



Australian Government

Australian Research Council

DISCOVERY PROJECTS

Instructions to Applicants

for funding commencing in

2009

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Australian Research Council Discovery Projects

Instructions to Applicants for funding commencing in 2009

This document is intended to be a practical guide to assist you to complete the ARC *Discovery Projects* for funding commencing in 2009 Application Form and associated documentation as fully and accurately as possible.

The information in this document is underpinned by the *ARC Discovery Projects Funding Rules for funding commencing in 2009* (hereafter referred to as the Funding Rules) which contains further details on the funding of ARC *Discovery Projects*. You must read the Funding Rules (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 its assessment without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web, unless requested by the ARC. All details in the Proposal must be current at the time of submission.

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 Section 11.2.4 in 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 you submit your Proposal.

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 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 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; and
- personal information is only disclosed in accordance with IPP 11.

Key Dates

Closing time for submission of Proposals (Funding Rules subsection 10.4.5) – 5:00 pm (AEDT)

Friday 7 March 2008. Please note that each organisation may set its own internal closing date. You must, therefore, consult with the Administering Organisation's Research Office.

Closing time for Eligibility Rulings Requests (Funding Rules Section 10.1.1) – 5:00 pm (AEDT)

Friday 18 January 2008.

Closing time for letters requesting non-use of a potential assessor (Funding Rules subsection 11.2.3.3) – 5:00 pm (AEDT) **Friday 7 March 2008.**

Early July: assessments available for written rejoinder. (Dates will be advised via the Research Network message and on the ARC Web Site).

Mid July: due date for one-page rejoinders. (Dates will be advised via the Research Network message and on the ARC Web Site).

August: College of Experts to review assessments and rejoinders and make recommendations for funding.

October: Recommendations submitted to the Minister for approval and advice given to Applicants.

28 days following date of advice to Applicants: closing date for appeals.

8-10 weeks after closing date for appeals: appeals are considered and Applicants advised.

Other Important Dates

Dates for the award of a PhD (or having achieved equivalent status) to be eligible for *Discovery Projects* Fellowships and/or Early Career Researcher (ECR) status:

- Early Career Researcher (ECR) (Funding Rules subsection 8.2.1) – on or after **6 March 2003**.
- Australian Postdoctoral Fellowship (APD) (subsection 8.5.4) – on or after **6 March 2005**.
- Initial Australian Research Fellowship (ARF)/Queen Elizabeth II Fellowship (QEII) (Funding Rules subsection 8.5.5) – on or after **6 March 2000**.
- Subsequent ARF/QEII candidates (Funding Rules subsection 8.5.5) – on or after **6 March 1995**.
- Initial Australian Professorial Fellowship (APF) (Funding Rules subsection 8.5.6) – no restriction on date of award.
- Subsequent APF candidates (Funding Rules subsection 8.5.6) – no restriction on date of award.

The Application Form

- If you are applying through an Australian university, submit your Proposal through the Research Office (or equivalent administration unit) of the Administering Organisation by that organisation's closing date.
- If you are applying through an Administering Organisation other than an Australian university, your organisation should identify a GAMS Contact who should contact the ARC by emailing GAMSIDS@arc.gov.au for assistance with a GAMS submission.
- *Discovery Projects* Application Forms must be produced using the ARC's online Grant Application Management System (GAMS) accessed through the ARC 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) and include all additional sections as required.
- All Proposals must be signed by the appropriate organisational delegate at Part A9 of the Application Form.
- Proposals must be both electronically submitted in GAMS and fully completed identical paper copies received at the ARC premises by **5.00 pm AEDT, 7 March 2008**. Proposals received after close of business 7 March 2008 will not be accepted. The ARC may, in its absolute discretion, and only in exceptional circumstances, accept late Proposals.
- Your Research Office must forward the original and **one identical copy** of the Proposal to the ARC by the **due time/date 5pm AEDT, Friday 7 March 2008**.
- 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.

Other Items to Note

- Key dates within the *Discovery Projects* cycle are listed above.
- See also the Proposal Checklist at the end of these Instructions to Applicants.
- 'Request not to Assess' and 'Eligibility Exemption/Ruling Request' forms are available on the ARC 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
- use a single column
- 12 point font size
- white A4 paper
- printed on one side only
- adhere strictly to page limits designated for each Part of the application
- unbound with at least a 2 cm margin on each side.
- References (Part E8) may be reproduced in at least 10 point font size.
- as Proposals are scanned electronically, you must 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.
- colour graphs or colour photographs may be included, but they will be reproduced in black and white and the reproduction quality may not be optimal.
- 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).

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

Number of copies

Forward to the ARC two copies of the entire Proposal, **one original** and **one identical** copy. 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 Part A9 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 research to proceed. A pro forma certification form is available for this purpose on the ARC Web Site – this form is not submitted with the Proposal; it is to be retained by the Administering Organisation.

Preparing the Proposal

Note: the Application Form should be completed sequentially, i.e. Part A, Part B, Part C, Part D, Part E, to allow selected dropdown boxes to be automatically populated.

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.

GAMS is a web-based system primarily used to capture research proposals, assessment scores/comments and rejoinders. For more information visit the ARC Web Site http://www.arc.gov.au/applicants/gams/gams_default.htm.

- All Chief Investigators (CIs), Partner Investigators (PIs) and Fellowship candidates listed in Part A3.1 of the Application Form (nominated researchers) 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 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 Web Site. The ARC will then respond to the request by emailing both a GAMS User ID and password.

Hard copy forms

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

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

- Part A9 – Certification;
- Part B4.3 – Additional Letter/s: for any researcher (CI or Fellowship candidate) associated with a Commonwealth-funded Research Centre (to be added at the end of the Proposal);
- Part B9.2 – Additional Letter, for any Fellow undertaking research which forms part of a Commonwealth-funded Research Centre (to be added at the end of the Proposal if required);
- Part B10 – Research Record Relative to Opportunities;
- Parts C2 and C3 – Justification of Funding Requested from the ARC and Details of Non-ARC Contributions;
- Part D2 – Statements on Progress of ARC-Funded Projects. If any researchers were involved in projects/fellowships which were awarded any funding from the ARC during 2007 under the *Discovery Projects*, *Linkage Projects* or *Federation Fellowships* schemes, they will need to provide progress statements on the relevant projects with their Proposal;
- Part E – Proposal Description (maximum 10 pages).

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.

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

1. Check the numbers on the Original and the Copy correspond;
2. Check the total number of pages in the entire Proposal equals the total of pages entered on the first page of the Proposal.

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 Projects* Application Form.

