SPECIAL RESEARCH INITIATIVE FOR AN ABORIGINAL AND TORRES STRAIT ISLANDER RESEARCHERS’ NETWORK

Instructions to Applicants for funding commencing in 2012
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1. **Matters to note before completing the Proposal form**

Proposals are the prime source of information available to ARC assessors and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for assessment of the Program without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web, unless requested by the ARC. All details in the Proposal must be current at the time of submission.

1.1 **Accuracy of Information**

Check carefully that all the information contained in the Proposal is accurate before submission of the Proposal.

1.2 **Key Dates – Special Research Initiative for an Aboriginal and Torres Strait Islander Researchers’ Network for funding commencing in 2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 25 May 2012</td>
<td>ARC closing date/time for submission of Proposals</td>
</tr>
<tr>
<td>5.00 pm (AEST)</td>
<td>Please note that each organisation may set its own internal closing date. Therefore, be sure to consult with your Administering Organisation’s Research Office.</td>
</tr>
<tr>
<td>Friday 25 May 2012</td>
<td>ARC closing date/time for Requests Not to Assess</td>
</tr>
<tr>
<td>5.00 pm (AEST)</td>
<td>These must be submitted electronically to the ARC via email to <a href="mailto:sri@arc.gov.au">sri@arc.gov.au</a> by your Administering Organisation’s Research Office. Forms are available on the ARC website.</td>
</tr>
</tbody>
</table>
1.3 Format
Write in plain English and comply strictly with the Proposal format and submission requirements. All pages of additional text (uploaded in PDF form) must be as follows:

- A highly legible font type must be used such as Times New Roman. Text size must be equivalent to 12 point Times New Roman before converting to PDF format and must be legible to assessors.
- Adhere strictly to page limits designated for each part of the Proposal.
- Additional text uploaded as PDF may appear slightly reduced in size due to the Research Management System (RMS) formatting the attachments to include page numbers. To maximise the quality of reproduction all uploaded PDFs should be directly generated rather than scanned.
- The ARC reserves the right to seek an original electronic copy of the Proposal to determine that the text meets these requirements.

1.4 Proposal Certification
- The Proposal must be certified and submitted online through RMS by an authorised officer of the Administering Organisation. Note: The authorised officer must have the role of ‘Research Office Delegate’ in RMS.
- Only the Administering Organisation can certify the Proposal online.
- The Administering Organisation must obtain the agreement, attested to by written evidence of all the relevant persons and organisations necessary to allow the Project to proceed. This written evidence should be retained by the Administering Organisation and must be provided to the ARC if requested.
- Written evidence of agreement is required for all relevant persons and organisations named on the Proposal, excluding the employing organisations of overseas PIs and excluding any Participant’s Current Organisation which is not their Relevant Organisation for the Proposal.
- The ARC has provided a proforma for obtaining written evidence at: http://www.arc.gov.au/ncgp/sri/atsirn.htm. Please note: The use of the ARC proforma is not mandatory. Each Administering Organisation may determine its own required format for written evidence.

1.5 Further Assistance
Participants should click on the Help link (located on the top left corner of the RMS screen) or contact the Administering Organisation’s Research Office (RO) or equivalent in the first instance for assistance with RMS. If you still require assistance the ARC has the following help desk options:

- Send an email to rms@arc.gov.au outlining your problem and providing your RMS details.
- Telephone the RMS Help Desk on +61 2 6287 6789.

Please note: the RMS Help Desk is staffed from 9am to 5pm Monday to Friday (AEST). For after hours queries please send an email to rms@arc.gov.au and the ARC will respond to your email as soon as possible.
2. Getting started in RMS

The Proposal is prepared and submitted through RMS. RMS access is available through the ARC website at: https://rms.arc.gov.au/RMSExternal/pages/main.jsf.

- To access and/or amend Proposal information, all Proposal Participants, including Network Director (ND), Network Node Leaders (NNLs), Network Participants (NPs) and, Partner Investigators (PIs), and support staff involved in the preparation of a Proposal require an RMS User ID.
- The RMS User ID and password must be applied for online via the RMS Home Page or by contacting an Eligible Organisation’s Research Office or equivalent.
- Participants must have a valid email address in order to reset their own password. If unsure, please contact your Research Office or equivalent.
- If you are unsure of your User ID, it can be retrieved through RMS Login screen detailed above and by using the ‘Retrieve User Name’ hyperlink. This will only work if your email address in RMS is current.
- Participants who have had a previous ARC Grant Application Management System (GAMS) user account prior to January 2009 will have automatically had an RMS account created for them. Participants will be required to reset their password by clicking on the ‘Reset Password’ link and enter their GAMS Username with all letters capitalised in the RMS Username field.
- Previously allocated RMS User IDs will remain valid. Researchers do not have to apply for a new RMS User ID each year or if they move institutions, nor do individuals with assessor-only logins.
- Participants should contact their own organisation’s Research Office for assistance with RMS. Research Offices are routinely advised by the ARC of current ARC online application system matters and will often have knowledge of RMS compatibility with their organisation’s systems so can more effectively advise researchers when concerns arise.
- Participants who are not currently academic staff members of an Eligible Organisations should request a RMS User ID and password from the nominated Eligible Administering Organisation. Alternatively, Participants may request an account through the RMS Login Page (‘Request New Account’ link). Instructions to assist researchers in the process are available using the ‘Help’ link on the ‘Request New Account’ page.
- Once logged into RMS, it is important for all Participants who are named on a Proposal to fully complete/update their own ‘My Details’ section before proceeding to ‘Proposals’. This information is used to pre-populate various Parts of the Proposal form.

Note: While all Participants nominated on a Proposal may view the Application, edit sections (according to their Access Rights) and view peer review assessments, only the Proposal owner or Administering Organisation’s Research Office is able to submit the Application to the Research Office or equivalent.

Note: RMS requires Adobe Flash Player installed. You will be prompted to install Adobe Flash if you do not have it installed. Alternatively, you may wish to download the file from the following link: http://get.adobe.com/flashplayer/.
3. Creating a new Proposal in RMS

- A new draft Proposal is created by selecting ‘Create Draft Proposal’ under ‘Proposals’ in RMS.

- Applicants must have the role of ‘Participant’ in their RMS user account profile in order to create or participate in a Proposal. An Eligible Organisation’s RO can update the role to include ‘Participant’ if required. Individuals can check their RMS role by logging into RMS and selecting My Details>RMS User Account Details>User Roles.

- Once in RMS, click on ‘Create Draft Proposal’ then select the appropriate scheme round from the drop down menu. For the Special Research Initiative for an Aboriginal and Torres Strait Islander Researchers’ Network for funding commencing in 2012, select ‘Special Research Initiative (SR12 round 1)’.

- Enter a Proposal name and click on ‘Create Proposal’. Please note that the Proposal name is the applicant’s personal identifier and is not the Proposal title. This Proposal name cannot be changed once the Proposal is generated.

- Once the Proposal has been created, the ‘Draft Proposal Summary’ screen will appear. Person and organisation participants are added to the Proposal from this screen.

- The Proposal form is a series of components accessed via the ‘Draft Proposal Summary’ screen. It is not a single form updated and saved in one session. Please ensure that the Proposal components are saved regularly. Do not navigate away from any ‘Part’ of the Proposal without saving. The RMS will automatically time out after 30 minutes of inactivity. A warning message will appear after 15 minutes of inactivity.

