

Submission Guidelines for NHMRC Postgraduate Research Scholarships for 2019

Closing Date for Draft Submission:

Wednesday, 16 May, 2018

Draft Submission to the University (refer to details in this document)

scholarship.applications@sydney.edu.au:

By email:

1. The Assessor Snapshot from your draft application
2. CV includes your publications
3. Grant Proposal
4. Application Summary
5. Proof of citizenship/PR (if required)
6. NHMRC Postgraduate Scholarships Authority to Submit Form (last page of this document)

Email to: scholarship.applications@sydney.edu.au

Final Submission to the NHMRC:

The Fees and Scholarships Office as well as the academic committee will review your draft submission and will then contact you with instructions for amendments to be made by you in RGMS. **It is very important that you are contactable by email or phone up to the closing date of 13 June 2018.** If you will be overseas, please ensure that you check your email while you are away. If you are not contactable, your application may not be supported by the University.

You must read through the NHMRC documents provided at <http://www.nhmrc.gov.au/grants/apply-funding/postgraduate-scholarships> under “**Documentation to Apply for a Postgraduate Scholarship**” **PRIOR** to commencing an application.

The [Postgraduate Scholarships scheme-specific advice and instructions to applicants for funding commencing in 2018](#) are essential to your application and contains:

- details on the sections of the Application and Profile & CV which need to be completed;
- details on the information that needs to be provided in each question and
- the formatting which must be used for attachments.

Carefully read the [NHMRC Funding Rules](#) to check that you are eligible to apply for these scholarships and which category applies to you.

In particular, note that **you will be ineligible:**

- If you are in receipt of the Research Training Program Stipend Scholarship. Please contact Fees and Scholarships (scholarship.applications@sydney.edu.au) if you currently hold the Research Training Program Stipend Scholarship.
- If you are in the final year of an honours degree as of 13 June 2018.

- If your degree proposed is not a research degree leading to a PhD or Masters
- If you have previously been funded for an NHMRC Postgraduate Scholarship, even if the scholarship had not been completed.
- If you have completed more than 2 years (full-time or equivalent) of your PhD or more than 1 year (full-time or equivalent) of your Masters by 1 January 2019). Please note that if you have upgraded your candidature from a Masters to a PhD, the commencement date of the Masters is deemed to be the commencement date of the PhD.
- An international student as of 13 June 2018.

SCHOLARSHIP DURATION

If you have already commenced your degree prior to being awarded a scholarship, this period will be deducted from the maximum tenure of the scholarship. For example, if you have already been enrolled in a PhD full-time for 6 months before you are awarded an NHMRC scholarship, the scholarship would be awarded for 2.5 years instead of 3 years.

SCHOLARSHIP EXTENSIONS

The NHMRC will no longer grant 6 month PhD scholarship extensions to assist with completion of a thesis. Extensions will only be granted in the case of limited exceptional circumstances, such as external disasters (e.g. fires) affecting the research project, but does not include situations relating to normal research activities (e.g. pursuing a novel discovery in the course of planned experiments), the success/failure or progress of experiments, the writing of a thesis or matters of a personal nature. The maximum period for which a funded extension can be granted is up to six months. Funding will cease from the date the awardee submits their thesis, even if the extension period has not yet lapsed. Scholars are required to inform the NHMRC when they submit their thesis, and provide evidence of submission date. No extensions are possible for Masters students.

APPLICATION INSTRUCTIONS

Accessing RGMS

The scholarship application must be submitted via the NHMRC's online application system, Research Grants Management System (RGMS).

Go to <http://www.nhmrc.gov.au/grants/research-grants-management-system-rgms> to request an account.

Using RGMS for the first time

Once you have your logon and password you will need to go into RGMS and set up your Profile and CV.

Starting an application

RGMS User Guide can be found [here](#).

- Click **Applicant** on the main menu. Click the **Create new application** link.
- Under **Initiative** select Postgraduate Scholarships.

- Under **Round** select the only option, 2018 Postgraduate Scholarship Funding Commencing in 2019.
- Under **Administering Institution** select the University of Sydney.
- Enter the **Application Title**
- Enter the **Grant Duration**
- Under **RAO Edit Access** select Yes.
- Save

Submitting your Draft Application to the University for review: After you have submitted your Assessor Snapshot, CV, grant proposal and application summary, Proof of citizenship if required, and the NHMRC Postgraduate Scholarships Authority to Submit Form to scholarship.applications@sydney.edu.au, an academic committee will review it, and provide feedback for final submission. Please do not perform the **CI Certification** until you have received the feedback and made any amendments. Please note that in order to receive academic feedback, you must submit (**but not CI Certify**) your draft application and other documents by **Wednesday, 16 May, 2018**.

Incomplete applications: applications that are incomplete or do not comply with all content and formatting requirements will not be reviewed by the University.

Links to external websites: For all sections in the application, applicants **must not** include links to additional information on an external website, apart from references to published or peer reviewed journal articles that are *only available online*. Any application that contains disallowed web links will be deemed ineligible by the NHMRC.

Assessment Criteria: All applications are assessed against the Assessment Criteria as set out in the *Postgraduate Scholarship Scheme-Specific Funding Rules for funding commencing in 2019*.

PRINTING YOUR Snapshot Reports

To print your application for the University review, you will need to request a **Snapshot** of the application. (Snapshots are generated as Word documents.)

