



# CAREER DEVELOPMENT FELLOWSHIP SCHEME-SPECIFIC ADVICE AND INSTRUCTIONS TO APPLICANTS FOR FUNDING COMMENCING IN 2019

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## INTRODUCTION

The following sections provide additional advice about parts of the application that are specific to the Career Development Fellowship (CDF) 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 *Career Development 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 *Career Development 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.

## 1 CV REQUIREMENTS

Relevant sections of your RGMS CV must be completed as part of your application (refer to section 10 of the *2018 NHMRC Funding Rules*). For a CDF application, you are only required to complete those sections as 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 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](#). 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.

*The CDF Assessor Snapshot will only migrate information from the last five years.*

### 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.

*The CDF Assessor Snapshot will only migrate information from the last five years.*

#### **1.4 CV-CD: Career Disruption**

CDF applicants do not need to complete this section of the CV. For CDF applications, information on career disruptions is captured in the scheme-specific B-CD section of the application. Any information entered here in CV-CD will not be presented to assessors.

#### **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 (refer to 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.

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#### **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.

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

Keynote, Plenary and Invited speakers are generally invited by the organisers of the conference and did not require submission of a paper or abstract for selection.

If you were an invited speaker presenting on behalf of your supervisor or other member of your team, please reference this in the Conference Presentation Summary.

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

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**Note:**

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

## **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 \(2016\)](#) (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.

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## **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).

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**

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

*The CDF Assessor Snapshot will only migrate information from the last five years.*

**Note:** The five year 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.

### **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**

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.

*The CDF Assessor Snapshot will only migrate information from the last five 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.

*The CDF Assessor Snapshot will only migrate information from the last five years.*

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

Details relating to CDF applicants' supervision and mentoring record will be captured in the scheme-specific B-RSM section of the application. Information provided in this CV section will not be presented to assessors for CDF 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.

Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants.

*The CDF Assessor Snapshot will only migrate information from the last five years.*

**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.

Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants.

*The CDF Assessor Snapshot will only migrate information from the last five 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](#) 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, keep 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.

*The CDF Assessor Snapshot will only migrate information from the last five 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.

*The CDF Assessor Snapshot will only migrate information from the last five 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.

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## 2. SCHEME-SPECIFIC APPLICATION DETAILS

The following sections of the application form are specific to CDF applications, and must be completed as part of your application. You should keep in mind the CDF Assessment Criteria, Category Descriptors and Statement of Expectations when completing these sections.

Step-by-step technical instructions for entering application details in RGMS are provided in the [RGMS User Guide - Applying for Grants](#) user guide and eLearning module.

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

There are no key changes to the CDF scheme-specific parts of the application form for the 2018 application round.

### 2.2 B-AICDF: Application Information (CDF)

#### Level and category of award

##### **Level**


From the drop-down list, select the level of CDF you are applying for. Refer to section 5.1 of the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019* for information on the eligibility criteria for each CDF level.

##### **Category**

From the drop-down list, select the category of CDF you are applying for (refer to section 6 of the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019*).

##### **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.

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

NHMRC does not require any additional information or attachments from 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.

##### **Bernie Banton Fellowship**

From the drop-down list, select whether you wish to be considered for a Bernie Banton Fellowship (refer to section 7.2 of the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019*).

To be eligible for the Bernie Banton Fellowship, you must be working in the field of mesothelioma and asbestosis. The Fellowship will be awarded to the most highly ranked funded applicant, who is undertaking



research in this field. This award does not provide any additional funding to the CDF package.

#### Time commitment

##### **Time commitment**

From the drop-down list, indicate whether a full or part-time CDF is being sought. Part-time fellowships for professional reasons are only available for applicants applying in the Clinical, Population Health and Aboriginal and Torres Strait Islander categories (refer to section 5.6.2 of the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019*). Part-time fellowships for personal reasons are available in any category in specific circumstances (refer to section 5.6.3 of the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019*).

##### **Percentage**

If you are applying for a part-time CDF, from the drop-down list indicate the percentage of time (40-90%) you will devote to the research associated with this fellowship.

##### **Non-Fellowship Time**

If you are applying for a part-time CDF, briefly explain how your non-fellowship time will be spent. You should provide supporting statements for your request for a part-time fellowship in relation to the specific circumstances that are outlined in the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019*, sections 5.6.2 and 5.6.3.

