NHMRC Postgraduate Scholarships
2024 Submission Guidelines

The University of Sydney has an internal timeline and application process for the NHMRC Postgraduate Scholarships in 2024. The instructions on how to submit your application for assessment are included in this document.

1) Timeline

- **10 April 2024** – Applications Open in Sapphire

- **5pm on 29 April 2024** – University of Sydney internal deadline for submission of <u>Mandatory documents</u> and <u>Minimum data in Sapphire</u> to be considered for **academic review**.

- **8 May 2024** – NHMRC deadline for Minimum data to be entered into Sapphire.

- **9 am on 3 June 2024** – University of Sydney deadline for submission of Mandatory documents. If these documents are not submitted by the deadline your application will not be considered for submission to NHMRC by the University of Sydney.

- **5 June 2024** – Applications Close in Sapphire

2) Commencing an Application

Before commencing an application, please ensure you determine that you are eligible for the NHMRC Postgraduate Research Scholarships and read all the application documents supplied by the NHMRC. These documents are available through Grant Connect. Grant Connect can be accessed at the below link.
https://www.grants.gov.au/Go/Show?GoUuid=b960cdb2-4457-47d3-97e4-97878c2fbefb

All applications must be submitted using Sapphire which can be accessed at the below link. This page also includes basic tutorial videos on how to use Sapphire and a Help section.
https://healthandmedicalresearch.gov.au/

3) Minimum Data

Once you have commenced an application in Sapphire, all minimum data fields must be completed by 8 May 2024. Failing to meet this deadline will result in the application not proceeding. Using placeholder text including **in the application title**, such as "text", "synopsis" or "xx" may render your application ineligible by NHMRC. Minimum data fields for Postgraduate Scholarships are outlined in section 7.3 and Appendix C: Guide to Applicants, section 3, 6.2 and 6.4 of the Postgraduate Scholarship 2024 Guidelines.

> **IMPORTANT:** Ensuring compliance with minimum data requirements is the *sole responsibility of the applicant* and will not be included in any administrative or academic review that may be undertaken by the University. Applicants are advised to pay particular attention to the NHMRC guidelines for "application title."

4) Mandatory Documents for Academic Review

If you submit minimum data in Sapphire <u>and</u> mandatory documents to the Scholarships Office by **5pm** on 29 April 2024 then your application may be considered for academic review*. If approved for academic review, an experienced academic will review your application and if necessary, would contact you directly with feedback and advise.

*Note that not all applications received by the deadline will be considered for academic review.

The following documents are required to be submitted to scholarships.office@sydney.edu.au in order to be considered for academic review:

- Proof of Citizenship or Permanent Residency

- Professional Registration Papers - these documents only need to be submitted if you are applying to receive the Medical/Dental or Priority Stipend as part of your application.

- Grant Proposal in Word version

- Curriculum Vitae (that includes a list of your publications)

- Application Summary, Application Report and Profile Report - these documents are generated from Sapphire.

- Authority to Submit Form - only needs to be signed by your Supervisor at this stage. If your application is approved by the University for submission to the NHMRC it will be signed by the Associate Dean (Research Education) and submitted to the Scholarships Office.

5) Mandatory Documents for submission to NHMRC

You must submit mandatory documents to the Scholarships Office by **9am** on 3 June 2024 to be considered for submission to NHMRC.

6) Eligibility

The Scholarships Office would conduct eligibility check for applications, as many as possible, and provide feedback to reduce the risk of being deemed ineligible by the NHMRC. Please be reminded that it is your responsibility to verify your circumstance against eligibility of the scholarship prior to applying in Sapphire.

7) Certifying your Application

If your mandatory documents are not submitted to Scholarships Office by **9am** on 3 June 2024 then your application will not be submitted to NHMRC by the University.

> **IMPORTANT**: Provision of minimum data and mandatory documents by the required deadline does not guarantee that your application will be approved by the University for submission to the NHMRC.

You will be notified by the Scholarships Office if your application has been approved for you to commence the CI certification process in Sapphire.

Do not commence the CI certification process unless you have received approval from the University of Sydney Scholarships Office to do so.

8) Questions

If you have any questions or need any assistance with the NHMRC Postgraduate Scholarship application process, please email scholarships.office@sydney.edu.au or call (02) 8627 8112.