



# 2018 PRACTITIONER FELLOWSHIPS SCHEME-SPECIFIC ADVICE AND INSTRUCTION TO APPLICANTS FOR FUNDING COMMENCING IN 2019

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## INTRODUCTION

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The following sections provide additional advice about parts of the application that are specific to the National Health and Medical Research Council (NHMRC) Practitioner Fellowships scheme, 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 *2018 Practitioner Fellowship 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 *2018 Practitioner Fellowship 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.

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## 1. CURRICULUM VITAE (CV) REQUIREMENTS

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Relevant sections of your Research Grants Management System (RGMS) CV must be completed as part of your application (see section 10 of the *NHMRC Funding Rules*).

For Practitioner Fellowships, applicants are only required to complete those sections outlined below. Should more information than is required be entered, only the required information will be imported from the 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 applicant 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: [www.nhmrc.gov.au/grants/research-grants-management-system-rgms/rgms-training-program](http://www.nhmrc.gov.au/grants/research-grants-management-system-rgms/rgms-training-program). 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.

*Practitioner Fellowship applications require information on ALL your qualifications, awards and prizes.*

## 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.

*Practitioner Fellowship applications require information on ALL your employment history.*

## 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.

*Practitioner Fellowship applications require information on ALL your appointments.*

## 1.4 CV-CD: Career Disruption

If applicable, the applicant should use this opportunity to declare any career disruptions in the last ten years (see *NHMRC Funding Rules*, section 6.2.1 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).*

### Career Disruption

Select the appropriate career disruption type from the drop down menu.

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

### Explanation

- 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; and
- 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

If the career disruption is of a highly sensitive nature and the applicant 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:

- a) 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 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](mailto:career.disruptions@nhmrc.gov.au), marked to the attention of the relevant scheme, by the application close date. Ensure your application identification (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 the *NHMRC Funding Rules*, section 10.3.3.

Claims for sensitive career disruptions will be reviewed and assessed by NHMRC. Their 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.

*Practitioner Fellowship applications require information on your career disruptions for the last 10 years.*

## **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 *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/s.

*(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.

*Practitioner Fellowship applications require information on your relative to opportunity considerations for the last 10 years.*

## **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.

*Practitioner Fellowship applications require information on ALL your professional memberships.*

## **1.7 CV-CP: Conference Participation**

Click 'New' to start a new entry for any speaking invitations you have completed. You should provide details such as conference title, country, your speaker 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.

Please note that Keynote Speaker and Plenary Speaker are interchangeable terms and refer to stand-alone presentations by a single featured speaker.

All information from the last ten years must be updated as the 'Role' and 'National/International' fields are now mandatory.

*Practitioner Fellowship applications require information on your conference participation for the last 10 years.*

**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 a number of People Support schemes
- Only participation as an Invited Speaker, Plenary Speaker, Keynote Speaker and Session Chair will be presented to Practitioner Fellowship assessors, no other roles will be considered by assessors.

### **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 Participation in Health and Medical Research](#) (the Statement on Participation), available on the NHMRC website [www.nhmrc.gov.au/guidelines-publications/r22](http://www.nhmrc.gov.au/guidelines-publications/r22) which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so.

*Practitioner Fellowship applications require information on your community engagement and participation for the last 10 years.*

### **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, another Australian Institution 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.)

*Practitioner Fellowship applications require information on ALL your patents.*

### **1.10 CV-TPP: Translation into Policy/Practice**

Provide details of any research that has resulted in changes to organisational or government policy/practice. Click 'New' to start a new entry for any activities which have resulted in research translation. Entries will be listed in reverse chronological order.

*Practitioner Fellowship applications require information on your translation activities for the last 10 years.*

**Note:** For schemes that limit the information presented to assessors (e.g. “last five years”) the time period will be based on the date of translation (year of change), NOT the date of the original research.

### **General**

Provide a relevant short name for the impact of your research on policy or practice (50 characters).

