



**Australian Government**

**Australian Research Council**

*Discovery*  
*Indigenous Researchers Development*

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**Instructions to Applicants  
for funding commencing in  
2008**

# TABLE OF CONTENTS

<b>Matters to note before completing the Application Form .....</b>	<b>4</b>
Authorship.....	4
Accuracy of Information .....	4
Incomplete or Misleading Information .....	4
Confidentiality .....	4
Privacy .....	5
<b>The Process – Items to Note: .....</b>	<b>5</b>
Table 1. <i>Discovery Indigenous Researchers Development Cycle 2007</i> .....	6
Format .....	7
Number of Copies .....	7
Proposal Authorisation.....	7
Closing Date.....	7
<b>Preparing the Proposal.....</b>	<b>8</b>
Electronic Application Forms – Grant Application Management System (GAMS) .....	8
Hard Copy Forms.....	8
Printing the Application Form .....	9
Filling in the Application Form.....	9
<b>PART A—ADMINISTRATIVE SUMMARY .....</b>	<b>10</b>
<b>A1 ORGANISATION TO ADMINISTER FUNDING .....</b>	<b>10</b>
<b>A2 PROPOSAL TITLE .....</b>	<b>10</b>
<b>A3 PARTICIPANT SUMMARY .....</b>	<b>11</b>
A3.1 Participant Details – Current Organisations .....	11
A3.2 Participant Summary – Organisations Applicable to this Proposal.....	12
<b>A4 REQUESTED SUPPORT.....</b>	<b>12</b>
<b>A5 SUMMARY DESCRIPTIONS.....</b>	<b>12</b>
A5.1 Summary of Proposal.....	12
A5.2 Summary of National/Community Benefit (for Public Release).....	13
<b>A6 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION .....</b>	<b>13</b>
A6.1 National Research Priorities.....	13
A6.2 Keywords .....	14
A6.3 Research Classifications.....	14
<b>A7 ADDITIONAL DETAILS.....</b>	<b>15</b>
A7.1 Have you submitted or do you intend to submit a similar Proposal to any other agency?.....	15
A7.2 Has a successful eligibility exemption/ruling been granted by the ARC regarding this Proposal?.....	15
A7.3 Does the Administering Organisation have arrangements to manage intellectual property and facilitate commercialisation of research? .....	15
<b>A8 CERTIFICATION (hard copy only) .....</b>	<b>16</b>
<b>PART B—PERSONNEL .....</b>	<b>17</b>
<b>B1 PERSON NUMBER .....</b>	<b>17</b>
<b>B2 CURRENT DETAILS .....</b>	<b>17</b>
<b>B3 POSTAL ADDRESS .....</b>	<b>18</b>
<b>B4 MEMBERSHIPS/ASSOCIATIONS .....</b>	<b>19</b>
B4.1 Are you a current member of the ARC or its advisory committees?.....	19
B4.2 Are any of your relatives or close social/professional associates members of the ARC or its advisory committees? .....	19
<b>B5 AFFILIATIONS.....</b>	<b>19</b>
<b>B6 QUALIFICATIONS.....</b>	<b>19</b>
B6.1 Highest academic qualification awarded.....	19
B6.2 Other qualifications .....	20
<b>B7 ACADEMIC, RESEARCH, PROFESSIONAL AND INDUSTRIAL EXPERIENCE.....</b>	<b>20</b>
B7.1 Current and previous appointment(s)/position(s) – during the past 10 years .....	20
B7.2 Organisational affiliations for the eligibility purposes of this Proposal .....	20
<b>B8 ADDITIONAL IRF DETAILS.....</b>	<b>21</b>
B8.1 Host organisation – department, contact numbers and email address .....	21
B8.2 Mobility.....	21
B8.3 Have you previously been awarded an ARC Fellowship .....	22

B8.4	If you are applying for an IRF and you are unsuccessful in obtaining a Fellowship, do you wish to:.....	22
B8.5	Has an eligibility exemption/ruling been granted by the ARC for this IRF .....	22
<b>B9</b>	<b>RESEARCH RECORD RELATIVE TO OPPORTUNITIES (hard copy only).....</b>	<b>22</b>
B9.1	A statement on your research experience relevant to this Proposal (all to complete) .....	23
B9.2	List your publications relevant to this Proposal (if any)-(all to complete).....	23
B9.3	Ten career best publications (Mentors and Supervisors must complete) .....	23
B9.4	Other evidence of impact and contributions to the field (Mentors and Supervisors must complete).....	23
B9.5	Any aspects of your career or opportunities for research which are relevant to assessment and which have not been detailed elsewhere in this Proposal (all to complete).....	23
B9.6	Mentors and Supervisors.....	23
B9.7	Fellowship candidates only .....	23
<b>PART C</b>	<b>—PROJECT COST .....</b>	<b>25</b>
<b>C1</b>	<b>BUDGET DETAILS.....</b>	<b>25</b>
	Years .....	25
	Direct costs.....	25
	Teaching relief .....	26
	Equipment .....	26
	Maintenance.....	26
	Travel .....	27
	Other .....	27
	Indirect costs .....	27
<b>C2</b>	<b>JUSTIFICATION OF FUNDING REQUESTED FROM THE ARC (hard copy only) .....</b>	<b>29</b>
<b>C3</b>	<b>DETAILS OF NON-ARC CONTRIBUTIONS (hard copy only).....</b>	<b>29</b>
<b>PART D</b>	<b>—RESEARCH SUPPORT .....</b>	<b>30</b>
<b>D1</b>	<b>RESEARCH SUPPORT OF ALL PARTICIPANTS.....</b>	<b>30</b>
<b>D2</b>	<b>STATEMENTS ON PROGRESS OF ARC-FUNDED PROJECTS (hard copy only) .....</b>	<b>31</b>
<b>PART E</b>	<b>—PROPOSAL DESCRIPTION .....</b>	<b>32</b>
<b>E1</b>	<b>PROPOSAL TITLE .....</b>	<b>32</b>
<b>E2</b>	<b>AIMS AND BACKGROUND .....</b>	<b>32</b>
<b>E3</b>	<b>SIGNIFICANCE AND INNOVATION .....</b>	<b>32</b>
<b>E4</b>	<b>APPROACH AND METHODOLOGY .....</b>	<b>32</b>
<b>E5</b>	<b>NATIONAL BENEFIT .....</b>	<b>33</b>
<b>E6</b>	<b>COMMUNICATION OF RESULTS .....</b>	<b>33</b>
<b>E7</b>	<b>ROLE OF PERSONNEL.....</b>	<b>33</b>
<b>E8</b>	<b>ROLE OF ADMINISTERING ORGANISATION .....</b>	<b>33</b>
<b>E9</b>	<b>REFERENCES.....</b>	<b>33</b>
	PROPOSAL CHECKLIST.....	34
	NOTES ON VALIDATION .....	35
	FREQUENTLY ASKED QUESTIONS.....	36

# **Australian Research Council**

## ***Discovery Indigenous Researchers Development***

### **Instructions to Applicants for funding commencing in 2008**

This document is intended to be a practical guide to assist you to complete the ARC *Discovery Indigenous Researchers Development* for funding commencing in 2008 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 2008* (hereafter referred to as the Funding Rules) which contains further details on the *Discovery Indigenous Researchers Development* scheme. You must read this document (available on the ARC Web Site) 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 researchers nominated 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 subsection 8.2.4 of the Funding Rules 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, inaccurate 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 the ARC, and by third parties who assess, evaluate or verify the accuracy of the Proposal. See Section 11.2 in the Funding Rules for more information on confidentiality.

