PARTNERSHIP PROJECTS
2019 GUIDANCE TO APPLICANTS

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1. **Introduction**

The following sections provide guidance to assist researchers and Administering Institutions with preparing and submitting an application to the National Health and Medical Research Council (NHMRC) Partnership Projects grant program and must be read in conjunction with the following documents:

- *Partnership Projects 2019 Guidelines*
- *Partnership Projects Peer Review Guidelines for Applications Received in 2018*
- *NHMRC Funding Agreement.*

2. **Planning an application**

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

- carefully read the *Partnership Projects 2019 Guidelines*, paying particular attention to eligibility rules, assessment criteria and category descriptors
- contact Research Administration Officers (RAO) early in the application process to advise of an intention to apply. RAO’s can help guide applicants through the process and will advise of any recent changes in process or policy
- contact any prospective team members prior to commencing an application to obtain their approval to participate on the application and to check their eligibility
- ensure that all members of the Chief Investigator (CI) team have registered for an account in NHMRC’s granting system and that all CI team members’ Researcher Profiles are up-to-date
- take note of NHMRC’s deadlines for minimum data (where applicable) and application submission as specified in section 7.2 of the *Partnership Projects 2019 Guidelines* and be aware that Administering Institutions may have an internal submission date well in advance of NHMRC’ closing date
- Remember that an Institution’s RAO and NHMRC’s Research Help Centre (RHC) are available to assist if applicants have problems. Please see the RHC webpage for opening hours and further information.

3. **Preparing an application**

A complete Partnership Projects application consists of:

- all mandatory sections of the Researcher Profile which includes the Profile and sections of the Curriculum Vitae (CV) in NHMRC’s granting system
- all parts of the Partnership Projects application form
- supporting documents (e.g. grant proposal and letters of support, where relevant).

Applications, including any attachments, must comply with all rules and requirements as set out in section 7. Failure to adhere to any of these requirements will result in non-acceptance or exclusion of the application (see section 4.5 of the *Partnership Projects 2019 Guidelines*).

Applicants requiring further assistance should direct enquiries to their RAO. RAOs can contact NHMRC’s RHC for further advice.
3.1. Drafting applications in Word

Applicants choosing to draft their applications in a Word document should note that Microsoft Word uses a different character counting method to that used in NHMRC’s granting system. NHMRC’s granting system character counter on the NHMRC website corresponds with NHMRC’s granting system and can be used as a guide: https://nhmrc.gov.au/rgms-character-count

3.2. Exporting or printing an application

Applicants can export or print their application, including any uploaded documents, via the ‘Snapshot Reports’ tab in NHMRC’s granting system. Two types of snapshots are available:

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

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

4. Researcher profile

Relevant sections of an applicant’s Profile and CV must be completed as part of a Partnership Projects application. For Partnership Projects, applicants are only required to complete those sections outlined below. Should applicants enter more information than is required, only the required information will be imported into their application.

Mandatory Profile information is indicated by a red asterisk in NHMRC’s granting system.

This requirement applies to all Chief Investigators (CIs) named on the application. It is therefore advisable to check that all CIs have completed/updated their CVs in NHMRC’s granting system before finalising an application, noting the earlier deadline for minimum data required fields (see section 5 below).

It is important that relevant CV information is up-to-date at the time of application submission as it is imported into the application and used by assessors. It may also be used for analysis of NHMRC’s funding profile, to identify peer reviewers and to capture grant outcomes. CV information can be updated at any time, however, any changes made to the CV after CIA certification will not appear in the submitted application.

Instructions for entering CV information in NHMRC’s granting system are provided in the RGMS User Guide – Introduction to RGMS on the NHMRC website. Additional advice on completing relevant parts of the CV in NHMRC’s granting system is provided in the following sections.

4.1. Pro-PD Personal Details

Applicants must provide their most current details in this section. It is important that title, names, phone and email details are up-to-date as these are the details on which NHMRC relies when contact is required.
4.2. Pro-RE: Research Interests

Applicants must select a Broad Research Area and 5-10 Research Keywords most applicable to their main area of research. In addition, 1-3 keywords should be provided to describe their core research methodologies or areas of methodological expertise (e.g. clinical trials, gene therapy, etc.).

