



Postgraduate Scholarships 2022 Guidelines

Opening date:	13 April 2022
Closing date and time:	17:00 ACT local time on 8 June 2022
Commonwealth policy entity:	National Health and Medical Research Council (NHMRC)
Enquiries:	<p>Applicants requiring further assistance are to direct enquiries to their Administering Institution's Research Administration Officer. Research Administration Officers can contact NHMRC's Research Help Centre for further advice:</p> <p>Phone: 1800 500 983 (+61 2 6217 9451 for international callers)</p> <p>Email: help@nhmrc.gov.au</p> <p>NHMRC will not respond to any enquiries submitted after 13:00 ACT local time on 8 June 2022.</p> <p>Note: NHMRC's Research Help Centre aims to provide a reply to all requests for general assistance within two working days. This timeframe may be longer during peak periods or for more detailed requests for assistance.</p>
Date guidelines released:	13 April 2022
Type of grant opportunity:	Targeted competitive

Contents

1. Postgraduate Scholarships 2022 processes	5
1.1. Introduction	6
1.1.1. About NHMRC	6
2. About the grant program	6
2.1. Key changes	7
2.2. NHMRC structural priorities, Postgraduate Scholarships 2022 priorities and funding with other organisations	7
2.2.1. Gustav Nossal Postgraduate Scholarship	8
3. Grant amount and grant period	8
3.1. Grants available	8
3.1.1. Stipend Categories	8
3.1.2. Short-term support to Facilitate International Indigenous Researcher Networks	9
3.2. Grant period	9
3.2.1. Full-time Postgraduate Scholarships	10
3.2.2. Part-time Postgraduate Scholarships	10
4. Eligibility criteria	10
4.1. Who is eligible to apply for a grant?	11
4.1.1. Chief Investigators and Associate Investigators	11
4.1.2. Research Streams	11
4.2. Multiple applications/grants	13
4.3. Exclusion of applications	13
5. What the grant money can be used for	14
5.1. Eligible grant activities and expenditure	14
5.1.1. Salary support	14
5.1.2. Other Allowances	14
5.2. Duplicate funding	15
6. The assessment criteria	15
6.1. Health research involving Aboriginal and Torres Strait Islander People	15
7. How to apply	17
7.1. Overview and timing of grant opportunity processes	17
7.2. Application Extensions	17
7.3. Minimum data requirements	18
7.4. Application requirements	18
7.5. Attachments to the application	18
7.6. Consumer and community involvement	18
7.7. Certification and submission	19
7.7.1. CIA certification	19

7.7.2.	Administering Institution certification.....	19
7.8.	Retracted publications	20
7.9.	Withdrawal of applications	20
7.10.	Questions during the application process.....	20
8.	The grant selection process	21
8.1.	Assessment of grant applications	21
8.1.1.	Who will assess applications?	21
8.1.2.	Postgraduate Scholarships assessment process	21
8.2.	Who will approve grants?	22
9.	Notification of application outcomes.....	22
10.	Successful grant applications	22
10.1.	Information required from grantees	22
10.2.	Obligations and approvals	22
10.3.	NHMRC Funding Agreement.....	23
10.3.1.	Responsible and ethical conduct of research	23
10.4.	NHMRC policies.....	23
10.5.	Payments	23
10.6.	Suspension of grants	23
10.7.	Tax implications	23
10.8.	Processes specific to Postgraduate Scholarships	24
10.8.1.	Acceptance of a Postgraduate Scholarship.....	24
10.8.2.	Parental Leave	24
10.8.3.	Recreational Leave	24
10.8.4.	Sick Leave.....	24
10.8.5.	Transfer to a different Administering Institution	25
10.8.6.	Extensions to Postgraduate Scholarships	25
10.8.7.	Conversion of Research Masters Scholarships.....	25
10.8.8.	Transfer to/from part-time status.....	25
11.	Announcement of grants	26
12.1.	Variations	26
12.2.	Reporting	26
12.2.1.	Financial reports.....	26
12.2.2.	Non-financial reports.....	26
12.2.3.	Registration of clinical trials	26
12.3.	Evaluation of the Postgraduate Scholarship scheme	27
12.4.	Open Access Policy	27
13.	Probity.....	27
13.1.	Complaints process	27
13.2.	Conflicts of Interest	27
13.3.	Privacy: confidentiality and protection of personal information	28

13.4. Freedom of information.....	29
14. Glossary.....	30
Appendix A. NHMRC structural priorities, Postgraduate Scholarship priorities and funding organisations	33
Appendix B. Postgraduate Scholarship 2022 Category Descriptors.....	35
Appendix C. Postgraduate Scholarship Guide to Applicants	38

1. Postgraduate Scholarships 2022 processes

NHMRC's Postgraduate Scholarship scheme is designed to achieve Australian Government objectives

The Postgraduate Scholarship scheme is a component of the Portfolio Budget Statements Program 1.1: Health and Medical Research, which contributes to Outcome 1: Improved health and medical knowledge.



The grant opportunity opens

NHMRC publishes the grant guidelines on GrantConnect.



Applicants complete and submit a grant application

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



Applications are verified and assessed

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



Grant decisions are made

NHMRC's CEO seeks approval of funding recommendations from the Minister for Health.



NHMRC notifies applicants of the outcome



Applicant's Administering Institution signs the NHMRC Grant Schedule(s) setting out the grant activity



Delivery of grant

Grantees undertake the grant activity as set out in the schedule to the Funding Agreement. NHMRC manages the grant through the relevant Administering Institution.



Evaluation of the Postgraduate Scholarship scheme

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

1.1. Introduction

These guidelines contain information for the Postgraduate Scholarship 2022 grant opportunity. Applicants must read these guidelines before filling out an application.

This document sets out:

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

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

The Postgraduate Scholarship 2022 grant opportunity will be undertaken in accordance with the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs), available from the [Department of Finance website](#).

NHMRC recognises the impacts of the COVID-19 pandemic on Australia's health and medical research community. NHMRC's [Relative to Opportunity Policy](#) specifies that circumstances associated with the pandemic and other calamities are considered, where applicable, in assessment of an applicant's track record. In their application, applicants can outline the interruption and impact on their research productivity.

1.1.1. About NHMRC

NHMRC is the Australian Government's key entity for managing investment in, and the integrity of, health and medical research. NHMRC works with stakeholders to plan and design the grant program in accordance with 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: basic science, clinical medicine and science, public health and health services research.

2. About the grant program

Funding for the program will be provided from the NHMRC Medical Research Endowment Account (MREA), which is underpinned by section 51 of the NHMRC Act.

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

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

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

The grant scheme reflects the Australian Government's objectives for health and medical research, including priority research areas identified in the Government's [Science and Research Priorities](#), [Australia's Long Term National Health Plan](#) and the [National Innovation Science Agenda](#).

2.1. Key changes

Applicants need to note the following changes for the Postgraduate Scholarship scheme:

- Health Services Research has been removed as a structural priority from the 2022 NHMRC Grant Guidelines. Targeted support for Health Services Research will continue to be delivered through NHMRC grant schemes such as Targeted Calls for Research and the Centres of Research Excellence scheme.
- Information on the identification of Aboriginal and Torres Strait Islander descent and related record keeping requirements are described in [Appendix A](#).
- NHMRC will consider preprints in track record assessment. For further details on what constitutes an acceptable preprint and how to include preprints in the 'My Profile' section of Sapphire, refer to [Appendix C](#).
- Peer reviewers are no longer required to assess alignment of the Research Project with the Research Stream applied for. NHMRC will assess this as part of eligibility and applications submitted to the incorrect Research Stream may be ineligible.
- To ensure that the assessment of the Academic Record and Research Achievement criterion is equitable for all applicants, entries considered by peer reviewers will be restricted to the past 10 years for the following sections of the application form:
 - Employment History
 - Qualifications, Awards and Prizes
 - Appointments
 - Professional Memberships
 - Career Disruptions
 - Relative to Opportunity
 - Conference Participation
 - Community Engagements
 - Journal Reviews
 - Supervision and Mentoring
 - Patents

See [Appendix C](#), Section 5.

- For the assessment of publications in the Academic Record and Research Achievement assessment criterion, peer reviewers will consider the (up to) 10 best publications within the past 10 years (including career disruptions) nominated by applicants (see [Appendix C](#), section 6.7).

2.2. NHMRC structural priorities, Postgraduate Scholarships 2022 priorities and funding with other organisations

NHMRC's [Corporate 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 certain strategic priorities. Information on NHMRC's structural priorities, Postgraduate Scholarship priorities and Postgraduate Scholarship funding with other organisations is provided in [Appendix A](#).

2.2.1. Gustav Nossal Postgraduate Scholarship

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

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

3. Grant amount and grant period

3.1. Grants available

The provisional funding allocation for the Postgraduate Scholarship scheme is \$7.05 million. NHMRC's Research Committee annually reviews and recommends indicative budget amounts to be awarded across individual funding schemes.

3.1.1. Stipend Categories

The stipend rates for funding commencing in 2023 are published on the [NHMRC website](#). Note that an annual indexation may apply to the published stipend rates.

Medical/dental Stipend

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

In order to receive the Medical Stipend, medical and dental professionals must be registered to practise in Australia at the time of application, with no conditions or suspensions attached to the registration that prevent them from practising. Administering Institutions must retain the evidence of an applicant's registration to practise in Australia, and provide such evidence to NHMRC, if requested.

