



POSTGRADUATE SCHOLARSHIPS SCHEME-SPECIFIC ADVICE AND INSTRUCTION TO APPLICANTS FOR FUNDING COMMENCING 2019

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INTRODUCTION

The following sections provide additional advice about parts of the application that are specific to Postgraduate Scholarships (PGS), and must be read in conjunction with the following documents:

- the *2018 NHMRC Advice and Instructions to Applicants*, which provide advice on parts of the application that are common to most NHMRC funding schemes
- the *2018 NHMRC Funding Rules*, incorporating the *Postgraduate Scholarships Scheme-Specific Funding Rules for funding commencing in 2019*, which set out the rules, processes and considerations relevant to NHMRC funding
- the *2018 Guide to NHMRC Peer Review*, incorporating the *Postgraduate Scholarships Scheme-Specific Peer Review Guidelines for funding commencing in 2019*, which provide additional information about NHMRC's peer review processes
- the *NHMRC Funding Agreement*, which sets out the terms and conditions of funding between the NHMRC and Administering Institutions.

1. CV REQUIREMENTS

Relevant sections of your RGMS CV must be completed as part of your application (see section 10 of the *2018 NHMRC Funding Rules*). For PGS, you are only required to complete those sections outlined below. Should you enter more information than is required, only the required information will be imported into your application.

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

Instructions for entering CV information in RGMS are provided in the [RGMS User Guide – Introduction to RGMS](#). Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 CV-QAP: Qualifications, Awards and Prizes

Click 'New' to enter each qualification, award and prize you have received. Select the appropriate type and click 'save'. You will then be taken to a page where you can enter additional details of your qualifications, awards and prizes.

Your qualifications, awards and prizes will appear in reverse chronological order for assessors.

Generally, an award is recognition of an achievement with no associated remuneration whereas a prize is recognition of an achievement, with a form of remuneration.

Note: Paid fellowships or scholarships should appear in either CV-RF: NHMRC Research Funding or CV-ORF: Other Research Funding. Unpaid fellowships must be entered under this section as an Award.

1.2 CV-EH: Employment History

Click 'New' to start a new entry for each employment position. Fill out the relevant details about the employer, job title, employment type and the start and end date (if applicable). Part-time positions should also be included. Your entries will be listed in reverse chronological order.

1.3 CV-A: Appointments

Click 'New' to start a new entry for any current and/or previous appointments. Include any honorary appointments, government appointments, boards, committees, university, institute and professional responsibilities. Do not include employment in this section.

1.4 CV-CD: Career Disruption

If applicable, the applicant should use this opportunity to declare any career disruptions (see section 6.2.1 of the *2018 NHMRC Funding Rules* for further information on what constitutes a 'career disruption'). The assessment of your track record can then be assessed objectively taking all relevant factors into account. All career disruptions will be reviewed to ensure they meet policy guidelines.

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 (see table). 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 (see below for further details on how to capture this in your application).

Work status over past 5 years	FTE (years)
0.5 years maternity leave (6 months)	0
0.5 FTE for 3 years	1.5
1.5 years full time	1.5
TOTAL in past 5 years	3

Click 'New' to enter a Career Disruption.

Select the appropriate career disruption type from the drop down menu and provide a brief explanation as follows:

- provide a brief summary (approx. 100-150 words) of the career disruption/s
- state the impact on your research output/productivity
- provide details of additional research outputs (those that occurred in the relevant preceding years) that you want the reviewers to consider when assessing your application
- if applicable, indicate any national or international conferences where you were invited to give a major presentation, or other significant invitations (e.g., to join an editorial board of a major journal, or write a major review), and were not able to do so because of considerations associated with the career disruption.

(Maximum of 2000 characters including spaces and line breaks).

Date

You must *nominate* the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

Sensitive Career Disruption

If the career disruption is of a highly sensitive nature and the CI does not wish to share this information with the Peer Review Panel, details of the nature of the career disruption may be submitted separately to NHMRC. For example: an applicant may consider their medical condition to be of a personal nature and therefore may wish to submit their career disruption claim separately. Applicants wishing to submit details of a sensitive career disruption separately should:

- indicate in this section that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature

- b) provide details of the claim (including evidence), including the nature of the career disruption and the period of time affected, in a separate PDF document to NHMRC in-confidence to email address: career.disruptions@nhmrc.gov.au, marked to the attention of the relevant scheme, by the application close date. Ensure your application ID number is included in the PDF, together with supporting evidence, where required. The separate PDF must not exceed one A4 page in length and must comply with the formatting requirements outlined in section 10.3.3 of the *2018 NHMRC Funding Rules*.