## Privacy

Information contained in the Proposal is collected in order to make recommendations to the Minister on the allocation of financial assistance under the *Australian Research Council Act 2001* and for post award reporting. The information collected may be passed to third parties for the purposes of obtaining a peer review assessment of the Proposal. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade, the Department of Industry, Tourism and Resources, the Department of the Environment and Water Resources, 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 Funding Rules on an ARC Eligibility Exemption/Ruling Request Form available on the ARC's Web Site.
- *Discovery Indigenous Researchers Development* Application Forms must be produced using the ARC's online Grant Application Management System (GAMS) accessed through the ARC's Web Site.
- 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 10) and include additional sections as required.
- All Proposals must be signed by the appropriate organisational delegate at Section A8 of the Application Form.
- Your Research Office must forward the original and **one identical copy** of the Proposal to the ARC by the **due time/date 5pm AEST, Friday 4 May 2007**.
- See also the checklist at the end of these Instructions.
- Requests not to Assess Forms (for requests for non-use of a potential assessor) 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 Funding Rules on a form available on the ARC's Web Site. Request not to Assess forms must not accompany Proposals; they must be sent separately to the ARC.

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

**Table 1. *Discovery Indigenous Researchers Development Cycle 2007***

Month	Year	Event
Friday 6 April	2007	All Eligibility Exemption/Ruling Request forms are due. This includes: <ul style="list-style-type: none"> <li>▪ Eligibility exemption/ruling request relating to medical or dental research overlap; and</li> <li>▪ Eligibility exemption/ruling request form relating to IRFs.</li> </ul>
<b>Friday 4 May 5pm AEST</b>	<b>2007</b>	<b>ARC closing time/date for Proposals</b> <b>NOTE</b> Each organisation may set its own internal closing date. Please consult with the Administering Organisation's Research Office. Closing date for Request not to Assess form.
Mid July	2007	Assessments available for written rejoinder. (Dates will be advised via the Research Network email and on the ARC Web Site).
Late July	2007	Due date for one-page rejoinders. (Dates will be advised via the Research Network email and on the ARC Web Site).
August	2007	College of Experts to review assessments and rejoinders, and make recommendations for funding
October/November	2007	Recommendations submitted to the Minister for approval of <i>Discovery Indigenous Researcher Development</i> Proposals and advice given to Applicants
28 days following date of advice to Applicants	2007	Closing date for appeals
8-10 weeks after closing date for appeals	2007/ 2008	Appeals are considered and Applicants advised

**Note carefully**

- If you are applying 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](mailto:gamsids@arc.gov.au) for assistance with a GAMS submission.
- Due to 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 AEST at the ARC premises. Proposals received after close of business 5 pm AEST, 4 May 2007 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 Proposal 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, please 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 and the reproduction may not be optimal.

**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**

Forward 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. The copy of the Proposal is scanned electronically for assessors and it is the responsibility of the Applicant to ensure that the original and the copy are identical and that both are consistent with the data submitted in GAMS.

## **Proposal Authorisation**

All Proposals must be signed by the appropriate organisational delegate at Section A8 of the Application Form. (The Administering Organisation is also required to obtain the agreement and relevant certifications/hand written signatures of all parties necessary to allow the proposed process to proceed. A pro forma certification form is available for this purpose on the ARC’s Web Site – however, this form is not submitted with the Proposal. It is to be retained by the Administering Organisation).

## **Closing Date**

The ARC closing time/date for *Discovery Indigenous Researchers Development* Proposals is 5:00pm (AEST) **Friday 4 May 2007**. However, organisations may have an internal closing time/date before 4 May 2007 as the ARC requires organisational Research Offices and administration units to provide certifications, electronic data and other information. Please check with the Administering Organisation’s Research Office for these details.

## Preparing the Proposal

### Electronic Application Forms – Grant Application Management System (GAMS)

The Applicant must fill out an electronic version of the Application Form in the ARC's Grant Application Management System (GAMS) found on the ARC's Web Site.

- All Chief Investigators (CIs), Indigenous Researcher Fellowship candidates (IRFs), Mentors and Supervisors listed in Section A3.1 of the Application Form require a GAMS User ID and password.
- To enter GAMS, a researcher 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 researcher's organisation in the first instance. A listing of Eligible Administering Organisations' GAMS Contacts may be found on the ARC's Web Site. See also Appendix 2 of the Funding Rules for a list of Eligible Administering Organisations.
- Previously allocated GAMS User IDs remain valid. Researchers DO NOT have to apply for a new GAMS User ID each year, neither do people with assessor only logons.

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

Researchers who are not currently academic staff members of Administering Organisations should also seek their GAMS User ID from the nominated Administering Organisation. Alternatively, complete the 'Request for GAMS User Account' form available from the ARC website at [http://www.arc.gov.au/applicants/gams/manager\\_request.htm](http://www.arc.gov.au/applicants/gams/manager_request.htm) and email [gamsids@arc.gov.au](mailto: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, including minimum system requirements, can be found at [http://www.arc.gov.au/applicants/gams/gams\\_default.htm](http://www.arc.gov.au/applicants/gams/gams_default.htm).

### Hard Copy Forms

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

The following additional sections must be incorporated into the hard copy as appropriate:

- 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-Funded Projects. If any researchers were involved in projects/fellowships which were awarded any funding from the ARC during 2006 under the *Discovery Indigenous Researchers Development, Discovery Projects or Linkage Projects* schemes, they will need to provide progress statements on the relevant projects with their Proposal; and
- Part E, 'Proposal Description' (compulsory).

The total number of sheets contained in the Proposal must be recorded (including all the pages of the Application Form, additional text, and any required supporting documentation) on the first page of the hard copy Application Form, as shown in the example below:

Project ID:	<input type="text"/>
-------------	----------------------

Please number every page on the Proposal Original and Proposal Copy and:

- Check the number on the Original and Copy correspond; and
- Check the total number of pages in the entire Proposal equals the total of pages entered on the first page of the Proposal (as shown above).