Priority Stipend

The Priority Stipend is provided to nursing, midwifery, physiotherapy, pharmacy and other allied health graduates. In order to receive the priority stipend, allied health professionals must be registered to practise in Australia at the time of application, with no conditions or suspensions attached to the registration that prevent them from practising. Administering Institutions must retain the evidence of an applicant's registration to practise in Australia, and provide such evidence to NHMRC, if requested.

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

Standard Stipend

The Standard Stipend is provided to non-allied health and non-medical/dental graduates. Applicants in this category must have achieved their most recent academic qualification at least five years before 31 December in the year of application, only if applying under the Clinical Medicine and Science Research or Dora Lush Basic Science Research Streams. This policy does

not apply to those applying under the Aboriginal and Torres Strait Islander Health Research and Public Health and Health Services Research Streams.

Combined MBBS/PhD Stipend

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

3.1.2. Short-term support to Facilitate International Indigenous Researcher Networks

Funding to facilitate international Indigenous researcher networks (FIIRN supplement) is available to applicants who identify as being of Aboriginal and/or Torres Strait Islander descent. The purpose of this funding is to:

- improve the health of Indigenous people through research between NHMRC, the Canadian Institutes of Health Research and the Health Research Council of New Zealand, as intended under the Tripartite Agreement
- support NHMRC's strategic objective of building capacity among Aboriginal and Torres Strait Islander researchers.

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

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

To receive the FIIRN funding, applicants must:

- identify as being of Aboriginal and/or Torres Strait Islander descent (see [Appendix A](#))
- indicate their interest in receiving FIIRN funding at the time of application
- outline in their grant application their proposed use of the funds for travel and/or for collaborative purposes.

CIA's who receive FIIRN funding must report on the following:

- what the FIIRN funding was used for
- the mentoring linkages established as a result of using this funding supplement.

3.2. Grant period

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

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

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

3.2.1. Full-time Postgraduate Scholarships

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

3.2.2. Part-time Postgraduate Scholarships

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

- applicants to the combined MBBS/PhD stipend category
- applicants who are undertaking additional training to further establish their career
- applicants undertaking paid work, related or not related to their research degree, or
- applicants whose capacity to engage in full-time research is limited due to parental or carer responsibilities or personal illness. Under this part-time option, non-scholarship time must be dedicated to serving the needs of the applicant's personal circumstances, and cannot be spent on other paid employment, research, teaching or administrative roles, or clinical practitioner responsibilities.

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

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

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

4. Eligibility criteria

Applications will only be accepted from NHMRC Administering Institutions. A list of NHMRC Administering Institutions is 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 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.

Decisions are made based on current policies and considerations specific to this grant opportunity. Decisions made in relation to previous grant opportunities or other NHMRC funding schemes will not be regarded as precedents and will not be considered when assessing compliance with the requirements of this grant opportunity.

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

Grant offers may be withdrawn if eligibility criteria are not met. Action may also be taken over the life of a grant if eligibility criteria to continue holding a grant are not met.

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

4.1. Who is eligible to apply for a grant?

4.1.1. Chief Investigators and Associate Investigators

The maximum number of CIs allowed on a Postgraduate Scholarships 2022 application is one (the CIA).

Chief Investigator 'A'

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

The CIA must:

- be undertaking a higher degree by research (i.e. a PhD or a Research Masters degree); coursework degrees do not qualify as higher degrees by research
- ensure a complete application is submitted, including supervisor report and other documents required to conduct a complete assessment of an application
- not have previously received an NHMRC Postgraduate Scholarship
- not be a recipient of an Australian Government funded stipend such as a Research Training Program (RTP) stipend at the time of application, during peer review, or for the duration of the grant, if accepted
- not exceed 12 calendar months of full-time equivalent enrolment for a PhD degree, or six calendar months for a Research Masters degree, up to 31 December in the year of application
- include a proposal for a research project based in Australia; elements of the project can be undertaken outside Australia (e.g. data gathering) but the CIA, supervisor and project must be all Australian based and located at an Australian institution
- apply under the Research Stream that their research proposal aligns with.

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

4.1.2. Research Streams

Aboriginal and Torres Strait Islander Health Research

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

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

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

Clinical Medicine and Science Research

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

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

Dora Lush Basic Science Research

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

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

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

Public Health and Health Services Research

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

Public Health Research comprises studies focussing on social, behavioural and environmental determinants of health and health-related policies and interventions, in an effort to ameliorate population-wide health disparities (adapted from *Kindig D, Stoddart G. Am J Public Health. 2003 March; 93(3): 380–383*).

Health Services Research is an interdisciplinary field that studies how social factors, financing systems, organisational structures and processes, health technologies, and personal behaviours

affect access to health care, and its quality, cost and outcomes. It provides data, evidence, and tools to make health care affordable, safe, effective, equitable, accessible and patient-centred (adapted from *An Organizational Guide to Building Health Services Research Capacity*, October 2012, Agency for Healthcare Research and Quality).

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

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

4.2. Multiple applications/grants

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

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

Note: Applications to Postgraduate Scholarships are not capped relative to Investigator, Synergy and Ideas Grants and will not affect a CI's ability to apply to these schemes.

4.3. Exclusion of applications

An application may be excluded from further consideration if NHMRC identifies that:

- it contravenes an eligibility rule or other requirement as set out in the Grant Guidelines
- it, or the CIA, contravenes an applicable law or code
- it is inconsistent with the objectives of the NHMRC Act and/or the purposes of the MREA, or
- the CIA is the subject of a decision by NHMRC's CEO or Delegate that any application they make to NHMRC, for specified funding schemes, will be excluded from consideration for a period of time, whether or not they otherwise meet the eligibility requirements. For example, such decisions will generally reflect consequential action taken by NHMRC in response to findings of a serious breach of the [Australian Code for the Responsible Conduct of Research](#) (the Code) (including a finding of research misconduct, where this term is used) or a Probity Event. See the Code for a definition of 'research misconduct' and the *NHMRC Research Integrity and Misconduct Policy* available from [NHMRC's website](#).

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

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

5. What the grant money can be used for

5.1. Eligible grant activities and expenditure

Funding provided by NHMRC for a grant activity must be spent on costs directly incurred in that grant activity that satisfy the principles and requirements outlined in the *Direct Research Costs Guidelines* on the [NHMRC website](#).

5.1.1. Salary support

A fixed stipend, determined by the stipend category applied for, is provided for the CIA and may only be expended for that purpose (see section 3.1.1 for information on the stipend categories).

5.1.2. Other Allowances

The CIA also receives the following:

- An allowance of \$2,250 per annum is provided to assist with the purchase of goods related to the scholarship, a personal computer and/or travel to relevant conferences. This allowance may be used flexibly between these items of expenditure. This allowance is provided pro rata for part-time Scholarships.
- A thesis allowance (one-off) of \$500 is provided in the final year of the Postgraduate Scholarship as a contribution towards costs associated with the presentation of a thesis. No further allowances or claims are available for the costs of thesis preparation and presentation. Applicants do not need to apply for this allowance as it will be paid automatically in the final year of the Postgraduate Scholarship.

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

- the allowance is only available at the commencement of the award and is not payable for transfers to another location at any other time during the term of the Postgraduate Scholarship
- the maximum rate at which the reimbursement is calculated is equal to the economy class airfare at the student or concession rate
- the allowance is only available for travel within Australia
- the allowance includes reimbursement for a dependent spouse and any dependent children
- the maximum amount payable for the CIA (including dependents) is \$1,385
- the allowance is only available by way of reimbursement and will not be paid in advance
- claims should be submitted to NHMRC through the RAO of the institution administering the Postgraduate Scholarship
- evidence of previous residence and of the travel undertaken must be included with the claim
- copies of original documents are acceptable as long as the RAO has sighted the original documents and indicates that they have done so in the documentation accompanying the claim

- there is no claim form that needs to be completed; a letter outlining the details of the reimbursement claimed is sufficient
- claims must be submitted within six months of the date on which the Postgraduate Scholarship is taken up.

5.2. Duplicate funding

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

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

6. The assessment criteria

Applications for Postgraduate Scholarships are assessed by peers against the assessment criteria listed below and the category descriptors at [Appendix B](#).

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

Track records are assessed [Relative to Opportunity](#), taking into consideration any career disruptions, where applicable.

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

6.1. Health research involving Aboriginal and Torres Strait Islander People

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

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

- [Road Map 3: A strategic framework for improving Aboriginal and Torres Strait Islander health through research](#)
- [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders](#), and

- [Keeping Research on Track II](#), which is a companion document on how the values and principles outlined in the [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders](#) can be put into practice in research.

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 needs to 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.

Peer reviewer(s) with specific expertise in Indigenous health research will evaluate how well the application addresses the *Indigenous Research Excellence Criteria*. This evaluation will be taken into consideration in the overall assessment of the application, using the assessment criteria outlined in section 6 (it does not alter the weighting of the assessment criteria).

7. How to apply

7.1. Overview and timing of grant opportunity processes

13 April 2022	Applications open in Sapphire
17:00 ACT local time 11 May 2022	Minimum data due in Sapphire
17:00 ACT local time 8 June 2022	Applications close in Sapphire
July/August 2022	Anticipated peer review period
October 2022*	Anticipated notification of outcomes

*Date is indicative and subject to change.

Applications must be submitted electronically using Sapphire (unless otherwise advised by NHMRC).

Electronic submission requires Administering Institutions and the CIA to register for an account in Sapphire. Applicants who are not registered can submit a new user request via the login page of Sapphire.

Applicants should refer to the [Sapphire Learning and Training Resources](#) for detailed user instructions or contact their RAO or NHMRC's Research Help Centre for further assistance.

