



Australian Government

Australian Research Council

Discovery
Indigenous Researchers Development

**Instructions to Applicants
for funding commencing in
2009**

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Australian Research Council

Discovery Indigenous Researchers Development

Instructions to Applicants for funding commencing in 2009

This document is intended to be a practical guide to assist applicants to complete the Application Form for ARC *Discovery Indigenous Researchers Development for funding commencing in 2009* 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 2009* (hereinafter referred to as the Funding Rules) which contains further details on the *Discovery Indigenous Researchers Development* scheme. It is recommended that this document (available on the ARC Web Site) be read fully before preparing the 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 11.2.4 of the Funding Rules for more information on the rejoinder process.

Accuracy of Information

Check carefully that all the information contained in the Application Form is accurate before submitting the Proposal.

Incomplete or Misleading Information

If the Proposal is incomplete, inaccurate or contains information that is considered false or misleading, the ARC may, in its absolute discretion, decide to not recommend the Proposal for 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 14.2 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 Innovation, Industry, Science and Research, the Department of the Environment, Water, Heritage and the Arts, the Department of Education, Employment and Workplace Relations, the Department of Agriculture, Fisheries and Forestry, and the Department of Veterans' Affairs for the purpose of checking eligibility. In other instances, information in this Proposal can be disclosed without 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.

Key Dates

Month	Year	Event
Friday 4 April 5:00 pm (AEDT)	2008	ARC closing time/date Eligibility Ruling Request. This includes: <ul style="list-style-type: none"> • Eligibility exemption/ruling request relating to medical or dental research; and • Eligibility exemption/ruling request form relating to IRFs.
Friday 2 May 5:00 pm (AEST)	2008	ARC closing time/date for submission of Proposals Note: Each organisation may set its own internal closing date. Please consult with the Administering Organisation's Research Office.
Friday 2 May 5:00 pm (AEST)	2008	ARC closing time/date for letters requesting non-use of a potential assessor
Early July	2008	Assessments available for written rejoinder. (Dates will be advised via the Research Network email and on the ARC Web Site).
Mid July	2008	ARC closing date for one-page rejoinders. (Dates will be advised via the Research Network email and on the ARC Web Site).
August	2008	College of Experts to review assessments and rejoinders, and make recommendations for funding
October/November	2008	Recommendations submitted to the Minister for approval and Applicants advised of outcomes.
28 days following date of advice to Applicants	2008	Closing date for appeals
8-10 weeks after closing date for appeals	2008	Appeals are considered and Applicants advised

Note: To be eligible for an Indigenous Researcher Fellowship (IRF) the award of a PhD (or equivalent status) should have occurred on or after **2 May 2005**.

The Application Form

- If applying through an Australian university, submit the Proposal through the Research Office of the Administering Organisation by **that organisation's** closing date.
- If applying through an Administering Organisation other than an Australian university, the organisation should identify a GAMS Contact who should contact the ARC by emailing gamsids@arc.gov.au for assistance with a GAMS submission.
- *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.
- All Proposals must be signed by the appropriate Administering Organisation delegate at Section A8 of the Application Form.
- 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).
- The Research Office must submit the Proposal both electronically in GAMS and full paper copies (an original and **one identical copy**) to be received by **5:00 pm AEST 2 May 2008** at the ARC premises. Proposals received or electronically submitted after this time/date will not be accepted. The ARC may, at its absolute discretion, and only in exceptional circumstances, accept late Proposals.
- 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.
- **Requests not to Assess Forms** (for requests for non-use of a potential assessor) must be submitted to the ARC via the Research Office by the due dates outlined in the "Key Dates" section above and at the beginning of the Funding Rules. The Request not to Assess must not accompany the Proposal but they must be sent to the ARC separately. The Request not to assess form is available on the ARC's Web Site.

Format

Write in plain English and comply strictly with the Proposal format and submission requirements. Submit all pages of additional text as follows:

- in black type
- white A4 paper
- use a single column
- printed on one side only
- adhere strictly to page limits designated for each Part of the Application.
- 12 point font size in highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica.
- mathematical typesetting languages may be used.
- References only (Part E9) may be reproduced in 10 point font size.
- Colour graphs or photographs may be included but they will be scanned in black and white and the reproduction may not be optimal.
- unbound with at least a 2 cm margin on each side

Note: The Proposal document is scanned for assessment use. Fine graphics and grey scale may not be precisely reproduced due to low resolution scanning.

