



Australian Government

Australian Research Council

DISCOVERY PROJECTS

**Instructions to Applicants
for funding commencing in
2012**

Table of Contents

1. Matters to note before completing the Proposal form	3
2. Getting started in RMS	5
3. Creating a new Proposal in RMS	6
4. Adding Participants and Organisations	7
5. Filling in the Proposal form	11
Part A - Administrative Summary	11
Part B - Classification and Other Statistical Information	13
Part C - Project Description.....	14
Part D - Project Cost.....	15
Part E - Budget Justifications.....	23
Part F - Personnel	24
Part G - Research Support.....	29
Part H - Statements on Progress of ARC Funded Projects	31
Part I - Additional Details	31
6. Submitting Proposal to the Research Office.....	32
7. Additional points to assist Applicants to avoid common submission errors	33
8. Troubleshooting - RMS	33

Australian Research Council *Discovery Projects*

Instructions to Applicants for funding commencing in 2012

This document is intended to provide information to assist Applicants in the completion and electronic submission of *Discovery Projects* Proposals for funding commencing in 2012. The associated Proposal documentation must comply with the ARC *Discovery Projects Funding Rules for funding commencing in 2012* (hereafter referred to as the Funding Rules).

The information in this document is underpinned by the Funding Rules, which contain further details on the funding of ARC *Discovery Projects*. Please review the Funding Rules (available on the ARC website at http://www.arc.gov.au/ncgp/dp/dp_fundingrules.htm) before preparing the Proposal.

Please also refer to the Frequently Asked Questions (FAQs) which will be updated regularly and are available on the ARC website at http://www.arc.gov.au/ncgp/dp/dp_instructions.htm

1. Matters to note before completing the Proposal form

Proposals are the prime source of information available to ARC assessors and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for assessment of the Project without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web, unless requested by the ARC. All details in the Proposal must be current at the time of submission.

1.1 Accuracy of Information

Check carefully that all the information contained in the Proposal is accurate before submission of the Proposal.

1.2 Key Dates - *Discovery Projects* for funding commencing in 2012

Monday 21 March 2011 5.00 pm (AEDT)	ARC closing date/time for submission of Proposals Please note that each organisation may set its own internal closing date. Therefore, be sure to consult with your Administering Organisation's Research Office.
Monday 21 March 2011 5.00 pm (AEDT)	ARC closing date/time for Requests Not to Assess These must be submitted electronically to the ARC via email to ARC-DiscoveryProjects@arc.gov.au by your Administering Organisation's Research Office. Forms are available on the ARC website.

1.3 Format

Write in plain English and comply strictly with the Proposal format and submission requirements.

All pages of additional text (uploaded in PDF form) must be as follows:

- Black type.
- Single column.
- White A4 paper size with at least 0.5 cm margin on each side and at top and bottom.
- A highly legible font type must be used, preferably 12 point Times New Roman, otherwise Arial, Courier, Palatino, and Helvetica subject to them being an equivalent sized font to Times New Roman 12 point font. Variants such as mathematical typesetting languages may also be used.

Note: Text must be size 12 font Times New Roman or an equivalent size before converting to PDF format and must be legible to assessors.

- Adhere strictly to page limits designated for each part of the Proposal.
- Applicants should note colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white.
- Additional text uploaded as PDF may appear slightly reduced in size due to the Research Management System (RMS) formatting the attachments to include page numbers. Additional text uploaded in PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- The ARC reserves the right to seek an original electronic copy of the Proposal to determine that the text meets these requirements.

1.4 Proposal Certification

- The Proposal must be certified and submitted online through RMS by an authorised officer of the Administering Organisation. **Note:** The authorised officer must have the role of 'Research Office Delegate' in RMS.
- Only the Administering Organisation certifies online.
- The Administering Organisation must obtain the agreement, attested to by written evidence of all the relevant persons and organisations necessary to allow the Project to proceed. This written evidence should be retained by the Administering Organisation and must be provided to the ARC if requested.
- Written evidence of agreement is required for all relevant persons and organisations 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.
- The ARC has provided a proforma for obtaining written evidence at: 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.

1.5 Further Assistance

Participants should click on the Help link (located on the top left corner of the RMS screen) or contact the Administering Organisation's Research Office or equivalent in the first instance for assistance with RMS. If you still require assistance the ARC has the following help desk options:

- Send an email to rms@arc.gov.au outlining your problem and providing your RMS details.
- Telephone the RMS Help Desk on +61 2 6287 6789.
- **Please note:** the RMS Help Desk is staffed from 9am to 5pm Monday to Friday (AEDT). For after hours queries please send an email to rms@arc.gov.au and the ARC will respond to your email as soon as possible.

2. Getting started in RMS

The Proposal is prepared and submitted through RMS.

- To access and/or amend Proposal information, all Proposal Participants, including Chief Investigators (CIs), Partner Investigators (PIs), and support staff involved in the preparation of a Proposal require an RMS User ID.
- The RMS User ID and password must be applied for online via the RMS Home Page or by contacting an Eligible Organisation's Research Office or equivalent.
- Participants must have a valid email address in order to reset their own password. If unsure, please contact your Research Office or equivalent.
- Participants who have had a previous ARC Grant Application Management System (GAMS) user account prior to January 2009 will have automatically had an RMS account created for them. Participants will be required to reset their password by clicking on the 'Reset Password' link and enter their GAMS Username with all letters capitalised in the RMS Username field.

Previously allocated RMS User IDs will remain valid. Researchers do **not** have to apply for a new RMS User ID each year, nor do individuals with assessor-only logins.

It is recommended that intended Proposal Participants obtain an RMS User ID as soon as possible to prevent potential delays due to an anticipated increase in RMS User ID requests close to the due date for Proposals.

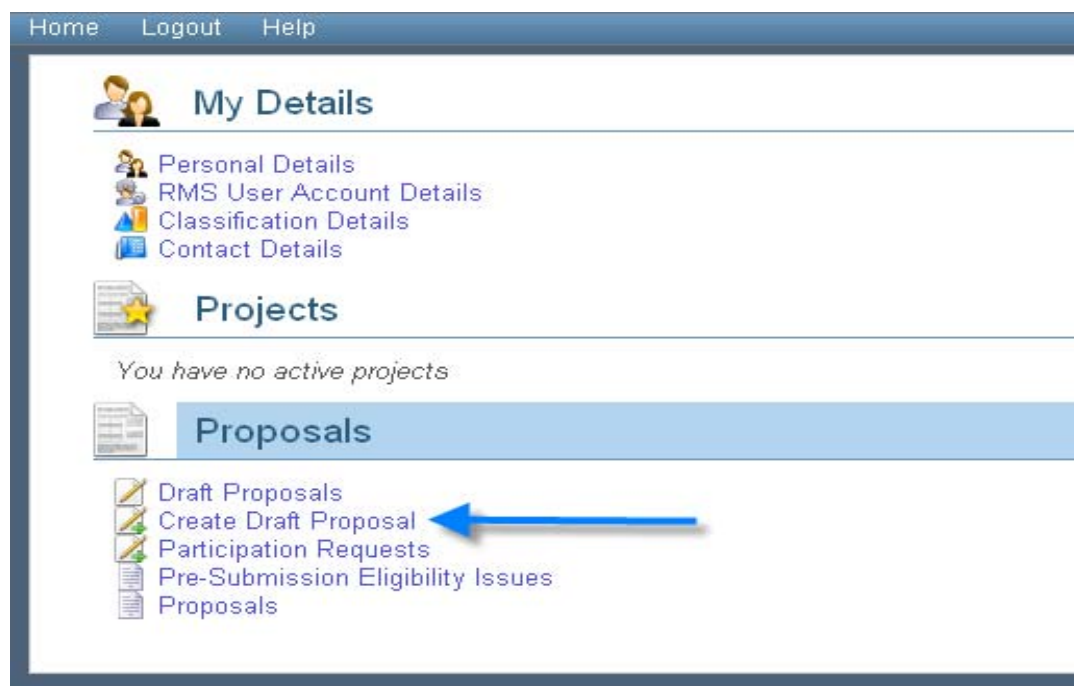
Participants who are not currently academic staff members of Eligible Organisations should seek their RMS User ID and password from the nominated Eligible Administering Organisation. Alternatively, Participants may request an account through the RMS Login Page (Request New Account link). Instructions to assist researchers in the process are available using the 'Help' link on the 'Request New Account' page.

Note: While all Participants nominated on a Proposal may view the Application, edit sections according to their Access Rights and view any subsequent peer review assessments, only the Proposal owner or Administering Organisation's Research Office is able to submit the Application and the subsequent Rejoinder to the Research Office or equivalent. See Section 11.2 in the Funding Rules for more information on the rejoinder process.

