Alert 1: NHMRC Project Grants 2018

This Bulletin is the first of the alerts that will be issued by the Grants Management Office in the lead-up to the PG18 close. Your PG18 application toolkit and additional information can be found at the PG18 Resource Page. Suggestions for items you would like to see in future alerts or on the resource page can be directed to mygrants.gmo@unsw.edu.au

Topics Covered

1. Key Dates

Wednesday 11 January 2017	Applications open in RGMS. All intending applicants should initiate an application in RGMS as soon as practical. This will allow the Research Strategy and Partnerships Office (RSPO) and Grants Management Office (GMO) to provide you with key information and strategic and compliance support throughout the round.
5pm, Wednesday 25 January 2017	**Deadline for New Investigator Online Form Submission** (for all CIs on the application)
5pm, Wednesday 15 February 2017	**Minimum Data Deadline -** CIAs commence an application and complete the RGMS minimum data requirement by 5pm. Applications that do meet these requirements will not be accepted by the NHMRC.
5pm, Sunday 19 February 2017	**Internal Deadline for Compliance Advice (GMO) -** Details of your Compliance Advisor will be advised shortly after the internal close.
5pm, Sunday 19 February 2017	**Internal Deadline for Statistical review (UNSW Stats Central) -** Researchers submitting competitive grant proposals can request a statistics review by completing the Stats Central Grant Review Request Form
5pm, Wednesday 15 March 2017	**NHMRC External Close-** applications must be submitted to the GMO by 12 noon for submission to the NHMRC by the 5pm deadline. Please note that no application will be accepted by the NHMRC after 5pm under any circumstance.

2. UNSW Statistics Consulting Unit for PG18 Proposals

UNSW Stats Central is available to provide a free statistical review of PG18 proposals. All applicants are strongly advised to make use of this service.

What is Stats Central?

Stats Central (www.StatsCentral.unsw.edu.au) is UNSW's statistical consulting and collaboration unit, a Strategy 2025 initiative based in the Mark Wainwright Analytical Centre. The unit offers free study design

advice to UNSW researchers, and applications are allocated to a suitable reviewer by Professor Sue Wilson and Dr Nancy Briggs. It is advised that you consult with a statistician as early as possible when preparing design/analysis aspects of your grant proposal, ideally before you start writing it. Before submitting for review, you can also consult checklists which provide guidelines on statistical design and presentation of research data for publication, for example:

- [A General Statistical Guide for Grant Applicants](#) by Martin Bland *et al*, for St George's, University of London, and the [St. George's Statistics Guide Checklist](#), to work out which parts of the guide are relevant to your application.
- [Stats Central Resources](#)

Complete the Stats Central Grant Review Request Form- https://goo.gl/forms/2SL2UOeyAOZFkxlk2 on or before 19 February 2017, in order to receive a full review of the statistical design of your project. There is no cost to utilise this service. Stats Central is available to assist with any enquiries. Please email stats.central@unsw.edu.au.

3. Minimum Data Requirements

For each application, it is mandatory that minimum data requirements be entered in RGMS by 5pm, 15 February 2017 to allow the NHMRC to start sourcing suitable assessors. **Applications that do not have minimum data entered into RGMS by this date will not be accepted by the NHMRC.** *Please note, using placeholder text such as "text", "synopsis" or "xx" etc. is not acceptable as minimum data.*

Minimum data for the Project Grants scheme consists of the following:

- **A-PA Home:** You must complete fields for Administering Institution, Application Title, Aboriginal/Torres Strait Islander Research (yes/no) and Synopsis
- **A-RC:** Research Classification (all sections)
- **B-GRPN:** Grant Review Panel Nomination

4. Key Changes- PG18 Funding Rules and Instructions to Applicants

Changes to Funding Rules

Content and formatting requirements (table 1, paragraph 10.3.3)

Header	✓ Application ID and Applicant surname must be included in the header − The requirement for the header to be a minimum of 1cm from the top of the page has been removed − Font type and size requirements have been removed
Footer	✓ Page number must be included in the footer − The requirement for the header to be a minimum of 1cm from the bottom of the page has been removed − Font type and size requirements have been removed
Margins	− The requirement to use margins within the Grant Proposal has been removed
Section Headings	− The requirement to use section headings within the Grant Proposal has been removed
Font	✓ NHMRC recommends a minimum of 12 point Times New Roman font. Applicants must ensure the font is readable − Applicants will no longer be penalised for using font that is smaller than 12 point
Line spacing	✓ Must be set to single