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

The GAMS Application Form can be printed as an rtf. You should ensure that all changes are completed in GAMS before printing the form. **The rtf must not be altered once the Application Form has been printed. Changes in the rtf create differences between the hard copy sent to the ARC and the online GAMS form. If this occurs the ARC may, in its absolute discretion, decide to not recommend the Proposal for approval.**

To print the Application Form, select print to the right of the GAMS application record and follow the prompts to convert the file to Rich Text Format (rtf), save and print the application.

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 Projects 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.

PART A—ADMINISTRATIVE 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. A list of organisations eligible to submit proposals is provided in Appendix 2, Item 1 of the Funding Rules. However other organisations which meet the requirements specified in subsection 7.1.2 of the Funding Rules may apply for and receive funding for APD or QEII Fellowship salaries only.

Procedure

1. Select from the drop-down list the name of the Eligible Organisation where the first-named Chief Investigator or Fellow will be employed during the period of the project funding. This organisation would normally be the Administering Organisation.
2. If you are employed by a **university, museum, herbarium**, CSIRO Division, or other organisation listed, select your organisation from the drop-down list.
3. If your **museum or herbarium** is not on the drop down list, select ‘Click Here’ where appropriate and enter the name of your **museum or herbarium** into the text box.
4. If you are not employed by a university, museum or herbarium and your organisation is not on the drop down list, select ‘Other’ and over type the name of the organisation into the text box.

It is recommended that you use the ‘close-window’ button following selection of the Organisation to Administer Funding.

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

A2 PROPOSAL TITLE

Provide 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

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

A3.1 Participant Details – Current Organisations

Enter details of the lead Chief Investigator or Fellow at ‘Person number 1’ then select one of the following roles from the drop-down list:

- Chief Investigator (CI);
- Partner Investigator (PI);
- Australian Postdoctoral Fellow (APD);
- Australian Research Fellow/Queen Elizabeth II Fellow (ARF/QEII); or
- Australian Professorial Fellow (APF).

The order in which you enter the researchers at Part A3.1 dictates the order in which they will appear in the remainder of the Application Form. You should use the same order for Part B10 (additional text). The order can be changed by editing the corresponding numbers in the 'Person number' column (A3.1). By saving these changes the order in Part B will also be automatically updated. You will need to ensure that the order of additional required documentation in Part B corresponds to Part A3.1.

The remaining information in the Participant Details Table (Initials and Current Organisation) will be auto-populated once Part B of the Application Form has been completed. You should ensure that when these fields are populated the 'Current Organisation' is the organisation where each participant/investigator is employed at the time of submitting the Proposal, regardless of where he/she will be employed for the duration of the project.

On Proposals with more than one researcher, the first named investigator would normally be from the Administering Organisation (A1) and the ARC's primary contact for the Proposal (in the rare event that this is not the case, please contact the ARC for advice). However, if the first named researcher has a role of APD, ARF/QEII or APF (i.e. is a Fellowship candidate) and other researchers are a mix of APD, ARF/QEII, APF or PIs then the first named researcher does not have to belong to the Administering Organisation. On Proposals with only one researcher, where that researcher has the role of CI, i.e. is not a Fellowship candidate, the CI must be from the Administering Organisation at A1.

Early Career Researcher (ECR)

Select the ECR box if the researcher is an Early Career Researcher.

An Early Career Researcher is a person awarded a PhD, or equivalent research doctorate, on or after 6 March 2003. If the person does not fit this definition, and wishes to claim ECR status, a case must be presented in Part B10.5 of the Application Form.

An ECR-Only Proposal is a Proposal on which all the nominated CIs, PIs and Fellows are ECRs. A person who is an ECR may apply for funding in association with non-ECR researchers. However, such a Proposal is **not** an ECR-Only Proposal.

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 B8.2 is completed for each nominated researcher. On checking, you should ensure that the Relevant Organisation for this Proposal is the organisation where the researcher will be employed or associated with in accordance with their nominated role for the duration of the project.

A4 REQUESTED SUPPORT

A4.1 Component(s) Sought

After selecting the Administering Organisation in A1, the appropriate component boxes in this part will be activated. You must indicate the type of funding being sought by selecting each relevant box on the left-hand side of the table.

Proposals seeking one or more Fellowships must indicate in the appropriate boxes on the right-hand side of the table the number of each type of Fellowship sought. You must select both the Fellowship **type** being sought, as well as entering the **number** of Fellowships being sought.

A4.2 Years for which support is being sought

Indicate the years in which this Proposal seeks support from the ARC by selecting the relevant boxes. For example, funding for Fellowships should be indicated as follows:

| | |
|-----------------|--------------------------------------|
| 100% APD | tick Year 1 to Year 3 as appropriate |
| 75% APD | tick Year 1 to Year 4 as appropriate |
| ARF/QEII or APF | tick Year 1 to Year 5 as appropriate |

A5 SUMMARY DESCRIPTIONS

A5.1 Summary of Proposal

Write a summary of not more than 750 characters (approx 100 words), focussing on the aims, significance and expected outcomes of the Project. The summary should be written 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.

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

Write a summary of not more than 750 characters (approx 100 words) focussing on national/community benefit. 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.

A6 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

This question requires you to broadly identify the research area and objectives of the Proposal.

The information you provide may be used to assist the ARC when readers are being selected to assess the Proposal.

A6.1 National Research Priorities

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

Note: GAMS will allow only one of the National Research Priorities to be selected so please choose the most appropriate. First select the most appropriate National Research Priority and then select one or more 'goals' provided in the drop down menu. 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. To change your selection, 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.

More detailed descriptions of these areas are available on the ARC Web Site, and in Appendix 1 of the Funding Rules.

A6.2 Keywords

Enter between one and six keywords to describe the proposed research. Keywords should be carefully selected as they are considered when readers are being selected to assess the Proposal. 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 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 RCFD classification defines the research according to disciplines. The SEO classification indicates the sectors that are most likely to benefit from the research. There is provision for up to three codes under each category on the Application Form. Identify codes from more than one discipline if the Proposal is multi-disciplinary.

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

A6.4 If the proposed research involves international collaboration, please specify country/ies

Select the name/s of the country or country/ies of researchers and/or other parties you will collaborate with on this Proposal from the drop down list. Up to six countries can be selected. If you are collaborating with more than six countries, list the six main countries, other countries can be referenced in the additional text of the Proposal.

A7 ADDITIONAL DETAILS

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

Select Yes or No

If you answer 'Yes' to this question, you must select the funding body from the drop down list to which the other Proposal(s) has been/is being made. If you select 'Other', please overtype with the name of the agency/ies in the box provided.

Note: A full list of Proposals submitted in the table at D1 (Research Support) should also be included in this Application Form. For each Proposal provide the title, proposal number and the level of funding sought from the other agencies.

