



Ideas Grants 2019 Guidelines

Opening date: 06 March 2019

Closing date and time: 17.00 AEST on 08 May 2019

Commonwealth policy entity: National Health and Medical Research Council (NHMRC)

Enquiries: Applicants requiring further assistance should direct enquiries to their Administering Institution's Research Administration Officer. Research Administration Officers can contact NHMRC's Research Help Centre for further advice:

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

Email: help@nhmrc.gov.au

Frequently asked questions (FAQs) on scheme policy will be collated and then responded to via the scheme's FAQ document on GrantConnect. The final FAQ will be released on 1 May 2019.

All policy enquiries should be submitted by COB 30 April 2019.

NHMRC's Research Help Centre will continue to provide technical assistance to both applicants and RAOs.

Note: The Research Help Centre aims to provide a reply to all requests for general assistance within two working days. This timeframe may be longer during peak periods or for more detailed requests for assistance.

NHMRC will not respond to any enquiries submitted after 13.00 AEST on 08 May 2019.

Date guidelines released: 06 March 2019

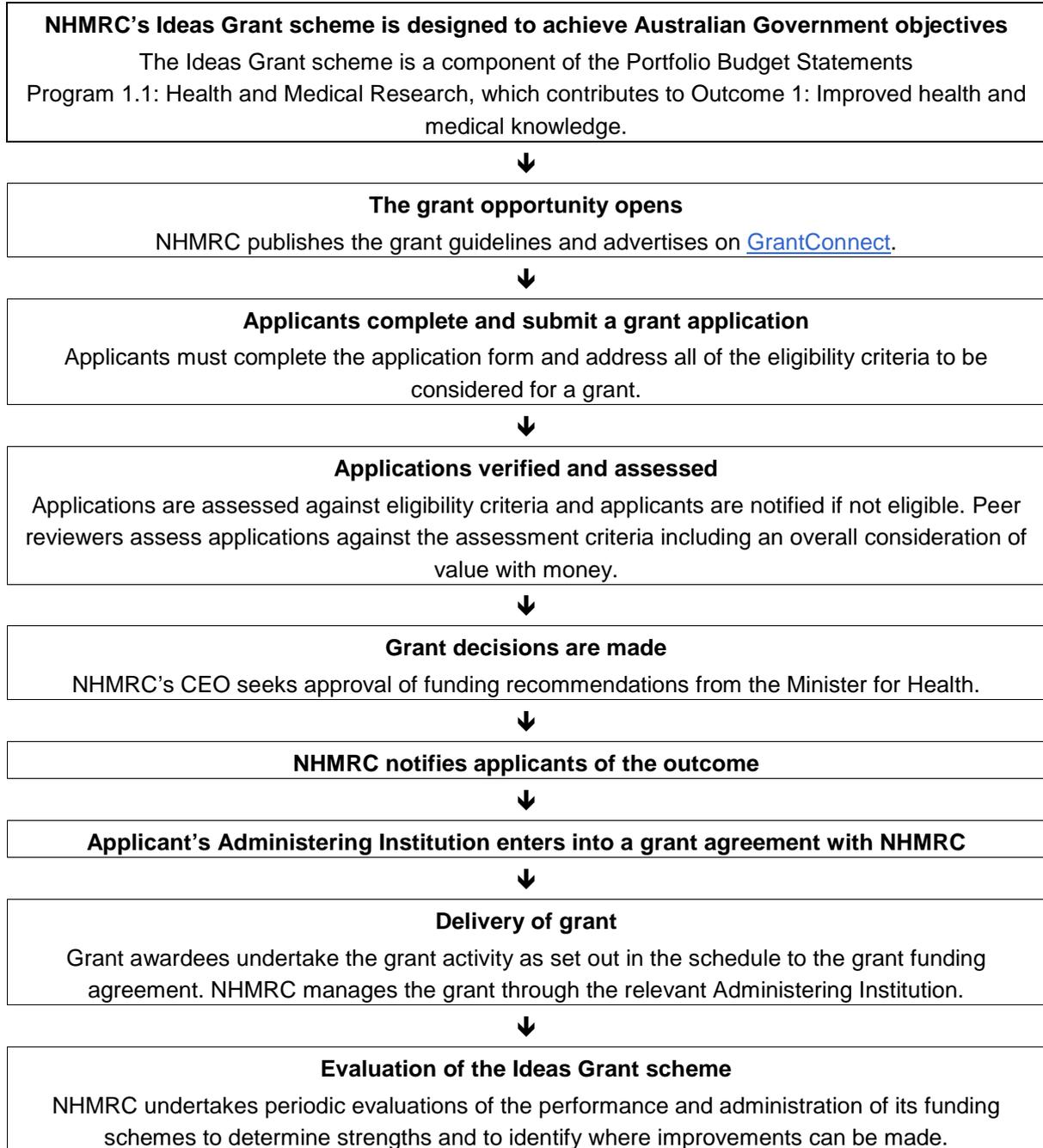
Type of grant opportunity: Targeted competitive

Contents

1. Ideas Grants 2019 processes	4
1.1 Introduction	5
1.1.1 About NHMRC	5
2. About the grant program	5
2.1 NHMRC structural priorities, Ideas Grants 2019 priorities and funding with other organisations	6
3. Grant amount and grant period	6
3.1 Grants available	6
3.2 Grant period	6
4. Eligibility criteria	6
4.1 Who is eligible to apply for a grant?	7
Chief Investigators and Associate Investigators	7
4.2 Multiple applications/grants	7
4.2.1 Limits on the number of Ideas Grant applications	8
4.2.2 Limits on the number of Ideas Grants that may be held	8
4.3 Clinical trial or cohort study applications	8
4.4 Exclusion of applications	8
5. What the grant money can be used for	9
5.1 Eligible grant activities and expenditures	9
5.1.1 Salary support	9
5.2 Funding to support overseas grant activities and researchers	9
5.3 Duplicate funding	9
6. The assessment criteria	10
6.1 Health research involving Aboriginal and Torres Strait Islander People	10
7. How to apply	11
7.1 Overview of application process and timing	11
7.2 Minimum data requirements	12
7.3 Application requirements	12
7.4 Consumer and community participation	12
7.5 Certification and submission	12
7.5.1 CIA certification	13
7.5.2 Administering Institution certification	13
7.6 Retracted publications	14
7.7 Withdrawal of applications	14
7.8 Questions during the application process	14
8. The grant selection process	15
8.1 Assessment of grant applications	15
8.2 Who will assess applications?	15

8.2.1	Ideas Grants assessment process.....	15
8.3	Who will approve grants?	15
9.	Notification of application outcomes.....	15
10.	Successful grant applications.....	15
10.1	Information required from awardees.....	16
10.2	Approvals and licences	16
10.3	NHMRC Funding Agreement.....	16
10.3.1	Responsible conduct of research.....	16
10.4	NHMRC Policies	16
10.5	Payments	16
10.6	Suspension of grants	17
10.7	Tax implications	17
11.	Announcement of grants	17
12.	How NHMRC monitors grant activity	17
12.1	Variations	17
12.2	Reporting	17
12.2.1	Financial reports.....	17
12.2.2	Non-financial reports	17
12.2.3	NHMRC National Institute for Dementia Research.....	18
12.3	Evaluation of the Ideas Grant scheme.....	18
12.4	Open Access Policy	18
13.	Probity.....	18
13.1	Complaints process	18
13.2	Privacy: confidentiality and protection of personal information	19
13.3	Freedom of Information.....	20
14.	Glossary.....	21
Appendix A. NHMRC structural priorities, Ideas Grants 2019 priorities and funding organisations		24
Appendix B. Eligibility for Investigator, Synergy and Ideas Grant schemes (2019 funding round).....		27
Appendix C. Ideas Grants 2019 Category Descriptors.....		30
Appendix D. Concept of Innovation and Creativity		38
Appendix E. Guide to Applicants.....		40

1. Ideas Grants 2019 processes



1.1 Introduction

These guidelines contain information for the Ideas Grants 2019 grant opportunity.

Applicants must read these guidelines before filling out an application.

This document sets out:

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

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

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

1.1.1 About NHMRC

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

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

2. About the grant program

The objective of the Ideas Grant scheme is to support innovative research projects addressing a specific question(s). The expected outcomes are:

- innovative and creative research
- funding of researchers at all career stages, and
- funding any area of health and medical research from discovery to implementation.

The scheme will provide particular opportunities for early and mid-career researchers. It is expected that the CIA will have the scientific leadership and skills to achieve the proposed project aims.

The Ideas Grant scheme is not intended to support research where a clinical trial or cohort study is the primary objective. Applicants seeking funding to conduct a clinical trial or a cohort study should apply, instead, to NHMRC's Clinical Trials and Cohort Studies Grant scheme.

2.1 NHMRC structural priorities, Ideas Grants 2019 priorities and funding with other organisations

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

Information on NHMRC's structural priorities, Ideas Grants priorities and Ideas Grants funding with other organisations is also outlined in [Appendix A](#).

