



**Australian Government**  

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**Australian Research Council**

## **Discovery Projects**

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**Instructions to Applicants  
for funding commencing in 2010**

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# 1. THE PROCESS

This document is intended to be a practical guide to assist you to complete the ARC *Discovery Projects* for funding commencing in 2010 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 2010* (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.

## Key Dates

<b>Closing time for Eligibility Exemption and Eligibility Advice Requests</b> Forms are available on the ARC Web Site.	<b>5.00 pm (AEDT)</b> <b>Friday 16 January 2009</b>
<b>Closing time for submission of Proposals</b> Please note that each organisation may set its own internal closing date. Therefore, be sure to consult with the Administering Organisation's Research Office.	<b>5.00 pm (AEDT)</b> <b>Wednesday 4 March 2009</b>
<b>Deadline for letters requesting non-use of an assessor</b> Forms are available on the ARC Web Site	<b>5.00 pm (AEDT)</b> <b>Wednesday 4 March 2009</b>

**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:**

<b>Early Career Researcher (ECR)</b> (Section 8.3 of Funding Rules)	<b>On or after 4 March 2004</b>
<b>Australian Postdoctoral Fellowship (APD)</b> (Section 8.7 of Funding Rules)	<b>On or after 4 March 2006</b>
<b>Initial Australian Research Fellowship (ARF)/Queen Elizabeth II Fellowship (QEII)</b> (Section 8.8 of Funding Rules)	<b>On or after 4 March 2001</b>
<b>Subsequent ARF/QEII</b> (Section 8.8 of Funding Rules)	<b>On or after 4 March 1996</b>

Initial and subsequent Australian Professorial Fellowships (APF) have no restrictions on the date of award (subsection 8.9.3 of Funding Rules)

<b>Rejoinder</b> Assessments available for written rejoinder. (Dates will be advised on the ARC Web Site).	<b>Open</b> <b>Late June 09</b>	<b>Close</b> <b>Mid July 09</b>
<b>College of Experts to review assessments and rejoinders and make recommendations for funding.</b>	<b>August 2009</b>	
<b>Closing date for appeals</b>	<b>28 days following date of advice to Applicants</b>	
<b>Appeals are considered and Applicants advised</b>	<b>8-10 weeks after closing date for appeals</b>	
<b>Recommendations submitted to the Minister for approval and advice given to Applicants</b>	<b>October 2009</b>	

## The Application Form

- *Discovery Projects* Application Forms must be produced using the ARC's online Grant Application Management System (GAMS) accessed through the ARC Web Site.
- If you are applying through an Australian university, submit your Proposal through the Research Office (or equivalent administration unit) of the Administering Organisation designated in your Proposal by that organisation's internal 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.
- 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.
- 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.
- The Administering Organisation's Research Office must submit Proposals electronically in GAMS. In addition, the original and one identical copy of the complete Proposal must be forwarded to the ARC. Electronic copies must be submitted and hard copies received at the ARC premises by **5.00 pm (AEDT), Wednesday 4 March 2009**.
- Additions, deletions or modifications to Proposals will not be accepted after the date of submission unless invited by the ARC.

## 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. As Proposals are scanned electronically, you must use a highly legible font type such as Times New Roman, Arial, Courier, Palatino, or Helvetica subject to it being equivalent 12 point font to Times New Roman 12 point font. Variants such as mathematical typesetting languages may also be used;
- white A4 paper;
- printed on one side only;
- adhere strictly to page limits designated for each Part of the Proposal;
- unbound with at least a 2 cm margin on each side;
- References (Part E8) may be reproduced in at least 10 point font size; and
- colour graphs or colour photographs should not be included as they will be reproduced in black and white and the reproduction quality may not be optimal.

We do not recommend the use of fine graphics and grey scale as they may not be precisely reproduced due to low resolution scanning of PDFs.

## 2. THE ELECTRONIC APPLICATION FORM

### Getting started with GAMS

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

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

- All participants listed in Part A3.1 of the Application Form require a GAMS User ID and password.
- Both the GAMS User ID and password should be sought from the relevant Research Office or administration unit of the participant's organisation in the first instance. A listing of Eligible Organisations' GAMS Contacts may be found on the ARC Web Site. See also Appendix C of the Funding Rules for a list of Eligible Organisations.
- Previously allocated GAMS User IDs remain valid. Applicants **DO NOT** have to apply for a new GAMS User ID each year, neither do people with assessor-only logons.

