section 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 at Home.

Applicants should ensure that they address each Indigenous Research Excellence Criterion as set out in section 6.3 of the NHMRC Funding Rules 2017 and demonstrate:

- what proportion of the research effort will be directed to Aboriginal and/or Torres Strait Islander health
- that the Indigenous community were instrumental in identifying and inviting further research into the health issue and that the research outcomes will directly benefit the ‘named’ communities
- that there is a history of working together with the ‘named’ communities e.g. co-development of the grant, involvement in pilot studies or how the ‘named’ communities will have input/control over the research process and outcomes across the life of the project
- that there is opportunity for two-way Chief Investigator/Associate Investigator capacity development for both non-Indigenous and Indigenous investigators
- that the above points are explicit throughout the application and not just addressed separately within the Indigenous Research Excellence Criteria section of the grant proposal.

3.4 B-PBRF: Proposed Budget – Research Facilities

Applicants often need to receive services from research facilities to enable their research to be successfully undertaken.

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services.

Is this application using services provided by a research facility?

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration must be uploaded on this page.

3.5 B-PB: Proposed Budget – DRC and Equipment

Enter details of the proposed research budget, bearing in mind any limits on level and duration specified in the call-specific Funding Rules. Details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines, and section 8.3 of the NHMRC Funding Rules 2017. For proposed budget items, you must enter:
the item type (e.g. Direct Research Cost, Equipment, etc)
the name/description of the item
the total value of the item requested for each year
a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(Maximum of 500 characters including spaces and line breaks).

The total annual amount requested across all DRC line items for each year of a grant will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the ‘summary’ tab of the application form.

Please note:

- NHMRC funds the direct costs of research based on advice from peer review. Applications should accordingly provide detailed justification of budgets requested and poorly justified budget proposals run the risk of having their budget adjusted, in accordance with section 8 of the NHMRC Funding Rules 2017.
- Funding cannot be used for infrastructure.
- There will be no provision to increase funds for any reason.

Salary Support

Personnel Support Packages (PSPs) are requested under section ‘A-RT: Research Team and Commitment’. Applicants should review section 7.5 and section 8 of the NHMRC Funding Rules 2017 for relevant guidance. Further information on PSP rates is available on the NHMRC website.

Applicants can only draw salary from one NHMRC grant/award. It is the CI’s responsibility to inform the NHMRC as to which NHMRC grant/award they will be receiving their salary from (refer to section 7.2 of the NHMRC Funding Rules 2017).

Translating Research Into Practice (TRIP) Fellowships scheme-specific advice and instructions to applicants

The following sections provide additional advice about parts of the application that are specific to Translating into Research (TRIP) Fellowships, and must be read in conjunction with the following documents:

- the National Health Medical Research Council (NHMRC) Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes;
- the NHMRC Funding Rules 2017, incorporating the TRIP Fellowship scheme-specific Funding Rules, which set out the rules, processes and considerations relevant to NHMRC funding;
- the Guide to NHMRC Peer Review 2017, incorporating the TRIP Fellowship scheme-specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes; and
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1. Curriculum Vitae (CV) requirements

Relevant sections of your Research Grants Management System (RGMS) CV must be completed as part of your application (see section 10 of the NHMRC Funding Rules 2017). For a TRIP Fellowship application, you are only required to complete the following sections. 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 assessors. 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 applicant certification will not appear in the submitted application.

Technical instructions for entering CV information in RGMS are provided in the RGMS User Guide – Introduction to RGMS on the NHMRC website. Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 CV-QAP: Qualifications, Awards and Prizes

Click ‘New’ to enter each qualification, award and prize you have received. Select the appropriate type and click ‘Save’. You will then be taken to a page where you can enter additional details of your qualifications, awards and prizes.

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.

TRIP Fellowship applications require information on ALL your qualifications, awards and prizes.

1.2 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.

TRIP Fellowship applications require information on your employment history for the last five years.

1.3 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.

TRIP Fellowship applications require information on your employment history for the last five years.

1.4 CV-CD: Career Disruption

If applicable, the applicant should use this opportunity to declare any career disruptions in the last five years (see section 6.2.1 of the NHMRC Funding Rules 2017 for further information on what constitutes a ‘career disruption’). The assessment of your track record can then be assessed objectively taking all relevant factors into account. All career disruptions will be reviewed to ensure they meet policy guidelines.

For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years (see table). You should therefore add any publications or other components of your Track Record that you want peer reviewers to consider predating five years by two years (see below for further details on how to capture this in your application).

<table>
<thead>
<tr>
<th>Work status over past 5 years</th>
<th>FTE (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 years maternity leave (6 months)</td>
<td>0</td>
</tr>
<tr>
<td>0.5 FTE for 3 years</td>
<td>1.5</td>
</tr>
<tr>
<td>1.5 years full time</td>
<td>1.5</td>
</tr>
<tr>
<td>TOTAL in past 5 years</td>
<td>3</td>
</tr>
</tbody>
</table>

Click ‘new’ to enter a Career Disruption.

Select the appropriate career disruption type from the drop down menu and provide a brief explanation (Maximum of 2000 characters including spaces and line breaks) as follows:

a. provide a brief summary (approx. 100-150 words) of the career disruption/s;

b. state the impact on your research output/productivity;

c. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application; and

d. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g., to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

(maximum of 2000 characters including spaces and line breaks)

Additional Research Outputs

Provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application.

(maximum of 2000 characters including spaces and line breaks)

Date

You must nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.
Sensitive Career Disruption

If the career disruption is of a highly sensitive nature and the applicant does not wish to share this information with the Peer Review Panel, details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

a. indicate in this section that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature;

b. provide details of the claim, including the nature of the career disruption and the period of time affected, in a separate Portable Document Format (PDF) document to NHMRC in confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the relevant scheme, by the application close date. Ensure your application identification (ID) number is included in the PDF, together with supporting evidence, where required. The separate PDF must not exceed one A4 page in length and must comply with the formatting requirements outlined in section 10.3 of the NHMRC Funding Rules 2017.

c. Complete the CV-CD: Career Disruption page.

Claims for sensitive career disruptions will be reviewed and assessed by Senior NHMRC staff. Their decision will be forwarded to the peer review panel without reference to details, advising if the career disruption is accepted and which time periods should be considered.

Note: Where a sensitive career disruption exists, the applicant is required to make a separate submission for each new NHMRC application submitted, on which they are a named Chief Investigator.

TRIP Fellowship applications require information on your career disruptions for the last five years.

1.5 CV-RO: Relative to Opportunity

If applicable, the applicant should use this opportunity to provide details of any relative to opportunity considerations and the effect this has had on their research and research achievements (see section 6.2 of the NHMRC Funding Rules 2017 for further information on what constitutes ‘relative to opportunity’).

Circumstances

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). Entries will be listed in reverse chronological order.

TRIP Fellowship applications require information on your relative to opportunity considerations for the last five years.

1.6 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.

TRIP Fellowship applications require information on ALL your Professional Memberships.

1.7 CV-CP: Conference Participation

Click ‘New’ to start a new entry for any speaking invitations you have completed. You should provide details such as conference title, national or international, country, your speaker 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.

Please note that Keynote Speaker and Plenary Speaker are interchangeable terms and refer to stand-alone presentations by a single featured speaker.

All information from the last five years must be updated as the ‘Role’ and ‘National/International’ fields are now mandatory.
Note:
Information entered in the Summary field will not be made available to TRIP Fellowship assessors and will not be taken into consideration. Only participation as an Invited Speaker, Plenary Speaker, Keynote Speaker and Session Chair will be presented to TRIP Fellowship assessors, no other roles will be considered by assessors.

TRIP Fellowship applications require information on your conference participation for the last five years.

1.8 CV-CE: Community Engagement

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 Participation 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.

TRIP Fellowship applications require information on your community engagement and participation for the last five years.

1.9 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, if applicable.

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).

TRIP Fellowship applications require information on ALL your patents.

1.10 CV-TPP: Translation into Policy/Practice

Provide details of any research that has resulted in changes to organisational or government policy/practice. Click ‘New’ to start a new entry for any activities which have resulted in research translation. Entries will be listed in reverse chronological order.

General
Provide a relevant short name for the impact of your research on policy or practice (50 characters). Select from the drop down list the type of impact on policy or practice.

Your Research
You should provide a brief description of your research that lead to this impact on policy or practice and the resulting outcomes.
(maximum of 1500 characters including spaces and line breaks).
From the two drop down lists indicate the year of the research results and your role.

Funding Source for Research
Select from the tick boxes if the research was funded by NHMRC, other Australian institute or an international source.

Details of Research Impact
Provide details of the organisation, government department etc. that benefited from the research.
(maximum 200 characters including spaces and line breaks)
Select the geographical extent of this impact on policy or practice.

Indicate the year the change was translated/implemented and provide details of the changes which resulted.

(maximum of 1500 characters including spaces and line breaks).

Note: For schemes that limit the information presented to assessors (e.g. “last five years”) the time period will be based on the date of translation (year of change), NOT the date of the original research.

TRIP Fellowship applications require information on your translation activities for the last five years.

1.11 CV-CN: Contribution to NHMRC

Click ‘New’ to start a new entry to indicate the number of times you have participated in a NHMRC Peer Review Panel, NHMRC Grant Advisory Group, Assigners Academy or other listed activity. Provide details of your role, the year of participation and in the situation of external assessments, the number of assessments that you have provided.

TRIP Fellowship applications require information on your contribution to NHMRC for the last five years.

1.12 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.

TRIP Fellowship applications require information on your editorial responsibilities for the last five years.

1.13 CV-SM: Supervision and Mentoring

Information provided in this section will not be presented to assessors for TRIP Fellowship applications.

Details relating to a TRIP Fellowship applicant’s supervision and mentoring record will be captured in Part B of the application.

1.14 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.

TRIP Fellowship applications require information on your research funding for the last five years.

1.15 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.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

TRIP Fellowship applications require information on your research funding for the last five years.

1.16 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. Refer to section 2.4 Grant Proposal for details on referencing requirements.

TRIP Fellowship applications require information on ALL your publications.

1.17 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.

1.18 CV-TPCO: Therapeutic Products and Commercial Outcomes

Click ‘New’ to start an entry for any therapeutic products or commercial outcomes for which you contributed significantly to the development effort. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

*If applicable, TRIP Fellowship applications require information on your contributions to the therapeutic products or commercial outcomes for the last five years.*

1.19 CV-RD: Research Data

Click ‘New’ to start an entry for any research datasets that you have collected or created for your research. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

*If applicable, TRIP Fellowship applications require information on your research datasets for the last five years.*

1.20 CV-RT: Research Tools

Click ‘New’ to start an entry for any research tools (e.g. new or improved techniques, instruments, procedures) for which you contributed significantly to the development effort.

*If applicable, TRIP Fellowship applications require information on your research tools for the last five years.*

2. Scheme-specific application details

The following sections of the application form are specific to TRIP Fellowships, and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.

2.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application process. For the current round applicants should note that there are no key changes to the TRIP fellowships parts of the application. For changes to other parts of the application form please refer the NHMRC Advice and Instructions to Applicants for 2017.

2.2 B-EI: Eligibility Information

Tertiary Qualifications

In the free text box provided, list the year(s) your tertiary qualifications were obtained, not the year of conferral. Describe how the qualifications you hold meet the minimum requirements of this application.

Applicants must hold, as a minimum, a relevant Bachelor’s degree or equivalent tertiary qualification and must have completed a tertiary qualification within the last 15 years at time of application. Professional Fellowship qualifications (e.g. Fellow of the Royal Australasian College of Physicians) are not considered a tertiary qualification.

If you are currently undertaking, or enrolled to undertake, a Doctorate of Philosophy (PhD) or Masters Degree, please indicate this here.

**Note:** It is not a requirement for applicants to hold a PhD or Masters Degree (or equivalent). It is not permitted for recipients to undertake a PhD or Masters Degree while undertaking a TRIP Fellowship. If successful, the applicant must relinquish their Masters or PhD studies for the duration of the Fellowship. (Refer to the TRIP Funding Rules, section 1.3 Who Should Apply for a TRIP Fellowship and section 5 Eligibility).

Employing Institution

In accordance with the TRIP Fellowships Scheme Specific Funding Rules subsection 5.1, applicants must be employed in healthcare agencies, appropriately accredited private healthcare practices, health research institutes, or universities and engaged in clinical practice, health service management, health research or health policy. TRIP Fellows are expected to spend 0.5 FTE on the translation project, training and other components of the Fellowship. The Fellow’s employing institute must fund the balance of the Fellow’s time.
Applicants must provide a statement of support from their employing institution, or statement if you are self-employed in private health care practice, confirming:

- the applicant holds (or has been offered) a funded position in clinical practice, health service management, health research or health policy;
- the FTE of this position; and
- an undertaking that this employer will release the applicant to spend 0.5 FTE on the translation project, training and other components of the fellowship.

Letter(s) must be provided on the employer(s) official letterhead and signed by the appropriate delegate.

**Note:** If the applicant has more than one employing health care authority, the statements of support should be combined into one PDF document.

The statement/s of support must be uploaded as a single PDF file using the following naming convention:

[APPID#]_[Applicant's Surname]_Employing Health Care Authority Statement of Support.pdf

NHMRC will not assess an application for a TRIP Fellowship without a statement of support.

### 2.3 B-AEST: Application Executive Summary (TRIP)

The **Application Executive Summary** provides an opportunity to highlight the most compelling evidence in support of your application. In this section you should:

- Outline your case for appointment as a TRIP Fellow, particularly your achievements and experience in research translation **NOT** your project plan, as this is to be addressed in your ‘Grant Proposal’.
- Provide a brief plain-language description of the gap between the established evidence and practice that you wish to address.

*(Maximum of 4000 characters including spaces and line breaks)*

### 2.4 B-GP: 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.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translation Project (including references)</td>
<td>8 pages</td>
</tr>
<tr>
<td>Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal should be downloaded from the NHMRC website.

Applicants must use this template to complete their **Grant Proposal**. Naming, size and formatting requirements are set out in section 10 of the NHMRC Funding Rules 2017. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see NHMRC Funding Rules 2017, section 10 for further information).

Applicants and Research Administration Officers (RAO) 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.

**Translation Project**

The TRIP Fellowship project must be focused on implementing interventions where there is already existing robust health research evidence known to be effective, in routine clinical/public health practice, health research or health policy, that is not applied well in practice. The projects focusing on data collection will **not** be supported. It should also be of scope that will enable it to be completed within the two-year Fellowship tenure.

The proposal must address the following questions:

1. The TRIP Fellowship requires that you address a known gap between evidence and practice in your project. Describe the gap between evidence and practice that you wish to address.
2. a) What is the justification of the evidence-practice gap (i.e. robust existing research)?
   b) What is the strength of the evidence to be implemented?
   c) Why is it important to address this gap?
3. What will be implemented as part of your proposal?
4. How do you propose to implement the intervention (based on the literature of what has or has not been shown to work in the past)?
5. a) What is the definition of the group/s whose behavior the intervention seeks to change?
b) How will the group/s be engaged in the process?

6. What are the methods you will use to monitor the effect your project is having on closing the nominated evidence-practice gap (e.g. time series analysis, qualitative methodology)?

7. How will you know whether the project has contributed to closing the nominated evidence-practice gap?

8. How do you plan to disseminate the results of your work?

9. How will your project be implemented and sustained across other broader settings?

10. What new knowledge and skills will this project provide to enhance your potential as a leader in your field of expertise?

11. What additional resources have you secured, or will need to secure, and how will you obtain them (e.g. from Administering Institution, Participating Institution, a larger project, other funding sources, in-kind support) in order to make your project successful and sustainable?

References relating to the Translation Project must:

- be in a standard journal format;
- list authors in the order with which they appear in PubMed;
- not include web links (see NHMRC Funding Rules 2017 section 1.3, for further information); and
- 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 at A-PA: Application Properties, 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 6.3 of the NHMRC Funding Rules.

(Maximum additional two A4 pages)

2.5 B-RTO: Research Translation Output

In the space provided, comment on up to four of your most significant publications, papers, reports and other contributions in the last five years that demonstrate the quality of your research translation output. The reason for including these should be outlined.

Note: Applicants can highlight the number of citations for their most significant publications in this section. NHMRC does not use the impact factor of journals as part of its assessment processes. Accordingly, the impact factors of publications must not be included. Further information can be found in section 10.3 of the NHMRC Funding Rules 2017.

(Maximum of 2000 characters including spaces and line breaks)

2.6 B-RTL: Research Translation Leadership

Provide details of your experience and success in building your profile as a leader in research translation. Highlight your leadership in terms of your commitment and broader contributions to the discipline, including peer review activities and involvement in professional societies, relative to opportunity.

Things you may wish to emphasise could include the role you have in your immediate team, and briefly, any other teams or collaborations you are or have been involved with. You may include references to your national and international profile and conference participation.

Specific details relating to your publications and conference participation will be drawn from your CV; any information provided in this section should be a summary of your key recognitions and achievements in research translation and not a repeat of details from your CV. This will be included in the ‘Assessor Snapshot Report’.

(Maximum of 2000 characters including spaces and line breaks)

2.7 B-COL: Collaborations

Collaborations – Past

Provide details of past collaborations, including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care).

(Maximum of 2000 characters including spaces and line breaks)

Collaborations – Current

Provide details of current collaborations, including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care).

(Maximum of 2000 characters including spaces and line breaks)
2.8 B-SM: Supervision and Mentoring (TRIP)

Highlight your contribution to research translation through teaching, supervision and mentoring, including any notable positions and/or achievements that have arisen from your supervision and mentoring activities.

(Maximum of 2000 characters including spaces and line breaks)

2.9 B-SMS: Supervision and Mentoring Summary (TRIP)

Supervision and mentoring details

Click ‘New’ to start a new entry for each student and/or staff member you have supervised and/or mentored over the past five years.

- a. Provide the full Student(s)/Staff Name including relevant titles.
- b. Provide actual Years Involved (not the number of years involved) ie 2000-2002.
- c. From the drop down list, select your Supervisory Role (Primary Supervisor, Co-Supervisor or Mentor).
- d. From the drop down list, select the Level of research/study undertaken by the student(s)/staff, (Honours, Masters, PhD or Postdoctoral).
- e. From the drop down list, indicate if your student(s)/staff has Completed their study/degree, (Yes, No or N/A). You should select N/A if you did not supervise/mentor the student/staff to their completion.
- f. Briefly describe your Student's/Staff's Current Role (maximum 200 characters including spaces and line breaks).
- g. Additional Comments should focus on the student/staff outcomes, i.e. did they receive any awards or recognition, what have they gone on to do? Do not repeat information already provided.

2.10 B-CFF: Co-funded Fellowship

Co-funded awards are offered through co-funding partnerships agreed between NHMRC and partner organisations. They offer additional opportunities to researchers whose work is particularly relevant to the concerns and research interests of the co-funding partner organisations.

Indicate if you wish to be considered for a co-funded Fellowship by selecting Yes/No.

Co-funding Partner Organisation/s

If you wish to be considered for a co-funded award, select the organisation(s) on the NHMRC's list of co-funding partners from which co-funding is sought by clicking 'Browse’ (refer to TRIP Fellowship Funding Rules, Section 6.4 Co-funded TRIP Fellowship Awards).

You may apply for more than one co-funded award if your research project is relevant to more than one co-funding partner.

Relevance to Co-funding Organisation/s

Outline the relevance of your project to the aims of the co-funding organisation/s. Please refer to the NHMRC website for specific co-funding partner requirements.

(Maximum of 2000 characters including spaces and line breaks)

2.11 B-NM: Nomination of Mentor

Project Mentor

Provide details of the Project Mentor who has agreed to oversee the Translation Project. The Project Mentor should have the skills to provide guidance and support in implementation science.

Project Mentor Statement of Support

A statement of support from your nominated Project Mentor must be attached to all TRIP Fellowship applications. The Project Mentor must state that they have the necessary skills, experience and time to provide regular guidance, supervision and support to the Fellow on the Translation Project. They should outline their qualifications, skills and experience in implementation science.

The Project Mentor Statement of Support should be uploaded as a PDF file using the following naming convention:

[APPID#]_[Applicant's Surname]_Project Mentor_Statement of Support.pdf

2.12 B-PDP: Professional Development Plan
Applicants must demonstrate a schedule of activities/courses that will contribute to the development of their research translation skills over the two year period that will assist them in achieving the goals of their Fellowship.

Provide details of your planned schedule of activities/courses. You will need to start a new entry for each course/activity, type of course, institute, duration of course, how will the course/activity contribute to your research translation skills and any additional comments.

Note: Applicants should refer to the TRIP Fellowship Scheme-Specific Funding Rules, subsection 7.1 Development of Research Translation Skills, which provides details of training requirements and a list of essential elements of training which Fellows will need in order to assist them in their research translation project.

Program Grants scheme-specific advice and instructions to applicants for funding commencing in 2019

The following sections provide additional advice about parts of the application that are specific to National Health and Medical Research Council (NHMRC) Program Grants, and must be read in conjunction with the following documents:

the NHMRC Advice and Instructions to Applicants 2017;
the NHMRC Funding Rules 2017, incorporating the Program Grants Funding Rules;
the Guide to NHMRC Peer Review 2017, incorporating the Program Grants Peer Review Guidelines; and
the NHMRC Funding Agreement.

1. CV requirements

Relevant sections of your Research Grants Management System (RGMS) Curriculum Vitae (CV) must be completed as part of your application (see section 10 of the NHMRC Funding Rules 2017). For Program Grants, 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.

This requirement applies to all CIs named on the application. Please check that other CIs have completed/updated their RGMS CVs before finalising an 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 assessors. 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. The document can be found on the NHMRC website.

Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 Key changes to CV requirements for Program Grants

Nil.

1.2 CV-QAP: Qualifications, Awards and Prizes

Click ‘new’ to enter each qualification, award and prize you have received. Select the appropriate type and click ‘save’. You will then be taken to a page where you can enter additional details of your qualifications, awards and prizes.

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.

You are able to add as many qualifications as you wish. Select the appropriate award type and click ‘save’. You will then be taken to a page where you can enter additional details of your awards, qualifications and prizes. Remember to enter qualifications first followed by awards and prizes.

Note: each CI is provided an opportunity to describe their most significant invitations, prizes, awards and other recognition at B-RA: Research Achievements.

1.3 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.

**Note:** please ensure that the 'Current?' box is accurately checked for each position.

### 1.4 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.

**Note:** please ensure that the ‘Current?’ box is accurately checked for each appointment.

### 1.5 CV-RF: NHMRC Research Funding

Provide details of any previous and/or current NHMRC funding, including offers received for future funding. Entries will be listed in reverse chronological order. Start a new page for each separate entry. Try to provide as many details about the funding as possible in the spaces provided. Program Grant applications require this information for the last five years.

**Note:** each CI is provided an opportunity to describe their most significant NHMRC grants at B-RA: Research Achievements.

### 1.6 CV-ORF: Other Research Funding

Provide details 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. Start a new page for each separate entry. Provide as many details as you can in the spaces provided. Program Grant applications require this information for the last five years.

**Note:** each CI is provided an opportunity to describe their most significant grants from sources other than the NHMRC at B-RA: Research Achievements.

### 1.7 CV-SM: Supervision and Mentoring

Program Grant applications require details of how many students you have supervised or mentored per year for the last five years.

Click 'New' to start a new entry. Each entry should detail (per year) the number of students that you started either mentoring or supervising in a clinical or research environment, at honours, masters or PhD level.

**Note:** the applicant team should highlight co-supervision of staff and students between applicant team members at the Collaborative Gain section of B-GP: Grant Proposal.

### 1.8 CV-Pub: Publications

Program Grant applications require details of all your publications for the last five years. This 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 do this can be found on the CV-PU: Publication Uploads page in RGMS.

Your publications will be grouped together by the type of publication and then listed in reverse chronological order. They will also automatically be given an RGMS identification (ID) number.

**Note:** DO NOT use the sequence number when referring to your publications in other areas of the application as this number will change if you upload more publications whereas the RGMS ID for each publication will not.

**Note:** each CI is provided an opportunity to describe their most significant publications and high quality technical reports at the Publications and/or High Quality Technical Reports section of B-RA: Research Achievements.

### 1.9 CV-TPCO: Therapeutic Products and Commercial Outcomes

Click ‘New’ to start an entry for any therapeutic products or commercial outcomes for which you contributed significantly to the development effort. Program Grants applications require information on your contributions to therapeutic products or commercial outcomes for the last 5 years.

Applicants will be required to select from a drop down list the category that most accurately describes:

i. the type of entry (for e.g. development of a diagnostic tool, development of a preventative intervention, a joint venture with commercial interests, licensing, etc.);
ii. the year it was achieved; and
iii. your role.

Applicants will also be required to provide a brief description of the product or commercial outcome including any notable impacts. Provide as many details as you can in the spaces provided.

Entries will be listed in reverse chronological order.

Note: each CI is provided an opportunity to describe the commercial and clinical applications of their work in the History of Research Translation section of B-RA: Research Achievements.

2. Minimum data requirements

Minimum data must be entered in RGMS by 5:00pm Australian Eastern Daylight Time (AEDT) on 3 May 2017 to allow the NHMRC to commence sourcing suitable assessors. Applications that fail to satisfy this requirement will not be accepted. For further information, refer to section 3 of the Program Grants scheme-specific funding rules for funding commencing in 2019.

Research Administrative Officer (RAOs) are not required to certify applications for the purpose of minimum data; applications should only be certified once complete and ready for submission (see section 10.4 of NHMRC Funding Rules 2017 and section 6 of the Advice and Instructions to Applicants 2017).

3. Scheme-specific application details

The following sections of the application form are specific to Program Grants and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.

3.1 Key changes to the scheme-specific part of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following changes to the Program Grants application form:

Nomination of possible non-assessor has been removed.

3.2 B-RA: Research Achievements

Attach/upload your Research Achievements as a PDF file. This is a key source of information for assessors and must comprise the following components:

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit (per CI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Recognition, including:</td>
<td>2 pages</td>
</tr>
<tr>
<td>Publications and/or High Quality Technical Reports</td>
<td></td>
</tr>
<tr>
<td>Grants Invitations/ Prizes / Awards</td>
<td>½ page</td>
</tr>
<tr>
<td>History of Research Translation</td>
<td>2 pages</td>
</tr>
<tr>
<td>Career Disruption (if applicable)</td>
<td>½ page</td>
</tr>
<tr>
<td>Relative to Opportunity (if applicable)</td>
<td>½ page</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Research Achievements can be downloaded from the NHMRC website. Applicants must use this template to complete their Research Achievements. Naming, size and formatting requirements are set out in section 10 of the NHMRC Funding Rules. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10 of the NHMRC Funding Rules).

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.

You must name the PDF file following the format of: “RA_[App ID]_[CIA surname].pdf”
Please focus details of Research Achievement on the last five years.

The CIA should provide a single PDF document which combines up to six pages (including Career Disruption and Relative to Opportunity, if applicable) for each CI. The PDF document should be set out according to CI, for example, CIA: all components, CIB: all components, CIC: all components, etc.

Research Achievements comprises the following subcategories:

A. Publications and/or High Quality Technical Reports (2 pages per CI) – 35%

Comment on your most significant publications and/or high quality technical reports, with a particular focus on those published in the last five years or equivalent full time research. Include the influence/impact on policy, practice or dogma, how the publication shaped research enquiry and/or effected paradigm shifts and methodological advances.

Note: a full list of publications from the last five years as recorded at CV-Pub: Publications will be generated and exported into the Publications Snapshot Report upon CIA Certification of the application.

B. Grants (½ page per CI) – 5%

Comment on your most significant grants over the last five years. Include references to successes in major international and national competitive peer reviewed grants, where applicable.

Note: a full list of NHMRC grants and funding from other sources for the last five years, as recorded at CV-RF: NHMRC Research Funding and CV-ORF: Other Research Funding will be generated and exported into the Assessor Snapshot Report upon CIA Certification of the application.

C. Invitations/Prizes/Awards (½ page per CI) – 5%

Comment on your most significant invitations, prizes and awards, fellowships, editorial responsibilities and other significant recognition over the last five years.

Note: a full list of awards and prizes as recorded at CV-QAP: Qualifications, Awards and Prizes will be generated and exported into the Assessor Snapshot Report upon CIA Certification of the application.

D. History of Research Translation (2 pages per CI) – 15%

Comment on the history of research translation against the below criteria (where applicable):

Commercialisation

e.g. collaborations with Biotech/Pharma/Start-Ups and IP Development resulting in products entering the market, as well as development and granting of patents etc;

AND/OR

Clinical Application

e.g. leadership roles in seminal clinical trials or initiator or principle driver of clinical practice review, improvement and implementation;

AND/OR

Public Health Application

e.g. evidence of research translation effecting change in culture/policy/health systems.

E. Career Disruption, if applicable (½ page)

The NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. For guidance on what constitutes a career disruption, refer to section 6.2.1 of the NHMRC Funding Rules. All career disruptions will be reviewed to ensure they meet policy guidelines.

If applicable, you (or members of your CI Team) should use this opportunity to declare any career disruptions that may be relevant to your most recent five year research career history. This will ensure that your track record, and the scientific quality and significance and/or innovativeness of the application, are assessed objectively taking relevant factors into account.

For example, if in the last 5 years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of 3 years FTE over the past 5 years (see Table). You should therefore add to your Research Achievements any publications or other components of your track record that you want peer reviewers to consider predating five years by two years.
<table>
<thead>
<tr>
<th>Work status over past 5 years</th>
<th>Effective Full Time Equivalent (FTE) (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 years maternity leave (6 months)</td>
<td>0</td>
</tr>
<tr>
<td>0.5 FTE for 3 years</td>
<td>1.5</td>
</tr>
<tr>
<td>1.5 years full time</td>
<td>1.5</td>
</tr>
<tr>
<td>TOTAL in past 5 years</td>
<td>3</td>
</tr>
</tbody>
</table>

You have a maximum of half a page in which to clearly outline the duration and impact the career disruption had on your productivity within the last five years. This half page must comply with all formatting rules applicable to the Research Achievements document and must only be used to:

a. provide a brief summary (approx. 100-150 words) of the career disruption/s;
b. state the impact on your research output/productivity;
c. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application; and
d. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g., to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

If the career disruption is of a highly sensitive nature and you (or members of your CI Team) do not wish to share this information, details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

a. indicate within this section of the Research Achievements document that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature;
b. include details of the outputs that relate to the career disruption period claimed in the Research Achievements document. The half page must only be used for the purposes of providing details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application; and
c. provide details of the nature of the career disruption in a separate PDF document to NHMRC in confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the relevant scheme, by the application close date. Provide as much information as possible to explain your situation and ensure your application ID number is included in the PDF. The separate PDF must not exceed half an A4 page in length.

Claims for sensitive career disruptions will be reviewed and assessed by Senior NHMRC Staff. Their decision will be forwarded to the peer review panel without reference to details, advising if the career disruption is accepted and which years should be considered.

**F. Relative to Opportunity, (if applicable) ½ Page**

If applicable, provide details of any relative to opportunity considerations within the last five years, including the duration, type of relative to opportunity circumstance (refer to the NHMRC Funding Rules, section 6.2 for definition), and the impact this has had on your research achievements and associated productivity relative to stage of career.

**3.3 B-GP: Grant Proposal**

Attach/upload your Grant Proposal as a PDF file. This is a key source of information for assessors and must comprise the following components:
<table>
<thead>
<tr>
<th>Component</th>
<th>Page/Word Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CI Participation</td>
<td>200 words per CI</td>
</tr>
<tr>
<td>B. Research Strategy</td>
<td>10 pages</td>
</tr>
<tr>
<td>C. Accompanying References</td>
<td>no limit; additional to the 10 pages of the Research Strategy and must adhere to standard reference formatting rules</td>
</tr>
<tr>
<td>D. Collaborative Gain</td>
<td>4 pages to outline the following subcategories:</td>
</tr>
<tr>
<td></td>
<td>Team Integration</td>
</tr>
<tr>
<td></td>
<td>Team Skills</td>
</tr>
<tr>
<td></td>
<td>Resource Management</td>
</tr>
<tr>
<td></td>
<td>Intellectual Exchange, Training and Mentoring</td>
</tr>
<tr>
<td>E. Associate Investigator (AI) Contribution</td>
<td>100 words per AI</td>
</tr>
<tr>
<td>F. Indigenous Research Excellence Criteria (if applicable)</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website. **Applicants must use this template to complete their Grant Proposal.** Naming, size and formatting requirements are set out in section 10 of the **NHMRC Funding Rules**. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10 of the **NHMRC Funding Rules**).

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.

You must name the PDF file following the format of: “GP_[App ID]_[CIA surname].pdf” (e.g. -“GP_APP#######_Smith.pdf”). Do not include spaces in the file name.

A brief description of each component is provided below.

**A. CI Participation (200 words per CI)**

Provide a brief explanation of each CI’s role and contribution to the proposed research.

**B. Research Strategy – 20% (10 pages)**

This section is for applicants to outline the broad strategies and approaches to be pursued in their program of research over the duration of the grant. It should contain information that will allow peer review panels to judge the relevance and/or significance of the proposed work, and the competitiveness and innovativeness of the strategy, ideas and approaches. Detailed experimental plans of individual projects are not required.

Applicants are advised to consult the Assessment Criteria set out in the Program Grants Category Descriptors found in the **Program Grants Scheme-Specific Funding Rules** when determining what information should be included in the Research Strategy.

**C. Accompanying References (pages unlimited)**

A list of all references cited in the Research Strategy must be provided within the Grant Proposal PDF.

References must:

- Be written in an appropriate standard journal format.
- List authors in the order in which they appear in PubMed.
- Not include web links.
- Only include references to cited work.

**D. Collaborative Gain – 20% (4 pages)**

Teams are required to outline past and/or proposed collaborative arrangements within the applicant team, and address the means whereby the collaborators will ensure the cohesive running of the program. The following four subcategories are to be addressed when completing this section:

- **Team Integration**
  
  Describe the integration of the research teams and the program as a whole.
Describe productivity gains, including synergies and objectives that would not be possible with separate projects.

**Team Skills**

Describe the team’s skills that will be present within the Program.

**Resource Management**

Describe how teams and resources will be managed, including previous strategies and new collaborative arrangements. If the applicants have had the opportunity to collaborate before and have not yet done so, an explanation should be provided here as to why this has not occurred and why it is occurring now.

Describe performance measures and/or milestones, and how grant funds and other resources will be shared, deployed, and redeployed if required.

**Intellectual Exchange, Training and Mentoring**

Describe how intellectual exchange will be facilitated, within and beyond the Program.

Briefly describe the track records of the CIs in the provision of research training, career development and mentoring within the broader research team and future opportunities for this to be provided in the Program proposal.

Describe the training and mentoring strategies that will be adopted in the Program.

