



Australian Government

Australian Research Council

Federation Fellowships

Instructions to Applicants for Funding commencing in

2004

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This document is intended to be a practical guide to assist you as an applicant to complete the application form and associated documentation as fully and accurately as possible.

The information in this document is underpinned by the *ARC Federation Fellowships Funding Rules for Funding Commencing in 2004* which contains further details on ARC Federation Fellowships funding. You must read the Funding Rules (available from www.arc.gov.au) before preparing your application.

Matters to note before completing the application form

Accuracy of information

Check carefully before you submit your application that all the information contained in the application form is accurate.

Incomplete or misleading information

If your application is incomplete or contains information that is considered false or misleading, it will be excluded from any further consideration for funding, and may constitute an offence under Commonwealth criminal law.

Confidentiality

All information contained in applications is regarded as confidential unless otherwise stated, and will be received and treated as confidential by institutions, the ARC, its committees and readers.

Privacy

Information on this form is collected in order to make recommendations to the Minister on the allocation of financial assistance under the *Australian Research Council Act 2001* and for post award reporting. The information collected may be passed to assessors for the purposes of obtaining a peer review assessment of the application. It may also be passed to the National Health and Medical Research Council, the National Occupational Health and Safety Commission, the Department of Foreign Affairs and Trade, the Department of Industry, Tourism and Resources, the Department of the Environment and Heritage, the Department of Education, Science and Training, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans' Affairs for the purpose of checking eligibility. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

The ARC is bound by the provisions of the *Privacy Act 1988*. Section 14 of the *Privacy Act 1988* contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information. In brief, the ARC should ensure that:

- personal information is collected in accordance with IPPs 1-3;

- suitable storage arrangements, including appropriate filing procedures are in place;
- suitable security arrangements exist for all records containing personal information;
- access to a person's own personal information held by the organisation is made available to the person at no charge;
- records are accurate, up-to-date, complete and not misleading;
- where a record is found to be inaccurate, the correction is made;
- where the person contends that a record is inaccurate, and it is found to be accurate, the details of the request for amendment are noted on the record;
- the personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by IPP 10;
- personal information is only disclosed in accordance with IPP 11.

Preparing the application

The application process

As the application is the prime source of information available to the selection committee, applicants must submit their projects as mature research plans ready for implementation. The application 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 selection committee. All details in the application, particularly concerning any successful grants, must be current.

Applications consist of five components:

- the application form – to be completed on the ARC's Grant Application Management System (GAMS);
- additional text comprising part B8, 'Research Record' and part D, 'Description of Project/Program of Research';
- supporting documentation comprising part C2, 'Reports on ARC grants received in 2002 and 2003';
- part E: a letter of support from the administering organisation; and
- part F: referee reports.

Application format

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

Submit all pages in black type, use a single column and 12 point font size on white A4 paper, printed on one side only and unbound with at least a 2 cm margin on each side. As applications are scanned electronically, applicants must use a highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used. References may be reproduced in 10 point font size. Colour graphs or colour photographs may be included but they will be reproduced in black and white.

Closing date

The closing date for Federation Fellowships applications is close of business (AEST) 6 February 2004.

However, organisations may have an internal closing date several weeks before 6 February 2004 as the ARC requires administering organisations to provide certifications and other information. Please check with the administering organisation's research office in the first instance.

Note carefully

- Submit your application through the research office or administration unit of the administering organisation by that institution's closing date.
- Because of the volume of material that is processed, replacement pages or late additional pages will not be accepted after the date of submission.
- Applications received after close of business (AEST) 6 February 2004 will not be accepted.

Application authorisation

All applications must be signed by the appropriate persons at Part A9 of the application form.

Number of copies

Send in two copies, one original and **one identical** copy. The application must be clipped with NAL clips, not stapled, and submitted in the correct order as per the application checklist at the end of this document.

The application form should be submitted with the additional text and supporting documentation interleaved appropriately and the pages numbered consecutively (see Checklist at the end of these Instructions).

Completing the application

Electronic and hard copy forms

The applicant must fill out an electronic version of the application form in the Grant Application Management System (GAMS). To do this, applicants are required to enter GAMS to create and enter their application summary information. Once summary information has been entered, GAMS will allow applicants to print a hard copy version of their Federation Fellowships application form.