Note: RMS requires Adobe Flash Player installed. You will be prompted to install Adobe flash if you do not have it installed, however you may wish to download the file from the following link: <http://get.adobe.com/flashplayer/>.

3. Creating a new Proposal in RMS

- A new draft Proposal is created from the applicant’s homepage (under ‘Proposals’) in RMS.



- A new draft Proposal cannot be created in RMS unless the applicant has the role ‘Participant’ in RMS. If an applicant does not have the role of ‘Participant’, the applicant must contact the Research Office or equivalent to add this role. A new draft Proposal can then be created. (Individuals can check their RMS role by logging into RMS and selecting My Details>RMS User Account Details>User Roles).
- Once in RMS, click on the ‘Create Draft Proposal’ link and select the appropriate scheme and round. For ARC *Discovery Projects* for funding commencing in 2012, please select ‘DP12 Round 1’.
- Enter a Proposal name and click on ‘Create Proposal’ to create a draft Proposal. **Please note that the Proposal name is the applicant’s personal identifier and is not the Proposal title. This Proposal name cannot be changed once the Proposal is generated.**
- Once saved, the ‘Draft Proposal Summary’ page will appear to enter further details of Participants and Organisations, and to enter details into each component of the Proposal form.
- Once a draft Proposal has been created, a Proposal ID will be automatically allocated by RMS.
- To return to your Draft Proposal at a later date, click on the ‘Draft Proposals’ link via your RMS Homepage.
- The Proposal form is a series of components accessed via the ‘Draft Proposal Summary’ page. It is not a single form updated and saved in one session. **Please ensure that the Proposal is saved regularly.** Do not navigate away from any form Part without saving. RMS will automatically time out after 30 minutes of inactivity. A warning message will appear after 15 minutes of inactivity.
- Proposal forms should be completed sequentially where possible to assist with the pre-population of subsequent sections (Part A, Part B, etc). However, Part D Project Cost can be filled out last.

4. Adding Participants and Organisations

Immediately after creation of a Proposal there will be no Participants listed including the Proposal owner. If the Proposal owner is a Participant they can add themselves to the Proposal by clicking on the ‘Add Person Participant’ link and then clicking on the ‘Populate Person ID and Family Name with my details’ select the correct role from the drop down menu and click ‘Add Participant’. This will add the Proposal Owner to the Proposal.

Other Participants can also be added to the Proposal via the ‘Add Person Participant’ link (please see 4.1 Participants for further information on how to add Participants to a Proposal). Participants who have been added to a Proposal will receive an automatic email directing them to accept or reject the invitation to participate via RMS.

Each Organisation participating/contributing to the Proposal must be listed, including the Administering Organisation. Organisations do not need to accept or reject, however the Administering Organisation is required to obtain the agreement of all parties necessary to allow the proposed research to proceed (Section 10.4 of the Funding Rules).

Before inviting Participants, you may wish to enter the Proposal Title and Summary of Proposal in Part A. Adding this information will enable the invited Participants to identify the Proposal for acceptance. If this information is not entered the invited Participants will only be able to identify a Proposal by the Proposal author name.

The Proposal Title and Summary can be edited at any time before submission.

Note: Your Administering Organisation will not be able to see your Proposal unless you add them. Please ensure you add your Administering Organisation to your Proposal once created (please see 4.3 for help in adding Organisations).

4.1 Participants

All Chief Investigators (CIs) and Partner Investigators (PIs) must be added as a person participant on the ‘Draft Proposal Summary’ page. Non-participants (those who are not named on the Proposal) are not entered here - please refer to section 4.2 to add non-participants.

For Proposals with more than one Participant, the first named Participant would normally be from the Administering Organisation and is considered to be the Project Leader.

If the Participant identified as Project Leader is to be removed from the role or from the Proposal, this Project Leader must first ‘Transfer Ownership of this Draft Proposal’ to a new Project Leader. The link enabling this transfer is found on the ‘Draft Proposal Summary’ page.

The table of Participants on the ‘Draft Proposal Summary’ page displays the status of Participants (Invited/Accepted/Rejected) and allows the Proposal Owner to change the Access Rights of Participants (allowing/disallowing editing of the Proposal beyond their own Personnel section).

Add Participants as follows:

- Click on ‘Add Person Participant’ on the ‘Draft Proposal Summary’ page.
- Enter the Participant’s **RMS Person ID**, Family Name and Role. **Please note: A Participant’s role cannot be edited, please ensure the correct role is selected; otherwise the Participant must be removed and all information relating to that Participant, including Part F, will have to be re-entered.**

- Note:** Successfully inviting a person to participate requires their **RMS Person ID** (this is **not** their **RMS User ID**) and their family name. **Please obtain this directly from the participant** who will be able to find their Person ID in their own personal details in RMS – see the screenshot below. Your Research Office or equivalent can search for the RMS Person IDs for individuals at your organisation.



Note: If a person does not have an RMS Account please see Section 2 for instructions on requesting an account.

- When a Participant has been successfully invited in a Proposal, they will receive an automated invitation email containing the Proposal details and directing them to accept or reject the invitation via RMS. **Note:** A Participant must accept the invitation which will change the status from 'Requested' to 'Accepted'. **(A Part F for an invited Participant will not be generated until the Participant has accepted).**
- Participants can be re-ordered by clicking on either the up or down arrow. Please see the screenshot below.
- A Participant's access rights can be changed by clicking on the 'Edit access rights' link.

Owner of this draft proposal Prof A Example

ID of Draft Proposal DP12XXXXXXX

Name of Proposal Example Proposal

[Transfer Ownership of this draft proposal](#)

Invited Participants will have a status of 'Requested' until they accept their invitation to participate on a Proposal. A Part F will generate for an invited Participant once that Participant has accepted.

To edit a Participants access rights please click on the link 'Edit Access Rights'.

To re-order Participants please click on the up or down arrow.

Participants

[Add Person Participant...](#)

Name	Participation Status	Participation Type	Access Rights
Prof A Example	Accepted	Chief Investigator	Edit Access Rights Withdraw Remove ▲▼
Dr Example Example	Requested	Chief Investigator	Edit Access Rights Withdraw Remove ▲▼

4.2 Non-Participants with Access to This Proposal

This section is used to add individuals who require access to the Proposal, but who will not be a named Participant for this Proposal.

Add Non-Participants as follows:

- Click on ‘Give access to non-participant’ link on the ‘Draft Proposal Summary’ page, then enter the Person ID, Family name and select their level of Access.
- After being successfully added, Non-Participants can be given Access Rights using the Non-Participants’ table on the ‘Draft Proposal Summary’ page by clicking on ‘Give access to non-participant’.

4.3 Organisation Participant

This section is used to list the Administering Organisation, Collaborating and Other Organisations connected to the Proposal.

Administering Organisation:

The Administering Organisation means an Eligible Organisation submitting the Proposal and will receive and be responsible for the administration of the Funding if the proposed Project is approved for funding.

Organisations that are able to submit a Proposal are those listed in Appendix A of the Funding Rules. If your organisation is not listed in Appendix A of the Funding Rules, your organisation is not eligible to submit a Proposal.

Add Administering Organisation as follows:

Click on ‘Add Organisation Participant’ link and select Administering Organisation from the drop down menu. Click on ‘Set Organisation’ link, select from the drop down menu and then click on ‘Select Organisation’ button. This information will auto-populate into A1 of the Proposal form.

Administering Organisation Not Listed?

If an Administering Organisation described in Appendix A of the Funding Rules (that is museums and herbaria only), is not listed for selection and is eligible to be added to the drop-down menu of Administering Organisations please contact the ARC at ARC-DiscoveryProjects@arc.gov.au.

To ensure a smooth process please include organisational and key contact details for the Research Office or equivalent in the email request.

Only those organisations that are eligible to submit a Proposal can be added to the Administering Organisation drop down list. If your Organisation is not listed in Appendix A of the Funding Rules your organisation is not eligible to submit a Proposal.

Other participating Organisations

There are two types of other participating Organisations (i.e. those other than the Administering Organisation) available in RMS for *Discovery Projects* Proposals:

Collaborating Organisation

A Collaborating Organisation which is an Eligible Organisation (not the Administering Organisation) listed in Appendix A of the Funding Rules.

Add Collaborating Organisation as follows:

Click on 'Add Organisation Participant' and select 'Collaborating Organisation' from the drop down menu. Click on the 'Set Organisation' link and select the organisation that will be the Collaborating Organisation from the drop down menu. Click on 'Select Organisation' and then click on 'Add Participant'.

Collaborating Organisation Not Listed?