Number of Copies

Forward to the ARC two paper copies of the entire Proposal, **one original and one identical copy**. These must be stamped “original” or “copy” as appropriate. Each page of both copies of the document must be numbered identically and the total page numbers inserted in the appropriate box on the front of the Proposal. Do not staple the Proposal; 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 Part A8 (Certification) of the Application Form. The Administering Organisation is also required to obtain agreement and relevant certifications/hand written signatures of all parties necessary to allow the proposed project to proceed. A certification proform is available for this purpose on the ARC’s Web Site, however this form is not submitted with the Proposal, is to be retained by the Administering Organisation.

Preparing the Proposal

Logging on to the 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.
- GAMS is a web-based system primarily used to capture research proposals, assessment scores/comments and rejoinders. Additional information on using GAMS, including minimum system requirements, can be found at http://www.arc.gov.au/applicants/gams/gams_default.htm.
- Researchers should contact their organisation’s Research Office in the first instance for assistance with GAMS.
- 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.
- 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 who are not currently academic staff members of Administering Organisations should also seek their GAMS User ID from the Administering Organisation nominated on the Proposal. 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 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.

Things to remember whilst in GAMS

- The Proposal team member who initiates the Application Form in GAMS is the only person who is later able to edit the Application Form.

- The Application Form should be completed sequentially, ie Part A, Part B, Part C, etc. to facilitate flow through of information from one Part to another, thereby allowing some fields to be automatically populated.
- The Application Form should be saved and validated regularly and may be closed and updated as many times as required prior to submission.
- Saving changes whilst inside the Application Form alone does not change the validation errors list. To check for validation errors in the document push the "Save and exit" button, go to the bottom of the list of projects to find the most current, validate the Application Form by pushing the "Validate" link on the right hand side of the screen. This will provide a list of the most current validation errors for the Proposal.
- Once the Application Form has been completed on GAMS, print the original and include additional sections as required.
- The Research Office or administration unit must validate the Application Form.

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.

Printing the Application Form

Once information has been entered and all required changes have been completed in GAMS, the originating author prints a hard copy of the *Discovery Indigenous Researchers Development* Application Form as an rft.

- 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).
- The rtf should not be altered. 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.

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 incorporating a printed copy of the electronic Application Form with additional sections (as detailed below) inserted to form the Proposal:

- Section A8, 'Certification' (document that is signed by the PVC (Research) or equivalent to certify that all is true and correct in the Proposal);
- Section B9, 'Research Record Relative To Opportunities';
- Section C2 'Justification of Funding Requested From the ARC';
- Section C3 'Details of Non-ARC Contributions';
- Section D2, 'Statement on progress of ARC-Funded Projects'. If any of the researchers listed on this Proposal were involved in projects/fellowships which were awarded funding from the ARC under the *Discovery Indigenous Researchers Development*, *Discovery Projects* or *Linkage Projects* schemes for 2007, progress statements for these projects will need to be provided; and
- Part E, 'Proposal Description' (maximum 10 pages).
- Check the Proposal using the Proposal checklist at the end of these Instructions.
- 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 Proposal (and copy) in the box indicated.

- Number every page on the Proposal Original and Copy;
- Check the number on the Original and Copy correspond;
- Check the total number of pages in the entire Proposal equals the total of pages entered on the box on the first page of the Proposal. The ARC uses this as a verification tool for scanning and image storing purposes.

Filling in the GAMS 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.

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 the Application Form by the GAMS system.

PART A—Administration Summary

A1 ORGANISATION TO ADMINISTER FUNDING

This question must be completed first.

The organisation to administer funding is the organisation which is primarily responsible for administering the ARC project funding. This organisation, called the Administering Organisation, is selected from a list of organisations eligible to submit proposals, receive and administer funding under *Discovery Indigenous Researchers Development*. This list is provided 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.
- Select the name of the **university, museum, herbarium** to be used as the Administering Organisation from the drop-down list. If the museum or herbarium's name is not on the drop down list select "[Click Here](#), select the "Close Window" button and overtype the name of the organisation (museum or herbarium) into the text box.
- If the Organisation's name is not on the drop down list, it is highly likely that the organisation is NOT an Eligible Organisation.
- 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 X button in the top right hand corner.

A2 PROPOSAL TITLE

- Insert a short descriptive title of not more than 20 words. 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**.

A3 PARTICIPANT SUMMARY

A3.1 Participant Details – Current Organisations

Only Indigenous Australians are eligible to apply as Chief Investigators (CI) or Indigenous Researcher Fellows (IRF). On Proposals with more than one researcher, the first named investigator would normally be from the Administering Organisation at A1. The first named researcher will be nominated as either a CI or an IRF and will be the ARC's primary contact for the Proposal.

