



Australian Government

Australian Research Council

ARC CENTRES OF EXCELLENCE

Instructions to Applicants

for funding commencing in

2011

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ARC Centres of Excellence

Instructions to Applicants for funding commencing in 2011

This document provides information to assist applicants complete and submit Proposals for *ARC Centres of Excellence* for funding commencing in 2011. All Proposal documentation must comply with the *ARC Centres of Excellence Funding Rules for funding commencing in 2011* (the Funding Rules).

The information in this document is underpinned by the Funding Rules, which contain further details on *ARC Centres of Excellence* funding. You must read the Funding Rules (available on the ARC website at http://www.arc.gov.au/ncgp/ce/ce_fundingrules.htm) before preparing your Proposal.

Please also refer to the Frequently Asked Questions (FAQs) which will be updated regularly and are available on the ARC website at http://www.arc.gov.au/ncgp/ce/ce_instructions.htm.

Matters to note before submitting the Proposal

Proposals are the prime source of information available to the ARC for evaluation purposes, and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for assessment of the Proposal 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.

Accuracy of information

Please check carefully that all the information contained in the Proposal is accurate before submitting the Proposal.

Incomplete or misleading information

If the Proposal is incomplete, inaccurate or contains information that is considered false or misleading, the ARC may, in its absolute discretion, decide to not recommend the Proposal for funding. Submitting such Proposals may constitute an offence under Commonwealth criminal law. Appendix A in the Funding Rules contains more information on incomplete or misleading information.

Confidentiality

Information contained in the Proposal is regarded as confidential unless otherwise stated and will be received and treated as confidential by the ARC. Third parties selected by the ARC to assess, evaluate or verify the accuracy of the Proposal will be required by the ARC to also treat the Proposal as confidential. Appendix A in the Funding Rules contains more information on confidentiality.

Privacy

Information contained in the Proposal is collected in order to make recommendations to the Minister on the allocation of financial assistance under the *Australian Research Council Act 2001* and for post award reporting. The information collected may be passed to third parties for the purposes of obtaining a peer review assessment of the Proposal. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade,

the Department of Innovation, Industry, Science and Research, the Department of the Environment, Water, Heritage and the Arts, the Department of Education, Employment and Workplace Relations, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans' Affairs for the purposes of checking eligibility. In other instances, information in this Proposal can be disclosed without your consent where authorised or required by law.

The ARC is bound by the provisions of the *Privacy Act 1988*. Section 14 of the *Privacy Act 1988* contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information. In brief, the ARC will ensure that:

- personal information is collected in accordance with IPPs 1-3;
- suitable storage arrangements, including appropriate filing procedures are in place;
- suitable security arrangements exist for all records containing personal information;
- access to a person's own personal information held by the organisation is made available to the person at no charge;
- records are accurate, up-to-date, complete and not misleading;
- where a record is found to be inaccurate, the correction is made;
- where the person contends that a record is inaccurate, and it is found to be accurate, the details of the request for amendment are noted on the record;
- the personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by IPP 10; and
- personal information is only disclosed in accordance with IPP 11.

Preparing the Proposal

The Proposal must be completed using the *ARC Centres of Excellence for funding commencing in 2011* RTF application form available on the ARC website at www.arc.gov.au/ncgp/ce/ce_application.htm. The Proposal must have been preceded by a shortlisted Expression of Interest.

Format

The Proposal should be written in plain English and must comply strictly with the Proposal format and submission requirements as set out in Section 14.6 of the Funding Rules and this document.

Tables and boxes for text insertion in the application form have been formatted by the ARC to display 12-point Times New Roman font. Unless this font displays incorrectly, no formatting changes should be made to tables or boxes.

Where text pages are required in the Proposal, these must be formatted as follows:

- white A4 paper size with 2cm margin on each side and at top and bottom;
- single column;
- black type (unless text colour is automatically formatted, for example hyperlinks); and
- highly legible font type such as Times New Roman, Calibri, Arial, Palatino, or Helvetica, with font size equivalent to Times New Roman 12-point. Variants such as mathematical typesetting languages may also be used. References may be reproduced in 10-point font size.

