**Medical Research Future Fund**  
**Antimicrobial Resistance Targeted Call for Research Grant Guidelines**  
(AMR TCR)

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<tr>
<th><strong>Opening date:</strong></th>
<th><strong>Thursday 24 August 2017</strong></th>
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<tr>
<td><strong>Closing date for minimum data:</strong></td>
<td><strong>Wednesday 20 September 2017</strong></td>
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<tr>
<td><strong>Application closing date and time:</strong></td>
<td><strong>5pm AEDT on Wednesday 4 October 2017</strong></td>
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<td><strong>Commonwealth policy entity:</strong></td>
<td><strong>Australian Government Department of Health</strong></td>
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<td><strong>Co-Sponsoring Entities</strong></td>
<td><strong>National Health and Medical Research Council</strong></td>
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<tr>
<td><strong>Enquiries:</strong></td>
<td>If you have any questions, please contact NHMRC’s Research Help Centre:</td>
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<td></td>
<td>P: 1800 500 983 (+61 2 6217 9451 for international callers)</td>
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<td>E: <a href="mailto:help@nhmrc.gov.au">help@nhmrc.gov.au</a></td>
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<td><strong>Date guidelines released:</strong></td>
<td><strong>TBA</strong></td>
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<tr>
<td><strong>Type of grant opportunity:</strong></td>
<td><strong>Restrictive competitive</strong></td>
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## 1. Antimicrobial Resistance Targeted Call for Research

### The Australian Government approves funding from the Medical Research Future Fund for the Tackling Antimicrobial Resistance Research Program

The Program was announced in the 2017 Australian Government Budget as part of the first disbursements under the Medical Research Future Fund (MRFF).

### The Antimicrobial Resistance Targeted Call for Research Grant Opportunity is designed to achieve Australian Government objectives

This grant opportunity is part of the Australian Government Department of Health Portfolio Budget Statement Outcome 1. The Department works with stakeholders to plan and design the grant opportunity.

### The National Health and Medical Research Council develops the grant opportunity

The National Health and Medical Research Council (NHMRC) plans and designs the grant opportunity according to the *Commonwealth Grants Rules and Guidelines* in consultation with the Department of Health.

### The call for applications opens

NHMRC publishes the grant guidelines and advertises on GrantConnect.

### You complete a grant application using NHMRC’s Research Grants Management System (RGMS)

Your institution’s Research Administration Officer (RAO) will submit the application to NHMRC on behalf of your Administering Institution.

### NHMRC assess all grant applications

NHMRC assesses the applications against eligibility criteria and notifies you if you are not eligible. NHMRC then assesses your application against the assessment criteria. The proposed budget is scrutinised to ensure value for money.
NHMRC makes grant recommendations
The NHMRC advises the Minister or their delegate of the outcome of its assessment of applications and makes recommendations on applications to receive funding.

Grant Decisions are made
The Commonwealth decides which grant applications are successful.

NHMRC notifies you of the outcome via RGMS
NHMRC advises you of the outcome of your application.

NHMRC makes a grant offer to your research institution
Your Administering Institution’s Authorised Officer will accept the grant offer on behalf of your Administering Institution.

Delivery of grant
You undertake the grant activity as set out in your Research Proposal and provide progress reports every twelve months against Milestones and Performance Indicators. The grant will be managed by monitoring your progress and making payments.

Evaluation of the Program
The Department of Health evaluates the grant opportunity and the Program. This evaluation is based on information you provide and that is collected from various sources.

1.1. About the Tackling Antimicrobial Resistance Program
The Medical Research Future Fund (MRFF), established under the Medical Research Future Fund Act 2015 (MRFF Act), provides grants of financial assistance to support health and medical research and innovation in improving the health and wellbeing of Australians. It operates as an endowment fund with the capital preserved in perpetuity. At maturity, the MRFF will reach $20 billion. The MRFF provides a long term, sustainable source of funding for endeavours that aim to improve health outcomes, quality of life and health system sustainability.

The independent and expert Australian Medical Research Advisory Board’s Australian Medical Research and Innovation Strategy 2016–2021 and related Australian Medical Research and Innovation Priorities 2016–2018 were developed following extensive stakeholder consultation. The priorities identified by the Advisory Board were utilised to make decisions on the provision of financial assistance from the MRFF.
The Tackling Antimicrobial Resistance (AMR) Program will facilitate research on antimicrobial usage and AMR in Australia, consistent with the objectives of the National Antimicrobial Resistance Strategy 2015–2019. It will seek to identify novel diagnostic and surveillance technologies, and antimicrobial stewardship approaches to protect Australia against the threat of AMR.

Further information on the rationale of the Program is available on the Department’s website. The Program will be undertaken according to the Commonwealth Grants Rules and Guidelines (CGRGs).

1.2. About this opportunity to apply for a Grant

These guidelines contain information on this opportunity to apply for funding under the AMR Targeted Call for Research Grant Opportunity (AMR TCR).

Funding for the AMR TCR was announced in the 2017-18 Budget.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

You must read this document before completing an application. For clarity, the term ‘grant guideline’ has the same meaning as ‘funding rules’.

1.3. Objectives of the AMR TCR Grant Opportunity

With an ageing population, the prevalence of people accessing residential aged care facilities (RACFs) in Australia is increasing. According to the Australian Bureau of Statistics, the number of individuals aged 80 and over (the group most likely to require RACFs) is expected to double from 3% of the population in 1998 to 6% in 2031.

In recent years, high levels of inappropriate use of antibiotics have been reported. A number of factors unique to RACFs contribute to both the high use of antibiotics and the heightened risk of acquiring infections, including antimicrobial resistant infections. This includes the atypical presentations of infections, leading to delayed diagnosis and poorer clinical outcomes; lack of, or restricted access to, diagnostic services; the close living proximity of

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residents, the frequent contact between residents and with health professional staff; and the high rate of transfer of residents to acute-care hospitals.

Critical gaps in surveillance and antimicrobial stewardship (AMS) in RACFs were identified in 2015 by the New and Emerging Health Threats Steering Group of NHMRC’s Research Translation Faculty. Since that time, programs such as the Aged Care National Antimicrobial Prescribing Survey have been implemented and have assisted in shedding light on the levels and appropriateness of antimicrobial use. However, there are still significant gaps in surveillance of antibiotic resistant organisms in RACFs and understanding the spread of infections within facilities and between facilities, hospitals and other settings. Additionally, there are no AMS programs or models appropriate to RACFs to address the high levels of inappropriate antimicrobial use in this setting.