3. Grant amount and grant period

3.1 Grants available

The provisional funding allocation for the Ideas Grants 2019 grant opportunity is estimated to be between \$213 million and \$250 million. NHMRC's Research Committee annually reviews and recommends indicative budget amounts to be awarded across individual funding schemes.

The amount of funding for an Ideas Grant will be based on assessment of the requested budget. Applications must clearly justify the requested duration and budget and how they will support the proposed outcomes of the research. Peer Reviewers will consider this information and may reduce the duration and/or budget to ensure the research aims and objectives can be achieved while ensuring value with money.

3.2 Grant period

An Ideas Grant can be requested for between one and five years depending on the proposal.

4. Eligibility criteria

Applications will only be accepted from NHMRC-approved Administering Institutions. A list of NHMRC-approved Administering Institutions and NHMRC's Administering Institution Policy are available on [NHMRC's website](#).

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

An eligibility ruling may be made by NHMRC at any stage following the close of applications, including during peer review. Where an eligibility ruling is being considered, NHMRC may request further information in order to assess whether the eligibility requirement has been met. Administering Institutions will be notified in writing of ineligible applications and are responsible for advising applicants.

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

NHMRC staff will not make eligibility rulings prior to an application being submitted.

4.1 Who is eligible to apply for a grant?

Chief Investigators and Associate Investigators

The maximum number of Chief Investigators (CIs) allowed on an Ideas Grant application is 10 (CIA - CIJ).

Chief Investigator 'A' (CIA)

At the time of acceptance and for the duration of a grant the CIA must be an Australian or New Zealand citizen, or a permanent resident of Australia or have an appropriate work visa in place. The CIA must also be based in Australia for at least 80% of the Funding Period.

Chief Investigators

The role and contribution of each CI must be described in the grant application. PhD students may be named as CIs in exceptional circumstances where the PhD student is critical for the successful completion of the proposed research. CIs are expected to remain active on the Research Activity as outlined in the application for the duration of the grant.

Associate Investigators

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

There is no restriction on who and the number of times a researcher can be named as an AI. However, a maximum number of 10 AIs may be listed on an application.

4.2 Multiple applications/grants

Limits apply to the number of NHMRC grants that a CI may concurrently hold and/or apply for.

Eligibility to apply for, and hold, an Ideas Grant is linked to numbers of grants applied for or held from the Investigator and Synergy Grant schemes, as well as other NHMRC grants held.

CIs may submit a total of two applications across the Investigator, Synergy and Ideas Grant schemes in any given funding round¹. See specific rules relating to Investigator and Synergy Grant schemes.

CIs may hold a maximum of two grants concurrently from the Investigator, Synergy and Ideas Grant schemes, with the following exceptions:

- CIs who hold two Ideas Grants can hold a Synergy Grant, and
- CIs who hold two Ideas Grants can apply for and hold an Investigator Grant.

Detailed information on how eligibility for Ideas Grants is affected by a CI's grant applications and/or currently held grants is available at [Appendix B \(eligibility for 2019 funding round\)](#) and the [NHMRC web eligibility tool for the new grant program](#).

¹ For example, in the 2019 funding round for funding commencing in 2020 (subject to other scheme-specific eligibility requirements), CIs may submit 1x Investigator Grant application + 1x Synergy Grant application = 2 applications in total.

4.2.1 Limits on the number of Ideas Grant applications

CI's may submit a maximum of two Ideas Grant applications in a grant opportunity subject to other NHMRC grants concurrently held or applied for².

If any CI (CIA-CIJ) on a given Ideas Grant application submits an Ideas, Investigator or Synergy Grant application(s) in excess of the maximum for which they are eligible to apply, all Investigator, Synergy or Ideas Grant applications on which that CI is named may be ineligible and excluded from consideration, irrespective of:

- the scheme to which they have applied, and
- that CI's role or position on the application.

Investigator Grant holders cannot apply for an Ideas Grant, unless they are in the final year of the Investigator Grant at the time of application. Subject to other eligibility requirements, a CI may only concurrently apply for an Ideas Grant and an Investigator Grant if at the time of application:

- the CI does not currently hold an Investigator Grant, or
- the CI is in the final year of their Investigator Grant.

If any CI (CIA-CIJ) on a given Ideas Grant application submits and is successful for an Investigator Grant application, only the Investigator Grant will be offered. As a consequence, the Ideas Grant application will be removed from the peer review process and will not be eligible for funding. As such, applicants are encouraged to be mindful of this potential implication when putting their CI teams together. Refer to [Appendix B \(eligibility for 2019 funding round\)](#) and the [NHMRC web eligibility tool for the new grant program](#).

Note: Applications only seeking funding from Cancer Council and/or Cancer Australia are not capped by NHMRC.

4.2.2 Limits on the number of Ideas Grants that may be held

CI's may hold no more than two Ideas Grants concurrently, subject to other NHMRC grants held or concurrently applied for.

The number of Ideas Grants that may be held by a given CI may be less than two, for example if the CI holds two or more NHMRC Project Grants (refer to [Appendix B](#)).

4.3 Clinical trial or cohort study applications

An application may be excluded from consideration where NHMRC considers the primary objective to be a clinical trial or cohort study. An application should not be submitted to the Ideas Grant scheme where it meets the objectives and desired outcomes for NHMRC's Clinical Trials and Cohort Studies scheme (see the [Clinical Trials and Cohort Studies 2019 Grant Guidelines](#)).

4.4 Exclusion of applications

An application may be excluded from further consideration if:

- it contravenes an eligibility rule or other requirement as set out in the Grant Guidelines
- it, or any CI named on the application, contravenes an applicable law or code

² For example, if a researcher holds two Project Grants on 1 January of the year the Ideas Grant is to commence, then an applicant can only apply for one Ideas Grant.

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

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

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

5. What the grant money can be used for

5.1 Eligible grant activities and expenditures

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

5.1.1 Salary support

Requested salaries (if any) must be based on Personnel Support Packages (PSPs). Individuals are not able to draw a salary from any Ideas Grants on which they are named as an Associate Investigator.

5.2 Funding to support overseas grant activities and researchers

The CIA may request funding to support specific grant activities to be undertaken overseas. In doing so, they must clearly demonstrate that the overseas grant activity is critical to the successful completion of the project, and the equipment/resources required for the grant activity are not available in Australia.

In some instances, the CIA may seek to conduct the majority of the work overseas. However, it is important that the CIA ensures such research is well-justified and conforms with the scheme eligibility requirements, including that the CIA must be based in Australia for at least 80% of the requested grant duration.

Salary support for specific research activities to be undertaken overseas may be requested, but the personnel who will receive such support are not allowed to be a CI on the grant.

Funding for research support staff based overseas can be considered where this is important to achieving the aims of the research.

5.3 Duplicate funding

NHMRC may compare the research proposed in grant applications with grants previously funded, currently funded, and funded by other agencies (e.g. Australian Research Council or Department of

Health) and published research. NHMRC will not fund research that it considers duplicates research previously or currently being funded.

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

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

6. The assessment criteria

Applications for Ideas Grants 2019 are assessed by peers on the extent to which the application meets the scheme objectives. Applications will be assessed against the Assessment Criteria listed below and the category descriptors at [Appendix C](#).

- Research Quality (35%)
- Innovation and Creativity (25%)
- Significance (20%), and
- Feasibility (20%).

Research Quality - NHMRC defines 'Research Quality' for the Ideas Grant scheme as the quality of the project aims and the proposed research plan.

Innovation and Creativity - NHMRC defines 'Innovation and Creativity' for the Ideas Grant scheme as health and medical research that seeks to challenge and shift current paradigms and/or have a major impact on a health research area through one or more studies that creatively:

- develop or use novel research concepts, approaches, methodologies, technologies or interventions
- propose a reinterpretation, refinement, improvement or new application of existing theoretical concepts, approaches, methodologies, technologies or interventions, or
- integrate and adapt concepts, approaches, methodologies, technologies or interventions from other research fields or disciplines for a new purpose or in a new way.

Further information on the concept of Innovation and Creativity for the Ideas Grant scheme is at [Appendix D](#) – Concept of Innovation and Creativity.

Significance - NHMRC defines 'Significance' for the Ideas Grant scheme as the extent to which the outcomes and outputs will result in advancements to the research or health area.

Feasibility - NHMRC defines 'Feasibility' for the Ideas Grant scheme as the appropriateness of the applicant team and their expertise, the resources and access to additional personnel necessary for the project.

6.1 Health research involving Aboriginal and Torres Strait Islander People

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

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

- Community engagement - the proposal demonstrates how the research and potential outcomes are a priority for Aboriginal and Torres Strait Islander communities with relevant community engagement by individuals, communities and/or organisations in conceptualisation, development and approval, data collection and management, analysis, report writing and dissemination of results.
- Benefit - the potential health benefit of the project is demonstrated by addressing an important health issue for Aboriginal and Torres Strait Islander people. This benefit can have a single focus or affect several areas, such as knowledge, finance and policy or quality of life. The benefit may be direct and immediate, or it can be indirect, gradual and considered.
- Sustainability and transferability - the proposal demonstrates how the results of the project have the potential to lead to achievable and effective contributions to health gain for Aboriginal and Torres Strait Islander people, beyond the life of the project. This may be through sustainability in the project setting and/or transferability to other settings such as evidence-based practice and/or policy. In considering this issue the proposal should address the relationship between costs and benefits.
- Building capability - the proposal demonstrates how Aboriginal and Torres Strait Islander people, communities and researchers will develop relevant capabilities through partnerships and participation in the project.