The GAMS logon can be found at http://www.arc.gov.au/ncgp/gams_info.asp

To enter GAMS, an applicant must have a valid GAMS ID and password. Both the GAMS ID and password are available from the relevant Research Office or administration unit of the applicant's organisation. Institutional GAMS Contacts are listed at the GAMS logon page mentioned above.

Applicants who are not currently academic staff members of Australian Universities must seek their GAMS ID directly from the ARC. This can be done by emailing the ARC (GAMSIDS@arc.gov.au) providing full personal details including name, date of birth, current organisation and address information. The ARC will then respond to the request with both a GAMS ID and password.

More comprehensive instructions on using GAMS can be accessed at <http://www.arc.gov.au/ncgp/instructions/instructions.htm>

All applicants must submit an original paper version and one identical photocopy of their application.

In some circumstances additional information is requested which must be incorporated into the relevant sections of the hard copy.

If applicable, the sections requesting additional information are:

- part B8, 'Research Record' and part D, 'Description of Project/Program of Research';
- part C2, 'Reports on ARC grants received in 2002 and 2003';
- part E: a letter of support from the administering organisation; and
- part F: referee reports.

These instructions describe the kind of details to enter under each of the headings, and give you some examples of how to fill in the form.

Project ID: This is automatically allocated by the system the first time that you save the application.

Total number of sheets contained in this application	35
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Enter the **total** number of sheets contained in the application including all the pages of the application form, additional text, and any required supporting documentation. The ARC uses this for scanning and image storing purposes.

PART A—ADMINISTRATIVE SUMMARY

A1 INSTITUTION/ORGANISATION TO ADMINISTER FELLOWSHIP

Name	University of X
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Enter the name of the organisation where the Fellow will be tenured during the period of the Fellowship. This must be the administering organisation.

A2 PARTICIPANT SUMMARY

Family name	Initials	Current Department	Current Institution/Organisation
Bloggs	J.	Dept of YZP	University of X

Enter the applicant's family name. Other details will automatically be filled in when a GAMS ID is entered at Part B2.

A3 NATIONAL RESEARCH PRIORITIES

Designated Priority Areas of Research are listed on the menu. More detailed descriptions of these areas are available on the ARC website (<http://www.arc.gov.au>), and in Appendix 1 of the Guidelines. If your research is within these areas, indicate by selecting the appropriate priority. If your research lies outside these areas, do not select any area. You can select only one priority area.

A4 PROJECT TITLE

Insert a short descriptive title of no more than 20 words. The title should be precise but as informative as possible.

Do not use quotation marks as they create information-storage problems.

A5 PROJECT SUMMARY

In clear, plain English and using the minimum of terminology unique to the area of study, write a summary of the project in no more than 100 words.

This summary may be used by the ARC in the selection process, press releases and publicity material.

A6 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

A6.1 Keywords

Electrochemistry	Chemical and Biological Sensors
Advance Materials	Battery Technology
Corrosion Protection	Biomaterials

Enter up to six keywords to describe the proposed research.

Select the keywords carefully. The keywords should be of the kind normally required for submitting an article to a major refereed journal.

A6.2 Research classifications

Research Fields, Courses and Disciplines (RFCD)	%	Socio-Economic Objective (SEO)	%
250501	40	780103	40

250107	40
291403	20

780199	40
660303	20

Enter at least one code under each of the Research Fields, Courses and Disciplines (RFCD) codes and Socio-Economic Objective (SEO) classifications.

RFCD and SEO classifications are available via www.arc.gov.au.

The **RFCD classification** defines the research according to disciplines. There is provision for up to three codes on the application form. Indicate the relative importance of each code by using a percentage (rounded to the nearest multiple of 10). These weightings must total 100%. Identify codes from more than one discipline if the application is multi-disciplinary.

The **SEO classification** indicates the sectors that are most likely to benefit from the research. There is provision for up to three codes on the application form. Indicate the relative importance of each code by using a percentage (rounded to the nearest multiple of 10). These weightings must total 100%.

A6.3 If the proposed research involves international collaboration, please specify country/ies.

Germany	United States of America	Canada
Italy	Japan	

Enter the names of the country or countries of researchers and/or other parties you will collaborate with on this project.

A6.4 If the proposed research involves collaboration with other Australian organisations or Higher Education Institutions, please specify.