Applicants may also provide further detail about their research interests or areas of expertise. This could include, but is not limited to, their research methodologies, student supervision and areas in which they have published.

(Maximum of 2000 characters including spaces and line breaks)

An opportunity is provided in the application to select research areas, fields of research and keywords that best describe the application research proposal, as opposed to the applicant's personal research interests.

4.3. Pro-FR: Fields of Research

Applicants can add as many Fields of Research as required and should indicate when they started their research in that field and whether the research is current or terminated. Individuals are encouraged to list all Fields of Research but highlight their main Field of Research as “current”.

4.4. CV-CD: Career Disruption

Career disruption, during the last five years

NHMRC is committed to ensuring that every applicant is treated fairly and this means that we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. For guidance on what constitutes a career disruption, refer to Appendix D of the Partnership Projects 2019 Guidelines. All career disruptions will be reviewed to ensure they meet policy guidelines.

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

For example, if in the last five years the applicant has taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, they will have worked an equivalent of three years FTE over the past five years (see Table). They should therefore add to their track record pages of the Grant Proposal any publications or other components of their track record that they want peer reviewers to consider predating five years by two years.

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

Career Disruption

Select the nature of career disruption from the drop down menu. If the career disruption is highly sensitive and the applicant does not wish to disclose the nature of the career disruption, indicate in this section that they wish to make a claim under sensitive career disruption provisions and provide additional information as outlined in the subsections below.
**Note:** Relative to opportunity circumstances considered under Appendix D of the *Partnership Projects 2019 Guidelines* are not career disruptions. A career disruption is defined as a prolonged interruption to an applicant’s capacity to work due to pregnancy, major illness/injury and/or carer responsibilities.

**Impact**

Applicants may provide a brief explanation on the impact the career disruption/s has had on their research and research achievements and associated productivity relative to stage of career.

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

(maximum of 2000 characters including spaces and line breaks)

**Additional Research Outputs**

Applicants may provide details of additional research outputs (those that occurred in the relevant preceding years) that they want the reviewers to consider when assessing their application. If applicable, indicate any national or international conferences where they were invited to give a major presentation and were not able to do so because of considerations associated with the career disruption. Other significant invitations may include joining an editorial board or major journal or to write a major review.

(maximum of 2000 characters including spaces and line breaks)

**Dates**

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

**Note:** The duration where career disruptions can be accounted for in the Partnership Projects grant program is five years.

4.5. CV-RO: Relative to Opportunity

All applications submitted to NHMRC are assessed relative to opportunity.

If applicable, the applicant should use this opportunity to provide details on any relative to opportunity considerations and the effect this has had on their research and research achievements during the last five years (see Appendix D of the *Partnership Projects 2019 Guidelines* for information on what constitutes ‘relative to opportunity’).

**Circumstances**

Applicants may provide details of any relative to opportunity considerations which may have had an impact on their track record.

(maximum of 200 characters including spaces and line breaks)

**Impact**

Applicants may provide a brief explanation on the impact this has had on their research and research achievements and associated productivity relative to stage of career.

(maximum of 1500 characters including spaces and line breaks)

**Dates**

Applicants are required to nominate the periods where they have had a disruption (approximate dates). Entries will be listed in reverse chronological order.
4.6. CV-Pub: Publications

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

Publications will be grouped together by ‘type’. They will also automatically be given an NHMRC’s granting system Identification Number (ID). **DO NOT** use the NHMRC’s granting system ID number or NHMRC’s granting system sequence number created in the ‘Snapshot Reports’ to refer to specific publications in other sections of the application.

4.7. CV-RF: NHMRC Research Funding

Click ‘New’ to start a new entry of any previous and/or current NHMRC funding, including offers received for future funding. Entries will be listed in reverse chronological order. Provide sufficient details about the funding to make clear what the funding was intended for, what the applicant achieved and their role within these grants.

**Note:** Applicants are advised to ensure that their role is clearly defined on each grant, so that assessors can readily understand the part they played on the grant.

4.8. CV-ORF: Other Research Funding

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

**Note:** Applicants are advised to ensure that their role is clearly defined on each grant, so that assessors can readily identify their contribution to the grant. Should applicants enter more information than is required, only the required information will be imported into the application.