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

7. How to apply

7.1 Overview of application process and timing

6 March 2019	Applications open in NHMRC's granting system
17.00 AEST	
10 April 2019	Minimum data due in NHMRC's granting system
17.00 AEST	
8 May 2019	Applications close in NHMRC's granting system
August-September 2019	Anticipated peer review period
November 2019*	Anticipated notification of outcomes

*Date is indicative and subject to change.

Applications must be submitted electronically using NHMRC's granting system unless otherwise advised by NHMRC.

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

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

Late applications will not be accepted.

7.2 Minimum data requirements

Minimum data must be entered in NHMRC's granting system by the specified due date to allow NHMRC to start identifying suitable peer reviewers. Applications that fail to satisfy this requirement will not be accepted. Applicants must complete the required fields with correct information. Using placeholder text such as "text", "synopsis" or "xx" etc. is not acceptable as minimum data.

Minimum data fields for Ideas Grants 2019 are outlined within [Appendix E](#).

Failure to meet this deadline will result in the application not proceeding.

RAOs are not required to certify applications for the purpose of minimum data. Applications should only be certified once complete and ready for submission.

7.3 Application requirements

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

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

7.4 Consumer and community participation

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

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

7.5 Certification and submission

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

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

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

7.5.1 CIA certification

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

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

- All required information has been provided and is complete, current and correct, and all eligibility and other application requirements have been met.
- All personnel contributing to the Research Activity have familiarised themselves with the [Australian Code for the Responsible Conduct of Research](#), the [National Statement on Ethical Conduct in Human Research](#), the [Australian Code for the Care and Use of Animals for Scientific Purposes](#) and other relevant NHMRC policies concerning the conduct of research, and agree to conduct themselves in accordance with those policies.
- All CIs and AIs have provided written agreement to be named on the application, to participate in the manner described in the application and to the use of their personal information as described in the [NHMRC Privacy Policy](#).
- All CIs have provided written agreement for the final application to be certified.
- The application may be excluded from consideration if found to be in breach of any requirements.

And if funded,

- The research will be carried out in strict accordance with the conditions governing NHMRC grants at the time of award. Conditions may change during the course of the grant, for example, reporting obligations may change. CIs will need to meet new/changed conditions.
- The reported outcomes of the research may be used for internal NHMRC quality evaluations/reviews.
- Grant offers may be withdrawn and action taken over the life of the grant, if eligibility criteria to accept and/or continue holding a grant are not met.

7.5.2 Administering Institution certification

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

- Reasonable efforts have been made to ensure the application is complete and correct and complies with all eligibility and other application requirements.
- Where the CIA is not an Australian or New Zealand citizen or permanent resident, they will have the requisite work visa in place at the time of accepting the successful grant and will be based in Australia for at least 80% of the Funding Period.
- The appropriate facilities and salary support will be available for the Funding Period.
- Approval of the Research Activity by relevant institutional committees and approval bodies, particularly for ethics and biosafety, will be sought and obtained prior to the commencement of the research, or the parts of the research that require their approval.

- Arrangements for the management of the grant have been agreed between all institutions associated with the application.
- The application is being submitted with the full authority of, and on behalf of, the Administering Institution, noting that under section 136.1 of the *Commonwealth Criminal Code Act 1995*, it is an offence to provide false or misleading information to a Commonwealth body in an application for a benefit. This includes submission of an application by those not authorised by the Institution to submit applications for funding to NHMRC.
- Written evidence of consent has been obtained from all CIs and AIs and provided to the RAO.

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

7.6 Retracted publications

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

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

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

7.7 Withdrawal of applications

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

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

7.8 Questions during the application process

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

All policy enquiries must be submitted in writing to NHMRC's Research Help Centre which will process enquiries as follows:

1. Enquiries from individual applicants will be redirected to the Administrative Institution's RAO.
2. Frequently asked policy questions will be collated and responded to via the scheme Frequently Asked Question (FAQ) document on GrantConnect. NHMRC will advise if an enquiry will be responded to via the FAQ document which will be updated as needed.
3. Redirection to the FAQ document will occur when a specific enquiry has already been addressed in the FAQ document.

The final addenda will be released on 1 May 2019. All policy enquiries should be submitted by 30 April 2019. NHMRC's Research Help Centre

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

E: help@nhmrc.gov.au.

Refer to the [Research Help Centre webpage](#) for opening hours.

8. The grant selection process

8.1 Assessment of grant applications

NHMRC considers applications through a targeted competitive grant process. Applications are required to meet eligibility requirements (see [section 4](#)) and are assessed against the assessment criteria (see [section 6](#)) using peer reviewers.

8.2 Who will assess applications?

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

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

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

8.2.1 Ideas Grants assessment process

Peer reviewers will independently undertake an initial assessment of applications using the assessment criteria (see [section 6](#)).

The outcome of this review will be used to create a shortlist of applications that are then assessed against the assessment criteria by a panel of peer reviewers. The overall scores from the panel assessment will be used to produce a rank ordered list of applications, on which funding recommendations will be based.

Further information on the assessment process is on the [NHMRC website](#).

8.3 Who will approve grants?

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

9. Notification of application outcomes

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

10. Successful grant applications

CIAs whose applications are approved will have access to a letter of offer through NHMRC's granting system. Administering Institutions responsible for administering approved applications will

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

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

10.1 Information required from awardees

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

10.2 Approvals and licences

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

10.3 NHMRC Funding Agreement

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

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

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

10.3.1 Responsible conduct of research

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

10.4 NHMRC Policies

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

For further information on the expectations of Administering Institutions and CIs, see [NHMRC's website](#).

10.5 Payments

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

10.6 Suspension of grants

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

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

10.7 Tax implications

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

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

11. Announcement of grants

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

12. How NHMRC monitors grant activity

12.1 Variations

A variation is a change (including a delay) to a grant. There are limited circumstances where it is appropriate to vary an NHMRC grant (including the Research Activity) relative to the peer reviewed application. Requests must comply with the grant guidelines and the NHMRC *Grantee Variation Policy*. Requests to vary the terms of a grant should be made to NHMRC via the Grantee Variation portal in NHMRC's granting system. For information on grant variations see NHMRC's *Grantee Variation Policy* available on the [NHMRC website](#).

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

12.2 Reporting

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

12.2.1 Financial reports

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

12.2.2 Non-financial reports

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

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

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

12.2.3 NHMRC National Institute for Dementia Research

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

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

12.3 Evaluation of the Ideas Grant scheme

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

12.4 Open Access Policy

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

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

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

13. Probity

13.1 Complaints process

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

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

NHMRC will provide a written response to all complaints.

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

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Privacy: confidentiality and protection of personal information

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

- what personal information NHMRC collects
- why NHMRC collects applicants' personal information, and
- who NHMRC gives applicants' personal information to.

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

Personal information can only be disclosed to someone else if applicants are given reasonable notice of the disclosure; if the disclosure is related to the purpose for which it was collected; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if the applicant has consented to the disclosure.

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

NHMRC may reveal confidential information to:

- the peer review committee and other Commonwealth employees and contractors to help NHMRC manage the scheme effectively
- employees and contractors of NHMRC to research, assess, monitor and analyse schemes and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in reports and consultations
- NHMRC approved Administering Institutions' Research Administration Offices
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

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

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

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act 2013*
- *Crimes Act 1914, and*
- *Criminal Code Act 1995.*

13.3 Freedom of Information

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

14. Glossary

Term	Definition
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
<i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i>	The CGRGs establish the overarching Commonwealth grants policy framework and the expectations for all non-corporate Commonwealth entities in relation to grants administration.
date of effect	This will depend on the particular grant. It can be the date the schedule to a grant agreement is executed or the announcement of the grant, whichever is later.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant.
final year	Is the final 12 calendar months of a grant.
Funding Agreement	For NHMRC MREA grants, the grant agreement is the NHMRC Funding Agreement and the Schedule to the Funding Agreement.
funding round	Collectively refers to the Investigator, Synergy and Ideas Grants opportunities commencing funding in the same year.
grant	<p>A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a) under which relevant money, or other consolidated revenue funds, is to be paid to a recipient other than the Commonwealth b) which is intended to assist the recipient achieve its goals c) which is intended to help address one or more of the Australian Government's policy objectives. <p>under which the recipient may be required to act in accordance with specified terms or conditions.</p>
grant activity	Is the project /tasks /services that the grantee is required to undertake with the grant money. It is described in the schedule to the NHMRC Funding Agreement.

