



Australian Government

Australian Research Council

Discovery

Indigenous Researchers Development

**Instructions to Applicants for funding commencing in
2007**

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Discovery Indigenous Researchers Development

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This document is intended to be a practical guide to assist you to complete the ARC Discovery Indigenous Researchers Development for funding commencing in 2007 Application Form and associated documentation as fully and accurately as possible.

The information in this document is underpinned by the *ARC Discovery Indigenous Researchers Development Funding Rules for Funding Commencing in 2007* which contains further details on ARC Discovery Indigenous Researchers Development funding. You must read this document (available from <http://www.arc.gov.au>) before preparing your proposal

Matters to note before completing the Application Form

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

Authorship

Please note that while all participants on a Proposal may view the Application Form and any subsequent peer review assessments, only the originating author may complete the Application Form and the subsequent rejoinder. See Section 8.2.4 in the *Discovery Indigenous Researchers Development Funding Rules for Funding Commencing in 2007* for more information on the rejoinder process.

Accuracy of information

Check carefully before you submit your Proposal that all the information contained in the Application Form is accurate.

Incomplete or misleading information

If your Proposal is incomplete or contains information that is considered false or misleading, the ARC may, in its absolute discretion, decide to not recommend the Proposal for approval, and it may constitute an offence under Commonwealth criminal law.

Confidentiality

Information contained in Proposals is regarded as confidential unless otherwise stated and will be received and treated as confidential by organisations, the ARC, and by third parties who assess the proposal for the ARC.

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 National Occupational Health and Safety Commission, the Department of Foreign Affairs and Trade, the Department of Industry, Tourism and Resources, the Department of the Environment and Heritage, the Department of Education, Science and Training, the Department of Agriculture, Fisheries and Forestry, and the Department of Veterans' Affairs for the purpose 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 should 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;
- personal information is only disclosed in accordance with IPP 11.

The process – items to note:

- Eligibility exemption ruling requests must be submitted to the ARC via your research office by the due dates outlined in the "Key Dates" section at the beginning of the *Discovery Indigenous Researchers Development Funding Rules for Funding Commencing in 2007*.
- Discovery Indigenous Researchers Development Application Forms must be produced using the ARC's web-based Grant Application Management System (GAMS) accessed at <http://www.arc.gov.au>.
- The Application Form should be saved and validated regularly and may be closed and updated as many times as required prior to submission.
- Once the Application Form has been completed on GAMS, the research office or administration unit must validate the Application Form, print the original (see printing instructions on page 6) and include additional sections as required.
- All Proposals must be signed by the appropriate organisational delegate at Section A8 of the Application Form.
- Forward the original and **one identical copy** of the proposal to the ARC by the **due date 5pm AEDT, Friday 16 June 2006**.

- See also the checklist at the end of these Instructions.

Key dates within the Discovery Indigenous Researchers Development cycle are listed in Table 1.

Table 1. Discovery Indigenous Researchers Development cycle 2006

Month	Year	Event
Friday 12 May	2006	Due date for eligibility exemptions for IRF
Friday 16 June	2006	Closing date for Proposals NOTE Each organisation may set its own internal closing date. Please consult with the Administering Organisation's Research Office.
Late July	2006	Assessments available for written rejoinder
Late July	2006	Due date for one-page rejoinders
August	2006	College of Experts to review assessments and rejoinders, and make recommendations for funding
September/October	2006	Recommendations to the Minister for approval of Discovery Indigenous Researcher Development projects and advice sent to Applicants
28 days following date of advice to Participants	2006	Closing date for appeals
8-10 weeks after closing date for appeals	2006/ 2007	Appeals are considered and Applicants advised

Note carefully

- If you apply through an Australian university, submit your proposal through the Research Office of the Administering Organisation by that organisation's closing date.
- If you are applying through an Administering Organisation other than an Australian university, your organisation should identify a GAMS Contact who should contact the ARC by emailing GAMSIDS@arc.gov.au for assistance with a GAMS submission.
- Because of the volume of material that is processed by the ARC, additions, deletions or modifications to Proposals will not be accepted after the date of submission unless invited by the ARC.
- Proposals must be both electronically submitted in GAMS and full paper copies received by 5pm AEDT at the ARC premises. Proposals received after close of business 5 pm AEDT, 16 June 2006 will not be accepted. The ARC may, at its absolute discretion, and only in exceptional circumstances, accept late Proposals.

Format

Write in plain English and comply strictly with the format and submission requirements.

Submit all pages of additional text in black type, use a single column and 12 point font size on white A4 paper, printed on one side only and unbound with at least a 2 cm margin on each side.

As Proposals are scanned electronically, it is important to use a highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used. References may be reproduced in 10 point font size. Colour graphs or colour photographs may be included but they will be reproduced in black and white.

Note: Fine graphics and grey scale may not be precisely reproduced due to low resolution scanning of PDFs.

The Application Form should be submitted with the additional text interleaved appropriately and the pages numbered consecutively starting at the beginning of the Proposal (page numbering may be handwritten).

Number of copies

Send to the ARC two copies of the entire Proposal, one original and **one identical** copy, which must be stamped with either “original” or “copy” as appropriate. The Proposal must not be stapled; it may be clipped.