Late applications will not be accepted.

7.2. Application Extensions

Requests for application extensions will be considered on a case-by-case basis and must be submitted by email to help@nhmrc.gov.au before the scheme close date and time. Requests will only be considered for:

- unforeseen circumstances, e.g. natural calamities such as bushfires, floods or cyclones;
- exceptional circumstances that affect multiple researchers, e.g. power and/or internet network outages, or
- where an applicant, or a member of their immediate family¹, is incapacitated due to an unforeseen medical emergency, such as life-threatening injury, accident or death.

Extensions will be for a maximum of seven calendar days. This is to ensure that subsequent peer review processes and approval of funding recommendations are not delayed, especially as eligibility decisions for some NHMRC schemes depend on an applicant's success with other schemes.

Requests for extensions submitted after the scheme close date and time will not be considered.

¹ Immediate family comprises a spouse, child, parent or sibling. It includes de facto, step and adoptive relations (e.g. de facto, step or adopted children).

7.3. Minimum data requirements

Minimum data must be entered in Sapphire by the specified due date. 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.

Applicants are discouraged from making any changes to minimum data fields following the minimum data deadline as NHMRC uses minimum data to identify appropriate peer reviewers to assess the application. Incorrect minimum data may result in less suitable peer reviewers assessing the application.

Minimum data fields for Postgraduate Scholarships are outlined in [Appendix C: Guide to Applicants](#) (see section 2.2, ‘Minimum Data Requirements’) and within Sapphire.

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 are only to be only be certified once complete and ready for submission.

7.4. Application requirements

The application is to contain all information necessary for assessment without the need for further written or oral explanation or reference to additional documentation. Further information on what can and cannot be included in the application is provided in the Guide to Applicants at [Appendix C](#).

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 ineligible.

Additional requirements and guidance in relation to each component of the application are outlined at [Appendix C](#).

7.5. Attachments to the application

NHMRC requires the following documents with your application:

- the applicant’s most recent academic transcript, and
- a grant proposal.

You must attach supporting documentation to the application in line with the instructions provided in Sapphire or [Appendix C](#). Only attach requested documents. NHMRC will not consider information in attachments that it does not request.

7.6. Consumer and community involvement

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 Statement’s purpose is to guide research institutions, researchers, consumers and community members in the active involvement of consumers and community members in all aspects of health and medical research. The Consumers Health Forum of Australia Ltd and NHMRC worked in partnership with consumers and researchers to develop the Statement.

To complement the statement, NHMRC has released a Toolkit with resources on consumer and community involvement in, and expectations of, health and medical research. Researchers are encouraged to consider the benefits of actively engaging consumers and to use this Toolkit

throughout all stages of research, including the planning and preparation of grant applications, the conduct of research and the evaluation of outcomes.

Further information on The Consumers Health Forum, the Statement and the Toolkit is available on [NHMRC's website](#). Consumer and community involvement in the proposed research will be considered, as relevant, as part of the applicable assessment criteria (see section 6).

7.7. Certification and submission

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

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

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

7.7.1. CIA certification

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.
- All eligibility and other application requirements have been met.
- All personnel contributing to the grant 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.
- The application may be excluded from consideration if found to be in breach of any requirements, in accordance with the grant guidelines.

And if funded,

- The research will be carried out in strict accordance with the conditions governing NHMRC grants at the time.
- The Head of Department of the Administering Institution (and Participating Institution/s, if applicable) will ensure the appropriate facilities will be available.
- The research may be used for internal NHMRC quality evaluations/reviews.

7.7.2. Administering Institution certification

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

- Reasonable efforts have been made to ensure the application is complete and correct and complies with all eligibility and other application requirements.
- CIA is an Australian or New Zealand citizen or permanent resident at the time of accepting the successful grant.
- CIA will be based in Australia for at least 80% of the funding period,

- The appropriate facilities and salary support will be available for the funding period.
- Approval of the grant 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.

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

7.8. 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 in Sapphire.

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.

7.9. 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 Sapphire before the close of the round. This authorises NHMRC to delete the application once the grant opportunity has closed. The application will not be deleted while the grant opportunity remains open for application submission.

7.10. Questions during the application process

Applicants requiring further assistance should direct enquiries to their Administering Institution's RAO.

All policy enquiries must be submitted in writing by the Administering Institution's RAO to NHMRC's Research Help Centre. Policy enquiries from applicants will be re-directed to the RAO. Frequently asked policy questions will be addressed via the scheme's Frequently Asked Questions (FAQs) document, which will be updated on GrantConnect as required and should be reviewed before submitting a query.

NHMRC's Research Help Centre details:

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

Email: 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 as set out in these guidelines and are assessed against the assessment criteria (see section 6) by independent peer reviewers.

The extent to which applications represent value for money is considered as part of the broader category descriptors at [Appendix B](#), which includes assessment of applications against the scheme's objectives and intended outcomes (section 2), the quality of the proposed research and the capability of the applicant(s).

8.1.1. Who will assess applications?

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

Applicants must not seek to identify or make contact about their application with anyone who is directly engaged with its assessment, in keeping with NHMRC's principles of impartial and independent peer review. Seeking to influence the process or outcomes of peer review may constitute a breach of the [Australian Code for the Responsible Conduct of Research](#) and may result in the application being excluded from consideration.

8.1.2. Postgraduate Scholarships assessment process

NHMRC will conduct peer review for this funding round in accordance with the following principles:

- Fairness. Peer review processes are fair and seen to be fair by all involved.
- Transparency. All stages of peer review are transparent.
- Independence. Peer reviewers provide independent advice. There is also independent oversight of peer review processes by independent Chairs and Observers.
- Appropriateness and balance. The experience, expertise and operation of peer reviewers are appropriate to the goals and scale of the funding vehicle.
- Research community participation. Persons holding taxpayer-funded grants should willingly make themselves available to participate in peer review processes, including mentoring of junior researchers, whenever possible.
- Confidentiality. Participants respect that confidentiality is important to the fairness and robustness of peer review.
- Impartiality. Peer review is objective and impartial, with appropriate processes in place to manage real and perceived conflicts of interest (CoI).
- Quality and excellence. NHMRC will continue to introduce evidence-based improvements into its processes to achieve the highest quality decision-making through peer review.

Peer reviewers will independently undertake an assessment of applications against the assessment criteria (see section 6). Some applications may be discussed by peer reviewers. The

overall scores from assessments will be used to produce a rank ordered list of applications, on which funding recommendations will be based.

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

8.2. 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. The Minister, acting on the advice of the CEO, determines expenditure from the MREA (paragraph 51 (2) of the NHMRC Act).

9. Notification of application outcomes

NHMRC will advise applicants and their nominated Administering Institution's RAO of the outcome of the application as early as possible, following the approval of grants. Advice of outcomes may occur before the approval of grants if an application has been assessed as uncompetitive or excluded for other reasons.

NHMRC may advise applicants and their Administering Institution's RAO of the outcome under embargo. This means that the information must not be made public until the embargo is lifted. During the embargo period, applicants must not publicise the information or post comments about the grant outcomes in public domains such as social forums, websites, journals or newspapers. [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 for funding will have access to a letter of offer through Sapphire. Administering Institutions responsible for administering approved applications will also have access to the letter of offer and to the Schedule to the Funding Agreement. The Administering Institution is responsible for accepting the Schedule through the online signing/acceptance process within Sapphire.

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 grantees

Grantees may be required to supply additional information about their grant activity before payments commence. This will be stated in the letter of offer.

10.2. Obligations and approvals

NHMRC-funded grant activities must comply with applicable guidelines, laws and approval requirements. For further information see [NHMRC's website](#).

The University Foreign Interference Taskforce [Guidelines to counter foreign interference in the Australian university sector](#) (UFIT Guidelines) have been developed to protect the university sector against foreign interference. NHMRC has determined that these Guidelines are to be implemented by all NHMRC Administering Institutions, including non-university institutions.

Institutions applying for NHMRC funding (both Administering and Participating Institutions) must also be aware of their obligations under The [National Redress Scheme for Institutional Child Sexual Abuse – Grant Connected Policy](#). Relevant institutions which have been named in an

application for the Redress Scheme or named in the Royal Commission, and which have not joined the Redress Scheme, will be ineligible to access NHMRC funding.

NOTE: NHMRC research with ethics and biosafety considerations must be referred for approval to the relevant institutional committees and approval bodies.

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. Schedule(s) are accepted by the Administering Institution electronically in accordance with the provisions of the Funding Agreement.

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

- the Funding Agreement between NHMRC and the Administering Institution is in place, and
- the appropriate Schedule to the Funding Agreement is executed in accordance with clause 2.3 of the Funding Agreement.

10.3.1. Responsible and ethical conduct of research

NHMRC expects the highest levels of research conduct and integrity to be observed in the research that it funds. Under the Funding Agreement, NHMRC funded research must be conducted in accordance with the *Australian Code for the Responsible Conduct of Research*. Further information about the Code can be found on [NHMRC's website](#).

10.4. NHMRC policies

Under the Funding Agreement, it is the responsibility of Administering Institutions and CIs to be aware of, and comply with, all relevant legislation and policies relating to the conduct of the grant activity.

For further information 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, in circumstances as set out in the Funding Agreement, including when there has been a failure to comply with a Policy or Guideline, or on the basis of a Probity Event or an investigation of an alleged breach of the [Australian Code for the Responsible Conduct of Research](#) (including research misconduct, where this term is used).