Term	Definition
GrantConnect	<p>GrantConnect is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs. It is available at www.grants.gov.au.</p> <p>Non-corporate Commonwealth entities must publish on GrantConnect to meet the grant publishing requirements under the CGRGs.</p> <p>Where information is published in more than one location, and there are inconsistencies, GrantConnect is the authoritative, auditable information source.</p>
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	Is a group of one or more grant opportunities under a single entity Portfolio Budget Statement Program. This is referred to as a scheme in this document.
grantee	An individual/organisation that has been awarded a grant.
Medical Research Endowment Account (MREA)	The purpose of the MREA is to provide assistance to Federal and State Government Departments, institutions, universities and/or persons engaged in medical research.
Medical Research Future Fund (MRFF)	<p>The MRFF was established on 26 August 2015 by the <i>Medical Research Future Fund Act 2015</i> (MRFF Act). Refer to the Department of Health website: https://beta.health.gov.au/initiatives-and-programs/medical-research-future-fund.</p>
NHMRC’s granting system	NHMRC’s electronic grants management solution for grant application, assessment and administration. For the 2019 application round of Ideas Grants, this is NHMRC’s Research Grants Management System (RGMS).
peer reviewers	Individuals (peers) with knowledge and expertise appropriate for the applications they are reviewing.
Portfolio Budget Statement (PBS) Program	Described within the entity’s PBS, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs (schemes). A PBS Program may have more than one Grant Program (scheme) associated with it, and each of these may have one or more grant opportunities.

Term	Definition
Probity Event	<p>Probity Event means any event or occurrence which:</p> <ul style="list-style-type: none"> a) has a material adverse effect on the integrity, character or honesty of the Administering Institution, a Participating Institution or Personnel involved in a Research Activity; or b) relates to the Administering Institution, a Participating Institution or Personnel involved in a Research Activity and has a material adverse effect on the public interest or public confidence in the Administering Institution, Participating Institution or Research Activity.
schedule	<p>Means the contract template used by NHMRC to form part of the Funding Agreement. The schedule sets out the research activity and is signed by NHMRC and the CIA's Administering Institution.</p>
value with money	<p>Value with money in this document refers to 'value with relevant money' which is a term used in the CGRGs and is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved • the potential grantee's relevant experience and performance history.

Appendix A. NHMRC structural priorities, Ideas Grants 2019 priorities and funding organisations

A1 NHMRC key structural priorities

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

- Aboriginal and Torres Strait Islander health research and researchers
- health services research, and
- gender equality.

Aboriginal and Torres Strait Islander Health research and researchers

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

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

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

- *NHMRC Road Map 3: A Strategic Framework for Improving Aboriginal and Torres Strait Islander Health through Research*
- *Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research*, and
- *Keeping research on track: A guide for Aboriginal and Torres Strait Islander peoples about health research ethics*

Health Services Research

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

Gender Equality

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

A2 Ideas Grants 2019 priority areas

In addition to these key priorities, NHMRC may award Ideas Grants that:

- address other defined structural priorities
- acknowledge prominent Australians' contributions to health and medical research (Special Awards), and
- are funded with partner organisations.

Note: Special Awards have not been identified for this grant opportunity.

Electromagnetic Energy Research

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

To be considered for this funding, applicants must:

- show that their project investigates the effects of RF EME on human health
- provide a description of both the RF exposure (such as frequency range and source of the exposure) and the health effect that is being investigated, and
- provide a detailed justification on how their application aligns with the research agenda into RF EME and health outlined in the 2017 Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Technical Report, [Radiofrequency Electromagnetic Energy and Health: Research Needs](#).

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

Ideas Grants funded by other organisations

Ideas Grants may be funded [by or in conjunction with other organisations](#). These grants offer opportunities to researchers whose work is particularly relevant to the priorities and research interests of the partner organisations.

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

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

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

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

Further information on Ideas Grants funded by other organisations is available on the [GrantConnect website](#).

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

- Cancer Councils
- Cancer Australia & Funding Partners, and
- Department of Health (MRFF).

MRFF funded Ideas Grants

Eligibility assessment for MRFF funded Ideas Grants is undertaken by NHMRC. As the same selection criteria will apply to both NHMRC funded, and MRFF funded grants, a single assessment process will be used to produce a single ranked list. MRFF-funded Ideas Grants will be awarded in merit order to applicants whose research aligns with MRFF priorities.

MRFF Million Minds Mission

This grant opportunity may be used to determine recipients under the MRFF Million Minds Mission. The program will support research to improve the diagnosis and treatment of patients with mental health issues. Further information on the program, including funding, is available on the [Department of Health website](#).

Appendix B. Eligibility for Investigator, Synergy and Ideas Grant schemes (2019 funding round)

Grant/s held on 1 January 2020	Grants eligible to apply for in the 2019 funding round (for funding in 2020)
No Fellowship, Program or Project Grants held on 1 January 2020	<ul style="list-style-type: none"> • 1x Investigator Grant, OR • 1x Investigator Grant + 1x Synergy Grant, OR • 1x Investigator Grant + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be offered), OR • 1x Ideas Grant, OR • 1x Ideas Grant + 1x Synergy Grant, OR • 2x Ideas Grants, OR • 1x Synergy Grant
One Project Grant held on 1 January 2020	<ul style="list-style-type: none"> • 1x Investigator Grant (25% reduction to RSP), OR • 1x Investigator Grant (25% reduction to RSP) + 1x Synergy Grant, OR • 1x Investigator Grant (25% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be offered), OR • 1x Ideas Grant, OR • 1x Ideas Grant + 1x Synergy Grant, OR • 2x Ideas Grants, OR • 1x Synergy Grant
Two or more Project Grants held on 1 January 2020	<ul style="list-style-type: none"> • 1x Investigator Grant (50% reduction to RSP), OR • 1x Investigator Grant (50% reduction to RSP) + 1x Synergy Grant, OR • 1x Investigator Grant (50% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be offered), OR • 1x Ideas Grant, OR • 1x Ideas Grant + 1x Synergy Grant, OR • 1x Synergy Grant
One Program Grant held on 1 January 2020	<ul style="list-style-type: none"> • 1x Investigator Grant (100% reduction to RSP)
One Program Grant and one Project Grant held on 1 January 2020	<ul style="list-style-type: none"> • 1x Investigator Grant (100% reduction to RSP)

Grant/s held on 1 January 2020	Grants eligible to apply for in the 2019 funding round (for funding in 2020)
NHMRC Fellowship (<u>not</u> in the final year) held on 1 January 2020	<ul style="list-style-type: none"> • 1x Ideas Grant, OR • 1x Ideas Grant + 1x Synergy Grant, OR • 2x Ideas Grants, OR • 1x Synergy Grant
NHMRC Fellowship (in the final year) on 1 January 2020	<ul style="list-style-type: none"> • 1x Investigator Grant*, OR • 1x Investigator Grant* + 1x Synergy Grant, OR • 1x Investigator Grant* + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be offered), OR • 1x Ideas Grant, OR • 1x Ideas Grant + 1x Synergy Grant, OR • 2x Ideas Grants, OR • 1x Synergy Grant
NHMRC Fellowship (<u>not</u> in the final year) and 1x Project Grant held on 1 January 2020	<ul style="list-style-type: none"> • 1x Ideas Grant, OR • 1x Ideas Grant + 1x Synergy Grant, OR • 2x Ideas Grants, OR • 1x Synergy Grant
NHMRC Fellowship (in the final year) and 1x Project Grant held on 1 January 2020	<ul style="list-style-type: none"> • 1x Investigator Grant* (25% reduction to RSP), OR • 1x Investigator Grant* (25% reduction to RSP) + 1x Synergy Grant, OR • 1x Investigator Grant* (25% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be offered), OR • 1x Ideas Grant, OR • 1x Ideas Grant + 1x Synergy Grant, OR • 2x Ideas Grants, OR • 1x Synergy Grant
NHMRC Fellowship (<u>not</u> in the final year) and 2 or more Project Grants	<ul style="list-style-type: none"> • 1x Ideas Grant, OR • 1x Ideas Grant + 1x Synergy Grant, OR • 1x Synergy Grant

Grant/s held on 1 January 2020	Grants eligible to apply for in the 2019 funding round (for funding in 2020)
NHMRC Fellowship (in the final year) and 2 or more Project Grants	<ul style="list-style-type: none"> • 1x Investigator Grant* (50% reduction to RSP), OR • 1x Investigator Grant* (50% reduction to RSP) + 1x Synergy Grant, OR • 1x Investigator Grant* (50% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be offered), OR • 1x Ideas Grant, OR • 1x Ideas Grant + 1x Synergy Grant, OR • 1x Synergy Grant
NHMRC Fellowship (<u>not</u> in the final year) and 1x Program Grant	<ul style="list-style-type: none"> • Not eligible to apply for any Investigator, Synergy or Ideas Grants
NHMRC Fellowship (in the final year) and 1x Program Grant	<ul style="list-style-type: none"> • 1x Investigator Grant* (100% reduction to RSP)
NHMRC Fellowship (<u>not</u> in the final year), 1x Project Grant and 1x Program Grant	<ul style="list-style-type: none"> • Not eligible to apply for any Investigator, Synergy or Ideas Grants
NHMRC Fellowship (in the final year), 1x Project Grant and 1x Program Grant	<ul style="list-style-type: none"> • 1x Investigator Grant* (100% reduction to RSP)

* If the first year of the Investigator Grant overlaps with the final year of a NHMRC fellowship, the salary component of the Investigator Grant will not be paid during the overlap (i.e. the period that both grants are held). During this overlap, the Investigator Grant will run concurrently with the NHMRC fellowship and the salary component of the Investigator Grant will be reduced accordingly.