- Once a draft Proposal has been created, a Proposal ID will be automatically allocated by RMS.

- To return to your draft proposal at a later date, click on the ‘Draft Proposals’ link on your RMS Homepage.

- Proposal forms should be completed sequentially where possible to assist with the pre-population of subsequent sections (Part A, Part B, etc.). Part D and the Proposal Budget can be completed at any time.

4. Adding Participants – People and Organisations

The ‘Draft Proposal Summary’ screen is the navigational screen that opens when a new draft Proposal is created. From this page it is possible to:
• add Person and Organisation Participants to the Proposal;
• nominate roles for Person or Organisation Participants;
• transfer ownership of the Proposal;
• change the order in which Person or Organisation Participants appear on the Proposal;
• check the validity of form parts;
• generate a PDF of the Proposal; and
• navigate through the parts of a Proposal.

4.1 Participants

Immediately after creation of a draft Proposal, the form will be blank. All information and participants, people and organisations, will need to be added including the Proposal owner and the Administering Organisation.

All people and organisations participating in the Proposal will need to be added to the Proposal form. People who will be named on the Proposal will be added as Participants. People who are non-participants (not named on the Proposal) will need to be added as Non-participants. Organisations will be added as Organisation participants.

Note: The Administering Organisation will not be able to see the Proposal unless they are added as an Organisation participant. Please ensure that the Administering Organisation is added to the Proposal once created (please see 4.4 for help in adding Organisations).

In addition to the people and organisations needing to be added to the Proposal form, signed certifications from all participating people and organisations (excluding the Administering Organisation) must be obtained before the Proposal can proceed. A certification proforma may be found on the ARC website at http://www.arc.gov.au/ncgp/sri/atsirn.

4.2 Person Participants

All roles including the Network Director (ND), Network Node Leaders (NNLs), Network Participants (NP) and Partner Investigators (PIs) must be added as Participants on the ‘Draft Proposal Summary’ screen.

Before inviting Participants, you may wish to enter the Proposal Title and Summary of Proposal in Part A – Administrative Summary. The Proposal title and summary provide information to invited participants and can help them decide whether to accept an invitation. If this information is not entered the invited Participants will only be able to identify a Proposal by the Proposal author name. The Proposal Title and Summary can be edited at any time before submission.

Note: Signed certifications from all participants must be obtained before the Proposal can proceed. A certification proforma may be found on the ARC website at http://www.arc.gov.au/ncgp/sri/atsirn.

Proposal Owner

If the Proposal owner is a Participant they can add themselves to the Proposal by clicking on the ‘Add Person Participant’ link and then clicking on the ‘Populate Person ID and Family Name with my details’. The correct ‘Participation Type’ must be selected from the drop down menu. Click ‘Add Participant’ to complete the process.
Other Person Participants

Other Participants are added to the Proposal using the ‘Add Person Participant’ link. Participants who have been added to a Proposal will receive an automatic email directing them to RMS where they can accept or reject the invitation to participate in the Proposal.

Before adding Person Participants, please note the following eligibility criteria from the Funding Rules:

- The first named Participant must be from the Administering Organisation. Please ensure that the first person listed is the Network Director (Funding Rules section 7.1.2).
- A Proposal must nominate a minimum of four Network Node Leaders (Funding Rules section 7.1.2).
- A Proposal must nominate a minimum of 15 Network Participants (Funding Rules section 7.1.2).

If the Participant identified as Network Director is to be removed from the role or from the Proposal, this Network Director must first ‘Transfer Ownership of this Draft Proposal’ to a new Network Director. The link enabling this transfer is found on the ‘Draft Proposal Summary’ screen.

The table of Participants on the ‘Draft Proposal Summary’ screen displays the status of Participants (Invited/Accepted/Rejected) and allows the Proposal Owner to change the Access Rights of Participants, i.e., allowing/disallowing editing of the Proposal.

Add Person Participants

- Click on ‘Add Person Participant’ on the ‘Draft Proposal Summary’ screen.
- Enter the Participant’s RMS Person ID, Family Name and Role.

A Participant’s role cannot be edited so please ensure the correct role is selected. To change a Participant’s role they must be removed and all information relating to that Participant, including Part F, will have to be re-entered.

Note: Successfully inviting a person to participate requires their RMS Person ID (this is not their RMS User ID) and their family name. Please obtain this directly from the participant who will be able to find their Person ID in their own personal details in RMS. Your Research Office or equivalent can search for the RMS Person IDs for individuals at your organisation.
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Note: If a person does not have an RMS Account please see Section 2, ‘Getting Started in RMS’, for instructions on requesting an account.

- When a Participant has been successfully invited to a Proposal, they will receive an automated invitation email containing the Proposal details and directing them to accept or reject the invitation via RMS. Note: A Participant must accept the invitation which will change the status from ‘Requested’ to ‘Accepted’. ‘Part F – Personnel’ will not be generated for that Participant unless they have accepted the invitation.

- Participants can be re-ordered by clicking on either the up or down arrow. Please see the screenshot below.

- A Participant’s access rights can be changed by clicking on the ‘Edit access rights’ link.

4.3 Non-Participants with Access to This Proposal

Access to a Draft Proposal can be given to non-participants who have an RMS account through the ‘Draft Proposal Summary’ screen. To give access and editing rights to non-participants:

- Select ‘Give access to non-participant’.

- Insert Person ID and family name of the non-participant to be invited to access the proposal. Allocate rights as appropriate. Further information about adding people and/or organisations is available from the ‘help’ link on the ‘Draft Proposal Summary’ screen.
4.4 Organisation Participants

Each organisation participating/contributing to the proposed Program must be listed on the Proposal, including the Administering Organisation, Collaborating Organisations and Partner Organisations. Organisations do not need to be ‘invited’ nor do the organisations ‘accept’ participation.

- Organisations can be added from the ‘Draft Proposal Summary’ screen under ‘Organisation Participants’.
- Selecting ‘Add Organisation Participant’ will open a new window in which participation type is selected.

**Note:** Signed certifications from all organisations (excluding the Administering Organisation) must be obtained before the Proposal can proceed. A certification proforma may be found on the ARC website at [http://www.arc.gov.au/ncgp/sri/atsirn](http://www.arc.gov.au/ncgp/sri/atsirn).

**Administering Organisation**

The Administering Organisation means an Eligible Organisation submitting the Proposal and will receive and be responsible for the administration of the Funding if the proposed Program is approved for funding. There can only be one Administering Organisation and it must be listed first.

Organisations that are able to submit a Proposal are those listed in Appendix A of the Funding Rules. If your organisation is not listed in Appendix A of the Funding Rules your organisation is not eligible to submit a Proposal.

**Add Administering Organisation**

- Click on ‘Add Organisation Participant’ link and select Administering Organisation from the drop down menu.
- Click on ‘Set Organisation’ link which will take you to a new window.
- Select from the drop down menu and then click on ‘Select Organisation’ button. This information will auto-populate into other parts of the Proposal form.

![Add proposal organisation participant](image)

**Collaborating Organisation**

A Collaborating Organisation means an Eligible Organisation which is identified in the Proposal as a contributor to the Program but is not the Administering Organisation. Refer to Appendix A of the Funding Rules for a list of all Eligible Organisations.