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

Participants who are not currently academic staff members of 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.

Please note that while all participants nominated on a Proposal may view the Application Form and any subsequent peer review assessments, **only the originating author is able to complete the Application Form and the subsequent rejoinder**. See Section 12.2 in the Funding Rules for more information on the rejoinder process.

### Validating the Application Form

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

- Save and Exit from the Application Form, then from the historical list of your proposals, look for the most current Application Form at the bottom of the list, using the DP number and title as a guide;
- Select 'Validate' (to the right hand side of the screen) and check the list of validation errors;
- Select the link with the part number that needs amending and GAMS will display the section. Amend as necessary;
- 'Save and exit' brings you back to the 'Form Validation Error' screen;
- Once the list of validation errors has been worked through and amended, the 'Form Validation Screen' will display a 'valid' message and the Application Form will be updated to bright yellow 'valid' status;
- Select 'Back to search results', find the Application Form again in the historical list and note that the options to the right of the list are now 'View', 'Local Submit' and 'Print';
- Look over your document through 'View' and decide if everything is in order to 'Local Submit' the document to your Research Office;
- Once submitted, the Application Form can be unsubmitted (if further amendments need to be made to it) by the Research office.

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

## **Printing the Application Form**

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. 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 paper 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 Form.

## **3. HARD COPY PROPOSAL**

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

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

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

- Part A9 – Certification;
- Part B4.3 – Additional Letter/s: for any Chief Investigator (CI) or Fellowship candidate associated with a Commonwealth-funded Research Centre. **Add these letters to the end of the Proposal;**
- Part B9.2 – Additional Letter/s: for any Fellow undertaking research which forms part of a Commonwealth-funded Research Centre. **Add these letters to the end of the Proposal;**
- 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;
- 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;

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

## 4. HOW TO COMPLETE THE APPLICATION FORM

### PART A—Administrative Summary

#### A1 *Organisation to Administer Funding*

The Organisation to Administer Funding is the organisation which is primarily responsible for administering the ARC project funding.

- Select from the drop-down Institution/Organisation Lookup 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.
- If the Administering Organisation is a **museum or herbarium** and is not on the drop down list, select 'Click here' and select the name of the **museum or herbarium** to fill the text box.
- If the Administering Organisation is not a university, museum or herbarium and the organisation name 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 when leaving the Institution/Organisation Lookup List following selection of the Organisation to Administer Funding.

#### 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*

##### A3.1 *Participant Details – Current Organisations*

Enter details of the lead Chief Investigator or Fellow at 'Person number 1', followed by details of all other participants. Select one of the following roles from the drop-down list for each participant as appropriate:

- 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 the participants are entered at Part A3.1 dictates the order in which they will appear in the remainder of the Application Form. The same order should be used for Part B10 (additional text).

The order can be changed by editing the numbers in the 'Person number' column (A3.1). By saving these changes at A3.1 the order in Part B will also be automatically updated. Please ensure that the order of additional documentation in Part B corresponds to the list in 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.

**NOTE: the 'Current Organisation' is the organisation where each participant is employed at the time of submitting the Proposal, regardless of where they will be employed for the duration of the project.**

On Proposals with more than one participant, the first named participant would normally be from the Administering Organisation and the ARC's primary contact for the Proposal. However, if the first named participant has a role of APD, ARF/QEII or APF (i.e. is a Fellowship candidate) and the other participants are a mix of APD, ARF/QEII, APF, CI or PIs, then the first named participant does not need to belong to the Administering Organisation. On Proposals with only one participant, where that participant has the role of CI, (i.e. is not a Fellowship candidate), the CI must be from the Administering Organisation.

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

### ***Early Career Researcher (ECR)***

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

An Early Career Researcher is a person awarded a PhD, or equivalent research doctorate, on or after 4 March 2004. 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. No Eligibility Exemption Request needs to be submitted to the ARC.

An **ECR-Only** Proposal is one 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 participants as relevant to this Proposal. This table will auto-populate once B8.2 is completed for each participant.

**NOTE: the Relevant Organisation for this Proposal is the organisation where the participant 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***

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 the number of each type of Fellowship sought in the appropriate box/s on the right-hand side of the table. Both the Fellowship **type** and the **number** of Fellowships being sought must be selected.

