2021 AINSE Postgraduate Research Award (PGRA) APPLICATION GUIDELINES

2021 Guidelines for the Preparation of Applications

### These notes are intended to assist applicants complete the on-line application form

> **The application form is found online**
> https://grants.ainse.edu.au/
>
> **PLEASE SELECT <u>PGRA 2021</u> APPLICATION TYPE FOR YOUR PGRA APPLICATION**

How to Log into the AINSE Portal for Online applications:

1. Go to the Login page from the AINSE website: https://grants.ainse.edu.au/
2. Use your PIN and password to log into the AINSE Portal

LOG IN

PIN:

Password:

Log In

New User:

Request PIN
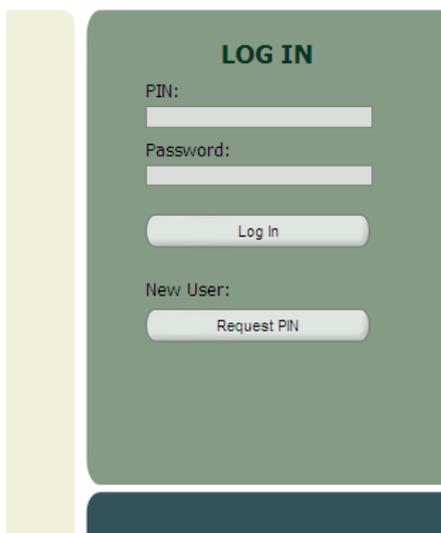
3. Once logged into the portal you should see a button that says "**Start New Application**", click the button to start a new application.

Welcome Rachel

My User Details

Start New Application

Applicant | Your Recent Applications
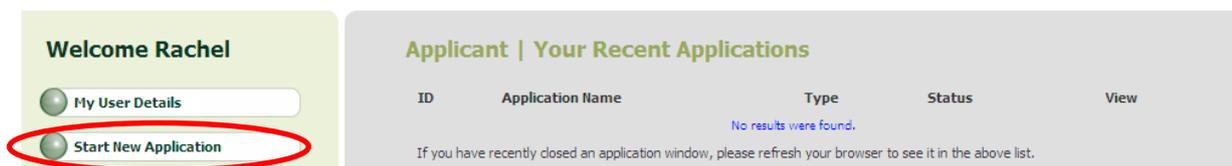
ID	Application Name	Type	Status	View
		No results were found.		

If you have recently closed an application window, please refresh your browser to see it in the above list.

◈ AINSE

4. Under **Application type**, make sure you select **PGRA 2021** to start the PGRA application.

5. Fill in the Application form Cover page, entering in your Application Title (the title of your research project) and selecting the Specialist Committee.
6. Click CREATE
7. Proceed in filling in the application, making sure you save regularly.
8. Your Application ID can be found on your online application:

9. To fill in the application, click the [Pages] tab

Please note the 2021 AINSE Post-Graduate Research Awards (PGRA 2021) application form requires a password as well as a PIN. If you do not have a login please visit the LOGIN page at the AINSE website https://grants.ainse.edu.au/ **and Request a PIN**.

TO ASSIST YOU WITH YOUR APPLICATION, PLEASE READ ALL HELP LINKS ON EACH QUESTION.

PROCEDURE FOR COMPLETING THE PGRA 2021 APPLICATION

Each application (**PGRA 2021**) should be prepared by the research student responsible for the project using the on-line form on AINSE's website in consultation with their university supervisor and proposed ANSTO co-supervisor**.**

PLEASE NOTE LATE APPLICATIONS WILL NOT BE CONSIDERED.

AINSE will advise the member universities of the awards made in the current series of AINSE PGRA Awards by 30 June 2021.

General Procedure

- Apply for an AINSE PIN and start your application.

- Make a note of the application number.

- Save your application regularly.

- Contact the ANSTO research scientist attached to the facility you propose using to discuss your application as soon as possible.

- Save your application regularly. Don't click "submit" until you have completed your application because you cannot make changes to your application after you click "submit".

