



Australian Government

Australian Research Council

DISCOVERY
Early Career Researcher
Award

Instructions to Applicants
for funding commencing in
2013

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Australian Research Council

Discovery Early Career Researcher Award

Instructions to Applicants for funding commencing in 2013

The *Discovery Early Career Researcher Award Instructions to Applicants for funding commencing in 2013* provides information to applicants on how to complete and electronically submit *Discovery Early Career Researcher Award* Proposals for funding commencing in 2013. The associated Proposal documentation must comply with the *Discovery Early Career Researcher Award Funding Rules for funding commencing in 2013* (hereafter referred to as the Funding Rules).

The information in this document is underpinned by the Funding Rules. Please review the Funding Rules (available on the ARC website at <http://www.arc.gov.au/ncgp/decra/fundingrules.htm> before preparing the 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/decra/instructions.htm>.

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 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

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

Key Dates - *Discovery Early Career Researcher Award* for funding commencing in 2013

Month	Event
Wednesday 21 March 2012 5.00 pm (AEDT)	ARC closing date/time for submission of Proposals Please note that each organisation may set its own internal closing date. Therefore, be sure to consult with your Administering Organisation's Research Office.
Wednesday 7 March 2012 5.00 pm (AEDT)	ARC closing date/time for Request Not to Assess These must be submitted electronically to the ARC via email to ARC-DECRA@arc.gov.au by your Administering Organisation's Research Office. Forms are available on the ARC website.

The process – items to note:

The Proposal must be created using the ARC's online Research Management System (hereafter referred to as the RMS) accessed at <https://rms.arc.gov.au>.

The Proposal must be electronically submitted through the RMS by the Administering Organisation. The Administering Organisation's Research Office or equivalent must electronically certify the Proposal submission in accordance with Section 8.4 of the Funding Rules. **Note that Proposals must not be submitted to the ARC in paper form.**

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:

- Black type.
- Single column.
- White A4 paper size with at least 0.5 cm margin on each side and at top and bottom.
- A highly legible font type must be used, preferably 12 point Times New Roman, otherwise Arial, Courier, Palatino, and Helvetica subject to them being an equivalent sized font to Times New Roman 12 point font. Variants such as mathematical typesetting languages may also be used.

Note: Text must be size 12 point Times New Roman or an equivalent size before converting to PDF format and must be legible to assessors.

- Adhere strictly to page limits designated for each part of the Proposal.
- Applicants should note colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white.
- Additional text uploaded as PDF may appear slightly reduced in size due to the RMS formatting the attachments to include page numbers. Additional text uploaded in PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- The ARC reserves the right to seek an original electronic copy of the Proposal to determine that the text meets these requirements.

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.
- 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 and will be provided to the ARC if requested.

Further Assistance

Participants should contact the Administering Organisation's Research Office or equivalent in the first instance for assistance with RMS or click on the Help link (located on the top left corner of the RMS screen). 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 the RMS.

- To access and/or amend Proposal information the DECRA Candidate, 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.
- 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, nor do individuals with assessor-only logins.

It is recommended that intended Proposal Participants obtain an RMS User ID as soon as possible to prevent potential delays due to an anticipated increase in RMS User ID requests close to the due date for Proposals.

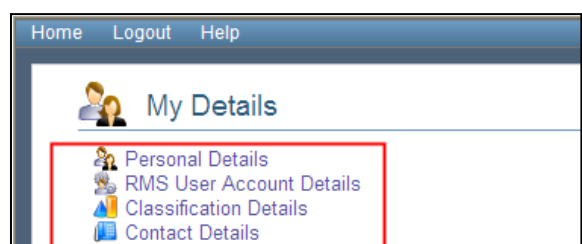
Participants who are not currently academic staff members of an Eligible Organisation should seek their RMS User ID and password from the Eligible Organisation named on the Proposal. Alternatively, Participants may request an account through the RMS Login Page (Request New Account link). Instructions to assist researchers in the process are available using the 'Help' link on the 'Request New Account' page.

Note: only the Proposal owner or Administering Organisation's Research Office is able to submit the Application and the rejoinder 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, however you may wish to download the file from the following link: <http://get.adobe.com/flashplayer/>.

