



## Submission Guidelines for NHMRC Postgraduate Research Scholarships 2010 Medical/Dental, Biomedical, Public Health, Primary Health Care, Pharmacy Practice, Indigenous Australian Health Research, Partnership Scholarships

Closing Date for Initial Submission:

**Friday, July 10, 2009.** This earlier closing date is required to allow the Research Office to check your application and complete the RAO section of the form before submitting it to the NHMRC. Applications submitted earlier would be very welcome.

Request Application ID # from:

[roscholarships@usyd.edu.au](mailto:roscholarships@usyd.edu.au) (see instruction on page 2)

Submit applications to:

Research Scholarships, Research Office,  
Level 6, Jane Foss Russell Building, G02,  
The University of Sydney NSW 2006

Initial Submission (due at the Research Office by Friday, 10 July 2009):

**1 single-sided printed copy of the Adobe LiveCycle Form (with signatures), 1 printed copy of the additional PDF file (containing Section 6 and certified copies of your academic transcripts and registration documents) plus evidence of Australian Citizenship or residency, plus any ethics clearances you have secured.** Please DO NOT use staples on your documents. Once your application has been checked and any revisions made, you will be asked to provide electronic files for submission by the Research Office to the NHMRC.

Final Submission (as requested individually by the Research Office)

This will be requested once the checking of your printed material is complete. You will be asked to provide a CD containing a saved version of the Adobe LiveCycle Form, plus the additional PDF file.

Administrative contacts:

Ellen Spinner, Scholarships Officer, Research Office, Tel: (02) 8627 8114 (Wed-Fri)  
OR Lara Fourro, Scholarships Officer, Research Office, Tel: (02) 8627 8115 (Mon - Fri)  
Fax: (02) 8627 8145, Email: [roscholarships@usyd.edu.au](mailto:roscholarships@usyd.edu.au)

It is essential that applications must be completed with reference to the *NHMRC Scholarships Advice and Instructions to Applicants 2010*, *NHMRC Scholarships Funding Policy 2010*, the *Adobe LiveCycle Form User Manual For Applicants* and the guidelines below.

<http://www.nhmrc.gov.au/fellows/types/granttype/scholars/index.htm>

Carefully read the *Scholarship Funding Policy* document to check that you are eligible to apply for these scholarships. In particular, note that **you will not be eligible if:**

- you are already in receipt of an Australian Postgraduate Award (APA) or equivalent Australian Government funded scholarship (e.g. APAI or EIPRS). If however you are receiving a University of Sydney scholarship, a Supervisor funded scholarship, or a non-government funded external scholarship you are eligible to apply or;
- you are in the final year of an honours degree.

Using the hard copy that you provide in your initial submission, the Research Office will review your application and provide feedback/suggestions where relevant. The RO will also check that academic transcripts, evidence of medical certification/registration, citizenship/residency have been provided, and that all necessary signatures have been secured. You will then be asked to provide the electronic files comprising the application (Saved version of the Adobe LiveCycle Application form and the additional .PDF file) and these will be forwarded by the Research Office to the NHMRC.

#### **Application ID:**

If you are eligible to apply for an NHMRC scholarship, you will require a unique ID number which is to be referenced throughout the application. To obtain an ID please email: [roscholarships@usyd.edu.au](mailto:roscholarships@usyd.edu.au) with subject heading "**NHMRC – Request for ID**", and specify in the body of the email your full name, address, phone number and the scholarship for which you are applying, e.g. Medical and Dental Scholarship. If you will be conducting your research at a hospital, please also include details of which hospital.

If you have been issued with an ID number in a previous year but did not apply, you will need to request a new ID number. If you request an ID number, but later decide not to proceed with your application, please let the Scholarships Officer know.

#### **Completion of application:**

From the NHMRC 'Advice and Instructions to Applicants' document and the 'Adobe LiveCycle Form User Manual' you will see that there are some basic system requirements for you to be able to complete the Adobe LiveCycle form. The Research Office is unable to offer technical assistance regarding these requirements. As well as completing the Adobe LiveCycle form, you must also prepare an additional PDF file incorporating your academic transcript, medical registrations, Section 6 and any supplementary information.

