Australian Government

Department of Health

National Health and
Medical Research Council

Medical Research Future Fund: Targeted Health System and Community Organisation Research Grant Opportunity – Round 1

Opening date:	**Wednesday 12 December 2018**
Application closing date and time:	**5pm AEDT** on **Wednesday 6 February 2019**
Commonwealth policy entity:	**Australian Government Department of Health**
Administering Entity	**National Health and Medical Research Council**
Enquiries:	Applicants requiring further assistance should contact NHMRC's Research Help Centre: P: 1800 500 983 (+61 2 6217 9451 for international callers). E: help@nhmrc.gov.au
Date guidelines released:	**Wednesday 12 December 2018**
Type of grant opportunity:	**Targeted, non-competitive**

Medical Research
Future Fund

Contents

1. Overview

The Australian Government approves funding from the Medical Research Future Fund (MRFF) for the Targeted Health System & Community Organisation Research Program

The Targeted Health System and Community Organisation Research Program was announced on Tuesday 8 May 2018 as part of disbursements under the MRFF.

The MRFF Targeted Health System and Community Organisation Research grant opportunity is designed to achieve Australian Government objectives

The Targeted Health System Research and Community Organisation Research Program is part of the Australian Government Department of Health (the Department) Portfolio Budget Statement Outcome 1. The Department works with stakeholders to plan and design the grant opportunity. As part of the program, the Targeted Health System and Community Organisation Research Grant Opportunity was designed to meet the objectives of the Program.

Research questions are sourced via two pathways and prioritised for funding

Research questions identified by Health Technology Assessment (HTA) and regulatory committees are prioritised by the national HTA Chairs Committee. Research questions identified through public consultations are prioritised by the Australian Medical Research Advisory Board (AMRAB).

The National Health and Medical Research Council (NHMRC) develops the Grant Guidelines

NHMRC plans and designs the grant opportunity according to the *Commonwealth Grants Rules and Guidelines* in consultation with the Department.

The grant opportunity opens

NHMRC publishes the Grant Guidelines and advertises on GrantConnect.

Applicants submit grant applications

Applicants complete grant applications and submit them to NHMRC.

NHMRC assesses all grant applications

NHMRC will conduct up to three review rounds per year under the grant opportunity. NHMRC assesses applications against the eligibility and assessment criteria following submission. The proposed budget is scrutinised to ensure value for money.

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NHMRC provides the outcomes of assessment

NHMRC provides advice to the Minister or their delegate on the merits of each application.

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Grant decisions are made

The Australian Government decides which grant applications will be funded.

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NHMRC notifies applicants of the outcome

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NHMRC makes a grant offer on behalf of the Australian Government

The Administering Institution's Authorised Officer accepts the grant offer on your behalf and enters into a grant agreement.

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Delivery of grant

Grantees undertake the grant activity as set out in their Research Proposal and the grant agreement. The grant will be managed by monitoring progress and making payments through the Administering Institution.

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Evaluation of the Program

The Department evaluates the Program. This evaluation is based on information collected from various sources including the grantee and the Administering Institution.

1.1 Introduction

These guidelines contain information on the MRFF Targeted Health System and Community Organisation Research grant opportunity. This is a targeted, non-competitive grant opportunity due to the specialised nature of the research questions. Applicant must read these guidelines before commencing an application.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are assessed and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated, and

- responsibilities and expectations in relation to the opportunity.

This MRFF grant opportunity will be administered by NHMRC on behalf of the Department.

2. About the grant opportunity

Background

The MRFF, established under the Medical Research Future Fund Act 2015 (MRFF Act), provides grants of financial assistance to support health and medical research and innovation in improving the health and wellbeing of Australians. It operates as an endowment fund with the capital preserved in perpetuity. At maturity, the MRFF will reach $20 billion. The MRFF provides a long term sustainable source of funding for endeavours that aim to improve health outcomes, quality of life and health system sustainability.

The MRFF investments are guided by the Australian Medical Research and Innovation Strategy 2016–2021 (the Strategy) and related set of Australian Medical Research and Innovation Priorities 2016–2018 (the Priorities), developed by the independent and expert Australian Medical Research Advisory Board (AMRAB) following extensive public consultation.

MRFF Targeted Health System and Community Organisation Research Program

This grant opportunity is part of the MRFF Targeted Health System and Community Organisation Research program (the Program), which was announced in the context of the 2018 Budget. It is part of the Australian Government Department of Health Portfolio Budget Statement Outcome 1 – Health System Policy, Design and Innovation.

The Program aims to support research that addresses questions that focus on the comparative effectiveness of health services and areas of health system practice with low or insubstantial evidence. The Program will also address gaps in knowledge and evidence relating to health system issues important to the public, providing opportunities to explore consumer-driven research. These health system research questions require more focussed research and usually reflect high community need, but low commercial interest.

The Program sources and prioritises specific health system research questions through two pathways:

1. The National Health Technology Assessment (HTA) and regulatory committees[1]

The expert committees prioritise highly directed health system research questions that address evidence gaps and progress outcomes that can have positive impacts on clinical decision making, funding decisions, and ultimately better health outcomes for the public.

2. Consumer-identified research

[1] The HTA and regulatory committees include: Medical Services Advisory Committee (MSAC), Pharmaceutical Benefits Advisory Committee (PBAC), Prostheses List Advisory Committee (PLAC), Advisory Committee on Medical Devices (ACMD) and Advisory Committee on Medicines (ACM).

The public has insights into the health system and service issues that may suffer from insufficient, or gaps in, research attention. The public can submit research topics for consideration via NHMRC's public consultation portal for prioritisation by AMRAB.

The Targeted Health System and Community Organisation Research grant opportunity will support research that addresses these prioritised health system research questions.

More than one health system research question may be available and applied for within each grant opportunity round.

The health system research question/s featured in this grant opportunity are attached to these Grant Guidelines.

The grant opportunity is being undertaken according to the *Commonwealth Grants Rules and Guidelines (CGRGs)*

2.1 Objectives of the grant opportunity

The Targeted Health System and Community Organisation Research grant opportunity aims to support research to address:

- health system research questions which aim to address critical knowledge gaps in relation to the comparative effectiveness of a health service and/or health system practice with low or insubstantial evidence, and
- gaps in knowledge and evidence relating to health system problems important to the public, providing opportunities to explore consumer-driven research.