University of ABC	EFG University	The University of MNO
IJK University of Technology		

Enter the names of the Australian organisation or Higher Education Institutions you will collaborate with on this project.

A7 ADDITIONAL DETAILS

A7.1 Is the fellowship applicant associated with an ARC or other Commonwealth Government-funded research Centre?

Directors of Research Centres, including ARC Centres of Excellence, Special Research Centres and Key Research Centres, are eligible to apply for the Federation Fellowships. A Federation Fellow may serve as a Centre Director or Centre Executive Research Director, provided that the ARC is satisfied that he/she will work full-time on research and research capacity-building activities.

A7.2 If yes, please name the centre and provide brief information (no more than 50 words) about the nature of the association.

Even when they are associated with Centres, Federation Fellows' salaries will be met from the Federation Fellowship program, not from ARC Centre funding. Federation Fellowship matching funding may *not* be offered from anticipated ARC Centre funding or from resources put forward as a matching component in other applications for Commonwealth funding, including ARC Centres of Excellence.

The Centre Director will work exclusively on the activities of the Centre and may not hold an ARC Fellowship or Federation Fellowship. A Federation Fellow may be an Executive Research Director or similar officer of a Centre.

A8 REFEREE DETAILS

Please provide the details of referees who have provided reports on the application.

Reports from up to five (5) referees should be included in the application as Part F. Each signed referee's report should not exceed 500 words, and should provide an assessment of the application against the selection criteria.

The quality and standing of the referees as well as their comments will be taken into account in the assessment of applications.

A9 CERTIFICATION (hard copy version only)

Completing this section is the responsibility of the administering institution/organisation, which must obtain the required signature(s) before submitting the application to the ARC.

A9.1 Certification by the Deputy/Pro Vice-Chancellor (Research), CEO (CSIRO) or their delegate or equivalent in the administering institution/organisation

I certify that—

- I am prepared to have the Fellowship carried out in my institution/organisation under the circumstances set out by the applicant(s).
- To the best of my knowledge all details on this application form are true and complete and I understand that the provision of false and misleading information attracts substantial penalties under Commonwealth criminal law.
- The Fellowship is to support full time research and research related activities.
- All funds for this Fellowship will only be spent for the purpose for which they were provided.
- This institution/organisation endorses this application and if successful will provide support as detailed at Part E.
- The Fellowship can be accommodated within the general facilities in this institution/organisation, and appropriate working and office space is available.
- The Fellowship will not be permitted to proceed until appropriate ethical clearance has been obtained.
- I have obtained the agreement of other institutions/organisations involved to submit this application and to provide the agreed support.
- I will notify the ARC if there is a substantial change to the terms of the Fellowship.
- I consent, on behalf of the applicant, to this application being referred for peer review to persons who will remain anonymous.
- To the best of my knowledge, the Privacy Notice appearing at the top of this Application Form has been drawn to the attention of the applicant whose personal details have been provided at Part B.

**Signature of DVC/PVC(R), CEO
(CSIRO) or
delegate or equivalent
(in black ink)**

Marilyn Smyth-Tyrrell

Name and title (please print)

Marilyn Smyth-Tyrrell
PVC (R)

Date

27/ 03 /2002

Signature of Applicant
(in black ink)

Name (please print)

Date

Marie St-Claire

Professor Marie St Claire

27/ 03 /2002

By signing this document, the Deputy/Pro Vice-Chancellor (Research) or CEO (CSIRO) certifies that

- all details on the application form are correct
- he/she have complied with the ARC Federation Fellowships Funding Rules for Funding Commencing in 2004 and, if successful, will accept the associated Funding Contract
- he/she understands and agrees that all statutory and other requirements, as detailed in the Funding Contract, must be met before the proposed research can commence
- he/she has obtained the agreement of other institutions/ organisations involved to submit this application and to provide the agreed support.

Contact Officer for institution/organisation:

Name:	Ms C Smith
Address for correspondence:	PO Box 1 City State Postcode
Email:	csmith@research.org.au
Telephone:	+61 8 123 4566

As part of the certification process, please provide details of a contact officer for correspondence regarding the application. This should be hand written.

