VICTORIA UNIVERSITY – OFFICE FOR RESEARCH

VICTORIA UNIVERSITY GUIDING PROCEDURES FOR THE REVIEW AND SUBMISSION OF ARC AND NHMRC APPLICATIONS

EFFECTIVE: 1 SEPTEMBER 2010

The Office for Research will coordinate 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 grant applicants with information on the submission process and services provided by the Office for Research.

OFFICE FOR RESEARCH APPLICATION REVIEW PROCESS

The Office for Research will undertake a compliance/technical review of applications. The Office for Research will check each application against the funding rules and application guidelines to identify areas of potential non-compliance. However, final responsibility for the application rests with the applicant.

The first named chief investigator will be provided with feedback via email from the Office for Research suggesting where changes to the application may be required. The first named chief investigator will then be required to review the feedback according to the relevant applicant rules/guidelines. At this point, information will be provided on how to submit the final version of the application to the Office for Research.

The Office for 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. However, the Office for Research will arrange a review of the project proposal section of applications for some schemes (e.g. engage a consultant). Additional support will generally be communicated in advance of the funding round.

IT IS THE APPLICANT’S RESPONSIBILITY TO ENSURE THAT THE APPLICATION MEETS ELIGIBILITY AND COMPLIANCE REQUIREMENTS, AND THAT EACH SECTION OF THE APPLICATION IS COMPLETE.

OFFICE FOR RESEARCH SUBMISSION CLOSING DATES

Internal due dates will be listed on the relevant Office for Research webpage (see http://research.vu.edu.au/funding.php).

Internal due dates must be strictly adhered to.

<table>
<thead>
<tr>
<th>Review and Submission Service Levels. Applications submitted to the Office for Research</th>
<th>Service provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed application received by the internal closing date.</td>
<td>Technical/compliance review with feedback provided to the applicant by the Office for Research and Consultant.</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 the Office for Research has been addressed and the application will be submitted to the sponsor.</td>
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EXCEPTIONS
Requests to submit applications to the Office for Research after the internal closing date will only be considered under exceptional circumstances (including illness, bereavement etc).

These requests must be emailed to palmina.fichera@vu.edu.au. All requests will be considered by the Research Grant Manager, or delegate, and applicants will be notified of the outcome as soon as possible.

Applications submitted after the internal due dates will require endorsement from the Research Grants Manager to be reviewed and/or submitted outside of the above process.

APPLICATION ROLES AND RESPONSIBILITIES

APPLICANT

- Create account/logon to systems (RMS for the ARC or RGMS for the NHMRC) and ensure all CIs/PIs also have accounts. Accounts should be created well in advance of the internal due date.
- Carefully review the relevant sponsor submission instructions and funding rules/guidelines, as well as the Office for Research submission requirements.
  - Submit a completed draft application by the internal due date.
  - Amend the application as per the feedback received from the Office for Research.
  - Submit the final application and, where relevant, a completed sponsor's certification form to the Office for Research by the required due date.

OFFICE FOR RESEARCH STAFF

- Provide information and advisory sessions on grant applications, budgeting and online research management systems.
- Where possible, 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 the 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 an 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 the Office for 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.

ASSOCIATE DEAN (RESEARCH & RESEARCH TRAINING), HOS AND DEANS

- Ensure the provision of support for mentoring and peer review of applications.
- Through their Faculty Innovation Manager or Research Facilitation Unit provide advice on general project development, project budgeting, and assistance with industry partner identification and negotiation (may seek advice from the Office for Research).
- Certify the ARC or NHMRC certification form.

If you have any queries relating to the document, please do not hesitate to contact Ms Palmina Fichera, Grants Administrative Officer, on 9919 4707 or via email palmina.fichera@vu.edu.au.