Specific objectives of each health system research question are detailed in the Attachments.

2.2 Outcomes of the grant opportunity

The expected outcomes of the Targeted Health System and Community Organisation Research grant opportunity are to:

- address critical gaps in knowledge and evidence that inform improvements in current practice and have measurable impacts on patients and/or economic benefits
- support HTA and regulatory committees to make informed decisions on the cost effectiveness and budget impact of new and currently funded health care initiatives, and
- support consumer-driven research and research that improves clinical practice and health outcomes important to the public.

3. Grant amount

The Australian Government has allocated up to $39.8 million from the MRFF for the Program.

There will be multiple grant opportunity rounds under the Program, each featuring up to three health system research questions to be addressed.

It is anticipated that up to three grant opportunity rounds will be opened each year from 2018-19 to 2020-21.

Up to $9.8 million is available for up to three review cycles under this grant opportunity in 2018-19. The first round contains two health system research questions (Attached). It is anticipated that only one application for each health system research question will be funded.

4. Grant eligibility criteria

To be eligible for consideration applications must satisfy all the requirements set out in these Grant Guidelines. An application may be considered ineligible and excluded from further consideration if:

- It does not meet the objectives of the grant opportunity.
- It contravenes an eligibility rule or other requirement as set out in these Grant Guidelines. Examples include, but are not limited to:
    - The application is not certified and submitted via RGMS by the Research Administration Office (RAO) of an NHMRC approved Administering Institution by the advertised closing date and time (also see section 4.1)
    - A person is named as a Chief Investigator on more than one application
    - The Grant Proposal does not comply with formatting requirements and page limits
    - The proposed research duplicates research previously or currently being undertaken. NHMRC may compare the research proposed in grant applications with grants previously or currently funded by the Medical Research Future Fund, NHMRC or other agencies (e.g. Australian Research Council) and published research (see also section 5.2)
    - The application fails to accurately declare the source, duration and level of funding already held by the research team for research in the particular area of the application
    - The application includes any incomplete, false or misleading information.
- Its aims are inconsistent with the object of the MRFF Act to improve the health and wellbeing of Australians.
- It, or persons named on the application, contravenes an applicable law or code.
- Persons named on the application are the subject of a decision by the Chief Executive Officer or Delegate that any application they make to NHMRC, for specified funding opportunities, will be excluded from consideration for a period of time, whether or not they meet the eligibility requirements. Such decisions will generally reflect action taken by NHMRC in response to research misconduct allegations or findings, or a Probity Event.

If a decision to exclude an application from further consideration is made, NHMRC will provide its decision and the reason(s) for the decision to the Administering Institution's RAO

in writing. The Administering Institution's RAO is responsible for advising applicants of the decision in writing.

4.1 Who is eligible to apply for a grant?

Applications will only be accepted from NHMRC-approved Administering Institutions. A list of NHMRC-approved Administering Institutions is available on GrantConnect and NHMRC's website.

In addition to being, or having an affiliation with, an Administering Institution, to be eligible for a grant under the MRFF Act an organisation must be one of the following bodies:

- a medical research institute
- a university
- a corporate Commonwealth entity
- a corporation
- a state or territory government, or
- a state or territory government entity.

Chief Investigators

A person must not be named as a Chief Investigator (CIA-CIJ) on more than one application addressing the same health system research question.

Applicants must nominate a *Chief Investigator A* (CIA) who will take the lead role in submitting the application, conducting the research and reporting, as required under the grant agreement. Up to 10 Chief Investigators may be included as members of the research team.

It is required that, at the time of application submission, the CIA is an Australian citizen or is a permanent resident in Australia (see also subsection 8.2.7). The research proposal must involve CIA being based in Australia for the duration of the grant.

Researchers who are not Australian citizens or permanent residents in Australia are eligible to apply as a Chief Investigator B to J.

Each Chief Investigator may provide information on 'relative to opportunity' considerations and career disruption.

5. What the grant money can be used for

5.1 Eligible grant activities

The grant money can only be spent on eligible expenditure incurred on eligible grant activities as defined in the grant proposal. The following categories must be used in the proposed budget:

- equipment, and

- other Direct Research Costs (DRCs).

Rules apply to each category of expenditure. Applicants are required to justify the budget requested for each year of the proposed research in order to demonstrate value for money. Poorly justified items may be reduced or removed from the budget.

CIs cannot draw a salary from this grant opportunity.

5.1.1 Equipment

Applicant can request funding to pay for equipment costing over $10,000 that is essential to the research. The total equipment requested cannot exceed $80,000. Individual items of equipment costing less than $10,000 must be requested within DRCs (see below).

Applicants must clearly outline the total value of all items of equipment for each year, why the equipment is required for the proposed research and why the equipment cannot be provided by the institution.

For each item of equipment requested, a written quotation must be received and held with the RAO of the Administering Institution, to be available to NHMRC on request.

The Administering Institution must be prepared to meet all service and repair costs in relation to equipment funded.

Funds will not be provided for the purchase of computers except where these are an integral component of a piece of laboratory equipment or are of a nature essential for work in the research field, for example, a computer which is dedicated to data collection from a mass spectrometer, or used for the manipulation of extensively large datasets (i.e. requiring special hardware).

5.1.2 Other Direct Research Costs (DRCs)

For the purposes of the Targeted Health System and Community Organisation Research grant opportunity, Direct Research Costs (DRCs) are costs that are integral to achieving the approved research objectives of a grant where the recipient is selected on merit against a set of criteria. Such costs must directly address the research objectives of the grant, relate to the approved research plan and require the associated budget to have been properly justified.

Direct research costs may include the following:

- personnel costs related to contract staff and limited external persons (not for Chief Investigators or additional personnel) and the basis for costing must be included
- materials required to conduct the research – laboratory supplies, consumables, printed materials, microfilms, purchase costs of animals
- survey or field expenses that have been fully justified in the application
- Medicare costs (out of pocket medical expenses)
- reimbursement of reasonable costs associated with randomised control trials (RCT)

- reasonable medical diagnosis costs (MRI, PET, CT, ultrasound, genotyping, biochemical analysis)
- equipment costing less than $10,000 that is unique to the project and is essential for the project to proceed
- purchases of services directly required for the successful conduct of the project (including services from institutional facilities)
- costs of animal agistment and animals purchased that are a direct requirement of the research project, and
- specialised computing requirements that are essential to meeting project specific needs.

