



## INSTRUCTIONS TO APPLICANTS for ELIGIBILITY EXEMPTION REQUESTS

### *Discovery Projects for funding commencing in 2011*

**CLOSING TIME FOR ELIGIBILITY EXEMPTION REQUESTS: 5.00 PM (AEDT) Friday 15 January 2010**

The following instructions explain how Participants should submit a pre-submission Eligibility Exemption Request through the ARC's online Research Management System (RMS)

#### **RMS Role: Participant**

1. The *Discovery Projects Funding Rules for funding commencing in 2011* describe situations in which an Eligibility Exemption Request form must be submitted to the ARC as part of the funding application process. Each Eligibility Exemption Request must be submitted through RMS by 5.00 PM (AEDT) Friday 15 January 2010.
2. Each Eligibility Exemption Request should relate to a **single eligibility issue only**.
3. Each Eligibility Exemption Request can be supported with up to 5 pages of relevant additional documentation (e.g. evidence of equivalent qualifications, maternity leave, teaching-only position, personal leave) which provide justification for the Eligibility Exemption Request.
4. For cases involving more than one Researcher you **MUST submit a separate Eligibility Exemption Request for each Researcher** involved in a Proposal.
5. The *Discovery Projects* Eligibility Exemption Request pro forma is available at [http://www.arc.gov.au/ncgp/dp/dp\\_eligibility.htm](http://www.arc.gov.au/ncgp/dp/dp_eligibility.htm).

Note: In the pro forma's Non-Employment and Employment History table, please indicate for each activity the Total period in months/years and the Full Time Equivalent. In the example below, the total period for both activities was 1 year, but the Teaching-only position was part-time, as indicated in the Full Time Equivalent column.

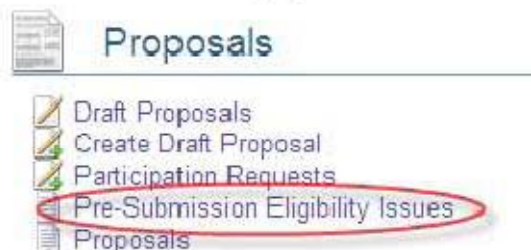
#### **EXAMPLE: Non-Employment and Employment History**

| Time Period:<br>Month/Year –<br>Month/Year | Non-employment<br>and employment<br>history (include<br>position title) | Was<br>employment<br>research<br>related:<br>Y / N | Total period<br>in<br>months/years | Full Time<br>Equivalent | Documentation<br>attached:<br>Y / N |
|--|---|--|------------------------------------|-------------------------|-------------------------------------|
| e.g. Jan 09 -<br>now                       | <i>Career interruption<br/>due to family carer<br/>responsibilities</i> | No   | 1 year                             | 1.0                     | Yes                                 |
| e.g. Jan 08 –<br>Jan 09                    | <i>Teaching-only<br/>position, Level A</i>                              | No   | 1 year                             | 0.5                     | Yes                                 |

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6. Save the completed Eligibility Exemption Request pro forma and up to 5 pages of additional documentation to justify your claim as a single PDF. Each completed Eligibility Exemption Request pro forma and additional documentation must be uploaded in RMS as a single PDF.

7. To submit an Eligibility Exemption Request, please enter RMS as a participant and click on ‘Pre-Submission Eligibility Issues’:



8. On the ‘New Pre-Submission Eligibility Issue’ screen select the relevant Scheme Round and Issue type.

9. Please note that of the Issue Types available, only the ‘Fellowship’ option should be selected for *Discovery Projects* Eligibility Exemption Requests.

10. Insert the relevant *Discovery Projects* Funding Rules Section reference number/s pertaining to the request. Please include numerical reference to the specific Funding Rules Section only – do not include text.

11. In the ‘Description’ field, enter the ‘**Type of Fellowship Eligibility Exemption Requested**’ (from the Eligibility Exemption Request pro forma). For example: Type 2(a): APD candidate requesting relaxation of timing requirement.

12. For each Eligibility Exemption Request, upload the single PDF which contains the completed proforma and any additional documentation.

13. Under ‘Managing Research Office’, use the ‘Select Research Office’ button to insert the name of the Administering Organisation which, if the Proposal is funded, will be administering the Project.

14. For example:

**Scheme round** – DP11 (select)

**Issue Type** – Fellowship (select)

**Funding Rules Section** – Sections 8.7.2.a (enter Section reference number/s)

**Description** – Type 2(a): APD candidate requesting relaxation of timing requirement

**Add PDF** – Consisting of the completed pro forma and additional documentation

**Managing Research Office** – Name of an Eligible Organisation listed at Appendix C of the *Discovery Projects Funding Rules for funding commencing in 2011*.

15. Once the PDF is uploaded, please click on ‘Create Eligibility Issue’. The information will then be accessible by the Administering Organisation’s Research Office.

### **RMS Role: Research Office**

16. The Research Office must review and submit the Eligibility Exemption Request on or before **5.00 pm (AEDT), Friday 15 January 2010**, as detailed in the *Discovery Projects Funding Rules for funding commencing in 2011*.

17. After reaching a decision, the ARC will forward an automated email to the Research Office at the Administering Organisation and the Participant advising that a decision has been reached regarding the Eligibility Exemption Request. The Research Office and the Participant will be required to log into RMS to view the details of the decision. For successful requests, the eligibility issue reference number that is provided must be entered into the relevant Proposal in the scheme round. See the *Discovery Projects Instructions to Applicants for funding commencing in 2011* for further details regarding the use of the eligibility issue reference numbers in Proposal forms.

18. If further assistance is required, please email the ARC at [ARC-DiscoveryProjects@arc.gov.au](mailto:ARC-DiscoveryProjects@arc.gov.au) (for assistance with eligibility) or [rms@arc.gov.au](mailto:rms@arc.gov.au) (for assistance with RMS), or telephone (02) 6287 6600.