For example: "I am applying for a 60% Clinical CDF. One day of my non-fellowship time will be spent on professional activities working in the Fox Field Clinic. The other non-fellowship day will be spent caring for my children."

*(400 character limit, including spaces and line breaks)*

##### **Employer letter of support**

If you are applying for a part-time CDF, using the '**Choose File**' button, upload a letter of support from your employer confirming:

- For professional part-time applications in the Clinical, Population Health or Aboriginal and Torres Strait Islander categories:
  - i. you hold (or have been offered) a complementary salaried position for the duration of the award
  - ii. the Full Time Equivalent (FTE) of this position
  - iii. an undertaking that this employer will release you to conduct the research associated with this CDF.
- For personal part-time applications in any category:
  - iv. you will not work full-time and all of your employed time will be spent conducting the research and work associated with the CDF, not other paid professional work unrelated to the fellowship (unless you are also applying for a professional part-time CDF)
  - v. the Full Time Equivalent (FTE) of your research position.

The letter must be provided on the employer's official letterhead and signed by the appropriate delegate.

The letter should be uploaded as a single PDF file using the following naming convention:

**APP#####\_Applicant's Surname\_Employer Letter of Support.pdf**

**Note:** In accordance with the *CDF Funding Rules*, applicants for Clinical, Population Health or Aboriginal and Torres Strait Islander part-time CDFs must include a written undertaking from their employer confirming that they will fund the balance of the applicant's time.

##### **Fellowship Location**

From the drop-down list, indicate whether you will be based in Australia for the duration of the Fellowship if successful.

Please refer to section 7.4 of the *2018 NHMRC Funding Rules*, and for Industry CDF applicants only,

section 6.4 of the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019*, for the eligibility requirements relating to percentage of time that must be spent in Australia over the course of a CDF.

### **International Fellowship Location Details**

If you selected 'No', please provide details of where you will be based and for what period of time during the fellowship.

*(200 character limit including spaced and line breaks)*

### PhD/PhD Equivalent approval date

From the drop-down list, indicate whether you hold a PhD.

Indicate the date your doctoral thesis (or equivalent) was passed (not the date of the conferral ceremony) or when your PhD equivalent was obtained. This information will be used to assist in determining your eligibility for the level of CDF applied for.

### **Upload Attachment**

Attach evidence of the date your PhD was passed or supporting documentation for your PhD Equivalent. The evidence should be uploaded as a single PDF file using the following naming convention:

**APP#####\_Applicant's Surname\_Evidence.pdf.**

### Head of proposed laboratory/department/workplace

State the name, position and institute of the person who will be your immediate supervisor if you are successful in obtaining a CDF.

### Bioinformatics or biostatistics

From the drop-down list, indicate if you specialise in bioinformatics or biostatistics.

If you answered 'Yes', describe your speciality in the free text box.

*(200 character limit, including spaces and line breaks)*

### **Note:**

1. There are no additional or separate funds for applicants who indicate they specialise in bioinformatics/biostatistics. Selecting 'Yes' will only assist with allocating your application to an appropriate assessor. Do not select 'Yes' in this section if you do not specialise in these fields.
2. NHMRC has identified bioinformatics and biostatistics as important and emerging fields in which Australia needs to build capacity. NHMRC will use the information you provide here for evaluation and reporting purposes.

### Current and former CDA/CDF/RF/PF holders

From the drop-down list, indicate if you currently hold or have previously held an NHMRC Career Development Award (CDA), Career Development Fellowship (CDF), Research Fellowship (RF) or Practitioner Fellowship (PF).

If you answered 'Yes'

1. From the drop-down list, select the level and type of your current/previous award.
2. Select the date you commenced your current/previous award. If the precise date is unknown, enter the first day of the commencement month and year.

## **2.3 B-PhDEq: PhD Equivalent**

Please note: this page will only appear if you have answered 'No' to 'Do you hold a PhD?' on B-AICDF: Application Information (CDF)

This information will be used to assess your eligibility to apply for a CDF and it is therefore advisable that

you read the eligibility criteria outlined in section 5.1.4 of the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019*.

If you have not specified a PhD in your CV, provide details of equivalent research experience or qualification. If the equivalent is a qualification, in your response state the date that this qualification was obtained.