The hard copy of the Proposal must be printed on one side of the page only, and should be clipped, not stapled.

Applicants must adhere strictly to the page limits designated for each Part of the Proposal. Colour graphs or colour photographs may be included but they may be printed in black and white for assessment purposes. Fine graphics and grey scale may also not be precisely reproduced.

Proposal authorisation

All Proposals must be signed by the appropriate delegate of the Administering Organisation at Part A10 of the application form.

Each participant (researcher) must complete Part F14, indicating their agreement to participate as outlined in the Proposal.

Letters of support are required from Collaborating and Partner Organisations, certifying their support for the proposed Centre. These letters must be included in the Proposal. Information on the required content of the letters of support can be found in Parts J and K of these Instructions.

Request not to assess

ARC Centres of Excellence Proposals will be assessed by several assessors. Requests to not use a particular assessor must be submitted to the ARC on or before the closing date for Proposals (19 April 2010).

A 'request not to assess' must be completed using the form available on the ARC website at http://www.arc.gov.au/applicants/request_notassesform.htm. The completed form must be submitted by the Administering Organisation's Research Office to the *ARC Centres of Excellence* email box (centres@arc.gov.au) separately to the Proposal. Forms submitted by individual researchers will not be accepted.

Submission

Proposals must be submitted to the ARC through the Administering Organisation's Research Office or equivalent. Proposals submitted by individual researchers will not be accepted.

One paper copy and one electronic copy of the Proposal must be received by the ARC on or before the closing date for submission. The paper copy must be identical to the electronic copy. Proposals received after the closing date may be excluded, as outlined in Section 14.15 of the Funding Rules.

The electronic copy must be submitted as a PDF document to centres@arc.gov.au. Please note this email box has a 10MB limit per email (email text plus attachment). Large attachments may be zipped if needed.

Additions, deletions and modifications to Proposals will not be accepted after the closing date, unless invited by the ARC.

Table 1: ARC CENTRES OF EXCELLENCE CYCLE FOR FUNDING IN 2011

12 February 2010	Advice to applicants on shortlisted Expressions of Interest Invitations to submit full Proposals
16 February 2010	Full Proposals open Proposal forms are available on the ARC website.
19 April 2010 5.00 pm (AEST)	ARC closing date/time for submission of Proposals Please note that each organisation may set its own internal closing date. Consult with the Administering Organisation's Research Office.
19 April 2010 5.00 pm (AEST)	ARC closing date/time for 'Request Not to Assess' 'Request Not to Assess' forms are available on the ARC website.
June 2010	Selection Advisory Committee shortlist Proposals for interview
Mid-June 2010	Advice to applicants on shortlisted Proposals
5-9 July 2010	Interviews held for shortlisted Proposals
August 2010 Indicative only and subject to change	Recommendations submitted to the Minister for approval and advice given to applicants
January 2011	Expected commencement date for funding for successful Proposals

Filling in the Proposal form

Part A – Administrative Summary

A1. Organisation to administer funding

Enter the name of the Administering Organisation for this Centre.

This organisation will administer the project and be identified as the Administering Organisation. The Administering Organisation must be an Eligible Organisation. The Administering Organisation is usually where the Centre Director will be employed during the period of ARC Centre funding.

A2. Proposal title

Insert a short descriptive title of no more than 20 words. The title must commence with the words 'ARC Centre of Excellence'

Ensure that the title is precise, informative and, as far as possible, uses 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.

A3. Expression of Interest number

You should insert the Expression of Interest number (EOI ID) provided to the Administering Organisation by the ARC on the invitation to submit a full Proposal. This number will be used to identify your Proposal as being successful in the Expressions of Interest stage of the CE11 application process.