Publication costs cannot be requested in an application but may be listed as a direct research cost in a grant's financial acquittal.

The above list is not comprehensive. Where a research cost is not included in the above list applicants should refer to the definition in the first paragraph of this section. If applicants are still unsure clarification should be sought from NHMRC. Direct research costs will be critically scrutinised during the assessment of applications and during on-site compliance monitoring visits.

5.2 What the grant money cannot be used for

The grant cannot be used to cover retrospective costs or to support research activities undertaken outside of Australia (although funding can be sought to support the Australian-based components of multinational research activities). Applicants may request funding for a component of the research to be undertaken overseas if the equipment/resources required for that component are not available in Australia and the component is critical to the successful completion of the proposed research.

A grant cannot be provided if the applicant receives funding from another government source for the same purpose. The applicant can apply for grants under any Commonwealth program but, if those applications are funded, the applicant must choose either the grant from this grant opportunity or the other Commonwealth grant.

Where it appears that an applicant has submitted similar applications for research funding and has been successful with more than one application, the applicant is required to provide NHMRC with a written report clearly identifying the difference between the research aims of the two research activities. If NHMRC does not consider the two research activities to be sufficiently different, the applicant will be required to decline or relinquish one of the grants.

5.3 Eligible and ineligible expenditure

Applicant cannot use the grant to pay the ***indirect costs of research***.

Indirect costs of research are Institution overhead costs that benefit and support research. They can include the operations and maintenance of buildings, provision of facilities and

libraries, hazardous waste disposal, regulatory and research compliance and administration of research services. Although they are necessary for the conduct of research, and may be incurred in the course of research, they are costs that do not directly address the approved research objectives of a grant.

Costs that cannot be paid with the grant include, but are not limited to:

- airline club memberships
- conference attendance, and associated travel
- communications costs (mobiles, telephone calls)
- entertainment and hospitality costs
- institutional overheads and administrative costs
- overseas travel (except where formally approved and documented by the relevant Faculty Research Committee (or equivalent) prior to the travel being undertaken)
- health insurance, travel insurance, foreign currency, airport and related travel taxes, passports and visas
- patent costs
- personal subscriptions (e.g. private journal subscriptions)
- purchase of reprints
- personal membership of professional organisations and groups, and
- *research infrastructure:* facilities necessary for the research endeavour that a responsible Institution would be expected to supply as a prerequisite to its engagement in research. This includes:
    - animal house facilities
    - computers, computer networks, peripherals and software for communicating, writing and undertaking simple analyses
    - ethics approval costs
    - furniture
    - non-project related staff training and development, and
    - physical space and all associated administrative, laboratory and office services.

5.4 Infrastructure support for Independent Medical Research Institutes

The Department may, at its sole discretion, provide infrastructure support to Administering Institutions that are also NHMRC-approved independent medical research institutes (IMRIs). This support will contribute to infrastructure costs associated with the competitively awarded MRFF research grants managed by these NHMRC-approved IMRIs. This support is similar to that provided to NHMRC-approved IMRIs under the NHMRC Independent Research Institute Infrastructure Support Scheme, which provides an amount of funding based on the total value of NHMRC grants competitively awarded to an iMRI.

Infrastructure support, where provided, is only to be used to support the following types of overhead infrastructure, where that infrastructure is used to support a health and medical research activity:

a) non-capital aspects of facilities such as libraries, laboratories, computing centres, animal houses, herbaria and experimental farms
b) the purchase, installation, maintenance and hire and lease of equipment
c) salaries of research support staff (including research assistants, accounting and administrative staff and technicians) employed to provide general support for a research activity, and
d) the salary of a research assistant supporting a number of research projects, but not the salary of a research assistant dedicated to a particular project.

Items not regarded as elements of research infrastructure and which cannot be funded are:

a) capital works e.g. the construction of buildings
b) rental of accommodation
c) salaries of researchers (salaries of staff supporting specific research at the institute level), and
d) travel costs directly associated with individual projects with the exception of travel costs to allow participation in international consortia.

6. The assessment process

NHMRC will assess the eligibility of applications at any stage following the close of applications. NHMRC may request further information in order to assess whether the eligibility requirements have been met. Administering Institutions will be notified in writing of ineligible applications and are responsible for advising applicants.

NHMRC will convene an expert panel to review each application on its individual merits against the criteria set out below. The expert panel will make an assessment against each criterion using the following scale:

Rating (for each criterion)	**Rank**
High quality – response to this criterion addresses all or most sub-criteria to a higher than average standard. Evidence is available and confirms good performance against this criterion.	Highly suitable
Good quality – response against this criterion meets most sub-criteria to an average and acceptable level. Some evidence is available and provides some support for claims against this criterion.	Suitable
Poor quality – poor claims against this criterion, meets some or none of the sub-criteria. Evidence is unavailable, not relevant or lacking in detail.	Not suitable

7. The assessment criteria

Applicants will need to address the following assessment criteria in the application. Applications must meet each criterion in order to be considered for funding.

Additional assessment criteria may be listed in the attached health system research question(s).

1. Alignment of the research activity with the grant opportunity

This criterion assesses whether the application meets the objectives and whether the proposed research will achieve the outcomes of the health system research question being addressed. Applicants should take into account the following considerations:

- Does the application align with the overall objectives and outcomes of the grant opportunity, as stated in section 2?
  - Does the proposed study aim to answer the health system research question being addressed?
  - Will the application produce high-quality evidence that will achieve the intent of the health system research question being addressed?
- Will the proposed study achieve outcomes within the required timeframe?

2. Proposed Research Design

Consideration of the proposed research design encompasses the strengths and weaknesses of the study design and the feasibility of the proposal. Applications should take into consideration the following:

- Is the research design and methodology appropriate for the research question? For example, for a study involving a clinical trial:
  - Is the study adequately powered?
  - Does it have reasonable and achievable recruitment targets of the right patients?
  - Is the study well-designed?
  - Does the research have strong support from the study site (i.e. resourcing and infrastructure)?
- Is the methodology described in sufficient detail?
- Is the proposed research feasible?
- Are the required expertise, tools and techniques established?
- Does the application include milestones and performance indicators?
- Are research end-users engaged ad involved in the study, from design through to the conduct of research?

