



NHMRC e-ASIA Joint Research Program Grants 2019 Guidelines

Opening date:	18 January 2019
Closing date and time:	17:00 AEST on 14 May 2019
Commonwealth policy entity:	National Health and Medical Research Council (NHMRC)
Administering entity	NHMRC
Enquiries:	<p>Applicants requiring further assistance should direct enquiries to their Administering Institution's Research Administration Officer. Research Administration Officers can contact NHMRC's Research Help Centre for further advice:</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 AEST on 14 May 2019.</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 delayed during peak periods or for more detailed requests for assistance.</p>
Date guidelines released:	18 January 2019
Type of grant opportunity:	Targeted or restricted competitive

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1. NHMRC e-ASIA Joint Research Program Grants 2019 processes

NHMRC e-ASIA Joint Research Program Grant scheme is designed to achieve Australian Government objectives

NHMRC e-ASIA Joint Research Program Grant 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.



Call for letters of intent from participating member organisations are exchanged

NHMRC publishes the notification via RAO alerts, NHMRC Tracker and NHMRC website



The grant opportunity opens for researchers to participate in the Call

NHMRC publishes the grant guidelines on GrantConnect



Applicants complete and submit a grant application

Applicants from three different member countries participating in the Call must complete the application form and address all of the eligibility criteria to be considered for a grant.

Note: the Lead Principal Investigator will also be required to submit a common application form to the e-ASIA Program Secretariat.



Applications verified and assessed

Applications are assessed 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.

Applications will be peer-reviewed separately by the receiving member organisations. e-ASIA Joint Review Meeting consider and compile a final joint ranking list, then make recommendation to the e-Asia Board for funding



Grant decisions are made

Recommendations for funding presented to the e-ASIA Board for approval.

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



NHMRC notifies applicants of the outcome



Applicant's Administering Institution enters into a grant agreement with NHMRC



Delivery of grant

Grant awardees undertake the grant activity as set out in the schedule to the grant funding agreement. NHMRC manages the grant through the relevant Administering Institution.



Evaluation of the NHMRC e-ASIA Joint Research Program Grants

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

1.1. Introduction

These guidelines contain information for the NHMRC e-ASIA Joint Research Program Grants opportunity.

Applicants must read these guidelines before filling out an application.

This document sets out:

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

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

The NHMRC e-ASIA Joint Research Program Grants opportunity will be undertaken according to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs), available from the [Department of Finance website](#).

1.2. About NHMRC

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

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

2. About the grant program

Within the context of NHMRC's mission and purposes to fund high quality health and medical research and build research capability, support the translation of health and medical research into better health outcomes and promote the highest standards of ethics and integrity in health and medical research, the objectives of the NHMRC e-ASIA Joint Research Program Grants are:

- to promote the science and technology community in the East-Asia region, make use of abundant human resources in the region and generate "novel knowledge", "competitive technology" and "reforms of systems" which are the source of dynamism in the economy and society. Namely, the Program seeks innovation in the region.
- to pursue synergistic, supplemental and leveraged effects by multilateral cooperation, which is possible not by a single nation but by a combination of best potentials in the region.
- to seek genuine partnerships for mutual contribution and mutual allotments of outcomes.

The intended outcomes of the NHMRC e-ASIA Joint Research Program are:

- improved health policy development arising from a global perspective
- ability to understand and adapt knowledge that is generated overseas for use within Australia
- skills formation at an international level
- access to facilities and infrastructure that may not be available in Australia
- enhanced probability of, and opportunities for, innovation and commercialisation
- opportunities to leverage funding, and the potential for enhanced social rates of return on the national investment
- greater access to international expertise, and enhanced and earlier access to data
- enhanced capacity to respond speedily and effectively to epidemics and pandemics and work towards finding solutions
- diverse approaches to research questions
- access to and the potential for sharing, scarce research material and resources.

3. Grant amount and grant period

3.1 Grants available

The provisional funding allocation for the NHMRC e-ASIA Joint Research Program is \$3 million. NHMRC's Research Committee annually reviews and recommends indicative budget amounts to be awarded across individual funding schemes.

The amount of funding for a NHMRC e-ASIA Joint Research Program Grants grant will be based on assessment of the requested budget. Applications must clearly justify the requested duration and budget and how they will support the proposed outcomes of the research. Peer Reviewers will consider this information and may reduce the duration and/or budget to ensure the research aims and objectives can be achieved while ensuring value with money. A reduced budget does not reduce the scope of the proposed research activity.

3.2 Grant period

An NHMRC e-ASIA Joint Research Program 2019 grant is awarded for a fixed three-year term.

4. Eligibility criteria

Eligibility is dependent on the following:

- A research project must consist of Australian researchers partnering with at least two research teams from two e-ASIA participating member organisations involved in the relevant health call. Refer to Appendix A for a list of participating member organisations.
- The application must address one or more of the health research topics for this call shown at Appendix A.

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

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

An eligibility ruling may be made by NHMRC at any stage following the close of applications, including during peer review. Where an eligibility ruling is being considered, NHMRC may request further information in order to assess whether the eligibility requirement has been met.

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

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

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

4.1 Chief Investigators and Associate Investigators

The maximum number of CIs allowed on a NHMRC e-ASIA Joint Research Program grant 2019 opportunity application is 10.

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 or have an appropriate work visa in place. The CIA must also be based in Australia for at least 80% of the funding period.

Chief Investigators

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

Associate Investigators

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

There is no restriction on who may be named as an AI on an application. However, a maximum number of 10 applies.

4.2 Multiple applications/grants

Holding an NHMRC e-ASIA Joint Research Program grant does not affect a CI's ability to hold other NHMRC Grants.

4.3 Exclusion of applications

An application may be excluded from further consideration if:

- it contravenes an eligibility rule or other requirement as set out in the Grant Guidelines
- it, or any CI named on the application, contravenes an applicable law or code
- it is inconsistent with the objectives of the NHMRC Act and/or the purposes of the Medical Research Endowment Account (MREA), and

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

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

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

5. What the grant money can be used for

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

NHMRC will only fund Australian components of the project. NHMRC will not fund any components of the projects that are funded by the partnering e-ASIA member countries.

5.1 Funding to support overseas grant activities and researchers

NHMRC e-ASIA Joint Research Program Grant funds are intended for research cost expenditure in Australia. Funding may be used to support specific grant activities to be undertaken overseas if the overseas grant activity is critical to the successful completion of the project, and the equipment/resources required for the grant activity are not available in Australia.

See *Direct Research Cost Guidelines* on the [NHMRC website](#) for further guidance on the expenditure of funding for a Research Activity.

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.