This competitive grant opportunity aims to stimulate research on novel and innovative methodologies such as genomics, to determine antimicrobial resistance profiles and transmission within and to/from RACFs. This knowledge will assist in the promotion and development of optimal and appropriate antimicrobial use in RACFs.

1.4. Outcomes sought from the AMR TCR

The desired outcomes from the AMR TCR are to:

- Understand the impact that patient movement between RACFs and other settings has on AMR.
- Support research that contributes to knowledge and develops evidence based approaches to AMS in RACFs.
- Develop a methodology for studying resistance profiles and transmission of AMR pathogens in RACFs that could subsequently be applied to other settings.

Only applications that will deliver against the intended objectives will be competitive for funding. Grantees will be required to report against milestones, performance indicators and timeframes at twelve month intervals.

Potential areas of research include:

- exploring the use of whole genome sequencing technologies to
  - identify antimicrobial resistance profiles obtained from RACFs, and/or
  - identify modes of transmission of resistant organisms between RACFs and other settings
- the design, implementation and evaluation of AMS interventions in RACF settings, utilising randomised control trials, clinical trials or other interventions.

Examples of research that is not considered relevant to the desired outcomes of AMR TCR include, but are not limited to:

- extensions of funding for ongoing research activities (AMR TCR aims to support new research activities)

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• funding for ongoing surveillance and stewardship programs
• infection control practices.

2. Grant amount

The Australian Government has announced a total of $5.9 million for the AMR TCR grant opportunity. Grants of up to five years duration will be considered with funding to commence from January 2018. It is expected that up to five grants will be funded.

3. Grant eligibility criteria

To be eligible for consideration applications must satisfy all the requirements set out in these Grant Guidelines. An application may be considered ineligible and excluded from further consideration if:

• it contravenes an eligibility rule or other requirement as set out in these Grant Guidelines. Examples include, but are not limited to:
  o Minimum data describing your application is not entered into RGMS by the specified date.
  o The application is not certified and submitted via RGMS by the RAO of an NHMRC approved Administering Institution by the advertised closing date and time.
  o A person is named as a Chief Investigator (CI) on more than one application in the AMR TCR.
  o The Grant Proposal does not comply with formatting requirements and page limits.
  o The proposed research duplicates research previously or currently being undertaken. NHMRC may compare the research proposed in grant applications with grants previously or currently funded by NHMRC or other agencies (e.g. Australian Research Council) and published research (see also section 4.2)
  o The application fails to accurately declare the source, duration and level of funding already held by the research team for research in the particular area of the application.
  o The application includes any incomplete, false or misleading information.

• its aims are inconsistent with the object of the MRFF Act, to improve the health and wellbeing of Australians.

• it, or persons named on the application, contravene an applicable law or code.

• persons named on the application are the subject of a decision by the Chief Executive Officer or Delegate that any application they make to NHMRC, for specified funding opportunities, will be excluded from consideration for a period of time, whether or not they meet the eligibility requirements. Such decisions will generally reflect action taken by NHMRC in response to research misconduct allegations or findings, or a Probity Event. See the NHMRC Policy on Misconduct related to NHMRC Funding.

If a decision to exclude an application from further consideration is made, NHMRC will provide its decision and the reason(s) for the decision to the Administering Institution’s RAO.
in writing. The Administering Institution’s RAO is responsible for advising applicants of the decision in writing.

3.1. Who is eligible to apply for a grant?

Applications will only be accepted from NHMRC approved Administering Institutions. A list of NHMRC approved Administering Institutions is available at: www.nhmrc.gov.au/grants-funding-administering-grants.

In addition to being an Administering Institution, to be eligible for a grant under the MRFF Act an organisation must be one of the following bodies:

• a medical research institute
• a university
• a corporate Commonwealth entity
• a corporation
• a state or territory government, or
• a state or territory government entity.

Consortia are encouraged to apply for this grant opportunity, especially where the consortia engage with research end-users and take a multi-disciplinary approach.

4. Eligible grant activities

4.1. What can the grant money be used for?

You can only spend grant funds to pursue the research activities described in your grant proposal. You can use the grant to pay costs that arise directly from these activities. The following categories must be used in your proposed budget:

• equipment
• personnel (personnel support packages)
• other Direct Research Costs (DRCs).

Rules apply to each category of expenditure. Applicants are required to justify the budget requested for each year of the proposed research in order to demonstrate value for money. Poorly justified items may be reduced or removed from the budget.

4.1.1 Equipment

You can request funding to pay for equipment costing over $10,000 that is essential to the project. The total equipment requested cannot exceed $80,000. Individual items of equipment costing less than $10,000 must be requested within DRCs (see below).

Applicants must clearly outline the total value of all items of equipment for each year, why the equipment is required for the proposed research and why the equipment cannot be provided by the institution.
For each item of equipment requested, a written quotation must be received and held with the RAO of the Administering Institution, to be available to NHMRC on request. The Administering Institution must be prepared to meet all service and repair costs for equipment funded.

Funds will not be provided for the purchase of computers except where these are an integral component of a piece of laboratory equipment or are of a nature essential for work in the research field, for example: a computer which is dedicated to data collection from a mass spectrometer or used for the manipulation of extensively large datasets (i.e. requiring special hardware).

4.1.2 Personnel

Salary contributions for research staff (CIs, Professional Research Persons and Technical Support Staff are provided as Personnel Support Packages (PSPs)). The level of PSP requested in an application must match the roles and responsibilities of the position and the percentage of the PSP requested must reflect the required time commitment. Applicants must fully justify all requests for PSPs.