3. Value for Money

Assessment of value for money encompasses the suitability of the proposed budget to complete the research activity and whether the requested budget has been reasonably justified. It will also take into consideration the potential return on investment and cost-benefit to the health system.

4. Team Quality and Capability

This criterion is used to determine whether the research team named in the application has the appropriate mix of research skills and experience to undertake the research activity. Team Quality and Capability will take into consideration the following:

- Do the Chief Investigators provide an appropriate mix of research skills and experience to successfully undertake this research activity within the required timeframe?
- Is the Chief Investigators' expertise sufficient to anticipate and solve potential obstacles to the successful completion of the research activity?
- Does the team have expertise in all aspects of the research activity? Does the expertise include the methodological and scientific underpinnings (e.g. statistics, bioinformatics and health economics) of the proposal?
- Do the team's previous research outputs demonstrate their capability to undertake the research activity?
- Have the Chief Investigators previously delivered high quality research outputs in this area of research?
- Has the team demonstrated a high level of research productivity?

To address this criterion applicants must identify the researchers in the team who will undertake the research activity and provide evidence of their relevant skills and experience.

This criterion will be assessed 'relative to opportunity' taking into consideration any career disruptions.

Relative to Opportunity

For the Targeted Health System and Community Organisation Research grant opportunity the assessment processes should accurately assess an applicant's track record and associated productivity relative to stage of career, including consideration as to whether productivity and contribution are commensurate with the opportunities available to the applicant. Circumstances considered may include:

- amount of time spent as an active researcher
- available resources, including situations where research is being conducted in remote or isolated communities
- building relationships of trust with Aboriginal and Torres Strait Islander communities over long periods and subsequent impact on track record and productivity
- career disruption (see below)
- clinical, administrative or teaching workload
- Aboriginal and Torres Strait Islander community obligations, including 'sorry business'
- relocation of an applicant and his/her research laboratory or clinical practice setting or other similar circumstances that impact upon research productivity
- restrictions on publication of research undertaken in other sectors, and
- the typical performance of researchers in the research field in question.

Career Disruption

A career disruption involves a prolonged interruption to an applicant's capacity to work, due to pregnancy, major illness/injury or carer responsibilities.

Interruptions must involve either a continuous absence from work for periods of 28 calendar days or more and/or a long-term partial return to work that has been formalised with the applicant's employer.

The period of career disruption may be used to determine an applicant's eligibility for a grant opportunity or to allow additional track record information to be considered during assessment. See also *relative to opportunity* above.

7.1 Health research involving Aboriginal and Torres Strait Islander peoples

NHMRC is committed to improving the health outcomes of Aboriginal and Torres Strait Islander peoples and encourages applications that address Aboriginal and Torres Strait Islander health.

As part of NHMRC's stated commitment to advancing Aboriginal and Torres Strait Islander health research, NHMRC has established certain requirements and processes designed to ensure that research into Aboriginal and Torres Strait Islander health is of the highest scientific merit and is beneficial and acceptable to Aboriginal and Torres Strait Islander peoples and communities.

To qualify as Aboriginal and Torres Strait Islander health research, at least 20% of the research effort and/or capacity building must relate to Aboriginal and Torres Strait Islander health.

Qualifying applications must address the NHMRC Indigenous Research Excellence Criteria as follows:

- *Community engagement* - the proposal demonstrates how the research and potential outcomes are a priority for Aboriginal and Torres Strait Islander communities with relevant community engagement by individuals, communities and/or organisations in conceptualisation, development and approval, data collection and management, analysis, report writing and dissemination of results.
- *Benefit* - the potential health benefit of the project is demonstrated by addressing an important public health issue for Aboriginal and Torres Strait Islander peoples. This benefit can have a single focus or affect several areas, such as knowledge, finance and policy or quality of life. The benefit may be direct and immediate or it can be indirect, gradual and considered.
- *Sustainability and transferability* - the proposal demonstrates how the results of the project have the potential to lead to achievable and effective contributions to health gain for Aboriginal and Torres Strait Islander peoples, beyond the life of the project. This may be through sustainability in the project setting and/or transferability to other settings such as evidence-based practice and/or policy. In considering this issue the proposal should address the relationship between costs and benefits.
- *Building capability* - the proposal demonstrates how Aboriginal and Torres Strait Islander peoples, communities and researchers will develop relevant capabilities through partnerships and participation in the project.

Further instructions on addressing the *NHMRC Indigenous Research Excellence Criteria* are in section 8.2.7 below.

7.2 Consumer and community participation

The Statement on Consumer and Community Involvement in Health and Medical Research (the Statement) has been developed because of the important contribution consumers make to health and medical research. The Consumers Health Forum of Australia Ltd and NHMRC worked in partnership with consumers and researchers to develop the Statement.

Researchers are encouraged to consider the benefits of actively engaging consumers in their proposed research. Further information on the Consumer Health Forum and the Statement on Participation is available on NHMRC's website.

8. How to Apply

GrantConnect (www.grants.gov.au) is the authoritative source of information on this grant opportunity. Any alterations or addenda to these Guidelines will be published on GrantConnect.

Applications must be submitted electronically using NHMRC's granting system. Electronic submission requires Administering Institutions and Chief Investigators on an application to register for an account.

Applicants who are not registered can submit a new user request via the system login page. Refer to the Training Program for detailed user instructions, or contact their RAO or the NHMRC Research Help Centre for further assistance.

Applicants can apply as Chief Investigator (CIA-CIJ) on one application only.

Applications should contain all information necessary for assessment without the need for further written or oral explanation or reference to additional documentation.

Applications must contain:

- a complete online application form
- 'snapshot' files containing information drawn from each Chief Investigator's Profile and Curriculum Vitae in RGMS;
- a 'snapshot' file containing information about the proposed research entered directly into RGMS, and
- a *Grant Proposal* uploaded as a PDF file into the online granting system, using the template provided, clearly nominating the health system research question being addressed.

Applicants applying for more than one health system research question where applicable, must complete a separate application for each health system research question.

Detailed instructions on completing the application are in section 8.2 below. Administering Institutions required to certify the application as correct and complete prior to submitting it to NHMRC.