A7.2 Has a successful eligibility exemption/ruling been granted by the ARC regarding whether the Proposal falls within the area of Medical and Dental Research?

Select Yes or No

The definition of Medical and Dental Research is provided in the 'Definitions' section of the Funding Rules. If you answer 'Yes' to this question you must have submitted an Eligibility Exemption/Ruling Request to the ARC using the form available on the ARC Web Site. You should enter the ten digit identifying number that the ARC has provided in its response to your eligibility exemption/ruling request.

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

Select Yes or No

If 'Yes', in 100 words or less, summarise the general arrangements the Administering Organisation has in place to manage intellectual property and 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 researchers' organisation.'

A8 RESEARCH STUDENTS

The ARC is interested in reporting the number of Research Students that will be involved in this Proposal if it is funded. Enter the number of full-time equivalent (FTE) student places that will be filled as a result of this Proposal.

A9 CERTIFICATION (hard copy only)

Completing this Part is the responsibility of the Administering Organisation. Certification by the Deputy/Pro Vice Chancellor (research) or their equivalent in the Administrative Organisation is required by signing this Part and returning it with the hard copies of the Proposal.

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

PART B—PERSONNEL

Every question in Part B must be completed for each nominated researcher and Fellowship candidate on the Proposal using the same order as listed in Part A3.

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.

B1 PERSON NUMBER

The person number will be auto-populated from the data you entered at Part A3.1.

If you need to change the order, simply change the person's number at A3.1 and save. The new order will be presented accordingly throughout the Proposal.

B2 CURRENT DETAILS

The family name and role of each researcher will be automatically filled from the data you entered at Part A3.1.

A GAMS User ID is required for all nominated CIs, PIs, and ARC Fellows on the Application Form.

The relevant GAMS User ID for each nominated researcher must be entered into the GAMS ID box before clicking the 'Fetch Client Details' button. The required details for the researcher (including postal information) to be captured in Parts B2 and B3 will be displayed. The person entering data into the Application Form will be required to confirm that the required details are correct before the information is entered into Parts B2 and B3 of the Application Form. If the information needs correction, only the researcher to whom the details belong can amend them by logging onto GAMS, selecting 'My Details' and updating their participant details.

You must ensure that details of each researcher on the Proposal are correct and up-to-date in GAMS and that the correct information is populated into this Proposal prior to submission of the Proposal.

At this point, any changes made to the researchers' details in GAMS will not be updated in the Application Form unless the 'Fetch Client Details' button is clicked again. The form will not validate if client record details have been changed without being re-fetched into the Application Form. Once the Correct button has been selected, the information is auto-populated into Parts B2 and B3.

B3 POSTAL ADDRESS

This part is auto-populated when the GAMS User ID is entered in B2 and details are fetched.

B4 MEMBERSHIPS/ASSOCIATIONS

The information provided here 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. It will also assist the ARC to determine whether funding from other sources duplicates funding requested in this Proposal.

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

Select Yes or No

This question 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 selection or other advisory committees?

Select Yes or No

If you select 'Yes' you should enter the name/s of the member(s) in the box provided.

B4.3 Will you be associated with a Commonwealth-funded Research Centre as at 1 January 2009?

Select Yes or No

If you select 'Yes' you must provide the full name of the Centre(s), the date that funding commenced or will commence for the Centre, the date when the Commonwealth funding ceases for the Centre and the percentage of your earnings received directly or indirectly from the Centre (to the nearest whole percent). This question refers to CIs and Fellowship candidates only (Funding Rule 9.3.1.2).

A Commonwealth-funded Research Centre is a research centre which is substantially funded from Commonwealth competitive research funding sources and includes ARC Centres, CRCs and NHMRC Program Grants and Centres Clinical Research Excellence. It does not include Research Networks funded by the ARC.

Please refer to subsection 9.3.1 of the Funding Rules for rules on duplication of funding by researchers from Commonwealth-funded research Centres, and subsection 6.6.1.2(d) regarding the limits of Proposals/projects involving CIs from such Centres.

If you have selected 'Yes', identifying an association with a Commonwealth-funded Research Centre, you must provide a letter from the Centre Director. If you fail to supply a letter, your Proposal may, at the ARC's discretion, not be recommended for approval.

This letter should provide detail of the relationship between the proposed research and the research undertaken by the Centre. Refer to subsection 9.3.1.2 of the Funding Rules for more information about what is required.

Note: *Letters should be included at the end of the Proposal.*

B5 Have you ever been awarded a Fellowship from the ARC?

Select Yes or No

If 'Yes', enter the Fellowship type, the Funding commencement year (which is the first year of funding as notified in the letter of offer provided by the ARC), and the Finish year (which is the last year as notified in the letter of offer provided by the ARC) for each project on which an ARC Fellowship is currently or was previously awarded. The drop down includes APD, APDC, APDI, APF, ARF, FF, IRF, QEII, RC-ATSI or SRF.

Note: A limit of one ARC Fellowship nomination has been introduced for persons who are being nominated for an ARC Fellowship in this DP funding round.

1. Researchers may not hold two Fellowships simultaneously.
2. There are limits on the number of *Discovery Projects* projects/fellowships a researcher may be involved in. Refer to Section 6.6 of the Funding Rules for limits on numbers of Proposals and funded projects/fellowships.
3. A researcher who is currently or has previously been awarded an ARF/QEII or APF may be eligible to apply for a subsequent ARF/QEII or APF. Refer to subsections 8.5.5-8.5.6 of the Funding Rules regarding eligibility (and the *Discovery Projects* 2008 funding round Fellowships Summary document).

B6 AFFILIATIONS

If you are nominated as a Chief Investigator, will you be receiving a salary in 2009 from an organisation which is outside the higher education sector and which is funded predominantly from State/Territory or Commonwealth?

Select Yes or No.

This question only applies to Chief Investigators. If you are uncertain about the source of funding, please contact the ARC.

If you answer 'Yes' to this question, provide a brief statement (255 character limit) explaining the nature of your affiliation with the organisation outside the higher education sector (for example, a consultancy) and stating the highest percentage of earnings you will be deriving at any time in 2009 from the organisation. Refer to section 8.3.2.b of the Funding Rules for clarification.

B7 QUALIFICATIONS

B7.1 PhD qualification awarded

If applicable, provide details of your PhD. You should include both the month and year awarded, or the date when the thesis was or is to be submitted. Select the organisation from the drop-down box. Subsection 8.5.1.2 of the Funding Rules outlines eligibility criteria relating to PhD awards for Fellowships.