**E. Associate Investigator (AI) Contribution (100 words per AI)**

For each AI named in PART A – A-RT: Research Team and Commitment of this application, a maximum of 100 words is permitted to outline their contribution.

**F. Indigenous Research Excellence Criteria (if applicable – 2 pages)**

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 at A-PA: Application Properties, 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 5 of the NHMRC Funding Rules.

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**NHMRC Partnerships for Better Health - Partnership Projects scheme-specific advice and instructions to applicants for applications received in 2017**

The following sections provide additional advice about parts of the application that are specific to National Health and Medical Research Council (NHMRC) Partnership Projects, and must be read in conjunction with the following documents:

- the NHMRC Advice and Instructions to Applicants 2017
- the NHMRC Funding Rules 2017, incorporating the Partnership Projects scheme-specific Funding Rules
- the Guide to NHMRC Peer Review 2017, incorporating the Partnership Projects scheme-specific Peer Review Guidelines
- the NHMRC Funding Agreement

1. **CV requirements**

Relevant sections of your Research Grants Management System (RGMS) Curriculum Vitae (CV) must be completed as part of your application (see section 10.3.1 of the NHMRC Funding Rules 2017). For Partnership Projects, 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.

This requirement applies to all Chief Investigators (CIs) named on the application. It is accordingly advisable to check that other CIs have completed/updated their RGMS CVs before finalising an 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 assessors. 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 on the NHMRC website.

Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.
1.1 CV-RF: NHMRC Research Funding

Click ‘New’ to start a new entry for 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.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

1.2 CV-ORF: Other Research Funding

Click ‘New’ to start a new entry for 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. Complete all fields.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

1.3 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.

For further information on Track Record please refer to section 3.3 (section D of the B-GP Grant Proposal) of this document.

2. Minimum data requirements

Each peer review cycle will have a set minimum data due date. Minimum data must be entered in RGMS by the set due date to allow the NHMRC to commence sourcing suitable assessors. Please refer to section 3 of the Partnership Projects scheme specific Funding Rules for the critical dates associated with each peer review cycle. Applications that fail to satisfy this requirement will not be accepted. Applicants are also reminded to complete the recommended fields below with correct information. Using placeholder text such as "text", "synopsis" or "xx" etc. are not acceptable as minimum data.

Minimum data for Partnership Projects consists of the following:

- A-PA General: Specifically, Administering Institution, Application Title, Aboriginal/Torres Strait Islander Research and Synopsis
- A-RC Research Classification
- A-RT Research Team

Research Administrative Officers (RAOs) are not required to certify applications for the purpose of minimum data. Applications should only be certified once complete and ready for submission (see section 10.4 of NHMRC Funding Rules 2017 and section 6 of the Advice and Instructions to Applicants 2017).

Note: The above information will be used to identify review panels and assessors. Applicants are advised that any change made to the above fields after the specified due date may impact the review of the application.

Completed applications must be submitted to the NHMRC in RGMS by the specified due date for each peer review cycle. Late applications will not be accepted.

3. Partnership projects application details

The following sections of the application form are specific to Partnership Projects, and must be completed as part of your application. Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.

Key changes to scheme-specific parts of the application form

There are no key changes for the current application round.
3.1 B-CD: Career Disruption

This is where you advise if any member of the CI team is claiming a career disruption. Select an option from the drop down list.

Further details on how to address career disruptions are provided in section G of the B-GP: Grant Proposal.

3.2 B-GP: Grant Proposal

A pre-formatted Microsoft Word template for the grant proposal can be downloaded from the NHMRC website. Applicants must use this template to complete their grant proposal. Naming, size and formatting requirements are set out in section 10.3.3 of the NHMRC Funding Rules 2017. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10.7 of the NHMRC Funding Rules 2017).

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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Introduction</td>
<td>1 page</td>
</tr>
<tr>
<td>B. Research Proposal</td>
<td>8 pages</td>
</tr>
<tr>
<td>C. Team Quality and Capability Relevant to this Proposal</td>
<td>1 page</td>
</tr>
<tr>
<td>D. CI Track Record (including top five publications in the last five years)</td>
<td>2 pages per CI</td>
</tr>
<tr>
<td>E. Track Record of Translation into Policy/Practice</td>
<td>1 page per CI</td>
</tr>
<tr>
<td>F. Associate Investigator (AI) Contribution</td>
<td>¼ page per AI</td>
</tr>
<tr>
<td>G. Career Disruption (if applicable)</td>
<td>1 page per CI</td>
</tr>
<tr>
<td>H. Relative to Opportunity</td>
<td>½ page per CI</td>
</tr>
<tr>
<td>I. Indigenous Research Excellence Criteria (if applicable)</td>
<td>2 pages</td>
</tr>
<tr>
<td>J. References</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A. Introduction (maximum one A4 page)

The Introduction should describe the following:

1. Provide up to half a page of text describing the work to be undertaken using language that an educated reader who is not a specialist in the particular research field may understand.
2. Provide up to half a page of text describing how this application aligns with the objectives of the Partnership Projects funding scheme including why this application is not appropriate for the Project Grants scheme. Make particular reference to evidence in support of the proposal influencing policy and/or practice.

B. Research Proposal (maximum eight A4 pages)

The Chief Investigator A (CIA) is the project leader and is responsible for the successful completion of the research proposal. All scientific information relating to the proposal must be contained in this section. The research proposal will be assessed by experts in the field and you should include any pilot or feasibility study data supporting the research planned. When drafting this section, keep in mind the assessment criteria and the detailed category descriptors which reviewers will use to evaluate the application. Refer to section 4 of the Partnership Projects scheme specific Funding Rules for further details. Consideration should also be given to the crucial design elements that enhance reproducibility of research findings.

The research proposal should describe the following:

1. Aims of the proposed project including a clear statement of hypotheses to be tested.
2. Background to the proposed project including the importance of the problem and rationale for this research.
3. Detailed experiment design where appropriate including the techniques to be used, methods of statistical analysis and justification of sample-size including power calculations, details and justification of controls, strategies for randomisation and/or stratification, ethical implications of the research, community involvement and/or plans to transfer knowledge to stakeholders or into practice and a timeline.
for the project.
4. Role of the partner organisation.
5. Expected outcomes and significance of the proposed project.

References cited in the research proposal should be listed separately under references (refer to section J below).

C. Team Quality and Capability Relevant to this Proposal (maximum one A4 page)

A summary of the research team’s quality and capability should be provided in this section. Applicants should detail the following:

1. The expertise and productivity of team members relevant to the proposed project.
2. The influence team members have in their specific field of research.
3. How the team will work together to achieve the project aims.

D. CI Track Record (including top five publications in the last five years) (maximum of two A4 pages per CI)

For each CI, please provide the:

1. five (5) most significant publications in the last five years and
2. overall track record for the last five years.

1. Five most significant publications in the last five years

Applicants are asked to provide comments on their five most significant publications, papers, reports and other contributions in the last five years, taking career disruption into consideration. Please provide a reason for including these five publications.

NHMRC is a signatory to the San Francisco Declaration on Research Assessment (DORA). NHMRC no longer uses the impact factor of journals as a part of its assessment processes. Therefore, the impact factor of each publication should not be included in applications.

Further explanation of the NHMRC’s decision to cease using impact factors of journals can be found at section 4.8 of the Guide to NHMRC Peer Review 2017.

2. Overall Track Record for the last five years

Applicants are encouraged to use this section to identify aspects of their track record that are in addition to their publication record. This includes any relative to opportunity considerations you want assessors to take into consideration. Assessors will have access to the last five years of publications through the CV/Profile section. Therefore, the following details should be included:

- Career summary - including qualifications, employment and appointment history.
- Research support - including grants and fellowships.
- Contribution to field of research – this may include the impact of previous research including translation of research into health outcomes.
- Patents – include whether the patent has been licensed, when it was licensed and to whom, and whether the license has expired.
- Collaborations.
- Community engagement and participation.
- Professional involvement - including committees, conference organisation, conference participation.

E. Track Record of Translation into Policy/Practice (maximum one A4 page per CI)

Describe any of your research that has resulted in changes to organisational or government policy/practice in the last five years. The five year period refers to the date of translation, NOT the date of the original research.

For each CI, please provide the following:

If the research was translated into either policy or practice, then indicate the year of translation and provide details on the research itself. Indicate if the research was supported by NHMRC, another Australian funding source or an international funding source. Provide details of the organisation or government department which benefitted from the translation of the research. Indicate the year the change was translated/implemented, including details of the changes resulting from your research. You can also provide details on what outcomes have occurred if known (this is optional).

F. Associate Investigator (AI) Contribution (maximum ¼ A4 page per AI)

For each AI named at A-RT: Associate Investigator, outline their contribution to the research project.

G. Career Disruption (if applicable) (maximum one A4 page per CI)

NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. For guidance on what constitutes a career disruption, refer to section 6.2.1 of the NHMRC Funding Rules 2017. All career disruptions will be reviewed against the policy guidelines.
If applicable, you (or members of your CI Team) should use this opportunity to declare any career disruptions that may be relevant to the five most recent years of your research career history. This will ensure that your track record, and the scientific quality of the application, are assessed objectively taking all relevant factors into account.

For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at full-time capacity, you would have worked an equivalent of three years FTE over the past five years (see table). You should therefore add to your track record pages of the grant proposal, any publications or other components of your track record that you want peer reviewers to consider predating five years by two years (see below for further details on how to capture this in your application).

<table>
<thead>
<tr>
<th>Work status over past 5 years</th>
<th>Effective Full Time Equivalent (FTE) (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 years maternity leave (6 months)</td>
<td>0</td>
</tr>
<tr>
<td>0.5 FTE for 3 years</td>
<td>1.5</td>
</tr>
<tr>
<td>1.5 years full time</td>
<td>1.5</td>
</tr>
<tr>
<td>TOTAL in past 5 years</td>
<td>3</td>
</tr>
</tbody>
</table>

You have a maximum of one page in which to clearly outline the duration and impact the career disruption had on your productivity within the last five years. This page must comply with all formatting rules applicable to the grant proposal and must only be used to:

a. provide a brief summary (approx. 100-150 words) of the career disruption(s)

b. state the impact on your research output/productivity

c. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application

d. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g., to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

If the career disruption is of a highly sensitive nature and you (or members of your CI Team) do not wish to share this information in the grant proposal, details of the nature of the career disruption may be submitted separately to NHMRC. For example, an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

a. indicate in the grant proposal that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature

b. include details of the outputs that relate to the career disruption period claimed in the track record section of the grant proposal. The extra one page must only be used for the purposes of providing details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application and must comply with all formatting rules applicable to the grant proposal

c. provide details of the nature of the career disruption in a separate PDF document to NHMRC in confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the Partnership Projects scheme, by the application close date. Provide as much information as possible to explain your situation and ensure your application ID number is included in the PDF. The separate PDF must not exceed one A4 page in length.

Claims for sensitive career disruptions will be reviewed and assessed by senior NHMRC scientific staff. Their decision will be forwarded to the peer review panel without reference to details, advising if the career disruption is accepted and which years should be considered.

H. Relative to Opportunity (maximum ½ A4 page per CI)

All applications submitted to NHMRC are assessed “relative to opportunity”. This reflects NHMRC’s policy that assessment processes accurately assess an applicant’s track record and associated productivity relative to stage of career, including consideration as to whether productivity and contribution is commensurate with the opportunities available to the applicant.

Circumstances considered under relative to opportunity are outlined in section 6.2 of the NHMRC Funding Rules 2017. If applicable, you (or members of your CI Team) should use this opportunity to declare any relative to opportunity consideration that may be relevant to their most recent five year research career history. This will ensure that your track record are assessed objectively taking all relevant factors into account.

I. Indigenous Research Excellence Criteria (if applicable) (max 2 A4 pages)

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 at A-PA: Application Properties, 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
To address Indigenous Research Excellence Criteria as set out in section 6.3 of the NHMRC Funding Rules 2017.

J. References (maximum two A4 pages)

Provide a list of all references cited in the application in an appropriate standard journal format such as:

- author-date (Harvard System)
- author-number (Vancouver System)
- documentary-note

Applicants should not include links to external websites, except where references to journal articles, guidelines, government reports, datasets and other outputs are only available online. Where links are included, provide the URL in full (e.g., the NHMRC website https://www.nhmrc.gov.au). See section 10.3 of the NHMRC Funding Rules 2017 for further information.

3.3 B-P: Partner(s)

All partners participating in this application are to be listed at B-P: Partner(s). Refer to section 5.2 of the Partnership Projects scheme specific Funding Rules for further information on who can be a partner. Information provided in this section will be used primarily to assess Criterion 4: Strength of Partnership. It may also be used to assess Criterion 3: Relevance and Likelihood to Influence Health and Research Policy and Practice.

Assessment will focus on the extent to which the application demonstrates the capacity to develop or sustain a strong partnership. Factors such as the following will be considered:

- Evidence of co-development of the proposal.
- The financial and/or in-kind commitment of the partner(s).
- Previous evidence of effective working relationships with partner organisations.
- The proposed governance or partnership arrangements. Applications should show how the team will foster and maintain a collaborative approach between the researchers and decision makers over the course of the initiative.
- The roles of staff in the partner agency or agencies in the research process.

In evaluating the strength of the partnership, applications will be assessed on the extent to which the proposal is achievable through the provision of skills, linkages, infrastructure and milestones. NHMRC will also take into account value for money in terms of justification for equipment and facilities and other items of expenditure to sustain the partnership.

Applicants should include the value of support, in either cash or in-kind, providing detailed justification of the contribution, confirmed by a letter of support that matches the figures entered in RGMS. Where no value for the contribution is stated, the organisation cannot be named as a partner. However, details of the involvement of the organisation may be included in the research proposal as a participating institute if the applicant believes that it may be beneficial for the application (this is not ideal).

Administering Institutions cannot be included as a partner unless they have applied and been accepted for a waiver from NHMRC. Please see section 6.2 of the Partnership Projects scheme specific Funding Rules for further details.

Partners Part 1 (B-P: Part 1)

This screen captures the address of the partner, details for a contact person at the partner organisation and the details of their contribution.

Funding Partner Details

Provide the name, address and registered ABN of the funding partner, and the details of your nominated representative within the organisation.

Funding Partner Contribution

Collaborating partner organisations are expected to make a significant contribution in cash and/or in-kind to the project. The total contribution of all funding partners must be equal in value or greater than the amount sought from NHMRC. Please provide details of support from each partner organisation including the cash value of each in-kind contribution. Refer to the Partner Contribution Guidelines at Attachment A of the Partnership Projects scheme specific Funding Rules for more information. RGMS will calculate the total in-kind contribution based on the data entered in the in-kind fields.

Partners Part 2 (B-P: Part 2)

This screen asks for the partner organisation’s expectations, and the attachment of a letter of support.

Research Outcomes

1. State the research question(s) or problem(s) that the policy/practice partner needs answered or solved (Free text – 1000 character limit including spaces and line breaks).
2. Provide a response to “How does the partner expect to use the outcomes of this research?” (1000 character limit).
**Letter of Support (maximum five A4 pages)**

Upload a letter of support from each policy/practice funding partner. The letter should be signed by the nominated representative and confirm their commitment to the proposed research. This letter must be on the organisation’s letterhead. Collaborating partner organisations are expected to make and justify a significant contribution in cash and/or in-kind to the project.

The nominated representative is the person who will be responsible for ensuring agency participation and funding. It does not need to be the Partner Investigator. The letter of support must be signed by a member of the partner organisation with the authorisation to expend the partner’s money or resources. Please note that CIs and AIs should not sign the letter of support unless they are a member of the partner organisation and have the authorisation to expend the partner’s money or resources.

The partner organisation and named Partner Investigator(s) will be assessed by the peer review panel. Up to half of the criterion weighting will be determined by the experience and relevance of the partner organisation and Partner Investigator(s) to the research proposal. It is expected that partner organisations named on an application have the following:

- The capacity to use the findings to influence policy decision making and health system performance. This will be assessed by reference to, for example, the roles and/or areas of responsibility of the organisation or the partner organisation’s demonstrated record of achievement in effecting such changes.
- Experience and success in drafting health policy or delivering a health programme or health service.
- Expectations that align with the goals of the CI team.
- The inclusion of at least one named Partner Investigator from the policy and/or practice partner organisation is mandatory. The assessment of these ‘Partner Investigators’ will be on the basis of:
  - relevant experience and authority to support the partnership
  - demonstrated evidence of leadership in the relevant field
  - experience of translating research findings into policy and/or practice and
  - demonstrated evidence of successfully implementing change in a field relevant to the proposal.

Partner letters are to be a maximum of five A4 pages and should include the following information:

- Contact details for the nominated representative.
- Partner Investigator(s).
- Partner’s registered ABN.
- A brief profile of the organisation.
- Details about the question or problem that the partner organisation needs answered or solved and how the partner organisation intends to use the outcomes of the research.
- Details of the proposed governance or partnership arrangements.
- Details regarding the cash and in-kind support that will be provided, including detailed justification of the in-kind amounts and the purpose of each contribution. It is recommended that this data is presented as a table similar to the example provided in the Guide to Partner Letter of Support on the NHMRC website. The commitments in each letter of support must match the data entered into RGMS by the applicant.
- Provide consent for the NHMRC to identify partners in successful applications in media releases, on the NHMRC website and in future NHMRC Partnership Projects documentation, and be signed by a person with appropriate authority to commit the organisation.

A Guide to Partner Letter of Support can be found on the NHMRC website. Applicants should provide this example to partners as a guide.

The PDF file must be named in a convention that is no more than 40 characters long (including spaces), and does not need to contain the application ID. For example: LoS_PartnerName

**Annual Report**

Please provide the Uniform Resource Locator (URL) for the Funding Partner’s most recent Annual Report. If a URL is not available, attach a copy of the Annual Report (2MB limit). If neither of these is available, please state why in either of the free text fields under ‘Research Outcomes.’

**NHMRC Website**

NHMRC publishes information on successful grants on its website. This may include the name(s) of partners on Partnership Projects. Please indicate if the partner has agreed to allow NHMRC to publish their name and that this is stated in the letter of support. This is a mandatory question and therefore must be answered. If the answer is “No” please provide an explanation in the Publishing Approval Comments field.

NHMRC is subject to the Freedom of Information Act 1982 (the FOI Act) please refer to sections 9.5 and 9.7 of the NHMRC Funding Rules 2017 for more information.

**3.4 B-PBRF: Proposed Budget – Research Facilities**

Applicants often need to receive services from third parties to enable their research to be successfully undertaken. This may include bio
specimens and associated data from research facilities such as bio banks or pathology services, organisations that maintain non-human primate colonies or organisations that provide clinical trials services. Specific examples include the Australian Twin Registry, Cell Bank Australia, and the Trans-Tasman Radio Oncology Group.

Please note this list is illustrative and is by no means exhaustive.

**Is this application using services provided by a research facility?**

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under **B-PB: Proposed Budget – DRC And Equipment** as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the cost included in the research budget accurately reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page.

### 3.5 B-PB: Proposed Budget – DRC and Equipment

Enter details of the budget you seek as NHMRC funding, bearing in mind any limits on level and duration specified in the *Partnership Projects scheme specific Funding Rules*. Further details on permitted uses of NHMRC funds and setting of budgets can be found in the *NHMRC Direct Research Costs Guidelines*, the *NHMRC Funding Rules 2017* incorporating the *Partnership Projects scheme specific Funding Rules*.

Personnel Support Packages (PSPs) should be requested separately under **A-RT: Research Team**. For all other budget items, you must enter:

- the item type (e.g. Direct Research Cost, Equipment, etc)
- the name/description of the item
- the total value of the item requested for each year and
- a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution)

(Maximum of 500 characters including spaces and line breaks).

The total annual amount requested for each line item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the ‘summary’ tab of the application form.

Please note:

NHMRC funds the direct costs of research based on advice from peer review. Applications with poorly justified budget proposals accordingly run the risk of having their budget adjusted, in accordance with section 8.1 of the *NHMRC Funding Rules 2017*.

Funding cannot be used for infrastructure.

There will be no provision to increase funds for any reason.

For studies that require the use of animals, peer review panels are provided with the 'Monash Animal Research' costs to act as a guide to ensure consistency between applications and panels. While NHMRC acknowledges that different institutions have different costs involved, applicants are again encouraged to provide detailed justification of budgets requested.

### 3.6 B-NA: Non-Assessor

In this section you may nominate an individual who you would NOT like to be approached to assess the application. Only one individual may be nominated. NHMRC will use this information to manage potential CoIs to help in the process of selecting potential assessors.

The following information is required:

- Name
- Institution
- Email

Due to the streamlining of peer review processes for Partnership Projects, external assessors are no longer used. Instead, applications will be reviewed/assessed by the peer review panel. For the purposes of this screen, an “assessor” means a member of the peer review panel.

### Career Development Fellowship scheme-specific advice and instructions to applicants

The following sections provide additional advice about parts of the application that are specific to the Career Development Fellowship (CDF) scheme, and must be read in conjunction with the following documents:
1. CV requirements

Relevant sections of your RGMS CV must be completed as part of your application (refer to section 10 of the NHMRC Funding Rules 2017). For a Career Development Fellowship application, you are only required to complete those sections as 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 assessors. 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 applicant 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.

1.1 CV-QAP: Qualifications, Awards and Prizes

Click ‘New’ to enter each qualification, award and prize you have received. Select the appropriate type and click ‘Save’. You will then be taken to a page where you can enter additional details of your qualifications, awards and prizes.

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.

1.2 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.

The CDF Assessor Snapshot will only migrate information from the last five years.

1.3 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.

CDF applications require information on your appointments for the last five years only.

1.4 CV-CD: Career Disruption

CDF applicants do not need to complete this section of the CV. For CDF applications, information on career disruptions is captured in the scheme-specific B-CD section of the application. Any information entered here in CV-CD will not be presented to assessors.

1.5 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 (refer to section 6.1 of the NHMRC Funding Rules 2017 for further information on what constitutes ‘relative to opportunity’).

Circumstance

Provide a brief explanation of the type of relative to opportunity circumstance.
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.

Date

You are required to nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

CDF Fellowship applications require information on your relative to opportunity considerations for the last five years.

1.6 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.

1.7 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.

Please note that Keynote Speaker and Plenary Speaker are interchangeable terms and refer to stand-alone presentations by a single featured speaker.

All information from the last ten years must be updated as the ‘Role’ and ‘National/International’ fields are now mandatory.

The CDF Assessor Snapshot will only migrate information from the last five years.

Note:

Do not provide the conference abstract in this section as this information is not required.

Information entered in the ‘Conference Presentation Summary’ field will not be made available to assessors and will not be taken into consideration for CDFs.

1.8 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 Participation 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.

CDF applications require information on your community engagement for the last five years only.

1.9 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 Institution or International source

Detail

Provide a brief description of the patent, i.e. the technology.
1.10 CV-TPP: Translation into Policy/Practice

Click 'New' to start a new entry for any activities which have resulted in research translation. Provide details of any research that has resulted in changes to organisational or government policy/practice. Entries will be listed in reverse chronological order.

*CDF applications require information detailing any research that has resulted in changes to organisational or government policy/practice in the last five years only.*

**Note:** The five year period will be based on the date of translation (year of change), NOT the date of the original research.

**General**

Provide a relevant short name for the impact of your research on policy or practice (50 characters).

Select from the drop down list the type of impact on policy or practice.

**Research**

You should provide a brief description of your research that lead to this impact on policy or practice and the resulting outcomes.

*Maximum of 1500 characters including spaces and line breaks.*

From the two drop down lists indicate the year of the research results and your role.

**Funding Source for Research**

Select from the tick boxes if the research was funded by NHMRC, other Australian Institution or an International source.

**Details of Research Impact**

Provide details of the organisation, government department etc. that benefited from the research.

*Maximum of 200 characters including spaces and line breaks.*

From the drop down lists select the geographical extent of this impact on policy or practice.

Indicate the year the change was translated/implemented and provide details of the changes which resulted.

Provide a brief description of the impact of the change.

*Maximum of 1500 characters including spaces and line breaks.*

1.11 CV-CN: Contribution to NHMRC

Click 'New' to start a new entry to indicate the number of times you have participated in a NHMRC Peer Review Panel, NHMRC Grant Advisory Group, Assigners Academy or other listed activity. Provide details of your role, the year of participation and in the situation of external assessments, the number of assessments that you have provided.

*CDF applications require information on your contribution to NHMRC for the last five years only.*

1.12 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.

*CDF applications require information on your editorial responsibilities for the last five years only.*

1.13 CV-SM: Supervision and Mentoring

Details relating to CDF applicants’ supervision and mentoring record will be captured in the scheme-specific B-RSM section of the application. Information provided in this CV section will not be presented to assessors for CDF applications.

1.14 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.

CDF applications require this information for the last five years only.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

1.15 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.

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

CDF applications require this information for the last five years only.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

1.16 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.

1.17 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.

1.18 CV-TPCO: Therapeutic Products and Commercial Outcomes

Click ‘New’ to start an entry for any therapeutic products or commercial outcomes for which you contributed significantly to the development effort. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

CDF applications require information on your contributions to therapeutic products or commercial outcomes for the last five years only.

1.19 CV-RD: Research Data

Click ‘New’ to start an entry for any research datasets that you have collected or created for your research. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

CDF applications require information on your research datasets for the last five years only.

1.20 CV-RT: Research Tools

Click ‘New’ to start an entry for any research tools (e.g. new or improved techniques, instruments, procedures) for which you contributed significantly to the development effort.

CDF applications require information on your research tools for the last five years only.
2. Scheme-specific application details

The following sections of the application form are specific to Career Development Fellowship applications, and must be completed as part of your application. You should keep in mind the CDF Assessment Criteria, Category Descriptors and Statement of Expectations when completing these sections.

Step-by-step technical instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module.

2.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following changes to the Career Development Fellowship-specific parts of the application form:

- **B-CDS:** New page for applicant to specifically outline their Career Development Strategy.
- **B-TTC2:** Details relating to Research supervision and mentoring now entered directly into RGMS, no longer on a template for uploading.
- **B-COL:** Applicant must include relevance of current collaboration to their current research.

2.2 B-AICDF: Application Information (CDF)

**Level and category of award**

**Level**

From the drop-down list, select the level of CDF you are applying for. Refer to section 5.1 of the CDF Funding Rules for information on the eligibility criteria for each CDF level.

**Category**

From the drop-down list, select the category of CDF (refer to section 6 of the CDF Funding Rules) you are applying for.

**Co-funding**

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 co-funding, NHMRC will provide their personal information, including all pertinent application documentation and peer review outcomes, to the co-funding body or bodies nominated by the applicant. The purpose of providing this information to the co-funder(s) is to enable them to assess the application’s eligibility for funding under the relevant co-funding arrangement.

If you wish to be considered for a co-funded fellowship, select the organisation(s) from which co-funding is sought by clicking 'Browse'.

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

**Bernie Banton Fellowship**

From the drop-down list, select whether you wish to be considered for a Bernie Banton Fellowship (refer to section 7.2 of the CDF Funding Rules).

To be eligible for the Bernie Banton Fellowship, you must be working in the field of mesothelioma and asbestosis. The Fellowship will be awarded to the most highly ranked funded applicant, who is undertaking research in this field. This award does not provide any additional funding to the CDF package.

**Time commitment**

From the drop-down list, indicate whether a full or part-time CDF is being sought. Part-time fellowships for professional reasons are only available for applicants applying in the Clinical, Population Health and Aboriginal and Torres Strait Islander categories (refer to section 5.6.2 of the CDF Funding Rules). Part-time fellowships for personal reasons are available in any category in specific circumstances (refer to section 5.6.3 of the CDF Funding Rules).

**Percentage**

If you are applying for a part-time CDF, from the drop-down list indicate the percentage of time (40-90%) you will devote to the research associated with this fellowship.

**Non-Fellowship Time**
If you are applying for a part-time CDF, briefly explain how your non-fellowship time will be spent. You should provide supporting statements for your request for a part-time fellowship in relation to the specific circumstances that are outlined in the CDF Funding Rules, sections 5.6.2 and 5.6.3.

For example: “I am applying for a 60% Clinical Career Development Fellowship. One day of my non-fellowship time will be spent on professional activities working in the Fox Field Clinic. The other non-fellowship day will be spent caring for my children.”

(400 character limit, including spaces and line breaks)

Employer letter of support

If you are applying for a part-time CDF, using the ‘Choose File’ button, upload a letter of support from your employer confirming:

For professional part-time applications in the Clinical, Population Health or Aboriginal and Torres Strait Islander categories:

i. you hold (or have been offered) a complementary salaried position for the duration of the award
ii. the Full Time Equivalent (FTE) of this position
iii. an undertaking that this employer will release you to conduct the research associated with this Career Development Fellowship.

For personal part-time applications in any category:

iv. you will not work full-time and all of your employed time will be spent conducting the research and work associated with the CDF, not other paid professional work unrelated to the fellowship (unless you are also applying for a professional part-time CDF)
v. the Full Time Equivalent (FTE) of your research position.

The letter must be provided on the employer’s official letterhead and signed by the appropriate delegate. The letter should be uploaded as a single PDF file using the following naming convention: APP#######_Applicant's Surname_Employer Letter of Support.pdf

Note: In accordance with the CDF Funding Rules, applicants for Clinical, Population Health or Aboriginal and Torres Strait Islander part-time Career Development Fellowships must include a written undertaking from their employer confirming that they will fund the balance of the applicant’s time.

Fellowship Location

Please refer to section 7.2.3 of the NHMRC Funding Rules 2017, and for Industry CDF applicants only, section 6.4 of the CDF Funding Rules, for the eligibility requirements relating to percentage of time that must be spent in Australia over the course of a Career Development Fellowship.

If successful, will you be based in Australia for the duration of the Fellowship as per the Funding Rules?

Select ‘Yes’ or ‘No’ from the drop down list.

If you selected ‘No’, please provide details of where you will be based and for what period of time during the fellowship.

(200 character limit including spaced and line breaks)

PhD/PhD Equivalent approval date

Select ‘Yes’ or ‘No’ from the drop down list to indicate whether or not you hold a PhD.

Indicate the date your doctoral thesis (or equivalent) was passed (not the date of the conferral ceremony) or when your PhD equivalent was obtained. This information will be used to assist in determining your eligibility for the level of CDF applied for.

PhD/PhD Equivalent Evidence

Attach evidence of the date your PhD was passed or supporting documentation for your PhD Equivalent. The letter should be uploaded as a single PDF file using the following naming convention: APP#######_Applicant's Surname_Evidence.pdf.

Head of proposed laboratory/department/workplace

State the name, position and institute of the person who will be your immediate supervisor if you are successful in obtaining a CDF.

Bioinformatics or biostatistics

Do you specialise in bioinformatics or biostatistics?

Select ‘Yes’ or ‘No’ from the drop down list.

If you answered ‘Yes’, describe your speciality in the free text box.

(200 character limit, including spaces and line breaks)

Note:

1. There are no additional or separate funds for applicants who indicate they specialise in bioinformatics/biostatistics. Selecting ‘Yes’ will
only assist with allocating your application to an appropriate assessor. Do not select ‘Yes’ in this section if you do not specialise in these fields.

2. NHMRC has identified bioinformatics and biostatistics as important and emerging fields in which Australia needs to build capacity. NHMRC will use the information you provide here for evaluation and reporting purposes.

Current and former CDA/CDF/RF/PF holders

Do you currently hold or have you previously held an NHMRC Career Development Award (CDA), Career Development Fellowship (CDF), Research Fellowship (RF) or Practitioner Fellowship (PF)?

Select ‘Yes’ or ‘No’ from the drop down list.

If you answered ‘Yes’

1. From the drop-down list, select the level and type of your current/previous award.
2. Select the date you commenced your current/previous award. If the precise date is unknown, enter the first day of the commencement month and year.

2.3 B-PhDEq: PhD Equivalent

Please note: this page will only appear if you have answered ‘Yes’ to ‘Do you hold a PhD?’ on B-AICDF: Application Information (CDF)

This information will be used to assess your eligibility to apply for a CDF and it is therefore advisable that you read the eligibility criteria outlined in section 5.1.4 of the CDF Funding Rules.

If you have not specified a PhD in your CV, provide details of equivalent research experience or qualification. If the equivalent is a qualification, in your response state the date that this qualification was obtained.

(2000 character limit, including spaces and line breaks)

2.4 B-AESC: Application Executive Summary (CDF)

In the Application Executive Summary (AESC), applicants must summarise their claims against the CDF assessment criteria 1 and 2. The AESC provides an opportunity for the applicant to highlight the most compelling evidence to support their application against the criteria of ‘Research Output and Potential’ and ‘Research Leadership’. Applicants should use the named fields of ‘Research Output and Potential’ and ‘Research Leadership’ to address these two criteria specifically.

(2000 characters limit per criterion, including spaces and line breaks)

All applicants will be assessed and scored against the assessment criteria. All criteria are assessed relative to opportunity (refer to section 6.2 of the NHMRC Funding Rules 2017). Guidance on specific issues that applicants may wish to address in their AESC in reference to the assessment criteria is provided in Table 1 below.

Applicants are reminded:

- Do not repeat information provided in your application CV sections
- Focus on your case for appointment to the CDF scheme
- Ensure the significance of your achievements relative to your field is clear

Table 1: CDF Assessment Criteria 1 and 2 and the AESC
**CDF Assessment Criteria**

**Criterion 1: Research output and potential for further career development in health and medical research**

**Guidance for the applicant:**
- Provide a brief summary of your most significant contributions to your field of research
- Summarise evidence of peer recognition (publications, grants, prizes, awards, speaking invitations)
- Summarise evidence that demonstrates your growing national and international standing
- Briefly outline your most significant contributions to commercialisation of research and/or contributions to clinical or public health policy, practice or health services development
- Comment on the trajectory of your research career
- For Aboriginal and Torres Strait Islander applicants in particular, outline any additional contributions you have made that are relevant to the assessment of your research output e.g. policy development, service delivery.

**Criterion 2: Research leadership**

**Guidance for the applicant:**
- Highlight the significance of your community activities and linkages
- Summarise your contributions to supervision, mentoring and training
- For Aboriginal and Torres Strait Islander applicants in particular, outline any additional contributions you have made that are relevant to the assessment of your research leadership e.g. community activities and linkages.

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**2.5 B-TTC2: Research Supervision and Mentoring Summary**

Click ‘New’ to start a new entry for each postdoctoral researcher or postgraduate student you have supervised and/or mentored over the past 10 years in chronological order.