All information submitted to NHMRC must be complete, current and accurate at the time of submission. Under section 136.1 of the *Commonwealth Criminal Code Act 1995*, it is an offence to provide false or misleading information to a Commonwealth body in an application for a benefit.

Examples of false or misleading information in an application include, but are not limited to:

- providing a dishonest statement regarding time commitments to the research
- providing incomplete or inaccurate facts regarding other sources of funding
- providing a fictitious record of achievements, and
- falsifying claims in publication records (such as describing a paper as accepted for publication when it has only been submitted).

If NHMRC believes that omissions or inclusion of misleading information are intentional it may refer the matter for investigation and take action under the Grant Guidelines or the grant agreement.

8.1 Application process timing

Applications must be submitted to NHMRC by the closing date below. Late applications will not be accepted.

The expected commencement date for the funded research from this review round is June 2019, subject to execution of the grant agreement. The expected completion date of the grant must be nominated in the application form and be prior to 30 June 2022.

Table 1: Expected timing for this review round.

Activity	Timeframe
Applications open	Wednesday 12 December 2018
Applications close	5pm AEDT on Wednesday 6 February 2019
Assessment of applications	Approximately 4 weeks
Approval of outcomes of selection process	4 weeks
Announcement of outcomes	June 2019
Notification to unsuccessful applicants	On announcement
Acceptance of grant offer	Within 3 months of formal offers
Activity commences	On acceptance
End date	30 June 2022

8.2 Completing the grant application

8.2.1 Using NHMRC's Online Granting System

User Guides are available on the NHMRC website at https://nhmrc.gov.au/about-us/publications/rgms-training-program.

Applicants having technical difficulties should contact NHMRC's Research Help Centre on 1800 500 983 (+61 2 6217 9451 for international callers) or by email to help@nhmrc.gov.au.

8.2.2 Starting an Application

Applicants must create a new application for a Targeted Health System and Community Organisation Research grant. All components of the Application Form must be completed. The following advice is specific to the Targeted Health System and Community Organisation Research grant opportunity.

Key application information

- Initiative name: MRFF Research Grants
- Round name: 2018 MRFF Targeted Health System and Community Organisation Research
- Grant duration: up to 3 years

8.2.3 Synopsis

The Synopsis should be written in plain English and conclude by stating why the research activity is important. This information will inform the selection of experts with suitable expertise to review the application and for communication with various audiences regarding how the grants selected for funding will achieve the outcomes sought from the grant opportunity.

8.2.4 Proposed budget

Part B of the Application Form includes the proposed budget. Enter details of the proposed research budget into RGMS keeping in mind the level and duration of funding available for the grant opportunity. Details on permitted uses of funds and setting of budgets can be found in section 5.

Requests for DRCs and Equipment must be included in the application form. For each item requested applicants must enter:

- the item type
- the name/description of the item
- the total value of the item requested for each year, and
- a justification for the particular item requested.

Applicants may request funding for services from research facilities required to undertake the Research Proposal.

Provide details of the costs of using the services of research facilities as DRCs and ensure they are fully justified. Applicants should consult with research facilities to ensure that the services they require can be provided and that the charges included in the research budget reflects their charges. Letters from research facilities confirming their collaboration must be uploaded into the online granting system as part of the application.

The total annual amount requested across all DRC line items for each year of a grant will be automatically rounded to the nearest $5,000 by the application form.

8.2.5 CV/Profile requirements

All mandatory sections of a Chief Investigators' online profiles must be completed. The following components of a Chief Investigators' CVs will be incorporated into the application:

Career Disruption (during the last 5 years)

For guidance on what constitutes a career disruption refer to section 7. If applicable, applicants should use this opportunity to declare any career disruptions that may be relevant to their career history.

For example, if in the last five years an applicant had taken six months of maternity/carers leave and then returned to work at 0.5 Full Time Equivalent (FTE) for three years before resuming at a full-time level, they will have worked an equivalent of three years FTE over the past five years. That applicant should therefore add any publications or other components of their Track Record that peer reviewers need to consider predating five years by two years.

If the career disruption is of a highly sensitive nature and an applicant (or members of the CI Team) do not wish to include this information in the application, details may be submitted separately to NHMRC. Applicants wishing to submit details of a sensitive career disruption separately should:

a. indicate in the relevant Chief Investigator Capability and Achievement section of the Grant Proposal that they wish to make a claim under the career disruption provisions and that it is of a sensitive or private nature
b. include details of the outputs that relate to the career disruption period claimed in the Chief Investigator Capability and Achievement section of the Grant Proposal. One extra page may be used only for the purpose of providing details of additional research outputs (those that occurred in the relevant preceding years) that they want the reviewers to consider when assessing the application, and
c. provide details of the nature of the career disruption in a separate PDF document to NHMRC in-confidence to email address: career.disruptions@nhmrc.gov.au (link sends e-mail), marked '*For the attention of the MRFF Targeted Health System and Community Organisation Research grant opportunity'* by the application closing date. Provide as much information as possible to explain the situation and ensure the application ID number is included in the PDF. The separate PDF must not exceed one A4 page in length.

Claims for sensitive career disruptions will be reviewed and assessed by senior NHMRC staff. Their decision will be forwarded to the grant review panel without reference to details, advising if the career disruption is accepted and which years should be considered.

Relative to Opportunity (during the last 5 years)

If applicable, applicants should use this section to provide details on any relative to opportunity considerations and the effect they have had on their research and research achievements. See section 7 for information on what constitutes 'relative to opportunity'.

Publications

Publication information must be uploaded using a tab delimited file using Microsoft Excel® or by exporting an EndNote® Library as an .xml file. Applicants should verify that publication information has been correctly uploaded by requesting a CV Snapshot.

Publications will be grouped together by the type of publication. They will also automatically be given an Identification Number (ID). Do not use the ID number or sequence number created in the 'Snapshot Reports' to refer to specific publications in other sections of the application.

NHMRC Research Funding

Provide sufficient details about the funding to make clear what the funding was intended for, what was achieved and the applicant's role within these grants.

Other Research Funding

Provide sufficient details about the funding to make clear what the funding was intended for, what was achieved and the applicant's role within these grants.

NOTE: It is important that Chief Investigators update their Profile and CV in RGMS prior to certification of the application by the RAO. Changes made to the CV after applicant certification will not appear in the submitted application.

