The following sections provide additional advice about parts of the application that are specific to National Health and Medical Research Council (NHMRC) GACD Request for Applications (RFA): Scaling-up of evidence-based interventions at the population level for the prevention or management of hypertension and/or diabetes, and must be read in conjunction with the following supporting documents:

- NHMRC Advice and Instructions to Applicants 2018
- NHMRC Funding Rules 2018
- GACD scheme-specific Funding Rules for funding commencing in 2019
- NHMRC Funding Agreement.
1. CV requirements

Relevant sections of the Research Grants Management System (RGMS) Curriculum Vitae (CV) must be completed as part of an application (see section 10.3.1 of the NHMRC Funding Rules 2018). For the NHMRC GACD RFA, applicants are only required to complete those sections outlined below. If more information than required is entered, only the required information will be imported from the application.

The requirement to complete the relevant CV sections applies to all Chief Investigators (CIs) named on the application. It is accordingly advisable to check that other CIs have completed/updated their RGMS CVs before finalising an 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. It may also be used for analysis 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 Investigators 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 on the NHMRC website. Additional advice on completing relevant parts of your RGMS CV is provided in the following sections.

1.1 CV-RO: Relative to Opportunity (during the last 5 years)

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 NHMRC Funding Rules 2018).

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 1,500 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.

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

NHMRC is committed to ensuring that every applicant is treated fairly, and this means that it recognises some candidates will have had career disruptions that should be considered when evaluating their track record. If applicable, CIs should use this opportunity to declare any career disruptions that may be relevant to their career history. This will ensure that your track record and the scientific quality are assessed objectively with all relevant factors taken into account.

Career disruption
Please select the nature of the career disruption from the drop down menu. There is a sensitive option on the drop down menu for career disruptions of a highly sensitive nature that the applicant does not wish to disclose.

A career disruption is defined as a prolonged interruption to an applicant’s capacity to work due to
pregnancy, major illness/injury and/or carer responsibilities. For guidance on what constitutes a career
disruption and how it is considered, refer to section 6.2.1 of the NHMRC Funding Rules 2018 and
section 4.7 of the NHMRC Guide to Peer Review 2018. Relative to opportunity circumstances as
outlined under section 6.2 of the NHMRC Funding Rules 2018 are not considered career disruptions.

**Impact**
Provide a brief explanation on the impact the career disruption/s has had on your research and
research achievements and associated productivity relative to stage of career. Applicants should not
describe the nature of the career description in this field. This information will be provided to peer
reviewers.

*Maximum of 2,000 characters including spaces and line breaks.*

**Additional research outputs**
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 2,000 characters including spaces and line breaks.*

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

**Further advice on preparing your career disruption claim**
If you have had an extended career disruption commencing prior to 2013 ending within the last five
years, it is advised that you briefly explain this in your application and nominate additional research
achievements for the most recent year/s without a career disruption.

For example, Person X had a career disruption due to illness which lasted two years from 2012 –
2013.

- The career disruption that meets NHMRC policy is only valid for one year (2013 which is
  within the last five years). Therefore, one year should be added to their track record.
- In this case, Person X would normally provide their research achievements for 2012.
- Given that the career disruption included 2012, there would be no additional research
  achievements for 2012. In this instance, Person X would also provide research achievement
details for 2011 (the last full time equivalent year worked prior to the career disruption).

Applicants that have circumstances impacting their track record can include their additional research
outputs as part of their overall track record in the last 5 years under the CI Track Record of the Grant
Proposal.

**1.3 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. 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 RGMS User Guide - Introduction to RGMS and on the CV-PU:
Publication Uploads page in RGMS.

Your publications will be grouped together by 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.
1.4 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. 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.

1.5 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. Complete all fields and provide as many details as you can in the spaces provided. You should ensure that your role is clearly defined on each grant, so that assessors can readily identify your contribution to the grant.

2. Minimum data requirements
Minimum data must be entered into the Research Grants Management System (RGMS) by 5pm AEDT on 6 June 2018 to allow NHMRC to commence sourcing suitable assessors. Applications that fail to satisfy this requirement will not be accepted. Applicants are also reminded to complete the recommended fields below with correct information. Using placeholder text such as “text”, “synopsis” or “xx” etc. are not acceptable as minimum data.