The ARC uses this as a verification tool for scanning and image storing purposes.

## Printing the Application Form

GAMS must be used to create an Application Form and enter information. Once information has been entered, GAMS will permit printing of a hard copy of the *Discovery Indigenous Researchers Development* Application Form.

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

The GAMS Application Form can now be printed as an rtf. Ensure that all changes are done in GAMS before printing this form. The rtf should not be altered.

To print the Application Form, select print to the right of the GAMS application record. A dialogue box will open and invite the researcher 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 to Rich Text Format (RTF).

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

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

**To check validation you need to Save and Exit from the new Application Form, then while you are in the historical list of proposals, look for the new *Discovery Indigenous Researchers Development* Application Form at the bottom of the list, and on the right side of the screen you will see the word 'Validate'. Click on this and it will give you the list of validation errors.**

**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 in the Application Form 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 Proposal Title (A2) and first named researcher 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

<b>A1 ORGANISATION TO ADMINISTER FUNDING</b> (Please note this question must be completed first) Name <input type="text" value="BedRock University of Technology"/> <input type="button" value="List"/>
---


Eligible Organisations, listed in Appendix 2 of the Funding Rules, are eligible to apply for, receive and administer funding under *Discovery Indigenous Researchers Development*. Refer to Section 4.1 of the Funding Rules for organisations which are eligible to apply for funding and what they can apply for in relation to projects and fellowships.

The Administering Organisation of a Proposal is the organisation which is primarily responsible for administering the ARC project funding. Administering Organisations are generally the organisations listed in Appendix 2 of the Funding Rules.

Select from the drop-down list the name of the Eligible Organisation where the first-named Chief Investigator or Indigenous Researcher Fellowship candidate will be employed during the period of the project funding. This organisation would normally 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.

When the Organisation “List” button is selected, it remains open. It is recommended that the Organisation List be closed using the “close window” button, and not the  button following each Organisation selection.

**NOTE:** When you select the Administering Organisation GAMS will activate the relevant component boxes in A3.1. See the Funding Rules for further information on eligibility of organisations.

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

Example:

<b>A2 PROPOSAL TITLE</b> (Provide a short descriptive title of no more than 20 words. Avoid the use of acronyms, quotation marks and upper case characters.) <input type="text" value="Instructions to Applicants"/>
--

## A3 PARTICIPANT SUMMARY

### A3.1 Participant Details – Current Organisations

Example:

A3 PARTICIPANT SUMMARY					
A3.1 Participant Details - Current Organisations					
Enter details of the lead Chief Investigator or Fellow at Person number 1.					
Chief Investigators (CI), Indigenous Researcher Fellowship (IRF), Mentors (M), and Supervisors (S).					
Person Number	Family name	Initials	Current Organisation	Role	Indigenous
1	Apple	J	The University of Sydney	CI	<input checked="" type="checkbox"/>
2	Applicant	B	Melbourne College of Divinity	IRF	<input checked="" type="checkbox"/>
3	Castle	EN	Royal Botanic Gardens and Domain Trust	M	<input type="checkbox"/>

Extra Participant    Participant Details

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

Chief Investigator (CI);

Indigenous Researcher Fellow (IRF);

Mentor (M); or

Supervisor (S).

The order in which you enter the researchers at Part A3.1 dictates the order in which they appear in Part B. You should use the same order for Part B9 (additional text). The order in Part A3.1 can be changed by editing the corresponding numbers in the 'Person number' column. When these changes are saved, the order will also be changed in Part B of the form. However, you will still need to ensure that the order in Part B (additional text) corresponds to Part A3.1.

Remaining information in the Participant Summary Table (Initials and Organisation) will be auto-populated once participant details have been fetched in Section B2.

The first named researcher will be the ARC's primary contact for the Proposal.

The first named researcher must be nominated as either a Chief Investigator (CI) or IRF.

On Proposals with more than one researcher, the first named investigator would normally be from the Administering Organisation at A1.

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.

## A3.2 Participant Summary – Organisations Applicable to this Proposal

This table is 'read only' and provides a summary of organisational affiliations for nominated researchers as relevant to this Proposal. This table will auto-populate once B7.2 is completed for each nominated researcher.

Example:

A3.2 Participant Details - Organisations Applicable to this Proposal					
(This table is 'read only' and provides a Summary of Organisational Affiliations for Participants. This table will populate once B7.2 is completed for each participant.)					
Person number	Family Name	Initials	Current Organisation	Relevant Organisation for this Proposal	Role
1	Apple	J	The University of Sydney		CI
2	Applicant	B	Melbourne College of Divinity		IRF
3	Castle	EN	Royal Botanic Gardens and Domain Trust		M

## A4 REQUESTED SUPPORT

Example:

A4 REQUESTED SUPPORT					
(Please ensure you have completed A1 to A3 and saved the Application Form before you answer this question)					
<b>A4.1 Research Costs</b> <input checked="" type="checkbox"/>					
Years for which Research Costs are being sought:					
Year 1	Year 2	Year 3	Year 4	Year 5	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>A4.2 Indigenous Researcher Fellowship</b> <input checked="" type="checkbox"/>					
Years for which Fellowship support is being sought:					
Year 1	Year 2				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

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 100 words (approx 750 characters). Note, GAMS counts characters in a different way to word processing software. Write the summary in clear, plain English using the minimum of terminology unique to the area of study. Avoid the use of quotation marks, acronyms and do not use all upper case characters in the text. This summary may be used by the ARC in the selection process.

Example:

A5 SUMMARY DESCRIPTIONS	
<b>A5.1 Summary of Proposal</b>	
In no more than 100 words (approx 750 characters) of plain language, summarise aims, significance and expected outcomes.	
<div style="border: 1px solid black; padding: 5px;"> <p>Detailed set of instructions to assist the applicants lodge a high quality, eligible application that is easily understood and assessed by the appropriate assessors.</p> </div>	

## A5.2 Summary of National/Community Benefit (for Public Release)

Write the summary focussing on national/community benefit in no more than 100 words (approx 750 characters). Write it in clear, plain English, describing the expected national benefits to arise from the research for the Australian community. Avoid the use of quotation marks, acronyms and do not use all upper case characters in the text. This summary may be used for public release purposes. Example:

**A5.2 Summary of National/Community Benefit (for Public Release)**  
In no more than 100 words (approx 750 characters) of plain language, summarise the national/community benefits expected to arise from the research.

