Submission Guidelines for NHMRC Postgraduate Research Scholarships for 2016

Closing Date for Initial Submission: **Thursday, 4 June, 2015**

Submit applications to:
Scholarships and Financial Support Service,
Level 5, Jane Foss Russell Building, G02,
The University of Sydney  NSW  2006

Draft Submission:
**By email:**
(1) The Assessor Snapshot from your draft application
(2) the signed Authority to Submit form
(3) Proof of citizenship/PR (if required as per page six)
Email to: scholarships.officer@sydney.edu.au

Final Submission:
The Scholarships and Financial Support Service will review your draft application and will then contact you with instructions for final submission. **It is very important that we be able to contact you by email or phone up to the final closing date of 24 June.** If you will be overseas, please ensure that you check your email while you are away.

Administrative contacts:
Ms Emily Blake, Scholarships Officer, Phone: **8627 8114**
Email: scholarships.officer@sydney.edu.au


The **NHMRC Advice and Instructions to Applicants 2015** document Sections 1 – 7 plus the Postgraduate Scholarships section is 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;
- the formatting which must be used for attachments.

Carefully read the **NHMRC Funding Rules 2015** sections 1 - 14.2 and also the Postgraduate Scholarships section 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 Postgraduate Award (APA) or equivalent Australian Government funded scholarship (e.g. APAI or IPRS) at the time of application for the NHMRC scholarship. Please contact Scholarships and Financial Support Service if you currently hold an APA.
• If you are in the final year of an honours degree.
• If the degree proposed is not a research degree leading to a PhD or Masters
• If the applicant has previously been funded for an NHMRC PGS, even if the PGS had not been completed.
• If you would be entitled to less than 1 year of scholarship tenure commencing 1 January 2016 (i.e. 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 31 December 2015). Please note that if you have upgraded your candidature from a Masters to a PhD, the commencement date of the Masters is also the commencement date of the PhD.

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 – change in policy
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.

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.

Refer to the NHMRC’s Advice and Instructions to Applicants document for instructions on how to complete the Profile and CV.

Templates of the application form (RGMS Offline Forms) are also available, so you may wish to download and work on some sections offline and then copy and paste text into the online application. The templates can be downloaded from www.nhmrc.gov.au/grants/research-grants-management-system-rgms (in the Protected Offline Forms list). There is a generic Part A form and a Part B form specifically for Scholarships applicants.

Starting an application

• Click Applications on the main menu. Click the New Application button.
• Under Initiative select Postgraduate Scholarships.
• Under **Round** select the only option, **2015 Postgraduate Scholarship Funding Commencing in 2016**.
• Under **Administering Institution** select the **University of Sydney**.
• Under **RAO Edit Access** select **Yes**.

**Submitting your Application:** After you have submitted your draft application, the Scholarships and Financial Support Service will review it, and then email feedback to you along with instructions for final submission. Please do not perform the CI Certification until you have received the feedback and made any amendments.

**Incomplete applications:** applications that are incomplete or do not comply with all content and formatting requirements will excluded from consideration by the NHMRC.

**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 excluded from consideration by the NHMRC.

**Assessment Criteria:** Please note that the Attachments section of the NHMRC’s *Postgraduate Scholarships Scheme-Specific Guide Peer Review Guidelines* document includes an **Assessment Criteria and Scoring Matrix** section where you can see how the NHMRC assesses each section of the application.

The following pages include additional information from the Scholarships and Financial Support Service for some sections of the application form, to assist you in completing the application.

<table>
<thead>
<tr>
<th>B-AISch Application Information (Scholarship)</th>
<th>Please note that the <strong>Dora Lush Biomedical award</strong> is now only for applicants whose pathway to PhD or Research Masters studies has been subject to significant interruption or delay. Applicants must demonstrate that their most recent degree was obtained at least 5 years prior to 1 Jan 2016 and provide a statement of circumstances detailing the reasons for the delay in pursuing a PhD or Research Masters. (Refer to the <strong>Funding Rules</strong> for further information.)</th>
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<td><strong>Part-time Research Postgraduate Scholarship applicants:</strong></td>
<td>A Study Part-Time Scholarship option is available for applicants who are awarded a Clinical Research Postgraduate Scholarship and are undertaking dual training – a postgraduate medical/dental degree and a PhD program.</td>
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<td>A Personal Part-Time Scholarship option is available for applicants who have a medical condition or carer responsibilities that prevent them from carrying out full-time study. <strong>Please note that if you are awarded a scholarship under this category, the NHMRC state that you cannot undertake any employment while receiving the scholarship.</strong> A letter of support must also be provided by your Supervisor as part of your application.</td>
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<td>All part-time scholarships at the University of Sydney must be held at the level of a 50% load.</td>
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| B-AlSch Application Information (Scholarship) | If you wish to be considered for a **co-funded award**, please select the organisation(s) from which co-funding is sought by clicking 'Browse'. Please check if the co-funding organisation also requires you to submit a scholarship application directly to them as well as the NHMRC scholarship application.  

**Enrolment, Qualifications, Professional Registration:** If you have periods of part-time enrolment, please convert them to full-time when calculating your period of prior enrolment. Please note: if you will be commencing your degree later in 2015 you must state that you are enrolled and enter the date you expect to enrol and calculate how many months you will have been enrolled full-time or full-time equivalent up to 31/12/15, so that the NHMRC can calculate the correct tenure for your scholarship if your application is successful.