- **Send your draft application to both your university supervisor and your prospective ANSTO co-supervisor for comment.** You can save your application as a PDF, under the print tab of your online application form. **If you have issues saving your application to PDF, please contact AINSE before the submission deadline.**

- You can upload files*, including images, charts, graphs and PDFs on the final page of the application form. **PLEASE SCAN AND UPLOAD SUPPORTING DOCUMENTATION, including your transcripts, reference letters and signed application page.**

- When you have incorporated any suggestions from your university supervisor and your prospective ANSTO co-supervisor print the completed application, sign it, and obtain the appropriate signature from your **Research or Scholarship Office**. Applications without the research office signature will not be accepted.

- Please upload this scanned signature page on the upload final page of the online application, as well as any other supporting documentation before you submit.

- Press "submit"

AINSE WILL NOT BE ACCEPTING ANY APPLICATIONS VIA MAIL. APPLICATIONS WILL ONLY BE ACCEPTED VIA THE AINSE ONLINE PORTAL.

PLEASE NOTE: THE APPLICATION IS ONLINE. ANY DOCUMENTATION AS PART OF YOUR APPLICATION MUST BE UPLOADED ON THE FINAL PAGE OF THE ONLINE APPLICATION FORM BEFORE SUBMISSION. INCLUDE YOUR SIGNATURE PAGE. YOUR SIGNATURE PAGE MUST HAVE A SIGNATURE FROM YOUR RESEARCH OFFICE ON IT.

* UPLOADING FILES – Please ensure all files uploaded are:
  - no bigger than 2MB
  - the name of the files is short with no characters in the title
 - minimize the number of files you attached to your application

DO NOT INCLUDE IN YOUR APPLICATION:
- A full copy of your thesis(s)
- Full copies of publications
- Full copies of posters

Please provide a reference list of any publications, posters.

PIN

To access the on-line application form you need a PIN. If you already have an AINSE PIN, and cannot remember your password, please contact AINSE for a password reset and ensure your personal details are correct. If you do not have a PIN please use the Login link on the [AINSE website](#) to request access. You will receive an e-mail acknowledgment within 24 hours giving you your AINSE PIN and password.
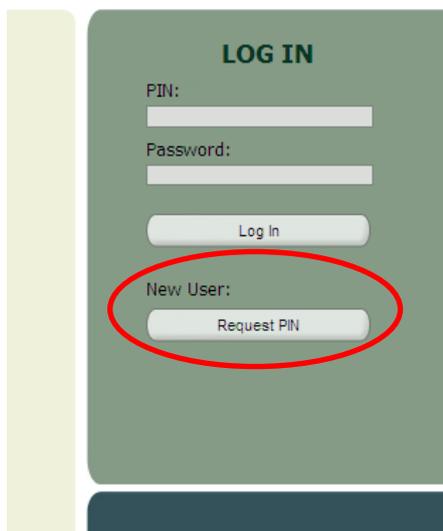
Candidate

A candidate for an AINSE PGRA must be nominated by the member university of AINSE at which tenure of the Award is proposed.

As a prerequisite for applying for an Award, overseas students must produce evidence of having obtained the necessary entry permits to Australia. Tenure of an AINSE PGRA is conditional upon the student meeting the requirements of the governing authorities at ANSTO in connection with the use of ANSTO facilities.

Other factors that will be considered by AINSE include the undergraduate record of the applicant, evidence of research capability, and the degree of collaboration with ANSTO or other AINSE Supported Facilities (ASF).

Applicant Details

It is important to outline your primary scholarship details and attach supporting documentation to verify your approved primary scholarship. YOU MUST ATTACH TO YOUR APPLICATION verification of your Australian Postgraduate Award (APA) / Research Training Program (RTP) OR a letter from your university research office verifying the scholarship you have received is equivalent to an APA / RTP.

Project Title

A concise title that best describes your research project is required. Please use 120 characters or fewer.

Scientific Objectives

Provide a concise statement of the scientific objectives, in 100 words or less. You should describe the research question(s) you will endeavour to answer through this research and include the expected outcomes.

AINSE PGRAs support research projects undertaken by its member organisations in the fields of nuclear science and engineering or their applications.

For a project to be considered it must satisfy AINSE of its high scientific merit and technical feasibility.

Background

Explain the relationship of the proposed research to present knowledge and to comparable investigations in progress elsewhere.

Proposed Method

Provide a concise outline of the experimental method to be used in the project, in no more than 1000 words. Specify the design of the experiment, the procedure to be followed, project milestones for the achievement of scientific objectives, and any other information which will assist AINSE in making a scientific evaluation of the proposal.