10.7. Tax implications

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

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

10.8. Processes specific to Postgraduate Scholarships

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

10.8.1. Acceptance of a Postgraduate Scholarship

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

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

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

10.8.2. Parental Leave

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

10.8.3. Recreational Leave

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

10.8.4. Sick Leave

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

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

- documentation supporting the reason for the suspension (medical certificates etc.)

- a statement from the Postgraduate Studies Office verifying suspension of study.

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

10.8.5. Transfer to a different Administering Institution

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

10.8.6. Extensions to Postgraduate Scholarships

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

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

10.8.7. Conversion of Research Masters Scholarships

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

10.8.8. Transfer to/from part-time status

NHMRC recognises that the personal circumstances of the CIA can change over time and may affect their capacity to continue full-time.

Full-time CIAs may apply to undertake a period of their grant on a part-time basis, provided such an arrangement is agreed to by the nominated supervisor in writing, and approved by the Administering Institution (see section 3.2.2). Requests to convert to part-time will be considered by NHMRC on a case-by-case basis.

In all cases where part-time status is approved, payments will be adjusted to the appropriate pro-rata rate, determined by the percentage of time spent on research. The duration of the Scholarship will be extended accordingly, up to a maximum period of six years (see section 3.2.2).

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

11. Announcement of grants

Grant outcomes are publicly listed on the [GrantConnect website](#) within 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 specific circumstances under which grantees are to report and seek approval of a variation to an NHMRC grant (including the grant activity) relative to the peer reviewed application. Requests must comply with the grant guidelines and the *NHMRC Grantee Variations Policy*. Requests to vary the terms of a grant are to be made to NHMRC via the Grantee Variation portal in Sapphire. For information on grant variations see the *NHMRC Grantee Variations Policy* available on the [NHMRC website](#).

Note that CIs are expected to remain on the grant for the full funding period and NHMRC will only approve changes to CIs in exceptional circumstances. Before a CIA applies for a grant variation, they and the relevant RAO will need to confirm that all CIs have agreed to the variation, noting the impact that it may have on their suite of grants and their eligibility to hold/apply for other grants. 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 grant activity. Scientific reporting requirements can be found on [NHMRC's website](#). While having outstanding obligations from previous NHMRC grants does not disqualify applicants from applying for other NHMRC grants, 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 or funding schemes, or designing future schemes.

12.2.3. Registration of clinical trials

Research involving clinical trials must be registered in the Australian New Zealand Clinical Trials Registry (ANZCTR) or equivalent before recruitment of the first participant. Information on how to

register your clinical trial is available at www.anzctr.org.au. Cohort studies can be registered in the ANZCTR and successful grantees are encouraged to register their study with the registry, if applicable.

12.3. Evaluation of the Postgraduate Scholarship scheme

NHMRC undertakes periodic evaluations of the performance and administration of its grant opportunities 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 and 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* as a condition of funding.

13. Probity

13.1. Complaints process

Applicants or grantees can lodge a formal complaint about an NHMRC process related to funding via the Administering Institution's RAO and in writing to NHMRC Complaints Team at: complaints@nhmrc.gov.au. Complaints must be lodged within 28 days of the relevant NHMRC decision or action. NHMRC will provide a written response to all complaints. NHMRC will not review the merits of a funding decision, but it will investigate complaints about the administrative process followed to reach a funding decision.

If applicants or grantees are dissatisfied with the response from the NHMRC Complaints Team, you can raise your concerns with the NHMRC Commissioner of Complaints (the Commissioner). Note that the Commissioner of Complaints does not undertake a merits review. Refer to NHMRC's Complaints Policy and the Commissioner of Complaints [webpage](#) for further information.

Applicants or grantees can 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 and, where relevant, the Commissioner of Complaints.

13.2. Conflicts of Interest

NHMRC is committed to ensuring that interests of any kind are dealt with consistently, transparently and with rigour, in accordance with sections 16A and 16B of the Public Governance, Performance and Accountability Rule 2014 (made under the subsection 29(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act)).

Applicants are not required to declare actual or perceived interests.

To manage any conflicts of interest with applicants, NHMRC requires peer review participants to declare interests, actual or perceived, and sign deeds of confidentiality. Peer review participants declare any direct or indirect, pecuniary or non-pecuniary interest, which is reviewed by NHMRC, prior to being granted full access to an application. Any peer reviewer who is determined by NHMRC to have a 'high' conflict of interest will not be able to participate in the review of that application.

By managing any conflict, NHMRC maintains objectivity, impartiality and integrity in the assessment of applications. Further information relating to the conflict of interest process is available in Postgraduate Scholarship 2022 Peer Review Guidelines.

13.3. Privacy: confidentiality and protection of personal information

NHMRC treats applicants' personal information in accordance with the Australian Privacy Principles, and the *Privacy Act 1988*. The [NHMRC Privacy Policy](#) details the types of personal or sensitive information that may be collected by NHMRC and how it will be handled. Applicants need to familiarise themselves with the NHMRC Privacy Policy before providing personal information to NHMRC.

Information that is generally regarded as confidential information is application information and any other information specifically identified as such by applicants and grantees and will be received by NHMRC on the basis of a mutual understanding of confidentiality.

NHMRC may disclose personal and/or confidential 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
- the peer review committee and other Commonwealth employees and contractors to help NHMRC manage the grant 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.

In addition, NHMRC will provide certain limited personal information of the Chief Investigator/s included in an application to Administering Institutions for the purpose of certification of eligibility requirements.

13.4. Freedom of information

NHMRC as a Commonwealth agency is subject to the *Freedom of Information Act 1982* and is committed to meeting the Australian Government's transparency and accountability requirements. Freedom of Information laws facilitate the general public's access to documents held by national government agencies, including application and funding documentation relating to NHMRC researchers. This right of access is limited where documents, or parts of documents, are exempt under the provisions of the *Freedom of Information Act 1982*.

Researchers are to familiarise themselves with NHMRC's Freedom of Information procedures before submitting an application. Further information on the *Freedom of Information Act 1982*, NHMRC's Freedom of Information application process and relevant contacts can be found on the [NHMRC website](#).

14. Glossary

Term	Definition
Aboriginal and Torres Strait Islander descent	<p>Identification of Aboriginal and Torres Strait Islander descent follows the advice given on the AIATSIS website (https://aiatsis.gov.au/family-history/you-start/proof-aboriginality). This states that government agencies and communities usually accept three ‘working criteria’ as confirmation of Aboriginal or Torres Strait Islander heritage, namely:</p> <ul style="list-style-type: none"> • being of Aboriginal or Torres Strait Islander descent • identifying as an Aboriginal or Torres Strait Islander person, and • being accepted as such by the community in which you live, or formerly lived.
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 opportunity, to determine applicant rankings.
date of effect	This will depend on the particular grant. It can be the date the schedule to a grant agreement is executed or the announcement of the grant, whichever is later.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant.
<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.
final year	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. It is available on NHMRC’s website .
grant	As defined in the NHMRC Funding Agreement.
grant activity	Defined as “Research Activity” in 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 grant opportunities 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	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. For NHMRC’s purposes, grants are awarded to the Administering Institution for the benefit of the grant recipients (however described).
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:</p> <p>https://www.health.gov.au/initiatives-and-programs/medical-research-future-fund</p>
peer reviewers	Individuals (peers) with appropriate knowledge and expertise who review grant applications.
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.
Probity Event	As defined in the NHMRC Funding Agreement.

Term	Definition
Sapphire	NHMRC's electronic, secure system that allows research administrators, applicants, assessors, grant holders and NHMRC staff to manage all aspects of the granting lifecycle.
Schedule	As defined in the NHMRC Funding Agreement.

Appendix A. NHMRC structural priorities, Postgraduate Scholarship priorities and funding organisations

A1 NHMRC structural priorities

Each year, NHMRC identifies structural priorities for funding to help achieve its broader goals. Applications that meet structural priorities may be funded in order of merit, supplementary to applications within the budget for the grant opportunity, based on advice from NHMRC's Research Committee. NHMRC's current structural priorities are:

- Aboriginal and Torres Strait Islander health research and researchers
- female lead investigators.

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. Accordingly, NHMRC is committed to allocating at least five per cent of the annual allocation from its Medical Research Endowment Account to research directed at improving the health of Aboriginal and Torres Strait Islander peoples. 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.

Applicants identifying as being of Aboriginal and/or Torres Strait Islander descent are asked to indicate this in their Sapphire profile.

Identification of Aboriginal and/or Torres Strait Islander descent follows the advice provided on the AIATSIS website (<https://aiatsis.gov.au/family-history/you-start/proof-aboriginality>). This states that government agencies and communities usually accept three 'working criteria' as confirmation of Aboriginal or Torres Strait Islander heritage, namely:

- being of Aboriginal or Torres Strait Islander descent
- identifying as an Aboriginal or Torres Strait Islander person, and
- being accepted as such by the community in which you live, or formerly lived.

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

Female Lead Investigators

Funding outcomes have highlighted the underrepresentation of female chief investigators across many of NHMRC's funding schemes. By providing structural priority funding for female lead investigators, NHMRC is seeking to give more outstanding female researchers the opportunity to receive funding and to encourage more to apply.

A2 Postgraduate Scholarships priority areas

In addition to these priorities, NHMRC may award Postgraduate Scholarships that:

- address other defined structural priorities

- acknowledge prominent Australians' contributions to health and medical research (Special Awards), and/or
- are funded with partner organisations.