Go to the **Properties** tab on the main menu then click the down arrows, select **Request latest snapshot**. Click **Yes**, then **Save**. Go to **Snapshot Reports** on the tab menu to print out your Snapshots.

SUPPORTING DOCUMENTATION REQUIRED FOR SUBMISSION TO THE FEES AND SCHOLARSHIPS OFFICE

Proof of citizenship or Permanent Residency

If you are not currently a University of Sydney student or have not previously been a University of Sydney student, you will need to submit a certified copy of proof of your Australian citizenship or Australian permanent residency (e.g. birth certificate, passport, citizenship certificate) **with submission of your draft application**. You will also need to submit these documents if you were an international student when you were last enrolled at the University of Sydney and have now obtained permanent residency or citizenship. If you have applied for permanent residency but this has not yet been granted, you must supply evidence of your residency application.

Certification of Documents

Certification of documents can also be carried out by anybody entitled to sign a Commonwealth Statutory declaration and you can find a list of these here:

<http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

Ethics Clearance

If you already have ethics approval for your research project you can include a copy of this with your submission to the Fees and Scholarships Office.

Final clearances are not required at the time of submission of the scholarship application. However, payment of the scholarship cannot commence until all required ethics approvals are in place or until approval from the NHMRC has been given to begin preparatory work not requiring ethics approval.

For further information see relevant sections of the *NHMRC Funding Rules 2018* and the NHMRC website under Research Ethics Committee and Regulatory Approvals Clearance.

Authority to Submit Form

This form is the last page of this document and must be submitted to the Fees and Scholarships Office before your application can be submitted to the NHMRC. The form requires signature by your proposed supervisor and the Head of the University School/Department/Institute in which you are/will be enrolled.

CI CERTIFICATION in RGMS

DO NOT commence the CI certification process until you have made changes or adjustments requested based on feedback received.

FINAL SUBMISSION TO THE NHMRC

After you have amended your application based on feedback received, you may perform the CI certification. The University will exercise the function as RAO to submit your application to the NHMRC via RGMS. You cannot submit your application to the NHMRC yourself.

Note: Applications that have not been reviewed by the University may not be submitted.

WITHDRAWING AN APPLICATION STARTED IN RGMS

If you have started an application in RGMS, then decide not to go ahead with it, go to the 'General' part of the application, select the option 'Yes' in the 'Mark for Deletion' field. If you have created more than one application in error, please remove the duplicates by the same method.

NOTIFICATION OF RESULTS

The NHMRC expects the results to be available in December 2018. NHMRC would email you directly when the result is available, so please make sure you keep your contact details up to date in RGMS. The results are normally released shortly before Christmas.

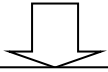
NHMRC Postgraduate Scholarships Checklist

Have you?

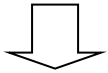
- Completed all sections of the Application Form on RGMS and uploaded all of your documents using the correct naming conventions, formatting, and uploaded certified copies where required.
- Submitted the following to the Fees and Scholarships Office at scholarship.applications@sydney.edu.au:
 - The Assessor Snapshot from your draft application
 - CV includes your publications
 - Grant Proposal
 - Application Summary
 - Proof of citizenship/PR (if required)
 - NHMRC Postgraduate Scholarships Authority to Submit Form (last page of this document)
- Entered details for your referee on RGMS, forwarded your referee your application, and advised them that their referee report must be uploaded to RGMS prior to **5pm, 12 June 2018. Late submission may affect the University's ability to submit your application by the deadline.**
- If applying for a Part-time Scholarship based on a medical condition or carer responsibilities, have you secured a letter of support from your Supervisor? The letter must be uploaded to RGMS.

SUMMARY OF THE PROCESS

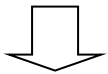
Applicant completes application on RGMS



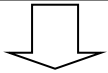
Draft application + supporting documents are submitted to the Fees and Scholarships Office **by 5 pm 16 May 2018**



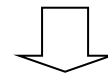
The University provides feedback on application.



Applicant completes any revisions/follow up with outstanding referee reports **by 12 June 2018**



Applicant certifies application **by 12 June 2018**



Fees and Scholarships Office submits application to NHMRC **by 5pm 13 June 2018.**



NHMRC Postgraduate Scholarships 2019 Authority to Submit Form

Certification by Scholarship Applicant

I certify that:

- i) I have read and understood the *NHMRC Postgraduate Funding Policy and other relevant information*; and
- ii) I have adhered to the NHMRC formatting requirements

NHMRC ID (RGMS generated)	
Student name and title	
Student ID (for current and past University of Sydney students)	
Faculty	
Department	
Contact phone number (Mobile preferred)	
Email address	
Student signature <i>(original signature required)</i>	
Date	

Certification by Supervisor

I certify that the appropriate general facilities will be available to the applicant if successful and that I am prepared to have the program carried out strictly in accordance with the conditions governing NHMRC scholarships at the time.

Primary Supervisor's name and title	
Primary Supervisor's Signature <i>(original signature required)</i>	

Certification by Head of Department / Institute Director

I certify that the Department/Institute has the facilities and funding to support this proposal and that I believe this person is a suitable applicant for this scholarship.

HOD/Director Name	
HOD / Director Signature <i>(original signature required)</i>	
Date	