- **a.** Provide the full Postdoctoral/Student’s Name including relevant titles.
- **b.** Provide **Start Year** and **End Year** of your involvement (if your supervision/mentorship is ongoing, provide the anticipated end year, clarification can be provided in **Additional Comments** if required).
- **c.** From the drop down list, select your **Supervisory Role** (Co-Supervisor, Mentor or Primary Supervisor).
- **d.** From the drop down list, select the **Level** of study completed by your student, (Honours, Masters, PhD or Postdoctoral).
- **e.** From the drop down list, indicate if your student has **Completed** their study, (Yes, No or N/A). You should select N/A if you did not supervise/mentor the student to their completion.
- **f.** Briefly describe your **Student’s Current Role** (maximum 200 characters including spaces and line breaks).
- **g.** **Additional Comments** should focus on your student’s outcomes, i.e. did they receive any awards or recognition, what have they gone on to do? Do not repeat information already provided.

**2.6 B-CD: Career Disruption**

NHMRC is committed to ensuring that every applicant is treated fairly, and this means we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. You must provide supporting evidence of any career disruptions in this section of the application, unless the career disruption is of a sensitive nature (see below).

You are also given the opportunity to provide a brief explanation of the impact of your career disruption(s) on your research and research achievements.

Supporting evidence must be provided to substantiate your claims for eligibility in terms of years since your PhD was obtained. For a definition of what is considered a career disruption, refer to section 6.2.1 of the NHMRC Funding Rules 2017 and section 5.1 of the CDF Funding Rules. All career disruptions will be reviewed.

For each career disruption, click on the ‘New’ button and follow the below instructions. Create a new career disruption for every time the FTE of the career disruption changes.

**Career Disruption**

Enter the **Start Date** and **End Date**, (RGMS will automatically calculate the number of days) and select a **Reason** from the drop down list, if you select ‘other’ please provide a brief reason for the career disruption

(1000 character limit, including spaces and line breaks).
Full Time Equivalent of the Career Disruption

State the percentage full time equivalent (FTE) of the career disruption in accordance with your Institution’s conditions of employment. Do not enter a percentage sign e.g. If you researched for 3 days/week (60% FTE) and looked after children for 2 days/week (40% FTE), you should enter 40 as the FTE (%).

Accumulated Days

RGMS will automatically calculate the total full-time equivalent accumulated days of the career disruption. This calculation is based on calendar days.

To determine your eligibility, these accumulated days will be subtracted from the number of years (as at 31 March of the application year) since the date your doctoral thesis was passed.

An example of Accumulated Days calculation is provided here: if you looked after children for 2 days/week from 1 April 2012 to 30 November 2012 (244 days – note that the start and end dates are included), the accumulated days of the career disruption would be 244 x 40% = 98 days.

Impact

You have a 500 character limit (including spaces and line breaks) in which to clearly outline the impact the career disruption had on your productivity within the last five years. This field must only be used to:

a. provide a brief summary of the career disruption
b. state the impact on your research output/productivity
c. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application
d. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g. to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

Supporting Evidence

Upload documentation (refer to section 5.1 of the CDF Funding Rules 2017 for allowable forms of documentation and required content) supporting each claim of career disruption unless the career disruption is of a sensitive nature (see below). The evidence should be uploaded as a PDF file (2 Mb maximum) using the following naming convention: APP########_Applicant’s Surname_CD Evidence.pdf. If there is more than one career disruption, add a number suffix to the name of each PDF document that agrees with the listed order of your career disruptions (e.g. APP########_Applicant’s Surname_CD Evidence_1.pdf, APP########_Applicant’s Surname_CD Evidence_2.pdf, APP########_Applicant’s Surname_CD Evidence_3.pdf).

Important: You must upload supporting evidence for EVERY claim of career disruption.

Sensitive Career Disruptions

If the career disruption is of a highly sensitive nature and an applicant does not wish to share the details with the peer review panel, details may be submitted separately to NHMRC rather than via B-CD of their CDF application. For example, an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim details separately.

Applicants wishing to submit a sensitive career disruption should:

1. Create a 'New' career disruption in B-CD of their application
2. Select ‘Sensitive Career Disruption’ from the Reason drop down and enter the Start Date, End Date, FTE, and Accumulated Days as described above
3. Provide details of the impact of your career disruption period claimed in your application. Provide details of additional research outputs (those that occurred in the relevant preceding years) as described above that you want the reviewers to consider when assessing your application.
4. Upload a blank PDF as Evidence
5. Provide details of the nature and evidence of the career disruption in a separate PDF document to NHMRC in-confidence to email address: career.disruptions@nhmrc.gov.au, Attention: Career Development Fellowships, by the application close time. This PDF must include evidence as specified in section 5.1 of the CDF Funding Rules. Ensure your Application ID number is included in the PDF.

Claims for sensitive career disruptions will be reviewed and assessed by Senior NHMRC Staff. The peer review panel will be advised if the career disruption is accepted and which years should be considered, without reference to details.

Note: Where a sensitive career disruption exists, the applicant is required to make a separate submission for any new NHMRC application submitted, on which they are a named Chief Investigator.

2.7 B-CDS: Career Development Strategy
In the text boxes provided, outline of your

Career Development Strategy – short and long term
Support Systems in Proposed Research Environment
Potential to Build/Further Build a Research Team

For Industry category applicants, outline the suitability of your proposed Industry Partner and describe the commercialisation skills to be gained from your industry placement and how these will be acquired and applied to future academic endeavours.

(2000 character limit, including spaces and line breaks for each section)

Together with your Research Proposal and various CV information, this section will be used to assess your application against Assessment Criterion 3 (refer to CDF Peer Review Guidelines, Attachment A).

2.8 B-GP: Grant Proposal

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Research Proposal (including references)</td>
<td>5 pages</td>
</tr>
<tr>
<td>B. Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal should be downloaded from the NHMRC website. Applicants must use this template to complete their Grant Proposal. Naming, size and formatting requirements are set out in section 10.3 of the NHMRC Funding Rules 2017. Applications that fail to comply with these requirements or the above page limits 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.

A. Research Proposal

Provide a brief research plan (maximum five A4 pages, including references). The plan should:

- describe your research vision for the next four years
- outline the proposed research objectives, basic methodologies and expected outcomes
- describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research
- describe how you intend to support your proposed research (e.g. intended funding requests, current funding, institutional support)

References relating to the Research Proposal must:

- be in an appropriate standard journal format
- list authors in the order in which they appear in PubMed
- not include web links (refer to section 10.3 of the NHMRC Funding Rules 2017, for further information)
- only include references to cited work.

B. Indigenous Research Excellence Criteria (if applicable)

If at least 20% of your research effort and/or capacity building relates to Aboriginal and Torres Strait Islander health and you answered ‘yes’ to the Aboriginal and Torres Strait Islander Research question at A-PA: Application Properties, you will need to use a maximum of two pages to:

- describe and demonstrate what proportion of the research effort and/or capacity building activity will be directed to Aboriginal and Torres Strait Islander health
- address the Indigenous Research Excellence Criteria as set out in section 6.3 of the NHMRC Funding Rules 2017.

2.9 B-PPRC: Publications, Papers, Reports & Contribution

Most significant contributions in the last five years.

In the space provided, comment on up to four of your most significant publications, papers, reports or other contributions in the last five years (or equivalent full time research if career disruptions exist). The reason for including these should be outlined. For any multi-author papers you include, specify your role in/contribution to these papers.
Most significant contributions over the course of your career.

In the space provided, comment on up to four of your most significant publications, papers, reports or other contributions over the course of your career. The reason for including these should be outlined. For any multi-author papers you include, specify your role in/contribution to these papers.

Note the following points when answering the above questions:

1. Specifying your role in/contribution to any multi-author papers you include may be particularly important for bioinformatician/biostatistician applicants. NHMRC recognises that the collaborative and technical nature of bioinformatics research means that the track record of a competitive early- to mid-career bioinformatician does not have the same appearance as that of an experimental researcher and that, in most cases, in order for bioinformaticians to obtain first authorship, significant methodological changes in data analysis and extraction must be evident. Such significant changes in methodology in bioinformatics are uncommon in the field but bioinformaticians nevertheless do make major contributions which may not be readily apparent from the author position and such roles need to be made clear.

2. Applicants can highlight the citations rate of their most significant publications in this section. If they wish to do so, applicants can state the citation rate of other publications relevant to their research in B-GP: Grant Proposal.

3. NHMRC no longer uses the impact factor of journals as a part of its assessment processes. Therefore, the impact factor of each publication should not be included. Further information can be found in section 10.3 of the NHMRC Funding Rules 2017.

2.10 B-COL: Collaboration

Past collaborations

Provide details of past collaborations, including your role (e.g. initiator) and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care).

Current collaborations

Provide details of current collaborations, including your role (e.g. initiator) and any resulting or expected outcomes (e.g. publications, patents, translation into policy or practice, primary health care outcomes).

Note the following point when answering the above questions:

1. Be specific about your role in/contribution to any multi-author publications you include. Specifying your role in/contribution to any multi-author papers you include may be particularly important for bioinformatician/biostatistician applicants. NHMRC recognises that the collaborative and technical nature of bioinformatics research means that the track record of a competitive early- to mid-career bioinformatician does not have the same appearance as that of an experimental researcher and that, in most cases, in order for bioinformaticians to obtain first authorship, significant methodological changes in data analysis and extraction must be evident. Such significant changes in methodology in bioinformatics are uncommon in the field, but bioinformaticians nevertheless do make major contributions which may not be readily apparent from the author position and such roles need to be made clear.

2.11 B-IP: Industry Partner (CDF)

The B-IP Industry Partner (CDF) page will only be visible if you select 'Industry' as the category of CDF you are applying for in B-AICDF.

Only Industry CDF applicants need to complete this section.

Industry Partner Details & Contribution

Partner Name

Enter the name of your Industry Partner.

Address

Provide the address of the Industry Partner.

Industry Partner Contribution/Contribution ($AUD)

Provide details of the contribution (both financial and/or in-kind) that will be provided by the Industry Partner.
Industry Partner Letter of Support

Attach a letter of support from the Industry Partner on the organisation’s letterhead. The letter should include the following information:

- A brief profile of the organisation
- Details of the cash and in-kind support that will be provided including the purpose of the contributions and amounts
- Information concerning the Industry Partner’s Australian Business Number (ABN), internet address and Australian New Zealand Standard Industry Classification (ANZIC)
- A statement allowing the name and a brief description of the Industry Partner to be published on the NHMRC website against the application, should the application be successful.

The certification should be completed by the appropriate person from that organisation.

The letter of support should be uploaded as a PDF file using the following naming convention: APP######_Applicant's Surname_Industry Partner.pdf

Annual Report

Include the URL (web link) for the Industry Partner’s most recent Annual Report.

Placement Details

Provide the anticipated Start Date(s), End Date(s) and Hours Worked/Week of your industry placement(s).

Commercialisation Outcomes

In the spaces provided, provide a brief description of:

1. Where applicable, how does your Industry Partner expect to use the outcome of this research?

(1000 character limit, including spaces and line breaks)

1. Describe the commercialisation skills to be gained from your industry placement, how these will be acquired and applied to future academic endeavours.

(2000 character limit, including spaces and line breaks)

Research Fellowships scheme-specific advice and Instructions to applicants

The following sections provide additional advice about parts of the application that are specific to the National Health and Medical Research Council (NHMRC) Research Fellowships scheme, and must be read in conjunction with the following documents:

- the NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes
- the NHMRC Funding Rules 2017, incorporating the Research Fellowship Scheme-Specific Funding Rules, which set out the rules, processes and considerations relevant to NHMRC funding
- the Guide to NHMRC Peer Review 2017, incorporating the Research Fellowship Scheme-Specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1. Curriculum Vitae (CV) requirements

Relevant sections of your Research Grants Management System (RGMS) CV must be completed as part of your application (see section 10 of the NHMRC Funding Rules 2017). For Research Fellowships, applicants are only required to complete those sections outlined below. Should more information than is required be entered, only the required information will be imported from the 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 assessors. 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 applicant 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 on the NHMRC website.

1.1 CV-QAP: Qualifications, Awards and Prizes

Click 'New' to enter each qualification, award and prize you have received. Select the appropriate type and click 'Save'. You will then be taken to a
page where you can enter additional details of your qualifications, awards and prizes.

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.

Research Fellowship applications require information on ALL your qualifications, awards and prizes.

### 1.2 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.

Research Fellowship applications require information on ALL your employment history.

### 1.3 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.

Research Fellowship applications require information on ALL your appointments.

### 1.4 CV-CD: Career Disruption

If applicable, the applicant should use this opportunity to declare any career disruptions (see NHMRC Funding Rules 2017, section 6.2.1 for further information on what constitutes a ‘career disruption’). The assessment of your track record can then be assessed objectively taking all relevant factors into account. All career disruptions will be reviewed to ensure they meet policy guidelines.

**For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years (see table). You should therefore add any publications or other components of your Track Record that you want peer reviewers to consider predating five years by two years (see below for further details on how to capture this in your application).**

<table>
<thead>
<tr>
<th>Work status over past 5 years</th>
<th>FTE (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 years maternity leave (6 months)</td>
<td>0</td>
</tr>
<tr>
<td>0.5 FTE for 3 years</td>
<td>1.5</td>
</tr>
<tr>
<td>1.5 years full time</td>
<td>1.5</td>
</tr>
<tr>
<td>TOTAL in past 5 years</td>
<td>3</td>
</tr>
</tbody>
</table>

**Career Disruption**

Select the appropriate career disruption type from the drop down menu.

**Explanation**

a. state the impact on your research output/productivity;

b. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application; and

c. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g., to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

(Maximum of 2000 characters including spaces and line breaks)

**Date**

You must nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

If the career disruption is of a highly sensitive nature and the applicant does not wish to share this information with the Peer Review Panel,
Details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

a. indicate in this section that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature
b. provide details of the claim, including the nature of the career disruption and the period of time affected, in a separate PDF document to NHMRC in-confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the relevant scheme, by the application close date. Ensure your application identification (ID) number is included in the PDF, together with supporting evidence, where required. The separate PDF must not exceed one A4 page in length and must comply with the formatting requirements outlined in the NHMRC Funding Rules 2016 section 10.3.3.

Claims for sensitive career disruptions will be reviewed and assessed by NHMRC. Their decision will be forwarded to the peer review panel without reference to details, advising if the career disruption is accepted and which time periods should be considered.

Note: Where a sensitive career disruption exists, the applicant is required to make a separate submission for each new NHMRC application submitted, on which they are a named Chief Investigator.

Research Fellowship applications require information on your career disruptions for the last 10 years.

1.5 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 section 6.2 of the NHMRC Funding Rules for further information on what constitutes 'relative to opportunity').

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). Entries will be listed in reverse chronological order.

Research Fellowship applications require information on your relative to opportunity considerations for the last 10 years.

1.6 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.

Research Fellowship applications require information on ALL your professional memberships.

1.7 CV-CP: Conference Participation

Click ‘New’ to start a new entry for any speaking invitations you have completed. You should provide details such as conference title, country, your speaker 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.

Please note that Keynote Speaker and Plenary Speaker are interchangeable terms and refer to stand-alone presentations by a single featured speaker.

All information from the last 10 years must be updated as the ‘Role’ and ‘National/International’ fields are now mandatory.

Research Fellowship applications require information on your conference participation for the last 10 years.

Note:
Information entered in the Summary field will not be made available to Research Fellowship assessors and will not be taken into consideration. Only participation as an Invited Speaker, Plenary Speaker, Keynote Speaker and Session Chair will be presented to Research Fellowship assessors, no other roles will be considered by assessors.

### 1.8 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 Participation in Health and Medical Research (the Statement on Participation) which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so.

Research Fellowship applications require information on your community engagement and participation for the last 10 years.

### 1.9 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.

Research Fellowship applications require information on ALL your patents.

#### 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.*

### 1.10 CV-TPP: Translation into Policy/Practice

Provide details of any research that has resulted in changes to organisational or government policy/practice. Click ‘New’ to start a new entry for any activities which have resulted in research translation. Entries will be listed in reverse chronological order.

**Note:** For schemes that limit the information presented to assessors (e.g. “last five years”) the time period will be based on the date of translation (year of change), NOT the date of the original research.

Research Fellowship applications require information on your translation activities for the last 10 years.

#### General

Provide a relevant short name for the impact of your research on policy or practice (50 characters). Select from the drop down list the type of impact on policy or practice.

#### Research

You should provide a brief description of your research that lead to this impact on policy or practice and the resulting outcomes.

*Maximum of 1500 characters including spaces and line breaks*

From the two drop down lists indicate the year of the research results and your role.

#### Funding Source for Research

Select from the tick boxes if the research was funded by NHMRC, other Australian Institute or an International source.

#### Details of Research Impact

Please provide details of the organisation, government department etc. that benefited from the research.
Select the geographical extent of this impact on policy or practice. 
Indicate the year the change was translated/implemented and provide details of the changes which resulted.

1.11 CV-CN: Contribution to NHMRC
Click 'New' to start a new entry to indicate the number of times you have participated in a NHMRC Peer Review Panel, NHMRC Grant Advisory Group, Assigners Academy or other listed activity. Provide details of your role, the year of participation and in the situation of external assessments, the number of assessments that you have provided.
Research Fellowship applications require information on your contribution to NHMRC for the last 10 years.

1.12 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.
Research Fellowship applications require information on your editorial responsibilities for the last 10 years.

1.13 CV-SM: Supervision and Mentoring
Details relating to Research Fellowship applicant’s supervision and mentoring record will be captured in B-TTC2: Research Supervision and Mentoring Summary (see section 2.9).
Information provided in this section will not be presented to assessors for Research Fellowship applications.

1.14 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.
Research Fellowship applications require information on your NHMRC research funding for the last 10 years.
Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants.
Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

1.15 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.
Research Fellowship applications require information on your other research funding for the last 10 years.
Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

1.16 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 a 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.
Research Fellowship applications require information on ALL your publications.
1.17 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.

1.18 CV-TPCO: Therapeutic Products and Commercial Outcomes

Click ‘New’ to start an entry for any therapeutic products or commercial outcomes for which you contributed significantly to the development effort. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

*Research Fellowship applications require information on your contributions to the therapeutic products or commercial outcomes for the last 10 years.*

1.19 CV-RD: Research Data

Click ‘New’ to start an entry for any research datasets that you have collected or created for your research. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

*Research Fellowship applications require information on your research datasets for the last 10 years.*

1.20 CV-RT: Research Tools

Click ‘New’ to start an entry for any research tools (e.g. new or improved techniques, instruments, procedures) for which you contributed significantly to the development effort.

*Research Fellowship applications require information on your research tools for the last 10 years.*

2. Scheme-specific application details

The following sections of the application form are specific to Research Fellowships, and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.

2.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following changes to the Research Fellowships-specific parts of the application form:

Section 9.1 Applicants can inform NHMRC of any special considerations for their interview via a webform.

The requirement for professors to apply at PRF or SPRF levels and provide a justification if applying at SRF levels has been removed.

2.2 B–AI: Application Information

**Type of Application**

From the drop-down list, select the Type of Application (refer to the Research Fellowships Funding Rules section 7) you are submitting.

a. *Initial Application*
b. *Reapplication*
c. *Reapplication with Promotion*
d. *Promotion out of Synchrony*

**Level of Fellowship**

From the drop-down list, select the Level of Fellowship (refer to the Research Fellowships Funding Rules section 7) you are applying for:

a. Senior Research Fellowship General (SRF General)
b. Senior Research Fellowship Level A (SRF A)
c. Senior Research Fellowship Level B (SRF B)
d. Principal Research Fellow (PRF)
e. Senior Principal Research Fellow (SPRF).
Part-time Fellowship

From the drop-down box, indicate whether a part-time Research Fellowship is sought. Part-time fellowships are awarded in specific circumstances (refer to the Research Fellowships Scheme-Specific Funding Rules section 5.2.2) which may include:

- parental or carer responsibilities where available work time is reduced; or
- personal circumstances such as illness where available work time is reduced.

Part-time percentage

From the drop-down box, indicate what part-time percentage is sought.

Part-time supporting evidence

You should provide supporting evidence for your request for a part-time fellowship in relation to the specific circumstances that are outlined in the Funding Rules (refer to the Research Fellowships Scheme-Specific Funding Rules section 5.2.2).

(Maximum of 2000 characters including spaces and line breaks).

You must also provide your RAO with a written statement from your employer confirming your full-time equivalent (FTE) and reason for FTE (refer to the Research Fellowships Scheme-Specific Funding Rules section 6.2).

2.3 B–AIA: Application Information - Additional

Appointments

From the drop-down box, select ‘Yes’ if you hold any of the following appointments:

- A Director in an independent Medical Research Institute, Institute or Center under university or hospital governance, or a position as a Dean, Deputy Vice-Chancellor or Pro Vice-Chancellor with substantial administrative responsibility.

TAI (Translation Advancement Incentive) Option

From the drop-down box, select whether you wish to apply for a TAI.

Note: Applicants should refer to the Research Fellowships Scheme-Specific Funding Rules section 8.3.1 for a description of the Translation Advancement Incentive.

TAI Type

Indicate whether you wish to apply for a Health Practice or Industry TAI.

If you select “Industry” TAI, you are required to fill out the B-ICP: Industry/Commercial Partner (RF) page. You must provide the name and address of the industry/commercial partner(s). You are also required to upload a letter of support on the industry/commercial partner(s) organisation’s letterhead.

The letter must include the following information:

- a brief profile of the organisation;
- details of the cash and/or in-kind support that will be provided, including the purpose of the contributions;
- that the industry/commercial partner has the capability to progress a product or application to the market;
- the letter must be dated within 12 months prior to the round close date; and
- the application ID number, (if it is known at the time of authorship) or other identifying content must be included to confirm financial support for the application.

Select the browse icon and upload your letter.

TAI Justification

You must make a strong case for the award of a TAI by addressing the following points in your application. Failure to do so will result in a TAI not being awarded.

You must

- Provide evidence that the research has advanced past the basic research phase.
- Provide an action plan outlining the health practice or commercialisation activity (translation activities) that is being undertaken, including evidence that it has commenced and information about how the funds will be used in accordance with the Research Fellowships Scheme-Specific Funding Rules section 8.3.1.
- Provide justification about how additional funding will assist with implementing translational activities.
- Indicate how the translational activities are achievable within the duration of the Fellowship.
2.4 B–AES: Application Executive Summary

The Application Executive Summary provides an opportunity for you to highlight the most compelling evidence in support of your application. In this section, you should:

- outline your case for being awarded a Research Fellowship, NOT your research plan, as this is to be addressed in ‘Grant Proposal’.
- provide a justification for the level of fellowship sought by summarising your claims against the Research Fellowships assessment criteria.

You should refer to the Research Fellowships Scheme-Specific Funding Rules, Category Descriptors (Attachment A) and Statement of Expectations (Attachment B) for further guidance.

(Maximum 4000 characters including spaces and line breaks).

2.5 B–LED: Intellectual Leadership

Intellectual Leadership

Summarise your intellectual leadership. Highlight your leadership in terms of recognition of your commitment to your field of research over the course of your career, paying particular attention to the past five years.

Things you may wish to emphasise could include the role you have in your immediate research team, and briefly, any other teams or collaborations you are or have been involved with. You may include references to your national and international profile and conference participation.

Specific details relating to your publications and conference participation will be drawn from your CV.

Any information provided in this section should be a summary of your key recognitions and achievements to which you wish to draw particular attention and not a repeat of details already provided in your CV.

(Maximum of 1000 characters including spaces and line breaks).

2.6 B–CON: Contribution to the Field of Research

Contribution to the Field of Research

Summarise your contribution to your field of research over the course of your career, paying particular attention to the past five years.

Outline details such as your participation in peer review activities, editorial responsibilities or positions held in scientific or professional societies. Summarise contributions to the profession, including public communication, advocacy, government advisory roles or clinical practice.

Specific details relating to these areas will be included from your CV.

Information provided in this section should be a summary of your key recognitions and achievements to which you wish to draw particular attention and not a repeat of details already provided in your CV.

(Maximum of 1000 characters including spaces and line breaks).

2.7 B–TTC: Research Supervision and Mentoring

Highlight your supervision and mentoring achievements across your career, including your strategy for attracting students. You should include a summary of any notable positions and/or achievements that have arisen from your supervision and mentoring activities but do not provide specific information on students supervised or mentored in the last 10 years as this will be provided in B-TTC2: Research Supervision and Mentoring Summary.

(Maximum of 2000 characters including spaces and line breaks).

2.8 B–TTC2: Research Supervision and Mentoring Summary

Click ‘New’ to start a new entry for each postdoctoral researcher or postgraduate student you have supervised and/or mentored over the past 10 years.

a. Provide the full Postdoctoral/Student’s Name including relevant titles.
b. Please provide actual Years Involved (not the number of years involved) i.e. 2000-2002.
c. From the drop down list, select your Supervisory Role (Primary Supervisor, Co-Supervisor or Mentor).
d. From the drop down list, select the Level of study completed by your student, (Honours, Masters, PhD or Postdoctoral).
e. From the drop down list, please indicate if your student has Completed their study, (Yes, No or N/A). You should select N/A if you did not supervise/mentor the student to their completion.
f. Briefly describe your Student's Current Role (maximum 200 characters including spaces and line breaks)
g. Additional Comments should focus on your student's outcomes, i.e. did they receive any awards or recognition, what have they gone on to do? Do not repeat information already provided.

### 2.9 B–GP: 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.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Proposal (including references)</td>
<td>5 pages</td>
</tr>
<tr>
<td>Evidence of Rising Trajectory</td>
<td>½ page</td>
</tr>
<tr>
<td>Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website. Applicants must use this template to complete their Grant Proposal. Naming, size and formatting requirements are set out in section 10 of the NHMRC Funding Rules. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see NHMRC Funding Rules 2017, section 10.3.3 for further information).

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

Provide a brief research proposal (maximum five A4 pages, including references). Do not describe your research team as this will be addressed in ‘B-RT: Research Team’. The proposal should describe your vision for the next five years and detail the proposed research objectives, methodologies and expected outcomes. Consideration should also be given to the crucial design elements that enhance reproducibility of research findings.

References relating to the Research Proposal must:

- be in an appropriate standard journal format
- list authors in the order in which they appear in PubMed
- not include web links (see NHMRC Funding Rules section 10.3, for further information)
- only include references to cited work.

#### Evidence of Rising Trajectory

You should highlight and provide evidence of your rising trajectory in relation to assessment criterion 2, ‘Research Output and Leadership’ (maximum additional half A4 page).

#### Indigenous Research Excellence Criteria, if applicable

If at least 20% of your research effort and/or capacity building relates to Aboriginal and Torres Strait Islander health and you answered ‘yes’ to the Aboriginal and Torres Strait Islander Research question at A-PA: Application Properties, you will need to:

- describe and demonstrate what proportion of the research effort and/or capacity building activity will be directed to Aboriginal and Torres Strait Islander health
- address the Indigenous Research Excellence Criteria as set out in section 6.3 of the NHMRC Funding Rules 2017.

(Maximum additional two A4 pages)

### 2.10 B–RT: Research Team

Describe your research team as it relates to your research plan and vision for the next five years.

(Maximum of 2000 characters including spaces and line breaks).
2.11 B–PPRC: Publications, Papers, Reports and Contribution

Most Relevant Publications in Last Five Years

Comment on up to four of your most significant publications, papers, reports and other contributions in the last five years. The reason for including these should be outlined.

(Maximum of 2000 characters including spaces and line breaks).

Most Relevant Publications over Course of Career

Comment on up to four of your most significant publications, papers, reports and other contributions over the course of your career. The reason for including these should be outlined.

(Maximum of 2000 characters including spaces and line breaks).

Note: Applicants can highlight the number of citations for their most significant publications in this section. NHMRC does not use the impact factor of journals as a part of its assessment processes. Accordingly, the impact factors of publications must not be included.

Further information can be found in section 10.3 of the NHMRC Funding Rules.

2.12 B–COL: Collaboration

Past Collaborations

Provide details of past collaborations, including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care outcomes).

(Maximum of 2000 characters including spaces and line breaks).

Current Collaborations

Provide details of current collaborations, including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care outcomes).

(Maximum of 2000 characters including spaces and line breaks).

Boosting Dementia Research Leadership Fellowship Scheme-specific Advice and Instructions to Applicants

The following sections provide additional advice about parts of the application that are specific to Boosting Dementia Research Leadership Fellowship Scheme (the Fellowship), and must be read in conjunction with the following documents:

- the NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes
- the NHMRC Funding Rules 2017, incorporating the scheme-specific Funding Rules, which set out the rules, processes and considerations relevant to NHMRC funding
- the Guide to NHMRC Peer Review 2017, incorporating the scheme-specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1. CV requirements

Relevant sections of your Research Grants Management System (RGMS) Curriculum Vitae (CV) must be completed as part of your application (see section 10.3 of the NHMRC Funding Rules 2017). For the Fellowship application, you are only required to complete those sections as 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 assessors. 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 applicant 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. Fellowship applicants are required to complete the following sections of their CV:
1.1 CV-QAP: Qualifications, Awards and Prizes

Click ‘New’ to enter each qualification, award and prize you have received. Select the appropriate type and click ‘Save’. You will then be taken to a page where you can enter additional details of your qualifications, awards and prizes.

Your qualifications, awards and prizes will appear in 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 under either CV-RF: NHMRC Research Funding or CV-ORF: Other Research Funding. Unpaid fellowships can be entered under this section as an award.

1.2 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.

Fellowship applications require information on your conference participation for the last five years only.

1.3 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.

Fellowship applications require this information for the last five years only.

1.4 CV-CD: Career Disruption

Fellowship applicants do not need to complete this section of the CV. This information is captured in the scheme-specific B-CD section of the application. Any information entered here in CV-CD will not be presented to assessors.

1.5 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 section 6.2 of the NHMRC Funding Rules 2017 for further information on what constitutes ‘relative to opportunity’).

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). Entries will be listed in reverse chronological order.

Fellowship applications require this information for the last five years only.

1.6 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.

1.7 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.

Please note that Keynote Speaker and Plenary Speaker are interchangeable terms and refer to stand-alone presentations by a single featured speaker.

Fellowship applications require this information for the last five years only.

Note:
- do not provide the conference abstract in this section as this information is not required
- information entered in the 'Conference Presentation Summary' field will not be made available to assessors and will not be taken into consideration for the Fellowships.

1.8 CV-CE: Community Engagement

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 Participation in Health and Medical Research (the Statement on Participation) which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so.

Fellowship applications require this information for the last five years only.

1.9 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 tick boxes provided, 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).

Provide details on the applicability and/or the impact of the patent.

(Maximum of 500 characters including spaces and line breaks).

1.10 CV-TPP: Translation into Policy/Practice

Click 'New' to start a new entry for any activities which have resulted in research translation. Provide details of any research that has resulted in changes to organisational policy/practice. Entries will be listed in reverse chronological order.

Fellowship applications require information detailing any research that has resulted in changes to organisational or government policy/practice in the last five years only.

Note: The five year period will be based on the date of translation (year of change), NOT the date of the original research.

General

Provide a relevant short name for the impact of your research on policy or practice (50 characters). Select from the drop down list the type of impact on policy or practice.

Research

You should provide a brief description of your research that lead to this impact on policy or practice and the resulting outcomes.
From the two drop down lists indicate the year of the research results and your role.

**Funding Source for Research**

Select from the tick boxes if the research was funded by NHMRC, other Australian Institute or an International source.

**Details of Research Impact**

Provide details of the organisation, government department etc. that benefited from the research. (Maximum of 200 characters including spaces and line breaks).

Indicate the year the change was translated/implemented and provide details of the changes which resulted. (Maximum of 1500 characters including spaces and line breaks).

1.11 CV-CN: Contribution to NHMRC

Click 'New' to start a new entry to indicate the number of times you have participated in a NHMRC Peer Review Panel, NHMRC Grant Advisory Group, Assigners Academy or other listed activity. Provide details of your role, the year of participation and in the situation of external assessments, the number of assessments that you have provided.

*Fellowship applications require this information for the last five years only.*

1.12 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.

*Fellowship applications require this information for the last five years only.*

1.13 CV-SM: Supervision and Mentoring

Click 'New' to highlight your supervision and mentoring achievements, include any notable positions and/or achievements that have arisen from your supervision and mentoring activities.

Details relating to Fellowship applicants’ supervision and mentoring record will be captured in the scheme-specific B-TTC2 section of the application.

1.14 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.

*Fellowship applications require this information for the last five years only.*

**Note:** You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

Applicants are ineligible to apply if they have previously held or currently hold any of the following:

- NHMRC-ARC Dementia Research Development Fellowships Scheme
- NHMRC Career Development Fellowships 2
- NHMRC Research Fellowships
- NHRC Practitioner Fellowships

1.15 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.

Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants.
Fellowship applications require this information for the last five years only.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

Applicants are ineligible to apply if they have previously held or currently hold any of the following:

ARC (Australian Research Council) Australian Laureate Fellowships
ARC Future Fellowships

1.16 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 Research Grants Management System 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.

1.17 CV-TPCO: Therapeutic Products and Commercial Outcomes

Click ‘New’ to start an entry for any therapeutic products or commercial outcomes for which you contributed significantly to the development effort.Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

Fellowship applications require this information for the last five years only.

1.18 CV-RD: Research Data

Click ‘New’ to start an entry for any research datasets that you have collected or created for your research. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

Fellowship applications require this information for the last five years only.

1.19 CV-RT: Research Tools

Click ‘New’ to start an entry for any research tools (e.g. new or improved techniques, instruments, procedures) for which you contributed significantly to the development effort.

Fellowship applications require this information for the last five years only.

2. Minimum Data Requirements

Minimum data must be entered in RGMS by 5:00pm Australian Eastern Daylight Time (AEDT) on 18 January 2017 to allow the NHMRC to commence sourcing suitable assessors. Applications that fail to satisfy this requirement will not be accepted. Applicants are also reminded to complete the recommended fields below with correct information. Using placeholder text such as “text”, “synopsis” or “xx” etc. are not acceptable as minimum data.

Minimum data for this call consists of the following:

General: Specifically, Administering Institution, Application Title, Aboriginal/Torres Strait Islander Research, and Synopsis
A-RC: Research Classification
B-AI: Application Information: Priority theme addressed by the application.

Research Administrative Officer (RAOs) are not required to certify applications for the purpose of minimum data. Applications should only be certified once complete and ready for submission (see section 10.4 of the NHMRC Funding Rules 2017 and section 6 of the NHMRC Advice and Instructions to Applicants 2017).

Note:

The above information will be used to identify review panels and assessors. Applicants are advised that any change made to the above fields after 18 January 2017 may impact the review of the application
Completed applications must be submitted to the NHMRC in RGMS by 5:00pm (AEDT) on 8 February 2017. Late applications will not be accepted.
3. Scheme-specific application details

The following sections of the application form are specific to Boosting Dementia Research Leadership Fellowship (the Fellowship) applications, and must be completed as part of your application.