- Enter the details of the lead CI or IRF at "Person Number 1" then select one of the following roles from the drop-down list:
 - Chief Investigator (CI);
 - Indigenous Researcher Fellow (IRF);
 - Mentor (M); or
 - Supervisor (S).
- The order in which the researchers are entered at Part A3.1 dictates the order in which they appear throughout the GAMS Application Form. Use this order for Part B9 (additional interleaved text) of the Proposal.
- The Family Name order can be changed by editing the corresponding number in the 'Person number' column. When these changes are saved, the order of the participants will also be changed in Part B of the online form. When compiling the hard copy Proposal the order in Part B9 (additional text) must correspond to the order in Part A3.1 of the Application Form.
- The Indigenous box should be selected if the participant is an Australian Aboriginal or Torres Strait Islander Researcher.
- Remaining information in the Participant Summary Table (Initials and Organisation) will be auto-populated once the "Participant Details" button has been selected and the participants ID number has been inserted and details fetched in Section B2.

The Participants listed in A3.1 must meet the eligibility criteria 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 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 2009 (see Part B8.2 of the application form) and if 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 applicant will be so employed as at 1 January 2009 (and for the full duration of the project).

A3.2 Participant Summary – Organisations Applicable to this Proposal

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

A4 REQUESTED SUPPORT

A4.1 Research Costs

- If research costs are required, check the research costs box and indicate how many years require funding.

A4.2 Indigenous Researcher Fellowship

- If an Indigenous Researcher Fellowship is being sought, check the IRF box and indicate how many years funding is requested.
- 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 (approx 100 words), focusing on the aims, significance and expected outcomes of the Project.

- Use 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.

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

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

A6 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

This question broadly identifies the research area and objectives of the Proposal. The information provided may be used to assist the ARC when readers are being selected to assess the Proposal.

A6.1 National Research Priorities

Although this question is not mandatory, researchers are asked to indicate if their Proposal falls within one of the four designated National Research Priorities. Detailed descriptions of the National Research Priorities and associated Priority Goals are found in Appendix 1 of the Funding Rules.

- Use the ‘National Research Priorities’ button to see the list of National Research Priorities and their associated goals.

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

- Only one National Research Priority may be used, so please choose the most appropriate one from the list. Select one or more goal/s under that National Research Priority.
- Use the Save or Cancel button at the bottom of the Priority goals page. This action automatically returns the user to the top of the Application Form.

- **DO NOT CLEAR THE FORM BY USING THE BACK BUTTON.**
- If it is necessary to change the Priority selected, use the 'National Research Priorities' button again to deselect and reselect the choice of Priority/goals and use the "Save" button to save and return to the Application Form.
- Do not use the "Save" button on the left hand margin whilst on the National Research Priorities page as it will not save the selected goals.

A6.2 Keywords

The keywords should be of the kind normally required for submitting an article to a major refereed journal.

- Enter between one and six keywords to describe the proposed research.
- Keywords are considered when readers are being selected to assess the Proposal, so they should be chosen with care.

A6.3 Research Classifications

The Research Fields, Courses and Disciplines (RFCD) classification defines the research according to disciplines. The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the research. Further information on research classifications is available on the ARC's Web Site.

- Select at least one code in each (RFCD and SEO) drop-down list.
- The Application Form has provision for up to three codes for both RFCD and SEO classifications.
- If the Proposal is multi-disciplinary, identify codes from more than one discipline.
- Indicate the relative importance of each code by using a whole number percentage, ie 10%, 20%, 30%.
- Prioritise the codes in descending order placing the most important code first.
- The percentages must total 100% for both RCFDs and SEOs.

A7 ADDITIONAL DETAILS

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

- When answering "Yes" to this question, select the relevant funding body from the drop down list.
- If the funding body's name is not on the drop down list, select "Other" from the bottom of the list and overtype the name of the organisation into the text box.
- Note, if this or a similar Proposal has been/is submitted to another agency, this must be fully detailed at D1 (Research Support) of the Application Form.

A7.2 Has a successful eligibility exemption/ruling been granted by the ARC regarding this Proposal?

If you are unsure as to the eligibility of the proposal you may wish to submit an Eligibility Exemption/Ruling Request. Definitions are available for Medical and Dental Research in Section 9.3 of the Funding Rules. The Eligibility Exemption/Ruling Request form is available on the ARC Web Site. The ARC deadline for requesting an eligibility exemption/ruling is **5:00 pm AEDT, 4 April 2008**.

- When answering "Yes" to this question, you must insert the ten digit identifying number that the ARC has provided in its letter replying to an eligibility exemption/ruling request.