If a Collaborating Organisation described in Appendix A of the Funding Rules (that is museums and herbaria only), is not listed for selection and is required to be added to the drop-down menu of Collaborating Organisations, please contact the ARC at ARC-DiscoveryProjects@arc.gov.au.

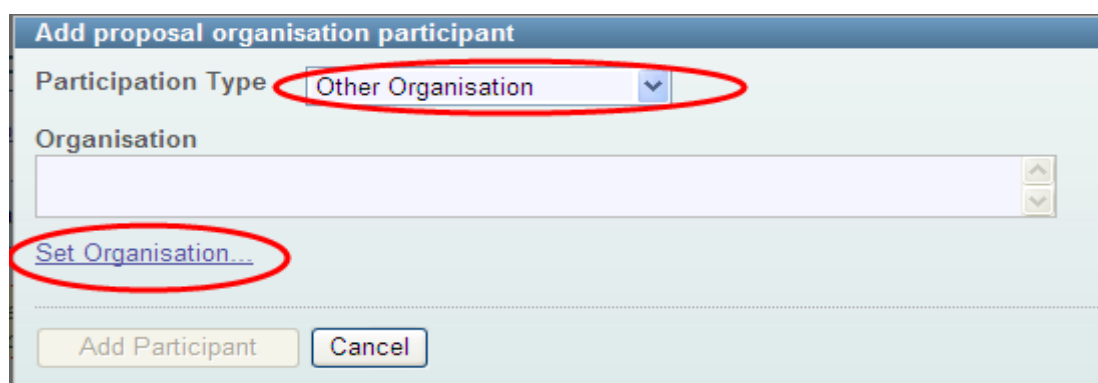
To ensure a smooth process, please include organisational details in the email request. **If your Organisation is not listed in Appendix A of the Funding Rules, your organisation is not eligible to be a Collaborating Organisation and must be added as 'Other Organisation'.**

Other Organisations

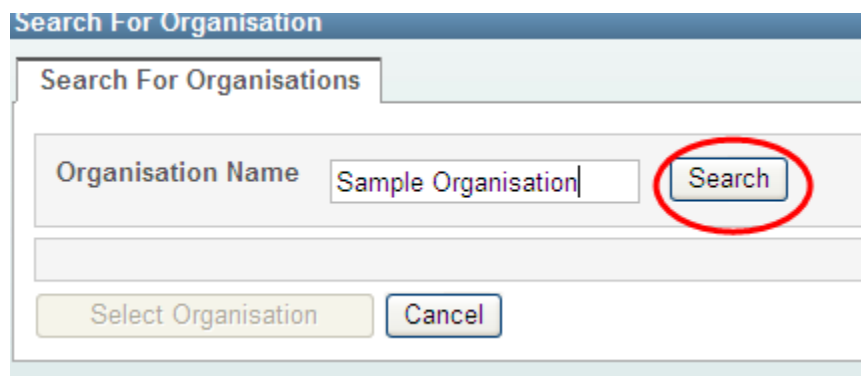
Those Organisations other than an Eligible Organisation who will be contributing to the project.

Add Other Organisation as follows:

- Click on 'Add Organisation Participant' and select 'Other Organisation' from the drop down menu. Next click on the 'Set Organisation' link.



- Search for the Organisation by typing the name of the Organisation in the box labelled 'Organisation Name' and then click 'Search'.



- From the list of results, select the correct name of the Organisation then click on the 'Select Organisation' button. Next click on 'Add Participant', this will add the Other Organisation to the organisation list in the Proposal.

Organisation Not Listed?

If an organisation is not listed for selection and is required to be added for selection as other organisation, or to create a new organisation, please contact the ARC at rms@arc.gov.au. To ensure a smooth process, please include organisational details in the email request as follows:

- Organisation name (preferably their Trading name)
- Organisation short/abbreviated name
- Organisation type (Aust Company Industry body, Aust Non-profit, Aust private company, Commonwealth govt, State/local Govt, Higher Education Funding Act (HEFA) Org, International Company Industry body, International Govt, International non profit, International private company, Other)
- ABN
- Generic Organisation Email address if available

Note: After clicking on ‘Add Organisation Participant’, the dialogue box may appear at the very top of the screen – if the screen greys, it may be necessary to scroll to the top of the page.

Further information about adding Participants and organisations is available from the ‘Help’ link on the ‘Draft Proposal Summary’ page.

5. Filling in the Proposal form

IMPORTANT: After 30 minutes of inactivity RMS will timeout and any unsaved data will be lost. Proposal forms should be completed sequentially where possible to assist with pre-population of subsequent sections. (Note: Part D, Project Cost can be completed last).

Please also note that where information is being entered in textboxes, formatting (e.g. underlined headings and bold font) will not be preserved.

Part A - Administrative Summary

A1 If this proposal is successful, which organisation will it be administered by?

This information will be auto-populated from the ‘Draft Proposal Summary’ page.

The Proposal must be submitted by an Eligible Organisation. This organisation will administer the project and be identified as the Administering Organisation. Refer to Section 6 of the Funding Rules for further information.

A2 Proposal Title

Provide a short descriptive title of no more than 150 characters (approximately 20 words).

- Ensure that the title is precise, informative and use language which is comprehensible and accessible to the general public.
- Avoid the use of acronyms, quotation marks and **do not** use all upper case characters.
- If the amount of characters entered exceed the maximum amount (i.e. 150 characters) the text will turn red.

A3 Person Participant Summary

This information will be auto populated with the list of participants previously entered via the 'Draft Proposal Summary' page ('Add Person Participant') and Part F (Personnel).

The first-named participant at Question A3 who is a CI will be considered the Project Leader. Please ensure that the Project Leader is entered first in the 'Draft Proposal Summary' page.

Note: The order of Participants can be re-ordered via the 'Draft Proposal Summary' page.

Refer to Section 7 of the Funding Rules for further information on roles and eligibility for researchers.

Note: If a participant's 'Current Organisation' is not showing at A3, that participant must ensure that the 'Position is currently held' box is ticked in their 'Personal Details' in RMS. Please refer to the below screenshot.

The screenshot shows the 'Add New Position' form. The 'Position is currently held' checkbox is checked and circled in red. Other fields include: Description: Professor of Biology; Department: Department of Biology; Contract Type: Permanent; Employment Type: Full Time; Start Date: 10 January 1990; End Date: (empty); Organisation: Sample University. Buttons for 'Add Position' and 'Cancel' are at the bottom.

A4 Summary of Proposal

Provide a written Proposal summary of no more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the project.

- Use plain English and the minimum of terminology unique to the area of study; and
- Avoid the use of quotation marks, acronyms and **do not** use all upper case characters in the text.

A5 Summary of Project for Public Release

Provide a two-sentence descriptor of no more than 350 characters (approximately 50 words) of the purpose and expected outcomes of the project which is suitable for media or other publicity material. **Do not duplicate or simply truncate the 'Summary of Proposal'.**

- Use plain English and make the summary comprehensible and accessible for the general public as far as possible; and
- Avoid the use of quotation marks, acronyms and **do not** use all upper case characters in the text.

Note: This summary may be used for public release.

Part B - Classification and Other Statistical Information

B1 National Research Priorities

Indicate which of the four National Research Priorities this Proposal falls within.

Select from the drop down list under National Research Priority. Each priority has a number of associated priority goals – to add, select from the drop down list under Goals.

Note: RMS will allow only one of the National Research Priorities to be selected; please choose the most appropriate one from the list. The Proposal may, however, indicate more than one Goal within the chosen National Research Priority.

B2 Field of Research

The Field of Research (FOR) classification defines research according to disciplines. The FoR codes selected should describe the research in this Proposal.

Select each classification code that relates to the Proposal by clicking on ‘Add FOR code’. Indicate the importance of each classification by using a percentage. **Select the FOR codes carefully, as they are the principal tool used to identify and assign assessors. The ARC recommends selecting no more than three FORs per proposal.** The ARC also recommends that the use of the ...99 (not elsewhere classified) be only used when there is no other appropriate code within the classification.

Note: Once you have entered the FOR code you will receive a prompt to enter in the percent. This prompt will not appear again once the percent has been entered, however, the save button must be pressed to remove this prompt. You may wish to save now to remove this prompt or continue with the remaining Part B questions.

Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.

B3 Socio-Economic Objective

The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the Project if funded.

Select each classification code that relates to the Proposal by clicking on ‘Add SEO code’. Indicate the importance of each classification by using a percentage. **The ARC recommends selecting no more than three SEOs per Proposal.**

Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.

B4 Keywords

Enter between one and ten keywords to describe the proposed research. **The ARC recommends entering no more than four keywords per proposal.** The keywords are (along with FoR Codes) important in identifying and assigning assessors.