5. Minimum data requirements

Each peer review cycle will have a set minimum data due date. Minimum data must be entered in NHMRC’s granting system by the relevant due date to allow the NHMRC to commence sourcing suitable assessors. Please refer to section 7.2 of the Partnership Projects 2019 Guidelines for the critical dates associated with each peer review cycle. Applications that fail to satisfy this requirement will not be accepted. Applicants are also reminded to complete the recommended fields below with correct information. Using placeholder text such as “text”, “synopsis” or “xx” etc. are not acceptable as minimum data.

Minimum data for Partnership Projects consists of the following:

- A-PA Application Properties (specifically the Administering Institution, Application Title, Aboriginal and Torres Strait Islander Research and Synopsis)
- A-RC Research Classification, completion of three (3) peer review area fields is mandatory.
- A-RT Research Team including the names of team members if known (note: team members may be added or deleted after the minimum data deadline until the close of applications at 17.00 AEDT on 5 December 2018). Completion of the Australian based field is mandatory.

The above information will be used to identify review panels and assessors. Applicants are advised that any change made to the above fields after the relevant minimum data date may impact the review of the application. **Failure to meet the deadline will result in the application not proceeding** (see section 7.2 of the Partnership Projects 2019 Guidelines for further information).
Note: RAOs are not required to certify applications for the purpose of minimum data; applications should only be certified once complete and ready for submission (see sections 7.6 of the Partnership Projects 2019 Guidelines).

Completed applications must be submitted to NHMRC in NHMRC’s granting system by 17.00 AEDT on the specified closing date. Late applications will not be accepted.

6. General application

6.1. Create application page

Initiative
Select the grant opportunity which is being applied to for funding.

Round
Select the funding round. E.g.: 2019 XXXX funding commencing in 2019.

Application Identification Number (Application ID)
Each application will have its own unique Application Identification Number (Application ID), which is generated by NHMRC’s granting system. Applicants should use this Application ID number (e.g. APP#######) to identify their application when referring to it in any correspondence.

Administering Institution
There can be only one Administering Institution for each application. Applicants must ensure that the institution they choose as their Administering Institution is the correct institution for their application. If in doubt applicants should contact the RAO at their proposed Administering Institution.

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

Note: This data will be used for reporting purposes. It is important that spelling is correct and that any acronyms are spelled out in full.

(Maximum of 250 characters including spaces and line breaks)

Grant Duration
Select the requested duration of the grant being applied for, with reference to any limits specified in the Partnership Projects 2019 Guidelines.

RAO Edit Access
To allow an RAO to have edit rights to an application, applicants should select ‘Yes’ in the RAO Edit Access field. NHMRC provides this functionality to support researchers and RAOs in managing the application process.

NHMRC does not accept any responsibility for errors or omissions arising from the use of the RAO edit function and strongly recommends that the RAO, CIA and the Administering Institution discuss the management of RAO edit access before selecting this function.
6.2. A-PA: Application Properties

These fields will be pre-populated from the selections made in the ‘Create Application’ page:

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

Aboriginal and Torres Strait Islander Research

This question enables applicants 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. Refer to section 6.1 of the Partnership Projects 2019 Guidelines for further details.

Indigenous Research Excellence Criteria

Applicants should only select ‘Yes’ if they can demonstrate that at least 20% of their research effort and/or capacity building relates to Aboriginal and Torres Strait Islander health.

If applicants have answered ‘Yes’ to this question, they will be required to provide details of how their application addresses the Indigenous Research Excellence Criteria in their Grant Proposal. Their application may be assessed against the Indigenous Research Excellence Criteria.

Synopsis

The synopsis should accurately, and briefly, summarise the research proposal. This information may be used to assign applications to Peer Review Panels (PRP) and assessors. It may also be considered in the assessment process.

