



Australian Government

Australian Research Council

DISCOVERY PROJECTS FOR FUNDING COMMENCING IN 2011

FREQUENTLY ASKED QUESTIONS

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- All Participants should read the *Discovery Projects Funding Rules for funding commencing in 2011* (DP11 Funding Rules) and the *Discovery Projects Instructions to Applicants for funding commencing in 2011* (DP11 Instructions to Applicants).
 - Information and FAQs regarding Medical and Dental Research are available at http://www.arc.gov.au/applicants/md_research.htm.
 - Information regarding the Research Management System (RMS) is available at http://www.arc.gov.au/applicants/system_default.htm, or contact rms@arc.gov.au for assistance.
 - **Participants should direct all queries regarding ARC Funding schemes to their Administering Organisation's Research Office or equivalent in the first instance. If further *Discovery Projects* information is required, the Research Office or equivalent should contact ARC-DiscoveryProjects@arc.gov.au.**
 - This Frequently Asked Questions document will be updated as required - updated sections will be listed at Section 8 and dated.
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1. INVESTIGATOR ROLES

1.1 **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 2011 as well as those which will commence in 2011 should you be successful (i.e. the one/s for which you are submitting a Proposal), excluding projects which were scheduled to be completed in December 2010 but will have carryover funds in 2011. For example, if you are a sole CI on a 3-year project that commenced in 2009, you are ineligible to apply as a sole CI for a DP11 Proposal, regardless of the number of PIs that it will include. You may, however, apply if the project involves another CI/Fellow. Please refer to section 6.6 of the DP11 Funding Rules.

You may also find that, post-award, you violate the number of DP Proposals rule. For example, you may have one sole DP and a DP with another CI who subsequently retires, leaving you with two sole DPs, which is not permitted. You need to think ahead on application and minimize the possibility that this can happen to you. It is rare for the ARC to give approval for additional CIs to be added to DP Projects who did not form part of the Track Record (worth 40% of the Proposal score in DP) of the original team. Please refer to section 6.6 and subsections 8.4.4 and 8.4.5 of the DP11 Funding Rules.

1.2 **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 DP11 project. Am I able to do so?**

In the DP11 round, you are not permitted to hold or apply for more than one DP as a Sole CI. As your current DP grant has now reverted to a Sole CI grant, you are not currently able to submit a Sole CI DP11 Proposal. If you still hold your DP grant with its status remaining as a Sole CI grant at 3 March 2010, you will not be eligible to submit a Sole CI DP11 Proposal.

You should consult the *Discovery Projects* Funding Agreement that your current grant was awarded under to check if you are able to apply to add a replacement CI. If the relevant Funding Agreement does have this provision, the ARC would need to approve the replacement CI prior to the submission of the DP11 proposal on 3 March 2010. However, please note that it is rare for the ARC to approve for a DP Project the addition of a new CI who did not form part of the Track Record (worth 40% of the Proposal score in DP) of the original team. Please refer to the relevant *Discovery Projects* Funding Agreement and section 6.6 of the DP11 Funding Rules.

1.3 **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, if you meet the eligibility criteria for a CI as defined in section 8.4 of the Funding Rules, you are not eligible to be a PI. Please refer to section 8.4 and subsection 8.5.1.a of the DP11 Funding Rules.

1.4 I am a PI on 4 projects which will be current in 2011 and will be included as a PI on a Proposal in the DP11 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 as a PI. You will need to withdraw from one of the projects before submitting a Proposal into the current round. This request for a post-award variation will have to be approved by the ARC **before 3 March 2010** or the DP11 Proposal will be declared ineligible. Please refer to section 6.6 of the DP11 Funding Rules.

1.5 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. In such circumstances researchers may hold the role of PI only. Researchers in this category should indicate their employment circumstances in Part F10 of the Proposal. Please refer to subsections 8.4.2 and 8.5.2 of the DP11 Funding Rules.

1.6 Are Future Fellows eligible to apply for funding as CIs under the DP11 funding round?

In order to be eligible as a CI, Future Fellows must, at the time of submission of DP11 Proposals, meet the eligibility criteria for CIs as outlined in Section 8.4 of the Funding Rules. For example, Future Fellows who are based at organisations other than those listed in Appendix C subsections C1.1 and C1.2 of the DP11 Funding Rules are not eligible to apply as a CI. Applicants must also comply with the specific limits of the number of projects permitted. Please refer to section 8.4 and subsection 6.2.2 of the DP11 Funding Rules.

1.7 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' (subsection 8.4.1.a of the Funding Rules), and has no other appointments, what DP11 investigator role are they eligible for?

If at 1 January 2011 the researcher will be employed by an eligible organisation for less than 50 per cent of their time (for example, somebody who is employed for the equivalent of 0.4 FTE), they do not satisfy the eligibility criteria for the role of Chief Investigator (CI). The researcher could apply to hold the role of PI, APD, ARF/QEII or APF Fellow, providing that they comply with the relevant eligibility requirements. Please refer to sections 8.1, 8.5, 8.6, 8.7, and 8.8 of the Funding Rules for eligibility criteria for PIs and DP Fellows.

1.8 If I am a sole CI and I decide to withdraw from my grant, can a replacement CI be awarded? Do I have to agree to a replacement CI?

No. A sole CI cannot be replaced on a DP grant no matter how far advanced the grant is. Each grant is awarded by the Selection Advisory Committee on the Track Record of the particular original applicant which is not substitutable by another. Please refer to subsection 8.4.5 of the DP11 Funding Rules.