*(2000 character limit, including spaces and line breaks)*

## 2.4 B-AESC: Application Executive Summary (CDF)

In the Application Executive Summary (AESC), applicants must summarise their claims against the CDF assessment criteria 1 and 2. The AESC provides an opportunity for the applicant to highlight the most compelling evidence to support their application against the criteria of 'Research Output and Potential' and 'Research Leadership'. Applicants should use the named fields of 'Research Output and Potential' and 'Research Leadership' to address these two criteria specifically.

*(2000 characters limit per criterion, including spaces and line breaks)*

All applicants will be assessed and scored against the assessment criteria. All criteria are assessed relative to opportunity (refer to section 6.2 of the *2018 NHMRC Funding Rules*). Guidance on specific issues that applicants may wish to address in their AESC in reference to the assessment criteria is provided in Table 1 below.

Applicants are reminded:

- Do **not** repeat information provided in your application CV sections
- Focus on your case for appointment to the CDF scheme
- Ensure the significance of your achievements **relative to your field** is clear

**Table 1: CDF Assessment Criteria 1 and 2 and the AESC**

CDF Assessment Criteria	Application Executive Summary
<p>Criterion 1: Research output and potential for further career development in health and medical research</p>	<p>Guidance for the applicant:</p> <ul style="list-style-type: none"> <li>• Provide a brief summary of your most significant contributions to your field of research</li> <li>• Summarise evidence of peer recognition (publications, grants, prizes, awards, speaking invitations)</li> <li>• Summarise evidence that demonstrates your growing national and international standing</li> <li>• Briefly outline your most significant contributions to commercialisation of research and/or contributions to clinical or public health policy, practice or health services development</li> <li>• Comment on the trajectory of your research career</li> <li>• For Aboriginal and Torres Strait Islander applicants in particular, outline any additional contributions you have made that are relevant to the assessment of your research output e.g. policy development, service delivery.</li> </ul>
<p>Criterion 2: Research leadership</p>	<p>Guidance for the applicant:</p> <ul style="list-style-type: none"> <li>• Highlight the significance of your community activities and linkages</li> <li>• Summarise your contributions to supervision, mentoring and training</li> <li>• For Aboriginal and Torres Strait Islander applicants in particular, outline any additional contributions you have made that are relevant to the assessment of your research leadership e.g. community activities and linkages.</li> </ul>

## 2.5 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 **Start Year** and **End Year** of your involvement (if your supervision/mentorship is ongoing, provide the anticipated end year, clarification can be provided in **Additional Comments** if required).
- 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, 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.

## 2.6 B-CD: Career Disruption

NHMRC is committed to ensuring that every applicant is treated fairly, and this means we recognise that some candidates will have had career disruptions that should be considered when evaluating their track record. You must provide supporting evidence of any career disruptions in this section of the application, unless the career disruption is of a sensitive nature (see below).

You are also given the opportunity to provide a brief explanation of the impact of your career disruption(s) on your research and research achievements.

Supporting evidence must be provided to substantiate your claims for eligibility in terms of years since your PhD was obtained. For a definition of what is considered a career disruption, refer to section 6.2.1 of the *2018 NHMRC Funding Rules* and section 5.1.3 of the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019*, for the requirements of evidence to be provided. All career disruptions will be reviewed.

For each career disruption, click on the '**New**' button and follow the below instructions. You must create a new career disruption for every time the FTE of the career disruption changes.

### Career Disruption

Enter the **Start Date** and **End Date**, (RGMS will automatically calculate the number of days) and select a **Reason** from the drop down list, if you select 'other' please provide a brief reason for the career disruption (*1000 character limit, including spaces and line breaks*).

### **Full Time Equivalent of the Career Disruption**

State the percentage full time equivalent (FTE) **of the career disruption** in accordance with your Institution's conditions of employment. Do not enter a percentage sign e.g. If you researched for 3 days/week (60% FTE) and looked after children for 2 days/week (40% FTE), you should enter 40 as the FTE (%).

### **Accumulated Days**

RGMS will automatically calculate the total full-time equivalent accumulated days of the career disruption. This calculation is based on calendar days.

To determine your eligibility, these accumulated days will be subtracted from the number of years (as at 31 March of the application year) since the date doctoral thesis was passed.