Appendix C. Ideas Grants 2019 Category Descriptors

The objective of the Ideas Grant scheme is to support innovative research projects addressing a specific question(s). The expected outcomes are:

- innovative and creative research
- funding of researchers at all career stages, and
- funding any area of health and medical research from discovery to implementation.

The scheme will provide particular opportunities for early and mid-career researchers. It is expected that the CIA will have the scientific leadership and skills to achieve the proposed project aims.

The Ideas Grant scheme is not intended to support research where a clinical trial or cohort study is the primary objective.

The following category descriptors are used as a guide to scoring an application against each of the four assessment criteria:

1) **Research Quality** - NHMRC defines 'Research Quality' for the Ideas Grant scheme as the quality of the project aims and the proposed research plan.

2) **Innovation & Creativity** - NHMRC defines 'Innovation and Creativity' for the Ideas Grant scheme as health and medical research that seeks to challenge and shift current paradigms and/or have a major impact on a health research area through one or more studies that creatively:

- develop or use novel research concepts, approaches, methodologies, technologies or interventions
- propose a reinterpretation, refinement, improvement or new application of existing theoretical concepts, approaches, methodologies, technologies or interventions, or
- integrate and adapt concepts, approaches, methodologies, technologies or interventions from other research fields or disciplines for a new purpose or in a new way.

(Refer to [Appendix D](#) of the Ideas Grants 2019 Guidelines for more information on the concept of Innovation and Creativity.)

3) **Significance** - NHMRC defines 'Significance' for the Ideas Grant scheme as the extent to which the outcomes and outputs will result in advancements to the research or health area.

4) **Feasibility** - NHMRC defines 'Feasibility' for the Ideas Grant scheme as the appropriateness of the applicant team and their expertise, the resources and access to additional personnel necessary for the project.

While the category descriptors provide peer reviewers with some benchmarks for appropriately scoring each application, **it is not essential that all descriptors relating to a given score are met.**

The descriptors are a guide to a “best fit” outcome. The process of consistently referring panel members to these descriptors is vital to ensuring equity, thoroughness and process consistency both within and across all Peer Review Panels.

CATEGORY	Research Quality (35%)	Innovation & Creativity (25%)	Significance (20%)	Feasibility (20%)
7 Exceptional	<p>The project aims and proposed research plan:</p> <ul style="list-style-type: none"> are supported by an extremely well justified hypothesis/rationale are focused, well-defined, extremely coherent and have a flawless study design and approach would be extremely competitive with the best, similar research proposals internationally have extremely well identified and managed scientific and technical risks. 	<p>Relative to the research field, the planned research demonstrates extremely innovative project aims, which will result in an extremely substantial shift in the current paradigm, and/or lead to an extremely substantial breakthrough or impact in the research area.</p>	<p>The planned research, relative to the research field:</p> <ul style="list-style-type: none"> will address an issue of critical importance to advance the research or health area (not prevalence or magnitude of the issue) will result in extremely significant outcomes in the science, knowledge, practice or policy underpinning human health issues will lead to extremely significant research outputs (intellectual property, publications, products, services, conferences, teaching aids, consulting, contract research, spin-offs, licensing etc.). 	<p>The applicant team (Chief Investigators and Associate Investigators):</p> <ul style="list-style-type: none"> has a lead Chief Investigator with exceptional scientific leadership and skills to achieve the project aims has access to exceptional technical resources, infrastructure, equipment and facilities and if required, has access to additional support personnel necessary for the project has an extremely appropriate balance of integrated expertise, experience and training that specifically targets all aspects of the proposed research, in terms of both depth and breadth.

CATEGORY	Research Quality (35%)	Innovation & Creativity (25%)	Significance (20%)	Feasibility (20%)
6 Outstanding	<p>The project aims and proposed research plan:</p> <ul style="list-style-type: none"> are supported by a very well justified hypothesis/rationale are focused, well-defined, very highly coherent and have an outstanding study design and approach with only a few minor weaknesses would be very highly competitive with the best, similar research proposals internationally have very well identified and managed scientific and technical risks with only a few minor weaknesses. 	<p>Relative to the research field, the planned research demonstrates very highly innovative project aims, which will result in a very substantial shift in the current paradigm, and/or lead to a very substantial breakthrough or impact in the research area.</p>	<p>The planned research, relative to the research field:</p> <ul style="list-style-type: none"> will address an issue that is of very high importance to advance the research or health area (not the prevalence or magnitude of the issue) will result in very highly significant outcomes in the science, knowledge, practice or policy underpinning human health issues will lead to very highly significant research outputs (intellectual property, publications, products, services, conferences, teaching aids, consulting, contract research, spin-offs, licensing etc.). 	<p>The applicant team:</p> <ul style="list-style-type: none"> has a lead Chief Investigator with outstanding scientific leadership and skills to achieve the project aims has access to outstanding technical resources, infrastructure, equipment and facilities and if required, has access to additional support personnel (Associate Investigators) necessary for the project has a very highly appropriate balance of integrated expertise, experience and training that is targeted towards all aspects of the proposed research, in terms of both depth and breadth.

CATEGORY	Research Quality (35%)	Innovation & Creativity (25%)	Significance (20%)	Feasibility (20%)
5 Excellent	<p>The project aims and proposed research plan:</p> <ul style="list-style-type: none"> are supported by a well justified hypothesis/rationale are focused, well-defined, highly coherent and have an excellent study design and approach with several minor weaknesses would be competitive with the best, similar research proposals internationally have well identified and managed scientific and technical risks with a few minor concerns. 	<p>Relative to the research field, the planned research demonstrates highly innovative project aims, which will result in a substantial shift in the current paradigm, and/or lead to a substantial breakthrough or impact in the research area.</p>	<p>The planned research, relative to the research field:</p> <ul style="list-style-type: none"> will address an issue of considerable importance to advance the research or health area (not prevalence or magnitude of the issue) will result in highly significant outcomes in the science, knowledge, practice or policy underpinning human health issues will lead to highly significant research outputs (intellectual property, publications, products, services, conferences, teaching aids, consulting, contract research, spin-offs, licensing etc.). 	<p>The applicant team:</p> <ul style="list-style-type: none"> has a lead Chief Investigator with excellent scientific leadership and skills to achieve the project aims has access to excellent technical resources, infrastructure, equipment and facilities and if required, has access to additional support personnel (Associate Investigators) necessary for the project has a highly appropriate balance of integrated expertise, experience and training necessary for all aspects of the proposed research, both in terms of both depth and breadth.

CATEGORY	Research Quality (35%)	Innovation & Creativity (25%)	Significance (20%)	Feasibility (20%)
4 Very good	<p>The project aims and proposed research plan:</p> <ul style="list-style-type: none"> are supported by a well justified hypothesis/rationale are focused, well-developed, coherent and have a very good study design and approach with a few minor concerns would be likely to be competitive with high quality, similar research proposals internationally have identified and managed scientific and technical risks, with several minor concerns. 	<p>Relative to the research field, the planned research demonstrates innovative project aims, which will result in a moderate shift in the current paradigm, and/or lead to a moderate breakthrough or impact in the research area.</p>	<p>The planned research, relative to the research field:</p> <ul style="list-style-type: none"> will address an issue of importance to advance the research or health area (not prevalence or magnitude of the issue) will result in significant outcomes in the science, knowledge, practice or policy underpinning human health issues will lead to significant research outputs (intellectual property, publications, products, services, conferences, teaching aids, consulting, contract research, spin-offs, licensing etc.). 	<p>The applicant team:</p> <ul style="list-style-type: none"> has a lead Chief Investigator with very good scientific leadership and skills to achieve the project aims has access to very good technical resources, infrastructure, equipment and facilities and if required, has access to additional support personnel (Associate Investigators) necessary for the project has an appropriate balance of integrated expertise, experience and training necessary for all aspects of the proposed research, in terms of both depth and breadth.