Claims for sensitive career disruptions will be reviewed and assessed by NHMRC. The decision will be forwarded to the peer review panel without reference to details, advising if the career disruption is accepted and which time periods should be considered.

Note: Where a sensitive career disruption exists, the applicant is required to make a separate submission for each new NHMRC application submitted, on which they are a named Chief Investigator.

1.5 CV-RO: Relative to Opportunity

If applicable, the applicant should use this opportunity to provide details on any relative to opportunity considerations and the effect this has had on their research and research achievements (see section 6.2 of the *2018 NHMRC Funding Rules* for further information on what constitutes 'relative to opportunity').

Circumstance

Provide a brief explanation of the type of relative to opportunity circumstance.
(*Maximum of 200 characters including spaces and line breaks*).

Impact

Provide a brief explanation on the impact this has had on your research and research achievements and associated productivity relative to stage of career.
(*Maximum of 1500 characters including spaces and line breaks*).

Date

You are required to nominate the periods where you have had a disruption (approximate dates). Entries will be listed in reverse chronological order.

1.6 CV-PM: Professional Memberships

Click 'New' to start a new entry for any current or previous professional memberships and/or registrations you hold. You will need to provide the organisation name and the start and end dates of the membership. Tick the box to indicate if the membership is current.

1.7 CV-CP: Conference Participation

Click 'New' to start a new entry for any conference you have participated in. You should provide details such as conference title, country, your role at the conference and the year the conference took place. Entries will be listed in reverse chronological order. Do not have multiple entries for the same conference presentation e.g. a Plenary or Keynote Speaker presentation should not be listed again as an Invited Speaker presentation.

Note:

- Do not provide the conference abstract in this section as this information is not required.
- Information entered in the Summary field will not be made available to assessors and will not be taken into consideration for this scheme.

1.8 CV-CE: Community Engagement and Participation

Click 'New' to start a new entry for any community engagement that you have been involved in. You may wish to consult the *Statement on Consumer and Community Involvement in Health and Medical Research* (the Statement) which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so. The Statement is available at <https://www.nhmrc.gov.au/guidelines-publications/s01>.

1.9 CV-P: Patents

Click 'New' to start a new entry for any patents for which you contributed to more than 20% of the development effort. Entries will be listed in reverse chronological order. You will need to create separate entries for each patent.

General

Provide details of the patent number and select the country awarding the patent from the Patent Office drop down list. You will need to select the year in which the patent started, and indicate the patent's current status. You should provide details of the named inventors of the patent in the free text box.

Funding Source for Research

In the provided tick boxes, indicate if the funding source was NHMRC, other Australian Institute or international source.

Detail

Provide a brief description of the patent, i.e. the technology.
(Maximum of 500 characters including spaces and line breaks).

Also provide details on the applicability and/or the impact of the patent.
(Maximum of 500 characters including spaces and line breaks).

1.10 CV-TPP: Translation into Policy/Practice

This section is not required for PGS applicants.

1.11 CV-CN: Contribution to NHMRC

This section is not required for PGS applicants.

1.12 CV-JR: Editorial Responsibilities

Click 'New' to start a new entry of your journal and editorial peer review involvement. Entries will be listed in reverse chronological order.

1.13 CV-SM: Supervision and Mentoring

This section is not required for PGS applicants.

1.14 CV-RF: NHMRC Research Funding

Click 'New' to start a new entry of any previous and/or current NHMRC funding, including offers received for future funding. Entries will be listed in reverse chronological order.

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: You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily understand the part you played on the grant.

1.15 CV-ORF: Other Research Funding

Click 'New' to start a new entry of any previous and/or current funding from sources other than NHMRC, including offers received for future funding. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

Note:

- In section 5.2 of the *Postgraduate Scholarship Scheme-Specific Funding Rules for funding commencing in 2019*, "comparable" refers to other Commonwealth funding, as NHMRC is obliged to ensure that Commonwealth funding is not duplicated.
- You are strongly advised to ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

1.16 CV-Pub: Publications

Publication information can be uploaded using a tab delimited file using Microsoft Excel® or by exporting your EndNote® Library as an .xml file. Further details on how to upload publications are provided in the [RGMS User Guide - Introduction to RGMS](#) and on the CV-PU: Publication Uploads page in RGMS.