Proposal authorisation

All Proposals must be signed by the appropriate organisational delegate at Section A8 of the Application Form.

Closing date

The ARC closing date for *Discovery Indigenous Researchers Development* Proposals is close of business (AEST) **Friday 16 June 2006**. However, organisations may have an internal closing date several weeks before 16 June 2006 as the ARC requires organisational research offices to provide certifications, electronic data and other information. It is important to check with the Administering Organisation’s research office in the first instance.

Preparing the Proposal

Electronic Application Forms – Grants Application Management System (GAMS)

The participant must fill out an electronic version of the Application Form in the ARC’s Grant Application Management System (GAMS) found at <http://www.arc.gov.au>.

Using GAMS

- To enter GAMS, a participant must have a valid GAMS User ID and password.
- Both the GAMS User ID and password should be sought from the relevant Research Office or administration unit of the participant’s organisation in the first instance.
- Previously allocated GAMS User IDs remain valid, participants DO NOT have to apply for a new GAMS User ID each year, neither do people with assessor only logons.
- All participants on a Proposal require a GAMS User ID. Eligible Organisations’ GAMS Contacts are listed on the ARC website mentioned above. See also the *Discovery Indigenous Researchers Development Funding Rules for Funding Commencing in 2007* for a list of Eligible Organisations.

Participants should contact their organisation's Research Office in the first instance for assistance with GAMS.

Participants who are not currently academic staff members of Australian Universities or CSIRO can seek their GAMS User ID from the nominated Administering Organisation. Alternatively complete the relevant 'Request for GAMS User Account' form available from the ARC website at: http://www.arc.gov.au/gams_login and email GAMSIDS@arc.gov.au. The ARC will then respond to the request by emailing both a GAMS User ID and password within 2 working days.

Additional information on using GAMS can be found at http://www.arc.gov.au/gams_login/default.htm.

Hard copy forms

In addition to the electronic Application Form submitted in GAMS, original and identical paper copy of the Proposal must be provided.

The following additional sections must be incorporated into the relevant sections of the hard copy if applicable:

- Section A8, 'Certification';
- Section B9, 'Research Record Relative To Opportunities' (compulsory);
- Sections C2 and C3, 'Justification of Funding Requested From the ARC' and 'Details of Non-ARC Contributions';
- Section D2, 'Statement on progress of ARC grants'. If any participants received any funding from the ARC during 2005, you will need to provide progress statements on the relevant projects with your proposal; and
- Part E, 'Proposal Description' (compulsory).

Participants must record the total number of sheets contained in the proposal as shown in the example form below:

Total number of sheets contained in this proposal	18
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To do this enter the **total** number of sheets contained in the proposal including all pages of the Application Form, additional text and any required supporting documentation. The ARC uses this as a verification tool for scanning and image storing purposes.

Printing the Application Form

Participants must enter GAMS to create an Application Form and enter summary information. Once summary information has been entered, GAMS will permit printing of a hard copy of their Discovery Indigenous Researchers Development Application Form.

The originating author may print the Application Form from their home page in GAMS.

To print the Application Form, select print to the right of the GAMS application record. A dialogue box will open and invite the participant to save the file to the computer. Click on the save button to download the Application Form. When the download is completed, select open

and this will convert the file from Rich Text Format (RTF). The Application Form can now be printed, but should not be altered.

NOTE: Do not alter the rtf, all changes must be made in GAMS before printing. Changes in the rtf create differences between the rtf and the online GAMS form. If this occurs the ARC may, in its absolute discretion, decide not to recommend the Proposal for approval.

NOTE: To save time in completing the Application Form, please save and validate frequently. Saving additions to the Application Form alone does not inform the participant of validation errors which need to be corrected.

IMPORTANT: After 60 minutes of inactivity GAMS will lock an idle Application Form, the program will be aborted and any unsaved data will be lost.

Filling in the Application Form

The following instructions describe the type of details to enter under each of the headings and provide some examples of how to fill in the form.

NOTE: Application Forms should be completed sequentially, ie Part A, Part B, Part C, then Part D.

Once an Administering Organisation (A1) has been selected, the Project Title (A2) and first named Participant entered (A3), and the Application Form saved, a Project ID will be automatically allocated to your Application Form by the GAMS system.

PART A—ADMINISTRATIVE SUMMARY

A1 ORGANISATION TO ADMINISTER FUNDING*

(Please note this question must be completed first)

Name

Eligible Organisations, listed in Appendix 2 of the *Discovery Indigenous Researchers Development Funding Rules for Funding Commencing in 2007*, are eligible to receive and administer both project and Fellowship funding under *Discovery Indigenous Researchers Development*. Refer to Section 4.1 of the Funding Rules for Organisational Types.

The Administering Organisation of a project is the organisation which administers the ARC project funding. Administering Organisations are generally the organisations listed in Appendix 2 of the *Discovery Projects Funding Rules for Funding Commencing in 2007*.

Select from the drop-down list the name of the organisation where the first-named Chief Investigator or Fellow will be employed during the period of the project funding. This organisation must be the Administering Organisation.