A4. Researcher summary

List the Centre Director (CD) and all Chief Investigators (CI) and Partner Investigators (PI) on the Proposal. The first person to be listed must be the Centre Director (CD) who should be from the Administering Organisation. All CIs should be entered next followed by all the PIs. Refer to Section 11 of the Funding Rules for information on roles and eligibility for researchers.

A5. Organisation summary

List all the Organisations which will be involved in the Centre. The first organisation must be the Administering Organisation, followed by the Collaborating Organisations and then the Partner Organisations.

A Collaborating Organisation is an Eligible Organisation which is not the Administering Organisation which is actively involved in the research of the Centre and may also be contributing to the cash or in-kind support of the Centre. A Partner Organisation is an organisation which is not an Eligible Organisation but is actively involved in the research of the Centre and may also be providing cash or in-kind support to the Centre. Refer to Section 10 and Appendix C of the Funding Rules for further information on roles and eligibility for organisations.

A6. Summary of proposal

Provide a written Proposal summary of no more than 100 words focussing on the Centre's aims, significance and the expected outcomes of the Centre. This summary may be used for public release.

Use clear plain English and use the minimum of terminology unique to the area of study.

Avoid the use of quotation marks, acronyms and do not use all upper-case characters in the text.

A7. Summary of national/community benefit (for public release)

Provide a written summary of national/community benefit of no more than 100 words describing how the proposed Centre will benefit the Australian community. This summary may be used for public release.

Use clear plain English and make the summary comprehensible and accessible for the general public as far as possible.

Avoid the use of quotation marks, acronyms and do not use all upper-case characters in the text.

A8. Years for which support is being sought

Please tick the box for each year funding is being requested.

A9. Have you submitted, or do you intend to submit, a similar Proposal to any other agency?

Please tick either 'Yes' or 'No'. If 'Yes' has been selected you must type the name of the agency/ies in the text box provided.

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.

A10. Certification

The completion of Part A10 of the Proposal is the responsibility of the Administering Organisation, which must obtain the required signature prior to submission of the Proposal to the ARC.

The certification must be signed by the Deputy Vice-Chancellor (Research) or delegate.

Part B – Centre Classification and Other Statistical Information

B1. National Research Priorities

If applicable, indicate whether this Proposal falls within one of the four designated National Research Priorities. Applicants are asked to indicate if their application falls within any of the Priority Goals for the National Research Priorities. Refer to Appendix D of the Funding Rules or the ARC website for detailed descriptions of the National Research Priorities.

If the Proposal does not fall within one of the four designated National Research Priorities please leave blank.

B2. Field of Research (FOR)

The Field of Research (FOR) classification defines the research according to disciplines. Select FOR codes carefully, as they are considered when assessors are being selected to read the Proposal.

Select up to four FOR six digit classification codes that relates to the Proposal and indicate the importance of each classification by using a percentage. The percentage entered should be in

multiples of 5 or 10 (e.g. 85% or 20%). For more information on FOR codes, FOR Classifications and definitions by Division see the ARC website www.arc.gov.au/applicants/codes.htm.

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

B3. Socio-Economic Objective (SEO)

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

Select up to three SEO six digit classification codes that relates to the Proposal and indicate the importance of each classification by using a percentage. The percentage entered should be in multiples of 5 or 10 (e.g. 85% or 20%). When selecting SEO codes ensure that the 2008 SEO classifications are used. For more information on SEO codes and a listing of SEO codes see the ARC website www.arc.gov.au/applicants/codes.htm.

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

B4. Keywords

Enter up to six keywords to describe the proposed research. The keywords should be of the kind normally required for submitting an article to a major referred journal.

Please note that these keywords are for ARC's guidance only.

B5. If the proposed Centre involves international collaboration, please specify the country/countries involved

Enter the names of the country or countries of research and/or other parties who will collaborate on this Proposal. Add additional lines in the table as required.

