Managing your NHMRC Postgraduate Scholarship

As a holder of an NHMRC Postgraduate Scholarship, there are various entitlements and provisions available to you as you hold the award. As well as being governed by the NHMRC Funding Agreement, your scholarship is also subject to the conditions applying in the institution, i.e. The University of Sydney; and it is with reference to both of these that the information below is provided.

Most changes to your scholarship need to be submitted by you as the scholarship holder (the CI) to NHMRC via their RGMS platform, and you can access this here: [www.rgms.nhmrc.gov.au](http://www.rgms.nhmrc.gov.au)

If you have forgotten any of your login details, please use the relevant links on the page above. If you continue to experience problems logging into RGMS, then contact their Help Centre.

The Scholarships and Financial Support Service welcomes inquiries regarding any aspect of managing your NHMRC scholarship and you can contact us as follows:

Email: scholarships.officer@sydney.edu.au

Types of Variation Request covered in this document:

1. Change email address or other profile details – page 2.
2. Deferral of Scholarship Start Date – page 3.
4. Suspension of Scholarship (for periods greater than 3 months) – page 7.

For any other matters relating to your scholarship, please contact the Scholarships and Financial Support Service as a first step.

1. Change of email address or other profile details.

NHMRC are keen that the email address that you have associated with your RGMS profile is an institutional email address (e.g. @uni.sydney.edu.au) and if this is not currently the case for you, please follow the steps below:
Update Email Address:

1. Log into RGMS

2. From the Welcome Page, select the ‘Change My Account Details’ link under the ‘Edit Account’ Section and enter your University of Sydney email address.

Under the ‘Edit Account’ section you can also update your Profile and CV, your RGMS password and your secret question/answer.
2. Deferral of Scholarship Start Date

If you are unable to commence your scholarship by June 30\textsuperscript{th} of the year of the scholarship round e.g. June 30\textsuperscript{th} 2013 for those who submitted their applications in July 2012, there are some very limited circumstances in which NHMRC will consider a deferral of the start date for up to 6 months.

Documentation Required:

- Letter from Supervisor to approve requested deferral.

Actions:

1. Log into RGMS
2. From the Welcome Page, under the ‘Grantees’ section towards the bottom-left of the page, click on the ‘Create New Variation Request’ link to access the following page:

3. Use the first binocular icon to select your scholarship, enter a brief description of the variation in the text field and then use the second binocular icon to select the following Variation Type:

   - Defer Grant Start Date

4. Once you have entered data in all three fields, press the ‘Save’ button and on the subsequent page follow the ‘Defer Grant Start Date’ link as shown below:

5. On the ‘Defer Grant Start Date’ screen, enter your proposed new start date and the reason for the Deferral in the relevant fields, and in the ‘Other Attachments?’ section, upload the letter from your supervisor to approve your request for a deferral.

6. Finally, check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page, to display the ‘Certify and Submit’ link as shown below:
7. On the Certify and Submit screen, enter a brief comment for the Scholarships and Financial Support Service Office, e.g. 'Deferral Request for Dr Francis Lucknow as discussed with Scholarships and Financial Support Service Office.' Select Yes on the drop-down box and then click the 'Submit' button.

8. Email the Scholarships and Financial Support Service to advise that your Variation Request is ready to be certified, we will then check the information/documentation, certify as appropriate and advise you on the outcome.
3. Paid Sick Leave or Paid Maternity Leave

NHMRC Scholarship holders must remain enrolled in their research degree to be entitled to additional paid sick leave or paid maternity leave. Scholarship payments cannot be made if candidature is suspended or if a leave of absence is recorded. Please note the following:

Additional paid Sick Leave: Holders of NHMRC scholarships may receive additional paid sick leave of up to a total of 12 weeks during the duration of their award for medically substantiated periods of illness lasting longer than ten calendar days. Students who are applying for additional paid sick leave must inform their supervisor and lodge the leave application at the start of absence or as soon as practicable. Periods of additional paid leave are added to the normal duration of the award.

Documentation Required:

- A medical certificate to state the nature of the illness or incapacity and specify the exact dates of unfitness to work. Under guidelines issued by the NSW Branch of the Australian Medical Association, a doctor may only state fitness or unfitness for work as at the time of consultation. Backdated medical certificates without supplementary remarks from the medical practitioner to explain any discrepancy will not be accepted.

- Letter from supervisor to approve requested sick leave.

