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

Research Fellowships

[Overview](#overview) [How to apply](#how) [Support documents](#resources) [Contacts](#contact) [Manage your grant](http://research.unimelb.edu.au/funding/nhmrc/manage-your-grant.html)

**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 Research Fellowships Scheme aims to recruit and support Australia’s very best medical and health research talent in research during the most productive years of their research life. It also helps to further develop them as leaders in their field and contribute to the Australian research community through active participation.

A critical objective of the scheme is to foster an intellectual environment which supports and builds the capacity of Australian research for the future. In so doing, create knowledge through investment in research to improve health and to contribute to Australia’s prosperity.

The attached [document](http://research.unimelb.edu.au/funding/docs/Changes-to-Research-Fellowship-Funding-Rules-for-2016.pdf) contains more information about changes to the scheme.

RIC has a [Submission Policy for Major ARC/NHMRC Grants Rounds](http://research.unimelb.edu.au/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):**

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 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.

1. Complete draft application in RGMS

A pre-formatted Microsoft Word [template](http://www.nhmrc.gov.au/_files_nhmrc/file/grants/apply/funding_rules/2015/grant_proposal_template_-_research_fellowships_2016-2017.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.

1. Email 'Review ready' 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.

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. 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 RIC 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.

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 will submit the application

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

**Supporting documents**

**NHMRC**

* [NHMRC Research Fellowship](http://www.nhmrc.gov.au/grants-funding/apply-funding/research-fellowships)
* Funding Rules: [All Schemes](http://www.nhmrc.gov.au/book/nhmrc-funding-rules-2016/NHMRC-funding-rules-2016) and [Research Fellowship specific](http://www.nhmrc.gov.au/book/nhmrc-funding-rules-2016/NHMRC-funding-rules-2016/research-fellowships-scheme-specific-funding) (applicants must refer to both)
* Advice and Instructions: [All Schemes](http://www.nhmrc.gov.au/book/nhmrc-advice-and-instructions-applicants-2016/nhmrc-advice-and-instructions-applicants-index-2016) and [Research Fellowship specific](http://www.nhmrc.gov.au/book/nhmrc-advice-and-instructions-applicants-2016/nhmrc-advice-and-instructions-applicants-index) : applicants must refer to both
* [Changes to Research Fellowship Rules for 2016](http://research.unimelb.edu.au/funding/docs/Changes-to-Research-Fellowship-Funding-Rules-for-2016.pdf)
* [Grant Proposal template](http://www.nhmrc.gov.au/_files_nhmrc/file/grants/apply/funding_rules/2015/grant_proposal_template_-_research_fellowships_2016-2017.doc) (mandatory use)
* Peer Review Guidelines: [All schemes](http://www.nhmrc.gov.au/book/guide-nhmrc-peer-review-2016/guide-nhmrc-peer-review-2016) and [Scheme Specific](http://www.nhmrc.gov.au/book/guide-nhmrc-peer-review-2016/guide-nhmrc-peer-review-2016/research-fellowships-scheme-specific) : applicants must refer to both
* [RGMS Character Count](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) online tool \*NEW\*
* [RGMS Offline Forms](http://www.nhmrc.gov.au/grants-funding/research-grants-management-system-rgms) (review via RGMS entry only)
* [RGMS User Guides](http://www.nhmrc.gov.au/grants-funding/research-grants-management-system-rgms/rgms-training-program)
* [Research Fellowship CV requirements](http://www.nhmrc.gov.au/book/nhmrc-advice-and-instructions-applicants-2015/1-curriculum-vitae-cv-requirements)
* [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](http://research.unimelb.edu.au/funding/docs/nhmrc_research-fellowship_2017_lodgementform.docm)
* [UOM Authority to Submit Form](http://research.unimelb.edu.au/funding/docs/NHMRC-ResearchFells-2017-AuthorityToSubmit.docm)
* [Faculty Grant Coordinators/Mentors](http://research.unimelb.edu.au/funding/faculty-grant-coordinators.html)

Copies of previous successful Research 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.

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

**Key contacts**

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

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

**Close**

* [About us](http://research.unimelb.edu.au/index.html#home)
* [Our Research](http://research.unimelb.edu.au/index.html#places)
* [Study with us](http://research.unimelb.edu.au/index.html#study)
* [Partner with us](http://research.unimelb.edu.au/)
  + [Research engagement](http://research.unimelb.edu.au/partner/research-engagement.html)
  + [Technology licensing & IP](http://research.unimelb.edu.au/partner/technology-licensing.html)
  + [Customised programs](http://research.unimelb.edu.au/partner/programs.html)
* [Work with us](http://research.unimelb.edu.au/)
  + [Working at Melbourne](http://research.unimelb.edu.au/index.html#work)
  + [Funding and support](http://research.unimelb.edu.au/how-we-support.html)
* [Contact us](http://research.unimelb.edu.au/contact-us.html)