[Research](https://research.unimelb.edu.au/index.html" \l "home) / [Work with us](https://research.unimelb.edu.au/index.html#work) / [How we support your research](https://research.unimelb.edu.au/how-we-support.html) / [NHMRC Funding](https://research.unimelb.edu.au/funding/nhmrc/scheme-list.html)

Project Grants

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**Critical dates**

Wednesday **13 January 2016**

**Applications open in RGMS**

Monday **15 February 2016**

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

Wednesday **17 February 2016**

**Minimum Data due**

Thursday **10 March 2016**

**Final submission due to RIC**

**Overview**

The objective of the Project Grants scheme is to support the creation of new knowledge by funding the best investigator-initiated research project plan of five years or less, in any area relevant to human health.

A Project Grant application must outline a research proposal that describes the investigation of a new research idea(s). The proposal must support a particular set of aims and the budget must be directed to those aims. Single investigators or teams of up to 10 Chief Investigators (CIs) are supported as well as New Investigators (early career investigators).

Applicants can choose whether to apply for funding from only one or several organisations that offer funding through the NHMRC Project Grants scheme. Applications for the following funding bodies will be required to complete Supplementary Questions in addition to the standard NHMRC Project Grants application:

* Cancer Council Victoria funds projects between one and three years, providing up to $100,000 per annum
* Cancer Australia varies between the three funding categories, funding projects between one and three years and providing up to $100,000 or $200,000 per annum depending on the category.

1. 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.

1. Complete/update RGMS Profile and CV

The CI will need to obtain access to [RGMS](http://www.rgms.nhmrc.gov.au/) to complete this step.

1. Review the funding documents

The CI should read the *NHMRC Funding Rules 2016* and Project Grants scheme-specific funding rules 2016, Advice and Instructions to Applicants and Guide to Peer Review documents. These documents can be found on the Support documents tab above.

1. Complete draft application in RGMS

Complete the draft application in [RGMS](http://www.rgms.nhmrc.gov.au/). A pre-formatted Microsoft Word [template](http://www.nhmrc.gov.au/_files_nhmrc/file/grants/apply/projects/2015/final_2016_pg_grant_proposal_template.docx) for the Grant Proposal should be downloaded from the NHMRC website. Applicants must use this template to complete their Grant Proposal.

1. Email a 'Review ready' application to RIC

Email a draft application to [RIC](mailto:nhmrc-project@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.
  + If applicable, also email Supplementary Questions for Cancer Australia and Cancer Council Victoria.

RIC will send an email upon receipt.

1. 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.

1. 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.

1. Cancer Australia and/or Cancer Council Victoria Supplementary Question forms

The only documents that should be sent to RIC are the Cancer Australia and/or Cancer Council Victoria Supplementary Question forms. The Supplementary Questions must be provided as a .doc or .docx file to [RIC](mailto:nhmrc-project@unimelb.edu.au) once the application has been certified and before delivery of the UOM Authority to Submit form.

1. UOM Authority to Submit form

CIA to deliver a hardcopy of the fully completed UOM Authority to Submit form (the full application is unnecessary) to the RIC Health and Medical team ***new 2016 location – Ground Floor, 780 Elizabeth Street (near corner Grattan and Elizabeth St****)* before 5pm 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.
  + Written evidence (e.g. email) from all CIs and AIs. This evidence must clearly state the application ID number and include the relevant "I certify..." text provided in the Authority to Submit form. Suggested wording is provided in the accompanying support document. All written evidence must be attached to the finished Authority to Submit form with the other signatures.

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.

1. RIC to submit the application to NHMRC

RIC will then submit the application to NHMRC and CIA will receive a RGMS notification once this has been done.