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<th>Level</th>
<th>Description</th>
<th>$ per annum</th>
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<tr>
<td>PSP1</td>
<td>Technical support - non-graduate personnel.</td>
<td>55,161</td>
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<tr>
<td>PSP2</td>
<td>Junior graduate research assistant; or junior graduate nurse, midwife or allied health professional; or junior data manager/data analyst.</td>
<td>68,878</td>
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<tr>
<td>PSP3</td>
<td>Experienced graduate research assistant/junior postdoctoral research officer; or experienced graduate nurse, midwife or allied health professional; or experienced data manager/analyst.</td>
<td>75,738</td>
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<tr>
<td>PSP4</td>
<td>Experienced postdoctoral researcher (i.e. a researcher who may be considered as a named investigator on the research application and/or approaching the NHMRC CDF scheme or equivalent), or clinician without specialist qualifications.</td>
<td>89,457</td>
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<tr>
<td>PSP5</td>
<td>Senior experienced postdoctoral researcher (i.e. a researcher who would normally be considered as a named investigator on the research application and is more than 10 years post-doctoral and/or would be expected to have applied for or held an NHMRC Career Development Fellowship (formerly Career Development Award) or equivalent).</td>
<td>96,316</td>
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4.1.3 Other Direct Research Costs (DRCs)

For the purposes of the AMR TCR grant opportunity, DRCs are costs that are integral to achieving the approved research objectives of a grant where the recipient is selected on merit against a set of criteria. Such costs must directly address the research objectives of the grant, relate to the approved research plan and require the associated budget to have been properly justified.

Direct research costs may include the following:

- personnel costs related to contract staff and limited external persons (not for CIs or additional personnel). The basis for costing must be included
- materials required to conduct the research – laboratory supplies, consumables, printed materials, microfilms, purchase costs of animals
- survey or field expenses that have been fully justified in the application
- Medicare costs (out of pocket medical expenses)
- reasonable medical diagnosis costs (MRI, PET, CT, ultrasound, genotyping, biochemical analysis)
- equipment costing less than $10,000 that is unique to the project and is essential for the project to proceed
- purchases of services directly required for the successful conduct of the project (including services from institutional facilities)
- specialised computing requirements that are essential to meeting project specific needs e.g. bioinformatics software.

Publication costs cannot be requested in your application but may be listed as a direct research cost in your financial acquittal.

The above list is not comprehensive. Where a research cost is not included in the above list you should refer to the definition in the first paragraph of this section. If you are still unsure clarification should be sought from NHMRC. DRCs will be critically scrutinised during the assessment of applications and during any on-site compliance monitoring visits.

4.2. What the grant money cannot be used for

You cannot use the grant to cover retrospective costs or to support research activities undertaken outside of Australia (although funding can be sought to support the Australian-based components of multinational research activities). Applicants may request funding for a component of the research to be undertaken overseas if the equipment/resources required for that component are not available in Australia and the component is critical to the successful completion of the proposed research.

A grant cannot be provided to you if you receive funding from another government source for the same purpose. You can apply for grants under any Commonwealth program but, if your applications are successful, you must choose either the grant from this program or the other Commonwealth grant.
Where it appears that an applicant has submitted similar applications for research funding and has been successful with more than one application, the applicant is required to provide NHMRC with a written report clearly identifying the difference between the research aims of the two research activities. If NHMRC does not consider the two research activities to be sufficiently different, the applicant will be required to decline or relinquish one of the grants.

4.3. Eligible and ineligible expenditure

You cannot use the grant to pay the *indirect costs of research*. Indirect costs of research are Institution overhead costs that benefit and support research. They can include the operations and maintenance of buildings, use of facilities and libraries, hazardous waste disposal, regulatory and research compliance and administration of research services. Although they are necessary for the conduct of research and may be incurred in the course of research, they are costs that do not directly address the approved research objectives of a grant.

Costs that cannot be paid with the grant include, but are not limited to:

- airline club memberships
- conference attendance and associated travel
- communications costs (mobiles, telephone calls)
- entertainment and hospitality costs
- institutional overheads and administrative costs
- overseas travel (unless essential to the funded research and written approval has been obtained from NHMRC)
- health insurance, travel insurance, foreign currency, airport and related travel taxes, passports and visas
- patent costs
- personal subscriptions (private journal subscriptions)
- purchase of reprints
- personal membership of professional organisations and groups
- *research infrastructure*: facilities necessary to the research endeavour that a responsible Institution would be expected to supply as a prerequisite to its engagement in research. This includes:
  - animal house facilities
  - computers, computer networks, peripherals and software for communicating, writing and undertaking simple analyses
  - ethics approval costs
  - furniture
  - non project related staff training and development
  - physical space and all associated administrative, laboratory and office services.
5. The grant selection process

NHMRC will assess the eligibility of your application at any stage following the close of applications. NHMRC may request further information in order to assess whether the eligibility requirements have been met. Administering Institutions will be notified in writing of ineligible applications and are responsible for advising applicants.

NHMRC will undertake a peer review assessment of your application against the criteria set out below. Your application will be scored against each assessment criteria and the requested budget critically scrutinised to determine whether it provides value for money. The overall score assigned to each application will be used to prepare a ranked list.

6. The assessment criteria

You will need to address the following assessment criteria. Guidance on how your application will be scored against each criterion is contained in the Category Descriptors.

The assessment criteria are weighted as indicated below. If the grant opportunity is oversubscribed a proportion of applications may be excluded from further consideration based on an assessment against criterion 1. *Significance of the grant outcomes.*

1. Significance of the grant outcomes (40%)

Significance is the potential to increase knowledge of important topics that achieve the outcomes of the grant opportunity. Significance may be assessed in terms of, but not limited to, the following considerations:

- Is the proposed research activity directly relevant to the intended outcomes of the AMR TCR, specifically:
  - Understand the impact that patient movement between RACFs and other settings has on AMR.
  - Support research that contributes to knowledge and develops evidence based approaches to antimicrobial stewardship (AMS) in RACFs.
  - Develop a methodology for studying resistance profiles and transmission of AMR pathogens in RACFs that could subsequently be applied to other settings (e.g. child care centres, correctional facilities).
- Is the research question one that is not the subject of prior or ongoing research? Is it well informed by existing and ongoing studies? Do the points of difference between these studies and the proposed research provide a strong justification for the proposed research?
- Were research end-users, including the Australian community, health care providers and policy makers, involved in developing the research plan?