(Maximum of 2000 characters including spaces and line breaks)

Plain English Summary

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

(Maximum of 500 characters including spaces and line breaks)

Privacy Notice

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

Consent to provide information to International Assessors

Under amendments to the Privacy Act 1988 that took effect in March 2014, NHMRC requires an applicant’s consent to send their personal information overseas, for the purposes of peer review of applications.
Consent to disclose personal information to other organisations

If applicants wish to be considered for funding by other organisations (funding partners), please select the Funding Partner Consent box. By ticking this box, applicants are consenting to NHMRC providing their application information to potential funding partners should their application fit the funding partner’s research funding objectives. If there is a potential funder(s) to which applicants do not want their application referred, the RAO should advise NHMRC of this by emailing the NHMRC RHC (help@nhmrc.gov.au).

For the purposes of the Privacy Act 1988 (Cwth), applicants should be aware that if they indicate they wish to be considered for funding by a funding partner(s), NHMRC will provide their personal information, that is, the application, snapshot reports and information about the results of NHMRC's assessment outcome to the funding partner(s). Providing such information to the funding partner is to enable them to assess the application's eligibility for funding under the relevant grant program.

Note, some funding partners may provide applications to their partners overseas. These funding partners may have obligations under the Privacy Act 1988 (Cwth) including in relation to overseas disclosure of the applicant's information contained in the application. See section 13.2 of the Partnership Projects 2019 Guidelines and the NHMRC Privacy Policy for further information.

6.3. A-Pinst: Institutions - Participating

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

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

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

(Maximum of 100 characters including spaces and line breaks)

6.4. A-RC: Research Classification

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

Applicants must make the selections that best describe their research proposal against each of the following fields:

- Guide to Peer Review Areas (PRAs) – Applicants are required to provide three (3) indicative PRAs. Choose three (3) thematic/ peer review areas, in priority order, from the list. Applicants may enter the same peer review area in each field.
- Broad Research Area
- Field of Research
- Field of Research Subcategory
- Research Keywords/Phrases.
Applicants should also refer to the Australian Standard Research Classifications and NHMRC Research Keywords and Phrases.

6.5. A–BoD: Burden of Disease

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

6.6. A-RT: Research Team

In this section applicants are able to add or remove team roles, identify proposed workloads and request Personnel Support Packages (PSP), where applicable. For further information on PSPs see the NHMRC Direct Research Costs Guidelines on the NHMRC website.

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

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

1. Chief Investigator (CI)

- CIA is responsible for completion and lodgement of the application. CIA is the project leader who is responsible for the successful completion of the research proposal.
- Other CIs are to read the application and must agree to its contents before it is submitted.
- A maximum of 10 CIs (including CIA) may be entered into a Partnership Projects application.
- CIs may request a salary, however, the level and proportion requested must be fully justified.
- Existing NHMRC grant holders must have completed all mandatory fields in their Profile and CV in NHMRC’s granting system before they can be listed as a CI. If a CI on a team has not completed all mandatory fields in their Profile and CV, an error message will appear when an applicant attempts to add them as a team member.
- Applicants should ensure they ask other CIs to provide the spelling of their name as it is within NHMRC’s granting system – this may avoid confusion when trying to locate and identify them.

A-RT: Researcher Details

Position Title

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

Person

Search NHMRC’s granting system database and select the CI.

Role

Select the CI’s role on this application.

Australian Based

Is this CI to be based in Australia for the duration of the grant? This is a mandatory field.
Core Profile Data Entered?
Existing NHMRC grant holders must have completed all mandatory Profile details in NHMRC’s granting system before they can be added as a CI.

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

(Maximum of 2000 characters including spaces and line breaks)

A-RT: Proposed Salary
This sub-section is not applicable to Partnership Projects. Partnership Projects applicants should not enter any information here.

2. Associate Investigator (AI)
- An Associate Investigator (AI) is defined as an investigator who provides some intellectual and/or practical input into the research and whose participation warrants inclusion of their name on publications.
- AIs are not able to draw a salary from the requested grant.
- AIs named on the application will be advised by the CIA. The CIA must obtain written agreement from AIs to be named on the application. RAOs are responsible for ensuring written agreement has been received from the AIs prior to certifying the application, which is to be made available to NHMRC on request.
- AIs do not have access to the application in NHMRC’s granting system and are not required to endorse the final application.

A-RT: Associate Investigator

Position Title
This may be used for identifying a specific PRP or TSS role – i.e. Registered Nurse, Animal Handler etc.