B7.2 Other qualifications

Provide details of other qualifications (including highest qualification if not PhD) in date order, beginning with the most recent. Select the organisation from the drop-down box

B8 ACADEMIC, RESEARCH, PROFESSIONAL AND INDUSTRIAL EXPERIENCE

B8.1 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. **Please begin with your current/most recent position.**

- 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 overtype '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.

B8.2 Organisational affiliations for the eligibility purposes of this Proposal

From the drop-down list, select the organisation you will be associated with for the duration of the project for the purposes of satisfying the eligibility requirements for your nominated role in the project.

The role to be performed in the Proposal (CI, PI, APD, ARF/QEII or APF) will be auto-populated from A3.1. Select the Type of Affiliation with the Organisation (Employee, Adjunct Appointment, Federation Fellow, Other). Information supplied here will be auto-populated into A3.2 once all details have been selected for each nominated researcher. See subsection 8.3.2 of the Funding Rules for organisation and timing requirements for CIs, and subsection 7.1.2 for additional organisations for Fellowship candidates.

To satisfy eligibility requirements, ensure the Organisation shown is appropriate to your nominated role in the project. For example, if your role is CI, your organisation will be an Eligible Organisation. If your role is PI, on the other hand, your organisation is likely to be an employer other than an Eligible Organisation.

B9 ADDITIONAL FELLOWSHIP DETAILS

This part must be completed for every researcher who is listed in Part A3.1 as an ARC Fellow. If there are no Fellows, B9 will appear as not applicable.

Note: All ARC Fellowships available in *Discovery Projects* are tenable at Eligible Organisations. It is most important that an Eligible Organisation be able to provide an appropriate research training environment. Refer to subsection 7.1.2 of the Funding Rules for further information.

B9.1 Fellow's host organisation – department, contact name, numbers and email address

Select the host organisation from the drop-down list. The host organisation for the Fellowship(s) may not necessarily be the Administering Organisation for the project.

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.

B9.2 Will you be undertaking research which forms part of a Commonwealth-funded Research Centre's activities?

Select Yes or No

If the Fellowship has research that forms part of a Commonwealth-funded Research Centre's funded research activities, the Proposal must contain a letter from the Centre Director confirming that the Centre will fund the Fellow's research costs (see subsection 8.5.3.1 of the Funding Rules).

If the Fellowship is with a Commonwealth-funded Research Centre but the research does not form part of the funded research activities, the Proposal must contain a letter from the Centre Director confirming that the proposed research does not duplicate work that is already funded or could reasonably be expected to be funded by the Centre (See subsection 9.3.1.2 of the Funding Rules).

B9.3 Current salary

You must provide the following details:

Classification: provide details of your current academic level (or equivalent);

Salary: show your salary as gross income in Australian dollars, excluding on-costs. The ARC asks for these current details to determine an appropriate commencement salary level within the category you are seeking. If you are a current ARC Fellow, you should show the salary paid by your organisation for your equivalent level. Do not show your ARC Fellowship salary.

Status: you must choose from Postgraduate, Continuing or Fixed Term, Currently not employed, or Other.

B9.4 Citizenship/Residency Details

Select 'Yes' to proclaim Australian citizenship. GAMS will auto-populate the first entry of citizenship (up to three entries of citizenship may be entered). If you are not an Australian citizen, select 'No' and select the appropriate choices from the drop-down boxes.

If you are not an Australian citizen and do not hold residency, you must:

- provide a statement demonstrating the special skills that you would bring to research in Australia in Part E7 'Role of Personnel' of your Application Form. The ARC reserves the right to determine the level and nature of the contribution your skills would make to research in Australia; and
- apply to the Department of Immigration and Citizenship and be awarded temporary residency before taking up the award if your Proposal for ARC research funding is successful.

B9.5 Mobility

Select 'Yes' if 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 unsure about relocation claims.

Note: 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 Part B10.6 of the Application Form. The ARC may give preference to APD and ARF/QEII candidates who:

- intend to move to an organisation other than the one where the candidate(s) PhD was obtained; and/or
- have had research experience in more than one organisation.

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.

B9.6 For APD candidates, do you wish your Fellowship to be:

Note: this question must be completed before entering data in Part C. GAMS will automatically enter the correct salary budget amount in Part C.

Select the appropriate box for 3-year or 4-year funding.

For successful APD candidates requesting the four-year funding option, the ARC enters into a partnership with the Fellow's Administering Organisation to provide a '4-year research and teaching' option. The ARC pays 75% and the Administering Organisation pays 25% of the approved salary and salary related on-costs over 4 years. If you are intending to apply for this 'research and teaching' option, you must first seek approval from your Head of Department. APD candidates who wish for 25% of their time to be used on non-remunerated activities, such as family or carer responsibilities must select (b).

B9.7 For ARF, QEII or APF candidates do you wish your Fellowship to be:

Note: this question must be completed before entering data in Part C to enable GAMS to automatically enter the correct Fellowship salary budget amount in Part C.

Select the appropriate box.

100% funded by the ARC

Fellowship candidates may request ARC support for 100% of the salary (subject to eligibility requirements for each Fellowship category). This option is only available if the Fellowship candidate has not previously held an ARF/QEII.

50% funded by the ARC

This option is available for the first or subsequent Fellowships. In this case, the ARC will enter into a partnership with the Administering Organisation. The Administering Organisation must provide 50% of the Fellow's salary and salary-related on-costs at least at the levels set by the ARC.

B9.8 If you are unsuccessful in obtaining a Fellowship do you wish to:

- a) **Remain as a Chief Investigator or Partner Investigator on the project**
If you choose this option the ARC cannot pay your salary. To remain on the Project as a CI or PI you must meet the relevant eligibility criteria: refer to Sections 8.3 (CIs) and 8.4 (PIs) of the Funding Rules.
- b) **Be removed as a named Investigator so that a salary may be funded from the project**
The ARC does not provide funding for CI or PI salaries. However, it may provide funding for the salary of a Research Associate or a Senior Research Associate. You may choose to be removed as a CI or PI if there is at least one other CI/ARC Fellow named on the Proposal. However, applicants need to be mindful of the specific limits on the number of Proposals/funded projects in Section 6.6 of the Funding Rules. Sole Fellowship candidates, i.e. where there are no other Fellowship(s) or CIs on the Proposal, must not choose this option.
- c) **Seek no further support for the project (no funding can be made)**
If you are a sole Fellowship candidate, i.e. where there are no other Fellowship(s) or CIs on the Proposal and you are not eligible to be a CI, you must choose this option. If this option is selected and the Fellowship request is unsuccessful, a funding offer cannot be made by the ARC.

