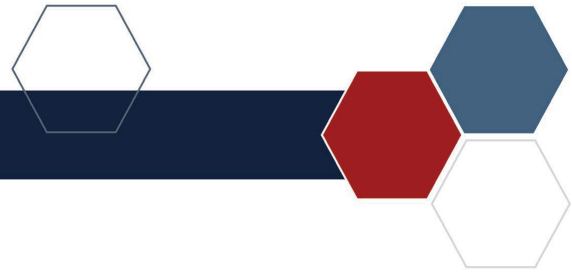


Medical Research

Future Fund



Applying for Medical Research Future Fund (MRFF) Funding: Guidance for Consumers (August 2024)

Medical Research Future Fund (MRFF) grant opportunities are administered through two grant hubs: the National Health and Medical Research Council (NHMRC) and Business Grants Hub (BGH). Each hub has its own unique electronic system for receiving applications. This fact sheet provides information for consumers to help them navigate these systems.

National Health and Medical Research Council

- For MRFF grant opportunities administered through NHMRC, all applications are submitted electronically via NHMRC's online grants management system, [Sapphire](#).
- In Sapphire, members of the research team responsible for conducting the proposed research are referred to as 'Chief Investigators', and the lead researcher (who takes the lead role in completing the application, conducting the research if the application is successful, and reporting as required under the grant agreement) is referred to as the 'Chief Investigator A' (CIA).
- Before you can start an application in Sapphire, or accept an invitation from a CIA to be included on an existing application, you must first set up a Sapphire Account and Profile (see below).
- Once you are included as a member of the research team on an application in Sapphire, you may be able to edit the application depending on your user access level (view or edit). If you are unable to edit the application and would like to change your user access level, please contact the application owner (i.e. the person/institution that started the application).
- The process of editing and finalising an application is a joint team effort that is co-ordinated by the CIA. This includes establishing the research plan, setting the proposed budget, and obtaining copies of any additional required evidence or information.
- Each Chief Investigator may also be required to complete additional fields in Sapphire, depending on the specific grant opportunity and the information

required for grant assessment. These requirements will be specified in the guidelines.

- If you need more information, contact the Research Administration Office (RAO) of the organisation submitting the application in the first instance. You can also contact the NHMRC Research Help Centre at help@nhmrc.gov.au.

Obtaining a Sapphire Account

- Instructions on obtaining a Sapphire account, and help using and navigating Sapphire, are available on the NHMRC's website here: [Sapphire | NHMRC](#).
- If you do not have a Sapphire account, but would like to view a copy of an application, Sapphire allows the CIA to send email invitations to external email addresses to create a Sapphire account so they can view it – instructions are here: [Sapphire Help \(healthandmedicalresearch.gov.au\)](#) (select 'Account' and then 'How to Create a Sapphire Account').

Setting up an 'Account' and 'My Profile'


- The Sapphire sections 'Account' and 'My Profile' contain general information about you as an applicant that NHMRC will draw on every time you submit an application (not just to MRFF grant opportunities, but NHMRC grant opportunities as well).
- It is important to review and update this information in Sapphire regularly to ensure that the correct information about you is considered in the assessment of an application.

*Account (icon looks like

- '[Account](#)' can be accessed via the Account icon  in the upper right-hand corner of the Sapphire screen. It contains the following fields, all of which are mandatory:
 - Given name
 - Family name
 - Primary Institution: the institution you are legally affiliated with for the purposes of the application (*select from a drop-down list*).
- You should ensure your profile details are correct, for example your title and Primary Institution. This data should be correct *before* you accept an invitation to participate in an application in Sapphire.
- To update your Primary Institution:
 - Click on 'Account Settings'
 - Click on 'Personal Details'
 - Edit the required fields and click 'Save'.
- For more information, see the 'Change Account Details Tutorial' video on the [Sapphire Tutorials](#) web page.
- If you do not currently have a Primary Institution, or your Primary Institution is not listed as an option in the drop-down menu, contact the NHMRC Research*

Help Centre who can set this field to 'nil', or add a new Primary Institution into Sapphire to be selected.

My Profile (icon looks like )

- 'My Profile' can be accessed via the My Profile icon  in the top menu bar of the Sapphire screen. It contains the following sub-sections:
 - About my profile (*all fields mandatory*)
 - Personal information (*all fields mandatory except 'preferred name', 'middle name', and 'alternative phone/email'*)
 - Academic information (*no mandatory fields except 'PhD awarded' (Yes/No)*).
- For assistance setting up your Profile, contact the NHMRC Research Help Centre.

Business Grants Hub

- For MRFF grant opportunities administered through BGH, all applications are submitted electronically by the lead organisation via the [business.gov.au grants portal](https://business.gov.au/grants-portal).
- Similar to NHMRC, members of the research team are also referred to as 'Chief Investigators', and the lead researcher is also referred to as the CIA.
- The [grants portal](https://business.gov.au/grants-portal) does not require Chief Investigators to participate in the online application submission process, although they may be invited to do so.
- If you are invited to assist in completing an application, you will receive an email invitation that includes access instructions.
- If you are a member of a research team submitting an MRFF application through BGH, you will be asked to provide the following information (offline), for the lead organisation to upload to the [grants portal](https://business.gov.au/grants-portal):
 - Your agreement to participate on the application
 - Confirmation that you meet any specific Chief Investigator eligibility requirements for the grant opportunity
 - Role (for example Chief Investigator B)
 - Name and title/position
 - Primary Institution (Name, contact details and type)
 - Academic history/Broad Research Area
 - Healthcare practitioner status
 - Previous MRFF grants/interest in future Grant Assessment Committee roles
 - Other non-mandatory fields (for data collection purposes only), including gender identity, Aboriginal and/or Torres Strait Islander status, residential postcode, Australian citizenship status.
- Whilst the majority of these fields are mandatory, all allow either free text, or the option to respond as 'other'.
- If you need more information, [contact BGH by email or web chat](#) or on 13 28 46.