This field does not need to be completed for CIs and is optional for AIs.

Person
Search NHMRC’s granting system database and select the AI. If the AI does not have an NHMRC’s granting system account, please enter their details manually.

A maximum limit of 10 (ten) AIs applies for Partnership Projects applications.

3. Professional Research Person
- A PRP is a graduate with recognised qualifications who will be employed to undertake research on this proposal.
- The PRP will not have responsibility for the proposal.
- Applicants must provide details of the contribution of this role to the proposal, including the work to be undertaken and the time commitment, and reasons for the PSP requested.
- Do not include the name of the person, only a brief description of their role/title.

A-RT: Team Member Details

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

**A-RT: Proposed Salary**

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

**Salary**

- Enter the PSP level sought, based on the level of work to be undertaken by the team member.
- Enter the percentage (%) of PSP requested for each year of funding. Applicants must apply for the exact proportion of a PSP that is required for the research being proposed.

**Reason**

Please justify any requests for salary.

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

**Note:** When awarding a budget, the PRP will consider and advise NHMRC whether the PSPs requested are fully justified and reasonable given the time commitment indicated for this application.

**4. Technical Support Staff**

- TSS includes research students and technical staff to be employed on this proposal.
- The applicant must provide details of their contribution to the proposal, including the work to be undertaken and the time commitment, and reasons for the PSP requested.
- Casual staff that are to be contracted at hourly rates should NOT be included as part of the PSP requests but rather should be included under Direct Research Costs.
- Do not include graduate personnel as TSS.
- Do not include the name of the person, only a brief description of their role/title.

**A-RT: Team Member Details**

**Position Title**

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

**A-RT: Proposed Salary**

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

**Salary**

- Enter the PSP level sought, based on the level of work to be undertaken by the team member.
- Enter the percentage (%) of PSP requested for each year of funding. Applicants must apply for the exact proportion of a PSP that is required for the research being proposed.

**Reason**

Please justify any requests for salary.

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

**Note:** When awarding a budget, the PRP will consider whether the PSPs requested are fully justified and reasonable given the time commitment indicated for this application.

**6.7. A-RT: Cancel Nomination**

This page can be used to remove a team member from the application up until the CIA certifies the application.
6.8. A-RT: Swap CI
This page can be used to swap two existing CI roles up until the CIA certifies the application.

6.9. A-EG: Ethics – General
Applicants are required to answer the questions under the A-EG: Ethics section. If applicants answer “Yes” to any of these questions, they will need to obtain ethics approvals and supply evidence of these to their Research Office in the event their application is funded. For further information see section 10.2 of the Partnership Projects 2019 Guidelines and the NHMRC website.

7. Partnership Projects-specific application
The following sections of the application form are specific to Partnership Projects, and must be completed as part of an application.

Step-by-step instructions for entering application details in NHMRC’s granting system are provided in the RGMS User Guide - Applying for Grants and eLearning module available on the NHMRC website.

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

- this document incorporates those previously referred to as the NHMRC Advice and Instructions to Applicants and the Partnership Projects Advice and Instructions to Applicants
- additional funding may be available to support research to improve the diagnosis and treatment of patients with mental health issues through the Medical Research Future Fund (MRFF) Million Minds Mission.

7.2. B-FP: Funding Partners
Applicants are required to indicate if their application should be considered for additional funding with a NHMRC Funding Partner.

For applications addressing the FASD and Obesity Prevention Special Initiative in Aboriginal and Torres Strait Islander health, select ‘Yes’ from the drop down list. Applicants are also required to upload the completed Supplementary Questions form which can be downloaded from the GrantConnect website (see Appendix A of the Partnership Projects 2019 Guidelines for more information).

In 2018-2019, NHMRC is partnering with Department of Health to offer the MRFF Million Minds Mission funding opportunity.

The program will support research to improve the diagnosis and treatment of patients with mental health issues.

If this field is checked, applicants must address how their proposed research aligns with the aims and objectives of the Mission as outlined in the Million Minds Mission Roadmap and any priorities identified by the Million Minds Mission Advisory Panel. Further information and advice on priorities may be accessed from the Department of Health website.