1.9 Can I add a further CI to my funded DP grant because I need that expertise?

No, a DP Proposal is considered complete at the time of submission and must contain all of the information necessary for its assessment. The Selection Advisory Committee awarded the grant based on the Track Record of the original team on the Proposal. Please refer to subsection 10.2.1 of the DP11 Funding Rules.

1.10 If a CI resigns from a funded DP grant and there are two or more remaining CIs on the project, can I add another CI to replace the CI who left?

You should consult the *Discovery Projects Funding Agreement* that your funded grant was awarded under to check if there is provision to be able to apply to add a replacement CI. It is rare for the ARC to approve for a DP Project the addition of a replacement CI who did not form part of the Track Record (worth 40% of the Proposal score in DP) of the original team. Please refer to the Change of Specified Personnel clause in the relevant *Discovery Projects Funding Agreement*.

1.11 What is the definition of PhD award date as required at question F8 in the DP11 form?

Date of Award of PhD means the date of conferral of a PhD, and not the date of submission of the thesis, nor the date the thesis was accepted by the examination board. Typically, therefore, the date of award is the same as the date of testamur.

2. ORGANISATIONS

2.1 How do I complete the Application Form if, apart from my current place of employment, I hold an Adjunct Appointment at an Eligible Organisation and am eligible to apply as a CI as outlined in subsection 8.4.1.b of the Funding Rules?

In your 'My Details' go to the 'Personal Details – Organisation Details' section, Insert the name of your Current Organisation (i.e. current place of employment). This role will auto-populate F10 in the Application Form. In Part F11, list the organisation where you hold or will hold an Adjunct Appointment as at 1 January 2011 and select your affiliation in the drop-down box. Once you have completed F11, A3 will auto-populate. The 'Relevant Organisation for this Proposal Organisation' in A3 will be the same as the 'Organisation' in F11. Please refer to Page 34 in the *Discovery Projects Instructions to Applicants for funding commencing in 2011* (DP11 Instructions to Applicants).

2.2 What is the difference between 'Current Organisation' and 'Relevant Organisation for this Proposal' (A3)?

'Current Organisation' is the place where you are currently employed. 'Relevant Organisation' is the place at which you will be employed at 1 January 2011 for the purpose of the role on the DP Project. For example, if you are not currently 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. Please refer to Page 34 in the DP11 Instructions to Applicants.

2.3 I am trying to enter my institution in 'Personal Details/Organisation Details' so that it will populate A3, but my institution is not listed. How can I add it?

In the My Details/Organisation Details tab, click on the 'Add a new position' link, then in the next window which opens (titled 'Add New Position'), click on the 'Select an Organisation' link at the bottom. On the next window, search for your organisation first, and if it is not listed then select the 'Enter the Name of Your Organisation' tab and then type in the correct name of your organisation and click on 'Select Organisation'.

You will then be able to add your employment details against your organisation and it will populate to A3 in the DP11 Proposal Form.

Please note that if you are trying to add a Participant Organisation to the Proposal (on the Draft Proposal Summary page), please refer to Question 6.16 of this document.

3. COMMONWEALTH-FUNDED RESEARCH CENTRES

3.1 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 with the Centre. How do I answer F5? Do I need to include a letter from the Centre Director?

When submitting a DP11 Proposal, your eligibility (and type of organisation) is based on your status as at 3 March 2010 (closing date for Proposals). You do not need a letter from the Centre Director. If your Centre is currently up for renewal and it is unclear whether you will continue to have an association beyond 1 January 2011, at F5 enter the details of the Centre and indicate 1 January 2011 as the cessation date. Any changes in circumstances (after the submission of the Proposal) would be managed Post Award for successful grants. Please refer to section F5 of the DP11 Instructions to Applicants. Please note that the Proposal for renewal of the Centre needs to be listed at Part G1 (Research Support) in the DP11 Application Form.

3.2 I am listed on an ARC Centres of Excellence EOI. Do I need to list this at F5 (Association with a Commonwealth-funded Research Centre) or at Part G1 (Research Support) on the DP11 application?

No. Participants should not list an association with a Commonwealth-funded Research Centre based purely on an EOI/Proposal which, if successful, would lead to such an association. As an ARC Centres of Excellence EOI does not constitute a full Proposal seeking funding, it should not be listed in Part G1.

3.3 I am a CI on a proposal and am associated with a Commonwealth-funded Research Centre. Do I still need to provide a letter from the Centre Director?

You do not need to provide a letter from your Centre Director. The Administering Organisation is required to certify that the research does not overlap with research funded by a Centre funded by the Commonwealth. Please refer to section 9.3 of the DP11 Funding Rules.

3.4 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. Please refer to subsection 8.4.1 of the DP11 Funding Rules.

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

Yes, if the funding received from these schemes (and any other competitive Commonwealth research funding) is a substantial proportion of the Research Centre's funding. Please refer to Section 3 of the DP11 Funding Rules for the definition of a Commonwealth-funded Research Centre.

3.6 Can all Participants applying for a DP apply for project costs?

If a Fellow's or Fellow candidate's Host Organisation is listed at Appendix C1.3, they are not eligible to apply for project costs. Please refer to section 6.6.2 and 8.6.8 of the DP11 Funding Rules.

4. FELLOWSHIPS

4.1 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. Please refer to subsection 6.2.1 and 6.2.4 of the DP11 Funding Rules.

4.2 Even though I was awarded my PhD before 4 March 2007, I wish to apply for an APD, as I have experienced a number of career interruptions. Is it sufficient to note these in the Proposal?

No. You must submit a Pre-submission Eligibility Exemption Request to the ARC. This must be submitted through RMS by your Administering Organisation's Research Office by **15 January 2010**. Please refer to sections 8.7 and 10.1 of the DP11 Funding Rules.