8.2.6 The Grant Proposal

Applicants must upload their Grant Proposal as a PDF file using the template provided. Mandatory naming, size and formatting requirements apply:

File format	The Grant Proposal must be saved and uploaded in Portable Document Format (PDF).
File size	The PDF file MUST NOT exceed 2MB in size.
File name	The PDF file must be named as follows: APP ID_CIA Surname_Document Type/Name.pdf e.g. APP1234567_Smith_Grant Proposal.pdf
Page size	A4.
Page limits	Page limits are specified for each component of the Grant Proposal.

Font	NHMRC recommends a minimum of 12 point Times New Roman. Applicants must ensure the font is readable.
Header	Application ID and Applicant surname must be included in the header. Document title (e.g. Grant Proposal – MRFF THS&COR *health system research questions name*) must be included header.
Line spacing	Single.
Language	English.
Web links	Web links are not permitted except in citations of materials only available online. The full URL must be provided and the style must allow identification from a printed version of the application.

Applications that fail to comply with the formatting requirements or the specified page limits will be excluded from consideration. Applicants and RAOs are advised to retain a copy of the PDF file. If printing the PDF file for the purposes of checking formatting and page length, ensure that page scaling is set to 'None' in the print settings.

The Grant Proposal must select the appropriate check box for the health system research questions being addressed. The Grant Proposal must include the following components and no other components:

	Component	**Page Limit**
A	Significance Relating to the Objectives and Expected Outcomes	2 pages
B	Proposed Research Design	7 pages
C	Milestones and Performance Indicators	2 pages
D	Indigenous Research Excellence Criteria (f applicable)	2 pages
E	References	2 pages
F	Team Quality and Capability	1 page
G	Chief Investigator Capability and Achievement	2 pages per CI

A brief description of each component is provided below.

A. Significance Relating to the Objectives and Expected Outcomes *(maximum three A4 pages).*
This section should be used to address criterion 1 – Alignment to the Objectives.

B. Proposed Research Design *(maximum seven A4 pages).*
This section should be used to address criterion 2 – *Proposed Research Design.*

C. Milestones and Performance Indicators *(maximum two A4 pages).*

Please provide a table of milestones and performance indicators and corresponding dates. The approach should be specific to the proposed research and provide for effective monitoring of progress at six month intervals. Applicants are advised to justify the approach.

D. Indigenous Research Excellence Criteria, if applicable *(maximum two A4 pages).*

If at least 20% of the research effort relates to Aboriginal and/or Torres Strait Islander health and applicants answered 'yes' to the Aboriginal and Torres Strait Islander Research question in the Application Form, applicants will need to describe and demonstrate what proportion of the research effort will be directed to Aboriginal and/or Torres Strait Islander health, and address the *Indigenous Research Excellence Criteria.*

E. References *(maximum two A4 pages).*

Provide a list of all references cited in the application using a recognised citation style. Only include references to cited work.

F. Team Quality and Capability *(maximum one A4 page).*

Applicant should provide a summary of the research team's overall quality and capability including:

- the expertise and productivity of team members relevant to the proposed project
- the team's influence in this specific field of research
- how the team will work together on this project
- how junior members are contributing to the capabilities of the team.

G. Chief Investigator Capability and Achievement *(maximum two A4 pages per CI).*

Chief Investigators should use this section to highlight their research achievements. Each Chief Investigator should provide information on:

- the top 5 publications in the last 5 years
- overall Track Record in the last 5 years.

Top 5 Publications in the last 5 years.

Chief Investigators are asked to list their top 5 publications in the last 5 years, taking into account career disruption. Provide reasons for the choice of publications.

When considering how to address this criterion please note that, in accordance with the San Francisco Declaration on Research Assessment, NHMRC has eliminated the use of Journal Impact Factors and 'Excellence in Research Australia' metrics in the assessment of applications.

Overall Track Record in the last 5 years.

Chief Investigators can use this section to identify aspects of their track record that are in addition to their publication record. This includes any relative to opportunity considerations they wish to raise. The last 5 years of publications and research support are included in the CV section, so consider choosing other information that demonstrates that applicants can deliver on the role and responsibilities in this research proposal (i.e. designing, implementing and interpreting studies similar to that proposed). The following may be relevant:

- career summary (e.g. qualifications, employment and appointments)
- collaborations
- community engagement and involvement
- contribution to the field, including the translation of research into health
- commercial outcomes and patents, including whether licensed (when, to whom and whether current) (see NHMRC's *Guide to Evaluating Industry-Relevant Experience)*

- international standing, including invitations to speak and committees
- peer review (e.g. for granting bodies, journals/editorial roles)
- professional activities (e.g. committees, conference organisation/participation), and
- supervision and mentoring.

8.2.7 Submitting the application

Once all sections of the online Application Form have been completed and the Grant Proposal PDF document (and any other supporting documents that may be required) have been uploaded, the application can be certified and submitted.

CIA Certification

Applications are first certified by the CIA, then by the Administering Institution. Please review the application to ensure it is accurate and complete and meets all eligibility requirements.

The CIA must provide the RAO with evidence that the application is complete. This written evidence should be retained by the Administering Institution and must be provided to NHMRC on request. The following assurances, acknowledgements and undertakings are required of the CIA prior to submitting an application:

- All required information has been provided and is complete, current and correct.
- All eligibility and other application requirements have been met.
- All personnel contributing to the research activity have familiarised themselves with the *Australian Code for the Responsible Conduct of Research*, the *National Statement of the Ethical Conduct of Human Research*, the *Australian Code for the Care and Use of Animals for Scientific Purposes* and other relevant NHMRC policies concerning the conduct of research, and agree to conduct themselves in accordance with those policies.
- All personnel named in the application have provided written agreement to be named, to participate in the manner described in the application and to the use of their personal information as described in the *NHMRC Privacy Policy.*
- All Chief Investigators have provided written agreement for the final application to be certified.
- That the application may be excluded from consideration if found to be in breach of any requirements, in accordance with section 4.

and if funded:

- the research will be carried out in strict accordance with the Grant Guidelines and the grant agreement, and
- the research may be used to inform evaluations of the grant opportunity and the Program.