If this set of instructions is well written and READ by the applicants and the applications resulting from this information are high quality and fall under appropriate National/Community Benefits then these would be the benefits of same that would be expected to

## A6 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

### A6.1 National Research Priorities

Researchers are asked to indicate if their Proposal falls within one of the four designated National Research Priorities. Example:

**A6.1 National Research Priorities**  
If relevant, click the "National Research Priorities" button to select one or more relevant Priority Goals for a designated National Research Priority.

National Research Priority	Priority Goal(s)
<a href="#">Safeguarding Australia</a>	
	<a href="#">Critical infrastructure</a>

[National Research Priorities](#)

There are four National Research Priorities and each priority has a number of associated priority goals. Click the 'National Research Priorities' button to see the list of National Research Priorities and their associated goals. Example:

**National Research Priorities**

**Research Priority 1: An Environmentally Sustainable Australia**

- Water - a critical resource
- Transforming existing industries
- Overcoming soil loss, salinity and acidity
- Reducing and capturing emissions in transport and energy generation
- Sustainable use of Australia's biodiversity
- Developing deep earth resources

**Research Priority 2: Promoting and Maintaining Good Health**

- A healthy start to life
- Ageing well, ageing productively
- Preventative healthcare

**Research Priority 3: Frontier Technologies for Building and Transforming Australian Industries**

- Breakthrough sciences
- Frontier technologies
- Advanced materials
- Smart information use

**Research Priority 4: Safeguarding Australia**

- Critical infrastructure
- Protecting Australia from invasive diseases and pests
- Protecting Australia from terrorism and crime
- Transformational defence technologies

[Save](#) [Cancel](#)

**Note:** GAMS will allow only one of the National Research Priorities to be selected so please choose the most appropriate one from the list. To select a National Research Priority, select one or more of the goals under the relevant National Research Priority. To save your selection, press the Save button at the bottom of the Priority Goals page. This action automatically returns you to the

Application Form. **DO NOT CLEAR THE FORM BY USING THE BACK BUTTON.** Open the list again, change the Priority selected and save as above. Do not use the Save button on the left hand margin when in this page as this will not save the selected goals.

Information gathered in A6.1 is used mainly for statistical reporting purposes.

More detailed descriptions of National Research Priorities are available on the ARC's Web Site, and in Appendix 1 of the Funding Rules.

## A6.2 Keywords

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

A6.2 Keywords
Research
ARC 1
Applicants
Instructions
Discovery Projects

Select keywords very 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.

## A6.3 Research Classifications

Research classifications are available on the ARC's Web Site. Select from the 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.

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 (see example below). These weightings must total 100% each for RFCDs and SEOs.

Identify codes from more than one discipline if the Proposal is multi-disciplinary. Example:

A6.3 Research classifications (listed from highest to lowest %, to the nearest multiple of 10%)	
Research Fields, Courses and Disciplines (RFCD)	% (please list from highest to lowest %)
360201	30
360203	30
360101 <input type="button" value="List"/>	40

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. Example:

Socio-Economic Objective (SEO)	% (please list from highest % to lowest %)
780106	50
780108	50
<input type="button" value="List"/>	

## A7 ADDITIONAL DETAILS

### A7.1 Have you submitted or do you intend to submit a similar Proposal to any other agency?

<b>A7.1 Have you submitted or do you intend to submit a similar Proposal to any other agency?</b> <input type="radio"/> Yes <input type="radio"/> No
If Yes, please select one of the following:
<input type="text"/>
If Other, please provide the name of the agency:
<input type="text"/>

If you answer 'Yes' to this question, you must select the funding body from the drop down list to which the Proposal(s) has/is been/being 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 exemption/ruling been granted by the ARC regarding this Proposal?

<b>A7.2 Has a <u>successful</u> eligibility exemption/ruling been granted by the ARC regarding this Proposal?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
(Note: for eligibility exemptions/rulings related to IRFs see section B8.6 of this form)
If Yes, please indicate the type of eligibility exemption/ruling granted and enter the ten digit identifying number for the exemption/ruling provided by the ARC.
Medical and/or Dental Research <input type="text"/>
Researcher role - Chief Investigator <input type="text" value="DPEC081234"/>

If you answer 'Yes' to this question, you must complete the ten digit identifying number that the ARC has previously provided in its letter replying to the eligibility exemption/ruling request. An Eligibility Exemption/Ruling Request form is available on the ARC Web Site. The ARC deadline for requesting an eligibility exemption/ruling is **5pm AEST, 6 April 2007**. A copy of the Eligibility Exemption/Ruling reply letter from the ARC does not need to be included with the Proposal.

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

<b>A7.3 Does the Administering Organisation have arrangements to manage intellectual property and facilitate commercialisation of research?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, in no more than 100 words (approx 750 characters) of plain language, summarise these arrangements.
<input type="text" value="There are arrangements made through the University's Legal Department (Bedrock Commercialisation) which is full equipped and has been to date most successful to manage intellectual property and appropriate commercialisation of the results coming from this"/>

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 Funding Rules 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 on the ARC's Web Site) and accord with any intellectual property policies of the Administering Organisation."

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

## A8 CERTIFICATION (hard copy only)

Completing this section is the responsibility of the Administering Organisation. (The Administering Organisation is also required to obtain the agreement and relevant certifications/hand written signatures of all parties necessary to allow the Proposal research to proceed. A proforma certification form is available for this purpose on the ARC's Web Site; however, this form is not submitted with the Proposal. It is to be retained by the Administering Organisation.) Example:

Signature of DVC/PVC(R) or delegate or equivalent (in black ink)	Name and Position (please print)	Date
<i>MSmyth-Tyrrell</i>	Marilyn Smyth-Tyrrell PVC (R)	28/2/2007

By signing this document, the Deputy/Pro Vice-Chancellor (Research) or equivalent certifies, among other things, that:

- all details on the Proposal are true and complete;
- the ARC *Discovery Indigenous Researchers Development Funding Rules for funding commencing in 2008* has been complied with and, if successful, it will enter into the associated *Discovery Indigenous Researchers Development Funding Agreement for 2008*;
- you understand and agree that all statutory and other requirements, as detailed in the Funding Agreement, must be met before the proposed research can commence; and you have obtained the written agreement of other organisations involved to submit this Proposal and to provide the agreed support;
- Conflicts of Interest have been disclosed to the ARC; and
- consents have been given for the referral of the Proposal to third parties for assessment purposes.

## PART B—PERSONNEL

**Part B must be completed for each nominated researcher 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 information you have provided in order to communicate with you, determine your eligibility, and conduct data and statistical analysis in relation to equity and other issues. Researchers' personal details in GAMS should be kept up to date, even after submission of the Proposal. For information on updating your GAMS details go to

[http://www.arc.gov.au/applicants/gams/whatis\\_gams.htm#Using\\_GAMS](http://www.arc.gov.au/applicants/gams/whatis_gams.htm#Using_GAMS)

### B1 PERSON NUMBER

The Person Number for each researcher nominated in Section A3.1 will be automatically filled from that section. If you need to change the order, simply change the person's number at A3.1 and save. The new order will then be presented in Parts A and B.