CATEGORY	Research Quality (35%)	Innovation & Creativity (25%)	Significance (20%)	Feasibility (20%)
3 Good	<p>The project aims and proposed research plan:</p> <ul style="list-style-type: none"> are supported by a sound hypothesis/rationale are logical, generally clear in the study design and approach with several minor concerns would be somewhat competitive with high quality, similar research proposals internationally have identified and managed scientific and technical risks, with some major concerns. 	<p>Relative to the research field, the planned research demonstrates some innovative project aims, which will likely result in some shift in the current paradigm, and/or lead to a some breakthrough or impact in the health research area.</p>	<p>The planned research, relative to the research field:</p> <ul style="list-style-type: none"> will address an issue of some importance to advance the research or health area (not prevalence or magnitude of the issue) will result in moderately significant outcomes in the science, knowledge, practice or policy underpinning human health issues will lead to moderately significant research outputs (intellectual property, publications, products, services, conferences, teaching aids, consulting, contract research, spin-offs, licensing etc.). 	<p>The applicant team:</p> <ul style="list-style-type: none"> has a lead Chief Investigator with good scientific leadership and skills to achieve the project aims has access to good technical resources, infrastructure, equipment and facilities and if required, has access to additional support personnel (Associate Investigators) necessary for the project has expertise, experience and training that is essential, integrated and balanced for most aspects of the proposed research, in terms of both depth and breadth, with some major concerns.

CATEGORY	Research Quality (35%)	Innovation & Creativity (25%)	Significance (20%)	Feasibility (20%)
2 Satisfactory	<p>The project aims and proposed research plan:</p> <ul style="list-style-type: none"> are supported by a satisfactory hypothesis/rationale are satisfactory in the study design and approach, but may lack clarity in some aspects and may contain some major weaknesses would be marginally competitive with high quality, similar research proposals internationally have identified and managed scientific and technical risks, but there are several major concerns. 	<p>Relative to the research field, the planned research demonstrates somewhat innovative project aims, which will result in a minor shift in the current paradigm, and/or lead to a minor breakthrough or impact in the health research area.</p>	<p>The planned research, relative to the research field:</p> <ul style="list-style-type: none"> will address an issue of marginal importance to advance the research or health area (not prevalence or magnitude of the issue) may result in outcomes in the science, knowledge, practice or policy underpinning human health issues may lead to research outputs (intellectual property, publications, products, services, conferences, teaching aids, consulting, contract research, spin-offs, licensing etc.). 	<p>The applicant team:</p> <ul style="list-style-type: none"> has a lead Chief Investigator with satisfactory scientific leadership and skills to achieve the project aims has access to some of the necessary technical resources, infrastructure, equipment and facilities and if required, may have access to additional support personnel (Associate Investigators) relevant to the project, and raises some notable concerns has some but not all of the expertise, experience and training essential to the proposed research in terms of depth and breadth, and raises several major concerns.

CATEGORY	Research Quality (35%)	Innovation & Creativity (25%)	Significance (20%)	Feasibility (20%)
1 Marginal to Poor	<p>The project aims and proposed research plan:</p> <ul style="list-style-type: none"> are underpinned by a weak hypothesis/rationale have significant flaws in the study design and approach and may contain several major weaknesses are unlikely to be competitive with similar research proposals internationally have not satisfactorily identified and managed scientific and technical risks. 	<p>Relative to the research field, the planned research does not demonstrate innovative project aims, and is unlikely to cause a shift in the current paradigm, or lead to a breakthrough or impact in the health research area.</p>	<p>The planned research, relative to the research field</p> <ul style="list-style-type: none"> will address an issue of some concern to advance the research or health area (not prevalence or magnitude of the issue) unlikely to result in outcomes in the science, knowledge, practice or policy underpinning human health issues unlikely to lead to research outputs (intellectual property, publications, products, services, conferences, teaching aids, consulting, contract research, spin-offs, licensing etc.). 	<p>The applicant team:</p> <ul style="list-style-type: none"> has a lead Chief Investigator with weak scientific leadership and skills to achieve the project aims does not have access to the necessary technical resources, infrastructure, equipment and facilities and if required, has access to additional support personnel (Associate Investigators) relevant to the project, and raises several major concerns does not have access to expertise, experience and training essential to the proposed research in terms of depth and breadth.

Appendix D. Concept of Innovation and Creativity

Preamble

The Structural Review of NHMRC's Grant Program identified that applicants may be more likely to propose, and peer reviewers more likely to favour, conservative research to the detriment of innovative and creative research.

Advances in health and medical research, however, require a constant infusion of innovative ideas, technologies and points of view that may differ substantially from current thinking or practice and which may not necessarily be supported by substantial preliminary data.

The new Ideas Grant scheme funds innovative and creative research projects proposed by researchers of any career stage and in any area of health and medical research, from discovery to implementation.

Definition

Innovation generally refers to changing or creating more effective processes, products and ideas. It is about making a change or doing something in a new way.

Innovation is a multi-faceted concept that encompasses a broad spectrum of activities and outcomes across the health and medical research sector. As noted, in the Australian Government's Innovation System Report (2011), a microbiologist's perspective on innovation might be different to that of an entrepreneur. What a business that creates new technology thinks about innovation may be different to the attitudes expressed by a firm that adopts existing technology. Yet, each of these different perspectives can lead to equally important health innovation outcomes. Innovation can be radical and disruptive, but often it is incremental. Innovations need not always be immediately successful and can have downstream impacts.

Innovation in NHMRC's Ideas Grant scheme requires a creative approach that pursues new ideas, embraces intellectual risk and, if successful, may lead to a breakthrough or major impact in a particular health and medical research area. It could extend from the generation of entirely novel areas of research, to driving change in current practice.

Innovative health and medical research occurs in *all* areas of research funded by NHMRC. It seeks to challenge and shift current paradigms and/or have a major impact on a health research area through one or more studies that creatively:

- develop or use novel research concepts, approaches, methodologies, technologies or interventions
- propose a reinterpretation, refinement, improvement or new application of existing theoretical concepts, approaches, methodologies, technologies or interventions, or
- integrate and adapt concepts, approaches, methodologies, technologies or interventions from other research fields or disciplines for a new purpose or in a new way.

Examples of areas of innovative research include, but are not limited to, those that:

- propose a new area of inquiry
- develop or use a completely unexplored approach to solving a longstanding important challenge or obstacle
- are substantially different from research already being pursued in the field
- introduce a new paradigm or challenge prevailing paradigms/assumptions
- look at existing problems or issues from a new perspective
- seek unconventional approaches that are outside the mainstream

- could change established practice, terminate a current practice/process or create new fields
- show what doesn't work
- reinterpret or readapt data for new purposes
- apply innovative methods, practices and processes to improve the health of Aboriginal and Torres Strait Islander people, and
- could yield new avenues of investigation.

Irrespective of the approach, innovative research should seek to have an impact. Although innovation can be considered in a commercialisation and technology frame, it equally encompasses changes to research concepts, approaches, methodologies and interventions that may improve policy, social aspects of care, quality of life or health processes and outcomes.

Appendix E. Guide to Applicants

This Appendix provides guidance for submitting an application through NHMRC's Research Grants Management System (RGMS). Parts of this Appendix were published previously as the *Guide to Applicants*, which included the category descriptors. The category descriptors are now located at [Appendix C](#).

Ideas Grant scheme-specific policy and instructions for applying in RGMS are provided in this Appendix. Applicants should refer to the [RGMS User Guide – Applying for Grants](#) for general instructions on how to apply in RGMS.

For further assistance during the application process, see section 7 of the Grant Guidelines.

1. PREPARING AN APPLICATION

1.1 Application Requirements

A complete application is comprised of:

- mandatory sections of My Profile and CV ([section 2](#))
- a completed application form ([section 3](#))
- a Grant Proposal as an attachment ([section 4](#)).

Applications, including the grant proposal attachment, must comply with all rules and requirements as set out in the Grant Guidelines and elsewhere in this Appendix. Failure to adhere to any of these requirements will result in non-acceptance or exclusion of your application (see [section 4.4](#) of the Grant Guidelines).

1.2 Minimum Data Requirements

Minimum data must be entered in NHMRC's granting system to allow NHMRC to start identifying suitable peer reviewers. Applications who fail to satisfy this requirement will not be accepted. Applicants must complete the required fields with correct information. Using placeholder text such as "text", "synopsis" or "xx" etc. is not acceptable as minimum data.

Minimum data is comprised of:

- Chief Investigator A
- Administering Institution
- Application Title
- Aboriginal/Torres Strait Islander Research (yes/no)
- Synopsis
- Plain English Summary
- Participating Institution/s
- Research Classification (all fields)
- Privacy Consent – Int'l

Minimum data must be entered into RGMS by **5:00pm AEST on 10 April 2019**. Applicants should refer to [section 7.2](#) of the Grant Guidelines for further information.

Failure to meet this deadline will result in the application not proceeding.

Research Administration Officers (RAOs) are not required to certify applications for the purpose of minimum data. Applications require certification only once complete and ready for submission to NHMRC.

1.3 Peer Review Area

Applicants must nominate three peer review areas that are the most relevant to their application. This information will be used to determine the Grant Review Panel (GRP) most suitable to review the application. If an application covers multiple peer review areas, the primary area nominated should be the main focus of the application.

2 MY PROFILE AND CV REQUIREMENTS IN RGMS

Within an applicant's profile in RGMS, there is mandatory information that must be provided and/or updated prior to submitting an application. This information includes, but not exclusively, personal details, academic/research interests and peer review information.

The requirement to complete the mandatory sections of the Profile and CV applies to all Chief Investigators (CIs) named on the application. It is accordingly advisable to check that each of the CIs has completed and/or updated their profiles before an application is certified.