Postgraduate Scholarships funded by other organisations

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

Some funding partners may require a separate application to be provided to them, or may have specific criteria and requirements, in addition to those of NHMRC. Applicants are to 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) need to 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 its obligation to a co-funded grant, NHMRC will continue to support the Postgraduate Scholarship recipient under the conditions that would have been awarded by NHMRC.

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

Further information on Postgraduate Scholarships funded by other organisations is available on the [NHMRC website](#).

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

- Arrow Bone Marrow Transplant Foundation
- Australian Academy of Science
- Australian and New Zealand Association of Neurologists Education and Research Foundation
- Cerebral Palsy Alliance Research Foundation
- Diabetes Australia
- Multiple Sclerosis Research Australia
- National Breast Cancer Foundation
- National Heart Foundation
- Neuroblastoma Australia
- Sanfillipo Children's Foundation

Appendix B. Postgraduate Scholarship 2022 Category Descriptors

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

Assessing Indigenous Contributions

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

Score	Criterion 1	Criterion 2	Criterion 3
	Academic Record and Research Achievement – Relative to Opportunity 60%	Research Environment and Supervisor 20%	Research Project 20%
<p>7 Exemplary An application which clearly and strongly supports the aims of the scheme and meets all the assessment criteria with no weaknesses. It is expected that the top 2% of applications would be ranked in this category.</p>	<p>Exemplary Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):</p> <ul style="list-style-type: none"> academic record medals, prizes and awards research achievement as evidenced by quality of publications in their field presentations, including posters and seminars postgraduate/research training and/or research/professional experience broader community engagement. 	<p>The Research Environment and Supervisor:</p> <ul style="list-style-type: none"> are extremely well matched to the applicant's proposed project provide exemplary mentoring and training arrangements include extremely high quality research support systems for the applicant offer exceptional collaborative opportunities for the applicant offer exemplary opportunity to extend the applicant's knowledge and skills. 	<p>The Research Project:</p> <ul style="list-style-type: none"> has objectives that are extremely well-defined is flawless in design is highly feasible will make an exemplary contribution to the applicant's future career aspirations.
<p>6 Outstanding An application which clearly and strongly supports the aims of the scheme and meets all the assessment criteria with negligible weaknesses. It is expected that the top 15% of applications would be ranked in this category or higher.</p>	<p>Outstanding Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):</p> <ul style="list-style-type: none"> academic record medals, prizes and awards research achievement as evidenced by quality of publications in their field presentations, including posters and seminars postgraduate/research training and/or research/professional experience broader community engagement. 	<p>The Research Environment and Supervisor:</p> <ul style="list-style-type: none"> are very well matched to the applicant's proposed project include outstanding mentoring and training arrangements offer very high quality research support systems for the applicant offer outstanding collaborative opportunities for the applicant offer outstanding potential to extend the applicant's knowledge and skills. 	<p>The Research Project:</p> <ul style="list-style-type: none"> has objectives that are very well-defined is nearly flawless in design is highly feasible will make an outstanding contribution to the applicant's future career aspirations.

Score	Criterion 1	Criterion 2	Criterion 3
	Academic Record and Research Achievement – Relative to Opportunity 60%	Research Environment and Supervisor 20%	Research Project 20%
<p>5 Excellent An application which supports the aims of the scheme and meets the assessment criteria with only some minor weaknesses. It is expected that the top 35% of applications would be ranked in this category or higher.</p>	<p>Excellent Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):</p> <ul style="list-style-type: none"> academic record medals, prizes and awards research achievement as evidenced by quality of publications in their field presentations, including posters and seminars postgraduate/research training and/or research/professional experience broader community engagement. 	<p>The Research Environment and Supervisor:</p> <ul style="list-style-type: none"> are well matched to the applicant's proposed project are very well suited to with the research stream applied for include excellent mentoring and training arrangements offer high quality research support systems for the applicant offer excellent collaborative opportunities for the applicant offer excellent potential to extend the applicant's knowledge and skills. 	<p>The Research Project:</p> <ul style="list-style-type: none"> has objectives that are well-defined is very well designed is highly feasible will make an excellent contribution to the applicant's future career aspirations.
<p>4 Very good An application which supports the aims of the scheme and meets the assessment criteria, but with numerous minor weaknesses. It is expected that the top 65% of applications would be ranked in this category or higher.</p>	<p>Very Good Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):</p> <ul style="list-style-type: none"> academic record medals, prizes and awards research achievement as evidenced by quality of publications in their field presentations, including posters and seminars postgraduate/research training and/or research/professional experience broader community engagement. 	<p>The Research Environment and Supervisor:</p> <ul style="list-style-type: none"> are suited to the applicant's proposed project are well suited to the research stream applied for include very good quality mentoring and training arrangements offer very good quality research support systems for the applicant offer very good collaborative opportunities for the applicant offer very good potential to extend the applicant's knowledge and skills. 	<p>The Research Project:</p> <ul style="list-style-type: none"> has objectives that are clear is well designed is feasible will make a very good contribution to the applicant's future career aspirations.

Score	Criterion 1	Criterion 2	Criterion 3
	Academic Record and Research Achievement – Relative to Opportunity 60%	Research Environment and Supervisor 20%	Research Project 20%
<p>3 Good An application which supports the aims of the scheme and meets the assessment criteria, but with at least one moderate weakness. It is expected that the bottom 35% of applications would be ranked in this category or lower.</p>	<p>Good Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):</p> <ul style="list-style-type: none"> academic record medals, prizes and awards research achievement as evidenced by quality of publications in their field presentations, including posters and seminars postgraduate/research training and/or research/professional experience broader community engagement. 	<p>The Research Environment and Supervisor:</p> <ul style="list-style-type: none"> are adequate to the applicant's proposed project are suited to the research stream applied for include good quality mentoring and training arrangements offer good quality research support systems for the applicant offer good collaborative opportunities for the applicant offer good potential to extend the applicant's knowledge and skills. 	<p>The Research Project:</p> <ul style="list-style-type: none"> has objectives that are adequately defined is clear overall in design is likely to be feasible will make a good contribution to the applicant's future career aspirations.
<p>2 Satisfactory An application which partly meets the aims of the scheme or assessment criteria with noticeable deficiencies or shortcomings evident by some moderate weaknesses. It is expected that the bottom 15% of applications would be ranked in this category or lower.</p>	<p>Sound Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):</p> <ul style="list-style-type: none"> academic record medals, prizes and awards research achievement as evidenced by quality of publications in their field presentations, including posters and seminars postgraduate/research training and/or research/professional experience broader community engagement. 	<p>The Research Environment and Supervisor:</p> <ul style="list-style-type: none"> are somewhat suited to the applicant's proposed project are somewhat suited to the research stream applied for include satisfactory mentoring and training arrangements offer satisfactory research support systems for the applicant offer satisfactory collaborative opportunities for the applicant offer satisfactory potential to extend the applicant's knowledge and skills. 	<p>The Research Project:</p> <ul style="list-style-type: none"> has objectives that are somewhat unclearly defined raises some concerns with respect to research design raises some concerns with respect to feasibility will make a satisfactory contribution to the applicant's future career aspirations.
<p>1 Weak An application which marginally meets the aims of the scheme or assessment criteria. Shortcomings or deficiencies against most criteria or aims predominate. It is expected that the bottom 5% of applications would be ranked in this category.</p>	<p>Limited Academic Merit for Field/Discipline (e.g. MBBS, Public Health), signified by (for example):</p> <ul style="list-style-type: none"> academic record medals, prizes and awards research achievement as evidenced by quality of publications in their field presentations, including posters and seminars postgraduate/research training and/or research/professional experience broader community engagement. 	<p>The Research Environment and Supervisor:</p> <ul style="list-style-type: none"> are not ideal for the applicant's proposed project are not suited to the research stream applied for include limited mentoring and training arrangements offer limited research support systems for the applicant offer limited collaborative opportunities for the applicant offer limited potential to extend the applicant's knowledge and skills. 	<p>The Research Project:</p> <ul style="list-style-type: none"> has objectives that are unclear raises major concerns with respect to research design raises major concerns with respect to feasibility will make a limited contribution to the applicant's future career aspirations.

Appendix C. Postgraduate Scholarship Guide to Applicants

1. Preparing an application

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

- Refer to the [Sapphire Learning and Training Resources](#) for general instructions on how to apply for a grant in Sapphire.
- Postgraduate Scholarships scheme-specific policy and instructions for applying in Sapphire (grey boxes) are provided in this Appendix.
- For further assistance during the application process, see section 7 How to apply in the grant guidelines.

2. Application Requirements

A complete application is comprised of:

- Completed mandatory sections of 'My Profile' (section 4.1) and 'My Profile' Requirements for Postgraduate Scholarships (section 5)
- Completed application form including Supervisor Report (section 6)
- Grant Proposal as an attachment (section 6.8)
- Academic transcript(s) as an attachment (section 6.8).

Applications must comply with all requirements as set out in the Guidelines. Failure to adhere to any of these requirements may result in non-acceptance or exclusion of your application (see section 4 Eligibility of the Guidelines).

2.1 Use of gender-neutral language

The aim of [NHMRC's Gender Equality Strategy \(2018–2021\)](#) is to achieve a gender-equal health and medical research workforce by supporting an increase in the retention and progression of women. Using gender-neutral language is one strategy to support this goal, serving to de-emphasise gender in the assessment of grant applications and reduce the potential impact of unconscious bias.

NHMRC strongly encourages the use of gender-neutral language in applications. This means that, wherever possible and appropriate, applicants should avoid the use of words that reveal their gender or the gender of team members. These words include (but are not limited to) her, him, she, he, Mr, Ms, Mrs and Miss, as well as first names and terms such as 'maternity leave'.

