

FACULTY OF MEDICINE, NURSING AND HEALTH  
SCIENCES

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## Small Grants On-Line User Manual

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## Overview of the 'Small Grants' scheme and the FMNHS on-line application platform

*Supporting the research endeavors of Flinders University, Flinders Medical Centre Research Foundation and Flinders Fertility.*

Flinders University's Faculty of Medicine, Nursing and Health Sciences, together with their funding partners the Flinders Medical Centre (FMC) Research Foundation and Flinders Fertility have combined substantial research funds to enable the distribution of funds exceeding 1,000,000 for research projects, research related activities and equipment.

Funds are awarded via a competitive, peer reviewed process that will be facilitated via the Faculty of Medicine, Nursing and Health Sciences (FMNHS) 'Small Grants' process that consists of the following:

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### S C H E M E S

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Seeding Grants/Early Career Researchers (ECR) grants

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Near Miss grants

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Top Up grants

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Large Equipment grants

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Infrastructure grants

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In order to streamline both the application and review process the Faculty Research Administration Unit (FRAU) have been working closely with Information Technology Services (ITS) to develop an on-line grant application database to enable them to effectively manage the expected 100-150 applications that the Faculty anticipates will be received.

Each eligible application received will be peer reviewed and ranked. The Flinders Medical Centre (FMC) Research Foundation and Flinders Fertility will select from the ranked list the applications which most closely align to their current research focus and aims and meet their 'additional criteria'. The Faculty of Medicine, Nursing and Health Sciences (FMNHS) will consider funding eligible applications ranked at a score deemed by the Assessment Panel to be worthy of funding.

## Basic Eligibility information

### CIA

Flinders Medical Centre Research Foundation may consider funding applications external to the Faculty of Medicine, Nursing and Health Sciences and/or Flinders University but in all cases CIA must have a FAN to access, prepare and submit an application.

Flinders University cannot administer the grant if CIA does not have a FAN (ie: Flinders University staff member or has formal academic status).

### ECR

To be an Early Career Researchers (ECR) you must be within 5 years FTE, from receiving your PhD (taking into account career disruptions where applicable).

### Schemes Guidelines

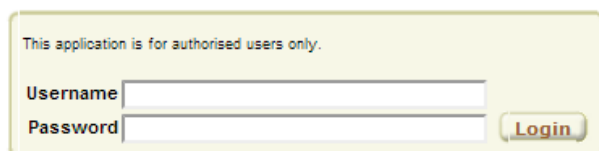
| Scheme   | Hyperlinks to Guidelines   |
|--|--|
| Seeding Grants/Early Career Researchers (ECR) grants | <a href="#">Seeding Grants Guidelines 2014</a><br><a href="#">Flinders Fertility Guidelines 2014</a><br><a href="#">FMC Foundation Guidelines 2014</a>   |
| Near Miss grants                                     | <a href="#">Near Miss Grants Guidelines 2014</a><br><a href="#">Flinders Fertility Guidelines 2014</a><br><a href="#">FMC Foundation Guidelines 2014</a> |
| Top Up grants  | <a href="#">Top Up Grants Guidelines 2014</a><br><a href="#">FMC Foundation Guidelines 2014</a>  |
| Large Equipment grants                               | <a href="#">Large Equipment Grants Guidelines 2014</a>   |
| Infrastructure grants                                | <a href="#">Infrastructure Grants Guidelines 2014</a>  |

## How to log on

### From a University Computer

To commence your application the first step is to log on to the dedicated web page. You can do this by going to the following web link:

<https://shen.flinders.edu.au:4443/pls/apex/f?p=149:1>



This application is for authorised users only.

Username

Password

Login

Log on by using your Flinders Authentication Name (FAN) and password.

Chief Investigator A CIA is responsible for preparing and submitting the application and she/he must have a FAN and log on to be able to use this on-line application database.

### From an external computer

To log on from an external computer you will need to connect to the Flinders Virtual Private Network (VPN) first.

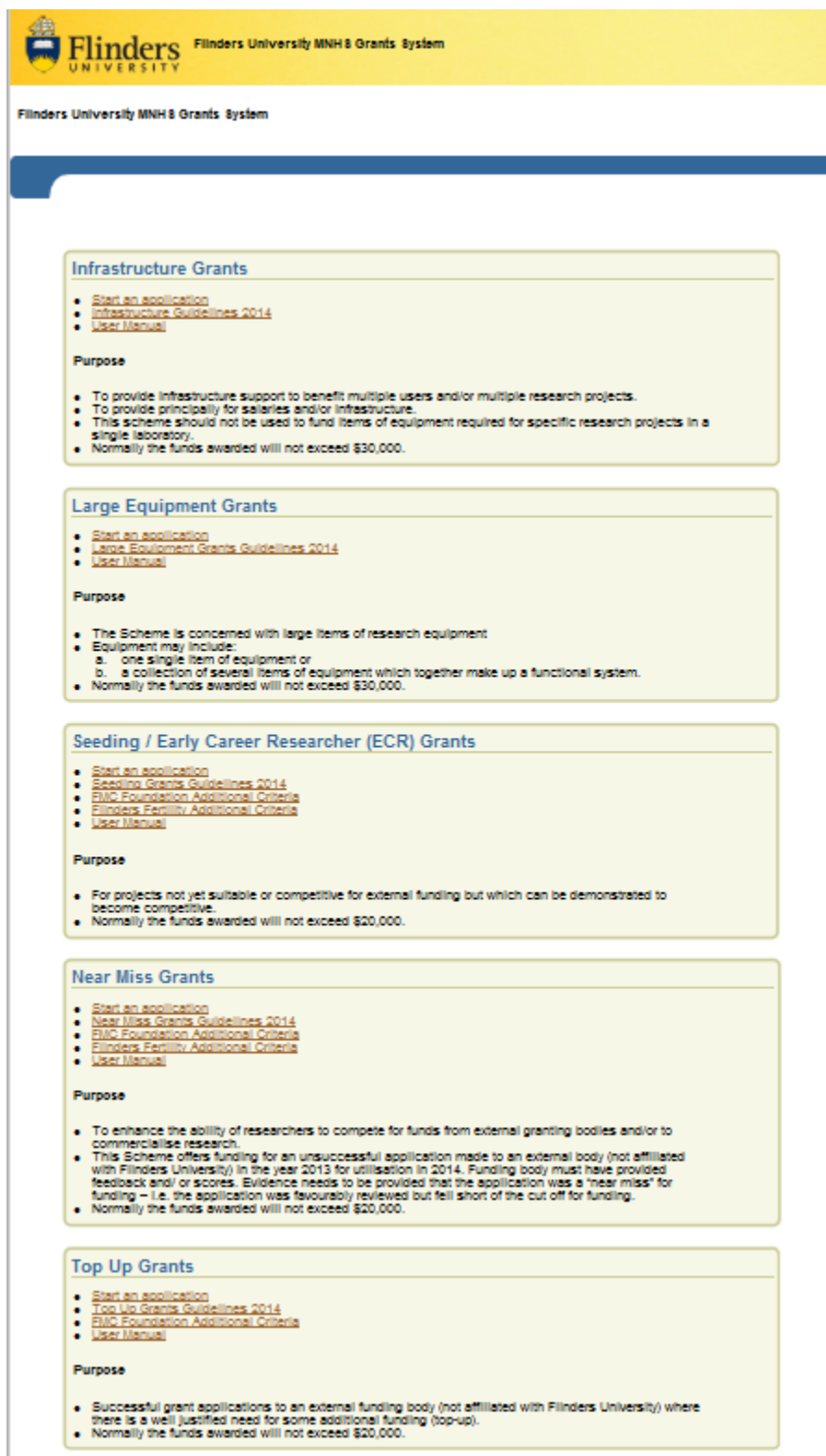
Instruction on how to set up (installing Cisco Software) and log on to the VPN can be found here:

<https://www.flinders.edu.au/its/essentials/network-access/vpn/vpn-home.cfm>

Once you've installed Cisco and are connected to the VPN, please refer to the instructions above ***How to log on from a University Computer.***

# Start an application

Once you have logged on you will see the following screen:



**Flinders University MNH & Grants System**

### Infrastructure Grants

- [Start an application](#)
- [Infrastructure Guidelines 2014](#)
- [User Manual](#)

**Purpose**

- To provide infrastructure support to benefit multiple users and/or multiple research projects.
- To provide principally for salaries and/or infrastructure.
- This scheme should not be used to fund items of equipment required for specific research projects in a single laboratory.
- Normally the funds awarded will not exceed \$30,000.