The keywords should be of the kind normally required for submitting an article to a major refereed journal. Keywords assist the ARC in allocating Proposals to assessors, therefore it is important that the keywords indicate the broad disciplinary or interdisciplinary research context of the Proposal not just specific outcomes. Please note that these keywords are for the ARC's guidance only.

B5 If the proposed research involves international collaboration, please specify country/ies involved.

Select the names of the country or countries of researchers and/or other parties who will collaborate on this Proposal from the drop down list.

Part C - Project Description

C1 Please provide the following information in no more than ten A4 pages and in the required format.

The uploaded Project Description must not exceed ten A4 pages. **In the uploaded PDF you must use the headings below, and in this order.** Applicants need to ensure that information provided under these headings addresses the Selection Criteria as detailed in the Funding Rules.

- **PROJECT TITLE**
- **AIMS AND BACKGROUND**
- **RESEARCH PROJECT**
- **RESEARCH ENVIRONMENT**
- **ROLE OF PERSONNEL**
- **REFERENCES**

PROJECT TITLE

This must be the same title as the Proposal title in Part A2 of the Proposal Form.

AIMS AND BACKGROUND

- Describe the aims and background of the Proposal.
- Include information about national/international progress in this field of research and its relationship to this Proposal.
- Refer only to refereed publications that are accessible to the national and international research communities.

RESEARCH PROJECT

- Describe how the research is significant and how it addresses an important problem.
- Describe how the anticipated outcomes will advance the knowledge base of the discipline with novel and innovative aims and concepts.
- Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the Proposal. Include research plans and proposed timelines.
- Detail what new methodologies or technologies will be developed in the course of the research.

- Include a summary of the relevant work if the rationale for some of the Proposal rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors. This summary must be provided within the ten A4 page limit.
- Describe the expected outcomes and likely impact of the proposed research.
- Describe how the Proposal might result in national economic, environment and/or social benefits.
- If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, describe the potential for the project to contribute to the associated Priority Goals.

RESEARCH ENVIRONMENT

- Describe the existing, or developing research environment within the Administering Organisation/ Collaborating Organisation(s) for this Project.
- Describe how the Project fits with the Administering Organisation's strategic Research Plan or other strategic developments, if applicable.
- Outline the plans for communicating research results, including scholarly and public communication and dissemination.

ROLE OF PERSONNEL

- Summarise the role, responsibilities and contributions of each Chief Investigator and Partner Investigator.
- Summarise the roles and levels of involvement of other participants, for example, technical staff and Research Associates.

REFERENCES

- Include a list of all references, including relevant references that refer to the Participant's previous work.
- **References only may be in 10 point font.**

Part D – Project Cost

D1 What is the proposed budget for your project?

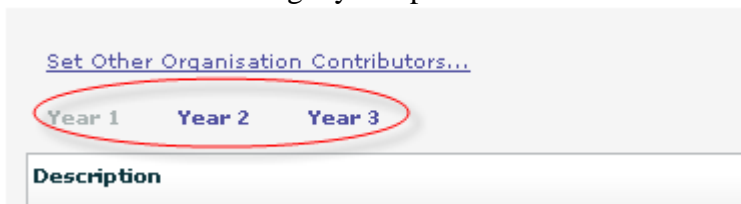
Please select the organisations who will be contributing to this project by clicking on 'Set Other Organisation Contributor'.

The Administering Organisation must be selected as well as any other contributing Organisations. RMS will then update the budget page adding a column for the Administering Organisation, and if applicable a column for Collaborating Organisations, and a column for Other Organisations.

Note:

- **All Organisations should be added before filling out the budget.**
- **Any Participants requesting an International Collaboration Award and/or a Discovery Outstanding Research Award must tick 'yes' for question F12 and/or F13 in their own Part F first before entering further information in the budget under this category.**

To move between budget years please click on the relevant year's link:

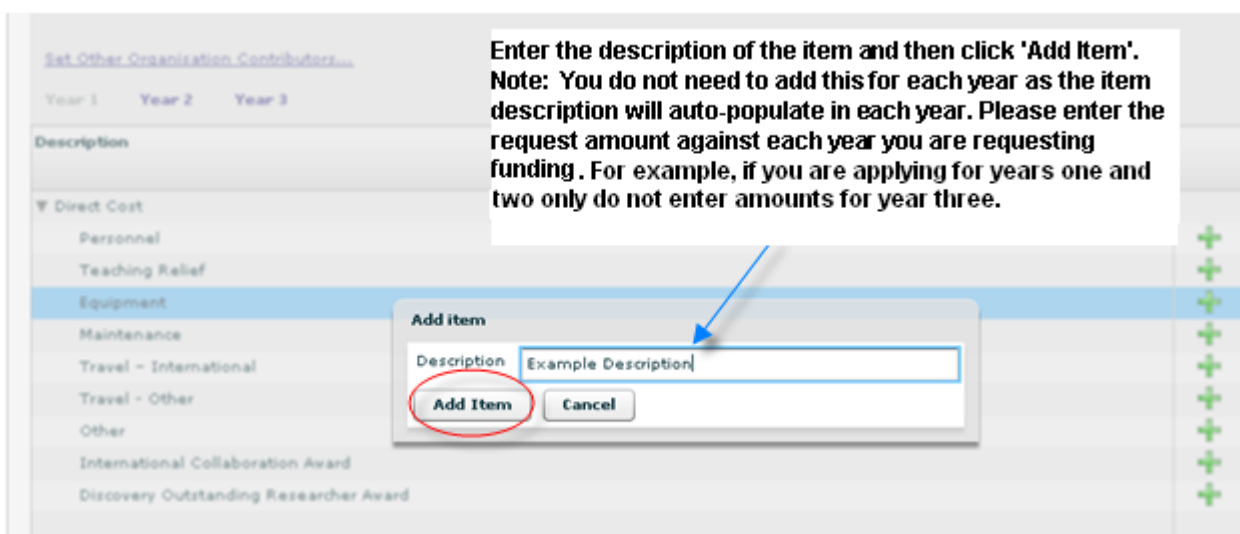
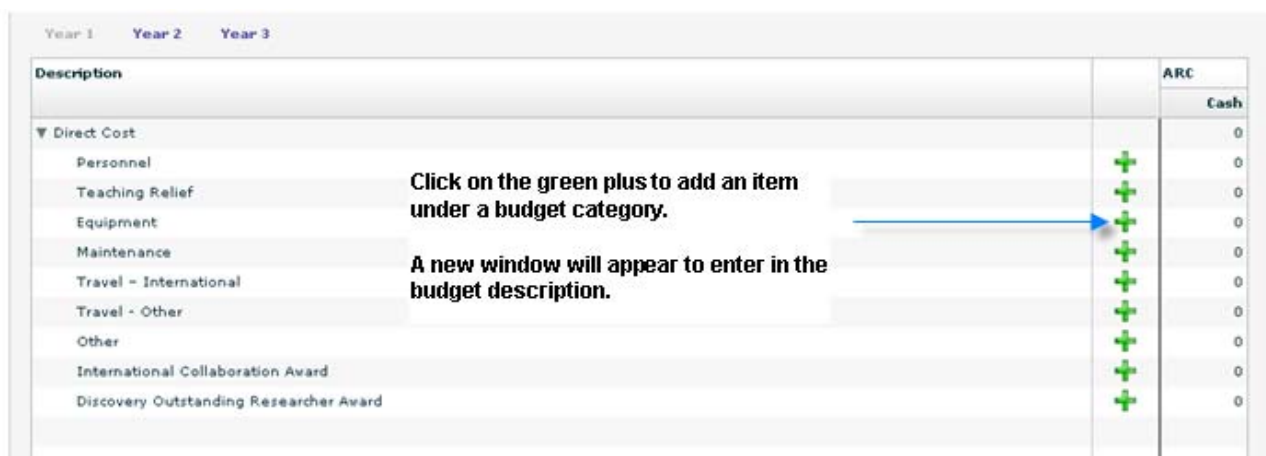


Description column:

Description - This column lists the budget item categories for which you can seek funding under the *Discovery Projects* scheme.

Adding items in description column:

To add an item to the budget table, ensure you are in Year 1 and then click on the green plus under the relevant heading. A new window will appear for you to enter the description of the item you are seeking funding for from the ARC. Ensure that you add all item descriptions in Year 1, these will automatically populate in consecutive years. **Do not enter funding against items in the years for which you are not requesting funding from the ARC.** If you delete the item using a red cross the item will be removed from the entire budget.



Please see ‘Entering the ARC Budget’ below for further information on what to include in each category. If an item has been entered incorrectly, please click on the red cross to remove this item. This will remove the item from the entire budget, every year.