You are required to address this criterion within your Research Proposal. Further instructions are in section 6.3.7.
2. Scientific Quality of the Proposal (40%)

Assessment of scientific quality encompasses the strengths and weaknesses of the study design and the feasibility of the proposal. Scientific quality may be assessed in terms of, but is not limited to, the following considerations:

- Is there a clear research question?
- Is the methodology described in sufficient detail? Are plans for the collection, storage and use of clinical and genomic information described? Is the appropriateness and robustness of the technical and methodological aspects described?
- Is the research design appropriate for the research question? What are the strengths and weaknesses of the study design? Have any major pitfalls been overlooked?
- Is the research design feasible? Are the required expertise, tools and techniques established? Do the statistical analyses have sufficient power?
- Were research end-users, including the Australian community, health care providers and policy makers, engaged during the development of the research plan? How will they be involved in the conduct of the research activity? How will they be informed of the outcomes?
- Does the proposal include milestones, performance indicators and timeframes? (Note: grantees will be required to report against the milestones, performance indicators and timeframes at twelve month intervals.)

You are required to address this criterion within your Research Proposal. Further instructions are in section 6.3.7.

3. Team Quality and Capability relevant to this proposal (20%)

This criterion is used to assess whether the research team named in your application has the appropriate mix of research skills and experience to undertake the research activity. Team Quality and Capability may be assessed in terms of, but not limited to, the following considerations:

- Have the CIs previously delivered high quality research outputs in this area of research?
- Does the research team provide an appropriate mix of research skills and experience to successfully undertake this research activity?
- Does the listed team have expertise in all aspects of the proposed research? Is the listed team multidisciplinary, covering all relevant areas needed to meet the objectives of the grant (including how team components will combine into the broad theme)?
- Do the team’s previous research outputs demonstrate their capability to undertake the research activity? Has the team demonstrated a high level of research productivity?
- Is the listed team governed with logical and strong working arrangements (including how scientific opportunities provided by active collaboration will be maximised)?
- Does the listed team reflect the contribution of early- and mid- career researcher/s to the research activity?

To address this criterion you must identify the researchers in the team that will undertake the research activity and provide evidence of their relevant skills and experience.
This criterion will be assessed ‘relative to opportunity’ taking into consideration any career disruptions.

Relative to Opportunity
For the AMR TCR grant opportunity, the policy is that assessment processes should accurately assess an applicant’s track record and associated productivity relative to stage of career, including consideration as to whether productivity and contribution are commensurate with the opportunities available to the applicant. Circumstances considered may include:

- amount of time spent as an active researcher
- available resources, including situations where research is being conducted in remote or isolated communities
- building relationships of trust with Aboriginal and Torres Strait Islander communities over long periods and subsequent impact on track record and productivity
- career disruption (see below)
- clinical, administrative or teaching workload
- Aboriginal and Torres Strait Islander community obligations, including ‘sorry business’
- relocation of an applicant and his/her research laboratory or clinical practice setting or other similar circumstances that impact upon research productivity
- restrictions on publication of research undertaken in other sectors
- the typical performance of researchers in the research field in question.

Career Disruption
A career disruption involves a prolonged interruption to an applicant’s capacity to work, due to pregnancy, major illness/injury or carer responsibilities.

Interruptions must involve either a continuous absence from work for periods of 28 calendar days or more and/or a long-term partial return to work that has been formalised with the applicant’s employer.

The period of career disruption may be used to determine an applicant’s eligibility for the grant opportunity or to allow additional track record information to be considered during assessment. See also Relative to Opportunity above.

Chief Investigators
A person must not be named as the Chief Investigator (CI) on more than one application in the AMR TCR.

You must nominate a CI A who will take the lead role in submitting the application, conducting the research and reporting as required under the funding agreement. Up to 10 CIs may be included as members of the research team.

It is generally required that, at the time of application submission, the CI A is an Australian citizen or a permanent resident in Australia, or has an appropriate work visa in place. The CI A must be based in Australia for the duration of the grant.
Researchers who are not Australian citizens or permanent residents in Australia are eligible to apply as a CI B to F (as applicable) and, if they are based in Australia for the duration of the grant, then they are eligible to draw a salary. CIs based overseas are not eligible to draw a salary.

Each CI may also provide information on ‘relative to opportunity’ considerations and career disruption.

**Associate Investigators**

An Associate Investigator (AI) is an individual who provides intellectual input to the research and whose participation reasonably warrants recognition. AIs are ineligible to draw a salary from an AMR TCR grant. There are no restrictions on individuals who may be named as an AI. Information about Associate Investigators is not to be included when describing Team Quality and Capability (see below).

Criterion 3 is to be addressed as follows:

1. Information on each CI’s research achievements will be drawn from their Profile/CV in RGMS into a ‘snapshot’ file that forms part of your application:
   - CV-CD: Career Disruption (during the last 5 years)
   - CV-RO: Relative to Opportunity (during the last 5 years)
   - CV-Pub: Publications (during the last 5 years)
   - CV-ORF: Other Research Funding (during the last 5 years)
   - CV-RF: NHMRC Research Funding (during the last 5 years)

2. In your Grant Proposal you are required to provide information on:
   - team quality and capabilities relative to the Research Proposal
   - CI capabilities and achievements
   - ‘relative to opportunity’ considerations and career disruption

Further instructions are in section 6.3.7.

**Criteria for Aboriginal and/or Torres Strait Islander Health Applications**

If at least 20% of the research effort relates to Aboriginal and Torres Strait Islander health your application will also be assessed against the NHMRC Indigenous Research Excellence Criteria:

- **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 public health issue for Aboriginal and Torres Strait Islander peoples. 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 peoples, 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 should address the relationship between costs and benefits.

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

Further instructions on addressing the *NHMRC Indigenous Research Excellence Criteria* are in section 6.3.7.

### 6.1. Overview of application process

GrantConnect (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.

Applications must be submitted electronically using NHMRC’s Research Grants Management System (RGMS). Electronic submission requires Administering Institutions and CIs on an application to register for a NHMRC’s Research Grants Management System account.

Applicants who are not registered in RGMS can submit a new user request via the system login page. Refer to the Training Program for detailed user instructions, or contact your RAO or the NHMRC Research Help Centre for further assistance.

Applicants can apply as CI (CI A-CI J) on one application only for the AMR TCR.

Your application will consist of:

- ‘snapshot’ files containing information drawn from each CI’s Profile and Curriculum vitae in RGMS
- ‘snapshot’ files containing information about your proposed research you entered directly into the Application Form; and
- A *Grant Proposal* and a *Declaration of Interests*. These two (2) PDF files will be uploaded into RGMS.

Detailed instructions on completing your application are in section 6.3 below. Your Administering Institution is required to certify your application as correct and complete prior to submitting it to NHMRC.