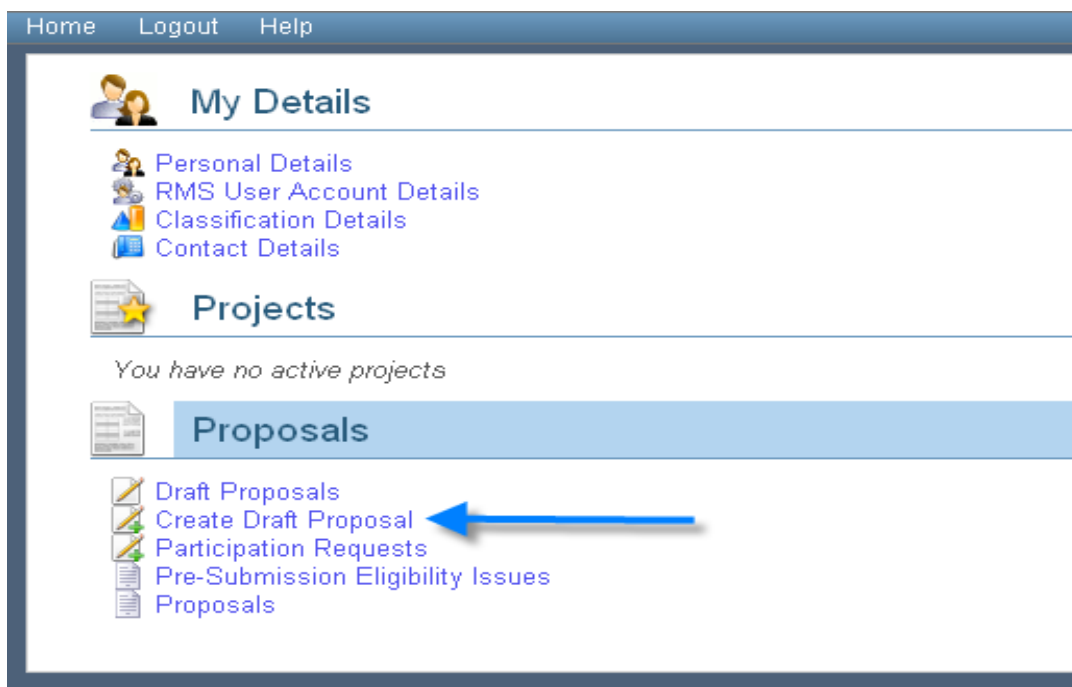
3. Updating Participant Details

Participants with an existing account in the RMS should check that their personal information is up to date. For new Participants, once an account has been created, they should complete all personal information. This can be done by clicking on the links under the 'My Details' heading of the homepage and completing all areas within the 'Personal Details', 'Classification Details' and 'Contact Details' links. Completing this information will allow parts of the Proposal form to be auto-populated.



4. Creating a new Proposal in RMS

- A new draft Proposal is created from the applicant's homepage (under 'Proposals') in RMS.



- A new draft Proposal cannot be created in RMS unless the applicant has the role '**Participant**' in RMS. If an applicant does not have the role 'Participant', the applicant must contact the Research Office or equivalent to add this role. A new draft Proposal can then be created. (Participants can check their RMS role by logging into RMS and selecting My Details>RMS User Account Details>User Roles).
- Once in RMS, click on the 'Create Draft Proposal' link and select the appropriate scheme and round. For *Discovery Early Career Researcher Award* for funding commencing in 2013, please select '**DE13 Round 1**'.
- Enter a Proposal name and click on 'Create Proposal' to create a draft Proposal. **Please note that the Proposal name is the applicant's personal identifier and is not the Proposal title. This Proposal name cannot be edited once the Proposal is generated.**
- Once saved, the 'Draft Proposal Summary' page will appear to enter further details of Participants and Organisations, and to enter details into each component of the Proposal form.
- 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 via your RMS Homepage.
- The Proposal form is a series of components accessed via the 'Draft Proposal Summary' page. It is not a single form updated and saved in one session. **Please ensure that the Proposal is saved regularly.** Do not navigate away from any form Part without saving. RMS will automatically time out after 30 minutes of inactivity. A warning message will appear after 15 minutes of inactivity.
- Proposal forms should be completed sequentially where possible to assist with the pre-population of subsequent sections (Part A, Part B, etc). However, Part E Project Cost can be filled out last.

5. Adding the DECRA Candidate and the Administering Organisation

Please note: only one DECRA Candidate may be added as a Participant on a single Proposal.

Immediately after creation of a Proposal there will be no Participants listed including the Proposal owner. If the Proposal owner is the DECRA Candidate 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' select the correct role from the drop down menu and click 'Add Participant'. This will add the Proposal Owner to the Proposal.