If an Organisation is not listed in Appendix A of the Funding Rules, that organisation is not eligible to be a Collaborating Organisation and must be added as ‘Partner Organisation’ to participate in the Proposal.
Add Collaborating Organisation

- Click on ‘Add Organisation Participant’ link and select Collaborating Organisation from the drop down menu.
- Click on ‘Set Organisation’ link which will take you to a new window.
- Select from the drop down menu and then click on ‘Select Organisation’ button. This information will auto-populate into other parts of the Proposal form.

Partner Organisation

A Partner Organisations means those organisations other than an Eligible Organisation that will be contributing to the Program.

Add Partner Organisation

- Click on 'Add Organisation Participant'
- Select 'Partner Organisation' from the drop down menu. Next click on the 'Set Organisation' link.
- Search for the Organisation by typing the name of the Organisation in the box labelled 'Organisation Name' and then click 'Search'.
- From the list of results, select the correct name of the Organisation then click on the 'Select Organisation' button. Next click on 'Add Participant', this will add the Partner Organisation to the organisation list in the Proposal.
Note: After clicking on ‘Add Organisation Participant’, the dialogue box may appear at the very top of the screen – if the screen greys, it may be necessary to scroll to the top of the page.

Organisation Not Listed

Ensure that the organisation is not already listed by doing a partial name search as the organisation you are looking for may be recorded with a slightly different name. Also ensure that the organisation that you select has the correct name and ABN of your intended organisation.

If the search using a shorter name was unable to find any organisations matching your criteria and the organisation is required to be added to the RMS database, please contact the ARC via email at rms@arc.gov.au. Please include the following organisational details in the email request as below:

- Organisation full legal or trading name (Legal/trading name and ABN can be confirmed via the ABN website: http://www.abr.business.gov.au).

Note: If an overseas organisation name is provided to you in a foreign language, please provide an English translation as well.

- Generic organisation email address (this cannot be the email address of any individual with an RMS account, it must be unique).
- Organisation postal address.
- Organisation type (Australian Company Industry Body; Australian Non-profit; Australian private company; Commonwealth Government; State or Local Government; Higher Education International; International Company Industry; International Non-Profit; International Government; International Private Company; Other).
- For Australian Organisations, please provide ABN and ANZSIC classification details. Information on ANZSIC codes is available from the ARC web site: http://www.arc.gov.au/applicants/codes.htm.

Note: The RMS Help Desk will advise by return email when the record is created. Please allow sufficient time for your request to be processed prior to any deadlines.

Further information about adding Participants and organisations is available from the ‘Help’ link on the ‘Draft Proposal Summary’ screen.
5. Filling in the Proposal form

**IMPORTANT:** After 30 minutes of inactivity RMS will timeout and any unsaved data will be lost. Proposal forms should be completed sequentially where possible to assist with pre-population of subsequent sections. (Note: Part D, Program Cost can be completed last).

Please also note that where information is being entered in textboxes, formatting (e.g. underlined headings and bold font) will not be preserved.

**Part A – Administrative Summary**

Under ‘Application Form’ select the link ‘Part A - Administrative Summary’.

**A1** If this proposal is successful, which organisation will it be administered by?

This information will be auto-populated from the ‘Draft Proposal Summary’ page.

The Proposal must be submitted by an Eligible Organisation. This organisation will administer the Program and be identified as the Administering Organisation. Refer to Section 6 of the Funding Rules for further information.

**A2** Proposal Title

*Provide a short descriptive title of no more than 150 characters (20 words). Avoid the use of acronyms, quotation marks and upper case characters.*

- Ensure that the title is precise, informative and use language which is comprehensible and accessible to the general public.
- Avoid the use of acronyms, quotation marks and do not use all upper case characters.
- If the amount of characters entered exceed the maximum amount (i.e. 150 characters) the text will turn red.

Return to ‘Draft Proposal Summary’ screen using the link at the top of the page. The Proposal title and summary (A5 below) provides information to invited participants and might help them decide whether to accept.

**A3** Person Participant Summary

This information will be auto-populated from the ‘Draft Proposal Summary’ screen when the Participants have accepted the invitation to participate on the Proposal.

Please ensure that the Network Director is the first-named participant. The order of person participants is populated into A3 from the ‘Draft Proposal Summary’ screen (See part 4.2 of these Instructions to Applicants).

**Note:** The order of Participants can be re-ordered via the ‘Draft Proposal Summary’ page.

If a Participant’s information is incorrect or incomplete they must update their personal information in ‘Personal Details’ through their own RMS login homepage. All personal information should be up to date, including organisation details and employment type. If a Participant's
'Current Organisation' is not showing at A3, that participant must ensure that the 'Position is currently held' box is ticked in their 'Personal Details' in RMS (see below).

Updated personal information will auto-populate in the proposal when the Proposal owner resaves Part A.

A4  Organisation Participant Summary

This information will be auto populated with the participating Organisations previously entered via the ‘Draft Proposal Summary’ page. Please ensure that the Administering Organisation is entered first in the ‘Draft Proposal Summary’ page.

A5  Summary of Proposal

In no more than 750 characters (approximately 100 words) of plain language, summarise the aims, significance and expected outcomes.

- Use plain English and the minimum use of terminology unique to the area of study; and
- Avoid the use of quotation marks, acronyms and do not use all upper case characters in the text.

A6  Summary of Project for Public Release

In no more than 350 characters (approximately 50 words), please provide a two-sentence descriptor of the purpose and expected outcome of the project which is suitable for media and other publicity material. Do not duplicate or simply truncate the 'Summary of Proposal'.

- Use plain English and make the summary comprehensible and accessible for the general public as far as possible; and
- Avoid the use of quotation marks, acronyms and do not use all upper case characters in the text.

Note: This summary may be used for public release.
Part B – Classification and Other Statistical Information

B1 National Research Priorities

Select ‘Yes’ to indicate which of the four National Research Priorities this Proposal falls within. Select ‘No’ if not applicable.

Please note this question must be answered. Select ‘Yes’ if the research described in the Proposal matches a National Research Priority category.

If you select ‘No’ the National Research Priorities will remain greyed out.

If you select ‘Yes’ the National Research Priority table will be activated. Select a priority area from the four options in the first drop-down menu. Select a Priority Goal from the second drop-down menu.

Note: RMS will allow only one of the National Research Priorities to be selected; please choose the most appropriate one from the list. The Proposal may, however, indicate more than one Goal within the chosen National Research Priority.

B2 Field of Research (FoR)

The Field of Research (FoR) classification defines research according to disciplines. The FoR codes selected should describe the research in this Proposal.

Select each classification code that relates to the Proposal by clicking on ‘Add FOR code’. Indicate the importance of each classification by using a percentage. A limit of only three FoRs can be entered per Proposal. The ARC also recommends that the use of the …99 (‘...not elsewhere classified’) be used only when there is no other appropriate code within the classification.

Please prioritise the classification codes from highest to lowest percentage and ensure that the percentages sum up to 100%.

B3 Socio-Economic Objective (SEO-08)

The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the Program if funded.

Select each classification code that relates to the Proposal by clicking on ‘Add SEO code’. Indicate the importance of each classification by using a percentage. A limit of only three SEOs can be entered per Proposal.

Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.
**B4** Keywords

Enter between one and three keywords to describe the proposed research. **A limit of only three keywords can be entered per Proposal.**

The keywords should be of the kind normally required for submitting an article to a major refereed journal. These keywords are for the ARC’s guidance only.

**B5** If the proposed research involves international collaboration, please specify country/ies involved.

Select the names of the country or countries of researchers and/or other parties who will collaborate on this Proposal from the drop down list.