[Prof Dr Jonathon Apple](#) [Prof Sir Bob Applicant](#) [Mr Ed N. Burg Castle](#)

**B1 PERSON NUMBER 1**

### B2 CURRENT DETAILS

The family name of each researcher will be automatically filled from question A3.1. A GAMS User ID will be required for all nominated researchers on the Application Form. See page 9 for information on obtaining GAMS IDs.

The relevant GAMS User ID for each nominated researcher must be entered into the GAMS User ID box before clicking the "Fetch Client Details" button.

#### B2 CURRENT DETAILS

If you provide a valid GAMS ID and Family Name, items in B2 and B3 will be automatically filled.

GAMS ID:

appleone

Fetch Client Details

Family Name :

Apple

Role :

CI

First Name :

Jonathon

Second Name :

Title :

Prof Dr

Current Department/school/other :

Testing

Current Organisation :

The University of Sydney

The abbreviated details for the researcher including postal information to be captured in Sections B2 and B3 will be displayed as seen below. The person entering data into the Application Form will be required to confirm that the details are correct.

GAMS ID: <b>appleone</b>			
Family Name : <b>Apple</b>		First Name : <b>Jonathon</b>	
Second name :		Title : <b>Prof Dr</b>	
Department/school/other : <b>Testing</b>		Organisation : <b>The University of Sydney</b>	
Postal address line 1 : <b>PO Box 555</b>		Postal address line 2 :	
Locality : <b>Sydney</b>	State : <b>NSW</b>	Postcode : <b>2601</b>	Country : <b>Australia</b>
Gender : <b>M</b>	Date Of Birth : <b>14/09/1956</b>	Phone : <b>02 45454545</b>	Email : <b>jonapple@usyd.edu.au</b>

<b>i GAMS Information</b>
<p><b>Are these details correct?</b></p> <p>By clicking on CORRECT you will be including the details of this person as a participant on the current proposal.</p>

If the information is incorrect, clicking the “Incorrect” button will bring you back to the top of Part B. To amend details, the researcher to whom the details belong must log into GAMS and select the “My Details” button from the left hand side menu, update the details, save and exit.

The entry of the researchers’ details into the Application Form is a "snapshot" of their client record at that time. If any future changes are made to the researchers’ 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 re-fetched into the form. Once the “Correct” button has been selected, the information is auto-populated into Section B2 and B3.

Details must be up-to-date and correct at the time of submission of the Proposal.

**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.

Example:

<b>B3 POSTAL ADDRESS</b>	
Department/school/other	<b>Testing</b>
Organisation	<b>The University of Sydney</b>
Postal address line 1	<b>PO Box 555</b>
Postal address line 2	
Locality	<b>Sydney</b>
State	<b>NSW</b>
Postcode	<b>2601</b>
Country	<b>Australia</b>

## B4 MEMBERSHIPS/ASSOCIATIONS

### B4.1 Are you a current member of the ARC or its advisory committees?

Select Yes or No. This question relates only to the above stated associations and does not include staff of ARC-funded projects or centres.

<b>B4 MEMBERSHIPS/ASSOCIATIONS</b>	
B4.1 Are you a current member of the ARC or its advisory committees?	<input type="radio"/> Yes <input checked="" type="radio"/> No
B4.2 Are any of your relatives or close social/professional associates members of the ARC or its advisory committees?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, please name the ARC member(s) <input type="text"/>	

### B4.2 Are any of your relatives or close social/professional associates members of the ARC or its advisory committees?

Select Yes or No and if 'Yes' enter the name/s of the member/s in the box provided.

This information will assist the ARC in managing instances of potential conflicts of interest with ARC staff and potential assessors. The ARC has procedures for declaring conflicts of interest and for College of Experts members to withdraw from consideration of Proposals for which there may be a conflict of interest.

## B5 AFFILIATIONS

<b>B5 AFFILIATIONS</b>	
If you are nominated as a Chief Investigator, will you be receiving Earnings in 2008 from an organisation which is outside the higher education sector and which is funded predominantly from State/Territory or Commonwealth Government sources and such funding is provided mainly for research activities? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If Yes, describe the nature of your employment, association and/or financial interest (including specifying the % of Earnings).	
<input type="text"/>	

Select Yes or No. This question ONLY applies to Chief Investigators. The definition of "Earnings" is provided in the Definitions Section of the Funding Rules.

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 Earnings you will be deriving at any time in 2008 from the organisation. B5 has a 255 character limit, including spaces.

## B6 QUALIFICATIONS

### B6.1 Highest academic qualification awarded

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

<b>B6 QUALIFICATIONS</b>			
<b>B6.1 Highest academic qualification awarded</b>			
Degree/Award		<input type="text"/>	
Organisation		<input type="text"/> <input type="button" value="List"/>	
Country		<input type="text"/> <input type="button" value="List"/>	
Month and Year Awarded (mm/yyyy)		(or) Date Thesis Submitted/Proposed Submission Date dd/mm/yyyy	
<input type="text"/>		<input type="text"/>	

## B6.2 Other qualifications

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

B6.2 Other qualifications				
Degree/Award	Year	Discipline/Field	Organisation	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> List	<input type="text"/> List
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> List	<input type="text"/> List
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> List	<input type="text"/> List
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> List	<input type="text"/> List
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> List	<input type="text"/> List

## B7 ACADEMIC, RESEARCH, PROFESSIONAL AND INDUSTRIAL EXPERIENCE

### B7.1 Current and previous appointment(s)/position(s) – during the past 10 years

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

B7.1 Current and previous appointment(s)/position(s) - during the past 10 years				
Position held	Organisation	Department	Year appointed	Duration and Status
<input type="text"/>	<input type="text"/> List	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> List	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> List	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> List	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> List	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Organisation** - Select the organisation from the drop-down box. If your Organisation is not on the drop down list, select “Other” from the end of the drop-down list and **overtyp**e “Other” with the name of the organisation into the text 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.

### B7.2 Organisational affiliations for the eligibility purposes of this Proposal

B7.2 Organisational affiliations for eligibility purposes for this Proposal		
Name of the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role in undertaking the proposed research.		
Role	Organisation	Type of Affiliation
CI	Bedrock Herbarium <input type="text"/> List	Employee <input type="text"/>

The role to be performed in the Proposal (CI, IRF, M or S) will be auto-populated from A3.1.