The Administering Organisation must be added to the Proposal. Organisations do not need to accept or reject a Proposal.

Note: Your Administering Organisation will not be able to see your Proposal unless you add them. Please ensure you add your Administering Organisation to your Proposal once created (please see 5.3 for help in adding an Organisation).

5.1 Participants

Please note: Only one DECRA Candidate may be added as a Participant on a single Proposal.

If the Proposal Owner is not the DECRA Candidate, the DECRA Candidate must be added as a person participant on the 'Draft Proposal Summary' page. Non-participants (those who are not named on the Proposal) are not entered here - please refer to section 5.2 to add non-participants.

Add the DECRA Candidate as follows:

- Click on 'Add Person Participant' on the 'Draft Proposal Summary' page.
- Enter the Participant's **RMS Person ID**, Family Name and Role. **Please note: A Participant's role cannot be edited, please ensure the correct role is selected; otherwise the Participant must be removed and all information relating to that Participant, including Part G Personnel, 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 – see the screenshot below. Your Research Office or equivalent can search for the RMS Person ID for an individual at your organisation.

Home Logout Help

Personal Details

[Return to main menu](#)

Details Citizenship Organisation Details

Person ID 12252929

The Person ID is located in the 'Details' tab. To access this tab please click on the 'Personal Details' link under 'My Details' in your RMS homepage.

Title * Family Name First Name Second Name

A/Prof Example Example

Note: If a person does not have an RMS Account please see Section 2 for instructions on requesting an account.

- When the DECRA Candidate has been successfully invited in 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 DECRA Candidate must accept the invitation which will change the status from 'Requested' to 'Accepted'.
- A Participant's access rights can be changed by clicking on the 'Edit access rights' link. Please make sure that you give the DECRA Candidate 'Edit' rights to the Proposal.

Participants

[Add Person Participant...](#)

Name	Participation Status	Participation Type	Access Rights			
Dr Example Example	Requested	Discovery Early Career Researcher Award	Edit Access Rights	Withdraw	Remove	▲▼

5.2 Non-Participants with Access to This Proposal

This section is used to add individuals who require access to the Proposal, but who will not be a **named Participant for this Proposal**.

Add Non-Participants as follows:

- Click on 'Give access to non-participant' link on the 'Draft Proposal Summary' page, then enter the Person ID, Family name and select their level of Access.
- After being successfully added, Non-Participants can be given access rights using the Non-Participants' table on the 'Draft Proposal Summary' page by clicking on 'Give access to non-participant'.

5.3 Organisation Participant

This section is used to list the Administering Organisation connected to the Proposal.

Administering Organisation:

The Administering Organisation means an Eligible Organisation which submits a Proposal and which will be responsible for the administration of the funding if the Project is approved for funding.

Organisations that are able to submit a Proposal are 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 as follows:

Click on 'Add Organisation Participant' link and select Administering Organisation from the drop down menu. Click on 'Set Organisation' link, select from the drop down menu and then click on 'Select Organisation' button. This information will auto-populate into A1 of the Proposal form.

Administering Organisation Not Listed?

Only those organisations that are eligible to submit a Proposal can be added to the Administering Organisation drop down list. If your Organisation is not listed in Appendix A of the Funding Rules your organisation is not eligible to submit a Proposal.

Further information about adding Participants and organisations is available from the 'Help' link on the 'Draft Proposal Summary' page.

6. 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 E, Project 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

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 project and be identified as the Administering Organisation. The Administering Organisation is where the DECRA Recipient will be employed during the period of project funding.

The Administering Organisation must be one of the organisations listed in Appendix A of the Funding Rules. Refer to Section 6.1 of the Funding Rules for further information.

A2 Proposal Title

Provide a short descriptive title of no more than 150 characters (approximately 20 words).

- 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.

Note: This Proposal Title may be modified and used for public release.

A3 Person Participant Summary

This information will be auto populated with the DECRA Candidate previously entered via the 'Draft Proposal Summary' page ('Add Person Participant') and Part G Personnel.

Please be aware that the 'Relevant Organisation' field will be auto-populated after Part XX of the Proposal form has been completed.

Note: 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. Please refer to the below screenshot.

