**NHMRC Career Development Fellowships**

**Referee Report Form 2012**

**IN CONFIDENCE**

*Referee reports are* ***only*** *sought for* ***short-listed*** *CDF applications. Hence the call for referee reports is made via an RGMS-generated email in June 2012. Referee reports are due by* ***5:00 pm AEST 5 July 2012.***

*\*\*Please note that a missing referee report does not render an application ineligible, but does severely limit the range of information available to Peer Review Panels on which to base their judgement. Peer Review Panels assess each application solely on the information provided.\*\**

**WHO SHOULD COMPLETE THIS REPORT**

This report is to be completed by the referee nominated by the applicant in their application. This referee is to be ‘independent’ and meet the following requirements:

* The referee is to have had no substantive social, teaching or supervisory contact with the applicant or to have any previous or current collaborations with the applicant. In general the period to consider for these situations is whether they arose within the last five years.
* The referee is to have no planned future collaborations, or financial interests in the application.
* The referee should not be at the applicant’s current institution.
* The referee does not have to be Australian or Australian based.
* The referee should be knowledgeable in the applicant’s field of study.

**INFORMATION TO CONSIDER WHEN COMPLETING THIS REFEREE REPORT FORM**

NHMRC Career Development Fellowships are prestigious, highly competitive awards for high performing researchers in the early to mid-stages of their careers. The purpose of the Career Development Fellowship scheme is to provide support for outstanding health and medical researchers to undertake research that is of major importance in its field and of significant benefit to Australian health and medical research.

Further information about Career Development Fellowships including the *Funding Rules* can be found at:

<http://www.nhmrc.gov.au/grants/apply-funding/career-development-fellowships>

**SUBMITTING THE REPORT**

Referee reports are provided to the NHMRC in-confidence. Applicants will not be able to access or view the content of this report.

**Deadline for Submission:**

This referee report should be uploaded to the NHMRC’s *Research Grants Management System* (RGMS) by **5:00 pm AEST** **5 July 2012.**

*Applicants and Administering Institutions are responsible for ensuring that referee reports are obtained by the due date. Late referee reports will not be accepted.*

**Naming Convention for Referee Reports:**

The referee report should be named using the following naming convention:

[Application ID]\_[Surname of Applicant]\_Referee Report by[Surname of Referee]

e.g. APP1234567\_Smith\_Referee Report by Bloggs

**How to Submit your Referee Report:**

Please convert your completed report to a **PDF** document before submitting.

The referee report is submitted in RGMS against the application for which you are providing a report as follows:

1. Log into RGMS: [www.rgms.nhmrc.gov.au](http://www.rgms.nhmrc.gov.au)
2. From the left hand menu, under the heading ‘Custom Objects’ click on the ‘Referee Comment List’ link
3. Click on ‘New’ button
4. Initiative – Select ‘Career Development Fellowships’ from the drop down menu
5. Round – Select ‘2012\_ Career Development Fellowships\_funding\_commencing\_2013’
6. Application – Click on the binoculars and select the relevant applicant for which you are providing a reference and click ‘Add’
7. Comments – Click on the browse button and upload your PDF
8. Click on ‘Submit’

Your report has now been uploaded. Both you and the applicant will receive an automated email confirming submission of your referee report.

**Once a referee report has been submitted in RGMS there is no access to delete, change or re-submit the report. This report is final.**

If the referee does not have an RGMS account, completed referee reports must be submitted by email to [career.development@nhmrc.gov.au](mailto:career.development@nhmrc.gov.au) no later than **5:00 pm AEST** **5 July 2012**. Please submit the report as a PDF document using the naming convention described above.

**CONTACTING THE NHMRC**

All enquiries should be directed through the Research Help Centre by phone on **1800 500 983** or by email to [help@nhmrc.gov.au](mailto:help@nhmrc.gov.au).

**THANK YOU**

Thank you for taking the time to provide comment on the applicant. It is a very important part of the process, and provides panel members with valuable information in making a decision in these very competitive awards. We appreciate your contribution to this assessment.

**CAREER DEVELOPMENT FELLOWSHIP REFEREE REPORT 2012**

**INFORMATION ABOUT THE APPLICANT**

|  |  |
| --- | --- |
| **Application ID** | Click here to enter text. |
| **Title** | Click here to enter text. |
| **First Name** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **Institution** | Click here to enter text. |

**INFORMATION ABOUT THE PERSON COMPLETING THIS REPORT**

|  |  |
| --- | --- |
| **Title** | Click here to enter text. |
| **Given Name** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Institution** | Click here to enter text. |
| **Position** | Click here to enter text. |

Please enter your comments on the applicant against each of the five CDF selection criteria given below.When formulating your comments, please consider the performance of the applicant relative to the opportunities they have had.

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| --- |
| **Criterion 1: Track Record**  Track record relative to opportunity. Components of track record may include: publications, grants, peer recognition, prizes and awards, research translation, contributions to research training, contributions to professional activities, industry engagement.  **Note:** It is recognised that Aboriginal and Torres Strait Islander applicants often make additional valuable contributions to policy development, clinical/public health leadership and/or service delivery, community activities and linkages, and are often representatives on key committees. If applicable, these contributions will also be considered when assessing research output and track record. |

**Comments:**

Click here to enter text.

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| **Criterion 2: Potential**  Potential for further career development in health and medical research. |

**Comments:**

Click here to enter text.

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| --- |
| **Criterion 3: Career Development Strategy**  Quality of career development strategy. |

**Comments:**

Click here to enter text.

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| --- |
| **Criterion 4: Research Proposal**  Quality of the research proposal, taking into account interface with the aims of the CDF scheme. |

**Comments:**

Click here to enter text.

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| --- |
| **Criterion 5: Research Environment**  Quality of the research environment and, for Industry applicants, the Industry Partner. |

**Comments:**

Click here to enter text.

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| --- |
| **Additional Comments (Optional):**  If you wish to do so, use this section to make any additional comments about the applicant. |

**Comments:**

Click here to enter text.