Details should be given of the facilities, equipment, services, and consultations, which you plan to use. The use of such facilities must be discussed with the ANSTO Facility Contact Scientist responsible. A list of facilities and their ANSTO Facility Contact Scientist details is given in the *ANSTO Research Capabilities and Facilities Guide* which includes the instruments associated with the OPAL research reactor.

ANSTO Co-Supervisor

You should make contact with your proposed ANSTO co-supervisor as early as possible. Additional information is required for many facilities, and should be discussed with your prospective ANSTO co-supervisor before the application is submitted. This information should be included in the application.

It is expected that the university will appoint a suitably qualified member of staff from ANSTO as a co-supervisor of the project. The co-supervisor will be responsible for ensuring that the ANSTO facilities and services required for the project can be made available. Access to facilities is not guaranteed: equipment failure or other difficulties may arise which prevent the execution of the grant. AINSE does not accept any responsibility for the consequences of equipment becoming unavailable.

Facility request and justification

Details of facilities are given in the *ANSTO Research Capabilities and Facilities Guide*. As mentioned above, you should contact your proposed ANSTO co-supervisor and agree on the most appropriate facilities and ascertain the availability of the facility and ANSTO staff.

You must state clearly and concisely why the facility/facilities you have chosen is/are the best for the project and clearly demonstrates how ANSTO will benefit from the outcomes of the project.

Socio-Economic and Research Field Codes

Using the Australian Research Council website please enter the codes that most closely fit the expected outcome of the project. These codes can be accessed through the ARC website under Information for Applicants.

Academic Record of Candidate

You must provide certified statements of your academic record or certified transcripts of your academic record with your application. If the documents are not in English you must provide certified translations of the documents. If your undergraduate studies were undertaken in a country other than Australia, you should include an explanation of the marking/grading system.

You will need to upload copies of these documents through the upload facility in the "Any Other Information in Support of This Application" section.

References

Your two referees should provide a short (max. one A4 page) summary explaining why they support your application for this award. References may cover such questions as:
- How long have you known the applicant?
- What do you think of the applicant's performance so far? Support with examples eg. medals won, academic achievement, comparison with other students you have supervised
- How would you describe the applicant's attitude towards their research? Support with examples eg. self-motivated, works hard, time management skills, talented, visionary, original, enthusiastic
- How well do you think the applicant will perform in the future?
- Why would this award benefit the student?

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Applicants must ensure two references are included with the online application, in the file upload section, upon submission. **A reference from your university supervisor must be included in your application**.

Any Other Information in Support of This Application

Use this space to provide additional supporting information especially regarding research capabilities and publications (reference list only), or to expand upon information given elsewhere in the application.

This section has a file upload facility. You may upload copies of your academic transcripts, prizes, awards, etc. You can also upload diagrams, images, graphs, etc which relate to your application. Please ensure you cross-reference them to the appropriate section in your application. **Files must be less than 2MB**.

SUBMISSION PROCEDURE

The completed online application form must be signed by the candidate and an authorised person from the university Research or Scholarship Office. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE SIGNED SIGNATURE PAGE ATTACHED.

PLEASE USE THE PRINT TAB ON YOUR ONLINE APPLICATION FORM TO SAVE AND PRINT YOUR APPLICATION AS A PDF:

1. Select **Application as PDF**
2. The application will open in your browser in PDF format, and you can save it to your local drive and print a copy
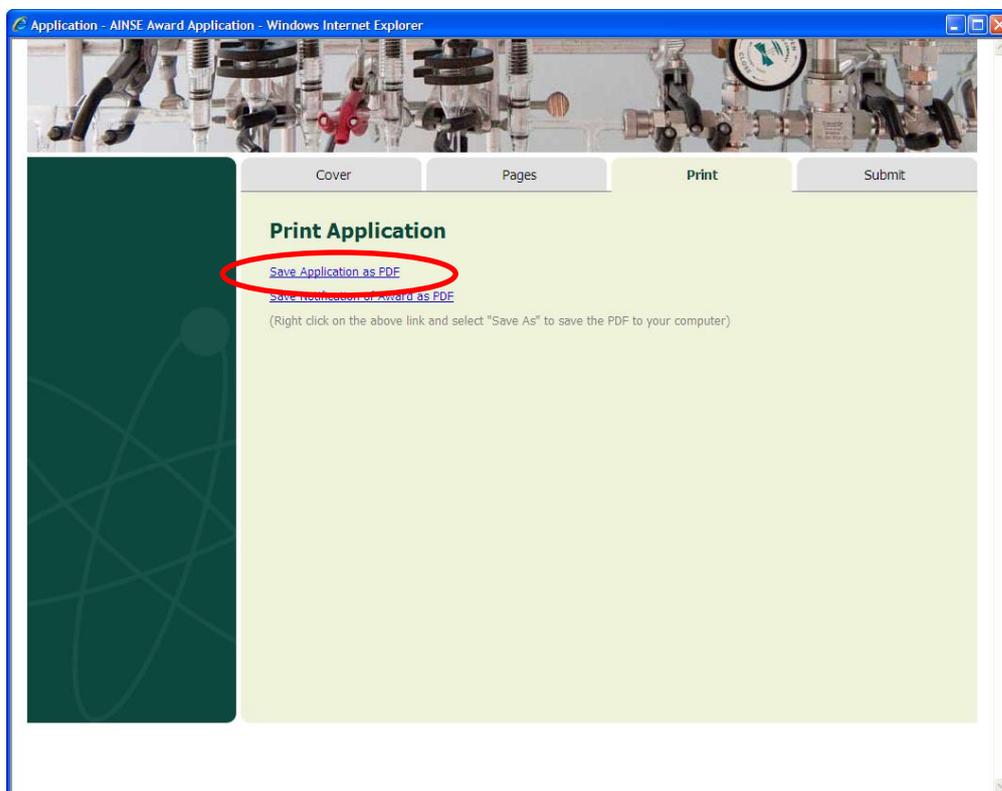
3. Once you have printed your application you must obtain the following signatures and make sure all these fields are filled in:

   a. Applicants declaration - name (17)
   b. Applicants Signature and date (18)
   c. University / institution supervisor name (19)
   d. Verification of university / institution support – name (20)
   e. Verification of university / institution support – signature, designation and date (21)
   f. Verification of AINSE requirements – signature and date (22)

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4. When all signatures are on the hardcopy application, please scan the signature page(s) as a PDF and **attach to your online application before you submit**

Declarations

TEST of PGRA2019 (ID: 12412)

17. Applicant's declaration - name | help

Please enter your full name here in this box.

18. Applicant's signature and date | help

In signing this application, you are verifying that, to the best of your knowledge, the information supplied in this application is correct and complete.

Applicant must sign and date in this box.

19. University / institution supervisor and Email Address | help

This is the name of your University supervisor.

20. Verification of university/institution support - name | help

Name of the authorised research office from the University research office.

21. Verification of university/institution support - signature, designation and date | help

By signing the hard copy the university/institution Research Office verifies support for this application and agrees to the Conditions of this award applying in the year of application.

The Research officer must sign and date.

22. Verification of AINSE requirements - signature and date | help

In signing this application, the AINSE Councillor is verifying that the proposal meets the requirements for AINSE support.

The AINSE Councillor (see names listed on the AINSE website) must sign and date

AINSE Councillor Information can be found on the AINSE website:
https://www.ainse.edu.au/members/

Please note: It is the applicant's responsibility to ensure all relevant information is submitted. If information is not supplied in full by the closing date, your application will be deemed incomplete and will be ineligible for consideration.

AINSE

5. Please upload this scanned signature page(s) on the upload final page of the online application, as well as any other supporting documentation **before you submit**.