Add New Position

Description
Professor of Example

Position is currently held

Department
Department of Example

Contract Type
Permanent

Employment Type
Full Time

Start Date
01 March 2001

End Date
 / /

Organisation
Sample Organisation
[Select an organisation](#)

Add Position Cancel

A4 Organisation Participant Summary

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

A5 Summary of Proposal

Provide a written Proposal summary of no more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the project.

- Use plain English and the minimum 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

Provide a two-sentence descriptor of no more than 350 characters (approximately 50 words) of the purpose and expected outcomes of the project which is suitable for media or other publicity material. **Do not duplicate or simply truncate the ‘Summary of Proposal’ text.**

- 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 modified and used for public release.

Part B - Classification and Other Statistical Information

B1 National Research Priorities

Select 'Yes' to indicate that this Proposal falls within one of the four National Research Priorities. Select 'No' if not applicable. Please note the question must be answered.

Please refer to the Selection Criteria described under Section 4.3 of the *Discovery Early Career Researcher Award Funding Rules for funding commencing in 2013*.

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

If you select 'Yes' you will now be able to select from the drop down list under National Research Priorities. Each priority has a number of associated priority goals – to add, select from the drop down list under Goals.

If you try to save the Part B without selecting a priority goal an error message will appear. Click 'Ok' and select a priority goal from the drop down list under Goals.

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

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. **Select the FoR codes carefully, as they are the principal tool used to identify and assign assessors. 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 only used when there is no other appropriate code within the classification.

Note: Once you have entered the FoR code you will receive a prompt to enter in the percentage. This prompt will not appear again once the percentage has been entered, however, the save button must be pressed to remove this prompt. You may wish to save now to remove this prompt or continue with the remaining Part B questions.

Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%. The highest percentage can only be entered for one FoR code (for example, 50% cannot be entered for two FoRs codes).

B3 Socio-Economic Objective

The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the Project 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 are (along with FoR Codes) important in identifying and assigning assessors.

The keywords should be of the kind normally required for submitting an article to a major refereed journal. Keywords assist the ARC in allocating Proposals to assessors; therefore it is important that the keywords indicate the broad disciplinary or interdisciplinary research context of the Proposal not just specific outcomes. Please note that these keywords are for the ARC's guidance only.

B5 If the proposed research involves international collaboration, please specify the 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 to be listed and is not available to be selected as a country involved in international collaboration.

B6 Is this proposal relevant to the area of Indigenous health and wellbeing?

This question must be answered, please select 'Yes' or 'No'.

B7 Does this proposal relate to any Indigenous Australian Societies?

Please select 'Yes' or 'No'.

Part C – Research Opportunity and Performance Evidence (ROPE)

C1 Details on your career and opportunities for research over the last 5 years

Please attach a PDF detailing your career and research opportunities over the last five years (1 page maximum). Provide and explain:

- The research opportunities that you have had with reference to your employment conditions (e.g. teaching or administration load, part-time status, non-research employment or unemployment)
- Any other aspects of your career or research 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 affected the time you have had to conduct and publish research).

C2 Significant publications

Please attach a PDF with a list of your significant publications (4 pages maximum). Provide your research publications split into the following categories:

- scholarly books;
- scholarly book chapters;
- edited books;
- refereed journal articles;

- conference submissions (e.g. papers, invited presentations and posters); and
- other (e.g. major exhibitions, compositions or performances).

Asterisk the publications relevant to this Proposal.

C3 A statement on your contributions to the research field of this Proposal

Please attach a PDF detailing your contributions to the research field and evidence of your performance which demonstrate your capacity to undertake the proposed research (1 page maximum). This could include your PhD research and related publications and presentations, subsequent contributions where applicable as well as conference organisation and learned societies' membership.

Part D - Project Description

D1 Please upload a Project Description using the following headings in no more than 6 A4 pages.

The Project Description must not exceed 6 A4 pages. **In the uploaded PDF you must use the headings below, and in this order.** Applicants need to ensure that information provided under these headings addresses the Selection Criteria as detailed in the Funding Rules.

Project Title

Project Quality and Innovation

- Does the research address a significant problem?
- Is the conceptual/theoretical framework innovative and original?
- Will the aims, concepts, methods and results advance knowledge?

Research Environment

- Is there a supportive and collaborative research environment for the project?
- Will the project provide the DECRA Candidate with the capacity and opportunity to develop an independent record of innovative, high quality research?
- Are the necessary facilities available to complete the Project?
- Are there adequate strategies to encourage dissemination, commercialisation, if appropriate, and promotion of research outcomes?