Please note that Australia is not available to be selected as a country involved in international collaboration.

**B6** How many PhD stipends are being requested in this Proposal?

Write a whole number to indicate the number of stipends to be requested for funding by the ARC under a Special Research Initiative for an Aboriginal and Torres Strait Islander Researchers’ Network. Amounts for stipends should be specified in the budget at Part D under Personnel.

At the end of Part B, ‘Save’, or ‘Save and continue’ to go to the next screen or ‘Previous and Save’ to go to the previous screen. To return to the ‘Draft Proposal Summary’ screen use the link at the top of the screen.

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**Part C – Program Description**

**C1** Please upload a Program Description in no more than 20 A4 pages and in the required format.

The uploaded Project Description must **use the headings below, and in this order**, to explain the Proposal and its expected outcomes in a way that can be appreciated by all assessors. Page limits apply to each heading and are outlined below. All pages for Part C1 must be merged into a single PDF document and must not exceed the overall page limit total. For format requirements, see part 1.3 of these *Instructions to Applicants*.

- **PROJECT TITLE** (within the total page limit)
- **AIMS AND BACKGROUND** (limit 2 A4 pages)
- **RESEARCH PROGRAM** (limit 6 A4 pages)
- **COLLABORATION** (limit 2 A4 pages)
- **RESEARCH ENVIRONMENT** (limit 2 A4 pages)
- **GOVERNANCE** (limit 2 A4 pages)
- **ROLE OF PERSONNEL** (limit 4 A4 pages)
- **REFERENCES** (within the total page limit)
PROJECT TITLE

This must be the same title as the Proposal title in Part A2 of the Proposal Form and must be included within the 20 page limit.

AIMS AND BACKGROUND

In no more than two A4 pages and in the required format address the points below.

- Describe the aims and background of the Proposal.
- Include information about national/international progress in this field of research and its relationship to this Proposal.
- Refer only to refereed publications that are accessible to the national and international research communities.

RESEARCH PROGRAM

In no more than six A4 pages and in the required format please address the points below.

- Describe how the research is significant and whether the research addresses a significant social and/or intellectual problem.
- Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the Proposal aims and concepts are novel and innovative.
- Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the Proposal. Include research plans and proposed timelines.
- Detail what new methodologies or technologies will be developed in the course of the research and how they will advance knowledge.
- Outline the feasibility of the project, in terms of design, budget and proposed timeline.
- Outline how the Program will build Aboriginal and Torres Strait Islander researcher capacity including how the Program will provide mentoring and training to researchers.
- Include a summary of the relevant work if the rationale for some of the Proposal rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors. This summary must be provided within the six A4 page limit.
- Describe the expected outcomes and likely impact of the proposed research for the Program.
- Describe how the Proposal might result in national economic, environment and/or social benefits.
- If the research addresses one or more of the National Research Priorities, explain how the research will address the relevant Priority/ies and associated Goal/s.

COLLABORATION

In no more than two A4 pages and in the required format please address the points below.

- Detail how the Collaborating and Partner Organisations will be involved in the Proposal and the extent to which the Proposal is likely to lead to further collaboration between the Administering, Collaborating and Partner Organisations and develop long-term alliances.
• Outline strategies for enabling collaboration with Aboriginal and Torres Strait Islander communities.

• Outline the types of national and international linkages that will be developed to support the Program and how those linkages will be sustained.

RESEARCH ENVIRONMENT
In no more than two A4 pages and in the required format please address the points below.

• Describe the existing, or developing research environment within the Administering, Collaborating and Partner Organisations for the Program.

• Describe how the Program fits with the Administering Organisation’s strategic Research Plan or other strategic developments, if applicable.

• Outline the plans for communicating research results, including scholarly and public communication and dissemination.

GOVERNANCE
In no more than two A4 pages and in the required format please address the points below.

• Describe the governance arrangements that will be created and/or implemented for the Program, including any Advisory Boards or Steering Committees.

• Outline how the governance arrangements will have the capacity to transcend disciplinary, geographical, and institutional boundaries and cultures to achieve the Program’s objectives.

ROLE OF PERSONNEL
In no more than four A4 pages and in the required format please address the points below.

• Summarise the role, responsibilities and contributions of each Chief Investigator, including Network Director, Network Nodes Leaders and Network Participants, and any Partner Investigators listed at Part A3.

• Summarise the roles and levels of involvement of other key personnel associated with the Proposal, for example technical staff and Research Associates.

REFERENCES
Within the 20 A4 page limit:

• Include a list of all references, including relevant references that refer to the Participant’s previous work.

• References only may be in 10 point font.

Please upload an organisational statement, by the Administering Organisation, in relation to Research Environment in no more than two A4 pages and in the required format.

Only the Administering Organisation is required to complete this question. Please refer to the Instructions to Applicants for more details.
The Administering Organisation must provide an organisational statement (see Section 4.5 of the Funding Rules) in relation to the Research Environment, approved by the Deputy Vice Chancellor (Research) or equivalent, outlining the:

- extent to which the proposed Program aligns with the existing and/or emerging research strengths of the Administering Organisation;
- arrangements under which the proposed Program and investigators will be supported in a collaborative Research Environment; and
- opportunities for investigators to demonstrate the level of independence required to be competitive for research and, research and teaching pathways at the Administering Organisation during and after the Program.

At the end of Part C, ‘Save’, or ‘Save and continue’ to go to the next screen or ‘Previous and Save’ to go to the previous screen. To return to the ‘Draft Proposal Summary’ screen use the link at the top of the screen.

Part D – Program Cost

Please refer to Section 5 of the Funding Rules for information regarding the following:

- Level of funding.
- Duration of funding.
- Budget items supported.
- Research / activities not supported.

It is important to save regularly whilst in the Budget section of the Application form.

Note: This Part of the proposal form can be completed last.

The ARC reserves the right to determine a level of funding for a Project which may differ from that requested.

D1 What is the proposed budget for your project?

Getting started

Add Organisations to the Budget

You must first enter the names of the organisations who will be contributing to this Program. Click the ‘Set Other Organisation Contributors’ link. Organisation Participants that were entered in the ‘Draft Proposal Summary’ screen will be listed in a text box.

Note: It is important that the names of all organisations contributing to the proposal, either with cash or in-kind contributions, have been added through the ‘Draft Proposal Summary’ screen before trying to complete the budget.
Check all the boxes next to each contributing organisation and then click ‘Set Contributors’.

When contributors have been identified, the original table will expand to include columns for the ARC contribution, the Administering Organisation contribution, Collaborating Organisations contribution and Partner Organisations contribution (which will display in the table as PO).

In addition, below the main budget table will appear summary tables for ‘Partner Organisation’ and ‘Collaborating Organisation’. These tables will list all organisations that have been added to the budget table as contributors.
**Move between years**

To move between budget years please click on the relevant year’s link beginning with Year 1.

**Main Budget Table**

The first goal of the main budget table is to summarise funding structure for all contributing parties for all years of funding. This is done on a single line, showing the amount being requested from the ARC, the committed amount from the Administering Organisation, the total committed amount from Collaborating Organisations and the total committed amount from Partner Organisations.

The ‘Description’ column lists the budget categories for which you can seek funding under the *Special Research Initiative for an Aboriginal and Torres Strait Islander Researchers’ Network*. This is where budget items are added under each category as appropriate.
**Adding, Editing and Removing Budget Items**

To add an item to the main budget table, ensure you are in Year 1 and then click on the green plus under the relevant heading.