4.3 If my request for a Fellowship is unsuccessful, can the proposal still be funded?

This depends upon how you answer F14.4. The Application Form provides you with three options:

- **Remain as a Chief Investigator or Partner Investigator on the project**

If you choose this option the ARC cannot pay your salary as stipulated by the Funding Rules. 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).

- **Be removed as a named Investigator so that a salary may be requested 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. The award of the funding for a salary is the decision of the Selection Advisory Committee. Please justify the salary request in the 'Justification of ARC funding'. You must also note that only a percentage of the amount of funding sought will be awarded and you are unlikely to get the full or even half of the salary that a Fellow would be awarded. There may be insufficient funds awarded to fund a salary.

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 DP11 Funding Rules. Sole Fellowship candidates, i.e. where there are no other Fellowship(s) or CIs on the Proposal, cannot choose this option.

- **Seek no further support for the project (no funding can be made)**
If you are a sole Fellowship candidate **and** you are not eligible to be a CI, i.e. where there are no other Fellowship(s) or CIs on the Proposal, 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. Your proposal will be unsuccessful and no further feedback on the ranking of the proposal can be made.

By choosing the third option project funding cannot be made if your request for a fellowship is unsuccessful. For this reason all Participants should be very cautious if considering selecting this third option, as it removes your freedom of choice regarding the outcome of the Proposal if the Fellowship is unsuccessful. Please refer to Pages 38-39 in the DP11 Instructions to Applicants.

4.4 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, unless an Eligibility Exemption Request has been approved. However, an Eligibility Exemption Request must be based on a justification of why exceptional personal circumstances prevent a researcher from complying with eligibility requirements. Eligibility Exemption Requests must be submitted through RMS by your Administering Organisation's Research Office by **15 January 2010**. Please refer to subsection 8.9.3.c and section 10.1 of the DP11 Funding Rules.

4.5 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, unless an Eligibility Exemption Request has been approved. As noted above, an Eligibility Exemption Request must be based on a justification of why exceptional personal circumstances prevent a researcher from complying with eligibility requirements. Eligibility Exemption Requests must be submitted through RMS by your Administering Organisation's Research Office by **15 January 2010**. You may apply for a subsequent APF, but only at the 50% salary option. Please refer to DP11 Funding Rules subsections 8.9.8.a and 8.9.11, and section 10.1.

4.6 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. Pre-submission Eligibility Exemption Requests must be submitted in RMS by **15 January 2010**. Please refer to section 8.9.8, 8.9.9 and 10.1 of the DP11 Funding Rules.

4.7 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 temporary or permanent residency status before commencing the fellowship. Please refer to the DP11 Funding Rules subsection 8.4.2 and 8.6.1.

4.8 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 research supervision or academic duties, but only where it enhances rather than detracts from their full-time research and where it will broaden their research experience. Please refer to subsection 8.7.1 of the DP11 Funding Rules.

4.9 If a researcher has a current Australian Laureate Fellowships (FL) proposal pending which includes project funding, can they still submit two DP11 proposals given that the FL outcomes are not known?

Yes, the researcher can submit two DP11 proposals as CI, provided that he/she does not hold any earlier DP projects that will continue into 2011. If the FL is ultimately awarded, the researcher will have the opportunity to wait until the outcome of the DP11 round and then relinquish one DP project before 31 December 2010. Please refer to subsection 6.6.2 a, b and f in the DP11 Funding Rules.

4.10 If a researcher has a recently awarded Future Fellowship (FT) can they submit DP11 proposals?

Yes, the researcher can submit up to two DP11 proposals as a CI, no more than one as sole CI, provided that he/she does not hold any earlier DP projects that will continue into 2011, and complies with other maximum proposal number limits detailed at subsection 6.6.2 in the DP11 Funding Rules.

4.11 Can a Future Fellow (FT) submit a DP in the same research area as described in the FT application?

A Future Fellow is able to submit a DP11 Proposal that is the same research area/project as the awarded Fellowship, provided that the DP Proposal does not seek funding which has already been awarded in the FT or by the Commonwealth for that area/project. The ARC will not duplicate financial assistance for research already funded by the Commonwealth. Please refer to subsection 9.2.1 of the DP11 Funding Rules.

4.12 How can a Future Fellowship and Discovery Project proposal be related?

An awarded Future Fellowship and a DP proposal may be for the same research area/project, provided that that the DP Proposal does not seek funding which has already been awarded in the FT or by the Commonwealth for that area/project. The ARC will not duplicate financial assistance for research already funded by the Commonwealth. Please refer to subsection 9.2.1 of the DP11 Funding Rules.

4.13 A researcher has been awarded a Future Fellowship. He/she is at one of the NHMRC-approved organisations. Can he/she apply for Discovery Projects and, if yes, for how many?

If the Future Fellow is currently at an organisation which is not listed as an Eligible Organisation in Section C1.1 and C1.2 in the DP11 Funding Rules, they cannot submit a DP11 proposal as a CI. However, they may be eligible to be involved in a DP11

proposal as a PI, or a QEII Fellowship candidate providing all other eligibility criteria are adhered to. Please refer to the DP11 Funding Rules sections 6.6 for the maximum number of projects allowed, and sections 8.4, 8.5, 8.6, 8.8 and C1.3 for eligibility requirements. Please note that if the researcher is offered a QEII Fellowship, the researcher cannot hold both the Future and QEII Fellowships and must relinquish one. QEII's are awarded on a 100% time commitment basis only (Please see subsection 8.8.8 of the DP11 funding Rules).