- Note; 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?

Subsection 14.4.4 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 researcher's organisation.”

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

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

A8 CERTIFICATION

Completing this section is the responsibility of the Administering Organisation. The Deputy/Pro Vice Chancellor (Research) or equivalent certifies the Proposal by signing the Certification.

The Administering Organisation is also required to obtain the agreement and relevant certifications/hand written signatures of all relevant parties to allow the proposed research to proceed. A certification proforma is available for this purpose on the ARC’s Web Site. This form is not submitted with the Proposal but retained by the Administering Organisation.

PART B—Personnel

The ARC gathers information provided in order to communicate with the Researcher, determine 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

B1 PERSON NUMBER

The Person Number will be auto-populated from the data entered at Part A1.

The participants' order can be changed by returning to the ‘Person number’ column of A1 and editing. When these changes are saved, the order of the participants will also be changed in Part B of the online form.

B2 CURRENT DETAILS

- Fill in the GAMS User ID of each nominated researcher participant and "Fetch Client Details". (See page 8 for information on obtaining GAMS IDs).
- The abbreviated details for the researcher, including postal information to be captured in Sections B2 and B3, will be displayed. The person entering data into the Application Form will be required to confirm that the details are correct by pressing the "Correct" button.
- The Family Name, details of Role, Current Department and Organisation of each researcher will be auto-populated from question A3.1.
- If the information is incorrect, selecting the “Incorrect” button will return the user to the top of Part B of the Application Form.
- Details can only be amended by the researcher to whom the details belong. This can be done by logging onto GAMS, selecting "My Details", updating details, saving and exiting.

The entry of the researchers' details into the Application Form is a "snapshot" of their client records at the time of the commencement of the Application Form. Changes made to researchers' details in GAMS subsequently will not be reflected in the Application Form unless the "Fetch Client Details" button is selected again, refreshing the data in the Application Form. Refreshing of data must be made prior to submission to the ARC as the form will not validate when client record details differ from those in the Application Form.

Administering Organisations need to ensure that the details of each researcher on the Proposal are correct and current in GAMS and that correct information is populated into the Proposal prior to submission.

B3 POSTAL ADDRESS

This section is auto-populated when the GAMS User ID is entered and details are "fetched". If the details in GAMS are incorrect the information above applies to B3 in the same manner.

B4 MEMBERSHIPS/ASSOCIATIONS

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

This information will assist the ARC in managing potential conflicts of interest for assessors. The question only relates to the above stated associations and does not include staff of ARC-funded projects or Centres.

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

This question again assists to identify potential conflicts of interest with staff and College of Experts (CoE) members. The ARC has procedures for declaring conflicts of interest and CoE members withdraw from assessment of Proposals where there may be a conflict of interest.

B5 AFFILIATIONS

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 2009 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, ie. Include the month and year awarded where indicated or, if you are currently enrolled in a degree which represents your highest academic qualification, the date the thesis is to be submitted.

B6.2 Other qualifications

Provide details of all other qualifications in date order beginning with the most recent.

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 date order beginning with the most recent. If there are insufficient spaces to complete your full history for the past 10 years, use either the 5 most current or 5 most relevant to this Proposal.
- Select the name of the **organisation** from the drop-down list.

- If the organisation name is not on the drop down list select "Other", from the bottom of the list and click on the "Close window" button.
- "Other" has been inserted into the organisation text box; overtype "Other" with the name of the organisation.
- 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

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

The eligibility requirements for CIs and IRFs are specified in Sections 8.2 and 8.3 respectively of the Funding Rules.

- Select the Organisation from the drop-down list in the box provided. For example, this would be the Eligible Organisation by which the CI or IRF are employed where they hold an adjunct position, or where they are enrolled as a student to do a postgraduate research degree as at 1 January 2009.
- If the role is Mentor then it is possible that the Mentor may be employed, by an organisation other than an Eligible Organisation listed in Appendix 3.
- If the organisation name is not on the drop down list select "Other" from the bottom of the list, click the "Close window" button and overtype the name of the organisation into the text box.
- 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 and saved for each nominated researcher.

B8 ADDITIONAL IRF DETAILS

This part must be completed for every researcher who is listed in Part A3.1 as an IRF. If there are no IRFs listed in this Proposal B8 will appear as "not applicable". IRFs under the Funding Rules are only available at Eligible Organisations. It is most important that an Eligible Organisation be able to provide an appropriate research training environment. See subsection 7.1.2 of the Funding Rules.