ENTERING THE ARC BUDGET

Enter the amounts being sought in the ARC column against the relevant items for each year you will be seeking funding from the ARC. Please refer to Section 5.1 of the Funding Rules for level and duration of funding that can be applied for.

Editing an Item Description:

If you wish to modify an item’s description please click on the ‘Edit Budget’ Icon which will allow you to edit an item or remove an item.

Description	ARC
	Cash
▼ Direct Cost	40,000
▼ Personnel	40,000
Example Item 1	20,000
Example Item 2	20,000

To edit an item description click on this icon

Removing an item added to the Budget:

To remove an item added to the budget click on the red cross for the relevant item and select ‘yes’ to remove item. **Note:** This will remove the item from all years.

If you only want to request funding for an item in one or more years enter the requested amount in the years sought and leave the field at \$0 for years not requested. Do not delete the item using the red cross as this will delete the item from the entire budget.

Description	ARC
	Cash
▼ Direct Cost	40,000
▼ Personnel	40,000
Example Item 1	20,000
Example Item 2	20,000

Click on a red cross to remove an item

Categories

Personnel

Personnel Items:

- Show salaries for Chief Investigators (CIs) and Partner Investigators (PIs) in the relevant columns (Administering, Collaborating or Other Organisation only, not ARC column), only for the proportion of time estimated that will be spent on the project.
- Funding requests for PhD Stipends, Senior Research Associates, Research Associates and all other personnel must be requested at an appropriate salary level for the Administering Organisation.
- Salaries must include a 28% loading to contribute to salary-related on-costs, including payroll tax, workers’ compensation, leave loading, long-service leave, non-contributory and contributory superannuation. The 28% loading excludes items such as extended leave and severance pay.
- Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

- See subsection 5.3.1a of the Funding Rules for restrictions on funding of CI and PI salaries. **Note:** CIs may request funding for teaching relief or other duties in order to maximise the opportunity for the CI to conduct research (see below under Teaching Relief).

Teaching Relief

- Only Chief Investigators are eligible for Teaching Relief. The Chief Investigator must be named and the amount must be specified. Please refer to the Funding Rules Section 5.2.3 for further information regarding Teaching Relief, including the Teaching Relief allowance.

Add Teaching Relief as follows:

- Click on the add item button and enter the name of the Participant (First name and Family name) that the Teaching Relief is being requested for in the description text box enter the requested allowance amount in the relevant year(s).

Equipment

- Include both hardware and software items in any one year in this category; and
- Indicate the cost of equipment and installation. Base the cost of equipment and installation on the latest prices (excluding GST) obtained from the supplier at the time of submission and do not simply estimate cost.

Note: It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* scheme or other schemes.

Maintenance

- Include in this category consumables in any one year; and
- Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under 'Equipment' or 'Personnel' as appropriate. Estimate the prices that will apply at the time of purchase.

Travel – International

- Do not include requests for International Collaboration Awards (ICAs) in this section.
- Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, etc. The ARC supports the cost of domestic and international travel for CIs, PIs living overseas, and research support personnel associated with the project to foster and strengthen collaborations between participants in Australia and overseas. (Refer to subsection 5.2.1 of the Funding Rules).

Travel – Other

- Do not include requests for ICAs in this section.

Other

- Include any items that cannot be appropriately placed in other categories.

International Collaboration Award

- Where an International Collaboration Award (ICA) has been requested enter the amount only for each year in which the ICA will be taken. Refer to subsection 5.2.4 of the Funding Rules for International Collaboration Award allowance details.

Add an International Collaboration Award as follows:

- Click on the add item button and enter the name of the Participant (First name and Family name) that the ICA is being requested for.
- All Participants applying for an ICA must select 'yes' for question F12 in their own Part F. If you enter an ICA into the budget before selecting 'yes' in question F12 a budget validation error will appear.

D1. What is the proposed budget for your project?

Please provide details of the budget proposed for your project. (This question must be answered)

- Currently, there is no person by the name 'Bill Example' on this proposal; note that the format for budget items in the 'International Collaboration Award' budget category needs to be '<first name> <family name>'. 

Bill Example has not selected 'yes' for Question F12 (Are you requesting an International Collaboration Award?) resulting in the following validation error.

Please ensure that 'yes' has been selected in Question F12 for each Participant who will be requesting an International Collaboration Award.

Validation errors will also occur if a Participant has selected 'yes' at question F12 and that Participant has not been added to the budget in the ICA section, or if the Participant's name has not been entered in the correct format (i.e. First name then Family name).

Discovery Outstanding Researcher Award


- Where a Discovery Outstanding Researcher Award (DORA) has been requested, enter the Award amount for the same duration as the Discovery Project. Refer to Section 8 of the Funding Rules for DORA salary level and period of funding.

Add a Discovery Outstanding Researcher Award as follows:

- Click on the item button and enter the name of the Participant (First name and Family name) that the DORA is being requested for.
- Participants applying for a DORA must select 'yes' for question F13 in their own Part F. If you enter a DORA into the budget before selecting 'yes' in question F13 a budget validation error will appear.

D1. What is the proposed budget for your project?

Please provide details of the budget proposed for your project. (This question must be answered)

- Currently, there is no person by the name 'Jill Example' on this proposal; note that the format for budget items in the 'Discovery Outstanding Researcher Award' budget category needs to be '<first name> <family name>'. 

Jill Example has not selected 'yes' for Question F13 (Are you requesting a Discovery Outstanding Researcher Award?) resulting in the following validation error.

Please ensure that 'yes' has been selected in Question F13 for each Chief Investigator who will be requesting a Discovery Outstanding Researcher Award.

Validation errors will also occur if a Participant has selected ‘yes’ at question F13 and that Participant has not been added to the budget, or if the Participant’s name has not be entered in the correct format (i.e. First name then Family name).

ARC column:

ARC – Enter in the amounts of funding being sought from the ARC against the available categories. Please see below for further information on each category.

Description	Year 1			Year 2			Year 3			ARC	
										Cash	
▼ Direct Cost										70,000	
▼ Personnel										40,000	
Example Item 1										20,000	
Example Item 2										20,000	
Teaching Relief										0	
▼ Equipment										30,000	
Example Item 3										10,000	
Example Item 4										10,000	
Example Item 5										10,000	
Maintenance										0	
Travel - International										0	
Travel - Other										0	
Other										0	
International Collaboration Award										0	
Discovery Outstanding Researcher Award										0	

Entering Contributions for Administering Organisations, Collaborating Organisations, and Other Organisations

Enter the amounts the organisation will provide to the project in the appropriate column.

Items must first be added to the Budget table; the amounts can then be entered in the relevant columns. An organisation will only be available to be added in this part if they have already been added as an Organisation Participant on the Draft Proposal screen at ‘Organisation Participants’.

The organisations must be added via ‘Set Other Organisation Contributor’ link in Part D.

- The ARC reserves the right to determine the level of funding allocated to a project.
- Do not include GST in your costs.
- If your organisation is registered for GST and therefore is able to claim input tax credits for the GST component in the cost of goods and services purchased in the course of carrying out the project, then the GST component of these costs should **not** be included in the project cost.

Administering Organisation column:

Enter in the dollar amounts that the Administering Organisation will be contributing to the Project. The Direct Costs line will sum the total of all categories.

[Set Other Organization Contributors...](#)

Year 1 Year 2 Year 3

Description		ARC		AdminOrg	
			Cash		Cash
▼ Direct Cost			70,000		30,000
▼ Personnel			40,000		30,000
Example Item 1	<input type="checkbox"/>		20,000		15,000
Example Item 2	<input type="checkbox"/>		20,000		15,000
Teaching Relief			0		0
▼ Equipment			30,000		0
Example Item 3	<input type="checkbox"/>		10,000		0
Example Item 4	<input type="checkbox"/>		10,000		0
Example Item 5	<input type="checkbox"/>		10,000		0
Maintenance			0		0
Travel - International			0		0
Travel - Other			0		0
Other			0		0
International Collaboration Award			0		0
Discovery Outstanding Researcher Award			0		0

The 'Direct Cost' line will sum all the subtotals and display the total amount that the Administering Organisation is contributing.

Enter amounts that the Administering Organisation will be contributing against each item where applicable.

Collaborating Organisation column:

Enter in the amount of funding in the relevant years that the Collaborating Organisation/s will be providing. This is the total amount being contributed if there is more than one Collaborating Organisation.