A new window will appear allowing you to enter the description of the item. Enter an appropriate description then click ‘Add Item’. Once added, the item will appear in all funding years of the main budget table.

Please see below for further information on what to include under each category. If an item has been entered incorrectly, click on the red cross to remove this item. This will remove the item from the entire budget, every year.

To edit modify an item’s description click on the Edit Budget Icon.

To remove an item added to the budget click on the red cross for the relevant item and select ‘yes’ to remove item. **Note:** This will remove the item from all years.
**Entering Budget Amounts**

Enter budget amounts, in the appropriate columns, against budget items for each category. Budget categories are outlined in the next subpart.

Do not include GST in your costs. If your organisation is registered for GST and therefore is able to claim input tax credits for the GST component in the cost of goods and services purchased in the course of carrying out the project, then the GST component of these costs should not be included in the project cost.

In the ARC column enter the amount of funding being requested from the ARC. Refer to section 5.1 of the Funding Rules for level and duration of funding that can be applied for.

In the Administering, Collaborating and Partner Organisation columns enter the cash and/or in-kind amounts committed from the relevant organisation types. The amounts shown for Collaborating or Partner Organisations must be the total combined contributions for the organisation type.

**Budget Categories**

**Personnel**

- Show salaries as in-kind contributions for Chief Investigators (CIs – including Network Director, Network Node Leaders and Network Participants) and Partner Investigators (PIs) in the relevant columns (Administering, Collaborating or Partner Organisation only, not ARC column). Show only for the proportion of time estimated that will be spent on the Program. Refer to section 6.1.4 of the Funding Rules for personnel that must be included. See subsection 5.3.1c of the Funding Rules for restrictions on funding of CI and PI salaries.

- Funding requests for PhD Stipends, Senior Research Associates, Research Associates and all other personnel must be requested at an appropriate salary level for the Administering Organisation.

- Salaries must include a 28% loading to contribute to salary-related on-costs, including payroll tax, workers’ compensation, leave loading, long-service leave, non-contributory and contributory superannuation. The 28% loading excludes items such as extended leave and severance pay.
• Do not build indexation into the amounts. Program payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the Program.

**Note:** CIs may request funding for teaching relief or other duties in order to maximise the opportunity for the CI to conduct research (see below under Teaching Relief).

**Teaching Relief**

- Click on the add item button and enter the name of the Participant (First name and Family name) that the Teaching Relief is being requested for in the description text box enter the requested allowance amount in the relevant year(s).
- Refer to subsection 5.2.1h of the Funding Rules for further information regarding Teaching Relief, including the Teaching Relief allowance.

**Equipment**

- Include both hardware and software items in any one year in this category; and
- Indicate the cost of equipment and installation. Base the cost of equipment and installation on the latest prices (excluding GST) obtained from the supplier at the time of submission and do not simply estimate cost.

**Note:** It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC Linkage Infrastructure, Equipment and Facilities scheme or other schemes.

**Maintenance**

- Include in this category consumables in any one year; and
- Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under ‘Equipment’ or ‘Personnel’ as appropriate. Estimate the prices that will apply at the time of purchase.

**Travel**

- Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, etc. The ARC supports the cost of domestic and international travel for CIs, PIs living overseas, and research support personnel associated with the project to foster and strengthen collaborations between participants in Australia and overseas. (Refer to subsection 5.2.1i of the Funding Rules).

**Please note:** Travel costs to include economy class airfare, reasonable local travel, a living allowance, based on current Australian Tax Office (ATO) rates for academics, and consumables.

**Other**

- Include any items that cannot be appropriately placed in the categories above.

**Collaborating Organisation Table**

The summary table for ‘Collaborating Organisation’ will list each Collaborating Organisation’s name. This table is used to enter the amount that each Collaborating Organisation will be contributing in the relevant year/s. Enter the total cash amount and the total in-kind amount each Collaborating Organisation is contributing against that Organisation’s name in each year/s.
The amounts entered against each Collaborating Organisation must match the total amount showing in the ‘Collaborating Organisation’ column for each year (please see example below). If the total amount in the ‘Collaborating Organisation’ table does not match the total amount in the ‘Collaborating Organisation’ column for each year you will see the following budget validation error.

**Note:** If no column is visible you must click on the ‘Set Other Organisation Contributors’ link and tick the check box against the relevant organisation. **The amount in the total row does not auto fill from the top budget table.**

**Partner Organisation Table**

The summary table for ‘Partner Organisation’ will list each Partner Organisation’s name. This table is used to enter the amount that each Partner Organisation will be contributing in the relevant year/s. Enter the total cash amount and the total in-kind amount each Collaborating Organisation is contributing against that Organisation’s name in each year/s.

The amounts entered against each Partner Organisation must match the total amount showing in the ‘Partner Organisation’ column for each year (please see example below). If the total amount in the ‘Partner Organisation’ table does not match the total amount in the ‘Partner Organisation’ column for each year you will see the following budget validation error.
Note: If no column is visible you must click on the ‘Set Other Organisation Contributors’ link and tick the check box against the relevant organisation.

At the end of Part D, ‘Save’, or ‘Save and continue’ to go to the next screen or ‘Previous and Save’ to go to the previous screen. To return to the ‘Draft Proposal Summary’ screen use the link at the top of the screen.

Part E – Budget Justifications

E1 Justification of funding requested from the ARC

In no more than four A4 pages fully justify in terms of need and cost each budget item requested from the ARC. Use the same headings as in the ARC Requested Budget column.

The ARC budget justification information must not exceed four A4 pages.

The uploaded PDF must:

- Use the same headings as in the ARC requested budget table.

- Fully justify each budget item requested in terms of need and cost. In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as $X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for ‘x’ months.

- Justify any funding being requested for relief from teaching for any named CI of the research team.

- Requests for any major items of equipment are considered on merit. Plan to use existing equipment wherever possible. If seeking funding for new equipment, please describe how the equipment will be used and provide details of the manufacturer, supplier, cost and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, you must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.

- Requests for funding to cover the costs of domestic and international travel for CIs, PIs and research support personnel associated with a project, including for reasons of fostering and strengthening collaborations between participants in Australia and overseas, must be justified in full.
E2  Details of non-ARC contributions

In no more than three A4 pages and within the required format, provide a justification of how non-ARC contributions will support the proposed Program. Use the same headings as in the non-ARC contributions Budget column. Contributions from Collaborating and Partner Organisations should be highlighted, and attributed to the specific organisations.

The non-ARC contribution information must not exceed three A4 pages. The uploaded PDF must provide an explanation of how non-ARC contributions (cash and in-kind) will support the Proposal.

At the end of Part E, ‘Save’, or ‘Save and continue’ to go to the next screen or ‘Previous and Save’ to go to the previous screen. To return to the ‘Draft Proposal Summary’ page use the link at the top of the screen.

Part F – Personnel

Note: This is the largest section in the proposal form. Please ensure that you save regularly while completing this section. This Part may also take longer to save than some other Parts of the Proposal Form.

Each participant that has been invited via the 'Draft Proposal Summary' page and who has subsequently accepted will have a copy of this section automatically generated. Note: Once a participant is invited they will automatically receive an email directing them to accept or reject the invitation to participate on a Proposal via RMS.

