



**Australian Government**

**Australian Research Council**

## **DISCOVERY PROJECTS FOR FUNDING COMMENCING IN 2012**

### **FREQUENTLY ASKED QUESTIONS**

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- All Participants should read the *Discovery Projects Funding Rules for funding commencing in 2012* (DP12 Funding Rules) and the *Discovery Projects Instructions to Applicants for funding commencing in 2012* (DP12 Instructions to Applicants).
  - Information and FAQs regarding Medical and Dental Research are available at [http://www.arc.gov.au/applicants/md\\_research.htm](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](http://www.arc.gov.au/applicants/system_default.htm), or contact [rms@arc.gov.au](mailto: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](mailto:ARC-DiscoveryProjects@arc.gov.au).**
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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 2012 as well as those which will commence in 2012 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 2011 but will have carryover funds in 2012. For example, if you are a sole CI on a 3-year project that commenced in 2010, you are ineligible to apply as a sole CI for a DP12 Proposal, regardless of the number of PIs that it will include. You may, however, apply if the project involves another CI. Please refer to section 9.1 of the DP12 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 9.1 and subsections 7.2.5 and 7.2.6 of the DP12 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 DP12 project. Am I able to do so?

In the DP12 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 DP12 Proposal. If you still hold your DP grant with its status remaining as a Sole CI grant at 21 March 2011, you will not be eligible to submit a Sole CI DP12 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 DP12 proposal by the closing date (on 21 March 2011). 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.

## 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 7.2 of the Funding Rules, you are not eligible to be a PI. Please refer to section 7.2 and subsection 7.3.1.b of the DP12 Funding Rules.

**1.4 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 7.2.3 and 7.3.2 of the DP12 Funding Rules.

**1.5 Are Future Fellows eligible to apply for funding as CIs under the DP12 funding round?**

In order to be eligible as a CI, Future Fellows must, at the time of submission of DP12 Proposals evaluate if they will meet the eligibility criteria for CIs at 1 January 2012 as outlined in section 7.2 of the Funding Rules. For example, Future Fellows who are based at organisations other than those listed in Appendix A of the DP12 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 7.2 and section 9 of the DP12 Funding Rules.

**1.6 If a researcher is employed by an eligible organisation as listed in Appendix A, but is not employed 'for at least 50 per cent of her/his time' (subsection 7.2.1.a of the Funding Rules), and has no other appointments (such as an adjunct appointment), what DP12 investigator role are they eligible for?**

If at 1 January 2012 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, providing that they comply with the relevant eligibility requirements. Please refer to section 7.3 of the Funding Rules for eligibility criteria for a PI.

**1.7 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 10.1.1 of the DP12 Funding Rules.

**1.8 What is the definition of PhD award date as required at question F8 in the DP12 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 7.2.1.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 2012 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.

**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 2012 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 12 in the DP12 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 DP12 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 6.11 of this document.

### **3. COMMONWEALTH-FUNDED RESEARCH CENTRES**

**3.1 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.

**3.2 I am employed full-time by a Commonwealth-funded Research Centre outside the higher education sector and hold an adjunct position at an Eligible Organisation. 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 7.2.1 of the DP12 Funding Rules.

## 4. DISCOVERY OUTSTANDING RESEARCHER AWARD (DORA)

### 4.1 As the ARC can choose to fund the project but not the DORA request, can applicants indicate in RMS what they want to do if that happens?

A DORA is available as part of a Discovery Project and funds a CI salary. If the DORA component of a Proposal is not awarded the CI would remain on the project without a salary/award component provided by the ARC. There is no mechanism in the Proposal form for CIs to change their participation based on the success of a DORA request.

Please note that as the minimum level of funding provided by the ARC is \$30,000 per year, applicants should ensure that their budget still meets this minimum requirement if the DORA is not awarded. Please refer to section 5.1.2 of the DP12 Funding Rules.

### 4.2 Can a DORA once awarded be converted to other uses?

Notwithstanding section 8.2.4 of the DP12 Funding Rules, DORA funding may be used for other purposes to support the Project in exceptional or changed personal circumstances with the approval of the Administering Organisation without extension to the life of the Project. Please refer to section 8.2.5 of the DP12 Funding Rules.

### 4.3 If a DORA salary Step 3 is below the salary rate of a CI at the Administering Organisation, does this mean the CI is ineligible to apply for a DORA?

Candidates whose current salary exceeds that of DORA Step 3 would nevertheless be eligible to apply for a DORA at Step 3, given that this is the highest Step that can be nominated. Please refer to section 8.2.6 of the DP12 Funding Rules.

