



# Investigator Grants 2024 Guidelines

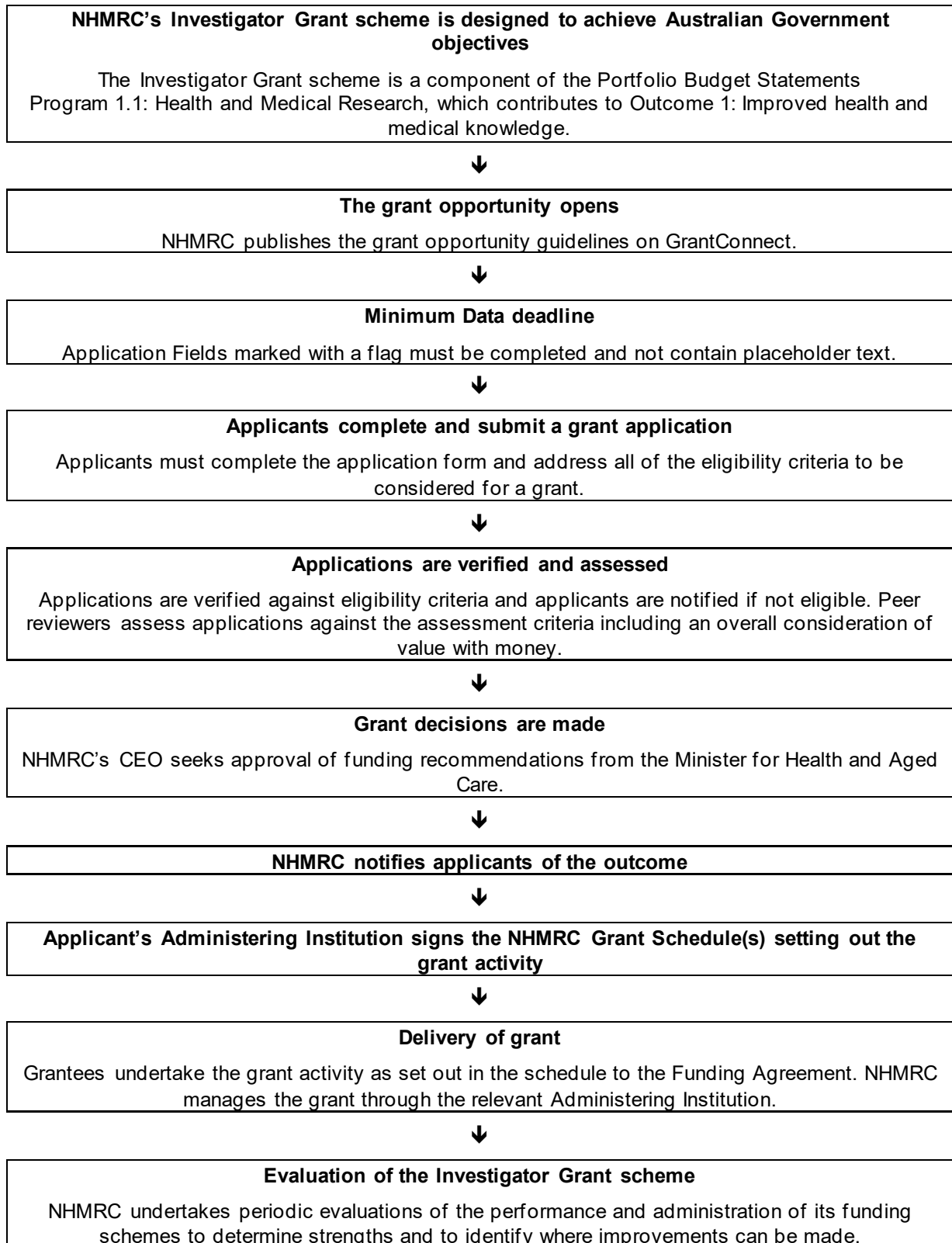
<b>Opening date:</b>	<b>13 September 2023</b>
<b>Closing date and time:</b>	5:00 pm ACT local time on 8 November 2023
<b>Commonwealth policy entity:</b>	National Health and Medical Research Council (NHMRC)
<b>Enquiries:</b>	<p>Applicants requiring further assistance are to direct enquiries to their Administering Institution's Research Administration Officer. Research Administration Officers can contact NHMRC's Research Help Centre for further advice:</p> <ul style="list-style-type: none"><li>▪ Phone: 1800 500 983 (+61 2 6217 9451 for international callers)</li><li>▪ Email: <a href="mailto:help@nhmrc.gov.au">help@nhmrc.gov.au</a></li></ul> <p>Frequently asked questions (FAQs) about scheme policy will be collated and answered via the scheme's FAQs document on GrantConnect. All policy enquiries must be submitted by 5:00 pm ACT local time 30 October 2023. The final FAQs will be released on 2 November 2023.</p> <p>NHMRC will not respond to any enquiries submitted after 1:00 pm ACT local time on 8 November 2023.</p> <p>Note: NHMRC's Research Help Centre aims to provide a reply to all requests for general assistance within two working days. This timeframe may be longer during peak periods or for more detailed requests for assistance.</p> <p>Submission of a registration form and activation of a Sapphire account must occur at least 72 hours before application close, noting that account activation processes cannot be guaranteed in less than this time.</p>
<b>Date guidelines released:</b>	13 September 2023
<b>Type of grant opportunity:</b>	Targeted competitive

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# 1. Investigator Grants 2024 processes



## 1.1. Introduction

These grant opportunity guidelines (guidelines) contain information for the Investigator Grants 2024 grant opportunity.

Applicants must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant scheme/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grants will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

GrantConnect ([www.grants.gov.au](http://www.grants.gov.au)) is the authoritative source of information on this grant opportunity. Any alterations or addenda to these guidelines will be published on GrantConnect.

The Investigator Grants 2024 grant opportunity will be undertaken in accordance with the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs), available from the [Department of Finance website](#).

Commonwealth funding for this grant opportunity, including where future or additional funding opportunities are indicated, is subject to the relevant Commonwealth Government funding policy and priorities at the time of notification and accordingly may be subject to change. This may affect the funding available, and its timing, provided under this grant opportunity. Any such changes will be notified as soon as possible.

NHMRC recognises the impacts of the COVID-19 pandemic on Australia's health and medical research community. NHMRC's [Relative to Opportunity Policy](#) specifies that circumstances associated with the pandemic and other calamities are considered, where applicable, in assessment of an applicant's track record. In their application, applicants may outline the interruption and impact on their research productivity.

### 1.1.1. About NHMRC

NHMRC is the Australian Government's key entity for managing investment in, and the integrity of, health and medical research. NHMRC works with stakeholders to plan and design the grant program in accordance with the *National Health and Medical Research Council Act 1992* (NHMRC Act) and the CGRGs.

NHMRC awards grants through several research funding schemes to advance health and medical knowledge and to improve the health of all Australians. NHMRC invests in the highest quality research and researchers, as determined through peer review, across the four pillars of health and medical research: basic science research, clinical medicine and science research, public health research and health services research.

## 2. About the grant program

Funding for the program will be provided from the NHMRC Medical Research Endowment Account (MREA), which is underpinned by Section 51 of the NHMRC Act.

The objectives of the Investigator Grant scheme are to:

- support the research program of outstanding investigators at all career stages

- consolidate salary and research support into a single grant scheme by offering a salary component (if required) and a Research Support Package (RSP).

The intended outcomes of the Investigator Grant scheme are:

- flexibility for investigators to pursue important new research directions as they arise and to form collaborations as needed
- innovative and creative research
- opportunities for researchers at all career stages to establish their own research programs
- reduced application and peer review burden on researchers.

To support its objectives, the Investigator Grant scheme comprises 2 categories – Emerging Leadership (EL) and Leadership (L) (Category) (**Table 1**).

The EL Category is restricted to researchers who are ≤10 years post-PhD or equivalent and comprises 2 salary levels (Levels) (EL1 and EL2) with corresponding RSPs. Recipients of an Emerging Leadership Investigator Grant will have the title “NHMRC Emerging Leadership Fellow”.

The L Category comprises 3 Levels (L1, L2 and L3) and an RSP of \$400,000 per annum (see **Tables 1** and **3**).

Following NHMRC’s national consultation during 2022 on options to reach gender equity in the Investigator Grant scheme, NHMRC implemented changes for the Investigator Grant scheme to address systemic disadvantage and ensure the scheme supports a gender diverse and inclusive health and medical research workforce (see section 8.2 and [Appendix A](#)).

**Table 1.** Structure of the Investigator Grant scheme

	Salary	RSP	
Category	Levels	Tiers	Title
Leadership	L3	LT	NHMRC Leadership Fellow
	L2		
	L1		
Emerging Leadership	EL2	ELT2	NHMRC Emerging Leadership Fellow
	EL1	ELT1	

Eligibility to apply for an Investigator Grant at a given Category and Level will be determined by the number of times the highest Level has been held, as detailed in **Table 2**.

**Table 2.** Number of terms each Investigator Grant Level can be held

Category	Level	Number of terms	Maximum number of terms in each Category
Leadership	L3	5	5
	L2	2	
	L1	2	
Emerging Leadership	EL2	1	2
	EL1	1	

## 2.1. Key changes

Applicants need to note the following changes for the Investigator Grants 2024 Guidelines:

- Additional special measures under the *Sex Discrimination Act 1984* to address systemic disadvantage faced by female and non-binary applicants continue to apply (see sections 2, 8.2, and [Appendix A](#)). These measures were introduced following NHMRC’s national consultation during 2022 on options to reach gender equity in the Investigator Grant scheme.
- As per the 2023 round, a single Research Support Package (RSP) of \$400,000 per annum will be provided for Leadership Category grants (see section 3.1) to improve equity, simplify the funding structure and provide applicants with budget certainty to assist in planning their future research.
- The other Australian government grants policy and non-Australian government grants policy have been streamlined to create a single non-NHMRC grants policy (see section 4.3.6):
  - Non-NHMRC grant holders are eligible to apply in any year of their non-NHMRC grant.
  - If the non-NHMRC salary is >20% of their awarded Investigator Grant salary, the Investigator Grant salary will be forfeited for the period of overlap.
- The section on NHMRC Research Fellowship sixth year extensions has been removed because it is no longer required; there are no more eligible fellowship holders for this initiative.
- The eligibility policy for NHMRC Fellowship holders to apply for an Investigator Grant has been updated to be consistent with the non-NHMRC Grants policy (see section 4.3.4).
- Applicants are required to provide details of any additional financial support required for research outlined in the 5-year research vision, which could not be funded by the Investigator Grant. This is intended to assist peer reviewers when determining the feasibility of the research outlined in the 5-year vision (see section 7.9.2 of [Appendix H](#)).
- The PhD census date has been moved to the application close date (8 November 2023). Due to the shift in timing of the Investigator Grant round, leaving the PhD census date at 1 March (3-4 months after applications are submitted) would have created a mis-alignment with the 10-year Track Record assessment window.

## 2.2. NHMRC structural priorities, Investigator Grants 2024 priorities and funding with other organisations

NHMRC’s [Corporate Plan](#) outlines strategic priorities and major health issues for the period covered by the Plan, including how NHMRC will address these issues, and a national strategy for medical research and public health research. Each year, NHMRC also identifies structural priorities for funding to deliver against certain strategic priorities.

Information on NHMRC’s structural priorities, Investigator Grant priorities and Investigator Grant funding with other organisations is provided in [Appendix A](#).

### 3. Grant amount and grant period

#### 3.1. Grants available

The provisional funding allocation for the Investigator Grants 2024 round is between \$360 million and \$380 million. NHMRC's Research Committee annually reviews and recommends indicative budget amounts to be awarded across individual funding schemes.

An Investigator Grant comprises a salary and RSP (see **Table 3**). The salary component of an Investigator Grant is provided as a contribution to assist Administering Institutions with employing the successful applicant to conduct the research. However, an Investigator Grant recipient's total salary is agreed between the researcher and their Administering Institution. **NHMRC expects that researchers who receive a salary from their institution will not apply for a salary from NHMRC.** This maximises the number of applications that can be funded.

The RSP component of an Investigator Grant is provided to support the Investigator to fulfil the objectives of their 5-year vision/plan, and to provide the flexibility to pursue important new research directions as they arise, adjust their resources accordingly, and form collaborations as needed. The size of the RSP and salary depend on the Level or Category of the grant application (see **Table 3**).

**Table 3.** Investigator Grant salary and RSP components

		Salary	RSP
Category	Level	Amount per annum	Amount per annum
Leadership	L3	\$190,608	\$400,000
	L2	\$179,433	
	L1	\$153,931	
Emerging Leadership	EL2	\$117,238	\$200,000
	EL1	\$82,408	\$50,000

Note: Amounts in **Table 3** may be indexed and will be provided on a pro rata basis for part-time awardees as applicable.

The Category, Level and RSP of the grant will apply for the duration of the grant.

##### 3.1.1. Short term support to Facilitate International Indigenous Researcher Networks

Funding to Facilitate International Indigenous Researcher Networks (FIIRN supplement) is available to Emerging Leadership (EL1 and EL2) NHMRC Investigator Grant recipients who identify as being of Aboriginal and/or Torres Strait Islander descent. The purpose of this funding is to:

- improve the health of Indigenous people through research between NHMRC, the Canadian Institutes of Health Research and the Health Research Council of New Zealand, as intended under the Tripartite Agreement
- support NHMRC's strategic objective of building capacity among Aboriginal and Torres Strait Islander researchers.

Applicants who identify as being of Aboriginal and/or Torres Strait Islander descent may request the FIIRN supplement (\$11,000 in addition to their Investigator Grant) to support travel to international conferences and/or short-term international collaborative activities.



Travel to New Zealand or Canada is particularly encouraged, where government travel policy/restrictions allow.

Eligible applicants who wish to be considered for the FIIRN supplement must indicate their interest at the time of application and will be unable to request the supplement at a later date. Where the number of eligible applicants for the FIIRN supplement exceeds NHMRC's allocated funds for this program (\$100,000), NHMRC will offer each eligible applicant a pro rata share of the available funding.

To receive the FIIRN funding, applicants must:

- identify as being of Aboriginal and/or Torres Strait Islander descent (see information on [AIATSIS website](#))
- indicate their interest in receiving FIIRN funding at the time of application
- outline in their grant application, their proposed use of the funds for travel and/or collaborative purposes.

Administering Institutions must retain evidence, consistent with AIATSIS guidance, of an applicant's identification as an Aboriginal and/or Torres Strait Islander person and must provide this evidence to NHMRC, if requested.

Investigator Grant recipients who receive FIIRN funding must report on the following in their Final Report:

- what the FIIRN funding was used for, and
- the mentoring linkages established as a result of using this funding supplement.

## 3.2. Grant period

An Investigator Grant is awarded for a 5-year term, irrespective of:

- the Category or Level of grant awarded
- whether the grant is awarded as a full-time or part-time grant (section 3.3), or
- any variations to time commitment approved during the term of the grant.

Details on allowable grant variations, including to defer commencement and/ or to extend the end date due to limited circumstances, can be found at section 12.1.

## 3.3. Time commitment

An Investigator Grant may be awarded as either a full-time grant or a part-time grant.

### 3.3.1. Full-time Investigator Grants

A full-time Investigator Grant is intended to support a researcher to conduct research on a full-time basis (i.e.  $\geq 80\%$  full-time equivalent (FTE)). Researchers receiving a full-time salary must devote at least 80% of their time to research. This research must include research aimed at achieving the objectives of the Investigator Grant.

Academics who spend  **$\geq 80\%$  FTE on research** may apply for a full-time Investigator Grant salary.

Academics who spend  **$>20\%$  FTE on teaching/administration** may apply for a full-time salaried Investigator Grant if they transfer to a full-time research role ( $\geq 80\%$  FTE on research) by 1 January of the year the grant is to commence, or a part-time (professional) Investigator Grant salary to cover the proportion of FTE spent on research if they remain in a teaching/administration role.

### 3.3.2. Part-time Investigator Grants (Professional)

An Investigator Grant awarded on a part-time basis for professional reasons ('Professional Part-time Investigator Grant') is intended to allow researchers to conduct research while maintaining other professional activities. These grants are available for 0.2 to 0.8 FTE over 5 years. The salary component of the grant will be adjusted pro rata.

Professional Part-time Investigator Grant applicants must hold, or have been offered, another funded position (e.g. in policy, industry, clinical, public health or equivalent practice, teaching) and their employer must guarantee to release the Investigator Grant recipient for the time specified in their grant application to conduct research. Similarly, self-employed applicants must confirm that they are able to conduct the research.

Continuation of the Investigator Grant will depend on continued financial support by the employer for the balance of the applicant's work time and for the duration of the grant.

Administering Institutions must retain evidence:

- of the Professional Part-time Investigator Grant applicant's alternative funded position
- that the alternative employer will release the applicant to conduct the research proposed in their Investigator Grant application, and
- that the alternative employer will continue to provide salary to support the applicant's non-research time.

This evidence must be made available to NHMRC if requested. Professional Part-time Investigator Grant recipients may retain 100% of their RSP. Researchers may select this option at the time of application or reduce to it during the grant (see section 10.8.4).

At application or upon request for reduction, the researcher must indicate whether they wish to receive 100% of their Investigator Grant RSP or reduce it in proportion to their part-time status<sup>1</sup>.

The combined time spent on research and on other professional activities by Professional Part-time Investigator Grant recipients must equate to 1.0 FTE, except where there is a career disruption. In this case, the 1.0 FTE requirement for research and professional activities is reduced in proportion to the time component of the career disruption. For the research component of a Professional Part-time Investigator Grant, 80% of that time must be devoted to research<sup>2</sup> which must include research aimed at achieving the objectives of the Investigator Grant.

Investigator Grants awarded on a part-time basis for professional reasons are to be held part-time, at the awarded FTE and RSP (unless further reduced – see section 10.8), for the duration of the grant.

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<sup>1</sup> For example, if an applicant chooses to receive a Part-time Investigator Grant at 0.2 FTE and to reduce their RSP in proportion to their FTE, they would receive 20% of the RSP.

<sup>2</sup> For example, if the research component of a Part-time Investigator Grant is 0.6 FTE, then 80% (0.48 FTE) of the research component of the grant recipient's time must be directed towards research.

The awarded FTE and RSP of the grant cannot be increased.

### 3.3.3. Part-time Investigator Grants (Personal)

An Investigator Grant awarded on a part-time basis for personal reasons ('Personal Part-time Investigator Grant') is intended to align with circumstances defined as career disruptions (see [Appendix C](#)). Researchers may receive part-time support to allow them to divide their time between their personal situation and conducting research. These grants are available for 0.2 to 0.8 FTE over 5 years and fund the amount of time allocated to research. The value of the salary will be adjusted pro rata. Applications for personal part-time FTE must be supported by their employer. Administering Institutions must retain evidence to confirm that the Investigator Grant recipient's requested FTE is for circumstances defined as a career disruption(s) and provide this evidence to NHMRC if requested.

The non-research time is intended to be dedicated to serving the needs of a researcher's personal circumstances and cannot be spent on other paid employment, research, teaching or administrative roles, or clinical or practitioner responsibilities.

Researchers may select this option at the time of application or reduce it (see section 10.8.4) during the course of the grant. At application, or upon request for reduction, the researcher must indicate whether they wish to receive 100% of their Investigator Grant RSP or reduce it in proportion to their part-time status<sup>3</sup>.

When the personal part-time option is taken, the researcher must devote at least 80% of their part-time commitment to research<sup>4</sup>, which must include research aimed at achieving the objectives of the Investigator Grant.

Recipients of a Personal Part-time Investigator Grant may request to increase their time commitment or convert to full-time salary for personal reasons, such as changes in carer responsibility or recovery from an illness or major injury. Requests to increase time commitment will be considered by NHMRC on a case-by-case basis and must have the support of the Investigator Grant recipient's Administering Institution.

Where a request to increase time commitment is approved, the salary component of the Investigator Grant will be increased pro rata. However, the value of the RSP cannot be increased above the level at which it was awarded. For example, if the awarded RSP of a grant is 60%, that RSP cannot be increased above 60% during the life of the grant, irrespective of whether the grant's salary is increased to full time during the life of the grant.

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<sup>3</sup> For example, if an applicant chooses to receive a Part-time Investigator Grant at 0.2 FTE and to reduce their RSP in proportion to their FTE, they would receive 20% of the RSP.

<sup>4</sup> For example, if the research component is 0.6 FTE then 0.48 FTE (i.e. 80% of the research component) must be directed towards research.

### 3.3.4. Other appointments

The Investigator Grant scheme must not be used to pay or subsidise the salary of grantees with additional institutional leadership/administrative appointments related to research. Such appointments may include academic and institutional leadership/administrative salaried appointments. Funding of these roles is the responsibility of the institution. NHMRC reserves the right to suspend or cease any/all component(s) of an Investigator Grant if, in its judgement, this policy intent is being compromised.

Applicants may apply for an Investigator Grant but are not entitled to salary support for the life of the grant if, on 1 January of the year an Investigator Grant is to commence, they hold a core position requiring substantial time dedicated to:

- roles where the overarching responsibility is leadership of an independent Medical Research Institute (e.g. Director or Chief Executive Officer (CEO))
- roles where the overarching responsibility is leadership of an institute or centre under university or hospital governance (e.g. Director or CEO)
- academic administrative roles such as Dean, Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellor.

If, through the life of the grant, a grantee holds any of the positions (or similar) listed above, it is expected that they will notify NHMRC. Grantees who hold any such positions will not be required to resign from their position; the appointment can be retained, but the salary component of the Investigator Grant may not be paid for the period of the other appointment.

If, during the life of the grant, an Investigator Grant recipient temporarily holds any of the positions (or similar) listed above, the grantee must choose either to relinquish their salary for the period of overlap or to suspend the grant (salary and RSP) as outlined in section 10.8.2.

The term “temporarily” allows for instances where grantees may be asked to take on a Director (or similar) position in a limited/interim capacity (for example, a short-term appointment).

Any appointments held by an Investigator Grant recipient are subject to review by NHMRC at any time throughout the duration of the grant.

NHMRC will only consider exemptions to this policy in exceptional circumstances.

### 3.3.5. Time spent overseas

Investigator Grant recipients may spend a proportion of their time pursuing research overseas.

#### 3.3.5.1. Emerging Leadership Investigator Grants

To allow flexibility and support early and mid-career researchers to conduct a proportion of research overseas, EL1 and EL2 Investigator Grant recipients may spend up to 50% of their grant's duration overseas. However, the final year of the Investigator Grant must be undertaken in Australia. Administering Institutions must retain evidence that the Investigator Grant recipient is in Australia for the final year of the grant and provide this to NHMRC if requested.

#### 3.3.5.2. Leadership Investigator Grants

Leadership Investigator Grant (L1-L3) recipients must be based in Australia for at least 80% of the grant's duration.

## 4. Eligibility criteria

Applications will only be accepted from NHMRC Administering Institutions. A list of NHMRC Administering Institutions is available on the [NHMRC website](#).

The Chief Investigator A (CIA) and Administering Institution must ensure applications and grants meet all eligibility requirements as set out in these guidelines. Applications that do not meet these eligibility requirements may be ineligible and may be excluded from further consideration.

A submitted Investigator Grant application that is withdrawn after the closing date for applications will continue to affect the eligibility of applications to the Ideas and/or Synergy schemes in the same funding round (i.e. where funding commences in the same year, see Section 14: Glossary). Conversely, the removal of CIs from other relevant NHMRC applications (after round close) and/or grants (see section 4.3) will continue to affect Investigator Grant eligibility.

Subsequent submission of applications to the Ideas and/or Synergy Grant schemes in the same funding round will affect the eligibility of an application already submitted to the Investigator Grant scheme.

An eligibility ruling can be made by NHMRC at any stage following the close of applications, including during peer review. Where an eligibility ruling is being considered, NHMRC may request further information to assess whether the eligibility requirement has been met.

Decisions are made based on current policies and considerations specific to this grant opportunity. Decisions made in relation to previous grant opportunities or other NHMRC funding schemes will not be regarded as precedents and will not be considered when assessing compliance with the requirements of this grant opportunity.

Administering Institutions will be notified in writing of ineligible applications and are responsible for advising applicants of the decision.

NHMRC staff will not make eligibility rulings before the submission of minimum data. Grant offers may be withdrawn if eligibility criteria are not maintained. Action may also be taken over the life of a grant if eligibility criteria to continue holding a grant are not met.

### 4.1. Who is eligible to apply for a grant?

#### 4.1.1. Chief Investigators

The maximum number of CIs allowed on an Investigator Grants 2024 application is one (the CIA).

#### **Chief Investigator 'A'**

At the time of acceptance and for the duration of a grant the CIA must be an Australian or New Zealand citizen, or a permanent resident of Australia. The CIA must also be based in Australia for at least 80% of the funding period, except for NHMRC Emerging Leadership Fellows, who must be based in Australia for at least 50% of the funding period of their Investigator Grant (see section 3.3.5.1).

The CIA must:

- only submit one application for an Investigator Grant in a given funding round
- select only one Category and one Level of Investigator Grant
- provide justification for the selected Category and Level of Investigator Grant, particularly outlining why they do not meet the expectations of a higher Level.

The CIA must consider the *Statements of Expectations* ([Appendix D](#)). It is the responsibility of the CIA to determine the most appropriate Level to apply for and submit an application at a Level commensurate with their research experience and profile.

NHMRC expects that applicants will apply at an appropriate Level to help achieve parity and fairness for all Investigator Grant applicants.

The *Statements of Expectations* provide guidance on the numbers of years post-PhD and academic level typically expected for applicants at each Level. Recognising the diversity of the sector and the many different settings in which researchers are employed, NHMRC recognises that individuals can achieve academic promotion for a range of reasons unrelated to their research career (e.g. teaching and learning, administration, community engagement). The required justification will support assessment where applicants fall outside the broad benchmarks.

Peer reviewers will consider the justification for the selected Investigator Grant Category and Level and take this into account when reviewing the applicant's track record, relative to opportunity. If the applicant's justification does not adequately justify the selected Level, this can be taken into account by peer reviewers when scoring the application (i.e. the peer reviewer may score the applicant's track record, relative to opportunity, lower than they would have if the applicant had applied at the appropriate Level).

The selected Category and Level cannot be changed by an applicant after the close of applications.

NHMRC will not change the selected Category or Level for any reason.

## 4.2. Qualifications

NHMRC expects (but does not mandate) that Emerging Leadership and Leadership applicants will hold a Doctorate of Philosophy (PhD), or a research qualification equivalent to the level 10 criteria of the Australian Qualifications Framework (AQF) Second Edition January 2013, or equivalent research experience.