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

1.17 CV-W: Workload

When filling out your workload as part of the CV section in RGMS, bear in mind that this is your **current** workload and does not include any intended changes in your division of hours/week, should your grant application be successful.

Provide your hours per week for your Teaching Load, Clinical Load, NHMRC Research Load, Other Research Load and any Administrative Responsibilities you may have currently.

1.18 CV-TPCO: Therapeutic Products and Commercial Outcomes

This section is not required for PGS.

1.19 CV-RD: Research Data

This section is not required for PGS.

1.20 CV-RT: Research Tools

This section is not required for PGS.

2. SCHEME-SPECIFIC APPLICATION DETAILS

The following sections of the application form are specific to Postgraduate Scholarships, and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the *Applying for Grants* user guide and eLearning module available on the [NHMRC website](#).

2.1 Key changes to scheme-specific parts of the application form

NHMRC aims to continuously improve its grant application processes. For the current application round, applicants should be aware of the following key change to the Postgraduate Scholarships-specific parts of the application form:

- B-AISCH: Application Information (Scholarship)
Part-time options in the drop down list has been changed to (Medical/Dental/Other – dual training). The inclusion of “Other” is for applicants undertaking additional training to further establish their career. See section 5.4.2 of the *Postgraduate Scholarship Scheme-Specific Funding Rules for funding commencing in 2019* for more information.

2.2 B-AISCH: Application Information (Scholarship)

Click on ‘**New**’ to create a new entry for the category you wish to apply in.

Category of Award

The following definitions provide guidance to assist applicants in choosing the correct category in which to apply. See Section 6 of the *Postgraduate Scheme-Specific Funding Rules for funding commencing in 2019* for further information.

From the drop-down list select the type of Postgraduate Scholarship you are applying for:

- Aboriginal and Torres Strait Islander Health Research Scholarship
- Medical/Dental Research Postgraduate Scholarship
- Dora Lush Biomedical Research Postgraduate Scholarship
- Public Health and Health Services Research Postgraduate Scholarship

From the drop-down list select the **sub-category** you are applying for:

- Combined MBBS/PhD
- Recent Medical Graduate
- Medical Graduate with Further Clinical Training
- Dental Graduate
- Nursing, Midwifery and Allied Health Professional
- Graduate (other than above)

From the drop-down list select the amount of time you will devote to studying for the Postgraduate Scholarship. See Section 5.4 of the *Postgraduate Scheme-Specific Funding Rules for funding commencing in 2019* for further information:

- Full-time
- Part-time 50% (Medical/Dental/Other – dual training)
- Part-time 60% (Medical/Dental/Other – dual training)
- Part-time 70% (Medical/Dental/Other – dual training)
- Part-time 50% (Medical Condition/Carer Responsibilities)
- Part-time 60% (Medical Condition/Carer Responsibilities)
- Part-time 70% (Medical Condition/Carer Responsibilities)
- Part-time 80% (Medical Condition/Carer Responsibilities)
- Part-time 90% (Medical Condition/Carer Responsibilities)

Part-time “dual training” Postgraduate Scholarships are available to:

- Medical/Dental Postgraduate Scholarship holders who are undertaking dual training – postgraduate medical/dental and a PhD program.

- Applicants who are undertaking additional training to further their career.

Part-time Postgraduate Scholarships are available to applicants who wish to pursue a research career part time but are unable to engage in full-time research due to parental/carer responsibilities or personal illness.

Australian Postgraduate Award (APA)

Do you currently hold an Australian Government Scholarship such as an Australian Postgraduate Award? Select 'Yes' or 'No' from the drop down list.

Electromagnetic Energy (EME) Research

Does your research involve Electromagnetic Energy (EME) Research?

Select 'Yes' or 'No' from the drop down list.

Note: that this section is only available for applicants applying in the Medical/Dental or Public Health and Health Services Postgraduate Research Scholarship categories, and the research must align with the research agenda into Radio Frequency (RF) EME and health outlined in the 2017 ARPANSA Technical Report '*Radiofrequency Electromagnetic Energy and Health: Research Needs*'.