Part C – Case for the Centre

C1. In no more than ten A4 pages provide details on the research program, goals and objectives of the proposed Centre

The Case for the Centre must not exceed ten A4 pages. The Case for the Centre must use the headings and numbering listed below and address the selection criteria listed in Section 6 of the Funding Rules.

- C1.1 Goals and objectives
- C1.2 Research program
- C1.3 Governance, leadership and mentoring
- C1.4 Outcomes and linkages

The items listed within each selection criteria are provided to guide applicants' focus on the specific assessment area, and do not need to be addressed individually. The objectives of the scheme (Section 4.2.2 of the Funding Rules) must also be taken into consideration when completing this Part. Applicants are encouraged to write the Case for the Centre in the form of a strategic plan, including their targets for performance in each assessment area.

Part D – Proposed Centre Budget

It is not necessary to prioritise budget items. Requests to the ARC must be transparent and accountable, and must only be for items essential to the proposed Centre. The ARC reserves the right to determine the level of funding allocated to the proposed Centre. Funding must not be sought for areas or items which are excluded; refer to Section 8.4 of the Funding Rules for further information. **Do not include GST in your costs.**

D1. Centre budget – cash components

Please enter funding into the appropriate years you wish for your Centre to be funded – from Year 1 to Year 7. This table shows the overall cash contributions of the Centre.

Income

Show amount requested from the ARC, cash contributions from the Administering Organisation and all Collaborating and Partner Organisations in whole Australian dollars per annum. All organisations listed in Part A5 of the Proposal must be included in this table in the same order they appear in Part A5 (even if the contribution is nil).

Example 1

D1. Centre budget – cash components (income)

Income	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Requested from ARC	2,000,000	2,000,000	etc	etc	etc	etc	etc
Administering Organisation (from Part A1)	250,000	150,000	etc	etc	etc	etc	etc
Collaborating and Partner Organisations							
Organisation 2 Name (from Part A5)	450,000	450,000	etc	etc	etc	etc	etc
Organisation 3 Name (from Part A5)	nil	nil	nil	nil	nil	nil	nil
Total income (a)	2,700,000	2,600,000	etc	etc	etc	etc	etc

Expenditure

This part describes the global cash expenditure of the Centre. It should not be broken down into expenditure by each organisation but expressed as a total for the Centre. Create a new line for each budget item to be included. The total amount for each category should be entered into the relevant total rows.

Example 2

D1. Centre budget – cash components (Expenditure)

Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Personnel (total)	1,000,000	1,750,000	etc	etc	etc	etc	etc
<i>Personnel item</i>	50,000	75,500					
Equipment (total)	1,250,000	150,000	etc	etc	etc	etc	etc

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<i>Equipment item</i>	225,500	225,000					
Maintenance (total)	105,000	105,000	etc	etc	etc	etc	etc
<i>Maintenance item</i>	25,000	25,000					
Travel (total)	100,000	100,000	etc	etc	etc	etc	etc
<i>Travel item</i>	58,250	60,000					
Other (total)	50,000	50,000	etc	etc	etc	etc	etc
<i>Other item</i>	10,000	10,000					
Total expenditure (b)	2,505,000	etc	etc	etc	etc	etc	etc
Cash balance (a-b)	195,000	etc	etc	etc	etc	etc	etc

Personnel (salaries + on-costs)

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, however, excluding items such as extended leave and severance pay. Do not build indexation into the amounts. Centre payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the Centre.

Ensure that all researchers listed in Part A4 (i.e. CIs and PIs) are included in the same order they appear at Part A4.

Equipment

Include both hardware and software items costing more than \$1,000 in any one year in this category. Indicate the cost of equipment and its 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.

It is recommended that when you are seeking funding from the Commonwealth for greater than \$100,000 for large or costly items of equipment, you apply for this item through the ARC *Linkage Infrastructure, Equipment and Facilities (LIEF)* scheme.