If the CIA holds a research higher degree that is not a PhD or has equivalent research experience, the applicant's Administering Institution must provide evidence that the applicant's qualification or research experience meets the level 10 criteria of the AQF, if requested by NHMRC<sup>5</sup>. NHMRC reserves the right, at any time during the application or peer review process, to exclude applicants who, in its judgement, do not have appropriate qualifications or experience.

If the CIA holds multiple PhDs, eligibility to apply at the EL Level will be determined using the earliest awarded PhD, irrespective of whether the PhD still aligns with the CIA's area of research (see section 4.4).

## 4.3. Multiple applications/grants

Limits apply to the number of NHMRC grants that a CI may concurrently apply for and/or hold.

Existing NHMRC data on current grants held will be used to determine an Investigator Grant applicant's eligibility to apply, as well as any required reductions to their RSP component.

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<sup>5</sup> Sufficient evidence would be a statement from the applicant's Administering Institution and/or PhD supervisor stating that, in their judgement, with a clear justification, the applicant's qualification or research experience meets the level 10 criteria of the Australian Qualifications Framework Second Edition January 2013.

The budget calculation date on which salary and RSP reductions will be calculated for Investigator Grant applications will be 5:00 pm ACT local time on 31 January 2024. The awarded RSP will apply for the duration of the grant, irrespective of extensions to existing grant(s) held after the budget calculation date.

It is the responsibility of the CIA to ensure they meet all the eligibility requirements for concurrent research applications and/or grants, including any additional applications to the Ideas and/or Synergy Grant schemes in the same funding round.

#### 4.3.1. Information for Investigator, Ideas and Synergy Grant schemes

Eligibility to apply for, and hold, an Investigator Grant is linked to numbers of grants applied for or held from the Ideas and Synergy Grant schemes, as well as other NHMRC grants held, including the Investigator Grant scheme itself.

CIs can submit a total of 2 applications across the Investigator, Synergy and Ideas Grant schemes in any given funding round<sup>6</sup>. See specific rules for Ideas and Synergy Grant schemes.

CIs can hold a maximum of 2 grants concurrently from the Investigator, Synergy and Ideas Grant schemes, with the following exceptions:

- CIs who hold 2 Ideas Grants can hold a Synergy Grant, and
- CIs who hold 2 Ideas Grants can apply for and hold an Investigator Grant, but their RSP will be reduced by 50% for one Ideas Grant and by 100% for 2 Ideas Grants, taking into consideration the Ideas Grant(s) end date (at budget calculation date).

Investigator Grant holders cannot apply for an Ideas Grant, unless they are in the final year of the Investigator Grant at the time of application.

An Investigator Grant CIA is eligible to apply for a new Investigator Grant if, at the time of application, their existing Investigator Grant will end before, or be in its final year, on 1 January of the year the new Investigator Grant is to commence (see section 4.3.7 for further details). Should such applicants be successful, their new Investigator Grant will not be considered a 'concurrently held' grant until their existing Investigator Grant has concluded, for the purposes of determining NHMRC grant capping eligibility (i.e. the eligibility to apply for and hold an Ideas, Investigator and/or Synergy Grant).

For the purposes of eligibility, recipients of MRFF Investigator Grants<sup>7</sup> will be considered equivalent to NHMRC Investigator Grants. All conditions and policies outlined in these Guidelines will be applicable to MRFF Investigator Grants.

Detailed information on how eligibility for an Investigator Grant is affected by a CI's grant applications and/or currently held grants is available in [Appendix E](#) (eligibility for 2024 funding round) and the eligibility tool on the [NHMRC website](#).

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<sup>6</sup> For example, in the 2024 funding round for funding commencing in 2025 (subject to other scheme-specific eligibility requirements), CIs may submit 1x Investigator Grant application + 1x Synergy Grant application = 2 applications in total.

<sup>7</sup> Investigator Grants awarded in 2019 and 2020 via the Investigator Grants: Medical Research Future Fund (MRFF) Priority Round

If any CI (CIA-CIJ) submits an Investigator, Synergy or Ideas Grant application(s), in the same funding round, in excess of the maximum for which they are eligible to apply or hold, all Investigator, Synergy or Ideas Grant applications on which that CI is named will be ineligible and excluded from consideration, irrespective of:

- the scheme to which they have applied
- that CI's position or role on the application.

If an Investigator Grant applicant is a CI (CIA-CIJ) on a Synergy or Ideas Grant application(s) from the previous round, and are subsequently offered a Synergy or Ideas Grant(s) to the maximum of NHMRC grants that they are eligible to hold, the Investigator Grant will not be eligible for NHMRC funding and will be removed from consideration, irrespective of whether the Synergy or Ideas Grant(s) is accepted.

If an Investigator Grant is awarded, then application and grant capping eligibility rules will continue to affect applications to the Synergy and Ideas Grant schemes for the remainder of the concurrent round in which the Investigator Grant was awarded.

Requests for alteration of a submitted application in an attempt to satisfy eligibility criteria (for example removal of a CI) will not alter the eligibility ruling for those affected applications.

Refer to [Appendix E](#) and the [NHMRC website](#) for further information on eligibility.

#### 4.3.2. Ideas Grants affect Investigator Grant applications

If a CI (CIA-CIJ) concurrently (in the same funding round) applies for an Investigator Grant and an Ideas Grant and the Investigator Grant application is successful, the Ideas Grant application will not be eligible for NHMRC funding.

If a CI who holds one or 2 Ideas Grants is awarded an Investigator Grant, the RSP will be reduced by 50% for each Ideas Grant held. Each reduction to the RSP will cease at the end date (at budget calculation date) for each held grant(s) that led to the reduction (see section 4.3.3).

Investigator Grant holders cannot apply for an Ideas Grant unless they are in the final year of the Investigator Grant at the time of application.

The capping rules do not apply to Ideas Grant applicants who have not applied for NHMRC funding (i.e. only seeking funding through an NHMRC Partner Organisation, e.g. Cancer Councils, Cancer Australia & Funding Partners, see [Appendix A](#) of the Ideas Grant Guidelines). Such applicants should check the capping rules applied by those Partner organisations.

Refer to [Appendix E](#) and the [NHMRC website](#) for further information on eligibility.

#### 4.3.3. Reductions in the Investigator Grant RSP for concurrently held Project, Ideas or Program Grants

If an Investigator Grant application is successful, the value of the RSP will be reduced for concurrently held NHMRC Ideas and/or Project and/or Program Grants in a compounding manner. Combinations of applicable grant types held will compound RSP reductions but not exceed 100% as follows:



- 25% for each concurrent NHMRC Project Grant held, to a maximum of 50%<sup>8</sup>
- 50% for each concurrent NHMRC Ideas Grant held, to a maximum of 100%<sup>9</sup>
- 100% for a concurrent NHMRC Program Grant<sup>10</sup>.

Each reduction to the RSP will cease at the end date (at budget calculation date) for each grant(s) that led to the reduction. Refer to [Appendix E](#) and the [NHMRC website](#) for further information on eligibility.

All relevant NHMRC grants held are considered together when determining RSP reductions for an Investigator Grant (i.e. RSP reductions for Ideas Grants held will be in addition to any RSP reductions for Project and/or Program Grants held).

#### 4.3.4. Current and/or former NHMRC Fellowship recipients

Current NHMRC Fellows may apply for an Investigator Grant at any time during their Fellowship.

If the Investigator Grant overlaps with the NHMRC Fellowship, the salary component of the Investigator Grant will not be paid during the overlap (i.e. the period that both grants are held). During this overlap, the Investigator Grant will run concurrently with the NHMRC Fellowship and the overall salary component of the Investigator Grant will be reduced accordingly (i.e. the salary will not be back-paid). The RSP component of the Investigator Grant will not be affected.

NHMRC Fellowship holders do not need to indicate within their Investigator Grant application that they hold a Fellowship. Existing NHMRC data on current grant holders will be used to determine any required reductions to the salary component of the Investigator Grant.

Current or previous NHMRC Fellowship recipients cannot apply for an Investigator Grant at a Level lower than the applicant's most recently held NHMRC Fellowship ([Appendix F](#)). Previously held NHMRC Fellowships will not count towards the number of terms an Investigator Grant can be held (see section 2.1).

For the purposes of eligibility, an NHMRC Fellowship is considered held if the offer of funding was accepted and any grant funding expended.

Recipients of MRFF Clinical Researchers Program Fellowships and NHMRC Honorary Research Fellowships will be considered equivalent to NHMRC Fellowship recipients. All conditions and policies outlined in these Guidelines will be applicable to MRFF Clinical Researchers Program Fellowships.

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<sup>8</sup> An Investigator Grant RSP will be reduced by 50% if the grantee concurrently holds 2 Project Grants. Of this, 25% of the Investigator Grant RSP value will be provided after the first Project Grant expires and the remaining 25% will be provided on expiry of the second Project Grant.

<sup>9</sup> An Investigator Grant RSP will be reduced by 100% if the grantee concurrently holds 2 Ideas Grants. 50% of the Investigator Grant RSP starting value will be provided after the first Ideas Grant expires and the remaining 50% will be provided on expiry of the second Ideas Grant.

<sup>10</sup> An Investigator Grant RSP will be reduced by 100% if the grantee concurrently holds a Program Grant with any further combination of NHMRC Fellowship (in penultimate or final year) or Project Grant(s). The Investigator Grant RSP value will be adjusted based on any remaining Project or Ideas Grant(s) held after the expiration of the Program Grant.

A summary of the Investigator Grant Category and Level for which NHMRC Fellowship recipients (previous and current) are eligible to apply is at [Appendix F](#).

#### 4.3.5. Current NHMRC grantees (other than Fellows) seeking an Investigator Grant

Recipients of an Investigator Grant are not entitled to receive salary concurrently from other NHMRC grants.

Current NHMRC grantees (other than Fellows) who are drawing salary support via a Personnel Support Package (PSP) may apply for an Investigator Grant. Successful applicants will be required to cease drawing this salary support from the existing NHMRC grant(s) by 1 January of the year the Investigator Grant is to commence.

Once an Investigator Grant recipient has ceased drawing salary support from their existing NHMRC grant(s), those funds may be used for other direct research costs (DRCs) associated with the existing research activities.

All DRC expenditure for NHMRC funded research activities must align with [NHMRC's DRC guidelines and principles](#).

Recipients of an Investigator Grant cannot vary off these existing NHMRC grant(s) unless requests comply with the NHMRC Grantee Variation Policy (see section 12.1).

Reductions in the RSP for concurrently held Project or Program Grants will apply (see section 4.3.3).

#### 4.3.6. Non-NHMRC grants

CIAs in receipt of an Investigator Grant salary are not eligible to concurrently receive salary support from non-NHMRC grants<sup>11 12</sup>. The term "non-NHMRC grant" covers competitive funding received from any source other than NHMRC (including MRFF).

Investigator Grant applicants who, at the time of application, have accepted and expended salary support funding from a non-NHMRC grant that will overlap with the Investigator Grant, will not be eligible to draw a salary from the Investigator Grant for the period of overlap.

During this overlap, the Investigator Grant will run concurrently with the non-NHMRC grant and the overall salary component of the Investigator Grant will be reduced accordingly (i.e. the salary is forfeited for the period of overlap). Once the non-NHMRC grant salary support has ended, the CIA will be eligible to draw a salary from their Investigator Grant. The RSP component of the Investigator Grant will not be affected.

All salary declarations must be correct at the time of application and representative of the full lifespan of the active non-NHMRC grant(s), not based upon prospective conditions if an applicant is awarded an Investigator Grant. CIAs must not plan to relinquish their salary should their Investigator Grant be

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<sup>11</sup> For the purposes of the non-NHMRC grant policy, 'salary support' means any salary from a non-NHMRC grant that totals >20% of the value of the awarded Investigator Grant salary. This can be achieved by a single salary, or through holding multiple smaller salaries.

<sup>12</sup> CIAs with non-NHMRC grants that provide salary(ies) with a total value ≤20% of the value of the awarded Investigator Grant salary can retain both/all salaries.

successful. Should an Investigator Grant be awarded and a non-NHMRC grant salary be relinquished, responsibility for salary will not be transferred to NHMRC.

An Investigator Grant applicant who accepts a non-NHMRC grant that provides salary support (after they have submitted their Investigator Grant application that requests a salary, but before they are notified of its successful outcome), must contact [NHMRC Post Award](#), before the commencement of their Investigator Grant, to indicate which salary they will relinquish for the period of overlap.

A CIA who requests and receives an Investigator Grant salary, who then accepts a non-NHMRC grant that provides salary support (any time after they are notified of their successful Investigator Grant outcome), will not be eligible to receive their Investigator Grant salary for the period of overlap. CIAs must notify [NHMRC Post Award](#) to declare the last date on which they will draw their non-NHMRC grant salary. The overall salary component of the Investigator Grant will be reduced accordingly (i.e. the salary is forfeited for the period of overlap). The RSP component of the Investigator Grant will not be affected.

CIAs may not suspend any part of their Investigator Grant for the purposes of taking up a non-NHMRC grant.

#### 4.3.7. Current and/or former NHMRC or MRFF Investigator Grant recipients

If an Investigator Grant CIA holds or has previously held an Investigator Grant(s), they will be eligible to apply for a restricted number of Categories and Levels of Investigator Grant.

##### Emerging Leadership Investigator Grants

Each Level of the EL Category (EL1 and EL2) can only be held once (see **Table 2**).

##### Leadership Investigator Grants

Leadership Investigator Grants can be held for a total of 5 terms across the 3 Levels of the Category. However, the number of terms each Level can be held is limited (see **Table 2**):

- Leadership Level 1 (L1) can be held for a maximum of 2 terms
- Leadership Level 2 (L2) can be held for a maximum of 2 terms
- Leadership Level 3 (L3) can be held for a maximum of 5 terms.

Current or previous Investigator Grant recipients cannot apply for an Investigator Grant at a Level lower than the applicant's most recently held Investigator Grant.

An Investigator Grant CIA is eligible to apply for a new Investigator Grant if, at the time of application, their existing Investigator Grant will end before, or be in its final year on, 1 January of the year the new Investigator Grant is to commence<sup>13</sup>.

If the grant application is successful, the CIA will complete the final year of their existing Investigator Grant before commencing their new Investigator Grant. The new Investigator Grant will commence no earlier than 1 January of the year immediately after the CIA's existing Investigator grant is scheduled to conclude. CIAs cannot relinquish their existing Investigator Grant for the purposes of taking up their new Investigator Grant early. If the existing grant cannot be completed before the date

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<sup>13</sup> Grantees awarded their Investigator Grant in 2020, for funding commencing in 2021, who have not extended their grant end date, will be eligible to apply for an Investigator Grant in this Grant Opportunity, subject to meeting all other eligibility requirements as set out in these Guidelines.

the new Investigator Grant is due to commence, the CIA must defer the commencement of the new Investigator Grant. CIAs are not eligible to hold 2 Investigator Grants concurrently. If an applicant is unsuccessful, they may re-apply in their final year or any subsequent year to the next Investigator Grant opportunity.

A summary of the Categories and Levels of Investigator Grant for which current or previous Investigator Grant recipients may apply is at [Appendices E and G](#).

#### 4.4. Emerging Leadership applicants – PhD census date

As at 8 November 2023 (application close), an EL applicant must have held their PhD, or equivalent (see section 4.2), for no more than 10 years from the date that their PhD thesis was passed (not the date of conferral), unless they have had a career disruption (see [Appendix C](#)).

Each period of career disruption (see [Appendix C](#)) claimed in the application must:

- not be counted twice if there is overlap with another career disruption
- only include periods since the award of the PhD even if this sits outside the last 10-year period
- only include periods before the close date (any career disruptions after the application close date will not be applicable/considered in this funding round)
- involve a continuous absence from work of 90 calendar days or more, or continuous part-time employment (with defined % FTE) due to circumstances defined as a career disruption, with the absence amounting to a total of 90 calendar days or more<sup>14</sup>

Consecutive changes to % FTE resulting from a single career disruption event are considered cumulatively (for example, a researcher returning from maternity leave at reduced % FTE due to carer responsibilities may claim both the period of maternity leave and the absence due to reduced % FTE).

Administering Institutions must retain evidence that applicants to the EL Category have met the 10-year time restriction (pass date of PhD or other equivalent qualification/research experience), including any career disruption claims, if applicable. This evidence must be an official document from the relevant institution(s) and must be available to NHMRC if requested.

If the CIA holds multiple PhDs in a health and/or medical research field, eligibility to apply at the Emerging Leadership Level will be determined using the earliest awarded PhD, irrespective of whether the PhD still aligns with the CIA's area of research.

Note: Neither the submission date of the PhD thesis nor the date of degree conferral will be accepted as evidence. The PhD census date is the same for all applicants, including Investigator Grant CIAs applying in their penultimate or final year.

#### 4.5. Exclusion of applications

An application may be excluded from further consideration if NHMRC identifies that:

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<sup>14</sup> For example, an applicant who has childcare responsibilities at 0.2 FTE (i.e. employed at 0.8 FTE) would need to maintain this level of employment for at least 450 consecutive calendar days to achieve a career disruption of 90 continuous calendar days

- it contravenes an eligibility rule or other requirement as set out in these Guidelines
- it, or the CIA named on the application, contravenes an applicable law or code, or
- it is inconsistent with the objectives of the NHMRC Act and/or the purposes of the MREA.

An application will be excluded if the CIA named on the application is the subject of a decision by NHMRC's CEO or delegate that any application they make to NHMRC, for specified funding schemes, will be excluded from consideration for a period of time, whether or not they otherwise meet the eligibility requirements. Such decisions will generally reflect consequential action taken by NHMRC in response to findings of a serious breach of the [Australian Code for the Responsible Conduct of Research](#) (the Code) (including a finding of research misconduct, where this term is used) or a Probity Event. See the Code for a definition of 'research misconduct' and the *NHMRC Research Integrity and Misconduct Policy* available from the [NHMRC website](#).

Such exclusion may take place at any time following CIA and Administering Institution certification of the application.

If a decision is made to exclude an application from further consideration, NHMRC will provide its decision and the reason(s) for the decision to the Administering Institution's Research Administration Officer (RAO). The Administering Institution's RAO is responsible for advising applicants of the decision. Decisions to exclude an application may be reviewable by [NHMRC's Commissioner of Complaints](#).

## 5. What the grant money can be used for

### 5.1. Eligible grant activities and expenditure

Funding provided by NHMRC for a grant activity must be spent on costs directly incurred in that grant activity that satisfy the principles and requirements outlined in the *Direct Research Costs Guidelines* on the [NHMRC website](#).

#### 5.1.1. Salary support

The salary component of an Investigator Grant is provided to assist employing the Investigator Grant recipient and only that recipient. The actual remuneration is agreed between the Investigator and the Administering Institution.

The RSP component of an Investigator Grant can only be spent on direct costs of research. It must not be used to supplement the salary of the Investigator Grant recipient but can be used for Personnel Support Packages (PSPs) as outlined on the [NHMRC website](#) to employ research staff.

Recipients of an Investigator Grant are not entitled to receive salary concurrently from other NHMRC grants (see section 4.3).

### 5.2. Funding to support overseas grant activities and researchers

The RSP is for research cost expenditure in Australia. Funding can be used to support specific grant activities to be undertaken overseas if the overseas grant activity is critical to the successful completion of the project and the equipment/resources required for the grant activity are not available in Australia.

See *Direct Research Costs Guidelines* on the [NHMRC website](#) for further guidance on the expenditure of funding for a grant activity.

### 5.3. Duplicate funding

NHMRC may compare the research proposed in grant applications with grants previously funded, currently funded and funded by other agencies (e.g. Australian Research Council or Department of Health and Aged Care) and published research. NHMRC will not fund research that it considers duplicates research previously or currently being funded.

Where NHMRC believes that an applicant has submitted similar research proposals to NHMRC and has been successful with more than one application, the applicant may be required to provide NHMRC with a written report clearly identifying the difference between the research aims of the research activities. If NHMRC subsequently does not consider the research activities to be sufficiently different, the applicant will be required to decline or relinquish one of the grants.

## 6. The assessment criteria

Applications for Investigator Grants 2024 are assessed by peers against the assessment criteria listed below and the score descriptors in [Appendix B](#).

- Track record, relative to opportunity (70%), including selected Level
- Knowledge gain (30%).

### 6.1. Track record

NHMRC defines 'track record' for the Investigator Grant scheme as the value of an individual's past research achievement, [relative to opportunity](#), not prospective achievements, using evidence. Assessment of track record comprises peer reviewers' consideration of:

Criteria	Weighting	Assessment timeframe
<b>Publications</b>	35%	Past 10 years, taking into account career disruption
<b>Research impact</b>	20%	Research impact is expected to be recent, whereas the research program underpinning the impact has no limit
<b>Leadership</b>	15%	Past 10 years, taking into account career disruption

Track records are assessed [relative to opportunity](#), taking into consideration any career disruptions, where applicable (see [Appendix C](#)). Where there is an eligible career disruption, applicants may include publications and Leadership track record information immediately preceding the 10-year time period up to the application close date for the timeframe commensurate to the period of their career disruption<sup>15</sup>. **Only** (eligible) career disruptions will extend the 10-year timeframe for assessing Publications and Leadership track records.

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<sup>15</sup> For example, if an applicant has a 90-day career disruption, they may include publications and/or Leadership track record information during the 3 months preceding the 10 years up to the application close date

Track record information provided from outside of the allowable 10-year time frame (taking into account any career disruptions) will not be considered by peer reviewers in their assessments.

While it is expected that the research impact will be recent, the **research program** which underscores the Research Impact can be drawn from any time in the researcher's career.

NHMRC recognises that Aboriginal and Torres Strait Islander applicants often make additional valuable contributions to policy development, clinical/public health leadership and/or service delivery, community activities and linkages, and are often representatives on key committees. If applicable, these contributions will be considered when assessing research output and track record.

## 6.2. Knowledge gain

NHMRC defines 'Knowledge gain' for the Investigator Grant scheme as the quality of the proposed research and significance of the knowledge gained. It incorporates theoretical concepts, hypothesis, research design, robustness and the extent to which the research findings will contribute to the research area and health outcomes (by advancing knowledge, practice or policy).

### 6.2.1. Health research involving Aboriginal and Torres Strait Islander People

As part of NHMRC's stated commitment to advancing Aboriginal and Torres Strait Islander health research, NHMRC has requirements and processes designed to ensure that Aboriginal and Torres Strait Islander health research is of the highest scientific merit and is beneficial and acceptable to Aboriginal and Torres Strait Islander peoples and communities.

Applicants proposing to undertake research which specifically relates to the health of Aboriginal and Torres Strait Islander peoples, or which includes distinct Aboriginal and Torres Strait Islander populations, biological samples or data, must refer to the following documents in formulating their proposal:

- [Road map 3: A strategic framework for improving Aboriginal and Torres Strait Islander health through research](#)
- [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders](#), and
- [Keeping Research on Track II](#), which is a companion document on how the values and principles outlined in the [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders](#) can be put into practice in research.

To qualify as Aboriginal and Torres Strait Islander health research, at least 20% of the research effort and/or capacity-building must relate to Aboriginal and Torres Strait Islander health.

Qualifying applications must address NHMRC's *Indigenous Research Excellence Criteria* as follows:

- Community engagement – the proposal demonstrates how the research and potential outcomes are a priority for Aboriginal and Torres Strait Islander communities with relevant community engagement by individuals, communities and/or organisations in conceptualisation, development and approval, data collection and management, analysis, report writing and dissemination of results.
- Benefit – the potential health benefit of the project is demonstrated by addressing an important health issue for Aboriginal and Torres Strait Islander people. This benefit can have a single focus or affect several areas, such as knowledge, finance and policy or quality of life. The benefit may be direct and immediate, or it can be indirect, gradual and considered.
- Sustainability and transferability – the proposal demonstrates how the results of the project have the potential to lead to achievable and effective contributions to health gain for Aboriginal and Torres Strait Islander people, beyond the life of the project. This may be through sustainability in the project setting and/or transferability to other settings such as

evidence-based practice and/or policy. In considering this issue, the proposal needs to address the relationship between costs and benefits.

- Building capability – the proposal demonstrates how Aboriginal and Torres Strait Islander people, communities and researchers will develop relevant capabilities through partnerships and participation in the project.

Peer reviewer(s) with specific expertise in Indigenous health research will evaluate how well the application addresses the *Indigenous Research Excellence Criteria* and ensure the research is being undertaken in a culturally appropriate manner. This evaluation is not given a numerical score but is a yes/no determination that will be taken into consideration in the overall assessment of the application, using the assessment criteria outlined in Section 6 (it does not alter the weighting of the assessment criteria). Confirmation of qualifying applications will be used for reporting measures by NHMRC. For further information please see [Appendix A](#).

## 7. How to apply

### 7.1. Overview and timing of grant opportunity processes

<b>13 September 2023</b>	Applications open in Sapphire
<b>11 October 2023 5:00 pm ACT local time</b>	Minimum data due in Sapphire
<b>8 November 2023 5:00 pm ACT local time</b>	Applications close in Sapphire
<b>Mid-January – mid-February 2024</b>	Anticipated peer review period
<b>May 2024*</b>	Anticipated notification of outcomes

\*Date is indicative and subject to change.

Applications must be submitted electronically using Sapphire (unless otherwise advised by NHMRC).

The budget calculation date on which salary and RSP reductions will be calculated for Investigator Grant applications will be 5:00 pm ACT local time on 31 January 2024.

Electronic submission requires Administering Institutions and the CIA to register for an account in Sapphire. Applicants who are not registered can submit a new user request via the login page of Sapphire.

Applicants should refer to the [Sapphire Learning and Training Resources](#) for detailed user instructions or contact their RAO or NHMRC's Research Help Centre for further assistance.

**Late applications will not be accepted.**

### 7.2. Application extensions

Requests for application extensions will be considered on a case-by-case basis and must be submitted by email to [help@nhmrc.gov.au](mailto:help@nhmrc.gov.au) before the application closing date and time. Requests will only be considered for:

- unforeseen circumstances, e.g. natural calamities such as bushfires, floods or cyclones
- exceptional circumstances that affect multiple researchers, e.g. power and/or internet network outages, or



- where an applicant, or a member of their immediate family<sup>16</sup>, is incapacitated due to an unforeseen medical emergency, such as life-threatening injury, accident or death.

Extensions will be for a maximum of seven calendar days. This is to ensure that subsequent peer review processes and approval of funding recommendations are not delayed, especially as eligibility decisions for some NHMRC schemes depend on an applicant's success with other schemes.