Co-funding

For the purposes of the *Privacy Act 1988*, applicants (and other persons whose details appear in grant applications, e.g. other investigators) should be aware that if they indicate they wish to be considered for co-funding, NHMRC will provide their personal information, including all pertinent application documentation and peer review outcomes, to the co-funding body or bodies nominated by the applicant. The purpose of providing this information to the co-funder(s) is to enable them to assess the application's eligibility for funding under the relevant co-funding arrangement.

Co-funders

If you wish to be considered for a co-funded scholarship, select the organisation(s) from which co-funding is sought by clicking 'Browse' (👤).

NHMRC does not require any additional information or attachments for applicants who are also applying for co-funding, however some of the co-funding partners may require further information or have an application form that the applicant needs to complete. Ensure you check the co-funding organisation's website for further details.

Note for applicants of the Aboriginal and Torres Strait Islander Health Research Category:

The details of the top three ranked applications in the Aboriginal and Torres Strait Islander Health Research category will automatically be provided to the Australian Academy of Science for consideration of the Douglas and Lola Douglas Scholarship in Medical Science. Further information about this award is available on the Australian Academy of Science website:

<http://www.sciencearchive.org.au/awards/awards/douglas.html>.

If you do **not** wish your application details to be provided to the Australian Academy of Science for consideration for this award, ensure that you tick the check box in this section of the application form.

Facilitation of International Indigenous Researcher Networks

Funding is available to applicants of Aboriginal and/or Torres Strait Islander descent for international collaboration purposes (refer to *Postgraduate Scheme-Specific Funding Rules for funding commencing in 2019*, section 8.4 Facilitation of International Indigenous Research Networks).

Applicants of Aboriginal and/or Torres Strait Islander descent only: indicate if you would like to receive this funding by selecting 'Yes' or 'No' from the drop down box. If selecting 'Yes', use the upload field provided to attach evidence of Aboriginal and/or Torres Strait Islander descent.

If you answered 'Yes', indicate in the free text space below how you intend to use the funds. (refer

Postgraduate Scheme-Specific Funding Rules for funding commencing in 2019, section 8.4 Facilitation of International Indigenous Research Networks).
(Maximum of 100 character limit including spaces and line breaks).

**Enrolment, Qualifications, Professional Registration
Proposed Degree**

Select either 'PhD' or 'Masters' from the drop-down list.

Enrolment: Have you commenced your PhD or Masters degree?

Select 'Yes' or 'No' from the drop-down list.

Initial Date of Enrolment

If 'Yes' above, enter the date you commenced your PhD or Masters program.

Full-Time Equivalent Months

If you have commenced your relevant degree, indicate the period of full-time enrolment, in calendar months, up to 31 December in the year of application.

Note: This is a numeric field only and you can only enter a full number, eg: 9.

Will you be in your final year of your Honours degree after the closing date of this round?

Select 'Yes' or 'No' from the drop-down list.

Will you be in your third full-time or full-time equivalent (final year) of your PhD after 1 January of the first year of the Scholarship?

Select 'Yes' or 'No' from the drop-down list.

Will you be in the final year of your Masters degree after 1 January of the first year of the Scholarship?

Select 'Yes' or 'No' from the drop-down list.

Dora Lush Biomedical ONLY

Insert the date from the drop-down list of your most recent academic qualification.

Note: This must be at least five years prior to 1 January in the first year of funding. Refer to section 6.3 of the *Postgraduate Scheme-Specific Funding Rules for funding commencing in 2019* for further information.

Statement of Circumstances (if applicable)

Provide a statement outlining the circumstances which have delayed your ability to pursue your PhD studies.

(Maximum of 500 character limit including spaces and line breaks).

Medical Graduate with Further Clinical Training ONLY

Indicate postgraduate clinical qualifications from the drop-down list:

- first part exam (or equivalent) passed
- speciality training in progress
- speciality training completed.

Academic Performance

Outline your academic performance. This is your opportunity to draw attention to highlights of your academic performance, or to emphasise aspects of your choice of subject.

(Maximum of 1500 character limit including spaces and line breaks).

Previous Experience

Previous Experience 1

Provide brief details of your previous experience highlighting the most significant contributions you have made to your field of proposed research.