All information submitted to NHMRC must be complete, current and accurate at the time of submission. 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.

Examples of false or misleading information in an application include, but are not limited to:

- providing a dishonest statement regarding time commitments to the research
- providing incomplete or inaccurate facts regarding other sources of funding
- providing a fictitious record of your achievements
• falsifying claims in publication records (such as describing a paper as accepted for publication when it has only been submitted).

If NHMRC believes that omissions or inclusion of misleading information are intentional, it may refer the matter for investigation and take action under the Grant Guidelines, the funding agreement or, for the AMR TCR grant opportunity, the *NHMRC Policy on Misconduct related to NHMRC Funding*.

6.2. Application process timing

**Minimum data** describing your application must be submitted to NHMRC by the due date shown below. Applications that fail to satisfy this requirement will not be accepted.

**Application/s** must be submitted to NHMRC by the closing date below. Late applications will not be accepted.

The expected commencement date for the funded research is from 1 January 2018, subject to execution of the grant agreement and schedule. The expected completion date of your research must be nominated in your application and be prior to 31 December 2022.

**Table 1: Expected timing for this grant opportunity**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications open</td>
<td>Thursday 24 August 2017</td>
</tr>
<tr>
<td>Minimum data due</td>
<td>5pm AEST on Wednesday 20 September 2017</td>
</tr>
<tr>
<td>Applications close</td>
<td>5pm AEDST on Wednesday 4 October 2017</td>
</tr>
<tr>
<td>Assessment of applications</td>
<td>Approximately 8 weeks</td>
</tr>
<tr>
<td>Approval of outcomes of selection process</td>
<td>1 week</td>
</tr>
<tr>
<td>Announcement of outcomes</td>
<td>December 2017</td>
</tr>
<tr>
<td>Notification to unsuccessful applicants</td>
<td>On announcement</td>
</tr>
<tr>
<td>Acceptance of grant offer</td>
<td>Prior to 28 February 2018</td>
</tr>
<tr>
<td>Activity commences</td>
<td>On acceptance</td>
</tr>
<tr>
<td>End date</td>
<td>31 December 2022</td>
</tr>
</tbody>
</table>

6.3. Completing the grant application

6.3.1. **Using NHMRC’s Research Grants Management System (RGMS)**

6.3.2. Starting Your Application in RGMS

Applicants must create a new application for an AMR TCR grant in RGMS. All components of Part A and Part B of the Application Form must be completed. The following specific advice is provided to assist you to complete an application for an AMR TCR grant.

6.3.3. Minimum data

You must submit minimum data in RGMS by the applicable due date. Minimum data for the AMR TCR grant opportunity is:

- Administering Institution
- Application Title
- Aboriginal/Torres Strait Islander Research (yes/no)
- A-RC: Research Classification

The RAO is not required to certify the minimum data. Applications should only be certified once complete and ready for submission.

6.3.4. Synopsis

A Synopsis of your application is required in the RGMS Application Form. The Synopsis should be written in plain English and conclude by stating why the research activity is important.

6.3.5. Proposed Budget

Part B of the Application Form includes the proposed budget. Enter details of the proposed research budget into RGMS, keeping in mind the level and duration of funding available for grants under AMR TCR grant opportunity. Details on permitted uses of funds and setting of budgets can be found in the section 4.1. Requests for Personnel Support Packages should be included in A-RT: Research Team and Commitment in RGMS.

Requests for DRCs and Equipment must be included in B-PB: Proposed Budget – DRC and Equipment. For each item requested you must enter:

- the item type
- the name/description of the item
- the total value of the item requested for each year
- a justification for the particular item requested.

Applicants may request funding for services from research facilities required to undertake the Research Proposal.

Provide details of the costs of using the services of research facilities as DRCs in RGMS and ensure they are fully justified. Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research...
budget reflects their charges. Letters from research facilities confirming their collaboration must be uploaded into RGMS.

The total annual amount requested across all DRC line items for each year of a grant will be automatically rounded to the nearest $5,000 by the application form. The final rounded number is available at the ‘summary’ tab of the application form.

6.3.6. CV/Profile requirements

Instructions for entering CV information in RGMS are provided in the RGMS User Guide – Introduction to RGMS on the NHMRC Website. All mandatory sections of your CIs’ RGMS profiles must be completed. The following components of your CIs’ CVs will be incorporated into your application:

CV-CD: Career Disruption (during the last 5 years)

For guidance on what constitutes a career disruption refer to section 6. If applicable, you (or members of your CI Team) should use this opportunity to declare any career disruptions that may be relevant to your career history.

For example, if in the last five years you have taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, you will have worked an equivalent of three years FTE over the past five years. You should therefore add any publications or other components of your Track Record that you want peer reviewers to consider predating five years by two years.

If the career disruption is of a highly sensitive nature and you (or members of your CI Team) do not wish to include this information in RGMS, details may be submitted separately to NHMRC. Applicants wishing to submit details of a sensitive career disruption separately should:

a. indicate in the relevant CI Capability and Achievement section of the grant proposal that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature

b. include details of the outputs that relate to the career disruption period claimed in the CI Capability and Achievement section of the Grant Proposal. One extra page may be used only for the purpose of providing details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application

c. provide details of the nature of the career disruption in a separate PDF document to NHMRC in-confidence to email address: career.disruptions@nhmrc.gov.au (link sends e-mail), marked ‘For the attention of the AMR TCR grant opportunity’ by the application closing date. Provide as much information as possible to explain your situation and ensure your application ID number is included in the PDF. The separate PDF must not exceed one A4 page in length.

Claims for sensitive career disruptions will be reviewed and assessed by senior NHMRC staff. Their decision will be forwarded to the grant review panel without reference to details, advising if the career disruption is accepted and which years should be considered.
**CV-RO: Relative to Opportunity (during the last 5 years)**

If applicable, you (or members of your CI Team) should use this opportunity to provide details on any relative to opportunity considerations and the effect they have on your/their research and research achievements. See section 6 for information on what constitutes ‘relative to opportunity’.

**CV-Pub: Publications**

Publication information must be uploaded using a tab delimited file using Microsoft Excel® or by exporting your EndNote® Library as an .xml file. Applicants should verify that publication information has been correctly uploaded by requesting a CV Snapshot. Further details on how to upload publications are provided in the *Research Grants Management System (RGMS) User Guide – Applying for Grants* and on the Publication Uploads page in RGMS.