### ***A4.2 Years for which support is being sought***

Indicate the years for 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
- 75% APD                        tick Year 1 to Year 4
- ARF/QEII or APF              tick Year 1 to Year 5

## ***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.

## **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**

Broadly identify the research area and objectives of the Proposal. The information provided may be used to assist the ARC when readers are being selected to assess the Proposal.

### **A6.1 National Research Priorities**

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

Only one of the National Research Priorities can be selected. Please choose the most appropriate for the project, then select one or more 'goals' provided in the drop down menu. To save the selection press the 'Save' button at the bottom of the Priority Goals page. **DO NOT USE THE BACK BUTTON.**

Detailed descriptions of these Nation Research Priority areas are available on the ARC Web Site, and in Appendix E 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. Press the 'List' button and select at least one code under each of the Research Fields, Courses and Disciplines (RFCD) codes and Socio-Economic Objective (SEO) classifications. The RFCD classification defines the research according to disciplines. 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 in descending order placing 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/ies of participants and/or other parties which will be collaborating on this Proposal from the drop down list. If more than six countries will be involved, list the six main countries, and reference other countries in the additional text of the Proposal.

### **A6.5 Is this proposal relevant to the area of Indigenous health and wellbeing?**

If 'Yes' is selected, elaborate on the relevance of the Proposal to the area of Indigenous health and wellbeing in Part E.

## **A7 Additional Details**

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

If 'Yes' is chosen, select the funding body where the other Proposal(s) has been/is being submitted. If 'Other' is selected, please overtype 'Other' with the name of the agency/ies in the box provided.

**NOTE: A full list of Proposals submitted should also be included at D1 (Research Support) of the Application Form.**

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

The definition of Medical and Dental Research is provided in the 'Definitions' section of the Funding Rules. If 'Yes' is selected, enter the ten digit identifying number that the ARC provided in its response to the Eligibility Advice Request lodged by your organisation.

## **A8 PhD Students**

Insert the number of PhD Students that would be financially supported through this Proposal if it is funded. Please note that requests for PhD stipends must be inserted into Part C1 under 'Personnel'

## **A9 Certification**

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

The Administering Organisation must 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 participant (i.e. CIs, PIs and Fellowship candidates) on the Proposal using the same order as listed in Part A3.**

Participants' 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 entered at Part A3.1.** 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 participant will be automatically filled from the data you entered at Part A3.1.

The relevant GAMS User ID for each participant must be entered into the GAMS ID box before selecting the 'Fetch Client Details' button. The data displayed must be checked and confirmed as correct. If the information needs correction, only the **participant to whom the details belong** can amend it by logging onto GAMS, selecting 'My Details' and updating their details. Once 'Correct' is selected, the details for the participant (including postal information) will be displayed in B2 and B3.

Any changes made to the participants' details in GAMS through the 'My Details' button subsequent to B2 and B3 being populated 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.

It is important to ensure that the correct information for each of the participant is populated into the Proposal prior to submission of the Proposal.

### **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.

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

Do 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?**

Only include names of relatives and/or people with whom there is a **close** social or professional interaction.

#### **B4.3 Will you be associated with a Commonwealth-funded Research Centre as at 1 January 2010?**

This question refers to CIs and Fellowship candidates only.

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.

Refer to Section 9.2 of the Funding Rules for rules on duplication of funding by participants from Commonwealth-funded research Centres, and subsection 6.6.2. regarding the limits of Proposals/projects involving CIs from such Centres.

If 'Yes' is selected, identifying an association with a Commonwealth-funded Research Centre, **a letter from the Centre Director must be provided.** Refer to subsection 9.3.2 of the Funding Rules for details regarding the type of information that must be included in the letter.

If the Centre has not yet commenced, please obtain the letter from the person who is intended to be the Centre Director.

Letters should be included at the **end** of the Proposal document.

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

If 'Yes' is selected, enter the Fellowship type from the drop down list, 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 above named letter) for each project on which an ARC Fellowship is currently or was previously awarded.

**A researcher cannot apply for more than one ARC Fellowship in the same DP funding round.** (Refer to subsection 6.6.2 of the Funding Rules).

**NOTE: A participant 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 8.8.5 and 8.9.10 respectively of the Funding Rules regarding eligibility.**

## **B6 Affiliations**

This question only applies to **Chief Investigators**. If participants are uncertain about their organisation's source of funding, please contact the ARC. Refer also to section 8.4.1 of the Funding Rules for clarification.