If you are employed by a **university, museum, herbarium**, CSIRO Division, or other organisation listed, select your organisation from the drop-down list. If you are employed by a **museum or herbarium**, and the museum or herbarium’s name is not on the drop down list select either “[Click Here](#) if your museum is not on this list” or “[Click Here](#) if your herbarium is not on this list” as appropriate and enter the name of your museum or herbarium into the text box.

If your **organisation** is not on the drop down list, select “**OTHER**” from the end of the drop-down list and overtype the name of the organisation into the text box.

NOTE: When you select the Administering Organisation GAMS will activate the relevant component boxes in A4.1.

A2 PROPOSAL TITLE

Insert a short descriptive title of not more than 20 words (210 characters allowed). The title should be precise but as informative as possible. Please do not use quotation marks in the text of the title.

A3 PARTICIPANT SUMMARY

Person number	Family name	Initials	Organisation	Role	Indigenous
1	Bloggs	J.	University of X	CI	<input type="checkbox"/>

Enter the family name of each participant and then select one of the following roles from the drop-down list for each participant:

- Chief Investigator (CI);
- Indigenous Researcher Fellow(IRF);
- Mentor (M); or
- Supervisor (S).

The first named participant must be the Chief Investigator or IRF. On proposals with more than one participant, the first named participant will be the ARC’s reference for the proposal. The first named participant must be from the Administering Organisation.

The order that you enter the participants in Part A3 dictates the order that participants appear in Part B. You should use the same participant order for Part B9 (additional text). The order in Part A3 can be changed by editing the corresponding numbers in the ‘Person number’ column. When these changes are saved, the participant order will also be changed in Part B of the form, however you will still need to ensure that the order in Part B corresponds to Part A3.

Remaining information in the Participant Summary Table (Initials and Organisation) will be autofilled once you complete Section B of the Application Form.

Select the Indigenous box if you are an Australian Aboriginal or Torres Strait Islander Researcher. Only Indigenous Australians are eligible to apply as Chief Investigators or IRFs. If you currently hold an IRF and are applying for research funding, you must apply as a CI.

A4 REQUESTED SUPPORT

A4.1 Research Costs

Years for which Research Costs are sought:

Year 1 Year 2 Year 3

Indicate the years in which this Proposal seeks support from the ARC by selecting the relevant boxes.

A4.2 Indigenous Researcher Fellowship

Years for which Fellowship support is sought:

Year 1 Year 2

Please note that it is possible to request fewer years of IRF funding than research funding for the project.

A5 SUMMARY DESCRIPTIONS

A5.1 Summary of Proposal

Write the summary in no more than 750 characters (100 words). Note, GAMS counts characters in a different way to word processing software. Write it in clear, plain English using the minimum of terminology unique to the area of study. This summary may be used by the ARC in the selection process, and may be used for publicity purposes.

Example:

A5.1 SUMMARY OF PROPOSAL *

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

Gossiping is assumed to be an integral element of human social interactions that lead to successful cohesive communities. This study aims to demonstrate the benefits to society of gossiping and to elucidate the mechanisms that lead to development and

A5.2 Summary of National/Community Benefit

Write the summary in no more than 750 characters (100 words). Write it in clear, plain English, describing the expected national benefits to arise from the research for the Australian community. This summary may be used for publicity purposes.

Example:

A5.2 SUMMARY OF NATIONAL/COMMUNITY BENEFIT (FOR PUBLICITY PURPOSES)*

In no more than 750 characters (approx 100 words) of plain language, summarise the national/community benefits that are expected to arise from this research.

Gossiping, often referred to as the idle past-time of women, is likely to play an integral role in the development and maintenance of social cohesion. This study aims to demonstrate the benefits to society of gossiping and to unravel the mechanisms that lead to

A6 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

A6.1 Keywords

Indigenous Communities
Indigenous Education
Indigenous Health

Human Rights
Economic Rights
Constitutional Protection

Enter between one and six keywords to describe the proposed research.

Select keywords carefully, as they are considered when readers are being selected to assess your proposal. The keywords should be of the kind normally required for submitting an article to a major refereed journal.

A6.2 Research classifications

Research classifications are available on the ARC website via <http://www.arc.gov.au>. Select from the drop down drop-down lists at least one code under each of the Research Fields, Courses and Disciplines (RFCD) codes and Socio-Economic Objective (SEO) classifications. The RFCD classification defines the research according to disciplines. There is provision for up to three codes on the Application Form.

The SEO classification indicates the sectors that are most likely to benefit from the research. There is provision for up to three codes on the Application Form.

Indicate the relative importance of each code by using a percentage (rounded to the nearest multiple of 10). **Please prioritise the order and place the most important first in descending order (see example below)** and rounded to the nearest multiple of 10. These weightings must total 100% each for RFCDs and SEOs.

Research Fields, Courses and Disciplines (RFCD)	%
390110	50
390111	20
390304	30

Socio-Economic Objective (SEO)	%
750309	50
720302	40
720303	10

A7 ADDITIONAL DETAILS

A7.1 Have you submitted a similar Proposal to any other agency?

Select the appropriate box.

If you answer 'Yes' to this question, you must select the funding body from the drop down list to which the Proposal/s has been made. If you select 'Other', please overtype with the name of the agency/ies. You must also include the full list of proposals in D1 (Research Support), and for each proposal provide the title of the proposal/s, proposal/s number/s and the level of funding sought from the other agency/ies.