An example of Accumulated Days calculation is provided here: if you looked after children for 2 days/week from 1 April 2012 to 30 November 2012 (244 days – note that the start and end dates are included), the accumulated days of the career disruption would be  $244 \times 40\% = 98$  days.

### Impact

You have a **500 character limit** (including spaces and line breaks) in which to clearly outline the **impact** the career disruption had on your productivity **within the last five years**. This field must only be used to:

- a) provide a brief summary of the career disruption
- b) state the impact on your research output/productivity
- c) 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
- d) 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.

### Supporting Evidence

Upload documentation (refer to section 5.1 of the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019* for allowable forms of documentation and required content) supporting each claim of career disruption unless the career disruption is of a sensitive nature (see below). The evidence should be uploaded as a PDF file (2 Mb maximum) using the following naming convention: **APP#####\_Applicant's Surname\_CD Evidence.pdf**. If there is more than one career disruption, add a number suffix to the name of each PDF document that agrees with the listed order of your career disruptions (e.g. APP#####\_Applicant's Surname\_CD Evidence\_1.pdf, APP#####\_Applicant's Surname\_CD Evidence\_2.pdf, APP#####\_Applicant's Surname\_CD Evidence\_3.pdf).

**Important: You must upload supporting evidence to cover EVERY claim of career disruption. If a career disruption is claimed and no supporting evidence is provided for the claimed period, the career disruption will not be considered.**

### Sensitive Career Disruptions

If the career disruption is of a highly sensitive nature and an applicant does not wish to share the details with the peer review panel, details may be submitted separately to NHMRC rather than via B-CD of their CDF application. 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 details separately.

Applicants wishing to submit a sensitive career disruption should:

1. Create a **'New'** career disruption in B-CD of your application.
2. Select 'Sensitive Career Disruption' from the **Reason** drop down and enter the **Start Date, End Date, FTE, and Accumulated Days** as described above.
3. Provide details of the **impact** of your career disruption, indicate that the career disruption is of a sensitive nature but include details of the outputs that relate to the career disruption period claimed in your application. Provide details of additional research outputs (those that occurred in the relevant preceding years) as described above that you want the reviewers to consider when assessing your application.
4. Upload a blank PDF as **Evidence**.
5. Provide details of the nature and evidence of the career disruption in a separate PDF document to NHMRC in-confidence to email address: [career.disruptions@nhmrc.gov.au](mailto:career.disruptions@nhmrc.gov.au), Attention: Career Development Fellowships, by the application close time. This PDF must include evidence as specified in section 5.1 of the *Career Development Fellowship Scheme-Specific Funding Rules for funding commencing in 2019*. Ensure your Application ID number is included in the PDF.

Claims for sensitive career disruptions will be reviewed and assessed by Senior NHMRC Staff. The peer review panel will be advised if the career disruption is accepted and which years should be considered, without reference to details.

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

## 2.7 B-CDS: Career Development Strategy

In the text boxes provided, outline of your

- Career Development Strategy – short and long term
- Support Systems in Proposed Research Environment
- Potential to Build/Further Build a Research Team

(2000 character limit, including spaces and line breaks for each section)

Together with your *Research Proposal* and various CV information, this section will be used to assess your application against Assessment Criterion 3 – Vision for the next four years and career development strategy (refer to *Career Development Fellowship Scheme-Specific Peer Review Guidelines for funding commencing in 2019, Attachment A*).

## 2.8 B-GP: Grant Proposal

Upload your *Grant Proposal* as a single PDF file. This document 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](#) should be downloaded from the NHMRC website. **Applicants must use this template to complete their Grant Proposal.** Naming, size and formatting requirements are set out in *section 10.3* of the *2018 NHMRC Funding Rules*. Applications that fail to comply with these requirements or the above page limits will be excluded from consideration.

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

Provide a brief research plan (**maximum five A4 pages, including references**). The plan should:

- describe your research vision for the next four years
- outline the proposed research objectives, basic methodologies and expected outcomes
- describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research
- describe how you intend to support your proposed research (e.g. intended funding requests, current funding, institutional support)

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 (refer to section 10.3 of the *2018 NHMRC Funding Rules*, for further information)
- 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 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 use a **maximum of two pages** 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 *2018 NHMRC Funding Rules*.