Note: the ARC awards a limited number of Fellowships in each category and competition is intense. Given this, a Proposal seeking Research Costs and Fellowship(s) may result in the Research Costs being awarded but the Fellowship(s) not being awarded.

B9.9 Has a successful eligibility exemption/ruling been granted by the ARC for this Fellowship candidate?

Select Yes or No.

If you answer 'Yes' to this question you should have submitted an Eligibility Exemption/Ruling Request form to the ARC by the designated date. You must provide the ten digit identifying number that the ARC has provided in its response to your eligibility exemption/ruling request.

Select 'No' if an Exemption request is not required or has not been granted.

B10 RESEARCH RECORD RELATIVE TO OPPORTUNITIES (hard copy only)

Submit this part of your Application Form as additional text. Page length and formatting specifications are strictly enforced. Please observe the page length limits as specified below. Detail should be provided for each nominated researcher and Fellowship candidate on the Proposal in the same order as they appear in A3.1.

B10.1 A statement on your most significant contributions to this research field (no more than half an A4 page). You must complete this section.

Outline your contribution to the relevant field, relative to opportunity, focussing particularly on what makes this contribution interesting and unique.

B10.2 Recent significant publications (in the past five years - 2003 onwards) You must complete this section.

- Ensure that this listing is limited to the last five years, i.e. 2003 onwards.
- List publications under the following headings and in this order:
 - books
 - book chapters
 - refereed journal articles
 - refereed conference papers
 - other publications
- For refereed journal article and conference paper publications, only include those that have been assessed by the Department of Education, Science and Training as satisfying the refereeing requirements for the *2008 Higher Education Research Data Collection Specifications for the Collection of 2007 Data*.
- Provide a list of all your publications if you have fewer than five years of publications.
- Asterisk publications relevant to this Proposal.
- In-press publications should include acceptance date.

B10.3 Ten career-best publications *

- Include your best publications, regardless of the date of publication.
- Do not list more than 10 publications
- In-press publications should include acceptance date.

B10.4 Other evidence of impact and contributions to the field* (No more than half an A4 page)

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

B10.5 Any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal. (No more than half an A4 page)

Provide additional relevant information that has not been detailed elsewhere in the Proposal, for example, interruptions to career, such as periods of parental leave or your status as an Early Career Researcher (if applicable), or any other circumstances that may have slowed down your research and publications.

**B10.6 Fellowship candidates only
(No more than one A4 page)**

You must complete this question if you are applying for an ARC Fellowship, including those that are sole investigators. Provide details of:

- a) the contribution you will make to the Proposal, such as your experience, skills and expertise and how these will be applied;
- b) the research environment, that is, the facilities and support at your host organisation, including the intellectual environment to support your Fellowship; and
- c) reasons for not moving to another organisation if you intend to remain at your current organisation.

PART C—PROJECT COST

REMEMBER: Application Forms (especially those requesting ARC Fellowships) should be completed sequentially. Parts A and 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.

C1.1 Year

A budget page is generated for each year that the nominated researcher has specified that funding is being sought (see Part A4.2). For example, if funding is sought for five years, the Application Form will include five 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 and personnel for which you are seeking funding (from the ARC and other sources). Ensure all named investigators and Fellowship candidates are included. |
| 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. If one or more Partner Investigators are named on the Proposal, their contribution must be a significant financial contribution and must be listed here. |
| Column 5 | Totals |

Note: The ARC requires full costing information for Proposals under *Discovery Projects* 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 6.4 or 6.5 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)

- Ensure all named investigators and Fellowship candidates are included.
- Salaries 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, exclude 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 amount should be included in column 3.
- Funding requests for Fellowships should accord with the ARC salary scales (refer to Appendix 2 of the Funding Rules).
 - If you are applying for a 100% Fellowship in this Proposal all of the requested salary and salary-related on-costs are entered under ARC (column 2).
 - If you are requesting the 50:50 partnership option, apply for 50% of salary and on-costs from ARC (column 2) and 50% of salary and on-costs from Administering Organisation (column 3), or other organisation (column 4) (APDs and QEII only).
 - If you are an existing ARC Fellow applying for a new Proposal, apportion contribution of the Fellowship for the Proposal under column 3 (the organisation as source of funds).
- The specified personnel and salary dollars for all Fellowship amounts will have been auto-populated into Columns 1 and 2, when Parts A and B (in particular Parts A3.1, B9.2, and B9.5/B9.6) 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’. ARF/QEII and APF candidates may select their salary level from drop-down boxes.
- 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 \$26,140 (2008\$) per annum. A scholarship funded under *Discovery Projects* is not an Australian Postgraduate Award (APA).
- Show salaries for Chief Investigators and Partner Investigators 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.

Teaching relief

- Only Chief Investigators are eligible for teaching relief. The Chief Investigator must be named and the amount or percentage for each year must be specified. Quote claims for teaching relief allowance at a rate of \$32,972 (2008\$) per 6 months including on-costs. Teaching relief may be sought for up to a maximum of 6 months per year only. It can be used on a part time basis across the duration of the year.
- Fellowship candidates who wish to become Chief Investigators if their Fellowship requests are unsuccessful, i.e. have ticked B9.8(a), 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 Fellowship candidate has selected B9.8(a), the request for Teaching Relief should be explained in the Part C2 Justification of Funding Requested from the ARC but requested figures should not be included in the budget in Part C Proposal Costs of the Application Form.

Equipment

- Include both hardware and software items costing more than \$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 submission and do not estimate cost.
- It is recommended that when you are seeking funding from the Commonwealth for large or costly items of equipment, you 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 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. The ARC supports the cost of domestic and international travel for CIs, ARC Fellows and research support personnel (excluding PIs) funding is permitted for domestic and international travel associated with the project to foster and strengthen collaborations between researchers in Australia and overseas. Domestic travel costs for PIs visiting from overseas as part of the short-term project support can be sought.

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 includes Chief Investigators, Partner Investigators and any researcher who is, or is equivalent to, Level A or above.

To calculate the indirect costs borne by any universities involved in the Proposal, multiply the combined salary contribution for each professional staff member who has an amount listed in columns 2 and/or 3 and/or 4 by an appropriate multiplier. To calculate the indirect costs borne by any organisations which are not universities, multiply the salary contribution for each professional staff member who has an amount listed in column 4 by an appropriate multiplier.

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

PART C - PROJECT COST

Costs should be quoted exclusive of the GST.