### 4.4 Is a researcher who is employed by a university overseas and who holds an adjunct appointment at an Australian Eligible Organisation eligible to be a Chief Investigator on a new Discovery Project? If so, would this person be eligible to apply for a DORA. The researcher would be resident in Australia for at least 18 months over the life of the project.

A researcher who meets the eligibility criteria of a CI (Section 7.2) and a DORA (Section 8) under the *Discovery Projects Funding Rules for funding commencing in 2012* is eligible to apply for a DORA.

In the case mentioned above, the Administering Organisation would need to certify that the researcher meets CI eligibility requirements, including Section 7.2.3 as copied in below. If the Administering Organisation can certify that the CI will reside predominantly in Australia and that any significant time outside Australia (up to 18 months, excluding for example conference attendance) will be approved by the Administering Organisation as being fieldwork or study leave directly related to the Project, then the CI eligibility will be met for 7.2.3 and the CI will be eligible to apply for a DORA (assuming all other eligibility requirements are met).

*7.2.3 The CI must reside predominantly in Australia for the life of the Project. The CI may seek approval from the Administering Organisation to undertake fieldwork, or study leave, directly related to the Project not exceeding eighteen months over the life of the Project.*

Please note that as a DORA is a salary award for 1.0 FTE, it is not acceptable for a DORA holder to be undertaking other paid employment. If the researcher in question intends to continue other paid employment, then they are not eligible to apply for a DORA. If the researcher intends to spend significant periods of time outside Australia not directly related to the project, they are not eligible to be a CI or to request a DORA.

**4.5 Could you please clarify if someone puts in two ARC DPs, are they allowed to apply for DORAs in both applications?**

The *Discovery Projects Funding Rules for funding commencing in 2012* do not preclude a researcher from applying for two separate Proposals and requesting a DORA on each Proposal (assuming that all other eligibility requirements are met). Please note that as a Chief Investigator cannot hold concurrent DORAs (as per Section 8.1.b), if both Proposals are successful then the ARC will only consider awarding one DORA (a full time award) to the researcher.

**4.6 It appears that one of our applications may request a DORA for a person who would only be offered a position at our organisation should the DORA application be successful. If it is not successful, but the project is, the concern is that the DORA applicant would therefore not meet the CI eligibility criteria. Should that occur, would we have the option of submitting a variation request, asking that the DORA applicant no longer be listed as a CI?**

Under the *Discovery Projects Funding Rules for funding commencing in 2012*, a Discovery Outstanding Researcher Award (DORA) is not a participant type, it is an award available to Chief Investigators. Any Participant intending to apply as a CI for a DORA must also meet the CI eligibility requirements. If an Administering Organisation submits a Proposal with a CI Participant requesting a DORA, then the Administering Organisation is certifying that the Participant meets all of the CI and DORA eligibility requirements in the DP12 Funding Rules.

If a CI needs to be removed from a successful *Discovery Projects* Project for any reason, this must be done after the Project has been accepted by the Administering Organisation. As each DP12 Proposal is reviewed based on the Project team put forward in the Proposal, Administering Organisations should be aware that any requests for the removal of a CI will cause the ARC to re-examine the viability of the Project and may lead to termination of the Project.

**4.7 Is it possible to apply for a part time DORA or must they all be full time?**

The DP12 Funding Rules do not include an option to apply for a DORA for less than 1.0 FTE. A DORA can only be awarded for the same duration as the *Discovery Projects* Project, as outlined in clause 8.2.2 of the DP12 Funding Rules.

If awarded, a researcher could apply to change their 1.0 FTE DORA salary to a 0.5 FTE salary (or another fraction if required) and convert the remaining 0.5 FTE to project costs in exceptional or changed personal circumstances, without extension to the life of the project, under 8.2.5 of the DP12 Funding Rules as copied in below.

*8.2.5 Notwithstanding 8.2.4, DORA funding may be used for other purposes to support the Project in exceptional or changed personal circumstances with the approval of the Administering Organisation without extension to the life of the Project.*

Alternatively, under 5.1.4 of the DP12 Funding Rules (as copied in below) the researcher could apply for the project to be extended (in exceptional or changed personal circumstances), and then apply to change their 1.0 FTE DORA salary to a 0.5 FTE salary (or another fraction if required).