Your publications will be grouped together by the type of publication. They will also automatically be given an Identification Number (ID). Do not use the ID number or sequence number created in the ‘Snapshot Reports’ to refer to specific publications in other sections of your application.

**CV-RF: NHMRC Research Funding**

Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants.

**CV-ORF: Other Research Funding**

Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants.

**NOTE:** It is important that CIs update their Profile and CV in RGMS prior to certification of the application by your RAO. Changes made to your CV after applicant certification will not appear in the submitted application.

### 6.3.7. The Grant Proposal

You will upload your Grant Proposal into RGMS as a PDF file. Mandatory naming, size and formatting requirements apply:

<table>
<thead>
<tr>
<th>File format</th>
<th>The Grant Proposal must be saved and uploaded in Portable Document Format (PDF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File size</td>
<td>The PDF file MUST NOT exceed 2 MB in size</td>
</tr>
<tr>
<td>File name</td>
<td>The PDF file must be named as follows: APP_ID_CIA Surname_Document Type/Name.pdf e.g. APP1234567_Smith_Grant Proposal.pdf</td>
</tr>
<tr>
<td>Page size</td>
<td>A4</td>
</tr>
<tr>
<td>Page limits</td>
<td>Page limits are specified for each component of the Grant Proposal.</td>
</tr>
<tr>
<td>Font</td>
<td>NHMRC recommends a minimum of 12 point Times New Roman. Applicants must ensure the font is readable.</td>
</tr>
<tr>
<td>Header</td>
<td>Application ID and Applicant surname must be included in the</td>
</tr>
</tbody>
</table>
Your Grant Proposal must include the following components:

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significance of the expected outcomes to the objectives of AMR TCR</td>
<td>3 pages</td>
</tr>
<tr>
<td>Scientific Quality of the Proposal</td>
<td>7 pages</td>
</tr>
<tr>
<td>Milestones and Performance Indicators</td>
<td>2 pages</td>
</tr>
<tr>
<td>Indigenous Research Excellence Criteria (if applicable)</td>
<td>2 pages</td>
</tr>
<tr>
<td>References</td>
<td>2 pages</td>
</tr>
<tr>
<td>Team Quality and Capability</td>
<td>1 page</td>
</tr>
<tr>
<td>CI Capability and Achievement</td>
<td>2 pages per CI</td>
</tr>
</tbody>
</table>

A brief description of each component is provided below.

**Significance of the grant outcomes** *(maximum three A4 pages)*
This section should be used to address criterion 1 - *Significance of the grant outcomes.*

**Scientific Quality of the Proposal** *(maximum seven A4 pages)*
This section should be used to address criterion 2 - *Scientific Quality of the Proposal*

**Milestones and Performance Indicators** *(maximum two A4 pages)*
Please provide a table of milestones and performance indicators and corresponding dates. The approach should be specific to the proposed research activity and provide for effective monitoring of progress at twelve month intervals. You are advised to justify your approach.

**Indigenous Research Excellence Criteria, if applicable** *(maximum two A4 pages)*
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 Torres Strait Islander Research question at Application Properties in RGMS, you will need to describe and demonstrate what proportion of the research effort and/or capacity building activity will be directed to Aboriginal and/or Torres Strait Islander health, and address the Indigenous Research Excellence Criteria.


**References (maximum two A4 pages)**

Provide a list of all references cited in the application using a recognised citation style. Only include references to cited work.

**Team Quality & Capability relevant to this application (maximum one A4 page)**

You should provide a summary of the research team’s overall quality and capability including:

- the expertise and productivity of team members relevant to the proposed project
- the team’s influence in this specific field of research
- how the team will work together on this project
- how junior members are contributing to the capabilities of the team.

Information about Associate Investigators must not be included as contributing to team quality and capability.

**Chief Investigator Capability and Achievement (maximum two A4 pages per CI)**

CIs should use this section to highlight their research achievements. Each CI should provide information on:

- the top 5 publications in the last 5 years
- Overall Track Record in the last 5 years.

**Top 5 Publications in the last 5 years**

Applicants are asked to list their top 5 publications in the last 5 years, taking into account career disruption. Provide reasons for your choice of publications.

When considering how to address this criterion please note that, in accordance with the San Francisco Declaration on Research Assessment, NHMRC has eliminated the use of Journal Impact Factors and ‘Excellence in Research Australia’ metrics in the assessment of applications.

**Overall Track Record in the last 5 years**

CIs can use this section to identify aspects of their track record that are in addition to their publication record. This includes any relative to opportunity considerations you wish to raise. The last 5 years of publications and research support are included in the CV section, so consider choosing other information you think demonstrates that you can deliver on your role and responsibilities in this research project. The following may be relevant:

- career summary (e.g. qualifications, employment and appointments)
- collaborations
- community engagement and involvement
- contribution to the field, including the translation of research into health or commercial outcomes
- international standing, including invitations to speak and committees
- patents, including whether licensed (when, to whom and whether current)
- peer review (e.g. for granting bodies, manuscripts/editorial roles)
- professional activities (e.g: committees, conference organisation/participation)
- supervision and mentoring.
6.3.8. Declaration of Applicant Interests

Applicants are required to declare any conflicts of interest or perceived conflicts of interest that could affect the performance of the grant. Conflicts of interest may include whether a CI or a member of their research team:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- a grant applicant has commercial or other interests that may be adversely impacted by the outcomes of the proposed research
- the grant applicant has a relationship with an organisation that has commercial or other interests that may be adversely impacted by the outcomes of the proposed research.

Chief Investigators are required to declare any perceived or existing conflicts of interests. Where a research team has no conflicts of interest to declare this must be confirmed within the Application Form in RGMS.

If at a later date you identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the NHMRC in writing immediately.

6.3.9. Submitting the application

Once all Profile and CV details, application form details and PDF documents have been entered/uploaded into RGMS, the application can be certified and submitted.

Applications are first certified by the CI A, then by the Administering Institution. Please review the application to ensure it is accurate and complete and meets all eligibility requirements. Applicants retain responsibility for confirming that their application satisfies the stated eligibility requirements.