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

6. The assessment criteria

Applications for NHMRC e-ASIA Joint Research Program grants 2019 opportunity are assessed by peers on the extent to which the application meets the program objectives. Applications will be assessed against the Assessment Criteria listed below and the category descriptors at Appendix C.

- Health significance (20%)
- Scientific merit (20%)
- Design and methods (20%)
- Expertise of the research team (20%)
- Quality of the research partnership (20%)

Applications are assessed relative to opportunity, taking into consideration any career disruptions, where applicable (see Appendix B).

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

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

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

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

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

7. How to apply

7.1 Overview and timing of grant opportunity processes*

18 January 2019	Applications open in NHMRC's granting system
5pm AEDT 3 April 2019	Minimum data due in NHMRC's granting system
5pm AEST 14 May 2019	Applications close in NHMRC's granting system e-ASIA common application form submission deadline (form to be completed and submitted to e-ASIA Program Secretariat by the Lead Principal Investigator only)
May-July 2019	Anticipated peer review period
September 2019	e-ASIA Joint Review Meeting to compile a joint ranking list for recommendation to the e-Asia Board
November 2019	Anticipated notification of outcomes

*Dates are indicative and subject to change.

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

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

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

The Lead Principal Investigator (PI) is also required to submit a common application form to the e-ASIA Program Secretariat (easia_secretariat@jst.go.jp). The Lead PI is the nominated lead researcher representing the participating member organisation joint collaboration for the joint proposal. The Lead PI is not necessarily the Australian CIA in the application submitted to NHMRC. For details on the CIA, see section 4.

Late applications will not be accepted.

7.2 Minimum data requirements

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

Minimum data fields for NHMRC e-ASIA Joint Research Program grants 2019 opportunity are outlined below.

Minimum data is comprised of:

- • Administering Institution
- • Application Title
- • Aboriginal/Torres Strait Islander Research (yes/no)
- • Synopsis
- • Participating Institution/s
- • Research Classification (all fields)

Minimum data must be entered into NHMRC's granting system by 17:00 AEDT on 3 April 2019.

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

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

7.3 Application requirements

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

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

Additional requirements and guidance in relation to each component of the application are outlined at Appendix D.

7.4 Consumer and community participation

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

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

7.5 Certification and submission

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

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

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

7.5.1 CIA certification

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

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

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

And if funded,

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

7.5.2 Administering Institution certification

Applications will only be accepted from NHMRC-approved Administering Institutions provided on [NHMRC's website](#).

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

- Reasonable efforts have been made to ensure the application is complete and correct and complies with all eligibility and other application requirements.
- Where the CIA is not an Australian or New Zealand citizen or permanent resident, they will have the requisite work visa in place at the time of accepting the successful grant and will be based in Australia for at least 80% of the Funding Period.
- CIA will be based in Australia for at least 80% of the Funding Period, or 50% of the Funding Period if CIA is an NHMRC Emerging Leader Fellow.
- The appropriate facilities and salary support will be available for the Funding Period.
- Approval of the Research Activity by relevant institutional committees and approval bodies, particularly for ethics and biosafety, will be sought and obtained prior to the commencement of the research, or the parts of the research that require their approval.

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

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

7.6 Retracted publications

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

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

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

7.7 Withdrawal of applications

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

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

7.8 Questions during the application process

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

NHMRC's Research Help Centre

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

E: help@nhmrc.gov.au.

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

8. Assessment of grant applications

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

Assessment of grant applications is conducted in a two-stage assessment process consisting of an initial NHMRC peer review process, resulting in a list of Not For Further Consideration (NFFC) applications, followed by non-NFFC applications proceeding to be peer reviewed by a Review Panel.

8.1 NHMRC Not for Further Consideration (NFFC) stage

For the NFFC stage, NHMRC will conduct a peer review process to evaluate the merit of applications. Each application will be allocated peer reviewers who will score it against the assessment criteria (see section 6) using the category descriptors (at Appendix C).

The least competitive applications that score Category 3 or below will be added to a NFFC list.

8.2 Who will assess applications?

NHMRC's peer review process is designed to provide a rigorous, fair, transparent and consistent assessment of the merits of each application to ensure that only the highest quality, value with money research is recommended for funding. Peer reviewers will independently undertake an initial assessment of applications against the assessment criteria (see Section 6). Some applications may be discussed by peer reviewers. The overall scores of all the applications will be used to produce a rank ordered list of applications.

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

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

8.3 Joint Research Program grants assessment process for participating member organisations

Proposals submitted by applicants from at least two other e-ASIA countries to other participating member organisations will be subject to a peer review and ranking process to be conducted by those participating member organisations.

The rank ordered list of all applications from all participating member organisations will then be referred to the e-ASIA Joint Review Meeting by the participating e-ASIA Member Organisations. The Joint Review Meeting will then compile a final joint-ranked list and make recommendations for funding to the e-ASIA Board. The Board may then adopt the recommendations and advise member organisations to award the grant.

8.4 Who will approve grants?

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

9. Notification of application outcomes

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

10. Successful grant applications

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

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

10.1 Information required from awardees

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

10.2 Approvals and licences

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

10.3 NHMRC Funding Agreement

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

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

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

10.3.1 Responsible conduct of research

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

10.4 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.

10.5 NHMRC policies

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

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

The list of NHMRC Approved Administering Institutions provided on [NHMRC's website](#).

10.6 Suspension of grants

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

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

10.7 Tax implications

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

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

11. Announcement of grants

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

12. How NHMRC monitors grant activity

12.1 Variations

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

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

12.2 Reporting

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

e-ASIA has additional reporting requirements and conditions specific to research funded under this scheme. Please refer to GrantConnect for relevant information.

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.

e-ASIA has additional reporting requirements and conditions specific to research funded under this scheme. Please refer to GrantConnect for relevant information.

12.2.2 Non-financial reports

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

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

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

12.2.3 NHMRC National Institute for Dementia Research

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

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

12.3 Evaluation of the NHMRC e-ASIA Joint Research Program Grant scheme

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

12.4 Open Access Policy

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

Combined, these approaches will help to increase the 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*.

13. Probity

13.1 Complaints process

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

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

NHMRC will provide a written response to all complaints.