### Large Equipment Grants

- [Start an application](#)
- [Large Equipment Grants Guidelines 2014](#)
- [User Manual](#)

**Purpose**

- The Scheme is concerned with large items of research equipment
- Equipment may include:
  - one single item of equipment or
  - a collection of several items of equipment which together make up a functional system.
- Normally the funds awarded will not exceed \$30,000.

### Seeding / Early Career Researcher (ECR) Grants

- [Start an application](#)
- [Seeding Grants Guidelines 2014](#)
- [EMC Foundation Additional Criteria](#)
- [Flinders Faculty Additional Criteria](#)
- [User Manual](#)

**Purpose**

- For projects not yet suitable or competitive for external funding but which can be demonstrated to become competitive.
- Normally the funds awarded will not exceed \$20,000.

### Near Miss Grants

- [Start an application](#)
- [Near Miss Grants Guidelines 2014](#)
- [EMC Foundation Additional Criteria](#)
- [Flinders Faculty Additional Criteria](#)
- [User Manual](#)

**Purpose**

- To enhance the ability of researchers to compete for funds from external granting bodies and/or to commercialise research.
- This Scheme offers funding for an unsuccessful application made to an external body (not affiliated with Flinders University) in the year 2013 for utilisation in 2014. Funding body must have provided feedback and/or scores. Evidence needs to be provided that the application was a 'near miss' for funding – i.e. the application was favourably reviewed but fell short of the cut off for funding.
- Normally the funds awarded will not exceed \$20,000.

### Top Up Grants

- [Start an application](#)
- [Top Up Grants Guidelines 2014](#)
- [EMC Foundation Additional Criteria](#)
- [User Manual](#)

**Purpose**

- Successful grant applications to an external funding body (not affiliated with Flinders University) where there is a well justified need for some additional funding (top-up).
- Normally the funds awarded will not exceed \$20,000.

### Select your scheme

Each scheme will have a link to the corresponding 'Guidelines', please ensure that you carefully read the Guidelines to establish that you are appropriately targeting your proposal.

Click on ***start an application***.

Select 'Start an application' within the scheme for which you intend to commence an application ie: Infrastructure, Large Equipment, Seeding / Early Career Research (ECR), Near Miss or Top Up.

**Seeding / Early Career Researcher (ECR) Grants**

- [Start an application](#)
- [Seeding Grants Guidelines 2014](#)
- [FMC Foundation Additional Criteria](#)
- [Flinders Fertility Additional Criteria](#)
- [User Manual](#)

**Purpose**

- For projects not yet suitable or competitive for external funding but which can be demonstrated to become competitive.
- Normally the funds awarded will not exceed \$20,000.

**Near Miss Grants**

- [Start an application](#)
- [Near Miss Grants Guidelines 2014](#)
- [FMC Foundation Additional Criteria](#)
- [Flinders Fertility Additional Criteria](#)
- [User Manual](#)

**Purpose**

- To enhance the ability of researchers to compete for funds from external granting bodies and/or to commercialise research.
- This Scheme offers funding for an unsuccessful application made to an external body (not affiliated with Flinders University) in the year 2013 for utilisation in 2014. Funding body must have provided feedback and/or scores. Evidence needs to be provided that the application was a "near miss" for funding – i.e. the application was favourably reviewed but fell short of the cut off for funding.
- Normally the funds awarded will not exceed \$20,000.

You will see the following screen, click ***Next***.

**GRANTS > New Grant Application**

**Grant Type**

☐ Equipment

☐ Infrastructure

☒ Grant Type

☐ Near Miss

☐ Seeding

☐ Top Up

**Seeding / Early Career Researcher (ECR) Grant Instructions**

**Purpose of the Seeding / Early Career Researcher (ECR) Grants**

- For projects not yet suitable or competitive for external funding but which can be demonstrated to become competitive.
- Normally the funds awarded will not exceed \$20,000.

**Criteria for the assessment of applications**

- Scientific quality, significance and feasibility of the proposal.
- The strength and clarity of the budget justification.
- The track record of all Chief Investigators (past 3 years).
- How the Grant will assist the applicant(s) in making a further application for an external grant or in developing a commercial venture.
- How effectively funds allocated for grants in previous years for all CI's have led to outcomes.
- Strategic benefit of the research.

### Select your funding source

Please note this step is not applicable to **Infrastructure** and **Large Equipment Grants**.

For **Seeding/ECR** and **Near Miss Grants** – in the Grant Description section:

- Please advise by ticking the appropriate checkbox if CIA is **not** from the Faculty of Medicine, Nursing & Health Sciences – please note your application **must** comply with [FMCF additional criteria](#).
- Please advise by ticking the appropriate checkbox if you want your application to be specifically considered by Flinders Fertility – please note your application **must** comply with [FF additional criteria](#).

Grant Description

Grants Id: 176

Grant Type: Seeding

Active: ☒ Yes ☐ No

Application / request / project / equipment title: [Text area]

Significance / media ready / lay description: [Text area]

Is this an ECR application: ☒ Yes ☐ No

☐ Please tick here if CIA is not from FMNHS – this application must comply with [FMCF additional criteria](#)

☐ Please tick here if you want your application to be specifically considered by Flinders Fertility – this application must comply with [FF additional criteria](#)

Total Budget Requested: \$26,083.10

Submitted: ☐ Yes ☒ No

For **Top Up Grants** – in the Grant Description section: please advise if CIA is **not** from the Faculty of Medicine, Nursing & Health Sciences – please note your application **must** comply with [FMCF additional criteria](#).

Grant Description

Grants Id: 280

Grant Type: Top Up

Active: ☒ Yes ☐ No

Application / request / project / equipment title: [Text area]

Significance / media ready / lay description: [Text area]

Is this an ECR application: ☐ Yes ☒ No

Was the original application an ECR application: ☐ Yes ☒ No ☐ NA

☐ Please tick here if CIA is not from FMNHS – this application must comply with [FMCF additional criteria](#)

Total Budget Requested: \$0.00

Submitted: ☐ Yes ☒ No



## Edit your application



All fields are mandatory. If not applicable to you or your project, please enter **N/A** so reviewers know you have considered and addressed the requirement.



Please note that you can use 'cut and paste' in all the free text fields.



Don't forget to click on the **Save** button before exiting.



If you use the **back** button of your browser you risk losing unsaved data.

Always use the **save** or **return to grant** buttons in the application form to navigate in-between screens.



The **Submit** button (unlike in RGMS) is for **final submission** of your application. To save and exit your application click on the **Save** button. Please note that saving will take you out of your application, back to the homepage [this is a default behavior of the system which couldn't be changed].

