University of Sydney Administration Guide for applicants - NHMRC Career Development Fellowships for funding commencing 2017

**GETTING STARTED:**
- NHMRC Funding Rules for applications submitted in 2016
- NHMRC Career Development Fellowship scheme-specific funding rules for funding commencing in 2017
- NHMRC Career Development Fellowship scheme-specific advice and instructions for funding commencing in 2017


### KEY DATES

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Applications open in RGMS</td>
<td>Wednesday, 20 January 2016</td>
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<tr>
<td>University closing date for receipt of draft applications</td>
<td>Wednesday, 24 February 2016</td>
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<tr>
<td>NHMRC closing time for submission of Proposals. There is NO flexibility in this date</td>
<td>Wednesday 9 March 2016 5.00 pm (AEDT)</td>
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**University closing date for receipt of draft applications**
Submit a complete draft of your application from RGMS for review by emailing it to sherridan.blackman@sydney.edu.au or john.sullivan@sydney.edu.au.

Documents to submit:
- Assessor Snapshot
- Grant Proposal
- Research Proposal Clearance Form (RPCF)

A feedback summary will be provided to assist in finalising the application.

You should aim to have your application finalised by **Monday 7 March 2016** at the latest to allow for final compliance checks, any required re-working by you, and timely submission to the NHMRC (final submission is done by Research Grants and Contracts, not by the applicant).

**The NHMRC will not accept late applications.**

### GENERAL ENQUIRIES

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<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
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<tbody>
<tr>
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### STRATEGIC ADVICE

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<tr>
<th>Name</th>
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<tr>
<td>Tim Haydon</td>
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*The Research Portfolio office is located on Level 6, Jane Foss Russell Building G02. We are usually open 9am–5pm Monday to Friday. Please call beforehand if you need to visit outside these hours as lift access ends at 5.30pm.*
RESOURCES:

Research Portfolio website at:
http://sydney.edu.au/research_support/funding/nhmrc/career_development.shtml

NHMRC website at:
- Key changes to the Career Development Fellowships scheme for this round can be found below
- CDF scheme-specific Funding Rules for funding commencing in 2017
- CDF Co-funding Partners 2016
- Advice and Instructions to applicants for funding commencing in 2017
- Grant Proposal template
- Research Supervision and Mentoring Template
- RGMS Offline Application forms
- CDF scheme-specific Peer Review Guidelines for funding commencing in 2017

Changes to the Career Development Fellowships 2016 Application Round
Several changes have been made to the Career Development Fellowships scheme-specific Funding Rules for funding commencing in 2017 including:

- The CDF Assessment Criteria have been revised and a seven point scoring scale has been implemented.
- The Statement of Expectations has been revised and the Research Performance Descriptors have been removed.
- Guidance has been given on the information that must be included in evidence documents for career disruptions.
- Current/former NHMRC Research Fellows or Practitioner Fellows are not eligible to apply for a CDF.
- Short term support funding for Aboriginal or Torres Strait Islander Researchers is now only available in the Early Career Fellowship and Postgraduate Scholarship schemes.

*For a full list of changes to the CDF scheme, please refer to Section 2 of the Career Development Fellowships Scheme-Specific Funding Rules.

*Also note that changes have been made to the NHMRC Funding Rules 2016, for example changes to the wording surrounding career disruptions and citizenship, which may affect some CDF applicants.
SUBMITTING YOUR APPLICATION TO RESEARCH GRANTS & CONTRACTS

Submitting your DRAFT application to Research Grants & Contracts for review

Please submit to sherridan.blackman@sydney.edu.au or john.sullivan@sydney.edu.au - internal deadline: Wednesday, 24 February 2016:

• A draft for review (a copy of the Assessor Snapshot and your Grant Proposal)
• Research Proposal Clearance Form (Available at http://sydney.edu.au/research_support/funding/proposal/rpcf.shtml)
• HoS letter of support (via email)
  Suggested text for the email is:
  This email confirms that the School of XXXX supports XXXX in applying for an NHMRC Career Development Fellowship commencing in 2017, and confirms that resources will be available to support the proposed project and to cover any salary shortfall.

Please do not certify your application until notified by your Research Administration Officer.

Feedback will be provided on the draft snapshot that is submitted to the research office and will be based on compliance with the NHMRC Funding Rules 2016 for funding commencing in 2017 and Career Development Fellowships scheme-specific Funding Rules for funding commencing in 2017.

Submitting your FINAL application to Research Grants and Contracts

1 Finalise your application paying particular attention to the compliance and eligibility issues noted in your feedback from Research Portfolio staff.
2 Check all sections verified and all mandatory sections are complete on RGMS
3 Certify and submit your application to RAO by 9am Monday, 7 March 2016 AT THE LATEST.

Note: There will be no other feedback provided prior to submission unless an eligibility issue prevents an application from being submitted.

The “Status” in RGMS will change from “Application Preparation” to “Submitted to RAO”.

NOTE: Once the certification process has commenced you will be locked out of your application and cannot make any further amendments. If you require changes to be made to your application, it has to be ‘rejected’ by the Research Grants and Contracts team for further editing by you.

If you request the Research Grants and Contracts team to ‘reject’ your application, the certification process has to be done again to allow the RAO to submit your application to NHMRC.