Select from the drop down list the type of impact on policy or practice.

### **Your Research**

You should provide a brief description of your research that lead to this impact on policy or practice and the resulting outcomes.

*(Maximum of 1500 characters including spaces and line breaks.)*

From the two drop down lists indicate the year of the research results and your role.

### **Funding Source for Research**

Select from the tick boxes if the research was funded by NHMRC, another Australian Institution or an International source.

### **Details of Research Impact**

Please provide details of the organisation, government department etc. that benefited from the research.

*(Maximum of 200 characters including spaces and line breaks.)*

From the drop down lists select the geographical extent of this impact on policy or practice.

Indicate the year the change was translated/ implemented and provide details of the changes which resulted.

Provide a brief description of the impact of the change.

*(Maximum of 1500 characters including spaces and line breaks.)*

## **1.11 CV-CN: Contribution to NHMRC**

Click 'New' to start a new entry to indicate the number of times you have participated in a NHMRC Peer Review Panel, NHMRC Grant Advisory Group, Assigners Academy or other listed activity. Provide details of your role, the year of participation and in the situation of external assessments, the number of assessments that you have provided.

*Practitioner Fellowship applications require information on your contribution to NHMRC for the last 10 years.*

## **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.

*Practitioner Fellowship applications require information on your editorial responsibilities for the last 10 years.*

## **1.13 CV-SM: Supervision and Mentoring**

Details relating to Practitioner Fellowship applicant's supervision and mentoring record will be captured in B-TTC2: Research Supervision and Mentoring Summary (see section 2.7).

Information provided in this section will not be presented to assessors for Practitioner Fellowship applications.

### **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.

*Practitioner Fellowship applications require information on your NHMRC research funding for the last 10 years.*

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.

*Practitioner Fellowship applications require information on your other research funding for the last 10 years.*

**Note:** 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* ([www.nhmrc.gov.au/grants-funding/research-grants-management-system-rgms/rgms-training-program](http://www.nhmrc.gov.au/grants-funding/research-grants-management-system-rgms/rgms-training-program)) 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.

*Practitioner Fellowship applications require information on ALL your publications.*

### **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**

Click 'New' to start an entry for any therapeutic products or commercial outcomes for which you contributed significantly to the development effort. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

*Practitioner Fellowship applications require information on your contributions to the therapeutic products or commercial outcomes for the last 10 years.*

### 1.19 CV-RD: Research Data

Click 'New' to start an entry for any research datasets that you have collected or created for your research. Entries will be listed in reverse chronological order. Provide as many details as you can in the spaces provided.

*Practitioner Fellowship applications require information on your research datasets for the last 10 years.*

### 1.20 CV-RT: Research Tools

Click 'New' to start an entry for any research tools (e.g. new or improved techniques, instruments, procedures) for which you contributed significantly to the development effort.

*Practitioner Fellowship applications require information on your research tools for the last 10 years.*

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## 2. SCHEME-SPECIFIC APPLICATION DETAILS

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The following sections of the application form are specific to Practitioner Fellowships and must be completed as part of your application.

Step-by-step instructions for entering application details in RGMS are provided in the *RGMS User Guide - Applying for Grants* user guide and eLearning module available on the [NHMRC website \(www.nhmrc.gov.au/grants-funding/research-grants-management-system-rgms/rgms-training-program\)](http://www.nhmrc.gov.au/grants-funding/research-grants-management-system-rgms/rgms-training-program).

### 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 changes to Practitioner Fellowships specific parts of the application form:

- NIL changes for this round.

### 2.2 B–AIPrac: Application Information (Practitioner Fellow)

#### Type of Application

From the drop-down list, select the Type of Application you are submitting.