A7.2 Has a successful eligibility ruling been granted for this Proposal?

A7.2 Have you been granted an eligibility ruling regarding whether the Proposal falls within the area of clinical medical and/or dental research and training?

Yes No

If Yes, please enter the ten digit identifying number for the ruling that you would have received from the ARC:

DPXX07XXXX

If you answer ‘Yes’ to this question, you must complete the ten digit identifying number that the ARC has previously provided to you in letter replying to your exemption ruling request.

The ARC deadline for requesting an exemption ruling is **Friday 12 May 2006**.

A7.3

A7.3 Does the Administering Organisation have arrangements to manage intellectual property and facilitate commercialisation of research?

Yes No

If Yes, in no more than 750 characters (approx 100 words) of plain language, summarise these arrangements.

Bedrock University has in place a policy on the commercialisation of intellectual property which sets out the processes involved in taking an idea (such as gossiping as a new tool for creating social cohesion) from its invention to its commercial application. Outlined

In 100 words or less, summarise the general arrangements the Administering Organisation has in place to manage intellectual property and commercialisation of research.

Subsection 11.4.4 of the *Discovery Indigenous Researchers Development Funding Rules for Funding Commencing in 2007* states: “Except with written approval from the ARC, all Proposals and ARC-funded research projects must comply with the *National Principles of Intellectual Property Management for Publicly Funded Research* (available at <http://www.arc.gov.au>) and accord with any intellectual property policies of the researchers’ organisations.”

Information gathered in this question will not be used for selection purposes.

A8 CERTIFICATION (hard copy printed version only)

Completing this section is the responsibility of the Administering Organisation. The Administering Organisation must obtain the required signature(s) before submitting the Proposal to the ARC.

Example:

Signature of DVC/PVC(R) or delegate or equivalent (in black ink)	Name and Title (please print)	Date
Marilyn Smyth-Tyrrell	Marilyn Smyth-Tyrrell PVC (R)	12/ 6 /2006

By signing this document, the Deputy/Pro Vice-Chancellor (Research) certifies that:

- all details on the Proposal are correct;
- you have complied with the *ARC Discovery Indigenous Researchers Development Funding Rules for Funding commencing in 2007* and, if successful, will accept the associated Funding Agreement;
- he/she understands and agrees that all statutory and other requirements, as detailed in the Funding Agreement, must be met before the proposed research can commence; and.
- he/she has obtained the agreement of other organisations involved to submit this Proposal and to provide the agreed support.

PART B—PERSONNEL

Part B must be completed for each participant listed in Section A3

NOTE: Application Forms (especially those requesting ARC Fellowships) should be completed sequentially, ie Part B must be completed before Part C is commenced to allow the correct salary drop-down boxes to be activated

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. Participants’ personal details in GAMS should be kept up to date, even after submission of the Proposal. For information on updating you GAMS details go to http://www.arc.gov.au/gams_login/default.htm

B1 PERSON NUMBER

The Person Number for each participant will be automatically filled from question A3. If you need to change the participant order, simply change the participant number at A3 and save. The new order will then be presented.

The family name and role of each participant will be automatically filled from the data you entered at question A3.

B2 ABBREVIATED DETAILS

GAMS ID	
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Family name		Role	
First name		Second name	
Title			
Department/school/other Organisation			

A GAMS User ID will be required for all participants on the Application Form. See page 5 for information on obtaining GAMS IDs.

The relevant GAMS User ID for each participant must be entered into the GAMS ID box before clicking the "Fetch Client Details" button. The abbreviated details for the participant including postal information to be captured in Sections B2 and B3 will be displayed. The person entering the data into the Application Form will be required to confirm that the abbreviated details are correct before the information is entered into Section B2 and B3 of the Application Form.

Example:

GAMS ID: V94312			
Family Name : Flintstone		First Name : Wilma	
Second name :		Title : Dr	
Department/school/other : Social and cultural studies		Organisation : Bedrock University	
Postal address line 1 : 15 Stegosaur St		Postal address line 2 :	
Locality : Bedrock City	State : Rockit	Postcode : 4566	Country : Australia
Gender : F	Date Of Birth : 02/02/1967	Phone : 02 8765 4321	Email : wilma@bedrock.edu.au

i GAMS Information
<p>Are these details correct?</p> <p>By clicking on CORRECT you will be including the details of this person as an Investigator on the current application.</p>

Note¹: the entry of the participants' details into the Application Form is a "snapshot" of their client record at that time. If any future changes are made to the participants' details in GAMS, these changes will not be updated in the Application Form unless the "Fetch Client Details" button is clicked again, prior to submission to the ARC. The form will not validate if client record details have been changed without being refetched into the form.

Note²: the Organisation listed for each participant must be current as at the time of the due date for Proposals. Where a participant is eligible to apply as a Chief Investigator due to an adjunct or equivalent appointment, the participant must either:

- a) provide the Organisation where they hold their adjunct or equivalent appointment if they currently hold the position, or
- b) provide their current Organisation if they will not hold an adjunct or equivalent appointment at the due date for Proposals, but will do so by 1 January 2007.

The Initials and Organisation fields in Part A3 will be auto-populated once participant details have been fetched in Section B2.

