



Australian Government
Australian Research Council

DISCOVERY PROJECTS FOR FUNDING COMMENCING IN 2010

FREQUENTLY ASKED QUESTIONS

GAMS

- **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.
- **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.
- **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

- **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 2010 as well as those which will commence in 2010 (i.e. the one/s for which you are submitting a Proposal), excluding projects which were scheduled to be completed in December 2009 but will have carryover funds in 2010. For example, if you are a sole CI on a 3-year project that commenced in 2008, you are ineligible to apply as a sole CI for a DP10 Proposal, regardless of the number of PIs that it will include (see subsection 6.6.2 of the Funding Rules). You may, however, apply if the project involves another CI/Fellow.

- **I am currently involved in a DP project with another participant, 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 DP10 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 6.6.2.b of the Funding Rules). If you wish to be sole CI on the DP10 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 4 March 2009** or the DP10 proposal will be declared ineligible.

- **I meet the eligibility criteria for a CI, but am at the limit of the number of DP proposals/projects which it is permissible to hold. Can I, therefore, be named as a PI?**

No, as you will not meet the eligibility criteria for a PI.

- **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 current Proposal into the current round. This request for a post-award variation will have to be approved by the ARC before 4 March 2009.

- **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 as outlined in subsection 8.4.1.b of the Funding Rules?**

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 as at 1 January 2010 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.

- **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 eligible to be a CI, 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.

- **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 8.5.2 of the Funding Rules states that in such circumstances researchers may hold the role of PI. Researchers in this category should indicate their employment and residency circumstances in Part E of the Proposal.

- **Are Future Fellowship (FT) candidates eligible to apply for funding as CIs under the DP10 funding round?**

If, at the time of submission of DP10 Proposals, FT candidates do not meet the eligibility criteria for CIs as outlined in Section 8.4 of the Funding Rules, they may not apply for DP funding. For example, candidates who are based at organisations other than those listed in Appendix C subsections C1.1 and C1.2 of the DP Funding Rules. However, FT candidates who are currently affiliated with organisations listed in Appendix C subsections C1.1 and C1.2, and who will continue in their position if they are not successful in being awarded an FT, are eligible to apply as CIs under the DP10 round, provided they do not exceed the limits outlined in subsection 6.2.2 of the DP10 Funding Rules.

- **[UPDATE JANUARY 2009] If a researcher is employed by an eligible organisation as listed in Appendix C, but is not employed ‘for at least 50 per cent of her/his time’ (section 8.4.1a of the Funding Rules), and has no other appointments, what investigator role are they eligible for?**

If a researcher is employed by an eligible organisation for less than 50 per cent of their time (for example, somebody who is employed for the equivalent of 0.4FTE), they do not satisfy the eligibility criteria for the role of Chief Investigator (CI). If however they satisfy the other criteria listed at section 8.5 of the Funding Rules, they may apply in the role of Partner Investigator (PI). In this instance, the researcher should inform the ARC of this by including the detail of their fractional appointment at B8.2 (as represented by the underlined text in the example below).

Role	Organisation	Type of Affiliation
PI	University of XXX <u>(0.4FTE)</u>	Employee

Commonwealth-funded Research Centres

- **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 2009. 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 2009 as the cessation date. Include a letter from the Centre Director which indicates that the Centre is up for renewal in 2010.

- **I am a CI on a proposal and am associated with a Commonwealth-funded Research Centre that will not commence until late in 2010. 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.

- **I am employed full-time by 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 participants from my university?**

No, you are not eligible to be a CI. Participants may not hold the role of CI if they are employed more than 50% of their time at organisations outside the higher education sector that engage in research which is funded predominantly from State/Territory or Commonwealth Government sources.

- **Do NHMRC Program Grants and CSIRO Flagships fall in the category of Commonwealth-funded Research Centres?**

Yes. Accordingly, proposals which include CIs or Fellows who are involved in NHMRC Program Grants or CSIRO Flagships must include the requisite letter.

Fellowships

- **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.

- **Even though I was awarded my PhD before 4 March 2006, 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 from the ARC (see Section 10.1 of the Funding Rules).

- **If my request for a Fellowship 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. You can only choose this option if you 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.

- **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.

- **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.

- **I have not previously held an APF at 100% salary option and would like to apply for this salary option. However, my circumstances have prevented me from having held an ARF/QEII or similar Fellowship as is required under subsection 8.9.8 of the Funding Rules. Can I still apply for this salary option?**

You may only apply for this salary option if the ARC has approved an Eligibility Exemption Request submitted by your organisation for a relaxation of the requirements stipulated in subsection 8.9.8 of the Funding Rules.

- **Can foreign nationals apply for Fellowships offered under the DP scheme?**

Yes. In such cases, if the fellowship is awarded funding the outcome letter will include a Special Condition indicating that the researcher must obtain residency status before commencing the fellowship.

- **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.

- **[UPDATE JANUARY 2009] If a researcher has a current Australian Laureate Fellowships (FL) proposal pending which includes project funding, can they still submit two DP10 proposals given that the FL outcomes are not known?**

Yes, the researcher can submit two DP10 proposals, provided that he/she does not hold any earlier DP projects that will continue into 2010. If the FL is ultimately awarded, the researcher will have the opportunity to wait until the outcome of the DP10 round and then relinquish one DP project before 31 December 2009 (It is only possible for holders of FLs - whose projects include research costs - to hold one DP grant as stated in 6.6.2.f of the DP10 Funding Rules).