Requests for extensions submitted after the scheme close date and time will not be considered.

### 7.3. Minimum data requirements

Minimum data must be entered in Sapphire by the specified due date. Applications that fail to satisfy this requirement will be ineligible. Applicants must complete the required fields with correct information. Applications containing placeholder text (including in the application title) such as "text", "synopsis" or "xx" at minimum data will be ineligible.

Applicants are strongly discouraged from amending their applications in the period immediately following the close of minimum data to ensure the integrity of minimum data rulings made by Sapphire. Throughout the remaining application period, applicants should avoid making any changes to minimum data fields as NHMRC uses minimum data to identify appropriate peer reviewers to assess the application. Incorrect minimum data may result in less suitable peer reviewers assessing the application.

Minimum data fields for Investigator Grants 2024 are outlined in [Appendix H](#) (Section 4) and within Sapphire.

**Failure to meet this deadline will result in the application not proceeding.** RAOs are not required to certify applications for the purpose of minimum data. Applications are only to be certified once complete and ready for submission.

### 7.4. Application requirements

The application must contain all information necessary for assessment without the need for further written or oral explanation or reference to additional documentation. Further information on what can and cannot be included in the application is provided in [Appendix H](#).

Reference to additional documentation should be taken to include, but not be limited to, links to external websites, apart from references to journal articles, guidelines, government reports, datasets and other outputs that are only available online. Where links are included, provide the URL in full (e.g. the NHMRC website <https://www.nhmrc.gov.au>).

For the purposes of providing evidence for claims made against the Research Impact criterion, applicants may include references to external websites, where this is necessary to corroborate their claim(s).

All details included must be current at the time of submission, as this information is relied on during assessment.

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<sup>16</sup> Immediate family comprises a spouse, child, parent or sibling. It includes de facto, step and adoptive relations (e.g. de facto, step or adopted children).

Applications must comply with all content and formatting requirements. Incomplete or non-compliant applications may be ineligible.

Additional requirements and guidance for each component of the application are outlined in [Appendix H](#).

## 7.5. Consumer and community involvement

The *Statement on Consumer and Community Involvement in Health and Medical Research* (the Statement) has been developed because of the important contribution consumers make to health and medical research. The Statement's purpose is to guide research institutions, researchers, consumers and community members in the active involvement of consumers and community members in all aspects of health and medical research. The Consumers Health Forum of Australia Ltd (CHF) and NHMRC worked in partnership with consumers and researchers to develop the Statement.

To complement the statement, NHMRC has released a Toolkit with resources on consumer and community involvement in, and expectations of, health and medical research. Researchers are encouraged to consider the benefits of actively engaging consumers and to use this Toolkit throughout all stages of research, including the planning and preparation of grant applications, the conduct of research and the evaluation of outcomes.

Further information on CHF, the Statement and the Toolkit is available on the [NHMRC website](#). Consumer and community involvement in the proposed research will be considered, as relevant, as part of the applicable assessment criteria (see Section 6).

## 7.6. Certification and submission

Once complete, applications must be electronically certified and then submitted to NHMRC through the RAO of an NHMRC Administering Institution using Sapphire.

Certification is required firstly by the CIA and then by the Administering Institution RAO by the specified due date or the application will be ineligible and excluded from further consideration.

**Once submitted to NHMRC, the application is considered final and no changes can be made.**

### 7.6.1. CIA certification

The following assurances, acknowledgements and undertakings are required of the CIA before submitting an application:

- All required information has been provided and is complete, current and correct.
- All eligibility and other application requirements have been met.
- All personnel contributing to the grant activity have familiarised themselves with the [Australian Code for the Responsible Conduct of Research](#), the [National Statement on Ethical Conduct in Human Research](#), the [Australian code for the care and use of animals for scientific purposes](#) and other relevant NHMRC policies concerning the conduct of research, and agree to conduct themselves in accordance with those policies.
- The application may be excluded from consideration if found to be in breach of any requirements, in accordance with the guidelines.

And if funded,

- The research will be carried out in strict accordance with the conditions governing NHMRC grants at the time.

- The Head of Department of the Administering Institution (and Participating Institution/s, if applicable) will ensure the appropriate facilities will be available.
- The research may be used for internal NHMRC quality evaluations/reviews.

### 7.6.2. Administering Institution certification

The following assurances, acknowledgements and undertakings are required of the Administering Institution before submitting an application:

- Reasonable efforts have been made to ensure the application is complete and correct and complies with all eligibility and other application requirements.
- Administering Institutions will be required to review the justification for the selected Level to ensure alignment with the Statements of Expectations at [Appendix D](#).
- CIA is an Australian or New Zealand citizen or permanent resident at the time of accepting the successful grant.
- CIA will be based in Australia for at least 80% of the funding period, or 50% of the funding period if CIA is an NHMRC Emerging Leadership Fellow.
- The appropriate facilities and salary support will be available for the funding period.
- Approval of the grant activity by relevant institutional committees and approval bodies, particularly for ethics and biosafety, will be sought and obtained before the commencement of the research, or the parts of the research that require their approval.
- Arrangements for the management of the grant have been agreed between all institutions associated with the application.
- The application is being submitted with the full authority of, and on behalf of, the Administering Institution, noting that under section 136.1 of the *Commonwealth Criminal Code Act 1995*, it is an offence to provide false or misleading information to a Commonwealth body in an application for a benefit. This includes submission of an application by those not authorised by the Institution to submit applications for funding to NHMRC.

Administering Institutions must ensure that the RAO is authorised to certify and submit applications.

## 7.7. Retracted publications

If a publication relevant to an application is retracted after the application has been submitted, the applicant must promptly notify their RAO. The RAO must advise NHMRC at the earliest opportunity of the retraction by email ([help@nhmrc.gov.au](mailto:help@nhmrc.gov.au)) with an explanation of the reasons for the retraction.

In addition, where the publication forms part of the applicant's track record, the applicant must immediately record that information in their Profile in Sapphire.

If an application is largely dependent on the results of a retracted publication, the applicant should also consider withdrawing the application. If, under these circumstances, an applicant chooses not to withdraw the application, the RAO must advise NHMRC in writing (to [help@nhmrc.gov.au](mailto:help@nhmrc.gov.au)), clearly outlining the reasons for not withdrawing the application.

## 7.8. Withdrawal of applications

Applications may be withdrawn at any time by written notice from the Administering Institution's RAO to NHMRC.

An application may be 'marked for deletion' by the applicant in Sapphire before the close of the round. This authorises NHMRC to delete the application once the grant opportunity has closed. The application will not be deleted while the grant opportunity remains open for application submission.

A submitted application that is withdrawn after the grant opportunity has closed will continue to affect the eligibility of applications to NHMRC funding schemes in the same funding round.

## 7.9. Questions during the application process

Applicants requiring further assistance should direct enquiries to their Administering Institution's RAO.

All policy enquiries must be submitted in writing by the Administering Institution's RAO to NHMRC's Research Help Centre. Policy enquiries from applicants will be re-directed to the RAO. Frequently asked policy questions will be addressed via the scheme's Frequently Asked Questions (FAQs) document, which will be updated on GrantConnect as required and should be reviewed before submitting a query.

The final FAQs will be released on 2 November 2023. All policy enquiries should be submitted by 30 October 2023.

NHMRC will not respond to any enquiries submitted after 1:00 pm ACT local time on 8 November 2023.

NHMRC's Research Help Centre will continue to provide technical assistance to both applicants and RAOs.

### **NHMRC's Research Help Centre details:**

Phone: 1800 500 983 (+61 2 6217 9451 for international callers)

Email: [help@nhmrc.gov.au](mailto:help@nhmrc.gov.au)

Refer to the [Research Help Centre](#) webpage for opening hours.

## 8. The grant selection process

### 8.1. Assessment of grant applications

NHMRC considers applications through a targeted competitive grant process. Applications are required to meet eligibility requirements as set out in these guidelines and are assessed against the assessment criteria (see Section 6) by independent peer reviewers.

As per Section 11 of the CGRGs, the extent to which applications represent value with relevant money is considered as part of the broader score descriptors in [Appendix B](#). This consideration guides assessment of applications against the scheme's objectives and intended outcomes (Section 2), the relative value of the grant sought, the quality of the proposed research and the track record or capability of the applicant.

### 8.1.1. Who will assess applications?

NHMRC's peer review process is designed to provide a rigorous, fair, transparent and consistent assessment of the merits of each application to ensure that only the highest quality research that provides value with money is recommended for funding.

Applicants must not seek to identify or make contact about their application with anyone who is directly engaged with its assessment, in keeping with NHMRC's principles of impartial and independent peer review. Seeking to influence the process or outcomes of peer review may constitute a breach of the [Australian Code for the Responsible Conduct of Research](#) and may result in the application being excluded from consideration.

### 8.1.2. Investigator Grants assessment process

NHMRC will conduct peer review for this funding round in accordance with the following principles:

- Fairness. Peer review processes are fair and seen to be fair by all involved.
- Transparency. All stages of peer review are transparent.
- Independence. Peer reviewers provide independent advice. There is also independent oversight of peer review processes by independent Chairs and Observers.
- Appropriateness and balance. The experience, expertise and operation of peer reviewers are appropriate to the goals and scale of the funding vehicle.
- Research community participation. Persons holding taxpayer-funded grants should willingly make themselves available to participate in peer review processes, including mentoring of junior researchers, whenever possible.
- Confidentiality. Participants respect that confidentiality is important to the fairness and robustness of peer review.
- Impartiality. Peer review is objective and impartial, with appropriate processes in place to manage real and perceived conflicts of interest (CoI).
- Quality and excellence. NHMRC will continue to introduce evidence-based improvements into its processes to achieve the highest quality decision-making through peer review.

Peer reviewers will independently undertake an assessment of applications against the assessment criteria (see Section 6). All information contained within *Research Classification* of an application will be used to assist with its allocation to the most suitable peer reviewers. Written feedback provided by peer reviewers may be shared with other reviewers assessing the same application. Where relevant, NHMRC may also take additional measures to ensure that outlier scores are not a result of typographical or other unintentional errors. The overall scores from assessments will be used to produce a rank ordered list of applications, on which funding recommendations will be based.

Further information on the assessment process is on the [NHMRC website](#).

## 8.2. Funding recommendations

Rank ordered lists will be used to ensure that NHMRC awards grants on merit while also meeting its obligation to support a gender diverse and inclusive health and medical research workforce (see [Appendix A](#)).

To help support outstanding investigators at all career stages, Investigator Grant applications are separated into 3 funding competitions (EL1, EL2 and Leadership), with separate pools of funding available for each competition, as in previous rounds. Leadership applicants are further separated into 2 funding competitions – one for men and the other for women and non-binary applicants, with a target to fund an equal number of grants in the 2 cohorts.

Structural priority funding will be allocated to applicants of Aboriginal and Torres Strait Islander descent at all Levels, as in previous rounds. Structural priority funding will also be applied as required to fund high-quality 'near-miss' women and non-binary EL1 and EL2 applicants.

Further details on these additional measures are available on the [Working towards gender equity in Investigator Grants](#) webpage.

### 8.3. Who will approve grants?

In accordance with paragraph 7(1)(c) of the NHMRC Act, NHMRC's CEO makes recommendations on expenditure from the MREA to the Minister with portfolio responsibility for NHMRC. The Minister, acting on the advice of the CEO, determines expenditure from the MREA (subsection 51(2) of the NHMRC Act).

## 9. Notification of application outcomes

NHMRC will advise applicants and their nominated Administering Institution's RAO of the outcome of the application as early as possible, following the approval of grants. Advice of outcomes may occur before the approval of grants if an application has been assessed as uncompetitive or excluded for other reasons.

NHMRC may advise applicants and their Administering Institution's RAO of the outcome under embargo. This means that the information must not be made public until the embargo is lifted. During the embargo period, applicants must not publicise the information or post comments about their or the grant opportunity's grant outcomes in public domains such as social forums, websites, journals or newspapers. The [NHMRC website](#) provides further information on what can and cannot happen where information on a grant is released under embargo.

## 10. Successful grant applications

CIAs whose applications are approved for funding will have access to a letter of offer through Sapphire. Administering Institutions responsible for administering approved applications will also have access to the letter of offer and to the Schedule to the Funding Agreement. The Administering Institution is responsible for accepting the Schedule through the online signing/acceptance process within Sapphire.

NHMRC's CEO or delegate may withdraw or vary an offer of a grant if they consider that it is reasonably necessary to protect Commonwealth revenue.

### 10.1. Information required from grantees

Grantees may be required to supply additional information about their grant activity before payments commence. This will be stated in the Schedule to the Funding Agreement, relevant grant opportunity guidelines or letter of offer.

### 10.2. Obligations and approvals

NHMRC-funded grant activities must comply with applicable guidelines, laws and approval requirements. For further information see the [NHMRC website](#).

Institutions applying for NHMRC funding (both Administering and Participating Institutions) must also be aware of their obligations under the [National Redress Scheme for Institutional Child Sexual Abuse – Grant Connected Policy](#). Relevant institutions that have been named in an application for the Redress Scheme or named in the Royal Commission, and have not joined the Redress Scheme, will be ineligible to receive NHMRC funding.

Note: NHMRC-funded research with ethics and biosafety considerations must be referred for approval to the relevant institutional committees and approval bodies.

## 10.3. NHMRC Funding Agreement

All grants are offered in accordance with the Funding Agreement (with any conditions specified in Schedules and these guidelines), which is a legal agreement between NHMRC and the Administering Institution. Schedule(s) are accepted by the Administering Institution electronically in accordance with the provisions of the Funding Agreement.

Details of the Funding Agreement can be found on the [NHMRC website](#). A grant will not commence, nor grant funds be paid, until:

- the Funding Agreement between NHMRC and the Administering Institution is in place, and
- the appropriate Schedule to the Funding Agreement is executed in accordance with clause 2.3 of the Funding Agreement.

### 10.3.1. Responsible and ethical conduct of research

NHMRC expects the highest levels of research conduct and integrity to be observed in the research that it funds. Under the Funding Agreement, NHMRC funded research must be conducted in accordance with the *Australian Code for the Responsible Conduct of Research*. Further information about the Code can be found on the [NHMRC website](#).

## 10.4. NHMRC policies

Under the Funding Agreement, it is the responsibility of Administering Institutions and CIs to be aware of, and comply with, all relevant legislation and policies relating to the conduct of the grant activity. For further information see the [NHMRC website](#).

## 10.5. Payments

Payments will commence once all outstanding obligations (e.g. conditions, eligibility rules or data requirements specified in the Schedule to the Funding Agreement, relevant grant opportunity guidelines or letter of offer) have been met by the CIA and the Administering Institution.

## 10.6. Suspension of grants

NHMRC funding may be suspended for a variety of reasons including, but not limited to, requests made by the CIA. Variations will generally only be granted if allowed in the grant opportunity guidelines and the NHMRC *Grantee Variation Policy* available on the [NHMRC website](#).

Funding may also be suspended by NHMRC, in circumstances as set out in the Funding Agreement, including when there has been a failure to comply with a Policy or Guideline, or on the basis of a Probiity Event or an investigation of an alleged breach of the [Australian Code for the Responsible Conduct of Research](#) (including research misconduct, where this term is used).

## 10.7. Tax implications

All amounts referred to in these guidelines are exclusive of GST, unless stated otherwise.

Administering Institutions are responsible for all financial and taxation matters associated with the grant.

## 10.8. Processes specific to Investigator Grants 2024

Additional administrative obligations and processes specific to Investigator Grant grantees are outlined in the following sections. Unless otherwise stated, these are in addition to the general requirements set out in these guidelines, the NHMRC Funding Agreement and on the [NHMRC website](#).

Where an Investigator Grant recipient is unable to meet the general and/or Investigator Grant specific requirements, the Administering Institution must submit a variation, prior to the start date, to defer the commencement date (section 12.1). Retrospective variations cannot be accepted.

NHMRC must be notified if an applicant's employment circumstances change following submission of an application for an Investigator Grant or during an Investigator Grant, for example, a change of employer or additional employment responsibilities being undertaken, a period spent overseas or receipt of a non-NHMRC grant that affects Investigator Grant salary (see section 4.3).

Requests to vary the terms of a Grant should be made to NHMRC via the Grantee Variation portal in NHMRC's grant management system, Sapphire.

### 10.8.1. Acceptance and commencement of an Investigator Grant

An Investigator Grant awarded through this Grant Opportunity is expected to commence on 1 January 2025. If an Investigator Grant CIA is successful in their penultimate year in applying for a new Investigator Grant, their new Investigator Grant will commence no earlier than 1 January of the year immediately after their existing Investigator Grant is scheduled to conclude. CIAs cannot relinquish their existing Investigator Grant for the purposes of taking up their new Investigator Grant early.

Where an Investigator Grant recipient is unable to meet the requirement to commence on 1 January 2025 (new applicants) or on 1 January of the year immediately after the existing Investigator Grant is scheduled to conclude (reapplicants), the Administering Institution must submit a variation, prior to the start date, to defer the commencement date (see section 12.1). Grant recipients should note that deferments of less than 12 months will cause asynchrony with the scheme and potentially affect eligibility for subsequent funding rounds.

### 10.8.2. Suspension of an Investigator Grant

NHMRC will consider a request to suspend an Investigator Grant, on a case-by-case basis, under the following circumstances:

- career disruption (see [Appendix C](#))
- temporary other appointments (see section 3.3.4)
- time overseas as an EL.

An Investigator Grant recipient that has been approved to suspend both salary and RSP (full suspension) will have the end date moved by a period of time equal to the duration of the period of the suspension. Requests to suspend a grant must be supported by the Administering Institution. Grant recipients should note that full suspensions of less than 12 months will cause asynchrony with the scheme and potentially affect eligibility for subsequent funding rounds.

#### 10.8.2.1. Suspension of Investigator Grant for career disruptions

Investigator Grant recipients may:

- request to suspend their grant (salary and RSP) for a period(s) of defined career disruption (see section 10.8.2), or
- cease the salary component of the grant while their Administering Institution continues to receive the RSP during the period of the career disruption so the program of research can continue in the Investigator's absence.

If the Administering Institution continues to receive the RSP during the researcher's career disruption period, then:

- the grant's duration will remain at 5 years, (i.e. the grant duration will not be extended), and



- the salary component of the grant will be reduced by a time and an amount commensurate with the period of the career disruption.

#### 10.8.2.2. Suspension of Investigator Grant for time overseas as an Emerging Leadership Investigator Grant recipient

EL grant recipients who are overseas for the purposes of their EL grant (see section 3.3.5.1) may apply to suspend their grant (salary and RSP) for up to 2 years, to complete their overseas research, but not for non-research vocational reasons or pursuits unrelated to the Investigator Grant. Such grant recipients must have the support of both their overseas and Australian Administering Institution and have established an independent means of financial support for the duration of the additional overseas time.

#### 10.8.3. Parental leave

Parental leave provided for under State and Territory legislation is the responsibility of the Administering Institution.

An Investigator Grant does not make available additional funds to those provided in the original Investigator Grant to cover conditions of employment including parental leave.

#### 10.8.4. Adjustments to time commitment

Requests to adjust a grant recipient's time commitment will be considered by NHMRC on a case-by-case basis and must have the support of the Administering Institution. If the request is approved, then the Investigator Grant duration will remain at 5 years.

##### 10.8.4.1. Requests to adjust time commitment during the life of the grant

Full-time Investigator Grant recipients may apply to undertake a period of their grant on a part-time basis for a period(s) of defined career disruption ([Appendix C](#)) or to enable recipients to conduct research while maintaining other professional activity. For information on 'other professional activity' refer to section 3.3.4.

If a request to reduce FTE to a part-time commitment is approved by NHMRC, the salary component of the Investigator Grant will be reduced pro rata. The researcher may retain 100% of their RSP or reduce it in proportion to the requested part-time rate.

Once the period of part-time commitment has concluded, the salary component of the grant and RSP (if reduced) will be restored by default to the awarded Level.

##### 10.8.4.2. Requests to increase time commitment of awarded part-time grants

Investigator Grants awarded on a part-time basis for personal reasons are intended to be held part-time at the awarded FTE for the duration of the grant. Recipients may request to increase their time commitment and convert to full-time salary for personal reasons, such as changes in carer responsibility or recovery from an illness or major injury. Requests to increase or convert the salary component to full-time will be considered by NHMRC on a case-by-case basis and must have the support of the Investigator Grant recipient's Administering Institution.

Where a request to increase or convert the salary component of an awarded Personal Part-time grant is approved, the value of the RSP will be unchanged <sup>17</sup>.

Investigator Grants awarded on a part-time basis for professional reasons are to be held part-time, at the awarded FTE and RSP, for the duration of the grant. The awarded FTE and RSP cannot be increased.

#### 10.8.5. Changes in circumstance

Investigator Grant recipients are required to inform NHMRC of changes to their circumstances that may affect their eligibility to receive the salary component of an Investigator Grant. In situations that affect the eligibility of an Investigator Grant recipient to continue to receive their salary, as set out in these Guidelines, the salary component of their grant will cease for the period of the change in circumstance.

## 11. Announcement of grants

Grant outcomes are publicly listed on the [GrantConnect](#) website within 21 calendar days after the date of effect as required by the CGRGs.

## 12. How we monitor your grant activity

### 12.1. Variations

A variation is a change (including a delay) to a grant. There are specific circumstances under which grantees are to report and seek approval of a variation to an NHMRC grant (including the grant activity) relative to the peer reviewed application. Requests must comply with the grant opportunity guidelines and the *NHMRC Grantee Variations Policy*. Requests to vary the terms of a grant are to be made to NHMRC via the Grantee Variation portal in Sapphire. For information on grant variations see the *NHMRC Grantee Variations Policy* available on the [NHMRC website](#).

Grant variations cannot be used as a means to meet NHMRC eligibility requirements or to remove any budget reductions.

Please note that variations that extend the end date of the funding period may affect the eligibility of all named CIs to apply for and hold other NHMRC grants. Eligibility to apply for and hold Investigator, Synergy and Ideas Grants is dependent on a researcher's NHMRC grant portfolio, as well as other submitted applications to the same funding round.

The budget calculation date on which salary and RSP reductions will be calculated for Investigator Grant applications will be 5:00 pm ACT local time on 31 January 2024.

### 12.2. Reporting

Administering Institutions are required to report to NHMRC on the progress of the grant and the use of grant funds. Where an institution fails to submit reports (financial or otherwise) as required,

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<sup>17</sup> For example, if 80% RSP is requested at time of the Investigator Grant application, then the RSP amount will remain at 80%.

NHMRC may take action under the provisions of the Funding Agreement. Failure to report within timeframes may affect eligibility to receive future funding.

#### 12.2.1. Financial reports

Annual financial reports are required in a form prescribed by NHMRC. At the completion of the grant or upon transfer to a new Administering Institution, a financial acquittal is also required. Refer to the [NHMRC website](#) for details of format and timing.

#### 12.2.2. Non-financial reports

The Funding Agreement requires the CIA to prepare reports for each grant activity. Scientific reporting requirements can be found on the [NHMRC website](#). While having outstanding obligations from previous NHMRC grants does not disqualify applicants from applying for other NHMRC grants, it is a condition of funding that outstanding obligations from previous NHMRC grants, including submission of a Final Report, have been met before commencement of a new grant.

Information included in the Final Report may be publicly released. Use of this information may include publication on the NHMRC website, publicity (including release to the media) and the promotion of research achievements.

The Administering Institution is also required to provide NHMRC with any other report in respect of any research activity within the timeframe, in the format and containing the information requested by NHMRC. All information provided to NHMRC in reports may be used for internal reporting and reporting to government. This information may also be used by NHMRC when reviewing or evaluating funded research projects or funding schemes, or designing future schemes.

### 12.3. Evaluation of the Investigator Grant scheme

NHMRC undertakes periodic evaluations of the performance and administration of its grant opportunities to determine their effectiveness and to identify where improvements can be made.

### 12.4. Open Access Policy

All recipients of NHMRC grants must comply with all elements of NHMRC's *Open Access Policy* as a condition of funding. NHMRC's *Open Access Policy* is available on the [NHMRC website](#).

## 13. Probity

### 13.1. Complaints process

Applicants or grantees can lodge a formal complaint about an NHMRC process related to funding via their Administering Institution's RAO and in writing to NHMRC Complaints Team at: [complaints@nhmrc.gov.au](mailto:complaints@nhmrc.gov.au). Complaints must be lodged within 28 days of the relevant NHMRC decision or action. NHMRC will provide a written response to all complaints. NHMRC will not review the merits of a funding decision, but it will investigate complaints about the administrative process followed to reach a funding decision.

If applicants or grantees are dissatisfied with the response from the NHMRC Complaints Team, they can raise their concerns with the NHMRC Commissioner of Complaints. Note that the Commissioner of Complaints does not undertake a merits review. Refer to NHMRC's Complaints Policy and the [Commissioner of Complaints](#) webpage for further information.

Applicants or grantees can complain to the Commonwealth Ombudsman if they do not agree with the way NHMRC has handled their complaint. The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with NHMRC and, where relevant, the Commissioner of Complaints.

## 13.2. Conflicts of interest

NHMRC is committed to ensuring that interests of any kind are dealt with consistently, transparently and with rigour, in accordance with sections 16A and 16B of the Public Governance, Performance and Accountability Rule 2014 (made under the subsection 29(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act)).

Applicants are not required to declare actual or perceived interests.

To manage any conflicts of interest with applicants, NHMRC requires peer reviewers to declare interests, actual or perceived, and sign deeds of confidentiality. Peer reviewers declare any direct or indirect, pecuniary or non-pecuniary interest, which is reviewed by NHMRC, before being granted full access to an application. Any peer reviewer who is determined by NHMRC to have a 'high' conflict of interest will not be able to participate in the review of that application.

By managing any conflict, NHMRC maintains objectivity, impartiality and integrity in the assessment of applications. Further information about the conflict of interest process is available in the *Investigator Grants 2024 Peer Review Guidelines*.

## 13.3. Privacy: confidentiality and protection of personal information

NHMRC treats applicants' personal information in accordance with the Australian Privacy Principles and the *Privacy Act 1988*. The [NHMRC Privacy Policy](#) details the types of personal or sensitive information that may be collected by NHMRC and how it will be handled. Applicants need to familiarise themselves with the NHMRC Privacy Policy before providing personal information to NHMRC.

Information that is generally regarded as confidential information is application information and any other information specifically identified as such by applicants and grantees, and will be received by NHMRC on the basis of a mutual understanding of confidentiality.