Maintenance

Include in this category consumables and equipment items costing less than \$1,000 in any one year. Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming; include these under the 'Equipment' or 'Personnel' as appropriate. Estimate the prices that will apply at the time of purchase.

Travel

This item may include travel, accommodation and subsistence costs of staff associated with the Centre, and visitors to the Centre. Travel expenditure must be acquitted strictly in accordance with the policies of the relevant organisations.

Other

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

D2. Centre budget – in-kind contributions

In-kind contributions will include organisational payments for salaries, special items or other facilities, and special-purpose expenditure on buildings and similar payments.

Example 3

D2. Centre budget – in-kind contributions

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Organisation 2 Name (from Part A5)							
Personnel	550,000	800,000	etc	etc	etc	etc	etc
Equipment	150,000	150,000	etc	etc	etc	etc	etc
Other	800,000	200,000	etc	etc	etc	etc	etc
Total	1,500,000	1,500,000	etc	etc	etc	etc	etc

Personnel (salaries + on-costs)

The in-kind contributions of personnel will include *pro rata* salaries of the staff employed by the Collaborating Organisation or Partner Organisations that are seconded to, or formally associated with, the Centre.

All participants listed in Part A4 (i.e. all CIs and PIs) must be included in the same order they appear in Part A4.

Equipment

Show in this item any in-kind contribution of equipment or facilities that will be used in the Centre's research activities. An example would be the waived cost of access to an international facility operated by one of the overseas Partner Organisations.

Other

Include any items that cannot be appropriately placed in other categories. An example could be building works and refurbishment of laboratories associated with the establishment of the Centre. Organisations may include in this field a fair estimate of the value of the contribution of emeritus, honorary or adjunct staff, research students and other researchers who contribute to the Centre without salary.

See Instructions to Applicants Part D1 for details on reporting Centre in-kind contributions for Personnel, Equipment and Other items.

Part E – Budget Justification

E1. Justification of funding requested from the ARC

The justification of funding requested from the ARC must not exceed three A4 pages. The explanation should be structured under the same headings as in the expenditure table (Personnel; Equipment; Maintenance; Travel; and Other) and must:

- Fully justify each budget item request in terms of need and cost. In justifying the budget, it is not sufficient to claim certain equipment or personnel cost as \$X. Rather, the budget justification should state, for example, that a full-time technician with a specific level of expertise is required for 'x' months. The same level of explanation is required for all items being requested.
- Justify any funding being requested for major items of equipment. Requests for any major items of equipment are considered on merit. Participants should plan to use existing equipment wherever possible. If participants are 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, participants 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.

- Justify any requests for funding to cover the costs of domestic and international travel for the CD, CIs, PIs and research support personnel associated with the Centre.

E2. Description of funding requested from organisations other than the ARC

The justification of funding requested from organisations other than the ARC must not exceed three A4 pages. The explanation should be structured under the same headings as in the expenditure table (Personnel; Equipment; Maintenance; Travel; and Other) and must:

- Provide an explanation of how non-ARC contributions will support the Centre.
- If there is a PI named on the Proposal, provide details of the contribution of his/her organisation, including what the PI will contribute to the project in relation to his/her time and any other contribution of his/her organisation.
- If there is no direct funding being provided by the Administering Organisation or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made.

Part F – Personnel

A copy of this section must to be completed for every Researcher listed in Part A4 of the Proposal, and be presented in the same order as they appear in that table.

The ARC gathers your details to communicate with you, determine your eligibility, and conduct data and statistical analysis in relation to equity and other issues. You must notify the ARC through the Research Office, or equivalent, of the Administering Organisation of any changes to your details which may have occurred after submission of the Proposal.

The details provided in Part F should be identical to those on your ‘Personal details’ in RMS. Please check and update your personal and postal details in RMS via your own personal RMS Home Page.

There may be researchers associated with the Centre who are not listed in Part A4. These researchers should not appear in Part F of the Proposal. The track records and contributions of these people should be included in Part G (Other Personnel).