*5.1.4 A Project may be extended beyond three years, in exceptional or changed personal circumstances, subject to the approval of the ARC.*

**4.8 Would the two page PDF upload that outlines why a DORA will benefit the Project also be a suitable place to outline the effects on the Project should it not be awarded?**

The Research Plan (Part C of the Proposal) should not be prepared in a way that is reliant on a DORA being awarded. As the DORA is an additional component (Part F Personnel) it should not be essential to the viability of the research.

**4.9 What salary Step should a holder of an Emeritus or Adjunct appointment with no current salary select for a DORA?**

The DORA funding may be requested at one of three salary levels which is either equivalent to or higher than the salary level of the CI's most recent appointment. Please refer to section 8.2.6 of the DP12 Funding Rules.

**4.10 Is it still possible, at the application stage, for a CI to apply for both a DORA and Teaching Relief, given that they may not be awarded a DORA, and will remain on the project as a CI that would be eligible for Teaching Relief funding?**

There is nothing in the DP12 Funding Rules restricting a CI at the time of application from applying for Teaching Relief as well as a DORA. If the DORA is not awarded the Teaching Relief will be considered for funding.

**4.11 When a CI is applying for a DORA, can you please confirm whether or not they should also enter their salary and time-commitment (in the Personnel section of the budget) that will be spent on the project if the DORA is not successful?**

The CI should be entered under Personnel as well as DORA in the budget table. The time-commitment (FTE) for the CI in the Personnel section does not need to be entered as 1.0 FTE, rather the time-commitment (FTE) should be entered as what is expected of the CI if not awarded a DORA. Entering the CI in the Personnel and the DORA sections in the budget allows assessors to clearly see what the CI commitment will be if the DORA is, or is not, awarded.

## **5. SUBMISSION REQUIREMENTS**

All Participants should read the *Discovery Projects Instructions to Applicants for funding commencing in 2012* (DP12 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, and do they need to contain original signatures or can the agreement be attested by email?**

In the DP12 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. 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 and excluding any Participant's Current Organisation which is not their Relevant Organisation for the Proposal. Please refer to page 4 (Proposal Certification) of the DP12 Instructions to Applicants.

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.

The ARC has provided a proforma for obtaining written evidence at:

[http://www.arc.gov.au/ncgp/dp/dp\\_certification.htm](http://www.arc.gov.au/ncgp/dp/dp_certification.htm). **Please note:** The use of the ARC proforma is **not** mandatory, each Administering Organisation may determine their own required format for written evidence.

#### **What does the Administering Organisation have to certify?**

The full certification text is available at [http://www.arc.gov.au/ncgp/sample\\_forms.htm](http://www.arc.gov.au/ncgp/sample_forms.htm). Please also see section 10.4 'Certification in RMS' in the DP12 Funding Rules.

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

A previously unsuccessful Proposal can be submitted in the DP12 round.

#### **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 during the assessment process. It is unwise to include coloured graphs or graphs that may not reproduce well.

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

No. With the exception of Part C References, 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 page 4 (Format) of the DP12 Instructions to Applicants.

**5.5 I hold an ARC project that was awarded 3 years of funding commencing in 2007. Due to a delayed start some of the project funds for 2009 were carried forward into 2010. Do I need to list this project in Part H1?**

No. Only list projects where funds were awarded for calendar years 2010 and beyond. Please refer to section H1 of the DP12 Instructions to Applicants.

**5.6 I have a current project that was approved for funding commencing in 2010, but commencement was delayed. As a result, there has been little progress to report. Do I still need to provide a statement of progress for 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 DP12 Instructions to Applicants.

**5.7 Can I make changes/alterations to my Proposal once it has been submitted?**

No. Proposals may be withdrawn, however, additions, deletions and modifications will not be accepted after submission to the ARC, unless invited by the ARC. Please refer to subsections 10.1.1 and 10.3.2 of the DP12 Funding Rules.

**5.8 What if my head of school is a CoE?**

You are required to provide the details of close social/professional associates that are members of the ARC or its selection or other advisory committees under F4 of the DP12 application Form. Please refer to page 24 of the DP12 Instructions to Applicants.

**5.9 Section F14.2 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 F14.2 you can only include publications from within the last 5 years, which is defined as 1/01/06 – 21/03/11. Publications can be listed in section F14.2 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 F14.1 (Details on your career and opportunities for research over the last 5 years) or at F14.4 (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 2005 or earlier, these could be included at F14.3 (Ten career-best publications).

Publications mentioned in F14.1 and F14.5 should not include a full bibliographic reference.

Please refer to Page 28-29 of the DP12 Instructions to Applicants.