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

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Privacy: confidentiality and protection of personal information

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

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

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

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

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

NHMRC may reveal confidential information to:

- the peer review committee and other Commonwealth employees and contractors to help NHMRC manage the scheme effectively
- employees and contractors of NHMRC to research, assess, monitor and analyse schemes and activities

- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in reports and consultations
- NHMRC approved Administering Institutions' Research Administration Offices
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

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

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

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

13.3 Freedom of information

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

14. Glossary

Term	Definition
Assessment criteria	The specified principles or standards against which applications will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
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	Is the final 12 calendar months of a grant.
Funding Agreement	For NHMRC MREA grants, the grant agreement is the NHMRC Funding Agreement and the Schedule to the Funding Agreement.
Grant	<p>A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a) under which relevant money, or other consolidated revenue funds, is to be paid to a recipient other than the Commonwealth b) which is intended to assist the recipient achieve its goals c) which is intended to help address one or more of the Australian Government's policy objectives. <p>under which the recipient may be required to act in accordance with specified terms or conditions.</p>
Grant activity	Is the project/tasks/services that the grantee is required to undertake with the grant money. It is described in the schedule to the NHMRC Funding Agreement.

Term	Definition
GrantConnect	<p>GrantConnect is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs. It is available at www.grants.gov.au.</p> <p>Non-corporate Commonwealth entities must publish on GrantConnect to meet the grant publishing requirements under the CGRGs.</p> <p>Where information is published in more than one location, and there are inconsistencies, GrantConnect is the authoritative, auditable information source.</p>
Grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
Grant program	Is a group of one or more grant opportunities under a single entity Portfolio Budget Statement Program. This is referred to as a scheme in this document.
Grantee	An individual/organisation that has been awarded a grant.
Medical Research Endowment Account (MREA)	The purpose of the MREA is to provide assistance to Federal and State Government Departments, institutions, universities and/or persons engaged in medical research.
Member organisation	Research and technology organisations in East Asia region who are part of the e-ASIA JRP as listed in Appendix A.
NHMRC's granting system	NHMRC's electronic grants management solution for grant application, assessment and administration.
Peer reviewers	Individuals (peers) with knowledge and expertise appropriate for the applications they are reviewing.
Portfolio Budget Statement (PBS) Program	Described within the entity's PBS, PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs (schemes). A PBS Program may have more than one Grant Program (scheme) associated with it, and each of these may have one or more grant opportunities.

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

Appendix A. NHMRC structural priorities, NHMRC e-ASIA Joint Research Program Grants priorities and funding organisations

A1 NHMRC key structural priorities

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

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

Aboriginal and Torres Strait Islander Health research and researchers

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

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

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

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

Health Services Research

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

Gender Equality

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

A2 e-ASIA Joint Research Program priority areas

The e-ASIA Joint Research Program (e-ASIA JRP) call aims to contribute to the development of regional science to overcome public health and medical problems in East Asia through multilateral collaboration.

NHMRC is participating in the health research call in the e-ASIA JRP. Applications are invited for the following topics:

- i) Infectious diseases including, but not limited to, cholera, malaria, tuberculosis, HIV/AIDS, TB HIV/AIDS co-infection, antimicrobial resistance (AMR), Neglected Tropical Diseases (NTDs), dengue fever, Chikungunya fever, Zika virus, and avian and other influenza strains, as well as basic and applied research on immunology related to infectious diseases.
- ii) Antimicrobial resistance (AMR) and multidrug resistance (MDR) research focused on the prevention of AMR and MDR. Research in this area is expected to be cognisant of the recently updated WHO *Rapid Communication: Key changes to treatment of multidrug and rifampicin-resistant tuberculosis*¹, and any other key developments.
- iii) Cancer research focused on the prevention, diagnosis and treatment of cancer in the East Asia region, including infection-associated cancer and other cancers with modifiable risk-related behaviours. NHMRC particularly welcomes cancer prevention proposals with an implementation science focus.

Participating Member Organisations in the upcoming e-ASIA JRP and the topics they support are:

- 1) Australia: National Health and Medical Research Council – all topics
- 2) Cambodia: Ministry of Health (MOH) – all topics (in-kind support)
- 3) Indonesia: Ministry of Research, Technology and Higher Education (RISTEKDIKTI) – infectious diseases (in-kind support)
- 4) Japan: Japan Agency for Medical Research and Development (AMED) – all topics
- 5) Lao: Ministry of Health (MOH) – all topics (in-kind support)
- 6) New Zealand: Health Research Council (HRC) - all
- 7) Philippines: Department of Science and Technology (DOST-PCHR) – all topics
- 8) Russia: Russian Foundation for Basic Research (RFBR) – all topics
- 9) Thailand: National Science and Technology Development Agency (NSTDA) – infectious diseases; AMR-MDR
- 10) Thailand: Thailand Center of Excellence for Life Sciences (TCELS) – cancer
- 11) USA: National Institute of Allergy and Infectious Diseases (NIAID) – infectious diseases, AMR-MDR

For more information on participating member organisations refer to the [e-Asia website](#).

Participation in the e-ASIA JRP meets NHMRC's commitment to 'fund high quality health and medical research and build research capability' and 'support the translation of health and medical research into better health outcomes' outlined in the [NHMRC Corporate plan 2018-2019](#).

¹ http://www.who.int/tb/publications/2018/rapid_communications_MDR/en/

Applicants are required to outline the benefit of the research to Australia in their Research Proposal.

Appendix B. NHMRC Relative to Opportunity policy

Purpose

The purpose of this document is to outline NHMRC's Relative to Opportunity Policy with respect to:

- NHMRC peer review, and
- eligibility to apply for Emerging Leadership Investigator Grants.

The audience is applicants and peer reviewers.

NHMRC's objective is to support the best Australian health and medical research and the best researchers, at all career stages. NHMRC seeks to ensure that researchers with a variety of career experiences and those who have experienced pregnancy or a major illness/injury or have caring responsibilities, are not disadvantaged in applying for NHMRC grants.

Policy approach

NHMRC considers Relative to Opportunity to mean that assessment processes should accurately assess an applicant's track record and associated productivity relative to stage of career, including considering whether productivity and contribution are commensurate with the opportunities available to the applicant. It also means that applicants with career disruptions should not be disadvantaged (in terms of years since they received their PhD) when determining their eligibility for this Grants scheme and that their Career Disruptions should be considered when their applications are being peer reviewed.

In alignment with *NHMRC's Principles of Peer Review*, particularly the principles of fairness and transparency, the following additional principles further support this objective:

- **Research opportunity:** Researchers' outputs and outcomes should reflect their opportunities to advance their career and the research they conduct.
- **Fair access:** Researchers should have access to funding support available through NHMRC grant programs consistent with their experience and career stage.
- **Career diversity:** Researchers with career paths that include time spent outside of academia should not be disadvantaged. NHMRC recognises that time spent in sectors such as industry, may enhance research outcomes for both individuals and teams.