The eligibility requirements for CIs and IRFs are specified in Sections 5.2 and 5.3 respectively of the Funding Rules. The Participants listed in A3.1 must meet the eligibility criteria for the periods specified in the Funding Rules for their nominated role. In certifying that the Participants listed in Part A3 meet the requirements specified in the Funding Rules, the DVC/PVC(R) is providing a warranty to the ARC that the relevant person will satisfy the criteria as at the relevant dates specified in the eligibility criteria. So, if a person is nominated as a CI, for example, and is

therefore required to be employed by or hold an adjunct position at an Eligible Organisation as at 1 January 2008 and that person does not hold such a position on the date the application is submitted, the DVC/PVC(R) must be certain, and is in effect guaranteeing, that the person will be so employed as at 1 January 2008 (and for the full duration of the project).

Name the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role in undertaking the proposed research. Select the Eligible Organisation from the drop-down list in the box provided. Select the Type of Affiliation with the Organisation (Employee, Adjunct Appointment, Other). Information supplied in B7.2 will be auto-populated into A3.2 once all details have been selected for each nominated researcher.

## B8 ADDITIONAL IRF DETAILS

### B8.1 Host organisation – department, contact numbers and email address

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

B8.1 Host organisation - department, contact name, numbers and email address			
Host organisation	Melbourne College of Divinity	List	
Host department name	Dept of Language		
Contact name	Fred Bloggs		
Phone	03 9876-8765	Fax	03 9876-8766
Email	f.bloggs@div.edu.au		

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.

### B8.2 Mobility

<p><b>B8.2 Mobility</b></p> <p>Would you be moving from another organisation to take up this Fellowship? <span style="float: right;"><input checked="" type="radio"/> Yes <input type="radio"/> No</span></p> <p>If No, reasons for not moving to another organisation are to be stated in Section B9.7 in the additional text part of the Application Form.</p> <p>If Yes, and you intend to apply for reimbursement of relocation costs, please indicate which region you will be relocating from:</p> <p><input type="checkbox"/> North America</p> <p><input type="checkbox"/> Europe/Asia (Northern Hemisphere)/Africa/South America</p> <p><input type="checkbox"/> Asia (Southern Hemisphere)/Oceania</p> <p><input checked="" type="checkbox"/> within Australia</p>
--

Tick Yes or No to the question. If Yes and you are expecting to claim relocation expenses tick one region from the list. If you are relocating, but not intending to claim for relocation expenses, tick Yes, but do not tick any of the region boxes. Seek advice from the Research Office or the ARC if you are unsure about relocation claims.

The ARC encourages Fellowship holders to have research experience at more than one organisation. If you do not intend to move from your current organisation to take up the Fellowship, please provide a clear justification for your decision in Section B9.7 of the Application Form.

For internal ARC budgeting purposes, the ARC is collecting information about where successful Fellows are likely to be relocating from if they will be moving between Organisations.

### B8.3 Have you previously been awarded an ARC Fellowship

B8.3 Have you previously been awarded an ARC Fellowship (including a Research Cadetship - Aboriginal and Torres Strait Islander) ?

Yes  No

### B8.4 If you are applying for an IRF and you are unsuccessful in obtaining a Fellowship, do you wish to:

B8.4 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 (no funding can be made);

OR

b)  remain as Chief Investigator on the project without Fellowship funding

Note: The ARC will not provide support, in whole or in part, to meet the salaries of CIs

OR

c)  be removed as a named Investigator so that a salary may be funded from the project (eg as a Research Associate)

Select the appropriate box.

A Proposal seeking Research Costs and a Fellowship may result in the Research Costs 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.

### B8.5 Has an eligibility exemption/ruling been granted by the ARC for this IRF

B8.5 Has a successful eligibility exemption/ruling been granted by the ARC for this IRF candidate?

Yes  No

If Yes, please enter the ten digit identifying number for the exemption/ruling provided by the ARC.

Select Yes or No.

If you answer Yes to this question, you must enter the ten digit identifying number that the ARC has previously provided to you in a letter replying to your eligibility exemption/ruling request. An Eligibility Exemption/Ruling Request form is available on the ARC Web Site. The ARC deadline for requesting an eligibility exemption/ruling is **5pm AEST, 6 April 2007**.

Select 'No' if an exemption/ruling request is not required or has not been granted.

## B9 RESEARCH RECORD RELATIVE TO OPPORTUNITIES (hard copy only)

On separate sheets, describe your contributions to research and research training using the headings below. Group B9 questions/answers together for each nominated researcher as numbered in A3.1.

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 Proposal (all to complete)**

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 publications that are relevant to this Proposal. If you are listing any publication in press, provide the date on which the publication was accepted.

### **B9.3 Ten career best publications (Mentors and Supervisors must complete)**

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

- Include your best publications, regardless of the 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)**

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

In no more than half an A4 page include information about prizes, honours and awards, patents, relevant experience in industry, editorial board responsibilities, and other professional activities.

### **B9.5 Any aspects of your career or opportunities for research which are relevant to assessment and which have not been detailed elsewhere in this Proposal (all to complete)**

Completing this section is optional.

In no more than half an A4 page, detail relevant information that has not been provided elsewhere in the Proposal. 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 organisation, including the intellectual environment to support your Fellowship; and

- the justification for the choice of proposed Host Organisation for the Fellowship, including the reasons for not moving to another organisation if you intend to remain at your current organisation.

# PART C—PROJECT COST

**REMEMBER: Application Forms should be completed sequentially, i.e. Part B must be completed before Part C is commenced to allow salary drop-down boxes to be activated**

## C1 BUDGET DETAILS

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

### Years

A budget page is generated for each year that the nominated researcher 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 must make requests to the ARC only for items essential to the proposed research. The ARC reserves the right to determine the level of funding allocated to the proposed research.

You must not seek funding for any of the areas or items which are excluded from funding as set out in Sections 3.4 or 3.5 of the Funding Rules.

### 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 or other costs which do not directly support a research project.

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% loading to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation, however, excludes items such as extended leave and severance pay.

Should on-costs for individual organisations exceed 28% for Fellows (see Appendix 2 of the Funding Rules), 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 of the form have been completed. These amounts are based on the amounts in Appendix 3 of the Funding Rules, and will be read only.

Funding requests for Senior Research Associates, Research Associates and all other personnel should be based on standard salary levels applying within the organisation using the appropriate rate at the time of submission.

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).

Show salaries for Chief Investigators, Mentors and/or Supervisors within the Personnel category under Columns 3 and 4 respectively, only for the proportion of time you estimate will be spent on the project. Please ensure that amounts for overseas organisations are entered into column 4.

Chief Investigators who are not earning salaries must not enter \$0 in the budget page. A nominal '\$1' should be entered.

Do not build increments into the amounts requested. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the Project.

Do include incremental steps (such as salary/performance increments) as well as anticipated enterprise bargaining increases that are routinely applied within your organisation.