If 'Yes' is selected, provide a brief statement 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 from, and percentage proportion of time you will be employed at, that organisation in 2010.

## **B7 Qualifications**

### **B7.1 PhD qualification awarded**

If applicable, provide details of PhD. Include both the month and year awarded, or the date when the thesis was or is to be submitted. **Note: The date a PhD was awarded is the date it was conferred not the date of notification that the PhD examination has been successful.**

### **B7.2 Other qualifications**

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

## **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 the current/most recent position.**

- Organisation – Select the organisation from the drop-down box. If your Organisation is not in the drop down list, select 'Other' from the end of the drop-down list and overwrite 'Other' with the name of the organisation into the text box.
- Status – Choose from 'Postgraduate', 'Continuing', 'Fixed-Term', 'Currently not employed', or 'Other'. 'Continuing' means an ongoing tenured position. 'Fixed Term' means a non-ongoing position (a job held for a defined period eg. 3 year contract).

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

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' you will have 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 participant. See subsection 8.4.1 of the Funding Rules for organisation and timing requirements for CIs and subsections 7.1.2 for additional organisations for Fellowship candidates.

**NOTE: to satisfy eligibility requirements, ensure the Organisation shown is appropriate to the nominated role in the project. For example, if the role is CI, the organisation will be an Eligible Organisation listed in Appendix C subsection C1.1 and C1.2 of the Funding Rules. If the role is PI, the organisation is likely to be an organisation other than an Eligible Organisation.**

### **B8.3 International Collaboration Award**

If you are an Australian based PI you must choose No. The name of any participants for whom an ICA has been required will auto-populate the 'Other' section of Part C1 (Budget Details) of the Application Form. See page 19 of this document for more information.

### **B9 Additional Fellowship Details**

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

#### **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 full details of the Head of the Academic Unit, or other appropriate organisational unit that will be hosting the Fellowship.

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

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 8.6.6 of the Funding Rules) and describing the relationship between the proposed research and the research undertaken by the Centre (see subsection 9.3.2 of the Funding Rules).

#### **B9.3 Current salary**

Provide the following details:

- **Classification:** provide details of current academic level (or equivalent); and
- **Salary:** show 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 being sought. If you are a current ARC Fellow show the salary paid by your organisation for your equivalent level. Do not show the ARC Fellowship salary cited in Appendix D of the Funding Rules.

#### **B9.4 Citizenship/Residency Details**

Select 'Yes' to declare 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 identify the appropriate choice/s 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; 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**

If 'Yes' is selected and you are expecting to claim relocation expenses, indicate one region from the list. If you are relocating, but not intending to claim for relocation expenses, select '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.**

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

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 4 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 intending to apply for this 'research and teaching' option, approval must be first sought 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:**

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 100 % funding or 50% funding from the ARC.

- **100% funded by the ARC**  
Fellowship candidates may request ARC support for 100% of the salary subject to eligibility requirements for each Fellowship category (as specified in subsections 8.8.10. and 8.9.8 of the Funding Rules).
- **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 8.4 (CIs) and 8.5 (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, participants need to be mindful of the specific limits on the number of Proposals/funded projects in subsection 6.6.2 of the Funding Rules. Sole Fellowship candidates, i.e. where there are no other Fellowship(s) or CIs on the Proposal, cannot 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.

The ARC awards a limited number of Fellowships in each category and competition is intense. 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/advice been granted by the ARC for this Fellowship candidate?**

If 'Yes' is selected, enter the ten digit identifying number that the ARC provided in its response to the 'Eligibility Exemption/Advice Request' lodged by your organisation.

**B10 Research Record Relative to Opportunities**

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

**B10.1 A statement on your most significant contributions to this research field.**

The section must be completed. Outline your contribution to the relevant field, relative to opportunity, focussing particularly on what makes this contribution interesting and unique. (Maximum of half an A4 page.)

**B10.2 Recent significant publications (in the past five years - 2004 onwards)**

The section must be completed.