The above principles frame NHMRC's approach to the assessment of a researcher's track record during expert review of grant applications and eligibility of applicants applying for Emerging Leadership Investigator Grants. NHMRC expects that those who provide expert assessment during peer review will give clear and explicit attention to these principles to identify the highest quality research and researchers to be funded. NHMRC recognises that life circumstances can be very varied and therefore it is not possible to implement a formulaic approach to applying Relative to Opportunity and Career Disruption considerations during peer review.

Relative to Opportunity considerations during peer review of applications for funding

During peer review of applications, circumstances considered under the Relative to Opportunity Policy are:

- amount of time spent as an active researcher

- available resources, including situations where research is being conducted in remote or isolated communities
- building relationships of trust with Aboriginal and Torres Strait Islander communities over long periods that can impact on track record and productivity
- clinical, administrative or teaching workload
- relocation of an applicant and his/her research laboratory or clinical practice setting or other similar circumstances that impact on research productivity
- for Aboriginal and Torres Strait Islander applicants, community obligations including 'sorry business'
- the typical performance of researchers in the research field in question
- research outputs and productivity noting time employed in other sectors. For example there might be a reduction in publications when employed in sectors such as industry
- carer responsibilities (that do not come under the Career Disruption policy below).

Career Disruption considerations during peer review and eligibility to apply for NHMRC e-ASIA Joint Research Program Grants 2019

A Career Disruption is defined as a prolonged interruption to an applicant's capacity to work, due to:

- pregnancy
- major illness/injury
- carer responsibilities.

The period of career disruption may be used:

- to determine an applicant's eligibility for this Grants scheme
- to allow for the inclusion of additional track record information for assessment of an application
- for consideration by peer reviewers.

To be considered for the purposes of eligibility and peer review, a period of Career Disruption is defined as:

- a continuous absence from work for 90 calendar days or more, and/or
- continuous, long-term, part-time employment (with defined %FTE) due to circumstances classified as Career Disruption, with the absence amounting to a total of 90 calendar days or more¹.

Career Disruption and eligibility to apply for NHMRC e-ASIA Joint Research Program Grants 2019

A Career Disruption can affect an applicant's eligibility to apply for an Emerging Leadership Investigator Grant. For such grants, the 10-year time limit on the number of years post-PhD may be extended commensurate with the period of the Career Disruption.

¹ For example, an applicant who is employed at 0.8 FTE due to childcare responsibilities would need to continue this for at least 450 calendar days to achieve a Career Disruption of 90 calendar days.

Implementation

Information on how applicants can demonstrate their track record, Relative to Opportunity, for the purposes of peer review is available in NHMRC's granting system and in NHMRC's *Guide to Peer Review*.

Information on how applicants can demonstrate that a Career Disruption(s) affects their eligibility to apply for an Emerging Leadership Investigator Grant is also available in NHMRC's granting system and in the Investigator Grant Guidelines.

Appendix C. NHMRC e-ASIA Joint Research Program Grants 2019 Category Descriptors

NHMRC e-ASIA proposals evaluated and rated for each of the assessment criteria on a scale ranging between 1 and 7 by scientific reviewers will utilise the following criteria and category descriptors. Categories 1-3 are not worthy of funding. Categories 4-7 are worthy of funding, subject to the availability of resources.

Category	Health significance (20%)	Scientific merit (20%)	Design and methods (20%)	Expertise of the research team (20%)	Quality of the research partnership (20%)
7 Outstanding	The proposal has convincingly demonstrated that the research addresses a very significant health issue, has the potential to significantly advance knowledge relevant to health, and can be expected to contribute substantively to major improvements in health or important health outcomes.	The rationale for the proposed research is extremely well made . The aims and (where appropriate) hypotheses are outstanding . The proposed research may represent a highly original and innovative approach to addressing the health question. Original findings are highly likely to result.	The proposed study design is outstanding . The methods and proposed analyses are very comprehensive and clearly appropriate . The applicants demonstrate full awareness of the relevant technical issues. The statistical power (where appropriate) is sufficient to ensure a definitive outcome and the statistical analyses are well developed . It is difficult to suggest improvements.	The Australian-based research team collectively have outstanding academic qualifications, as well as outstanding topic based knowledge and experience to undertake the proposed research. They have an outstanding publication track-record in major peer reviewed scientific journals as well as other professional publications, and/or substantial experience in disseminating research results.	The partnership will enable a unique research contribution that has the potential to advance the field further due to the collaborative nature. Outstanding opportunities for capability building of researchers, including early career researchers, are provided. Diversity of gender and ethnicity within the team are considered. The partnership will enhance the transfer of new knowledge and/or technologies and build Australian research capacity to address global health research priorities.

Category	Health significance (20%)	Scientific merit (20%)	Design and methods (20%)	Expertise of the research team (20%)	Quality of the research partnership (20%)
6 Excellent	The proposal has strongly demonstrated that the research addresses a very significant health issue, has the potential to significantly advance knowledge relevant to health, and can be expected to contribute substantively to remarkable improvements in health or important health outcomes.	The rationale for the proposed research is extremely well made . The aims and (where appropriate) hypotheses are excellent . The proposed research may represent a very original and innovative approach to addressing the health question. Original findings are very likely to result.	The proposed study design is excellent . The methods and proposed analyses are comprehensive and appropriate . The applicants demonstrate appropriate awareness of the relevant technical issues. The statistical power (where appropriate) is appropriate to ensure a definitive outcome and the statistical analyses are well developed . It is difficult to suggest improvements.	The Australian-based research team collectively have excellent academic qualifications, as well as excellent topic based knowledge and experience to undertake the proposed research. They have an excellent publication track record in major peer reviewed scientific journals as well as other professional publications, and/or excellent experience in disseminating research results.	The partnership will enable an excellent research contribution that has the potential to advance the field further due to the collaborative nature. Excellent opportunities for capability building of researchers, including early career researchers, are provided. Diversity of gender and ethnicity within the team are considered. The partnership will increase the transfer of new knowledge and/or technologies and build Australian research capacity to address global health research priorities.
5 Very Good	The proposal has clearly demonstrated that the research addresses a significant health issue, has the potential to significantly advance knowledge relevant to health, and can be expected to contribute substantively to significant improvements in health	The rationale for the proposed research is very well made . The aims and (where appropriate) hypotheses are very good . The proposed research may represent a original and innovative approach to addressing the health	The proposed study design is very good . The methods and proposed analyses are very suitable . The applicants demonstrate suitable awareness of the relevant technical issues. The statistical power (where appropriate) is suitable to ensure a definitive outcome and the	The Australian-based research team collectively have very good academic qualifications, as well as very good topic based knowledge and experience to undertake the proposed research. They have a very good publication track-record in major peer reviewed	The partnership will enable a very good research contribution that has the potential to advance the field further due to the collaborative nature. Very good opportunities for capability building of researchers, including early career researchers, are provided. Diversity of