## **2.9 B-PPRC: Publications, Papers, Reports & Contribution**

### **Most significant contributions *in the last five years*.**

In the space provided, comment on **up to four** of your most significant publications, papers, reports or other contributions in the last five years (or equivalent full time research if career disruptions exist). The reason for including these should be outlined. For any multi-author papers you include, specify your role in/contribution to these papers.

*(2000 character limit, including spaces and line breaks)*

### **Most significant contributions *over the course of your career*.**

In the space provided, comment on **up to four** of your most significant publications, papers, reports or other contributions over the course of your career. The reason for including these should be outlined. For any multi-author papers you include, specify your role in/contribution to these papers.

*(2000 character limit, including spaces and line breaks)*

Note the following points when answering the above questions:

1. Specifying your role in/contribution to any multi-author papers you include may be particularly important for bioinformatician/biostatistician applicants. NHMRC recognises that the collaborative and technical nature of bioinformatics research means that the track record of a competitive early- to mid-career bioinformatician does not have the same appearance as that of an experimental researcher and that, in most cases, in order for bioinformaticians to obtain first authorship, significant methodological changes in data analysis and extraction must be evident. Such significant changes in methodology in bioinformatics are uncommon in the field but bioinformaticians nevertheless do make major contributions which may not be readily apparent from the author position and such roles need to be made clear.
2. Applicants can highlight the citations rate of their most significant publications in this section. If they wish to do so, applicants can state the citation rate of other publications relevant to their research in *B-GP: Grant Proposal*.
3. NHMRC no longer uses the impact factor of journals as a part of its assessment processes. Therefore, the impact factor of each publication should not be included. Further information can be found in section 10.3 of the *2018 NHMRC Funding Rules*.

## **2.10 B-COL: Collaboration**

### **Past collaborations**

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

*(2000 character limit, including spaces and line breaks)*

### **Current collaborations**

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

(2000 character limit, including spaces and line breaks)

Note the following point when answering the above questions:

1. Be specific about your role in/contribution to any multi-author publications you include. Specifying your role in/contribution to any multi-author papers you include may be particularly important for bioinformatician/biostatistician applicants. NHMRC recognises that the collaborative and technical nature of bioinformatics research means that the track record of a competitive early- to mid-career bioinformatician, does not have the same appearance as that of an experimental researcher and that, in most cases, in order for bioinformaticians to obtain first authorship, significant methodological changes in data analysis and extraction must be evident. Such significant changes in methodology in bioinformatics are uncommon in the field, but bioinformaticians nevertheless do make major contributions which may not be readily apparent from the author position and such roles need to be made clear.

## 2.11 B-IP: Industry Partner (CDF)

The B-IP Industry Partner (CDF) page will only be visible if you select 'Industry' as the **category** of CDF you are applying for in *B-AICDF*.

Only Industry CDF applicants need to complete this section.

### Industry Partner Details & Contribution

#### **Partner Name**

Enter the name of your Industry Partner.

#### **Address**

Provide the address of the Industry Partner.

#### **Industry Partner Contribution & Contribution (\$AUD)**

Provide details of the contribution (both financial and/or in-kind) that will be provided by the Industry Partner.

#### **Industry Partner Letter of Support**

Attach a letter of support from the Industry Partner on the organisation's letterhead. The letter should include the following information:

- A brief profile of the organisation
- Details of the cash and in-kind support that will be provided including the purpose of the contributions and amounts
- Information concerning the Industry Partner's Australian Business Number (ABN), internet address and Australian New Zealand Standard Industrial Classification (ANZSIC)
- A statement allowing the name and a brief description of the Industry Partner to be published on the NHMRC website against the application, should the application be successful.

The certification should be completed by the appropriate person from that organisation.

The letter of support should be uploaded as a PDF file using the following naming convention:

**APP#####\_Applicant's Surname\_Industry Partner.pdf**

#### **Annual Report**

Include the URL (web link) for the Industry Partner's most recent Annual Report.

### Placement Details

Provide the anticipated **Start Date(s)**, **End Date(s)** and **Hours Worked/Week** of your industry placement(s).



Commercialisation

Provide a brief description of how your Industry Partner expects to use the outcome of this research.  
*(1000 character limit, including spaces and line breaks)*

Outline the suitability of your proposed Industry Partner and describe the commercialisation skills to be gained from your industry placement, how these will be acquired and applied to future academic endeavours.

*(2000 character limit, including spaces and line breaks)*