Administering Institution Certification

The following assurances, acknowledgements and undertakings are required of the *Administering Institution* prior to submitting an application:

- Reasonable efforts have been made to ensure the application is complete and correct and complies with all eligibility and other application requirements detailed in the Grant Guidelines.
- Where the CIA is not an Australian citizen or permanent resident, they will have the requisite work visa in place at the time of accepting the successful grant and will be based in Australia for the duration of the funding period.
- The appropriate facilities and salary support will be available for the funding period.
- Approval of the Research Activity by relevant institutional committees and approval bodies, particularly in relation to ethics and biosafety, will be sought and obtained prior to the commencement of the research, or the parts of the research that require their approval.
- Arrangements for the management of the grant have been agreed between all institutions associated with the application.
- The application is being submitted with the full authority of, and on behalf of, the Administering Institution, noting that under section 136.1 of the *Commonwealth Criminal Code Act 1995*, it is an offence to provide false or misleading information to a Commonwealth body in an application for a benefit. This includes submission of an application by those not authorised by the Institution to submit applications for funding to NHMRC.
- Written evidence of consent has been obtained from all CIs and AIs and provided to the RAO.

Administering Institutions must ensure that the RAO role is authorised to certify and submit applications. Once an application has been submitted and the application period has closed, the application is considered final and no changes may be made.

8.3 Applications from consortia

In some cases the institution that will administer the application may differ from the institution in which the proposed research will be conducted. For example, many universities administer research being conducted in an affiliated teaching hospital. Applicants are required to list participating institutions in the application and specify the percentage of the research effort being undertaken in the departments within these institutions.

Prior to submission the Administering Institution's RAO is required to assure NHMRC that arrangements for the management of the grant have been agreed between all institutions associated with the application.

8.4 Questions during the application process

For further guidance on the application process, please contact NHMRC's Research Help Centre on 1800 500 983 (+61 2 6217 9451 for international callers) or by email to help@nhmrc.gov.au.

NHMRC will respond to emailed questions within two working days. Any alterations or addenda to these Guidelines will be published on GrantConnect.

8.5 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, the Commonwealth may invite suitable applicant(s) to submit proposal(s) that meet the program's objectives. Suitable proposal(s) may be selected for funding on a non-competitive basis.

9. Assessment of grant applications

9.1 Who will assess applications?

Applications will undergo expert review, whereby they are subject to scrutiny and evaluation by others who are expert in the field(s), disciplines and methodologies of the application. When developing the application, applicants should note that assessors may draw as appropriate from the research literature and from their breadth of knowledge in the relevant discipline(s) and field(s). Issues not relevant to the assessment criteria are not to be considered.

Applications will be allocated to a panel of experts, who will review all applications against the assessment criteria.

Applications will be assessed as either meeting or not meeting the assessment criteria.

The panel of experts may discuss their review of an application where there is disagreement among panel members during the review phase.

The panel of experts will review the requested budget of applications that meet the assessment criteria to ensure value for money. The panel of experts may recommend a budget less than the budget being applied for.

NHMRC may seek additional advice on any grant application.

NHMRC will forward the outcomes of the assessment process to the Department. NHMRC may also provide copies of applications to the Department.

Applicants must not make contact about their application with anyone who is directly engaged with its peer review such as a member of the expert review panel. Doing so may constitute a breach of the *Australian Code for the Responsible Conduct of Research 2007* and result in the application being excluded from consideration.

9.2 Who will approve grants?

Either the Minister or the Assistant Secretary of the Office of Health and Medical Research, Commonwealth Department of Health, will approve grants drawing on the outcomes of NHMRC's assessment of the applications.

The Commonwealth's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded

- the terms and conditions of the grant.

The Commonwealth must not approve funding if it reasonably considers the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

Refer also section 13.1 *Complaints in Relation to Funding Outcomes*.

10. Notification of application outcomes

Applicants will be advised of the outcome of their application following a decision by the Commonwealth. If successful, applicants will also be advised about any specific conditions attached to the grant.

11. Successful grant applications

11.1 The grant agreement

If successful, Administering Institution/s must enter into a legally binding grant agreement with the Commonwealth. For the purposes of the Targeted Health System and Community Organisation Research grant opportunity, standard terms and conditions in the Medical Research Future Fund Funding Agreement will apply to these grants and cannot be changed. Any additional conditions attached to the grant will be identified in the grant offer.

The Administering Institution will be required to indicate its acceptance of the grant agreement that outlines the grant activity, payment schedule and conditions including milestones and reporting.

Where a grantee fails to meet the obligations of the grant agreement, the Commonwealth may suspend grant payments and take action to recover grant funds.

The Administering Institution should not make financial commitments until a grant agreement has been executed by the Commonwealth and the Administering institution continues to meet its undertakings including:

- the appropriate facilities and salary support are available for the funding period
- approval of the Research Activity by relevant institutional committees and approval bodies, particularly in relation to ethics and biosafety, will be sought and obtained prior to the commencement of the research, or the parts of the research that require their approval, and
- arrangements for the management of the grant have been agreed between all institutions associated with the research.

If the above undertakings are not being met the RAO must notify NHMRC. Payment of the grant may be suspended until NHMRC and the Department has considered a request from an RAO to vary the grant conditions.

11.2 How the grant will be paid

The grant agreement will state the:

- grant amount approved by the Commonwealth, and
- the proportion of the approved grant amount that will be paid in each calendar year during the term of the grant.

Grant funding will be dependent on meeting any conditions and agreed milestones.

Timing of grant payments and applicable indexation will be detailed in the grant agreement. Administering Institutions are responsible for paying any extra eligible expenses that are incurred.

All amounts referred to in these Grant Guidelines are exclusive of GST, unless stated otherwise. Administering Institutions are responsible for all financial and taxation implications associated with receiving funds.

Payments will depend on satisfactory progress being made against milestones and performance indicators. The Commonwealth will review progress reports to confirm that the milestones and performance indicators have been achieved. Where milestones and performance indicators have not been achieved grant payments may be suspended.

11.3 Grant agreement variations

There are limited circumstances where it is appropriate to vary a grant under this program. However it is recognised that unexpected events do occur that may require a grant variation. For the purposes of the Targeted Health System and Community Organisation Research grant opportunity, NHMRC and the Department will consider variation requests in accordance with the NHMRC Grantee Variations Policy. The Policy does not allow for an increase to the approved grant amount.