Category	Health significance (20%)	Scientific merit (20%)	Design and methods (20%)	Expertise of the research team (20%)	Quality of the research partnership (20%)
	or important health outcomes.	question. Original findings are likely to result.	statistical analyses are suitable .	scientific journals as well as other professional publications, and/or very good experience in disseminating research results.	gender and ethnicity within the team are considered. The partnership will support the transfer of new knowledge and/or technologies and build Australian research capacity to address global health research priorities.
4 Good	The proposal has demonstrated that the research addresses a significant health issue, has the potential to advance knowledge relevant to health, and can be expected to contribute substantively to improvements in health or important health outcomes.	The rationale for the proposed research is well made . The aims and (where appropriate) hypotheses are acceptable . Original findings may result.	The study design is adequate . There may be either insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas.	The Australian-based research team collectively have the academic qualifications, topic-based knowledge , and experience to undertake the proposed research. They have a track-record of publication in peer reviewed scientific journals and other professional publications, and/or experience in disseminating research results. There are some areas, however, where this has not been well demonstrated.	The partnership can provide opportunities for contributions to existing research, training and development of Australian researchers and/or collaborative research in this area. There are some areas where the quality of the partnership has not been fully demonstrated or could be strengthened.
3 Marginal	The proposal demonstrated to a limited degree that the research addresses an	The rationale for the proposed research is clear to a limited degree . The aims and	The study design is acceptable . There may be either insufficient detail for parts of the method and	The Australian-based research team collectively may have the academic qualifications,	The partnership may provide opportunities for contributions to existing research, training and

Category	Health significance (20%)	Scientific merit (20%)	Design and methods (20%)	Expertise of the research team (20%)	Quality of the research partnership (20%)
	<p>important health issue, has some potential to advance knowledge relevant to health, and can be expected to contribute to improvements in health or important health outcomes.</p>	<p>(where appropriate) hypotheses are standard. Original findings may result.</p>	<p>proposed analyses, or the study will benefit significantly by improvements in one or more of these areas.</p>	<p>topic-based partial knowledge, and experience to undertake the proposed research. They have a basic track-record of publication in peer reviewed scientific journals and other professional publications, and/or experience in disseminating research results. There are some areas, however, where this has not been fully demonstrated.</p>	<p>development of Australian researchers and/or collaborative research in this area. There are some areas where the quality of the partnership has not been demonstrated or could be strengthened.</p>
<p>2 Unsatisfactory</p>	<p>The proposal has inconsistently demonstrated that the research addresses a main health issue, has unclear potential to advance knowledge relevant to health, and may not contribute to improvements in health or important health outcomes.</p>	<p>The rationale for the proposed research is not very clear. The aims and (where appropriate) hypotheses are not clear. Original findings may result.</p>	<p>The study design is inadequate as proposed. Either the design is questionable, or there is very little detail on the methodology and proposed analyses.</p>	<p>The Australian-based research team collectively have insufficient and/or inappropriate academic qualifications or research backgrounds to undertake the proposed research. They collectively have a weak publication record and there are serious doubts.</p>	<p>The partnership is unlikely to provide opportunities for contributions to existing research, training and development of Australian researchers and/or collaborative research in this area. The quality of the partnership has not been demonstrated.</p>
<p>1</p>	<p>The proposal did not demonstrate that the</p>	<p>The rationale, aims and hypotheses for the</p>	<p>The study design is unacceptable as</p>	<p>The research team collectively have poor</p>	<p>The proposed partnership detailed in this application</p>

Category	Health significance (20%)	Scientific merit (20%)	Design and methods (20%)	Expertise of the research team (20%)	Quality of the research partnership (20%)
Poor	research will address a significant health issue, nor does the proposed research have the potential to advance knowledge relevant to health. Even if the research aims were met, there is little chance that the proposed research would contribute to improved health or health outcomes.	study are poor or absent . Original findings are unlikely to result.	proposed. Either the design is inappropriate , or there is no (or very little) detail on the methodology and proposed analyses.	and/or unsuitable academic qualifications or research backgrounds to undertake the proposed research. They collectively have a poor publication record and there are serious doubts as to whether the research will be completed and disseminated appropriately.	is inadequate and/or unacceptable . There is very little detail and/or there are serious doubts as to the quality of this partnership or the opportunities this research may provide.

Appendix D. Guide to Applicants

The CIA must complete all parts of the application form, in English, prior to submission. An earlier minimum data date applies to the completion of some parts of the application form. Refer to section 7.2.

Applicants must complete and submit the following information in RGMS:

- all mandatory sections of the RGMS Profile
- all sections of the RGMS Curriculum Vitae (CV) required by the relevant scheme
- all parts of the application form
- any other supporting documents required by the relevant scheme (for example, grant proposal, referee reports, letters of support from policy/practice/funding partners, etc.).

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

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, and the previous Excellence in Research for Australia (ERA) Ranked Journal List, consistent with the recommendations from the San Francisco Declaration on Research Assessment.

More information is in the Guide to NHMRC Peer Review.

Applications must comply with all content and formatting requirements. NHMRC may exclude incomplete or non-compliant applications from consideration.

Guidance for entering application details in RGMS is below. RGMS user guides are available on the RGMS Training Program page on [NHMRC's website](#).

D1 General information

Create application page

- Initiative

Select the funding scheme to which you are applying for funding.

- Round

Select the funding round. E.g.: 2018 XXXX funding commencing in 2019.

- Application Identification Number (RGMS ID)

Each application will have its own unique Application Identification Number (Application ID), which is generated by RGMS. Please use this Application ID number (e.g. APP#####) to identify your application when referring to it in any correspondence.

- Administering Institution

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.

- **Application Title**

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

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

- **Grant Duration**

Select the requested duration of your grant, noting there is a limit of one to three years for the NHMRC e-ASIA Joint Research Program 2019 grant.

- **RAO Edit Access**

To allow your RAO to have edit rights to your application, you 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 Administering Institution discuss the management of RAO edit access before selecting this function.

A-PA: Application Properties

RGMS will pre-populate these fields from your selections in the 'Create Application' page:

- Application ID
- Initiative
- Round
- Administering Institution
- Application Title
- Grant Duration (Please note: there is a limit of one to three years for an NHMRC e-ASIA Joint Research Program 2019 grant.)
- Status

- **Aboriginal and Torres Strait Islander Research**

This question enables you to identify research that specifically investigates Aboriginal and Torres Strait Islander health issues. NHMRC also uses this field to identify those research proposals that will require assessment of the proposed research against the Indigenous Research Excellence Criteria. Refer to section 6.1 for further details.