Please note: if you have upgraded your candidature from a Masters to a PhD, the commencement date of the Masters becomes the commencement date of the PhD. |
|---|
| B-SA Scholarship Attachments | Your Grant Proposal and Academic Transcript both need to be uploaded in order to save this page.  

Please note that the NHMRC has naming conventions that must be used for uploading files, which can be downloaded from the NHMRC website on the NHMRC *Funding Rules* document. Files are restricted to a maximum of 2MB.  

You **must** use the **Grant Proposal** template supplied by the NHMRC, and keep to the formatting requirements. Naming, size and formatting requirements are set out in section 10.3.3 of the **NHMRC Funding Rules 2015**. The Proposal can be a maximum of 5 pages in length (including references).  

Your Proposal must be prepared in consultation with your proposed supervisor. Please note that the selection committee are looking for things such as a clear indication of the hypothesis to be tested and a clear outline of methodology/statistical tests/sample size calculations that are relevant to the proposed research. A realistic time-frame is also important.  

The Proposal should be made up of the follow sections:  
- Aims  
- Background  
- Proposed Research Program (briefly mention proposed methodologies)  
- Significance of the Proposal  
- References  

**IMPORTANT:** You must **NOT** include any links to additional information on any website apart from references to published, peer reviewed journal articles that are **only** available online. You also must **NOT** include publication and citation metrics such as Journal Impact Factors. (As per Section 10.3 of the **NHMRC Funding Rules 2015**.) |
### B-SA Scholarship Attachments

**Academic Transcripts and Professional Registration:** Please use the NHMRC’s naming convention when uploading your files.

If your current name is different to the name on your academic transcript, you must also upload a copy of your change of name/marriage certificate.

If you have completed further clinical training you should upload evidence of this as part of academic transcript file.

All documents uploaded into your application must be **certified copies**.

**Transcripts from overseas institutions:** Where the Academic Transcript is in a language other than English, a translation provided by National Accreditation Authority for Translators and Interpreters (NAATI) certified translator (or its equivalent organisation outside of Australia) must be included. If you hold a transcript from overseas you must also have the ratings from the overseas institution converted to an equivalent rating used in Australian Institutions. For more information about this requirement, please contact the Scholarships and Financial Support Service prior to submitting your draft application.

**Ungraded Passes:** If you have ungraded passes on your transcript **for areas of study relevant to your research only**, NHMRC have requested that gradings are provided for these that align with those used in Australian Standard Institutions. For students with qualifications gained outside the University of Sydney, please contact your awarding institution to request that the relevant information be released to the University of Sydney. For degrees from the University of Sydney, please notify the Scholarships and Financial Support Service of the relevant ungraded passes prior to submitting your draft application.

### B-R Referees

It is very important that both of your referees upload their reports by the final closing date. Applications which do not have both referee reports uploaded by 5pm 24 June will be deemed ineligible by the NHMRC.

Your **first referee** must be the person who will be your Primary Supervisor in 2016. As well as completing the report template they must attach a two page CV. The report and CV must be combined into one PDF file. Please note the report is closely scrutinised by the selection committee.

Your **second referee** must be an Independent Referee. Please section 2.5 Part B-R: Referees under the Postgraduate Scholarship section of the NHMRC’s *Advice and Instructions to Applicants 2015* document to see how they define an Independent Referee.

Once you have entered your referee details in your application and Saved the page, an alert is sent to the referee with instructions detailing the request. Your referees cannot read your application in RGMS, so you must provide them with a copy of your application.

You can check whether your referees have submitted their reports by going back into the Referee section of the application form.
PRINTING YOUR APPLICATION
To print your application for 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 **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 AND FINANCIAL SUPPORT SERVICE

**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](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 Scholarships and Financial Support Service.

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

**Authority to Submit Form**
This form is attached at the end of this document and must be submitted to the Scholarships and Financial Support Service 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.

CERTIFICATION OF THE ONLINE APPLICATION FORM
DO NOT commence the CI certification process until the Scholarships and Financial Support Service has provided you with feedback on your draft application and you have made any changes or adjustments requested.

FINAL SUBMISSION TO THE NHMRC
The Scholarships and Financial Support Service must submit your application to the NHMRC via RGMS. You cannot submit your application to the NHMRC yourself.

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 2015. We expect that the NHMRC will email you directly when your 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.
SUMMARY OF THE PROCESS

1. Applicant completes application on RGMS
2. Draft application + supporting documents are submitted to the Scholarships and Financial Support Service.
3. Scholarships and Financial Support Service provides feedback on application.
4. Applicant completes any revisions/chases outstanding referee reports.
5. Applicant certifies application
6. Scholarships and Financial Support Service submits application to NHMRC.
### NHMRC Postgraduate Scholarships 2016 Authority to Submit Form

#### Certification by Scholarship Applicant
I certify that:

i) I have read and understood the *NHMRC Postgraduate Funding Policy and Advice and Instructions to Applicants*; and

ii) I have adhered to the NHMRC formatting requirements (listed on page 6-7 of the NHMRC Advice and Instructions to Applicants Document).

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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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NHMRC Postgraduate Scholarships 2016 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 Scholarships and Financial Support Service at scholarships.officer@sydney.edu.au:
  o The Assessor Snapshot
  o The fully signed Authority to Submit form
  o Certified proof of citizenship/PR (if you have not previously been a University of Sydney student, or were an international student when previously enrolled).

☐ Entered details for both referees on RGMS, forwarded your referees your application, and advised them that their reports must be uploaded prior to 5pm, 24 June or your application will be deemed ineligible by the NHMRC.

☐ 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 in the Attachments section of Part B of your application.