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

- Select the host organisation from the drop-down list. Note that if the 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 but must be an Eligible Organisation.
- 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 the Fellowship.

B8.2 Mobility

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

- 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.

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 Do you wish your fellowship to be?

This question covers whether the fellowship will be 100 percent or 50 percent. Complete this section before entering data in Part C. GAMS will auto-populate the correct salary budget in Part C.

100% funded by the ARC

IRF candidates may request ARC Support for 100% of the salary and on costs (subject to eligibility requirements) for one or two years.

50% funded by the ARC

This option is available for the first time in 2009. In this case IRF candidates may request 50% salary and pro-rata on costs from the ARC for one or two years.

B8.4 Have you previously been awarded an ARC Fellowship?

An IRF candidate cannot have previously held an ARC fellowship or an ARC Research Cadetship-Aboriginal and Torres Strait Islander. See Funding Rules 8.2.6.d and 8.3.1.6.c.

B8.5 If you are applying for an IRF and you are unsuccessful in obtaining a Fellowship, do you wish to:

A Proposal seeking Research Costs and an IRF may result in the Research Costs being awarded but the Fellowship not being awarded.

- If the Proposal is for a sole IRF candidate where there is no other participant and you are not eligible to be a CI, the option "Seek no further support for the Project" must be chosen. However, if there are a number of participants and an IRF on the project and if the IRF request is unsuccessful, once the "Seek no further support for the Project" option is selected, a funding offer cannot be made for the project.
- If "remain as a Chief Investigator on the Proposal without Fellowship funding" is chosen on the Proposal, the unsuccessful IRF may wish to remain as a Chief Investigator (providing they meet the relevant eligibility criteria). However the ARC does not provide funding for Chief Investigator salaries.
- If the Proposal contains at least one CI and an IRF and the IRF request is unsuccessful and if the option "be removed as a named Investigator so that a salary may be funded from the project" is chosen, the ARC **may** decide to award funding for the salary of a Research Associate or Senior Research Associate. Selecting this 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.

B8.6 Has an eligibility exemption/ruling been granted by the ARC for this IRF?

If you are unsure as to the eligibility of the IRF candidate on the proposal you may wish to submit an 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 **5:00 pm AEDT, 4 April 2008**.

- If an eligibility exemption/ruling request has been submitted for the Fellowship and the ARC has granted the exemption, enter the ten digit number provided in the ARC's letter of response.
- If an exemption/ruling request is not required or has not been granted, select "No".

B9 RESEARCH RECORD RELATIVE TO OPPORTUNITIES

Submit this section of the Application Form as additional text. Please ensure the page length and formatting specifications are strictly observed. More information on formatting is available on page 6 of this document.

On separate sheets, describe the contributions to research and research training for each nominated participant on the Proposal using the headings below. Details for all parts of B9 should be grouped together by participant and provided in the same order as they appear in A3.1.

B9.1 A statement on your research experience relevant to this Proposal

All participants must complete this section. In no more than half an A4 page, outline the participant's contribution to the relevant field, relative to opportunity, focusing particularly on what makes this contribution interesting and unique.

B9.2 List your publications relevant to this Proposal (if any)

All participants must complete this section. 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 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 publications
- In-press publications should include an acceptance date.

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

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 participants must complete this section. 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

Mentors and supervisors must complete this section. Provide details of the nature and level of support to be provided by the Mentor and/or Supervisor nominated at Part A3 of the Application Form.

B9.7 Fellowship candidates only

Fellowship candidates must complete this section. In no more than one A4 page, provide details of:

- the contribution the candidate will make to the project (such as experience, skills and expertise and how these will be applied);
- the research environment, that is, the facilities and support at the Host Organisation, including the intellectual environment to support the Fellowship;

- 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

C1 BUDGET DETAILS

The Application Form (especially those requesting an IRF) should be completed sequentially, i.e. Part B must be completed before Part C is commenced to allow salary to be auto-populated.

Do not include GST in your costs.

Year

A budget page is generated for each year that the nominated researcher has specified that funding is required (see Section A4.2). 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 Direct Costs	A list of the personnel and items for which you are seeking funding (from the ARC and other sources). Ensure all named participants are included.
Column 2 ARC	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 University	Amounts that university(ies) will provide to the project. This may include salaries or part of salaries for CIs/Supervisors or items that will be used (such as equipment) or paid for by the university(ies) involved in the project.
Column 4 Other	Details of any funding that is being provided for the project by other organisations. If one or more Mentors are named on the Proposal, include their contributions of time in terms of salary.

It is not necessary to prioritise budget items. Make requests to the ARC for items only 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 5.4 or 6.5 of the Funding Rules.