- Select **Initial Application** if you have never previously held a NHMRC Practitioner Fellowship.
- Select **Reapplication** if you currently hold or have previously held a NHMRC Practitioner Fellowship.
- Select **Reapplication with Promotion** if you are a current NHMRC Practitioner Fellow and you are seeking a promotion to a higher level.
- Select **Promotion out of Synchrony** if you are seeking a promotion to a higher level during the second or third year of your current NHMRC Practitioner Fellowship (refer to the *Practitioner Fellowships Scheme-Specific Funding Rules* section 7.3.1).

#### Level of Fellowship

From the drop-down list, select the Level of Fellowship you are applying for:

- Practitioner Fellowship Level 1 (PF1) or**
- Practitioner Fellowship Level 2 (PF2).**

Note: if you are a current PF2 submitting a reapplication you must apply at PF2.

#### Part-time percentage

From the drop-down boxes:

1. indicate the percentage of time (40% - 70%) you will devote to the research associated with this award.
2. indicate the percentage of time (0% - 60%) you will spend on your clinical practice.
3. indicate the percentage of time (0% - 60%) you will spend on your public health practice.

### **2.3 B–AES: Application Executive Summary**

The Application Executive Summary provides an opportunity for you to highlight the most compelling evidence in support of your application. In this section, you should:

- outline your case for appointment as a Practitioner Fellow, NOT your research plan, as this is to be addressed in 'Grant Proposal'.
- include why you are applying for a Practitioner Fellowship, provide a summary of how you see the synergy between your research and practice and indicate how a Practitioner Fellowship would facilitate translation.

*(Maximum of 4000 characters, including spaces and line breaks.)*

You must provide justification for the level of appointment sought by summarising your claims against the Practitioner Fellowships assessment criteria. Please refer to section 4 of the *Practitioner Fellowships Scheme-Specific Funding Rules, Category Descriptors (Attachment A)* and *Statement of Expectations (Attachment B)* for further guidance.

### **2.4 B–LED: Intellectual Leadership**

#### **Intellectual Leadership**

Summarise your intellectual leadership and highlight your leadership in terms of recognition of your commitment to your field of research over the course of your career, paying particular attention to the past five years.

You may wish to emphasise the role you have in your immediate research team, and briefly, any other teams or collaborations you are involved with or have previously been involved with. You may include references to your national and international profile and conference participation.

Specific details relating to your publications and conference participation will be drawn from your CV; any information provided in this section should be a **summary** of your key recognitions and achievements and not a repeat of those details.

*(Maximum of 1000 characters, including spaces and line breaks.)*

### **2.5 B–CON: Contribution to the Field of Research**

Summarise your contribution to your field of research over the course of your career, paying particular attention to the past five years. Outline details such as your participation in peer review activities, editorial responsibilities or positions held in scientific or professional societies. Summarise contributions to the profession, including public communication, advocacy, government advisory roles or clinical practice.

Any information provided in this section should be a **summary** of your key recognitions and achievements to which you wish to draw particular attention and not a repeat of details already provided in your CV.

*(Maximum of 1000 characters, including spaces and line breaks.)*

### **2.6 B–TTC: Research Supervision and Mentoring**

Highlight your supervision and mentoring achievements across your career, including your strategy for attracting students. You should include a summary of any notable positions and/or achievements that have arisen from your supervision and mentoring activities but do not provide specific information on students supervised or mentored in the last 10 years as this will be provided in B-TTC2: Research Supervision and Mentoring Summary.

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

### **2.7 B–TTC2: Research Supervision and Mentoring Summary**

Click 'New' to start a new entry for each postdoctoral researcher or postgraduate student you have supervised and/or mentored **over the past 10 years** in chronological order.

- a) Provide the full Postdoctoral/Student's Name including relevant titles.
- b) Provide actual **Years Involved** (not the number of years involved) i.e. 2000-2002.