Paid Maternity Leave: Holders of NHMRC scholarships who have completed 12 full-time months of their award are entitled to a maximum of 12 weeks paid maternity leave during the tenure of the award. Unpaid maternity leave during the first 12 months of the award may be accessed through suspension provisions. Students applying for paid maternity leave must lodge the leave application at least four weeks prior to the estimated due date. Periods of paid maternity leave are added to the normal duration of the award.

Documentation Required:

- A medical certificate stating the estimated due date.

- Letter from supervisor to approve requested maternity leave.

Actions:

1. Forward the original or a certified copy of your medical certificate and the letter of support from your supervisor to the Scholarships and Financial Support Service using the contact details on the front page of this document. We will then email you to confirm the dates of the leave period, the revised end date for your scholarship and provide you with a statement of these to enter on to RGMS.

2. Once you have received the email from the Scholarships and Financial Support Service, log into RGMS and from the Welcome page, under the 'Grantees' section towards the bottom-left of the page, click on the 'Create New Variation Request' link to access the following page:
3. Use the first binocular icon to select your scholarship, enter a brief description of the variation e.g. ‘Paid Sick Leave’, in the text field and then use the second binocular icon to select the following Variation Type:
   - **Extend Grant Duration**

4. Once you have entered data in all three fields, press the ‘Save’ button and on the subsequent page follow the ‘Extend Grant Duration’ link as shown below:

5. On the ‘Extend Grant Duration Page’, enter the revised end date for your scholarship and the statement provided by the Scholarships and Financial Support Service in the first two fields on the page. Select ‘Yes’ in response to the ‘Additional Funding Sought’ question. Upload the letter of support from your supervisor and in the ‘Other Attachments’ section, upload your medical certificate. Nothing is required in the ‘Out of Date Progress Report Information’ section.

6. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page, to display the ‘Certify and Submit’ link as shown below:

7. On the Certify and Submit screen, enter a brief comment for the Scholarships and Financial Support Service, e.g. ‘Paid Sick Leave Request for Dr Francis Lucknow as discussed with Scholarships and Financial Support Service Office.’ Select ‘Yes’ on the drop-down box and then click the ‘Submit’ button.

8. Email the Scholarships and Financial Support Service to advise that your Variation Request is ready to be certified, we will then check the information/documentation entered, certify as appropriate and advise you on the outcome.
4. Suspension of Scholarship (for periods greater than three months).

For periods of suspension of your NHMRC scholarship that are less than three months, only the University of Sydney Research Scholarship Suspension Form needs to be completed and uploading a request via RGMS is not required. The form can be accessed here:
www.sydney.edu.au/scholarships/research/psa_forms.shtml

For suspension periods greater than 3 months, the form linked to above must be completed, and additionally, uploaded via RGMS using the process outlined below.

Documentation Required:
- Completed University of Sydney Research Scholarship Suspension Form (available from the link at the top of this page).

Actions:
1. Forward the completed University of Sydney Research Scholarship Suspension Form to the Scholarships and Financial Support Service using the details provided on the form. We will then email you to confirm the dates of the leave period, the revised end date for your scholarship and provide you with a statement of these to enter on to RGMS.
2. Once you have received the email from the Scholarships and Financial Support Service, log into RGMS and from the Welcome page, under the ‘Grantees’ section towards the bottom-left of the page, click on the ‘Create New Variation Request’ link to access the following page:

3. Use the first binocular icon to select your scholarship, enter a brief description of the variation e.g. ‘Suspension of Scholarship’, in the text field and then use the second binocular icon to select the following Variation Type:
- Defer in-progress Grant

4. Once you have entered data in all three fields, press the ‘Save’ button and on the subsequent page follow the ‘Defer in-progress Grant’ link as shown below:
5. On the ‘Defer-in-progress Grant’ page, enter the start and end dates for your suspension and a brief reason in the text box. The Scholarships and Financial Support Service will also provide you with a statement of your scholarship dates to include here. Upload the suspension form in the ‘Other Attachments?’ section. Nothing is required in the ‘Out of Date Progress Report Information’ section.

6. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page, to display the ‘Certify and Submit’ link as shown below:

7. On the Certify and Submit screen, enter a brief comment for the Scholarships and Financial Support Service, e.g. ‘Scholarship Suspension Request for Dr Francis Lucknow as discussed with Scholarships and Financial Support Service Office.’. Select Yes on the drop-down box and then click the ‘Submit’ button.