Please **DO NOT** follow the advice in the 'Adobe LiveCycle Form User Manual For Applicants' with regard to submitting your LiveCycle form to the RAO. Instead, please follow the advice provided at the end of this document.

### **Q1.1 Level and Type of Award**

#### **Higher Degree Proposed**

Advice received from NHMRC is that it is unusual for Masters by Research applicants to be awarded a scholarship. If you are required to first enrol in a Masters before you are permitted to upgrade to a PhD, please attach an explanation letter from your Faculty and include it after Section 6 in the additional PDF file.

#### **Are you currently enrolled for this award?**

If you are not already enrolled for the Higher Degree Proposed, you will need to apply for a place as a student in 2010 via the relevant Faculty office. Closing dates vary. If you are already enrolled for the degree and have upgraded from a Masters to a PhD, your initial date of enrolment should be the date of enrolment in your Masters degree.

### **Q1.6 Access Eligibility**

Examples of the type of Institution or Centre referred to in this section include CSIRO, ANSTO or any CRC. If you are not receiving or applying for support from one of these bodies your answer to this question should be 'No'.

### **Q1.11 Administering Institution**

Even if your studies will be carried out at a separate Hospital or Research Institute, please select 'The University of Sydney'.

### **Section 3. Ethics Clearances**

Final clearances are not required at the time of submission of the scholarship application. However, payment of the scholarship cannot commence until all ethics approvals are granted or ratified by the relevant University of Sydney Ethics Committee or approval from the Training Awards Committee has been given to begin preparatory work not requiring ethics approval. It is important to discuss the status/requirement of clearances with your proposed supervisor. Any ethics documentation that you have should be included as hard-copy only in your initial submission.

Your supervisor may already have clearances for the project you will undertake. However you must ensure that you are named as authorised personnel in the ethics approval for the project.

Information on ethics clearances can be obtained from the University's Ethics Office - <http://www.usyd.edu.au/ro/ethics/default.shtml>.

**Important Note:** Any ethics approvals obtained from hospital/area health service ethics committees must also be ratified by the relevant University Ethics Committee. Please see <http://www.usyd.edu.au/ethics/human/hosp/hospital.html> for further information on ratification.

## Section 4 Applicant Details

### Q4.1 Personal Details

Correspondence regarding your application will be sent to your home address in November/December. Notify the Research Office of any address change.

**All applicants must submit certified proof of citizenship or permanent residency or evidence of an application for permanent residency with the hard-copy of their application when it is submitted to the Research office.** Certification of documents can be carried out by anybody entitled to sign a Commonwealth Statutory declaration and you can find a list of these here: [http://www.ag.gov.au/www/agd/agd.nsf/Page/Statutorydeclaration\\_Statutorydeclarationsignatorylist](http://www.ag.gov.au/www/agd/agd.nsf/Page/Statutorydeclaration_Statutorydeclarationsignatorylist)

*Australian citizens:* Attach a certified copy of your birth certificate, passport or citizenship certificate or passport.

*Australian permanent residents:* Attach a certified copy of your passport, showing your personal details and the permanent resident visa. Australian permanent residents must currently reside in Australia.

*Applicants for Australian permanent residency:* Attach a certified copy of the letter confirming receipt of your application

*New Zealand citizens:* Attach a certified copy of your Special Category Visa, or a certified copy of the letter confirming your application for a Special Category Visa.

### Q 4.6 Detail Undergraduate Performance

You do not need to list all of your undergraduate subjects as shown in your academic transcript in this section. Advice from NHMRC is that it is sufficient to list your degree, level of Honours, year of graduation and the Institution. If you have subjects with excellent results that you wish to highlight, you could choose to list any subjects in which you achieved an HD or D.

If your most recent degree was attained overseas, you must include a letter from your Faculty to confirm that your overseas qualifications are equivalent to Australian qualifications required for admission to the University. (Please note: before requesting a letter you must apply for admission into the degree at the relevant Faculty.)

