



Australian Government

Australian Research Council

INSTRUCTIONS TO APPLICANTS for ELIGIBILITY EXEMPTION REQUESTS

Discovery Indigenous Researchers Development for funding commencing in 2011

CLOSING TIME FOR ELIGIBILITY EXEMPTION REQUESTS: 5.00 PM (AEDT) Friday 26 March 2010

The following instructions explain how Participants should submit a pre-submission Eligibility Exemption Request through the ARC's Online Application System (RMS). Final submission must be made through the Research Office.

RMS Role: Participant

1. The Funding Rules *Discovery Indigenous Researchers Development for funding commencing in 2011* describe, situations where an Eligibility Exemption Request must be submitted to the ARC. Each Eligibility Exemption Request must be submitted through RMS by 5.00 PM (AEDT) Friday, 26 March 2010.
2. Each Eligibility Exemption Request should relate to a **single eligibility issue only**.
3. Each Eligibility Exemption Request can be supported with up to 5 pages of relevant additional documentation (e.g. evidence of equivalent qualifications, maternity leave, teaching-only position, personal leave) which provide justification for the Eligibility Exemption Request.
4. For cases involving more than one Researcher a **separate Eligibility Exemption Request for each Researcher** involved in a Proposal must be submitted.
5. The *Discovery Indigenous Researchers Development* Eligibility Exemption Request pro forma is available at http://www.arc.gov.au/ncgp/dird/dird_eligibility.htm.

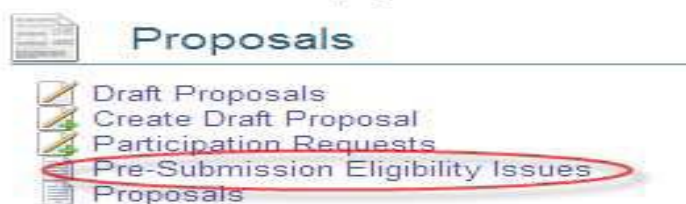
Note: In the pro forma's Non-Employment and Employment History table, please indicate for each activity the total period in months/years and the Full Time Equivalent (FTE). In the example below, the total period for both activities was 1 year, but the Teaching-only position was part-time, as indicated in the Full Time Equivalent column.

EXAMPLE: Non-Employment and Employment History

Time Period: Month/Year – Month/Year	Non-employment and employment history (include position title)	Was employment research related: Y / N	Total period in months/years	Full Time Equivalent	Documentation attached: Y / N
e.g. Jan 09 - now	Career interruption due to family carer responsibilities	No	1 year	1.0	Yes
e.g. Jan 08 – Jan 09	Teaching-only position, Level A	No	1 year	0.5	Yes

6. Save the completed Eligibility Exemption Request pro forma and up to 5 pages of additional documentation to justify the request as a single PDF. Each completed Eligibility Exemption Request pro forma and additional documentation must be uploaded in RMS as a single PDF.

7. To submit an Eligibility Exemption Request to the Research Office of the Administering Organisation, please enter RMS as a participant and click on ‘Pre-Submission Eligibility Issues’ link under Proposals:



8. On the ‘New Pre-Submission Eligibility Issue’ screen select the relevant Scheme Round and Issue type.

The image shows a web form titled 'New Pre-Submission Exemption Request'. At the top, there is a yellow warning box with a triangle icon and the text 'Please ensure you enter the correct funding rule type'. Below this, there are two dropdown menus: 'Scheme Round' with 'DI11 round 1' selected (circled in red), and 'Funding Rule Type' with 'Fellowship' selected (circled in red). To the right of these is a 'Funding Rules Section' field. Below the dropdowns is a 'Description' text area. Further down, there is a section for uploading documents with the text 'Please upload the Exemption Request pro-forma for the relevant eligibility issue type selected above, plus supporting documentation, in a single PDF.' and an 'Add PDF' button. At the bottom, there is a 'Managing Research Office' dropdown menu and a 'Select Research Office' link. At the very bottom are two buttons: 'Create Exemption Request' and 'Cancel'.

9. Please note: Only the ‘Fellowship’ or ‘Other’ option should be selected for *Discovery Indigenous Researchers Development* for funding commencing in 2011 Eligibility Exemption.

New Pre-Submission Exemption Request

Please ensure you enter the correct funding rule type

Scheme Round: DI11 round 1 | Funding Rule Type: Fellowship | Funding Rules Section: []

Description: []

Please upload the Exemption Request pro-forma for the relevant eligibility issue type selected above, plus supporting documentation, in a single PDF.

+ Add PDF

10. In the ‘Funding Rules Section’ insert the relevant *Discovery Indigenous Researchers Development* Funding Rules Section reference number/s pertaining to the Request. Please include numerical reference to the specific Funding Rules Section only – do not include text.

11. In the ‘Description’ field, for ‘Fellowship’ Requests enter the ‘**Type of Fellowship Eligibility Exemption Requested**’ (from the Eligibility Exemption Request pro forma). For example: (1): Proposed Fellowship candidate does not hold a PhD. For ‘Other’ requests enter in a brief description of the nature of the request.

12. For each Eligibility Exemption Request, upload the single PDF which contains the completed proforma and any additional documentation.

13. Under ‘Managing Research Office’, use the ‘Select Research Office’ button to insert the name of the Administering Organisation which, if the Proposal is funded, will be administering the Project.

14. For example:

Scheme round – DI11 (select)

Issue Type – Fellowship (select)

Funding Rules Section – Sections 9.4.3.a (enter Section reference number/s)

Description – Type 1(a): ARF-I candidate requesting relaxation of timing requirement

Add PDF – Consisting of the completed pro forma and additional documentation

Managing Research Office – Name of an Eligible Organisation listed at Appendix C of the *Discovery Indigenous Researchers Development Funding Rules for funding commencing in 2011*.

15. Once the PDF is uploaded, please click on 'Create Eligibility Issue'. The information will then be accessible by the Administering Organisation's Research Office.

RMS Role: Research Office

16. The Research Office must review and submit the Eligibility Exemption Request on or before **5.00 pm (AEDT), Friday, 26 March 2010**, as detailed in the *Discovery Indigenous Researchers Development Funding Rules for funding commencing in 2011*.

17. After reaching a decision, the ARC will forward an automated email to the Research Office at the Administering Organisation and the Participant, advising that a decision has been reached regarding the Eligibility Exemption Request. The Research Office and the Participant will be required to login to RMS to view the details of the decision. For successful requests, the eligibility issue reference number that is provided must be entered into the relevant Proposal in the scheme round. See the *Discovery Indigenous Researchers Development Instructions to Applicants for funding commencing in 2011* for further details regarding the use of the eligibility issue reference numbers in Proposal forms.

18. If further assistance is required, please email either:

Discovery Email:
ARC-DiscoveryProjects@arc.gov.au
 Phone: 02 6287 6600
 Fax: 02 6287 6638
 Web: <http://www.arc.gov.au>

RMS Email: rms@arc.gov.au