



2018 NHMRC ADVICE AND INSTRUCTIONS TO APPLICANTS

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1 INTRODUCTION

The *National Health and Medical Research Council (NHMRC) Advice and Instructions to Applicants* provides guidance to assist researchers and Administering Institutions with preparing and submitting applications for NHMRC funding, and must be read in conjunction with the following supporting documents:

- the scheme-specific advice and instructions to applicants, which provide additional guidance on completing scheme-specific parts of the application
- *NHMRC Funding Rules*, incorporating the scheme-specific funding rules, which set out the rules, processes and considerations relevant to NHMRC funding
- the *Guide to NHMRC Peer Review*, incorporating the scheme-specific peer review guidelines, which provide additional information about NHMRC's peer review processes
- *NHMRC Funding Agreement*, which sets out the terms and conditions of funding between NHMRC and Administering Institutions and
- *NHMRC Corporate Plan 2017-2018* which includes NHMRC's strategic directions, the major health issues for this period, how NHMRC will deal with these issues and a strategy for medical research and public health research. NHMRC investment of the Medical Research Endowment Account (MREA) is guided by the strategic direction and major health issues outlined in the *NHMRC Corporate Plan 2017-2018* and incorporates Targeted Calls for Research (TCR) and strategic priorities including measures to improve gender equality in funded rates.

Applicants should also familiarise themselves with the Research Grants Management System (RGMS) Training Program, which provides step-by-step instructions for using NHMRC's RGMS.

1.1 Key changes

Refer to the relevant scheme-specific advice and instructions to applicants for details of any scheme-specific changes.

2 PLANNING YOUR APPLICATION

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

- Carefully read the *NHMRC Funding Rules, Advice and Instructions to Applicants* and the *Guide to NHMRC Peer Review*, including scheme-specific components, paying particular attention to eligibility rules, assessment criteria and category/scoring descriptors, where relevant.
- Contact your Research Administration Officer (RAO) early in the application process to advise them of your intention to apply. Your RAO can help guide you through the process and will advise you of any recent changes in process or policy.
- Contact any prospective team members prior to commencing an application to obtain their approval to participate on the application and to check their eligibility (see section 6.5 of the *NHMRC Funding Rules*).
- Ensure that you have registered for an RGMS account and that the RGMS Profiles and Curriculum Vitae of any team members are up-to-date (see section 9.3-9.3.1 of the *NHMRC Funding Rules*). This can be done before applications open, which will save time later on. Registration requests can take up to two business days to process.
- Take note of NHMRC's deadlines for minimum data (where applicable) and application submission as specified in the relevant scheme-specific funding rules and be aware that Administering Institutions may have an internal submission date well in advance of NHMRC's

closing date.

- Remember that your Institution's RAO and NHMRC's Research Help Centre (RHC) are available to assist if you have problems. Please see the RHC webpage or section 3 of the *NHMRC Funding Rules* for opening hours and further information.

3 PREPARING YOUR APPLICATION

3.1 Creating your application

Applications must be created in RGMS, unless otherwise stated in the scheme-specific funding rules. Refer to section 9.2 of the *NHMRC Funding Rules* for further details.

3.2 Application components

A complete application consists of:

- completion of all mandatory sections of your **RGMS Profile**
- completion of all sections of the **RGMS CV** required by the scheme to which you are applying
- completion of all **common and scheme-specific parts of the application form** and
- any other **supporting documents** required by the scheme to which you are applying.

Applications, including any attachments, must comply with all rules and requirements as set out in the *NHMRC Funding Rules* and elsewhere in these *Advice and Instructions to Applicants*. Failure to adhere to any of these requirements will result in non-acceptance or exclusion of your application (see section 10.7 of the *NHMRC Funding Rules*).

Guidance on completing each component of the application is provided in sections 4 and 5 below (RGMS Profile and common parts of the application form), and in the relevant scheme-specific advice and instructions to applicants (RGMS CV, scheme-specific parts of the application and where relevant, supporting documents).

For enquiries regarding NHMRC's funding schemes, researchers are directed to the relevant funding scheme's web page on the NHMRC website under Apply for Funding or to the RGMS Training Program for guides on navigating the RGMS.

Researchers requiring further assistance should direct enquiries to their Administering Institution's RAO. RAOs can contact NHMRC's RHC for further advice.

NHMRC's RHC

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

E: help@nhmrc.gov.au.

Please see the RHC webpage for opening hours or more information.