Feasibility and Benefit

- Are the design of the project and the expertise of the participants sufficient to ensure the project can be completed with the proposed budget and timeframe?
- Will the completed project produce innovative economic, environmental, social and/or cultural benefit to the Australian and international community?

References

- References may be in 10 point font.

D2 Organisational statement in respect to Research Environment

Please provide an Organisational Statement of 2 A4 pages maximum which outlines the Research Environment for the DECRA Candidate. Please outline:

- extent to which the DECRA project aligns with the existing and/or emerging research strengths of the Administering Organisation;
- arrangements under which the DECRA Candidate will be supported in a collaborative research environment; and
- opportunities for the DECRA Candidate to demonstrate the level of independence required to be competitive for research and/or research and teaching pathways at the Administering Organisation during and after the project.

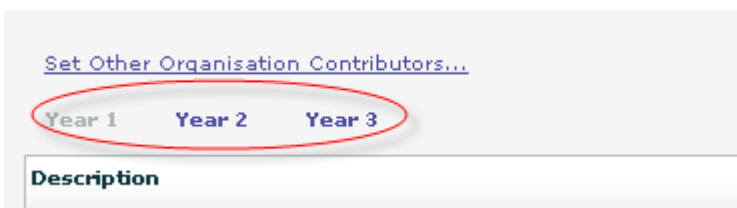
Note: The strategic statement **must** be signed by the Deputy Vice-Chancellor (Research), Chief Executive Officer or equivalent.

Part E – Project Cost

E1 What is the proposed budget for your project?

The budget is split into three years and items must be entered into each year.

To move between budget years please click on the relevant year’s link:



Description column:

Description - This column lists the budget item categories for which you can seek funding under the Discovery Early Career Researcher Award scheme.

ARC column:

ARC – Enter in the amounts of funding being sought from the ARC against the available categories. Please see below for further information on each category.

Description	ARC	
		Cash
▼ Direct Cost		36,000
▼ Personnel	+	15,000
Example Item 1	+	15,000
▼ Equipment	+	13,500
Example Equipment 1	+	10,000
Example Equipment 2	+	3,500
▼ Maintenance	+	2,500
Example Item 1	+	2,500
▼ Travel	+	5,000
Example Trip 1	+	5,000
Other	+	0

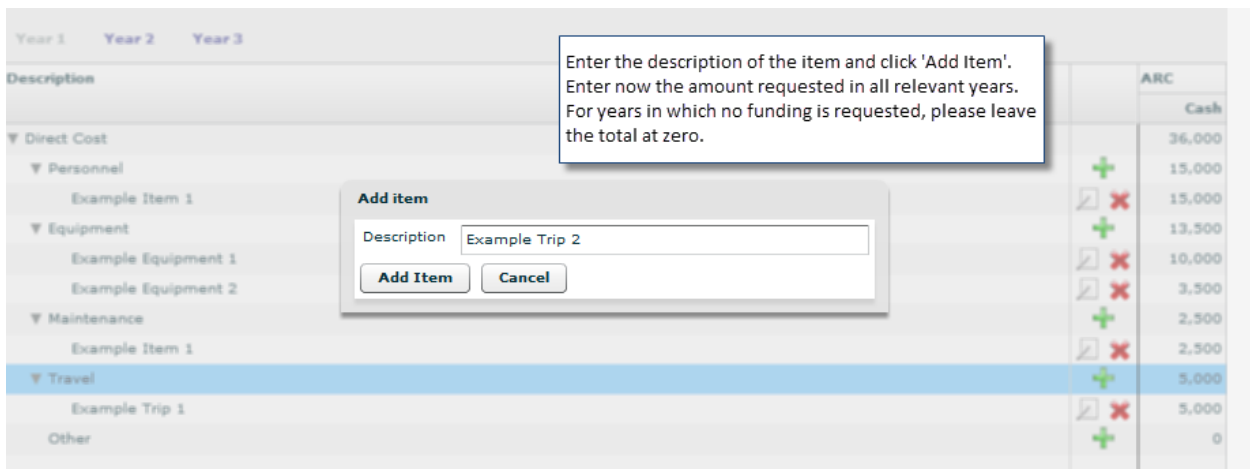
The 'Direct cost' line will sum up all subtotals, displaying the total amount requested from the ARC

Each category will subtotal the amounts entered against item.