The CI A must provide the RAO with evidence that the application is complete. This written evidence should be retained by the Administering Institution and must be provided to the NHMRC on request. The following assurances, acknowledgements and undertakings are required of the CI A prior to 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 research activity have familiarised themselves with the Australian Code for the Responsible Conduct of Research (2007), the National Statement of the Ethical Conduct in Human Research (2015), the Australian Code for the Care and Use of Animals for Scientific Purposes (2013) and other relevant NHMRC policies concerning the conduct of research and agree to conduct themselves in accordance with those policies
- all personnel named in the application have provided written agreement to be named, to participate in the manner described in the application and to the use of their personal information as described in the NHMRC Privacy Policy
- all CIs have provided written agreement for the final application to be certified
that the application may be excluded from consideration if found to be in breach of any requirements, in accordance with section 3

and if funded,

• the research will be carried out in strict accordance with the Grant Guidelines and the funding agreement, and
• the research may be used to inform evaluations of the grant opportunity and the Program.

The following assurances, acknowledgements and undertakings are required of the Administering Institution prior to 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 detailed in the Grant Guidelines
• where the CI A is not an Australian citizen or permanent resident, they will have the requisite work visa in place at the time of accepting the successful grant and will be based in Australia for the duration of the funding period
• the appropriate facilities and salary support will be available for the funding period
• approval of the research activity by relevant institutional committees and approval bodies, particularly in relation to ethics and biosafety, will be sought and obtained prior to 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
• written evidence of consent has been obtained from all CIs and AIs and provided to the RAO.

Administering Institutions must ensure that the RAO role is authorised to certify and submit applications. Once an application has been submitted and the application period has closed, the application is considered final and no changes may be made.

6.4. Applications from consortia

In some cases the institution that will administer your application may differ from the institution in which you will actually conduct the proposed research. For example, many universities administer research being conducted in an affiliated teaching hospital/medical facility. You are required to list participating institutions in your application and specify the percentage of the research effort being undertaken in the departments within these institutions.

Prior to submission your Administering Institution’s RAO is required to assure NHMRC that arrangements for the management of the grant have been agreed between all institutions associated with the application.
6.5. Questions during the application process

If you have any questions during the application period, please contact NHMRC’s Research Help Centre on 1800 500 983 (+61 2 6217 9451 for international callers) or by email to help@nhmrc.gov.au.

NHMRC will respond to emailed questions within two working days. Any alterations or addenda to these Guidelines will be published on GrantConnect.

6.6. Further grant opportunities

If there are not enough suitable applications to meet the program’s objectives, the Commonwealth may invite suitable applicant(s) to submit proposal(s) that meet the program’s objectives. Suitable proposal(s) may be selected for funding on a non-competitive basis.

7. Assessment of grant applications

7.1. Who will assess applications?

Applications will undergo rigorous peer review, whereby they are subject to scrutiny and evaluation by others who are expert in the field(s), disciplines and methodologies of the application. When developing your application, you should take into account the nature of peer review: assessors may draw as appropriate from the research literature and from their breadth of knowledge in the relevant discipline(s) and field(s). Issues not relevant to the assessment criteria are not to be considered.

Applications will be allocated to a grant review panel taking into account the discipline(s) and field(s) of the research and other research keywords entered in RGMS. Each application will be assigned a Primary and Secondary Spokesperson from within the grant review panel who will assess it against the assessment criteria.

NHMRC will collate the scores provided by the Spokespersons to identify less meritorious applications. The grant review panel may remove these applications from further consideration in advance of the grant review panel meeting. If the grant opportunity is oversubscribed, a proportion of applications may initially be excluded from further consideration based on an assessment against criterion 1—Significance of the grant outcomes.

The grant review panel will discuss and score all remaining applications. The grant review panel will review the requested budget of applications that may be recommended for funding. The grant review panel may recommend a budget less than that requested by the applicant to ensure value for money.

NHMRC may seek additional advice on any grant application.

NHMRC will forward the outcomes of the assessment process to the Minister for Health or their delegate. NHMRC may also provide copies of the applications to the Department of Health.
Applicants must not make contact about their application with anyone who is directly engaged with its peer review such as a member of the grant review panel. Doing so may constitute a breach of the *Australian Code for the Responsible Conduct of Research 2007* and result in the application being excluded from consideration.

### 7.2. Who will approve grants?

Grants will be approved by a delegate of the Minister for Health, drawing on the outcomes of NHMRC’s assessment of the applications. The delegate will make the final decision to approve a grant.

The Commonwealth’s decision is final in all matters, including:
- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

The Commonwealth must not approve funding if it reasonably considers the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

Refer also to section 12.1 *Complaints in Relation to Funding Outcomes*.

### 8. Notification of application outcomes

You will be advised of the outcome of your application following a decision by the Commonwealth. If you are successful, you will also be advised about any specific conditions attached to the grant.

#### 8.1. Feedback on your application

All applicants will be provided with feedback on the outcome of the application consisting of individual scores and an overall score against the assessment criteria.

### 9. Successful grant applications

#### 9.1. The grant agreement

If you are successful, your Administering Institution must enter into a legally binding grant agreement with the Commonwealth. For the purposes of the AMR TCR grant opportunity, standard terms and conditions for NHMRC grants will apply and cannot be changed. A schedule will be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or in the schedule. The standard terms and conditions for NHMRC grants are available on the NHMRC website.
Your Administering Institution will be required to indicate its acceptance of a schedule to the grant agreement that outlines the grant activity, payment schedule and conditions including milestones and reporting.

Where a grantee fails to meet the obligations of the grant agreement, the Commonwealth may suspend grant payments and take action to recover grant funds.

Your Administering Institution should not make financial commitments until a grant agreement and schedule have been executed by the Commonwealth and your Administering Institution continues to meet its undertakings to the Commonwealth including:

- where the CIA is not an Australian citizen or permanent resident, they will have the requisite work visa in place at the time of accepting the successful grant and will be based in Australia for the duration of the funding period
- the appropriate facilities and salary support are available for the funding period
- approval of the research activity by relevant institutional committees and approval bodies, particularly in relation to ethics and biosafety, will be sought and obtained prior to 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 research.

If the above undertakings are not being met your RAO must notify NHMRC. Payment of the grant may be suspended until NHMRC and the Department of Health have considered a request from your RAO to vary the grant conditions.

9.2. How the grant will be paid

The grant agreement will state the:
- grant amount approved by the Commonwealth
- the proportion of the approved grant amount that will be paid in each calendar year during the term of the grant.