#### **5.10 What type of ARC grants should be listed at F14.2?**

The list of grants in section 14.2 should include all ARC grants (of any type) on which the Participant was a CI/Fellow in the last 10 years (2001-2011). ARC grants on which the Participant was a PI or unnamed participant should not be listed. Please refer to Pages 28-29 of the DP12 Instructions to Applicants.

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

Part H1 in the DP12 Proposal Form requires a progress statement for each ARC Project/Fellowship involving that Participant who has been awarded funding for 2010 under the ARC *Discovery Projects*, *Linkage Projects* or *Fellowships* schemes (see page 31 of the DP12 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 2010 for the participant, there must be a one A4 page progress statement provided at Part H1.

#### **5.12 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*

**5.13 Can an applicant include in their proposal under Part F14.2 and F14.3 impact factors, citation counts and/or ERA journal rankings?**

In addressing questions F14.2 and F14.3 applicants must observe the requirements outlined in the current Funding Rules and the Instructions to Applicants. In justifying the impact or significance of each publication, each applicant should decide what information is to be included in these sections to best support the selection criteria, while observing eligibility issues such as formatting, word and page limits. Information such as citations, impact factors, public recognition and/or appropriate reference to ERA-related material may be considered for inclusion.

**5.14 In the Personal Details section (F9 Organisation Details and F10 Qualifications) it does not auto-populate in the required descending order in the application (as per the Instructions to Applicants). Even when the applicant has removed all details and re-entered the information in the correct order, the auto-populated information comes out in the incorrect order?**

We are aware of the current issue with RMS re-ordering from descending (newest to oldest) to ascending (oldest to newest), we are currently looking into this issue. Please be advised that this will not affect the eligibility of DP12 Proposals – either descending or ascending order is fine.

**5.15 Can a Future Fellow submit a DP in the same research area as described in the FT original application?**

A Future Fellow is able to submit a DP12 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 funding for research already funded by the Commonwealth. Please refer to subsection 9.2 & 9.3 of the DP12 Funding Rules.

## **6. BUDGET**

**6.1 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 5.2.3 of the DP12 Funding Rules.

**6.2 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?**

Yes, under the new conditions, Teaching Relief can be used over the life of the Project for up to six months. Please refer to section 5.2.3.b of the DP12 Funding Rules.

**6.3 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.

**6.4 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 17 of the DP12 Instructions to Applicants.

**6.5 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 17 in the DP12 Instructions to Applicants.

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

No. A PhD stipend is a scholarship.

**6.7 Can a proposal 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 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 section 5.2.1.g and section 5.2.4 of the DP12 Funding Rules.

**6.8 Can I request funding for international travel under 5.2.1.g of the DP12 Funding Rules and an ICA for a PI?**

No. Requests for funding under 5.2.1.g allows PIs domestic and international economy travel costs to travel to and from Australia, once per year, to work on the Project. An ICA provides a PI travel on one international return economy class airfare, reasonable local travel, a living allowance and consumables. The living allowance should be based on standard institutional rates for academic visitors. Please refer to sections 5.2.1g and 5.2.4 of the DP12 Funding Rules.

**6.9 Can Australian Based PIs request any travel money?**

An Australian-based PI cannot request travel money through an ICA or request travel costs as a budget item. Please refer to sections 5.2.1.g and 5.2.4.c. of the DP12 Funding Rules.

**6.10 Can a PI based overseas request travel funds to travel elsewhere overseas other than to and from Australia?**

The DP12 Funding Rules outline the types of research costs supported in the DP12 round. While the ARC will support travel costs to and from Australia for a PI living overseas (Sections 5.2.1.g and 5.2.4.c), there is no provision within the rules to support costs for a PI to travel to countries other than Australia.

**6.11 I can't find anywhere on the budget page to enter indirect costs. Do they need to be listed somewhere in a DP12 Proposal?**

The ARC does not fund indirect costs or overheads. The budget for DP12 is to be presented as direct costs only - this is the level of funding which is being requested. Please refer to section 5.3 of the DP12 Funding Rules.

**6.12 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 in the relevant Administering/Collaborating Organisation/s column titled 'Cash'.

- 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 15, salaries are to be shown only for the proportion of time estimated that will be spent on the project.

**6.13 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.

**6.14 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 DP12 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 20 of the DP12 Instructions to Applicants.