F1. Person number

The Person Number for each participant should be the same number that appears against the researchers’ family name in the List of Participants at Part A4.

F2. RMS User ID

Your RMS User ID identifies you as a ‘Participant’ on an ARC Proposal. If a researcher on the Proposal does not have a RMS User ID then this must be applied for online by contacting the Eligible Organisation Research Office in the first instance, or through the RMS Login Page.

Researchers who are not currently academic staff members of an Eligible Organisation should seek their RMS User ID from the nominated Eligible Administering Organisation. Alternatively,

researchers 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.

F3. Personal details

Please provide your personal details as they appear in RMS. You should ensure that the details recorded are up to date as incorrect details may delay processing of the entire Proposal.

F4. Postal address

Please provide your current Postal address as it appears in RMS. You should ensure that the details recorded are up to date as incorrect details may delay processing of the entire Proposal.

F5. Are you a current member of the ARC or its selection or other advisory committees?

Please indicate ‘Yes’ or ‘No’.

Examples of such committees are the ARC College of Experts or members of an ARC Selection Advisory Committee (SAC) or the ARC’s Advisory Council. This question only relates to the associations stated above and does not include staff of ARC-funded projects or Centres.

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.

F6. Are any of your relatives or close social/professional associates members of the ARC or its selection or other advisory committees?

Please indicate ‘Yes’ or ‘No’.

If you do have such associations, their name/s must be entered in the text box provided.

Examples of such committees are the ARC College of Experts or members of an ARC Selection Advisory Committee (SAC) or the ARC’s Advisory Council. This question only relates to the associations stated above and does not include staff of ARC-funded projects or Centres.

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.

F7. Qualifications

Please complete the table with the required information. Please begin with your most recently awarded qualification and then work backwards.

F8. Current and previous appointment(s)/positions(s) – during the past 10 years

List your current and previous appointments in the table provided. Please begin with the current/most recent position.

For ‘Status’ – enter one of the following: ‘Postgraduate’, ‘Continuing’, ‘Fixed-term’, ‘Currently not employed’ or ‘Other’. ‘Continuing’ means an ongoing tenured position and ‘Fixed-term’ means a non-ongoing position (a job held for a defined period, e.g. 3 year contract).

F9. Organisational affiliations for eligibility purposes for this Proposal

Enter the name of 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 19 April 2010.
- PI – your primary employer as at 19 April 2010.

If your organisational association will be different on 1 January 2011 then please complete the second table as well.

F10. What will be your time commitment (%FTE) at the Centre?

Please enter your percentage full time equivalent (%FTE) time commitment to the Centre.

When completing this Part F10, it should be noted that the Centre Director is expected to work predominantly on the activities of the Centre. A researcher nominated as the Centre Director, a CI or a PI must take significant intellectual responsibility for the proposed Centre. The researcher must have the capacity to make a serious commitment to the Project.

The ARC reserves the right to determine whether a person has the requisite capacity to perform the role.

F11. Your role within the Centre

The statement on your role within the Centre must not exceed one A4 page. You should outline your contributions to the Centre's research program, operations and management as appropriate in the context of your nominated researcher role.

F12. Research Record Relevant to Opportunities

F12.1 Details on your career and opportunities for research over the last five years, incorporating evidence of collaboration, mentoring and leadership. One page limit.

Please provide a response to this question as outlined in the application form.

F12.2 Recent significant publications (2005 onwards).

Please provide:

1. A list of your recent significant publications
2. A table indicating the publications which are the result of ARC grants.

In this Part you must:

- Ensure that this listing is limited to the last five years i.e. April 2005 onwards;
- Provide your research publications published in the last five years split into the five categories using the headings below:
 - Scholarly books
 - Scholarly book chapters
 - Refereed journal articles
 - Refereed conference papers (only when the paper was published in full in the proceedings)
 - Other
- Number your publications continuously;

- Asterisk the publications relevant to this Proposal;
- Using the template below, with respect to your numbered publications in the last five years listed above given in Part F12.2, provide the numbers of the publications that arose from or were in part supported by your ARC grants.