- Ensure that this listing is limited to the last five years, i.e. 2004 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 meet the requirements of the Department of Education, Employment and Workplace Relations' 2009 *Higher Education Research Data Collection Specifications for the Collection of 2008 Data*.
- Provide a list of all 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 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**

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. (Maximum of half an A4 page)

**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.**

Provide additional relevant information that has not been detailed elsewhere in the Proposal. This may include 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. (Maximum of half an A4 page)

**B10.6 Fellowship candidates only**

Only complete this question if you are applying for an ARC Fellowship (maximum of one A4 page). Provide details of:

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

## **PART C—Project Cost**

### **C1 Budget Details**

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

#### **C1.1 Year**

A budget page is generated for each year 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 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) combined or separately will provide to the project.

Column 4 Details of funding being provided by other organisations. If one or more Partner Investigators are named on the Proposal, their organisation's financial contribution must be listed here.

Column 5 Totals

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.

Funding must not be sought for any of the areas or items which are excluded from funding as set out in Sections 6.4 and 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 participants listed in Part A3 (ie. CIs, PIs 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.

- The Fellowship amounts will have been auto-populated into Columns 1 and 2, when Parts A and B of the form have been completed. These amounts are based on the amounts in Appendix D 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 Fellowships should accord with the ARC salary scales (refer to Appendix D of the Funding Rules).
  - If applying for a 100% Fellowship in this Proposal all of the requested salary and salary-related on-costs are entered under ARC (column 2).
  - Where on-costs at the host organisation exceed 28% for Fellows, include the residual cost under University (column 3).
  - If requesting the 50:50 partnership option, 50% of salary and on-costs from ARC will be auto-populated into column 2. The other 50% of salary and on-costs need to be entered into University (column 3), or Other (column 4) (for APDs and QEIIs that will be hosted at organisations outlined in Appendix C subsection C1.3 of the Funding Rules).
- Funding requests for PhD stipends, 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.
- Show salaries for Chief Investigators and Partner Investigators under Columns 3 and 4 respectively, only for the proportion of time estimated that will be spent on the project. Amounts for overseas organisations must be entered into column 4.
- Chief Investigators who are not earning salaries must enter a nominal figure of \$1 to ensure the budget page validates.
- Do not build indexation into the amounts requested. Project payments to the Administering Organisation, including salary-related costs, will be automatically indexed at the time of payment for each year of the Project.
- In cases where B9.8(b) has been selected, requests for funding of a Research Associate level position if the Fellowship is not awarded should be included in Part C2 'Justification of Funding Requested from the ARC'. However, the requested figure for this position must not be included in Part C1.

### **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), may wish to seek Teaching Relief in the role of CI. This request should be explained in Part C2 'Justification of Funding Requested from the ARC'. However, the requested figure must not be included in Part C1.

### **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 greater than \$100,000 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, PIs living overseas, and research support personnel associated with the project to foster and strengthen collaborations between participants in Australia and overseas. (Refer to subsection 6.3.1.f of the Funding Rules).
- Do not include requests for ICAs in this section.

### **Other**

- Where an International Collaboration Award (ICA) has been requested, the participant's name will have been auto-populated from B8.3 into each year of the Budget page. Enter up to \$40,000 for a max of six months (or pro-rata for a lesser period) into column 2 only for the year in which the ICA will be taken. For all other years you must enter a nominal figure of \$1 to ensure the budget page validates. This request must be fully justified in Part C2. (Refer to section 8.2 of the Funding Rules)
- Also 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 participant 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 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 (see the examples below).

## PART C—PROJECT COST –SAMPLE ONLY

Costs should be quoted exclusive of the GST.