Grant funding will be dependent on meeting any conditions and agreed milestones.

Timing of grant payments and applicable indexation will be detailed in the schedule to the funding agreement. Your Administering Institution is responsible for paying any extra eligible expenses that are incurred.

9.3. Grant agreement variations

There are limited circumstances where it is appropriate to vary a grant under this grant opportunity. However we recognise that unexpected events do occur that may require a grant variation. For the purposes of the AMR TCR grant opportunity, NHMRC and the Department of Health will consider variation requests in accordance with the NHMRC Grantee Variations Policy. The Policy does not allow for an increase to the approved grant amount.
10. Announcement of grants

If successful, your grant will be listed on the GrantConnect website, 14 days after the date the grant agreement for the grant takes effect, as required by Section 5.3 of the CGRGs. The following information may also be published in a manner that allows it to be searched and viewed in a variety of ways.

- Application identity number
- CI name/s
- Administering Institution
- Scientific title
- Broad Research Area
- Funding partners (if relevant)
- Approved grant amount and duration, and
- The plain English summary (or a part thereof).

11. Delivery of grant activities

11.1.1. Your responsibilities

Your Administering Institution is 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, the Commonwealth may take action under the provisions of the funding agreement. Failure to report within timeframes may affect eligibility to receive future funding.

11.1.2. Financial Reports

Annual financial reports are required in a form prescribed by NHMRC. At the completion of the grant, a financial acquittal is also required. Refer to the NHMRC website for details of format and timing. NHMRC may provide financial reports and financial acquittal information to the Department of Health.

11.1.3. Non-Financial Reports

The grant agreement will require the CI A to prepare reports for the research activity. It is a condition of funding that outstanding obligations from previous NHMRC grants, including submission of a Final Report, have been met prior to time of award. Scientific reporting requirements can be found on the NHMRC website under Administering Grants. NHMRC may provide reports to the Department of Health.

11.1.4. Additional reporting requirements

Additional reporting requirements apply to all AMR TCR grants. Grantees must report against the milestones and performance indicators in the Schedule to the grant agreement at twelve-month intervals following commencement of funding (or other interval as advised by the Commonwealth). The milestones and performance indicators will be based on those proposed in the application and the advice of the grant review panel.
The Research Achievements Summary in the Final Report has been identified as information that maybe publicly released. Use of this information may include publication on the NHMRC and MRFF websites, publicity (including release to the media), and the promotion of research achievements.

All information provided to NHMRC in reports may be used for internal reporting and reporting to the Department of Health and government. This information may also be used when reviewing or evaluating funded research projects, programs and grant opportunities, or designing future programs and grant opportunities.

11.1.5. Dissemination of Research Outcomes

Administering Institutions and CIs must ensure appropriate safeguards are in place to protect an individual’s privacy, intellectual property and commercially confidential information.

Except where publication may compromise the Administering Institution’s obligations with respect to an individual’s privacy, intellectual property and/or commercially confidential information, grantees are required to:

- within 12 months of completion, disseminate the research findings through:
  - content specific forums
  - submission to peer-reviewed journals
  - informing those research end-users identified under selection criteria 1 and 2 at application (e.g. Australian community, health care providers and policy makers).
- make lay summaries available concurrently with sharing and dissemination of research results.

Grantees are encouraged to publish de-identified research data following completion of the research activity in an open access repository and in accordance with best practice. The NHMRC Open Access Policy applies to publications arising from AMR TCR grants.

11.2. The Commonwealth’s responsibilities

The Commonwealth will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee’s performance
- reduce or terminate funding of poor performing grants.

The progress of your research activity will be monitored by assessing reports you submit. We may also seek additional information from you about the performance of the grant, or arrange for an expert review of the progress of your research activity.

11.3. Grant payments and GST

All amounts referred to in these Grant Guidelines are exclusive of GST, unless stated otherwise. Administering Institutions are responsible for all financial and taxation implications associated with receiving funds.
Payments will depend on satisfactory progress being made against milestones and performance indicators. The Commonwealth will review your progress reports to confirm that the milestones and performance indicators have been achieved. Where milestones and performance indicators have not been achieved grant payments may be suspended.

11.4. Evaluation

The Department of Health will evaluate the AMR TCR grant opportunity to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

11.5. Acknowledgement

The Administering Institution must ensure that the grant from the MRFF is properly acknowledged in any correspondence, public announcement, advertising material, research report or other material produced by, on behalf of or through the Administering Institution or a Participating Institution that relates to the funded research.

Any material published in respect of a research activity must:

- include the Grant Identification Number for the research activity (where allocated)
- specify that the contents of the published material are solely the responsibility of the Administering Institution, a Participating Institution or individual authors and do not reflect the views of the Australian Government.

12. Probity

The Australian Government will make sure that the program process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

12.1. Complaints in Relation to Funding Outcomes

Applicants or Grantees seeking to lodge a formal complaint about NHMRC’s assessment process should do so via the Administering Institution’s RAO, in writing, within 28 days of the relevant decision or action.

Each complaint should be directed to the Complaints Team at: complaints@nhmrc.gov.au. NHMRC will provide a written response to all complaints.

If you do not agree with the way NHMRC has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with NHMRC.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au
12.2. Conflict of interest

NHMRC has established processes for handling conflicts of interest that arise during the assessment of grant applications in a manner consistent with Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the Public Service Act 1999. NHMRC’s conflict of interest policy is available on the NHMRC website.

12.3. Privacy: confidentiality and protection of personal information

NHMRC is committed to protecting applicants’ and grantees’ privacy in compliance with the Privacy Act 1988 (Privacy Act). The Australian Privacy Principles set out how Australian Government agencies should collect, use, store and disclose personal information and how individuals can access records containing their personal information. NHMRC’s Privacy Policy is available at www.nhmrc.gov.au/about/privacy.

NHMRC may disclose your personal information to assessors from overseas countries, where there is a need and in accordance with the Privacy Act and the NHMRC’s Privacy Policy. RGMS will prompt you with a notice that seeks your consent to overseas disclosures.

12.4. Freedom of information

All documents in the possession of the Australian Government, including those about the Program, are subject to the Freedom of Information Act 1982 (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

Requests must be to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
National Health and Medical Research Council
GPO Box 1421
CANBERRA ACT 2601

By email: foi@nhmrc.gov.au