Submission Requirements

- **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 and illustrations, and that colour diagrams or finely detailed graphics not be used.

- 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 11.2.2 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.
- I hold an ARC project that was awarded 3 years of funding commencing in 2005. Due to a delayed start some of the project funds for 2007 were carried forward into 2008. Do I need to list this project in Part D1?**

No. Only list projects where funds were awarded for calendar years 2008 and beyond.
- I hold a number of ARC projects, 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 2008. 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)*.
- I have a current project that was approved for funding commencing in 2008, but commencement was delayed. As a result, there has been little progress to report. Do I still need to provide a statement of progress of this project as per D2 of the Application Form?**

Yes. Statements of Progress 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 participants face.
- 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.

Budget

- 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.
- If I tick B9.8(a) and wish to request Teaching Relief in the event that my fellowship is not funded, do I need to include Teaching Relief in Part C1?**

No. Your request for Teaching Relief in the event that the fellowship is not funded should be indicated in Part C2 with full justification for this request.

- **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. Nor should you include annual pay rises associated with enterprise bargaining agreements and other similar agreements. However, you may include salary/performance increments, such as those within a salary band, that are routinely applied within your organisation. See page 17 'Direct Costs' of this document for details about salary-related on-costs that should also be included.

- **How do I submit requests for PhD stipends?**

Indicate the number of PhD stipends sought in Part A8. Any requests for PhD stipend must also be included in Part C1 under 'Personnel'. The funding requested should be based on the standard salary level that applies within your organisation. Funds are not provided for international students' fees or HECS/HELP liabilities.

- **Can PhD stipends be used for living allowances for students who already hold scholarships?**

No. A PhD stipend is essentially a scholarship.

- **[UPDATE FEBRUARY 2009] Subsection 6.3.2.f.i of the Funding Rules state that "funding is permitted for international travel associated with the project, including to foster and strengthen collaborations between researchers in Australia and overseas". Does this mean that a proposal can include items such as international airfares for keynote speakers who are not working directly on the project to attend conferences organised by CIs as part of their project or international airfares for visitors?**

No. Requests for international travel can only be submitted for CIs, PIs living overseas, ARC Fellows, and research personnel or collaborators working on the project. It should be noted that the rationale for international travel needs to be well justified in the proposal.

- **[UPDATE JANUARY 2009] What is meant by 'access to workshop services'? (section 6.3.2e of Funding Rules)**

Workshop services refer to technical workshops, for example those which provide design, construction, manufacture, or even repair of equipment used in research. These may be in-house at Universities or external.

- **What is meant by 'Indirect Costs'?**

'Indirect Costs' relate to costs borne by institutions, such as infrastructure.

- **I wish to apply for an ARF/QEII. Which salary option should I indicate in Part C1?**

Organisations listed in Appendix C subsection C1.3 may only submit Proposals with requests for APDs and QEIIIs. Therefore, if your fellowship will be undertaken at one of these organisations (e.g. Geoscience Australia), select the QEII salary. In all other cases, the level of appointment for the general

ARF/QEII category is at the ARC's discretion, with the most highly-ranked proposals being awarded QEIIs. The salary option you select in C1 will have no bearing on the selection process.

Medical Dental Research

- **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 Exemption/Advice Request may be submitted to the ARC. (See subsection 9.4.2 and 10.1 of the Funding Rules).

[UPDATE JANUARY 2009]

International Collaboration Awards (ICAs)

- **How many ICAs can be applied for during the life of a DP10 project? (Can an ICA be sought in each year of the project?)**

There is no limit to the number of ICAs that may be submitted for each proposal. Note: ICAs will only be awarded as a Special Condition, so requests need to be fully justified against the project in section C2. If an ICA is not fully justified, the ARC may decide not to award the ICA. There may also be instances where the ARC decides that the justification does not warrant the full request.

- **Can requests for travel for overseas-based PIs travelling to Australia, or CIs travelling overseas to collaborate with PIs, only be submitted through an ICA?**

No. As per section 6.3.2 (f) of the Funding Rules for Discovery Projects, travel costs such as these may be sought as budget items under 'Travel', and not necessarily as ICAs.

- **Can ICAs only be requested as a 6 month/\$40,000 package?**

No. ICAs are available for a maximum of 6 months, valued at \$40,000. If the researcher requires the full 6 months, then he/she must insert \$40,000 into the ARC column of the budget page. But if he/she would like the ICA for a shorter length of time, then the \$40,000 may be pro-rated. For example, if a 3-month stint is requested, then \$20,000 should be inserted in the budget page. Also ICAs may not be confined to only the Australian CIs or the overseas PI but could be split between both.

- **Are Australian researchers employed by eligible Admin Orgs (as listed in Appendix C of the DP10 Funding Rules) who are predominantly based overseas eligible to apply for ICAs as a project PI?**

No. ICAs may only be sought by overseas-based PIs who are not employees of eligible admin orgs listed in Appendix C.