University of Sydney Administration Guide for applicants – NHMRC Early Career Fellowships for funding commencing 2017

GETTING STARTED:
- NHMRC Funding Rules Incorporating the Early Career Fellowship Scheme for funding commencing in 2017
- NHMRC Advice and Instructions to applicants for funding commencing in 2017

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<th>Key Dates</th>
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<td>Wednesday, 13 January 2016</td>
<td>Applications open in RGMS</td>
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| Thursday, 4 February 2016  | 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 Research Administration Officer will be assigned to your application and will provide you with feedback on compliance issues. |
| Wednesday, 24 February 2016| NHMRC closing time for submission of Proposals.  
  There is NO flexibility in this date  
  You should aim to have your application finalised by Monday 22 February 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. |

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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:

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<th>NHMRC website at:</th>
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(NHMRC Funding Rules incorporating the Early Career Fellowships scheme for applications submitted in 2016 for commencement in 2017)

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

- Wording has been added to clarify that applicants who are not changing either their PhD Research Team or Department during years one and two of their proposed fellowship must provide a statement to explain why this career path is more beneficial for their advanced health and medical research training.

- Wording has been added to specify the evidence that will be accepted for career disruptions.

- Wording has been added to clarify that a four-year eligibility ruling applies to applicants who hold a MBBS and are required to undertake further clinical training;

- Those applying for a Health Professional Research Fellowship (part-time) must be no more than four years post-PhD as at 30 June in the year of application.

- All applicants may only apply for one ECF, regardless of the category in which they are applying.

- Overseas allowances are now provided through a tiered structure, and applicants can see upfront how much allowance they would receive depending on which tier their overseas location is in – (more information is available on the link below.)

- Funding is available to applicants of Aboriginal and/or Torres Strait Islander descent for international collaboration purposes.

For a full list of changes to the ECF scheme, please refer to Section 2 of the [Early Career Fellowships Scheme-Specific Funding Rules](http://sydney.edu.au/research_support/funding/nhmrc/early_career.shtml).
Submitting your DRAFT application to Research Grants & Contracts for review

Please submit to sherridan.blackman@sydney.edu.au or john.sullivan@sydney.edu.au by Thursday, 4 February 2016

- A draft for review (a copy of the Assessor Snapshot and your Grant Proposal)

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.

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, 22 February 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 your application, it has to be ‘rejected’ by the Research Grants and Contracts team for further editing.

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.