Enter the amount against each item that is being

Adding items:

To add an item to the budget table, ensure you are in Year 1 and then click on the green plus under the relevant heading. A new window will appear for you to enter the description of the item you are seeking funding for from the ARC. Ensure that you add all item descriptions in Year 1, these will automatically populate in consecutive years.



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

Editing an Item Description:

If you wish to modify an item's description please click on the 'Edit Budget' Icon which will allow you to edit an item or remove an item.



Removing an item added to the Budget:

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.

If you only want to request funding for an item in one or more years enter the requested amount in the years sought and leave the field at \$0 for years not requested. Do not delete the item using the red cross as this will delete the item from the entire budget.



ARC BUDGET Categories

Personnel

Personnel Items:

- Funding request for the DECRA Candidate (see below for instructions on how to enter the DECRA salary)

- Funding requests for PhD Stipends, research associates and all other personnel must be requested at an appropriate salary level for the Administering Organisation.
- Salaries must include a 28 per cent 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 per cent loading excludes items such as extended leave and severance pay.
- Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

DECRA salary

To add the salary for the DECRA Candidate, click on the notepad icon next to the DECRA Candidate name. A new window 'Modify funding level' will appear. The funding level of '100% - 3.0 yrs - starting in year 1' is automatically selected. Please click 'Modify item' to save this funding level and the salary will be automatically entered into all three years of the budget table.

The screenshot shows a budget table with columns for Year 1, Year 2, Year 3, and ARC. The ARC column is further divided into 'Cash' and 'Total'. The table lists various budget items under categories like Direct Cost, Personnel, Equipment, Maintenance, and Travel. Two callout boxes provide instructions: one points to a notepad icon next to 'DECRA (Dr Example Example)' with the text 'Click here to enter the salary level for the DECRA Candidate. A new window will open.', and another points to a plus sign icon next to 'Example Trip 1' with the text 'Click here to add new items to the budget. A new window to enter the details will appear.'

Description	Year 1			Year 2			Year 3			ARC	
									Cash	Total	
▼ Direct Cost									11,000		
▼ Personnel									0		
DECRA (Dr Example Example)									0		
▼ Equipment									5,000		
Example Item 1									5,000		
▼ Maintenance									3,500		
Example Item 1									2,000		
Example Item 2									1,500		
▼ Travel									2,500		
Example Trip 1									2,500		
Other									0		

This is the 'Modify funding level' window.

The 'Modify funding level' window shows a dropdown menu for 'Funding Level' with the selected option '100% - 3.0 yrs - starting in year 1'. Below the dropdown are two buttons: 'Modify Item' and 'Cancel'.

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 the cost.

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.

Travel

- Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, etc. The ARC supports the cost of economy domestic and international travel not

exceeding \$50,000 over the life of the project for the DECRA Candidate only (Refer to subsection 5.2.1.h of the Funding Rules).

Other

- Include any items that cannot be appropriately placed in other categories.
- Publication and dissemination of Project outputs and outreach activities that may be supported at up to two per cent of total project costs (see subsection 5.2.2 of the Funding Rules) should not be listed in the budget. This limit applies to awarded project funds only.

Part F - Budget Justification

F1 Justification of funding requested from the ARC.

The ARC budget justification information must not exceed one A4 page.

The justification should indicate how the DECRA candidate will use the project cost funding each year. This statement should include the need and cost for each item requested from the ARC using the same headings as in the budget at E1.

- The justification should be provided for **each item under each year** using the headings and format in the Budget Justification table below. A separate table should be provided for **each year** with the heading; Year 1, Year 2 and Year 3 respectively. Items requested across multiple years, that is, Year 1; Year 2; and/or Year 3, should be listed separately for each year.
- Please justify and explain the need and cost for each item requested from the ARC. Explain why a certain item is necessary for the Project and what it will contribute. For research support personnel please state that a full-time research assistant or technician with a specific level of expertise is required for 'x' months.
- 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.
- Please justify and explain the need and cost of economy domestic and international travel for the DECRA Candidate.

Budget Justification

Item requested	Cost	Justification

Part G - 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.

Some questions are populated automatically from the personal details held in RMS for the DECRA Candidate. If the information needs correction, only the **DECRA Candidate 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 DECRA Candidate will auto-populate into their Part G in the

Proposal form. **Please ensure that this Part is saved in order for this information to be populated into the generated PDF.**

G1 Personal Details

This section will be auto-populated from the details held in RMS for the DECRA Candidate.

G2 Postal Address

This section will be auto populated from the details held in RMS for the DECRA Candidate.