3.3 Drafting applications in Word

Applicants choosing to draft their applications in a Word document should note that Microsoft Word uses a different character counting method to that used in RGMS. The counter at the following URL corresponds with RGMS and can be used as a guide:

https://www.nhmrc.gov.au/_files_nhmrc/rgms_charcount/rgms_char_count.html

3.4 Exporting or printing your application

You can export or print your application, including any uploaded documents, via the 'Snapshot Reports' tab in RGMS. Two types of snapshots are available for most schemes:

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

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

4 PROFILE REQUIREMENTS

All mandatory sections of your RGMS Profile must be completed as part of your application (see section 10.3 of the *NHMRC Funding Rules*). Mandatory Profile information is indicated by a red asterisk in RGMS.

For applications involving teams, this requirement also applies to other Chief Investigators (CI) named on the application. Existing NHMRC grant holders cannot commence or be named on an application until all mandatory Profile fields are complete.

It is important that Profile information is kept up-to-date as it is used to contact applicants and to identify peer reviewers. It may also be used for analyses of NHMRC's funding profile. Profile information can be updated at any time, however, any changes made to the Profile after Chief Investigator 'A' (CIA) certification will not appear in the submitted application.

Instructions for entering Profile information in RGMS are provided in the RGMS User Guide – Introduction to RGMS on the NHMRC website. Additional advice on completing each part of your RGMS Profile is provided in the following sections.

4.1 Pro-PD Personal Details

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

4.2 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.

4.3 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.

4.4 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.

4.5 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 above information will not determine the peer reviewers sourced for your application. Please refer to section 5.4 below on how to identify the target research area for your application.

4.6 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”.

5 APPLICATION DETAILS COMMON TO MOST SCHEMES

Unless otherwise indicated, **all** parts of the application form must be completed (see section 10.3 of the *NHMRC Funding Rules*). The CIA is responsible for completing the application form.

The application form comprises parts common to most NHMRC funding schemes as well as scheme-specific parts. Those parts common to most schemes are outlined in sections 5.1 through to 5.7 of these *Advice and Instructions for Applicants*. For guidance on scheme-specific parts, refer to the relevant scheme-specific advice and instructions to applicants.

Instructions for entering application details in RGMS are provided in the RGMS User Guide – Applying for Grants. This and other RGMS user guides are available on the RGMS Training Program page on the NHMRC website.

5.1 Create application page

Initiative

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

Round

Select the funding round. *E.g.: 2017 XXXX funding commencing in 2018.*

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

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

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

(Maximum of 250 characters including spaces and line breaks)

Grant Duration

Select the requested duration of your grant with reference to any limits specified in the relevant scheme-specific funding rules.

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.

5.2 A-PA: Application Properties

These fields will be pre-populated from your selections in the 'Create Application' page:

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

Aboriginal and Torres Strait Islander Research

This question enables you to identify research that specifically investigates Aboriginal and Torres Strait Islander health issues. It is also designed to enable NHMRC to identify those research proposals that will

require assessment of the proposed research against the *Indigenous Research Excellence Criteria*. Refer to section 6.3 of the *NHMRC Funding Rules* 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. This information may be used to assign applications to Peer Review Panels (PRP) and assessors. It may also be considered in the assessment process.

(Maximum of 2000 characters including spaces and line breaks)

Plain English Summary

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

(Maximum of 500 characters including spaces and line breaks)

Privacy Notice

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

Consent to provide information to International Assessors

Under amendments to the *Privacy Act 1988* that took effect in March 2014, NHMRC requires 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 (a gap funder), please select the Gap Funding box. By ticking this box, you are consenting to NHMRC providing your application information to potential gap funders should your application fit the gap funder's research funding objectives. For a list of gap funders please refer to the ‘*Apply for Funding*’ page on the NHMRC website. Please note, the list of gap funders may change from time to time. If there is a particular gap funder(s) to which you do not want your application referred, your RAO should advise NHMRC of this by emailing the NHMRC Research Help Centre (help@nhmrc.gov.au).

For the purposes of the Privacy Act 1988 (Cwth), applicants should be aware that if they indicate they wish to be considered for funding by a gap funder or their funding partners, NHMRC will provide their personal information, that is, the application, snapshot reports and information about the results of NHMRC's assessment outcome to the gap funder or their funding partners. Where NHMRC is aware that a gap funder has additional funding partners, they have been listed on NHMRC's web page. Providing such information to the gap funder is to enable them (or their funding partners) to assess the application's eligibility for funding under the relevant scheme.