The ARC requires 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.

Direct costs

Provide details of direct costs for your Proposal according to the categories 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

- Ensure all named participants are included.
- If you are applying for a 100% or 50% Fellowship in this Proposal, the Fellow's name and the appropriate percentage of the requested salary and salary-related on-costs will be auto-populated into Columns 1 and 2 once Parts A and B of the form have been completed and saved. These amounts are based on the amounts in Appendix 3 of the Funding Rules, and will be read-only.

- Should on-costs for Fellows exceed 28% at their Host Organisation, the additional amounts should be included in column 3.
- Salaries for Chief Investigators, Mentors and/or Supervisors are not supported by the ARC under *Discovery Indigenous Researchers Development*, but the appropriate percentage of salary for the proportion of time you estimate will be spent on the project must be entered into Columns 3 or 4 as applicable.
- 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.
- Salaries (with the exception of the auto-populated IRF salaries) must include at least 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 items such as extended leave and severance pay are excluded.
- If you are seeking support for a postgraduate stipend, please quote a rate of \$26,140 (2008\$) per annum. A scholarship funded under a *Discovery Indigenous Researchers Development* scheme is not an Australian Postgraduate Award (APA).
- Chief Investigators who are not earning salaries must enter a nominal '\$1' in the budget page.
- Do not build CPI 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 however 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.

- Please 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 request teaching relief with a full explanation in Part C2 (Justification of Funding Requested from the ARC), but do **not** include requested figures 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 seeking funding from the Commonwealth for large or costly items of equipment, an application should be made through the *Linkage Infrastructure, Equipment and Facilities* scheme.

Maintenance

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

Travel

Designate the costs clearly, itemizing 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

Teaching relief at ARC rate per 6 months

Costs should be quoted exclusive of the GST.

C1 BUDGET DETAILS

C1.1 Year 1

100% IRF (ARC contribution)

Uni pays on-costs over 28%

CI from Uni A at Uni salary

	COSTING			
Column I	2	3	4	5
Source of funds	ARC	University	Other	Total
DIRECT COSTS				
Personnel (Salaries + on-costs)				
IRF (Bowie) - 100% funded (+30% on-costs)	\$78,591	\$1,272		\$79,863
CI (Bloggs) - 0.3 FTE (+30% on-costs)		\$18,886		\$18,886
Supervisor (Smith) @ 0.2FTE (+30% on-costs)		\$37,636		\$37,636
Mentor (Jones) @ 0.2FTE (+35% on-costs)			\$34,860	\$34,860
RA Level (A) @ 0.2FTE+ 31% on costs)		\$15,631		\$15,631
Total Personnel (a)	\$78,591	\$73,425	\$34,860	\$186,876
Teaching Relief				
CI (Bloggs) 3 months	\$16,486			\$16,486
Total Teaching Relief (b)	\$16,486			\$16,486
Equipment		\$1,000	\$5,000	\$6,000
Total Equipment (c)		\$1,000	\$5,000	\$6,000
Maintenance				
Computer Consumables		\$500		\$500
Total Maintenance (d)		\$500		\$500
Travel				
IRF Air travel to Conference - Darwin	\$2,500			\$2,500
IRF Conference costs (+ Accom)	\$4,000			\$4,000
CI and IRF Air Travel to Alice Springs - Data collection	\$4,500			\$4,500
CI and IRF Living Expenses in Alice Springs for 1 week	\$2,200			\$2,200
Total Travel (e)	\$13,200			\$13,200
Other			\$5,000	\$5,000
Total Other (f)			\$5,000	\$5,000
TOTAL DIRECT COSTS (g)	\$108,277	\$74,925	\$44,860	\$228,062
INDIRECT COSTS				
IRF (Bowie) - 100% funded by ARC + on-costs x 0.92		\$1,170		\$1,170
CI (Bloggs) - 0.3 on-costs x 0.92		\$17,375		\$17,375
Supervisor (Smith) @ 0.2FTE + on-costs x 0.92		\$34,625		\$34,625
Mentor (Jones) @ 0.2FTE + on-costs x .092			\$32,071	\$32,071
RA Level (A) @ 0.2FTE+ on costs x 0.92		\$14,381		\$14,381
TOTAL INDIRECT COSTS (h)		\$67,551	\$32,071	99,662
TOTAL COSTS (i)	\$108,277	\$142,476	\$76,931	\$327,684

Combine professional staff (CIs, IRFs and RAs based at a Uni) salaries in Columns 2 and 3 x multiplier (e.g. 1.25 or 0.92)

All "other" salaries x multiplier (eg 1.25 or 0.92)

C2 JUSTIFICATION OF FUNDING REQUESTED FROM THE ARC

Submit this part of the Application Form as additional text. Provide a full justification of need and cost for each budget item requested from the ARC in Column 2 Part C1. In justifying the budget, it is not sufficient to claim that certain equipment or personnel costs \$X. Rather, state for example that a full-time technician with a specific level of expertise is required. Similarly, if a Fellowship is being requested, 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.