4.14 If a Future Fellow (FT) wishes to apply for DP funding *directly related to the Future Fellowships program*, is he/she eligible without being deemed to ‘duplicate research’? Under the Future Fellowship scheme, discrete infrastructure and non-salary items can be requested as part of the \$50,000 per annum infrastructure funding budget.

As long as the ‘costs of the project’ are not duplicated, for example, items requested in the FT \$50,000 per annum infrastructure budget are not also requested in a subsequent DP application, duplication issues would not apply. The ARC will not duplicate financial assistance for research already funded by the Commonwealth. Please refer to subsection 9.2.1 of the DP11 Funding Rules.

4.15 If I apply for an ARF in the DP11 round, can I apply for a Future Fellowship in the FT10 round as well? If I am successful in both, can I choose which one to accept?

As the closing date for DP11 Proposals is 3 March 2010, and the closing date for FT10 proposals is 21 April 2010 any DP11 application would not take into account a possible intended application to an ARC scheme closing after 3 March 2010, including FT. If you do submit a DP11 Proposal, your eligibility to then apply for a FT10 in April 2010 would be reliant upon complying with the eligibility requirements in the *Future Fellowships Funding Rules for funding commencing in 2010*.

If you are successful in being awarded a DP11 Fellowship and a FT10, you may be able to select which fellowship to accept. If you are able to choose, and you choose to accept the FT, you may be able to accept the DP Project and submit a post award variation to relinquish the DP Fellowship component and become a CI on the project. This would retain project costs. At all times, the eligibility requirements for each funded award must be met, and researchers should particularly note the requirement that funding for a DP cannot decrease to below \$20,000 per year of funding in any year of the Project, or funding for the Project may be terminated (clause 15.5, *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*).

4.16 What happens if my Fellow gains a DP and a Future Fellow (FT) and decided to take the Future Fellow, leaving me with only project costs but no Fellow to do the project?

A post-award variation may be submitted in order for the FT holder to be included on the funded DP grant as a CI in order to work on the project. If the FT holder chooses not to be involved with the grant as a CI and the ARC considers that the Project is not viable without the Fellow’s contribution to the Project, funding for the Project may be terminated. Please refer to clauses 15.5 and 15.6 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

4.17 If my Fellow does not take up his Fellowship for my DP11 grant, may I offer the Fellowship to another person or convert the funds to research assistant or research associate or doctoral student help?

No. As Fellowships are awarded based on the quality of the candidate and the project, and are highly competitive within a quota for each discipline panel, a Fellowship cannot be transferred to another person. The Fellowship funds cannot be converted into project funds. Under exceptional circumstances it may be possible to apply, if the project is in its penultimate or final year, for unspent Funding for the Fellowship to be used for the Project for other purposes providing an exceptional case is made which includes being in accordance with the 'Project Description' included in the Proposal. This will be ruled on by the ARC on a case by case basis and is unlikely to be awarded because a fellowship is a special condition when awarded. Please see clause 15.4 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

4.18 If my DP11 Fellow resigns early in the life of my funded grant (e.g., within the first half of the time of the grant), may I offer the Fellowship funds to another person or convert the funds to research assistant or research associate or doctoral student help?

No. As Fellowships are awarded based on the quality of the candidate and the project, and are highly competitive within a quota for each discipline panel, a Fellowship cannot be transferred to another person. The Fellowship funds cannot be converted into project funds. There are no rules by which the unspent Fellowship funds may be converted to other use. On a case by case basis and in exceptional circumstances, unspent Funding for the Fellowship may be able to be applied for to be used for the Project for other purposes but is at the discretion of the ARC. This will be ruled on by the ARC on a case by case basis. Please see clause 15.4 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

4.19 What do I do if my DP11 Fellow resigns half way or more through the project (e.g. in the last year). May I offer the Fellowship to another person or convert the funds to research assistant or research associate help?

If a Fellow is not the only Specified Personnel on a Project and is no longer able to continue working on a Project, and the Fellowship is in its penultimate or final year, there are no rules by which the unspent Fellowship funds may be converted to other use. On a case by case basis and in exceptional circumstances, unspent Funding for the Fellowship may be able to be applied for to be used for the Project for other purposes but is at the discretion of the ARC. This will be ruled on by the ARC on a case by case basis. Please see clause 15.4 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

4.20 Are DP11 Fellowships continuous or can they have substantial periods of leave? What happens if the project time is used up but the Fellowship funds are not all spent?

Fellows are entitled to 4 weeks recreation leave per annum. If a Fellow's salary entitlements for recreation leave accrued during the Fellowship are to be funded from the Funding, the Fellow must take her/his recreation leave during the period of Fellowship. In addition to recreation leave, eligible Fellows are entitled to 14 weeks maternity leave and 2 weeks partner/parental leave. A Fellow may take additional leave of up to 12 months in total during the duration of the fellowship using accrued leave or leave without pay, providing it is in accordance with the Administering Organisation's

normal practice and written approval has been applied for and granted by the ARC. Please note that it is rare for the ARC to approve extended periods of leave unless it is justified by exceptional circumstances.

