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# Practitioner Fellowships

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The information and support documents on this scheme are for reference ONLY and will be updated as soon as the latest versions are available.

## Critical dates

Wednesday **9 December 2015**

**Applications open in RGMS**

Thursday **14 January 2016**

**1st Internal date for review by RIC**

Wednesday **27 January 2016**

**Final submission due to RIC**

## Overview

The Practitioner Fellowships scheme is a key element in NHMRC’s commitment to accelerate the bridging of the gap between the acquisition of new knowledge from research and its implementation into practice and policy.

The scheme aims to support research which results in the translation of new evidence into improved clinical practice and health policy and which delivers improvements in health and healthcare to Australians.

The [Changes to the Practitioner Fellowship scheme for 2015](file://localhost/funding/docs/changes_to_practitioner_scheme_for_2015.pdf) document contains important updates to this scheme. Changes to the RGMS sections can be found on the NHMRC [website](http://www.nhmrc.gov.au/book/nhmrc-advice-and-instructions-applicants-2015/practitioner-fellowships-scheme-specific-advice-0).

RIC has a [Submission Policy for Major ARC/NHMRC Grants Rounds](file://localhost/funding/submission-policy-major-grant-rounds.html). Please review the full policy prior to submitting your application as it applies to this scheme and will be strictly adhered to.

## Steps to be completed by Chief Investigator A (CIA):

## Submit a Notice of Intent (NOI)

The [NOI](http://noi.mro.unimelb.edu.au/) should be completed early to provide RIC with CIA contact details.

## Complete/update RGMS Profile and CV

The CI will need to obtain access to [TG](http://www.theguardian.com/au) to complete this step.

## Review the funding documents

The CI should read the NHMRC All Schemes and Practitioner Fellowship Specific Funding Rules, Advice and Instructions to Applicants and Guide to Peer Review documents. These documents can be found on the Support documents tab above.

## Complete draft application in RGMS

A pre-formatted Microsoft Word [template](https://www.nhmrc.gov.au/_files_nhmrc/file/grants/apply/fellowships/2015/grant_proposal_template_practitioner_fellowships_2015.doc) for the Grant Proposal should be downloaded from the NHMRC website. Applicants must use this template to complete their Grant Proposal without changing the formatting in any way, as this could render applicants ineligible.

## Email a draft application to RIC

Email a draft application to [RIC](mailto:nhmrc-people-support@unimelb.edu.au) for review. A hardcopy is not required.

* + Use the ‘Request Latest Snapshot Report’ function in [RGMS](http://www.rgms.nhmrc.gov.au/).
  + Email two snapshot reports, the draft Grant Proposal (as a PDF) and a completed UOM Lodgement Form. A UOM Authority to Submit form is **not** required at this stage.

RIC will send an email upon receipt.

## Complete the application after feedback

After taking feedback from RIC into consideration, complete the application in [RGMS](http://www.rgms.nhmrc.gov.au/). It is suggested advice is sought from colleagues, Faculty Mentors, etc. before finalising the application.

## Certify the application in RGMS

Certify the application via the ‘CI Certification’ function in [RGMS](http://www.rgms.nhmrc.gov.au/). Snapshot reports will be automatically generated, please wait for these to be produced. The application will be locked once certified and status then will be Submitted to RAO.

## Submit the *UOM Authority to Submit* form

The form must be submitted to RIC in hardcopy before 5:00pm on the final *internal closing date*. This form should include:

* + Completed compliance and eligibility section
  + Signature of the CI and Head of Department/Institute Director.

A hardcopy of the RGMS application is **not** required.

Note that this is an NHMRC requirement and the application cannot be submitted to NHMRC until RIC receives this form.

## RIC will submit the application

Once the application has been submitted to NHMRC, the CIA will receive RGMS notification.

## Supporting documents

### NHMRC

* [NHMRC Practitioner Fellowship](http://www.nhmrc.gov.au/grants/apply-funding/practitioner-fellowships)
* Funding rules: [All schemes](http://www.nhmrc.gov.au/book/nhmrc-funding-rules-2015/nhmrc-funding-rules-2015) - [Practitioner Fellowship specific](http://www.nhmrc.gov.au/book/nhmrc-funding-rules-2015/practitioner-fellowships) (now produced in HTML)
* Advice and Instructions to Applicants: [All schemes](http://www.nhmrc.gov.au/book/nhmrc-advice-and-instructions-applicants-2015-0) - [Practitioner Fellowship specific](http://www.nhmrc.gov.au/book/nhmrc-funding-rules-2015/practitioner-fellowships)
* Peer Review Guidelines: [All schemes](http://www.nhmrc.gov.au/book/guide-nhmrc-peer-review-2015) - [Practitioner Fellowship specific](http://www.nhmrc.gov.au/book/guide-nhmrc-peer-review-2015/practitioner-fellowships)
* [Grant Proposal template](https://www.nhmrc.gov.au/_files_nhmrc/file/grants/apply/fellowships/2015/grant_proposal_template_practitioner_fellowships_2015.doc)
* [RGMS Offline Forms](http://www.nhmrc.gov.au/grants/research-grants-management-system-rgms)
* [RGMS CV and Profile requirements by scheme](file://localhost/funding/docs/rgms_profile_and_cv_requirements_for_2014_schemes.pdf)

### RIC

* [UOM Lodgement Coversheet](file://localhost/funding/docs/nhmrc_pracfell_2015_lodgementcoversheet_v1_0.docm)
* [UOM Authority to Submit form](file://localhost/funding/docs/nhmrc_pracfell_2015_authoritytosubmit_v2_-_copy.docm)
* For copies of previous successful Practitioner Fellowship applications held in the RIC Library please contact us via [nhmrc-people-support@unimelb.edu.au](mailto:nhmrc-people-support@unimelb.edu.au)
* [Faculty Grant Coordinators/Mentors](file://localhost/funding/faculty-grant-coordinators.html)

Questions and primary email [nhmrc-people-support@unimelb.edu.au](mailto:nhmrc-people-support@unimelb.edu.au)

## Key contacts

|  |  |
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| **Sybil Woolfson** | 8344 2062 |

* [Staff Intranet](https://staff.unimelb.edu.au/research)
* [Contact us](file://localhost/contact-us.html)
* [Find an expert](http://findanexpert.unimelb.edu.au/)

## Close

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