You should only select 'Yes' if you can demonstrate that at least 20% of your research effort and/or 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 your Grant Proposal. Your application may be assessed against the Indigenous Research Excellence Criteria.

- **Synopsis**

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

The field has a 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.

The field has a maximum of 500 characters including spaces and line breaks.

- **Privacy Notice**

Please ensure that you have carefully read and understood the [NHMRC Privacy Policy](#), prior to completing the application. If you have not understood the policy, or require further clarification, please contact the NHMRC Privacy Contact Officer at the below address:

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 your consent to send your personal information overseas, for the purposes of peer review of applications.

- **Consent to disclose personal information to other organisations**

If you wish to be considered for funding by other organisations, please select the Funding Partner box. By ticking this box, you are consenting to NHMRC providing your application information to potential funding partner organisations should your application fit the organisation's research funding objectives.

For the purposes of the *Privacy Act 1988*, applicants should be aware that if they indicate they wish to be considered for funding by a funding partner, NHMRC will provide their application, snapshot reports, and information about the results of NHMRC's assessment outcome to the funding partner. NHMRC provides this information to enable the funding partner to assess the application's eligibility for funding under the relevant scheme.

Please see [NHMRC Privacy Policy](#) for further information.

A-Pinst: Institutions - Participating

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

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 Research Help Centre (help@nhmrc.gov.au).

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%.

The field has a maximum of 100 characters including spaces and line breaks.

A-RC: Research Classification

NHMRC will use the details entered in this section 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 expert peer reviewers for your application. It may also be used for analyses of NHMRC's Funding Profile.

You must make the selections that best describe your research proposal against each of the following fields:

- Guide to Peer Review Areas – Choose 3 selections from the list.
- Broad Research Area
- Field of Research
- Field of Research Subcategory
- Research Keywords/Phrases.

You should also refer to the Australian Standard Research Classifications and NHMRC Research Keywords and Phrases on the [NHMRC website](#).

A-BoD: Burden of Disease

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 and you must allocate a percentage (%) of time against each. The percentage (%) total must not exceed 100%.

A-RT: Research Team

In this section you are able to add or remove team roles, identify proposed workloads and request Personnel Support Packages (PSP), where applicable.

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

- 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 your RGMS 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 RGMS Profile and CV before they can be listed as a CI. If a CI on your team has not completed all mandatory fields in their Profile and CV, an error message will appear when you attempt to add them as a team member.
- Ensure you ask other CIs to provide the spelling of their name as it is within RGMS – 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.

Person

Search the RGMS database and select the CI.

Role

Select the CI's role on this application.

Australian Based

Is this CIA to be based in Australia for the duration of the grant?

Core Profile Data Entered?

Existing NHMRC grant holders must have completed all mandatory Profile details in RGMS 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. This field has a maximum of 2000 characters including spaces and line breaks.

A-RT: Proposed Salary

For each CI listed you must nominate the requested Personnel Support Package (PSP) level and percentage (%) required for each year of funding.

Note: If you (or CIs on your team) are applying for salaries across multiple schemes which would ultimately result in being in excess of 100 percent (%) if awarded, you will need to identify in each application which salary support position you/they will retain if all applications are successful, in the 'Qualifications and Skills free text field'.

Salary

- a. Enter the PSP level sought, based on the level of work to be undertaken by the team member.
- b. 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.

Information entered in the salary areas will also be displayed under the summary tab combined with Direct Research Costs – Part B–B, and Equipment – Part B–PB. Please see the RGMS User Guide - Applying for Grants for further information, on the [NHMRC website](#).

Reason

Please justify any requests for salary. The field has a 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.

- Salaries will be automatically calculated, taking into account NHMRC PSP levels requested and the percentage (%) of PSP requested.
 - **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 RGMS 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 is optional for AIs.

Person

Search the RGMS database and select the AI. If the AI does not have an RGMS account, please enter their details manually.

A maximum limit of 10 (ten) AIs applies for all schemes.

- **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.
- You 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.
- 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.

A-RT: Proposed Salary

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

Salary

- a. Enter the PSP level sought, based on the level of work to be undertaken by the team member.
- b. 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. There is a 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.

- **Technical Support Staff (TSS)**

- TSS includes research students and technical staff to be employed on this proposal.
- You 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.

A-RT: Proposed Salary

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

Salary

- a. Enter the PSP level sought, based on the level of work to be undertaken by the team member.
- b. 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. There is a 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.

A-RT: Cancel Nomination

This page can be used to remove a team member from the application up until the CIA certifies the application.

A-RT: Swap CI

This page can be used to swap two existing CI roles up until the CIA certifies the application.

A-EG: Ethics – General

Applicants are required to answer the questions under the A-EG: Ethics section. If you answer “Yes” to any of these 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 the NHMRC website under [Research Ethics Committee](#) and [Institution Approvals](#).

B-IP: Information & Partner(s)

This page has two components:

- *B-P: Partner(s)* in which a list of the research partners must be provided by creating a new entry for each partner.
- *B-C: Call (Only to be completed once)* that can be accessed from *Properties* tab in the *B-P: Partner(s)* step. This step needs to be completed only once and requires providing:
 - Which topic of the three available topics this proposal is mostly associated with
 - The application title for the joint proposal. This can be similar to the Application Title in RGMS
 - Uploading the common application. The form for the common application is available on e-ASIA website and can be requested from e-ASIA Secretariat
 - The overall budget for the joint proposal in US dollars including the budget requested from NHMRC.

D2 Profile and CV

Profile requirements

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

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

It is important that profile information is up-to-date at the time of application submission as it is imported into the application. Any changes made to a profile after Chief Investigator A (CIA) certification will not appear in the submitted application.

Pro-PD Personal Details

Provide your most current details in this section. It is important that your title, name, phone and email details are up-to-date, as NHMRC relies on these details when contact is required.

Pro-PN: Panel Nominations and Invitations

Please indicate which, if any, schemes you have nominated or been invited to participate in as a potential peer reviewer.

Pro-PU: Peer Review Unavailability

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 reviewer, please provide a statement detailing your reasons, and the period for which you are unavailable. To maintain the list of available assessors within RGMS, NHMRC requires that all applicants update their availability routinely. This will avoid unnecessary contact if you are unavailable.

Pro-A: Address

Provide details of the address you wish to use if NHMRC needs to contact you via the postal service. Home addresses are acceptable.

Pro-RE: Research Interests

Select a Broad Research Area and 5-10 Research Keywords most applicable to your main area of research. In addition, provide 1-3 keywords to describe your core research methodologies or areas of methodological expertise (e.g. clinical trials, gene therapy, etc.).