NHMRC may disclose personal and/or confidential information to:

- overseas entities, Australian, State/Territory or local government agencies, organisations or individuals where necessary to assess an application or to administer a grant
- the peer review committee and other Commonwealth employees and contractors to help NHMRC manage the grant scheme effectively
- employees and contractors of NHMRC to research, assess, monitor and analyse schemes and activities
- employees and contractors of other Commonwealth agencies for relevant purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in reports and consultations
- NHMRC approved Administering Institutions' Research Administration Offices
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

In addition, NHMRC will provide certain limited personal information of the Chief Investigator/s included in an application to Administering Institutions for the purpose of certification of eligibility requirements.

## 13.4. Freedom of information

NHMRC as a Commonwealth agency is subject to the *Freedom of Information Act 1982* and is committed to meeting the Australian Government's transparency and accountability requirements. Freedom of Information laws facilitate the general public's access to documents held by national government agencies, including application and funding documentation relating to NHMRC researchers. This right of access is limited where documents, or parts of documents, are exempt under the provisions of the *Freedom of Information Act 1982*.

Researchers are to familiarise themselves with NHMRC's Freedom of Information procedures before submitting an application. Further information on the *Freedom of Information Act 1982*, NHMRC's Freedom of Information application process and relevant contacts can be found on the [NHMRC website](#).

## 14. Glossary

Term	Definition
Aboriginal and Torres Strait Islander descent	<p>Identification of Aboriginal and Torres Strait Islander descent follows the advice given on the AIATSIS website (<a href="https://aiatsis.gov.au/family-history/you-start/proof-aboriginality">https://aiatsis.gov.au/family-history/you-start/proof-aboriginality</a>). This states that government agencies and communities usually accept three 'working criteria' as confirmation of Aboriginal or Torres Strait Islander heritage, namely:</p> <ul style="list-style-type: none"> <li>▪ being of Aboriginal or Torres Strait Islander descent</li> <li>▪ identifying as an Aboriginal or Torres Strait Islander person, and</li> <li>▪ being accepted as such by the community in which you live, or formerly lived.</li> </ul>
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive granting opportunity, to determine applicant rankings.
Chief investigator A (CIA)	As defined in the NHMRC Funding Agreement.
<i>Commonwealth Grants Rules and Guidelines 2017</i> (CGRGs)	The CGRGs establish the overarching Commonwealth grants policy framework and the expectations for all non-corporate Commonwealth entities in relation to grants administration.
date of effect	This will depend on the particular grant. It can be the date on which the schedule to a grant agreement is executed or the grant is announced, whichever is later.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant.
final year	The final 12 calendar months of a grant.
Funding Agreement	For NHMRC MREA grants, the grant agreement is the NHMRC Funding Agreement and the Schedule to the Funding Agreement. It is available on the <a href="#">NHMRC website</a> .
funding round	Collectively refers to the Investigator, Synergy and Ideas Grant opportunities commencing funding in the same year.
grant	As defined in the NHMRC Funding Agreement.

Term	Definition
grant activity	Defined as “Research Activity” in the NHMRC Funding Agreement.
grant opportunity guidelines	All the documents published on GrantConnect under the grant opportunity. Also referred to as guidelines in this document.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A group of one or more grant opportunities under a single entity Portfolio Budget Statement Program. This is referred to as a scheme in this document.
GrantConnect	<p>GrantConnect is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs. It is available at <a href="http://www.grants.gov.au">www.grants.gov.au</a></p> <p>Non-corporate Commonwealth entities (such as NHMRC) must publish grant opportunities on GrantConnect to meet the grant publishing requirements under the CGRGs.</p> <p>Where information is published in more than one location, and there are inconsistencies, GrantConnect is the authoritative, auditable information source.</p>
grantee	An individual/organisation that has been awarded a grant. For NHMRC’s purposes, grants are awarded to the Administering Institution for the benefit of the grant recipients (however described).
Medical Research Endowment Account (MREA)	A ‘Special Account’ established under Section 49 of the NHMRC Act, through which Government appropriated funds are used to pay NHMRC grants.
Medical Research Future Fund (MRFF)	<p>The MRFF was established in 2015 by the <i>Medical Research Future Fund Act 2015</i> (MRFF Act). Refer to the Department of Health and Aged Care website:</p> <p><a href="https://www.health.gov.au/initiatives-and-programs/medical-research-future-fund">https://www.health.gov.au/initiatives-and-programs/medical-research-future-fund</a></p>
peer reviewers	Individuals (peers) with appropriate knowledge and expertise who review grant applications.

Term	Definition
Portfolio Budget Statement (PBS) Program	Described within the entity's PBS, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs (schemes). A PBS Program may have more than one Grant Program (scheme) associated with it, and each of these may have one or more grant opportunities.
Probity Event	As defined in the NHMRC Funding Agreement.
Sapphire	NHMRC's electronic, secure system that allows research administrators, applicants, assessors, grant holders and NHMRC staff to manage all aspects of the granting lifecycle.
Schedule	As defined in the NHMRC Funding Agreement.
value with money	<p>Value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities</li> <li>• fitness for purpose of the proposal in contributing to government objectives</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved, and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>



# Appendix A. NHMRC structural priorities, Investigator Grants 2024 priorities and funding organisations

## A1 NHMRC structural priorities

Each year, NHMRC identifies structural priorities for funding to help achieve its broader goals.

Applications that meet structural priorities may be funded in order of merit, supplementary to applications within the budget for the grant opportunity, based on advice from NHMRC's Research Committee. NHMRC's current structural priorities are:

- Aboriginal and Torres Strait Islander health researchers
- Gender equity – female and non-binary lead investigators
- Aboriginal and Torres Strait Islander health research.

### **Aboriginal and Torres Strait Islander health research and researchers**

NHMRC is committed to improving the health outcomes of Aboriginal and Torres Strait Islander people and encourages applications that address Aboriginal and Torres Strait Islander health. Accordingly, NHMRC is committed to allocating at least five per cent of the annual allocation from its Medical Research Endowment Account to research directed at improving the health of Aboriginal and Torres Strait Islander people. Support for health and medical research and research translation is central to achieving improvements in this area. It is also important to increase the number of Aboriginal and Torres Strait Islander researchers and recognise the diversity of Aboriginal and Torres Strait Islander people and communities, and how this diversity relates to health issues in these communities.

Applicants identifying as being of Aboriginal and/or Torres Strait Islander descent are asked to indicate this in their Sapphire profile.

Identification of Aboriginal and/or Torres Strait Islander descent follows the advice provided on the AIATSIS website (<https://aiatsis.gov.au/family-history/you-start/proof-aboriginality>). This states that government agencies and communities usually accept three 'working criteria' as confirmation of Aboriginal or Torres Strait Islander heritage, namely:

- being of Aboriginal or Torres Strait Islander descent
- identifying as an Aboriginal or Torres Strait Islander person, and
- being accepted as such by the community in which you live, or formerly lived.

Administering Institutions must retain evidence, consistent with AIATSIS guidance, of a Chief Investigator A's identification as an Aboriginal and/or Torres Strait Islander person and must provide this evidence to NHMRC, if requested.

### **Gender equity – female and non-binary lead investigators**

As the Australian Government's lead agency for funding health and medical research, NHMRC is committed to achieving gender equity in its grant program. Funding outcomes have highlighted the underrepresentation of female chief investigators across many of NHMRC's funding schemes. By providing structural priority funding for female lead investigators, NHMRC is seeking to give more outstanding female researchers the opportunity to receive funding and to encourage more to apply. Non-binary lead investigators are included in the gender equity structural priority to recognise that

non-binary people in the research workforce, like women, may have been affected by systemic disadvantage<sup>18</sup>.

Following NHMRC's national consultation during 2022 on options to reach gender equity in the Investigator Grant scheme, NHMRC has implemented additional special measures under the *Sex Discrimination Act 1984* for the Investigator Grant scheme to address systemic disadvantage faced by women and non-binary applicants.

The following special measures will be applied to improve gender equity in the 2024 round:

- use structural priority funding for women at the Emerging Leadership levels of the scheme (EL1 and EL2) to the extent necessary to achieve gender equity targets
- for the Leadership Category (L1, L2 and L3 combined), award an equal number of grants by gender<sup>19</sup>
- include non-binary researchers alongside women in both gender equity interventions.

Combined, these special measures will support a gender diverse and inclusive health and medical research workforce to take advantage of the full range of talent needed to build a healthy Australia.

Further details on these additional measures are available on the [NHMRC website](#).

## **A2 Investigator Grants 2024 priority areas**

In addition to these priorities, NHMRC may award Investigator Grants that:

- address other defined structural priorities
- are funded with partner organisations.

### **Special Awards**

Details of NHMRC awards will be available on the [NHMRC website](#).

### **Minister's Medal**

The Commonwealth Health Minister's Award for Excellence in Health and Medical Research is a \$50,000 grant awarded to the top-ranked Emerging Leadership Level 2 (EL2) Investigator Grant applicant in recognition of their outstanding achievement and potential in the field of health and medical research. The award supplements the Investigator Grant research support package to provide additional support for the recipient's research. The funds must be spent in accordance with Section 5 and reported on as per Section 12 of the Guidelines.

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<sup>18</sup> Non-binary applicants and applicants who use a relevant term to describe their gender in the "I use a different term" free text field within their Sapphire profile will be placed in the female/non-binary ranked list.

<sup>19</sup> Non-binary applicants and applicants who use a relevant term to describe their gender in the "I use a different term" free text field in their Sapphire profile will be placed in the female/non-binary ranked list.

### **A3 Investigator Grants funded by other organisations**

Investigator Grants may be funded by or in conjunction with other organisations. These grants offer opportunities to researchers whose work is particularly relevant to the priorities and research interests of the partner organisations.

Some funding partners may require a separate application to be provided to them, or may have specific criteria and requirements, in addition to those of NHMRC. Applicants are to contact the funding partner to identify any additional requirements.

For the purposes of the *Privacy Act 1988*, applicants and other persons whose details appear in grant applications (e.g. other investigators) need to be aware that NHMRC may provide their personal information, including all pertinent application documentation and peer review outcomes, to the funding organisation(s) nominated by the applicant. The purpose of providing this information is to enable potential funding partners to assess the application's eligibility for funding under the funding organisation's policies.

In the event that a funding partner is unable to fulfil its obligation to a co-funded grant, NHMRC will continue to support the Investigator Grant recipient under the conditions that would have been awarded by NHMRC.

Any additional benefits that may have been provided by the funding partner, including Investigator Grant that may have been fully funded by the funding partner, will not be supported by NHMRC.

Further information on Investigator Grants funded by other organisations is available on the [NHMRC website](#).

The following organisations are expected to partner with NHMRC in funding grants under this grant opportunity:

- MS Australia
- Cerebral Palsy Alliance
- Cystic Fibrosis Australia
- Sanfilippo Children's Foundation
- Cancer Council Queensland

## Appendix B. Investigator Grants 2024 score descriptors

The following score descriptors are used as a guide to scoring an application against each of the assessment criteria.

While the score descriptors provide peer reviewers with some benchmarks for appropriately scoring each application, **it is not essential that all descriptors relating to a given score are met.**

The score descriptors are a guide to a “best fit” outcome. Peer reviewers will consistently refer to these score descriptors to ensure thorough, equitable and transparent assessment of applications.

### **Assessing Aboriginal and Torres Strait Islander contributions**

It is recognised that Aboriginal and Torres Strait Islander applicants make additional valuable contributions to policy development, clinical/public health leadership and/or service delivery, community activities and linkages, and are often representatives on key committees. If applicable, these contributions should be considered when assessing research output and track record.

## Track record, relative to opportunity (70%), including selected Level

### Publications (35%)

Publication assessment will focus on up to 10 of the applicant's top publications in the past 10 years (taking into account career disruptions), supported by applicant explanations for each nominated publication. Assessment of publication track record will focus on the quality of the research and contribution to science rather than the quantity of publications.

**Table 1. Publications**

<b>Descriptor</b>	Relative to opportunity (including career stage) and to their field of research, the applicant demonstrates a(n) <b>[performance indicator]</b> record of publications in terms of quality and contribution to science						
<b>Score</b>	1	2	3	4	5	6	7
<b>Performance Indicator</b>	<b>Weak or limited</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Outstanding</b>	<b>Exceptional</b>

## Research impact (20%)

Table 2. Reach and significance of the research impact (Emerging Leadership and Leadership) (7%)<sup>1</sup>

Emerging Leadership score	Score descriptors			Leadership score
	<i>There is robust, verifiable evidence of:</i>	<i>Note: Applicants do not need to demonstrate all types of research impact</i>	<i>There is robust, verifiable evidence of:</i>	
7	an <b>exceptional</b> knowledge, health, economic and/or social impact	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>a paradigm changing development that has led to (a) new knowledge within the field that is recognised across multiple countries, (b) significant influence beyond the specific field of research or (c) the development of a new field(s) of research that has been recognised across multiple countries/beneficiaries</li> </ul> <p><b>Health</b></p> <ul style="list-style-type: none"> <li>a paradigm changing development that has improved health or health systems, services, policy, programs or clinical practice that (a) had a significant impact on health with an extensive reach, (b) had a profound impact on health with a modest reach, (c) profoundly improved the health of Australia's Indigenous people or (d) led to a</li> </ul>	an <b>exceptional</b> knowledge, health, economic and/or social impact	7
			an <b>outstanding</b> knowledge, health, economic and/or social impact	6

<sup>1</sup> For the assessment of research impact, different 7-point scales are used for Emerging Leadership and Leadership applicants. This is to recognise that early and mid-career researchers will have had less time to accumulate research impact than more senior researchers.

Emerging Leadership score	Score descriptors			Leadership score
	<i>There is robust, verifiable evidence of:</i>	<i>Note: Applicants do not need to demonstrate all types of research impact</i>	<i>There is robust, verifiable evidence of:</i>	
		<p>significant, scalable and sustainable change in health systems and services in a large number of communities</p> <p><b>Economic</b></p> <ul style="list-style-type: none"> <li>development of a service delivery or system change, prevention program, intervention, device, therapeutic or change in clinical practice that led to (a) the generation of significant commercial income or (b) a profound reduction in healthcare costs</li> </ul> <p><b>Social</b></p> <ul style="list-style-type: none"> <li>changes in policy that have had (a) a significant impact on the social well-being, equality or social inclusion of very large numbers of people at a national level or across multiple countries or (b) a profound impact on the social well-being of the end-user, public and community of a smaller number of individuals at a national level or across multiple countries</li> </ul>		
7	an <b>exceptional</b> knowledge, health, economic and/or social impact	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>a major development that has led to (a) new knowledge within the field that is recognised nationally or across multiple countries, (b) a major influence beyond the specific field of research or (c) a major influence on the development of a new field(s) of research that has been recognised nationally or across multiple countries/beneficiaries</li> </ul>	an <b>excellent</b> knowledge, health, economic and/or social impact	5
6	an <b>outstanding</b> knowledge, health, economic and/or social impact	<p><b>Health</b></p> <ul style="list-style-type: none"> <li>an important development that has improved health or health systems, services, policy, programs or clinical practice that (a) had a major impact on health with an extensive reach, (b) had a significant</li> </ul>	a <b>very good</b> knowledge, health, economic and/or social impact	4

Emerging Leadership score	Score descriptors			Leadership score
	<i>There is robust, verifiable evidence of:</i>	<i>Note: Applicants do not need to demonstrate all types of research impact</i>	<i>There is robust, verifiable evidence of:</i>	
		<p>impact on health with a modest reach, (c) led to a significant improvement in the health of Australia's Indigenous people or (d) led to major scalable and sustainable change in health systems and services in a number of communities</p> <p><b>Economic</b></p> <ul style="list-style-type: none"> <li>development of a service delivery or system change, prevention program, intervention, device, therapeutic or change in clinical practice that led to (a) the generation of considerable commercial income or (b) a major reduction in healthcare costs</li> </ul> <p><b>Social</b></p> <ul style="list-style-type: none"> <li>changes in policy that have either had (a) a major impact on the social well-being, equality or social inclusion of very large numbers of people at a local, state/territory or national level or (b) a significant impact on the social well-being of the end-user, public and community of a smaller number of individuals at a local, state/territory or national level</li> </ul>		
5	an <b>excellent</b> knowledge, health, economic and/or social impact	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>a change that has led to (a) new knowledge within the field that is recognised nationally or across multiple countries, (b) had some influence beyond the specific field of research, or (c) some influence on the development of a new field(s) of research that has been recognised nationally or across multiple countries/beneficiaries</li> </ul>	a <b>good</b> knowledge, health, economic and/or social impact	3
4	a <b>very good</b> knowledge, health, economic and/or social impact			



Emerging Leadership score	Score descriptors			Leadership score
	<i>There is robust, verifiable evidence of:</i>	<i>Note: Applicants do not need to demonstrate all types of research impact</i>	<i>There is robust, verifiable evidence of:</i>	
3	a <b>good</b> knowledge, health, economic and/or social impact	<p><b>Health</b></p> <ul style="list-style-type: none"> <li>a development that has improved health or health systems, services, policy, programs or clinical practice that (a) had some impact on health with an extensive reach, (b) had a major impact on health with a modest reach, (c) led to a major improvement in the health of Australia's Indigenous people, or (d) led to some scalable and sustainable change in health systems and services in a small number of communities</li> </ul> <p><b>Economic</b></p> <ul style="list-style-type: none"> <li>development of a service delivery or system change, prevention program, intervention, device, therapeutic or change in clinical practice that led to (a) the generation of some commercial income or (b) some reduction in healthcare costs</li> </ul> <p><b>Social</b></p> <ul style="list-style-type: none"> <li>changes in policy that have had (a) some impact on the social well-being, equality or social inclusion of very large numbers of people at a local, state/territory or national level or (b) an impact on the social well-being of the end-user, public and community of a smaller number of individuals at a local, state/territory or national level</li> </ul>	a <b>satisfactory</b> knowledge, health, economic and/or social impact	2
2	a <b>satisfactory</b> knowledge, health, economic and/or social impact			
1	a <b>weak</b> or <b>limited</b> knowledge, health, economic and/or social impact <b>and/or</b> the applicant has <b>not</b>	<p><i>There is limited or weak evidence of:</i></p> <ul style="list-style-type: none"> <li>the development of new knowledge</li> </ul>	a <b>weak</b> or <b>limited</b> knowledge, health, economic and/or social impact <b>and/or</b> the applicant has <b>not</b>	1

Emerging Leadership score	Score descriptors			Leadership score
	<i>There is robust, verifiable evidence of:</i>	<i>Note: Applicants do not need to demonstrate all types of research impact</i>	<i>There is robust, verifiable evidence of:</i>	
	<b>supplied robust verifiable evidence</b>	<ul style="list-style-type: none"> <li>• improved health systems and services</li> <li>• reductions in health care costs or economic growth</li> <li>• improvements in social well-being, equality or social inclusion.</li> </ul>	<b>supplied robust verifiable evidence</b>	

**Table 3. Research program's contribution to the research impact (6%)**

<b>Descriptor</b>	Relative to opportunity and to their field of research, there is robust verifiable evidence that the applicant's research program made a(n) <b>[performance indicator]</b> contribution to the claimed knowledge, health, economic and/or social impact						
<b>Score</b>	1	2	3	4	5	6	7
<b>Performance Indicator</b>	<b>Weak, limited or no</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Outstanding</b>	<b>Exceptional</b>

Note: Applicants who do not supply robust verifiable evidence should receive a score of 1.

**Table 4. Applicant's contribution to the research program (7%)**

<b>Descriptor</b>	Relative to opportunity and to their field, there is robust verifiable evidence that the applicant made a(n) <b>[performance indicator]</b> contribution to the research program that led to the claimed knowledge, health, economic and/or social impact						
<b>Score</b>	1	2	3	4	5	6	7
<b>Performance Indicator</b>	<b>Weak, limited or no</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Outstanding</b>	<b>Exceptional</b>

Note: Applicants who do not supply robust verifiable evidence should receive a score of 1.

## Leadership (15%)

**Table 5. Leadership**

<b>Descriptor</b>	<p>Relative to opportunity (including career stage) and to their field of research, the applicant demonstrates <b>[performance indicator]</b> performance in:</p> <ul style="list-style-type: none"> <li>• supervision, mentoring, training and/or career development of staff and/or students within and/or beyond their research group</li> <li>• experience and contribution to the peer review of publications and grant applications, nationally and/or internationally</li> <li>• contribution to community engagement, public advocacy, government advisory boards or committees, professional societies at a local, national and/or international level</li> <li>• non-research contribution(s) to department, centre, institute or organisation, (e.g. people development, relationship building, stewardship, teaching, mentoring, contributions towards improving equity and diversity, behaviour and culture)</li> <li>• conception and direction of a research project or program</li> <li>• building and maintaining collaborative networks necessary to achieve research outcomes within and/or beyond their institution.</li> </ul>						
<b>Score</b>	1	2	3	4	5	6	7
<b>Performance Indicator</b>	<b>Weak or limited</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Outstanding</b>	<b>Exceptional</b>

## Knowledge gain (30%)

**Table 6. Knowledge gain**

Score	Performance indicator	Score descriptors
7	<b>Exceptional</b>	<p>The proposed research:</p> <ul style="list-style-type: none"> <li>• is supported by an extremely well justified and reasoned hypothesis/rationale</li> <li>• has a scientific framework, design, methods and analyses that are flawless, highly developed and highly appropriate</li> <li>• demonstrates to an extremely high level that it addresses an issue of critical importance to advance the research or health area (not prevalence or magnitude of the issue)</li> <li>• has or has access to exceptional technical resources, infrastructure, equipment and facilities, and if required, has access to exceptional additional expertise and funding necessary to achieve proposed outcomes</li> <li>• will result in extremely significant and transformative changes/outcomes in the scientific knowledge, practice or policy underpinning human health issues</li> <li>• will lead to extremely significant research outputs (e.g. intellectual property, publications, policy advice, products, services, teaching aids, consulting, contract research, spin-offs, licensing)</li> <li>• would be extremely competitive with the best, similar research proposals internationally.</li> </ul>

6	<b>Outstanding</b>	<p>The proposed research:</p> <ul style="list-style-type: none"> <li>• is supported by a very well justified and reasoned hypothesis/rationale</li> <li>• has a scientific framework, design, methods and analyses that are well developed and highly appropriate with only a few minor weaknesses</li> <li>• demonstrates to a very high level that it addresses an issue that is very important to advance the research or health area (not prevalence or magnitude of the issue)</li> <li>• has or has access to outstanding technical resources, infrastructure, equipment and facilities, and if required, has access to outstanding additional expertise and funding necessary to achieve proposed outcomes</li> <li>• will result in very highly significant and substantial changes/outcomes in the scientific knowledge, practice or policy underpinning human health issues</li> <li>• will lead to very highly significant research outputs (e.g. intellectual property, publications, policy advice, products, services, teaching aids, consulting, contract research, spin-offs, licensing)</li> <li>• would be highly competitive with the best, similar research proposals internationally.</li> </ul>
5	<b>Excellent</b>	<p>The proposed research:</p> <ul style="list-style-type: none"> <li>• is supported by a well justified and reasoned hypothesis/rationale</li> <li>• has a scientific framework, design, methods and analyses that are well developed and highly appropriate with several minor weaknesses</li> <li>• demonstrates to a high level that it addresses an issue that is of considerable importance to advance the research or health area (not prevalence or magnitude of the issue)</li> <li>• has or has access to excellent technical resources, infrastructure, equipment and facilities, and if required, has access to excellent additional expertise and funding necessary to achieve proposed outcomes</li> <li>• will result in highly significant and substantial changes/outcomes in the scientific knowledge, practice or policy underpinning human health issues</li> <li>• will lead to highly significant research outputs (e.g. intellectual property, publications, policy advice, products, services, teaching aids, consulting, contract research, spin-offs, licensing)</li> <li>• would be competitive with the best, similar research proposals internationally.</li> </ul>

4	<b>Very good</b>	<p>The proposed research:</p> <ul style="list-style-type: none"> <li>• is supported by a well justified and reasoned hypothesis/rationale</li> <li>• has a scientific framework, design, methods and analyses that are well developed and highly appropriate with a few minor concerns</li> <li>• demonstrates that it addresses an issue that is of importance to advance the research or health area (not prevalence or magnitude of the issue)</li> <li>• has or has access to very good technical resources, infrastructure, equipment and facilities, and if required, has access to very good additional expertise and funding necessary to achieve proposed outcomes</li> <li>• is likely to result in significant and substantial changes/outcomes in the scientific knowledge, practice or policy underpinning human health issue</li> <li>• is likely to lead to significant research outputs (e.g. intellectual property, publications, policy advice, products, services, teaching aids, consulting, contract research, spin-offs, licensing)</li> <li>• would likely be competitive with high quality, similar research proposals internationally.</li> </ul>
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3	<b>Good</b>	<p>The proposed research:</p> <ul style="list-style-type: none"> <li>• is supported by a justified and sound hypothesis/rationale</li> <li>• has a scientific framework, design, methods and analyses that are developed and appropriate with several minor concerns</li> <li>• demonstrates that it is addressing an issue that is of some importance to advance the research or health area(not prevalence or magnitude of the issue)</li> <li>• has or has access to good technical resources, infrastructure, equipment and facilities, and if required, has access to good additional expertise and funding necessary to achieve proposed outcomes</li> <li>• could result in significant and substantial changes/outcomes in the scientific knowledge, practice or policy underpinning human health issues</li> <li>• could lead to significant research outputs (e.g. intellectual property, publications, policy advice, products, services, teaching aids, consulting, contract research, spin-offs, licensing)</li> <li>• would be somewhat competitive with high quality, similar research proposals internationally.</li> </ul>
2	<b>Satisfactory</b>	<p>The proposed research:</p> <ul style="list-style-type: none"> <li>• is supported by a reasoned hypothesis/rationale</li> <li>• has a scientific framework, design, methods and analyses that are generally sound but may lack clarity in some aspects and/or may contain notable weaknesses/concerns</li> <li>• demonstrates that it is addressing an issue that is of marginal importance to advance the research or health area (not prevalence or magnitude of the issue)</li> <li>• has or has access to some/most but not all of the technical resources, infrastructure, equipment and facilities, and if required, has access to some/most but not all of the additional expertise and funding necessary to achieve proposed outcomes</li> <li>• could result in appreciable improvements/outcomes in the scientific knowledge, practice or policy underpinning human health issues</li> <li>• could lead to moderately significant research outputs (e.g. intellectual property, publications, policy advice, products, services, teaching aids, consulting, contract research, spin-offs, licensing)</li> </ul>



		<ul style="list-style-type: none"> <li>would be marginally competitive with high quality, similar research proposals internationally.</li> </ul>
1	<b>Marginal to poor</b>	<p>The proposed research:</p> <ul style="list-style-type: none"> <li>has a weak hypothesis/rationale</li> <li>has a scientific framework, design, methods and analyses that have significant flaws and may contain major weaknesses</li> <li>demonstrates that it is addressing an issue of some concern to advance the research or health area (not prevalence or magnitude of the issue)</li> <li>does not have access to the technical resources, infrastructure, equipment and facilities or access to additional expertise and funding necessary to achieve proposed outcomes (if required)</li> <li>is unlikely to result in improvements/outcomes in the scientific knowledge, practice or policy underpinning human health issues of significance</li> <li>is unlikely to lead to research outputs (e.g. intellectual property, publications, policy advice, products, services, teaching aids, consulting, contract research, spin-offs, licensing) of significance</li> <li>is unlikely to be competitive with similar research proposals internationally.</li> </ul>

## Appendix C. NHMRC Relative to Opportunity Policy

### Purpose

NHMRC's goal is to support the highest quality research that will lead to improvements in health over the short or long term. Peer review by independent experts is used to identify well-designed feasible projects that address a significant question and are undertaken by researchers with demonstrated capacity to perform high quality research.