**C1 BUDGET DETAILS**

**C1.1 YEAR**

1

	<b>COSTING</b>			
Column 1	2	3	4	5
Source of funds	ARC	University	Other	Total
<b>DIRECT COSTS</b>				
<b>Personnel (Salaries + On-costs)</b>				
Bloggs – APD 100% funded by ARC	80182	0	0	80182
Smith – APF step 1 50% funded by ARC	69310	69310	0	138620
CI – Jones @ 0.2 FTE + 31% on-costs	0	37636	0	37636
PI – Edwards @ 0.2 FTE + 35% on-costs	0	0	34860	34860
PhD stipend	26000	0	0	26000
Research Associate (Level A) @ 0.2 FTE + 31% on-costs	15631	4000	0	19631
<b>Total Personnel (a)</b>	<b>191123</b>	<b>110946</b>	<b>34860</b>	<b>336929</b>
<b>Teaching Relief</b>				
CI – Jones teaching relief for 3 months	16486	0	0	16486
<b>Total Teaching Relief (b)</b>	<b>16486</b>	<b>0</b>	<b>0</b>	<b>16486</b>
<b>Equipment</b>				
2 x Brand Digital cameras @ \$1,200	2400			2400
<b>Total Equipment (c)</b>	<b>2400</b>	<b>0</b>	<b>0</b>	<b>2400</b>
<b>Maintenance</b>				
Molecular lab consumables	2000	0	0	2000
<b>Total Maintenance (d)</b>	<b>2000</b>	<b>0</b>	<b>0</b>	<b>2000</b>
<b>Travel</b>				
CI Jones return airfare Melbourne to Beijing - conference	1980	0	0	1980
Subsistence – 5 days @ \$150	750	0	0	750
<b>Total Travel (e)</b>	<b>2730</b>	<b>0</b>	<b>0</b>	<b>2730</b>
<b>Other</b>				
ICA – Smith @ 50%	20000	0	0	20000
<b>Total Other (f)</b>	<b>20000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DIRECT COSTS (g)</b>	<b>234739</b>	<b>110946</b>	<b>34860</b>	<b>380545</b>
<b>INDIRECT COSTS</b>				
<b>CI, PIs and any researcher Level A or above x multiplier</b>				
Bloggs – APD 100% funded by ARC + on-costs x 0.92		73767	0	73767
Smith – APF step 1 50% funded by ARC + on-costs x 0.92		127530	0	127530
CI – Jones @ 0.2% FTE + 31% on-costs x 0.92		34625	0	34625
PI – Edwards @ 0.2 FTE + 35% on-costs x 0.92		0	32071	32071
Research Associate (Level A) @ 0.2 FTE + 31% on-costs x 0.92		18060	0	18060
<b>TOTAL INDIRECT COSTS (h)</b>		<b>253982</b>	<b>32071</b>	<b>286052</b>
<b>TOTAL COSTS (i)</b>	<b>234739</b>	<b>364928</b>	<b>66931</b>	<b>666598</b>

## **C2 Justification of Funding Requested from the ARC**

Submit this part of the Application Form as additional pages of text. Detail should be provided for each participant on the Proposal in the same order as they appear in A3.1 of the Application Form. Page length and formatting specifications are strictly enforced.

Provide a full justification of need and cost for each budget item requested in Column 2 (ARC) of Part C1. (Maximum of three A4 pages)

- In justifying the budget, it is not sufficient to claim that certain equipment or personnel costs \$X. Rather, it should be stated, for example, that a full-time technician with a specific level of expertise is required. Similarly, if a Fellowship is being requested, justify why a full-time commitment to the project by that person is required. The same level of explanation is required for all items being requested for the duration of the Project.
- Funding being requested for relief from teaching or other duties for CIs 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.
- Funding requests for any major items of equipment for the Project are considered on their merits. Plan to use existing equipment wherever possible. If 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 written 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, PIs ARC Fellows and research support personnel associated with a project, including for reasons of fostering and strengthening collaborations between participants in Australia and overseas, must be justified in full.
- Requests for ICAs must fully demonstrate how the award will assist researchers to collaborate on the project and justify the reason for the length requested.

## **C3 Details of Non-ARC Contributions**

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. (Maximum of one A4 page)

## **PART D—All Research Support**

### **D1 Research Support of All Participants**

For each participant 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 participants on the proposal. Include all Proposals being submitted in this DP10 funding round.

- The current proposal must be listed first as 'R' (for requested support) 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 2010;
  - 'C' for current support; and
  - '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.
- The ARC Project ID column applies only to ARC-related Proposals, and current and past ARC-funded projects.
- 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 approved allocated funding by year but **do not include carried forward funds**. For example, if a project was awarded funding for calendar years 2005 to 2007 and funds were carried forward from 2007 to 2008, this project does not need to be listed in D1.

## **D2 Statements on Progress of ARC–Funded Projects**

- Submit this part of the Application Form as additional pages of text.
- Include statement/s detailing progress for each project held by any of the participants, which received allocated funds in **2008** 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/s attached at D2.2.

### **D2.2 Provide the statements**

Write **no more than one A4 page** for each project that requires a statement and insert them into the Proposal after D2.2.

**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 pages of text. Part E may not be more than **10 A4 pages set in 12 point font** as specified in Section 11.2 of the Funding Rules.