- c) From the drop down list, select your **Supervisory Role** (Co-Supervisor, Mentor or Primary Supervisor).
- d) From the drop down list, select the **Level** of study completed by your student, (Honours, Masters, PhD or Postdoctoral).
- e) From the drop down list, please indicate if your student has **Completed** their study, (Yes, No or N/A). You should select N/A if you did not supervise/mentor the student to their completion.
- f) Briefly describe your **Student's Current Role** (*maximum 200 characters including spaces and line breaks*).
- g) **Additional Comments** should focus on your student's outcomes, i.e. did they receive any awards or recognition, what have they gone on to do? **Do not** repeat information already provided.

## 2.8 B–GP: Grant Proposal

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
Research Proposal (including references)	5 pages
Evidence of Rising Trajectory	½ page
Indigenous Research Excellence Criteria, if applicable	2 pages

A pre-formatted Microsoft Word template for the *Grant Proposal* should be downloaded from the NHMRC website ([www.nhmrc.gov.au/grants/apply-funding/practitioner-fellowships](http://www.nhmrc.gov.au/grants/apply-funding/practitioner-fellowships)). **Applicants must use this template to complete their Grant Proposal.** Naming, size and formatting requirements are set out in section 10 of the *NHMRC Funding Rules*. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration (see *NHMRC Funding Rules*, section 10.3.3 for further information).

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.

### Research Proposal

Provide a brief research proposal (**maximum five A4 pages, including references**). The proposal should describe your vision for the next five years and detail the proposed research objectives, methodologies and expected outcomes. Consideration should also be given to the crucial design elements that enhance reproducibility of research findings.

References relating to the *Research Proposal* must:

- be in an appropriate standard journal format
- list authors in the order in which they appear in PubMed
- not include web links (see NHMRC Funding Rules section 10.3, for further information)
- only include references to cited work.

### Evidence of Rising Trajectory

You should highlight and provide evidence of your rising trajectory in relation to assessment criterion 2, 'Research Output and Leadership' (*maximum additional half A4 page*).

### 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 *NHMRC Funding Rules*.

*(Maximum additional two A4 pages.)*

## **2.9 B–RTR: Research Translation**

Describe your achievements in research translation and activities which facilitate implementation of research outcomes. You may also use this section to outline how you plan to facilitate the dissemination and implementation of research outcomes in the future.

*(Maximum of 1500 characters, including spaces and line breaks.)*

## **2.10 B–PPRC: Publications, Papers, Reports and Contribution**

### **Most Relevant Publications in Last Five Years**

Comment on up to four of your most significant publications, papers, reports and other contributions in the last five years. The reason for including these should be outlined.

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

### **Most Relevant Publications Over Course of Career**

Comment on up to four of your most significant publications, papers, reports and other contributions over the course of your career. The reason for including these should be outlined.

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

**Note:** Applicants can highlight the number of citations for their most significant publications in this section. NHMRC does not use the impact factor of journals as a part of its assessment processes. Accordingly, the impact factor of each publication must not be included.

Further information can be found in section 10.3 of the *NHMRC Funding Rules*.

## **2.11 B–COL: Collaboration**

### **Past Collaborations**

Provide details of past collaborations, including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care outcomes).

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

### **Current Collaborations**

Provide details of current collaborations, including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health care outcomes).

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

## **2.12 B–EPrac: Employment (Practitioner Fellow)**

### **Confirmation of Clinical/Public Health Status**

Applicants must provide details of their clinical/public health employer to confirm that they have a funded position in clinical or public health practice or are self-employed in private practice.

**Note:** In accordance with the Funding Rules, successful applicants **must**, for their non-fellowship time, be employed by a health care authority (e.g. a hospital, primary care facility, state or territory health department) to provide clinical care, or to provide public health services or be employed in a policy development role in the health sector. NHMRC recognises that many clinicians in private practice are self-employed and these practitioners are also eligible to apply for a Practitioner Fellowship.

### **Confirmation of Other Employment**

In addition, applicants must provide (if applicable) details of other employment, confirming the nature of the work in their position and the FTE of their employment contract.