In most NHMRC grant schemes, peer reviewers are asked to assess the track record of the applicants as well as the proposed research. However, NHMRC recognises that not all research careers are the same and therefore peer reviewers are asked to assess track records "relative to opportunity", taking into account circumstances that have affected the applicant's research productivity.

The purpose of this document is to outline NHMRC's *Relative to Opportunity Policy* with respect to:

- peer review of applicant track records
- eligibility to apply for Emerging Leadership Investigator Grants.

### Policy approach

NHMRC considers relative to opportunity to mean that peer reviewers should assess an applicant's track record of research productivity and professional contribution in the context of their career stage and circumstances, by taking into consideration whether the applicant's productivity and contribution are commensurate with the opportunities available to them.

The policy has 2 components:

- Career disruption – a prolonged interruption to the ability to work due to pregnancy, illness/injury and/or carer responsibilities. Career disruptions are taken into account in track record assessment and in determining an applicant's eligibility to hold an Emerging Leadership Investigator Grant (in terms of years since they received their PhD).
- Other relative to opportunity considerations – any other personal or professional circumstances affecting research productivity. These circumstances are taken into account in track record assessment.

In addition to NHMRC's principles of peer review, particularly fairness and transparency, the following principles support this objective:

- **Research opportunity:** Researchers' outputs and outcomes should reflect their opportunities to advance their career and the research they conduct.
- **Fair access:** Researchers should have access to the funding available through NHMRC's grant program consistent with their experience and career stage.
- **Career diversity:** Researchers with career paths that include time spent outside academia should not be disadvantaged. NHMRC recognises that time spent in other sectors, such as industry, may enhance research outcomes for both individuals and teams.

NHMRC expects that peer reviewers will give clear and explicit attention to these principles to identify the highest quality research and researchers. NHMRC recognises that life circumstances can be varied and therefore it is not possible to implement a formulaic approach to applying relative to opportunity considerations during peer review.

## Consideration of career circumstances during peer review of grant applications

Under the *Relative to Opportunity Policy*, researchers' career circumstances are considered during track record assessment. This aims to take into account salient research opportunity considerations over the course of a research career and is not intended to address minor changes to life circumstances.

Circumstances considered during peer review include, but are not limited to:

### Research

- research role(s) and responsibilities, career stage, and amount of time spent as an active researcher.

### Resources and facilities

- available resources and facilities, including:
  - the extent to which any additional research personnel and/or collaborators contribute to the applicant's research program
  - situations where research is being conducted in remote or isolated communities.

### Professional responsibilities

- clinical, administrative and/or teaching workload
- time employed in other sectors
- building relationships of trust with Aboriginal and Torres Strait Islander communities over long periods.

### Personal circumstances

- disability (including mental health conditions and psychosocial disability) or illness
- caring responsibilities that do not interrupt the applicant's career for an extended period (that would meet the definition of a career disruption) but still affect research productivity
- for Aboriginal and Torres Strait Islander applicants, community obligations including 'sorry business'
- any other personal circumstances.

### Other circumstances

- relocation of an applicant and their research laboratory or clinical practice setting
- periods of unemployment
- calamities, such as pandemics, bushfires or cyclones.

Relative to opportunity considerations do not include:

- minor (or short-term) changes that occur during the normal course of conducting research (e.g. broken equipment or delayed ethics approval)
- minor (or short-term) medical conditions, or
- recreational leave or general administrative activities related to research, such as preparation of grant applications and publications or committee-related activities.

## Consideration of career disruption during peer review and in determining eligibility for Emerging Leadership Investigator Grants

A career disruption is defined as a prolonged interruption to an applicant's capacity to work, due to:

- pregnancy
- major illness/injury
- carer responsibilities.

The period of career disruption may be used:

- to determine an applicant's eligibility for an Emerging Leadership Investigator Grant
- to allow for the inclusion of additional track record information for assessment of an application
- for consideration of track record relative to opportunity by peer reviewers.

A period of career disruption is defined as:

- a continuous absence from work for 90 calendar days or more, and/or
- continuous, long-term, part-time employment (with defined %FTE) due to circumstances classified as career disruption, with the absence amounting to a total of 90 calendar days or more<sup>20</sup>.

In determining eligibility of Emerging Leadership Investigator Grant applicants, the 10-year limit on the number of years post-PhD may be extended commensurate with the period of the career disruption.

Note: For the purposes of peer review, circumstances not meeting the definition of career disruption may be considered under the career circumstances provisions above.

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<sup>20</sup> For example, an applicant who is employed at 0.8 FTE due to childcare responsibilities would need to continue this for at least 450 calendar days to achieve a career disruption of 90 calendar days.

## Appendix D. Statements of Expectations

The following *Statements of Expectations* describe the typical research experience and academic level expected at each Investigator Grant Level and are to be used as a guide for applicants when selecting the Category and Level of their Investigator Grant application. They are not eligibility requirements.

All applicants are required to provide a justification of the selected Category and Level in the application form. This applicant justification will be considered by peer reviewers when reviewing an applicant's track record relative to opportunity and must be reviewed by the Administering Institution prior to submission of the application to ensure that the Level selected aligns with the applicant's career stage (relative to opportunity) and the *Statements of Expectations*.

NHMRC expects that applicants will apply at an appropriate Level to help achieve parity and fairness for all Investigator Grant applicants.

It is important that applicants consider the descriptors in the *Statements of Expectations* (the list of dot points) as well as academic level and years post-PhD. NHMRC recommends that all these elements are considered on balance by applicants and peer reviewers, and a judgement made about which Level is 'best fit'. The justification should clearly explain why the applicant has applied for the selected Level, particularly where their application Level does not align with the Statements of Expectations, their years post-PhD and/or their academic level. If the applicant justification does not adequately justify the selected Level, this can be taken into account by peer reviewers when scoring the application (i.e. the peer reviewer may score the applicant's track record, relative to opportunity, lower than they would have if the applicant had applied at the appropriate Level).

Recognising the diversity of the sector, and the many different settings in which researchers are employed, NHMRC recognises that individuals can achieve academic promotion for a range of reasons unrelated to their research career (e.g. teaching and learning, administration, community engagement). Investigator Grant Levels are not strictly correlated with academic levels. The required justification will support assessment where applicants fall outside the broad benchmarks.

Applicants who have previously held an NHMRC Fellowship or Investigator Grant are expected to apply at a Level commensurate with their previous or currently held Fellowships, factoring in the career progression that those grants support. Applicants are reminded that previous NHMRC Fellowships or Investigator Grants held affect eligibility to apply at some Investigator Grant Levels. Applicants who have never received an NHMRC Fellowship or Investigator Grant should refer to these expectations and apply at a Level commensurate with their experience and profile.

The descriptors provide a broad benchmark and it is not essential that all elements be met.

### **Leadership Level 3 (L3)**

It is expected that L3 Investigator Grant recipients will typically be more than **20 years post-PhD** (or equivalent, see section 4.2) and appointable at **Academic Level E**, and be leading international authorities in their research area with demonstrated:

- significant original contributions of major importance that have had a positive impact on health and medical research, the health system, economy and/or the health of the population
- experience in leading a major independent research program(s) involving national and international collaborative networks
- national and international contributions through leadership in their scientific discipline (e.g. in research policy and on advisory committees)
- extensive supervision, mentoring and promotion of early and mid-career researchers
- significant leadership roles within their department, centre, institution or organisation, that extend beyond their research.

### **Leadership Level 2 (L2)**

It is expected that L2 Investigator Grant recipients will typically be between **15 and 20 years post-PhD** (or equivalent, see section 4.2) and appointable at **Academic Level D or E (or equivalent)**, and be leading national and rising international authorities in their research area with demonstrated:

- substantial and original contributions that are of major benefit to health and medical research, the health system, economy and/or the health of the population
- experience in leading an independent research program(s) involving national collaborative networks
- national and possibly international contributions to their scientific discipline (e.g. research advisory boards, peer review)
- supervision, mentoring and promotion of early and mid-career researchers
- leadership roles within their department, centre, institution or organisation that extend beyond their research.

### **Leadership Level 1 (L1)**

It is expected that L1 Investigator Grant recipients will typically be between **10 and 15 years post-PhD** (or equivalent, see section 4.2) and appointable at **Academic Level C or D (or equivalent)**, and be national authorities in their research area with demonstrated:

- original contributions that are of major benefit to health and medical research, the health system, economy and/or the health of the population
- ability to independently conceive and direct research programs, coordinate a team of researchers and generate national collaborations
- national contributions to their scientific discipline (e.g. public advocacy, peer review, research advisory boards or professional societies)
- supervision, mentoring and promotion of early and mid-career researchers
- contribution(s) within their department, centre, institute or organisation that extend beyond their research (e.g. membership of regulatory or management committees).

### **Emerging Leadership Level 2 (EL2)**

It is expected that EL2 Investigator Grant recipients will typically be between **5 and 10 years post-PhD** (or equivalent, see section 4.2) and appointable at **Academic Level B (or equivalent)**, and be recognised for their expertise in their research area with demonstrated:

- original contributions of influence in their field of expertise
- ability to contribute to the conception and direction of research projects, while developing independence
- experience in supervising a small research team
- national contributions to their scientific discipline (e.g. public advocacy, community leadership, peer review and professional societies)
- contributions within their department, centre, institution or organisation (e.g. organising journal clubs, seminar series etc).

It is also expected that Emerging Leadership applicants will be working within a larger team under the mentorship of more senior researchers.

### **Emerging Leadership Level 1 (EL1)**

It is expected that EL1 Investigator Grant recipients will typically be between **0 and 5 years post-PhD** (or equivalent, see section 4.2) and will be beginning to gain recognition in their research area with demonstrated:

- original contribution(s) in their field of expertise
- ability to contribute to the conception of research projects
- scientific contributions within their region, state or territory (e.g. community leadership, state level contribution to a professional society)

- limited but developing supervision of research staff and students
- contributions within their department, centre, institution or organisation (e.g. organising journal clubs, seminar series etc).

It is also expected that Emerging Leadership applicants will be working within a larger team under the mentorship of more senior researchers.

Guidance on relationships between NHMRC Fellowship schemes and the Investigator Grant Levels is provided in **Table 1** below. Eligibility to apply for an Investigator Grant based on previous or currently held Fellowships is at [Appendix F](#).

**Table 1.** Guidance on relationships between NHMRC Fellowship schemes and Investigator Grant Levels

<b>Current NHMRC Fellowship</b>	<b>Corresponding Investigator Grant Level</b>
Senior Principal Research Fellowship Australia Fellowship	Leadership Level 3
Principal Research Fellowship Practitioner Fellowship Level 2	Leadership Level 2
Practitioner Fellowship Level 1 Senior Research Fellowship Levels A and B Career Development Fellowship Level 2	Leadership Level 1
Career Development Fellowships Levels 1 and 2 Translation of Research into Practice (TRIP) Fellowship	Emerging Leadership Level 2
Early Career Fellowship Translation of Research into Practice (TRIP) Fellowship	Emerging Leadership Level 1



## Appendix E. Eligibility for Investigator, Synergy and Ideas Grant schemes (2024 funding round)

### No grants held under the former grant program on 1 January 2025

		Grants eligible to apply for in the 2024 funding round (for funding 2025)
<b>Grants held on 1 January 2025</b>	No Investigator, Ideas or Synergy Grants held	<ul style="list-style-type: none"> <li>• 1x Investigator Grant, <b>OR</b></li> <li>• 1x Investigator Grant + 1x Synergy Grant, <b>OR</b></li> <li>• 1x Investigator Grant + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant, <b>OR</b></li> <li>• 1x Ideas Grant + 1x Synergy Grant, <b>OR</b></li> <li>• 2x Ideas Grants, <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	1x Ideas Grant	<ul style="list-style-type: none"> <li>• 1x Investigator Grant (50% reduction to RSP), <b>OR</b></li> <li>• 1x Investigator Grant (50% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant, <b>OR</b></li> <li>• 1x Ideas Grant + 1x Synergy Grant, <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	1x Ideas Grant and 1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>• 1x Investigator Grant (50% reduction to RSP)</li> </ul>
	1x Ideas Grant and 1x Investigator Grant ( <u>not</u> in final year)	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	2x Ideas Grants	<ul style="list-style-type: none"> <li>• 1x Investigator Grant (100% reduction to RSP), <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	2x Ideas Grants and 1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>• 1x Investigator Grant (100% reduction to RSP)</li> </ul>
	2 x Ideas Grants and 1x Investigator Grant ( <u>not</u> in final year)	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>• 1x Investigator Grant, <b>OR</b></li> <li>• 1x Investigator Grant + 1x Synergy Grant, <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	1x Investigator Grant ( <u>not</u> in final year)	<ul style="list-style-type: none"> <li>• 1x Synergy Grant</li> </ul>
	1x Synergy Grant	<ul style="list-style-type: none"> <li>• 1x Investigator Grant, <b>OR</b></li> <li>• 1x Investigator Grant + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant, <b>OR</b></li> <li>• 2x Ideas Grants</li> </ul>

	<i>1x Synergy Grant and 1x Investigator Grant (in final year)</i>	<ul style="list-style-type: none"> <li>• 1x Investigator Grant</li> </ul>
	<i>1x Synergy Grant and 1x Investigator Grant (<u>not</u> in final year)</i>	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	<i>1x Synergy Grant and 1x Ideas Grant</i>	<ul style="list-style-type: none"> <li>• 1x Ideas Grant</li> </ul>
	<i>1x Synergy Grant and 2x Ideas Grants</i>	Not eligible to apply for any Investigator, Synergy or Ideas Grants

## 1 Project Grant held under the former grant program, on 1 January 2025

		Grants eligible to apply for in the 2024 funding round (for funding 2025)
<b>Grants held on 1 January 2025</b>	No Investigator, Ideas or Synergy Grants held	<ul style="list-style-type: none"> <li>1x Investigator Grant (25% reduction to RSP), <b>OR</b></li> <li>1x Investigator Grant (25% reduction to RSP) + 1x Synergy Grant, <b>OR</b></li> <li>1x Investigator Grant (25% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>1x Ideas Grant, <b>OR</b></li> <li>1x Ideas Grant + 1x Synergy Grant, <b>OR</b></li> <li>2x Ideas Grants, <b>OR</b></li> <li>1x Synergy Grant</li> </ul>
	1x Ideas Grant	<ul style="list-style-type: none"> <li>1x Investigator Grant (75% reduction to RSP), <b>OR</b></li> <li>1x Investigator Grant (75% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>1x Ideas Grant, <b>OR</b></li> <li>1x Ideas Grant + 1x Synergy Grant, <b>OR</b></li> <li>1x Synergy Grant</li> </ul>
	1x Ideas Grant and 1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>1x Investigator Grant (75% reduction to RSP)</li> </ul>
	1x Ideas Grant and 1x Investigator Grant (not in final year)	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	2x Ideas Grants	<ul style="list-style-type: none"> <li>1x Investigator Grant (100% reduction to RSP), <b>OR</b></li> <li>1x Synergy Grant</li> </ul>
	2x Ideas Grants and 1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>1x Investigator Grant (100% reduction to RSP)</li> </ul>
	2x Ideas Grant and 1x Investigator Grant (not in final year)	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>1x Investigator Grant (25% reduction to RSP), <b>OR</b></li> <li>1x Investigator Grant (25% reduction to RSP) + 1x Synergy Grant, <b>OR</b></li> <li>1x Synergy Grant</li> </ul>
	1x Investigator Grant (not in final year)	<ul style="list-style-type: none"> <li>1x Synergy Grant</li> </ul>
	1x Synergy Grant	<ul style="list-style-type: none"> <li>1x Investigator Grant (25% reduction to RSP), <b>OR</b></li> <li>1x Investigator Grant (25% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>1x Ideas Grant, <b>OR</b></li> <li>2x Ideas Grants</li> </ul>

	1x Synergy Grant and 1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>1x Investigator Grant (25% reduction to RSP)</li> </ul>
	1x Synergy Grant and 1x Investigator Grant ( <u>not</u> in final year)	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	1x Synergy Grant and 1x Ideas Grant	<ul style="list-style-type: none"> <li>1x Ideas Grant</li> </ul>
	1x Synergy Grant and 2x Ideas Grants	Not eligible to apply for any Investigator, Synergy or Ideas Grants

## 2 or more Project Grants held under the former grant program, on 1 January 2025

		Grants eligible to apply for in the 2024 funding round (for funding 2025)
<b>Grants held on 1 January 2025</b>	No Investigator, Ideas or Synergy Grants held	<ul style="list-style-type: none"> <li>• 1x Investigator Grant (50% reduction to RSP), <b>OR</b></li> <li>• 1x Investigator Grant (50% reduction to RSP) + 1x Synergy Grant, <b>OR</b></li> <li>• 1x Investigator Grant (50% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant, <b>OR</b></li> <li>• 1x Ideas Grant + 1x Synergy Grant, <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	1x Ideas Grant	<ul style="list-style-type: none"> <li>• 1x Investigator Grant (100% reduction to RSP), <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	1x Ideas Grant and 1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>• 1x Investigator Grant (100% reduction to RSP)</li> </ul>
	1x Ideas Grant and 1x Investigator Grant ( <u>not</u> in final year)	Not eligible to apply for any Investigator, Synergy or Ideas
	2x Ideas Grants	Combination not allowed and/or possible
	2x Ideas Grants and 1x Investigator Grant	Combination not allowed and/or possible
	1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>• 1x Investigator Grant (50% reduction to RSP), <b>OR</b></li> <li>• 1x Investigator Grant (50% reduction to RSP) + 1x Synergy Grant, <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	1x Investigator Grant ( <u>not</u> in final year)	<ul style="list-style-type: none"> <li>• 1x Synergy Grant</li> </ul>
	1x Synergy Grant	<ul style="list-style-type: none"> <li>• 1x Investigator Grant (50% reduction to RSP), <b>OR</b></li> <li>• 1x Investigator Grant (50% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant</li> </ul>
	1x Synergy Grant and 1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>• 1x Investigator Grant (50% reduction to RSP)</li> </ul>
	1x Synergy Grant and 1x Investigator Grant ( <u>not</u> in final year)	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	1x Synergy Grant and 1x Ideas Grant	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	1x Synergy Grant and 2x Ideas Grants	Combination not allowed and/or possible

## 1 Program Grant held under the former grant program, on 1 January 2025

		Grants eligible to apply for in the 2024 funding round (for funding 2025)
<b>Grants held on 1 January 2025</b>	No Investigator, Ideas or Synergy Grants held	<ul style="list-style-type: none"> <li>1x Investigator Grant (100% reduction to RSP)</li> </ul>
	1x Ideas Grant	Combination not allowed and/or possible
	1x Ideas Grant and 1x Investigator Grant	Combination not allowed and/or possible
	2x Ideas Grants	Combination not allowed and/or possible
	2x Ideas Grants and 1x Investigator Grant	Combination not allowed and/or possible
	1x Investigator Grant (in final year)	<ul style="list-style-type: none"> <li>1x Investigator Grant (100% reduction to RSP)</li> </ul>
	1x Investigator Grant ( <u>not</u> in final year)	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	1x Synergy Grant	Combination not allowed and/or possible
	1x Synergy Grant and 1x Investigator Grant	Combination not allowed and/or possible
	1x Synergy Grant and 1x Ideas Grant	Combination not allowed and/or possible
	1x Synergy Grant and 2x Ideas Grants	Combination not allowed and/or possible

**1 Program Grant and 1 Project Grant held under the former grant program, on 1 January 2025**

		Grants eligible to apply for in the 2024 funding round (for funding 2025)
<b>Grants held on 1 January 2025</b>	<i>No Investigator, Ideas or Synergy Grants held</i>	<ul style="list-style-type: none"> <li>1x Investigator Grant (100% reduction to RSP)</li> </ul>
	<i>1x Ideas Grant</i>	Combination not allowed and/or possible
	<i>1x Ideas Grant and 1x Investigator Grant</i>	Combination not allowed and/or possible
	<i>2x Ideas Grants</i>	Combination not allowed and/or possible
	<i>2x Ideas Grant and 1x Investigator Grant</i>	Combination not allowed and/or possible
	<i>1x Investigator Grant (in final year)</i>	<ul style="list-style-type: none"> <li>1x Investigator Grant (100% reduction to RSP)</li> </ul>
	<i>1x Investigator Grant (not in final year)</i>	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	<i>1x Synergy Grant</i>	Combination not allowed and/or possible
	<i>1x Synergy Grant and 1x Investigator Grant</i>	Combination not allowed and/or possible
	<i>1x Synergy Grant and 1x Ideas Grant</i>	Combination not allowed and/or possible
	<i>1x Synergy Grant and 2x Ideas Grants</i>	Combination not allowed and/or possible

## NHMRC Fellowship held under the former grant program, on 1 January 2025

		Grants eligible to apply for in the 2024 funding round (for funding 2025)
<b>Grants held on 1 January 2025</b>	<i>No Investigator, Ideas or Synergy Grants held</i>	<ul style="list-style-type: none"> <li>• 1x Investigator Grant*, <b>OR</b></li> <li>• 1x Investigator Grant* + 1x Synergy Grant, <b>OR</b></li> <li>• 1x Investigator Grant* + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant, <b>OR</b></li> <li>• 1x Ideas Grant + 1x Synergy Grant, <b>OR</b></li> <li>• 2x Ideas Grants, <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	<i>1x Ideas Grant</i>	<ul style="list-style-type: none"> <li>• 1x Investigator Grant* (50% reduction to RSP), <b>OR</b></li> <li>• 1x Investigator Grant* (50% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant, <b>OR</b></li> <li>• 1x Ideas Grant + 1x Synergy Grant, <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	<i>1x Ideas Grant and 1x Investigator Grant</i>	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	<i>2x Ideas Grants</i>	<ul style="list-style-type: none"> <li>• 1x Investigator Grant* (100% reduction to RSP), <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	<i>2x Ideas Grant and 1x Investigator Grant</i>	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	<i>1x Investigator Grant</i>	<ul style="list-style-type: none"> <li>• 1x Synergy Grant</li> </ul>
	<i>1x Synergy Grant</i>	<ul style="list-style-type: none"> <li>• 1x Investigator Grant*, <b>OR</b></li> <li>• 1x Investigator Grant* + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant, <b>OR</b></li> <li>• 2x Ideas Grants</li> </ul>
	<i>1x Synergy Grant and 1x Investigator Grant</i>	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	<i>1x Synergy Grant and 1x Ideas Grant</i>	<ul style="list-style-type: none"> <li>• 1x Ideas Grant</li> </ul>
	<i>1x Synergy Grant and 2x Ideas Grants</i>	Not eligible to apply for any Investigator, Synergy or Ideas Grants



## NHMRC Fellowship and 1x Project Grant held under the former grant program, on 1 January 2025

		Grants eligible to apply for in the 2024 funding round (for funding 2025)
<b>Grants held on 1 January 2025</b>	No Investigator, Ideas or Synergy Grants held	<ul style="list-style-type: none"> <li>• 1x Investigator Grant* (25% reduction to RSP), <b>OR</b></li> <li>• 1x Investigator Grant* (25% reduction to RSP) + 1x Synergy Grant, <b>OR</b></li> <li>• 1x Investigator Grant* (25% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant, <b>OR</b></li> <li>• 1x Ideas Grant + 1x Synergy Grant, <b>OR</b></li> <li>• 2x Ideas Grants, <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	1x Ideas Grant	<ul style="list-style-type: none"> <li>• 1x Investigator Grant* (75% reduction to RSP), <b>OR</b></li> <li>• 1x Investigator Grant* (75% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant, <b>OR</b></li> <li>• 1x Ideas Grant + 1x Synergy Grant, <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	1x Ideas Grant and 1x Investigator Grant	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	2x Ideas Grants	<ul style="list-style-type: none"> <li>• 1x Investigator Grant* (100% reduction to RSP), <b>OR</b></li> <li>• 1x Synergy Grant</li> </ul>
	2x Ideas Grant and 1x Investigator Grant	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	1x Investigator Grant	<ul style="list-style-type: none"> <li>• 1x Synergy Grant</li> </ul>
	1x Synergy Grant	<ul style="list-style-type: none"> <li>• 1x Investigator Grant* (25% reduction to RSP), <b>OR</b></li> <li>• 1x Investigator Grant* (25% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>• 1x Ideas Grant, <b>OR</b></li> <li>• 2x Ideas Grants</li> </ul>
	1x Synergy Grant and 1x Investigator Grant	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	1x Synergy Grant and 1x Ideas Grant	<ul style="list-style-type: none"> <li>• 1x Ideas Grant</li> </ul>
	1x Synergy Grant and 2x Ideas Grants	Not eligible to apply for any Investigator, Synergy or Ideas Grants

## NHMRC Fellowship and 2 or more Project Grants held under the former grant program, on 1 January 2025

		Grants eligible to apply for in the 2024 funding round (for funding 2025)
<b>Grants held on 1 January 2025</b>	No Investigator, Ideas or Synergy Grants held	<ul style="list-style-type: none"> <li>1x Investigator Grant* (50% reduction to RSP), <b>OR</b></li> <li>1x Investigator Grant* (50% reduction to RSP) + 1x Synergy Grant, <b>OR</b></li> <li>1x Investigator Grant* (50% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>1x Ideas Grant, <b>OR</b></li> <li>1x Ideas Grant + 1x Synergy Grant, <b>OR</b></li> <li>1x Synergy Grant</li> </ul>
	1x Ideas Grant	<ul style="list-style-type: none"> <li>1x Investigator Grant* (100% reduction to RSP), <b>OR</b></li> <li>1x Synergy Grant</li> </ul>
	1x Ideas Grant and 1x Investigator Grant	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	2x Ideas Grants	Combination not allowed and/or possible
	2x Ideas Grant and 1x Investigator Grant	Combination not allowed and/or possible
	1x Investigator Grant	<ul style="list-style-type: none"> <li>1x Synergy Grant</li> </ul>
	1x Synergy Grant	<ul style="list-style-type: none"> <li>1x Investigator Grant* (50% reduction to RSP), <b>OR</b></li> <li>1x Investigator Grant* (50% reduction to RSP) + 1x Ideas Grant (If you apply for an Investigator Grant and an Ideas Grant in the same round and both applications are successful, only the Investigator Grant will be awarded), <b>OR</b></li> <li>1x Ideas Grant</li> </ul>
	1x Synergy Grant and 1x Investigator Grant	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	1x Synergy Grant and 1x Ideas Grant	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	1x Synergy Grant and 2x Ideas Grants	Combination not allowed and/or possible

## NHMRC Fellowship and 1x Program Grant held under the former grant program, on 1 January 2025

		Grants eligible to apply for in the 2024 funding round (for funding 2025)
<b>Grants held on 1 January 2025</b>	<i>No Investigator, Ideas or Synergy Grants held</i>	<ul style="list-style-type: none"> <li>1x Investigator Grant* (100% reduction to RSP)</li> </ul>
	<i>1x Ideas Grant</i>	Combination not allowed and/or possible
	<i>1x Ideas Grant and 1x Investigator Grant</i>	Combination not allowed and/or possible
	<i>2x Ideas Grants</i>	Combination not allowed and/or possible
	<i>2x Ideas Grant and 1x Investigator Grant</i>	Combination not allowed and/or possible
	<i>1x Investigator Grant</i>	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	<i>1x Synergy Grant</i>	Combination not allowed and/or possible
	<i>1x Synergy Grant and 1x Investigator Grant</i>	Combination not allowed and/or possible
	<i>1x Synergy Grant and 1x Ideas Grant</i>	Combination not allowed and/or possible
	<i>1x Synergy Grant and 2x Ideas Grants</i>	Combination not allowed and/or possible

## NHMRC Fellowship, 1x Project Grant and 1x Program Grant held under the former grant program, on 1 January 2025

		Grants eligible to apply for in the 2024 funding round (for funding 2025)
<b>Grants held on 1 January 2025</b>	<i>No Investigator, Ideas or Synergy Grants held</i>	<ul style="list-style-type: none"> <li>1x Investigator Grant* (100% reduction to RSP)</li> </ul>
	<i>1x Ideas Grant</i>	Combination not allowed and/or possible
	<i>2x Ideas Grants</i>	Combination not allowed and/or possible
	<i>1x Ideas Grant and 1x Investigator Grant</i>	Combination not allowed and/or possible
	<i>2x Ideas Grant and 1x Investigator Grant</i>	Combination not allowed and/or possible
	<i>1x Investigator Grant</i>	Not eligible to apply for any Investigator, Synergy or Ideas Grants
	<i>1x Synergy Grant</i>	Combination not allowed and/or possible
	<i>1x Synergy Grant and 1x Investigator Grant</i>	Combination not allowed and/or possible
	<i>1x Synergy Grant and 1x Ideas Grant</i>	Combination not allowed and/or possible
	<i>1x Synergy Grant and 2x Ideas Grants</i>	Combination not allowed and/or possible

\*If the Investigator Grant overlaps with the NHMRC Fellowship, the salary component of the Investigator Grant will not be paid during the overlap (i.e. the period that both grants are held). During this overlap, the Investigator Grant will run concurrently with the NHMRC Fellowship and the salary component of the Investigator Grant will be reduced accordingly.