**Please be aware that all copies are scanned electronically at low resolution. As a result fine graphics and grey scale are not recommended as they 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 participants 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 and Research Associates.
- 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.

#### ***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.**

## 5. PROPOSAL CHECKLIST

Proposals must be received by the ARC no later than AEDT 5:00 pm 4 March 2009

A complete Proposal consists of the following components:

<b>Part A Administrative Summary</b>			<b>Check Box</b>
	Application Form	A1-A8 Fully complete A9 Signature of DVC/PVC (R), equivalent in other Administering Organisations	<input type="checkbox"/> <input type="checkbox"/>
<b>Part B Personnel</b>			
	Application Form	Complete Part B for each participant listed at A3.1 B9 Complete for all Fellowship candidates B9.9 Complete inserting number if Eligibility Exemption/Advice has been obtained	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Additional documentation for each participant on the Proposal, insert documents in order of participants in A3.1 unless otherwise indicated.	B4.3 Include letter from Centre Director if required (include at the end of the Proposal) B10.1 Insert Research record relative to opportunities (max half A4 page) B10.2 Insert Recent significant publications (from 2004 onwards) B10.3 Insert Ten best career publications B10.4 Insert Other evidence of impact...(max half A4 page) B10.5 Insert Aspects of your career not detailed elsewhere (max half A4 page) B10.6 Insert Fellowship Info (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"/>
<b>Part C Project cost</b>			
	Application Form	C1 Complete for each year of funding support sought	<input type="checkbox"/>
	Additional documentation	C2 Insert Justification of funding (three A4 pages) C3 Insert non-ARC Contributions (one A4 page)	<input type="checkbox"/> <input type="checkbox"/>
<b>Part D Research Costs</b>			
	Application Form	D1 Fully complete the table	<input type="checkbox"/>
	Additional documentation	D2.1 Insert the list of the projects where statements are provided. D2.2 Insert statements on progress of ARC-funded projects, if applicable (max one A4 page for each project)	<input type="checkbox"/> <input type="checkbox"/>
<b>Part E Proposal Description</b>			
	Additional documentation	E1-E8 Insert project details (max 10 A4 pages)	<input type="checkbox"/>

If applicable, a letter or letters from the Director of a Commonwealth-funded Research Centre must be attached to the end of the Proposal as per Parts B4.3 and B9.2 of the Application Form (Section 9.3 of the Funding Rules).

## 6. 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](mailto: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](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](mailto: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.

## **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.

## 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.

- **Can a proposal request travel costs for international collaborators who are not PIs? e.g (i) international airfares for keynote speakers to attend conferences being organised by CIs as part of their project; e.g.(ii) international airfares for visitors?**

No. Requests for international travel can only be submitted for CIs, PIs living overseas, ARC Fellows, and research support personnel.

- **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 QEII. 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 QEII. 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).

## 7. 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 Exemption/Advice, and where there is any doubt we encourage you to undertake one or all of the following:

- submit an Eligibility Exemption/Advice Request Form; and
- contact the scheme Assistant Director for advice.
- **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 11 of the Funding Rules.
- **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 11.2 of the Funding Rules outlines the formatting requirements for submission of proposals.
- **The maximum number of proposals and projects permitted (in 2010) was exceeded by a nominated participant on the proposal.**  
Limits apply to all participants on a proposal. The specific limits on the number of proposals and funded projects allowed are provided in subsection 6.6.2 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 a Proposal.
- **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.
- **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 Exemption/Advice Request may be submitted to the ARC in accordance with the requirements of Sections 9.4. and 10.1 of the Funding Rules.
- **The proposal does not include the requisite letter, pursuant to subsections 8.6.6 or 9.3.2 of the 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 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, for CIs, 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.

## 8. APPENDIX

### ***Matters to Note***

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.

### ***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.

### ***Privacy***

Information contained in the Proposal is collected in order to make recommendations to the Minister on the allocation of financial assistance under the *Australian Research Council Act 2001* and for post award reporting.

The information collected may be passed to third parties for the purposes of obtaining a peer review assessment of the Proposal. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade, the Department of Innovation, Industry, Science and Research, the Department of Environment, Water, Heritage and the Arts, the Department of Education, Employment and Workplace Relations, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans' Affairs for the purpose of checking eligibility. In other instances, information in this Proposal can be disclosed without 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.