[GRANTS](#) > Edit Grant



### Seeding / Early Career Researcher (ECR) Grant Instructions

#### Purpose of the Seeding / Early Career Researcher (ECR) Grants

- For projects not yet suitable or competitive for external funding but which can be demonstrated to become competitive.
- Normally the funds awarded will not exceed \$20,000.

#### Criteria for the assessment of applications

- Scientific quality, significance and feasibility of the proposal.
- The strength and clarity of the budget justification.
- The track record of all Chief Investigators (past 3 years).
- How the Grant will assist the applicant(s) in making a further application for an external grant or in developing a commercial venture.
- How effectively funds allocated for grants in previous years for all CI's have led to outcomes.
- Strategic benefit of the research.

### Grant Description

Grants Id

Grant Type: Seeding

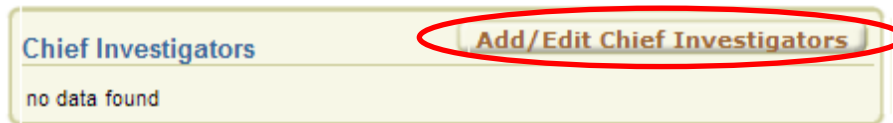
Active ☒ Yes ☐ No

Title of my project

Application / request /  
project / equipment title

## Add a Chief Investigator

On the main screen (Grants>Edit Grant) click on *Add/Edit Chief Investigator*.



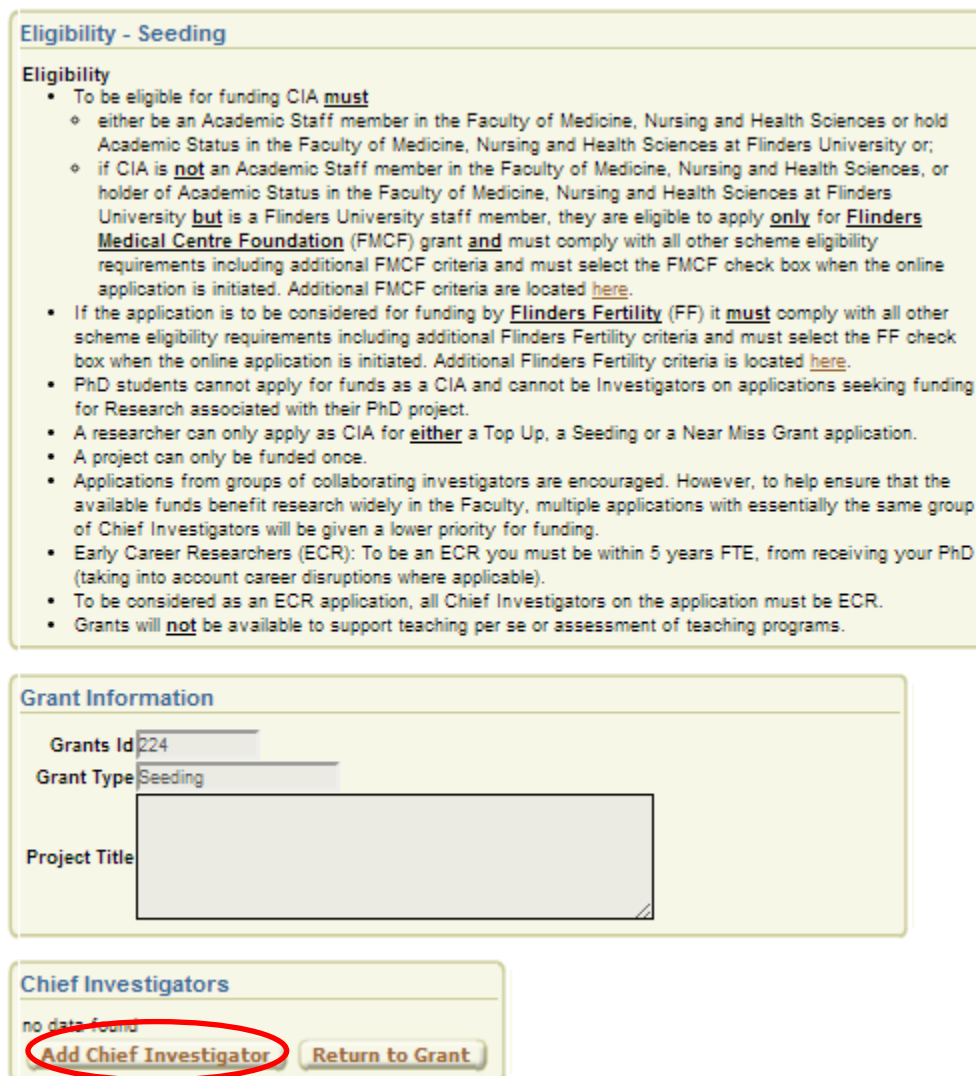
Chief Investigators

no data found

**Add/Edit Chief Investigators**

Then click on *Add Chief Investigator*.

[GRANTS](#) > [Edit Grant](#) > Chief Investigators



**Eligibility - Seeding**

**Eligibility**

- To be eligible for funding CIA **must**
  - either be an Academic Staff member in the Faculty of Medicine, Nursing and Health Sciences or hold Academic Status in the Faculty of Medicine, Nursing and Health Sciences at Flinders University or;
  - if CIA is **not** an Academic Staff member in the Faculty of Medicine, Nursing and Health Sciences, or holder of Academic Status in the Faculty of Medicine, Nursing and Health Sciences at Flinders University **but** is a Flinders University staff member, they are eligible to apply **only** for **Flinders Medical Centre Foundation (FMCf)** grant **and** must comply with all other scheme eligibility requirements including additional FMCf criteria and must select the FMCf check box when the online application is initiated. Additional FMCf criteria are located [here](#).
- If the application is to be considered for funding by **Flinders Fertility (FF)** it **must** comply with all other scheme eligibility requirements including additional Flinders Fertility criteria and must select the FF check box when the online application is initiated. Additional Flinders Fertility criteria is located [here](#).
- PhD students cannot apply for funds as a CIA and cannot be Investigators on applications seeking funding for Research associated with their PhD project.
- A researcher can only apply as CIA for **either** a Top Up, a Seeding or a Near Miss Grant application.
- A project can only be funded once.
- Applications from groups of collaborating investigators are encouraged. However, to help ensure that the available funds benefit research widely in the Faculty, multiple applications with essentially the same group of Chief Investigators will be given a lower priority for funding.
- Early Career Researchers (ECR): To be an ECR you must be within 5 years FTE, from receiving your PhD (taking into account career disruptions where applicable).
- To be considered as an ECR application, all Chief Investigators on the application must be ECR.
- Grants will **not** be available to support teaching per se or assessment of teaching programs.

**Grant Information**

Grants Id

Grant Type

Project Title

**Chief Investigators**

no data found


**Add Chief Investigator** **Return to Grant**

If the Chief Investigator is a staff member or an academic status holder of Flinders University, please enter their FAN by clicking on the icon below. You can search by FAN or last name.



Please note it is mandatory for the CIA to enter their FAN – you won't be able to certify nor submit otherwise.

**Chief Investigator**

FAN   (if applicable)

Title


Given Name

Surname

Role

Entering the FAN will auto-populate most of the Chief Investigators contact details.