C1 BUDGET DETAILS

C1.1 YEAR 1

100% APD (ARC contribution)

50% ARF/QEII (ARC contribution)

100% APF (ARC contribution)

50% ARF/QEII (host org contribution)

| Column 1 | COSTING | | | |
|---|---------------|---------------|--------------|---------------|
| | 2 | 3 | 4 | 5 |
| Source of funds | ARC | University | Other | Total |
| DIRECT COSTS | | | | |
| Personnel (Salaries + On-costs) | | | | |
| Bloggs - APD 100% funded by ARC | 78591 | 0 | 0 | 78591 |
| Bowie - ARF/QEII 50% funded by ARC | 49285 | 49285 | 0 | 98570 |
| Appletonne - APF 100% funded by ARC | 157180 | 0 | 0 | 157180 |
| CI - Castle @0.2FTE + 31% on-costs | 0 | 37636 | 0 | 37636 |
| PI - Flintstone @0.2 FTE + 35% on-costs | 0 | 0 | 34860 | 34860 |
| Research Associate (Level A) @ 0.2FTE + 31% on-costs | 15631 | 4000 | 0 | 19631 |
| PhD stipend | 27755 | 0 | 0 | 27755 |
| Total Personnel (a) | 328442 | 90921 | 34860 | 454223 |
| Teaching Relief | | | | |
| CI - Castle teaching relief for 6 months | 32972 | 0 | 0 | 32972 |
| Bloggs teaching relief for 3 months | 16486 | 0 | 0 | 16486 |
| | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |
| Total Teaching Relief (b) | 49458 | 0 | 0 | 49458 |
| Equipment | | | | |
| Beaker XK8 Phone Monitoring System | 1150 | 0 | 0 | 1150 |
| | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |
| Total Equipment (c) | 1150 | 0 | 0 | 1150 |
| Maintenance | | | | |
| Inter-library loans | 400 | 0 | 0 | 400 |
| | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |
| Total Maintenance (d) | 400 | 0 | 0 | 400 |
| Travel | | | | |
| PI Travel Cardiff to Melbourne return | 0 | 0 | 2800 | 2800 |
| PI Living expenses (30 days per diem @ \$110) | 0 | 0 | 3300 | 3300 |
| CI 1 and 2 travel to international conferences (\$4000 x 2) | 8000 | 0 | 0 | 8000 |
| | 0 | 0 | 0 | 0 |
| Total Travel (e) | 8000 | 0 | 6100 | 14100 |
| Other | | | | |
| Translational services | 3000 | 0 | 0 | 3000 |
| | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |
| Total Other (f) | 3000 | 0 | 0 | 3000 |
| TOTAL DIRECT COSTS (g) | 390450 | 90921 | 40960 | 522331 |
| INDIRECT COSTS | | | | |
| CI, PIs and any researcher Level A or above x multiplier | | | | |
| Bloggs - APD 100% funded by ARC, + on-costs x 0.92 | | 72303 | 0 | 72303 |
| Bowie - ARF/QEII 50% funded by ARC, + on-costs x 0.92 | | 45342 | 0 | 45342 |
| Appletonne - APF 100% funded by ARC, + on-costs x 0.92 | | 144605 | 0 | 144605 |
| CI - Castle @0.2FTE + 31% on-costs x 0.92 | | 34625 | 0 | 34625 |
| PI - Flintstone @0.2 FTE + 35% on-costs x 0.92 | | 0 | 32071 | 32071 |
| Research Associate (Level A) @ 0.2FTE + 31% on-costs x 0.92 | | 18060 | 0 | 18060 |
| Total Indirect Costs (h) | | 314935 | 32071 | 347006 |
| TOTAL COSTS (i) | 390450 | 405856 | 73031 | 869337 |

CI from Uni A at Uni Salary

PI at organisation's salary

Teaching relief at ARC rate per 6 months

Professional Staff (CIs, Fellows, RAs) based at a Uni: their salaries from Columns 2 and/or 3 x Uni multiplier (eg 0.92)

All PIs x multiplier (eg 1.25 or 0.92)

Submit this part of your Application Form as additional text. You must observe the formatting and page length limits as specified below. Detail should be provided for each nominated researcher in the same order as they appear in A3.1.

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

(No more than three A4 pages)

Provide a full justification of need and cost for each budget item requested from the ARC in Column 2, Part C1.

- Fully justify 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 for the duration of the Proposal.
- Funding being requested for relief from teaching or other duties for any member of the research team for a period of not more than six 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. You must plan to use existing equipment wherever possible. If you are seeking funding for new equipment, 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.
- Requests for funding to cover the costs of domestic and international travel for CIs and ARC Fellows associated with a project, including for reasons of fostering and strengthening collaborations between researchers in Australia and overseas, must be justified in full.

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

(No more than one A4 page)

Provide an explanation of how non-ARC contributions (Columns 3 and 4 in Part C1) will support the project (use the same headings as in Column 1 in Part C1). If there is a Partner Investigator named on the Proposal, provide details of her/his contribution. 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—ALL RESEARCH SUPPORT

D1 RESEARCH SUPPORT OF ALL PARTICIPANTS

For each nominated researcher listed in Part A3 on the Proposal, provide the details of research funding for the years specified in the table. That is, list all existing or potential/submitted projects, proposals or fellowships for all researchers on the proposal. Include all Proposals being submitted in this DP09 funding round.

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.

Support types are:

- ‘R’ for requested support for 2008 and/or 2009 (not yet approved)
- ‘C’ for current support
- ‘P’ for past support

ARC-funded projects for which reports (including Progress and Final Reports as 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 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.

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

You must include with your Proposal a statement detailing progress for each project held by any of the participants which received funds in 2007 under the *Discovery Projects, Linkage Projects or Federation Fellowships* schemes. These projects will have the prefix DP, LP, FF.

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

Enter the details of each project into the table as a checklist for progress statement attached at D2.2.

D2.2 Provide the statements

Write no more than one A4 page for each funded project.

Write no more than one A4 page for each project and attach them to the Proposal. The statement for each funded project should be no more than one A4 page in length, and should be included with the Proposal submitted to the ARC.

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

Submit this part of the Application Form as additional text. Part E may not be more than 10 A4 pages set in 12 point font as specified in Section 10.4.2 of the Funding Rules.

Please be aware that all copies are scanned electronically at low resolution. As a result fine graphics and grey scale may not be precisely reproduced.

Using the headings below (E1–E8) explain the proposal and its expected outcomes in a way that can be appreciated by all assessors.

E1 PROPOSAL TITLE

- This must be the same as in Part A2 of the Application Form.

E2 AIMS AND BACKGROUND

- Describe the aims and background of the Proposal.
- Include information about recent international 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.

