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1. Overall changes in the 2019 round

- 1.1 Extension requests may not exceed 6 months except in the case of approved leave from regular employment for the equivalent period of time, such as for parental leave or prolonged sick leave.
- 1.2 Eligibility has changed for staff from the University's Medical Research Institutes. Only applicants with an honorary appointment in the Florey Department of Neuroscience and Mental Health of the Faculty of Medicine, Dentistry and Health Sciences as of 1 January 2019 and which is held for the duration of the award are eligible to apply.
- 1.3 Failure to submit final reports may lead to disqualification from other Internal funding programs at the application stage.
- 1.4 No Notice of Intent applies to this round. Faculties may conduct individual Expression of Interest processes, which will be listed on the scheme webpage.

2. Guidelines

- 2.1 Due dates and web addresses updated from previous round.
- 2.2 [Item 5.1.c] Clause replaced

From:

'[Applicants must h]old an honorary appointment in a Medical Research Institute-based Department of the Faculty of Medicine, Dentistry and Health Sciences at the time of application. MRI based applicants should contact mdhs-grants@unimelb.edu.au to confirm their eligibility to apply for this scheme.'

To:

'[Applicants must h]old an honorary appointment in the Florey Department of Neuroscience and Mental Health of the Faculty of Medicine, Dentistry and Health Sciences as of 1 January 2019 and which is held for the duration of the award.'

- 2.3 [Item 5.7] Competitive research project funding already held. Applicants with external funding to which one of the exemption clauses applies, who is NOT required to submit an EER for that clause, are instructed to indicate the relevant clause on Part D of the Application form.
- 2.4 [Item 6.2] Expanded to include types of signatures accepted: 'Signatures may be handwritten, approved digital signatures, or image files used with explicit permission of the signatory.'
- 2.5 [Item 6.4] Adjusted to read: 'Selection committees will only assess application material that adheres to word or page limits. Any material in excess of *the limits* will not be *provided for review* by selection committees.'

- 2.6 [Item 8.2.2] Expanded to include the follow item under heading ‘Funds will not be provided for the following purposes’: ‘Non-specialist equipment available readily to staff, such as desktop computers’.
- 2.7 [Item 8.2.2] Expanded to include: ‘The committee reserves the right to made reasonable adjustments to the budget of an awarded project.’
- 2.8 [Item 13.7] Extension information edited to clarify: ‘Extensions will not be granted over six months except in the case of approved leave from regular employment for the equivalent period of time, such as for parental or prolonged sick leave.’
- 2.9 [Item 13.12] The following sentence added to the end of the clause: ‘Please note that failure to provide this report by the deadline may result in future applications to University of Melbourne Internal Research Programs being ruled ineligible.’

3. Application Form

- 3.1 [Footnote 1] clause redacted: ‘For those applicants who hold an honorary appointment at a Medical Research Institute based Department of the Faculty of Medicine, Dentistry and Health Sciences, please name the relevant MDHS Department, not the MRI’ (relates to retired eligibility clause)
- 3.2 [Footnote 2] Clause replaced
From:
‘For those applicants who hold an honorary appointment at a Medical Research Institute based Department of the Faculty of Medicine, Dentistry and Health Sciences, please indicate date of commencement of academic appointment at the affiliated medical institute.
To:
‘For those applicants who hold an honorary appointment in the Florey Department of Neuroscience and Mental Health of the Faculty of Medicine, Dentistry and Health Sciences, please indicate date of commencement of academic appointment at the Florey.
- 3.3 [B2 Project Summary] Sentence added: ‘This summary may be made publicly available by the University of Melbourne.’
- 3.4 [Part D Research Support] Columns added for approved eligibility exemption request and for indication of Contracted Research/Consultancy. Example altered to reflect a breakdown of costs between salary/project to assist RIC staff in identifying if fewer than \$25k in project costs apply.
- 3.5 [Part G1 Curriculum Vitae] Request to provide information concerning publishing practices in applicant’s field clarified to add ‘particularly concerning how your field assesses research and publication quality.’
- 3.6 [Part G3.3 Research Outputs List] Clause added to read ‘Please use all headings, even if you do not have any publications to cite under that heading.’

4. Instructions to applicants

- 4.1 [Item 1.2] Deleted. Seminar pre-dates release of application document
- 4.2 [Item 1.3] Notice of Intent deleted. No NOI applies.
- 4.3 [Item 3.8.1] Expanded to add: All requests for Research Assistants must be well justified. Applicants should clearly demonstrate a distinctive divide between the activities of the Chief Investigator (applicant) and those of the Research Assistant, with appropriate levels of complexity for each. The tasks of the Research Assistants must be included in the budget justification and should be clear to the selection committee.
- 4.4 [Item 3.8.3] Equipment. Clarified: Applicants should not request funds for standard-issue items, such as a computer for a Research Assistant
- 4.5 [Item 3.8.5] Travel costs. Added: Applicants may wish to use the Australian Tax Office’s determinations concerning reasonable travel expenses:
<https://www.ato.gov.au/law/view/document?DocID=TXD/TD201719/NAT/ATO/00001>. Requests which exceed the recommended ATO allowances are unlikely to be funded except in justified exceptional circumstances i.e. the applicant has a mobility condition requiring additional travel support.

5. Eligibility Exemption Request Form

- 5.1 [Item 1.2] PhD awarded prior to 1 August 2013 (was 14 August 2012). Wording changed from 'If the applicant is a named CI on an external grant of equal to or greater than \$25,000 *but has a relatively minor role*' changed to '*...but extenuating circumstances apply*'.
- 5.2 [Item 2.2] Instruction to include copy of email invitation from RIC added to 'I have contacted RIC regarding another proposed eligibility issue and have been advised by RIC to submit an EER'

6. Administrative Process

- 6.1 [Item 2] Redacted; applicants no longer required to submit NOI.
- 6.2 [Item 3 (formerly 4)] Updated to clarify that applications must be submitted and approved by Head of Department in the Themis system by the due date, and that emailed applications will not be accepted.
- 6.3 [Item 13] edited to clarify that Funds will be made available in February 2019 (was early 2019).