**Chief Investigator**

FAN   (if applicable)

Title

Given Name

Surname

Role

School / Centre / Discipline / Address

Work Phone

Email

Are you a staff member or do you hold Academic Status in Faculty of Medicine, Nursing & Health Sciences at Flinders University ☒ Yes ☐ No

Early Career Researcher ☐ Yes ☒ No

ATSI ☐ Yes ☒ No (If ticked assessors will assess output as 'relative to opportunity')

Not Applicable

Career Disruption/Justification


Publications

Patents

Contribution/Time Commitment  (hours per week)




Please make sure:

- to clear previous search filter when looking for a new investigator's FAN by clicking on the  symbol;
- to allow all results to be displayed by increasing the number of rows to "All".

Search

Rows

Row text contains 'janvier' 

| Surname | Firstname | Role | Department                       | Building | Room | Phone |
|---------|-----------|------|----------------------------------|----------|------|-------|
| Janvier | Elodie    | -    | School of Medicine, Deans Office | -        | -    | -     |

When you are finished editing click **Save**. You will see the following screen:

[GRANTS](#) > [Edit Grant](#) > Chief Investigators

**Eligibility - Seeding**

**Eligibility**

- To be eligible for funding CIA **must**
  - either be an Academic Staff member in the Faculty of Medicine, Nursing and Health Sciences or hold Academic Status in the Faculty of Medicine, Nursing and Health Sciences at Flinders University or;
  - if CIA is **not** an Academic Staff member in the Faculty of Medicine, Nursing and Health Sciences, or holder of Academic Status in the Faculty of Medicine, Nursing and Health Sciences at Flinders University **but** is a Flinders University staff member, they are eligible to apply **only** for **Flinders Medical Centre Foundation** (FMCF) grant **and** must comply with all other scheme eligibility requirements including additional FMCF criteria and must select the FMCF check box when the online application is initiated. Additional FMCF criteria are located [here](#).
- If the application is to be considered for funding by **Flinders Fertility** (FF) it **must** comply with all other scheme eligibility requirements including additional Flinders Fertility criteria and must select the FF check box when the online application is initiated. Additional Flinders Fertility criteria is located [here](#).
- PhD students cannot apply for funds as a CIA and cannot be Investigators on applications seeking funding for Research associated with their PhD project.
- A researcher can only apply as CIA for **either** a Top Up, a Seeding or a Near Miss Grant application.
- A project can only be funded once.
- Applications from groups of collaborating investigators are encouraged. However, to help ensure that the available funds benefit research widely in the Faculty, multiple applications with essentially the same group of Chief Investigators will be given a lower priority for funding.
- Early Career Researchers (ECR): To be an ECR you must be within 5 years FTE, from receiving your PhD (taking into account career disruptions where applicable).
- To be considered as an ECR application, all Chief Investigators on the application must be ECR.
- Grants will **not** be available to support teaching per se or assessment of teaching programs.

**Grant Information**

Grants Id

Grant Type

Project Title

**Chief Investigators**

|   | FAN      | Name             | Role                 | School / Center / Discipline / Address | Early Career Researcher | Academic Status |
|---|----------|------------------|----------------------|--|-------------------------|-----------------|
|  | samp0001 | Dr Sample, David | Chief Investigator A | School of Medicine                     | N                       | Y               |

1 - 1



[Add Chief Investigator](#) [Return to Grant](#)

You can now add another Chief Investigator by repeating the process above or go back to the main screen by clicking the **Return to Grant** button.

**Chief Investigators**


no data found

[Add Chief Investigator](#) [Return to Grant](#)

 If you need to edit an existing entry, click on the edit icon .

## Add an Associate Investigator

On the main screen (Grants>Edit Grant) click on *Add/Edit Associate Investigator*.



Associate Investigators

no data found

Add/Edit Associate Investigators

Then click on *Add Associate Investigator*.

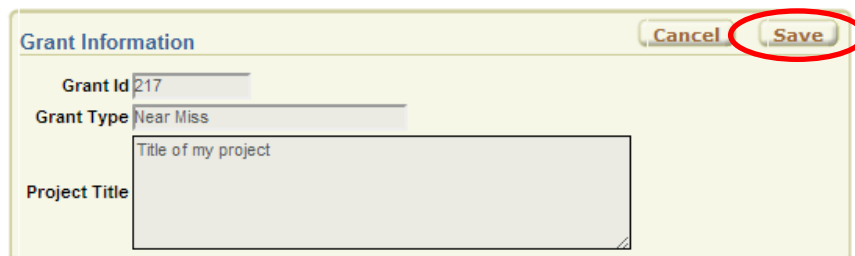


Associate Investigators

no data found

Add Associate Investigator Return to Grant

Fill-in the information then click the *Save* button.



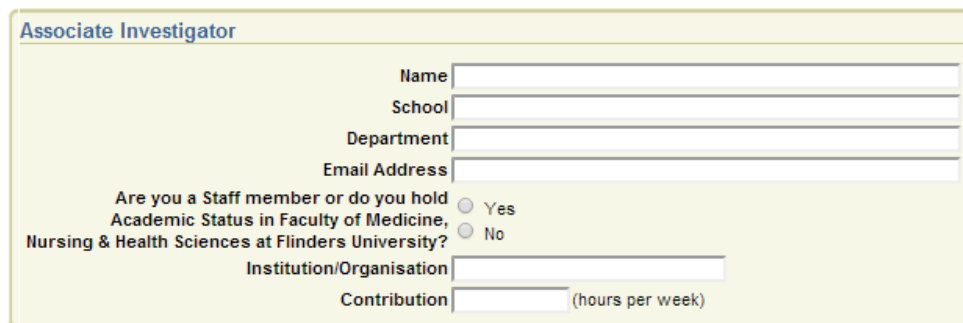
Grant Information

Grant Id 217

Grant Type Near Miss

Project Title Title of my project

Cancel Save



Associate Investigator

Name

School

Department

Email Address

Are you a Staff member or do you hold Academic Status in Faculty of Medicine, Nursing & Health Sciences at Flinders University? ☐ Yes ☐ No

Institution/Organisation

Contribution (hours per week)

You can now add another Associate Investigator by repeating the process above or go back to the main screen by clicking the *Return to Grant* button.



Associate Investigators

no data found


Add Associate Investigator Return to Grant



If you need to edit an existing entry, click on the edit icon .

## Add a Student

On the main screen (Grants>Edit Grant) click on *Add/Edit Student Investigator*.



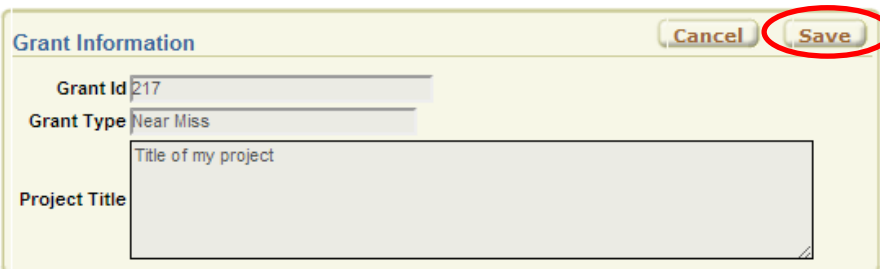
The screenshot shows a panel titled 'Student Investigators' with the text 'no data found' below the title. In the top right corner, there is a button labeled 'Add/Edit Student Investigators' which is circled in red.

Then click on *Add Student Investigator*.