Minimum data for the NHMRC GACD RFA consists of the following:
- A-PA: Application Properties (General) - Administering Institution, Application Title, Aboriginal/Torres Strait Islander Research and Synopsis
- A-RC: Research Classification
- A-RT: Research Team - including the names of team members if known (Note: team members may be added or deleted after the minimum data deadline until the close of applications at 5pm Australian Eastern Daylight Time (AEDT) on 20 June 2018).

Failure to meet this deadline will result in the application not proceeding (see section 10.7 of the NHMRC Funding Rules 2018 for further information).

Research Administration Officers (RAOs) are not required to certify applications for the purpose of minimum data. Applications should only be certified once complete and ready for submission (see section 10.4 of the NHMRC Funding Rules 2018 and section 6 of the NHMRC Advice and Instructions to Applicants 2018).

3. Scheme-specific application details
The following sections of the application form are specific to the NHMRC GACD RFA, 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 available on the NHMRC website.

3.1 Key changes to the 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 that relative to opportunity and career disruptions information has been moved from the Grant Proposal to the CV requirements section of the application.
### 3.2 B-GP: Grant Proposal

Upload your Grant Proposal as a Portable Document Format (PDF) file using the template outlined below. This is a key source of information for assessors and must comprise the following components.

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Cover Page</td>
<td>1 page</td>
</tr>
<tr>
<td>B. Research Proposal</td>
<td>9 pages</td>
</tr>
<tr>
<td>C. CI Track Record, including top 5 publications in the last 5 years</td>
<td>2 pages per CI</td>
</tr>
<tr>
<td>D. Team Quality and Capability relevant to this proposal</td>
<td>1 page</td>
</tr>
<tr>
<td>E. Benefit to Australia</td>
<td>½ page</td>
</tr>
<tr>
<td>F. Consumer and Community Involvement, if applicable</td>
<td>1 page</td>
</tr>
<tr>
<td>G. Indigenous Research Excellence Criteria, if applicable</td>
<td>2 pages</td>
</tr>
<tr>
<td>H. References</td>
<td>2 pages</td>
</tr>
</tbody>
</table>

A pre-formatted Microsoft Word template for the Grant Proposal can be downloaded from the GrantConnect website. **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 *NHMRC Funding Rules 2018*. Applications that fail to comply with these requirements or the above page limits may be excluded from consideration (see section 10.7 of the *NHMRC Funding Rules 2018*).

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. Cover page (1 page)**

The cover page should include:
- application ID
- title of the NHMRC GACD RFA proposal
- a list of Chief Investigators, including research title (e.g. CIA), academic title (e.g. Professor), given names and family name.

**B. Research Proposal (9 pages)**

All scientific information relating to your proposal must be contained in this section. This is assessed by experts in the field and you should include any pilot or feasibility study data supporting the planned research. You should also keep in mind the assessment criteria used to evaluate applications (refer to section 5 of the *GACD scheme-specific Funding Rules for funding in 2019*) and the detailed Category Descriptors in relation to each of the assessment criteria (refer to Attachment A of the *GACD scheme-specific Funding Rules for funding in 2019*).

References cited in this section must be listed in the separate References section.

Your Research Proposal should be written in English and provide enough information so that the research approach can be assessed by the reviewers, either by reference to published work or by including the essential components that may include the following, depending on the type of research.

<table>
<thead>
<tr>
<th>Component</th>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aims</td>
<td>Describe the specific aims of the project, including a clear statement of hypotheses to be tested.</td>
</tr>
<tr>
<td>Background</td>
<td>Provide a rationale for the project.</td>
</tr>
<tr>
<td>Research Plan – methods and techniques to be</td>
<td>Outline the research plan in detail, including the following where appropriate:</td>
</tr>
<tr>
<td></td>
<td>• detailed description of the experiment design</td>
</tr>
</tbody>
</table>
used

- techniques to be used
- details and justification of controls
- details for appropriate blinding
- strategies for randomisation and/or stratification
- justification of sample-size, including power calculation
- justification of statistical methods
- strategies to ensure that the experimental results will be robust, unbiased and reproducible
- details to achieve balance of male and female clinical participants, and male and female cell and animal models, including justification where it is unwarranted
- ethical implications the research may have
- community involvement and/or plans to transfer knowledge to stakeholders or into practice
- expected outcomes of the research project.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Provide a detailed timeline for the expected outcomes of the Research Proposal along with justification for the duration requested.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcomes and significance</td>
<td>Describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research.</td>
</tr>
</tbody>
</table>

C. CI Track Record, including top 5 publications in the last 5 years (2 pages per CI)

This section is used to assess the track record quality of the research team.