Note: If you are applying for an IRF this question must be completed before entering data in Part C to enable GAMS to automatically enter the correct salary budget amount.

B3 POSTAL ADDRESS

This section is auto-populated when the GAMS User ID is entered and details are fetched.

Department/school/other	
Organisation	
Postal address line 1	
Postal address line 2	
Locality	
State	
Postcode	
Country	

B4 MEMBERSHIPS/ASSOCIATIONS

B4.1

B4.1 Are you a current member of the ARC or its advisory committees? Yes No

Select the relevant box. This question relates only to the above stated associations and does not include staff of ARC-funded projects or centres.

B4.2

B4.2 Are any of your relatives or close social/professional associates members of the ARC or its advisory committees? Yes No
If Yes, name of the ARC member(s)

Select the relevant box and if 'Yes' enter the name/s.

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 College of Experts members to withdraw from consideration of particular Proposals.

B5 AFFILIATIONS

If you are nominated as a Chief Investigator, are you currently drawing salary from a non-higher education sector organisation that is primarily funded for research from Commonwealth or State Government sources? Yes No

If Yes, describe the nature of your employment, association and/or financial interest (including % of salary).

Select the relevant box, noting that this question **ONLY** applies to Chief Investigators.

If you answer 'Yes' to this question, provide a brief statement explaining the nature of this employment (for example, a consultancy) and stating the percentage of salary derived from the organisation. B5 has a 255 character limit, including spaces.

B6 QUALIFICATIONS

B6.1 Highest academic qualification

Please provide details of your highest academic qualification. If you are currently enrolled in a course which represents your highest academic qualification provide details of this.

B6.2 Other qualifications

Provide details of all other qualifications, beginning with the most recent.

B7 ACADEMIC, RESEARCH, PROFESSIONAL AND INDUSTRIAL EXPERIENCE

Provide details of academic research, professional and industrial experience for up to the past 10 years in descending date order. **Please begin with your most recent position.**

- Organisation
 - Select the organisation from the drop-down box.
- Status

- You must choose from Postgraduate, Continuing, Fixed-Term, Currently not employed, or Other. Continuing means an ongoing tenured position currently or previously held. Fixed Term means a non-ongoing position (a job held for a defined period eg., 3 year contract) currently or previously held.

Example:

B8.1 Current and previous appointment(s)/position(s) - covering a maximum of the past 10 years

Position held	Organisation	Department	Year appointed	Status
Australian Postdoc	Bedrock University <small>List</small>	Social policy	2006	Fixed-term <small>▼</small>
PhD student	Bedrock University <small>List</small>	History	2001	Postgraduate <small>▼</small>
	<small>List</small>			<small>▼</small>
	<small>List</small>			<small>▼</small>
	<small>List</small>			<small>▼</small>

B8 ADDITIONAL IRF DETAILS

B8.1 If you are applying for an IRF, and you are unsuccessful in obtaining a Fellowship, do you wish to:

- (a) seek no other support for the project;
- OR
- (b) remain as a Chief Investigator on the project without Fellowship funding
- OR
- be removed as a named Investigator to be eligible to be funded from the grant
- (c)
-

A Proposal seeking project Funding and a Fellowship may result in the Project Funding being awarded but the Fellowship not being awarded.

The ARC does not provide funding for Chief Investigator salaries. However, it may provide funding for the salary of a Research Associate or a Senior Research Associate. For this reason, a full-time Research Associate or Senior Research Associate cannot be a named investigator on any Proposal.

If you choose to remain as a Chief Investigator on the Proposal, the ARC cannot pay your salary. You may choose to be removed as an IRF if there is at least one other Chief Investigator named on the Application Form. The ARC **may** decide to award funding for the salary of a Research Associate. Selecting the second option does not guarantee that funding for a Research Associate's salary will be awarded. For a proposal to be eligible if the IRF is unsuccessful, the average request and subsequent allocation for the project must average at least \$10,000.

B8.2 Host organisation – department, contact numbers and email address

Select the host organisation from the drop-down list. Note that if your Proposal involves several participants from multiple organisations, the host organisations for the Fellowship(s) may not necessarily be the Administering Organisation for the grant.

Provide the Contact Name, Phone, Fax and Email details of the Head of the Academic Unit, or other appropriate organisational unit that will be hosting your Fellowship.

Example:

B9.1 Host organisation - department, contact name, numbers and email address*

Host organisation	Dino University	List
Host department name	Sociology	
Contact Name	Jemma Kosta	
Phone	02 1234 5678	Fax 02 1234 8475
Email	jemma.kosta@dino.edu.au	

B8.3 Have you previously been awarded an ARC Fellowship (including a Research Cadetship – Aboriginal and Torres Strait Islander)? Yes No

B8.3 Has an eligibility exemption been granted for this IRF? Yes No

Select the appropriate box.

Select 'yes' if you have been granted a written eligibility exemption from the ARC. Indicate the nature of the exemption granted, eg exemption from requirement to have a PhD for:

More than required years since PhD awarded

Other (please specify)

Select 'no' if no exemption is required or has not been granted.

If you answer 'yes' to this question, you must complete the ten digit identifying number that the ARC has previously provided to you in a letter replying to your exemption ruling request.