3.1 B-AES: Application Executive Summary (the Fellowship)

In the Application Executive Summary (AES), applicants must summarise their claims against the Fellowship assessment criteria 1, 2 and 3. The AES provides an opportunity for the applicant to highlight the most compelling evidence to support their application against the assessment criteria of ‘Research output and potential’, ‘Research leadership’, and ‘Vision for the next four years’. Applicants should use these named fields to address the three criteria specifically.

(2000 character limit per criterion, including spaces and line breaks)

All criteria are assessed relative to opportunity (see section 6.2 of the NHMRC Funding Rules 2017). Guidance on specific issues that applicants may wish to address in their AES in reference to the assessment criteria is provided in Table 1 below.

Applicants are reminded:

- do not repeat information provided in your application CV sections
- focus on your case for appointment to the Fellowship scheme
- ensure the significance of your achievements relative to your field is clear

Note: This table refers to the AES only. All applicants will be assessed and scored against the more detailed assessment criteria and category descriptors in Attachment A.

Table 1: Boosting Dementia Research Leadership Fellowship Assessment Criteria and the AES
<table>
<thead>
<tr>
<th>Fellowship Assessment Criteria</th>
<th>Application Executive Summary</th>
</tr>
</thead>
</table>
| **Criterion 1**: Research output and potential for further career development in health and medical research (50%) | Guidance for the applicant:  
  - provide a brief summary of your most significant contributions to your field of research  
  - summarise evidence of peer recognition (publications, grants, prizes, awards, speaking invitations)  
  - summarise evidence that demonstrates your growing national and international standing  
  - briefly outline your most significant contributions to commercialisation of research and/or contributions to clinical or public health policy, practice or health services development  
  - comment on the trajectory of your research career  
  - for Aboriginal and Torres Strait Islander applicants in particular, outline any additional contributions you have made that are relevant to the assessment of your research output eg. policy development, service delivery |
| **Criterion 2**: Research leadership (25%) | Guidance for the applicant:  
  - highlight the significance of your community activities and linkages  
  - summarise your contributions to supervision, mentoring and training  
  - for Aboriginal and Torres Strait Islander applicants in particular, outline any additional contributions you have made that are relevant to the assessment of your research leadership eg community activities and linkages |
| **Criterion 3**: Vision for the next four years and career development strategy, taking into account the aims of the Boosting Dementia Research Leadership Fellowship scheme and quality of the research environment (25%) | Guidance for the applicant:  
  - provide a clear outline of your career development strategy in relation to your:  
    - strategies for building research independence  
    - planning for the development of your dementia research leadership capabilities  
    - demonstrate cost effectiveness and value for money in the context of the objectives and desired outcomes  
    - demonstrate your understanding of consumer perspectives, and the benefits of actively engaging consumers in the proposed research. |

### 3.2 B-AI: Application Information

**Priority Theme**

From the drop down list, select one of the five NNIDR Priority Themes that best describes your research:

- Prevention
- Assessment and diagnosis
- Intervention and treatment
- Living with Dementia
- Care

**Time Commitment**

From the drop-down list, indicate whether a full or part-time Fellowship is being sought. Refer to sections 4.4.2 and 4.4.3 of the Boosting Dementia Research Leadership Fellowship Funding Rules for further information on part-time Fellowships.

**Percentage**
If you are applying for a part-time Fellowship, indicate the percentage of time (50-90%) you will devote to the research associated with this award. Percentage of time must be in increments of 10%.

**Non-Fellowship Time**

If you are applying for a part-time Fellowship, briefly explain how your non-fellowship time will be spent. You should provide supporting statements for your request for a part-time Fellowship in relation to the specific circumstances that are outlined in sections 4.4.2 and 4.4.3 of the *Boosting Dementia Research Leadership Fellowship Funding Rules*.

For example: "I am applying for a 60% Boosting Dementia Research Leadership Fellowship. One day of my non-Fellowship time will be spent on professional activities working in the Fox Field Clinic. The other non-Fellowship day will be spent caring for my children."

*(400 character limit, including spaces and line breaks)*

**Employer Letter of Support**

If you are applying for a part-time Fellowship, using the 'Choose File' button, upload a PDF "Letter of Support" from your employer confirming:

For professional part-time applications:
- you hold (or have been offered) a complementary salaried position for the duration of the award
- an undertaking that this employer will release you to conduct the research associated with this Fellowship
- an undertaking that this employer will fund the balance of your work time
- the Full Time Equivalent (FTE) of your research position.

For personal part-time applications in any category:
- you will not work full-time and all of your employed time will be spent conducting the research and work associated with the Fellowship, not other paid professional work unrelated to the Fellowship (unless you are also applying for a professional part-time Fellowship)
- the Full Time Equivalent (FTE) of your research position.

The letter must be:

- provided on the employer’s official letterhead
- signed by the appropriate delegate
- uploaded as a single PDF file using the naming convention

   `APP#######_Applicant’s Surname_Employer Letter of Support.pdf`

**PhD approval date**

Select 'Yes' or 'No' from the drop down list to indicate whether or not you hold a PhD.

If you answered 'Yes', indicate the date of the letter advising that your doctoral thesis was passed (not the date of the date of the conferral ceremony).

If you answered, 'Yes', use the upload field to upload a copy of your letter advising the date your PhD was passed. The letter should be uploaded as a single PDF file using the following naming convention: `APP#######_Applicant’s Surname_PhD Evidence.pdf`.

**PhD/PhD Equivalent Evidence**

If you answered, 'No', use the upload field to upload supporting documentation for your PhD Equivalent. This document should be uploaded as a single PDF file using the following naming convention: `APP#######_Applicant’s Surname_PhD Equivalent Evidence.pdf`.

This information will be used to assess your eligibility to apply for a Fellowship and it is therefore advisable that you read the eligibility criteria outlined in section 4.1.2 of the *Boosting Dementia Research Leadership Fellowship Funding Rules*.

Please check that you meet the requirements for the Fellowship in relation to the maximum time elapsed since the letter advising your doctoral thesis was passed.

Refer to the *Boosting Dementia Research Leadership Fellowship Funding Rules*, section 4.1 Qualifications for further details relating to eligibility.

**Head of proposed laboratory/department/workplace**

State the name, position and institute of the person who will be your immediate supervisor if you are successful in obtaining a Fellowship.

### 3.3 B-TTC2: Research Supervision and Mentoring Summary

Click ‘New’ to start a new entry for each postdoctoral researcher or postgraduate student you have supervised and/or mentored over the past 10 years.

- include names of any postdoctoral researchers, postgraduate and undergraduate students
(do not include research staff)
select years of involvement (e.g. 2014-2016)
identify your supervisory role (co-supervisor, mentor, primary supervisor)
select student's level of qualification (Honours, Masters, PhD, Postdoctoral)
confirm whether student has completed their qualification (yes/no)
describe student's current role (200 character limit)
include any additional comments – what was your student’s outcomes, i.e. did they receive any awards or recognition, what have they gone on to do? (1000 character limit).

Click ‘Save’ between each entry. Do not repeat information already provided.

3.4 B-CD: Career Disruption

NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. You must provide supporting evidence of any career disruptions in this section of the application, unless the career disruption is of a sensitive nature (see below).

You are also given the opportunity to provide a brief explanation of the impact of your career disruption(s) on your research and research achievements.

Supporting evidence must be provided to substantiate your claims for eligibility in terms of years since your PhD was obtained. For a definition of what is considered a career disruption, refer to section 6.2.1 of the NHMRC Funding Rules 2017 and section 4.4 of the Boosting Dementia Research Leadership Fellowship Funding Rules. All career disruptions will be reviewed.

For each career disruption, click on the 'New' button and follow the instructions below. Create a new career disruption for every time the FTE of the career disruption changes.

Career Disruption

Enter the Start Date and End Date (RGMS will automatically calculate the number of days) and select a Reason from the drop down list, if you select ‘other’ please provide a brief reason for the career disruption (1000 character limit, including spaces and line breaks).

Full Time Equivalent of the Career Disruption

State the percentage full time equivalent (FTE) of the career disruption in accordance with your Institution’s conditions of employment. Do not enter a percentage sign. e.g. If you researched for three days/week and looked after children for two days/week, you should enter 40 as the FTE (%).

Accumulated Days

RGMS will automatically calculate the total full-time equivalent accumulated days of the career disruption. This calculation is based on calendar days.

To determine your eligibility, these accumulated days will be subtracted from the number of years (as at 31 March of the application year) since the letter advising your doctoral thesis was passed.

An example of Accumulated Days calculation is provided here: if you looked after children for two days/week from 1 April 2012 to 30 November 2012 (244 days – note that the start and end dates are included), the accumulated days of the career disruption would be 244 x 40% = 98 days.

Impact

You have a 500 character limit (including spaces and line breaks) in which to clearly outline the impact the career disruption had on your productivity within the last five years. This field must only be used to:

- provide a brief summary of the career disruption
- state the impact on your research output/productivity
- provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application
- if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g. to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

Supporting Evidence

Upload documentation (see section 4.1.1 of the Boosting Dementia Research Leadership Fellowship Funding Rules) for allowable forms of documentation and required content) supporting each claim of career disruption unless the career disruption is of a sensitive nature (see below). The evidence
should be uploaded as a PDF file (2 MB maximum) using the following naming convention: APP#######_Applicant’s Surname_CD Evidence.pdf. If there is more than one career disruption, add a number suffix to the name of each PDF document that agrees with the listed order of your career disruptions (e.g. APP#######_Applicant’s Surname_CD Evidence_1.pdf, APP#######_Applicant’s Surname_CD Evidence_2.pdf, APP#######_Applicant’s Surname_CD Evidence_3.pdf).

**Important:** You must upload supporting evidence for EVERY claim of career disruption.

### Sensitive Career Disruptions

If the career disruption is of a highly sensitive nature and an applicant does not wish to share the details with the grant review panel, details may be submitted separately to NHMRC rather than via BCD of their Fellowship application. For example, an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim details separately.

Applicants wishing to submit a sensitive career disruption should:

1. Create a ‘New’ career disruption in B-CD of their application
2. Select ‘Sensitive Career Disruption’ from the Reason drop down and enter the Start Date, End Date, FTE, and Accumulated Days as described above
3. Provide details of the impact of your career disruption, indicate that the career disruption is of a sensitive nature but include details of the outputs that relate to the career disruption period claimed in your application. Provide details of additional research outputs (those that occurred in the relevant preceding years) as described above that you want the reviewers to consider when assessing your application.
4. Upload a blank PDF as Evidence
5. Provide details of the nature and evidence of the career disruption in a separate PDF document to NHMRC in-confidence to email address: career.disruptions@nhmrc.gov.au, Attention: Priority Driven Research Section, by the application close time. This PDF must include evidence as specified in section 4.1.1 of the *Boosting Dementia Research Leadership Fellowships Funding Rules*. Ensure your Application ID number is included in the PDF.

Claims for sensitive career disruptions will be reviewed and assessed by Senior NHMRC Staff. The grant review panel will be advised if the career disruption is accepted and which years should be considered, without reference to details.

**Note:** Where a sensitive career disruption exists, the applicant is required to make a separate submission for any new NHMRC application submitted, on which they are a named Chief Investigator.

### 3.5 B-GP: Grant Proposal

All applicants will be assessed and scored against the assessment criteria and category descriptors in Attachment A.

Upload your Grant Proposal as a PDF file which must not exceed 2 MB in size. This document is a key source of information for assessors and must comprise the following components.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research Proposal (including references)</td>
<td>5 pages</td>
</tr>
<tr>
<td>2. Research Leadership</td>
<td>2 pages</td>
</tr>
<tr>
<td>3. Career Development Strategy</td>
<td>2 pages</td>
</tr>
<tr>
<td>4. Indigenous Research Excellence Criteria</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word *Boosting Dementia Research Leadership Fellowship Grant Proposal Template* should be downloaded from the NHMRC website. Applicants must use this template to complete their Grant Proposal.

Naming, size and formatting requirements are set out in section 10.3.3 of the NHMRC *Funding Rules 2017*. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10.7 of the NHMRC *Funding Rules 2017*).

Applicants and Research Administration Officers 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.

1. **Research Proposal –** maximum five A4 pages

Provide a brief research plan. The plan should:

- describe your research vision for the next four years
- outline the proposed research objectives, basic methodologies and expected outcomes
describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research.

describe how you intend to support your proposed research (e.g., intended funding requests, current funding, institutional support).

References relating to the Research Proposal must:

- be in an appropriate standard journal format
- list authors in the order in which they appear in PubMed
- not include links to external websites, apart from references to published or peer-reviewed journal articles that are only available online. Where links are included, provide the URL in full
- only include references to cited work.

2. Research Leadership - maximum two A4 pages

Relative to opportunity and to your field, demonstrate exceptional performance in relation to:

- research higher degree (Honours, PhD candidate) supervisions and completions
- mentoring
- contribution to training
- outline your potential to build/further build a research team
- peer review contributions to grant schemes and journal publications
- community engagement activities associated with health research, practice, or policy.

3. Career Development Strategy - maximum two A4 pages

Provide an outline of your vision for the next four years and career development strategy. The plan should include the following:

- strategies for building research independence
- planning for the development of your dementia research leadership capabilities
- understanding of consumer perspectives, and the benefits of actively engaging consumers in the proposed research.

Together with your Research Proposal and CV information, this section will be used to assess your application against Assessment Criterion 3 (see Boosting Dementia Research Leadership Fellowship Peer Review Guidelines, Attachment A).

4. Indigenous Research Excellence Criteria (if applicable) - maximum two A4 pages

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 at A-PA: Application Properties, 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
- address the Indigenous Research Excellence Criteria as set out in section 6.3 of the NHMRC Funding Rules 2017.

3.6 B-PB: Proposed Budget – DRC and Equipment

Enter details of the budget you seek as NHMRC funding, bearing in mind any limits on level and duration specified in the scheme-specific Funding Rules. Further details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines (DRCs), the NHMRC Funding Rules 2017 and the scheme-specific Funding Rules.

For all other budget items, you must enter:

- the item type (e.g., Direct Research Cost, Equipment, etc)
- the name/description of the item
- the total value of the item requested for each year
- a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(Maximum of 500 characters including spaces and line breaks).

The total annual amount requested for each line item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the 'summary' tab of the application form.

Please note:

- NHMRC funds the direct costs of research based on advice from peer review. Applications with poorly justified budget proposals may have their budget adjusted, in accordance with section 8.1 of the NHMRC Funding Rules 2017
- funding cannot be used for infrastructure
- there will be no provision to increase funds for any reason.
Salary Support

Applicants should note that they can only draw one salary from one NHMRC grant/award. It is the CI’s responsibility to inform the NHMRC as to which NHMRC grant/award they will be receiving their salary from (refer to section 7 of the NHMRC Funding Rules 2017).

As part of the project component of your Fellowship, both full-time and part-time applicants are able to request Personnel Support Packages (PSP), within the maximum research project funding amount of $250,000. PSPs should be requested separately under A-RT: Research Team.

3.7 B-PPRC: Publications, Papers, Reports & Contribution

Most significant contributions in the last five years

In the space provided, comment on up to four of your most significant publications, papers, reports or other contributions in the last five years (or equivalent full time research if career disruptions exist). The reason for including these should be outlined. For any multi-author papers you include, specify your role in/contribution to these papers.

(2000 character limit, including spaces and line breaks)

Most significant contributions over the course of your career

In the space provided, comment on up to four of your most significant publications, papers, reports or other contributions over the course of your career. The reason for including these should be outlined. For any multi-author papers you include, specify your role in/contribution to these papers.

(2000 character limit, including spaces and line breaks)

Note the following points when answering the above questions:

- Applicants can highlight the citations rate of their most significant publications in this section. If they wish to do so, applicants can state the citation rate of other publications relevant to their research in B-GP: Grant Proposal.
- NHMRC no longer uses the impact factor of journals as a part of its assessment processes. Therefore, the impact factor of each publication should not be included. Further explanation of NHMRC’s decision to cease using impact factors of journals can be found on the NHMRC Website.

3.8 B-COL: Collaboration

Past collaborations

Provide details of past collaborations, including your role (e.g. initiator) and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care).

(2000 character limit, including spaces and line breaks)

Current collaborations

Provide details of current collaborations, including your role (e.g. initiator) and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care). Be specific about your role in or contribution to any multi-author publications you include.

(2000 character limit, including spaces and line breaks)

Development Grants scheme-specific advice and instructions to applicants

The following sections provide additional advice about parts of the application that are specific to National Health and Medical Research Council (NHMRC) Development Grants scheme, and must be read in conjunction with the following documents:

- the NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes,
- the NHMRC Funding Rules 2017, incorporating the Scheme-Specific funding rules, which set out the rules, processes and considerations relevant to NHMRC funding,
- the Guide to NHMRC Peer Review 2017, incorporating the Scheme-Specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes,
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

Application outcomes are announced as peer review processes are finalised and ministerial approvals are confirmed. Refer to the NHMRC Funding Rules 2017 for further details.
1. CV requirements

Relevant sections of your Research Grants Management System (RGMS) Curriculum Vitae (CV) must be completed as part of your application (see section 10.3.1 of the NHMRC Funding Rules 2017). For Development Grants, 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.

This requirement applies to all Chief Investigators (CIs) named on the application. It is accordingly advisable to check that other CIs have completed/updated their RGMS CVs before finalising an 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 assessors. 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 on the NHMRC website. Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 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 section 6.2 of the NHMRC Funding Rules 2017 for further information on what constitutes ‘relative to opportunity’).

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). Entries will be listed in reverse chronological order.

1.2 CV-CD: Career Disruption

The NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. For guidance on what constitutes a career disruption, refer to section 6.2.1 of the NHMRC Funding Rules 2017. All career disruptions will be reviewed to ensure they meet policy guidelines.

If applicable, you (or members of your CI Team) should use this opportunity to declare any career disruptions that may be relevant to career history. This will ensure that your track record, and the scientific quality are assessed objectively, taking all relevant factors into account.

For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years.

Career Disruption
Select the appropriate career disruption type from the drop down menu.

Impact
Provide a brief explanation on the impact the career disruption/s has had on your research and research achievements and associated productivity relative to stage of career.
(maximum of 2000 characters including spaces and line breaks)

Additional Research Outputs
Provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application. If applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g. to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.
Date

You are required to nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

Note: the maximum duration where career disruptions can be accounted for in the Development Grants schemes is five years.

1.3 CV-Pub: Publications

Development Grant applications require details of your publications in the last five years. 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. Please use NHMRC’s preferred standard referencing styles (refer to section 3.2 of this document).

1.4 CV-RF: NHMRC Research Funding

Click ‘New’ to start a new entry for 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 source was, what it was intended for, what you achieved and your role within these grants.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

1.5 CV-ORF: Other Research Funding

Click ‘New’ to start a new entry for 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. Complete all fields.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

2. Minimum data requirements

Minimum data must be entered in RGMS by 5:00pm Australian Eastern Daylight Time (AEDT) on 18 January 2017 to allow the NHMRC to commence sourcing suitable assessors. Applications that fail to satisfy this requirement will not be accepted. Applicants are also reminded to complete the recommended fields outlined below with correct information. Using placeholder text such as “text”, “synopsis” or “xx” etc. are not acceptable as minimum data.

Minimum data for the Development Grants scheme consists of the following:

- General – Application Information: You must complete fields for Administering Institution, Application Title, Aboriginal/Torres Strait Islander Research (yes/no) and Plain English Summary
- A-RC Research Classification (all sections).

Research Administrative Officers (RAOs) are not required to certify applications for the purpose of minimum data; applications should only be certified once complete and ready for submission (see section 10.4 of the NHMRC Funding Rules 2017 and section 6 of the NHMRC Advice and Instructions to Applicants 2017).

Note: The above information will be used to identify review panels and assessors. Applicants are advised that any change made to the above fields after 18 January 2017 may impact the review of the application.

3. Scheme-specific application details

The following sections of the application form are specific to Development Grants, 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 - Applying for Grants and eLearning module available on the NHMRC website.
3.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following changes to the Development Grants application form:

- removal of Industry/Commercial Partner letter of support document
- career disruption, including sensitive career disruption, has moved from the Grant Proposal to the CV
- inclusion of a commercialisation Business Case document (refer to section 3.2).
- removal of Nomination of Possible Assessors.

3.2 B-GP: Grant Proposal

B-GP: Grant Proposal

Attach/upload your Grant Proposal as a Portable Document Format (PDF) file. This is a key source of information for assessors and must comprise the following components.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Research Proposal</td>
<td>9 pages</td>
</tr>
<tr>
<td>B. References</td>
<td>2 pages</td>
</tr>
<tr>
<td>C. Chief Investigators Research Achievements, including the Top 5 publications in the last five years</td>
<td>2 pages per Chief Investigator</td>
</tr>
<tr>
<td>D. Commercialisation Business Case</td>
<td>4 pages</td>
</tr>
<tr>
<td>E. Record of Commercial Achievements</td>
<td>1 page per Chief Investigator</td>
</tr>
<tr>
<td>F. Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website. Applicants must use this template to complete their Grant Proposal. Naming, size and formatting requirements are set out in section 10.3 of the NHMRC Funding Rules 2017. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10.7 of the NHMRC Funding Rules 2017).

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.

Confidential commercial information designated as such by applicants will be protected under Section 80 of the NHMRC Act (for more information, refer to section 9.6 of the NHMRC Funding Rules 2017).

A brief description of each component is provided below:

A. Research Proposal – 9 pages

All scientific information relating to your research proposal must be contained in this section. The scientific merit of the research proposal will be assessed by experts in the field and you should include any pilot or feasibility study data supporting the research planned. You should also keep in mind the assessment criteria that reviewers will use to evaluate applications and the detailed category descriptors in relation to each of the assessment criteria. Consideration should also be given to the crucial design elements that enhance reproducibility of research findings.

This section should address the following assessment criteria:

**Scientific Merit of the Proposal (40% of overall score)** – this includes the clarity of the hypotheses or research objectives, the strengths and weaknesses of the research plan, the experimental design, feasibility of the proposed research, and the record of scientific research achievements.

References cited in this document are to be listed in the separate References section.

Your **Research Proposal** should be written in English and provide enough information so that the research approach can be assessed by the reviewers, either by reference to published work or by including the essential components that may include the following, depending on the type of research:
<table>
<thead>
<tr>
<th>Component</th>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aims</td>
<td>Describe the specific aims of the proposed research.</td>
</tr>
<tr>
<td>Background</td>
<td>Provide a rationale for the proposed research.</td>
</tr>
</tbody>
</table>
| Research Plan                 | Outline the research plan in detail, including the following where appropriate:  
  - detailed description of the experiment design  
  - techniques to be used  
  - details and justification of controls  
  - details for appropriate blinding  
  - strategies for randomisation and/or stratification  
  - justification of sample-size, including power calculation  
  - justification of statistical methods  
  - strategies to compensate for the effects of sex-differences, different animal strains and/or different end-points  
  - ethical implications the research may have  
  - community involvement and/or plans to transfer knowledge to stakeholders or into practice  
  - expected outcomes of the research project.                                                                                                                                                                                                                                                                                                                                                     |
| Timeline/s                    | Provide a detailed timeline for the expected outcomes of the research proposal along with justification for the duration requested and yearly research milestones.                                                                                                                                                                                                                                                                                                                                  |
| Outcomes and Significance     | Describe:  
  - how the research meets the objectives of the Development Grants scheme  
  - how the research targets an unmet or poorly met healthcare need for Australians  
  - the planned outcome of the research plan  
  - the potential significance of the research in both a scientific and industry setting.                                                                                                                                                                                                                                                                                                                      |

B. References – 2 pages

References relating to the Research Proposal must:

- **not exceed 2 pages**
  - provide a list of all references cited in the application in an appropriate standard journal format, NHMRC prefers the Author-date (also known as the Harvard System), Documentary-note and the Vancouver System
  - list authors in the order in which they appear in PubMed
  - only include references to cited work
  - do not include links to external websites in any part of the application, please see section 10.3 of the NHMRC Funding Rules 2017 for further information
  - be written in English.

C. Chief Investigator Research Achievements, including the Top 5 publications in the last 5 years - 2 pages per Chief Investigator

This section should address the following assessment criteria:

**Scientific Merit of the Proposal (40% of overall score)** - this includes feasibility of the proposed research by the research team, and the record of scientific research achievements.

This section has two components:

- overall record of research achievements in the last 5 years
- the top 5 publications in the last 5 years.

Please note, NHMRC supports the Declaration on Research Assessment Principles (see section 4.8 of the Guide to NHMRC Peer Review 2017 for further detail) and encourages applicants and reviewers to describe the quality of publication/s, rather than rely on the quantity alone. This is critical in the assessment of relative to opportunity, including where applicants have had a career disruption. For these reasons, reviewers will pay attention to not only the overall record of achievements for each applicant, but particularly to the top 5 publications in the last 5 years.

**Overall Record of Achievements in the last 5 years**

Applicants are encouraged to use this section to identify aspects of their commercial achievements that are in addition to their publication record that has been listed in the CV section (see section 3.2). This includes any relative to opportunity considerations you wish the assessors to take into consideration (see section 6.1 of the NHMRC Funding Rules 2017 for further information). Assessors will have access to the last 5 years of...
publications through the CV section, therefore, the following areas should be considered:

- career summary - including qualifications, employment and appointment history
- research support - including grants and fellowships
- contribution to field of research – this may include the impact of previous research including translation of research into health outcomes
- patents – this information should include if the patent has been licensed, when they have been licensed, to whom they have been licensed and if that license is current or not
- collaborations
- community engagement and participation
- professional involvement – including committees, conference organisation, conference participation
- international standing - including invitations to speak, international committees
- supervision and mentoring
- peer review involvement (including NHMRC, other granting organisations, manuscripts, editorial responsibilities)
- other contributions to NHMRC
- any other information you think is vital to your application.

**Note:** Reviewers will use this information along with each CI’s publication record, NHMRC and Other research funding from the CV section as an indicator of the overall productivity of the research team.

**Top 5 Publications in the last 5 years**

Applicants are asked to list their top 5 publications in the last 5 years and reasons why these publications have been selected.

**Note:** Reviewers will use this information to assess the quality of the research team.

**D. Commercialisation Business Case– 4 pages**

This section should address the following assessment criteria:

**Commercial Potential (40% of overall score)** – this includes submission of a detailed and feasible business case for the commercialisation of the proposed research.

At a minimum, detail the potential development pathway to move from proof-of-concept research to an outcome that can be successfully commercialised, including:

- the nature of the market
- the route to market
- the regulatory pathway
- strategies for managing intellectual property connected with the proposal
- the milestones, commercial barriers and risks of the venture.

Applicants may also include any additional information necessary to support their business case for commercialisation of the proof-of-concept research, within the 4 page limit.

**E. Record of Commercial Achievements – 1 page per Chief Investigator**

This section should address the following assessment criteria:

**Record of Commercial Achievements (relative to opportunity) (20% of overall score)** – this includes any previous experience of the research team in the commercialisation of research.

Provide evidence of the Chief Investigators commercial achievements. Such experience may include any combination of:

- inventorship on approved patents
- industry consulting
- involvement in sponsored research programs
- licensing of their intellectual property
- direct involvement in industry placements.

**F. Indigenous Research Excellence Criteria, where applicable – 2 pages**

This section should address the Indigenous Research Excellence Criteria as set out in section 6.3 of the NHMRC Funding Rules 2017.

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

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 at **General: Application Properties**, 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.
3.3 B-PBRF: Proposed Budget – Research Facilities

Applicants often need to receive services from third parties to enable their research to be successfully undertaken. Such research facilities include bio specimens and associated data from bio banks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services.

Note: This list is illustrative, not exhaustive.

Is this application using services provided by a research facility?

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page.

3.4 B-PB: Proposed Budget – Direct Research Costs and Equipment

Enter details of the proposed research budget. Details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines, the NHMRC Funding Rules 2017 and section 6.1 of the Development Grants Scheme-Specific Funding Rules.

For all other budget items, you must enter:

- the item type (e.g. Direct Research Cost, Equipment, etc.)
- the name/description of the item
- the total value of the item requested for each year
- a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(Maximum of 500 characters including spaces and line breaks).

The total annual DRC amount requested will be automatically rounded to the nearest $5,000 by the application form. The final project total is available at the ‘summary’ tab of the application form.

Salary Support

Personnel Support Packages (PSPs) should be requested separately under A-RT: Research Team and Commitment.

NHMRC - NIH Brain Collaborative Research Grants scheme-specific advice and instructions to applicants

The following sections provide additional advice about parts of the application that are specific to the NHMRC – NIH BRAIN Collaborative Research Grants scheme (NHMRC – NIH BRAIN scheme) and must be read in conjunction with the following documents:

- the NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes
- the NHMRC Funding Rules 2017, incorporating the scheme-specific funding rules, which set out the rules, processes and considerations relevant to NHMRC funding
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions

1. CV requirements

For the NHMRC – NIH BRAIN scheme, the CI team is not required to complete any sections of their Research Grants Management System (RGMS) Curriculum Vitae (CV).

2. Scheme-specific application details

The following sections of the application form are specific to the NHMRC – NIH BRAIN scheme and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.
2.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following change to NHMRC – NIH BRAIN scheme-specific parts of the application form:

B-NIHBA includes a new field NIH funding opportunity.

2.2 B-NIHBA: NIH BRAIN Application

This is where the NIH application title is entered, and the NIH application is uploaded. Click New.

NIH Application Title

Insert the title of the application submitted to the NIH.

NIH Funding Opportunity

Select the eligible NIH BRAIN funding opportunity that you are applying to from the drop down box.

Only Application

Please verify that the application named under NIH Application Title is the only NIH application associated with this NHMRC-NIH BRAIN application.

NIH BRAIN Application Submitted

Attach as PDF documents for upload:

1. A copy of the application submitted to the NIH. The PDF file must be named according to the following convention: APPID Applicant Surname BRAIN application.

PDF documents MUST NOT exceed 2Mb in size. If the application document submitted to the NIH is more than 2Mb, the Administering Institution RAO must email the application to the NHMRC: Brain@nhmrc.gov.au.

2. Your claims to address the Indigenous Research Excellence Criteria, if applicable (2 pages).

Indigenous Research Excellence Criteria

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 at A-PA: Application Properties, 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
- address the Indigenous Research Excellence Criteria as set out in section 5 of the NHMRC Funding Rules 2017.

Budget

Enter the total amount, in US dollars, requested from the NIH for the NIH BRAIN project.

2.3 B-PBRF: Proposed Budget – Research Facilities

Applicants often need to receive services from third parties to enable their research to be successfully undertaken.

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services. This list is illustrative, not exhaustive.

Is this application using services provided by a research facility?

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page.

2.4 B-PB: Proposed Budget – DRC And Equipment

Only enter details of the budget you seek as NHMRC funding. Detail regarding the NIH budget being requested is entered under the B-NIHBA: NIH Brain Application screen.
Enter details of the budget you seek as NHMRC funding, bearing in mind that a maximum of five years and $500,000 per NIH BRAIN application may be applied for by Australian Chief Investigators.

Further details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines, the NHMRC Funding Rules 2017 and the NHMRC – NIH BRAIN scheme-specific Funding Rules.

Personnel Support Packages should be requested separately under A-RT: Research Team and Commitment. For all other budget items, you must enter:

- the item type (e.g. Direct Research Cost, Equipment, etc.)
- the name/description of the item
- the total value of the item requested for each year
- a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(Maximum of 500 characters including spaces and line breaks).

The total annual amount requested for each DRC item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the 'summary' tab of the application form.

Note:

NHMRC funds the direct costs of research based on advice from a NHMRC Senior Scientist. Applications with poorly justified budget proposals accordingly run the risk of having their budget adjusted, in line with section 8 of the NHMRC Funding Rules.

Funding cannot be used for infrastructure.

There will be no provision to increase funds for any reason.

For studies that require the use of animals, NHMRC uses the ‘Monash Animal Research’ costs to act as a guide to ensure consistency between applications and panels. While NHMRC acknowledges that different institutions have different costs involved, applicants are again encouraged to provide detailed justification of budgets requested.

2.5 SUMMARY

The budget summary is automatically generated from the following sections of the application:

- Salaries – PART A - RT, Research Team and Commitment
- Direct Research Costs – Part B - Proposed Budget – DRC And Equipment
- Equipment – Part B - Proposed Budget – DRC and Equipment

If any of the information is incorrect, please return to the appropriate section in the application to amend.

Centres of Research Excellence scheme-specific advice and instructions to applicants 2016

The following sections provide additional advice about parts of the application that are specific to the National Health and Medical Research Council (NHMRC) Centres of Research Excellence (CRE) scheme, and must be read in conjunction with the following documents:

- the NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes;
- the NHMRC Funding Rules 2017, incorporating the scheme-specific Funding Rules, which set out the rules, processes and considerations relevant to NHMRC funding;
- the Guide to NHMRC Peer Review 2017, incorporating the scheme-specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes; and
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1. CV requirements

Relevant sections of your Research Grants Management System (RGMS) Curriculum Vitae (CV) must be completed as part of your application (see section 10.3.1 of the NHMRC Funding Rules 2017). For CREs, 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.

Applicants should note that the following sections of the RGMS CV are required for Centres of Research Excellence:

- CV-Pub: Publications.
- CV-RF: NHMRC Research Funding
CV-ORF: Other Research Funding.

This requirement applies to all Chief Investigators (CIs) named on the application. It is accordingly advisable to check that other CIs have completed/updated their RGMS CVs before finalising an 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 assessors. It may also be used for analysis 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 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 on the NHMRC website. Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 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 ‘type’. 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.

1.2 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.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

1.3 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.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant. Should you enter more information than is required, only the required information will be imported into your application. Further guidance is provided in the NHMRC Advice and Instructions to Applicants 2017.

2. Minimum Data Requirements (required if Research scheme)

Minimum data must be entered into the Research Grants Management System (RGMS) by 5pm Australian Eastern Daylight Time (AEDT) on 16 November 2016 to allow the NHMRC to start sourcing suitable assessors. Applications that fail to satisfy this requirement will not be accepted. Applicants are also reminded to complete the recommended fields below with correct information. Using placeholder text such as “text”, “synopsis” or “xx” etc. are not acceptable as minimum data.

Minimum data for CREs consists of the following:

- A-PA Application Properties (specifically the Administering Institution, Application Title, Aboriginal and Torres Strait Islander Research and Synopsis)
- A-RC Research Classification
- A-RT Research Team including the names of team members if known (note: team members may be added or deleted after the minimum data deadline until the close of applications at 5pm on 30 November 2016).

Please note: Failure to meet this deadline will result in the application not proceeding (see section 10.7 of the NHMRC Funding Rules 2017 for further information).

Note: Research Administration Officers (RAOs) are not required to certify applications for the purpose of minimum data; applications should only be certified once complete and ready for submission (see the NHMRC Funding Rules 2017 and Advice and Instructions to Applicants 2017).