It is important that relevant profile information (for all CIs) is up to date at the time of application submission as it is imported into the application and used by peer reviewers. Any changes made to the profile (for any CI) after Chief Investigator A (CIA) certification will not appear in the submitted application.

3 COMPLETING AN APPLICATION FORM IN RGMS

All parts of the application form must be completed (see [section 7.3](#) of the Grant Guidelines).

3.1 Creating an Application Form

Initiative

Select Ideas from the drop down box

Round

Select 2019_Ideas Grants_funding_comencing_2020

Administering Institution

There can only be 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 of the Administering Institution.

Application Title

NHMRC will use the application title to identify the application at all times during the assessment process and it should accurately describe the nature of the research proposal (maximum of 250 characters including spaces and line breaks).

NHMRC will use the application title for reporting purposes. It is important that spelling is correct and that any acronyms are spelled out in full.

Grant Duration

An Ideas Grant can be requested for between one and five years.

RAO Edit Access

Select 'Yes' if you wish to allow your RAO to have edit rights to your application. NHMRC provides this functionality to support researchers and RAOs in managing the application process. NHMRC does not accept any responsibility for errors or omissions arising from the use of the RAO edit function and strongly recommends that RAOs, CIAs and Administering Institution(s) discuss the management of RAO edit access before selecting this function.

3.2 Completing Parts of the Application Form

3.2.1 General

Aboriginal and Torres Strait Islander Research

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 (see [section 6.1](#) of the Grant Guidelines).

Synopsis

The synopsis should accurately, and briefly, summarise the research proposal (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 (maximum of 500 characters including spaces and line breaks).

Privacy Notice

Please ensure that you have carefully read and understood the [NHMRC Privacy Policy](#), prior to completing the application.

Tick the box to indicate that you have read and understood the NHMRC Privacy Policy.

Consent to Provide Information to International Assessors

Under amendments to the *Privacy Act 1988* that took effect in March 2014, NHMRC requires your consent to send your personal information overseas, for the purposes of peer review of applications. Please indicate in the drop down box if you do or do not give permission for your application to be sent to international assessors.

Consent to Provide Information to Other Organisations

If you wish to be considered for funding by other organisations, please select 'Yes' for Funding Partner Consent. Applicants should be aware that if they indicate they wish to be considered for funding by a partner organisation, NHMRC will provide their application and assessment results to the funding partner. Refer to the [NHMRC website](#), [GrantConnect](#) and [Appendix A](#) for more information, including any specific application requirements.

3.2.2 A-PIinst: 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 that will be conducted in an affiliated teaching hospital.

This information is required by NHMRC to enable peer reviewers to identify potential institutional conflicts with your application.

Research Effort (%)

If the research will be conducted at more than one institution, enter the Research Effort percentage (%) allocated to each participating institution and department. The Research Effort entered cannot exceed 100%.

Institution

List the participating institution and department where the proposed research will be conducted. Complete this page for each institution if there is more than one.

3.2.3 A-RC: Research Classification

Research classification selections will be used in the peer review process to assist with the allocation of your application to the most suitable peer reviewers and grant review panel.

All fields on this page are mandatory and must be completed to meet minimum data requirements.

Guide to Peer-Review Areas

Three nominations are required and should be listed in order of relevance to the research proposal. Note: the same Peer-Review Area can be nominated three times, if appropriate.

3.2.4 A-BoD: Burden of Disease

You can select up to three types of Burden of Disease and allocate a percentage (%) of time against each. The percentage (%) total must not exceed 100%.

3.2.5 A-RT: Research Team

You may include a maximum of ten Chief Investigators (CIs) and ten Associate Investigators (AIs) in your research team. For further information on the eligibility requirements for CIs and AIs, please refer to [section 4](#) of the Grant Guidelines.

List all members of your research team including CIs, AIs, Professional Research Personnel and Technical Support Staff. Complete a separate entry for each member of the team by selecting 'new'.

Position Title

This field is optional; you can use titles to identify specific PRP or TSS roles.

Person (Chief Investigator and Associate Investigator only)

All CIs must have an active RGMS account in order to be listed as part of the CI team. Use the browse function to search active RGMS account holders for your team member.

CI's that cannot be located using the browse function will need to obtain an RGMS account.

If the candidate is an AI and cannot be located using the browse function, then you may enter their details manually in the fields provided.

Role (Chief Investigators only)

Select CIB-CIJ from the drop down box.

Australian Based (Chief Investigators only)

Indicate whether the Chief Investigator will be based in Australia for the duration of the grant.

Qualifications and Skills (Chief Investigators only)

Outline the qualifications and skills relevant to the grant proposal for each Chief Investigator.

3.2.5.1 A-RT: Research Team - Proposed Salary

Salary contributions for research staff (CIs, Professional Research Personnel and Technical Support Staff) are provided as Personnel Support Packages (PSPs). The level of PSP requested in an application must match the roles and responsibilities of the position and the percentage of the PSP requested must reflect the required time commitment. Applicants must fully justify all requests for PSPs.

Applicants can receive up to 100% salary across NHMRC grants/awards. Multiple partial salaries can be drawn up to 100%, if allowed in the grant guidelines for the scheme. Further information about PSPs, including the levels, is available on the [NHMRC website](#).

This section only needs to be completed if you are seeking salary for a particular position.

Once you have created an entry for a team member, hover over the properties tab at the top of the screen and select 'A-RT: Proposed Salary' from the dropdown menu.

Salary

Level - Indicate the PSP level for the candidate

Year % - Indicate the % of a full PSP package the candidate is to be paid for each year of the grant (in whole numbers only).

Reason

Provide detailed justification for the salary that is being requested for the candidate. The PSP level and the percentage of salary should both be well justified.

3.2.6 A-EG: Ethics General

If you answer 'Yes' to any of the 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 *Ethics and Integrity* on the [NHMRC website](#).

3.2.7 B-AI: Associate Investigators

Als need to provide prior approval for their name(s) to be included in this application.

When completing this section, select the appropriate option from the drop down box. Written evidence will need to be provided to your RAO indicating that all Als have agreed to be named on the application.

3.2.8 B-SP: Strategic Priorities

For further details on strategic priorities and funding organisations, see [Appendix A](#) of the Ideas Grants 2019 Guidelines.

Funding Partners

Applicants may be able to seek funding from funding partners, either exclusively or in addition to NHMRC funding. Details of the funding partners participating in the 2019 Ideas Grants round will be provided in NHMRC's granting system.

Applicants seeking funding from a funding partner should be aware of any additional application requirements.

Electromagnetic Energy

If you are applying for Electromagnetic Energy (EME) funding, you must provide a justification that your application aligns 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*' (see [Appendix A](#)).

Select this field if your application is to be considered for EME funding.

Justification

Provide a justification of how your research proposal meets the criteria as RF research (maximum of 2000 characters including spaces and line breaks).

Medical Research Future Fund Research Opportunities

The Department of Health is offering the opportunity for researchers to apply for Medical Research Future Fund (MRFF) funding through the Ideas Grant scheme.

The MRFF funding opportunity available to applicants is the *Million Minds Mission*. Applicants should refer to [Appendix A](#) and the Department of Health [website](#) for the complete list of requirements in order to be considered for the individual MRFF funding opportunity.

Indicate whether you would like your application to be considered for the available MRFF opportunity.

If you select an MRFF opportunity, indicate in the free text space below how your proposed research aligns to the objectives of the opportunity (maximum of 2000 characters including spaces and line breaks).

Funding Organisation

Applicants seeking funding from Cancer Australia and funding partners as part of Cancer Australia's Priority-driven Collaborative Cancer Research Scheme (PdCCRS) 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 from which funding is sought. Multiple funding partners can be selected. If a box is not selected, the application will be assessed by NHMRC only.

Applicants for all categories of PdCCRS must meet NHMRC submission deadlines in addition to any Cancer Australia deadlines. Any questions about PdCCRS eligibility should be addressed to Cancer Australia.

Cancer Australia

Applicants who are applying for NHMRC funding and also seeking Cancer Australia's PdCCRS funding for the same project must provide a one page modified research proposal with reduced aims and timeframes as part of their Grant Proposal PDF upload, if the amount of funding or the duration of funding exceeds the limitations imposed by Cancer Australia's relevant PdCCRS grant category (A, B, C or D). PdCCRS applicants must meet NHMRC submission deadlines in addition to any Cancer Australia deadlines (see [Appendix A](#) for additional guidance).

Select 'yes' if the application is to be considered for a Cancer Australia PdCCRS Early Career Researcher Grant.

3.2.10 B-GP: Grant Proposal

Information on what to include in your Grant Proposal and how to address the selection criteria can be found in [Section 4](#) (below).

Grant Proposal (Upload)

To upload your Grant Proposal PDF, select the document from the location that it has been saved to by double clicking on it. The name will be displayed in the 'Choose File' field. Click 'Save' or 'Save and return' to upload the document.