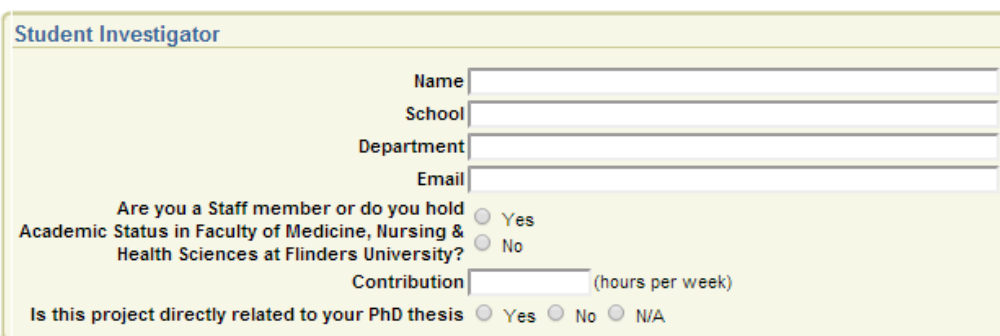


The screenshot shows the same 'Student Investigators' panel. Below the 'no data found' text, there are two buttons: 'Add Student Investigator' (circled in red) and 'Return to Grant'.

Fill-in the information then click the *Save* button.



The screenshot shows a 'Grant Information' form. It contains fields for 'Grant Id' (with the value 217), 'Grant Type' (with the value Near Miss), and 'Project Title' (with a text area containing 'Title of my project'). In the top right corner, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in red.





The screenshot shows a 'Student Investigator' form. It contains fields for 'Name', 'School', 'Department', and 'Email'. Below these fields, there is a section for 'Academic Status in Faculty of Medicine, Nursing & Health Sciences at Flinders University?' with radio buttons for 'Yes' and 'No'. There is also a 'Contribution' field with a unit '(hours per week)'. At the bottom, there is a question 'Is this project directly related to your PhD thesis' with radio buttons for 'Yes', 'No', and 'N/A'.

You can now add another Student by repeating the process above or go back to the main screen by clicking the *Return to Grant* button.



The screenshot shows the 'Student Investigators' panel again. Below the 'no data found' text, there are two buttons: 'Add Student Investigator' and 'Return to Grant' (circled in red).

 If you need to edit an existing entry, click on the edit icon .

Enter past, current and pending funding

 You are required to enter past (last 3 years), current and pending funding for all Chief Investigators.

To add an entry in the applicable category, click on *Add/Edit Funding*

**Past, Current and Requested Grant Funding for ALL Chief Investigators**



Past 3 Years Funding Received (including Establishment Grants) - 2011, 2012 & 2013  
no data found

Current Funding - 2014  
no data found

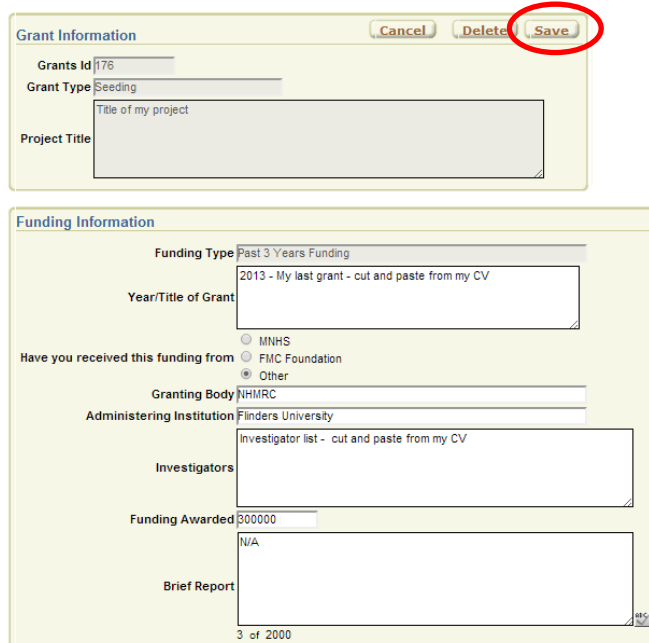
Pending Funding - 2014  
no data found

Then click on *Add Funding*.




Funding  
no data found  
Add Funding Return to Grant

Fill the requested information (example for past funding below) and click **Save** before exiting.





Grant Information  
Cancel Delete Save  
Grants Id 176  
Grant Type Seeding  
Project Title Title of my project


Funding Information  
Funding Type Past 3 Years Funding  
Year/Title of Grant 2013 - My last grant - cut and paste from my CV  
Have you received this funding from  
☐ MNHS  
☐ FMC Foundation  
☒ Other  
Granting Body NHMRC  
Administering Institution Flinders University  
Investigators Investigator list - cut and paste from my CV  
Funding Awarded 300000  
Brief Report N/A  
3 of 2000

| Funding   |   |                 |                     |                           |                     |  |
|---|---|-----------------|---------------------|---------------------------|---------------------|--|
|   | Year/Title                                      | Funding Awarded | Granting Body       | Administering Institution | MNHS or FMC Funding | Investigators                                |
|  | 2013 - My last grant - cut and paste from my CV | \$300,000.00    | NHMRC               | Flinders University       | Other               | Investigator list - cut and paste from my CV |
|  | 2012 - Seeding Grant - Cut and paste from my CV | \$10,000.00     | Flinders University | Flinders University       | MNHS                | Investigator list - Cut and paste from my CV |

1 - 2

[Add Funding](#) [Return to Grant](#)

 If you need to edit an existing entry, click on the edit icon .

 Note: Reports for past funding are only required for MNHS and FMC Foundation Grants. Please note only a **brief** report (2000 characters max) is required.

| Funding Information                 |   |
|-------------------------------------|---|
| Funding Type                        | Past 3 Years Funding  |
| Year/Title of Grant                 | <input type="text"/>  |
| Have you received this funding from | <input type="radio"/> MNHS<br><input type="radio"/> FMC Foundation<br><input type="radio"/> Other |
| Granting Body                       | <input type="text"/>  |
| Administering Institution           | <input type="text"/>  |
| Investigators                       | <input type="text"/>  |
| Funding Awarded                     | <input type="text"/>  |
| Brief Report                        | Report only required for MNHS/FMC Foundation Research Grants<br><input type="text"/>              |

0 of 2000



Enter your budget

## Budget

### Budget Instructions

Normally the funds awarded will not exceed \$20,000.

- Group items under the headings Salary, Direct Research Costs, Staff Travel, Equipment.
- The importance of each budget item should be indicated with a priority ranking. In determining this ranking, consider whether the budget item is essential for the timely completion of the project and / or necessary to maintain a reasonable rate of progress.
- If requesting salaries, the relevant University staff classification should be nominated (eg Lecturer Level A, HE05 etc.). Also ensure you provide for the appropriate salary on-costs, details of which are available at <http://www.flinders.edu.au/hr/hrsp/salary-scales.cfm>
- Please note, applicants are advised not to request teaching relief.

For each section (Salary, DRC, Travel, etc) click on *Add/Edit Budget*


### Budget - Salary

**Add/Edit Budget**

no data found

To add an item in a specific category, click on *Add budget item*


### Report on Budget - Salary

|   | Description   | Priority | Amount Requested   |
|---|---|----------|--------------------|
|  | Research Assistant - HE05 Step2 - 0.2 FTE for 6 months (including on-costs) | 1        | \$7,234.70         |
|  | Admin support - HE03 Step1 - 0.1FTE for 6 months (including on-costs)       | 2        | \$2,846.60         |
| Total   |   |          | <b>\$10,081.30</b> |

1 - 2

**Add Budget Item** **Return to Grant**



If you need to edit an existing entry, click on the edit icon .

Finally, enter your budget justification (on the main screen Grants>Edit Grant) and click **Save**.