A separate summary table entitled 'Collaborating Organisation' will be populated underneath the budget table. Each Collaborating Organisation's name will be listed separately within that table. This table is used to enter what each Collaborating Organisation will be contributing in the relevant year/s. Please enter the total amount that a Collaborating Organisation is contributing against that Organisations name in each year/s. The amounts entered against each Collaborating Organisation must match the total amount showing in the 'Collaborating Organisation' column for each year (please see example below). If the total amount in the 'Collaborating Organisation' table does not match the total amount in the 'Collaborating Organisation' column for each year you will see the following budget validation error:

D1. What is the proposed budget for your project?

Please provide details of the budget proposed for your project. (This question must be answered)

- The cash totals of the primary budget table and the secondary budget table do not match up for the contributor 'Collaborating Organisation (Summary)' for Year 1.

[Set Other Organization Contributors...](#)

Year 1 Year 2 Year 3

Please ensure that the total amounts match in the 'Collaborating Organisation' column and the 'Collaborating Organisation' summary table.

Note: If no column is visible you must click on the 'Set Other Organisation Contributors' link and tick the check box against the relevant organisation. **The amount in the total row does not auto fill from the top budget table.**

Example:

- The below example has two Collaborating Organisations. Example One Collaborating Organisation is contributing \$13,000 and Example Two Collaborating Organisation is contributing \$4,000 resulting in a total of \$17,000 in Year 1.
- The Collaborating Organisation column will show the total amount for both Collaborating Organisations. You must also specify the total amount that each Collaborating Organisation will be contributing.
- The Collaborating Organisation table will auto-populate once each Collaborating Organisation has been set as a Contributor via the “Set Other Organisation Contributors” link. Totals must be entered against each Collaborating Organisation in the “Collaborating Organisation” table. Note: The ‘Total’ amount each Collaborating Organisation is contributing is not auto-populated into the Collaboration Organisation table.

Set Other Organization Contributors...

Year 1 Year 2 Year 3

Description	ARE	AdminOrg	CollabOrg
		Cash	Cash
Direct Cost		48,000	17,000
Personal		40,000	5,000
Example Item 1	+	20,000	5,000
Example Item 2	+	20,000	0
Teaching Relief	+	0	0
Equipment		8,000	12,000
Example Item 3	+	3,000	8,000
Example Item 4	+	3,000	4,000
Example Item 5	+	2,000	0
Maintenance	+	0	0
Travel - International	+	0	0
Travel - Other	+	0	0
Other	+	0	0
International Collaboration Award	+	0	0
Discovery Outstanding Researcher Award	+	0	0

Collaborating Organisation

Organisation	Year 1	Year 2	Year 3
	Cash	Cash	Cash
Example 1 Collaborating Organisation	13,000	0	0
Example 2 Collaborating Organisation	4,000	0	0
Total	17,000	0	0

Against each Collaborating Organisation listed in the 'Collaborating Organisation' table please enter their total amount of contribution for Year 1 against each Organisation.

Note: The total showing in the 'Collab Org' column must match the total amount showing in the Collaborating Organisation table.

Other Organisation column:

Enter in the amount of funding the Other Organisation/s will be providing this is the total amount being contributed if there is more than one Other Organisation. A separate summary table entitled ‘Other Organisation’ will be populated with each Organisation listed separately. Please enter the total amount that each Other Organisation will be contributing in the applicable year/s against each organisation.

Note: If no column is visible you must click on the ‘Set Other Organisation Contributors’ link and tick the check box against the relevant organisation.

Part E - Budget Justifications

E1 Justification of funding requested from the ARC (excluding justification of Discovery Outstanding Researcher Award requests).

The ARC budget justification information must not exceed three A4 pages. Do **not** upload a PDF of more than three A4 pages.

The uploaded PDF **must**:

- Use the same headings as in the ARC requested budget table. **Note:** Justification for Discovery Outstanding Researcher Award requests should be made in Part F – Personnel.
- **Fully justify each budget item requested in terms of need and cost.** In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as \$X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for ‘x’ months.
- Justify any funding being requested for relief from teaching for any named CI of the research team.
- Requests for any major items of equipment are considered on merit. Plan to use existing equipment wherever possible. If seeking funding for new equipment, please describe how the equipment will be used and provide details of the manufacturer, supplier, cost and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, you must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.
- Requests for funding to cover the costs of domestic and international travel for CIs, PIs and research support personnel associated with a project, including for reasons of fostering and strengthening collaborations between participants in Australia and overseas, must be justified in full.
- Requests for ICAs must fully demonstrate how the award will assist researchers to collaborate on the project and justify the reason for the length requested.

E2 Details of non-ARC contributions

The non-ARC contribution information must not exceed one A4 page. Do **not** upload a PDF containing more than one A4 page. The uploaded PDF **must**:

- Provide an explanation of how non-ARC contributions will support the project (use the same headings as in the ARC budget table).
- If there is a Partner Investigator named on the Proposal, provide details of their contribution.
- If there is no direct funding being provided by the Administering Organisation or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made.

Part F - Personnel

Note: This is the largest section in the proposal form. Please ensure that you **save regularly** while completing this section. This Part may also take longer to save than some other Parts of the Proposal Form.

Each participant that has been invited via the 'Draft Proposal Summary' page and who has subsequently accepted will have a copy of this section automatically generated. **Note:** Once a participant is invited they will automatically receive an email directing them to accept or reject the invitation to participate on a Proposal via RMS.

Some questions are populated automatically from the personal details held in RMS for each Participant. If the information needs correction, only the **Participant to whom the details belong** can amend it by logging onto RMS, selecting 'My Details' and updating their details. Any details that are changed by the participant will auto-populate into their corresponding Part F in the Proposal form. **Please ensure that this Part is saved in order for this information to be populated into the generated PDF.**

F1 Personal Details

This section will be auto-populated from the details held in RMS for each participant.

To update personal details, participants must amend their profile in RMS using the 'My Details' section before proceeding to 'Proposals' as this information is used to pre-populate sections of the Proposal form.

F2 Postal Address

This section will be auto populated from the details held in RMS for each Participant.

To update their Postal Address, participants must amend their profile in RMS using the 'My Details' section before proceeding to 'Proposals' as this information is used to pre-populate sections of the Proposal form.

F3 Are you a current member of the ARC or its selection or other advisory committees?

This question will auto-populate from the profile information held in RMS for College of Expert (CoE) members and Selection Advisory Committee (SAC) members only. If this information is incorrect, please contact the ARC.

Note: This question only relates to the above stated associations and does not include staff of ARC-funded projects or Centres.

F4 Please name any of your relatives or close social/professional associates that are members of the ARC or its selection or other advisory committees.

If you do have such associates, their name/s (Title, first name and family name) **must** be entered in the text box provided.

This information will assist the ARC in managing instances of potential Conflicts of Interest with ARC staff and potential assessors. The ARC has procedures for declaring Conflicts of Interest and

for Selection Advisory Committee members to withdraw from consideration of particular Proposals for which there may be a Conflict of Interest.

Note: Examples of such committees are College of Expert members or members of a Selection Advisory Committee (SAC) or the ARC’s Advisory Council (excluding ERA Research Evaluation Committees). This question only relates to the above stated associations and does not include staff of ARC funded projects or Centres.

F5 Please name any Commonwealth-funded Research Centre that you will be associated with as at 1 January 2012.

Note that this question applies to CIs only. PIs do not need to answer this question.

If applicable, the following information must be entered:

- Provide the full legal name of the Centre(s).
- Provide the Start Date that funding commenced, or will commence for the Centre.
- Provide the Cessation Date when the Commonwealth funding ceases for the Centre.
- Select the role within the Centre; if ‘Other’ is selected please enter in the type of role in the text box provided.

If the Centre is currently funded but will cease operation before 1 January 2012 no response is required.

Please refer to subsection 9.3 of the Funding Rules for rules on duplication of funding by researchers from Commonwealth-funded research Centres

Note: For the definition of a ‘Commonwealth-funded Research Centre’ see Section 3 of the Funding Rules.

F6 Do you as a participant relate to any of the following special interest items?

If applicable, please select the special interest item of “Indigenous Researcher”.

F7 Awarded ARC Fellowships

Have you ever been awarded a fellowship from the ARC?

Select yes or no.

If yes has been selected the following information must be entered:

- The short-hand name of the fellowship, the commencement year (this is the first year of funding as notified in the letter of offer provided by the ARC), and the finish year (which is the last year as notified in the above named letter) for each project on which an ARC Fellowship is currently or was previously awarded.