Note: The above information will be used to identify review panels and assessors. Applicants are advised that any change made to the above fields after 16 November 2016 may impact the review of the application.

Completed applications must be submitted to the NHMRC in RGMS by 5pm AEDT on the specified closing date. Late applications will not be...
3. Scheme-Specific Application Details

The following sections of the application form are specific to CREs, and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.

3.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following changes to CRE-specific parts of the application form:

Electromagnetic Energy (EME) research has been included as a priority research area for the 2016 round of CREs (refer to CRE scheme-specific Funding Rules)

For changes to other parts of the application form, refer to the NHMRC Advice and Instructions to Applicants 2017.

3.2 B-APA: Application Priority Area

All applicants intending to apply for a CRE in an Application Priority Area are required to select the appropriate application priority area from the drop-down. If an Application Priority Area has not been selected, the application will be considered as a standard application.

3.3B-GP: Grant Proposal

Grant Proposal

Attach/upload your Grant Proposal as a Portable Document Format (PDF) file. This is a key source of information for assessors and must comprise the following components.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover page</td>
<td>1</td>
</tr>
<tr>
<td>Response to Assessment Criteria</td>
<td>20</td>
</tr>
<tr>
<td>CI Track Record including top five publications in the last five years</td>
<td>2 pages per CI</td>
</tr>
<tr>
<td>Associate Investigator (AI) Contribution, if applicable</td>
<td>¼ page per AI</td>
</tr>
<tr>
<td>Consumer and Community Participation, if applicable</td>
<td>1</td>
</tr>
<tr>
<td>Career Disruption, if applicable</td>
<td>1 page per CI</td>
</tr>
<tr>
<td>Relative to Opportunity, if applicable</td>
<td>½ page per CI</td>
</tr>
<tr>
<td>Indigenous Research Excellence Criteria, if applicable</td>
<td>2</td>
</tr>
<tr>
<td>References</td>
<td>4</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website. Applicants must use this template to complete their Grant Proposal. Naming, size and formatting requirements are set out in section 10.3.3 of the NHMRC Funding Rules 2017. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10.7 of the NHMRC Funding Rules).

Applicants and Research Administration Officers (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.

Cover page

The cover page should include:
Response to Assessment Criteria

Address the Assessment Criteria as specified in section 4 of the CREs scheme-specific Funding Rules. All text in this component must be under the heading of the Assessment Criterion that is being addressed. Headings must include the Assessment Criterion number and title.

Responses should provide enough information so that the research approach can be assessed by the reviewers, either by reference to published work or by including the essential components which may include research plan, methods and techniques to be used. Consideration should be given to the crucial design elements that enhance reproducibility of research findings. Where appropriate, the following should be addressed:

- detailed description of the experiment design
- techniques to be used
- details and justification of controls
- details for appropriate blinding
- strategies for randomization and/or stratification
- justification of sample-size, including power calculation
- justification of statistical methods
- strategies to compensate for the effects of sex-differences, different animal strains and/or different end-points.

References cited in this section must be listed in the separate References section outlined below.

CI Track Record including top five publications in the last five years

This section has two components:

- the top five publications in the last five years; and
- overall Track Record in the last five years.

Top five Publications in the last five years

Applicants are asked to list their top five publications in the last five years and reasons why these publications have been selected.

Note: Reviewers will use this information to assess the track record quality of the research team.

Overall Track Record in the last five years

Applicants are encouraged to use this section to identify aspects of their track record that are in addition to their publication record. This includes any relative to opportunity considerations you wish the assessors to take into consideration. Assessors will have access to the last five years of publications through the CV/Profile section. Therefore, the following areas may be considered:

- career summary - including qualifications, employment and appointment history
- contribution to field of research – this may include the impact of previous research including translation of research into health outcomes
- patents – this information should include if the patent has been licensed, when they have been licensed, to whom they have been licensed and if that license is current or not
- collaborations
- community engagement and participation
- professional involvement - including committees, conference organisation, conference participation
- international standing - including invitations to speak, international committees
- supervision and mentoring
- peer review involvement (including NHMRC, other granting organizations, manuscripts, editorial responsibilities)
- other contributions to NHMRC
- any other information you think is vital to your application.

Note: Reviewers will use this information along with each CI’s publication record from the CV/Profile section as an indicator of the productivity of the research team.

Associate Investigator (AI) Contribution

For each AI named at Part A-RT: Associate Investigator, outline their contribution to the research project.

There are no restrictions on individuals who may be named as an AI on an application however, a maximum of 10 AIs may be added to a Centre of Research Excellence application.

Consumer and Community Participation

If the intended research involves consumer and/or community participation:
a. describe how you will ensure that research participants will have access to their own results, and how you will be accountable to
participants for the overall results of the research
b. describe how you will ensure that consumers will be involved in the research, and how you will communicate the results of the research to
participants and the community.

The Consumers Health Forum of Australia Inc. (CHF) and the NHMRC worked in partnership with consumers and researchers to develop the
Statement on Consumer and Community Participation in Health and Medical Research (the Statement on Participation). The Statement on Participation
was developed in recognition of the contribution that consumers can make to research, as well as their right to participate in research.

Further information on the CHF and the Statement on Participation is available on the NHMRC website.

Career Disruption, if applicable

The NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had
career disruptions that should be considered when evaluating their track record. For guidance on what constitutes a career disruption, refer to
section 6.2.1 of the NHMRC Funding Rules 2017. All career disruptions will be reviewed to ensure they meet policy guidelines.

If applicable, you (or members of your CI Team) should use this opportunity to declare any career disruptions that may be relevant to your most
recent five year research career history. This will ensure that your track record, and the scientific quality and significance and/or innovativeness
of the application, are assessed objectively taking all relevant factors into account.

For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent
(FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years (see
Table). You should therefore add to your Track Record pages of the Grant Proposal any publications or other components of your Track Record
that you want peer reviewers to consider predating five years by two years (see below for further details on how to capture this in your
application).

<table>
<thead>
<tr>
<th>Work status over past five years</th>
<th>Effective Full Time Equivalent (FTE) (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 years maternity leave (6 months)</td>
<td>0</td>
</tr>
<tr>
<td>0.5 FTE for 3 years</td>
<td>1.5</td>
</tr>
<tr>
<td>1.5 years full time</td>
<td>1.5</td>
</tr>
<tr>
<td>TOTAL in past 5 years</td>
<td>3</td>
</tr>
</tbody>
</table>

You have a maximum of one page in which to clearly outline the duration and impact the career disruption had on your productivity within the
last five years. This page must comply with all formatting rules applicable to the Grant Proposal and must only be used to:

a. identify the career disruption – pregnancy, carer’s responsibility and/or illness. Detailed description of the nature of the career disruption
   is not required
b. state the duration of each career disruption and total, using the table provided in the Grant Proposal template
c. state the impact on your research output/productivity
d. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider
   when assessing your application
e. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant
   invitations (e.g. to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations
   associated with the career disruption.

Sensitive Career Disruptions – 1 page per CI, where applicable

If the career disruption is of a sensitive nature and you (or members of your CI Team) do not wish to share this information in the Grant Proposal,
details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical
condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit
details of a sensitive career disruption separately should:

i. indicate in the Grant Proposal that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private
   nature and address points b), c), d) and e) above in the Grant Proposal
ii. use the table provided in the Grant Proposal template to list the relevant details of the career disruption
iii. submit the details of the career disruption as a PDF document to NHMRC in–confidence to the following email address: career.disruptions@nhmrc.gov.au, marked to the attention of the 2016 Centres of Research Excellence funding scheme, by the application
close date (5pm on 30 November 2016). Identify the sensitive career disruption. Detailed description of the nature of the career disruption is not
required. Ensure your application ID number is included in the PDF. The separate PDF must not exceed one A4 page in length.
Claims for sensitive career disruptions will be reviewed and assessed by senior NHMRC staff. Their decision will be forwarded to the reviewers without reference to details, advising if the career disruption is accepted and the number of years along with the additional track record details that should be considered.

**Note:** Where a sensitive career disruption exists, the CI is required to make a separate submission for any new NHMRC application submitted, on which they are named CI.

**Relative to Opportunity, if applicable**

All applications submitted to NHMRC are assessed relative to opportunity. You have a maximum of ½ page for each CI in which to clearly outline all relative to opportunity considerations within the last five years.

Circumstances considered under relative to opportunity are outlined in section 6.2 of the NHMRC Funding Rules 2017.

**Indigenous Research Excellence Criteria, if applicable**

If at least 20% of your research effort and/or capacity building relates to Aboriginal and Torres Strait Islander health and you answered ‘yes’ to the Aboriginal and Torres Strait Islander Research question at A-PA: Application Properties, you will need to:

- describe and demonstrate what proportion of the research effort and/or capacity building activity will be directed to Aboriginal and Torres Strait Islander health
- address the Indigenous Research Excellence Criteria as set out in section 6.3 of the NHMRC Funding Rules 2017.

**References**

References relating to the Research Proposal must:

- not exceed four pages
- provide a list of all references cited in the application in an appropriate standard journal format, (NHMRC prefers the Author-date (also known as the Harvard System), Documentary-note and the Vancouver System)
- list authors in the order in which they appear in PubMed
- not include web links
- only include references to cited work.

### 3.4 B-PBRF: Proposed Budget – Research Facilities

Applicants often need to receive services from third parties to enable their research to be successfully undertaken.

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services.

This list is illustrative, not exhaustive.

**Is this application using services provided by a research facility?**

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page.

### 3.5 B-PB: Proposed Budget – DRC and Equipment

Enter details of the budget you seek as NHMRC funding, bearing in mind any limits on level and duration specified in the scheme-specific Funding Rules 2017. Further details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines, the NHMRC Funding Rules and each scheme’s scheme-specific Funding Rules.

Personnel Support Packages (PSPs) should be requested separately under A-RT: Research Team.

Please note that CRE applicants may include PhD stipends under Technical Support Staff (TSS) at 50% of a Personnel Support Package 1 (PSP 1). PSPs should be requested under A-RT: Research Team (please see section 5.6 of the NHMRC Advice and Instructions to Applicants 2017 for further information).

For all other budget items, you must enter:

- the item type (e.g. Direct Research Cost, Equipment, etc.)
- the name/description of the item
the total value of the item requested for each year
a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(Maximum of 500 characters including spaces and line breaks)

The total annual amount requested for each line item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the 'summary' tab of the application form.

Please note:

NHMRC funds the direct costs of research based on advice from peer review. Applications with poorly justified budget proposals may have their budget adjusted, in accordance with section 8 of the NHMRC Funding Rules 2017;
Funding cannot be used for infrastructure;
There will be no provision to increase funds for any reason.

3.6 B-CD: Career Disruption

Select the appropriate option from the drop down box.

Further details on how to address career disruptions are provided under B-GP: Grant Proposal.

3.7 B-NA: Nomination of a Non Assessor

In this section you are asked to nominate an individual who you would NOT like to be approached to assess the application. Only one individual may be nominated. NHMRC will use this information to manage potential Cols to help in the process of selecting potential assessors.

The following information is required:

Name;
Institution; and
Email.

Details of your requested non-assessor will be advised, in confidence, only to persons directly involved in the selection of the assessors of your application.

Boosting Dementia Research Grants scheme-specific advice and instructions to applicants

The following sections provide additional advice about parts of the application that are specific to the Boosting Dementia Research Grants Scheme, and must be read in conjunction with the following supporting documents:

- the NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes
- the NHMRC Funding Rules 2017, incorporating the Scheme-specific Funding Rules, which set out the rules, processes and considerations relevant to NHMRC funding
- the Guide to NHMRC Peer Review 2017, incorporating the Scheme-specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1 CV Requirements

Relevant sections of your Research Grants Management System (RGMS) Curriculum Vitae (CV) must be completed as part of your application (see section 10.3 of the NHMRC Funding Rules 2017). For the Boosting Dementia Research Grants Scheme, 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.

This requirement applies to all Chief Investigators (CIs) named on the application. It is accordingly advisable to check that other CIs have completed/updated their RGMS CVs before finalising an 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 assessors. 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 on the NHMRC website. Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 CV-CD: Career Disruption (during the last 5 years)

The NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. For guidance on what constitutes a career disruption, refer to Section 6.2.1 of the NHMRC Funding Rules 2017. All career disruptions will be reviewed to ensure they meet policy guidelines.

If applicable, you (or members of your CI Team) should use this opportunity to declare any career disruptions that may be relevant to your career history. This will ensure that your track record, and the scientific quality are assessed objectively, taking all relevant factors into account.

For example, if in the last 5 years you have taken 6 months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of 3 years FTE over the past 5 years.

Type

Please select the nature of the career disruption.

Impact

Provide a brief explanation on the impact the career disruption/s 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)

Additional Research Outputs

Provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application. If applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g. to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

Date

You are required to nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

Note: the duration where career disruptions can be accounted for in the Boosting Dementia Research Grants scheme is 5 years.

Further Advice on preparing your Career Disruption Claim

If you have had an extended career disruption commencing prior to 2011 and ending within the last 5 years, it is advised that you briefly explain this in your application and nominate additional research achievements for the most recent year(s) without a career disruption.

For example, Person X had a career disruption due to illness which lasted 2 years from 2010-2011.

The career disruption that meets NHMRC policy is only valid for one year (2011 which is within the last 5 years). Therefore, one year should be added to their track record.

In this case, Person X would normally provide their research achievements for 2010.

However, given that the career disruption included 2010, there would be no additional research achievements for 2010. In this instance, Person X would also provide research achievement details for 2009 (the last full time equivalent year worked prior to the career disruption).

Sensitive Career Disruptions

If the career disruption is of a highly sensitive nature and the applicant does not wish to share this information with the Grant Review Panel, details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

a. indicate in this section that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature;

b. provide details of the claim, including the nature of the career disruption and the period of time affected, in a separate PDF document to NHMRC in confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the relevant scheme, by the application close date. Ensure your application identification (ID) number is included in the PDF, together with supporting evidence, where required. The separate PDF must not exceed one A4 page in length and must comply with the formatting requirements outlined in Table 1: Formatting requirements of section 10.3.3 of the NHMRC Funding Rules 2017.
Claims for sensitive career disruptions will be reviewed and assessed by NHMRC. Their decision will be forwarded to the Grant Review Panel without reference to details, advising if the career disruption is accepted and which time periods should be considered.

**Note:** Where a sensitive career disruption exists, the applicant is required to make a separate submission for each new NHMRC application submitted, on which they are a named Chief Investigator.

### 1.2 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.

**Note:** You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

### 1.3 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.

You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

Should you enter more information than is required, only the required information will be imported into your application.

### 1.4 CV-Pub: Publications

Details of your publications in the last five years are required. 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.

### 2 Minimum data requirements

Minimum data must be entered in RGMS by the specified due date to allow the NHMRC to commence sourcing suitable assessors. Applications that fail to satisfy this requirement will not be accepted. The specified due date and time will be stated in the Round Specific Information.

Applicants are also reminded to complete the recommended fields below with correct information. Using placeholder text such as “text”, “synopsis” or “xx” etc. is not acceptable as minimum data.

Minimum data for the Boosting Dementia Research Grants Scheme consists of the following:

- **General** – Fields must be completed for: Administering Institution, Application Title, Aboriginal/Torres Strait Islander Research and Synopsis
- **A-RC Research Classification**
- **A-RT Research Team** (core team with other members listed as TBA, To Be Advised, if not yet known)
- **B-AI: Application Information** – select a relevant NNIDR Priority Theme

Please note: **Failure to meet the deadline will result in the application not proceeding** (see section 10.7 of the NHMRC Funding Rules for further information).

Research Administration Officers (RAO) are not required to certify applications for the purpose of minimum data; applications should only be certified once complete and ready for submission (see section 10.4 of the NHMRC Funding Rules 2017 and section 6 of the NHMRC Advice and Instructions to Applicants 2017).

### 3 Scheme–specific Application Details

The following sections of the application form are specific to the Boosting Dementia Research Grants Scheme, and must be completed as part of your application.
3.1 B-GP: Grant Proposal

Attach/upload your Grant Proposal as a PDF file which must not exceed 2Mb in size. This is a key source of information for assessors and must comprise the following components.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research Proposal</td>
<td>9 pages</td>
</tr>
<tr>
<td>1. References</td>
<td>2 pages</td>
</tr>
<tr>
<td>1. Team Quality and Capability relevant to this proposal</td>
<td>1 page</td>
</tr>
<tr>
<td>1. CI Track Records including the Top 5 publications in the last 5 years</td>
<td>2 pages per CI</td>
</tr>
<tr>
<td>1. Consumer and Community Participation</td>
<td>2 pages</td>
</tr>
<tr>
<td>1. Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website. Applicants must use this template to complete their Grant Proposal. Naming, size and formatting requirements are set out in section 10.3.3 of the NHMRC Funding Rules 2017. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10.7 of the NHMRC Funding Rules 2017).

Applicants and Research Administration Officers (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.

A. Research Proposal – 9 pages

All scientific information relating to your proposal must be contained in this section. The research proposal will be assessed by experts in the field and you should include any pilot or feasibility study data supporting the research planned. You should also keep in mind the assessment criteria that reviewers will use to evaluate applications and the detailed category descriptors in relation to each of the assessment criteria. Consideration should also be given to the crucial design elements that enhance reproducibility of research findings (see table below for further detail).

Your Research Proposal should include:
Properties

Aims
Describe the specific aims of the project, including a clear statement of hypotheses to be tested.

Background
Provide a rationale for the project.

Research Plan – Methods and techniques to be used
Outline the research plan in detail, including the following where appropriate:
- Detailed description of the experiment design
- Techniques to be used
- Details and justification of controls
- Details for appropriate blinding
- Strategies for randomization and/or stratification
- Justification of sample-size, including power calculation
- Justification of statistical methods
- Strategies to compensate for the effects of sex-differences, different animals, strains and/or different end-points
- Ethical implications the research may have
- Community involvement and/or plans to transfer knowledge to stakeholders or into practice; and
- Expected outcomes of the research project.

Timeline/s
Provide a detailed timeline for the expected outcomes of the research proposal along with justification for the duration requested.

Outcomes and Significance
Describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research.

B. References – 2 pages

References relating to the Research Proposal must:
- not exceed 2 pages
- provide a list of all references cited in the application in an appropriate standard journal format, (NHMRC prefers the Author-date (also known as the Harvard System), Documentary-note and the Vancouver System)
- list authors in the order in which they appear in PubMed ('et al.' can be listed after three listed authors)
- not include web links, apart from references to journal articles, guidelines, government reports, datasets and other outputs that are only available online.
- only include references to cited work.

C. Team Quality and Capability relevant to this proposal – 1 page

A summary of the research team’s quality and capability must be contained in this section. Applicants should detail the following:
- the expertise and productivity of team members relevant to the proposed project
- their influence in this specific field of research
- how the team will work together to achieve the project aims
- how junior members are contributing to the overall track record of the team.

D. CI Track Record, including the Top 5 publications in the last 5 years – 2 pages per CI

This section has two components:
- the top 5 publications in the last 5 years
- overall Track Record in the last 5 years.

Top 5 Publications in the last 5 years

Applicants are asked to list their top 5 publications in the last 5 years and reasons why these publications have been selected. Reviewers will use this information to assess the ‘quality’ of the research team’s track record.

Overall Track Record in the last 5 years

Applicants are encouraged to use this section to identify aspects of their track record that are in addition to their publication record. This includes any information you wish the assessor to consider a ‘relative to opportunity’. Assessors will have access to the last 5 years of publications through the CV/Profile section. Therefore, the following areas should be considered:
career summary – including qualifications, employment and appointment history
research support – including grants and Fellowships
contribution to field of research – this may include the impact of previous research including translation of research into health outcomes
patents – this information should include whether the patent has been licensed, when they have been licensed, to whom they have been licensed and if that license is current or not
collaborations
community engagement and participation
professional involvement including committees, conference organisation, conference participation;
international standing - including invitations to speak, international committees
supervision and mentoring
peer review involvement (including NHMRC, other granting organizations, manuscripts, editorial responsibilities)
other contributions to NHMRC
any other information you think is vital to your application.

Reviewers will use this information along with each CI’s publication record from the CV/Profile section as an indicator of the productivity of the research team.

E. Consumer and Community Participation

If the intended research involves consumer and/or community participation:

Describe how you will ensure that research participants will have access to their own results and how you will be accountable to participants for the overall results of the research.
Describe how you will ensure that consumers will be involved in the research, and how you will communicate the results of the research to participants and the community.

The Consumers Health Forum of Australia Inc. (CHF) and the NHMRC worked in partnership with consumers and researchers to develop the Statement on Consumer and Community Participation in Health and Medical Research. The Statement on Participation was developed in recognition of the contribution that consumers can make to research, as well as their right to participate in research.

Applicants should refer to the CHF and the NHMRC Statement on Consumer and Community Participation in Health and Medical Research.

F. Indigenous Research Excellence Criteria, if applicable – 2 pages

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 at RGMS at General, 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
address the Indigenous Research Excellence Criteria as set out in section 6.3 of the NHMRC Funding Rules 2017.

3.2 B-PBRF: Proposed Budget – Research Facilities

Applicants often need to receive services from third parties to enable their research to be successfully undertaken.

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services.

This list is illustrative not exhaustive.

Is this application using services provided by a research facility?

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page (2MB limit).

3.3 B-PB: Proposed Budget – DRC and Equipment

Enter details of the budget you seek as NHMRC funding, bearing in mind any limits on level and duration specified in the Scheme-specific Funding Rules. Further details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines, Section 8 of the NHMRC Funding Rules 2017 and each scheme’s Scheme-specific Funding Rules.
Personnel Support Packages (PSPs) should be requested separately under A-RT: Research Team.

For all other budget items, you must enter:

- the item type (e.g. DRC, Equipment, etc.)
- the name/description of the item
- the total value of the item requested for each year

A justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(Maximum of 500 characters including spaces and line breaks).

The total annual amount requested for each line item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the ‘summary’ tab of the application form.

Please note:

NHMRC funds the direct costs of research based on advice from peer review. Applications with poorly justified budget proposals accordingly run the risk of having their budget adjusted, in accordance with section 8 of the NHMRC Funding Rules 2017.

Funding cannot be used for infrastructure.

There will be no provision to increase funds for any reason.

Salary Support

Applicants should note that they can only draw one salary from one NHMRC grant/award. It is the CI’s responsibility to inform the NHMRC as to which NHMRC grant/award they will be receiving their salary from (refer to section 7 of the NHMRC Funding Rules).

Personnel Support Packages (PSPs) should be requested separately under A-RT: Research Team.

3.4 B-AI: Application Information

Applicants are required to select one of the five NNIDR Priority Themes that best describes their research:

1. Prevention
2. Assessment and diagnosis
3. Intervention and treatment
4. Living with dementia
5. Care

Practitioner Fellowships scheme-specific advice and instructions to applicants for funding commencing in 2018

The following sections provide additional advice about parts of the application that are specific to the National Health and Medical Research Council (NHMRC) Practitioner Fellowships scheme, and must be read in conjunction with the following supporting documents:

- the NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes
- the NHMRC Funding Rules 2017, incorporating the Scheme-specific Funding Rules, which set out the rules, processes and considerations relevant to NHMRC funding
- the Guide to NHMRC Peer Review 2017, incorporating the Scheme-specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1 Curriculum vitae (CV) requirements

Relevant sections of your Research Grants Management System (RGMS) CV must be completed as part of your application (see section 10 of the NHMRC Funding Rules). For Practitioner Fellowships, applicants are only required to complete those sections outlined below. Should more information than is required be entered, only the required information will be imported from the 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 assessors. 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 applicant 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 on the NHMRC website.
advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 CV-QAP: Qualifications, Awards and Prizes

Click ‘new’ to enter each qualification, award and prize you have received. Select the appropriate type and click ‘save’. You will then be taken to a page where you can enter additional details of your qualifications, awards and prizes.

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.

Practitioner Fellowship applications require information on ALL your qualifications, awards and prizes.

1.2 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.

Practitioner Fellowship applications require information on ALL your employment history.

1.3 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.

Practitioner Fellowship applications require information on ALL your appointments.

1.4 CV-CD: Career Disruption

If applicable, the applicant should use this opportunity to declare any career disruptions in the last ten years (see NHMRC Funding Rules, section 6.2.1 for further information on what constitutes a ‘career disruption’). The assessment of your track record can then be assessed objectively taking all relevant factors into account. All career disruptions will be reviewed to ensure they meet policy guidelines.

For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years (see table). You should therefore add any publications or other components of your Track Record that you want peer reviewers to consider predating five years by two years (see below for further details on how to capture this in your application).

Career Disruption

Select the appropriate career disruption type from the drop down menu.

<table>
<thead>
<tr>
<th>Work status over past 5 years</th>
<th>FTE (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 years maternity leave (6 months)</td>
<td>0</td>
</tr>
<tr>
<td>0.5 FTE for 3 years</td>
<td>1.5</td>
</tr>
<tr>
<td>1.5 years full time</td>
<td>1.5</td>
</tr>
<tr>
<td>TOTAL in past 5 years</td>
<td>3</td>
</tr>
</tbody>
</table>

Explanation

a. state the impact on your research output/productivity;

b. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application; and

c. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g., to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.
Date

You must nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

If the career disruption is of a highly sensitive nature and the applicant does not wish to share this information with the Peer Review Panel, details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

a. indicate in this section that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature;

b. provide details of the claim, including the nature of the career disruption and the period of time affected, in a separate PDF document to NHMRC in confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the relevant scheme, by the application close date. Ensure your application identification (ID) number is included in the PDF, together with supporting evidence, where required. The separate PDF must not exceed one A4 page in length and must comply with the formatting requirements outlined in the NHMRC Funding Rules, section 10.3.3.

Claims for sensitive career disruptions will be reviewed and assessed by NHMRC. Their decision will be forwarded to the peer review panel without reference to details, advising if the career disruption is accepted and which time periods should be considered.

Note: Where a sensitive career disruption exists, the applicant is required to make a separate submission for each new NHMRC application submitted, on which they are a named Chief Investigator.

Practitioner Fellowship applications require information on your career disruptions for the last 10 years.

1.5 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 section 6.2 of the NHMRC Funding Rules for further information on what constitutes ‘relative to opportunity’).

Circumstance

Provide a brief explanation of the type of relative to opportunity circumstance/s.

(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). Entries will be listed in reverse chronological order.

Practitioner Fellowship applications require information on your relative to opportunity considerations for the last 10 years.

1.6 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.

Practitioner Fellowship applications require information on ALL your professional memberships.

1.7 CV-CP: Conference Participation

Click ‘New’ to start a new entry for any speaking invitations you have completed. You should provide details such as conference title, country, your speaker 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.

Please note that Keynote Speaker and Plenary Speaker are interchangeable terms and refer to stand-alone presentations by a single featured speaker.
All information from the last ten years must be updated as the ‘Role’ and ‘National/International’ fields are now mandatory.

Practitioner Fellowship applications require information on your conference participation for the last 10 years.

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 a number of People Support schemes
- Only participation as an Invited Speaker, Plenary Speaker, Keynote Speaker and Session Chair will be presented to Practitioner Fellowship assessors, no other roles will be considered by assessors.

1.8 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 Participation in Health and Medical Research (the Statement on Participation) which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so.

Practitioner Fellowship applications require information on your community engagement and participation for the last 10 years.

1.9 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, another Australian Institution 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).

Practitioner Fellowship applications require information on ALL your patents.

1.10 CV-TPP: Translation into Policy/Practice

Provide details of any research that has resulted in changes to organisational or government policy/practice. Click ‘New’ to start a new entry for any activities which have resulted in research translation. Entries will be listed in reverse chronological order.

Practitioner Fellowship applications require information on your translation activities for the last 10 years.

Note: For schemes that limit the information presented to assessors (e.g. “last five years”) the time period will be based on the date of translation (year of change), NOT the date of the original research.

General

Provide a relevant short name for the impact of your research on policy or practice (50 characters).

Select from the drop down list the type of impact on policy or practice.

Your Research

You should provide a brief description of your research that lead to this impact on policy or practice and the resulting outcomes.

(Maximum of 1500 characters including spaces and line breaks).

From the two drop down lists indicate the year of the research results and your role.
Funding Source for Research

Select from the tick boxes if the research was funded by NHMRC, another Australian Institution or an International source.

Details of Research Impact

Please provide details of the organisation, government department etc. that benefited from the research.

(Maximum of 200 characters including spaces and line breaks).

From the drop down lists select the geographical extent of this impact on policy or practice.

Indicate the year the change was translated/implemented and provide details of the changes which resulted.

Provide a brief description of the impact of the change.

(Maximum of 1500 characters including spaces and line breaks).

1.11 CV-CN: Contribution to NHMRC

Click 'New' to start a new entry to indicate the number of times you have participated in a NHMRC Peer Review Panel, NHMRC Grant Advisory Group, Assigners Academy or other listed activity. Provide details of your role, the year of participation and in the situation of external assessments, the number of assessments that you have provided.

Practitioner Fellowship applications require information on your contribution to NHMRC for the last 10 years.

1.12 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.

Practitioner Fellowship applications require information on your editorial responsibilities for the last 10 years.

1.13 CV-SM: Supervision and Mentoring

Details relating to Practitioner Fellowship applicant’s supervision and mentoring record will be captured in B–TTC2: Research Supervision and Mentoring Summary (see section 2.7).

Information provided in this section will not be presented to assessors for Practitioner Fellowship applications.

1.14 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.

Practitioner Fellowship applications require information on your NHMRC research funding for the last 10 years.

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

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

1.15 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.

Practitioner Fellowship applications require information on your other research funding for the last 10 years.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

1.16 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
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.

*Practitioner Fellowship applications require information on ALL your publications.*

### 1.17 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.

### 1.18 CV-TPCO: Therapeutic Products and Commercial Outcomes

Click ‘New’ to start an entry for any therapeutic products or commercial outcomes for which you contributed significantly to the development effort. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

*Practitioner Fellowship applications require information on your contributions to the therapeutic products or commercial outcomes for the last 10 years.*

### 1.19 CV-RD: Research Data

Click ‘New’ to start an entry for any research datasets that you have collected or created for your research. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

*Practitioner Fellowship applications require information on your research datasets for the last 10 years.*

### 1.20 CV-RT: Research Tools

Click ‘New’ to start an entry for any research tools (e.g. new or improved techniques, instruments, procedures) for which you contributed significantly to the development effort.

*Practitioner Fellowship applications require information on your research tools for the last 10 years.*

### 2 Scheme-specific application details

The following sections of the application form are specific to Practitioner Fellowships and must be completed as part of your application. Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.

### 2.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following changes to Practitioner Fellowships specific parts of the application form:

NIL changes for this round.

### 2.2 B–AIPrac: Application Information (Practitioner Fellow)

**Type of Application**

From the drop-down list, select the Type of Application you are submitting.

a. Select *Initial Application* if you have never previously held a NHMRC Practitioner Fellowship.
b. Select *Reapplication* if you currently hold or have previously held a NHMRC Practitioner Fellowship.
c. Select *Reapplication with Promotion* if you are a current NHMRC Practitioner Fellow and you are seeking a promotion to a higher level.
d. Select *Promotion out of Synchrony* if you are seeking a promotion to a higher level during the second or third year of your current NHMRC Practitioner Fellowship (refer to the Practitioner Fellowships Scheme-Specific Funding Rules section 7.3.1).

**Level of Fellowship**
From the drop-down list, select the Level of Fellowship you are applying for:

a. Practitioner Fellowship Level 1 (PF1) or
b. Practitioner Fellowship Level 2 (PF2).

Note: if you are a current PF2 submitting a reapplication you must apply at PF2.

Part-time percentage

From the drop-down boxes:

1. indicate the percentage of time (40% - 70%) you will devote to the research associated with this award.
2. indicate the percentage of time (0% - 60%) you will spend on your clinical practice.
3. indicate the percentage of time (0% - 60%) you will spend on your public health practice.

2.3 B–AES: Application Executive Summary

The Application Executive Summary provides an opportunity for you to highlight the most compelling evidence in support of your application. In this section, you should:

- outline your case for appointment as a Practitioner Fellow, NOT your research plan, as this is to be addressed in ‘Grant Proposal’.
- include why you are applying for a Practitioner Fellowship, provide a summary of how you see the synergy between your research and practice and indicate how a Practitioner Fellowship would facilitate translation.

(Maximum of 4000 characters, including spaces and line breaks.)

You must provide justification for the level of appointment sought by summarising your claims against the Practitioner Fellowships assessment criteria. Please refer to section 4 of the Practitioner Fellowships Scheme-Specific Funding Rules, Category Descriptors (Attachment A) and Statement of Expectations (Attachment B) for further guidance.

2.4 B–LED: Intellectual Leadership

Intellectual Leadership

Summarise your intellectual leadership and highlight your leadership in terms of recognition of your commitment to your field of research over the course of your career, paying particular attention to the past five years.

You may wish to emphasise the role you have in your immediate research team, and briefly, any other teams or collaborations you are involved with or have previously been involved with. You may include references to your national and international profile and conference participation.

Specific details relating to your publications and conference participation will be drawn from your CV; any information provided in this section should be a summary of your key recognitions and achievements and not a repeat of those details.

(Maximum of 1000 characters, including spaces and line breaks.)

2.5 B–CON: Contribution to the Field of Research

Summarise your contribution to your field of research over the course of your career, paying particular attention to the past five years. Outline details such as your participation in peer review activities, editorial responsibilities or positions held in scientific or professional societies. Summarise contributions to the profession, including public communication, advocacy, government advisory roles or clinical practice.

Any information provided in this section should be a summary of your key recognitions and achievements to which you wish to draw particular attention and not a repeat of details already provided in your CV.

(Maximum of 1000 characters, including spaces and line breaks.)

2.6 B–TTC: Research Supervision and Mentoring

Highlight your supervision and mentoring achievements across your career, including your strategy for attracting students. You should include a summary of any notable positions and/or achievements that have arisen from your supervision and mentoring activities but do not provide specific information on students supervised or mentored in the last 10 years as this will be provided in B-TTC2: Research Supervision and Mentoring Summary.

(Maximum of 2000 characters, including spaces and line breaks.)
2.7 B–TTC2: Research Supervision and Mentoring Summary

Click ‘New’ to start a new entry for each postdoctoral researcher or postgraduate student you have supervised and/or mentored over the past 10 years in chronological order.

a. Provide the full Postdoctoral/Student’s Name including relevant titles.
b. Provide actual Years Involved (not the number of years involved) i.e. 2000-2002.
c. From the drop down list, select your Supervisory Role (Co-Supervisor, Mentor or Primary Supervisor).
d. From the drop down list, select the Level of study completed by your student, (Honours, Masters, PhD or Postdoctoral).
e. From the drop down list, please indicate if your student has Completed their study, (Yes, No or N/A). You should select N/A if you did not supervise/mentor the student to their completion.
f. Briefly describe your Student's Current Role (maximum 200 characters including spaces and line breaks).
g. Additional Comments should focus on your student’s outcomes, i.e. did they receive any awards or recognition, what have they gone on to do? Do not repeat information already provided.