(Maximum of 1500 character limit including spaces and line breaks).

Previous Experience 2

Provide brief details from your previous experience that most significantly affects your research proposal.

(Maximum of 1500 character limit including spaces and line breaks).

Previous Experience 3

Outline any prior experience relevant to Indigenous health (if applicable).

(Maximum of 1500 character limit including spaces and line breaks).

This question is used to assist in the assessment of applicants in the Aboriginal and/or Torres Strait Islander Health Research Scholarship category and for those in any other application category who are of Indigenous descent or who have an Indigenous component to their project.

No response is required where none of these situations apply. This information is only used to assist in evaluating Indigenous related applications and applications missing this information where it is not required are not diminished as a result.

Use this question to explore in more depth any aspects of your Indigenous health experience that may not have been possible to include in your grant proposal or in the other more general questions relating to your experience.

2.3 B-RCI: Research and Career Information

Supervisor/s

Enter your **Primary** Supervisor's name.

A maximum of three primary supervisors are allowed, however Supervisor 1 should be the person who will be supervising you for the majority of your scholarship.

If your supervisor has an RGMS profile, select their name from the drop-down list by clicking on the 'Browse' () button.

If your supervisor does not have an RGMS profile, enter their name in the 'free text' box.

Project

1. Describe the potential of this research project and choice of supervisor to extend your knowledge and skills.
(Maximum of 1200 character limit including spaces and line breaks).
2. Describe how the tenure of this award would contribute to your future career aspirations.
(Maximum of 1200 character limit including spaces and line breaks).
3. Indicate how the research topic relates to your current and future professional pathway.
(Maximum of 1200 character limit including spaces and line breaks).

Future Career

Describe your intended career after completion of the award for which you are seeking funding.

(Maximum of 1500 character limit including spaces and line breaks).

2.4 2.4 Part B-SA: Scholarship Attachments

Grant Proposal

Attach/upload your Grant Proposal as a PDF file. This is a key source of information for assessors and must comprise the following components.

Component	Page Limit
A. Research Proposal (including references)	5 pages
B. Indigenous Research Excellence Criteria, if applicable	2 pages

A pre-formatted Microsoft Word template for the *Grant Proposal* can be downloaded from the NHMRC website: <https://www.nhmrc.gov.au/grants-funding/apply-funding/postgraduate-scholarships>. **Applicants must use this template to complete their Grant Proposal.** Naming, size and formatting requirements are set out in section 10.3.3 of the *2018 NHMRC Funding Rules*. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see section 10.3.3 of the *2018 NHMRC Funding Rules*).

Applicants and RAOs are advised to retain a copy of the PDF file. If printing the PDF file for the purposes of checking formatting and page length, ensure that Page Scaling is set to 'None' in the print settings.

A brief description of each component is provided below.

A. Research Proposal

Using the Grant Proposal template, provide a brief research plan (**maximum five A4 pages, including references**). Your research proposal should be made up of Aims, Background, Proposed Research Program (briefly mention proposed methodologies), and a statement concerning the significance of the proposal and references.

References relating to the research proposal must:

- be in a standard journal format
- list authors in the order with which they appear in PubMed
- not include web links
- only include references to cited work.

B. Indigenous Research Excellence Criteria, if applicable

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 **A-PA: Application Properties**, 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* as set out in section 6.3 of the *2018 NHMRC Funding Rules*.

Registration Evidence (only applicable to Medical/Dental and Allied Health Professional applications).

Upload a certified copy of your Certificate of Registration using the 'Browse' () button.

Provide evidence of current Australian registration in your dental, medical or allied health professional field.

This must show the name of the registering body, current registration period and the registration number.

For Allied Health professionals that do not require registration, applicants must provide evidence that they are current members of their bona fide professional organisation and therefore authorised to practice.

Attach a PDF file for upload.

Academic Transcript

Upload a certified PDF copy of your Academic Transcript using the **'Browse'** () button.

Past academic performance is an important part of the scholarship assessment process and applicants should ensure that their transcript is properly ordered and includes the description for scores, marks or ratings achieved and that document(s) uploaded will enable a complete assessment of their past academic performance to be undertaken (e.g. if an applicant has a transcript for a Masters degree, then this should be included in conjunction with the transcript for their undergraduate degree).