12. Announcement of grants

Grant outcomes are publicly listed on the GrantConnect website 21 calendar days after the date of effect[2] as required by Section 5.3 of the CGRGs.

13. Delivery of grant activities

13.1 Reporting

Administering Institutions are required to report to NHMRC on the progress of the grant and the use of grant funds. Where an institution fails to submit reports (financial or otherwise) as required, the Commonwealth may take action under the provisions of the grant agreement. Failure to report within timeframes may affect eligibility to receive future funding.

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[2] See glossary

Financial Reports

Annual financial reports are required in a form prescribed by NHMRC. At the completion of the grant, a financial acquittal is also required. Refer to the NHMRC website for details of format and timing. NHMRC may provide financial reports and financial acquittal information to the Department.

Non-Financial Reports

The grant agreement will require the CIA to prepare reports on the Research Activity. It is a condition of funding that outstanding obligations from previous NHMRC grants, including submission of a Final Report, have been met prior to the time of award. Scientific reporting requirements can be found on the NHMRC website under Administering Grants. NHMRC may provide reports to the Department.

Additional reporting requirements

Additional reporting requirements apply to all MRFF grants. Grantees must report against the milestones and performance indicators in the grant agreement at six month intervals following commencement of funding (or other interval as advised by the Commonwealth). The milestones and performance indicators will be based on those proposed in the application and the advice of the expert panel. Additional reporting requirements may apply and may include reporting against milestones or performance indicators.

The Research Achievements Summary in the Final Report has been identified as information that may be publicly released. Use of this information may include publication on the NHMRC and MRFF websites, publicity (including release to the media), and the promotion of research achievements.

All information provided to NHMRC in reports may be used for internal reporting and reporting to the Department and the Australian Government. This information may also be used when reviewing or evaluating funded research projects, programs and funding opportunities, or designing future programs and funding opportunities.

13.2 Dissemination of Research Outcomes

Administering Institutions and Chief Investigators must ensure appropriate safeguards are in place to protect patient privacy, intellectual property and commercially confidential information.

Except where publication may compromise the Administering Institution's obligations with respect to patient privacy, intellectual property and/or commercially confidential information, grantees are required to:

- within 12 months of completion of the research activity, disseminate the research findings through:
    - ensuring that research findings are available in an open access repository
    - content specific forums
    - submission to peer-reviewed journals

- make lay summaries available to trial and research participants, concurrently with sharing and dissemination of research results.

Grantees are encouraged to publish de-identified research data following completion of the research activity in an open access repository and in accordance with best practice. The NHMRC Open Access Policy applies to publications arising from MRFF grants.

13.3 The Commonwealth's responsibilities

The Commonwealth will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance, and
- reduce or terminate funding of poor performing grants.

NHMRC will monitor the progress of the research activity by assessing submitted reports. NHMRC may also seek additional information from grantees about the performance of the grant, or arrange for an expert review of the progress of the research activity.

13.4 Evaluation

The Department will evaluate the Program to measure how well the outcomes and objectives have been achieved. The grant agreement requires grantees to provide information to help with this evaluation.

13.5 Acknowledgement

The Administering Institution must ensure that the grant from the Medical Research Future Fund is properly acknowledged in any correspondence, public announcement, advertising material, research report or other material produced by, on behalf of or through the Administering Institution or a Participating Institution that relates to the funded research.

Any material published in respect of a Research Activity must:

a. include the Grant Identification Number for the Research Activity (where allocated), and

b. specify that the contents of the published material are solely the responsibility of the Administering Institution, a Participating Institution or individual authors and do not reflect the views of the Australian Government.

14. Probity

The Australian Government will make sure that the program process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

14.1 Complaints in relation to funding Outcomes

Applicants or Grantees seeking to lodge a formal complaint about NHMRC's assessment process should do so via the Administering Institution's RAO, in writing, within 28 days of the relevant decision or action.

Each complaint should be directed to the Complaints Team at: complaints@nhmrc.gov.au.

NHMRC will provide a written response to all complaints.

If an applicant or grantee does not agree with the way NHMRC has handled their complaint, they may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with NHMRC.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

14.2 Conflict of interest

NHMRC has established processes for handling conflicts of interest that arise during the assessment of grant applications in a manner consistent with Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. NHMRC's conflict of interest policy is available on the NHMRC website.

14.3 Privacy

NHMRC treats applicants' personal information according to the 13 Australian Privacy Principles set out in the *Privacy Act 1988*. This includes identifying:

- what personal information NHMRC collects
- why NHMRC collects applicants' personal information, and
- who NHMRC gives applicants' personal information to.

Applicants are required as part of their application to declare their ability to comply with the *Privacy Act 1988,* including the Australian Privacy Principles, and impose the same privacy obligations on any subcontractors engaged by the applicant to assist with the activity.

Personal information can only be disclosed to someone else if applicants are given reasonable notice of the disclosure; if the disclosure is related to the purpose for which it was collected; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if the applicant has consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this funding scheme in any other Australian Government business

or function. This includes giving information to the Australian Taxation Office for compliance purposes.

NHMRC may reveal confidential information to:

- the members of the expert panel and other Commonwealth employees and contractors to help NHMRC manage the scheme effectively
- employees and contractors of NHMRC to research, assess, monitor and analyse schemes and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in reports and consultations
- NHMRC approved Administering Institutions' Research Administration Offices
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

Applicants or grantees must ask for the Australian Government's consent in writing before disclosing confidential information.

NHMRC may share information provided to it by applicants with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act 2013*
- *Crimes Act 1914*, and
- *Criminal Code Act 1995.*

14.4 Freedom of information

NHMRC is subject to the *Freedom of Information Act 1982* and is committed to meeting the Australian Government's transparency and accountability requirements.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the PGPA Act
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration

Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[3] or other CRF money[4] is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. A grant opportunity is aimed at achieving government policy outcomes under a Portfolio Budget Statement Program
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant opportunities. A PBS Program may have more than one Grant Opportunity associated with it.
review round	refers to one of up to three rounds each year in which applications for specific health system research questions are submitted to the grant opportunity and reviewed by the expert panel.

[3] Relevant money is defined in the PGPA Act. See section 8, Dictionary.
[4] Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria
Value for money	value for money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations