

ARC/NHMRC GRANT ROUNDS SUBMISSION PROCEDURE 2019



The ARC/NHMRC Grant Rounds Submission Procedures 2019 applies to the submission of applications under all schemes offered by the Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) in the 2018/19 funding round where the University of Newcastle (UON) is the Administering (or Lead) Organisation.

Context and Scope

The ARC/NHMRC Grant Rounds Submission Procedures 2019 ('the Submission Procedures') aim to ensure that a clear and transparent process is available to:

- Support the timely submission of applications to the ARC/NHMRC through the UON's Research Grants Office;
- Ensure that applications are compliant with Funding Rules/Guidelines and UON policy to enable formal institutional certification;
- Triage levels of service to applications who meet key requirements and minimum processing times of Research Grants;
- Clarify the key roles and responsibilities of individual applicants, School and Faculties, and Research Grants.

The Submission Procedures guide the submission of all ARC/NHMRC research grant applications where the UON is listed as the Administering (or Lead) Organisation.

This includes any ARC/NHMRC applications being submitted by Conjoint/Adjunct or University-affiliated staff employed at other institutions where the UON is the Administering (or Lead) Organisation on the proposal.

General Process

OPENING OF SCHEME TO ELIGIBILITY AND COMPLIANCE CHECK

As each scheme opens, Research Grants notifies researchers of internal submission processes including online Eligibility and Compliance (E&C) Check bookings. Applicants commence work on their applications. Research Grants provides advice/interpretation of Grant Guidelines and associated documentation, application processes and assistance with technical aspects of application systems (e.g. RMS/RGMS/Sapphire) as required.



ELIGIBILITY AND COMPLIANCE CHECK PERIOD

Using the UON online booking system, applicants select from the available dates/times for an optional E&C Check. A copy of the application must be provided to Research Grants by 9:00am on the day of the booking via RMS or RGMS/Sapphire. There is no need to attend in person. Research Grants releases the application back to the applicant on the same day and E&C comments are provided as a PDF within three working days. No secondary check is conducted by Research Grants.



DEADLINE FOR FINAL APPLICATION (1 WEEK PRIOR TO FUNDING BODY DEADLINE)

It is the applicant's responsibility to ensure the application meets all the requirements of the relevant scheme prior to the internal UON Deadline for final application. Applicants provide complete, final, **submission ready applications** to Research Grants along with all required documentation including a complete and fully-signed UON Application Coversheet and, if relevant, ARC Certification Proformas or NHMRC CI Certification.



FUNDING BODY DEADLINE

Research Grants ensures all applications received with the required documentation are submitted to the Funding Body by the deadline.

Eligibility and Compliance Check

The UON online booking system enables Eligibility and Compliance (E&C) Checks on applications to external funding bodies to be done on a rolling basis, with applications released back to researchers on the morning of the date booked for the check.

This online process has reduced the time applications are with Research Grants for checks which enables researchers to have more time to work on their applications.

Generally, the E&C Check period commences shortly after a scheme opens and ends two (2) weeks before the Funding Body closing date.

Researchers are able to select from available bookings during the E&C Check period. The number of bookings available for each scheme relates to the proximity of the Funding Body closing dates and has been modelled using data from previous application rounds.

E&C Check periods for each scheme are communicated via [UON email lists](#) and are available on the [ARC Grants](#) and [NHMRC Grants](#) pages of the UON 'Apply' website.

For further information please see the [Online Booking System for E&C Checks User Guide](#).

Eligibility and Compliance Check

How to Make a Booking

- Access the Online Booking System
- You need a valid RMS/RGMS/Sapphire Application ID to make a booking (e.g., APP1234567, DP1900012345) for an application that has UON listed as the Administering Organisation. Bookings without a valid RMS/RGMS/Sapphire App ID will be cancelled.
- An App ID will only secure one booking and cannot be used to make multiple bookings for the same application.

E&C Check Requirements

- Applications must be submitted to Research Grants before 9:00am on the morning of your booking.
- **You do not need to attend your appointment in person.**

De-submission of Applications following E&C Check

- Applications will be de-submitted on the day of the booking and a PDF of the application kept by Research Grants to complete the check. The check will be completed within three (3) working days, with comments provided back to CIA only.

How to Submit Your Application

ARC

- Select 'Submit to Research Office' in the application screen in RMS.

NHMRC

- Select the Certification tab in RGMS, select 'CI Certification', select 'Do you want to Certify' and select 'Yes'.

*Instructions will be updated for Sapphire when it is released (expected 2019)

NHMRC Affiliated (eg Cancer Australia, Cancer Council NSW)

- Submit as per NHMRC applications and email additional application material to research-applications@newcastle.edu.au.
- **Please note** you will need to provide ALL separate applications by 9:00am on the day of your booking to secure an E&C Check given the eligibility overlap of these applications.

UON Academy of Reviewers

Senior peer review is offered for a select number of ARC/NHMRC schemes via the [UON Academy of Reviewers](#).

To secure this service, applicants must submit an Expression of Interest (EOI) form by the scheme-specific deadlines. Research Grants will facilitate an appropriate reviewer for each draft application.

Please note:

Due to the time constraints of the Academy members, who will also be writing and mentoring their own applications, it is necessary for draft applications to be sent to Research Grants *at least 6 weeks before the Funding Body deadline*, with the intention that a review will be returned to the applicant no later than 2 weeks before the Funding Body deadline.

External Application Coversheet

All ARC and NHMRC applications require a completed and signed External Grant Application Coversheet (DOC) to be submitted to Research Grants with the final application by the UON Deadline for Final Application.

The Coversheet must be signed by:

- The first named Chief Investigator (CIA);
- Head of School (or delegate nominee); and
- Assistant Dean (Research) and

Applications submitted without Coversheet will not be accepted.

It is the responsibility of the applicant to arrange for the completion and signing of the Coversheet by the HoS and ADR by the specified deadline.

Internal processes within Faculties and Schools may vary, so applicants are strongly encouraged to make contact with their School/Faculty support staff early to determine any specific requirements.

UON Deadline for Final Application

The UON Final Application Deadline is essential to allow several tasks to be undertaken on behalf of the applicant including but not limited to:

- Review of proposal/application budget and work to resolve any problems, inaccuracies or other issues with the proposed budget through liaison with the researcher.
- Confirmation/verification of submission compliance with current UON policies and procedures.

Faculties and Schools may set earlier deadlines to provide additional quality control on applications, or to enable peer review processes to be completed as appropriate.

The final application deadline is 5:00pm, one (1) week before the Funding Body scheme closing date. Dates will be available on the UON scheme specific web pages.

For an application to be submitted to the Funding Body, a complete, submission ready application and all required documentation must be provided to Research Grants before the deadline for final application. Required documentation includes a fully signed External Application Coversheet and all ARC/NHMRC Proformas and Certifications, if relevant. If documentation is missing, Research Grants is unable to submit the application to the Funding Body.

See the following pages for scheme-specific deadlines:

- [ARC Grants](#)
- [NHMRC Grants](#)

Triaged Levels of Service

From the opening of the scheme to the final application deadline, Research Grants will provide full telephone and email support to applicants on matters related to Funding Rules/Grant Guidelines, Instructions to Applicants, eligibility, or University compliance, including advice on Academic/HEW Salary levels, oncost rates and Funding Body budget requirements.

Applicants should contact their School or Faculty to seek additional support mechanisms such as costing of research projects, and application development assistance – these are not services provided by Research Grants.

All applications received by 9:00am on the day of the booked E&C Check will be de-submitted on the same day and provided with an E&C Check within three working days. Applicants will be provided with advice to address any key eligibility issues identified. No secondary check of the application will be provided by Research Grants.

Research Grants are unable to provide applicants who do not meet the UON final application deadline with any further advice or assistance with their application, or technical support for Funding Body application systems, once the deadline has passed. Applicants seeking assistance in completing their application after the UON final application deadline will be referred directly to the Grant Guidelines and associated documentation.

Resources

Internal Resources

- [UON Online Booking System for Eligibility and Compliance Checks](#)
- [External Grant Application Coversheet](#)
- [Quick Guide – External Application Coversheet Process](#)
- [ARC Grants Application webpage](#)
- [NHMRC Grants Application webpage](#)

External Resources

- [GrantConnect](#) – The Australian Government grants information system providing information on current and future ARC or NHMRC grant funding opportunities.
- [ARC](#) and [RMS](#)
- [NHMRC](#) and [RGMS](#)