

# NHMRC Postgraduate Scholarship Supervisor Report

## RGCS Guidance Document

### How to Complete a Supervisor Report

A Supervisor of an NHMRC Postgraduate Scholarship applicant is required to complete a Supervisor Report in Sapphire. When the applicant nominates their Supervisor in Sapphire, the Supervisor will receive an email from the system with a link to complete and upload the report. Without an uploaded Supervisor Report, the applicant cannot submit their application to the NHMRC.

Although the applicant has no visibility of a completed Supervisor's Report, it is recommended that key points of the report are discussed between supervisor and student (where appropriate), to enhance this report and align it with the application.


If this is your first Supervisor Report, or you would appreciate some guidance, we recommend you discuss your report with colleagues in your department who have previously completed Supervisor Reports for this scheme.

The Tutorials page on the NHMRC Sapphire webpage has a video that is available to assist Supervisors with completing the Supervisor Report. This video is available for viewing at the following webpage: <https://healthandmedicalresearch.gov.au/tutorials.html>. The video can be found by using the menu bar on the left-hand side by selecting **Researcher > My Applications > Complete a Supervisor Report**

Once the Supervisor Report has been submitted the Report Status within the NHMRC Postgraduate Scholarship application will appear as Submitted like the following example below.

#### Research and Career Information

[Invite to Register & Manage Access](#)

Applicant Name 

Dr [REDACTED]

Primary supervisor Access Rights

[REDACTED]@unimelb.edu.au View Report Status

Submitted

User has View access to the form.

### Guidance on completing the sections within the Supervisor Report

#### Information about the applicant

##### What are the major strengths of the applicant? (500 characters)

- Using examples where possible, this section should be used to describe both hard and soft skills of the student. Examples of these could include but are not limited to interpersonal skills, problem solving skills, analytical skills, project management experience, communication, work style, and key achievements and/or awards in their career to date.

##### What are the areas where the applicant could benefit from additional development? (500 characters)

- Like the section above, use examples where possible to describe the student's current identified areas that need development, describing how far developed they are in each area that is identified. This can encompass but is not limited to both hard and soft skills (i.e., project management, communication etc.) as well exposure to specific opportunities (i.e., presenting research at conferences, working across disciplines etc.).

##### How will the research project contribute to the applicant's future career aspirations? (500 characters)

- The statement provided here should complement the statements provided by the applicant in the Research and Career Information section of their application providing a particular emphasis on how one or more of the following can be leveraged for the student to build towards their career aspirations: the research project, your supervision, your track record, resources, research group tools and techniques, and equipment.

##### Do you support the scholar undertaking their studies part-time?

- Answer either Yes/No/N/A. It is suggested that the plan of studying full time or part-time and the FTE spent on the NHMRC scholarship are discussed between supervisor and student before answering this question.

## Supervisor Details

### **Current appointment (200 characters)**

- Please include all current appointments: Position/Department/Organisation.

### **Outline your top three publications most relevant to this research project (1000 characters per publication)**

- Provide a complete citation for each publication.
- Reference each publication's contribution to science and any resulting research methods, access to datasets etc. that will be available to the applicant as part of their project. To emphasise the impact of each publication consider providing citation metrics where appropriate.

### **Briefly outline how the applicant's research project aligns with your research program (1200 characters)**

- It is recommended you discuss this question with the applicant to ensure you can demonstrate an alignment is in place between the statements in the supervisor report and scholarship application and the role of the applicant's project in the context of your research program.

### **Briefly outline the funding, equipment, space, research assistance, other laboratory support and institutional facilities that will be available to the applicant and the project (1200 characters)**

- Consider institutional support in addition to equipment/support/access/funds gained as part of your research team.
- In this description ensure that this addresses the entire duration of time of the student's scholarship and that any gaps in resources are addressed where possible.

### **Outline the mentoring arrangements that will be available to the applicant under your supervision at your institution. Consider describing how you manage (or plan to manage) your supervisory role amongst your other commitments and the availability of other senior staff (e.g. postdoctoral researchers) as mentors or secondary supervisors. [See Section 4 of Supervision: A guide supporting the Australian Code for the Responsible Conduct of Research.](#) (1200 characters)**

- Consider describing in generalist terms how you manage your supervisory role amongst other commitments and availability of other key staff involved in the supervision of the applicant.
- Mention any institutional support and guidance for supervisors that is available to you.
- How will you and the applicant and peers agree and implement a plan for mentorship across their project, including ongoing project updates and avenues for conflict resolution.

### **What are your key strengths as a supervisor? In what areas would you benefit from additional development or support? Consider describing your previous experience as a supervisor, any training you may have undertaken, etc. (1200 characters)**

- Outline any supervisor training you have undertaken or will undertake.
- Do you have a collegiate network of peers to provide you with support if required? Consider describing how you will work with Secondary and Tertiary supervisors where applicable.
- List key strengths as they relate to supervising students (hard and soft skills), where applicable provide examples of previous successful PhD student mentorship, including the role of other senior staff in your team and any student awards or achievements where appropriate.

### **How do you, as a supervisor, support a junior researcher's future career development? Consider describing how you ensure that junior researchers receive appropriate credit for their work, how collaborations are formed or encouraged under your mentorship and/or any examples of guidance you have provided to junior researchers on career planning and goal setting. (1200 characters)**

- Do you have a model of mentorship which includes the points above? – can you demonstrate consistency of mentorship and opportunities for junior researchers? – if so, how will you ensure this applicant receives the same opportunities.
- Provide examples of clear expectations and responsibilities regarding authorship, introductions to peer researchers and world leaders in field of research etc.

### **How do you ensure PhD/Research Masters students are appropriately trained and inducted to conduct research?**

### **Research ethics guidelines, including the National Statement on Ethical Conduct in Human Research and the Australian code for the care and use of animals for scientific purposes. (1200 characters)**

- Include guidance and adherence to Australian codes and institutional research ethics and the role that you take as supervisor to ensure compliance.

**Responsible conduct of research, in particular the principles and responsibilities of the Australian Code for the Responsible Conduct of Research, 2018. (1200 characters)**

- As above, where appropriate consider describing your adherence to any relevant university policies or procedures (i.e., Research Integrity and Misconduct Policy (MPF1318), Research Data Management Policy (MPF1242), and Graduate Research Training Policy (MPF1321)) to meet the ACRCR 2018 requirements: <https://policy.unimelb.edu.au/>

**Research quality (e.g., research design, methodology, conduct, analysis and reporting). (1200 characters)**

- Consider describing how your student will adhere to all research methodology and how you will ensure that these are clear for the student to understand.
- When setting aims for the project describe how you will work with the student to ensure that these are well considered, clear, have appropriate research methodology, and have the appropriate statistical power calculations.
- In your response consider criterion 3 of the Category Descriptors in the guidelines for this scheme (Appendix B).

**Occupational health and safety. (1200 characters)**

- Describing your compliance with The University of Melbourne's Health and Safety Policy (MPF1205) should help you to address this section: <https://policy.unimelb.edu.au/>

**Describe three practical steps you take to ensure you are a good role model to junior researchers in promoting a culture of excellence, integrity and respect. (1200 characters)**

- This is an opportunity to outline why you specifically are the best placed supervisor for this applicant with examples of how you are a good role model for junior researchers. As part of this response consider addressing in consideration of the University of Melbourne's Sexual Misconduct Prevention and Response Policy (MPF1359) and Appropriate Workplace Behaviour Policy (MPF1328): <https://policy.unimelb.edu.au/>