Where the Academic Transcript is in a language other than English, a translation provided by a National Accreditation Authority for Translators and Interpreters (NAATI) certified translator (or its equivalent organisation outside of Australia) must be included.

It will be the responsibility of the applicant, where the Academic Transcript contains ratings from overseas institutions, to have these ratings converted to an equivalent rating used in Australian Institutions.

The translated Academic Transcript, both for language and ratings, must be a certified copy and uploaded as a PDF document. The upload is limited to a maximum of 2Mb and should be a single PDF document.

Ungraded Passes

Upload a certified PDF copy of your Ungraded Passes using the **'Browse'** () button.

If you have ungraded passes on your Academic Transcript that are relevant to your research for your PhD or Masters, your Administering Institution needs to provide gradings that align with Australian Standard Institutions.

Scan all documents at the lowest resolution which permits the 2Mb upload limit to be achieved while still being legible. Consult with your RAO if you are having any difficulties.

Evidence to support part-time candidature

Part-time Applicant for all Categories/subcategories

Upload your PDF **'Letter of Support'** by using the **'Browse'** () button from your primary supervisor or Administering Institution if you are applying for a part-time scholarship due to carer responsibilities or a medical condition.

If you are applying for the study part-time scholarship option, your PDF **'Letter of Support'** should provide justification as to how the additional training is relevant to further establishing your career.

2.5 Part B-R: Referees

Important Notes:

Your primary supervisor must complete the referee report.

Applicant's Responsibilities:

- to nominate and obtain a referee report, and
- ensure the referee report is submitted through RGMS by the supervisor prior to the closing date of the application round. This is part of the application process and it is the applicant's responsibility. Applicants can monitor the progress of the submission of the referee report through the "B-R: Referees" page of their application in RGMS. Applicants will receive an RGMS generated email once the referee has uploaded a referee report against their nominated application.

Supervisor's Responsibilities:

- Referee report must be uploaded into RGMS by 5:00pm AEST on the closing date for Postgraduate Scholarships.
- Once a referee report has been submitted in RGMS there is no access to delete/change or re-submit the report. This report is final.

NHMRC staff will not chase outstanding reports.**Applicants will be deemed ineligible if:**

- any part of the application is incomplete including the upload of the nominated referee report
- the supervisor's two page CV and referee report have not been uploaded by the PGS close date and time.

General:

Provide the name and contact details of your primary supervisor who has agreed to provide the report that will comment on your research contributions and potential as a researcher.

Primary Supervisor

This referee report needs to be completed by the person who will be your primary supervisor. They will also need to provide a two page CV.

Note: You can only nominate **one** supervisor to complete the primary supervisor's referee report.

The templates for referee reports and instructions for submission are available at:

<http://www.nhmrc.gov.au/grants/apply-funding/postgraduate-scholarships>.

To begin nominating your Referee (primary supervisor), click on the 'New' button.

Note: The referee email address is extremely important as once you have entered the referee particulars and saved the nomination, an electronic alert is sent to the referee notifying them of your application.

Referee with an RGMS profile

If your referee (supervisor) has an RGMS profile, select them from the drop down list by clicking on the 'Browse' () button.

This screen will also allow you to track the referee process and enable you to see when your referee (supervisor) has submitted their report.

Referee without an RGMS profile

If your referee (supervisor) **does not have an RGMS profile**, enter their relevant information on the right hand side of the screen.

Once the information is entered and confirmed as correct, click on the '**Save**' button.

This screen will also allow you to track the referee process and enable you to see when your referee (supervisor) has submitted their report.

Click '**Submit**' to go back to the Referee section front page.

To cancel a Nomination of a Referee

On the Referee screen, click on the Referee you wish to cancel. This will take you to the referee's profile. Under the 'Status' heading there are three sub-headings:

- *Cancel nomination* – if you wish to cancel a nominated referee, check the box.

Note: This can only be done if the referee has not already submitted their report. Once a nomination is cancelled in RGMS an electronic alert is sent to the referee notifying them of the

cancellation. If you cancel a nomination you will need to re-nominate another referee to replace the cancelled nomination.

- *Reminder email sent* – this is automatically populated by RGMS once a reminder email has been sent to the nominated referee.
- *Report uploaded* – this box will automatically be checked by RGMS when the report has successfully been uploaded by the referee.