If approved by the ARC, the Fellowship period will be extended for a period equivalent to the length of (full-time equivalent) additional leave taken. In exceptional circumstances, or where warranted on compassionate grounds, the ARC may approve further additional leave and the Fellowship period may be extended accordingly. Please refer to clauses D7.6, D7.7, D7.8 and D7.9 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

Additionally, a Fellow may apply for a suspension of the Fellowship for a period or periods of up to 12 months in total during the term of the Fellowship to enable the Fellow to undertake other employment. This may occur if, for example, a Fellow is offered a short-term teaching or research position. The suspension may be approved only if the work to be carried out during the suspension period(s) is, in the opinion of the ARC, reasonably closely related to the research being performed under the Fellowship by the Fellow. Please refer to clauses D9.1 (suspension of Fellowship) and 13 (suspension of project) of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

Holders of APD, ARF/QEII and APF Fellowships awarded in DP11 are not permitted to take additional leave and/or suspend their Fellowship (as detailed in clause 13) for periods of time which total greater than 50 percent of the length of their Fellowship as detailed in Schedule A to the 2011 *Discovery Projects Funding Agreement* document. Additional leave includes maternity leave (as detailed at D7.7), partner/parental leave (D7.8), accrued leave (D7.9) and leave without pay (D7.9), but does not include recreation leave (D7.6).

<u>Fellowship type</u>	<u>Maximum total additional leave/suspension permitted (excluding recreation leave)</u>
APD (3 years at 100%)	1.5 years
APD (4 years at 75%)	2.0 years
ARF/QEII (5 years)	2.5 years
APF (5 years)	2.5 years

In exceptional circumstances, or where warranted on compassionate grounds, the ARC may accept an application for further additional leave, which will be considered on a case by case basis. Because Fellowships are awarded for research to be conducted full-time over a continuous period of time, leave exceeding 50 percent of the time of a Fellowship would be exceptional. Please see clause D7.11 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

If the original period of funding (project time) as detailed in Schedule A to the Funding Agreement is finished (and has not been extended by deferment of commencement, suspension of the project, or carryover of funds and associated extension of the project), any unspent Funds may be recovered by the Commonwealth under paragraph 58(1)(c) of the ARC Act. Please refer to clauses 12, 13, 31.2.c and 33.1 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

4.21 Are DP11 Fellowships full-time or can they be taken part-time and for how much of the time?

APDs are either 3 years full-time or 4 years at 75% time, and ARFs, QEII and APFs are awarded on a full-time basis only. The ARC will consider requests for a part-time commitment for eligible Fellows returning to work following maternity leave or other personal leave. Please see subsections 8.7.5, 8.8.8 and 8.9.6 of the DP11 Funding Rules.

4.22 How much leave or ‘part-timeness’ can I take before I breach the conditions of the award of my DP11 Fellowship?

Eligible Fellows are entitled to 4 weeks recreation leave per annum, up to 14 weeks paid maternity leave and 2 weeks partner/parental leave (for the non-primary caregiver). A Fellow may apply for up to 12 months accrued leave or leave without pay. A Fellow may also apply for a suspension of the Fellowship for a period or periods of up to 12 months in total to allow the Fellow to undertake other employment.

If a Fellow applies to take up to 12 months of accrued leave or leave without pay, or applies for a suspension of more than 6 months, the ARC will only approve the request if it determines that the project is still viable given the requested absence of the Fellow. Please refer to clauses 13, D7.6, D7.7, D7.8 and D7.9, and D9.1 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

Holders of APD, ARF/QEII and APF Fellowships awarded in DP11 are not permitted to take additional leave and/or suspend their Fellowship (as detailed in clause 13) for periods of time which total greater than 50 percent of the length of their Fellowship as detailed in Schedule A to the 2011 *Discovery Projects Funding Agreement* document. Additional leave includes maternity leave (as detailed at D7.7), partner/parental leave (D7.8), accrued leave (D7.9) and leave without pay (D7.9), but does not include recreation leave (D7.6).

<u>Fellowship type</u>	<u>Maximum total additional leave/suspension permitted (excluding recreation leave)</u>
APD (3 years at 100%)	1.5 years
APD (4 years at 75%)	2.0 years
ARF/QEII (5 years)	2.5 years
APF (5 years)	2.5 years

In exceptional circumstances, or where warranted on compassionate grounds, the ARC may accept an application for further additional leave, which will be considered on a case by case basis. Because Fellowships are awarded for research to be conducted full-time over a continuous period of time, leave exceeding 50 percent of the time of a Fellowship would be exceptional. Please see clause D7.11 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

4.23 How much maternity or paternity leave can I get on a DP11 Fellowship? Who pays for this leave?

Eligible Fellows are entitled to up to 14 weeks’ paid maternity leave during the duration of their Fellowship. Eligible Fellows are entitled to take up to two weeks’ paid partner/parental leave at the time of birth or adoption to the parent who is not identified as the primary caregiver. The Commonwealth will provide funding for these purposes

and the Fellowship period will be extended for a period equivalent to the duration of the paid maternity or partner/parental leave. If the additional Funding for this purpose is to be sought from the Commonwealth as represented by the ARC, it must be claimed through the End of Year Report submitted to the ARC or by means of submission of a *Variation of Funding Agreement* request. The ARC will not prompt Fellows to apply for this additional Funding and retrospective requests are likely not to be granted. Please refer to clauses D7.7 and D7.8 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

4.24 I have had more than one previous ARC Fellowship. How do I fill out section F7 which only has room to list the dates for one previous Fellowship?

An applicant should list all ARC Fellowships which they have received to ensure that they are assessed fully on their accomplishments. To this end, please enter the dates of the Fellowships in the field with the Fellowship acronyms, and enter the dates of the most recent Fellowship in the actual start and finish date fields. For example:

F7 Please indicate if you have been awarded any Fellowships from the ARC. If yes, please list their short-hand names (e.g. ARF, APD, IRF, etc.) here. (This question must be answered)

Fellowship type: *APD 2000-02, ARF 2003-07, APF 2009-13*

Funding commencement year: *2009*

Finish year: *2013*

4.25 If I have applied for a Laureate Fellowship to commence in 2010, can I apply for an ARF in the DP11 round as well? If I am successful in both, can I choose which one to accept?