To ensure that the document is displaying properly, applicants should open a copy of the uploaded document by selecting the open icon to the right of the document's name after the document has been saved to in RGMS.

3.2.11 B-PBRF: Proposed Budget – Research Facilities

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

Such facilities include but are not limited to: biospecimens and associated data from biobanks or pathology services, non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, and the Trans-Tasman Radio Oncology Group.

Applicants will need to consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget are accurately reflected (Part B-PB Proposed Budget – DRC and Equipment). Letters from research facilities confirming their collaboration must be uploaded as a PDF on this page.

Indicate in the drop down list whether you will be using services provided by a research facility to complete your research.

If you select 'yes', then upload your letter(s) from the research facility confirming their collaboration.

To upload the documents, select the document from the location that it has been saved to by double clicking on it. The name will be displayed in the 'Choose File' field. Click 'Save' or 'Save and return' to upload the document.

To ensure that the document is displaying properly, applicants should open a copy of the uploaded document by selecting the open icon to the right of the document's name after the document has been saved to in RGMS.

3.2.12 B-PB: Proposed Budget – 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 [Direct Research Costs Guidelines](#), and [Section 5](#) of the Guidelines.

Provide details on:

- the item type (Direct Research Costs or Equipment Costs)
- 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).

Note:

- NHMRC funds the direct costs of research based on advice from peer review. Applicants should provide detailed justification of budgets requested. Poorly justified budgets run the risk of having their budget adjusted.
- Funding cannot be used for infrastructure.
- There is no provision to increase funds for any reason.

Equipment

Applicants can request funding to pay for equipment costing over \$10,000 that is essential to the research. The total equipment requested cannot exceed \$80,000. Individual items of equipment costing less than \$10,000 must be requested within DRCs.

Applicants must clearly outline the total value of all items of equipment for each year, why the equipment is required for the proposed research and why the equipment cannot be provided by the institution.

For each item of equipment requested, a written quotation must be received and held with the RAO of the Administering Institution, and be made available to NHMRC on request. The Administering Institution must be prepared to meet all service and repair costs in relation to equipment funded.

Entering DRC and Equipment Costs

You will need to create a separate entry for each cost.

Click 'New' to enter a cost.

General

For 'Item Type', select 'Direct Research Cost' or 'Equipment' from the drop down box.

Once you press 'Save' additional fields will become available.

Item – include a brief name/description of the item (50 character limit including spaces and line breaks).

Budget Data

Outline the cost of the item required for each year of the grant proposal. Only the relevant years should be completed.

Justification

Provide a comprehensive justification for the cost here (500 character limit including spaces and line breaks).

4 ADDRESSING THE SELECTION CRITERIA

Applications for 2019 Ideas Grants are assessed by peer reviewers according to the four assessment criteria detailed in the category descriptors (see [Appendix A](#)):

- Research Quality (35%)
- Innovation and Creativity (25%)
- Significance (20%)
- Feasibility (20%).

Assessment by peer reviewers will be based on information provided in the application form and the grant proposal.

Grant Proposal

The grant proposal must be written in English and submitted in a Portable Document Format (PDF) file, using the NHMRC's Grant Proposal template, which is available within the Grant Opportunity on [GrantConnect](#). Applicants must use this template. The Grant Proposal must then be uploaded into RGMS (see [section 3.2.10](#) B-GP Grant Proposal, of this Appendix above).

Naming and formatting requirements for the Grant Proposal are listed in **Table 1**. Applications that fail to comply with these requirements may be excluded from consideration.

Details to be addressed in the grant proposal and associated page limits are set out in Table 2. Applications that exceed the page limits listed in Table 2 may be removed from peer review.

Table 1: Formatting Requirements

Component	Component Requirements
File format	The grant proposal must be saved and uploaded as a PDF file
File size	The PDF file MUST NOT exceed 2 MB in size
File name	The PDF file must be named using the following: APP ID_Applicant's Surname_Document Type/Name.pdf E.g.: APP1234567_Smith_Grant Proposal.pdf
Page size	A4
Header	Application ID and Applicant surname must be included in the header
Footer	Page number must be included in the footer
Font	NHMRC recommends a minimum of 12 point Times New Roman font. Applicants must ensure the font is readable
Line spacing	Single
Language	English

Table 2: Grant proposal details

Grant Proposal Sections	Page Limit
Research proposal	7 pages
References	2 pages
Innovation and Creativity statement	1 page
Significance statement	1 page
Feasibility statement	1 page
Indigenous Research Excellence Criteria (if applicable)	2 pages
Cancer Australia PdCCRS (if applicable)	1 page

The following advice should be taken into consideration when preparing applications.

A. Research Proposal (7 pages)

NHMRC defines 'Research Quality' as the quality of the project aims and the proposed research plan (see Category Descriptors).

The Research Quality criterion is assessed primarily using information provided in the research proposal. All scientific information relating to your application should be contained within the research proposal.

The research proposal must be written in English and provide sufficient detailed information to enable the research plan to be thoroughly assessed. The research proposal must address the essential components of your research and may include the properties listed in **Table 3**, depending on the type of research.

Table 3: Grant proposal components

Component	Properties
Aims	Describe the specific aims of the research plan, including a clear statement of hypotheses to be tested.
Background	Provide a rationale for the research and refer to preliminary data, where relevant. It is anticipated that, in some instances, preliminary data may not be available to support innovative ideas, technologies and points of view that differ substantially from current thinking or practice.
Research Plan – methods and techniques to be used	Outline the research plan in detail, including the following where appropriate: <ul style="list-style-type: none"> detailed description of the experimental design 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 ensure that the experimental results will be robust, unbiased and reproducible details to achieve balance of male and female cell and animal models, including justification where it is not warranted any ethical considerations community involvement and/or plans to transfer knowledge to stakeholders or into practice. strengths and weaknesses of the study design and approach
Identified Risks	Describe the scientific and/or technical risks associated with the research plan and how these will be managed. Include details of how Associate Investigators (AIs) may help to mitigate or control any risk.
Timeline	Provide a detailed timeline for the research plan along with justification for the duration of the grant being requested.

References cited in the research proposal are to be provided within the references section (B).

B. References (2 pages)

The references section must:

- contain a list of all references cited in the research proposal 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
- be written in English.

C. Innovation and Creativity statement (1 page)

NHMRC defines 'Innovation and Creativity' for the Ideas Grant scheme as health and medical research that seeks to challenge and shift current paradigms and/or have a major impact on a health research area through one or more studies that creatively:

- develop or use novel research concepts, approaches, methodologies, technologies or interventions
- propose a reinterpretation, refinement, improvement or new application of existing theoretical concepts, approaches, methodologies, technologies or interventions, or

- integrate and adapt concepts, approaches, methodologies, technologies or interventions from other research fields or disciplines for a new purpose or in a new way.

Applicants should address the Innovation and Creativity assessment criterion in this statement (see [Appendix D](#), noting that assessment of this criterion may require supporting or background information provided in other sections of the grant proposal. Applicants should avoid duplicating information provided in other sections of the grant proposal.

D. Significance statement (1 page)

NHMRC defines 'Significance' for the Ideas Grant scheme as the extent to which the outcomes and outputs will result in advancements to the research or health area. Significance in this context does not refer to the prevalence of disease or magnitude of the issue.

Applicants should address the Significance assessment criterion in this statement (see the Category Descriptors), noting that assessment of this criterion may require supporting or background information provided in other sections of the grant proposal. Applicants should avoid duplicating information provided in other sections of the grant proposal.

E. Feasibility statement (1 page)

NHMRC defines 'Feasibility' for the Ideas Grant scheme as the appropriateness of the applicant team and their expertise, the resources and access to additional personnel necessary for the project. There is no assessment of an individual CI's or AI's track record in the Ideas Grant scheme.

Applicants should address the Feasibility assessment criterion in this statement (see the [Category Descriptors](#)), noting that assessment of this criterion may require supporting or background information provided in other sections of the grant proposal. Applicants should avoid duplicating information provided in other sections of the grant proposal.

F. Indigenous Research Excellence Criteria (2 pages, where applicable)

If at least 20% of the research effort relates to Aboriginal and Torres Strait Islander health, the application will also be assessed against the *NHMRC Indigenous Research Excellence Criteria*:

- Community engagement
- Benefit
- Sustainability and transferability
- Building capability

These criteria are set out in [section 6.1](#) of the Grant Guidelines. Applicants should ensure that they address each Indigenous Research Excellence Criterion and demonstrate what proportion of the research effort will be directed to Aboriginal and Torres Strait Islander Health.

G. PdCCRS Cancer Australia – 1 page, where applicable

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

Grants awarded through the PdCCRS are designed principally to 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 Cancer Australia's PdCCRS funding for the same project must provide a one page modified research proposal with reduced

aims and timeframes as part of their Grant Proposal PDF upload, if the amount of funding or the duration of funding exceeds the limitations imposed by Cancer Australia's relevant PdCCRS grant category (A, B, C or D).

The following should be included in the modified proposal.

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 etc.

Applications that do not comply with the above guidelines may be deemed ineligible and excluded from further consideration.