6. Submit the form on-line by **CLICKING the SUBMIT button found on the <u>Submit</u>** tab. It will prompt you to confirm your submission, click OK if you are ready to submit your online application.
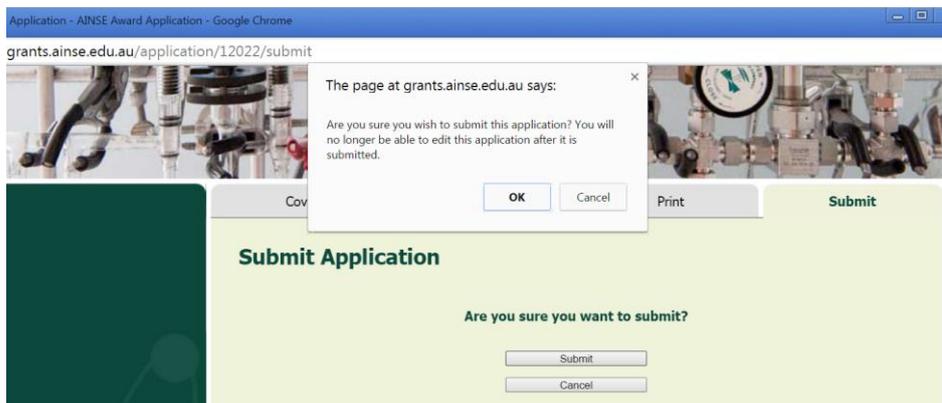
7. You will receive confirmation on the Cover Page of your application, advising that your application has been submitted. Your application Status should now show **Submitted**.
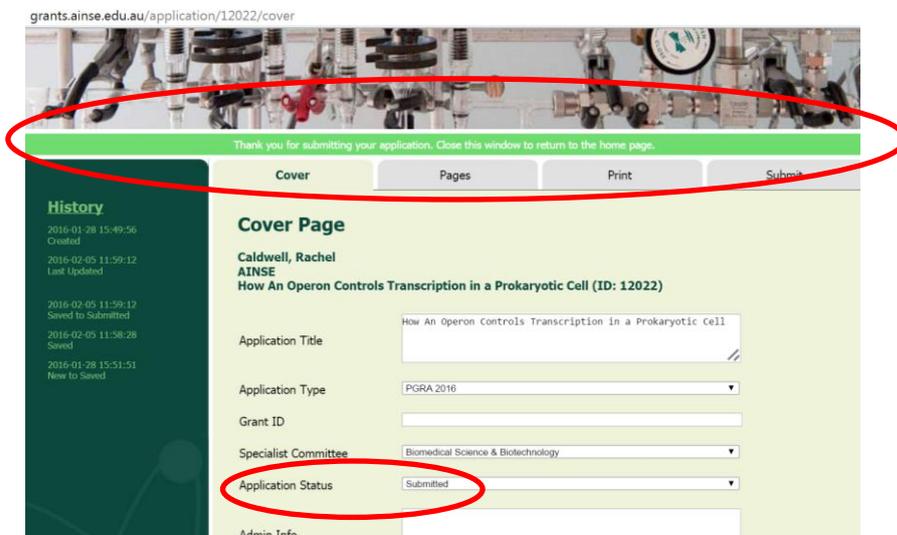
HOW CAN I CONFIRM MY APPLICATION HAS BEEN SUBMITTED?
There are several places to check that your PGRA application has been submitted:

1. The Cover page of your application (as shown above)
2. Your printed PDF application AFTER you have submitted:

AINSE

AINSE is the Australian Institute of Nuclear Science and Engineering

Nomination for a Post Graduate Research Award - 2016

Applications close 15th April 2016

Title	How An Operon Controls Transcription in a Prokaryotic Cell
Type	PGRA 2016
Applicant	Mrs Rachel Caldwell
Institution	AINSE
Committee	Biomedical Science & Biotechnology
Contact Officer	
Status	Submitted
Application ID	12022

1. Applicant's family name

Caldwell

2. Applicant's given name/s

Rachel Amber

3. Applicant's university or institution

University of Wollongong

4. University/institution department and address

School of Biological Sciences

3. Your homepage on the AINSE Portal:

PLEASE NOTE: THE APPLICATION IS ONLINE. ANY DOCUMENTATION AS PART OF YOUR APPLICATION MUST BE UPLOADED ON THE FINAL PAGE OF THE ONLINE APPLICATION FORM BEFORE SUBMISSION.

AINSE WILL NOT BE ACCEPTING ANY APPLICATIONS VIA MAIL OR EMAIL. APPLICATIONS WILL ONLY BE ACCEPTED VIA THE AINSE ONLINE PORTAL.

> **The closing date for submissions is 15 April 2021,**
>
> **11:59 pm Australian Eastern Standard Time (AEST)**

NOTIFICATION PROCEDURE

Both successful and unsuccessful applicants will be notified by 30 June 2021.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR APPLICATION OR THE APPLICATION PROCESS PLEASE CONTACT THE AINSE OFFICE AT enquiries@ainse.edu.au or by phone: +61 2 9717 3376.