**6.15 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](mailto: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

#### **6.16 Can a PI based overseas claim research costs incurred overseas?**

The DP12 Funding Rules do not preclude overseas PIs from claiming for example; consumable/maintenance costs which directly relate to the Project. Such costs must be clearly justified in the DP12 Proposal, in terms of the requirement for the items and the requirement for the work to be done overseas (and not by a CI or PI in Australia). The items and justification should be entered specifically at Part D (Project Costs) and E1 and/or E2 (Budget Justification) as appropriate.

#### **6.17 If a participant currently holds a ARC Fellowship do they include their salary and time-commitment (FTE) in the Administering/Collaborating Organisation column in Part D (Project Costs) or Part E (Budget Justification)?**

As a current holder of an ARC Fellowship is not a salary expense to the Administering/Collaborating Organisation, the Fellowship holder should not be included as a time-commitment (FTE) or salary contribution in Part D (Project Costs) of the Proposal. The time-commitment (FTE) of the Fellowship holder to the Proposal should be included and justified in Part C (Project Description) under the Role of Personnel.

#### **6.18 Can you please clarify 5.2.2 of the DP12 Funding Rules (publication and dissemination costs) does this mean you should/could put a line in the budget requesting a sum for publications costs?**

To clarify 5.2.2 of the DP12 Funding Rules, the two (2) per cent for publication and dissemination of Project outputs and outreach activities allows two per cent (2%) of **awarded funds** from the ARC to be used for such purposes. The 2% for publication, dissemination and outreach costs should not be requested in the budget of the Proposal.

Please note however that applicants should include information in their Proposal (Part C - Project Description) regarding their strategies for dissemination, as required under the 'Research Environment' Selection Criteria, as per Section 4.3.c of the DP12 Funding Rules.

## **7. INTERNATIONAL COLLABORATION AWARDS (ICAs)**

### **7.1 How many ICAs can be applied for during the life of a DP12 project? (Can an ICA be sought in each year of the project?)**

ICAs may be requested for up to two researchers (either CIs or PIs) per 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 5.2.4 of the DP12 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 5.2.1.g of the DP12 Funding Rules.

### **7.3 Can ICAs only be requested as a 6 month/\$20,000 package?**

No. ICAs are available for a maximum of 6 months over the life of the project, valued at \$20,000. If the researcher requires the full 6 months, then he/she must insert \$20,000 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 \$20,000 would be pro-rated. For example, if a 3-month stint is requested, then \$10,000 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 section 5.2.4 of the DP12 Funding Rules.

### **7.4 Are Australian researchers employed by Eligible Organisations (as listed in Appendix A of the DP12 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 Organisations listed in Appendix A. Please refer to subsection 5.4.2.c of the DP12 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.

## **8. CHANGES TO DOCUMENT**

1.5 – Updated existing question to clarify eligibility (7 February 2011)

2.2 – Updated existing question with correct date (7 February 2011)

- 3.2 – Updated existing question to replace ‘a university department’ with ‘an Eligible Organisation’ (7 February 2011)
- 4.1 – Updated existing question to include minimum level of funding (7 February 2011)
- 4.4 – Inserted new question (7 February 2011)
- 4.5 – Inserted new question (7 February 2011)
- 4.6 – Inserted new question (7 February 2011)
- 4.7 – Inserted new question (7 February 2011)
- 4.8 – Inserted new question (7 February 2011)
- 4.9 – Inserted new question (7 February 2011)
- 4.10 – Inserted new question (7 February 2011)
- 5.8 – Updated page reference to DP12 Instructions to Applicants (7 February 2011)
- 5.9 – Updated existing question to replace reference ‘F14.2 and F14.3’ to ‘F14.1 and F14.5’ (7 February 2011)
- 5.10 – Updated page reference to DP12 Instructions to Applicants (7 February 2011)
- 5.11 – Updated page reference to DP12 Instructions to Applicants (7 February 2011)
- 6.7 – Removed the words ‘ARC Fellows’ from existing question (7 February 2011)
- 6.8 – Updated existing question to clarify travel inclusions (7 February 2011)
- 6.10 – Inserted new question resulting in modified question numbers in the section (7 February 2011)
- 6.12 – Updated existing question to clarify where to enter in-kind contributions (7 February 2011)
- 6.16 – Inserted new question (7 February 2011)
- 7.4 – Removed the word ‘Administering’ from existing question (7 February 2011)
- 4.11 – Inserted new question (4 March 2011)
- 5.13 – Inserted new question (4 March 2011)
- 5.14 – Inserted new question (4 March 2011)
- 5.15 – Inserted new question (4 March 2011)
- 6.17 – Inserted new question (4 March 2011)
- 6.18 – Inserted new question (4 March 2011)