- **Do not write more than two A4 pages**
- Details for each nominated researcher should be provided in the same order as they appear in A3.1.
- Observe the formatting and page length limits as specified.
- Funding requested for relief from teaching for any member of the research team 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.
- Funding requests for any major items of equipment for the Proposal are considered on their merits. 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.

C3 DETAILS OF NON-ARC CONTRIBUTIONS

- **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.
- If there is a Mentor or Supervisor named on the Proposal provide details of his/her contribution if any.

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) for all researchers on the Proposal for the years shown. Include all Proposals being submitted in the current Discovery Indigenous Researchers Development round.

- 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 by year, but not carry over funds.
- Do not include if the project/Proposal/fellowship does not have funding allocated in the years shown in the table.

- The current proposal must be listed first as "R" under Support Type (Sup Type) and will be auto-populated into the table. List other proposals in descending date order, with the most recent first.
- Support types are:
 "R" - for requested support (not yet approved)
 "C" - for current support
 "P" - for past Support
- 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.
- The ARC Project ID column applies only to current and past ARC funded Proposals.

D2 STATEMENTS ON PROGRESS OF ARC-FUNDED PROJECTS

Include with the Proposal a statement detailing progress for each project held by any of the participants which received funds in 2007 under the *Discovery Indigenous Researchers Development, Discovery Projects, Linkage Projects or Federation Fellowships* schemes. These projects will have the ID prefixes DI, DP, LP or FF.

D2.1 List of projects that you are providing statements for

- Use this table as a checklist
- Enter details of each ARC project in the categories described above that have funding allocated in 2007.

D2.2 Provide the statements

- Write no more than one A4 page per project
- Provide a written progress statement for each project listed in D2.1.
- Attach the progress statements to the Proposal at the end of Part D.

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

PART E—PROPOSAL DESCRIPTION

Using the headings below (E1 - E8) explain the Proposal and its expected outcomes in a way that can be appreciated by all assessors. Submit this part of the Application Form as additional text.

Do not write more than 10 A4 pages using 12 point font as specified in Section 10.4.2.2 of the Funding Rules.

E1 PROPOSAL TITLE

- Use the same title as in Part 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 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 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

Proposals must be received by the ARC **no later than 5:00 pm AEST Friday 2nd May 2008.**

A complete Proposal consists of the following components:

PART A	ADMINISTRATIVE SUMMARY		CHECK BOX
A1 - A7	Application Form	If there is an eligibility exemption, has the number been inserted? Certification Page Signature of DVC/PVC(R), or equivalent in other Administering Organisations?	<input type="checkbox"/>
A7.2			<input type="checkbox"/>
A8			<input type="checkbox"/>
PART B	PERSONNEL		
B9	Application Form	Part B completed for each participant listed at A3.1?	<input type="checkbox"/>
	Additional documentation on separate sheets for EACH researcher on the Proposal	Part B completed for IRF candidates?	<input type="checkbox"/>
		Research record relative to opportunities	
		B9.1 Statement of Research Experience (maximum of half A4 page)	<input type="checkbox"/>
		B9.2 Publications relevant	<input type="checkbox"/>
		B9.3 Ten best Career Publications	<input type="checkbox"/>
		B9.4 Other evidence of impact and contribution to the field (maximum of half A4 page)	<input type="checkbox"/>
		B9.5 Other aspects of your career or opportunities for research relevant (maximum of half A4 page)	<input type="checkbox"/>
B9.6 Mentors and Supervisors	<input type="checkbox"/>		
B9.7 Fellowship candidates (maximum of one page)	<input type="checkbox"/>		
PART C	PROPOSAL COST		
C1	Application Form	Completed for each year of funding support sought?	<input type="checkbox"/>
C2	Additional documentation	Justification (maximum of two A4 pages)	<input type="checkbox"/>
C3	Additional documentation	Details of non-ARC contributions (maximum of one A4 page)	<input type="checkbox"/>
PART D	RESEARCH SUPPORT		
D1	Application Form	Fully completed for all participants?	<input type="checkbox"/>
D2.2	Additional documentation	Statement on progress of ARC-funded projects (no more than one A4 page for each project)	<input type="checkbox"/>
PART E	PROPOSAL DESCRIPTION		
E1 - E9	Additional documentation	Completed and attached? (Maximum of 10 A4 pages)	<input type="checkbox"/>

NOTES ON VALIDATION


When the Application Form is complete it will need to be validated.