You may 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.

(Maximum of 2000 characters including spaces and line breaks)

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 information entered in Pro-RE will not determine the peer reviewers sourced for your application.

Pro-FR: Fields of Research

You can add as many Fields of Research as required. Indicate when you started your 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”.

CV requirements

You must complete relevant sections of your RGMS Curriculum Vitae (CV) as part of your application. For the NHMRC e-ASIA Joint Research Program 2019 grant, you are only required to complete those sections outlined below. If you enter more information than is required, only the required information will be imported into your application.

This requirement applies to all Chief Investigators (CIs) named on the application. It is advisable to check that other CIs have completed/updated their RGMS CVs before finalising an application.

It is important that relevant CV information is up-to-date at the time of application submission as it is imported into the application and used by assessors. You can update CV information at any time. However, any changes made to the CV after Chief Investigator A (CIA) certification will not appear in the submitted application.

Instructions for entering CV information in RGMS are provided in the RGMS User Guide – Introduction to RGMS on the [NHMRC website](#).

CV-CD: Career Disruption

The NHMRC is committed to ensuring that every applicant is treated fairly, and this means that we recognise some candidates will have had career disruptions that should be considered when evaluating their track record. If applicable, CIs should use this opportunity to declare any career disruptions that may be relevant to their career history. This will ensure that your track record and the scientific quality are assessed objectively with all relevant factors taken into account.

Career Disruption:

- Select the appropriate career disruption type from the drop down menu. There is a sensitive option on the drop down menu for career disruptions of a highly sensitive nature that the applicant does not wish to disclose.
- 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 Appendix B.
- Relative to opportunity circumstances are not considered career disruptions.

Impact:

- Provide a brief explanation on the impact the career disruption/s has had on your research and research achievements and associated productivity relative to stage of career.
- Applicants should not describe the nature of the career disruption in this field. Note that this information will be provided to peer reviewers.
- Maximum of 2000 characters including spaces and line breaks.

Additional Research Outputs:

- Provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application.
- If applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (for example, to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.
- Maximum of 2000 characters including spaces and line breaks.

Date:

- You are required to identify the period(s) where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order. The maximum duration where career disruptions can be accounted for in the NHMRC e-ASIA Joint Research Program 2019 grant is five years.

Further advice

If you have had an extended career disruption commencing prior to 2013 ending within the last five years, NHMRC advises that you briefly explain this in your application and nominate additional research achievements for the most recent year/s without a career disruption.

For example, Person X had a career disruption due to illness that lasted two years from 2012 to 2013:

- The career disruption that meets NHMRC policy is only valid for one year (2013, which is within the last five years). Therefore, one year should be added to their track record.
- In this case, Person X would normally provide their research achievements for 2012.
- Given that the career disruption included 2012, there would be no additional research achievements for 2012. In this instance, Person X would also provide research achievement details for 2011 (the last full time equivalent year worked prior to the career disruption).

Applicants that have circumstances affecting their track record can include their additional research outputs as part of their overall track record in the last 5 years under the CI Track Record of the Grant Proposal.

CV-RO Relative to Opportunity

If applicable, the applicant should use this opportunity to provide details on any relative to opportunity considerations and the effect this has had on their research and research achievements (Refer to Appendix B for further information).

Circumstance:

- Provide a brief explanation of the type of relative to opportunity circumstance.
- Maximum of 200 characters including spaces and line breaks.

Impact:

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

- Maximum of 1500 characters including spaces and line breaks.

Date:

- You are required to identify the periods where you have had a disruption (approximate dates).
- Entries will be listed in reverse chronological order.

CV-P: Patents

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

General:

- Provide details of the patent number and select the country awarding the patent from the Patent Office drop down list. You will need to select the year in which the patent started, and indicate the patent's current status. You should provide details of the named inventors of the patent in the free text box.

Funding Source for Research:

- In the provided tick boxes, indicate if the funding source was NHMRC, other Australian Institution or International source.

Detail:

- Provide a brief description of the patent, i.e., the technology. Maximum of 500 characters including spaces and line breaks.
- Provide details on the applicability and/or the impact of the patent. Maximum of 500 characters including spaces and line breaks.

CV-TPCO: Therapeutic Projects and Commercial Outcomes

Click 'New' to start an entry for any therapeutic products or commercial outcomes for which you contributed significantly to the development effort. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

CV-RF: NHMRC Research Funding

Click 'New' to start a new entry for 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 source was, what it was intended for, what you achieved and your role within these grants. You should ensure that you clearly define your role on each grant, so that assessors can readily identify your contribution to the grant.

CV-ORF: Other Research Funding

Click 'New' to start a new entry for 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. Complete all fields. You should ensure that you clearly define your role on each grant, so that assessors can readily identify your contribution to the grant.

CV-Pub: Publications

NHMRC e-ASIA Joint Research Program 2019 grant applications require details of your publications in the last five years. Publication information can be uploaded using a tab delimited file using Microsoft Excel® or by exporting your EndNote® Library as an .xml file. Further details on

how to upload publications are provided in the RGMS User Guide - Introduction to RGMS and on the CV-PU: Publication Uploads page in RGMS.

Your publications will be grouped together by the type of publication. They will also automatically be given an RGMS Identification Number (ID). Do not use the RGMS ID number or RGMS sequence number created in the 'Snapshot Reports' to refer to specific publications in other sections of your application. Please use NHMRC's preferred standard referencing styles (see section 7.3).

D3 Grant Proposal

In addition to the application form, applicants must submit a written Grant Proposal. The Grant Proposal must be uploaded to RGMS as a PDF, using the NHMRC's Grant Proposal template available on [GrantConnect](#). Applicants must use this template to complete their Grant Proposal, comprising the following components:

Component	Page limit
A. Research Proposal	9 pages
B. References	2 pages
C. Chief Investigators Research Achievements	2 pages per Chief Investigator
D. Benefits to e-ASIA countries	½ page
E. Benefits to Australia	½ page
F. Team Quality and Capability relevant to this proposal	1 page
G. Indigenous Research Excellence Criteria, if applicable	2 pages

Formatting requirements

A pre-formatted Microsoft Word® template for the Grant Proposal is available from [GrantConnect](#). Applicants must use this template to complete their Grant Proposal. Naming, size and formatting requirements are set out below. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration.

Component	Requirements
File format	The Grant Proposal must be saved and uploaded as a Portable Document Format (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
Page limits	Page limits vary between schemes and parts of the document. Refer to the table above for applicable page limits.
Header	Application ID and Applicant surname must be included in the header. Document title (e.g. Grant Proposal – 2014 Second Call Partnership Projects) 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

NHMRC advises applicants and RAOs 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.