Some questions are populated automatically from the personal details held in RMS for each Participant. If the information needs correction, only the Participant to whom the details belong can amend it by logging onto RMS, selecting 'My Details' and updating their details. Any details that are changed by the participant will auto-populate into their corresponding Part F in the Proposal form. Please ensure that this Part is saved in order for this information to be populated into the generated PDF.

F1  Personal Details

This section will be auto-populated from the details held in RMS for each participant.

To update personal details, participants must amend their profile in RMS using the ‘My Details’ section before proceeding to ‘Proposals’ as this information is used to pre-populate sections of the Proposal form.

F2  Postal Address

This section will be auto populated from the details held in RMS for each Participant.

To update their Postal Address, participants must amend their profile in RMS using the ‘My Details’ section before proceeding to ‘Proposals’ as this information is used to pre-populate sections of the Proposal form.
Are you an Indigenous Participant?

This question must be answered, please select ‘Yes’ or ‘No’.
For the purposes of this question, Indigenous means a person of Australian Aboriginal or Torres Strait Islander descent who identifies as an Australian Aboriginal or Torres Strait Islander and is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.

Are you a current member of the ARC or its selection or other advisory committees?

This only relates to the ARC College members or Selection Advisory Committee members for National Competitive Grants Program funding schemes.

This question will auto-populate from the profile information held in RMS for ARC College members and Selection Advisory Committee (SAC) members only. If this information is incorrect, please contact the ARC.

Note: This question only relates to the above stated associations and does not include staff of other ARC-funded projects or Centres.

Please name any of your relatives or close social/professional associates that are members of the ARC or its selection or other advisory committees.

If you do have such associates, their name/s (Title, first name and family name) must be entered in the text box provided.

This information will assist the ARC in managing instances of potential Conflicts of Interest with ARC staff and potential assessors. The ARC has procedures for declaring Conflicts of Interest and for Selection Advisory Committee members to withdraw from consideration of particular Proposals for which there may be a Conflict of Interest.

Note: Examples of such committees are ARC College members or members of a Selection Advisory Committee (SAC) or the ARC’s Advisory Council (excluding ERA Research Evaluation Committees). This question only relates to the above stated associations and does not include staff of other ARC funded projects or Centres.

Please name any Commonwealth-funded Research Centre that you will be associated with as at 1 July 2012.

Note that this question applies to CIs only. PIs do not need to answer this question.

If applicable, the following information must be entered:

- Provide the full legal name of the Centre(s).
- Provide the Start Date that funding commenced, or will commence for the Centre.
- Provide the Cessation Date when the Commonwealth funding ceases for the Centre.
- Select the role within the Centre; if ‘Other’ is selected please enter in the type of role in the text box provided.

If the Centre is currently funded but will cease operation before 1 July 2012 no response is
required.

Please refer to section 9.2 of the Funding Rules for rules on duplication of funding by researchers from Commonwealth-funded Research Centres.

Note: A ‘Commonwealth-funded Research Centre’ means a research centre established under a competitive Commonwealth scheme and includes ARC Research Centres, ARC Centres of Excellence, ARC Special Research Initiatives, Cooperative Research Centres, National Health and Medical Research Council (NHMRC) Grants and Centres of Clinical Research Excellence.

F7 Partner Organisation Association

Do you have an association with a Partner Organisation named in this proposal which is, or may be perceived as, a Conflict of Interest?

If ‘yes’ has been selected, in no more than 750 characters (approximately 100 words) of plain language, please describe the Conflict of Interest and how it will be managed.

To determine if a Conflict of Interest may exist please refer to the ARC website http://www.arc.gov.au/about_arc/coe_guidelines.htm#conflict for further information.

F8 PhD Qualification

Do you hold a PhD or expect to be awarded a PhD qualification in the near future?

This question must be answered, please select ‘Yes’ or ‘No’. If you select no for this question the next part will be greyed out.

If you select ‘Yes’, include PhD details in the fields provided, including the date the PhD was awarded. If a PhD has not been awarded, provide the date when the thesis was or is to be submitted.

Please enter in the day (dd format), select the month from the drop down menu, and enter the year (yyyy format).

F9 Qualifications

This section will be auto-populated from the details held in RMS for each Participant.

To update any qualifications, the individual Participant must amend their profile in RMS using the ‘Classification Details’ link under ‘My Details’ on the Home Page.

Provide details of other qualifications including highest qualification if not a PhD in date order, beginning with the most recent.

F10 Current and previous appointment(s)/position(s) – during the past 10 years

This section will be auto-populated from the details held in RMS for each Participant.

To update any appointments, the individual Participant must amend their profile in RMS using the ‘Classification Details’ link under ‘My Details’ on the Home Page.

Provide details of:

- Academic, research, professional and industrial experience for up to the past ten years in descending date order;
- Begin with your current/most recent position, the employment type and contract type;
• Specify start date and end date of each position; and
• The organisation.

**F11 Organisational affiliations for eligibility purposes for this Proposal**

Enter the name of the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role in undertaking the proposed research.

• CI – Eligible Organisation at which you will be employed, or hold an adjunct appointment with, as at 1 July 2012 and beyond.

• PI – your primary employer as at 1 July 2012.

Please refer to section 7 of the Funding Rules for organisation requirements for participants.

**Note:** to satisfy eligibility requirements, ensure the Organisation shown is appropriate to the nominated role in the Program. For example, if the role is CI (Network Director, Network Node Leader or Network Participant), the organisation will be an Eligible Organisation listed in Appendix A of the Funding Rules. If the role is PI, the organisation is likely to be an organisation other than an Eligible Organisation.

If your organisation is not listed, contact sri@arc.gov.au.

**F12 What is your time commitment (%FTE) to the Program?**

Enter the percentage of time, based on Full-Time Equivalency (FTE), which you will be committing to the Aboriginal and Torres Strait Islander Researchers’ Network. **Note:** The number must be a whole number only without the percentage character, for example, 0.5 FTE would be entered as 50.

**F13 Research Record Relative to Opportunity**

**F13.1 Details on your career and opportunities for research over the last 5 years.**

*Write a maximum of 3750 characters (approximately 500 words).*

Provide and explain:

• the number of years it has been since you graduated with your highest educational qualification;

• the research opportunities that you have had in the context of your employment situation, the research component of your employment conditions, and any unemployment or part-time employment you may have had;

• whether you are a research-only, teaching and research, teaching-only, teaching and administration, research and administration, or administration-only academic, giving any additional information (e.g., part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last five years in those roles;

• any career interruptions you have had for childbirth, carer’s responsibility, misadventure, or debilitating illness;

• the research mentoring and research facilities available to you; and
any other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal (e.g., any circumstances that may have slowed down your research and publications) or affected the time you have had to conduct and publish from research.

Please note: ‘Over the last 5 years’ is defined as 1 January 2007 onwards.

F13.2 Recent significant research outputs (since 2007)

Please attach a PDF (to a maximum of 10 pages) with a list of all publications such as journal articles and refereed conference papers, book and book chapters. Use asterisks to identify publications relevant to this Proposal.

The single uploaded PDF must:
- Ensure that this listing is limited to the last five years i.e. 1 January 2007 onwards;
- Provide your research publications published in the last five years split into the five categories of:
  - scholarly books
  - scholarly book chapters
  - refereed journal articles
  - refereed conference papers only when the paper was published in full in the proceedings
  - other (e.g. major exhibitions, compositions, performances or non-traditional outputs).
- You must number your publications continuously
- Asterisk the publications relevant to this Proposal.