## Appendix F. Eligibility of current or previous NHMRC Fellows for an Investigator Grant

Highest NHMRC Fellowship level previously or currently held <sup>d</sup>	Investigator Grant salary level				
	Emerging Leadership Level 1 (EL1)	Emerging Leadership Level 2 (EL2)	Leadership Level 1 (L1)	Leadership Level 2 (L2)	Leadership Level 3 (L3)
No previous NHMRC Fellowship	Eligible if ≤10 years post-PhD <sup>a</sup>	Eligible if ≤10 years post-PhD <sup>a</sup>	Eligible	Eligible	Eligible
Early Career Fellowship <sup>b</sup>	Not eligible	Eligible if ≤10 years post-PhD <sup>a</sup>	Eligible	Eligible	Eligible
Translation of Research into Practice (TRIP) Fellowship	Not eligible	Eligible if ≤10 years post-PhD <sup>a</sup>	Eligible	Eligible	Eligible
Career Development Fellowship Level 1	Not eligible	Eligible if ≤10 years post-PhD <sup>a</sup>	Eligible	Eligible	Eligible
Career Development Fellowship Level 2 <sup>c</sup>	Not eligible	Not eligible	Eligible	Eligible	Eligible
Practitioner Fellowship Level 1	Not eligible	Not eligible	Eligible	Eligible	Eligible
Senior Research Fellowship Level A	Not eligible	Not eligible	Eligible	Eligible	Eligible
Senior Research Fellowship Level B	Not eligible	Not eligible	Eligible	Eligible	Eligible
Practitioner Fellowship Level 2	Not eligible	Not eligible	Not eligible	Eligible	Eligible
Principal Research Fellowship	Not eligible	Not eligible	Not eligible	Eligible	Eligible
Senior Principal Research Fellowship	Not eligible	Not eligible	Not eligible	Not eligible	Eligible
Australia Fellowship	Not eligible	Not eligible	Not eligible	Not eligible	Eligible

<sup>a</sup> Or equivalent.

<sup>b</sup> Including NHMRC-ARC Dementia Research Development Fellowships.

<sup>c</sup> Including Boosting Dementia Research Leadership Fellowship Scheme.

<sup>d</sup> Including MRFF Next Generation Clinical Researchers Program Fellowships funded via the NHMRC Practitioner, Career Development and Translating Research Into Practice Fellowship schemes.

**Case studies**

Dr A completed a PhD 13 years ago and has never held an NHMRC fellowship. They are eligible to apply for an Investigator Grant at Leadership Level 1, 2 or 3.

Dr B completed a PhD 7 years ago and currently holds an NHMRC Early Career Fellowship. They are eligible to apply for an Investigator Grant at Emerging Leadership Level 2 or at Leadership Level 1, 2 or 3.

Dr C has held an NHMRC Senior Research Fellowship Level A before taking a 2-year career break. They are eligible to apply for an Investigator Grant at Leadership Level 1, 2 or 3.

## Appendix G. Future eligibility of Investigator Grant recipients

Highest Level of Investigator Grant held previously	Investigator Grant salary level				
	<i>Emerging Leadership Level 1 (EL1)</i>	<i>Emerging Leadership Level 2 (EL2)</i>	<i>Leadership Level 1 (L1)</i>	<i>Leadership Level 2 (L2)</i>	<i>Leadership Level 3 (L3)</i>
No Investigator Grants held previously	Eligible if ≤10 years post-PhD <sup>c</sup>	Eligible if ≤10 years post-PhD <sup>c</sup>	Eligible	Eligible	Eligible
<i>Emerging Leadership Level 1</i>	Not eligible	Eligible if ≤10 years post-PhD <sup>c</sup>	Eligible	Eligible	Eligible
<i>Emerging Leadership Level 2</i>	Not eligible	Not eligible	Eligible	Eligible	Eligible
<i>Leadership Level 1</i>	Not eligible	Not eligible	Eligible <sup>a</sup>	Eligible <sup>a</sup>	Eligible <sup>b</sup>
<i>Leadership Level 2</i>	Not eligible	Not eligible	Not eligible	Eligible <sup>a</sup>	Eligible <sup>b</sup>
<i>Leadership Level 3</i>	Not eligible	Not eligible	Not eligible	Not eligible	Eligible <sup>b</sup>

<sup>a</sup> Investigator Grants at Leadership Level 1 and Level 2 may be held a maximum of twice. A previous recipient is therefore eligible to apply for a second term.

<sup>b</sup> Investigator Grants at Leadership Level 3 may be held a maximum of 5 times (as long as the limit of 5 Investigator Grants at all Leadership Levels is not exceeded). Hence, a previous recipient may be eligible to apply for up to 4 additional terms.

<sup>c</sup> Or equivalent.

### Case studies

Dr G currently holds an Investigator Grant at Emerging Leadership Level 1. As long as they are still no more than 10 years post-PhD, they are eligible to apply for an Investigator Grant at Emerging Leadership Level 2. If they are more than 10 years post-PhD, they are eligible to apply for an Investigator Grant at Leadership Level 1, 2 or 3.

Dr H has held 2 Investigator Grants at Leadership Level 2. They may only apply for an Investigator Grant at Leadership Level 3.

# Appendix H. Investigator Grant guide to applicants

## 1. Preparing an application

The following sections provide additional advice about parts of the application that are specific to Investigator Grants 2024.

- Refer to the [Sapphire Learning and Training Resources](#) for general instructions on how to apply for a grant in Sapphire.
- Investigator Grant scheme-specific policy and instructions for applying in Sapphire (grey boxes) are provided in this Appendix.
- For further assistance during the application process, refer to Section 7 How to apply in the grant opportunity guidelines (Guidelines).

### 1.1 Use of generative artificial intelligence in grant applications

Information provided to generative artificial intelligence (such as natural language processing models and artificial intelligence technology tools) becomes part of a public database and may be accessed by unspecified third parties.

If you use generative artificial intelligence to assist with the drafting of your application, you must ensure you are aware of the potential risks involved, such as those related to security, confidentiality, intellectual property, privacy, the accuracy of information generated and possible plagiarism.

## 2. Application requirements

A complete application is comprised of:

- Completed mandatory sections of 'My Profile' (Section 4) and 'My Profile' Requirements for the Investigator Grant scheme (Section 5)
- Completed application form (Section 6)
- Grant Proposal as an attachment (section 6.14.2)

Applications must comply with all requirements as set out in the Guidelines. Failure to adhere to any of these requirements may result in non-acceptance or exclusion of your application (refer to section 4.5 of the Guidelines).

## 3. Use of gender-neutral language

The vision of the [NHMRC Gender Equity Strategy](#) is a gender diverse and inclusive health and medical research workforce to take advantage of the full range of talent needed to build a healthy Australia. Using gender-neutral language is one strategy to support this goal, serving to de-emphasise gender in the assessment of grant applications and reduce the potential impact of unconscious bias.

NHMRC strongly encourages the use of gender-neutral language in applications. This means that, wherever possible and appropriate, applicants should avoid the use of words that reveal their gender or the gender of team members. These words include (but are not limited to) her, him, she, he, Mr, Ms, Mrs and Miss, as well as first names and terms such as 'maternity leave'.

It is recognised that there will be instances where reference to the gender of applicants or team members is unavoidable or desirable.




However, wherever possible and relevant, applicants should:

- use the first person, *i.e. I/me/my*, rather than referring to themselves in the third person, or if third person is preferred, then use CI last-name or CIA
- use CIB, CIC, etc. or plural pronouns, *i.e. their/they*, when referring to others, rather than he/she or her/his
- use the format 'CI last-name', *e.g. CI Jones*, rather than using first names when referring to individuals
- use gender-neutral nouns, *e.g. researcher, staff*, etc., including when completing career disruption information, if relevant, *e.g. parental leave*, rather than maternity/paternity leave
- review the application for instances of 'masculine form by default' before submission and remove them, *e.g. 'every team member will manage his data according to this protocol'* can instead use the plural pronoun *their*.

Note: the aim is to de-emphasise **applicant** gender. Where gender is important for the research being proposed, it should be included in the application.

## 4. Minimum data requirements

Minimum data must be entered in Sapphire by the specified due date. Applicants must complete the required fields with correct information and are strongly discouraged from amending their applications in the period immediately following the close of minimum data to ensure the integrity of minimum data rulings made by Sapphire. Throughout the remaining application period, applicants should avoid making changes to this information as NHMRC uses it to identify peer reviewers who are best suited to assess the application. Minimum data are indicated in Sapphire by a flag  and are comprised of:

- Administering Institution
- Aboriginal and/or Torres Strait Islander health research focus (yes/no)
- Project synopsis
- Privacy agreement
- Research Classification:
  - Broad Research Area
  - Field(s) of Research
  - Peer Review Areas
  - Research Keywords
- Chief Investigator A (complete CIA Role and Name)
- Category and Level

Applicants must complete the required fields with correct information. Using placeholder text (e.g. 'text', 'synopsis', 'xx') is not acceptable as minimum data.

Minimum data must be entered into Sapphire by 5:00pm ACT local time 11 October 2023. Applicants are to refer to section 7.3 'Minimum data requirements' of the Guidelines for further information.

Failure to meet this deadline will result in the application not proceeding. Extensions will not be provided for completing minimum data requirements.

RAOs are not required to certify applications for the purpose of minimum data. Applications only require certification once complete and ready for submission to NHMRC.

## 5. Key changes

Applicants need to note the following changes for the Investigator Grant scheme application form:

- Inclusion of information on using generative artificial intelligence to assist with the drafting of an application (see [Appendix H](#), section 1.1).

- Updated definitions for the 4 Broad Research Areas (BRAs) have been included in the Sapphire Application form (see [Appendix H](#) and section 7.4).
- Updated guidance for completing Fields of Research, Peer Review Areas and Research Keywords. Applicants will be required to enter percentages against each Field of Research (up to 3) totalling 100% (see [Appendix H](#), section 7.4).
- The other Australian government grants and non Australian government grants policies have been streamlined into a single 'non-NHMRC grant' policy (see section 4.3.6).

## 6. 'My Profile' requirements

Within your profile in Sapphire, there is mandatory information that must be provided and/or updated before an application is submitted (refer to Section 7 'How to apply' of the Guidelines). This information includes personal details, academic/research interests and peer review information.

Mandatory Profile information is indicated by a red asterisk in Sapphire (\*). Existing NHMRC grant holders cannot commence or be named on an application until all mandatory 'My Profile' fields are complete.

### 6.1 About 'My Profile'

Provide your primary institution name under Primary Institution. If this is an Administering Institution, the RAO will have access to view your profile (including your gender). You may also allow the RAO to edit your profile.

Note: to update your Primary Institution name in Sapphire, go to 'Account Settings', 'Personal details' and click on 'Primary Institution'.

### 6.2 Personal information

Provide your most current details in this section. It is important that your title, names, gender, phone and email details are up to date as these are the details on which NHMRC relies when contacting you.

Gender information is essential for the application of gender equity measures (see [Appendix A](#)).

### 6.3 Academic information

Indicate whether you have a Doctor of Philosophy (PhD) and, if applicable, the pass date (year) of your thesis (not the date of conferral).

### 6.4 Peer review information

Select a Broad Research Area that best aligns with your expertise.

**Basic Science Research:** seeks to understand the biological processes that underpin health and disease at the molecular, cellular, organ system and whole body levels. It may be conducted in vitro, in vivo and/or in silico. It may use, but is not limited to, cells, tissues or other materials of human origin or from relevant animal models.

**Clinical Medicine and Science Research:** seeks to improve the diagnosis, treatment and prevention of human diseases and conditions. It may involve interaction with patients and/or the use of clinical diagnostic materials or patient data.

**Health Services Research:** seeks to understand and improve the effectiveness, quality, safety, social and environmental dimensions of health care including access, distribution, timeliness and efficiency.

**Public Health Research:** seeks to improve the health of a population through the prevention of disease, prolongation of life and promotion of health and wellbeing. It includes research to understand the social, behavioural, environmental and other determinants of health and disease.

Accurate and up-to-date peer review information helps reduce peer review burden and ensures applications are allocated to the reviewers with the most relevant expertise. When completing this section, consider your relevant skills and expertise to review grant applications, rather than the field of your current research.

Select 5-10 Research Keywords most applicable to your main area of research. You can also provide further detail about your research interests or areas of expertise. This could include, but is not limited to, your research methodologies, areas of student supervision and areas in which you have published.

Select up to 3 Peer Review Areas (PRAs) that best describe your research interests, 1 being the most relevant and 3 being the least relevant.

You can add as many Fields of Research as required to describe your expertise. Indicate when you started your research in that field, the classification of the research (e.g. primary), and whether the research is current or terminated. Individuals are encouraged to list all relevant Fields of Research. Only current Fields of Research will be displayed.

Note: An opportunity is provided in the application to select research areas, fields of research and keywords that best describe your research proposal, as opposed to your personal research interests. The above information about your personal research interests will not determine the peer reviewers selected for your application.

## 6.5 Unavailability calendar

Peer review is an integral part of NHMRC funding schemes. NHMRC grant recipients have obligations to contribute to the assessment of applications (as outlined in the *NHMRC Funding Agreement*). If you are not available to act as a peer reviewer, include a statement detailing your reasons and the period for which you are unavailable. To maintain the list of available peer reviewers within Sapphire, NHMRC requests that all applicants update their availability routinely. This will avoid unnecessary contact if you are unavailable.

## 6.6 Contributions to NHMRC

Please indicate the role you have contributed to NHMRC, if you have previously participated in an advisory, peer review, guideline development or other NHMRC activity requiring expert input via formal appointment.

Click '+' to start a new entry to specify the below:

Select a 'Contribution Role', from the drop-down menu.

Indicate the year in which you held the Contribution Role.

Indicate the number of times you acted in that role in each year.

You will need to create a new entry for each type of contribution in a particular year.

## 6.7 'My Profile' requirements specific to Investigator Grant scheme

The following sections provide advice about parts of the application that are specific to the Investigator Grant scheme. For the purposes of this grant opportunity, you are only required to complete the sections outlined below. If you enter more information than is required, only the required information will be imported into your application.

It is important that relevant 'My Profile' information is up to date at the time of application submission, as it is used to contact applicants, imported into the application and used by peer reviewers. It may also be used for analyses of NHMRC's funding profile and to capture grant outcomes. 'My Profile' information can be updated at any time. However, any changes made to 'My Profile' after Chief Investigator A (CIA) certification will not appear in the submitted application.

Instructions for entering 'My Profile' information in Sapphire are provided in the [Sapphire Learning and Training Resources](#).

Note: You are required to list research outputs in relevant subsections of your profile. You are encouraged to link the entered research output to NHMRC Grant IDs, where applicable.

## 7. Application form requirements

The following sections of the application form are specific to the Investigator Grant scheme and must be completed as part of your application. Step-by-step instructions for entering application details in Sapphire are provided in the [Sapphire Learning and Training Resources](#).

### 7.1 Creating an application

Click '+ New Application' to create an application.

#### **Grant Opportunity**

Select the grant round you wish to apply for (e.g. 2024 Investigator Grants for funding commencing 2025). The application title will be used to identify the application at all times during the assessment process and needs to accurately describe the nature of the research proposal.

*Maximum of 250 characters including spaces and line breaks*

### 7.2 Application details

All fields on this page marked with a flag  must be completed to meet minimum data requirements.

#### **Application Identification Number (APP ID)**

Each application will have its own unique Application Identification Number (Application ID), which is automatically generated by Sapphire and pre-filled in the application. Use this Application ID number (e.g. 2345678) to identify your application when referring to it in any correspondence.

#### **Administering Institution**

Select your Administering Institution by entering three characters to start searching. There can be only one Administering Institution for each application. You must ensure that the institution you choose as your Administering Institution is the correct institution for your application. If in doubt, contact the RAO at your proposed Administering Institution.

The searching function does not recognise acronyms, so please search by the Administering Institution's unabbreviated name.

### **Grant Duration**

This section may contain pre-filled information that cannot be edited. If not, select the requested duration of your grant (in years) with reference to any limits specified in the grant opportunity guidelines.

### **Project Synopsis**

The synopsis should accurately, and briefly, summarise the research proposal. This information may be used to assign applications to peer reviewers. It may also be considered in the peer review process. The synopsis section is not an opportunity to provide additional track record information.

*Maximum of 2000 characters including spaces and line breaks*

### **Plain English Summary**

Describe the overall aims of the research and expected outcomes in simple terms that could be understood by the general public. Avoid the use of highly technical terms. This information may be used in grant announcements, media releases and other public documents, and by funding partners (where applicable) to determine whether the research proposal meets their priorities for funding. The plain English summary is not an opportunity to provide additional track record information.

*Maximum of 500 characters including spaces and line breaks*

### **Privacy Agreement**

NHMRC, as an agency subject to the Privacy Act 1988 (Cth), is required to notify you about our collection, use and disclosure of your personal information. We do so by referring you to the NHMRC Privacy Policy ([NHMRC Privacy Policy](#)). Ensure that you have carefully read and understood the Privacy Policy before completing the application. If you require further clarification, contact the NHMRC Privacy Contact Officer via email ([NHMRC.Privacy@nhmrc.gov.au](mailto:NHMRC.Privacy@nhmrc.gov.au)) or letter (NHMRC, GPO Box 1421, Canberra ACT 2601).

Have you read and understood the NHMRC Privacy Policy?

Select 'Yes' or 'No'.

In addition, and in accordance with Australian Privacy Principle 8 in the Privacy Act 1988 (Cth), we seek your consent to send your personal information (consisting of an "Assessor Snapshot Report") overseas, for the purposes of peer-review of this application if required. NHMRC uses the expertise of some peer assessors who reside overseas. While we make every effort to protect your personal information, assessors outside Australia are bound by their own country's laws and consequently we cannot provide assurance that your information will be handled in accordance with the same standards as required by the Privacy Act 1988, or that you would have similar remedies if your personal information is released in breach of local privacy laws.

Select 'Yes' or 'No'.

### **Partner organisation consent**

Do you give consent to provide your application and assessment results to other partner organisations?

Select 'Yes' or 'No'.

If you wish to be considered for funding by a partner organisation, select 'Yes'. By selecting 'Yes' you are consenting to NHMRC providing your application and/or assessment information to potential funding partners if your application fits the funding partner's research funding objectives. For a list of funding partners, refer to this grant opportunity's information on [GrantConnect](#).

### Indigenous Research Excellence Criteria, where applicable

To qualify as Aboriginal and/or Torres Strait Islander health research, at least 20% of the research effort and/or capacity building must relate to Aboriginal and/or Torres Strait Islander health.

Complete this section if at least 20% of your research effort and/or capacity building relates to Aboriginal and/or Torres Strait Islander health and you answered 'yes' to the Aboriginal and/or Torres Strait Islander Research question within Sapphire.

Applicants should ensure that they address each Indigenous Research Excellence Criterion as set out in section 6.1 of the Guidelines and demonstrate:

- what proportion of the research effort will be directed to Aboriginal and/or Torres Strait Islander health
- that the Indigenous community were instrumental in identifying and inviting further research into the health issue and that the research outcomes will directly benefit the 'named' communities
- that there is a history of working together with the 'named' communities (e.g. co-development of the grant, involvement in pilot studies) or how the 'named' communities will have input/control over the research process and outcomes across the life of the project
- that there is opportunity for two-way capacity development for both non-Indigenous and Indigenous investigators
- that the above points are explicit throughout the application and not just addressed separately within the Indigenous Research Excellence Criteria section.

#### Aboriginal and/or Torres Strait Islander health research

This question enables you to identify research that specifically investigates Aboriginal and Torres Strait Islander health issues. It is also designed to enable NHMRC to identify those research proposals that will require assessment of the proposed research against the *Indigenous Research Excellence Criteria*.

Only select 'Yes' if you can demonstrate that at least 20% of your research effort and/or capacity building relates to Aboriginal and Torres Strait Islander health.

If you have answered 'Yes' to this question, you will be required to provide details of how your application addresses the *Indigenous Research Excellence Criteria* in the application form. Your application may be assessed against the *Indigenous Research Excellence Criteria*, using information you provide in the following text boxes: 'Community Engagement', 'Benefit', 'Sustainability and Transferability' and 'Build Capacity'.

*Maximum of 2000 characters including spaces and line breaks for each criterion*

## 7.3 Participating institutions

In some cases, the institution that will administer your application may differ from the institution in which you will actually conduct the proposed research or your proposed research may be conducted at a collaborating institution in addition to your administering institution. For example,

many universities administer research that will be conducted in an affiliated teaching hospital. Information on 'Participating Institutions' is required by NHMRC to enable peer reviewers to identify potential institutional conflicts with your application and for grant administration purposes.

#### **Research Institution**

List the Participating Institution and department where the proposed research will be conducted.

To add more than one Participating Institution, press '+' and complete the required information. If the Participating Institution does not appear in the list, email the institution name to the Research Help Centre ([help@nhmrc.gov.au](mailto:help@nhmrc.gov.au)).

#### **Research Effort (%)**

If the research will be conducted at more than one institution, enter the Research Effort percentage (%) allocated to each Participating Institution and department. The percentages (%) entered must total 100%.

Note: If some or all of the proposed research will be carried out at your Administering Institution, create an entry with the Administering Institution and choose a percentage up to 100%. At least one institution must be listed.

## 7.4 Research classification

The details entered in this section will be used in the peer review process to assist with the selection of appropriate peer reviewers for your application. It may also be used for analyses of NHMRC's funding profile.

Definitions for the 4 Broad Research Areas (BRAs) have been added to the application form in Sapphire to assist applicants in selecting the most appropriate BRA. These definitions will appear as help text (🔍) under Research Classification in the application.

All fields on this page marked with a flag (🚩) must be completed to meet minimum data requirements. You must make the selections that best describe your research proposal against each of the following fields:

#### **Broad Research Area:**

Select a Broad Research Area that best describes the research outlined in your grant proposal. For example, research in the very early stages of developing a vaccine against a parasite should be categorised as basic science research instead of public health research.


***Basic Science Research:*** seeks to understand the biological processes that underpin health and disease at the molecular, cellular, organ system and whole body levels. It may be conducted in vitro, in vivo and/or in silico. It may use but, is not limited to, cells, tissues or other materials of human origin or from relevant animal models.

***Clinical Medicine and Science Research:*** seeks to improve the diagnosis, treatment and prevention of human diseases and conditions. It may involve interaction with patients and/or the use of clinical diagnostic materials or patient data.

***Health Services Research:*** seeks to understand and improve the effectiveness, quality, safety, social and environmental dimensions of health care including access, distribution, timeliness and efficiency.

***Public Health Research:*** seeks to improve the health of a population through the prevention of disease, prolongation of life and promotion of health and wellbeing. It includes research to

understand the social, behavioural, environmental and other determinants of health and disease.

All fields on this page marked with a flag  must be completed to meet minimum data requirements. You must make the selections that best describe your research proposal against each of the following fields:

**Field(s) of Research:**

Click '+' to add rows for each Field of Research (FoR) that best describes the area of research of the application. The choice of FoRs and their proportions will assist in assigning appropriate assessors to the application.