This section has two components:
- 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 and reasons why these publications have been selected.

Reviewers will use this information to assess the track record quality of the research team.

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

Applicants should use this section to identify aspects of their track record in addition to their publication record in the CV section. This includes any relative to opportunity considerations that should be taken into consideration (see section 6.2 of the *NHMRC Funding Rules 2018*). The following areas should be considered:
- career summary including qualifications, employment and appointment history
- research support including grants and fellowships
- contribution to field of research which may include the impact of previous research including translation and commercialisation of research into health outcomes
- patents including the type of patent, if the patent has been granted, when it has been granted, to whom it has been granted and if it is current
- collaborations
- community engagement and participation
- professional involvement including committees, conference organisation and conference participation
- international standing including invitations to speak and international committees
- supervision and mentoring
- peer review involvement including NHMRC, other granting organisations, manuscripts and editorial responsibilities
- other contributions to NHMRC
- other information you think is vital to your application.
Reviewers will use this information along with each CI’s publication record from the CV/Profile section as an indicator of the productivity of the research team.

D. Team Quality and Capability relevant to this proposal (1 page)
A summary of the research team’s quality and capability must be contained in this section.

Applicants should detail the following:
- the expertise and productivity of team members relevant to the proposed project
- their influence in this specific field of research
- how the team will work together to achieve the project aims
- how junior members are contributing to the proposed research and the overall team quality and capability.

E. Benefit to Australia - ½ page
Applicants are required to outline the benefit of the research to Australia in their Research Proposal.

F. Consumer and Community Involvement, if applicable (1 page)
If the intended research involves consumer and/or community involvement:
- describe how you will ensure that research participants will have access to their own results, and how you will be accountable to participants for the overall results of the research
- describe how you will ensure that consumers will be involved in the research, and how you will communicate the results of the research to participants and the community.

Further information is provided at section 9.4 of the NHMRC Funding Rules 2018.

G. Indigenous Research Excellence Criteria, if applicable (2 pages)
If not required, do not complete this section and delete the heading.

If at least 20% of your research effort and/or capacity building relates to Aboriginal and 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 Torres Strait Islander health
- address the Indigenous Research Excellence Criteria as set out in section 6.3 of the NHMRC Funding Rules 2018.

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

3.3 B-PBRF: Proposed Budget – Research Facilities
Applicants often need to receive services from third parties to enable their research to be successfully undertaken.

Such research facilities include by are not limited to: biospecimens and associated data from biobanks or pathology services, non-human primate colonies, the Australian Twin Registry, Cell Bank Australia, the Trans-Tasman Radio Oncology Group and other organisations that provide clinical trial services.
Is this application using services provided by a research facility?
If you answer ‘Yes’, provide details of the costs of using services provided by research facilities under B-PB: Proposed Budget – DRC And Equipment as Direct Research Costs (DRCs) and ensure they are fully justified.

Applicants will need to 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 can be uploaded on this page.

3.4 B-PB: Proposed Budget – Direct Research Costs (DRC) and Equipment
Enter details of the budget you seek as NHMRC funding, bearing in mind any limits on level and duration specified in the GACD scheme specific Funding Rules for funding commencing in 2019. Details on permitted uses of NHMRC funds and setting of budgets can be found in the NHMRC Direct Research Costs Guidelines and the NHMRC Funding Rules 2018.

Personnel Support Packages (PSPs) should be requested separately under A-RT: Research Team.

For all other budget items, you must enter:
- the item type (e.g. Direct Research Cost, Equipment, etc.)
- the name/description of the item
- the total value of the item requested for each year
- a justification for the particular item requested. This information must be aligned with the proposed aims of the study, be detailed on a yearly basis and be fully justified (including, in the case of equipment, why the equipment cannot be provided by the Institution).

Maximum of 500 characters including spaces and line breaks.

The total annual DRC amount requested will be automatically rounded to the nearest $5,000 by the application form. The rounded project total is available in the ‘summary’ tab of the application form.

Note:
- NHMRC funds the DRCs based on advice from peer review. Applicants should provide detailed justification of budgets requested and poorly justified budgets run the risk of having their budget adjusted, in accordance with section 8.1 of the NHMRC Funding Rules 2018.
- Funding cannot be used for infrastructure.
- There is no provision to increase funds for any reason.