PART B—PERSONNEL

The ARC gathers your details to communicate with you, determine your eligibility, and conduct data and statistical analysis in relation to equity and other issues. You must notify the ARC through the Research Office or equivalent of the administering organisation of any changes to your details after submission.

B1 DETAILS

The family name of the applicant will be automatically filled from question A2.

All applicants require a GAMS ID. Applicants without a GAMS ID will need to contact their organisation's GAMS Contact to be issued with a GAMS ID and password. Details of GAMS Contacts are available on the GAMS Information page on the ARC Web site. Once issued, each participant will need to enter GAMS to ensure that their personal details on GAMS are complete and up to date.

The relevant GAMS ID for each participant must be entered into the GAMS ID box before clicking the "Fetch Client Details" button. This will display the abbreviated details for the applicant, including postal information. The person entering the application will be required to confirm that the abbreviated details are correct before the information is entered into Section B1 of the application form. It should be noted that the entry of the participants' details into the application is a "snap shot" of their client record at that time. If any future changes are made to the participants'

details in GAMS, these changes will not be updated in the application form unless the "Fetch Client Details" button is clicked again.

B2 MEMBERSHIPS

B2.1 Are you a current member of the ARC or its advisory committees?

Mark the relevant box.

B2.2 Are any of your relatives, or close social/professional associates current members of the ARC or its advisory committees?

Mark the relevant box and if you have answered 'yes' enter the name/s.

This information will assist the ARC in managing instances of potential conflict of interest. The ARC has procedures for declaring conflicts of interest and for members to withdraw from consideration of particular applications.

B3 Do you hold a current ARC Research Fellowship (eg APF, SRF, ARF/QEII, APD)?

Mark the relevant box.

B4 QUALIFICATIONS

B4.1 Relevant qualifications

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

B5 ACADEMIC, RESEARCH, PROFESSIONAL AND INDUSTRIAL EXPERIENCE

Provide details of academic, research, professional and industrial experience in date order (maximum time period of ten years), beginning with your current/most recent position.

B6 Host department contact details

Host institution/organisation	University of XYZ		
Host department name	Physics		
Phone	102764873	Fax	9874197
Email		Contact Name	Joe Blarge

Provide contact details of the department that will be hosting your Fellowship.

B7 CITIZENSHIP/RESIDENCY DETAILS

If you are a non-citizen of Australian and do not hold residency, you must apply to the Department of Immigration Multicultural and Indigenous Affairs and be awarded a temporary residence before taking up the grant.

B7.1 Statement of skills by non-citizens of Australia

If you are not an Australian citizen and do not hold residency, provide a statement, acceptable to the ARC, and not more than one page, demonstrating the special skills that you bring to research in this country.

B8 RESEARCH RECORD

Describe your contributions to research and research training using the headings below. Use separate sheets.

Submit this part of your application as additional text. Please observe length limits.

B8.1 A statement on your most significant contributions to this research field

Taking no more than two pages outline your contribution to the relevant field, focussing particularly on what makes this contribution interesting and unique.

B8.2 All publications in the past five years

- Ensure that this listing is limited to the last five years.
- List publications under the following headings and in this order: books, book chapters, journal articles, conference papers, other publications.
- Asterisk publications relevant to this application.

B8.3 Ten career-best publications

- Include your best publications, regardless of date of publication.
- Do not list more than ten.

B8.4 A statement on your leadership ability to build world-class research capacity

Write a maximum of two pages.

B8.5 Other evidence of impact and major contributions to the field

For example prizes, patents, honours, awards, relevant experience in industry and other professional activities. Take no more than two pages.

PART C—RESEARCH SUPPORT

C1 RESEARCH SUPPORT

Provide details for the Participant listed in Section A2—

- The current proposal must be listed first as ‘R’ under ‘Sup type’.
- Asterisk (*) any support related to this Fellowship.
- Support types (Sup. type) are ‘C’ for current support, ‘R’ for requested support, and ‘P’ for past support.
- List all other details in year order.
- The ARC Project ID applies only to past and current ARC grants.

Description (All named investigators on any grant held by a participant, project title, agency, scheme)	(*)	Sup type (C, R or P)	ARC Project ID	2002 (\$'000)	2003 (\$'000)	2004 (\$'000)	2005 (\$'000)
J Bloggs, Investigation into X, ARC, Federation Fellowship	*	R	FED123			225	
Bloggs, A study into x, Uni of X, ARC, Large Grant		C	A000000	35	35	35	

Ensure that details of past, present and requested support are shown for **all** funding agencies, not just the ARC.