Further to the above, the NHMRC has this year indicated that if an assessor cannot read the application due to inconsistency with any of the above formatting requirements, or a combination of any of them, the assessor is not compelled to consider the improperly completed section in their assessment of the application. Applications will not be excused from the NFFC process where the Grant Proposal was unreadable.

− Use the compulsory [PG18 Grant Proposal Template](#) for completing this section of the application.

New Investigator eligibility (subsection 5.1.3)

− Where NI applicants have previously held a Research Fellowship with a research support component as well as salary, the NHMRC has specified that the research support component must not total $AUD 250,000 or more for the duration of the fellowship.

Criteria for Electromagnetic Energy Research funding (subsection 6.2.3)

− Applicants are required to provide a detailed justification that their application meets the criteria for EME research and is within scope. Specifically, applicants are required to show that their project investigates the effects of Radio Frequency EME on human health. In this context a description of both RF exposure (such as frequency range and source of the exposure) and the health effect that is being investigated is required.

Project Grants Category Descriptors and Project Grants Indigenous Category Descriptors

− Applicants are advised to review the updated category descriptors and assessment criteria for the current round- please see [Attachment A](#) (Project Grants) and [Attachment C](#) (Project Grants Indigenous).

Changes to Instructions to Applicants

RAO Endorsement

− The endorsement stage of the submission process has been removed in order to mitigate the risk of applications being endorsed and not certified.

CV-CD: Career Disruption- new process for making a sensitive career disruption claim

Applicants wishing to submit details of a sensitive career disruption should:

a. Indicate in this section that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature.
b. Provide details of the claim, including the nature of the career disruption and the period of time affected, in a separate PDF document to NHMRC in–confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the PG18 scheme, by the application close date- **15 March 2017**. Ensure your application identification (ID) number is included in the PDF, together with supporting evidence, where required. The separate PDF must not exceed one A4 page in length and must comply with the formatting requirements outlined in the [NHMRC Funding Rules 2016 section 10.3.3](#).

Claims for sensitive career disruptions will be reviewed and assessed by Senior NHMRC Staff. Their decision will be forwarded to the reviewers without reference to details, advising if the career disruption is accepted and the number of years along with the additional track record details that should be considered.

B-GRPN: Grant Review Panel Nomination

− Applicants are now asked to nominate a Grant Review Panel discipline area that best corresponds to their proposed research.

Nomination of Assessors and Non-Assessors

− The option to nominate potential Assessors and Non-Assessors for proposals has been removed.

5. Core Eligibility Requirements for PG18

Number of Chief and Associate Investigators:
- A proposal is limited to having equal or less than 10 Chief Investigators, including CIA.
- A proposal is limited to having equal or less than 10 Associate Investigators.

Amount of projects held/applied for:
- Every listed CI on your proposal is limited to a maximum of 6 Project Grants held/applied-for in 2018. Project Grants carried forward into 2018 past the submission date will count towards these limits. Targeted and Urgent Calls for Research will not count toward these limits.
- Program Grant CIs (full or part-time) are not permitted to hold/apply for more than one Project Grant.
- Program Grant holders cannot be sole CIs on a Project Grant.
- No more than one Program Grant holder can be named as a CI on a Project Grant application.

CIA Citizenship:
- Chief Investigator A (CIA) Citizenship Waivers are no longer required. CIA must be an Australian or New Zealand citizen, a permanent resident of Australia or have an appropriate work visa in place for the duration of the grant. This is not required at the time of submission.
- CIA must be based in Australia for at least 80 percent (%) of the funding period.
- Researchers who do not meet these requirements are still eligible to participate in a grant as a Chief Investigator, *other than the CIA.*

Conditions for CI salary support:
- CIs, including the CIA, may draw a salary from a grant if they are based in Australia for at least 80 percent (%) of the funding period.
- Requested salaries must be based on Personnel Support Packages (PSPs). The level of PSP requested in an application must match the roles and responsibilities of the position, not the expertise of a specific person whom you appoint to the position. *See Section 6 of this Alert for more details on justifying a PSP salary request.*
- CIs who are eligible to draw a salary may apply for a full PSP provided that 80 percent (%) or more of their time will be devoted to the project. Various %FTE PSPs can also be requested.
- AIs cannot draw a salary from the budget.