Short-hand names of ARC Fellowships:

- APD Australian Postdoctoral Fellowship
- APDI Australian Postdoctoral Fellowship Industry
- IRF Indigenous Researcher Fellowship
- ARF-I Australian Research Fellowship – Indigenous
- ARF Australian Research Fellowship
- QEII Queen Elizabeth II Fellowship
- APF Australian Professorial Fellowship

- FF Federation Fellowship
- FL Australian Laureate Fellowship
- FT Future Fellowship
- FS Super Science Fellowship
- ARCIF ARC International Fellowships
- APDC Australian Postdoctoral Fellowships – CSIRO
- SRF Senior Research Fellow
- AIF Australia-Israel Fellow

F8 PhD qualification awarded

If applicable, include PhD details in the fields provided, including the date the PhD was awarded. If a PhD has not been awarded, provide the date when the thesis was or is to be submitted.

Please enter in the day (dd format), select the month from the drop down menu, and enter the year (yyyy format).

F9 Qualifications

This section will be auto-populated from the details held in RMS for each Participant.

To update any qualifications, the individual Participant must amend their profile in RMS using the 'Classification Details' link under 'My Details' on the Home Page.

Provide details of other qualifications including highest qualification if not a PhD in date order, beginning with the most recent.

F10 Current and previous appointment(s)/position(s) – during the past 10 years

This section will be auto-populated from the details held in RMS for each Participant.

To update any appointments, the individual Participant must amend their profile in RMS using the 'Classification Details' link under 'My Details' on the Home Page.

Provide details of:

- Academic, research, professional and industrial experience for up to the past ten years in descending date order;
- Begin with your current/most recent position, the employment type and contract type;
- Specify start date and end date of each position; and
- The organisation.

F11 Organisational affiliations for eligibility purposes for this Proposal

Enter the name of the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role in undertaking the proposed research.

- CI – Eligible Organisation at which you will be employed, or hold an adjunct appointment with, as at 1 January 2012 and beyond.
- PI – your primary employer as at 1 January 2012.

Please refer to section 7.2 of the Funding Rules for organisation and timing requirements for CIs.

Note: to satisfy eligibility requirements, ensure the Organisation shown is appropriate to the nominated role in the project. For example, if the role is CI, the organisation will be an Eligible Organisation listed in Appendix A of the Funding Rules. If the role is PI, the organisation is likely to be an organisation other than an Eligible Organisation.

If your organisation is not listed, contact ARC-DiscoveryProjects@arc.gov.au.

F12 Are you requesting an International Collaboration Award?

Select yes if you are requesting an International Collaboration Award. After yes has been selected for a Participant, that Participant can then be added to the budget under the International Collaboration Award category (please refer to Part D for more information).

Note: If you are an Australian-based PI, or a PI located at an overseas campus of an Australian Eligible organisation, you must choose no.

F13 Are you requesting a Discovery Outstanding Researcher Award?

F13.1 Select either ‘Yes’ or ‘No’ for a Discovery Outstanding Researcher Award. If ‘No’ is selected F13.2 and F13.3 will be greyed out.

F13.2 If Yes, select from the drop down box the requested DORA salary step (refer to Section 8 of the Funding Rules for the DORA levels of funding).

F13.3 Upload a PDF of no more than two A4 pages justifying how this Discovery Outstanding Researcher Award would benefit, enhance and expedite the overall Project.

Note: If you are a PI on the Proposal this section will be greyed out.

F14 Research Record Relative to Opportunities

F14.1 Details on your career and opportunities for research over the last 5 years.

Write a maximum of 3750 characters (approximately 500 words).

Provide and explain:

- (i) The number of years it has been since you graduated with your highest educational qualification;
- (ii) The research opportunities that you have had in the context of your employment situation, the research component of your employment conditions, and any unemployment or part-time employment you may have had;
- (iii) Whether you are a research-only, teaching and research, teaching-only, teaching and administration, research and administration, or administration-only academic, giving any additional information (e.g., part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last five years in those roles;
- (iv) Any career interruptions you have had for childbirth, carer’s responsibility, misadventure, or debilitating illness;
- (v) The research mentoring and research facilities available to you; and
- (vi) Any other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal (e.g., any circumstances that may

have slowed down your research and publications) or affected the time you have had to conduct and publish from research.

Please note: ‘Over the last 5 years’ is defined as 1 January 2006 onwards.

F14.2 Recent significant publications (since 2006)

Upload a PDF of no more than 40 A4 pages with (1) a list of your recent significant publications and (2) details of ARC grants awarded in the last ten years on which you have been a Chief Investigator or Fellow as detailed below.

The single uploaded PDF **must:**

(1)

- Ensure that this listing is limited to the last five years i.e. 1 January 2006 onwards;
- Provide your research publications published in the last five years split into the five categories of:
 - scholarly books
 - scholarly book chapters
 - refereed journal articles
 - refereed conference papers only when the paper was published in full in the proceedings
 - other (e.g. major exhibitions, compositions or performances).
- You must number your publications continuously
- Asterisk the publications relevant to this Proposal

(2)

- Using the below template, also provide details of ARC grants awarded in the last ten years on which you have been a Chief Investigator or Fellow:
 - give the ARC grant number
 - Chief Investigator/Fellow names in the order that they appear on the grant
 - the amount funded
 - the years for which the grant was awarded
 - the title of the grant
- With respect to your numbered publications in the last 5 years given in F14.2 part (1), next to each ARC grant, provide the publication number from F14.2 that arose from or were in part supported by your ARC grants.

Template:

Project Id	CI Name/s	Amount Funded	Amount of Years	Project Title	Publications

** Add additional lines where necessary.

Example:

Project Id	CI Name/s	Amount Funded	Amount of Years	Project Title	Publications
LP0555555	Prof AB Example, Prof	\$450,000	3	Project 1	2, 3, 5, 7

	CD Example				
DP0623546	Prof EF Example, Dr GH Example, Prof IJ Example	\$300,000	5	Project 2	4, 6, 8, 9

F14.3 Ten career-best publications

Upload a PDF of no more than ten A4 pages listing your ten career-best publications. The uploaded PDF **must**:

- Provide the full reference for each of your ten best publications.
- Next to each provide information on any ARC grant scheme on which you were a Chief Investigator from which they originated, as described in question F14.2.
- Add a statement of a maximum of 30 words explaining and justifying the impact or significance of each publication.
- Asterisk the publications relevant to this Proposal.

F14.4 Further evidence in relation to research impact and contributions to the field over the last 10 years.

Write a maximum of 7500 characters (approximately 1,000 words). In this section provide:

- Research outputs other than publications. Other research outputs might include consultancies, patents and policy advice, competitive grants and other research support, other professional activities, or other outputs.
- Evidence for the quality of all your research outputs including those in questions F14.2 to F14.4. Assess the impact of your research for all of your outputs relative to opportunity and in the context of discipline expectations. Include a wide range of research evaluations (e.g., citations, evaluation of the publication-the journal, the book publishing house, the conference etc). Other measures of impact; honours and awards/prizes, other esteem measures, and any other evaluations of your outputs.)

Note: ‘Over the last 10 years’ is defined as 1 January 2001 onwards.

F14.5 A statement on your most significant contributions to this research field of this Proposal.

Write a maximum of 3700 characters (approximately 500 words).

Part G - Research Support

G1 Research support for all participants

For each participant on this Proposal, provide details of research funding (ARC and other agencies in Australia and overseas) for the years 2010 to 2014 inclusive. That is, list all projects/proposals/fellowships awarded or requests submitted involving that participant for funding.

- Use the table format below to create a list of relevant projects/proposals. Then upload the list as a PDF.

Discovery Projects – Instructions to Applicants for funding commencing in 2012

- List the most current proposal first. List other proposals and/or projects (including Fellowships) in descending date order.
- Support statuses are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support.
- The proposal/project ID applies only to Proposals, current and past projects (including fellowships), funded by the ARC or NHMRC.
- Details should be provided for all sources of funding, not just ARC funding.
- Funding amounts are to be in thousands of Australian dollars.
- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.

Template:

Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is/was involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Proposal/ Project ID (if applicable)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)	2014 (\$'000)

Example:

Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is/was involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Proposal/ Project ID (if applicable)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)	2014 (\$'000)
B Jones, Really great proposal on excellent things. ARC, LP11R1	Yes	R	LP110200999			80	60	50
A Jones, B Jones, Another really great proposal on excellent things. Round 3	No	C			65	100		
Mr Example, sample proposal that is great, ARC, DP 2007	Yes	P	DP07000000	150				

Part H - Statements on Progress of ARC Funded Projects

Please note that this Part may show as ‘Valid’ on the main Proposal summary screen despite no information having been entered. Please review this Part carefully before submitting the Proposal.

H1 Statements on progress

For each Participant on this Proposal, please attach a statement detailing progress for each ARC Project/Fellowship involving that Participant that has been awarded funding for 2010 under the ARC *Discovery Projects*, *Linkage Projects* or Fellowships schemes.