“Save and Exit” the Application Form.

Make sure you have selected the Applicant role and find the Application Form in the list. Click on the “Validate” link. Example:

165. DI0809638 Instructions to Applicants <i>Investigators:</i> Prof Dr Jonathon Apple , Prof Sir Bob Applicant, Mr Ed N. Burg Castle View <i>Organisation:</i> BedRock University of Technology <i>Panel Code:</i> -- Validate <i>Keywords:</i> Research, ARC, Applicants, Instructions, Discovery Projects <i>RFC D:</i> 360201, Print 360203, 360101

A list of validation errors will appear. Example:

	DI0983601
A4.2 Support for a "Research Cadetship" must be indicated when a IRF participant is included in A3.	
A6.1 At least one Keyword must be entered.	
A6.3 At least one RFC D must be entered.	
A6.3 At least one SEO must be entered.	
A6.3 RFC D weights do not add up to 100.	
A6.3 SEO weights do not add up to 100.	
A7.1 Must indicate "Yes" or "No" to any similar Proposal.	
A7.2 The exemption code is incorrect. Please verify the ten digit code for the ruling received from the ARC and enter it exactly as it appears in your advice from the ARC.	
A7.3 Must indicate "Yes" or "No" to whether or not the Administering Organisation has arrangements to manage intellectual property and facilitate commercialisation of research.	

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 Proposal.

When the Proposal is complete, please remember to **number all pages** of the Proposal and the copy. These two documents' page numbers should be the same. Indicate the **total number** in the relevant box on the first page.

Note: the “Save and Exit” button in the Application Form 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

GAMS

My GAMS User ID and/or password don't appear to work.

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 for assistance.

My User ID and password are both correct, but I am having trouble getting into GAMS.

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.

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

The other CI on the project had incorrect details on GAMS and has since updated them, but they don't seem to have changed in the Application Form and I can't update them.

The Application Form needs to have a copy of the new details extracted from GAMS so the new details can be "seen" in the Application Form. In GAMS go to B2 in the Application Form and insert the researcher's ID and press the "Fetch Client Details" button. This will refresh the Application Form with the current details. See B2 Current Details on page 14 of this document for more information.

Organisations and Progress Reports

What is the difference between "Current Organisation" and "Relevant Organisation for this Proposal" (A3.2)?

The Current Organisation is the institution you are employed by at the time of submission of your Proposal. The "Relevant Organisation for this Proposal" is the organisation that you will be employed by or hold an Adjunct Appointment with in January 2009. For example, if you are currently employed by RMIT but later you will be moving to take up an ongoing position at University of Adelaide, your "Current Organisation" would be RMIT. If the Proposal is successful, the funding commences in January 2009. In January 2009 you will be employed by the University of Adelaide, which would therefore be the "Relevant Organisation for this Proposal".

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.

I have a current project that was approved for funding, but commencement was delayed. As a result there has been little progress to report. Do I still need to provide a Progress Report as per D2 of the Application Form?

Yes, Progress and Final Reports for ARC-funded projects and fellowships are important elements in ensuring accountability and good management of public funding for research. Reports also assist in drawing our attention and the attention of the Research Office staff to concerns and problems that researchers face. A report in this case would highlight the reason for delay and what is proposed to be implemented to ensure the timeliness of the project is maintained in the future.

Format

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.

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.

Can I make changes/alterations to my Proposal once it has been submitted?

No. Proposals may be withdrawn but additions, deletions and modifications will not be accepted after submission, unless invited by the ARC.

Funding

If I tick B8.5(c), do I need to include a Research Associate salary in Section C1 Budget Details?

No. If you tick B8.5(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.

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 CPI, 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 20 and 21 of this document for details about salary-related on-costs that should also be included.

Fellowships

I wish to apply as an IRF candidate but I do not expect to complete and submit my PhD until mid-2009. Can I still apply now?

No. Section 8.3.1.3b of the Funding Rules, clearly states that the IRF candidate must submit their PhD before the end of 2008. If you do not expect to complete your PhD until 2009, you may not apply for an IRF in the current round.

I am currently enrolled in a Masters by coursework degree. Am I eligible to be a CI?

No, a Masters by coursework is not a Postgraduate research degree.