### Budget - Justification

Total Budget Requested:\$0.00

Budget Justification

0 of 2000

**Save**



Note: Budget requirements (guidelines & fields) vary depending on the funding scheme.

## Upload attachments

The attachments requirements vary from one scheme to another. Requirements for each scheme are listed both in the guidelines and in the on-line form. The example below is for a Near-Miss application.

### Attachments

#### Attachments Required

- The external grant application including the background, research plan and original budget , also include a summary of all Investigators on the grant - mandatory
- All referees or panel comments and your responses - if available
- The final advising letter sent to you from the granting body to which you submitted your original grant - mandatory
- The above documents are to be combined as a pdf document and uploaded as your "research plan".
- If you have trouble creating pdf extracts of your original application please contact [health.research@flinders.edu.au](mailto:health.research@flinders.edu.au)

To add an attachment click on **Add/Edit attachments** to access the attachment section.

### Attachments

#### Attachments Required

- The external grant application including the background, research plan and original budget , also include a summary of all Investigators on the grant - mandatory
- All referees or panel comments and your responses - if available
- The final advising letter sent to you from the granting body to which you submitted your original grant - mandatory
- The above documents are to be combined as a pdf document and uploaded as your "research plan".
- If you have trouble creating pdf extracts of your original application please contact [health.research@flinders.edu.au](mailto:health.research@flinders.edu.au)

#### Attachments

no data found

**Add/Edit Attachments**

Then click on **Add Attachment**

[GRANTS](#) > [Edit Grant](#) > [File Attachments](#)

#### Attachments Required

- The external grant application including the background, research plan and original budget , also include a summary of all Investigators on the grant - mandatory
- All referees or panel comments and your responses - if available
- The final advising letter sent to you from the granting body to which you submitted your original grant - mandatory
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- If you have trouble creating pdf extracts of your original application please contact [health.research@flinders.edu.au](mailto:health.research@flinders.edu.au)

#### Grant Information

Grants Id

Grant Type

Project Title

#### Attachments

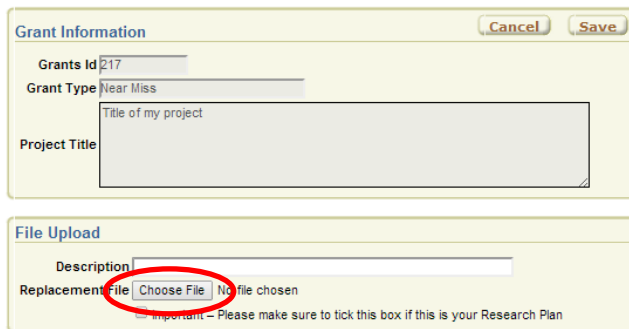
no data found

**Add Attachment**


**Return to Grant**

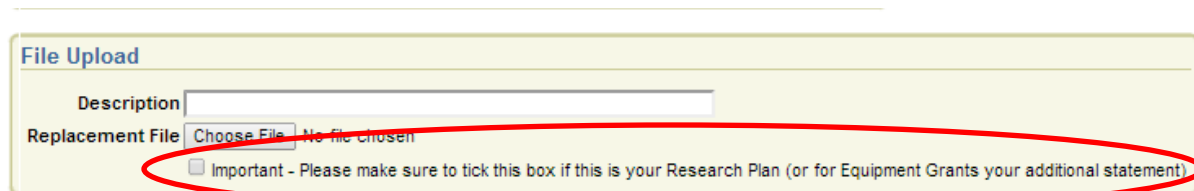
Click on **Choose file** to access your documents and upload your attachments (one at a time). You can add a description to your document (optional).

[GRANTS](#) > [Edit Grant](#) > [File Attachments](#) > Upload Supporting Documentation






The screenshot shows two sections of a web form. The top section, titled 'Grant Information', contains fields for 'Grants Id' (with value 217), 'Grant Type' (with value Near Miss), and 'Project Title' (with value Title of my project). It has 'Cancel' and 'Save' buttons. The bottom section, titled 'File Upload', contains a 'Description' text box, a 'Replacement File' section with a 'Choose File' button (circled in red) and 'No file chosen' text, and a checkbox labeled 'Important - Please make sure to tick this box if this is your Research Plan'.

 When uploading your Research Plan (or your additional statement for Large Equipment Grants): to make sure it will be visible by assessors, please ensure you tick the checkbox as per screenshot below:



This screenshot focuses on the 'File Upload' section. It shows the 'Description' text box, the 'Replacement File' section with the 'Choose File' button and 'No file chosen' text, and the 'Important - Please make sure to tick this box if this is your Research Plan (or for Equipment Grants your additional statement)' checkbox, which is circled in red.

 If you wish to delete or replace an attachment, click on the edit icon .

 If you have trouble creating the combined pdf please contact [health.research@flinders.edu.au](mailto:health.research@flinders.edu.au).

## Ethics

You are required to specify if ethics clearance is needed for your project and whether you have already obtained approval.


Please note you don't need to have obtained approval at time of submission; however, no funds will be released and your project must not commence until evidence of any and all ethics approvals have been provided to the Faculty Research Administration Unit (FRAU).

### Ethics



---

| Ethics                     |   |
|----------------------------|---|
| Clinical Human Required    | <input type="radio"/> Yes<br><input type="radio"/> No |
| Behavioural Human Required | <input type="radio"/> Yes<br><input type="radio"/> No |
| Animal Ethics Required     | <input type="radio"/> Yes<br><input type="radio"/> No |
| Biosafety Required         | <input type="radio"/> Yes<br><input type="radio"/> No |
| Obtained                   | <input type="radio"/> Yes<br><input type="radio"/> No |
| Obtained                   | <input type="radio"/> Yes<br><input type="radio"/> No |
| Obtained                   | <input type="radio"/> Yes<br><input type="radio"/> No |
| Obtained                   | <input type="radio"/> Yes<br><input type="radio"/> No |

## Useful tips to navigate and edit your application

 Please note that you can use 'cut and paste' in all the free text fields.


### Edit an existing entry

 Click on add/edit for a particular section on the main screen and for a particular individual record, click on the edit symbol 

For example if you need to edit a Chief Investigator's details/track record:



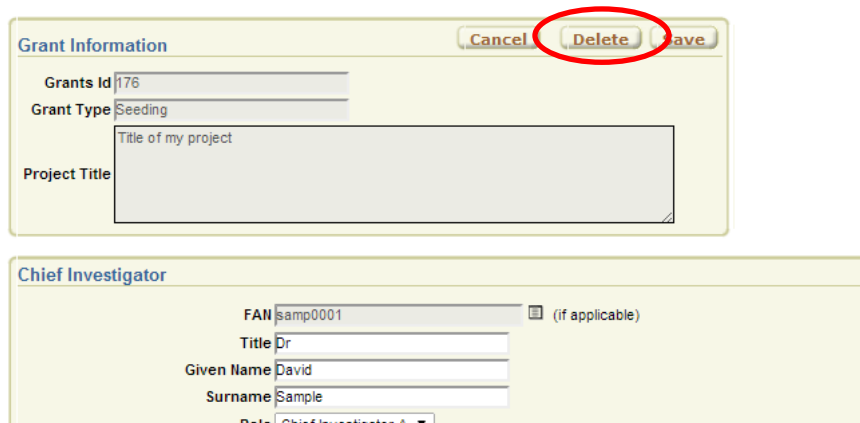
The screenshot shows two panels. The top panel, titled 'Chief Investigators', contains a table with one row: FAN (samp0001), Name (Dr Sample, David), Role (Chief Investigator A), and Department (School of Medicine). To the right of the table is a button labeled 'Add/Edit Chief Investigators', which is circled in red. Below the table is a '1 - 1' indicator. The bottom panel, also titled 'Chief Investigators', shows a more detailed table with columns: FAN, Name, Role, School / Center / Discipline / Address, Early Career Researcher, and Academic Status. The first row contains the same data as the top panel. To the left of the first row is an edit icon (a document with a pencil), which is circled in red. Below the table are two buttons: 'Add Chief Investigator' and 'Return to Grant'. A '1 - 1' indicator is also present at the bottom right of the table.