Confidential commercial information designated as such by applicants will be protected under section 80 of the *NHMRC Act*.

A. Research Proposal – 9 pages

All scientific information relating to your research proposal must be contained in this section. Experts in the field will assess the scientific merit of the research proposal. You should include any pilot or feasibility study data supporting the research planned. You should also keep in mind the assessment criteria that reviewers will use to evaluate applications and the detailed category descriptors in relation to each of the assessment criteria. You should also consider crucial design elements that enhance reproducibility of research findings.

Applicants must note that assessors will 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.

This section should address the following assessment criteria:

- Health significance (20%)
- Scientific merit (20%)
- Design and methods (20%)
- Expertise of the research team (20%)
- Quality of the research partnership (20%)

This includes the clarity of the hypotheses or research objectives, the strengths and weaknesses of the research plan, the experimental design, feasibility of the proposed research, and the record of scientific research achievements. References cited in this document are to be listed in the separate References section.

Your Research Proposal should be written in English and provide enough information so that the research approach can be assessed by the reviewers, either by reference to published work or by including the essential components that may include the following, depending on the type of research.

Section	Guidance
Aims	Describe the specific aims of the proposed research.
Background	Provide a rationale for the proposed research.

Section	Guidance
Research Plan	<ul style="list-style-type: none"> - Outline the research plan in detail, including the following where appropriate: - 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 compensate for the effects of sex-differences, different animal strains and/or different end-points - ethical implications the research may have - community involvement and/or plans to transfer knowledge to stakeholders or into practice - expected outcomes of the research project.
Timeline	<ul style="list-style-type: none"> - The timeline will: - establish annual project milestones - state when each aim will be undertaken - anticipate when expected outcomes of the research proposal will be achieved - justify the duration of the proposal.
Outcomes and Significance	<ul style="list-style-type: none"> - Describe: - how the research meets the objectives of NHMRC e-ASIA Joint Research Program 2019 grant scheme - how the research targets an unmet or poorly met healthcare need for Australians - the planned outcome of the research plan - the potential significance of the research in both a scientific and industry setting.

B. References – 2 pages

References relating to the Research Proposal must:

- not exceed 2 pages
- provide a list of all references cited in the application in an appropriate standard journal format, NHMRC prefers the Author-date (also known as the Harvard System), Documentary-note and the Vancouver System
- list authors in the order in which they appear in PubMed
- only include references to cited work
- do not include links to external websites in any part of the application
- be written in English.

C. Chief Investigator Research Achievements – 2 pages per Chief Investigator.

This the record of scientific research achievements including:

- overall record of research achievements in the last 5 years
- the top 5 publications in the last 5 years.

Please note, NHMRC supports the Declaration on Research Assessment Principles (see [section 4.8](#) of the [Guide to NHMRC Peer Review 2018](#) for further detail) and encourages applicants and reviewers to describe the quality of publication/s, rather than rely on the quantity alone. This is critical in the assessment of relative to opportunity, including where applicants have had a career disruption. For these reasons, reviewers will pay attention to not only the overall record of achievements for each applicant, but particularly to the top five publications in the last five years.

Reviewers will use this information along with each CI's publication record, NHMRC Research Funding and Other Research Funding from the CV section as an indicator of the overall productivity of the research team.

D. Benefit to e-ASIA countries – ½ page

Applicants are required to outline the benefit of the research to e-ASIA countries in their Research Proposal.

E. Benefits to Australia – ½ page

Applicants are required to outline the benefit of the research to Australia in their Research Proposal.

F. Team Quality and Capability relevant to this proposal – 1 page

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

- the expertise and productivity of team members relevant to the proposed project
- their influence in this specific field of research
- how the team will work together to achieve the project aims
- how junior members are contributing to the proposed research and the overall team quality and capability.

G. Indigenous Research Excellence Criteria, where applicable – 2 pages

This section should address the Indigenous Research Excellence Criteria as set out in [Section 6.1](#).

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

If at least 20 per cent of your research effort and/or capacity building relates to Aboriginal and/or Torres Strait Islander health and you answered 'yes' to the Aboriginal and Torres Strait Islander research question at General: Application Properties, you will need to describe and demonstrate what proportion of the research effort and/or capacity building activity will be directed to Aboriginal and/or Torres Strait Islander health.

D4 Budget

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 but are not limited to: bio specimens and associated data from bio banks or pathology services, non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group, and other organisations that provide clinical trials services.

Is this application using services provided by a research facility?

If you answer 'Yes', provide details of the costs of using services provided by research facilities under 'B-PB: Proposed Budget – DRC And Equipment' as Direct Research Costs (DRCs) 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 contribution must be uploaded as a PDF on this page.

B-PB: Proposed Budget – Direct Research Costs and Equipment

Enter details of the proposed research budget for the grant period (noting there is a limit of one to three years for an NHMRC e-ASIA Joint Research Program 2019 grant). Only enter details of the budget you seek as NHMRC funding. The overall budget is entered under the B-C: Call (Only to be completed once) screen. Details on permitted uses of NHMRC funds and setting of budgets can be found in the [NHMRC Direct Research Costs Guidelines](#) and section 5.1 of these Guidelines.

For all other budget items, you must enter:

- the item type (e.g., Direct Research Cost, 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 application form will automatically round the total annual DRC amount requested to the nearest \$5,000. The final project total is available at the 'summary' tab of the application form.

Salary Support

Personnel Support Packages (PSPs) should be requested separately under A-RT: Research Team and Commitment.

D5 Certifying your 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 RGMS. Both the CIA and the Administering Institution are required to certify the application.

Before completing these steps:

- 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 RGMS (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 B6 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.
- 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 Profile and CV, any subsequent changes to these areas of RGMS will not appear on 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.

Instructions for certifying and submitting an application in RGMS are provided in the *Applying for Grants* user guide and eLearning module available on the [RGMS Training Program webpage](#).

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.

D6 Applicant checklist

Before creating an application for an NHMRC grant:

- Ensure RGMS Accounts for all CIs are active and mandatory profile fields are complete.
- View the RGMS Tutorials available on the RGMS Training Program page of the NHMRC website as necessary.
- Familiarise yourself with this document, the Guide to Peer Review, Funding Agreement, and Corporate Plan.
- Check application lodgement close date and time.
- Update your RGMS Profile and CV 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.
- Conduct an Equipment and Resources Assessment.

During the creation of an application for an NHMRC grant:

- 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 may have, including addressing any additional selection criteria.

Before submitting an application for an NHMRC grant:

- 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 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.