2.8 B–GP: 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.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Proposal (including references)</td>
<td>5 pages</td>
</tr>
<tr>
<td>Evidence of Rising Trajectory</td>
<td>½ page</td>
</tr>
<tr>
<td>Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal should be downloaded from the NHMRC website. Applicants must use this template to complete their Grant Proposal. Naming, size and formatting requirements are set out in section 10 of the NHMRC Funding Rules. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see NHMRC Funding Rules, section 10.3.3 for further information).

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

Provide a brief research proposal (maximum five A4 pages, including references). The proposal should describe your vision for the next five years and detail the proposed research objectives, methodologies and expected outcomes. Consideration should also be given to the crucial design elements that enhance reproducibility of research findings.

References relating to the Research Proposal must:

- be in an appropriate standard journal format
- list authors in the order in which they appear in PubMed
- not include web links (see NHMRC Funding Rules section 10.3, for further information)
- only include references to cited work.

Evidence of Rising Trajectory

You should highlight and provide evidence of your rising trajectory in relation to assessment criterion 2, ‘Research Output and Leadership’ (maximum additional half A4 page).

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 at A-PA: Application Properties, 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 6.3 of the NHMRC Funding Rules.

(Maximum additional two A4 pages)
2.9 B–RTR: Research Translation

Describe your achievements in research translation and activities which facilitate implementation of research outcomes. You may also use this section to outline how you plan to facilitate the dissemination and implementation of research outcomes in the future.

(Maximum of 1500 characters, including spaces and line breaks.)

2.10 B–PPRC: Publications, Papers, Reports and Contribution

Most Relevant Publications in Last Five Years

Comment on up to four of your most significant publications, papers, reports and other contributions in the last five years. The reason for including these should be outlined.

(Maximum of 2000 characters, including spaces and line breaks.)

Most Relevant Publications Over Course of Career

Comment on up to four of your most significant publications, papers, reports and other contributions over the course of your career. The reason for including these should be outlined.

(Maximum of 2000 characters, including spaces and line breaks.)

Note: Applicants can highlight the number of citations for their most significant publications in this section. NHMRC does not use the impact factor of journals as a part of its assessment processes. Accordingly, the impact factor of each publication must not be included.

Further information can be found in section 10.3 of the NHMRC Funding Rules.

2.11 B–COL: Collaboration

Past Collaborations

Provide details of past collaborations, including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care outcomes).

(Maximum of 2000 characters including spaces and line breaks.)

Current Collaborations

Provide details of current collaborations, including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care outcomes).

(Maximum of 2000 characters including spaces and line breaks.)

2.12 B–EPrac: Employment (Practitioner Fellow)

Confirmation of Clinical/Public Health Status

Applicants must provide details of their clinical/public health employer to confirm that they have a funded position in clinical or public health practice or are self-employed in private practice.

Note: In accordance with the Funding Rules, successful applicants must, for their non-fellowship time, be employed by a health care authority (e.g. a hospital, primary care facility, state or territory health department) to provide clinical care, or to provide public health services or be employed in a policy development role in the health sector. NHMRC recognises that many clinicians in private practice are self-employed and these practitioners are also eligible to apply for a Practitioner Fellowship.

Confirmation of Other Employment

In addition, applicants must provide (if applicable) details of other employment, confirming the nature of the work in their position and the FTE of their employment contract.

Early Career Fellowships scheme-specific advice and instructions to applicants

The following sections provide additional advice about parts of the application that are specific to Early Career Fellowships (ECF), and must be read in conjunction with the following documents:
the NHMRC Advice and Instructions to Applicants, which provide advice on parts of the application that are common to most NHMRC funding schemes;  
the NHMRC Funding Rules, incorporating the Early Career Fellowships Scheme-Specific Funding Rules, which set out the rules, processes and considerations relevant to NHMRC funding;  
the Guide to NHMRC Peer Review, incorporating the Early Career Fellowships Scheme-Specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes; and  
the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1 CV Requirement

Relevant sections of your RGMS CV must be completed as part of your application (see section 10 of the NHMRC Funding Rules). For Early Career Fellowships, 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 assessors. 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 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.

1.1 CV-QAP: Qualifications, Awards and Prizes

Click ‘new’ to enter each qualification, award and prize you have received. Select the appropriate type and click ‘save’. You will then be taken to a page where you can enter additional details of your qualifications, awards and prizes.

Your qualifications, awards and prizes will appear in 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.

1.2 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.

1.3 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.

1.4 CV-CD: Career Disruption

ECF applicants do not need to complete this section of the CV. For ECF applications, information on career disruptions is captured in the scheme specific B-CD section of the application. Any information entered here in CV-CD will not be presented to assessors.

1.5 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 section 6.2 of the NHMRC Funding Rules for further information on what constitutes ‘relative to opportunity’).

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). Entries will be listed in reverse chronological order.

ECF Fellowship applications require all information on your relative to opportunity considerations.

1.6 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.

1.7 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.

Please note that Keynote Speaker and Plenary Speaker are interchangeable terms and refer to stand-alone presentations by a single featured speaker.

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 a number of People Support schemes.

1.8 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 Participation 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.

1.9 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).

1.10 CV-TPP: Translation into Policy/Practice
Provide details of any research that has resulted in changes to organisational or government policy/practice. Click 'New' to start a new entry for any activities which have resulted in research translation. Entries will be listed in reverse chronological order.

**Note:** For schemes that limit the information presented to assessors (e.g. "last five years") the time period will be based on the date of translation (year of change), NOT the date of the original research.

### General

Provide a relevant short name for the impact of your research on policy or practice (50 characters). Select from the drop down list the type of impact on policy or practice.

### Research

You should provide a brief description of your research that lead to this impact on policy or practice and the resulting outcomes.  

*Maximum of 1500 characters including spaces and line breaks.*

From the two drop down lists indicate the year of the research results and your role.

### Funding Source for Research

Select from the tick boxes if the research was funded by NHMRC, other Australian Institute or an International source.

### Details of research Impact

Provide details of the organisation, government department etc. that benefited from the research.  

*Maximum of 200 characters including spaces and line breaks.*

Indicate the year the change was translated/implemented and provide details of the changes which resulted.  

*Maximum of 1500 characters including spaces and line breaks.*

#### 1.11 CV-CN: Contribution to NHMRC

Click 'New' to start a new entry to indicate the number of times you have participated in a NHMRC Peer Review Panel, NHMRC Grant Advisory Group, Assigners Academy or other listed activity. Provide details of your role, the year of participation and in the situation of external assessments, the number of assessments that you have provided.

#### 1.12 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.

#### 1.13 CV-SM: Supervision and Mentoring

Provide details of your supervision and mentoring role, the start year and number of students. Entries will be listed in reverse chronological order. Start a new page for each separate entry.

#### 1.14 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.

**Note:** You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

#### 1.15 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.

**Note:** You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.
1.16 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.

1.17 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.

1.18 CV-TPCO: Therapeutic Products and Commercial Outcomes

Click ‘New’ to start an entry for any therapeutic products or commercial outcomes for which you contributed significantly to the development effort. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

ECF applications require all information on your contributions to therapeutic products or commercial outcomes.

1.19 CV-RD: Research Data

Click ‘New’ to start an entry for any research datasets that you have collected or created for your research. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

ECF applications require all information on your research datasets.

1.20 CV-RT: Research Tools

Click ‘New’ to start an entry for any research tools (e.g. new or improved techniques, instruments, procedures) for which you contributed significantly to the development effort.

ECF applications require all information on your research tools.

2 Scheme-specific application details

The following sections of the application form are specific to Early Career Fellowship applications, and must be completed as part of your application.

Step-by-step technical instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module.

2.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following changes to Early Career Fellowships-specific parts of the application form:

Section 6.2 - Full-time Overseas Based Early Career Fellowships Category

INSERM Exchange Fellowship has been removed as a subcategory of the ECF scheme

2.2 B–AES: Application Executive Summary

The Application Executive Summary (AES) should focus on the applicant’s suitability for being awarded an ECF.

In the AES, applicants must summarise their claims against the ECF assessment criteria. The AES provides an opportunity for the applicant to highlight the most compelling evidence to support their application. Applicants are asked to create subheadings (Research Output, Research Proposal, Professional Contribution) within their AES under which they should address each criterion specifically. Applicants may include any
additional information here that they wish to bring to the Panel’s attention that is not captured elsewhere in the application form.

**Note:** Applicants for Aboriginal and/or Torres Strait Islander Early Career Fellowships should refer to section 6.3 of the NHMRC Funding Rules, for additional criteria.

(Maximum of 4000 characters, including spaces and line breaks)

All applicants will be assessed and ranked against the assessment criteria. All criteria are assessed relative to opportunity (see section 6.2 of the NHMRC Funding Rules, Relative to Opportunity). Guidance on specific issues that applicants may wish to address in their AES in reference to the assessment criteria is provided in Table 2 below.

### Table 2: ECF Assessment Criteria and the AES

<table>
<thead>
<tr>
<th>ECF Assessment Criteria</th>
<th>Application Executive Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research Output – Relative to Opportunity</td>
<td>Guidance for the applicant: Provide career highlights in your B-AES Application Executive Summary. Summarise the opportunities you may have had in order to guide the Peer Review Panel in assessing your track record ‘relative to opportunity’. <strong>Do not</strong> repeat information provided in your application CV sections. <strong>Do not</strong> include details of your career disruptions here as they will be covered in B-CD: Career Disruption. Refer to sections 6.2 and 6.2.1 of the NHMRC Funding Rules, Relative to Opportunity and 6.2.1 Career Disruption for definitions Describe briefly how your research proposal relates to the aims of the ECF scheme <strong>Do not</strong> repeat details of your research proposal provided in your Grant Proposal PDF (Part B-GP: Grant Proposal).</td>
</tr>
<tr>
<td>2. Research Proposal and Environment</td>
<td></td>
</tr>
<tr>
<td>3. Professional Contribution – Relative to Opportunity</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** For further information refer to the Assessment Criteria and Category Descriptors in the Funding Rules at Attachment A.

**Note:** 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 also be addressed in the Application Executive Summary.

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### 2.3 B-AlTrain: Application Information

**Type of award**

Click on ‘New’ to create a new entry for the category you wish to apply in.

Select the category in which you wish to apply from the drop-down list:

1. Australian;
2. Overseas;
3. Australia-China Exchange

Once you have selected one of the above ‘types’ the ‘Part B’ sub menu will be specific for either ‘Australian’, ‘Overseas’ or ‘Australia-China Exchange’.

**Bioinformatics or Biostatistics**

**Are you a Biostatistician/Bioinformatician?**

Select ‘Yes’ or ‘No’ from the drop-down list.

If you answered ‘Yes’, select either ‘Biostatistician’ or ‘Bioinformatician’ from the drop-down list.

If you answered ‘Yes’, briefly describe your speciality in the free text box.

(Maximum of 200 characters, including spaces and line breaks)

**Note:**

1. There are no additional or separate funds for applicants who indicate they specialise in bioinformatics/biostatistics. Do not select ‘Yes’ in this section if you do not specialise in these fields.
2. NHMRC will use the information you provide here for evaluation and reporting purposes.

**Electromagnetic Energy (EME) Research**

**Does your research involve Electromagnetic Energy (EME) Research?**
Select 'Yes' or 'No' from the drop down list.

Note: This section is only available for applicants applying in the Clinical and Public Health categories, and the research must align with the aims of the 2010 WHO Research Agenda for Radio Frequency Fields.

Bernie Banton Fellowship

From the drop-down box, select whether you wish to be considered for a Bernie Banton Fellowship (see section 7.3.2 of the ECF Funding Rules). To be eligible for the Bernie Banton Fellowship, you must be working in the field of mesothelioma and/or asbestosis. The Fellowship will be awarded to the highest ranked, funded applicant, who is undertaking research in this field.

Note: This award does not provide any additional funding to the ECF package.

Co-funding

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 co-funding, NHMRC will provide their personal information, including all pertinent application documentation and peer review outcomes, to the co-funding body or bodies nominated by the applicant. The purpose of providing this information to the co-funder(s) is to enable them to assess the application’s eligibility for funding under the relevant co-funding arrangement.

Co-funders

If you wish to be considered for a co-funded award, select the organisation(s) from which co-funding is sought by clicking 'Browse'.

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

Facilitation of International Indigenous Researcher Networks

Funding is available to applicants of Aboriginal and/or Torres Strait Islander descent for international collaboration purposes (refer to section 8.1.8 of the ECF Funding Rules, Facilitation of International Indigenous Research Networks).

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

If you answered ‘Yes’, indicate in the free text space below how you intend to use the funds. (refer to section 8.1.8 of the ECF Funding Rules, Facilitation of International Indigenous Research Networks).

If applying for FIIRN upload your documentation confirming you are of Aboriginal or Torres Strait Islander descent.

In order to move through the next section of the application save the B-AITrain: Application Information page and click on the properties tab triangle n top left side of page to access the following sections:

2.4 B-AA: Australian Award

Category

From the drop-down list, select the Category of ECF (refer to section 6, of the ECF Funding Rules, Categories of Awards) you are applying for.

Note: For Health Professional applicants you will need to select the appropriate category with the correct percentage for your application i.e. either 50%, 60%, 70%, 80% or 90%.

Health Professional

Using the 'Browse' button, upload your current supervisor’s signed agreement.

The agreement must be uploaded as a single PDF file using the following naming convention: APP#######_Applicant’s Surname_Supervisor signed agreement.pdf

Note: In accordance with the Funding Rules, applicants for Health Professional Research Fellowships (part-time) must include a written statement from their supervisor supporting the release of the applicant if offered a fellowship.

Personal Part-Time Option

Part-time fellowships for personal reasons are available in any Australian based category in specific circumstances (refer to section 5.4.3, of the ECF Funding Rules, which may include:

parental or carer responsibilities where available work time is reduced; or
If you are applying for a part-time ECF, indicate the percentage of time (40-90%) you will devote to the research associated with this award. Percentage of time must be in increments of 10%. Select your part-time percentage from the drop down menu. In the text box provide a brief explanation as to why a part-time fellowship is being sought e.g. “I am only able to commit three days per week to the outcomes of the research as I care for my children two days a week and therefore am applying for an ECF at 60% FTE (three days a week)”.

(Maximum of 400 characters, including spaces and line breaks)

2.5 Part B-OA: Overseas Award

Category
From the drop-down list, select the Category of ECF (refer to section 6, of the ECF Funding Rules, Categories of Awards) you are applying for.

Do you wish to be considered for an NHMRC/RG Menzies Fellowship?
Select ‘Yes’ or ‘No’ from the drop-down list. Provide supporting information
Applicants should outline their abilities against the Menzies Foundation requirements outlined in the Co-funding partners document at: http://www.nhmrc.gov.au/grants/apply-funding/early-career-fellowships
More information on the R.G. Menzies Foundation may be found at: http://www.menziesfoundation.org.au/
(Maximum of 1000 characters, including spaces and line breaks)

2.6 Part B-LPAR: Location of Proposed Australian Project

Note: This Section is not required for Australia-China applicants and therefore will not appear

Institution Details
The institution and department you select should be the actual institution at which you intend to do the proposed research.

Institution
Select the institution by clicking on the ‘Browse’ or
Institution (if other)
Enter other institution (if not in the drop-down list).

Department
Enter the Department for your proposed Australian research.

Start date (of proposed research)
This is the start date for your proposed Australian research. You may either enter a date or use the box next to this field to select a date.

End date (of proposed research)
This is the end date for your proposed Australian research. You may either enter a date or use the box next to this field to select a date.

Institution address
Enter the address of the institution of proposed research.

Supervisor Information

Supervisor name
This is the name of the supervisor that will be supervising you during your Australian term of the Early Career Fellowship.

Supervisor Institution
Select the institution by clicking on the ‘Browse’ (____)

Supervisor Institution address
Enter the address of the institution of your proposed supervisor.

Letter of explanation

Applicants who are not changing Institutions, PhD Research Team or Department will need to upload their letter of explanation here (refer to section 4.2, of the ECF Funding Rules, Requirement to Move Institution/Research Group).

2.7 Part B-OR: Location of Proposed Overseas Project

Note: This Section is not required for Australian or Australia-China Exchange applicants and therefore will not appear.

Location of Proposed Overseas Project

The institution and department you select should be the actual institution at which you intend to do the proposed research.

Location

Enter the country and city/town of your overseas location (e.g. United Kingdom, London).

Tier for overseas allowance

Select the corresponding tier from the drop-down menu for your proposed overseas location (refer to Attachment F of the ECF scheme specific Funding Rules).

Institution

Select the institution by clicking on the 'Browse' or

Institution (if other)

Enter other institution (if not in the drop down list).

Department

Enter the Department for your overseas proposed research.

Institution address

Enter the address of the institution of your proposed overseas research

2.8 Part B-AC: Australia-China Research

Category

From the drop-down list, select the appropriate sub-category of Australia-China Fellowship you wish to undertake. Applicants will need to select the appropriate option (based on whether you are an Australian or Chinese applicant) but also based on whether you are seeking to undertake a 2 year award (Chinese applicants) or a 4 year award (Australian applicants), (refer to section 6, of the ECF Funding Rules, Categories of Awards and Attachment D – Additional Information Australia-China Exchange Fellowship).

Proposed Location for years one and two of award

The institution and department you select should be the actual institution at which you intend to do the first two years of the proposed Australia-China research.

Location of Proposed Overseas Project

The institution and department you select should be the actual institution at which you intend to do the proposed research.

Location

Enter the country and city/town of your overseas location (e.g. United Kingdom, London).

Tier for overseas allowance

Select the corresponding tier from the drop-down menu for your proposed overseas location (refer to Attachment F of the ECF scheme specific Funding Rules).

Institution

Select the institution by clicking on the 'Browse'

Institution (if other)
Enter other institution (if not in the drop down list).

Department

Enter the Department for your proposed Australia-China research

Start date (of proposed research)

This is the start date for your proposed Australia-China research. You may either enter a date or use the box next to this field to select a date.

End date (of proposed research)

This is the end date for your proposed Australia-China research. You may either enter a date or use the box next to this field to select a date.

Institution address

Enter the address of the institution of your proposed Australia-China research.

Proposed Australian location for years three and four

Note – Applicants for the two-year Australia-China exchange (Chinese nationals) must complete the supervisor details within this section.

The institution and department you select should be the actual institution at which you intend to do years three and four of the proposed Australia-China research.

Institution

Select the institution by clicking on the 'Browse'

Institution (if other)

Department

Enter the Department for your proposed Australia-China research

Supervisor name

(Note for applicants of the two-year Australia-China Exchange Fellowship – this section must also be completed).

This is the name of the supervisor that will be supervising you during your Australian term of the proposed Australia-China research.

Supervisor Institution

Select the institution by clicking on the 'Browse'

Supervisor Institution address

Enter the address of the institution of your proposed supervisor.

Current Location

Note: This section is required for Chinese applicants only

City

Type the City in which you currently reside

Country

Select the country in which you currently reside by clicking on the 'Browse'

Have you been a resident in Australia for less than 1 year as at 31 December in the year of application?

Select ‘Yes’ or ‘No’ from the drop down list.

Supporting documents

Note: This section is required for Chinese applicants only

Attach one original signed letter from the Head of the Research Institute in China on letterhead, as evidence to support your application. Note: this must be translated into English.

Attach one Curriculum Vitae documenting your post-doctoral research experience. Note: this must be translated into English.

2.9 Part B-PhD: PhD Studies
PhD Title
Enter your PhD title.

PhD Studies: Supervisor

PhD Supervisor Title
Select your PhD supervisor’s title from the drop down list.

First Name
Enter your PhD supervisor’s first name.

Last Name
Enter your PhD supervisor’s last name.

Institution
Select you PhD supervisor’s institution from the list by clicking on the ‘Browse’.

Department
Enter your PhD supervisor’s department.

PhD Studies: Applicant

Institution where PhD was awarded
Select the institution where your PhD was awarded from the list by clicking on the ‘Browse’.

Department where your PhD was awarded
Enter the department of the institution where your PhD was awarded.

If you have not submitted your thesis, when in the future do you plan to submit?
This question should only be completed by applicants that have not yet submitted their thesis to indicate their planned thesis submission date. If you have not yet attained your PhD, you may still submit an application, however, your thesis must be submitted by 31st December in the year of this application.

PhD actual Submission Date
Enter your PhD submission date or use the calendar next to the field to select a date.

PhD Approval Date
Enter your PhD approval date or use the calendar next to the field to select a date (if you have already been awarded your PhD). The information required here is the date your PhD thesis was passed (it is not the date of degree conferral). Enter the details as requested (if you have not yet attained your PhD, you may still submit an application, however your thesis must be submitted by 31st December in the year of this application).

If you have passed your PhD, suitable evidence (in the form of your notification letter) needs to be attached to this screen (see PhD evidence upload below).

Do you meet the eligibility requirements for the category of award in relation to the time elapsed since your PhD approval date?
Select ‘Yes’ or ‘No’ from the drop down list.

Refer to Section 7, of the NHMRC Funding Rules incorporating the Early Career Fellowship scheme specific funding rules for funding commencing in 2017 for further details relating to eligibility.

If you answered No to the above question you will need to fill in the Career Disruption screen page – refer to section B-CD: Career Disruption.

PhD evidence upload
Applicants who have PhD evidence must upload their evidence of the date that their PhD was passed by clicking on ‘Browse’. Applicants who do not hold a PhD but who have evidence of a

Applicants who hold a medical qualification (MBBS) are also required to upload their evidence of undertaking further clinical training (refer to Eligibility requirements in the ECF Funding Rules, section 5.1). Click on ‘Browse’ to upload your evidence if applicable.

In Relation to your PhD Studies

Are you remaining with your PhD research team?
Refer to section 4.2, of the ECF Funding Rules, Select 'Yes' or 'No' from the drop down menu. PhD research team refers to any member of your PhD supervisory committee and/or their collaborators who have actively collaborated or co-authored publications within the last five years.

Are you remaining with your PhD supervisor?
Select 'Yes' or 'No' from the drop down list.

Is the research proposal for this application a continuation or extension of your PhD study?
Select 'Yes' or 'No' from the drop down list.

Are you remaining with the same Department of the same research institute?
Select 'Yes' or 'No' from the drop down list.

Have you uploaded the letter of explanation from your proposed supervisor?
Refer to section 4.2, of the ECF Funding Rules. Select 'Yes' or 'No' from the drop down list.

If you have answered 'Yes' to this section, upload the required documentation at section B-LPAR: Location of Proposed Australian Project if you have not already done so.

Note: The following questions help NHMRC calculate the amount of funding an applicant will receive and these questions must be answered accurately.

Do you hold Medical or Dental qualifications? Select one of the following from the drop down list:
If you hold Medical qualifications you need to select 'Medical'.
If you have Dental qualifications you need to select 'Dental'.
If you hold neither qualification select 'Neither'.

If you hold Medical or Dental qualifications, what is the qualification you hold?
Enter the qualifications you hold.

All qualifications need to be entered in full not by acronym, e.g Bachelor of Medicine, Bachelor of Surgery rather than MBBS.

If you hold Medical or Dental qualifications
Provide evidence of Australian registration in your dental or medical field. This must show the registering body, current registration period and the registration number.
Upload evidence of Australian registration by clicking on 'Browse'.

Will you be practicing as a Clinician or Dentist during the course of this award?
Select 'Yes' or 'No' from the drop down list.

Once the above sections are completed save and return then click on the properties tab triangle on top left side of page to access the following sections:

2.10 Part B-CD: Career Disruption

NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. You must provide supporting evidence of any career disruptions in this section of the application, unless the career disruption is of a sensitive nature (see below).

You are also given the opportunity to provide a brief explanation of the impact of your career disruption(s) on your research and research achievements.

Supporting Evidence must be provided to substantiate your claims for eligibility in terms of years since your PhD was obtained. Refer to section 5.1, of the ECF Funding Rules, Qualifications. For a definition of what is considered a career disruption, refer to section 6.2.1, of the NHMRC Funding Rules, Career Disruption and section 5, of the ECF Funding Rules. All career disruptions will be reviewed.

For each career disruption, click on the 'New' button and follow the below instructions. Create a new career disruption for every time the FTE of the career disruption changes.

Career Disruption
Enter the Start Date and End Date (RGMS will automatically calculate the number of days) and select a Reason from the drop down list. If you select 'other', provide a brief reason for the career disruption (1000 character limit, including spaces and line breaks)
Full Time Equivalent of the Career Disruption

State the percentage full time equivalent (FTE) of the career disruption in accordance with your Institution's conditions of employment. Do NOT enter a percentage sign. E.g. If you researched for 3 days/week and looked after children for 2 days/week, you should enter 40 as the FTE (%).

Accumulated Days

RGMS will automatically calculate the total full-time equivalent accumulated days of the career disruption. This calculation is based on calendar days.

To determine your eligibility, these accumulated days will be subtracted from the number of years (as at 30 June of the application year) since the letter advising your doctoral thesis was passed.

An example of Accumulated Days calculation is provided here if you looked after children for 2 days/week from 1 April 2012 to 30 November 2012 (244 days – note that the start and end dates are included), the accumulated days of the career disruption would be 244 x 40% = 98 days.

Impact

You have a 500 character limit (including spaces and line breaks) in which to clearly outline the impact the career disruption had on your productivity. This field must only be used to:

a. provide a brief summary of the career disruption;
b. state the impact on your research output/productivity;
c. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application; and
d. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g. to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

Supporting Evidence

Upload documentation – (see section 5.1. of the ECF Funding Rules, for allowable forms of documentation and required content) supporting each claim of career disruption unless the career disruption is of a sensitive nature (see below). The evidence should be uploaded as a PDF file (2 Mb maximum) using the following naming convention: APP######_Applicant's Surname_CD Evidence.pdf. If there is more than one career disruption, add a number suffix to the name of each PDF document that agrees with the listed order of your career disruptions (e.g. APP######_Applicant's Surname_CD Evidence_1.pdf, APP######_Applicant's Surname_CD Evidence_2.pdf, APP######_Applicant's Surname_CD Evidence_3.pdf).

Important: You must upload supporting evidence for EVERY claim of career disruption.

Sensitive Career Disruptions

If the career disruption is of a highly sensitive nature and an applicant does not wish to share the details with the peer review panel, details may be submitted separately to NHMRC rather than via Part B-CD of their ECF application. For example, an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim details separately.

Applicants wishing to submit a sensitive career disruption should:

1. Create a 'New' career disruption in Part B-CD of their application
2. Select 'Sensitive Career Disruption' from the Reason drop down and enter the Start Date, End Date, FTE, and Accumulated Days as described above.
3. Provide details of the impact of your career disruption, indicate that the career disruption is of a sensitive nature but include details of the outputs that relate to the career disruption period claimed in your application. Provide details of additional research outputs (those that occurred in the relevant preceding years) as described above that you want the reviewers to consider when assessing your application.
4. Upload a blank PDF as Evidence
5. Provide details of the career disruption and supporting evidence (as outlined in section 2.10) in a separate PDF document to NHMRC in confidence to email address: career.disruptions@nhmrc.gov.au, Attention: Early Career Fellowships by the application close date. This PDF must include evidence as specified in section 5.1. of the ECF Funding Rules. Ensure your application ID number is included in the PDF.

Claims for sensitive career disruptions will be reviewed and assessed by Senior NHMRC Staff. The peer review panel will be advised if the career disruption is accepted and which years should be considered, without reference to details.

Note: Where a sensitive career disruption exists, the applicant is required to make a separate submission for any new NHMRC application submitted, on which they are named Chief Investigator.

2.11 Part B-PE: Previous Experience
**Previous Experience 1**
Provide brief details of your previous experience highlighting the most significant contributions you have made to your field of research.

(Maximum of 1500 characters, including spaces and line breaks)

**Previous Experience 2**
Provide brief details from your previous experience that most significantly affect your research proposal.

(Maximum of 1500 characters, including spaces and line breaks)

**Previous Experience 3**
Outline any prior experience relevant to Indigenous health (if applicable).

(Maximum of 1500 characters, including spaces and line breaks)

### 2.12 Part B-GP: Grant Proposal

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Research Proposal (including references)</td>
<td>5 pages</td>
</tr>
<tr>
<td>B. Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website: http://www.nhmrc.gov.au/grants/apply-funding/early-career-fellowships. **Applicants must use this template to complete their Grant Proposal.**

Naming, size and formatting requirements are set out in section 10.3.3, of the NHMRC Funding Rules. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10.3.3, of the NHMRC Funding Rules).

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.

**A. Research Proposal**

Provide a brief research plan **(maximum five A4 pages, including references)**. The plan should describe your vision for the next four years and detail the proposed research objectives, methodologies and expected outcomes. Consideration should also be given to the crucial design elements that enhance reproducibility of research findings.

Your Research Proposal should provide enough information so that the research approach can be assessed by the reviewers, either by reference to published work or by including the essential components that may include the following, depending on the type of research:

References relating to the Research Proposal must:
- be in a standard journal format
- list authors in the order with which they appear in PubMed
- not include web links (see NHMRC Funding Rules section 1.3, for further information)
- only include references to cited work.

**B. Indigenous Research Excellence Criteria, if applicable (maximum two A4 pages)**

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 at A-PA: Application Properties, 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 6.3, of the NHMRC Funding Rules.

### 2.13 Part B-PS: Project and Supervisor

1. Describe the potential of this research project and choice of supervisor to extend your knowledge and skills.

(Maximum of 1200 characters, including spaces and line breaks)
2. Describe how the tenure of this award would contribute to your future career aspirations.
(Maximum of 1200 characters, including spaces and line breaks)

3. Indicate how the research topic relates to your current and future professional pathway.
(Maximum of 1200 characters, including spaces and line breaks)

2.14 Part B-R: Referees

Important Notes:
It is the applicant’s responsibility to obtain the supervisor referee report and ensure that it is submitted through RGMS by the nominated Referee’s prior to the closing date.

Applicants must ensure that they submit a complete application (which includes the required referee report).

Incomplete applications will be deemed ineligible and removed from further peer review.

NHMRC staff will not chase outstanding reports. Applicants can monitor the progress of submission of reports by checking the B-R: Referee page. Applicants will receive an RGMS-generated email once the referee has uploaded a report against their application.

Referee Report – Supervisor

The person who will be supervising you in the first year of the award will need to complete the referee report.

The template for referees and instructions for submission is available at:

To begin nominating Referees, click on the ‘New’ button.

General
Provide the name and contact details of your nominated referee, who has agreed to provide the report that will comment on your research contributions and potential as a researcher.

Referee with RGMS profile

If your referee has an RGMS profile, select him or her from the drop down list by clicking on the ‘Browse’ ( ).

Note: the referee email address is extremely important as once you have entered the referee particulars and saved the nomination, an electronic alert will be sent to the referee notifying them of your application.

This screen will also allow you to track the referee process and enable you to see when a referee has submitted their report.

Referee without RGMS profile

If your referee does not have an RGMS profile, enter the relevant information on the right hand side of the screen.

Once the information is entered and confirmed as correct click on the save button.

Note: the referee email address is extremely important as once you have entered the referee particulars and saved the nomination, an electronic alert will be sent to the referee notifying them of your application.

This screen will also allow you to track the referee process and enable you to see when a referee has submitted their report.

To cancel a Nomination of a Referee

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.

Project Grants scheme-specific advice and instructions to applicants

The following sections provide additional advice about parts of the application that are specific to National Health and Medical Research Council (NHMRC) Project Grants, and must be read in conjunction with the following documents:
The NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes.

The NHMRC Funding Rules 2017, incorporating the Project Grants scheme-specific funding rules for funding commencing in 2018, which set out the rules, processes and considerations relevant to NHMRC funding.

The Guide to NHMRC Peer Review 2017, incorporating the Project Grants scheme-specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes.

The NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1 Critical dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2016</td>
<td>Application information and templates available</td>
</tr>
<tr>
<td>11 January 2017</td>
<td>Applications open in RGMS</td>
</tr>
<tr>
<td>25 January 2017</td>
<td>Deadline for submission of New Investigator online forms to NHMRC</td>
</tr>
<tr>
<td>By 5pm AEDT</td>
<td></td>
</tr>
<tr>
<td>15 February 2017</td>
<td>Minimum data due in RGMS</td>
</tr>
<tr>
<td>By 5pm AEDT</td>
<td></td>
</tr>
<tr>
<td>15 March 2017</td>
<td>Applications close in RGMS</td>
</tr>
<tr>
<td>By 5pm AEDT</td>
<td></td>
</tr>
<tr>
<td>Applications in Period 1: 5 June - 16 June 2017; or Applications in Period 2: 26 June - 4 July 2017</td>
<td>Approximate dates for release of Assessor reports</td>
</tr>
<tr>
<td>Applications in Period 1: 15 June - 26 June 2017; or Applications in Period 2: 6 July - 14 July 2017</td>
<td>Approximate dates for Applicant’s response (rebuttal)</td>
</tr>
<tr>
<td>8 September 2017</td>
<td>Completion of Peer Review</td>
</tr>
<tr>
<td>September 2017</td>
<td>NFFC applicants advised of outcomes</td>
</tr>
<tr>
<td>October - December 2017*</td>
<td>Funding Announcement</td>
</tr>
</tbody>
</table>

*Dates are indicative and subject to change

2 CV requirements

Relevant sections of the Research Grants Management System (RGMS) CV must be completed as part of an application (see section 10 of the NHMRC Funding Rules 2017). For the Project Grants funding scheme, applicants are only required to complete those sections outlined below. Should more information than is required be entered, only the required information will be imported from the 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 assessors. 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 applicant 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 on the NHMRC Website.

2.1 CV-CD: Career Disruption (during the last 5 years)

The NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had
career disruptions that should be considered when evaluating their track record. If applicable, you (or members of your CI Team) should use this opportunity to declare any career disruptions that may be relevant to your career history. This will ensure that your track record, and the scientific quality are assessed objectively, taking all relevant factors into account.

For guidance on what constitutes a career disruption and how it is considered, refer to section 6.2.1 of the NHMRC Funding Rules 2017 and section 4.7 of the Guide to NHMRC Peer Review 2017.

For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years. You should therefore add any publications or other components of your Track Record that you want peer reviewers to consider predating five years by two years (see below for further details on how to capture this in your application).

Career Disruption

Please select the nature of the career disruption from the drop down menu. If the career disruption is highly sensitive and the applicant does not wish to disclose the nature of the career disruption, indicate in this section that they wish to make a claim under sensitive career disruption provisions and provide additional information as outlined in the subsections below.