Yes, the Laureate Fellowship (FL) application does not preclude you from applying for an ARF in DP11. The FL application will need to be declared within section G1 of the DP11 application form listing all requested, current and pending funding. If both applications are successful you can only hold one Fellowship and may be in a position to make an informed decision. Please refer to subsection 6.6.2.f in the DP11 Funding Rules.

5. SUBMISSION REQUIREMENTS

All Participants should read the *Discovery Projects Instructions to Applicants for funding commencing in 2011* (DP11 Instructions to Applicants).

5.1 Can you please advise what the ARC considers satisfactory to meet the change in certification requirements? Who must sign, what conditions must they sign to, must they contain original signatures or can the agreement be by email, etc?

In the DP11 round, the Administering Organisation is no longer required to obtain handwritten signatures on an ARC Certification Form to attest to the agreement of all parties necessary to allow the proposed project to proceed, as specified in the Funding Rules. Instead, the Administering Organisation will certify that they have obtained the written agreement of all parties necessary to allow the proposed project to proceed

through the Research Management System (RMS). The ARC reserves the right to seek the evidence from the Administering Organisation to support the certification of Proposals.

Who are the relevant parties who need to provide written agreement?

Relevant parties are all individual or organisational participants named on the Proposal, excluding the employing organisations of overseas PIs (subsection 10.2.5, DP11 Funding Rules) and excluding any Participant's Current Organisation which is not their Relevant Organisation for the Proposal.

Evidence of agreement from organisations should be from the Head of Department or equivalent level or above. All of the evidence should include a clear indication of what the actual participation in the conduct of the research will be.

What does the ARC mean by written agreement?

The evidence held by the Administering Organisation needs to contain firsthand confirmation in written form (e.g. handwritten or electronic letters or emails) of agreement to participate in the project from all relevant parties. The evidence could include (but is not limited to) emails from individual researchers agreeing to participate, letters from the employers of participants agreeing to their participation, or letters from other relevant organisations agreeing to contribute the resources outlined in the Proposal. The Administering Organisation can determine the most appropriate format within their organisation.

What does the Administering Organisation have to certify?

The text below is an excerpt from the DP11 Proposal Certification, detailing the written evidence required. Please see the full certification text which is available at http://www.arc.gov.au/ncgp/sample_forms.htm. Please also see section 11.6 'Certification in RMS' in the DP11 Funding Rules.

DP11 Application Form – Excerpt from Certification text

- I have obtained the written agreement of all parties identified in this Proposal to submit this Proposal.
- I have obtained the written agreement of the other organisation(s), if any, involved in this Proposal to contribute the resources outlined in this Proposal.
- I have obtained the written agreement from the relevant employer(s) for the participation, to the extent indicated in this Proposal, of the Participants listed in the Proposal.

5.2 Can a proposal be submitted which has been unsuccessful in previous rounds?

A previously unsuccessful Proposal can be submitted in the DP11 round, unless the intended DP11 Proposal is essentially the same as an eligible DP10 Proposal which was ranked in the bottom group (i.e. E). Please refer to subsection 6.7.2 of the DP11 Funding Rules.

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

Due to potentially low resolution within PDFs, the reproduction of fine graphics may not be optimal. In completing the application form, the ARC recommends that PDFs be

directly generated rather than scanned to maximise the quality of reproduction. Colour graphs, colour photographs, finely detailed graphics and grey scale are permitted but Participants should be aware that proposals may be reproduced in black and white. It is unwise to include such coloured graphs or graphs that may not reproduce well. Please refer to subsection 11.3.2 in the DP11 Funding Rules.

5.4 I am having trouble sticking to the page limit stipulated. Is it okay to use 10 point font size?

No. The DP11 Funding Rules clearly state that, with the exception of Part C References, that 12 point font size, preferably Times New Roman (or an equivalent sized font), should be used. Failure to comply with the required format may result in the Proposal not being recommended for approval. Please refer to subsection 11.3.2 in the DP11 Funding Rules.

5.5 I hold an ARC project that was awarded 3 years of funding commencing in 2006. Due to a delayed start some of the project funds for 2008 were carried forward into 2009. Do I need to list this project in Part H1?

No. Only list projects where funds were awarded for calendar years 2009 and beyond. Please refer to section 6.6.3 of the DP11 Funding Rules and section H1 of the DP11 Instructions to Applicants.

5.6 I hold a number of ARC projects, but am unsure for which ones I need to provide a statement in Part H1.

You must provide statements for any ARC *Discovery Projects*, *Linkage Projects* or *Fellowships* grants which received funding in 2009. 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)*. If you do not provide reports of progress for ARC DP, LP, and Fellowship grants you hold, you will be deemed ineligible. Please refer to section H1 in the DP11 Instructions to Applicants.

5.7 I have a current project that was approved for funding commencing in 2009, 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 H1 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. If you do not provide reports of progress for ARC DP, LP, and Fellowship grants you hold, you will be deemed ineligible. Please refer to section H1 in the DP11 Instructions to Applicants.

5.8 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 to the ARC, unless invited by the ARC. Please refer to subsections 10.2.1 and 11.5.2 of the DP11 Funding Rules.

5.9 Section F13.2 requires a list of publications from the last 5 years, and a list of ARC grants awarded in the last 10 years. Can I include publications which are older than 5 years, but which arose from a grant which was awarded in the last 10 years and is listed in this section?