7.3. B-GP: Grant Proposal
In addition to the application form, a written Grant Proposal must be submitted in English. This is a key source of information for assessors and must comprise the components listed in Table 1 below.
Naming and formatting requirements for the Grant Proposal are listed in Table 2 below.

Conformance with page limits and formatting requirements is strictly enforced. Applications that fail to comply with these requirements may be excluded from consideration.

**Table 1: Grant Proposal Content Requirements**

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1 page</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>8 pages</td>
</tr>
<tr>
<td>Team Quality and Capability Relevant to this Proposal</td>
<td>1 page</td>
</tr>
<tr>
<td>CI Track Record (including top five publications in the last five years)</td>
<td>2 pages per CI</td>
</tr>
<tr>
<td>Track Record of Translation into Policy/Practice</td>
<td>1 page per CI</td>
</tr>
<tr>
<td>Associate Investigator (AI) Contribution</td>
<td>¼ page per AI</td>
</tr>
<tr>
<td>Indigenous Research Excellence Criteria (if applicable)</td>
<td>2 pages</td>
</tr>
<tr>
<td>References</td>
<td>2 pages</td>
</tr>
</tbody>
</table>
Table 2: Grant Proposal Formatting Requirements

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>File format</td>
<td>The Grant Proposal must be saved and uploaded as a Portable Document Format (PDF) file</td>
</tr>
<tr>
<td>File size</td>
<td>The PDF file MUST NOT exceed 2Mb in size</td>
</tr>
<tr>
<td>File name</td>
<td>The PDF file must be named using the following: APP ID_CIA Surname_Document Type/Name.pdf e.g. APP1234567_Smith_Grant Proposal.pdf</td>
</tr>
<tr>
<td>Page size</td>
<td>A4</td>
</tr>
<tr>
<td>Page limits</td>
<td>See Table 1 above</td>
</tr>
<tr>
<td>Header</td>
<td>Application ID and CIA surname must be included in the header</td>
</tr>
<tr>
<td></td>
<td>Document title (e.g. Grant Proposal – Partnership Projects) must be included in the header</td>
</tr>
<tr>
<td>Footer</td>
<td>Page number must be included in the footer</td>
</tr>
<tr>
<td>Font</td>
<td>NHMRC recommends a minimum of 12 point Times New Roman font</td>
</tr>
<tr>
<td></td>
<td>Applicants must ensure the font is readable</td>
</tr>
<tr>
<td>Line spacing</td>
<td>Single</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
</tbody>
</table>

Applicants must submit their Grant Proposal as a Portable Document Format (PDF) file using the NHMRC’s Grant Proposal template available on GrantConnect. The Grant Proposal must be uploaded into NHMRC’s granting system.

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

A brief description of each component is provided below.

**Introduction (maximum one A4 page)**

The Introduction should describe the following:

1. Provide up to half a page of text describing the work to be undertaken using language that an educated reader who is not a specialist in the particular research field may understand.

2. Provide up to half a page of text describing how this application aligns with the objectives of the Partnership Projects funding scheme. Make particular reference to evidence in support of the proposal influencing policy and/or practice.

**Research Proposal (maximum eight A4 pages)**

The CIA is the project leader and is responsible for the successful completion of the research proposal. All scientific information relating to the proposal must be contained in this section. The research proposal will be assessed by experts in the field and you should include any pilot or feasibility study data supporting the research planned. When drafting this section, applicants should keep in mind the assessment criteria and the detailed category descriptors which reviewers will use to evaluate the application. Refer to section 6 of the Partnership Projects 2019 Guidelines for further details. Consideration should also be given to the crucial design elements that enhance reproducibility of research findings.

The research proposal should describe the following:

1. Aims of the proposed project including a clear statement of hypotheses to be tested.

2. Background to the proposed project including the importance of the problem and rationale for this research.
3. Detailed experiment design where appropriate including the techniques to be used, methods of statistical analysis and justification of sample-size including power calculations, details and justification of controls, strategies for randomisation and/or stratification, ethical implications of the research, community involvement and/or plans to transfer knowledge to stakeholders or into practice and a timeline for the project.

4. Role of the Partner Organisation.

5. Expected outcomes and significance of the proposed project.

References cited in the research proposal should be listed separately under references.