Note: Relative to opportunity circumstances considered under section 6.2 of the NHMRC Funding Rules 2017 are not career disruptions. 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

Impact

Provide a brief explanation on the impact the career disruption/s has had on your research and research achievements and associated productivity relative to stage of career.

Note: Applicants are not required to describe the nature of the career description.

(maximum of 2000 characters including spaces and line breaks)

Additional Research Outputs

Provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application. If applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g. to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

(maximum of 2000 characters including spaces and line breaks)

Dates

You are required to nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

Note: the duration where career disruptions can be accounted for in the Project Grants scheme is five years.

Further Advice on preparing your Career Disruption Claim

If you have had an extended career disruption commencing prior to 2012 and ending within the last five years, it is advised that you briefly explain this in your application and nominate additional research achievements for the most recent year(s) without a career disruption.

For example, Person X had a career disruption due to illness which lasted two years from 2011-2012.

The career disruption that meets NHMRC policy is only valid for one year (2012 which is within the last five years). Therefore, one year should be added to their track record.

In this case, Person X would normally provide their research achievements for 2011.

However, given that the career disruption included 2010, there would be no additional research achievements for 2011. In this instance, Person X would also provide research achievement details for 2010 (the last full time equivalent year worked prior to the career disruption).

Note: Applicants that have other circumstances that impact their track record (relative to opportunity) can record this information as part of their overall Track Record in the last 5 years under the CI Track Record, including the Top 5 publications in the last 5 years section of the Grant Proposal template.

2.2 CV-RO: Relative to Opportunity (during the last 5 years)

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 section 6.2 of the NHMRC Funding Rules 2017 for information on what constitutes ‘relative to opportunity’...
opportunity’).

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). Entries will be listed in reverse chronological order.

2.3 CV-Pub: Publications
Publication requirements vary between schemes, the requirements for the 2017 Project Grants round are detailed below.

Publication information must be uploaded using a tab delimited file using Microsoft Excel® or by exporting your EndNote® Library as an .xml file. Applicants should verify that publication information has been correctly uploaded by requesting a CV Snapshot. 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.

2.4 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.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

2.5 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.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

Should you enter more information than is required, only the required information will be imported into your application.

3 Minimum data requirements
Minimum data must be entered in RGMS by 5:00pm Australian Eastern Daylight Time (AEDT) on 15 February 2017 to allow the NHMRC to commence sourcing suitable assessors. Applications that fail to satisfy this requirement will not be accepted. For further information, refer to section 3 of the Project Grants scheme-specific funding rules for funding commencing in 2018.

Research Administrative Officer (RAOs) are not required to certify applications for the purpose of minimum data; applications should only be certified once complete and ready for submission (see section 10.4 of NHMRC Funding Rules 2017 and section 6 of the Advice and Instructions to Applicants 2017).

4 Scheme-specific application details
The following sections of the application form are specific to Project Grants, and must be completed as part of your application.
Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.

4.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following changes to Project Grants specific parts of the application form:

- **CV-CD**: Career Disruption – changes to process to make a sensitive career disruption claim.
- **B-GRPN**: Grant Review Panel Nomination – applicants must nominate a Grant Review Panel discipline area that best corresponds to their proposed research.
- **B-AI Proj**: Application Information – consent to disclose personal information to other organisations is now addressed in A-PA: Application Properties.
  - Nomination of possible assessors has been removed.
  - Nomination of possible non-assessor has been removed.

4.2 B-AIProj: Application Information

**NHMRC New Investigator**

Select ‘yes’ if the application is to be considered a Project Grants New Investigator application.

Select ‘no’ if the application is a ‘standard’ Project Grants application.

All applicants applying as a New Investigator must complete the mandatory New Investigator form in RGMS on the Applications section.

Applicants should clearly address the NI eligibility criteria outlined in the form, as no additional explanatory information will be accepted once a submission has been made.

**Note:** The submission date for the New Investigator form is before the application submission date. Please refer to section 5.1.4 of the Project Grants scheme-specific funding rules for funding commencing in 2018.

**Clinical Trial**

This question aims to identify applications that involve a clinical trial component. Select the appropriate option from the drop down box.

**Note:** Selecting ‘yes’ does not necessarily result in allocation of the application to a Clinical Trials Grant Review Panel group. Applicants that consider Clinical Trials to be the predominate methodology of their research should denote this in Section B-GRPN below (information on assignment of applications to GRPs is outlined in subsection 4.1.3 of the Project Grants scheme-specific Peer Review Guidelines).

**Funding Organisation(s)**

Applicants seeking funding from Cancer Australia and Funding Partners and/or Cancer Councils (either exclusively or in addition to NHMRC funding) must complete this part of the application. Those seeking funding from other funding organisation(s) must read their respective terms and conditions as they may have additional criteria which need to be addressed.

Select the organisation(s) from which funding is sought.

- NHMRC
- Cancer Australia and Funding Partners
- Cancer Councils

**Note:** If a box is not selected, the application will be assessed by NHMRC only.

**Cancer Australia Young Investigator**

Select ‘yes’ if the application is to be considered for Young Investigator categories of Cancer Australia’s Priority-driven Collaborative Cancer Research Scheme (PdCCRS).

PdCCRS Young Investigator applicants must meet NHMRC submission deadlines in addition to any Cancer Australia deadlines.

Refer to the 2017 Project Grants New Investigator and PdCCRS Young Investigator eligibility processes on the NHMRC Project Grants webpage for additional guidance.

**Electromagnetic Energy (EME)**

Select the box if you are applying for EME funding.

**Justification**
If you are an applicant applying for EME funding you must provide a comprehensive justification that your application meets the criteria for EME research and is within scope as described in the 2010 WHO Research Agenda for Radio Frequency Fields, page 7 – Scope.

Applicants are required to show that their project investigates the effects of Radio Frequency (RF) EME on human health. In this context detailed descriptions of both the RF exposure (such as frequency range and source of the exposure) and the health effect that is being investigated are required.

Refer to section 6.2.3 of Project Grants scheme-specific funding rules for funding commencing in 2018 (‘Funding by other organisations’) for guidance.

(Maximum of 2000 characters including spaces and line breaks)

Associate Investigator Permissions

Have you sought agreement from Associate Investigators (AI) for their name to be included in this application?

Select the appropriate option from the drop down box. Written evidence will need to be provided to your RAO that all AIs have agreed to be named on the application.

4.3 B-GRPN: Grant Review Panel Nomination

Grant Review Panel Nomination

Preferred Grant Review Panel – Select a Grant Review Panel discipline area from the list that best corresponds with the major component of the proposed research and thus assessment of your application.

Alternate Panel – Select an alternate Grant Review Panel, from the list, for assessment of your application, should the application not able to be allocated to your primary preference (‘preferred grant review panel’).

If an application contains components covering multiple panels, please choose the panel (and discipline) that aligns with the application’s predominant area of focus. In cases where an application has been targeted to an area which is unlikely to provide appropriate expertise and thus optimal review, NHMRC reserves the right to relocate the application to the ‘best-fit’ GRP grouping.

Please refer to the NHMRC 2017 Project Grants webpage for guidance on nomination of a Grant Review Panel.

4.4 B-GP: Grant Proposal

Attach/upload your Grant Proposal as a PDF file using the template outlined below. This is a key source of information for assessors and must comprise the following components.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Proposal</td>
<td>9 pages</td>
</tr>
<tr>
<td>References</td>
<td>2 pages</td>
</tr>
<tr>
<td>Team Quality and Capability relevant to this application</td>
<td>1 page</td>
</tr>
<tr>
<td>CI Track Record including the Top 5 publications in the last 5 years</td>
<td>2 pages per CI</td>
</tr>
<tr>
<td>Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
<tr>
<td>Priority Driven Cancer Australia Young Investigator, if applicable</td>
<td>1 page per Young Investigator</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website (located under Documentation to Apply for a Project Grant). Applicants must use this template to complete their Grant Proposal. Naming, size and formatting requirements are set out in Section 10.3.3 of the NHMRC Funding Rules 2017. Applications that fail to comply with these requirements or the above page limits may be excluded from consideration (see Section 10.7 of the NHMRC Funding Rules 2017).

Applicants and Research Administration Officers (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.

A. Research Proposal – 9 pages

All scientific information relating to your proposal must be contained in this section. The research proposal will be assessed by experts in the field and you should include any pilot or feasibility study data supporting the research planned. You should also keep in mind the assessment criteria
that reviewers will use to evaluate applications and the detailed category descriptors in relation to each of the assessment criteria. Applicants should refer to the Guidance for Applicants to Address the Project Grants Assessment Criteria in Attachment B of the Project Grants scheme-specific funding rules for funding commencing in 2018. Consideration should also be given to the crucial design elements that enhance reproducibility and robustness of research findings (see table below for further detail).

This section should address the following assessment criteria:

- **Scientific Quality (50% of overall score)** – this includes the clarity of the hypotheses or research objectives, the strengths and weaknesses of the research plan and the experimental design, and the feasibility of the proposed research (which may include the contribution of Associate Investigators).
- **Significance and/or Innovation (25% of overall score)** - this includes the potential to increase knowledge about human health, disease diagnoses, or biology of agents that affect human health, or the application of new ideas, procedures, technologies, programs or health policy settings to important topics that will impact on human health.

References cited in this document are to be listed in the separate References section.

Your Research Proposal should be written in English and provide enough information so that the research approach can be assessed by the reviewers, either by reference to published work or by including the essential components that may include the following, depending on the type of research:

<table>
<thead>
<tr>
<th>Component</th>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aims</td>
<td>Describe the specific aims of the project, including a clear statement of hypotheses to be tested</td>
</tr>
<tr>
<td>Background</td>
<td>Provide a rationale for the project</td>
</tr>
<tr>
<td>Research Plan – Methods and techniques to be used</td>
<td>Outline the research plan in detail, including the following where appropriate:</td>
</tr>
<tr>
<td></td>
<td>detailed description of the experiment design</td>
</tr>
<tr>
<td></td>
<td>techniques to be used</td>
</tr>
<tr>
<td></td>
<td>details and justification of controls</td>
</tr>
<tr>
<td></td>
<td>details for appropriate blinding</td>
</tr>
<tr>
<td></td>
<td>strategies for randomisation and/or stratification</td>
</tr>
<tr>
<td></td>
<td>justification of sample-size, including power calculation</td>
</tr>
<tr>
<td></td>
<td>justification of statistical methods</td>
</tr>
<tr>
<td></td>
<td>strategies to ensure that the experimental results will be robust, unbiased and reproducible</td>
</tr>
<tr>
<td></td>
<td>details to achieve balance of male and female clinical participants, and male and female cell and animal models, including justification where it is unwarranted</td>
</tr>
<tr>
<td></td>
<td>ethical implications the research may have</td>
</tr>
<tr>
<td></td>
<td>community involvement and/or plans to transfer knowledge to stakeholders or into practice</td>
</tr>
<tr>
<td></td>
<td>expected outcomes of the research project</td>
</tr>
<tr>
<td>Timeline/s</td>
<td>Provide a detailed timeline for the expected outcomes of the research proposal along with justification for the duration requested</td>
</tr>
<tr>
<td>Outcomes and Significance</td>
<td>Describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research</td>
</tr>
</tbody>
</table>

B. References – 2 pages

References relating to the Research Proposal must:

- not exceed 2 pages
- provide a list of all references cited in the application in an appropriate standard journal format, NHMRC prefers the Author-date (also known as the Harvard System), Documentary-note and the Vancouver Systems
- list authors in the order in which they appear in PubMed
- only include references to cited work
- must be written in English.

C. Team Quality & Capability relevant to this application (does NOT include Associate Investigators) - Relative to opportunity (25%) – 1 page

A summary of the research team’s quality and capability must be contained in this section. Applicants should detail the following:

- the expertise and productivity of team members relevant to the proposed project
- their influence in this specific field of research
how the team will work together to achieve the project aims
how junior members are contributing to the proposed research and the overall team quality and capability.

D. CI Track Record, including the Top 5 publications in the last 5 years – 2 pages per CI

Reviewers will use this section to assess the track record quality of the research team.

This section has two components:

- overall Track Record in the last 5 years; and
- the top 5 publications in the last 5 years.

In accordance with the San Francisco Declaration on Research Assessment, NHMRC has eliminated the use of Journal Impact Factors and 'Excellence in Research Australia' metrics in the assessment of applications. NHMRC requires assessors to consider a broad range of measures in the assessment of an applicant's research achievement. Applicants should therefore have regard to section 4.8 of the Guide to NHMRC Peer Review 2017 and the Project Grants scheme assessment criteria and category descriptors when completing this section.

Overall Track Record in the last 5 years

Applicants are encouraged to use this section to identify aspects of their track record that are in addition to their publication record that has been listed in the CV section (see Section 2). This includes any relative to opportunity considerations you wish the assessors to take into consideration (please see Section 6.2 of the NHMRC Funding Rules 2017 for further information). Assessors will have access to the last 5 years of publications through the CV section, therefore, the following areas should be considered:

- Career summary - including qualifications, employment and appointment history
- Research support - including grants and fellowships
- Contribution to field of research – this may include the impact of previous research including translation and commercialisation of research into health outcomes
- Patents – this information should include the type of patent, if the patent has been granted, when it has been granted, to whom it has been granted and if it is is current or not
- Collaborations
- Community engagement and participation
- Professional involvement – including committees, conference organisation, conference participation
- International standing - including invitations to speak, international committees
- Supervision and mentoring
- Peer review involvement (including NHMRC, other granting organisations, manuscripts, editorial responsibilities)
- Industry relevant expertise and output
- Other contributions to NHMRC
- Other information you think is vital to your application.

Top 5 Publications in the last 5 years

Applicants are asked to list their top 5 publications in the last 5 years and reasons why these publications have been selected.

Indigenous Research Excellence Criteria – 2 pages, where applicable

Note: If not required, do not complete this section and delete the heading. 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.

Complete this section if at least 20% of your research effort and/or capacity building relates to Aboriginal and Torres Strait Islander health, you answered ‘yes’ to the Aboriginal and Torres Strait Islander Research question (at ‘Home’ section of the application) and/or you nominated your application for assessment by the Indigenous Health GRP (in section B-GRPN).

Applicants should ensure that they address each Indigenous Research Excellence Criterion as set out in Section 6.3 of the NHMRC Funding Rules 2017 and demonstrate:

- what proportion of the research effort will be directed to Aboriginal and Torres Strait Islander health
- that the Indigenous community were instrumental in identifying and inviting further research into the health issue and that the research outcomes will directly benefit the ‘named’ communities
- that there is a history of working together with the ‘named’ communities e.g., co-development of the grant, involvement in pilot studies or how the ‘named’ communities will have input/control over the research process and outcomes across the life of the project
- that there is opportunity for two-way Chief Investigator/Associate Investigator capacity development for both non-Indigenous and Indigenous investigators
- that the above points are explicit throughout the application and not just addressed separately within the Indigenous Research Excellence Criteria section of the grant proposal.

Priority-driven Cancer Australia Young Investigator – 1 page, where applicable
Note: If not required do not complete this section and delete the heading.

Grants awarded through the Cancer Australia Priority-driven Collaborative Cancer Research Scheme (PdCCRS) are designed to principally support applied cancer research projects that relate to the research priority area/s of Cancer Australia and/or its Funding Partners and which have the potential to directly improve cancer outcomes by influencing clinical practice and/or policy.

Applicants who are applying for NHMRC funding and also seeking PdCCRS Young Investigator funding for the same project must provide a one page modified research proposal with reduced aims and timeframes.

The following text should be included on this one page:

This proposal is to be considered for funding from NHMRC and PdCCRS. Funding from NHMRC is sought for a project addressing the following aims:

Aim 1
Aim 2
Aim 3 etc

Funding from the PdCCRS is alternatively sought for the same project modified to one/two year/s. In the one/two year/s timeframe the project will only address the following aim/s:

Aim 1
Aim 2 et

Applications that do not comply with the above guidelines may be deemed ineligible and excluded from further consideration. For further information refer to section 10.7 of the NHMRC Funding Rules 2017.

4.5 B-PBRF: Proposed Budget – Research Facilities

Applicants often need to receive services from research facilities to enable their research to be successfully undertaken.

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services.

Is this application using services provided by a research facility?

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration must be uploaded on this page.

4.6 B-PB: Proposed Budget – Direct Research Costs (DRC) and Equipment

Enter details of the proposed research budget. Details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines, section 8.3 of the NHMRC Funding Rules 2017. For proposed research budget items, you must enter:

- the item type (e.g. Direct Research Cost, Equipment, etc).
- the name/description of the item;
- the total value of the item requested for each year; and
- a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(Maximum of 500 characters including spaces and line breaks).

The total annual amount requested across all DRC line items for each year of a grant will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the ‘summary’ tab of the application form.

Please note:

- NHMRC funds the direct costs of research based on advice from peer review. Applicants should accordingly provide detailed justification of budgets requested and poorly justified budget proposals run the risk of having their budget adjusted, in accordance with Section 8 of the NHMRC Funding Rules 2017.
- Funding cannot be used for infrastructure.
- There will be no provision to increase funds for any reason.

Salary Support
Personnel Support Packages (PSPs) are requested under section ‘A-RT: Research Team and Commitment’. Applicants should review section 7.5 and section 8 of the NHMRC Funding Rules 2017 for relevant guidance. Further information on PSPs rates is available on the NHMRC website.

Applicants can only draw one salary from one NHMRC grant/award. It is the CI’s responsibility to inform the NHMRC as to which NHMRC grant/award they will be receiving their salary from (refer to 7.2.2 of the NHMRC Funding Rules 2017).

Global Alliance for Chronic Diseases (GACD) Scheme-specific advice and instruction to applicants 2017

The following sections provide additional advice about parts of the application that are specific to National Health and Medical Research Council (NHMRC) Global Alliance for Chronic Diseases (GACD) Request for Applications (RFA): prevention and management of mental disorders in low and middle income countries (LMICs) and Indigenous communities in high income countries, and must be read in conjunction with the following supporting documents:

- the NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes
- the NHMRC Funding Rules 2017, incorporating the scheme-specific Funding Rules, which set out the rules, processes and considerations relevant to NHMRC funding
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1 CV Requirement

Relevant sections of your Research Grants Management System (RGMS) Curriculum Vitae (CV) must be completed as part of your application (see section 10.3.1 of the NHMRC Funding Rules 2017). For the NHMRC/GACD RFA, 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.

Applicants should note that the following sections of the RGMS CV are required for GACD:

- CV-Pub: Publications
- CV-RF: NHMRC Research Funding
- CV-ORF: Other Research Funding.

This requirement applies to all Chief Investigators (CIs) named on the application. It is accordingly advisable to check that other CIs have completed/updated their RGMS CVs before finalising an 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 assessors. It may also be used for analysis 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 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.

1.1 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 ‘type’. 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.

1.2 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.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.
1.3 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.

**Note**: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant. Should you enter more information than is required, only the required information will be imported into your application. Further guidance is provided in the *NHMRC Advice and Instructions to Applicants 2017*.

2 Minimum data requirements (required if research scheme)

Minimum data must be entered into the Research Grants Management System (RGMS) by 5pm Australian Eastern Daylight Time (AEDT) on 15 February 2017 to allow the NHMRC to start sourcing suitable assessors. Applications that fail to satisfy this requirement will not be accepted. Applicants are also reminded to complete the recommended fields below with correct information. Using placeholder text such as “text”, “synopsis” or “xx” etc. are not acceptable as minimum data.

Minimum data for the NHMRC/GACD RFA consists of the following:

- **A-PA Application Properties**: specifically the Administering Institution, Application Title, Aboriginal/Torres Strait Islander Research and Synopsis
- **A-RC Research Classification**
- **A-RT Research Team**: including the names of team members if known (note: team members may be added or deleted after the minimum data deadline until the close of applications at 5pm on 1 March 2017).

**Note**: Failure to meet this deadline will result in the application not proceeding (see section 10.7 of the NHMRC Funding Rules 2017 for further information).

**Note**: Research Administration Officers (RAOs) are not required to certify applications for the purpose of minimum data; applications should only be certified once complete and ready for submission (see section 10.4 of the NHMRC Funding Rules 2017 and section 6 of the NHMRC Advice and Instructions to Applicants 2017).

**Note**: The above information will be used to identify review panels and assessors. Applicants are advised that any change made to the above fields after 15 February 2017 may impact the review of the application.

Completed applications must be submitted to the NHMRC in RGMS by 5pm AEDT on the specified closing date. Late applications will not be accepted.

3 Scheme-specific application details

The following sections of the application form are specific to the NHMRC/GACD RFA, and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.

3.1 Key changes to the scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following changes to GACD-specific parts of the application form:

Applicants are required to outline the benefit of the research to Australia in their research proposal.

For changes to other parts of the application form, refer to the *NHMRC Advice and Instructions to Applicants 2017*.

3.2 B-GP: Grant Proposal

Attach/upload your Grant Proposal as a Portable Document Format (PDF) file. This is a key source of information for assessors and must comprise the following components.
<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover page</td>
<td>1</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>9</td>
</tr>
<tr>
<td>CI Track Record including top 5 publications in the last 5 years</td>
<td>2 pages per CI</td>
</tr>
<tr>
<td>Team Quality and Capability relevant to this proposal</td>
<td>1</td>
</tr>
<tr>
<td>Benefit to Australia</td>
<td>½ page</td>
</tr>
<tr>
<td>Consumer and Community Involvement, if applicable</td>
<td>1</td>
</tr>
<tr>
<td>Career Disruption, if applicable</td>
<td>1 page per CI</td>
</tr>
<tr>
<td>Relative to Opportunity, if applicable</td>
<td>½ page per CI</td>
</tr>
<tr>
<td>Indigenous Research Excellence Criteria, if applicable</td>
<td>2</td>
</tr>
<tr>
<td>References</td>
<td>2</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website. Applicants must use this template to complete their Grant Proposal. Naming, size and formatting requirements are set out in section 10.3.3 of the NHMRC Funding Rules 2017. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10.7 of the NHMRC Funding Rules 2017).

Applicants and Research Administration Officers (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.

**Cover page**

The cover page should include:
- application ID
- title of the NHMRC/GACD RFA proposal
- a list of Chief Investigators, including research title (e.g. CIA), academic title (e.g. Professor), given names and family name.

**Research Proposal**

All scientific information relating to your proposal must be contained in this section. The research proposal will be assessed by experts in the field and you should include any pilot or feasibility study data supporting the planned research. You should also keep in mind the assessment criteria that reviewers will use to evaluate applications and the detailed category descriptors in relation to each of the assessment criteria. Refer to section 4 of the scheme-specific Funding Rules 2017 for further details.

When completing your research proposal, please ensure that you address the following:

**Aims** – describe the specific aims of the project, including a clear statement of hypotheses to be tested.

**Background** – Provide a rationale for the project.

**Research Plan** – Responses should provide enough information so that the research approach can be assessed by the reviewers, either by reference to published work or by including the essential components which may include research plan, methods and techniques to be used. Consideration should be given to the crucial design elements that enhance reproducibility of research findings. Where appropriate the following should be addressed:
- detailed description of the experiment design
- techniques to be used
- details and justification of controls
- details for appropriate blinding
- strategies for randomisation and/or stratification
- justification of sample-size, including power calculation
- justification of statistical methods
- strategies to compensate for the effects of sex-differences, different animal strains and/or different end-points
- ethical implications the research may have
community involvement and/or plans to transfer knowledge to stakeholders or into practice expected outcomes of the research project.

Timeline/s – provide a detailed timeline for the expected outcomes of the research proposal along with justification for the duration requested.

Outcomes and significance – describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research.

Note: References cited in this section must be listed in the separate References section outlined below.

CI Track Record including top 5 publications in the last 5 years

This section has 2 components:

- the top 5 publications in the last 5 years
- overall Track Record in the last 5 years.

Top 5 publications in the last 5 years

Applicants are asked to list their top 5 publications in the last 5 years and reasons why these publications have been selected.

Note: Reviewers will use this information to assess the track record quality of the research team.

Overall Track Record in the last 5 years

Applicants are encouraged to use this section to identify aspects of their track record that are in addition to their publication record. Assessors will have access to the last 5 years of publications through the CV/Profile section. Therefore, the following areas should be considered:

- career summary – including qualifications, employment and appointment history
- contribution to field of research – this may include the impact of previous research including translation of research into health outcomes
- patents – this information should include if the patent has been licensed, when they have been licensed, to whom they have been licenced and if that licence is current or not
- collaborations
- community engagement and participation
- professional involvement – including committees, conference organisation and participation
- international standing – including invitations to speak and international committees
- supervision and mentoring
- peer review involvement (including NHMRC, other granting organisations, manuscripts and editorial responsibilities)
- other contributions to NHMRC
- any other information you think is vital to your application.

Note: Reviewers will use this information along with each CI’s publication record from the CV/Profile section as an indicator of the productivity of the research team.

Team Quality and Capability relevant to this proposal

A summary of the research team’s quality and capability must be contained in this section.

Applicants should detail the following:

- the expertise and productivity of team members relevant to the proposed project
- their influence in this specific field of research
- how the team will work together to achieve the project aims
- how junior members are contributing to the overall track record of the team.

Benefit to Australia

Applicants are required to outline the benefit of the research to Australia in their research proposal.

Consumer and Community Involvement, if applicable

If the intended research involves consumer and/or community involvement:

- describe how you will ensure that research participants will have access to their own results, and how you will be accountable to participants for the overall results of the research
- describe how you will ensure that consumers will be involved in the research, and how you will communicate the results of the research to participants and the community.

Further information is provided at section 9.4 of the NHMRC Funding Rules 2017.
Career Disruption, if applicable

NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. For guidance on what constitutes a career disruption, refer to section 6.2.1 of the NHMRC Funding Rules 2017. All career disruptions will be reviewed to ensure they meet policy guidelines.

If applicable, you (or members of your CI Team) should use this opportunity to declare any career disruptions that may be relevant to your most recent 5 year research career history. This will ensure that your track record is assessed objectively taking all relevant factors into account.

For example, if in the last 5 years you have taken 6 months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for 3 years before resuming at a full-time level, you will have worked an equivalent of 3 years FTE over the past 5 years (see Table). You should therefore add to your Track Record pages of the Grant Proposal any publications or other components of your Track Record that you want peer reviewers to consider predating 5 years by 2 years (see below for further details on how to capture this in your application).

<table>
<thead>
<tr>
<th>Work status over past 5 years</th>
<th>Effective Full Time Equivalent (FTE) (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 years maternity leave (6 months)</td>
<td>0</td>
</tr>
<tr>
<td>0.5 FTE for 3 years</td>
<td>1.5</td>
</tr>
<tr>
<td>1.5 years full time</td>
<td>1.5</td>
</tr>
<tr>
<td>TOTAL in past 5 years</td>
<td>3</td>
</tr>
</tbody>
</table>

You have a maximum of one page in which to clearly outline the duration and impact the career disruption had on your productivity within the last 5 years. This page must comply with all formatting rules applicable to the Grant Proposal and must only be used to:

a. identify the career disruption – pregnancy, carer’s responsibility and/or illness. Detailed description of the nature of the career disruption is not required
b. state the duration of each career disruption and total, using the table provided in the Grant Proposal template
c. state the impact on your research output/productivity
d. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application
e. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g. to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

Sensitive Career Disruptions – 1 page per CI, where applicable

If the career disruption is of a sensitive nature and you (or members of your CI Team) do not wish to share this information in the Grant Proposal, details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

i. indicate in the Grant Proposal that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature and address points b), c), d) and e) above in the Grant Proposal
ii. use the table provided in the Grant Proposal template to list the relevant details of the career disruption
iii. submit the details of the career disruption as a PDF document to NHMRC in confidence to the following email address: career.disruptions@nhmrc.gov.au, marked to the attention of the GACD funding scheme, by the application close date (5pm on 1 March 2017). Identify the sensitive career disruption. Detailed description of the nature of the career disruption is not required. Ensure your application ID number is included in the PDF. The separate PDF must not exceed one A4 page in length.

Claims for sensitive career disruptions will be reviewed and assessed by Senior NHMRC Staff. Their decision will be forwarded to the reviewers without reference to details, advising if the career disruption is accepted and the number of years along with the additional track record details that should be considered.

Note: Where a sensitive career disruption exists, the CI is required to make a separate submission for any new NHMRC application submitted, on which they are a named CI.

Relative to Opportunity, if applicable

All applications submitted to NHMRC are assessed relative to opportunity. You have a maximum of ½ a page for each CI in which to clearly outline all relative to opportunity considerations within the last 5 years.
Circumstances considered under relative to opportunity are outlined in section 6.2 of the NHMRC Funding Rules 2017.

**Indigenous Research Excellence Criteria, if applicable**

If at least 20% of your research effort and/or capacity building relates to Aboriginal and Torres Strait Islander health and you answered 'yes' to the Aboriginal and Torres Strait Islander Research question at A-PA: Application Properties, you will need to:

- describe and demonstrate what proportion of the research effort and/or capacity building activity will be directed to Aboriginal and Torres Strait Islander health
- address the Indigenous Research Excellence Criteria as set out in section 6.3 of the NHMRC Funding Rules 2017.

**References**

References relating to the Research Proposal must:

- not exceed 2 pages
- provide a list of all references cited in the application in an appropriate standard journal format, (NHMRC prefers the Author-date (also known as the Harvard System), Documentary-note and the Vancouver System)
- list authors in the order in which they appear in PubMed
- only include references to cited work.

**3.3 B-PBRF: Proposed Budget – Research Facilities**

Applicants often need to receive services from third parties to enable their research to be successfully undertaken.

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services.

This list is illustrative, not exhaustive.

**Is this application using services provided by a research facility?**

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page.

**3.4 B-PB: Proposed Budget – DRC and Equipment**

Enter details of the budget you seek as NHMRC funding, bearing in mind any limits on level and duration specified in the scheme-specific Funding Rules 2017. Further details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines, the NHMRC Funding Rules and each scheme’s specific Funding Rules.

Personnel Support Packages (PSPs) should be requested separately under A-RT: Research Team.

**Note:** For PSP requested for team members local to LMICs, requests should reflect the rate of pay relevant to that country.

For all other budget items, you must enter:

- the item type (e.g. Direct Research Cost, Equipment, etc.)
- the name/description of the item
- the total value of the item requested for each year
- a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(Maximum of 500 characters including spaces and line breaks)

The total annual amount requested for each line item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the 'summary' tab of the application form.

**Note:**

NHMRC funds the direct costs of research based on advice from peer review. Applications with poorly justified budget proposals may have their budget adjusted, in accordance with section 8 of the NHMRC Funding Rules 2017.

Funding cannot be used for infrastructure

there will be no provision to increase funds for any reason.
3.5 B-CD: Career Disruption

Select the appropriate option from the drop down box.

Further details on how to address career disruptions are provided under B-GP: Grant Proposal.

NHMRC–EU Collaborative Research Grant Scheme-specific advice and instructions to applicants

The following sections provide additional advice about parts of the application that are specific to the National Health and Medical Research Council (NHMRC) – European Union (EU) Collaborative Research Grant scheme (NHMRC – EU scheme), and must be read in conjunction with the following documents:

- the NHMRC Advice and Instructions to Applicants, which provide advice on parts of the application that are common to most NHMRC funding schemes.
- the NHMRC Funding Rules 2017, incorporating the scheme-specific Funding Rules, which set out the rules, processes and considerations relevant to NHMRC funding.
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1 CV Requirement

For the NHMRC – EU scheme, the Chief Investigator (CI) team is not required to complete any sections of their Research Grants Management System (RGMS) Curriculum Vitae (CV).

2 Scheme-specific application details

The following sections of the application form are specific to the NHMRC – EU scheme and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants user guide and eLearning module available on the NHMRC website.

2.1 Key changes to scheme-specific parts of the application form

There are no changes to the NHMRC – EU scheme-specific parts of the application form.

2.2 B-EUIP: Information & Partner(s)

Provide details of all investigators named on the application submitted to the EU, including the Australian Chief Investigator A (CIA).

2.2.1 B-EUC: EU Call (Only to be completed once)

This is where the EU identifier and application title is entered, and the EU application and notification are uploaded. This page is accessed from the Properties tab when on the 'enter partner details' screen. Add this information once, from the Australian CIA’s details page.

EU Call Identifier

Select the European Commission’s topic identifier e.g. PHC-15-2015

EU Application Title

Insert the title of the Horizon 2020 application submitted to the European Commission.

EU Application Submitted

Attach the following two documents. Note: you must complete all compulsory fields and upload and save the first PDF document (EU notification) before uploading the second PDF (EU application).

1. EU notification: Upload, as a PDF document, the formal notification that the EU application was favourably evaluated and will proceed to the preparation of the grant agreement.

   You must name the PDF file following the format of: “EUN_[App ID]_[CIA surname].pdf” (e.g., “EUN_APP#######_Smith.pdf”). Do not include spaces in the file name.

2. EU application: Upload a copy of the application submitted to the EU. The EU application must name the Administering Institution, each CI
and their participating institutions.

You must name the PDF file following the format of: “EUA_[App ID]_[CIA surname].pdf” (e.g. “EUA_APP########_Smith.pdf”). Do not include spaces in the file name.

PDF documents MUST NOT exceed 2Mb in size. If the application document submitted to the EU is more than 2Mb, the Administering Institution RAO must email the application to the NHMRC eu@nhmrc.gov.au mailbox.

**EU Budget**

Enter the total amount, in Euros, that has been awarded by the European Commission for the EU project.

### 2.3 B-GP: Grant Proposal

Attach/upload your Grant Proposal as a PDF file. This is a key source of information and must comprise the following components.

<table>
<thead>
<tr>
<th>Components</th>
<th>Page Limit</th>
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<tr>
<td>A. Research Proposal</td>
<td>5 pages</td>
</tr>
<tr>
<td>B. References</td>
<td>2 pages</td>
</tr>
<tr>
<td>C. Indigenous Research Excellence Health Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>


Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10.3.3 of the NHMRC Funding Rules 2017).

Applicants and Research Administration Officers (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.

**A. Research Proposal – Up to 5 pages**

All scientific information relating to your proposal must be contained in this section. Your Research Proposal should include:
Outcomes and Significance

Describe the significance of the Australian contribution to the EU research as well as the expected outcomes and significance of the proposed activities to Australian:

- health and medical research
- health outcomes and/or
- development of research commercialisation.

Research Plan

Briefly outline the research plan, including the following where appropriate:

- aims
- background
- description of the experimental design and techniques to be used. Consideration should be given to the crucial design elements that enhance reproducibility of research findings (for example, justification of sample-size, including power calculation and strategies to compensate for the effects of sex-differences, different animal strains and/or different end-points)
- ethical implications the research may have
- community involvement and/or plans to transfer knowledge to stakeholders or into practice.