No. In Section F13.2 you can only include publications from within the last 5 years, which would be strictly 03/03/05 – 03/03/10 however publications with any 2005 date can be included as it is not always possible to have an exact day of publication. Publications can be listed in section F13.2 if “in press” with an acceptance date (this must be provided).

If proposed publications are not yet “in press” but are potentially significant these could be referred to in F13.1 (Details on your career and opportunities for research over the last 5 years) or at F13.4 (Further evidence in relation to research impact and contributions to the field over the last 10 years).

If an applicant wishes to list significant publications from 2004 or earlier, these could be included at F13.3 (Ten career-best publications) or F13.5.

Publications mentioned in F13.1 and F13.5 should not include a full bibliographic reference.

Please refer to Page 35-37 of the DP11 Instructions to Applicants.

5.10 What type of ARC grants should be listed at F13.2?

The list of grants in Section 13.2 should include all ARC grants (of any type) on which the Participant was a CI/Fellow in the last 10 years (2000-2010). ARC grants on which the Participant was a PI or unnamed participant should not be listed. Please refer to Pages 35-36 of the DP11 Instructions to Applicants.

5.11 What type of ARC grants should I provide progress statements for at H1?

Part H1 in the DP11 Proposal Form requires a progress statement for each ARC Project/Fellowship involving that Participant who has been awarded funding for 2009 under the ARC *Discovery Projects*, *Linkage Projects* or *Fellowships* schemes (see page 41 of the DP11 Instructions to Applicants).

Specifically, progress statements are required for:

- *Discovery Projects*
- *Discovery Indigenous Development Researchers*
- *Linkage Projects*
- Any Fellowship which is a scheme in its own right
 - *Future Fellowships*
 - *Federation Fellowships*
 - *Australian Laureate Fellowships*
 - *Super Science Fellowships*

Progress statements for fellowships which are part of another overall scheme (e.g. Centre Fellowships, part of the Centres of Excellence scheme) are not required.

For each ARC ID number (DP, LP or Fellowships scheme) which was funded in 2009 for the participant, there must be a one A4 page progress statement provided at Part H1.

6. BUDGET

6.1 If I tick F14.4 option ‘Be removed as a named Investigator so that a salary may be requested from the project’, do I need to include a Research Associate salary in Part D Budget Details?

No. If you tick F14.4 ‘Be removed as a named Investigator...’, you should indicate in Part E1 your request for funding for a Research Associate level position if the Fellowship is not awarded. The salary should not be included in Part D, as this would constitute a request for double funding. Please refer to Page 30 in the DP11 Instructions to Applicants.

6.2 If I tick F14.4 ‘Remain as a Chief Investigator or Partner Investigator on the project’ and wish to request Teaching Relief in the event that my fellowship is not funded, do I need to include Teaching Relief in Part D?

No. Your request for Teaching Relief in the event that the fellowship is not funded should be indicated in Part E1 with full justification for this request. Please refer to Page 30 in the DP11 Instructions to Applicants.

6.3 If I do not apply for Teaching Relief in my Proposal, can I subsequently convert any funds, including left-over funds, into teaching relief once I gain the project?

No. Teaching relief is a special condition judged by the Selection Advisory Committee and cannot be provided after the assessment process. Please see subsection 6.4.2.c of the DP11 Funding Rules.

6.4 If I do not spend my teaching relief in the year for which it has been allocated, can I roll it over to another year?

No, Teaching Relief is provided as a special condition and is awarded by the Selection Advisory Committee and specified as a Special Condition for a Project in Schedule A. The Selection Advisory Committee awarded the funding based on the justification of the Participant’s original situation as detailed in the Proposal. Such funding may not be used for any other purpose. Please see clause 8.8 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011* .

6.5 If I move institutions, can I still use my teaching relief funds?

No, Teaching Relief is provided as a special condition and is awarded by the Selection Advisory Committee and specified as a Special Condition for a Project in Schedule A. The Selection Advisory Committee awarded the funding based on the justification of the Participant’s original situation as detailed in the Proposal. Such funding may not be used for any other purpose. Please see clause 8.8 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

6.6 My Proposal has requested salary support for a Research Assistant. What kind of increments should I include in Part D – Project Cost?

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. Please refer to Page 23 of the DP11 Instructions to Applicants.

6.7 How do I submit requests for PhD stipends?

PhD stipends should be requested under Personnel in Part D. 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. Please refer to Page 23 in the DP11 Instructions to Applicants.

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

No. A PhD stipend is a scholarship.

6.9 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. Please refer to subsection 6.3.2.f and section 8.2 of the DP11 Funding Rules.

6.10 What is meant by 'access to workshop services'? (section 6.3.2.e of Funding Rules)

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

6.11 I wish to apply for an ARF/QEII. Which salary option should I indicate in Part D?

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's. If you are seeking an ARF, choose the option with the required salary percentage and the salary amount will be auto-populated in the ARC column. If you are seeking a QEII, after choosing the option with the required salary percentage, you should overwrite the correct QEII salary amount in the ARC column.

Organisations listed in Appendix C subsection C1.3 may only submit Proposals with requests for APDs and QEII's. Therefore, if your fellowship will be undertaken at one of these organisations (e.g. Geoscience Australia), select the ARF/QEII option with the required salary percentage (50% or 100%), then overwrite the auto-populated ARF amount with the correct QEII amount. Please refer to Pages 21-22 of the DP11 Instructions to Applicants.

6.12 I can't find anywhere on the budget page to enter indirect costs. Do they need to be listed somewhere in a DP11 Proposal?

