Submission Guidelines for NHMRC Postgraduate Research Scholarships for 2018

Closing Date for Initial Submission: Wednesday, 17 May, 2017

Draft Submission:

By email:
(1) The Assessor Snapshot from your draft application.
(2) Grant Proposal.
(3) Application Summary.
(4) Proof of citizenship/PR (if required as per page six)
(5) NHMRC Postgraduate Scholarships 2018 Authority to Submit Form (page 8 of this document)
Email to: scholarship.applications@sydney.edu.au

Final Submission:
The Fees and Scholarships Office as well as the academic committee will review your draft application and will then contact you with instructions for final submission. It is very important that you are contactable by email or phone up to the closing date of 7 June. If you will be overseas, please ensure that you check your email while you are away.

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 NHMRC Advice and Instructions to Applicants 2017 document plus 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 2017 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 (formerly Australian Postgraduate Awards) or equivalent Australian Government funded scholarship (e.g. Research Training Program Fee Offset and Stipend Scholarship (International – formerly IPRS) at the time of application for the NHMRC scholarship. Please contact Fees and Scholarships (scholarship.applications@sydney.edu.au) if you currently hold the Research Training Program Stipend Scholarship (formerly Australian Postgraduate Awards).

- 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 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 2018). 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.

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.

Refer to the NHMRC’s Advice and Instructions to Applicants 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 Offline Application Forms section).

Starting an application
RGMS User Guide can be found here

• Click Applications on the main menu. Click the New Application button.
• Under Initiative select Postgraduate Scholarships.
• Under **Round** select the only option, **2017 Postgraduate Scholarship Funding Commencing in 2018**.
• Under **Administering Institution** select the **University of Sydney**.
• Enter the **Application Title**
• Enter the **Grant Duration**
• Under **RAO Edit Access** select **Yes**.

**Submitting your Application:** After you have submitted your draft application, grant proposal and application summary the Fees and Scholarships Office as well as the 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 input you must complete (but not CI Certify) your application by **Wednesday, 17 May, 2017**.

**Incomplete applications:** applications that are incomplete or do not comply with all content and formatting requirements will be 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:** All applications are assessed against the Assessment Criteria as set out in the **Postgraduate Scholarship Scheme-Specific Funding Rules for funding commencing in 2018**, using the **Category Descriptors at Attachment A**.

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

| B-AISch Application Information (Scholarship) | Please note that the **Dora Lush Biomedical award** 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 2017** and provide a statement of circumstances detailing the reasons for the delay in pursuing a PhD or Research Masters. (Refer to the **Funding Rules** for further information.) |
| Part-time Research Postgraduate Scholarship applicants: | A Study Part-Time Scholarship option is available for applicants who are awarded a Medical/Dental Postgraduate Scholarship and are undertaking dual training – a postgraduate medical/dental degree and a PhD program. |
| | 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. **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**. A letter of support must also be provided by your Supervisor as part of your application. |
| | All part-time scholarships at the University of Sydney must be held at the level of a 50% load. |
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 2017 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 **31/12/17**, 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 **Submitting an Application** page. 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 2017**. 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 following 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 2017**.)

**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 Fees and Scholarships Office 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 Fees and Scholarships Office of the relevant ungraded passes prior to submitting your draft application.

### B-R Referees

It is very important that your referee uploads their report by the final closing date. Applications which do not have a referee report uploaded by 5pm 7 June will be deemed ineligible by the NHMRC.

**Note:** You can only nominate one supervisor to complete the primary supervisor’s referee report. For further information, please refer to 2.5 Part B-R: Referees under the Postgraduate Scholarship section of the NHMRC’s *Advice and Instructions to Applicants 2017*.

Your referee must be the person who will be your Primary Supervisor in 2018. 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.

Once you have entered your referee’s details in your application and saved the page, an alert is sent to the referee with instructions detailing the request. Your referee 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 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 section 12.2 and section 13 of the NHMRC Funding Rules 2017 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 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.

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

FINAL SUBMISSION TO THE NHMRC
The Fees and Scholarships Office 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 2017. 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.
SUMMARY OF THE PROCESS

1. Applicant completes application on RGMS

2. Draft application + supporting documents are submitted to the Fees and Scholarships Office.

3. The Fees and Scholarships Office provides feedback on application.

4. Applicant completes any revisions/chases outstanding referee reports.

5. Applicant certifies application

6. Fees and Scholarships Office submits application to NHMRC.
NHMRC Postgraduate Scholarships 2018 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

<table>
<thead>
<tr>
<th>NHMRC ID (RGMS generated)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student name and title</td>
<td></td>
</tr>
<tr>
<td>Student ID (for current and past University of Sydney students)</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Contact phone number (pref. mobile)</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Student signature (original signature required)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Primary Supervisor’s name and title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Supervisor’s Signature (original signature required)</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>HOD/Director Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HOD / Director Signature (original signature required)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
NHMRC Postgraduate Scholarships 2018 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.
  - Grant Proposal.
  - Application Summary.
  - The fully signed NHMRC Postgraduate Scholarships Authority to Submit form.
  - 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 your referee on RGMS, forwarded your referee your application, and advised them that their referee report must be uploaded to RGMS prior to 5pm, 7 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.

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