6. PG18 Budget Resources

Based on assessment feedback and analysis of successful applications in previous rounds, the resources below are available to assist you in navigating budgeting for a PG18 proposal.

[Writing an Effective Personnel Support Package Justification Guide](#)
- Rules and limits around Personnel Support Package Justifications
- When and how to request technical or professional research persons, casuals & overseas staff
- Essential facts and figures for the PSP introduction
- Key points to include as you develop the PSP argument
- Critical information for requesting higher level PSPs
- Examples and assessor comments for previous Project Grant applications

[PG18 Budget Table Example](#)
- Justifications from previous successful Project Grant applications
- Instructions for what can and can't be included in your application

[Mark Wainwright Analytical Centre Grant Application Advice for 2018 Funding](#)
- Information on facilities, access charges and budgeting

7. Applications using Services provided by Research Facilities

Clause 4.5 of the NHMRC Project Grant Scheme-Specific Instructions to Applicants states that researchers must detail the costs of using services provided by research facilities where included in the application, and that letters from research facilities confirming their collaboration must be uploaded.

Mark Wainwright Analytical Centre (MWAC)

A [template letter](#) has been developed for this purpose. In addition, the Mark Wainwright Analytical Centre (MWAC) have compiled the [price lists](#) from their websites into a single PDF. Using the letter, please complete your details and attach the relevant price lists as required. This can then be uploaded into RGMS. Anything not included in the standard lists requires researchers to contact analytical@unsw.edu.au to get a quote, which you can also attach.

Please note, a separate letter needs to be provided for all Research Facilities included on your PG18 application.

8. Advice on CV-RGMS Entries

What kinds of things can go into CV-RT? Can a research tool be just a published paper detailing a new analysis method?
- Include any tools (surveys, methods, models) that have been developed where the candidate has played a role.

Please provide a brief description of the research tool including any notable impacts (1500 characters)
- This is where the candidate needs to provide a description of the tool.
- A strong response will include why it was created (what is the innovation?), what the impact was (has it advanced the field, demonstrated new knowledge, it is more efficient, gives more results, is it cost efficient?)
- Ideally it will have been published, cited and used by other groups (internally or externally), which is evidence of advancing the field.

What counts as a research dataset in CV-RD? Does it have to be beyond results that are summarised in a paper?
- Include any datasets that the candidate has had a role in the creation or collection of. This needs to be more than results in a paper, ideally the dataset would have been registered with a DOI. Do not include datasets that were accessed for research but then not developed further.

  The NHMRC is looking for evidence of sharing datasets outside the immediate group, and a DOI is evidence of making research available. This is the gold standard for sharing.

CV-PUB section - depositing into open access repository
UNSWorks is an open access repository. Entering publications into ROS means they will be automatically released into UNSWorks when the embargo is lifted. Candidates who have done this can check yes to the question 'Is this publication freely available via Open Access Repository'.
- UNSWorks: http://www.unsworks.unsw.edu.au/

ROS is the UNSW system for capturing and reporting research publications and outputs. ROS is designed to help reduce the time and effort spent on managing publication and research outputs across the University and offers a number of functionalities to support researchers at UNSW:

- streamlined, and in many cases automated, publication data entry
- impact measurements, including H-indexes, citation counts and Altmetrics
- easy export options that may assist in the creation of publication lists for CVs, grants and promotion applications
- collecting and collating data for HERDC and other research assessment exercises
- uploading accurate publication information to the UNSW Research Gateway

ROS is also integrated with UNSWorks, the UNSW institutional repository. This streamlines the process for uploading publications (journal articles, conference papers, books, book chapters, small datasets) to the repository to make open access copies available and to meet the ARC and NHMRC open access mandate requirements. As a result of this integration you can use ROS to:

- create a link between your publication and any associated grants - ROS will then automatically send metadata about this publication to UNSWorks to meet the first part of the ARC and NHMRC open access mandate requirements
- upload full text copies of your publications to UNSWorks where copyright permits
- apply an embargo to a publication which will be automatically lifted after the appropriate time period has expired

ROS also includes deposit advice for journal articles from **SHERPA RoMEO**, the database of publisher copyright and self-archiving policies, to make it as easier to check if you are permitted to upload a copy of your article, or if you are required to apply an embargo period.