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

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

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

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

For each CI, please provide the:

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

**1. Five most significant publications in the last five years**

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

**2. Overall Track Record for the last five years**

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

- Career summary - including qualifications, employment and appointment history.
- Research support - including grants and fellowships.
- Contribution to field of research – this may include the impact of previous research including translation of research into health outcomes.
- Patents – include whether the patent has been licensed, when it was licensed and to whom, and whether the license has expired.
- Collaborations.
- Community engagement and participation.
- Professional involvement - including committees, conference organisation, conference participation.
Track Record of Translation into Policy/Practice *(maximum one A4 page per CI)*

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

For each CI, please provide the following:

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

Associate Investigator (AI) Contribution *(maximum ¼ A4 page per AI)*

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

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

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

- describe and demonstrate what proportion of the research effort and/or capacity building activity will be directed to Aboriginal and/or Torres Strait Islander health, and
- address the Indigenous Research Excellence Criteria as set out in section 6.1 of the Partnership Projects 2019 Guidelines.

References *(maximum two A4 pages)*

References relating to the research proposal must:

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

7.4. B-P: Partner(s)

All partners participating in this application are to be listed at B-P: Partner(s). Refer to section 4.4 of the Partnership Projects 2019 Guidelines for further information on who can be a partner. Information provided in this section will be used primarily to assess Criterion 4: Strength of Partnership. It may also be used to assess Criterion 3: Relevance and Likelihood to Influence Health and Research Policy and Practice.

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

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

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

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

Administering Institutions cannot be included as a partner unless they have applied and been accepted for a waiver from NHMRC. Please see section 4.4 of the Partnership Projects 2019 Guidelines for further details.

Partners Part 1 (B-P: Part 1)
This screen captures the address of the partner, details for a contact person at the Partner Organisation and the details of their contribution.

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

Funding Partner Contribution
Collaborating Partner Organisations are expected to make a significant contribution in cash and/or in-kind to the project. The total contribution of all funding partners must be equal in value or greater than the amount sought from NHMRC. Provide details of support from each Partner Organisation including the cash value of each in-kind contribution. Refer to the Partner Contribution Guidelines at Appendix B of the Partnership Projects 2019 Guidelines for more information. NHMRC’s granting system will calculate the total in-kind contribution based on the data entered in the in-kind fields.

Partners Part 2 (B-P: Part 2)
This screen asks for the Partner Organisation’s expectations and the attachment of a letter of support.

Research Outcomes
1. State the research question(s) or problem(s) that the policy/practice partner needs answered or solved (Maximum of 1000 characters including spaces and line breaks).
2. Provide a response to “How does the partner expect to use the outcomes of this research?” (Maximum of 1000 characters including spaces and line breaks).

Letter of Support (maximum five A4 pages)
Upload a letter of support from each policy/practice funding partner. The letter should be signed by the nominated representative and confirm their commitment to the proposed research. This letter must be on the organisation’s letterhead. Collaborating Partner Organisations are expected to make and justify a significant contribution in cash and/or in-kind to the project.
The nominated representative is the person who will be responsible for ensuring agency participation and funding. It does not need to be the Partner Investigator. The letter of support must be signed by a member of the Partner Organisation with the authorisation to expend the partner’s money or resources. Please note that CIs and AIs should not sign the letter of support unless they are a member of the Partner Organisation and have the authorisation to expend the partner’s money or resources.

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

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

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

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

A Guide to Partner Letter of Support can be found on the GrantConnect website. Applicants should provide this example to partners as a guide.
Partnership Projects 2019 Guidance to Applicants   v December 2018 Page 20 of 22

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

**Annual Report**

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

**NHMRC Website**

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

NHMRC is subject to the *Freedom of Information Act 1982* (the FOI Act). Please refer to section 13.3 of the *Partnership Projects 2019 Guidelines* for more information.

7.5. B-PBRF: Proposed Budget – Research Facilities

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

Such research facilities include biospecimens and associated data from biobanks or pathology services, and from organisations such as non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and from organisations that provide clinical trials services. This list is illustrative, not exhaustive.