G3 Are you a current member of the ARC or its selection or other advisory committees?

This section 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 ARC-funded projects or Centres.

G4 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 any 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 ARC funded projects or Centres.

G5 Please name any Commonwealth-funded Research Centre that you will be associated with as at 1 January 2013.

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 January 2013 no response is required.

G6 Special interest

Are you an Indigenous Participant?

This question must be answered, please select 'Yes' or 'No'.

G7 PhD qualification

G7.1 Date of Award

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

year (yyyy format).

G7.2 Justification and details of career interruption/s

If you have been awarded your PhD on or between 1 March 2004 and 1 March 2007, please provide in the table below the details for all your significant career interruptions in the period from 1 March 2007 to 1 March 2012 only. Any interruption or part of it prior to 1 March 2007 will not be considered. Please refer to subsection 6.2.1b of the *Discovery Early Career Researcher Award Funding Rules for funding commencing in 2013* for more details about eligible career interruptions.

G8 Qualifications

This section will be auto-populated from the details held in RMS for the DECRA Candidate. DECRA Candidates should make sure that all information regarding their qualifications (including their PhD for eligibility purposes) is complete and accurate.

To update any qualifications, the DECRA Candidate must amend his/her profile in RMS using the 'Qualifications' tab on 'Personal Details' link under 'My Details' on the Home Page.

G9 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 the DECRA Candidate.

To update any appointments, the DECRA Candidate must amend his/her profile in RMS using the 'Organisational details' tab on the 'Personal 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.

G10 Organisational affiliation for eligibility purposes

The DECRA Candidate must hold an appointment at the Administering Organisation with effect on the date of the commencement and for the duration of the Award. The details of the appointment should be part of the Organisational Statement in respect to Research Environment provided by the Administering Organisation (see section D2 of this document).

The appointment must be appropriate to support the DECRA Recipient for the duration of the Award. For example, if a DECRA is undertaken over three years on a full time basis, the appointment must be three years full time equivalent. If a DECRA, after commencement, is undertaken over six years on a half-time basis, the appointment must be a six years (0.5FTE). Honorary or Adjunct appointments are not sufficient to support the Award.

G11 Citizenship/Residency Details

Parts of this section will be auto-populated from the details held in the RMS for the DECRA Candidate. To update any citizenship/residency details, the individual Participant must amend their profile using the 'Personal Details' link on the Home Page. Once the citizenship/residency details have been updated, complete the following steps:

- You will need to select your 'Country of Residence' from the drop-down list.
- If you are **not** an Australian citizen please select your current 'Australian residency status' from the drop down list.

- If you are **not** an Australian citizen and do not hold residency, you must obtain permission from the Department of Immigration and Citizenship to legally reside in Australia for the duration of the DECRA before commencing the project if your Proposal for ARC research funding is successful.

Part H - Research Support

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.

H1 Research support for the DECRA Candidate

For the DECRA Candidate on this Proposal, provide details of requested and awarded research funding (ARC and other agencies in Australia and overseas) for the years 2011 to 2015 inclusive. That is, list all projects/Proposals/fellowships awarded or requests submitted involving the DECRA Candidate 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) 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 of Australian dollars.
- The example on the following page is a guide however a template table is also provided which has been formatted to fit the specified minimum margin requirement of 0.5cm.

Example:

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)
B Jones, Really great Proposal on excellent things. ARC, LP12R2	Yes	R	LP120200999			80	60	50
A Jones, B Jones, Another Proposal on excellent things. Round 3	No	C			65	100		
Mr Example, sample Proposal that is great, ARC, DP 2008	Yes	P	DP08000000	150				

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)

Part I - Statements on Progress of ARC Funded Projects

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.

I1 Statements on progress

For each participant on this Proposal, please attach a statement detailing progress for each Project/Fellowship involving that participant who has been awarded funding for 2011 under the *Discovery Projects*, *Linkage Projects* and Fellowships schemes.

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 the DECRA Candidate on this Proposal who has been awarded funding for 2011 under the ARC *Discovery Projects*, *Linkage Projects* or Fellowships scheme;
- 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.

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 other than for *Discovery Projects*, *Linkage Projects* or Fellowships schemes.

Important: If the ARC considers that a Proposal is incomplete, inaccurate or contains false or misleading information, the ARC may in its absolute discretion decide to recommend that the Proposal not be approved for funding.

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 agencies available in the drop down list; and

- Select 'Other' if the 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.