It is recognised that there will be instances where reference to the gender of applicants or team members is unavoidable or desirable.

However, wherever possible and relevant, applicants should:

- use the first person, *i.e. I/me/my*, rather than referring to themselves in the third person, or if third person is preferred, then use CI last-name or CIA
- use CIB, CIC, etc. or plural pronouns, *i.e. their/they*, when referring to others, rather than he/she or her/his
- use the format 'CI last-name', *e.g. CI Jones*, rather than using first names when referring to individuals

- use gender-neutral nouns, *e.g. researcher, staff, etc.*, including when completing career disruption information, if relevant, *e.g. parental leave*, rather than maternity/paternity leave,
- review the application for instances of 'masculine form by default' prior to submission and remove them, *e.g.*, 'every team member will manage his data according to this protocol' can instead use the plural pronoun *their*.

Note the aim is to de-emphasise **applicant** gender. Where gender is important for the research being proposed, it should be included in the application.

2.2 Minimum Data Requirements

Minimum data must be entered in Sapphire by the specified due date. Applicants must complete the required fields with correct information and are discouraged from making changes to this information after minimum data close. NHMRC uses this information to identify peer reviewers who are best suited to assess the application.

Minimum data are indicated in Sapphire by a blue flag (🚩), and are comprised of:

- Administering Institution
- Aboriginal and/or Torres Strait Islander Health Research Focus (yes/no)
- Project synopsis
- Privacy agreement
- Research Classification:
 - Broad research area
 - Field(s) of research
 - Peer Review Areas
 - Research keywords
- Chief Investigator A (complete CIA Role and Name)

Minimum data must be entered into Sapphire by 17:00 ACT local time 11 May 2022. Applicants are to refer to section 7.3 Minimum data of the 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 only require certification once complete and ready for submission to NHMRC.

3. Key Changes

Applicants please note the following changes for Postgraduate Scholarships application form:

- For the Academic Record and Research Achievement assessment criterion, entries considered by peer reviewers will be restricted to the past 10 years for the following sections of the application form:
 - 5.3 Employment History
 - 5.4 Qualifications, Awards and Prizes
 - 5.5 Appointments
 - 5.6 Professional Memberships
 - 5.7 Career Disruptions
 - 5.8 Relative to Opportunity
 - 5.9 Conference Participation
 - 5.10 Community Engagements
 - 5.11 Journal Reviews

- 5.12 Supervision and Mentoring
- 5.15 Patents
- For the assessment of publications in the Academic Record and Research Achievement assessment criterion, up to 10 best publications within the past 10 years (including career disruptions) nominated by applicants will be considered by peer reviewers (see section 6.6). The full list of publications from the previous 10 years will not be provided to peer reviewers.

4. 'My Profile' Requirements

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

Mandatory Profile information is indicated by a red asterisk in Sapphire (*). Existing NHMRC grant holders cannot commence or be named on an application until all mandatory 'My Profile' fields are complete.

4.1 About My Profile

Provide your primary institution name under Primary Institution. If this is an Administering Institution, the Research Administration Officers will have access to view your profile; you may also allow the RAO to edit your profile.

Note: to update your Primary Institution name in Sapphire, you will need to go to 'Account Settings', 'Personal details' and click on 'Primary Institution'.

4.2 Personal information

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

4.3 Academic Information

Indicate whether you have a Doctor of Philosophy (PhD), and if applicable, the pass date (year) of your thesis (not the date of conferral).

4.4 Peer Review Information

Select a Broad Research Area and 5-10 Research Keywords most applicable to your main area of research. You can also provide further detail about your research interests or areas of expertise. This could include, but is not limited to, your research methodologies, student supervision and areas in which you have published.

You can add as many Fields of Research as required. Indicate when you started your research in that field, the classification of the research (e.g. primary), and whether the research is current or terminated. Individuals are encouraged to list all Fields of Research. Only current Fields of Research will be displayed.

Note: An opportunity is provided in the application to select research areas, fields of research and keywords that best describe your research proposal, as opposed to your personal

research interests. The above information will not determine the peer reviewers selected for your application.

4.5 Unavailability Calendar

Peer Review is an integral part of NHMRC funding schemes. NHMRC grant recipients have obligations to contribute to the assessment of applications (as outlined in the *NHMRC Funding Agreement*). If you are not available to act as a peer reviewer, please provide a statement detailing your reasons, and the period for which you are unavailable. To maintain the list of available peer reviewers within Sapphire, NHMRC requests that all applicants update their availability routinely. This will avoid unnecessary contact if you are unavailable.

Click '+' to start a new entry to specify the period(s) for which you are unavailable to act as a peer reviewer, and the reason(s).

This section is not mandatory for Postgraduate Scholarship applicants.

4.6 Contributions to NHMRC

Please indicate in which role you have contributed to NHMRC, if you have previously participated in an advisory, peer review, guideline development or other NHMRC activity requiring expert stakeholder input via formal appointment.

Click '+' to start a new entry to specify the below:

- Select a 'Contribution Role', from the drop-down menu
- Indicate the year in which you held the Contribution Role.
- Indicate the number of times you acted in that role in each year.

You will need to create a new entry for each type of contribution in a particular year.

This section is not mandatory for Postgraduate Scholarship applicants.

5. 'My Profile' Requirements specific to Postgraduate Scholarships

The following sections provide advice about parts of the application that are specific to Postgraduate Scholarships. For the purposes of this grant opportunity, you are only required to complete the sections outlined below. If you enter more information than is required, only the required information will be imported into your application.

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

Instructions for entering 'My Profile' information in Sapphire are provided in the [Sapphire Learning and Training Resources](#).

Note: You are required to list research outputs in relevant subsections of your profile. You are encouraged to link the entered research output to NHMRC Grant IDs, where applicable.

5.1 My Grants

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

NHMRC grants accepted by you are automatically pre-populated. However, you will need to verify this information and notify the help desk if there are any discrepancies.

5.2 Other Funding

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

Click '+' to start a new entry of any previous and/or current funding from sources other than NHMRC, including offers received for future funding. Provide as many details as you can in the spaces provided. Ensure that your role is clearly defined on each grant. Entries will be listed in reverse chronological order.

5.3 Employment History

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

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

5.4 Qualifications, Awards and Prizes

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

When the information has been entered, a green tick (✓) will denote that the entry has been automatically saved.

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

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

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

Note: Paid fellowships or scholarships should appear in either 'My Grants' or 'Other Funding'. Unpaid fellowships must be entered under this section as an Award.

5.5 Appointments

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

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

5.6 Professional Memberships

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

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

5.7 Career Disruptions

NHMRC is committed to ensuring that every applicant is treated fairly, and this means that it recognises some applicants will have had career disruptions that need to be considered when evaluating their track record and eligibility. If applicable, applicants should use this opportunity to declare any career disruptions that may be relevant to their career history.

The period of career disruption may be used to determine an applicant's eligibility for a grant opportunity or to allow additional track record information to be considered during assessment.

Career Disruption

A career disruption is defined as a prolonged interruption to an applicant's capacity to work due to pregnancy, major illness/injury and/or carer responsibilities. For guidance on what constitutes a career disruption and how it is considered, refer to [the NHMRC Relative to Opportunity policy](#).

Career disruption claims will not be considered for applications that fail to comply with the following requirements:

Disruption Type

To enter a Career Disruption, click '+'. Select a 'Disruption type' from the drop-down menu.

Impact

Applicants are required to provide a brief explanation of the impact the career disruption(s) has had on their research, research achievements and associated productivity relative to their career stage, including the percentage (%) full-time equivalent (FTE) of the Career Disruption*. Do not describe the nature of the career disruption in this field.

Note that the information in this field will be provided to peer reviewers.

Additional Research Outputs

Provide details of publications only that you would like to claim in relation to this Career Disruption.

Dates

Applicants are required to nominate the periods when they have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

5.8 Relative to Opportunity

If applicable, the applicant can use this section to provide details of any [relative to opportunity](#) considerations and the effect they have had on their research and research achievements, including (but not limited to) interruptions due to calamities e.g. bushfires and the COVID-19 pandemic.

Circumstances

Provide a brief explanation of the type of Relative to Opportunity circumstance.

Impact

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

Date

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

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

5.9 Conference Participation

Click '+' to start a new entry for any conference you have participated in. Provide details such as conference title, country, your role at the conference and the year the conference took place. Entries will be listed in reverse chronological order. Do not have multiple entries for the same conference presentation, e.g. a Plenary or Keynote Speaker presentation is not be listed again as an Invited Speaker presentation. Keynote Speaker and Plenary Speaker are interchangeable terms and refer to stand-alone presentations by a single featured speaker.

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

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

5.10 Community Engagements

Click '+' to start a new entry for any community engagement that you have been involved in. You may wish to consult the Statement on Consumer and Community Involvement in Health and Medical Research which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so. The Statement is available on the [NHMRC website](#).

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

5.11 Journal Reviews

Click '+' to start a new entry of your journal and editorial peer review involvement. Include the journal name and select from a drop-down list your role and the entry type.

Entries will be listed in reverse chronological order.

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

5.12 Supervision and Mentoring

Click '+' to start a new entry to provide details of how many students you have mentored or supervised.

Entries will be listed in reverse chronological order. You will need to create a new page for further entries.

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

5.13 Workload

Outline your professional workload in this section. Only outline your **current** workload. It must not include any intended changes in your division of hours/week, should your grant application be successful.