- Select up to 3 FoRs that best reflect the nature of the research in the application.
- Allocate a percentage (%) against each FoR.
- Ensure the total percentage (%) equals 100%.

**Peer Review Areas:**

Select up to 3 Peer Review Areas (PRAs) that best reflect the application's areas of research. PRAs must not be duplicated.

**Research Keywords:**

Select up to 5 Research Keywords that are most applicable to the application's main area of research.

**Burden of Disease:**

Select up to 3 Burden of Disease types that best describe the area of research of the application.

- Click '+' to add rows for each additional Burden of Disease.
- You must allocate a percentage (%) of time against each.
- The percentage (%) total must not exceed 100%.

## 7.5 Ethics

If you answer "Yes" to any of the questions, you will need to obtain ethics approvals and supply evidence of these to your research office in the event your application is funded. For further information, see *Ethics and Integrity* on the [NHMRC website](#).

## 7.6 Researcher

All fields on this page marked with a flag  must be completed to meet minimum data requirements.

**Chief Investigator**

Applicants must have a Sapphire account in order to be listed on the application form. If the Chief Investigator cannot be located using the search function, they will need to complete a Sapphire Registration.

The 'Role' and corresponding 'Name' fields for Chief Investigator A must be completed to meet minimum data requirements. If you are naming yourself as CIA, 'Invitation Response' status will automatically change to Accepted.



As an applicant, you must activate a Sapphire account and/or submit a registration form at least 72 hours prior to Minimum Data. Noting account activation processes cannot be guaranteed in this time. Click 'Invite to Register' to invite a colleague to complete Sapphire Registration and/or share your application with view/edit access. Enter the email address, followed by the tab key, select the corresponding option from the dropdown menu and click 'Submit'.

### **Category and Level**

Select the Category and Level that you are applying for.

### **Category and Level justification**

Provide your justification for the selected Category and Level of Investigator Grant. This response will be provided to peer reviewers and taken into account when reviewing the application. Refer to the Statements of Expectations at [Appendix D](#) for information on the requirements.

*Maximum of 1000 characters including spaces and line breaks*

### **Chief Investigator Citizenship**

Confirm by selecting 'Yes' that you are an Australian Citizen, a permanent resident of Australia, or a New Zealand citizen with Special Category Visa status at the time of acceptance and for the duration of the grant, as in accordance with section 4.1.1 of the Guidelines.

### **Time Spent Overseas**

Confirm by selecting 'Yes', that should you spend time overseas, it will be in accordance with section 3.3.5 and 4.1.1 of the Guidelines.

## **7.7 Salary and 'Other appointment' declarations**

NHMRC expects that a CIA who receives a salary from their institution, or who hold leadership positions within their institution that involve substantial leadership/governance responsibilities, will not apply for a salary from NHMRC.

Applicants requesting a salary are required to provide declarations on their current salary support from any NHMRC grants (other than Fellowships) and/or non-NHMRC grants.

These declarations relate to budget eligibility policies outlined in sections 3.3.1, 3.3.4, 4.4.1 and 4.5 of the Guidelines. Depending on the declarations made by the applicant, additional information will be requested within the form. NHMRC may request evidence of the declarations from your Administering Institution.

Holders of non-NHMRC grants that include salary support, will need to ensure that they enter the last day that they will be drawing salary in order for their Investigator Grant salary to be awarded appropriately.

Should an Investigator Grant be awarded and the non-NHMRC grant salary support be relinquished, responsibility for salary will not be transferred to NHMRC.

Applicants must ensure that all declarations are correct as they are used to determine the salary awarded. Investigator Grant salary calculations will be based on the declared other salary end date within the application, which must be correct at the time of application. CIAs must not plan to relinquish their non-NHMRC grant salary and transfer responsibility for their salary to NHMRC should the Investigator Grant be successful.

**By making this application, including the declarations in relation to salary, you consent to your Administering Institution providing independent evidence to support these declarations, at the request of NHMRC.**

Confirm, by selecting 'Yes', that by making this application, including the declarations in relation to salary and appointments, you consent to your Administering Institution providing independent evidence to support these declarations at the request of NHMRC.

### **Workload and FTE**

Select your 'Workload' from within the drop-down menu.

Where a part-time workload is selected an additional 'FTE' drop down will be provided.

The selected 'Workload' and 'FTE' will inform the percentage salary component awarded to the applicant where salary support is requested.

Part-time applicants, depending on their circumstances, may not require a full Research Support Package (RSP) in order to complete their research. Applicants have the option either to request 100% RSP or to reduce it in proportion to part-time status. All part-time applicants must indicate whether they are requesting 100% RSP or reducing it in proportion to part-time status.

### **Requesting a salary**

In accordance with sections 3.1, 3.3.4, 4.3.5, and/or 4.3.6 of the Guidelines, indicate if you are requesting a salary.

A drop-down list will populate with 2 options. Considering your circumstances and the eligibility requirements listed in the Guidelines, please select the appropriate salary declaration option for your application:

*'I am not requesting a salary'*

*'I am requesting a salary'*

If salary support is not requested, an additional optional field will appear.

Select the option that best represents why you are not requesting a salary:

*'I currently receive salary from my institution (section 3.1)'*

*'I will hold an 'Other appointment' on 1 January of the year the Investigator Grant is due to commence (section 3.3.4)'*

*'I am an NHMRC grant holder (not fellow) and wish to retain my PSP (section 4.3.5)'*

*'I hold a non-NHMRC grant(s) with a salary component greater than 20% of my selected Investigator Grant salary which will not cease prior to the Investigator Grant end date (section 4.3.6)'*

*'I do not require a salary'*

If salary support is requested, additional mandatory fields must be completed.

**I am receiving a PSP from NHMRC that will not end by 1 January of the year the Investigator Grant is to commence**

Advise if you are receiving a PSP from NHMRC that will not end by 1 January of the year the Investigator Grant is to commence. When selecting 'yes' to this question, you will be

presented with, and asked to confirm, the following text on the Salary Declaration Summary page – ‘I hold but will cease to draw salary support of an NHMRC PSP.’

NHMRC Fellowship holders do not need to indicate that they hold an active Fellowship as NHMRC will confirm this when calculating the application budgets.

### **Non-NHMRC grant**

I will be receiving salary support from a non-NHMRC grant(s) that will overlap with the Investigator Grant.

By selecting ‘Yes’ for the non-NHMRC grant salary support field, you must provide the final date by which you will draw the non-NHMRC grant salary. If multiple grants with salary support are held, please enter the last expiring grant salary date.

### **Salary Declaration Summary**

Confirm, by selecting ‘Yes’, that the summary declarations are correct at the time of application submission. The declarations will be used to determine the amount of salary support awarded.

Should you wish to edit your salary declarations, navigate back to the Researcher page.

## 7.8 Relative to Opportunity

Peer review of applications to the Investigator Grant scheme includes assessment of the CIAs track record “relative to opportunity”. To assist peer reviewers in making this assessment, all applicants will be required to include:

- their career stage based on the time since completion of their PhD or equivalent
- a structured overview of their research career over the 10-year period (taking into account any career disruptions) up to the closing date of the scheme
- a career context summary outlining their career circumstances, opportunities for research and the associated impact on their research productivity
- details of any career disruptions and their impact.

Exemplar application information to illustrate the policy concept is provided in [Appendix H\(i\)](#).

Information entered in the ‘Relative to opportunity’ section of the applicant’s Profile in Sapphire will not be provided to peer reviewers. All relative to opportunity information should be included within the corresponding subsections below.

### 7.8.1 Career stage

Applicants must confirm whether they hold a PhD or equivalent (where “equivalent” is defined as a qualification or research experience that meets the level 10 criteria of the Australian Qualifications Framework Second Edition January 2013).

#### **Do you hold a PhD or level 10 Criteria of Australia Qualification?**

Enter your PhD thesis pass date or the date you obtained research qualifications equivalent to level 10 criteria of the Australian Qualifications Framework.

PhD Thesis Pass Date cannot be after the grant opportunity’s close date (DD Month Year).

If the CIA holds multiple PhDs in a health and/or medical research field, eligibility to apply at the Emerging Leadership Level will be determined using the earliest awarded PhD, irrespective of whether the PhD still aligns with the CIA’s area of research.

Confirm, by selecting 'Yes', that your Administering Institution holds evidence of your PhD thesis pass date or confirms that in its judgement, your qualification or research experience meets the level 10 criteria of the Australian Qualifications Framework Second Edition January 2013. If an applicant does not hold a PhD or equivalent, or has submitted their thesis but is yet to receive their conferral, they should select 'No'.

### 7.8.2 Career overview

Applicants must provide structured career information for the 10-year period (taking into account any career disruptions) preceding the closing date of the scheme, including:

- key appointments/roles
- indicating whether they had any career disruption(s) (refer to section 7.8.4)
- the category(ies) of circumstances described under career context (see below under career context)
- estimated time involved in research (in FTE research-active years) for each role and overall, after taking into account career context circumstances and career disruption(s).

Applicants must create a new record for each role and select the relevant career context category(ies) of circumstances (from the list), applicable to that key appointment/role.

Where relevant, time spent completing a PhD is to be included in the calculation of applicant FTE research-active years.

An applicant who had no engagement in research during the period of their role/appointment, may leave the 'research' category unchecked and select from the other applicable categories.

To create a record, enter the Start and End dates for the first key appointment/role record.

Complete all fields and enter the approximate FTE research-active period in years for each role/appointment. For example, if employed for 10 years at FTE 0.8, record eight years. Note that applicants may enter this as zero if they were not engaged in research during that period.

'When entering their current position within the career overview section, applicants should include the closing date of the Investigator Grant scheme (8 November 2023) in the 'End Date' field.'

For any key appointments/roles that run across the 10-year period preceding the scheme close date, applicants should enter the date that corresponds to 10 years before the close date into the 'Start Date' field. For example, if the close date is 08/11/2023 then enter 08/11/2013. Applicants should then use the period from 08/11/2013 up until the 'End Date' of the appointment/role when determining their approximate FTE research-active period in years.

Applicants can include further details of these appointments/roles, including actual start date, within the 'Career Context' section of the application.

The overall estimated FTE (years) actively spent in research will be automatically calculated based on the FTE research-active period entered by the applicant for each role/appointment.

Note: To add additional records click '⊕'. To remove a record, select the one(s) you want to delete, and click '⊖'.

### 7.8.3 Career context

#### Research (mandatory)

All applicants must provide a broad overview of their engagement in research over the last 10 years (or since they commenced research if fewer than 10 years) to provide peer reviewers with context on the applicant's overall opportunities to conduct and disseminate/translate research.

Specifically, this overview should provide additional contextual information and overview on:

- research roles and responsibilities
- career stage and time spent as an active researcher
- how those circumstances affected or contributed to the applicant's research productivity relative to the typical performance of researchers in their field.

This information should align with the structured information provided in the career overview (refer to section 7.8.2).

Career Context is not an opportunity for applicants to provide additional track record information.

It should not include:

- a scientific summary of projects and outputs (e.g. career publication counts, total funding received)
- research activity as an undergraduate (e.g. Bachelor degree) student.

Peer reviewers will be advised to ignore information provided in Career Context that is out of scope, including additional track record information.

The more specific applicants are about their career trajectory, the more helpful it will be for peer reviewers.

#### Other career context categories (optional)

Applicants may include other information about circumstances affecting their opportunities to undertake research, excluding career disruptions (which are described separately), including but not limited to:

- **Resources and facilities:** the resources and facilities available to the applicant (e.g. the extent to which additional research personnel contribute to the program, access to infrastructure)
- **Professional responsibilities:** employment situations such as research, teaching and administration, e.g. research only, teaching and research, research and administration, research in industry, research and business, project or program management, clinical, policy and part-time roles
- **Personal circumstances:** influence of personal circumstances not covered under career disruption, including disability, carer responsibilities, community obligations for Aboriginal and Torres Strait Islander applicants and any other personal circumstances that have affected the applicant's research productivity
- **Other circumstances:** other career or research circumstances, e.g. engagement with community as part of Indigenous health research, the influence of calamities such as COVID-19, unemployment and jury duty. Situations such as increased caring responsibilities or the need to supervise children's education at home during the COVID-19 pandemic can be considered as Other Circumstances as long as the impacts are described clearly.

The circumstances described should accord with a career context category and should include the approximate dates by month and year when those circumstances applied. Applicants must provide accurate information, verifiable by the Administering Institution if required, that reflects their individual circumstances and opportunities for research.

Applicants are encouraged, where possible, to provide factual and quantifiable information when describing their career circumstances and associated impacts. The more specific the information provided, the easier it will be for peer reviewers to understand the tangible effects on the researcher.

For example:

- 'Due to restrictions imposed by [specify the jurisdiction applying the restrictions] in response to the pandemic, my organisation's research laboratories in [specify location] were closed between X and Y dates.'
- 'Between X and Y dates I have needed to spend approximately 4 hours per day helping my 7-year old child with their schooling'.

NHMRC recognises that the impact of an interruption or impediment may extend beyond the duration of the causative event (e.g. a flood) and the full extent/effect of the circumstance can be included for consideration by peer reviewers.

Hypothetical career context summaries are provided in [Appendix H\(i\)](#) to illustrate the concept. These summaries do not cover all circumstances that can be considered under the Relative to Opportunity Policy and do not cover all applicants' circumstances. The fictional information in the summaries should not be used as benchmarks for track record quality or successful grants. To assess a track record relative to opportunity, peer reviewers are required to undertake a holistic assessment of submitted information against the assessment criteria and score descriptors, taking into account an applicant's specific circumstances.

Note 1: Applicants must not include circumstances considered under career disruption in this section, as they are covered separately in the career disruption section (refer to section 7.8.4).

Note 2: Applicants should not provide evidence of research outcomes and outputs in this section, as they are considered separately in track record assessment (refer to section 7.8.4).

Note 3: Applicants should not elaborate on confidential details of their circumstances (e.g. sensitive details of a medical illness).

#### **Career Context**

All applicants must outline their engagement in research spanning the last 10 years, including their career circumstances and how they contributed to research productivity (i.e. their ability to conduct and disseminate/translate research).

The claimed circumstances should accord with the Career Context category of the NHMRC Relative to Opportunity Policy and should include the periods of the circumstances (approximate dates by month and year).

Enter your broad career context statement in the free-text field provided.

This response will be provided to peer reviewers and taken into account when reviewing your application.

*Maximum of 1500 characters including spaces and line breaks*

#### **7.8.4 Career disruption**

Career disruptions are prolonged interruptions ( $\geq 90$  days) to the ability to work due to pregnancy, illness/injury and/or carer responsibilities. Career disruptions, over the past 10 years, from the scheme application close date (8 November 2023), will inform track record assessment and Emerging Leadership eligibility.

- Applicants are to provide the type of career disruption.
- Applicants should outline the duration of the disruption(s) (including the full-time equivalent) and the associated impact.
- Specific details of the circumstances should not be provided.
- Applicants may include publications immediately preceding the 10-year time period up to the application close date for the timeframe commensurate to the period of their career disruption. For example, if an applicant has a 90-day career disruption, they may include publications during the three months preceding the 10 years up to the application close date.

Additional publication(s), if any, can be included in the selection of the applicant's top 10 publications list (see section 7.9.1). Any career disruptions that you would like taken into account for your application must be entered in this section of the application form. Career disruption information in your Profile will not be used.

To create a career disruption record, enter the Start and End dates. Select a 'Reason' from the drop-down menu. Enter the FTE of the career disruption.

### **Impact**

Provide a brief explanation of the impact the career disruption has had on your research, research achievements and associated productivity relative to your career stage.

You should not describe the nature of the career disruption in this field.

This information will be provided to peer reviewers as part of the assessment of your application.

*Maximum of 2000 characters including spaces and line breaks*

You will then be asked to confirm if you hold evidence to support the career disruption and if you are able to provide it to NHMRC if requested.

Note: To add additional records click '+'. To remove a record, select the one(s) you want to delete, and click 'Delete'.

Applicants and peer reviewers are advised that the day count of the claim calculator is indicative only, and that eligibility determinations will be calculated independently by NHMRC based on your Start and End dates and FTE information as entered into the application.

## **7.9 Addressing the selection criteria**

Applications will be assessed by peer reviewers on the extent to which they address the assessment criteria<sup>21</sup> listed below.

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<sup>21</sup> It is recognised that Aboriginal and Torres Strait Islander applicants make additional valuable contributions to policy development, clinical/public health leadership and/or service delivery, community activities and linkages, and are often representatives on key committees. If applicable, these contributions will be considered when assessing research output and track record.

- Track record, relative to opportunity (70%), including selected Level
- Knowledge gain (30%).

The following advice should be considered when preparing applications.

### 7.9.1 Track record, relative to opportunity (70%), including selected Level

Track record assessment comprises consideration of:

- Publications (35%)
- Research impact (20%)
- Leadership (15%).

#### **Publications (35%)**

Applicants are required to nominate up to 10 of their best publications from the past 10 years (taking into account any career disruptions) immediately prior to the scheme close date. You are to provide separate explanations for each publication entry. Each explanation should explain why the publication has been selected, including its quality and contribution to science, and your contribution to the publication.

You may include field weighted metrics and citation metrics within the explanation field for the 10 best publications from the last 10 years. The explanation field is not to be used to provide additional track record information (e.g. conference participation, awards, patents, publications not already nominated in the applicant's Top 10). Peer reviewers will be instructed to ignore additional track record information provided in the publication explanation field. Where possible, references to publications within the provided entry fields should be provided as a complete citation. Where this is not possible, include sufficient citation information to locate the publication such as authors, publication title, journal name, year and digital object identifier.

Publications outside the last 10 years (taking into account any career disruptions) and other research outputs such as patents can be referred to in the Research Impact section if relevant.

Publications will be assessed against the score descriptors at **Table 1** of [Appendix B](#).

#### Top 10 in 10

Provide the details of (up to) 10 of your best publications in the last 10 years.

Each publication should be provided separately, i.e. one publication per free-text field. The explanation should outline why the publication was nominated, its quality and contribution to science, and your contribution to the publication:

- Publication 1–10 (max. 500 characters for citation)
- Explanation (max. 1000 characters).

NHMRC accepts 10 types of publications: Accepted for Publication; Books/Chapters; Editorials; Journal Articles (Original Research); Journal Articles (Review); Letters to the Editor; Preprints; Research Report – commissioned by Government, Industry or Other; Technical Report; and Text Book.

A preprint is a complete and public draft of a scientific document, yet to be certified by a journal through peer review. To be considered in this category, a preprint:



- must be available in a recognised scientific public archive or repository such as arXiv, bioRxiv, Peer J Preprints, medRxiv, etc.
- should be uniquely identifiable via a digital object identifier (DOI); for preprints that are incrementally updated as work progresses, each version should have a unique DOI and only the latest version of the work should be included in the grant application.

If the work contained in a preprint is subsequently published in a peer reviewed journal, this should be updated in the publication list in Sapphire to avoid double reporting of outputs (even though upon publication, many authors retain an Open Access ‘post-print’, or archive copy of their work in order to preserve and make available the intellectual content of their work).

### Research impact (20%)

Applicants are assessed based on:

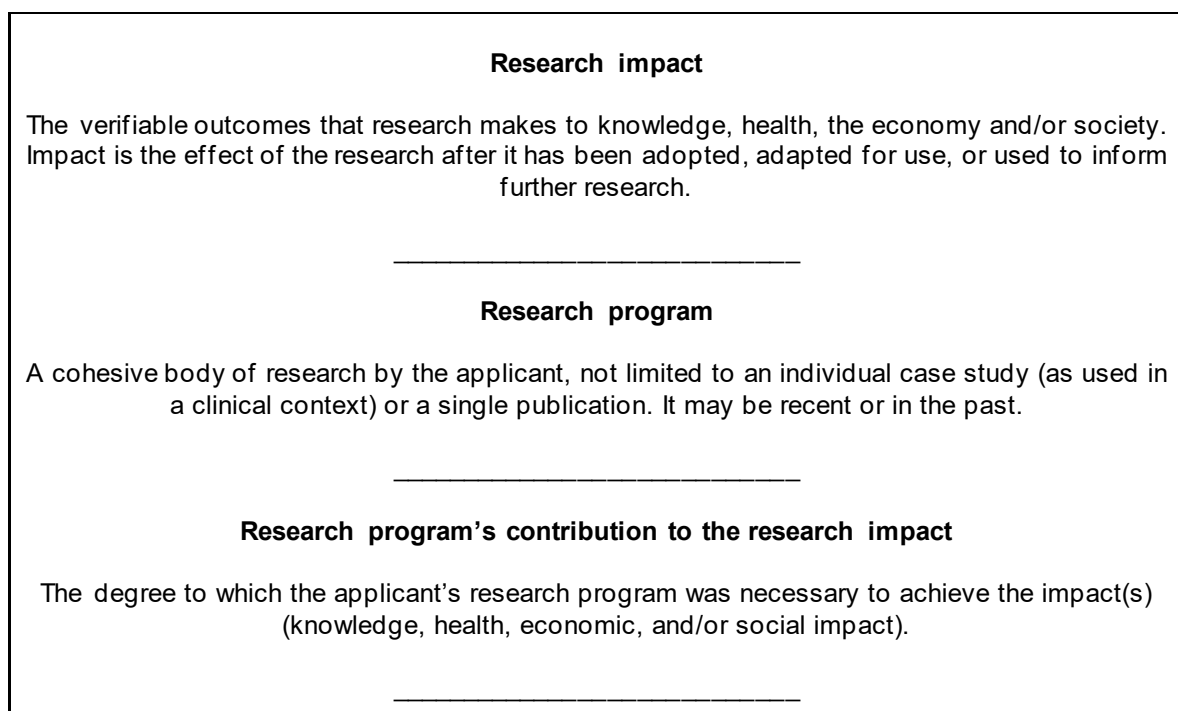
- the significance and reach of their claimed research impact (7%)
- the contribution of their research program to the research impact (6%)
- the contribution of the applicant to the research program (7%).

NHMRC defines the impact of research as the verifiable outcomes that research makes to knowledge, health, the economy and/or society. Impact is the effect of the research after it has been adopted, adapted for use, or used to inform further research.

Research impact is the verifiable outcomes from research and *not the prospective or anticipated effects of the research*. For example, a prospective publication linked to the applicant’s research program is not demonstrated or corroborated impact.

Research impact also includes research that leads to a decision not to use a particular diagnostic, treatment or health policy.

**Figure 1:** Key definitions for the assessment of research impact



**Applicant's contribution to the research program**

The level of the applicant's contribution (e.g. leadership, intellectual and/or technical input) to the research program.

NHMRC identifies 4 specific types of impact (**Table 1**).

Examples of evidence are listed in **Table 1**. Evidence examples may be relevant to more than one research impact type.

**Table 1:** Types of Research Impact and Examples of Evidence of Research Impact

Type of impact	Description of research impact	Examples of evidence (not exhaustive)
<b>Knowledge impact</b>	New knowledge, demonstrating the benefits emerging from adoption, adaption or use of new knowledge to inform further research, and/or understanding of what is effective.	<ul style="list-style-type: none"> <li>• recognition of research publications (e.g. citation metrics, particularly field weighted)</li> <li>• data sharing</li> <li>• contribution to registries or biobanks</li> <li>• prizes and conference presentations</li> <li>• uptake of research tools and techniques</li> <li>• evidence of uptake of the research by other disciplines</li> </ul>
<b>Health impact</b>	Improvements in health through new therapeutics, diagnostics, disease prevention or changes in behaviour; or improvements in disease prevention, diagnosis and treatment, management of health problems, health policy, health systems, and quality of life.	<ul style="list-style-type: none"> <li>• policy or program adopted</li> <li>• a clinical guideline adopted</li> <li>• international or national practice standards adopted</li> <li>• improved service effectiveness</li> <li>• Phase I, Phase II and Phase III clinical trials underway or completed</li> <li>• improved productivity due to research innovations (e.g. reduced illness, injury)</li> <li>• Quality-Adjusted Life Years, Disability- Adjusted Life Years, Potential Years of Life Lost, Patient Reported Outcome Measure and other relevant indicators</li> <li>• relative stay index for multi-day stay patients, hospital standardised mortality ratio, cost per weighted separation and total case weighted separation</li> <li>• reports (including community and government)</li> </ul>

<p><b>Economic impact</b></p>	<p>Improvements in the nation's economic performance through creation of new industries, jobs or valuable products, or reducing health care costs, improving efficiency in resource use, or improving the welfare/well-being of the population within current health system resources. An economic impact may also contribute to social or health impacts, including human capital gains and the value of life and health.</p>	<p><b>Health care system savings</b></p> <ul style="list-style-type: none"> <li>• relative stay index for multi-day stay patients, hospital standardised mortality ratio, cost per weighted separation and total case weighted separation</li> <li>• reduction in Medicare Benefits Schedule/Pharmaceutical Benefits Scheme costs</li> <li>• improved productivity due to research innovations (e.g. reduced illness, injury)</li> <li>• improved service effectiveness</li> </ul> <p><b>Product development</b></p> <ul style="list-style-type: none"> <li>• a research contract with an industry partner and an active collaboration</li> <li>• granting of a patent</li> <li>• execution of a licensing agreement with an established company</li> <li>• income from intellectual property</li> <li>• raising funding from venture capital or other commercial sources or from government schemes that required industry co-participation</li> <li>• successful exit from start-up company (public market flotation, merger or acquisition)</li> <li>• development of pre-good manufacturing practice prototype</li> <li>• successful generation or submission of: <ul style="list-style-type: none"> <li>○ a regulatory standard data set</li> <li>○ applications for pre-market approval of a medical device</li> <li>○ a new drug or device for registration (e.g. by Food and Drug Administration, European Medicines Agency, Therapeutic Goods Administration)</li> </ul> </li> <li>• product sales</li> </ul>
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<b>Social impact</b>	Improvements in the health of society, including the well-being of the end user and the community. This may include improved ability to access health care services, to participate socially (including empowerment and participation in decision making) and to quantify improvements in the health of society.	<ul style="list-style-type: none"> <li>• uptake or demonstrated use of evidence by decision makers/policy makers</li> <li>• qualitative measures demonstrating changes in behaviours, attitudes, improved social equity, inclusion or cohesion</li> <li>• improved environmental determinants of health</li> <li>• improved social determinants of health</li> <li>• changes to health risk factors</li> </ul>
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**Indicate which of the following research impact types you would like considered in the assessment of your application.**

Select one or more impact types.