Include original or certified copies of your academic transcripts after Section 6 on the additional PDF file that will be provided as a separate attachment to the LiveCycle Application form. The transcripts must provide an explanation of grading (usually found on the reverse side). For transcripts in languages other than English, certified translations must be included. Original documents included with your application will not be returned.

Graduates with further professional training must include an original or certified copy of proof of qualification. eg FRACP, Pharmacy Board registration after Section 6 on the additional .pdf file.

### Q4.9 Career Work and Training History

Please note that this section only needs to be completed if you are applying for a Training Scholarship in Indigenous Health Research.

## Section 5 Publications

**DO NOT** list articles that have **not yet been accepted** for publication. The NHMRC instruction booklet requests applicants to include the most recent impact factor for the journal in which they have published their article. To find out the most recent impact factors, applicants should:

1) Consult the ISI Web of Knowledge database at Fisher Library  
<http://www.library.usyd.edu.au/databases/dbtitlew.html>

2) Click on the 'Select a database' tab, then click on the 'Journal Citation Reports' option. Once there you can either search or browse to reach the relevant title.

## Section 6 Research

This section must be prepared in consultation with your proposed supervisor and must be included in the additional PDF file that will accompany the Adobe LiveCycle Application Form. The additional PDF file must be saved using the following naming convention: **ApplicationID\_Familyname.pdf**

Please ensure that you follow the formatting guidelines listed in the '*NHMRC Advice and Instructions to Applicants*' booklet.

## Section 7 Forms

Reports from your Supervisor and Independent Referee must be emailed directly to NHMRC at NHMRC.Referee.CARSS@NHMRC.gov.au by **31 July 2009**. Your application will be deemed **ineligible** if your Supervisor's report is not received.

Your **Independent Referee** must be knowledgeable in the field of study, but must be someone who you have not had substantive professional or private contact with. Also, your recent/planned supervisors must not have had any previous or current collaboration with them. **Your Independent Referee must not be from your current institution.**

DO NOT submit referee reports to the Research Office with your scholarship application. Please remind your Supervisor that a brief CV in PDF format must be included along with the completed referee report form (details of information and formatting required are outlined on the form).

## Section 8 Certifications

**After you print your Application Form, you must then secure the signatures of your Proposed Supervisor and Head of Intended Department before the initial submission of the hard-copy of your application at the Research Office. You must also sign the form.**

The Head of Intended Department refers to the Head of the Department or School in which you are enrolled or intend to enrol at the University of Sydney.

### Certification by Head of Administering Institution

Please enter the following information into this section:

Title: Mr

Initial: W

Family Name: Dawson

Department: Research Office, University of Sydney

The Research Office will arrange for the signature of Mr Dawson.

**Initial submissions close Friday, 10 July 2009 (early applications welcomed).  
The Research Office will check all applications and submit them to NHMRC by 31 July 2009.**

### Saving the Adobe LiveCycle Form (This is only requested after the initial submission has been checked)

Save the form as a PDF file by using the "Save As" option available from the drop-down 'File' menu on the top-left of the page. Name the file [IDnumber\_LiveCycle\_Familyname].

You may find that your file is extremely large. In order to enable the Research Office to handle the large volume of files to be forwarded to NHMRC, please shrink it via the following method:

Step 1. Export the data from the application you have been working on by:

- Open your application form;
- Click the EXPORT DATA button (on the top row on the first page);
- Save the (xml) file.

All the data from the original application is now saved in an xml file.

Step 2. Import this data into a new application form by:

- From the NHMRC web-site, download a new application form;
- In this new form, click the IMPORT DATA button (on the top row of the first page);
- Select the xml file you saved in Step 1. This will automatically import all the information you entered in your original application in a new application form;
- Save this new application form as a PDF file.

This new application form should be much smaller in size than the original and can be saved to the CD to be provided to the Research Office as your final submission.

**Please note that applicants should under no circumstances submit their application directly to the NHMRC's email address.**