Include any past, present and requested ARC Fellowships in the table.

Incomplete or misleading information may be grounds for exclusion.

C2 REPORTS ON ARC GRANTS

Include with your application a report detailing progress for each project for which you received funds in 2002 and 2003 under any ARC scheme.

Write no more than one page for each grant.

Provide a list of these reports and attach them to your application.

PART D—DESCRIPTION OF PROJECT/PROGRAM OF RESEARCH

Submit this part of the application form as additional text.

Do not write more than **ten** pages.

Explain the project/program of research and its expected outcomes in a way that can be appreciated by all committee members.

D1 TITLE

Use the same title as in Part A4.

D2 AIMS

Clearly detail the aims and objectives of the proposed project/program of research.

D3 BACKGROUND

Describe the background to the Fellowship.

Include information about recent international progress in the field of the research and the relationship of this proposal to work in the field generally.

Refer only to refereed papers that are widely available to national and international research communities.

D4 SIGNIFICANCE AND INNOVATION

Describe how the research is significant and whether the research addresses an important problem.

Describe how the anticipated outcomes advance the knowledge base of the discipline and why the research activity aims and concepts are novel and innovative.

Detail what new methodologies or technologies will be developed.

D5 APPROACH

Outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the project/program of research activity.

Include a summary of the relevant work if the rationale for some proposals rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors. This summary must be provided within the ten page limit or, if ARC-supported, as a single-page report additional to the limit.

Do not send copies of manuscripts with the application. A copy will be requested if required.

D6 NATIONAL BENEFIT

Describe the expected outcomes and likely impact of the proposed research.

Describe how the Federation Fellowship and the project/program of research activity might result in economic, environmental or social benefits for Australia.

D7 COMMUNICATION OF RESULTS

Outline your plans for communicating the research results including public communication and dissemination.

D8 REFERENCES

Include a list of all references. This may be additional to the limit of ten pages.

PART E—DESCRIPTION OF FACILITIES AND SUPPORT BY ADMINISTERING INSTITUTION/ORGANISATION

E ADMINISTERING INSTITUTION/ORGANISATION LETTER OF SUPPORT

Include in your application a letter of support from the administering institution/organisation of no more than two pages, on the institution/organisation's letterhead, including the following information:

- details of the facilities that will be available for the proposed project/program of research under a Federation Fellowship; and
- details of the cash and in-kind support that will be provided including the purpose of the contributions and the amounts.

This letter must be signed by the Deputy/Pro Vice-Chancellor (Research), CEO (CSIRO) or their delegate or equivalent in the administering institution/organisation.

The level of guaranteed support must match, at least dollar-for-dollar, the financial assistance (in salary) provided by the Commonwealth over the life of the Fellowship.

PART F—REFEREE REPORTS

Reports from up to five (5) referees should be included in the application as Part F. Each signed referee's report should not exceed 500 words, and should provide an assessment of the application against the selection criteria.

The quality and standing of the referees as well as their comments will be taken into account in the assessment of applications.

APPLICATION CHECKLIST

A complete application consists of the following components—

Part A	Administrative summary	
	<ul style="list-style-type: none"> • Application form 	A9 Signature of DVC/PVC (R) Signature of applicant
Part B	Personnel	
	<ul style="list-style-type: none"> • Application form • Additional text 	B7.1 Statement where relevant (2 pages) B8 Research record <ul style="list-style-type: none"> ▪ B8.1 (two pages) ▪ B8.2 ▪ B8.3 ▪ B8.4 (two pages) ▪ B8.5 (two pages)
Part C	Research support	
	<ul style="list-style-type: none"> • Supporting documentation 	C2 Report on ARC grants – no more than one page for each grant
Part D	Project description	
	<ul style="list-style-type: none"> • Additional text 	No more than ten pages
Part E	Administering organisation	
	<ul style="list-style-type: none"> • Supporting documentation 	E Administering institution/organisation letter of support by – no more than 2 pages
Part F	Referee reports	
	<ul style="list-style-type: none"> • Supporting documentation 	Up to five reports of no more than 500 words each against the selection criteria