The ARC deadline for requesting an exemption is **12 May 2006**.

B9 RESEARCH RECORD RELATIVE TO OPPORTUNITIES (hard copy only)

On separate sheets, please describe your contributions to research and research training using the headings below. Group B9 questions/answers together for each participant as numbered in A3.

Submit this section of your Application Form as additional text. Please observe the page length limits as specified below.

B9.1 A Statement on your research experience relevant to this project

You must complete this section. Taking no more than half an A4 page outline your contribution to the relevant field, relative to opportunity, focussing particularly on what makes this contribution interesting and unique.

B9.2 List your publications relevant to this proposal (if any)-(all to complete)

Ensure that this listing is limited to those that are relevant to this proposal. If you are listing any publication in press, please provide the date on which the publication was accepted.

B9.3 Ten career best publications

Mentors and supervisors must complete this section. Chief Investigators and IRFs may also complete this section, if relevant.

- Include your best publications, regardless of date of publication.
- Do not list more than ten.
- In-press publications should include acceptance date.

B9.4 Other evidence of impact and contributions to the field

Mentors and supervisors must complete this section. Chief Investigators and IRFs may also complete this section, if relevant.

Take no more than half an A4 page, and include information about prizes, patents, relevant experience in industry, and editorial board responsibilities etc.

B9.5 Any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this proposal.

Completing this section is optional. Take no more than half an A4 page to detail relevant information, for example interruptions to career, any other circumstances that may have slowed down your research and publications, such as periods of parental leave or your status as an Early Career Researcher (if applicable).

B9.6 Mentors and Supervisors

Provide details of the nature and level of support provided by the Mentor and/or Supervisor nominated at Part A3 of the Application Form.

B9.7 Fellowship candidates only

In no more than one A4 page, provide details of

- the contribution you will make to the project (such as your experience, skills and expertise and how they will be applied);
- the research environment, that is, the facilities and support at your host institution, including the intellectual environment; and
- The justification for the choice of proposed Host Organisation for the Fellowship.

PART C—PROJECT COST

(See Example Part C – Proposal Cost, page 26)

REMEMBER: Application Forms should be completed sequentially, i.e. Part B must be completed before Part C is commenced

C1 BUDGET DETAILS

Do **not** include GST in your costs.

The ARC will make GST adjustments to payments depending on whether the funding has been provided to a government-related entity or non-government-related entity. Government-related entities do not pay GST on the funding transaction with the ARC. However, non government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.

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

C1.n Year

A budget page is generated for each year that the participant has specified that funding is required (see Section A4.1). For example, if funding is sought for two years, the Application Form will include two separate pages of the budget details sheet, one for each year.

Provide the following information in each column:

Column 1	a list of the items for which you are seeking funding (from the ARC and other sources).
Column 2	amounts of funding sought from the ARC according to the categories on the form (see below for more information on what to include in each category).
Column 3	amounts that university(ies) will provide to the project combined or separately identified.
Column 4	details of any funding that is being provided for the project by other organisations.
Column 5	total

The ARC is seeking full costing information for proposals under *Discovery Indigenous Researchers Development* in order to enhance transparency and accountability and to help determine the actual contributions to be paid by the ARC and other parties.

It is not necessary to prioritise budget items. You should only make requests to the ARC for items essential to the proposed research. The ARC reserves the right to determine the level of funding allocated to the proposed research.

Direct costs

Provide details of direct costs for your proposal according to the categories as explained below. Direct costs are those that are specifically related to the individual Proposal and do not include indirect general overheads.

Personnel (salaries + on-costs)

Salaries for Chief Investigators, Mentors and/or Supervisors are not supported by the ARC under *Discovery Indigenous Researcher Development*.

Salaries, for example for IRFs and Research Associates, 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, however, exclude items such as extended leave and severance pay.

Should on-costs for individual organisations exceed 28% for Fellows (see Appendix 2, *Discovery Indigenous Researchers Development Funding Rules for Funding Commencing in 2007*), the additional amounts should be included in column 3.

- The specified personnel and salary dollars for all IRF amounts will be auto-populated into Columns 1 and 2, once Parts A and B the form have been completed. These amounts are based on the amounts in Appendix 3 of the *Discovery Indigenous Researchers Development Funding Rules for Funding Commencing in 2007*, and will be read only.
- Base funding requests for Senior Research Associates, Research Associates and all other personnel on standard salary levels applying within the organisation using the appropriate rate at the time of application.
- If you are seeking support for a postgraduate stipend, please quote a rate of \$25,118 (2006\$) per annum. A scholarship funded under a Discovery Indigenous Researchers Development scheme is not an Australian Postgraduate Award (APA).
- List salaries for Chief Investigators, Mentors and/or Supervisors within the Personnel category under Columns 3 and/or 4. Ensure that amounts for overseas organisations are entered into column 4 only for the proportion of time you estimate will be spent on the project.
- Chief Investigators who are not earning salaries must not enter \$0 in the budget page. A nominal '\$1' should be entered.

Teaching relief

Quote claims for teaching relief at the rate of \$32,294 (2006\$) per 6 months including on-costs. Only Chief Investigators are eligible for teaching relief. Teaching relief may be sought for a maximum of six months per year only. The 6 months can be used on a part-time basis across the duration of the year. The Chief Investigator must be named and the amount or percentage of time for each year must be specified.

