



Project Grant New Investigator (NI) status advice and instructions to applicants

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1 About the initiative

The NI initiative aims to support early career researchers who are yet to receive significant research funding through a competitive grants process. NHMRC seeks to fund Project Grant applications with NI status at approximately the same rate as standard Project Grant applications.

For a Project Grant application to have NI status, each Chief Investigator (CI) is required to have been assessed and confirmed as a NI by NHMRC. Where one or more CIs have not submitted a request or have not had their NI status confirmed, the application will progress as a standard Project Grant application. It is the CIA’s responsibility to ensure that all CIs meet this requirement.

1.1 Critical dates

December 2017*	Project Grant scheme funding rules published
10 January 2018	NI status request form available in RGMS
24 January 2018 by 5pm AEDT	Requests close in RGMS
February 2018*	Notification of request outcome

*Dates are indicative.

1.2 Cancer Australia Young Investigators (CAYI)

CAYI applicants must submit an NI status request form to be eligible as a CAYI. Applicants who intend to apply for both NHMRC NI status and CAYI funding are required to meet both the NHMRC NI status and CAYI requirements. Any questions relating to CAYI eligibility should be addressed to Cancer Australia.

2 NI CV requirements

You must update your RGMS profile before starting the NI status request form. Instructions for entering CV information in RGMS are provided in the RGMS User Guide – Introduction to RGMS on the [NHMRC website](#).

The NI status request form requires your CV-RF (NHMRC Research Funding) and CV-ORF (Other Research Funding) sections to contain a complete and accurate record of your research funding history. Additional advice on completing these parts of your RGMS CV is provided in the following sections.

2.1 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.

2.2 CV-ORF: Other Research Funding

Click 'New' to start a new entry for 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 e.g. CI or Associate Investigator (AI).

3 NI status request form

Applicants seeking NI status must complete all mandatory sections of the NI status request form available in RGMS. Requests must be certified and submitted by the Research Administration Office (RAO) to NHMRC by 5pm AEDT on 24 January 2018.

Each request for NI status is regarded as a new request and will be assessed accordingly; no consideration will be given to the outcome of a previous request for NI status. No additional explanatory information will be accepted after the NI status request form has been submitted to NHMRC.

It is the applicant's responsibility to provide sufficient information for NHMRC to determine their eligibility. Failure to do so may result in the applicant's NI status request being declined.

3.1 Creating a form

Applicants will need to delete any existing forms before starting a new form.

To create a new form, navigate to the Applicants tab after logging into RGMS. Under the Quicklinks for Applicants heading, select Create/view/edit new investigator form (Project Grants Only).

Select New NI Request Form to create a form.

The form will show the sections; Hints and Instructions, General, and Career Disruption. Once these sections are complete and the form has been saved, the Named CI – NHMRC research support grant, Named CI – Other Agency and Certification sections will be displayed.

3.2 General

This field will auto populate with the round details the request is being submitted for. If it does not auto populate, you will need to click Return and delete the existing form before you will be able to create a new form.

Applicants are asked to confirm that they have updated their RGMS CV-RF and CV-ORF fields before commencing the NI form (see [section 5.2.1](#) of the *Project Grant scheme-specific funding rules*).

The PhD award notification date is the date of the letter advising the PhD thesis was passed. Applicants whose PhD award date is before 24 January 2008 will need to have had and be claiming a career disruption equal to or greater than the duration between the PhD award notification date and 24 January 2008 to be considered for NI status.

In the Current Institution field, applicants are asked to nominate the institution that will certify and submit their form and receive notifications from NHMRC on their behalf. You should not nominate the institution who awarded your PhD unless you are currently located in that institution.

Applicants must indicate whether they are applying as an NHMRC NI and/or a CAYI.

3.3 Career disruption

Applicants who are claiming a career disruption must select Yes from the drop down menu. In the Career disruption/s field the applicant must state the nature of the career disruption/s. Sufficient explanation for each career disruption should be provided to demonstrate the disruption being claimed is eligible for consideration (see [section 6.2.1](#) of the *NHMRC Funding Rules 2018*).

Enter a whole number in the Total duration of career disruption/s field. For applicants whose PhD award notification date is before 24 January 2008 the total duration of their career disruption must be equal to or greater than the duration between the PhD award notification date and 24 January 2008 to be considered for NI status (see [section 5.2.2](#) of the *Project Grant scheme-specific funding rules*).

3.4 Named CI – NHMRC research support grant

This field will only appear after the General and Career Disruption sections have been completed and the form has been saved.

Select the appropriate option from the drop down box to indicate whether you have been named as a CI on a funded NHMRC research support grant (see [section 5.2](#) of the *Project Grant scheme-specific funding rules*).

The Number of NHMRC research support grants field will auto populate with a count of the number of grants in your CV-RF that are research support grants and for which your role is CI. If the field is blank, press F5 to refresh the page.

If you selected No, enter N/A in the free text field below. If you selected Yes and/or the count has returned a number other than zero, you must provide justification for each grant in the free text field, referencing the NI criteria outlined in [section 5.2](#) of the *Project Grant scheme-specific funding rules*.

3.5 Named CI – Other Agency

This field will only appear after the General and Career Disruption sections have been completed and the form has been saved.

Select the appropriate option from the drop down box to indicate whether you have been named as a CI or equivalent on a competitively awarded research support grant totalling AUD\$250,000 or more (see [section 5.2](#) of the *Project Grant scheme-specific funding rules*).

The Number of other funded grants over AUD\$250,000 field will auto populate with a count of the number of grants in your CV-ORF that have a value of AUD\$250,000 or more. If the field is blank, press F5 to refresh the page.

If you selected No, enter N/A in the free text field below. If you selected Yes and/or the count has returned a number other than zero, you must provide justification for each grant in the free text field, referencing the NI criteria outlined in [section 5.2](#) of the *Project Grant scheme-specific funding rules*.

3.6 Certification

Select Yes and then Save or Save and Return to submit to the RAO of your institution (nominated at Current Institution).

4 Certification and submission by RAO

Once the form is submitted to the RAO, it will be locked. The RAO will be required to certify the form and submit it to NHMRC (see section 5.2.4 of the *Project Grant scheme-specific funding rules*).

The form must be certified and submitted to NHMRC by the RAO before 5pm AEDT on 24 January 2018.

If the applicant is required to edit the form further, the RAO can unlock the field by declining the form in the RAO certification tab. The form will then be available for applicants to make changes and resubmit to the RAO.