



**Australian Government**

**Australian Research Council**

# **Australian Laureate Fellowships**

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## **Instructions to Applicants**

### **for funding commencing in 2009**

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# Australian Research Council

## *Australian Laureate Fellowships*

### **Instructions to Applicants for funding commencing in 2009**

This document is intended to be a practical guide to assist Applicants to complete the ARC 2009 *Australian Laureate Fellowships* Application Form and associated documentation as fully and accurately as possible.

The information in this document is underpinned by the *Australian Laureate Fellowships* Funding Rules for funding commencing in 2009 which contain further details on *Australian Laureate Fellowships* funding. You must read the *Australian Laureate Fellowships* Funding Rules (available on the ARC Web Site) before preparing your Proposal.

### **1. Matters to note before completing the Application Form**

Proposals are the prime source of information available to assessors, and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for its assessment 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 and accurate at the time of submission.

#### **Authorship**

Please note that only the originating author may edit and complete the Application Form.

#### **Accuracy of information**

Check carefully that all the information contained in the Application Form and associated documents is accurate before submitting the Proposal.

#### **Incomplete or misleading information**

If a Proposal is incomplete, inaccurate or contains false or misleading information, the ARC may in its absolute discretion decide to recommend that the Proposal not be approved for funding, and it may constitute an offence under Commonwealth criminal law.

#### **Confidentiality**

Information contained in Proposals is regarded as confidential unless otherwise stated, and will be received and treated as confidential by the ARC, and by third parties who assess, evaluate or verify the accuracy of the Proposal. See section A1.5 of the *Australian Laureate Fellowships* Funding Rules for funding commencing in 2009 for more information on confidentiality.

#### **Privacy**

Information contained in the Proposal 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 third parties for the purpose of obtaining a peer review assessment of the Proposal. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade, the Department of Innovation, Industry, Science and Research, the Department of Environment, Water, Heritage and the Arts, the Department of Education, Employment and Workplace Relations, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans' Affairs for the purpose of checking eligibility. In other instances, information contained in the Proposal 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 and can be viewed at <http://www.privacy.gov.au/publications/ipps.html>. In brief, the ARC should ensure that:

- o personal information is collected in accordance with IPPs 1-3;
- o suitable storage arrangements, including appropriate filing procedures, are in place;
- o suitable security arrangements exist for all records containing personal information;
- o access to a person's own personal information held by the organisation is made available to the person at no charge;
- o records are accurate, up-to-date, complete and not misleading;
- o where a record is found to be inaccurate, the correction is made;
- o 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;
- o 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; and
- o personal information is only disclosed in accordance with IPP 11.

### **Closing time**

The ARC closing time for *Australian Laureate Fellowships* Proposals is **5.00pm, AEDT Wednesday 10 December 2008**. However, Administering Organisations may have an earlier internal closing time/date, as the ARC requires Administering Organisation Research Offices and administration units to provide certifications, electronic data and other information.

### **Submission of Proposals**

Proposals under *Australian Laureate Fellowships* consist of two parts:

- a. **On-line Application Form** which must be completed and submitted electronically (to "arcvalid" status) in the ARC on-line Grants Application Management System (GAMS), accessible via the ARC Web Site; and
- b. **Additional text (Parts A8, B9, C3, D2 (if applicable) and Part E)**

### **The Process – items to note**

- *Australian Laureate Fellowships* Application Forms must be produced using the ARC on-line Grants Applications Management System (GAMS) accessed through the ARC Web Site.
- When entering data into the *Australian Laureate Fellowships* Application Form, save and validate regularly. The Application Form may be saved, closed and updated as many times as required prior to submission.
- Once the Application Form has been completed in GAMS, the Research Office or administration unit must validate the Application Form and submit it to "arcvalid" status in GAMS. In addition the Application Form must be printed (see printing instructions on page 11) and additional attachments incorporated before sending hard copies to the ARC.
- All Proposals must be signed by the appropriate organisational delegate at Part A8.1 of the Application Form.
- In addition to the electronic Application Form submitted via GAMS by **5.00pm (AEDT), Wednesday 10 December 2008**, one original and one identical paper copy of the complete Proposal must be received by the ARC by **5.00pm (AEDT), Wednesday 17 December 2008**.

- A checklist at the end of these instructions will assist you in completing and submitting the Proposal.
- *Request not to Assess* Forms (for requests for non-use of a potential assessor) must be submitted to the ARC via your Research Office by the due dates outlined in the “Key Dates” section at the beginning of the *Australian Laureate Fellowships* Funding Rules for funding commencing in 2009 and in Table 1.
- Key dates within the *Australian Laureate Fellowships* cycle are listed in Table 1.

**Table 1. AUSTRALIAN LAUREATE FELLOWSHIPS (FL) CYCLE 2008/2009**

Month	Year	Event
<b>Wednesday 10 December 2008 (5.00 pm AEDT)</b>	<b>2008</b>	<b>Closing time for submission of FL Proposals</b> <b>Note: Each organisation may set its own internal closing date. Please consult with the Administering Organisation’s Research Office.</b> <b>Closing time for Request not to Assess Form</b>
<b>Wednesday 17 December 2008 (5.00 pm AEDT)</b>	<b>2008</b>	<b>Closing time for paper submission of FL Proposals</b>
May	2009	<i>Australian Laureate Fellowships</i> Selection Advisory Committee meets to consider proposals and develop funding recommendations for the Minister for Innovation, Industry, Science and Research.
June/July	2009	Recommendations to the Minister for approval of <i>Australian Laureate Fellowships</i> funding. Minister announces FL funding. ARC provides advice on outcomes to Australian Laureate Fellowship candidates via research offices.
28 days following date of advice to Australian Laureate Fellowship candidates	2009	Closing date for appeals.