## Teaching relief

Only Chief Investigators are eligible for teaching relief. The Chief Investigator must be named and the amount or percentage of time for each year must be specified. Quote claims for teaching relief at the rate of \$32,972 (2008\$) per 6 months including on-costs. Teaching relief may be sought for up to a maximum of six months per year only. It can be used on a part-time basis across the duration of the year.

IRF candidates who wish to become Chief Investigators if their IRF requests are unsuccessful, i.e. have ticked B8.4b, should indicate if they would seek teaching relief in the role of Chief Investigator (and should ensure that they meet eligibility criteria for Chief Investigators). Where the IRF candidate has selected B8.4b, the request for teaching relief should be explained in 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 \$1,000 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 should apply for this item through the *Linkage Infrastructure, Equipment and Facilities* scheme.

## Maintenance

Include in this category consumables as well as equipment items costing less than \$1,000. 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 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

C1.1 Year 1

	COSTING			
Column I	2	3	4	5
Source of funds	ARC	University	Other	Total
<b>DIRECT COSTS</b>				
Personnel (Salaries + on-costs) CI (Bloggs) - 0.3 FTE (+30% on-costs) IRF - 1 FTE (+30% on-costs) - 1.25 multiplier	\$78,648	\$18,886 ↓ \$2,090		
<b>Total Personnel (a)</b>	\$74,340	\$20,976		\$95,316
Teaching Relief CI (Bloggs) Level B 3 months	\$16,486	← Teaching relief at ARC rate per 6 months		
<b>Total Teaching Relief (b)</b>	\$16,486	\$5,646		\$22,132
Equipment		\$1000		
<b>Total Equipment (c)</b>		\$1000		\$300
Maintenance Computer Consumables		\$500		
<b>Total Maintenance (d)</b>		\$500		\$500
Travel Travel expenses within Australia, economy flights for three trips in 2008	\$2,500			
<b>Total Travel (e)</b>	\$2,500			\$2,500
Other			\$5,000	
<b>Total Other (f)</b>		8518	\$5,000	\$5,000
<b>TOTAL DIRECT COSTS (g)</b>	<b>\$97,634</b>	<b>\$22,476</b>	<b>\$5,000</b>	<b>\$110,633</b>
<b>INDIRECT COSTS</b>				
CIs, IRFs and any researcher Level A or above x multiplier		\$119,145		\$119,145
<b>TOTAL INDIRECT COSTS (h)</b>		<b>\$119,145</b>		<b>\$119,145</b>
<b>TOTAL COSTS (i)</b>	<b>\$97,634</b>	<b>\$141,621</b>	<b>\$5,000</b>	<b>\$229,778</b>

CI from Uni A at Uni salary

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. 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 OF ALL PARTICIPANTS

For each nominated researcher listed in Section A3, provide the details of research funding for the years specified in the table. That is, list all projects/proposals/fellowships awarded (past and current) as well as any requested support for funding submitted.

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 and/or 2008 (not yet approved), ‘P’ for past support.

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

**Note: Details should be provided for all sources of funding, not just ARC-funded projects. Details should also include any past, present and requested ARC Fellowships.**

Include allocations approved by year, but not funds carried forward. Example:

Description (All named investigators on any Proposal or grant/project/fellowship on which a participant is involved, project title, source of support, scheme)	(*)	Sup type	ARC Project ID (if applicable)	2006 (\$'000)	2007 (\$'000)	2008 (\$'000)	2009 (\$'000)	2010 (\$'000)
Native flora	*	R	DI0809720			98	4	
The use of language in business	<input type="checkbox"/>	C	LP0564444	10	92			
The hisotry of lion taming	<input type="checkbox"/>	P	DP0356789	90				
	<input type="checkbox"/>							

Ensure that details are shown for:

- all researchers 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, deciding to not recommend the Proposal for approval.

## D2 STATEMENTS ON 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 2006 under the *Discovery Projects* or *Linkage Projects* scheme.**

Write the list of projects first as a checklist (D2.1) then provide the progress statements and attach them to your Proposal (D2.2). Projects to be included in this section will begin with a DP or LP prefix. Any other projects should be listed in D1. Write no more than one A4 page for each project and attach them to the Proposal.

## **PART E—PROPOSAL DESCRIPTION**

Submit this part of the Application Form as additional text.

Do not write more than **10 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 of the Application Form.

### **E2 AIMS AND BACKGROUND**

- Describe the aims and background of the Proposal.
- 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 how the research is significant and whether the research addresses an important problem.
- Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the Proposal aims and concepts are innovative.
- Detail what new methodologies or technologies will be developed in the course of the project.
- If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, explain how it addresses one or more of the associated Priority Goals (as selected in A6.1).

### **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 NATIONAL BENEFIT**

Describe the expected outcomes and likely impact of the proposed research.

Describe how the Proposal might result in any economic, environmental and/or social benefits for Australia.

If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, describe the potential for the Proposal to contribute to the associated Priority Goals.

## **E6 COMMUNICATION OF RESULTS**

Outline your plans for communicating the research results to other researchers and the broader community, including scholarly and public communication and dissemination.

## **E7 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.

## **E8 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.

## **E9 REFERENCES**

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

# PROPOSAL CHECKLIST

A complete Proposal consists of the following components:

<b>PART A</b>	<b>ADMINISTRATIVE SUMMARY</b>	
	<ul style="list-style-type: none"> <li>▪ Application Form</li> </ul>	A1-A7 A8 Signature of DVC/PVC(R), equivalent in other Administering Organisations
<b>PART B</b>	<b>PERSONNEL</b>	
	<ul style="list-style-type: none"> <li>▪ Application Form</li> </ul>	Complete Part B for each participant listed at A3.1. Complete Part B8 for IRF candidates
	<ul style="list-style-type: none"> <li>▪ Additional text (for each researcher)</li> </ul>	B9 Research record relative to opportunities (on separate sheets) <ul style="list-style-type: none"> <li>▪ B9.1 (maximum of half A4 page)</li> <li>▪ B9.2</li> <li>▪ B9.3</li> <li>▪ B9.4 (maximum of half A4 page)</li> <li>▪ B9.5 (maximum of half A4 page)</li> <li>▪ B9.6 Mentors and Supervisors only</li> <li>▪ B9.7 Fellowship candidates only (maximum of one page)</li> </ul>
<b>PART C</b>	<b>PROPOSAL COST</b>	
	<ul style="list-style-type: none"> <li>▪ Application Form</li> </ul>	Complete C1 for each year of funding support sought
	<ul style="list-style-type: none"> <li>▪ Additional text</li> </ul>	C2 (maximum of two A4 pages)
	<ul style="list-style-type: none"> <li>▪ Additional text</li> </ul>	C3 (maximum of one A4 page)
<b>PART D</b>	<b>RESEARCH SUPPORT</b>	
	<ul style="list-style-type: none"> <li>▪ Application Form</li> <li>▪ Supporting documentation</li> </ul>	Complete D1 D2 Statement on progress of AC-funded projects (no more than one page for each project)
<b>PART E</b>	<b>PROPOSAL DESCRIPTION</b>	
	<ul style="list-style-type: none"> <li>▪ Additional text</li> </ul>	Maximum of 10 A4 pages

**NOTE: Proposals must be received by the ARC by 5pm AEST, Friday 4 May 2007.**

# NOTES ON VALIDATION

When the application is complete it will need to be validated.