F13.3 Ten career-best publications

Please attach a PDF with a list of your ten career-best publications (3 pages maximum)

The uploaded PDF must:
- Provide the full reference for each of your ten best publications.
- Next to each provide information on any ARC grant scheme on which you were a Chief Investigator from which they originated, as described in question F13.2.
- Add a statement of a maximum of 30 words explaining and justifying the impact or significance of each publication.
- Asterisk the publications relevant to this Proposal.

F13.4 A statement on your most significant contributions to this research field.

Write a maximum of 3750 characters (approx 500 words) outlining your standing in the research field and your most significant contributions and impact in the area of research.

In this section provide:
- Research outputs other than publications. Other research outputs might include consultancies, patents and policy advice, competitive grants and other research support, other professional activities, or other outputs.
• Evidence for the quality of all your research outputs including those in questions F13.2 to F13.4
  Assess the impact of your research for all of your outputs relative to opportunity and in the
  context of discipline expectations. Include a wide range of research evaluations (e.g., citations,
  evaluation of the publication-the journal, the book publishing house, the conference etc).
  Other measures of impact; honours and awards/prizes, other esteem measures, and any other
  evaluations of your outputs.

F13.5 A statement on your record in training and mentoring early career researchers.
Write a maximum of one A4 page.
Upload a one page PDF outlining your record in training and mentoring early career researchers.

F13.6 A statement detailing the evidence of your capacity to build collaborations across industry and/or research institutions and/or with other disciplines.
Please attach a PDF detailing the evidence of your capacity to build collaborations across industry and/or research institutions and/or with other disciplines (1 page maximum). Refer to the Instructions to Applicants for further information.
Outline your experience, knowledge and skills in building collaborations with other research disciplines, research institutions and/or industry.

At the end of Part F, ‘Save’, or ‘Save and continue’ to go to the next screen or ‘Previous and Save’ to go to the previous screen. To return to the ‘Draft Proposal Summary’ page use the link at the top of the screen.

Part G – Collaborating and Partner Organisation Details
A copy of this section will automatically be generated for each Collaborating and Partner Organisation. Participants should ensure that the organisation name displayed is the current name of their intended organisation.

G1 Organisation contact details
This question must be answered by Partner Organisations only.
• Enter the name, title and contact details of the person who will be the main contact in the named Organisation. This person may be a PI or another representative of the Organisation.

Note: For Collaborating Organisations, this part will be greyed-out.

G2 Organisation postal address
This section will be auto-populated from the details held in RMS for each organisation.
Note: Only the ARC is able to update these profiles. To update the organisation’s postal address please contact the ARC at rms@arc.gov.au
Organisation ABN and type

This section will be auto-populated from the details held in RMS for each organisation.

Note: Only the ARC is able to update these profiles. To update the organisation’s ABN or type please contact the ARC at rms@arc.gov.au

Organisation letter of support

This question must be answered by all Collaborating and Partner Organisations. Refer to the Instructions to Applicants for details on format and content requirements.

A letter of support must be submitted by each Collaborating and Partner Organisation listed on the Proposal. Each letter must not exceed two A4 pages and the uploaded PDF must:

- Be on the Partner Organisation’s letterhead.
- Include:
  1. A brief profile of the Organisation and their business.
  2. Details of the amount of cash and in-kind support that will be provided, including the purposes for which these contributions are allocated.
- Include the following text:
  “I understand that there will be requirements in the standard Special Research Initiative for an Aboriginal and Torres Strait Islander Researchers’ Network Funding Agreement about multi-institutional and Partner Organisation written agreements, including the requirement to enter into arrangements regarding intellectual property”; and
- Be signed by:
  - the Deputy Vice Chancellor (Research) or equivalent for a Collaborating Organisation; or
  - the CEO or delegated officer for a Partner Organisation.

Part H – Research Support

Research support for all participants

For each participant on this Proposal, provide details of research funding (ARC and other agencies in Australia and overseas) for the years 2011 to 2015 inclusive. That is, list all Projects/Proposals/Awards/Fellowships awarded or requests submitted involving that participant for funding.

- Use the table format below to create a list of relevant Projects/Proposals. Then upload the list as a PDF.
- List the most current proposal first. List other proposals and/or projects (including fellowships and Awards) in descending date order.
**Special Research Initiative for an Aboriginal and Torres Strait Islander Researchers’ Network**  
*Instructions to Applicants for funding commencing in 2012*

- Support statuses are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support.
- The proposal/project ID applies only to Proposals, current and past projects (including Fellowships and Awards), funded by the ARC or NHMRC.
- Details should be provided for all sources of funding, not just ARC funding.
- Funding amounts are to be in thousands of Australian dollars.
- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.

**Template:**

| Description (all named investigators on any proposal or grant/project/fellowship in which a participant is/was involved, project title, source of support, scheme and round) | Same Research Area (Yes/No) | Support Status (Requested/Current/Past) | Proposal/Project ID (if applicable) | 2011 ($’000) | 2012 ($’000) | 2013 ($’000) | 2014 ($’000) | 2015 ($’000) |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| Example: | | | | | | | | |

<table>
<thead>
<tr>
<th>Description (all named investigators on any proposal or grant/project/fellowship in which a participant is/was involved, project title, source of support, scheme and round)</th>
<th>Same Research Area (Yes/No)</th>
<th>Support Status (Requested/Current/Past)</th>
<th>Proposal/Project ID (if applicable)</th>
<th>2011 ($’000)</th>
<th>2012 ($’000)</th>
<th>2013 ($’000)</th>
<th>2014 ($’000)</th>
<th>2015 ($’000)</th>
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<tr>
<td>A Jones, B Jones, Another really great proposal on excellent things. Round 3</td>
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<td></td>
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</tbody>
</table>

At the end of Part H, ‘Save’, or ‘Save and continue’ to go to the next screen or ‘Previous and Save’ to go to the previous screen. To return to the ‘Draft Proposal Summary’ page use the link at the top of the screen.
Part I – Statements on Progress

Please note that this Part may show as ‘Valid’ on the main Proposal summary screen despite no information having been entered. Please review this Part carefully before submitting the Proposal.

1 Statements on progress of ARC-funded Projects.

For each Participant on this Proposal, please attach a statement detailing progress for each ARC Project/Fellowship involving that Participant that has been awarded funding for 2011 under the Discovery Projects, Discovery Indigenous, Linkage Projects or Fellowships’ scheme.

Click ‘Add Answer’ to insert additional boxes for each relevant Project/Fellowship.

Please provide:

- the Project ID, first named investigator (Project Leader), and scheme for each Participant on this Proposal who has been awarded funding for 2011 under the ARC Discovery Projects, Discovery Indigenous, Linkage Projects or any of the ARC Fellowship schemes;
- upload a PDF of no more than one A4 page for each funded project detailing the progress for each Project/Fellowship involving that Participant; and
- a statement of progress for each project indicated in Part H1 (received 2011 ARC funding) must be included in the Proposal submission regardless of whether a progress report or final report has or has not been submitted to the Research Office or ARC.

Note: Only projects which have received funding from the ARC in 2011 (annual allocated funding) require a statement of progress. Please do not include statements on progress for projects which received carry forward funding only. You do not need to provide statements for projects funded as part of other schemes, such as Linkage International (LX) or Linkage Infrastructure, Equipment and Facilities (LIEF).

