Melbourne Research

University of Melbourne Policy for the Review and Submission of ARC and NHMRC Applications

Effective: 1 January 2010

Melbourne Research coordinates the submission of all applications for funding from the Australian Research Council (ARC) and the National Health and Medical Research Council (NHMRC). This document provides University of Melbourne grant applicants with information on the submission process and services provided by Melbourne Research.

Melbourne Research Application Review Process

Melbourne Research staff will undertake a compliance/technical check of applications. This means that Melbourne Research will check each application against the funding rules and application guidelines to identify areas of potential non-compliance.

A feedback form will be emailed to the lead chief investigator suggesting where changes to the application may be required. Chief investigators are then required to review the feedback provided in line with the relevant applicant rules/guidelines. At this point, information will also be provided on how to submit the final version of the application to Melbourne Research.

Melbourne Research does not review the research project component of a proposal. It is the responsibility of Faculties to ensure that appropriate peer-review systems are in place. Nevertheless, for some schemes, Melbourne Research may arrange (e.g. engage a consultant) the review of the project proposal section of the application. Such additional support will generally be communicated in advance of the funding round.

Ultimate responsibility for the application, its eligibility and completeness remains with the applicant.

Melbourne Research Submission Closing Dates

Internal due dates will be listed on the relevant Melbourne Research webpage (see www.research.unimelb.edu.au/rgc/grants/find/schemes) and circulated to Deans, Associate Deans (Research), HOD and Faculty Research Managers.

Internal due dates must be strictly adhered to.

Review and Submission Service Levels

<table>
<thead>
<tr>
<th>Application submitted to Melbourne Research</th>
<th>Service provided</th>
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<tbody>
<tr>
<td>Completed application (excluding research project proposal section) received by the internal closing date</td>
<td>Full technical/compliance review with feedback provided to the applicant</td>
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<tr>
<td>Completed final application received by the final due date communicated to the applicant in the feedback provided</td>
<td>The application will be checked to ensure that the feedback provided by Melbourne Research has been addressed and the application will be submitted to the sponsor.</td>
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Exceptions

Requests to submit applications to Melbourne Research after the internal closing date will only be considered under exceptional circumstances (including illness, bereavement etc).

These requests must be emailed to the relevant Research Grants Manager. All requests will be considered by the Executive Director, Research or delegate and applicants will be notified of the outcome as soon as possible.
Applications submitted after the internal due dates set by Melbourne Research will require endorsement from the DVCR to be reviewed and/or submitted outside of the above process.

**Application Roles and Responsibilities**

**Applicant**
- Create account/log on to system and ensure all CIs/PIs also have accounts created well in advance of the internal due date.
- Review the relevant sponsor submission instructions and funding rules/guidelines and the Melbourne Research submission requirements.
- Submit a completed draft application and a signed University of Melbourne Authority to Submit form to Melbourne Research by the internal due date.
- Amend the application as per the feedback received from Melbourne Research staff.
- Submit the final application and where relevant a completed sponsor’s certification form to Melbourne Research by the required due date.

**Melbourne Research Staff**
- Provide information and advisory sessions on grant applications, budgeting and on-line research management systems.
- Organise scheme specific internal reviews by individuals/panels (communicated in advance, and only for specific schemes).
- Provide advice and support to applicants on preparing applications (including assistance with online forms).
- Communicate with research community on scheme-specific issues (e.g. RMS/RGMS issues)
- Conduct a technical/compliance check of applications and provide feedback
- Provide appropriate resources to applicants such as:
  - Access to a library of previous successful applications
  - Information sessions on how to submit a application
  - Salary scales for personnel budgeting purposes
  - Annotated applications
  - Applicant guide
- Check that requested changes have been made to the final application as per the initial feedback provided to the applicant by Melbourne Research. At this stage the application should be final and ready to be sent to the sponsor.
- Submit applications to the ARC and NHMRC by the external closing date.

**Faculty Staff (incl ADRs, Faculty Research Managers)**
- Ensure the provision of support for mentoring and peer review of applications.
- May provide advice on project budgeting, general project development and assistance with industry partner identification and negotiation (may seek advice from Melbourne Research).

**Heads of Department**
- Certify the Authority to Submit form
- Certify the ARC or NHMRC certification form (if applicable)
- In conjunction with Faculty, ensure the provision of support for mentoring and peer review of applications