Submission Guidelines for NHMRC Postgraduate Research Scholarships for 2020

Closing Date for Initial Submission:

Wednesday, 15 May, 2019

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

scholarships.officer@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: scholarships.office@sydney.edu.au

Final Submission:

The Scholarships Office as well as the academic committee will review your draft submissions 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 12 June 2019. 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 https://www.nhmrc.gov.au/funding/find-funding/postgraduate-scholarships under “Documentation to Apply” PRIOR to commencing an application.

The Postgraduate Scholarship 2019 Guidelines 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 Postgraduate Scholarship 2019 Guidelines 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 an Australian Government funded stipend such as the Research Training Program Stipend Scholarship. Please contact Scholarships Office (scholarships.officer@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 12 June 2019.
- If the 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 12 calendar months (full-time or equivalent) of your PhD or more than 6 calendar months (full-time or equivalent) of your Masters up to 31 December 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 12 June 2019.

**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).


**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](https://www.rgms.nhmrc.gov.au/)

• Click Applications on the main menu. Click the Create new application link.

• Under Initiative select Postgraduate Scholarships.
• Under **Round** select the only option, 2019 Postgraduate Scholarship Funding Commencing in 2020.
• 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/PR if required, and NHMRC Postgraduate Scholarships Authority to Submit Form to scholarships.office@sydney.edu.au, an academic committee may 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, 15 May, 2019**.

**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 2019 Guidelines**.

**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 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:
Ethics Clearance
If you already have ethics approval for your research project you can include a copy of this with your submission to the 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 section of the 2019 NHMRC Funding Rules and the NHMRC website under Research Ethics Committee and Regulatory Approvals Clearance.

Authority to Submit Form
This form is attached at the end of this document and must be submitted to the 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 any changes or adjustments requested based on feedback received.

ELIGIBILITY CHECK IN RGMS
Please confirm status in Eligibility Checklist tab early in the application process and prior to initiating certification, to ensure eligibility requirements have been met and information required has been entered. (refer section 2.3 Applicant Eligibility Checklist of RGMS User Guide – Applying for Grants.)

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 2019. 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.

☐ Confirmed eligibility status on RGMS.

☐ Submitted the following to the Scholarships Office at scholarships.officer@sydney.edu.au:
  o The Assessor Snapshot from your draft application
  o CV including your publications
  o Grant Proposal
  o Application Summary
  o Proof of citizenship/PR (if required)
  o 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, 11 June 2019. 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

1. Applicant completes application on RGMS

2. Draft application + supporting documents are submitted to the Scholarships Office by 5pm 15 May 2019.

3. The University provides feedback on application.

4. Applicant completes any revisions, follow up with outstanding referee reports & Authority to submit form and check eligibility status in RGMS by 11 June 2019.


NHMRC Postgraduate Scholarships 2020 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

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<td>Student name and title</td>
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<td>Email address</td>
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<td>Student signature (original signature required)</td>
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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.

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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.

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