How to demonstrate Research Impact

Applicants must only include **one research program** to demonstrate research impact(s) across **one or more of the 4 types of impact**. Applicants will be asked to indicate in the application which of the 4 research impact types they would like considered in the assessment of their application. If the research program can be used to demonstrate multiple impacts, the overall research impact score is determined holistically and on balance across the 4 types (it is not additive). This means that an applicant with one type of impact can score as well as or better than an applicant with multiple types of impact.

A research program is a cohesive body of research by the applicant, as opposed to disparate bodies of research that each have different objectives and impacts. Applicants are required to provide evidence sufficient and strong enough to demonstrate their claims for all 3 impact criteria. Applicants may use the same evidence across the 3 impact criteria if appropriate. Peer reviewers will decide based on the evidence provided whether the impact claims have been sufficiently demonstrated and corroborated. A poorly corroborated or non-corroborated research impact or contribution to impact will receive a score of one, in alignment with the score descriptors.

For applicants who have provided impacts for more than one research program, peer reviewers determine whether any one of the research programs and their impacts have been sufficiently demonstrated and corroborated, and score accordingly. Applicants are not scored in an additive method for multiple research programs.

Whilst it is expected that the research impact is recent, the research program that contributed to the research impact may be from any time in a researcher’s career – there are no time limits on when a researcher made a contribution to the research program or when the research program contributed to the research impact.

Applicants should note that there is no requirement for their research impact to align with the research proposal/vision in their application – these are assessed independently against separate assessment criteria and score descriptors.

The assessment of Research Impact will be against the score descriptors at **Tables 2, 3 and 4** of [Appendix B](#).

Applicants should provide robust, verifiable evidence (qualitative and/or quantitative, see **Table 1**) to support the claimed research impact that can be independently assessed by peer reviewers.

Applicants should provide their best example of the impact within the field limit. Any references that are required as verifiable evidence of the impact need not be provided as a complete citation. For example, it would be sufficient to note the publication title and year to prove the existence of a publication.

Applicants should note that it is the quality of the corroborating evidence provided, not the quantity. Applicants only need to provide evidence sufficient and strong enough to verify the claims, not all evidence that may be on the public record.

An applicant who does not wish to provide research impact evidence because it is not in the public domain, or because it is commercially sensitive, may describe the evidence within their application, noting that it is commercially sensitive, without making it available. Any such evidence should be provided to RAOs who should ensure that such evidence is retained by their office to be made available to NHMRC, if requested.

In considering whether to provide such evidence, applicants should note that all NHMRC peer reviewers enter into a Deed of Confidentiality prior to the commencement of the peer review process which prohibits the discussion of applications or disclosure of any information contained therein, outside of their appointment as a peer reviewer. In addition, NHMRC staff are required under the APS Code of Conduct to observe rigorous confidentiality in relation to their day-to-day work.

**Reach and significance of the research impact, supported by corroborating evidence**

Describe the reach and significance of the research impact, including any corroborating evidence.

*Reach* is the extent, spread, breadth, and/or diversity of the beneficiaries of the impact, relative to the type of research impact.

*Significance* is the degree to which the impact has enabled, enriched, influenced, informed or changed the performance of policies, practices, products, services, culture, understanding, awareness or well-being of the beneficiaries (not the prevalence or magnitude of the issue).

*Maximum of 3000 characters including spaces and line breaks*

**Research program's contribution to the research impact, supported by corroborating evidence**

Outline how the research program contributed to the research impact, including any corroborating evidence.

A *research program* is a cohesive body of research by the applicant. It is not limited to an individual case study (as used in a clinical context) or a single publication. A research program may be recent or in the past. Applicants need to outline the research program with corroborating evidence that can be independently assessed by peer reviewers.

*Research program's contribution* to the research impact is the degree to which the applicant's research program was necessary to achieve the impact(s) (knowledge, health, economic, and/or

social impact) based on robust and verifiable evidence. The relationship between the applicant's research program (including related activities) and the impact may be foreseen or unforeseen, and may be an end-product or demonstrated during the research process. Research impact examples may include the adoption or adaptation of existing research.

*Maximum of 3000 characters including spaces and line breaks*

#### **Applicant's contribution to the research program, supported by corroborating evidence**

Outline your contribution to the research program, including any corroborating evidence.

An *applicant's contribution to the research program* is, relative to opportunity and to the applicant's field of research, the level of the applicant's contribution (e.g. leadership, intellectual and/or technical input) to the research program based on robust and verifiable evidence.

*Maximum of 3000 characters including spaces and line breaks*

### **Research leadership (15%)**

For the assessment of leadership, applicants are required to demonstrate their leadership with examples drawn from the past **10 years** (taking into account career disruptions) across each of the 4 Leadership elements (maximum of 2000 characters per element):

- Research mentoring examples may be drawn from:
  - formal and informal stewardship of the next generation of researchers
  - identifying, training and nurturing talent
  - fostering collaboration among junior researchers
- Research policy and professional leadership examples may be drawn from:
  - improving research quality standards
  - driving innovation and multi-dimensionality in research
  - improving academic reporting standards
- Institutional leadership examples may be drawn from:
  - driving behavioural and cultural change
  - identifying and mitigating risks
- Research programs and team leadership examples may be drawn from:
  - creating diverse, inclusive, and collaborative learning environments
  - engagement with the broader community and public advocacy
  - providing opportunities for appropriate research and non-research training.

NHMRC recognises that a broad range of leadership contributions are necessary to create an environment that enables research excellence and stewardship and that examples of leadership will vary depending on a researcher's working environment, work history and level of seniority. The examples listed under each Leadership element above are illustrative only; applicants are encouraged to demonstrate their strongest examples of leadership.

Applicants are encouraged to highlight their leadership style and describe how they have identified and contributed to positive change (e.g. organisational or behavioural/cultural change). Demonstrated impacts of leadership, such as people development, stewardship, contributions to cultural or paradigm change and fostering equality, diversity and inclusion, will be assessed by peer reviewers against the score descriptors at [Appendix B](#).

Peer reviewers will be instructed to ignore Leadership track record information that falls outside the past 10 years (taking into account career disruptions). Where you have Leadership track record that carries across the 10-year timeframe, include only that information which falls within the

allowable timeframe (e.g. instead of writing “I have mentored 19 students since 2007”, write “I have mentored 11 students since 2013”).

The assessment of leadership will be against the score descriptors at **Table 5** of [Appendix B](#).

### **Research leadership**

Address each of the leadership elements in the free-text fields provided.

*Maximum of 2000 characters including spaces and line breaks for each leadership element*

## 7.9.2 Knowledge gain (30%)

NHMRC defines ‘Knowledge gain’ for the Investigator Grant scheme as the quality of the proposed research and significance of the knowledge gained. It incorporates theoretical concepts, hypothesis, research design, robustness and the extent to which the research findings will contribute to the research area and health outcomes (by advancing knowledge, practice or policy).

Applicants must not include in any part of their application:

- links to external websites, apart from references to journal articles, guidelines, government reports, datasets and other outputs that are only available online; where links are included, provide the URL in full (e.g. the NHMRC website <https://www.nhmrc.gov.au>). Applicants are asked not to use URL shorteners as this may create a security risk. For the purposes of providing evidence for claims made against the Research Impact criterion, applicants may include references to external websites, where this is necessary to corroborate their claim(s).
- publication metrics such as Journal Impact Factors, consistent with the recommendations in the San Francisco Declaration on Research Assessment. If included, these metrics will be disregarded by peer reviewers when assessing an application.

The grant proposal must be written in English and submitted in a Portable Document Format (PDF) file, using NHMRC’s Grant Proposal template, which will be available on GrantConnect. Applicants must use this template. The grant proposal must be uploaded into Sapphire.

### **Grant Proposal (Upload)**

To upload your Grant Proposal PDF, select the ‘Upload New’ button followed by the ‘Choose File’ button. Select the PDF file you wish to upload and then click ‘Start upload’ to upload your Grant Proposal. Click ‘Save’ to ensure the application is submitted correctly.

To ensure that the document is displaying properly, applicants need to open a copy of the uploaded document by selecting the open icon to the right of the document name after the document has been saved in Sapphire.

Naming and formatting requirements for the grant proposal, to ensure fairness and consistency across applicants, are listed in **Table 2**. Applications that fail to comply with these requirements may be excluded from consideration.

Details to be addressed in the grant proposal and associated page limits are set out in **Table 3**. Applicants should note that peer reviewers will, as part of their assessment, consider the reproducibility and applicability of the proposed research and research design. Within the experimental design of the proposal, applicants need to include sufficient information to demonstrate that robust and unbiased results will be produced.

**Table 1: Formatting Requirements**

<b>Component</b>	<b>Component Requirements</b>
File format	The grant proposal must be saved and uploaded as a PDF file
File size	The PDF file MUST NOT exceed 2 MB in size
File name	The PDF file must be named using the following: Applicant's Surname_Grant Proposal.pdf E.g.: Smith_Grant Proposal.pdf  Note: There is no requirement for applicants to include the application number in the filename. Sapphire will automatically add the application and grant proposal version number to the uploaded PDF.  Additionally, the version number increases on each resubmission to an RAO and subsequent return to an applicant by an RAO.
Page size	A4
Header	Application ID and Applicant surname must be included in the header
Footer	Page number must be included in the footer
Font	NHMRC recommends a minimum of 12-point Times New Roman font. Applicants must ensure the font is readable.
Margins	Pages must have 2 cm top, bottom, left and right margins
Line spacing	Single
Language	English

Applicants are able to include tables and figures within their grant proposals. These must comply with the formatting requirements outlined in **Table 2**.

**Table 3: Grant Proposal Components**

<b>Component</b>	<b>Page Limit</b>
Research Proposal (response to knowledge gain criterion)	5 pages
References	2 pages

A brief description of each component is provided below.

**Research Proposal – 5 pages**



When drafting the response to the knowledge gain criterion, applicants should:

- describe their research vision for the next 5 years
- outline the proposed research objectives, basic methodologies and expected outcomes,
- describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research
- describe the support for their proposed research (e.g. access to technical resources, infrastructure, equipment and facilities, and if required, access to additional expertise and funding necessary to achieve proposed outcomes).

Applicants should note that peer reviewers will, as part of their assessment, consider the reproducibility and applicability of the proposed research and research design. Within the experimental design of the proposal, applicants should include sufficient information to demonstrate that robust and unbiased results will be produced.

Applicants are not required to justify their research proposal with line-by-line budget considerations. However, where the 5-year research vision contains research that could not be funded by the Investigator Grant, applicants are to provide a justification/explanation of where the additional funds will be/have been sourced for that research.

Salaries will be awarded to eligible applicants commensurate with the selected Investigator Grant Level. RSPs will be awarded to eligible applicants at set amounts (see **Table 3** at section 3.1 of the Guidelines).

The significance of the study is not a measure of the prevalence/incidence of the health issue (e.g. cancer versus sudden infant death syndrome).

The assessment of knowledge gain will be against the score descriptors at **Table 6** of [Appendix B](#).

## References – 2 pages

References for the Research Proposal must:

- not exceed 2 pages
- provide a list of all references cited in the application in an appropriate standard journal format (NHMRC prefers the Author-date (also known as the Harvard System), Documentary-note and the Vancouver Systems)
- list authors in the order in which they appear in PubMed
- only include references to work cited in the Research Proposal, and
- be written in English.

## 8. Certifying your application

Once all 'My Profile' details, application form details and supporting documents have been entered/uploaded, the application can be certified and submitted in Sapphire. Certification is required by both the CIA and Administering Institution. Refer to section 7.6 Certification and Submission of the Guidelines for further details.

### Before completing these steps:

- Review the application to ensure it is accurate and complete and meets all eligibility/application requirements.
- Applicants retain responsibility for confirming that their application satisfies the stated eligibility requirements.

- For funding schemes where the applicant has nominated a research budget, the summary tab automatically generates a summary of the requested budget from the relevant sections.
- A checklist for applicants applying for NHMRC funding is provided at Section 9 of this Appendix.
- Ensure you have read and understood the assurances, acknowledgements and undertakings required of CIAs and Administering Institutions as part of this step. These are outlined in section 7.6 Certification and Submission of the Guidelines.
- Note that certification will lock down the application and prevent further editing. The final snapshot produced at this time will include relevant information from your 'My Profile'. Any subsequent changes to these areas of Sapphire will not appear in the application. If changes are needed after CIA certification but before submission to NHMRC, your RAO will need to reject the application in order for you to make the changes.
- Note that your personal information may be provided to another Administering Institution for the purpose of certifying the application where a researcher is either currently receiving NHMRC funding or is on a different and separate application for NHMRC funding.

Instructions for certifying and submitting an application in Sapphire are provided in the [Sapphire Learning and Training Resources](#).

Once submitted to NHMRC, your application will be considered final and no changes can be made unless the application is withdrawn for amendment before the closing date.

## 9. Checklist for applicants

### **Before creating an application:**

- Ensure Sapphire Accounts for all CIs are active and mandatory 'My Profile' fields are complete (indicated by a red asterisk \*).
- Familiarise yourself with the guidelines and [Sapphire Learning and Training Resources](#).
- Check closing date and time for application lodgement.
- Update your Sapphire 'My Profile' in accordance with requirements set out in this document.
- Read the relevant ethical guidelines/associated documentation if ethics approval is required for the proposed application.
- Inform your RAO of your intention to submit an application.
- Be aware of any Administering Institution internal deadlines and requirements for submission.

### **During the creation of an application:**

- Check any minimum data requirements.
- Check eligibility requirements.
- Complete all parts of the application.
- Create and upload your Grant Proposal.

- Identify any Relative to Opportunity considerations, including Career Disruptions, where applicable, within your application.
- Consider any Aboriginal and Torres Strait Islander requirements for your application, including addressing any additional assessment criteria.
- Make sure all required attachments are uploaded.

**Before submitting an application:**

- Read and understand the [Australian Code for the Responsible Conduct of Research, 2018](#). Submission of an application indicates that the Administering Institution and research team understand and will comply with the principles and responsibilities set out in the Code.
- Check your compliance with formatting and page requirements.
- Ensure any approvals or licences are acquired or applied for.
- Check all information is correct and complete.
- Familiarise yourself with your obligations should you be successful.
- Certify the application and ensure RAO certification and submission occur before the closing date and time.

**Remember, your RAO is your primary contact for advice and assistance. RAOs will contact the Research Help Centre for further advice if required.**

## Appendix H(i). Exemplar career information

The following examples do not cover all circumstances that can be considered under the *Relative to Opportunity Policy* and do not cover all applicants' circumstances. The fictional information in the summaries should not be used as benchmarks for track record quality or successful grants.

### Example 1: Established researcher

#### CAREER STAGE

PhD thesis pass or level 10 criteria date: 11/11/2006

#### CAREER OVERVIEW

Dates	Career history – Job title(s)	Career disruption (yes/no)	Career context categories	Approximate full-time equivalent research-active period (years)
Dec 2013 – Dec 2019	1. Institute Director, Weetangara Institute of Medical Research 2. Head of Department, University of Belconnen	NO	<ul style="list-style-type: none"> <li>Research</li> <li>Professional responsibilities</li> </ul>	1.5
Dec 2012 – Dec 2013	Director of Drug Development, Gungahlin Sciences Pty Ltd	NO	<ul style="list-style-type: none"> <li>Professional responsibilities</li> </ul>	0
Dec 2009 – Dec 2012	Director of Clinical Research, City Hospital	YES	<ul style="list-style-type: none"> <li>Research</li> <li>Other</li> </ul>	2.3
<b>Overall estimated FTE (years) actively spent in research</b>				3.8

#### CAREER CONTEXT SUMMARY

*I am a recognised expert in cancer research and have demonstrated excellent research productivity despite limited opportunities to conduct research. I achieved significant health and economic outcomes (see Impact statement) through my internationally renowned cancer clinical trials in the formative years relevant to this summary (Dec 2009–2012) despite impacts of jury duty (0.25 FTE year in Jan–Mar 2010) and flood damage to my lab (0.25 FTE year in Oct–Dec 2011). The flood destroyed my experimental drug supplies and patient samples, which set back my research program by several years despite having contingency stock. I nevertheless achieved some productivity (albeit reduced) by leveraging the capabilities of my long-standing research group of 5 postdocs and 8 PhD students, to re-establish the program and to explore alternative lines of enquiry – see Publications section. Although my one-year secondment to industry (Dec 2012–2013) impacted my publication outputs, I used the opportunity to further my clinical trials and drug development and commercial outcomes (see Impact statement). I have spent the last 6 years (Dec 2013–Dec 2019) in management roles with significant administrative responsibility (4.5 FTE years), including workforce management, health policy advice and development of strategic plans. My engagement in*

*scientific research was limited to occasional, but frequently cited, technical input and occasional collaborations, in the absence of research staff or funding.*

## CAREER DISRUPTION INFORMATION

### Career Disruption

<b>Duration</b>	<b>Reason</b>	<b>Impact</b>	<b>FTE</b>	<b>Accumulated days (calculated)</b>
01/03/2012 – 31/10/2021	Major illness	Part-time resumption of role/part-time due to major illness at 50% FTE:  Although I maintained some productivity during my illness, it prevented my attendance at conferences and limited my opportunity for collaborations. It has also affected progress on a major NHMRC international collaborative grant.	50	123

## Example 2: Early-career researcher

### CAREER STAGE

PhD Thesis Pass or Level 10 Criteria Date: 1/5/2013

### CAREER OVERVIEW

<b>Dates</b>	<b>Career history – Job title(s)</b>	<b>Career disruption (yes/no)</b>	<b>Career context categories</b>	<b>Approximate full-time equivalent research active period (years)</b>
Jun 2016 – Dec 2019	1. Postdoctoral Research Fellow, Kambah Research Institute  2. Associate Lecturer, The University of Kippax.	YES	<ul style="list-style-type: none"> <li>• Research</li> <li>• Professional responsibilities</li> <li>• Other</li> </ul>	1.15
May 2013 – May 2016	Postdoctoral Research Fellow, Kambah Research Institute	NO	<ul style="list-style-type: none"> <li>• Research</li> <li>• Other</li> </ul>	2.5
Apr 2010 – Apr 2013	PhD candidate, Acton University	NO	<ul style="list-style-type: none"> <li>• Research</li> </ul>	3
Dec 2009 – Mar 2010	Research Assistant, Acton University	NO	<ul style="list-style-type: none"> <li>• Personal</li> <li>• Other</li> </ul>	0
<b>Overall estimated FTE (years) actively spent in research</b>				6.65

## CAREER CONTEXT SUMMARY

*As an early-career researcher, I have demonstrated research outcomes considered exceptional in my field despite limited opportunities for research. My first research role as a research assistant was impacted by illness (Dec 2009–Jan 2010) and volunteer work (Feb–March 2010), and I did not undertake research during this period. My successful PhD candidature provided excellent training in the field of neuroscience and the establishment of important collaborations, which led to my current fellowship position at the Kambah Research Institute. I currently lead an international program of research on neuronal signalling. During the first year of this fellowship, I volunteered at a hospital for 6 months (Nov 2013–Apr 2014), which enabled me to form collaborations with clinicians and involve consumers in my research. Since mid-2016, I have successfully managed my research concurrent with my ongoing teaching activities (1.5 FTE years) but faced a significant disruption due to laboratory relocation (0.25 FTE year, Mar–May 2017) during which I lacked access to the flow cytometry equipment required for my core research using immunophenotyping, which has hindered my knowledge impacts. I nevertheless maintained some limited research productivity by training a high-quality PhD student to contribute to my secondary exploratory research using neuroimaging (see recent Publications section).*

## CAREER DISRUPTION INFORMATION

### Career Disruption

Duration	Reason	Impact	FTE	Accumulated days (calculated)
10/03/2017 – 6/10/2017	Carer responsibilities	I took 7 months carers leave, which substantially delayed my major postdoctoral research project and limited my ability to network and attend conferences. I nevertheless published 5 papers in 2017, up from 3 in 2016, demonstrating my strong upward trajectory (prior to my carers leave). I also filed a patent application to protect IP developed in my work on neuropeptides, continued as primary supervisor of my PhD student and maintained international collaborations.	100	210

### Example 3: Full-time mid-career researcher

#### CAREER STAGE

PhD Thesis Pass or Level 10 Criteria Date: 22/3/2008

#### CAREER OVERVIEW

Dates	Career history – Job title(s)	Career disruption (yes/no)	Career context categories	Approximate full-time equivalent research active period (years)
Dec 2017 – Dec 2019	Senior Postdoctoral Research Fellow, Aranda School of Health Research	NO	<ul style="list-style-type: none"> <li>Research</li> <li>Resources and facilities</li> </ul>	2
Dec 2009 – Dec 2017	Postdoctoral Research Fellow, Aranda School of Health Research	NO	<ul style="list-style-type: none"> <li>Research</li> <li>Resources and facilities</li> </ul>	8
<b>Overall estimated FTE (years) actively spent in research</b>				10

#### CAREER CONTEXT SUMMARY

*I am a mid-career researcher and since 2009 I have conducted my own full-time research program, under the guidance of a senior researcher, on diabetes management in rural Australia. While this program relies heavily on collaboration with culturally diverse stakeholders and produces non-traditional outputs (see Impact section), it has equipped me with excellent policy and research translation skills, resulting in internationally benchmarked outcomes. This has been achieved despite limited resources (working in a small rural research centre with limited access to imaging and computing facilities) and only the support of 3 part-time research Masters students. I still maintained high quality outputs (see Publications section), relative to opportunity, by collaborating extensively with researchers internationally, including the use of biobanks and supercomputers in Canada, USA and Germany. I also maximised my skills by furthering my research dissemination, policy and program advice and other translational roles (see Leadership section). Since 2017, I have gained a full-time PhD student and research assistant, which has demonstrably further improved my productivity (see recent publications) but my research environment (and associated limitations) noted above remains.*

#### CAREER DISRUPTION INFORMATION

Career Disruption

None.



## Example 4: Researcher impacted by COVID-19

### CAREER STAGE

PhD Thesis Pass or Level 10 Criteria Date: 22/5/2002

### CAREER OVERVIEW

Dates	Career history – Job title(s)	Career disruption (yes/no)	Career context categories	Approximate full-time equivalent research active period (years)
Dec 2019 – Dec 2020	1. Laureate Professor, University of Manuka 2. Neurologist (Director), The Royal Manuka Hospital	NO	<ul style="list-style-type: none"> <li>• Research</li> <li>• Other</li> <li>• Professional responsibilities</li> </ul>	0.25
Dec 2010 – Dec 2019	1. Adjunct Professor, University of Manuka 2. Neurologist (Director), The Royal Manuka Hospital	NO	<ul style="list-style-type: none"> <li>• Research</li> <li>• Professional responsibilities</li> </ul>	4.5
<b>Overall estimated FTE (years) actively spent in research</b>				4.75

### CAREER CONTEXT SUMMARY

*I undertake 0.5 FTE research alongside medical practice. Despite my significant clinical commitments, I demonstrated high-quality outcomes by partnering with a large network of over 15 postdoctoral researchers nationally and internationally. I provided integral research direction and specialist methodological expertise on the clinical research component of multidisciplinary programs, while delegating responsibilities for conduct of the research, which allowed me to maximise research productivity while leading a large hospital team. My research contribution was reserved for cutting-edge programs with long lead times, so I was not prolific in academic outputs (relative to full-time researchers), but I focused on achieving research outcomes with demonstrated international impact and recognition (see Impact case studies and top 10 publications). Since March 2020, the COVID-19 pandemic has halted clinical recruitment across my programs in Australia and Asia, many of which were at a critical Phase 3 trial stage. I accordingly took a 6-month break and furloughed my support staff while focusing on publishing previous work, which is reflected in my latest outputs. I have nevertheless been unable to demonstrate the same trajectory of research growth and outcomes as in recent years due to the pandemic.*

### CAREER DISRUPTION INFORMATION

Career Disruption

None.

## Example 5: Full-time early career researcher ('research' career context category with a career disruption)

### CAREER STAGE

PhD Thesis Pass or Level 10 Criteria Date: 11/5/2009

### CAREER OVERVIEW

Dates	Career history – Job title(s)	Career disruption (yes/no)	Career context categories	Approximate full-time equivalent research active period (years)
Dec 2017 – Dec 2020	Senior Postdoctoral Researcher, Kaleen University	YES	Research	3
Jan 2013 – Dec 2017	Postdoctoral Researcher, Kaleen University	YES	Research	4
Dec 2010 – Dec 2012	Postdoctoral Researcher, Kaleen University	NO	Research	2
<b>Overall estimated FTE (years) actively spent in research</b>				<b>9</b>

### CAREER CONTEXT SUMMARY

*I am a full-time researcher and have demonstrated an increasing trajectory of high-quality research outputs (2012 onwards), compared to the formative stages as an independent researcher, once I was able to establish my own research laboratory and employ a research assistant (i.e. increased resources). Following my return to work from major illness in 2014, I re-established my research program by training new research personnel and renewing international collaborations. This rebuilding phase meant that the outputs of my research began to be realised from mid-2016 onwards.*

### CAREER DISRUPTION INFORMATION

Career Disruption

Duration	Reason	Impact	FTE	Accumulated days (calculated)
01/10/2017 – 01/10/2018	Major illness	I took 12 months leave to address a major illness, which resulted in a complete hiatus from research. During this period, I was unable to attend conferences and establish new collaborations which impacted my ability to complete my research project and delayed the publication of results.	100	365

## Example 6: Full-time early career researcher ('research' career context category only)

### CAREER STAGE

PhD Thesis Pass or Level 10 Criteria Date: 12/8/2014

### CAREER OVERVIEW

Dates	Career history – Job title(s)	Career disruption (yes/no)	Career context categories	Approximate full-time equivalent research active period (years)
Dec 2019 – Dec 2020	Postdoctoral Researcher, University of West Ryde	NO	Research	1
Sep 2014 – Dec 2019	Postdoctoral Researcher, University of West Ryde	NO	Research	5.25
July 2011 – Aug 2014	PhD candidate, University of Strathfield	NO	Research	3
<b>Overall estimated FTE (years) actively spent in research</b>				9.25

### CAREER CONTEXT SUMMARY

*I am a full-time health economics researcher conducting my own research, with occasional guidance from an Emeritus Professor. I have achieved research outputs that are significant relative to my early career stage and my research field, particularly in the last 3 years, while I gain experience as an autonomous researcher (see upward trajectory of my research outputs). The achievements are particularly noteworthy as I have maximised collaborations with leading experts achieve seminal research impacts and hold leadership roles (within academia and industry) which far exceed expectations for an emerging researcher (see Impact case study and Leadership statement).*

### CAREER DISRUPTION INFORMATION

Career disruption

*None.*