7. Submitting a 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 DECRA Candidate should:

- 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.


- Ensure all components are complete and valid (indicated by a green tick).

Note: If you see the below 'out of date' validation error, this indicates that the DECRA Candidate has changed some part of his/her personnel profile. To remove this validation error open and save the section, this will ensure that the updated information is repopulated into the Proposal.

Application form

DE13	Invalid
A - Administrative Summary	Incomplete
B - Classification and other statistical information	Incomplete
C - Research Opportunities and Performance Evidence (ROPE) (Dr Example Example)	Incomplete
D - Project Description	Incomplete
E - Project Cost	Invalid
F - Budget Justification	Incomplete
G - Personnel (Dr Example Example)	Out of date
H - Research Support	Complete and valid
I - Statements on Progress	Complete and valid
J - Additional Details	Incomplete

- 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 the closing date.**

 [Create PDF for this proposal](#) (Current estimated PDF generation time is 1 minute)
Generation Not Attempted

To submit to the Research Office please click on 'Submit Proposal to Research Office'.

Note: Only the Proposal 'owner' (the Participant who initiated the Proposal in RMS) or your 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.

Please note that many users will be attempting to submit concurrently as the deadline approaches for each round. 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.

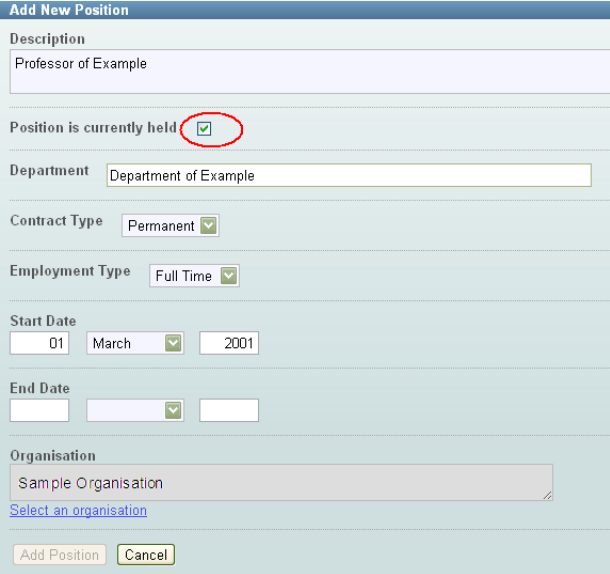
8. Additional points to assist Applicants to avoid common submission errors






(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 8.2.2 of the Funding Rules and subsection 1.4 of this document)
- 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.
- Has the DECRA Candidate exceeded the limits for Proposals/Projects or Project duplication (see subsections 7.1 and 7.2 of the Funding Rules)?
- Does the DECRA Candidate meet the requirements for this relevant role and have the details of any significant career interruption between 1 March 2007 and 1 March 2012 (Part G 7 of the Proposal Form) been included if applicable (see Section 6.2 1 of the Funding Rules)?
- Are all the details (including type of degree/award, year, discipline/field and organisation name) regarding his/her PhD showing in Part G8? If not, the DECRA Candidate will have to update the details in his personal RMS account under 'My Details > Personal Details > Qualifications.
- 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 of ARC Funded Projects). Note: these parts may show as 'Valid' on the main Proposal summary page regardless of the information entered.

9. Troubleshooting – RMS

Reference	Problem	Solution
Login	Why can't I login to RMS?	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.
Participants	Why can't I assign a person to be a participant successfully?	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.
	Why am I not listed as a	If you are the Proposal Owner you will not be added

	participant?	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'.
	Why isn't my 'Current Organisation' showing in the Administrative Summary (Question A3)?	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.
		
	Why can't I see an organisation when I search for it?	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'
Validation	I have completed a Part why is it still showing 'Incomplete' or 'Invalid'?	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.
	There are no validation errors in a Part but I still get an 'Incomplete' status for that Part?	If any information has been updated for e.g.: address details - the Part still needs to be saved to validate. Please go into the relevant Part and save.
PDF	Why does the PDF not show information that I have updated in RMS?	If information has been updated such as address details that Part must be saved first before this information is updated in a generated PDF. Note: RMS will show 'out-of-date' parts. Before submission please go into the Part and save.

F - Budget Justifications	 Incomplete
G - Personnel (Prof Example Example)	 Out of date
H - Research Support	 Complete and valid
I - Statements on Progress	 Complete and valid
J - Additional information	 Incomplete