Click ‘Add Answer’ to insert additional boxes for each relevant Project/Fellowship.

Please provide:

- The Project ID, first named investigator (Project Leader), and scheme for each Participant on this Proposal who has been awarded funding for 2010 under the ARC *Discovery Projects*, *Linkage Projects* or Fellowships scheme;
- Upload a PDF of **no** more than one A4 page for each funded project detailing the progress for each Project/Fellowship involving that Participant; and
- A statement of progress for each project indicated in Part H1 (received 2010 ARC funding) must be included in the Proposal submission regardless of whether a progress report or final report has or has not been submitted to the Research Office or ARC.

Note: Only projects which have received funding from the ARC in 2010 (annual allocated funding) require a statement of progress. (Please do not include statements on progress for projects which received carry forward funding only.) You do not need to provide statements for projects other than for *Discovery Projects*, *Linkage Projects* or Fellowships schemes.

Part I - Additional Details

I1 Have you submitted or do you intend to submit a similar Proposal to any other agency?

If ‘yes’ has been selected you must:

- Select from the organisations the agencies available in the drop down list; and
- Select ‘Other’ if the organisation/agency is not in the drop down list and type the name of the agency/ies in the box provided.

Note: A full list of Proposals submitted should also be included at G1 (Research Support) of the Application Form.

It is important that the ARC is aware of any concurrent applications for funding support (e.g. through other Commonwealth, state or territory funding programs). You must also keep the ARC informed about the outcomes of these applications.

12 Does this Proposal relate to any of the following special interest items?

This question is not mandatory.

Select the Indigenous Australian Societies option if this proposal will contribute to the advancement of knowledge into Indigenous Australian societies.

6. Submitting Proposal to the Research Office

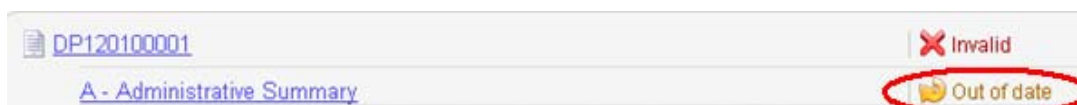
Once all components of the Proposal are completed and **saved**, return to the ‘Draft Proposal Summary Page’. **Before** electronically submitting to the Research Office, the Project Leader should:

1. Review all components to ensure the information to be submitted is complete, and **save each Part once more** (this is to ensure that all information is captured in the PDF);

Note: Additions, deletions or modifications to Proposals will not be accepted after the date of submission unless invited by the ARC.

2. Ensure all components are complete and valid (indicated by a green tick).

Note: If you see the below ‘out of date’ validation error, this indicates that a Participant has changed some part of their personnel profile. To remove this validation error open and save the section, this will ensure that the updated information is repopulated into the Proposal.



3. Generate a PDF (whole Proposal document PDF) using the link on the ‘Draft Proposal Summary’ page. **Please note that generation times for PDFs will increase closer to closing date.**

To submit to the Research Office please click on ‘Submit Proposal to Research Office’.

Note: Only the Proposal ‘owner’ (the Participant who initiated the Proposal in RMS) or your Research Office can submit a Proposal to the Research Office, and only an authorised Research Office Delegate can certify a Proposal and submit to the ARC. If the Participant who is the Project Leader is removed from the role or the Proposal, the original Project Leader must ‘Transfer Ownership of this Draft Proposal’ to the new Project Leader. This link is found on the ‘Draft Proposal Summary’ page.

Please note that many users will be attempting to submit concurrently as the deadline approaches for each round. Please allow sufficient time to complete and submit Proposals before the closing time. As the time on a computer server may differ slightly from the ARC servers, submission should **not** be delayed until the last possible moment. Note that Research Offices may impose their own internal deadlines on researchers to submit Proposals to the Research Office.

Note that the PDF should be re-generated before submission to ensure all changes made to the form parts by any Participant or the Research Office are included. After Proposals close, the ARC will also automatically generate a PDF for each proposal to ensure that all changes to the form are captured in the PDF. **Participants and Research Office staff should use this final PDF as the final copy of the submitted Proposal** should a printed one be required.

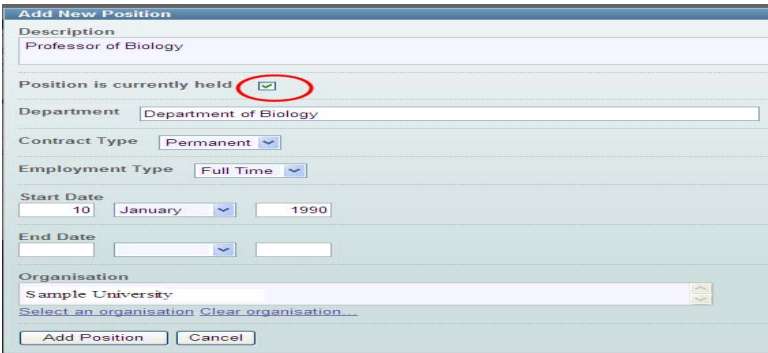
7. Additional points to assist Applicants to avoid common submission errors

(Note: this list is provided as a guide and is not an exhaustive list of potential errors.)

- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements for uploaded PDF insertions. (See subsection 10.2.2 of the Funding Rules.)
- Are all uploaded PDFs within the maximum number of pages specified in these Instructions? **Note:** RMS will not validate PDF page number compliance for all questions.
- Have any of the proposed Participants exceeded the limits for Proposals/Projects or Project duplication (see subsections 9.1 and 9.2 of the Funding Rules)?
- Do the proposed Participants meet the requirements for the relevant role for which they are nominated (see Section 7 of the Funding Rules)? Have Participants selected the correct role (CI, PI)?
- Are any items in the budget prohibited (e.g. items prohibited under Section 5.3 and 5.4 of the Funding Rules)?
- Please ensure that all necessary information has been entered under Part G (Research Support) and Part H (Statements on progress of ARC Funded Projects). Note: these parts may show as ‘Valid’ on the main Proposal summary page regardless of the information entered.

8. Troubleshooting – RMS

Reference	Problem	Solution
Login	Why can't I login to RMS?	To login you must use your RMS User ID and password (not your RMS Person ID). Note: GAMS user accounts prior to January 2009 have been copied to RMS. Please use your GAMS ID (in capitals) and Password to login to RMS.
Participants	Why can't I assign a person to be a participant successfully?	Ensure that you have the person's RMS Person ID (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant' in RMS.
	Why am I not listed as a participant	If you are the Proposal Owner you will not be added automatically as a Participant. You must add yourself as a Participant via the 'Add Person Participant' link and then click on the 'Populate Person ID and Family Name with my details' than select the correct role from the drop menu and click 'Add Participant'.
	How do I get another participant's Person ID?	Please obtain a participant's RMS Person ID directly from that participant. If the participant is from the same organisation your Research Office can search for their Person ID. If the participant is from a different organisation your Research Office will not be able to search for this participant.
	Why isn't an invited participant showing in the Personnel section (Part F)	A Personnel Part will only be generated for an invited participant once that participant has accepted to be part of the Proposal. Please ensure that the participant has accepted the invitation.

	Why isn't my 'Current Organisation' showing in the Administrative Summary (Question A3)?	Please ensure that your organisation details are correct and that the 'Position is currently held' box is checked. This can be checked by going to your personal homepage and clicking on 'Personal Details' and then clicking on the 'Organisation Details' tab.
		
	Why can't I see an organisation when I search for it?	RMS only stores the various organisations previously involved on ARC Proposals. If an organisation does not appear you will have to ask the ARC to create a record in RMS for this organisation. Once created this organisation will appear in a search. To request the creation of a new organisation in RMS please refer to section 4 'Adding Participants and Organisations'
Budget	Why is there no column for Collaborating or Other organisations visible?	A Collaborating or Other organisation must be selected first to populate a column and totals table listing that organisation. Click on 'Set Other Organisation Contributor' link and select the organisation.
Collaborating Organisations	Why can't I see the Collaborating or Other Organisation when I click on 'Set Other Organisation Contributor'?	Organisations must be added to the Proposal first before they are populated for selection in Part D (Project Cost). Please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page.
Validation	I have completed a Part why is it still showing 'Incomplete' or 'Invalid'?	Please go into the Part and check for any validation errors and update as required, also check that all information has been entered where required.
	There are no validation errors in a Part but I still get an 'Incomplete' status for that Part?	If any information has been updated for e.g.: a participant's address details - the Part still needs to be saved to validate. Please go into the relevant Part and save.
PDF	Why does the PDF not show information that I have updated in RMS?	If information has been updated such as a participants address details that Part must be saved first before this information is updated in a generated PDF. Note: Before submission please go into each Part and save.