Template 1

ARC Project ID	CI/Fellow Name/s	Amount Funded	Number of Years	Project Title	Publications relevant to this Project (from Part 12.2)

** Add additional lines where necessary.

Example 4

ARC Project ID	CI/Fellow Name/s	Amount Funded	Number of Years	Project Title	Publications relevant to this Project (from part F12.2)
LP0555555	Prof AB Example, Prof CD Example	\$450,000	3	Project 1	2, 3, 5, 7
DP0623546	Prof EF Example, Dr GH Example, Prof IJ Example	\$300,000	5	Project 2	4,6,8,9

F12.3 Ten career-best publications. Two page limit.

In no more than two A4 pages list your ten career-best publications. The section must:

- Provide the full reference for each of your ten best publications;
- Include information on any ARC scheme on which you were a Chief Investigator or Fellow from which the publication indicated in Part F12.2 originated;
- 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.

F12.4 Further evidence in relation to research impact and contributions to the field over the last 10 years. One page limit.

In no more than one A4 page provide details of research outputs other than publications, with evidence as described in the information provided on the Application Form:

- Research outputs other than publications. Other research outputs might include consultancies, patents and policy advice, competitive grants and other research support, major exhibitions, compositions or performances, other professional activities, or other outputs.

- Evidence for the quality of all your research outputs including those in Parts F12.2 to F12.3. 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. Citizenship/residency details

Please complete the table with the relevant information. A Chief Investigator nominated on a Proposal must reside predominantly in Australia for the full term of their participation in the project. If a researcher does not have permanent resident status they must obtain temporary or permanent resident status before they can commence on the project.

F14. Researcher participation agreement

If the researcher agrees to participate in proposed Centre as outlined in this Proposal the Researcher should tick 'Yes'. If the researcher does not agree then they should tick 'No'.

Part G – Other Personnel Associated with the Centre

G1. For other persons involved in the Proposal (e.g. Associate Investigators) who are not the Centre Director, CIs or PIs listed at Part A4, the following may be provided, up to two pages per person, including all the information below:

For each person (other than the researchers listed in Part A4) who will be associated with the proposed Centre, you may provide personal details and a statement and brief description outlining their expertise, contributions and time commitment to the Centre.

That statement should be no more than two A4 pages and should address the information provided in the Application form:

- a. Full name
- b. Qualifications (Degree and year of award for each award)
- c. Current appointment (Organisation and year appointment; Level and year of appointment to level)
- d. Publication list if relevant (up to six most significant from past five years; up to four additional career-best; the number of books, peer-reviewed research publications, and un-reviewed research publications over the past five years)
- e. A brief description of their expertise, proposed roles, contributions and time commitment (%FTE) to the Centre

Part H – Research Support

H1. Research support for all researchers

For each participant on this Proposal, provide details of research funding (ARC and other agencies) for the years 2010 to 2015 inclusive. That is, list all projects/proposals/fellowships awarded or requests submitted involving all researchers listed in Part A4 for funding.

- List the current proposal first. You should use the EOI ID provided by the ARC from Part A3 of this Application Form.
- List other proposals and/or projects (including Fellowships) in descending date order.
- 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), 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 and in Australian dollars.
- Enter the dollar amounts of funding approved by year, do not include funds that are carried forward.

Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.

Part I – Potential Overlap of Commonwealth Funding

I1. For each researcher on the proposal, please attach a statement detailing the potential overlap of any current ARC grant(s) held with the proposed Centre research program.

The ARC does not duplicate Commonwealth funding. All researchers are required to identify currently Commonwealth funded projects/proposals/fellowships awarded that could be seen to duplicate Commonwealth funding.