At the end of Part I, ‘Save’, or ‘Save and continue’ to go to the next screen or ‘Previous and Save’ to go to the previous screen. To return to the ‘Draft Proposal Summary’ page use the link at the top of the screen.

Part J – Additional Details

J1 Have you submitted or do you intend to submit a similar Proposal to any other agency?

If ‘yes’ has been selected you must:

- select from the organisations the agencies available in the drop down list; and
- select ‘Other’ if the organisation/agency is not in the drop down list and type the name of the agency/ies in the box provided.

Note: A full list of Proposals submitted should also be included at H1 (Research Support) of the Application Form.
It is important that the ARC is aware of any concurrent applications for funding support (e.g. through other Commonwealth, state or territory funding programs). You must also keep the ARC informed about the outcomes of these applications.

At the end of Part J, ‘Save’, or ‘Save and continue’ to go to the next screen or ‘Previous and Save’ to go to the previous screen. To return to the ‘Draft Proposal Summary’ page use the link at the top of the screen.

6. Submitting Proposal to the Research Office

Once all components of the Proposal are completed and saved, return to the ‘Draft Proposal Summary Page’. Before electronically submitting to the Research Office, the Network Director should:

1. review all components to ensure the information to be submitted is complete, and save each Part once more (this is to ensure that all information is captured in the PDF);
   Note: Additions, deletions or modifications to Proposals will not be accepted after the date of submission unless invited by the ARC.
2. ensure all components are complete and valid (indicated by a green tick); and
   Note: If you see the below ‘out of date’ validation error, this indicates that a Participant has changed some part of their personnel profile. To remove this validation error open and save the section, this will ensure that the updated information is repopulated into the Proposal.
3. generate a PDF (whole Proposal document PDF) using the link on the ‘Draft Proposal Summary’ page. Please note that generation times for PDFs will increase closer to closing date.

To submit to the Research Office click on ‘Submit Proposal to Research Office’.

Note: Only the Proposal ‘owner’ (the Participant who initiated the Proposal in RMS) or their Research Office can submit a Proposal to the Research Office, and only an authorised Research Office Delegate can certify a Proposal and submit to the ARC. If the Participant who is the Network Director is removed from the role or the Proposal, they must ‘Transfer Ownership of this Draft Proposal’ to the new Network Director. This link is found on the ‘Draft Proposal Summary’ page.

Please note that many users may be attempting to submit concurrently as the deadline approaches for each scheme. Please allow sufficient time to complete and submit Proposals before the closing time. As the time on a computer server may differ slightly from the ARC servers, submission should not be delayed until the last possible moment. Note that Research Offices may impose their own internal deadlines on researchers to submit Proposals to the Research Office.

Note that the PDF should be re-generated before submission to ensure all changes made to the form parts by any Participant or the Research Office are included. After Proposals close, the ARC will also automatically generate a PDF for each proposal to ensure that all changes to the form are captured in the PDF. Participants and Research Office staff should use this final PDF as the final copy of the submitted Proposal should a printed one be required.
7. **Additional points to assist Applicants to avoid common submission errors**

(Note: this list is provided as a guide and is not an exhaustive list of potential errors.)

- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements for uploaded PDF insertions. (See subsection 11.2.2 of the Funding Rules.)

- Are all uploaded PDFs within the maximum number of pages specified in these Instructions? Note: RMS will not validate PDF page number compliance for all questions.

- Have any of the proposed Participants exceeded the limits for Proposals/Projects or Project duplication (see subsections 9.1 and 9.2 of the Funding Rules)?

- Do the proposed Participants meet the requirements for the relevant role for which they are nominated (see Section 7 of the Funding Rules)? Have Participants selected the correct role (ND, NNL, NP, PI)?

- Are any items in the budget prohibited (e.g. items prohibited under Section 5.3 and 5.4 of the Funding Rules)?

- Please ensure that all necessary information has been entered under Part H (Research Support) and Part I (Statements on Progress). Note: these parts may show as ‘Valid’ on the main Proposal summary page regardless of the information entered.

8. **Troubleshooting – RMS**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login</td>
<td>Why can't I login to RMS?</td>
<td>To login you must use your RMS User ID and password (not your RMS Person ID). Note: GAMS user accounts prior to January 2009 have been copied to RMS. Please use your GAMS ID (in capitals) and Password to login to RMS.</td>
</tr>
<tr>
<td>Participants</td>
<td>Why can't I assign a person to be a participant successfully?</td>
<td>Ensure that you have the person's RMS Person ID (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant' in RMS.</td>
</tr>
<tr>
<td></td>
<td>Why am I not listed as a participant</td>
<td>If you are the Proposal owner you will not be added automatically as a Participant. You must add yourself as a Participant via the ‘Add Person Participant’ link and then click on the ‘Populate Person ID and Family Name with my details’ than select the correct role from the drop menu and click ‘Add Participant’.</td>
</tr>
<tr>
<td></td>
<td>How do I get another participant's Person ID?</td>
<td>Please obtain a participant's RMS Person ID directly from that participant. If the participant is from the same organisation your Research Office can search for their Person ID. If the participant is from a different organisation your Research Office will not be able to search for this participant.</td>
</tr>
<tr>
<td></td>
<td>Why isn't an invited participant showing in the Personnel section (Part F)</td>
<td>A Personnel Part will only be generated for an invited participant once that participant has accepted to be part of the Proposal. Please ensure that the participant has accepted the invitation.</td>
</tr>
<tr>
<td>Why isn't my 'Current Organisation' showing in the Administrative Summary (Question A3)?</td>
<td>Please ensure that your organisation details are correct and that the 'Position is currently held' box is checked. This can be checked by going to your personal homepage and clicking on 'Personal Details' and then clicking on the 'Organisation Details' tab.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Why can't I see an organisation when I search for it?</td>
<td>RMS only stores the various organisations previously involved on ARC Proposals. If an organisation does not appear you will have to ask the ARC to create a record in RMS for this organisation. Once created this organisation will appear in a search. To request the creation of a new organisation in RMS please refer to section 4 ‘Adding Participants and Organisations’.</td>
<td></td>
</tr>
<tr>
<td>Why is there no column for Collaborating or Partner organisations visible?</td>
<td>A Collaborating or Other organisation must be selected first to populate a column and totals table listing that organisation. Click on 'Set Other Organisation Contributor' link and select the organisation.</td>
<td></td>
</tr>
<tr>
<td>Why can't I see the Collaborating or Other Organisation when I click on 'Set Other Organisation Contributor'?</td>
<td>Organisations must be added to the Proposal first before they are populated for selection in Part D (Project Cost). Please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page.</td>
<td></td>
</tr>
<tr>
<td>I have completed a Part why is it still showing 'Incomplete' or 'Invalid'?</td>
<td>Please go into the Part and check for any validation errors and update as required, also check that all information has been entered where required.</td>
<td></td>
</tr>
<tr>
<td>There are no validation errors in a Part but I still get an 'Incomplete' status for that Part?</td>
<td>If any information has been updated for e.g.: a participant's address details - the Part still needs to be saved to validate. Please go into the relevant Part and save.</td>
<td></td>
</tr>
<tr>
<td>Why does the PDF not show information that I have updated in RMS?</td>
<td>If information has been updated such as a participants address details that Part must be saved first before this information is updated in a generated PDF. Note: Before submission please go into each Part and save.</td>
<td></td>
</tr>
</tbody>
</table>