**NHMRC**

* [NHMRC Project Grant](http://www.nhmrc.gov.au/grants-funding/apply-funding/project-grants)
* Funding Rules: [All Schemes](http://www.nhmrc.gov.au/book/nhmrc-funding-rules-2016/NHMRC-funding-rules-2016) and [Project Grant specific](http://www.nhmrc.gov.au/book/nhmrc-funding-rules-2016/project-grants-scheme-specific-funding-rules-2016)
* Advice and Instructions to Applicants: [All Schemes](http://www.nhmrc.gov.au/book/nhmrc-advice-and-instructions-applicants-2016/nhmrc-advice-and-instructions-applicants-index-2016) and [Project Grant specific](http://www.nhmrc.gov.au/book/nhmrc-advice-and-instructions-applicants-2016/project-grants-scheme-specific-advice-and)
* [Important information for applicants including key changes](https://www.nhmrc.gov.au/2016-project-grants-application-information)
* [Important peer review information](https://www.nhmrc.gov.au/2016-project-grants-peer-review-information)
* [Grant Proposal template](http://www.nhmrc.gov.au/_files_nhmrc/file/grants/apply/projects/2015/final_2016_pg_grant_proposal_template.docx)
* [Project Category Grant Descriptors](https://www.nhmrc.gov.au/_files_nhmrc/file/grants/admin/project/attachment_a_2016_project_grants_category_descriptors_pdf_58kb.pdf)
* [Guidance for applicants to address the project grants assessment criteria](https://www.nhmrc.gov.au/_files_nhmrc/file/grants/admin/project/attachment_b_2016_guidance_for_applicants_pdf_46kb.pdf)
* [Project Grants Indigenous Category Descriptors](https://www.nhmrc.gov.au/_files_nhmrc/file/grants/admin/project/attachment_c_2016_project_grants_indigenous_category_descriptors_pdf_47kb.pdf)
* [Project/Program Grant Eligibility Rules](https://www.nhmrc.gov.au/_files_nhmrc/file/grants/admin/project/attachment_d_2016_project-program_grant_eligibility_rules_pdf_15kb.pdf)
* [Budget mechanism for funding commencing 2017](http://www.nhmrc.gov.au/grants-funding-apply-funding/budget-mechanism-funding-commencing-2017)
* [Direct Research Costs Guidelines (DRCs)](http://www.nhmrc.gov.au/_files_nhmrc/file/grants/funding/funded/manage/policy/drc_principles%20guidelines_1%20january_2014.pdf)
* [RGMS Offline Forms](https://www.rgms.nhmrc.gov.au/login/login.fcc?TYPE=33554433&REALMOID=06-000753f3-5a50-1448-bd78-d0f1ac10300d&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=d6qLnZEXRypwxyUDSA8a0TsiCUYouvBsVRPXNmz4sH1FVWe5WeGVDgdr44r0hjmb&TARGET=-SM-http%3a%2f%2fwww%2ergms%2enhmrc%2egov%2eau%2f)) (accessible via RGMS entry only, under Applicants tab)
* [RGMS Character Count online tool](http://www.nhmrc.gov.au/_files_nhmrc/rgms_charcount/rgms_char_count.html?utm_medium=email&utm_campaign=NHMRC+Research+Tracker+-+6+February+2015&utm_content=NHMRC+Research+Tracker+-+6+February+2015+CID_18f41afa614855d6a629096152b72f52&utm_source=Mailbuild&utm_term=NHMRC%20website)
* [Project Grant CV requirements](https://www.nhmrc.gov.au/book/nhmrc-advice-and-instructions-applicants-2016/project-grants-scheme-specific-advice-and/2-cv)
* [Research Classification Guides](http://www.nhmrc.gov.au/grants-funding/policy/australian-standard-research-classifications-and-nhmrc-research-keywords-and-p)
* Indigenous Research Excellence Criteria - see [Section 6.3 of the NHMRC Funding Rules 2016](http://www.nhmrc.gov.au/book/nhmrc-funding-rules-2016/6-assessment-criteria)

**RIC**

* UoM Lodgement Coversheet (to follow)
* UoM Authority to Submit Form (to follow)
* Suggested wording for CI & AI written consent (to follow)
* Copies of previous successful Practitioner Fellowship applications can be accessed via UOM login in the [RIC Library](http://grantslibrary.mro.unimelb.edu.au/). Applicants without UOM login should contact RIC staff via [email](mailto:nhmrc-people-support@unimelb.edu.edu.au) to request copies.
* Information Seminars Part 1 and Part 2 - [access presentation slides](https://mro.unimelb.edu.au/professional-development/materials-past-seminars) (Available to UOM applicants only & requires UOM login)
* [Faculty Grant Coordinators/Mentors](https://research.unimelb.edu.au/funding/faculty-grant-coordinators.html)

**Other**

* [Cancer Australia documentation](http://www.nhmrc.gov.au/_files_nhmrc/file/grants/funding/2015/cancer_australia_and_funding_partners_pdf_90kb.pdf)
* [Cancer Council Victoria documentation](http://www.cancervic.org.au/research/biomedical/grants-in-aid/national_cancer_research_grant_applications.html)
* RAO details for supplementary questions (details to follow)

Questions and primary email: [nhmrc-project@unimelb.edu.au](mailt:nhmrc-project@unimelb.edu.au)

**Key contacts**

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| --- | --- |
| **Sybil Woolfson** | 8344 2062 |
| **Anne Coco** | 8344 8265 |

* [Staff Intranet](https://staff.unimelb.edu.au/research)
* [Contact us](https://research.unimelb.edu.au/contact-us.html)
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* [Partner with us](https://research.unimelb.edu.au/)
  + [Research engagement](https://research.unimelb.edu.au/partner/research-engagement.html)
  + [Technology licensing & IP](https://research.unimelb.edu.au/partner/technology-licensing.html)
  + [Customised programs](https://research.unimelb.edu.au/partner/programs.html)
* [Work with us](https://research.unimelb.edu.au/)
  + [Working at Melbourne](https://research.unimelb.edu.au/index.html#work)
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