 Don't forget to click on the **Save** button before exiting.

### Delete an existing entry

Click on the edit symbol  to enter individual records - the **Delete** button sits at the top of the screen—please see examples below for deleting a Chief Investigators and deleting a funding source.

GRANTS > [Edit Grant](#) > [Chief Investigators](#) > Edit Chief Investigator



The screenshot shows two panels. The top panel, titled 'Grant Information', has a 'Cancel' button, a 'Delete' button (circled in red), and a 'Save' button. Below these buttons are input fields for 'Grants Id' (176), 'Grant Type' (Seeding), and 'Project Title' (Title of my project). The bottom panel, titled 'Chief Investigator', contains input fields for 'FAN' (samp0001), 'Title' (Dr), 'Given Name' (David), 'Surname' (Sample), and 'Role' (Chief Investigator A). There is also a '(if applicable)' label next to the FAN field.

GRANTS > [Edit Grant](#) > [Grants Funding](#) > Edit Grants Funding

**Grant Information**

Grants Id: 176

Grant Type: Seeding

Project Title: Title of my project

**Funding Information**

Funding Type: Past 3 Years Funding

Year/Title of Grant: 2013 - My last grant - cut and paste from my CV

Have you received this funding from:

- ☐ MNHS
- ☐ FMC Foundation
- ☒ Other

Granting Body: NHMRC

Administering Institution: Flinders University

Investigators: Investigator list - cut and paste from my CV

Funding Awarded: 300000

Brief Report: N/A

3 of 2000

### Navigate



If you use the **back** button of your browser you risk losing unsaved data.

Always use the **Save** or **Return to grant** buttons in the application form to navigate in-between screens.

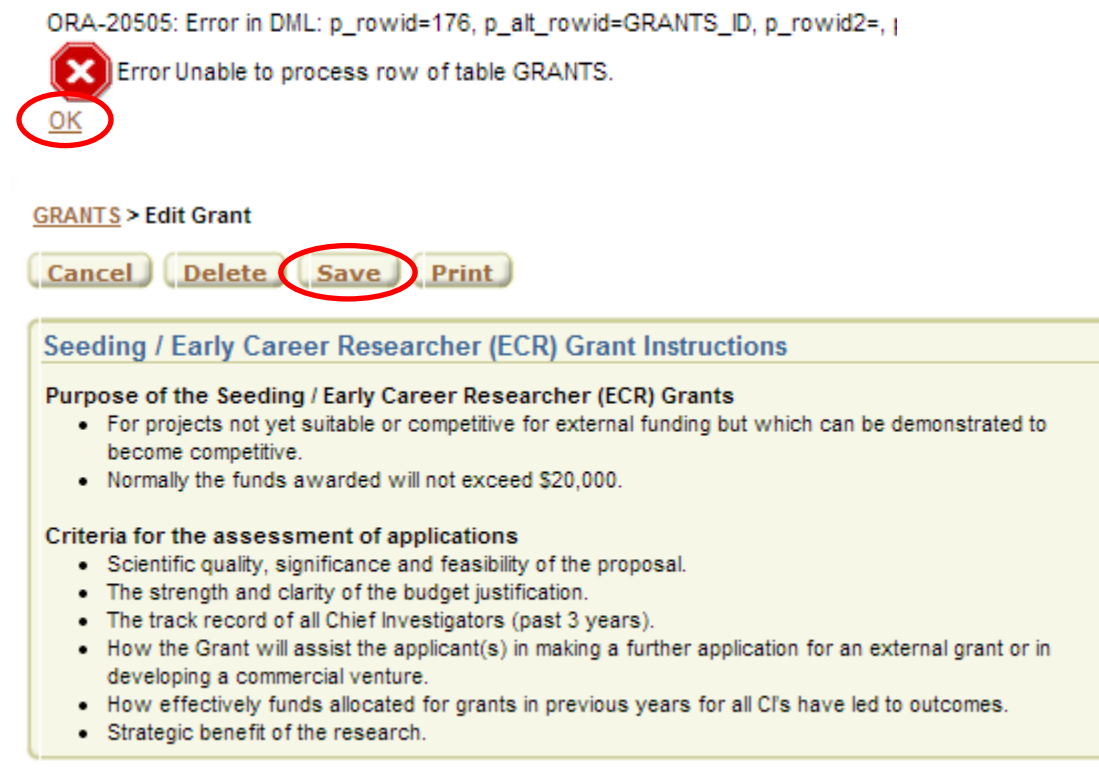


The **Submit** button (unlike in RGMS) is for **final submission** of your application. To save and exit your application click on the **Save** button. Please note that saving will take you out of your application, back to the homepage [this is a default behavior of the system which couldn't be changed].

## Troubleshooting

### If you get an error message


If you get an error message (see example below), click **OK** and exit the application by clicking **Save**.

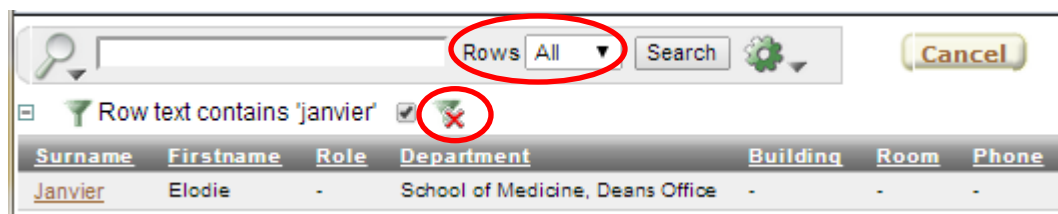


Re-enter the application to continue editing. If the error message persists, please contact [health.research@flinders.edu.au](mailto:health.research@flinders.edu.au).

### If you can't find a FAN

Please make sure:

- to clear previous search filter when looking for a new investigator's FAN by clicking on the  symbol;
- to allow all results to be displayed by increasing the number of rows to "All".



If the error persists, please contact [health.research@flinders.edu.au](mailto:health.research@flinders.edu.au).

## Certify your application

! To certify an application, you will need to be logged-on under the FAN of the CIA.

! You will not be able to submit the application if a check-box in the **Certification** section is left un-ticked.

CIA is responsible for certifying that:

- The information in the application is true & correct
- All investigators named on this grant agree to take part in the research project
- All investigators consent to the application being reviewed either internally or externally as required
- The project will not commence until such time as any and all required ethics approvals have been obtained
- Consent from the Dean of School (or Delegate) has been obtained

## Submit

! Submission is final. Once you have submitted your application you will not be able to edit it nor add any further attachment. Please make sure you have completed the certification section.

To submit your application, please click on the **Submit** button in the certification section.

### Certification

---

**Chief Investigator A Certification**

Chief Investigator A

The information in this application is true & correct ☒

Where applicable I have consulted with the other investigators named on this grant and they agree to take part in this research project ☒

All investigators consent to this application being reviewed either internally or externally as required ☒

This project will not commence until such time as any and all required ethics approvals have been obtained. ☒

I have obtained the consent from the Dean of School (or Delegate). ☒

**Submit**



## Print

To save your application as a pdf for your own records, please click on the ***Print*** button either on top or at the bottom of the main edit screen.