IRF candidates who wish to become Chief Investigators if their IRF requests are unsuccessful, i.e. have ticked B8.1b should indicate if they would seek teaching relief in the role of Chief Investigators (and should ensure that they meet eligibility criteria for Chief Investigators). The request for teaching relief should be explained in the Part C2 (Justification of Funding Requested from the ARC), but requested figures should not be included in the budget in Part C (Proposal Costs) of the Application Form.

Equipment

Include both hardware and software items costing more than \$1000 in this category. 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 proposal submission and do **not** estimate costs.

It is recommended that where you are seeking funding from the Commonwealth for large or costly items of equipment, you may apply for this item through the *Linkage Infrastructure, Equipment and Facilities*. The closing date for *Linkage Infrastructure, Equipment and Facilities* Proposals is 26 May 2006.

Maintenance

Include in this category consumables as well as equipment items costing less than \$1000. Do **not** include requests for purchasing computer equipment or hiring personnel for data preparation or programming. Include these under 'Equipment' or 'Personnel' as appropriate. Estimate the prices that will apply at the time of purchase.

Travel

Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, etc.

Other

Include any items that cannot be appropriately placed in other categories.

Indirect costs

Indirect costs (essentially infrastructure costs) are borne by the university or organisation and should appear at the bottom of columns 3 or 4.

Indirect costs should be estimated by using a multiplier on the salary and salary on-costs (total direct payroll costs) for the professional staff involved. For these purposes professional staff include Chief Investigators, Partner Investigators and any researcher who is, or is equivalent to, Level A or above. To calculate the indirect costs borne by any universities involved in the Proposal, multiply the combined salary contribution for each professional staff member who has an amount listed in columns 2 and/or 3 and/or 4 by an appropriate multiplier. To calculate the indirect costs borne by any organisations which are not universities, multiply the salary contribution for each professional staff member who has an amount listed in column 4 by an appropriate multiplier.

Use either the multiplier that the employing organisation has developed, or the AVCC multipliers of 1.25 on the direct payroll costs (salary plus on-costs) of laboratory-based research and 0.92 on the direct payroll costs for non-laboratory based research if the employing organisation does not have a multiplier.

EXAMPLE PART C—PROJECT COST

Costs should be quoted exclusive of the GST.

C1 BUDGET DETAILS

C1.n Year 1

Column I	COSTING			Total
	2	3	4	
Source of funds	ARC	University	Other	Total
DIRECT COSTS				
Personnel (Salaries + on-costs) CI (Bloggs) - 0.3 FTE (+30% on-costs) IRF - 1 FTE (+30% on-costs) - 1.25 multiplier	\$74,340	\$18,886 \$2,090		
Total Personnel (a)	\$74,340	\$20,976		\$95,316
Teaching Relief CI (Bloggs) Level B 3 months	\$15,535			
Total Teaching Relief (b)	\$15,535	5646		\$15,535
Equipment 1 Printer		\$1000		
Total Equipment (c)		\$1000		\$300
Maintenance Computer Consumables		\$500		
Total Maintenance (d)		\$500		\$500
Travel Travel expenses within Australia, economy flights for three trips in 2006	\$2,500			
Total Travel (e)	\$2,500			\$2,500
Other			\$5,000	
Total Other (f)		8518	\$5,000	
TOTAL DIRECT COSTS (g)	\$92,375	\$22,476	\$5,000	
INDIRECT COSTS				
CIs, IRFs and any researcher Level A or above x multiplier		\$119,145		
TOTAL INDIRECT COSTS (h)		\$119,145		
TOTAL COSTS (i)	\$92,375	\$141,621	\$5,000	\$229,778

CI from Uni A at Uni salary

Difference between ARC salary level and Uni salary

Teaching relied at ARC rate per 6 months

Combined professional staff salary amounts (CIs, IRFs and RAs) from Columns 2 and 3 x multiplier (e.g. 1.25 or 0.92)

C2 JUSTIFICATION OF FUNDING REQUESTED FROM THE ARC (hard copy only)

Do **not** write more than two A4 pages when completing Section C2 of the Application Form. Each budget item requested from the ARC (Column 2 in Section C1) must be justified.

- Justify fully each budget item requested in terms of need and cost.
 - In justifying your budget, it is not sufficient to claim that certain equipment or personnel costs **\$X**. Rather, you should state, for example, that a full-time technician with a specific level of expertise is required. Similarly, if a Fellowship is being requested, you should justify why a full-time commitment to the project by that person is required. The same level of explanation is required for all items being requested.
- Justify any funding being requested for relief from teaching or other duties for any member of the research team.
 - Funding to relieve you, or another member of the team from normal duties for a period of not more than 6 months a year may be considered if the request is fully justified in terms of achieving a successful outcome for the project. Grant funds may be used for teaching relief only if this is specified in the Funding Agreement.
- Justify any funding being requested for major items of equipment.
 - Requests for any major items of equipment for the Proposal are considered on their merits. You must plan to use existing equipment wherever possible. If you 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, you must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.

Submit a *Linkage Infrastructure, Equipment and Facilities* Proposal if you are seeking funding for major equipment.

