Administrative Review of NHMRC Program Grants

As outlined in the current NHMRC Program Grant Funding Policy, the NHMRC's Scientific Expert Panel (SEP) may instigate an Administrative Review of any Program where a CI intends leaving the Program or intends changing their institution or employment from that detailed in the original Program application or approved previously through Administrative Review. NHMRC is to be notified, in advance, and the Administrative Review should be initiated as a variation by the CIA and submitted through RGMS via the Program's Administering Institution's Research Administrative Officer. The following procedure occurs when an Administrative Review is triggered:

a. The SEP will determine if the Program is still viable, assessing the information provided in the Administrative Review submission document;
b. If a CI is not departing and the Program is considered to still be viable, the budget will be retained;
c. If a CI is departing and the Program is considered to still be viable, the team will be given the opportunity to put forward a replacement CI. Where there is a gap between the departure date and the replacement date, the budget will be adjusted to provide pro-rata funding;
d. If the replacement CI is assessed as warranting a quantum and the CI is seen as being integrated into the Program then the budget will be retained;
e. If the team does not put forward a replacement CI, the grant will be reduced from the date of the CI departure according to the ratio:

    Departing CIs per cent time on the Program divided by the total per cent time of all CIs on Program in original application or at the time of the review;

f. If the Program is not considered viable, the grant will be terminated immediately following one year of bridging funding, which may include a reduction in funding caused by the departure of the CI.

The process of an Administrative Review may also include a site visit or a full interview with the SEP as well as budget reduction and/or bridging funding/termination of the grant.

This document contains the information to be provided for the Administrative Review submission to be completed and submitted as a variation request through RGMS via the Research Administrative Officer of the Administering Institution for the Program.

Administrative Review Submission

The SEP is required to assess the viability of the Program in light of the proposed changes and the ability of the affected CIs to continue as effective Program Grant team members. Please provide answers to the following questions if relevant to the proposed changes:

1. **Please list:**

   a. Description of ALL change(s) being requested.

2. **Effect on the collaborative effort of the team**:

   a. What will happen to the other members of the CI's group after the CI's circumstances have changed?

   b. How will the Program team function effectively once the change(s) have been implemented?

3. **Outline the effect the change will have on training and career development of members of the Program team responsible to the departing CI.**

4. **Effect on the integrity of the Research Program:**

   a. What impact will the changes have on the proposed Research Plan as outlined in the original application?

   b. Will this change any of the expected outcomes of the Program and if so in what way?

5. **If a named CI changes research institution please provide the following**:

   a. Certification from the Administering Institution for the grant that they approve the move of the CI and the arrangements for continued collaboration with the Program team if applicable.

   b. A signed certification from both the new institution and the CI, that the CI will be able to continue to meet their obligations under the Program Grant (as stated in the original application) for the remaining duration of the Program at the new location.

   c. Certification from the new institution that they agree to be the new Administering Institution for the grant.

6. **If a new CI is proposed, the team should consider eligibility requirements for Program/Project Grants in making the nomination. Please provide the following:**

   a. Certification from the new CI and their institution that the CI will be able to meet their obligations under the Program Grant as proposed in this variation for the remaining duration of the Program.

   b. CV of proposed CI.

7. **Signed certification by all remaining CIs that they agree with all the responses provided in this document.**

Completion of the Variation Requests

Transfer Administering Institution

For Transfer of Administering Institution, use the Transfer Institution variation. The answer for Question 1 should be provided in the Brief Reason for Transfer and Detailed Explanation text boxes as these are mandatory fields.

The answers to the other questions, (except for Question 5), if relevant to the variation, should be provided as attachment(s) in the Other Attachment field.

The answers for Question 5 should be attached by the RAO of the Relinquishing Administering Institution in the Relinquishing RAO Attachments fields.

If the CIA is relocating and the administration of the grant is also transferring to this same institution, only the Transfer Institution variation is to be initiated. All relevant information must be provided so that the request can be reviewed.

Update CI Team and Membership Structure

For a CI intending to change their institution or employment from that detailed in the original Program application, the Update CI Team and Membership Structure variation request should be used. The answer for Question 1 should be provided in the Variation Description text box as this is a mandatory field. Detailed descriptions of the proposed changes should be entered into the Summary of Proposed Changes to CI Team page, Proposed Changes boxes – note that the Proposed Date of Effect is mandatory.

It is important to tick all relevant boxes in the Nature of Proposed Changes section, otherwise the relevant pages for completion may not show.

Complete any of the relevant questions in the pages on the Left Hand Navigation, and any other information. Questions that need to be completed or certifications that need to be provided in regard to the Administrative Review should be attached in the CI Team Changes - Additional Info page.