- “Save and Exit” the Application Form
- Make sure you have selected your applicant role and find the Application Form in the list. Click on the “Validate” link. Example:

<p><b>165. <a href="#">DI0809638</a></b> Instructions to Applicants <i>Investigators:</i> <b>Prof Dr Jonathon Apple</b>, Prof Sir Bob Applicant, Mr Ed N. Burg Castle <a href="#">View</a> <i>Organisation:</i> BedRock University of Technology <i>Panel Code:</i> -- <a href="#">Validate</a> <i>Keywords:</i> Research, ARC, Applicants, Instructions, Discovery Projects <i>RFCID:</i> 360201, <a href="#">Print</a> 360203, 360101</p>
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- A list of validation errors will appear. Example:

<p style="text-align: center;"><a href="#">DI0809720</a></p> <p><a href="#">A4.2</a> Support for a "Indigenous Researcher Fellowship" cannot be indicated when a IRF participant is not included in A3. <a href="#">A4.2</a> Cannot select any years support in A4.2 when no Participant in A3 has a IRF role. <a href="#">C1.2</a> Description exists, must enter a budget amount. (dsdsds) <a href="#">D1</a> A maximum of 999 is allowed for funding support per grant per year.</p>
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- Work through the validation errors until there are none left and click on the “validate” link again.
- Once the document is validated, you may print and compile your application.
- Please remember to **number all pages** of the hardcopy application (including the pages of all additional documents) and indicate the **total number** in the relevant box on the first page.

**Note: the “Save and Exit” button will send you back to the validation error page (as seen above). The “Back” button will send you to the list of applications.**

# FREQUENTLY ASKED QUESTIONS

## 1. My GAMS User ID and password appear to be incorrect. What do I do?

User IDs and passwords are case sensitive, so check that your capitalisation is correct. If you continue to experience problems, contact the ARC and they will reissue a password for you. For password and logon difficulties, please email [gamsids@arc.gov.au](mailto:gamsids@arc.gov.au) for assistance.

## 2. My User ID and password are both correct, but I am having trouble getting into GAMS. Why is this?

During times of heavy usage (for example, in the period leading up to the deadline for Proposals) it can be difficult to log into GAMS, particularly during office hours. We ask that you exercise patience and try to log in again at a time when there are likely to be fewer users. You should also check for information on GAMS compatibility with various combinations of hardware and browser software. For example, GAMS is not always compatible with MAC computers/software. For details on minimum system requirements, and other information about using GAMS, go to: [http://www.arc.gov.au/applicants/gams/gams\\_default.htm](http://www.arc.gov.au/applicants/gams/gams_default.htm).

## 3. I need to change my Organisation in My Personal Details, but the system won't allow me to do so. How can I change this?

Either ask your Research Office to send a request to the ARC for this to be changed or email the ARC at [gamsids@arc.gov.au](mailto:gamsids@arc.gov.au).

## 4. What is the difference between Current Organisation, Relevant Organisation for this Proposal, and Organisation to Administer funding?

The Current Organisation is the institution where you are employed at the time of submission of your Proposal. The Relevant Organisation is the institution with which you will be affiliated for the purposes of satisfying the eligibility criteria for the role you are nominated for in the Proposal as at 1 January 2008 and for the full term of your participation in the project. The Organisation to Administer Funding (the Administering Organisation) is the organisation which submits the Proposal, and which will receive and be responsible for the administration of the funding if the Proposal is approved for funding. Usually the Administering Organisation is the institution of the Project Leader (first-named CI or IRF candidate). Both the Relevant Organisation and Administering Organisation must be an Eligible Organisation as specified in Section 4.1 of the Funding Rules.

## 5. Why do I need to complete the Application Form sequentially?

Certain sections of the application form are auto-populated when specific information is inserted sequentially. For example, the request for an IRF in sections A and B automatically activates the correct salary drop-down box in Section C. For this reason, it is important to complete the form sequentially.

## 6. Is it mandatory to complete all sections of the Application Form?

A number of questions ask that you give an answer only if it is relevant to the Proposal. This includes A6.1 and some parts of Section D. In addition, some questions specify that only certain Investigators are to complete these sections, such as in Section B of the Application Form.

## 7. I am worried that the graphs and diagrams will not be clear after my proposal has been scanned.

Due to low resolution scanning of PDFs, the reproduction of fine graphics may not be optimal. In addition, all colour diagrams and graphs are reproduced in black and white. It is therefore highly recommended that caution be exercised in the decision to include figures, illustrations or finely detailed graphics.

**8. I am having trouble sticking to the page limit stipulated in Section C, D and E. Is it okay to use 10 point font size?**

No. The Funding Rules clearly state that, with the exception of Section E9 References, a 12 point font size must be used. Failure to comply with the required format may result in the Proposal not being recommended for approval.

**9. My Supervisor holds a *Linkage International* project that was awarded funding for 2006 and 2007. In which part of Section D do I need to mention this?**

Section D1 asks that you list research support of all participants. In this section, details about requested, current and past sources of funding – both ARC and non-ARC - need to be included. Section D2, on the other hand, only requires information about ARC *Discovery Projects* and *Linkage Projects*. These are easily identifiable, as they commence with the prefix DP or LP. The *Linkage International* project should be listed in D1.

**10. If I tick B8.4(c), do I need to include a Research Associate salary in Section C1 Budget Details?**

No. If you tick B8.4(c), you should indicate in Section C2 your request for funding for a Research Associate level position if the IRF is not awarded. The salary should not be included in Section C1, as this would constitute a request for double funding.

**11. My Proposal has requested salary support for a Research Assistant. What kind of increments should I include in Section C1?**

For personnel being funded within the project, such as Research Associates and Research Assistants, do not include CAF (Cost Adjustment Factor) indexation, as all project payments are automatically indexed by the ARC at the time of payment for each year of the project. However, do include incremental steps (such as salary/performance increments) as well as anticipated enterprise bargaining increases that are routinely applied within your organisation. See page 34 of this document for details about salary-related on-costs that should also be included.