For example, Muscular Dystrophy Foundation Australia may provide information to Duchenne

Foundation, Neuromuscular Research Foundation Trust (NZ), Fascioscapulohumeral Dystrophy Global Research Foundation Ltd., Spinal Muscular Atrophy Association of Australia Inc., Muscular Dystrophy Australia and Save our Sons. Cystic Fibrosis Australia provides information to the Australian Cystic Fibrosis Research Trust.

Please note, some gap funders may provide applications to their funding partners overseas. These gap funders may have obligations under the Privacy Act 1988 (Cwth) including in relation to overseas disclosure of your information contained in your application.

Please see section 9.5 of the *NHMRC Funding Rules* and *NHMRC's Privacy Policy* for further information.

5.3 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 which 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. This information is required by NHMRC 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 RHC (help@nhmrc.gov.au).

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

(Maximum of 100 characters including spaces and line breaks)

5.4 A-RC: Research Classification

The details entered in this section will be used in the peer review process to assist with the allocation of 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 1-3 selection(s) 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.

5.5 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%.

5.6 A-RT: Research Team

Note: This section is not applicable to NHMRC Postgraduate Scholarships and all NHMRC Fellowships. Applicants for these schemes should not enter any information here.

In this section you are able to add or remove team roles, identify proposed workloads and request Personnel Support Packages (PSP), where applicable. For further information on PSPs see section 8.3 of the *NHMRC Funding Rules* and the relevant scheme-specific *Funding Rules*.

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

When adding team roles 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.

1. Chief Investigator (CI)

- CIA is responsible for completion and lodgement of the application. CIA is the project leader who is responsible for the successful completion of the research proposal.
- Other CIs are to read the application and must agree to its contents before it is submitted.
- A maximum of 10 CIs (including CIA) may be entered into your RGMS application.
- CIs may request a salary (excluding Partnerships Projects), 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 and is optional for Associate Investigators.

Person

Search the RGMS database and select the CI.

Role

Select the CI's role on this application.

Australian Based

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

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.

(Maximum of 2000 characters including spaces and line breaks)

A-RT: Proposed Salary

Note: This sub-section is not applicable to Partnership Projects. Applicants for this scheme should not enter any information here.

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'. Refer to section 7.3 of the *NHMRC Funding Rules* for further details.

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)

Reason

Please justify any requests for salary.

(Maximum of 1000 characters including spaces and line breaks)

Note:

- When awarding a budget, the PRP will consider and advise NHMRC whether the PSPs requested are fully justified and reasonable given the time commitment indicated for this application.
- Salaries will be automatically calculated, taking into account NHMRC PSP levels requested and the percentage (%) of PSP requested.

2. Associate Investigator (AI)

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

3. Professional Research Person

- A PRP is a graduate with recognised qualifications who will be employed to undertake research on this proposal.
- The PRP will not have responsibility for the proposal.
- 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. This field does not need to be completed for CIs and is optional for Associate Investigators.

A-RT: Proposed Salary

Note: This sub-section is not applicable to Partnership Projects. Applicants for this scheme should not enter any information here.

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.

(Maximum of 1000 characters including spaces and line breaks)

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

4. Technical Support Staff

- TSS includes research students and technical staff to be employed on this proposal.
- 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. See Part B-Proposed Budget for further details.
- Do not include graduate personnel as TSS.
- Do not include the name of the person, only a brief description of their role/title.

A-RT: Team Member Details

Position Title

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

A-RT: Proposed Salary

Note: This sub-section is not applicable to Partnership Projects. Applicants for this scheme should not enter any information here.

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

Salary

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

Reason

Please justify any requests for salary.

(Maximum of 1000 characters including spaces and line breaks)

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

5.6.1 A-RT: Cancel Nomination

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

5.6.2 A-RT: Swap CI

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

5.7 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 section 12.2 and section 13 of the *NHMRC Funding Rules* and the NHMRC website under Research Ethics Committee and Regulatory Approvals Clearance.

6 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. Certification is required of both the CIA and Administering Institution. Refer to section 10.4 of the *NHMRC Funding Rules* for further details.

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 7 of these A&Is.
- Ensure you have read and understood the assurances, acknowledgements and undertakings required of CIAs and Administering Institutions as part of this step. These are outlined in section 10 of the *NHMRC Funding Rules*.
- 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.

7 CHECKLIST FOR APPLICANTS

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 the *NHMRC Funding Rules*, *Guide to Peer Review*, *Funding Agreement*, *Corporate Plan* and scheme-specific documentation as identified in 1. Introduction.
- Check application lodgement close date and time.
- Update your RGMS Profile and CV in accordance with requirements set out in the scheme-specific advice and instructions to applicants.
- 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.