− Contact your **Outreach Librarian** for further information.

9. Strategic Advice for Completing your Proposal

The Research Strategy and Partnerships Office (RSPO) has prepared a strategic advice document to support UNSW researchers in applying for PG18. The advice is based on analysis of past successful applications, assessor comments and the current funding rules.

The RSPO Strategic Advice document is sent to applicants **as an application is initiated on RGMS**. If you have commenced an application on RGMS and have not yet received this communication, please email mygrants.gmo@unsw.edu.au, quoting your **APP ID**.

10. RGMS Character Counter

There are several sections of your Project Grants proposal where a character limit is enforced. As many conventional programs (e.g. MS Word, Adobe PDF) use a different character counting method to RGMS, the NHMRC Character Counting Tool can assist with checking your various sections are within the limits prior pasting into the RGMS fields within your application.

11. RGMS Support- How do I get an RGMS account?

New RGMS accounts can be requested by accessing the **RGMS login page**. Select the '**New to RGMS? Submit a new user request here**' link and follow the prompts on-screen.

Access the **NHMRC Research Grants Management System page** for RGMS training and support.

12.   Contacts and Support

Project Grants 2018 Resource Page
The PG18 Resource Page contains information and tools for completing your application. This page is continually updated throughout the round as information is released and new resources become available.

Strategic Advice (Research Strategy and Partnerships Office –RSPO)
The RSPO is available for strategic advice on the scope, nature and suitability of any proposed project, how to address the selection criteria including track record, and general grantsmanship advice. Researchers are encouraged to discuss their project with the RSPO early on as fundamental issues are difficult to resolve late in the process. Please provide relevant sections of application drafts (mostly the documents relating to research proposal/plan and track record statements) as a Word file to NHMRC@unsw.edu.au.

Compliance & Eligibility Advice (Grants Management Office - GMO)
A GMO Compliance Advisor will be assigned to you shortly after the internal close of **5pm Sunday 19 February 2017**. It is strongly advised that your application is in final draft stage by this date.

As UNSW submits a significant number of Project Grant applications each year, the GMO internal close ensures our support is equitable. Applicants who do not have their proposal in a near-complete stage of drafting by the internal close risk submission without ensuring the proposal is compliant and eligible.

Initial enquiries, or applications ready for compliance review prior to the internal close, can be sent to mygrants.gmo@unsw.edu.au. Please quote your **Application ID** and **Surname** in the subject. For RGMS technical issues, please contact the GMO Systems Team on systems.gmo@unsw.edu.au.

GMO Successful Grant Library
Consult successful Project Grant applications from previous rounds for ideas on structuring your proposal and for a better understanding of the level at which your proposal should be pitched.

Conditions for visiting the Grants Library
- Access is restricted to UNSW employees/affiliates and students. You must bring your current UNSW Staff ID card with you when you visit the library.
- The applications may only be viewed at the Grants Management Office. Grants will be viewed digitally, but no part of the application is permitted to be printed, digitally copied or photographed. You may take notes.

How to make an appointment:
1. Email your request to mygrants.gmo@unsw.edu.au, including the following information:
2. Name, position and school/Faculty (e.g. your UNSW email signature)
3. The scheme(s) you would like to view (e.g. "NHMRC Project Grants")
4. Scheduling requirements, if any (e.g. "I am available Tuesday or Friday mornings")

To ensure availability, please contact us 2 working days prior to the time you would like to visit the Library.

PG18 Alerts
If you have received this Alert by other means and wish to have it emailed to you directly, email grantsnews@unsw.edu.au with 'subscribe grant-news' in the body of the message. Subscribe with your UNSW email address.