Provide the hours per week associated with your current professional responsibilities via the following categories: Teaching Load; Clinical Load; NHMRC Research Load; Other Research Load and Administrative Responsibilities.

5.14 Publications

Publication information can be uploaded manually, via ORCID import, or by exporting your EndNote® Library as an .xml file. Further details on how to upload publications are provided in the [Sapphire Learning and Training Resources](#). To manually create a new entry, click the '+' button.

NHMRC accepts ten types of publication: Accepted for Publication; Books/Chapters; Editorials; Journal Articles (Original Research); Journal Articles (Review); Letters to the Editor; Preprints; Research Report – commissioned by Government, Industry or Other; Technical Report; and Text Book.

A preprint is a complete and public draft of a scientific document, yet to be certified by a journal through peer review.

To be considered in this category, a preprint:

- must be available in a recognised scientific public archive or repository such as arXiv, bioRxiv, Peer J Preprints, F1000 Research, etc.
- should be searchable via a digital object identifier (DOI). For preprints that are incrementally updated as work progresses, each version should have a unique DOI and only the latest version of the work should be included in the grant application.

If the work contained in a preprint is subsequently published in a peer reviewed journal, this should be updated in the publication list in Sapphire to avoid double reporting of outputs (even though upon publication, many authors retain an Open Access 'post-print', or archive copy of their work in order to preserve and make available the intellectual content of their work).

Applicants must not include conference abstracts as publications.

Note: Up to 10 publications within the past 10 years (including career disruptions) nominated by you will be considered in your Postgraduate Scholarship application (see section 6.7).

5.15 Patents

All patents will be included in your Postgraduate Scholarship application and provided to peer reviewers for assessment.

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

Patent Number

Provide details of the patent number, a description of the patent and its applicability/impact. You will need to indicate the patent's current status, the patent office and the year in which the patent started. Provide details of the named inventors of the patent in the free text box.

Funding Sources

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

If this patent was related to a research project that received NHMRC funding support, please select the relevant NHMRC grant(s).

Note: Entries for the past 10 years will be considered in your Postgraduate Scholarship application.

6. Application Form Requirements

The following sections of the application form are specific to Postgraduate Scholarships, and must be completed as part of your application. Step-by-step instructions for entering application details in Sapphire are provided in the [Sapphire Learning and Training Resources](#).

6.1 Creating an application

Click '+ New Application' to create an application.

Grant Opportunity

Select the grant round you wish to apply for, e.g., 2022 Postgraduate Scholarships for funding commencing in 2023. The application title will be used to identify the application at all times during the assessment process and needs to accurately describe the nature of the research proposal.

6.2 Application details

All fields on this page marked with a flag (🚩) must be completed to meet minimum data requirements.

Application Identification Number (APP ID)

Each application will have its own unique Application Identification Number (Application ID), which is automatically generated by Sapphire and pre-filled in the application. Please use this Application ID number (e.g. 2345678) to identify your application when referring to it in any correspondence.

Administering Institution

Select your Administering Institution by entering three characters to start searching. There can be only one Administering Institution for each application. You must ensure that the institution

you choose as your Administering Institution is the correct institution for your application. If in doubt, contact the RAO at your proposed Administering Institution.

Grant Duration

This section may contain pre-filled information that cannot be edited. If not, select the requested duration of your grant (in years) with reference to any limits specified in the Grant Guidelines.

Aboriginal / Torres Strait Islander Health Research

This question enables you to identify research that specifically investigates Aboriginal and Torres Strait Islander health issues. It is also designed to enable NHMRC to identify those research proposals that will require assessment of the proposed research against the *Indigenous Research Excellence Criteria*.

Only select 'Yes' if you can demonstrate that at least 20% of your research effort and capacity building relates to Aboriginal and Torres Strait Islander health.

If you have answered 'Yes' to this question, you will be required to provide details of how your application addresses the *Indigenous Research Excellence Criteria* in the application form. Your application may be assessed against the *Indigenous Research Excellence Criteria*, using information you provide in the following text boxes; 'Community Engagement', 'Benefit', 'Sustainability and Transferability' and 'Build Capacity'.

Project Synopsis

The synopsis needs to accurately, and briefly, summarise the research proposal. This information may be used to assign applications to panels and peer reviewers. It may also be considered in the peer review process.

Plain English Summary

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

Privacy Agreement

NHMRC, as an agency subject to the Privacy Act 1988 (Cth), is required to notify you about our collection, use and disclosure of your personal information. We do so by referring you to the NHMRC Privacy Policy ([NHMRC Privacy Policy](#)). Please ensure that you have carefully read and understood the Privacy Policy prior to completing the application. If you require further clarification, please contact the NHMRC Privacy Contact Officer via email (NHMRC.Privacy@nhmrc.gov.au) or letter (NHMRC, GPO Box 1421, Canberra ACT 2601).

Have you read and understood the NHMRC Privacy Policy?

Select 'Yes' or 'No'.

In addition, and in accordance with Australian Privacy Principle 8 in the Privacy Act 1988 (Cth), we seek your consent to send your personal information (consisting of an "Assessor Snapshot Report") overseas, for the purposes of peer-review of this application if required. NHMRC uses the expertise of some peer assessors who reside overseas. While we take

every effort to protect your personal information, assessors outside Australia are bound by their own country's laws and consequently we cannot provide assurance that your information will be handled in accordance with the same standards as required by the Privacy Act 1988, or that you would have similar remedies if your personal information be released in breach of local privacy laws.

Select 'Yes' or 'No'.

Partner organisation consent

Do you give consent to provide your application and assessment results to other partner organisations?

Select 'Yes' or 'No'.

If you wish to be considered for funding by a partner organisation, select 'Yes'. By selecting 'Yes' you are consenting to NHMRC providing your application and/or assessment information to potential funding partners if your application fits the funding partner's research funding objectives. For a list of funding partners, please refer to this grant opportunity's information on [GrantConnect](#).

6.3 Participating Institutions

In some cases, the institution that will administer your application may differ from the institution in which you will actually conduct the proposed research or your proposed research may be conducted at a collaborating institution in addition to your administering institution. For example, many universities administer research which will be conducted in an affiliated teaching hospital. Information, on 'Participating Institutions', is required by NHMRC to enable peer reviewers to identify potential institutional conflicts with your application and for grant administration purposes.

Research Institution

List the Participating Institution and department where the proposed research will be conducted.

To add more than one Participating Institution, press '+' and complete the required information. If the participating institution does not appear in the list, please email the institution name to the Research Help Centre (help@nhmrc.gov.au).

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 percentages (%) entered must total 100%.

NOTE: If some or all of the proposed research will be carried out at your Administering Institution, create an entry with the Administering Institution and choose a percentage up to 100%. At least one institution must be listed.

6.4 Research Classification

The details entered in this section will be used in the peer review process to assist with the allocation of your application to the most relevant peer review panel and to aid the selection of

appropriate peer reviewers for your application. It may also be used for analyses of NHMRC's Funding Profile.

All fields on this page marked with a flag (🚩) must be completed to meet minimum data requirements. You must make the selections that best describe your research proposal against each of the following fields:

- Broad Research Area
- Field(s) of Research
- Peer Review Areas
- Research Keywords
- Burden of Disease

Click '+' to add rows for each Field of Research that best describes the area of research of the application. You can select up to three Fields of Research.

Select a Burden of Disease that best describes the area of research of the application. You can select up to three Burden of Disease types. Click '+' to add rows for each additional Burden of Disease. You must allocate a percentage (%) of time against each. The percentage (%) total must not exceed 100%.

6.5 Key Application Information

Research Stream

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

- Aboriginal and Torres Strait Islander Health Research
- Public Health and Health Services Research
- Clinical Medicine and Science Research
- Dora Lush Basic Science Research

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

Stipend Category

Select the appropriate stipend category from the below list

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

Note: Refer to section 3.1.1 of the Guidelines for eligibility for each stipend category.

Date of most recent academic award

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

Time commitment

From the drop-down list select the amount of time you will devote to studying for the Postgraduate Scholarship: 50%, 60%, 70%, 80%, 90% or full-time.

Part-time applicant for all categories

Indicate your Primary Supervisor's and/or Administering Institution's support for your part-time study by selecting 'Yes' or 'No'.

Australian Government Postgraduate Funding

Are you in receipt of any type of Australian Government-funded stipend, for example, a Research Training Program (RTP) stipend? The CIA must not be a recipient of an Australian Government funded stipend, such as a RTP stipend, at the time of application, during peer review, or for the duration of the grant, if accepted.

Select 'Yes' or 'No'.

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

Funding Partners

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

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

If you wish to be considered for funding by a partner organisation(s), select the organisation(s) from the list below. Multiple funding partners can be selected. Click 'Yes' or 'No' when you have made your selections.

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

Applicants to the Aboriginal and Torres Strait Islander Health and Public Health and Health Services Research Streams

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

Torres Strait Islander Health and **Public Health and Health Services Research Streams**, please select 'Yes if you wish to **opt out** of consideration for the Australian Academy of Science Douglas and Lola Douglas Award. Applicants to all other Research Streams, please select 'No'.

Facilitate International Indigenous Researcher Networks

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

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

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

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

6.6 Track Record

Provide the details of up to 10 of your best publications in the last 10 years. Each publication/explanation should be provided separately. Please provide explanations of why these publications have been selected, outlining the quality and contribution to science, and your contribution to each.