The ARC does not fund indirect costs or overheads. The budget for DP11 is to be presented as direct costs only - this is the level of funding which is being requested. Please refer to section 6.4 of the DP11 Funding Rules.

6.13 How do I enter in-kind contributions in the budget at Part D?

In Part D, there are two types of cash/in-kind contributions which should be entered. The first type of contribution is a cash amount for the project. At Part D Project Cost (the budget form) please only put in the cash amounts that the Administering/Collaborating Organisation/s will be contributing to the project. They should be entered in the Administering/Collaborating Organisation column under the most appropriate section (e.g. Equipment, Travel).

The second type is an in-kind contribution. The only in-kind that is to be entered is the dollar value of the salary against all CIs and PIs who are receiving a (non-ARC) salary. This should be entered in the Administering/Collaborating Organisation column under the Personnel category of the budget and as stated in the Instructions to Applicants page 23, salaries are to be shown only for the proportion of time estimated that will be spent on the project.

6.14 If my CI is retired (not receiving a salary), do I have to add them to the budget page at Part D?

If CIs or PIs are not receiving a salary (e.g. retired, non-salaried), it is not necessary to add them to the budget page - their status (e.g. retired/non-salaried) and contribution should be noted in Part C – Project Description: Role of Personnel.

6.15 In my DP11 Proposal, all of the Fellow candidates appear in the budget page at Part D automatically, do I have to manually add the CIs and PIs to the budget page?

All CIs and PIs who are receiving a (non-ARC) salary need to be manually added to the Personnel section in the budget page, and their in-kind contribution (dollar value of their salary) needs to be added in the Administering/Collaborating Organisation column as appropriate. CIs or PIs who are not receiving a salary (retired or non-salaried) do not need to be entered into the budget page - their status (e.g. retired, non-salaried) and contribution should be noted in Part C – Project Description: Role of Personnel.

6.16 On the budget page, how do I add a Collaborating Organisation column so that I can enter cash/in-kind contributions?

At Part D (budget page) of the the DP11 Proposal Form, there will automatically be a column to detail funding sought from the ARC. To enter contributions from Administering/Collaborating/Other Organisations, these Organisations must first be added as an Organisational Participant on the **Draft Proposal Summary** screen. The Organisation/s will then be available to add to the budget page by clicking on the 'Set Other Organisation Contributors' link on the budget page. Please refer to Page 26 of the DP11 Instructions to Applicants.

6.17 What do I do if I want to add an Administering/Collaborating/Other Organisation on the Draft Proposal Summary page, but the correct organisation is not listed?

If an organisation is not listed for selection and is required to be added for selection, please contact the ARC at rms@arc.gov.au.

To ensure a smooth process please include organisational details in the email request as follows:

- Org name (preferably their Trading name)
- Org short/abbreviated name
- Org type (Aust Company Industry body, Aust Non-profit, Aust private company, C'wealth govt, State/local Govt, HEFA Org, International Company Industry body, International Govt, International non profit, International private company, Other)
- ABN
- Generic Org Email address if available
- Contact name
- Contact phone number

7. INTERNATIONAL COLLABORATION AWARDS (ICAS)

7.1 How many ICAs can be applied for during the life of a DP11 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 conducting the project in Part C. If an ICA is not fully justified against the conducting of the project, 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. Please refer to section 8.2 of the DP11 Funding Rules.

7.2 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. Travel costs such as these may be sought as budget items under 'Travel - International', and not necessarily as ICAs. Please see subsection 6.3.2.f of the DP11 Funding Rules.

ICAs are intended to fund travel from approximately one month up to six months. If the travel is for less than one month, an ICA cannot be applied for. It may be appropriate to apply under the 'Travel – International' section.

7.3 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 Proposal budget page. But if he/she would like the ICA for a shorter length of time, then the \$40,000 may be pro-rated as per section D1.4 of the Funding Rules. For example, if a 3-month stint is requested, then \$20,000 should be inserted in the Proposal budget page. The ICAs that can be requested on a DP Proposal are not restricted to being travel overseas by Australian CIs/Fellows OR travel to Australia by eligible overseas PIs, both types of travel may be requested. Please refer to sections 8.2 and D1.4 of the DP11 Funding Rules.

7.4 Are Australian researchers employed by Eligible Organisations (as listed in Appendix C of the DP11 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 Administering Organisations listed in Appendix C. Please refer to subsection 8.2.4 of the Funding Rules.

7.5 Can ICAs once awarded be converted to other uses?

No. ICAs are a special condition awarded by the Selection Advisory Committee at the time of the assessment process. The funds for their use cannot be converted for other uses, such as for research assistance, maintenance, other forms of international travel, workshops, and so forth. Please see clause 8.9 of the *Draft Funding Agreement for Discovery Projects for funding commencing in 2011*.

8. CHANGES TO DOCUMENT

1.11 – Inserted new question (12 February 2010)

2.3 – Inserted new question (12 February 2010)

4.24 – Inserted new question (12 February 2010)

4.25 – Inserted new question (12 February 2010)

5.1 – Updated this existing question to clarify that the evidence held by the Administering Organisation needs to contain firsthand confirmation in written form (e.g. handwritten or electronic letters or emails). (12 February 2010)

5.9 – Inserted new question (12 February 2010)

5.10 – Inserted new question (12 February 2010)

5.11 – Inserted new question (12 February 2010)

6.12 – Inserted new question (12 February 2010)

6.13 – Inserted new question (12 February 2010)

6.14 – Inserted new question (12 February 2010)

6.15 – Inserted new question (12 February 2010)

6.16 – Inserted new question (12 February 2010)

6.17 – Inserted new question (12 February 2010)