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 novel and 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, Fellow and Partner Investigator.
- Summarise the roles and levels of involvement of other participants, for example technical staff.
- Fellowship candidates who are neither Australian citizens nor residents should provide a statement demonstrating the special skills that they would bring to research in Australia. The ARC reserves the right to determine the level and nature of the contribution their skills would make to research in Australia

E8 REFERENCES

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

Proposal checklist

Proposals must be received by the ARC no later than AEDT 5:00 pm 7 March 2008

A complete Proposal consists of the following components:

| Part A | Administrative summary | | Check (item included in proposal) |
|---------------|--|--|--|
| | Application Form | A1-A8 A9 Signature of DVC/PVC (R), equivalent in other Administering Organisations | <input type="checkbox"/> <input type="checkbox"/> |
| Part B | Personnel | | |
| | Application Form | Complete Part B for each researcher listed at A3.1 B4.3 if a letter from Centre Director required (include at the end of the Proposal) Part B9 for all Fellowship candidates Part B9.9 Eligibility Exemption ruling obtained | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| | Additional documentation (for each researcher on the Proposal) | B10 Research record relative to opportunities (on separate sheets) B10.1 (max half A4 page) B10.2 (from 2003 onwards) B10.3 B10.4 (max half A4 page) B10.5 (max half A4 page) B10.6 Fellowship candidates only (max one A4 page) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Part C | Project cost | | |
| | Application Form | Complete C1 for each year of funding support sought | <input type="checkbox"/> |
| | Additional documentation | C2 – Justification of funding (two A4 pages) | <input type="checkbox"/> |
| | Additional documentation | C3 – non-ARC Contributions (one A4 page) | <input type="checkbox"/> |
| Part D | Research Costs | | |
| | Application Form Additional documentation | Complete D1 D2 Statements on progress of ARC-funded projects – no more than one page for each project D2.1 list of the projects where statements are provided | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Part E | Proposal Description | | |
| | Additional documentation | No more than 10 A4 pages | <input type="checkbox"/> |

If applicable, a letter or letters of certification from the Director of a Commonwealth Research Centre must be attached to the end of the Proposal as per Section 6.3 of the Funding Rules and Parts B4.3 and B9.9 of the Application Form.

Each page of both the Original and the Copy must be numbered, starting from page 1 and the number inserted on page 1 of the Application Form.

FREQUENTLY ASKED QUESTIONS

GAMS

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 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. 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.

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.

Investigator Roles, Eligibility and Organisations

4. How do I calculate the total number of DP proposals/projects on which I am a CI?

Include all DP projects that you currently hold which will continue in 2009 as well as those which will commence in 2009 (i.e. the one/s for which you are submitting an application), excluding projects which were scheduled to be completed in December 2008 but will have carryover funds in 2009. For example, if you are a sole CI on a 3-year project that commenced in 2007, you are ineligible to apply as a sole CI for a DP09 proposal (see subsection 6.6.1.2). You may, however, apply if the project will involve another CI/Fellow.

5. I am currently involved in a DP project with another researcher, who recently had his role changed from CI to PI as a result of a change in employment. I wish to apply as a sole CI for a DP09 project. Am I able to do so?

No, as this would mean that you are sole CI on more than one DP project (see subsection 6.6.1.2b). If you wish to be sole CI on the DP09 proposal, you will need to arrange for another CI to be added to the earlier DP project. This request for a post-award variation will have to be approved by the ARC **before 7 March 2008** or the DP09 proposal will be declared ineligible.

6. I am a PI on 4 current projects and will be included as a PI on a Proposal in the current round. Is it sufficient that I relinquish my role on one of the existing projects only if this Proposal is successful?

No. You are already at the limit of the number of projects with which you can be involved. You will need to withdraw from one of the projects before submitting the Proposal in the current round. As is the case with Question 5, this request for a post-award variation will have to be approved by the ARC before 7 March 2008.

7. I hold an emeritus position at a university. Am I eligible to apply as a CI?

An emeritus position counts as an Adjunct Appointment (see Section 3 of the Funding Rules for a definition of Adjunct Appointment). You are, therefore, eligible to apply as a CI, provided that you do not contravene 8.3.2.b of the Funding Rules.

8. How do I complete the Application Form if, apart from my current place of employment, I hold an Adjunct Appointment and am eligible to apply as a CI?

In Part A3.1 insert the name of your Current Organisation (i.e. current place of employment) and select your role as CI. This role will auto-populate B8.2. In Part B8.2, list the organisation where you hold or will hold an Adjunct Appointment and select your affiliation in the drop-down box. Once you have completed B8.2, A3.2 will auto-populate. The 'Relevant Organisation for this Proposal Organisation' in A3.2 will be the same as the 'Organisation' in B8.2.

9. I hold a position at an Eligible Organisation, but will not be resident in Australia for much of the duration of the project. Am I still eligible to be a CI?

No. Subsection 8.3.3 of the Funding Rules states that a CI “must reside predominantly in Australia for the full term of her/his participation in the project”. In this instance you may be able to apply as a PI.

10. What is the difference between ‘Current Organisation’ (A3.1 and A3.2) and ‘Relevant Organisation for this Proposal’ (A3.2)?

‘Current Organisation’ is the place where you are currently employed. If you choose PI as your role in the DP proposal, ‘Current Organisation’ will be the same as ‘Relevant Organisation for this Proposal’. This will also be the case if you are an employee at an Eligible Organisation (e.g. an Australian university) and choose CI as your role. If, however, you are not employed by an Eligible Organisation, but hold an Adjunct Appointment at an Eligible Organisation and are therefore eligible to be a CI (as is the case in Question 8 above), the name of your ‘Current Organisation’ will be different to the ‘Relevant Organisation for this Proposal’. This may also be the case for Fellowship candidates who are not currently employed by an Eligible Organisation.

Commonwealth-funded Research Centres

11. The Commonwealth-funded Research Centre with which I am associated is currently up for renewal. As a result, it is unclear whether I will continue to have an association beyond 31 December 2008. How do I answer B4.3? Do I need to include a letter from the Centre Director?

You should answer “yes” in question B4.3, and indicate 31 December 2008 as the cessation date. Include a letter from the Centre Director which indicates that the Centre is up for renewal in 2009.

12. I am a CI on a proposal and am associated with a Commonwealth-funded Research Centre that will not commence until late in 2009. Do I still need to provide a letter from the Centre Director?

You should provide a letter from your Centre Director providing the date that the Centre will commence and explaining the relationship between the proposed research and the research undertaken by the Centre.

13. I receive 100% of my salary from a Commonwealth-funded Research Centre outside the higher education sector and hold an adjunct position at a university department. Can I apply as a CI for a *Discovery Projects* proposal with other researchers from my university?

