EARLY CAREER FELLOWSHIPS SCHEME -
SPECIFIC ADVICE AND INSTRUCTIONS TO APPLICANTS
FOR FUNDING COMMENCING 2019

TABLE OF CONTENTS

INTRODUCTION ............................................................................................................................... 2

1. CV REQUIREMENTS .................................................................................................................... 2
   1.1 CV-QAP: Qualifications, Awards and Prizes ........................................................................ 2
   1.2 CV-EH: Employment History ............................................................................................ 3
   1.3 CV-A: Appointments ......................................................................................................... 3
   1.4 CV-CD: Career Disruption ............................................................................................... 3
   1.5 CV-RO: Relative to Opportunity ..................................................................................... 3
   1.6 CV-PM: Professional Memberships .................................................................................. 3
   1.7 CV-CP: Conference Participation .................................................................................... 3
   1.8 CV-CE: Community Engagement and Participation ....................................................... 4
   1.9 CV-P: Patents ................................................................................................................... 4
   1.10 CV-TPP: Translation into Policy/Practice ....................................................................... 4
   1.11 CV-CN: Contribution to NHMRC .................................................................................. 5
   1.12 CV-JR: Editorial Responsibilities .................................................................................. 5
   1.13 CV-SM: Supervision and Mentoring ............................................................................. 5
   1.14 CV-RF: NHMRC Research Funding ............................................................................ 5
   1.15 CV-ORF: Other Research Funding .............................................................................. 5
   1.16 CV-Pub: Publications ..................................................................................................... 5
   1.17 CV-W: Workload ........................................................................................................... 5
   1.18 CV-TPCO: Therapeutic Products and Commercial Outcomes ..................................... 6
   1.19 CV-RD: Research Data ................................................................................................. 6
   1.20 CV-RT: Research Tools .................................................................................................. 6

2. SCHEME-SPECIFIC APPLICATION DETAILS ........................................................................ 7
2.1 Key changes to scheme-specific parts of the application form .............................................. 7
2.2 B–AES: Application Executive Summary ............................................................................. 7
2.3 B–AlTrain: Application Information ..................................................................................... 8
2.4 B–AA: Australian Award ...................................................................................................... 10
2.5 Part B-OA: Overseas Award ............................................................................................... 10
2.6 Part B-LPAR: Location of Proposed Australian Project ....................................................... 10
2.7 Part B-OR: Location of Proposed Overseas Project ............................................................. 11
2.8 Part B-AC: Australia-China Research .................................................................................... 12
2.9 Part B-PhD: PhD Studies ...................................................................................................... 13
2.10 Part B-CD: Career Disruption ............................................................................................ 16
2.11 Part B-PE: Previous Experience ......................................................................................... 17
2.12 Part B-GP: Grant Proposal .................................................................................................. 18
2.13 Part B-PS: Project and Supervisor ...................................................................................... 19
2.14 Part B-R: Referees .............................................................................................................. 19
INTRODUCTION

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

- the 2018 NHMRC Advice and Instructions to Applicants, which provide advice on parts of the application that are common to most NHMRC funding schemes;
- the 2018 NHMRC Funding Rules incorporating the Early Career Fellowships Scheme-Specific Funding Rules for funding commencing 2019, which set out the rules, processes and considerations relevant to NHMRC funding;
- the 2018 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 REQUIREMENTS

Relevant sections of your RGMS CV must be completed as part of your application (see section 10 of the 2018 NHMRC Funding Rules). For ECFs, 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 Chief Investigator A (CIA) certification will not appear in the submitted application.

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

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 2018 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 applications require all information relating to 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.

Keynote, Plenary and Invited speakers are generally invited personally by the organisers of the conference and do not require a submission of paper or abstract for selection.

If you were an invited speaker presenting on behalf of your supervisor or other member of your team, please reference this in the Conference Presentation Summary.

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 is not
taken into consideration for ECFs.

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).

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).
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 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, Assessors 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 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.

1.16 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.

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.

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.
2. SCHEME-SPECIFIC APPLICATION DETAILS

The following sections of the application form are specific to ECF 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. Following an annual review, there are changes to the ECF scheme-specific parts of the application form for the 2018 application round they are:

- Part B-CD: career disruption, the option “Other” has been removed from the drop down box
- It has been noted that the Supervisor Referee Report cannot exceed 2MB
- Part B-LPAR the supervisors institution address has been removed

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 2018 NHMRC Funding Rules, for additional criteria.

(Maximum of 4000 characters, including spaces and line breaks. Any applications that exceed the 4000 character limit will be cut off at the maximum limit in the snapshot reports).

All applicants will be assessed and ranked against the assessment criteria. All criteria are assessed relative to opportunity (see section 6.2 of the 2018 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>
</table>
| 1. Research Output – Relative to Opportunity | 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’. **Do not** repeat information provided in your application CV sections. **Do not** 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 2018 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  
- **Do not** repeat details of your research proposal provided in your Grant Proposal PDF (Part B-GP: Grant Proposal). |
| 2. Research Proposal and Environment |  |
| 3. Professional Contribution – Relative to Opportunity |  |

**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.

2.3 B–AITrain: 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 research agenda into Radio Frequency (RF) EME and health outlined in the 2017 ARPANSA Technical Report ‘Radiofrequency Electromagnetic Energy and Health: Research Needs’.

**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 Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019).

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 Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019, 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 Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019, Facilitation of International Indigenous Research Networks).

If applying for FIIRN upload your documentation confirming you are of Aboriginal or Torres Strait Islander descent. *(Maximum of 100 characters, including spaces and line breaks)*.
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 on the 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 Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019, 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 6.3 of the Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019, 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 Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019, 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.

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.

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 two-year award (Chinese applicants) or a four-year award (Australian applicants), (refer to section 6, of the Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019, 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 E of the Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019).

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' ()

**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 your 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 31 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 31 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 2018 NHMRC Funding Rules incorporating the Early Career Fellowship scheme specific funding rules 2018 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 (or equivalent) need to upload evidence of the date that their PhD was passed by clicking on ‘Browse’.
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 Early Career Fellowship scheme specific funding rules 2018, 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 Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019, 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 Early Career Fellowship scheme specific funding rules 2018, 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 Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019, 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 Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019. 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.

**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 Early Career Fellowship Scheme-Specific Funding
Rules for funding commencing in 2019, 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 Early Career Fellowship Scheme-Specific Funding Rules for funding commencing in 2019. 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.

2.11 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](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 2018 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 2018 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 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 2018 NHMRC Funding Rules, 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 2018 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: www.nhmrc.gov.au/grants/apply-funding/early-career-fellowships

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.