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

If the applicant answers ‘Yes’, they are required to provide details of the costs of using services provided by research facilities under **B-PB: Proposed Budget – DRC and Equipment** and ensure they are fully justified.

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


Applicants are required to enter details of the budget they seek as NHMRC funding, bearing in mind any limits on level and duration specified in section 3.1 of the *Partnership Projects 2019 Guidelines*. Further details on permitted uses of NHMRC funds and setting of budgets can be found in the *NHMRC Direct Research Cost Guidelines* on the [NHMRC website](https://www.nhmrc.gov.au). Personnel Support Packages (PSPs) should be requested separately under **A-RT: Research Team**.

For all other budget items, applicants must enter:

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

( maximum of 500 characters including spaces and line breaks)
The total annual amount requested for each line item will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the ‘summary’ tab of the application form.

Note:

- NHMRC funds the direct costs of research based on advice from peer review. Applications with poorly justified budget proposals may have their budget adjusted, in accordance with section 8.2.1 of the Partnership Projects 2019 Guidelines.
- Funding cannot be used for infrastructure.
- There will be no provision to increase funds for any reason.

8. Certifying an application

Once all Profile and CV details, application form details and supporting documents have been entered/uploaded, the application can be certified and submitted in NHMRC's granting system. Certification is required of both the CIA and Administering Institution. Refer to section 7.6 of the Partnership Projects 2019 Guidelines for further details.

Before completing these steps applicants should:

- Review the application to ensure it is accurate, complete and meets all eligibility/application requirements. The following tools are available to assist applicants in checking their applications.
  - An indicative eligibility checklist is provided in NHMRC’s granting system (see the RGMS User Guide - Applying for Grants). This tool should not be solely relied upon to confirm eligibility prior to submitting an application. Applicants retain responsibility for confirming that their application satisfies the stated eligibility requirements.
  - For Research Support Grants only, the summary tab automatically generates a summary of the requested budget from the relevant sections (see the RGMS User Guide - Applying for Grants).
  - A checklist for applicants applying for NHMRC funding is provided at section 9 below.
- Ensure they 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 7.6 of the Partnership Projects 2019 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 the application teams Profile and CV, any subsequent changes to these areas of NHMRC’s granting system will not appear on the application. If changes are needed after CIA certification but before submission to NHMRC, the RAO will need to reject the application in order for the changes to be made.

Instructions for certifying and submitting an application in NHMRC’s granting system are provided in the RGMS User Guide - Applying for Grants and eLearning module available on the RGMS Training Program webpage.

Once submitted to NHMRC, an application will be considered final and no changes can be made unless the application is withdrawn for amendment prior to the closing date.
9. Checklist for applicants

Before creating an application for an NHMRC grant CIAs should:

- ensure NHMRC’s granting system Accounts for all CIs are active and mandatory profile fields are complete
- view the NHMRC’s granting system Tutorials available on the NHMRC’s granting system Training Program page of the NHMRC website as necessary
- familiarise themselves with all relevant documentation as identified in section 1. Introduction
- check application lodgement close date and time
- update their Profile and CV in NHMRC’s granting system 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 their RAO of their intention to submit an application
- be aware of any Administering Institution internal deadlines and requirements for submission
- conduct an Equipment and Resources Assessment.

During the creation of an application for an NHMRC grant CIAs should:

- check eligibility requirements
- complete all parts of the application
- create and upload their Grant Proposal
- identify any relative to opportunity considerations, including career disruptions, where applicable, within their application
- consider any Aboriginal and Torres Strait Islander requirements their application may have, including addressing any additional selection criteria.

Before submitting an application for an NHMRC grant CIAs should:

- read and understand the Australian Code for the Responsible Conduct of Research (the Code). Submission of an application indicates that the Administering Institution and research team understand and will comply with all obligations set out in the Code
- gather the necessary consent from all named individuals on the application - CIs and AIs
- check compliance with formatting and page requirements
- ensure any Approvals or licences are acquired or applied for
- check all information is correct and complete
- familiarise themselves with their obligations should they be successful
- certify the application and ensure RAO certification and submission occurs before the close date and time.

The RAO is an applicant’s primary contact for advice and assistance. RAOs will contact the NHMRC RHC for further advice if required.