Applicants are required to nominate up to 10 of their best publications from the past 10 years (taking into account any career disruptions). Applicants are to provide separate explanations for each citation (publication) entry. Each explanation should explain why the publication has been selected, including its quality and contribution to science, and your contribution to each. You may include field weighted metrics and citation metrics within the explanation field for the 10 best publications from the last 10 years. Where possible, references to publications within the provided entry fields should be provided as a complete citation. Where this is not possible, include sufficient citation information to locate the publication such as digital object identifier, journal name, publication title, year and authors.

NHMRC accepts 10 types of publications: Accepted for Publication; Books/Chapters; Editorials; Journal Articles (Original Research); Journal Articles (Review); Letters to the Editor; Preprints; Research Report – commissioned by Government, Industry or Other; Technical Report; and Text Book.

Citation fields are a maximum of 500 characters including spaces and line breaks

Explanation fields are a maximum of 1000 characters including spaces and line breaks

6.7 Enrolment, Qualifications, and Experience

Proposed Degree

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

Enrolment

Select 'Yes' if currently enrolled for your degree.

Initial Date of Enrolment

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

Full-Time Equivalent Months

Indicate the period of FTE enrolment, in whole calendar months, that you will have completed by 31 December in the year of application.

Note:

Calculate the number of months up to 31 December in the year of application, not up to the date on which you are applying.

This is a numeric field only and you can only enter a whole number, e.g., 9.

EXAMPLE 1: Commencing June in year of application = 6 months FTE enrolment completed by 31 December in year of application. Enter '6'.

EXAMPLE 2: Commencing June in year of application, 0.5 FTE = 3 months FTE enrolment completed by 31 December in year of application. Enter '3'.

Provide an explanation of the full-time equivalent enrolment entered above if this figure takes into consideration part-time study or career disruptions. Enter N/A if not applicable.

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

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

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

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

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

Enter N/A where none of these situations apply. This information is only used to assist in evaluating Indigenous related applications and applications missing this information where it is not required are not diminished as a result.

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

6.8 Research and Career Information

Primary Supervisor

Please nominate your primary supervisor

Search and select the supervisor. If your supervisor does not have a Sapphire account they will need to register at <https://healthandmedicalresearch.gov.au/>. Press 'save' after nominating your primary supervisor.

When you nominate a Primary Supervisor, a request will be sent to them via email to upload a Supervisor Report in support of your application. The status of this report will be visible to you in the 'Status' column adjacent to the Primary Supervisor field. You will not be able to submit your application unless a completed Supervisor Report is uploaded by your nominated Primary supervisor. The status will change to 'Submitted' once your nominated primary supervisor completes their report.

You will be able to change your nomination at any stage of the application process.

Nominate your secondary supervisor(s).

A maximum of three supervisors are allowed. However, the primary supervisor should be the person who will be supervising you for the majority of your scholarship.

General notes

- Your primary supervisor must complete the supervisor's report.
- You can only nominate one supervisor to complete the supervisor's report.
- Applicants will be ineligible if the supervisor's report has not been completed and submitted by the scheme close date and time.
- NHMRC staff will not follow up supervisor's reports that are due or overdue.
- No reminders are sent to the primary supervisor. It is the applicant's responsibility to ensure the supervisor's report is submitted before the scheme close date and time.
- There could be a delay of up to five minutes from the time a primary supervisor submits their report to the status changing to 'Submitted' in the application form.
- You will be notified once the supervisor's report is uploaded. You will not be able to view or edit the content of the report.

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

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

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

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

6.9 Scholarship Attachments

The grant proposal must be written in English and submitted in a Portable Document Format (PDF) file, using NHMRC's Grant Proposal template, which will be available on GrantConnect. Applicants must use this template. The grant proposal must be uploaded into Sapphire.

Grant Proposal (Upload)

Upload a single PDF copy of your Grant Proposal using the 'Upload New' button.

The name will be displayed in the 'Choose File' field. Click 'Save' 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 name after the document has been saved in Sapphire.

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.

Applicants must not include in any part of their application:

- links to external websites, apart from references to journal articles, guidelines, government reports, datasets and other outputs that are only available online; where links are included, provide the URL in full (e.g. the NHMRC website <https://www.nhmrc.gov.au>)
- publication metrics such as Journal Impact Factors, consistent with the recommendations of the San Francisco Declaration on Research Assessment.

Details to be addressed in the grant proposal and associated page limits are set out in Table 2. Applicants should note that peer reviewers will, as part of their assessment, consider the reproducibility and applicability of the proposed research and research design. Within the experimental design of the proposal, applicants should include sufficient information to demonstrate that robust and unbiased results will be produced.

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 2MB in size

File name	The PDF file must be named using the following: APP ID_Applicant's Surname_Document Type/Name.pdf E.g.: APP1234567_Smith_Grant Proposal.pdf
Page size	A4
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
Margins	2cm (including header and footer)

Table 2: Grant Proposal Components

Component	Page Limit
Research Proposal (including references)	5 pages

A brief description is provided below.

Grant Proposal – 5 pages

The research proposal must address the essential components of your research and may include the following properties depending on the type of research.

Component	Properties
Aims	Describe the specific aims of the project, including a clear statement of hypotheses to be tested.
Background	Provide a rationale for the project.
Research Plan – methods and techniques to be used	Outline the research plan in detail, including the following where appropriate: <ul style="list-style-type: none"> - detailed description of the experiment design - techniques to be used - details and justification of controls - details for appropriate blinding - strategies for randomisation and/or stratification - justification of sample-size, including power calculation - justification of statistical methods - strategies to ensure that the experimental results will be robust, unbiased and reproducible - details to achieve balance of male and female clinical participants, and 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

Component	Properties
Timeline	Provide a detailed timeline for the expected outcomes of the Grant Proposal along with justification for the duration requested.
Outcomes and Significance	Describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research.

References for the Grant Proposal must:

- be in an appropriate standard journal format (NHMRC prefers the Author-date (also known as the Harvard System), Documentary-note and the Vancouver Systems)
- list authors in the order in which they appear in PubMed
- only include references to cited work
- must be written in English.

Academic Transcript

Academic Transcript (Upload)

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

The name will be displayed in the 'Choose File' field. Click 'Save' 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 name after the document has been saved in Sapphire.

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

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

It is the responsibility of the Research Administration Officer (RAO) at an applicant's Administering Institution (AI) to assist in the conversion of international grades to an equivalent rating used in Australian Institutions. The following websites could be useful in benchmarking overseas scores:

<https://overseasstudentsaustralia.com/australian-grading-system/>

<https://www.ozstudies.com/blog/study-australia/complete-guide-to-the-australian-grading-system>

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

6.10 Ethics

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](#).

7. Certifying your application

Once all ‘My Profile’ details, application form details and supporting documents have been entered/uploaded, the application can be certified and submitted in Sapphire. Certification is required of both the CIA and Administering Institution. Refer to section 7.7 Certification and Submission of the Guidelines for further details.

Before completing these steps:

- Review the application to ensure it is accurate and complete and meets all eligibility/application requirements. The following tools are available to assist applicants in checking their applications:
 - Applicants retain responsibility for confirming that their application satisfies the stated eligibility requirements.
 - For funding schemes where the applicant has nominated a research budget, the summary tab automatically generates a summary of the requested budget from the relevant sections.
 - A checklist for applicants applying for NHMRC funding is provided at Section 8 of this Appendix of this document.
 - Ensure you have read and understood the assurances, acknowledgements and undertakings required of CIAs and Administering Institutions as part of this step. These are outlined in section 7.7: Certification and Submission of the 2022 Postgraduate Scholarships Guidelines.
 - Note that certification will lock down the application and prevent further editing. The final snapshot produced at this time will include relevant information from your ‘My Profile’ any subsequent changes to these areas of Sapphire will not appear in the application. If changes are needed after CIA certification but before submission to NHMRC, your RAO will need to reject the application in order for you to make the changes.
 - Note that your personal information may be provided to another Administering Institution for the purpose of certifying the application where a researcher is either currently receiving NHMRC funding or is on a different and separate application for NHMRC funding.

Instructions for certifying and submitting an application in Sapphire are provided in the [Sapphire Learning and Training Resources](#). Once submitted to NHMRC, your application will be considered final and no changes can be made unless the application is withdrawn for amendment prior to the closing date.

8. Checklist for applicants

Before creating an application:

- Ensure Sapphire Accounts for all CIs are active and mandatory ‘My Profile’ fields are complete (indicated by a red asterisk *).

- Familiarise yourself with the Guidelines and [Sapphire Learning and Training Resources](#).
- Check application lodgement close date and time.
- Update your Sapphire 'My Profile' in accordance with requirements set out in this document.
- Read the relevant ethical guidelines/associated documentation if ethics approval is required for the proposed application.
- Inform your RAO of your intention to submit an application.
- Be aware of any Administering Institution internal deadlines and requirements for submission.

During the creation of an application:

- Check any minimum data requirements.
- Check eligibility requirements.
- Complete all parts of the application.
- Create and upload your Grant Proposal.
- Identify any relative to opportunity considerations, including career disruptions, where applicable, within your application.
- Consider any Aboriginal and Torres Strait Islander requirements your application has, including addressing any additional selection criteria.
- Make sure all required attachments are uploaded.

Before submitting an application:

- Read and understand the [Australian Code for the Responsible Conduct of Research, 2018](#). Submission of an application indicates that the Administering Institution and research team understand and will comply with the principles and responsibilities set out in the Code.
- Check your compliance with formatting and page requirements.
- Ensure any Approvals or licences are acquired or applied for.
- Check all information is correct and complete.
- Familiarise yourself with your obligations should you be successful.
- Certify the application and ensure RAO certification and submission occurs before the close date and time.

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