- The Project ID, First named Investigator and Scheme boxes must be completed.
- The ‘Agree to Relinquish’ box is used to indicate if the Researcher is going to relinquish the grant due to duplication of Commonwealth funding if the Centre is successful.
- The statement must be completed if the researcher does not agree to relinquish the grant which potentially duplicates Commonwealth Funding.
- The statement must outline how the currently funded grant complements and enhances but does not duplicate the proposed Centre research.
- Each statement must be no more than half an A4 page.

Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.

Part J –Collaborating Organisations Details

This section must be completed for each Collaborating Organisation listed in Part A5 (Organisation summary) of the Proposal. Please complete the entire Part J for each Collaborating Organisation before moving to the next one. The order of the organisations must be the same as in Part A5.

J1. Collaborating Organisation contact details

Enter the name, title and full contact address details of the person who will be the main contact in the named Collaborating Organisation.

J2. Letters of support for Collaborating Organisations

You must include a letter of support from each Collaborating Organisation listed on the Proposal at Part A5. This letter must not exceed three A4 pages and must:

- Be on the Collaborating Organisation’s letter head and include: details of the amount of cash and in-kind that will be provided, including the purposes for which these contributions are allocated
- Identify the Researchers from their Organisation who will be contributing to the Centre
- The letter must also include the following two paragraphs:
 - “I certify that no part of the cash contribution is drawn from funds previously appropriated from government sources for the purposes of research, evaluation and/or consultancy activity; and
 - I have read and understood the requirements in the standard *ARC Centres of Excellence* Funding Agreement about Collaborating and Partner Organisation written agreements, including the requirement to enter into arrangements regarding intellectual property”; and
- The letter must be signed by the Deputy Vice Chancellor (Research) or equivalent.

Part K – Partner Organisation Details

This section needs to be completed for each Partner Organisation listed in Part A5 of the Proposal. Please complete the entire Part K for every Partner Organisation before moving onto the next one. The order of the organisations must be the same as in Part A5.

K1. Partner Organisation contact details

Enter the name, title and full contact address details of the person who will be the main point of contact in the named Partner Organisation. This person may be a PI or another representative of the Partner Organisation.

K2. Other Partner Organisation details

Enter, if applicable, the Australian Business Number (ABN), Web page address, ANZSIC (Australian and New Zealand Standard Industrial Classification).

K3. Partner Organisation letter of support.

You must include a letter of support from each Partner Organisation listed on the Proposal at Part A5. This letter must not exceed three A4 pages, and must:

ARC Centres of Excellence – Instructions to Applicants for funding commencing in 2011

- be on the Partner Organisation’s letter head and include:
- details of the amount of cash and in-kind that will be provided, including the purposes for which these contributions are allocated identify the Researchers from their Organisation who will be contributing to the Centre
- The letter must include the following two paragraphs:
 - “I certify that no part of the cash contribution is drawn from funds previously appropriated from government sources for the purposes of research, evaluation and/or consultancy activity; and
 - I have read and understood the requirements in the standard ARC Centres of Excellence Funding Agreement about Partner Organisation written agreements, including the requirement to enter into arrangements regarding intellectual property”
- The letter must be signed by the CEO or delegated officer of the Partner Organisation.

Additional points to assist applicants to avoid common errors in submission

(This list is provided as a guide and is not an exhaustive list of potential errors)

- Does the proposal meet format and submission requirements (e.g. satisfy page limits, include relevant attachments, meet the font size and pagination requirements and do the electronic and hard copies of the proposal match?)
- Has the Centre Director been entered first at Part A4?
- Do the proposed participants meet the requirements for the relevant role for which they are nominated, and have the correct roles been selected?
- Are any of the items in the budget prohibited? Refer to Section 8.4 of the Funding Rules.
- The Proposal does not have a significant focus on medical and dental research as defined in Section 8.4.3.a of the Funding Rules.
- Please ensure that all necessary information has been entered under Part H (Research Support) and Part I (Potential Overlap of Commonwealth Funding).