C3 DETAILS OF NON-ARC CONTRIBUTIONS (hard copy only)

- Do **not** write more than one A4 page when completing Section C3 of the Application Form.
- Provide an explanation of how non-ARC contributions (Columns 3 and 4 in Section C1) will support the project (use the same headings as in Column 1 in Section C1).
- 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 D—RESEARCH SUPPORT

D1 RESEARCH SUPPORT

Provide details for all participants listed in Section A3:

The current proposal must be listed first as ‘R’ under ‘Support type’ and will be auto-populated into the table. List other proposals in descending date order, with the most recent first.

ARC-funded projects for which reports (including Progress and Final Reports) required in the respective *Conditions of Grant*, *Funding Contract* or *Funding Agreement* have been submitted should be indicated by a double asterisk (**) after the Description.

Asterisk (*) any items that are in the same area of research as this Proposal, using the tick box provided.

Support types (**Sup. type**) are ‘C’ for current support, ‘R’ for requested support for 2007, ‘P’ for past support.

The ARC Project ID column applies only to Proposals, current and past ARC-funded projects

Note:

Details should be provided for **all** sources of funding, not just ARC funding. Include any past, present and requested ARC Fellowships in the table.

Please include allocations approved by year, not funds carried forward.

Example:

Description (All named investigators on any grant held by a participant, project title, agency, scheme)	(*)	Sup type (C, R or P)	ARC Project ID	2004 (\$'000)	2005 (\$'000)	2006 (\$'000)	2007 (\$'000)
Bloggs, Investigation into x, ARC Discovery-IRD	*	R					20
Bloggs, An analysis of x, ARC Large Grant		P	A9900000	15			

Ensure that details of requested, current and past support are shown for:

- **all** participants listed in Section A3 of the Application Form; and
- **all** funding agencies, not just the ARC.

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

D2 STATEMENTS OF PROGRESS OF ARC-FUNDED PROJECTS (hard copy only)

Include with your Proposal a statement detailing progress for each project held by any of the participants who received funds in 2005 under any ARC scheme.

Write the list of projects first then provide the progress statements and attach them to your Proposal. Write no more than one A4 page for each project.

PART E—PROPOSAL DESCRIPTION

Submit this part of the Application Form as additional text.

Do not write more than **ten A4** pages.

Explain the Proposal and its expected outcomes in a way that can be appreciated by all assessors.

E1 PROPOSAL TITLE

Use the same title as in Section A2.

E2 AIMS AND BACKGROUND

- Describe the Proposal, its aims and background.
- Include information about recent progress in the field of the research and the relationship of this proposal to work in the field generally.
- Refer only to refereed papers that are widely available to national and international research communities.
- Where the proposed research forms part of a researcher's higher degree study, include details of how the project relates to the higher degree study and the expected year of completion for the higher degree.

E3 SIGNIFICANCE AND INNOVATION

- Describe why the research is significant and whether the research addresses an important problem.
- Describe how the anticipated outcome will advance the knowledge base of the discipline and why the proposal aims are innovative.
- Detail what new methodologies or technologies will be developed in the course of the project.

E4 APPROACH AND METHODOLOGY

Outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the Proposal. Include a research plan and proposed timelines.

Include a summary of the relevant work if the rationale for some proposals rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors. This summary must be provided within the 10 A4 page limit or, if ARC-supported, as part of the single page report required under D2.

Do not send copies of manuscripts with the Proposal. A copy will be requested if required.

E5 COMMUNICATION OF RESULTS

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

E6 ROLE OF PERSONNEL

Summarise the role, responsibilities and contributions of each Chief Investigator and /or IRF.

Summarise the roles and levels of involvement of other participants including Mentors, Supervisors and technical staff.

E7 ROLE OF ADMINISTERING ORGANISATION

Summarise the nature and level of support provided by the Administering Organisation, as well as the quality of, and relevance of the proposed project to the research undertaken at the Administering Organisation.

E8 REFERENCES

Provide a list of all references, including relevant references that refer to a participant's previous work. This list must be included within the page limit of 10 pages for Part E.

Proposal Checklist

A complete proposal consists of the following components:

PART A	ADMINISTRATIVE SUMMARY	
	. Application Form	A1-A7 A8 Signature of DVC/PVC (R), equivalent in other Administering Organisations
PART B	PERSONNEL	
	. Application Form	Complete Part B for each participant listed at A3. Complete Part B8 for IRF candidates
	. Additional text (for each participant)	B9. Research record relative to opportunities (on separate sheets) . B9.1 (half A4 page) . B9.2 . B9.3 . B9.4 (half A4 page) . B9.5 (half A4 page) B9.6 . B9.7
PART C	PROPOSAL COST	
	. Application Form	Complete C1 for each year of funding support sought
	. Additional text	C2 (no more than two A4 pages)
	. Additional text	C3 (no more than one A4 page)
PART D	RESEARCH SUPPORT	
	. Application Form . Supporting documentation	Complete D1 D2 Statement on progress of AC-funded proposal (no more than one page for each project)
PART E	PROPOSAL DESCRIPTION	
	. Additional text	No more than ten A4 pages

NOTE: Proposal must be received by the ARC by 16 June 2006.