

<b>GRANT PREPARATION TIMETABLE 2011</b>	
<b>Time</b>	<b>Grant Preparation</b>
14 March	<ul style="list-style-type: none"> <li>• NHMRC Partnerships Grants workshop</li> </ul>
4 April	<ul style="list-style-type: none"> <li>• Development Grants – Response to Assessors workshop</li> </ul>
20 April	<ul style="list-style-type: none"> <li>• NHMRC/ARC ECR Fellowships workshop</li> <li>• Develop plan for grant submission</li> <li>• Acquire relevant preliminary data</li> <li>• Assemble research team, CIAs, etc</li> </ul>
May	<ul style="list-style-type: none"> <li>• Write draft of grant with hypothesis and aims</li> <li>• Review topic and update literature search</li> <li>• Note funding body requirements for grant</li> </ul>
16 June*	<ul style="list-style-type: none"> <li>• NHMRC Grants - Response to reviewers workshop</li> <li>• Finalise grant background and outline</li> <li>• Regular meetings with CIAs to refine application</li> <li>• Key preliminary data summary for inclusion in grant</li> </ul>
4 August*	<ul style="list-style-type: none"> <li>• NHMRC Project Grants #1 Workshop</li> </ul>
September-December	<ul style="list-style-type: none"> <li>• Grant reviewed by at least 2 experienced researchers</li> <li>• Participate in grant review workshops with colleagues</li> </ul>
8 December*	<ul style="list-style-type: none"> <li>• NHMRC Project Grants #2 Workshop</li> <li>• Practitioner, Research and CDA Fellowships Workshop</li> </ul>
January/February	<ul style="list-style-type: none"> <li>• Finalise grant on GMRS and compliance check to GMO</li> </ul>
March	<ul style="list-style-type: none"> <li>• Submit grant</li> </ul>

\*These dates may change

## RESEARCH GRANT TIMETABLE

In order to improve the quality of grants submitted to NHMRC/ARC, Cancer Council and the Heart Foundation, the following changes have been agreed for Faculty support for researchers applying for these grants:

- “Research Grant Coordinator” (RGC) to be appointed for each school/centre.
- The role of the RGC will be
  - (i) Ensure timely preparation and adequate review of all grant applications
  - (ii) Appoint grant reviewers and mentors for applicants
  - (iii) Organise small group workshops to critically review grants in a timely fashion
- Mentors. All members of staff now have a mentor and they should discuss their plans for grant applications with their mentors.
- NHMRC/ARC/Cat 1 grant Timetable has been prepared to help:
  - Ensure timely preparation and review
  - Appoint reviewers in a timely fashion
  - Organise workshops to critically review grants
- Review reward scheme:
  - Each grant applicant can commission reviewers to critically appraise and help with preparation of their grant
  - Reviewers who make a “significant” contribution to a successful grant will be paid \$1000 by the school/unit which will be reimbursed to the school by the Faculty on an annual basis.
- “Silver Star Awards” will be made to researchers who have missed out on a Cat 1 grant but who, in the opinion of the ADR, head of school and research committee, have an excellent chance of success in applying for the next round of grant applications.
- Ten Silver Star Awards will be made.
- Guidelines for the Silver Star Awards (\$20,000).
  - Strategic initiative and alliance with faculty and school plans
  - Track record of CIA’s
  - Publication record of CIA’s
  - Future plans of the research group and alliance with the other members of staff
  - Budget – other existing funds available to researchers funds
  - Future plans

### Review of FRG/ECRs

- In addition to contributing to the Silver Star Awards as above, the funds will be strategically used to help researchers to develop quality grant applications for Category 1 funding.
- ECR Funding:
  - Start up funds for new recruits
  - Support for research/preparation of grants for submission in next round