[GRANTS](#) > Edit Grant

[Cancel](#) [Delete](#) [Save](#) [Print](#)

### Seeding / Early Career Researcher (ECR) Grant Instructions

#### Purpose of the Seeding / Early Career Researcher (ECR) Grants

- For projects not yet suitable or competitive for external funding but which can be dem become competitive.
- Normally the funds awarded will not exceed \$20,000.

or

### Certification

---

#### Chief Investigator A Certification

Chief Investigator A

The information in this application  
is true & correct ☒

Where applicable I have consulted with the other  
investigators named on this grant and they  
agree to take part in this research project ☒

All investigators consent to this application  
being reviewed either internally or externally  
as required ☒

This project will not commence until  
such time as any and all required ethics  
approvals have been obtained. ☒

I have obtained the consent  
from the Dean of School (or Delegate). ☒

[Submit](#)

[Cancel](#) [Delete](#) [Save](#) [Print](#)

## What if you need to 'unsubmit' your application

Please make sure you only submit your application when it is fully completed and ready for review.



However should you experience any issue and need access to your submitted application, please send an email to [health.research@flinders.edu.au](mailto:health.research@flinders.edu.au) with subject line "Please unsubmit my application" and add your application ID in the title.

## Help Contacts



For any help with the small grants round and/or application process, please send your query via email to the generic address [health.research@flinders.edu.au](mailto:health.research@flinders.edu.au).

## Sample Application



Flinders University Faculty of Health Sciences

### Seeding ECR Grant Application Form

Web Version

| Grant Information  |   |
|--|---|
| Grant ID   | 176   |
| Grant Type   | Seeding   |
| Application/request/project/equipment title  | Title of my project                               |
| Significance/media ready/lay description   | The significance of my project is high because... |
| Please tick here if CIA is not from FMNHS - this application must comply with FMCF additional criteria                                   | N   |
| Please tick here if you want your application to be specifically considered by Flinders Fertility - this application must comply with FF | N   |
| Total Budget   | \$26,083.10                                       |
| Created By   | Samp0001  |
| Created On   | 23-JUN-2014                                       |

| Chief Investigator A  |   |
|---|---|
| <b>FAN</b>  | samp0001  |
| <b>Name</b>   | Dr Sample, David                                      |
| <b>School/Centre/Discipline/Address</b>   | School of Medicine                                    |
| <b>Work Phone</b>   | 12345   |
| <b>Email</b>  | david.sample@flinders.edu.au                          |
| <b>Are you a staff member or do you hold Academic Status in Faculty of Medicine, Nursing &amp; Health Sciences at Flinders University</b> | Y   |
| <b>Early Career Researcher</b>  | N   |
| <b>ATSI</b>   | N   |
| <b>Career Disruption/Justification</b>  | Not Applicable  |
| <b>Publications</b>   | My publication list, cut & pasted from word (endnote) |
| <b>Patents</b>  | My patent list, cut & pasted from word                |

| Associate Investigators |                      |                       |                          |
|-------------------------|----------------------|-----------------------|--------------------------|
| Name                    | Full Academic Status | Contribution hrs/week | Institution/Organisation |
| Dr Mark Smith           | N                    | 1                     | University of Adelaide   |

| Student Investigators |                      |                       |                |
|-----------------------|----------------------|-----------------------|----------------|
| Name                  | Full Academic Status | Contribution hrs/week | Related to PHD |
| Ms Kathy Jones        | Y                    | 10                    | N              |

| Past 3 Years Funding                               |   |                          |                        |                        |   |
|--|---|--------------------------|------------------------|------------------------|---|
| Investigators                                      | Title   | Funding                  | Granting Body          | Admin Inst             | Report  |
| Investigator list<br>- Cut and paste<br>from my CV | 2012 -<br>Seeding<br>Grant - Cut<br>and paste<br>from my CV | \$10,000.<br>.00         | Flinders<br>University | Flinders<br>University | A brief report (2000 characters max) on my 2012 Faculty<br>Seeding Grant. |
| Investigator list<br>- cut and paste<br>from my CV | 2013 - My last<br>grant - cut and<br>paste from my<br>CV    | \$300,000<br>.00         | NHMRC                  | Flinders<br>University | N/A   |
| <b>Total</b>                                       |   | <b>\$310,000<br/>.00</b> |                        |                        |   |

| Budget - Salary  |          |                     |
|--|----------|---------------------|
| Description  | Priority | Amount<br>Requested |
| Research Assistant - HEO5 Step2 - 0.2 FTE for 6 months (including<br>on-costs) | 1        | \$7,234.70          |
| Admin support - HEO3 Step1 - 0.1FTE for 6 months (including<br>on-costs)       | 2        | \$2,846.60          |
| <b>Total</b>   |          | <b>\$10,081.30</b>  |

| Budget - Direct Research Costs (DRC) |          |                     |
|--------------------------------------|----------|---------------------|
| Description                          | Priority | Amount<br>Requested |
| Consumable - Reagent X               | 1        | \$2,000.50          |
| Antibodies Z                         | 1        | \$2,000.60          |
| Consumable - Reagent Y               | 1        | \$1,000.70          |
| <b>Total</b>                         |          | <b>\$5,001.80</b>   |

| Budget - Staff Travel                      |          |                   |
|--|----------|-------------------|
| Description                                | Priority | Amount Requested  |
| Travel to Peter McCallum Centre, Melbourne | 1        | \$3,000.00        |
| <b>Total</b>                               |          | <b>\$3,000.00</b> |

| Budget - Equipment                  |          |                   |
|-------------------------------------|----------|-------------------|
| Description                         | Priority | Amount Requested  |
| ELx808 Absorbance Microplate Reader | 1        | \$8,000.00        |
| <b>Total</b>                        |          | <b>\$8,000.00</b> |

| Budget - Justification   |   |
|--|---|
| <b>Total Budget</b>  | \$26,083.10   |
| <b>Budget Justification</b>  | <p>Salary<br/>The Research assistant will be responsible for the routine production and purification of the samples and for running the experiments. Mr R Smith is highly experienced in the techniques required for this project and a 20% part time salary contribution will enable his expertise to contribute to this 6 months project.</p> <p>The admin support will be responsible for organising and coordinating the sample collection across all sites and perform the data entry.</p> <p>DRC<br/>100 samples will be tested<br/>2ml of Reagent X per sample @\$10,000/l<br/>10ml of Reagent Y per sample @\$1,000/l</p> |
| <b>Which external funding agency do you expect will provide further funding for this project</b> | This seeding grant would help us get preliminary data to apply for an NHMRC Project Grant in 2015   |

| Ethics                     |   |          |   |
|----------------------------|---|----------|---|
| Clinical Human Required    | Y | Obtained | Y |
| Behavioural Human Required | N | Obtained | N |
| Animal Ethics Required     | N | Obtained | N |
| Biosafety Required         | Y | Obtained | N |

| Chief Investigator A Certification  |          |
|---|----------|
| Chief Investigator A  | samp0001 |
| The information in this application is true & correct   | Y        |
| Where applicable I have consulted with the other investigators named on this grant and they agree to take part in this research project | Y        |
| All investigators consent to this application being reviewed either internally or externally as required                                | Y        |
| This project will not commence until such time as any and all required ethics approvals have been obtained.                             | Y        |
| I have obtained the consent from the Dean of School (or Delegate) and uploaded the email authorisation.                                 | Y        |