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

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 (1800 500 983).

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

<table>
<thead>
<tr>
<th>Scholarships and Financial Support Service (SFSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:scholarships.officer@sydney.edu.au">scholarships.officer@sydney.edu.au</a></td>
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<tr>
<td>(Attn: NHMRC Officer)</td>
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<tr>
<td>Tel: +61 2 8627 8114 or</td>
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<td>Tel: +61 2 8627 8112</td>
</tr>
</tbody>
</table>

**Types of Variation Request covered in this document:**

<table>
<thead>
<tr>
<th>Variation:</th>
<th>Page:</th>
<th>RGMS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Change email address or other profile details</td>
<td>2</td>
<td>My Profile</td>
</tr>
<tr>
<td>2. Deferral of Scholarship Start Date</td>
<td>2</td>
<td>Defer Grant Commencement Date</td>
</tr>
<tr>
<td>3. Paid Sick Leave or Paid Maternity Leave</td>
<td>4</td>
<td>Extended Leave Request</td>
</tr>
<tr>
<td>4. Suspension of Scholarship</td>
<td>6</td>
<td>Extended Leave Request</td>
</tr>
<tr>
<td>5. Part-time Scholarship Request</td>
<td>9</td>
<td>Extended Leave Request</td>
</tr>
<tr>
<td>6. Scholarship Extension</td>
<td>11</td>
<td>Extend Grant End Date</td>
</tr>
<tr>
<td>7. Transfer Institution</td>
<td>13</td>
<td>Transfer Administrative Institution</td>
</tr>
<tr>
<td>8. Change of Supervisor</td>
<td>15</td>
<td>Change of Supervisor</td>
</tr>
</tbody>
</table>

For any other matters relating to your scholarship, please contact our office in the first instance.
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. @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, click on the main ‘Home’ link on the upper-left-hand side of the page, and then navigate to the ‘Home’ link under the ‘Personal’ section towards the left of the screen.
3. Navigate to the ‘My Profile and CV/Account page and you will see a link to update your email address, name and access details.

2. Deferral of Scholarship Start Date

If you are unable to commence your scholarship by June 30th of the year of the scholarship round e.g. June 30th 2016 for those who submitted their applications in June 2015, 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, hover over the ‘Main Menu’ link on the upper-left-hand side of the page and go to ‘Grantee Variation’ which sits under the heading ‘Grant Management’.
3. Enter your Grant ID in the Grant ID field and hit ‘Filter’
4. Click the ‘New Grant Variations’ button. This will take you to the following page.

5. 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 Variation Type listed below, and then hit the ‘Save’ button:
- Defer Grant Commencement Date
6. The Variation Properties page will then be displayed as below:

7. From the screen above, click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu with the option ‘Defer Grant Commencement Date’ and navigate to the page displayed below:
8. On this screen, enter your proposed new start date, enter a brief reason for the deferral in the text field, and upload the letter from your supervisor in the ‘Other Attachments’ section. You then need to check the ‘Data Entry Complete’ box and hit the ‘Save’ button.

9. Again, please click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu which will now include a ‘Certify and Submit’ link. Follow this link, select the ‘Yes’ option on the page, and hit the ‘Save’ button. If desired you can also enter a brief comment in the text box, e.g. ‘Deferral request for Dr Francis Lucknow as discussed with SFSS.’

10. Email SFSS to advise that your Variation Request is ready to be certified by us; 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. In your Sydney Student Portal, you can access an option called Paid Leave (which is different to the standard Leave of Absence status). Scholarship payments cannot be made if candidature is suspended or if a leave of absence is recorded. For all matters relating to your candidature, please contact your School or Faculty Research Student admin team. 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.

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:

- Letter from supervisor to approve requested sick or maternity leave, and;
- For sick leave, 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.
- For maternity leave, a medical certificate stating the estimated due date.

Actions:

1. Forward the original or a certified copy of your medical certificate and the letter of support from your supervisor to SFSS 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 advise you that your application is approved to be entered on RGMS.

2. Once you have received the email from SFSS, log into RGMS and, from the Welcome Page, hover over the ‘Main Menu’ link on the upper-left-hand side of the page and go to ‘Grantee Variation’ which sits under the heading ‘Grant Management’.

3. Click the ‘New Grant Variations’ button. This will take you to the following page.
4. Use the first binocular icon at Grant ID field to select your scholarship, enter a brief description of the variation in the Variation Description field and then use the second binocular icon to select the Variation Type listed below, and then hit the ‘Save’ button:

- Extended Leave Request

5. The Variation Properties page will then be displayed as below:

6. From the screen above, click on the small triangle next to the heading 'Properties' on the Properties tab to display a drop-down menu with the option 'Extend Leave Request' and navigate to the page displayed below: 
7. On this page, enter the start of your leave in ‘Leave Commencing From’ and the months in “Period of Leave’. Include the start and end dates for your suspension and a brief reason in the text box. SFSS will also provide you with a statement of your revised scholarship end to include here. Upload the suspension form in the ‘Other Attachments?’ section. Nothing is required in the ‘Out of Date Progress Report Information’ section.

8. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page.

9. Again, please click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu which will now include a ‘Certify and Submit’ link. Follow this link, select the ‘Yes’ option on the page, and hit the ‘Save’ button. If desired you can also enter a brief comment in the text box, e.g. ‘Sick leave request for Dr Francis Lucknow as discussed with SFSS.’

10. Email SFSS to advise that your Variation Request is ready to be certified by us; we will then check the information/documentation, certify as appropriate and advise you on the outcome.

4. Suspension of Scholarship

The University of Sydney Research Scholarship Suspension Form needs to be completed. The form is downloadable at www.sydney.edu.au/scholarships/research/psa_forms.shtml

Additionally, the form must be 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 SFSS 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 SFSS, log into RGMS and, from the Welcome Page, hover over the 'Main Menu' link on the upper-left-hand side of the page and go to ‘Grantee Variation’ which sits under the heading ‘Grant Management’.

3. Click the ‘New Grant Variations’ button. This will take you to the following page.

4. Use the first binocular icon at Grant ID field to select your scholarship, enter a brief description of the variation in the Variation Description field and then use the second binocular icon to select the Variation Type, and then hit the ‘Save’ button. Chose variation type:

   - **Extended Leave Request**

5. The Variation Properties page will then be displayed as below:

6. From the screen above, click on the small triangle next to the heading 'Properties' on the Properties tab to display a drop-down menu with the option 'Extended Leave Request' and navigate to the page displayed below:
7. On this page, enter the start of your leave in ‘Leave Commencing From’ and the months in ‘Period of Leave’. Include the start and end dates for your suspension and a brief reason in the text box. SFSS will also provide you with a statement of your revised scholarship end to include here. Upload the suspension form in the ‘Other Attachments?’ section. Nothing is required in the ‘Out of Date Progress Report Information’ section.

8. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page.

9. Again, please click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu which will now include a ‘Certify and Submit’ link. Follow this link, select the ‘Yes’ option on the page, and hit the ‘Save’ button. If desired you can also enter a brief comment in the text box, e.g. ‘Scholarship Suspension request for Dr Francis Lucknow as discussed with SFSS.’

10. Email SFSS to advise that your Variation Request is ready to be certified by us; we will then check the information/documentation, certify as appropriate and advise you on the outcome.

*Extending an existing Suspension
If your scholarship is already suspended and you wish to extend the suspension period, 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. Part-Time Scholarship Request

If during the course of your full-time NHMRC scholarship, substantial carer commitments or ill-health mean that you are unable to study full-time, but you do have the capacity for a 50% load, you can apply to NHMRC to hold your scholarship part-time for 1 year. Students approved to hold their scholarship part-time may carry out part-time work not related to their PhD of up to 10 hours per week. Please note that you will need to apply to change your candidature to part-time via your Sydney Student Portal.

Please note that part-time scholarships are subject to tax and prior to setting up a part-time scholarship you will be asked to complete a tax-file declaration form.

Documentation Required:

For applications related to medical conditions:
- A medical certificate to state the nature of the illness or incapacity and to confirm the need for a part-time load.
- A letter from the supervisor to approve the requested part-time period.

For applications related to carer commitments:
- A birth certificate if the person being cared for is a baby or pre-schooler.
- A letter from the scholarship holder to outline care arrangements for the person being cared for to demonstrate that the scholarship holder will have the capacity for a 50% study load.
- A letter from the supervisor to approve the requested part-time period.

Actions:

1. Forward the required documents as outlined above to SFSS using the contact details on the front page of this document. We will then email you to confirm the dates of the part-time 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 SFSS, log into RGMS and, from the Welcome Page, hover over the ‘Main Menu’ link on the upper-left-hand side of the page and go to ‘Grantee Variation’ which sits under the heading ‘Grant Management’.

3. Click the ‘New Grant Variations’ button. This will take you to the following page.

4. 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 Variation Type listed below, and then hit the ‘Save’ button:
- Extended Leave Request
5. The Variation Properties page will then be displayed as below:

![Variation Properties Page]

6. From the screen above, click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu with the option ‘Extended Leave Request’ and navigate to the page displayed below:

![Extended Leave Request Page]

7. On the ‘Extended Leave Request’ page, select ‘Leave Request Type’ as ‘other’, enter your part time start date under ‘Leave Commencing From’, enter the duration of your part time period in ‘Period of Leave’, select ‘Yes’ in response to the ‘Requires Grant Extension field. Enter the start and end dates of your part time scholarship and the statement provided by SFSS in the ‘Reason for Leave’ field. Upload the letter of support from your supervisor and in the ‘Other Attachments’ section, upload...
your medical certificate/outline of caring arrangements. Nothing is required in the ‘Out of Date Progress Report Information’ section.

8. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page.

9. Again, please click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu which will now include a ‘Certify and Submit’ link. Follow this link, select the ‘Yes’ option on the page, and hit the ‘Save’ button. If desired you can also enter a brief comment in the text box, e.g. ‘Part-time scholarship request for Dr Francis Lucknow as discussed with SFSS.’

10. Email SFSS to advise that your Variation Request is ready to be certified by us; we will then check the information/documentation, certify as appropriate and advise you on the outcome.

6. Scholarship Extension

For scholarships **commencing prior to 2015**, 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. Applications submitted after the existing end date may not be approved by the NHMRC.**

For scholarships **commencing from 2015 onwards**, six month extensions will only be granted in limited exceptional circumstances, e.g. natural disaster affecting a laboratory. Awardees can no longer apply for a six month extension to complete their thesis.

**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 SFSS 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 SFSS 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 SFSS, log into RGMS and, from the Welcome Page, hover over the ‘Main Menu link on the upper-left-hand side of the page and go to ‘Grantee Variation’ which sits under the heading ‘Grant Management’.

3. Click the ‘New Grant Variations’ button. This will take you to the following page.
4. 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 Variation Type listed below, and then hit the ‘Save’ button:

- Extend End Date

5. The Variation Properties page will then be displayed as below:

6. From the screen above, click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu with the option ‘Extend Grant Duration’ and navigate to the page displayed below.
7. 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.

8. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page.

9. Again, please click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu which will now include a ‘Certify and Submit’ link. Follow this link, select the ‘Yes’ option on the page, and hit the ‘Save’ button. If desired you can also enter a brief comment in the text box, e.g. ‘Scholarship Extension request for Dr Francis Lucknow as discussed with SFSS.’

10. Email SFSS to advise that your Variation Request is ready to be certified by us; we will then check the information/documentation, certify as appropriate and advise you on the outcome.

7. 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 SFSS to confirm scholarship dates and status of maintenance allowance payments.

Actions:
1. Forward SFSS the first three items on the list of documents required. SFSS 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 SFSS, log into RGMS and, from the Welcome Page, hover over the ‘Main Menu’ link on the upper-left-hand side of the page and go to ‘Grantee Variation’ which sits under the heading ‘Grant Management’.

3. Click the ‘New Grant Variations’ button. This will take you to the following page.

4. 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 Variation Type listed below, and then hit the ‘Save’ button:
   - **Transfer Administrative Institution**

5. The Variation Properties page will then be displayed as below:
6. From the screen above, click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu with the option ‘Transfer Institution’ and navigate to the page displayed below:

7. On this ‘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 SFSS should be uploaded to the ‘Other Attachments?’ section. No information is required in the CI Consultation or Out of Date Progress Report Information sections.

8. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page.

9. Again, please click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu which will now include a ‘Certify and Submit’ link. Follow this link, select the ‘Yes’ option on the page, and hit the ‘Save’ button. If desired you can also enter a brief comment in the text box, e.g. ‘Scholarship Transfer request for Dr Francis Lucknow as discussed with SFSS.’

10. Email SFSS to advise that your Variation Request is ready to be certified by us; we will then check the information/documentation, 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 and, from the Welcome Page, hover over the 'Main Menu' link on the upper-left-hand side of the page and go to 'Grantee Variation' which sits under the heading 'Grant Management'.

2. Click the 'New Grant Variations' button. This will take you to 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 Variation Type listed below, and then hit the ‘Save’ button:
   - **Change of Supervisor**

4. The Variation Properties page will then be displayed as below:

5. From the screen above, click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu with the option ‘Change of Supervisor’ and navigate to the page displayed below:
6. 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.

7. Check the ‘Data Entry Complete’ box and click the ‘Save’ button at the foot of the page.

8. Again, please click on the small triangle next to the heading ‘Properties’ on the Properties tab to display a drop-down menu which will now include a ‘Certify and Submit’ link. Follow this link, select the ‘Yes’ option on the page, and hit the ‘Save’ button. If desired you can also enter a brief comment in the text box, e.g. ‘Scholarship Change in Supervisor request for Dr Francis Lucknow as discussed with SFSS.’

9. Email SFSS to advise that your Variation Request is ready to be certified by us; we will then check the information/documentation, certify as appropriate and advise you on the outcome.