8. Email the Scholarships and Financial Support Service to advise that your Variation Request is ready to be certified, we will then check the information/documentation entered and certify the application.

*Extending an existing Suspension

If your scholarship is already suspended and you wish to extend the suspension period by more than three months, you will need to go through the process above again.

*Recommencing your Scholarship

To recommence your scholarship, please complete the Research Scholarship Recommencement form that you can download here:

www.sydney.edu.au/scholarships/research/psa_forms.shtml

Please note that you must be formally enrolled at the University of Sydney in order for scholarship payments to resume. Contact your Faculty for details of enrolment dates.
5. Scholarship Extension

Permission to extend a Scholarship may be granted for up to 6 months to allow for the completion and submission of a thesis. Approval of an extension is subject to the scholarship holder making satisfactory progress. The extension request must be justified by describing delays to research which are beyond the control of the student and not of a personal nature. Applications to extend a scholarship should be submitted around 6 weeks prior to the existing scholarship end date.

Documentation Required:

- Justification of Request. Text up to a maximum of 1800 characters can copied into RGMS and a draft should initially be forwarded to the Scholarships and Financial Support Service for review. Information to include comprises:
  - Details of research-related delays to the project.
  - Progress of data collection.
  - Chapters written/work published.
  - Estimated date of completion.
- Letter from supervisor to approve the request for an extension.

Actions:

1. Forward the draft of your extension request and the letter of support from your supervisor to the Scholarships and Financial Support Service using the contact details on the front page of this document. We will then email you to confirm the dates of the extension period, the revised end date for your scholarship and provide you with a statement of these to enter on to RGMS.

2. Once you have received the email from the Scholarships and Financial Support Service, log into RGMS and from the Welcome page, under the ‘Grantees’ section towards the bottom-left of the page, click on the ‘Create New Variation Request’ link to access the following page:

3. Use the first binocular icon to select your scholarship, enter a brief description of the variation e.g ‘Scholarship Extension Request’. in the text field and then use the second binocular icon to select the following Variation Type:
- Extend Grant Duration

4. Once you have entered data in all three fields, press the ‘Save’ button and on the subsequent page follow the ‘Extend Grant Duration’ link as shown below:
5. On the ‘Extend Grant Duration’ page, enter the revised end date for your scholarship and the justification for your request in the first two fields on the page. Select ‘Yes’ in response to the ‘Additional Funding Sought’ question. Upload the letter of support from your supervisor. Nothing is required in the ‘Other Attachments’ or ‘Out of Date Progress Report Information’ sections.

6. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page, to display the ‘Certify and Submit’ link as shown below:

7. On the Certify and Submit screen, enter a brief comment for the Scholarships and Financial Support Service, e.g. ‘Scholarship Extension Request for Dr Francis Lucknow as discussed with Scholarships and Financial Support Service.’. Select Yes on the drop-down box and then click the ‘Submit’ button.

8. Email the Scholarships and Financial Support Service to advise that your Variation Request is ready to be certified, we will then check the information/documentation entered, certify as appropriate and advise you on the outcome.
6. Transfer Institution

In some circumstances, NHMRC will permit the transfer of an NHMRC scholarship to another institution. The process described below applies to University of Sydney students who wish to transfer their NHMRC scholarship to another institution; students wishing to transfer to The University of Sydney should contact their administering institution to initiate the process.

Documentation Required:

- Document explaining the reasons for the request
- Letter of support from Current Supervisor
- Letter of support from Proposed new Supervisor (if there is a change of supervisor)
- Letter from Scholarships and Financial Support Service to confirm scholarship dates and status of Direct Research Cost payments.

Actions:

1. Forward the Scholarships and Financial Support Service the first three items on the list of Documents Required. The Scholarships and Financial Support Service will check these, provide advice regarding end dates for the scholarship and draft a letter for you to upload to RGMS.
2. Once you have received the letter from the Scholarships and Financial Support Service, log into RGMS and from the Welcome page, under the ‘Grantees’ section towards the bottom-left of the page, click on the ‘Create New Variation Request’ link to access the following page:

3. Use the first binocular icon to select your scholarship, enter a brief description of the variation e.g ‘Scholarship Transfer Institution’, in the text field and then use the second binocular icon to select the following Variation Type:

   - Transfer Institution

4. Once you have entered data in all three fields, press the ‘Save’ button and on the subsequent page follow the ‘Transfer Institution’ link as shown below:
5. On the ‘Transfer Institution’ page, enter the Institution to which you plan to transfer, the proposed date of effect and a brief reason for the transfer. You will also need to upload the detailed explanation and the letter(s) of support from your supervisor(s) to the relevant sections. The letter from the Scholarships and Financial Support Service should be uploaded to the ‘Other Attachments?’ section. No information is required in the CI Consultation or Out of Date Progress Report Information sections.

6. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page, to display the ‘Certify and Submit’ link as shown below:

7. On the Certify and Submit screen, enter a brief comment for the Scholarships and Financial Support Service, e.g. ‘Scholarship Transfer Request for Dr Francis Lucknow as discussed with Scholarships and Financial Support Service.’. Select Yes on the drop-down box and then click the ‘Submit’ button.

8. Email the Scholarships and Financial Support Service to advise that your Variation Request is ready to be certified, we will then check the information/documentation entered, certify as appropriate and advise you on the outcome.
7. Change of Research Plan

If you intend to change your research project from the one that was outlined in your original scholarship application, this change must be approved by NHMRC in order for scholarship payments to continue.

Documentation Required:

- Proposed Research Plan.
- Letter of support from supervisor endorsed by Head of School/Discipline.
- Details of any additional ethics clearances required.
- Letter of approval from Scholarships and Financial Support Service.

Actions:

1. Forward the Scholarships and Financial Support Service the first three items on the list of Documents Required. The Scholarships and Financial Support Service Office will check these, and draft an institutional approval letter for you to upload to RGMS.
2. Once you have received the institutional approval letter from the Scholarships and Financial Support Service, log into RGMS.
3. From the Welcome Page, under the ‘Grantees’ section towards the bottom-left of the page, click on the ‘Create New Variation Request’ link to access the following page:

4. Use the first binocular icon to select your scholarship, enter a brief description of the variation (e.g. Scholarship Change in Research Plan’) in the text field and then use the second binocular icon to select the following Variation Type:

- Change in Research Plan
5. Once you have entered data in all three fields, press the ‘Save’ button and on the subsequent page follow the ‘Change Research Plan’ link as shown below:
6. On the ‘Change in Research Plan’ page, enter the Requested Effective Date and a brief description of the proposed change to the research plan. Answer the Ethics section and upload the approval documents in the ‘Approvals’ section. The full research proposal should be uploaded in the ‘Other Attachments?’ section. The ‘Out of Date Progress Report Information’ section does not require completion.

7. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page, to display the ‘Certify and Submit’ link as shown below:

![Certify and Submit Screen](image)

9. On the Certify and Submit screen, enter a brief comment for the Scholarships and Financial Support Service, e.g. ‘Scholarship Change in Research Plan Request for Dr Francis Lucknow as discussed with Scholarships and Financial Support Service.’. Select Yes on the drop-down box and then click the ‘Submit’ button.

10. Email the Scholarships and Financial Support Service to advise that your Variation Request is ready to be certified, we will then check the information/documentation entered, certify as appropriate and advise you on the outcome.
8. Change of Supervisor

If you intend to change your research project from the one that was outlined in your original scholarship application, this change must be approved by NHMRC in order for scholarship payments to continue.

Documentation Required:

- Outline of reason for change
- Letter of support from Current Supervisor.
- Letter of support from Proposed new supervisor.

Actions:

1. Log into RGMS

2. From the Welcome Page, under the ‘Grantees’ section towards the bottom-left of the page, click on the ‘Create New Variation Request’ link to access the following page:

3. Use the first binocular icon to select your scholarship, enter a brief description of the variation in the text field and then use the second binocular icon to select the following Variation Type:

   - Change of Supervisor

4. Once you have entered data in all three fields, press the ‘Save’ button and on the subsequent page follow the ‘Change of Supervisor’ link as shown below:

5. On the Change of Supervisor page enter your Proposed new supervisor’s details and include an outline of the reason for the request to change. Upload the letters of support. No further documentation is required.

6. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page, to display the ‘Certify and Submit’ link as shown below:
7. On the Certify and Submit screen, enter a brief comment for the Scholarships and Financial Support Service, e.g. 'Scholarship Change in Supervisor Request for Dr Francis Lucknow as discussed with Scholarships and Financial Support Service.' Select Yes on the drop-down box and then click the 'Submit' button.

8. Email the Scholarships and Financial Support Service to advise that your Variation Request is ready to be certified, we will then check the information/documentation entered, certify as appropriate and advise you on the outcome.