No, you are not eligible to be a CI. Researchers cannot derive more than 50% of their Earnings from organisations outside the higher education sector that are funded predominantly from State/Territory or Commonwealth Government sources if the Government funding for their organisation is provided mainly for research activities.

Fellowships

14. If a 5-year project includes a request for an APD, is it possible for the APD candidate to commence work in the second or third year of the project?

No. The APD must commence in the first year of project funding.

15. Even though I was awarded my PhD before 6 March 2005, I wish to apply for an APD, as I have experienced a number of career interruptions. Is it sufficient to note these in Part B10.5 of the Proposal?

No. You must also seek an eligibility exemption ruling from the ARC.

16. If my Fellowship application is unsuccessful, can the proposal still be funded?

This depends upon how you answer B9.8. The application form provides you with three options:

- Remain as a Chief Investigator or Partner Investigator on the project. However you must meet the eligibility criteria for a CI or PI on a project.
- Be removed as a named Investigator so that a salary may be funded from the project. However, you should be mindful of the specific limits on the number of Proposals and funded projects you may be involved with. If there are no other CIs on the Proposal you cannot choose this option.
- Seek no further support for the project (no funding can be made). You must choose this option if you are the only investigator on this Proposal and you are not eligible to be a CI.

By choosing the third option project funding cannot be made if your request for a fellowship is unsuccessful.

17. I hold a continuing research-only position at professorial level. Can I apply for an APF?

Researchers who already hold a continuing research only position at a professorial level are not eligible to apply for an APF as they are already undertaking full-time research. If a researcher holds a continuing position at professorial level they may apply for an APF 50% salary option, but not the 100% salary option.

18. I have previously held an APF at 100% salary option and would like to apply for a subsequent APF at the 100% salary option. Is this possible?

You are not eligible for this option as you have already been awarded an APF at 100% salary option. You may apply for a subsequent APF, but only at the 50% salary option.

19. Is an APD who is requesting the 100% salary option allowed to supervise PhD students as part of their full-time research?

An APD may undertake teaching, research supervision or academic duties, but only where it enhances rather than detracts from their full-time research. Fellows other than those awarded the 50:50 salary option may not accept additional appointments or remuneration without the prior agreement of the administering organisation and the approval of the Minister.

Submission Requirements

20. 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.

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

No. The Funding Rules clearly state that, with the exception of Part E8 References, an appropriate 12 point font size should be used. Subsection 10.4.2.1 of the Funding Rules outlines font types that may be used. Failure to comply with the required format may result in the Proposal not being recommended for approval.

22. I hold a number of ARC grants, but am unsure for which ones I need to provide a statement in Part D2.

You must provide statements for any projects that have a DP, LP or FF prefix and which received funding in 2007. You do not need to provide statements for projects funded as part of other schemes, such as *Linkage International* (LX) or *Linkage Infrastructure, Equipment and Facilities* (LIEF).

23. If I tick B9.8(b), do I need to include a Research Associate salary in Part C1 Budget Details?

No. If you tick B9.8(b), you should indicate in Part C2 your request for funding for a Research Associate level position if the Fellowship is not awarded. The salary should not be included in Part C1, as this would constitute a request for double funding.

24. My Proposal has requested salary support for a Research Assistant. What kind of increments should I include in Part 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 24 of this document for details about salary-related on-costs that should also be included.

25. 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?

If there has been progress of any sort, then you must provide a report at D2. 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.

26. 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.

27. My project is in the area of medical and dental research. Can I apply for funding to the ARC?

The ARC does not support Medical and Dental Research. However, in some instances, it may not be clear to the Administering Organisation whether or not a Proposal would fall within this area of research. In these cases an Eligibility Ruling Request may be submitted to the ARC. (DP Funding rules for 2009 section 9.4.2 and 10.1).

COMMON ELIGIBILITY ISSUES

The ARC conducts a range of eligibility checks based on requirements described in the *Discovery Projects* funding rules. These eligibility checks may occur at any time during the assessment process. Most ARC schemes have formal processes for requesting eligibility rulings, and where there is any doubt we encourage you to undertake one or all of the following:

- submit an Eligibility Exemption/Ruling Request Form
- contact the scheme Assistant Director for advice.

1. The proposal contained information that was incomplete, inaccurate, false or misleading.

This includes, but is not restricted to, missing reports in Part D2, missing Centre letters and failure to complete all mandatory sections of the Application Form. The Instructions to Applicants provides a Proposal Checklist which outlines the five essential components to each proposal. Details of submission requirements are also provided in Section 10.4 of the Funding Rules.

2. The proposal failed to meet one or more format or other submission requirements.

This includes, but is not restricted to, use of incorrect font size and exceeding the page limit. Section 10.4.2 of the Funding Rules outlines the formatting requirements for submission of proposals.

3. The maximum number of proposals and projects permitted (in 2008) was exceeded by a nominated researcher on the proposal.

Limits apply to all participating researchers on a proposal. The specific limits on the number of proposals and funded projects allowed are provided in Section 6.6 of the Funding Rules. You should ensure that all CIs, PIs and Fellows from other institutions who will be involved in the proposal provide details of all projects that they are currently involved in, or for which they will be submitting an application.

4. The proposal has a Partner Investigator/Chief Investigator/Fellowship Candidate who does not meet the eligibility criteria specified for that role in Section 8 of the Funding Rules

Eligibility criteria for all investigators and fellows are outlined in Section 8 of the Funding Rules. Investigators should ensure that the organisation which they list in Part B8.2 is appropriate for the role for which they have been nominated.

5. The proposal sought funding for an area of investigation which is not permitted under Sections 6.5 and 9.4 of the Funding Rules. The ARC determined that the proposed project would fall within the area of 'Medical and Dental Research'.

The definition of Medical and Dental Research is provided in 'Definitions' and in Section 9.4 of the Funding Rules. In cases where it may not be clear whether a Proposal would fall into the area of Medical and Dental Research an Eligibility Ruling Request may be submitted to the ARC in accordance with the requirements of Sections 9.4.12 and 10.1 of the Funding Rules.

6. The proposal does not include the requisite letter, pursuant to subsections 8.5.3.1 or 9.3.1.2 of the *Discovery Projects* Funding Rules, from a Centre Director.

A letter from a Commonwealth-funded Research Centre Director must be included with a proposal where a Fellow, if successful, will have her/his research costs for research on the proposed project funded by the Centre.

A letter from a Commonwealth-funded Research Centre Director must be included with the proposal if an Investigator on the proposal will continue to be associated with a Commonwealth Government-funded Research Centre during the funding period. The letter should clearly describe the relationship between the proposed research and the research undertaken by the Centre and should explicitly state that the proposed research does not duplicate work that is already funded or could reasonably be expected to be funded by the Centre.