Timeline/s

Provide a detailed timeline for the research project, including:

- milestones
- expected outcomes of the research proposal
- justification for the duration requested.

References cited in this document are to be listed in the separate References section outlined below.

B. References – 2 pages

The references section of the Research Proposal must:

- not exceed 2 pages
- provide a list of all references cited in the application in an appropriate standard journal format
- list authors in the order in which they appear in PubMed
- only include references to cited work.

C. Indigenous Research Excellence Criteria, if applicable – 2 pages

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 at A-PA: Application Properties, 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 6.3 of the NHMRC Funding Rules 2017.

2.4 B-PBRF: Proposed Budget – Research Facilities

Applicants often need to receive services from third parties to enable their research to be successfully undertaken.

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services. This list is illustrative, not exhaustive.

Is this application using services provided by a research facility?

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page.
2.5 B-PB: Proposed Budget – DRC and Equipment

Only enter details of the budget you seek as NHMRC funding. Details of the EU budget being provided is entered under the EU Call (Only to be completed once) screen.

Enter details of the budget you seek as NHMRC funding, bearing in mind that a maximum of five years and $500,000 per EU application may be applied for by Australian Chief Investigators.

Further details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines, section 8 of the NHMRC Funding Rules and the NHMRC – EU scheme-specific Funding Rules.

Personnel Support Packages (PSPs) should be requested separately under A-RT: Research Team and Commitment. For all other budget items, you must enter:

- the item type (e.g. Direct Research Cost, Equipment, etc).
- the name/description of the item
- the total value of the item requested for each year
- a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(Maximum of 500 characters including spaces and line breaks).

The total annual amount requested for each line item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the ‘summary’ tab of the application form.

Note:

NHMRC funds the direct costs of research. Applications with poorly justified budget proposals accordingly run the risk of having their budget adjusted, in accordance with section 8 of the NHMRC Funding Rules.

Funding cannot be used for infrastructure.

There will be no provision to increase funds for any reason.

2.6 Summary

The budget summary is automatically generated from the following sections of the application:

- Salaries – Part A – RT, Research Team and Commitment
- Direct Research Costs – Part B - Proposed Budget – DRC And Equipment
- Equipment – Part B - Proposed Budget – DRC and Equipment

If any of the information is incorrect, please return to the appropriate section in the application to amend.

Postgraduate Scholarships scheme-specific advice and instructions to applicants for funding commencing in 2018

The following sections provide additional advice about parts of the application that are specific to Postgraduate Scholarships (PGS), and must be read in conjunction with the following documents:

- the NHMRC Advice and Instructions to Applicants 2017, which provide advice on parts of the application that are common to most NHMRC funding schemes;
- the NHMRC Funding Rules 2017, incorporating the scheme-specific Funding Rules, which set out the rules, processes and considerations relevant to NHMRC funding;
- the Guide to NHMRC Peer Review 2017, incorporating the Scheme-Specific Peer Review Guidelines, which provide additional information about NHMRC’s peer review processes; and
- the NHMRC Funding Agreement, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1. CV requirements

Relevant sections of your RGMS CV must be completed as part of your application (see section 10 of the NHMRC Funding Rules 2017). 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 assessors. 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 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 on the NHMRC website. Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 CV-QAP: Qualifications, Awards and Prizes

Click 'New' to enter each qualification, award and prize you have received. Select the appropriate type and click 'save'. You will then be taken to a page where you can enter additional details of your qualifications, awards and prizes.

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.

1.2 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.

1.3 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.

1.4 CV-CD: Career Disruption

If applicable, the applicant should use this opportunity to declare any career disruptions (see NHMRC Funding Rules, section 6.2.1 for further information on what constitutes a 'career disruption'). The assessment of your track record can then be assessed objectively taking all relevant factors into account. All career disruptions will be reviewed to ensure they meet policy guidelines.

For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years (see table). You should therefore add any publications or other components of your Track Record that you want peer reviewers to consider predating five years by two years (see below for further details on how to capture this in your application).

<table>
<thead>
<tr>
<th>Work status over past 5 years</th>
<th>FTE (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 years maternity leave (6 months)</td>
<td>0</td>
</tr>
<tr>
<td>0.5 FTE for 3 years</td>
<td>1.5</td>
</tr>
<tr>
<td>1.5 years full time</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>TOTAL in past 5 years</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

Click 'New' to enter a Career Disruption.

Select the appropriate career disruption type from the drop down menu and provide a brief explanation (Maximum of 2000 characters including spaces and line breaks) as follows:

a. provide a brief summary (approx. 100-150 words) of the career disruption/s;

b. state the impact on your research output/productivity;

c. provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application; and

d. if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g., to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

(maximum of 2000 characters including spaces and line breaks)
Additional Research Outputs

Provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application.

(maximum of 2000 characters including spaces and line breaks)

Date

You must nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

Sensitive Career Disruption

If the career disruption is of a highly sensitive nature and the CI does not wish to share this information with the Peer Review Panel, details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

a. indicate in this section that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature;

b. provide details of the claim (including evidence), including the nature of the career disruption and the period of time affected, in a separate PDF document to NHMRC in confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the relevant scheme, by the application close date. Ensure your application ID number is included in the PDF, together with supporting evidence, where required. The separate PDF must not exceed one A4 page in length and must comply with the formatting requirements outlined in the NHMRC Funding Rules, section 10.3.3.

Claims for sensitive career disruptions will be reviewed and assessed by NHMRC. Their decision will be forwarded to the peer review panel without reference to details, advising if the career disruption is accepted and which time periods should be considered.

Note: Where a sensitive career disruption exists, the applicant is required to make a separate submission for each new NHMRC application submitted, on which they are a named Chief Investigator.

1.5 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 section 6.2 of the NHMRC Funding Rules for further information on what constitutes ‘relative to opportunity’).

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). Entries will be listed in reverse chronological order.

1.6 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.

1.7 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:
1.8 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 Participation 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.

1.9 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).

1.10 CV-TPP: Translation into Policy/Practice

This section is not required for PGS applicants.

1.11 CV-CN: Contribution to NHMRC

This section is not required for PGS applicants.

1.12 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.

1.13 CV-SM: Supervision and Mentoring

This section is not required for PGS applicants.

1.14 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.

**Note:** You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

1.15 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.

**Note:**

In section 5.2 of the Postgraduate Scholarship Scheme Specific Funding Rules 2017 “comparable” refers to other Commonwealth funding, as the NHMRC is obliged to ensure that Commonwealth funding is not duplicated.

You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

### 1.16 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.

### 1.17 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.

### 1.18 CV-TPCO: Therapeutic Products and Commercial Outcomes

This section is not required for PGS.

### 1.19 CV-RD: Research Data

This section is not required for PGS.

### 1.20 CV-RT: Research Tools

This section is not required for PGS.

### 2. 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 Applying for Grants user guide and eLearning module available on the NHMRC website.

#### 2.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following change to Postgraduate Scholarships-specific parts of the application form:

**Section 2.4 Part B-SA: Scholarship Attachments**

_Wording has been added to specify that Registration Evidence and Academic Transcripts uploaded as part of the application must be certified copies_.

#### 2.2 B-AISCH: Application Information (Scholarship)
Click on 'New' to create a new entry for the category you wish to apply in.

**Category of Award**

The following definitions provide guidance to assist applicants in choosing the correct category in which to apply.

From the drop-down list select the type of Postgraduate Scholarship you are applying for:

- Aboriginal and/or Torres Strait Islander Health Research Scholarship
- Medical/Dental Research Postgraduate Scholarship
- Dora Lush Biomedical Research Postgraduate Scholarship
- Public Health and Health Services Research Postgraduate Scholarship

From the drop-down list select the sub-category you are applying for:

- Combined MBBS/PhD
- Recent Medical Graduate
- Medical Graduate with Further Clinical Training
- Dental Graduate
- Nursing, Midwifery and Allied Health Professional Graduate (other than above)

From the drop-down list select the amount of time you will devote to studying for the Postgraduate Scholarship. See Section 5.4 of the *Postgraduate Scheme Specific Funding Rules 2017* for further information:

- Full-time
- Part-time 50% (Medical/Dental – dual training)
- Part-time 60% (Medical/Dental – dual training)
- Part-time 70% (Medical/Dental – dual training)
- Part-time 50% (Medical Condition/Carer Responsibilities)
- Part-time 60% (Medical Condition/Carer Responsibilities)
- Part-time 70% (Medical Condition/Carer Responsibilities)
- Part-time 80% (Medical Condition/Carer Responsibilities)
- Part-time 90% (Medical Condition/Carer Responsibilities)

Part-time Postgraduate Scholarships are available to Medical/Dental Postgraduate Scholarship holders who are undertaking dual training – postgraduate medical/dental and a PhD program.

Part-time Postgraduate Scholarships are available to applicants who wish to pursue a research career part time but are unable to engage in full-time research due to parental/carer responsibilities or personal illness.

**Australian Postgraduate Award (APA)**

Do you currently hold an Australian Government Scholarship such as an Australian Postgraduate Award?

Select 'Yes' or 'No' from the drop down list.

**Electromagnetic Energy (EME) Research**

Does your research involve Electromagnetic Energy (EME) Research?

Select 'Yes' or 'No' from the drop down list.

Note: that this section is only available for applicants applying in the Medical/Dental or Public Health and Health Services Postgraduate Research Scholarship categories and that the research must align with the aims of the 2010 WHO Research Agenda for Radio Frequency Fields.

**Co-funding**

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 co-funding, NHMRC will provide their personal information, including all pertinent application documentation and peer review outcomes, to the co-funding body or bodies nominated by the applicant. The purpose of providing this information to the co-funder(s) is to enable them to assess the application’s eligibility for funding under the relevant co-funding arrangement.

**Co-funders**

If you wish to be considered for a co-funded award, select the organisation(s) from which co-funding is sought by clicking 'Browse'.

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

Note for applicants of the Aboriginal and Torres Strait Islander Health Category: The details of the top three ranked applications in the Aboriginal and Torres Strait Islander Health 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.

Facilitation of International Indigenous Researcher Networks

Funding is available to applicants of Aboriginal and/or Torres Strait Islander descent for international collaboration purposes (refer to Postgraduate Scheme Specific Funding Rules 2017 section 8.4 Facilitation of International Indigenous Research Networks).

Applicants of Aboriginal and/or Torres Strait Islander descent only: indicate if you would like to receive this funding by selecting 'Yes' or 'No' from the drop down box. If selecting 'Yes', use the upload field provided to attach evidence of Aboriginal and/or Torres Strait Islander descent.

If you answered 'Yes', indicate in the free text space below how you intend to use the funds. (refer Postgraduate Scheme Specific Funding Rules 2017, section 8.4 Facilitation of International Indigenous Research Networks).

(Maximum of 100 character limit including spaces and line breaks)

Enrolment, Qualifications, Professional Registration

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

Enrolment: Have you commenced your PhD or Masters degree?
Select 'Yes' or 'No' from the drop-down list.

Initial Date of Enrolment
If Yes above, enter the date you commenced your PhD or Masters program.

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

Note: This is a numeric field only and you can only enter a full number; eg: 9

Will you be in your final year of your Honours degree after the closing date of this round?
Select 'Yes' or 'No' from the drop-down list.

Will you be in your third full-time or full-time equivalent (final year) of your PhD after 1 January of the first year of the Scholarship?
Select 'Yes' or 'No' from the drop-down list.

Will you be in the final year of your Masters degree after 1 January of the first year of the Scholarship?
Select 'Yes' or 'No' from the drop-down list.

Dora Lush Biomedical ONLY

Insert the date from the drop-down list of your most recent academic qualification.

Note: This must be at least five years prior to 1 January in the first year of funding. Refer to section 6.3 of the Postgraduate Scheme Specific Funding Rules 2017 for further information.

Statement of Circumstances (if applicable)
Provide a statement outlining the circumstances which have delayed your ability to pursue your PhD studies.

(Maximum of 500 character limit including spaces and line breaks).

Medical Graduate with Further Clinical Training ONLY

Indicate postgraduate clinical qualifications from the drop-down list:

  First part exam (or equivalent) passed;
  Speciality training in progress; or
Speciality training completed.

**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 Scholarship category 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.

**2.3 B-RCI: Research and Career Information**

**Supervisor/s**

Enter your Primary Supervisor’s name.

A maximum of three primary 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**

1. 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).

2. Describe how the tenure of this award would contribute to your future career aspirations.

(Maximum of 1200 character limit including spaces and line breaks).

3. 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 award for which you are seeking funding.

(Maximum of 1500 character limit including spaces and line breaks).

**2.4 Part B-SA: Scholarship Attachments**
Grant Proposal

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Research Proposal (including references)</td>
<td>5 pages</td>
</tr>
<tr>
<td>B. Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website. **Applicants must use this template to complete their Grant Proposal.** Naming, size and formatting requirements are set out in section 10.3.3 of the NHMRC Funding Rules. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10.3.3 of the NHMRC Funding Rules).

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.

A. 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 with which they appear in PubMed;
- not include web links; and
- only include references to cited work.

B. 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 at A-PA: Application Properties, 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 6.3 of the NHMRC Funding Rules.

Registration Evidence (only applicable to Medical/Dental and Allied Health Professional applications).

Upload a certified copy of your Certificate of Registration using the ‘Browse’ button.

Provide evidence of current Australian registration in your dental, medical or allied health professional field.

This must show the name of the registering body, current registration period and the registration number.

For Allied Health professionals that do not require registration, applicants must provide evidence that they are current members of their bona fide professional organisation and therefore authorised to practice.

Attach a PDF file for upload.

Academic Transcript

Upload a certified PDF copy of your Academic Transcript using the ‘Browse’ button.

Past academic performance is an important part of the scholarship assessment process and 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).

Where the Academic Transcript is in a language other than English, a translation provided by 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.
The translated Academic Transcript, both for language and ratings, must be a certified copy and uploaded as a PDF document. The upload is limited to a maximum of 2Mb and should be a single PDF document.

**Ungraded Passes**

Upload a certified PDF copy of your ungraded passes using the 'Browse' button.

If you have ungraded passes on your Academic Transcript that are relevant to your research for your PhD or Masters, your Administering Institution needs to provide gradings that align with Australian Standard Institutions.

Scan all documents at the lowest resolution which permits the 2Mb upload limit to be achieved while still being legible. Consult with your RAO if you are having any difficulties.

**Evidence to support Part-time candidature**

**Part-time Applicant for all Categories/subcategories**

Upload your PDF 'Letter of Support' by using the 'Browse' button from your primary supervisor or Administering Institution if you are applying for a part-time scholarship due to carer responsibilities or a medical condition.

### 2.5 Part B-R: Referees

**Important Notes:**

**Your primary supervisor must complete the referee report.**

**Applicant’s Responsibilities:**

To nominate and obtain a referee report; and

Ensure the referee report is submitted through RGMS by the supervisor prior to the closing date of the application round. This is part of the application process and it is the applicant’s responsibility. Applicants can monitor the progress of 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.

**Supervisor’s Responsibilities:**

Referee report must be uploaded into RGMS by 5:00pm AEST on the closing date for Postgraduate Scholarships.

Once a referee report has been submitted in RGMS there is no access to delete/change or re-submit the report. This report is final.

NHMRC staff will not chase outstanding reports.

**Applicants will be deemed ineligible if:**

Any part of the application is incomplete including the upload of the nominated referee report.

The Supervisor’s two page CV and referee report have not been uploaded by the PGS close date and time.

**General:**

Provide the name and contact details of your Primary Supervisor who has agreed to provide the report that will comment on your research contributions and potential as a researcher.

**Primary Supervisor**

This referee report needs to be completed by the person who will be your primary supervisor. They will also need to provide a two page CV.

Note: You can only nominate one supervisor to complete the primary supervisor’s referee report.

The template for referee reports and instructions for submission are available from the NHMRC Website.

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

Note: The referee email address is extremely important as once you have entered the referee particulars and saved the nomination, an electronic alert is sent to the referee notifying them of your application.

**Referee with an RGMS profile**

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

**Referee without an RGMS profile**

If your referee (supervisor) does not have an RGMS profile, enter their relevant information on the right 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.

Click 'Submit' to go back to the Referee section front page.

To cancel a Nomination of a Referee

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.

**NHMRC/A*STAR Joint call for research in novel molecular mechanisms of obesity and metabolic diseases in Singapore and Australia scheme-specific Advice and Instructions**

The following sections provide additional advice about parts of the application that are specific to the National Health and Medical Research Council (NHMRC)/Agency for Science, Technology and Research (A*STAR) Joint Call for Research in Novel Molecular Mechanisms of Obesity and Metabolic Diseases in Singapore and Australia (NHMRC/A*STAR Joint Call for Research) and must be read in conjunction with the following documents:

- *NHMRC Advice and Instructions to Applicants 2017*
- *NHMRC Funding Rules 2017, incorporating the scheme-specific Funding Rules*
- *Guide to NHMRC Peer Review 2017, incorporating the scheme-specific Peer Review Guidelines*
- *NHMRC Funding Agreement.*

**1 Critical dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 January</td>
<td>Applications open in NHMRC’s Research Grants Management System (RGMS)</td>
</tr>
<tr>
<td>1 March</td>
<td>Minimum data due in RGMS</td>
</tr>
<tr>
<td>22 March</td>
<td>Applications close in RGMS</td>
</tr>
<tr>
<td>May</td>
<td>Approximate rebuttal period for applicants'</td>
</tr>
<tr>
<td>July</td>
<td>Grant Review Panel (GRP) Meeting</td>
</tr>
<tr>
<td>October</td>
<td>Funding Announcement</td>
</tr>
</tbody>
</table>

**2 CV requirements**

Relevant sections of your Research Grants Management System (RGMS) Curriculum Vitae (CV) must be completed as part of your application (see section 10.3.1 of the *NHMRC Funding Rules 2017*). This requirement applies to all Chief Investigators (CIs) named on the 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 assessors. It may also be used for analysis 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 CIA certification will not appear in the submitted application.

For the NHMRC/A*STAR Joint Call for Research, you are only required to complete the following sections:

**2.1 CV-CD: Career Disruption (during the last five years)**

NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise some candidates will have had career disruptions that should be considered when evaluating their track record. For guidance on what constitutes a career disruption, refer to section 6.2.1 of the *NHMRC Funding Rules 2017*. All career disruptions will be reviewed to ensure they meet policy guidelines.
If applicable, you (or members of your CI Team) should use this opportunity to declare any career disruptions that may be relevant to your career history. This will ensure that your track record, and the scientific quality are assessed objectively, taking all relevant factors into account.

For example, if in the last five years you have taken six months of maternity/carer’s leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years.

**Type**

Please select the nature of the career disruption.

**Impact**

Provide a brief explanation of the impact the career disruption/s 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)

**Additional Research Outputs**

Provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application. If applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g. to join an editorial board of a major journal, or write a major review) and were not able to do so because of considerations associated with the career disruption.

**Date**

You are required to nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

Include information on your career disruptions for the last five years.

**Further Advice on preparing your Career Disruption Claim**

If you have had an extended career disruption commencing prior to 2013 and ending within the last 5 years, it is advised that you briefly explain this in your application and nominate additional research achievements for the most recent year(s) without a career disruption.

For example, Person X had a career disruption due to illness which lasted 2 years from 2011-2012.

The career disruption that meets NHMRC policy is only valid for one year (2012 which is within the last 5 years). Therefore, one year should be added to their track record.

In this case, Person X would normally provide their research achievements for 2011.

However, given that the career disruption included 2011, there would be no additional research achievements for 2011. In this instance, Person X would also provide research achievement details for 2010 (the last full time equivalent year worked prior to the career disruption).

**Note:** Applicants that have other circumstances that impact their track record (relative to opportunity) can record this information as part of their overall Track Record in the last 5 years under the CI Track Record, including the Top 5 publications in the last 5 years section of the Grant Proposal template.

**Sensitive Career Disruptions**

If the career disruption is of a highly sensitive nature and the applicant does not wish to share this information with the peer review panel, details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

indicate in this section that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature provide details of the claim, including the nature of the career disruption and the period of time affected, in a separate PDF document to NHMRC in confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the relevant scheme, by the application close date. Ensure your application identification (ID) number is included in the PDF, together with supporting evidence, where required. The separate PDF must not exceed one A4 page in length and must comply with the formatting requirements outlined in the NHMRC Funding Rules 2017, section 10.3.3.

Claims for sensitive career disruptions will be reviewed and assessed by NHMRC and A*STAR. Their decision will be forwarded to the peer review panel without reference to details, advising if the career disruption is accepted and which time periods should be considered.

**Note:** Where a sensitive career disruption exists, the applicant is required to make a separate submission for each new NHMRC application submitted, on which they are a named Chief Investigator.

**2.2 CV-RO: Relative to Opportunity (during the last five years)**
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 section 6.2 of the NHMRC Funding Rules 2017 for further information on what constitutes ‘relative to opportunity’.

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 of 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). Entries will be listed in reverse chronological order.

2.3 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.

Include information on your publications for the past five years.

2.4 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.

Include information on your NHMRC research funding for the last five years.

2.5 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.

Note: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

Include information on your other research funding for the last five years.

3 Minimum data requirements

Minimum data must be entered in RGMS by 5pm Australian Eastern Daylight Time (AEDT) on 1 March 2017 to allow the NHMRC and A*STAR to start sourcing suitable assessors. Applications that fail to satisfy this requirement will not be accepted. Applicants are also reminded to complete the recommended fields below with correct information. Using placeholder text such as "text", "synopsis" or "xx" etc. is not acceptable as minimum data.

Minimum data for the NHMRC/A*STAR Joint Call for Research consists of the following:

General (all sections)
A-RC Research Classification (all sections)
A-RT Research Team – including the lead Singapore CIB name and other team members if known [note: team members may be added or deleted after the minimum data deadline until the close of applications at 5pm on 22 March 2017 Australian Eastern Standard Time]
Research Administration Officers (RAOs) are not required to certify applications for the purpose of minimum data; applications should only be certified once complete and ready for submission (see section 10.4 of the NHMRC Funding Rules 2017 and section 6 of the Advice and Instructions to Applicants 2017).

Note:

As this call is for international collaborations and will be assessed by an international Joint Peer Review Panel, applicants must provide consent to NHMRC to share application information with international assessors (refer to section 5.2 of the NHMRC Advice and Instructions to Applicants 2017).

The above information will be used to identify the review panel and assessors. Applicants are advised that any change made to the above fields after 1 March 2017 may impact the review of the application.

Completed applications must be submitted to the NHMRC in RGMS by 5pm AEDT on the specified closing date. Late applications will not be accepted.

4 Scheme-specific application details

The following sections of the application form are specific to the NHMRC/ A*STAR Joint Call for Research, and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the Applying for Grants User Guide.

4.1 B-AIB A*STAR Information & Budget

Click ‘New’

Consent to disclose personal information to another organisation/s

All CIs must consent to NHMRC providing the application, snapshot reports and information about the results of NHMRC’s assessment of this application to A*STAR. It is the CIA’s responsibility to seek consent from the other CIs listed on the application. Written evidence of such consent should be provided to your RAO, and may be requested by NHMRC. Refer to section 9.5 in the NHMRC Funding Rules for further information.

Total Project Cost

Applicants must detail their A*STAR budget requirements, including salary support in this section.

Using the ‘Choose File’ button, applicants must upload a PDF of the completed Budget Template for Grant Applications at Annex 1C of the Guidelines to Managing A*STAR Grants.

Applicants must also provide the Singapore budget total in Singapore Dollars (SGD), the rate and date of the currency exchange.

Note: The Australian budget component will be displayed in the ‘Summary’ tab.

4.2 B-GP Grant Proposal

Attach/upload your Grant Proposal as a PDF file using the template outlined below. This is a key source of information for assessors and must comprise the following components.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Proposal</td>
<td>9 pages</td>
</tr>
<tr>
<td>References</td>
<td>2 pages</td>
</tr>
<tr>
<td>Track record for the team (do NOT include Associate Investigators)</td>
<td>1 page</td>
</tr>
<tr>
<td>CI Track Record, including the top five publications in the last five years and vision of sustained research collaboration and benefit of the collaboration to Singapore and Australia</td>
<td>2 pages per CI</td>
</tr>
<tr>
<td>Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the NHMRC website. Applicants must use this
template to complete their Grant Proposal. Naming, size and formatting requirements are set out in section 10.3.3 of the NHMRC Funding Rules 2017. Applications that fail to comply with these requirements or the above page limits may be excluded from consideration (section 10.7 of the NHMRC Funding Rules 2017).

Applicants and Research Administration Officers (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 – 9 pages**

All scientific information relating to your proposal must be contained in this section. The research proposal will be assessed by experts in the field and you should include any pilot or feasibility study data supporting the research planned. You should also keep in mind the assessment criteria that reviewers will use to evaluate applications and the detailed category descriptors in relation to each of the assessment criteria. Consideration should also be given to the crucial design elements that enhance reproducibility of research findings (see table below for further detail).

This section should address the following assessment criteria set out in section 3 of the scheme-specific Funding Rules:

- **Scientific Quality of the project including feasibility (25% of overall score)** - this includes the clarity of the hypotheses or research objectives, the strengths and weaknesses of the research plan and the experimental design, and the feasibility of the proposed research (which may include the contribution of Associate Investigators).

- **Significance of the expected outcomes relative to aims and objectives of the call (25% of overall score)** - this includes the potential to increase knowledge about human health, disease diagnoses, or biology of agents that affect human health, or the application of new ideas, procedures, technologies, programs or health policy settings to important topics that will impact on human health.

References cited in this document are to be listed in the separate References section.

Your Research Proposal should provide enough information so that the research approach can be assessed by the reviewers, either by reference to published work or by including the essential components that may include the following, depending on the type of research:

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aims</td>
<td>Describe the specific aims of the project, including a clear statement of hypotheses to be tested</td>
</tr>
<tr>
<td>Background</td>
<td>Provide a rationale for the project</td>
</tr>
<tr>
<td>Research Plan – Methods and techniques to be used</td>
<td>Outline the research plan in detail, including the following where appropriate: Detailed description of the experiment design; techniques to be used; details and justification of controls; details for appropriate blinding; strategies for randomisation and/or stratification; justification of sample-size, including power calculation; justification of statistical methods; strategies to compensate for the effects of sex-differences, different animal strains and/or different end-points; ethical implications the research may have; community involvement and/or plans to transfer knowledge to stakeholders or into practice; and expected outcomes of the research project.</td>
</tr>
<tr>
<td>Timeline/s</td>
<td>Provide a detailed timeline for the expected outcomes of the research proposal along with justification for the duration requested</td>
</tr>
<tr>
<td>Outcomes and Significance</td>
<td>Describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research</td>
</tr>
</tbody>
</table>

**References – 2 pages**

References relating to the Research Proposal must:

- **not exceed 2 pages**;
- provide a list of all references cited in the application in an appropriate standard journal format, NHMRC prefers the Author-date (also
known as the Harvard System), Documentary-note and the Vancouver System
list authors in the order in which they appear in PubMed
only include references to cited work
not include links to external websites apart from references to published or peer reviewed journal articles that are only available online
(see section 10.3 of the NHMRC Funding Rules 2017)
must be written in English.

Track record for the team (do NOT include Associate Investigators) (25% of the overall score)- Relative to opportunity – 1 page

A summary of the research team’s quality and capability must be contained in this section. Applicants should detail the following:

- team’s ability to undertake research and deliver outcomes that benefit to both Singapore and Australia
- the expertise and productivity of team members relevant to the proposed project
- their influence in this specific field of research
- how the team will work together to achieve the project aims
- how junior members are contributing to the overall track record of the team.

CI Track Record, including the top five publications in the last five years and vision of sustained research collaboration and benefit of the collaboration to Singapore and Australia – 2 pages per CI

This section has two components:

- overall Track Record in the last five years
- the top five publications in the last five years.

Note that, NHMRC supports the Declaration on Research Assessment Principles (see section 4.8 of the Guide to NHMRC Peer Review 2017 for further detail) and encourages applicants and reviewers to describe the quality of publication(s), rather than rely on the quantity alone. This is critical in the assessment of relative to opportunity, including where applicants have had a career disruption. For these reasons, reviewers will pay attention to not only the overall track record of each applicant, but particularly to the top five publications in the last five years.

Overall Track Record in the last five years

Applicants are encouraged to use this section to identify aspects of their track record that are in addition to their publication record that has been listed in the CV section (section 2). This includes any relative to opportunity (see section 6.2 of the NHMRC Funding Rules 2017 for further information) considerations you wish the assessors to take into consideration. Assessors will have access to the last five years of publications through the CV section, therefore, the following areas should be considered:

- Career summary - including qualifications, employment and appointment history
- Research support  - including grants and fellowships
- Contribution to field of research – this may include the impact of previous research including translation of research into health outcomes
- Patents – this information should include if the patent has been licensed, when they have been licensed, to whom they have been licensed and if that license is current or not;
- Collaborations
- Community engagement and participation
- Professional involvement – including committees, conference organisation, conference participation
- International standing - including invitations to speak, international committees;
- Supervision and mentoring
- Peer review involvement (including NHMRC, other granting organisations, manuscripts, editorial responsibilities)
- Other contributions to NHMRC
- Other information you think is vital to your application.

Note: Reviewers will use this information along with each CI’s publication record from the CV section as an indicator of the overall productivity of the research team.

Top Five Publications in the Last Five Years

Applicants are asked to list their top five publications in the last five years and reasons why these publications have been selected.

Note: Reviewers will use this information to assess the track record quality of the research team.

Indigenous Research Excellence Criteria – 2 pages, where applicable

Note: Do not complete this section or delete the heading if not required.

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

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
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
address each Indigenous Research Excellence Criterion as set out in section 6.3 of the NHMRC Funding Rules 2017.

4.4 B-PBRF: Proposed Budget – Research Facilities

Applicants often need to receive services from third parties to enable their research to be successfully undertaken.

Such research facilities include bio specimens and associated data from bio banks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services.

Is this application using services provided by a research facility?

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page.

4.5 B-PB: Proposed Budget – DRC and Equipment

Enter details of the budget you seek as NHMRC funding, bearing in mind any limits on level and duration specified in the scheme-specific Funding Rules. Further details on permitted uses of NHMRC funds and setting of budgets can be found in section 8 of the NHMRC Funding Rules 2017 and section 7 of the scheme-specific Funding Rules.

For all other budget items, you must enter:

- the item type (e.g. Direct Research Cost or Equipment)
- the name/description of the item
- the total value of the item requested for each year
- a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(Maximum of 500 characters including spaces and line breaks).

The total annual amount requested for each line item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the ‘summary’ tab of the application form.

Please note:

- NHMRC funds the direct costs of research based on advice from peer review. Applications with poorly justified budget proposals may have their budget adjusted, in accordance with section 8 of the NHMRC Funding Rules 2017
- funding cannot be used for infrastructure
- there will be no provision to increase funds for any reason.

Salary Support

Applicants should note that they can only draw one salary from one NHMRC grant/award. It is the CI’s responsibility to inform the NHMRC as to which NHMRC grant/award they will be receiving their salary from (refer to sections 7 and 8 of the NHMRC Funding Rules 2017).

Personnel Support Packages (PSPs) should be requested separately under A-RT: Research Team.

National Health and Medical Research Council (NHMRC) - National Institute for Health Research (NIHR) Collaborative Research Grants

Scheme-specific Advice and Instructions to Applicants 2017

The following sections provide additional advice about parts of the application that are specific to the NHMRC-NIHR Collaborative Research Grants scheme (NHMRC-NIHR scheme) and must be read in conjunction with the following documents:

- the NHMRC Advice and Instructions to Applicants, which provides advice on parts of the application that are common to most NHMRC funding schemes
- the NHMRC Funding Rules, incorporating the scheme-specific Funding Rules, which set out the rules, processes and considerations relevant to
1 CV Requirement

For the NHMRC-NIHR scheme, the CI team is not required to complete any sections of their Research Grants Management System (RGMS) Curriculum Vitae (CV).

2 Scheme-specific application details

The following sections of the application form are specific to the NHMRC-NIHR scheme and must be completed as part of your application.


2.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following change to NHMRC-NIHR scheme-specific parts of the application form:

B-AI: Application Information includes a new field for applicants to address the benefit of the research to Australia.

2.2 B-AI: Application Information

This is where the NIHR application title is entered, and the NIHR application is uploaded. Click New.

NIHR Application Title

Insert the title of the application submitted to the NIHR.

Application Submitted to NIHR

Attach as PDF documents for upload:

1. A copy of the application submitted to the NIHR. The PDF file must be named according to the following convention: APPID Applicant Surname NIHR application.

2. Your claims to address the Indigenous Research Excellence Criteria, if applicable (2 pages).

NOTE: PDF documents MUST NOT exceed 2MB in size. If the application document submitted to the NIHR is more than 2MB, the Administering Institution RAO must email the application to the NHMRC: NIHR_RFA@nhmrc.gov.au.

Indigenous Research Excellence Criteria

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 at Part A - Application Properties, 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
- address the Indigenous Research Excellence Criteria as set out in section 6.3 of the NHMRC Funding Rules.

Budget

Enter the total amount, in EUK pounds, requested from the NIHR.

Benefit of Research to Australia

Outline the benefit of the proposed research to Australia (2000 character limit, including spaces and line breaks).

2.3 B-PBRF: Proposed Budget – Research Facilities

Applicants often need to receive services from third parties to enable their research to be successfully undertaken.

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services. This list is illustrative, not exhaustive.
Is this application using services provided by a research facility?

If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration can be uploaded on this page.

2.4 B-PB: Proposed Budget – DRC And Equipment

Only enter details of the budget you seek as NHMRC funding. Detail regarding the NIHR budget being requested is entered under the B-AI: Application Information screen.

Enter details of the budget you seek as NHMRC funding, bearing in mind that a maximum of five years may be applied for by Australian Chief Investigators. The period and associated budget must be well justified within the application. All funding requests, including duration of funding, must be identical to those sought in the original application peer reviewed by NIHR.

Further details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines, the NHMRC Funding Rules and the NHMRC-NIHR scheme-specific Funding Rules.

Personnel Support Packages should be requested separately under A-RT: Research Team and Commitment. For all other budget items, you must enter:

- the item type (e.g. Direct Research Cost, Equipment, etc.)
- the name/description of the item
- the total value of the item requested for each year
- a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

(500 character limit, including spaces and line breaks).

The total annual amount requested for each DRC item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the ‘summary’ tab of the application form.

Note:

NHMRC funds the direct costs of research based on advice from an NHMRC Senior Scientist. Applications with poorly justified budget proposals accordingly run the risk of having their budget adjusted, in line with section 8.1 of the NHMRC Funding Rules. Funding cannot be used for infrastructure. There will be no provision to increase funds for any reason.