**Note carefully:**

1. *Australian Laureate Fellowships* Proposals must be submitted through the Research Office (or equivalent) of an Eligible Organisation. See Appendix C of the *Australian Laureate Fellowships* Funding Rules for funding commencing in 2009 for a list of Eligible Organisations.
2. Due to the volume of material that is processed by the ARC, additions, deletions or modifications to Proposals will not be accepted after the date of submission unless invited by the ARC.
3. Proposals must be electronically submitted in GAMS (to “arcvalid” status) by **5.00 pm (AEDT), Wednesday 10 December 2008** and two paper copies received by **5.00pm (AEDT), Wednesday 17 December 2008** at the ARC premises. Proposals submitted in GAMS after close of business **5.00pm (AEDT) 10 December 2008** will not be accepted. Paper copy Proposals received by the ARC after close of business **5.00 pm (AEDT), 17 December 2008** will not be accepted. The ARC may, at its absolute discretion, and only in exceptional circumstances, accept late Proposals.

## **Format**

Write in plain English and comply strictly with the format and submission requirements described in Section 8.4 of the *Australian Laureate Fellowships Funding Rules* for funding commencing in 2009 and within these Instructions.

Submit all pages of additional text as follows:

- in black type;
- use a single column;
- 12 point font size;
- white A4 paper;
- printed on one side only;
- unbound with at least a 2 cm margin on each side;
- as Proposals are scanned electronically, please 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 at least 10 point font size;
- colour graphs or colour photographs may be included but they will be reproduced in black and white and the reproduction quality may not be optimal;
- fine graphics and grey scale may not be precisely reproduced due to low resolution scanning of PDFs.

The Application Form should be submitted with the additional text interleaved appropriately and the pages numbered consecutively starting at the beginning of the Proposal (page numbering may be handwritten).

## **Number of copies**

In addition to the on-line form, you must submit to the ARC two paper copies of the entire Proposal, **one original** and **one identical copy**, which must be stamped with either “ORIGINAL” or “COPY” as appropriate. The Proposal must not be stapled, it may be clipped. The copy of the Proposal is scanned electronically for assessors and it is the responsibility of the Applicant to ensure that the original and the copy are identical and are both consistent with the data submitted in GAMS.

## **Proposal authorisation**

All Proposals must be signed by the appropriate organisational delegate at Part A8.1 of the Application Form.

The Administering Organisation is also required to obtain the agreement and relevant certifications/hand-written signatures of all parties necessary to allow the proposed research to proceed. A proforma certification form is available for this purpose on the ARC Web Site. The proforma certification form is not submitted with the Proposal, it is to be retained by the Administering Organisation which must provide it if requested by the ARC.

## 2. Preparing the Proposal

### Electronic Application Forms – Grant Application Management System (GAMS)

The Applicant must complete an electronic version of the Application Form in the ARC Grant Application Management System (GAMS) found on the ARC Web Site.

**IMPORTANT: It is important to save and validate the Application Form regularly. After 30 minutes of inactivity GAMS will lock an idle Australian Laureate Fellowship Application Form, the program will be aborted and any unsaved data will be lost. Save and validate frequently.**

### Using GAMS

- To enter GAMS the Australian Laureate Fellowship candidate must have a valid GAMS User ID and password.
- Both the GAMS User ID and password should be sought from the relevant Research Office or administration unit of the candidate's organisation in the first instance. A listing of Eligible Organisation's GAMS Contacts may be found on the ARC Web Site. See also Appendix C of the *Australian Laureate Fellowships Funding Rules for funding commencing in 2009* for a list of Eligible Organisations.
- Previously allocated GAMS User IDs remain valid. Australian Laureate Fellowship candidates DO NOT have to apply for a new GAMS User ID each year, nor do people with assessor-only logons.
- The candidate should check that their Client Details in GAMS are correct before commencing the Application Form.

Australian Laureate Fellowship candidates should contact their organisation's Research Office in the first instance for assistance with GAMS.

Australian Laureate Fellowship candidates who are not currently academic staff members of Administering Organisations should also seek their GAMS User ID from the nominated Administering Organisation. Alternatively, complete the 'Request for GAMS User Account' form available from the ARC Web Site at [http://www.arc.gov.au/gams\\_login](http://www.arc.gov.au/gams_login) and email [GAMSIDS@arc.gov.au](mailto:GAMSIDS@arc.gov.au). The ARC will then respond to the request by emailing both a GAMS User ID and password (usually within two working days).

Additional information on using GAMS can be found at [http://www.arc.gov.au/gams\\_login/default.htm](http://www.arc.gov.au/gams_login/default.htm).

### Paper copy forms

In addition to the electronic Australian Laureate Fellowship Application Form submitted via GAMS, an original and one **identical** paper copy of the Proposal must be provided.

The following additional parts must be incorporated into the paper copy if applicable and should be interleaved appropriately:

- i. Part A8.1 – Certification;
- ii. Part B9 – Research record;
- iii. Part C3.1 – Administering Organisation letter of support;
- iv. Part C3.2 – Australian Laureate Fellow justification of funding requested from the ARC;
- v. Part D2 – Statements on progress of ARC funded projects for 2008, if applicable; and
- vi. Part E – Description of project/program of research.

The total number of sheets contained in the Australian Laureate Fellowships Proposal must be recorded (including all the pages of the Application Form, additional text, and any required

supporting documentation) on the first page of the paper copy Application Form, as shown in the example below:

<b>Total number of sheets contained in this Proposal</b>	<b>35</b>
--	-----------

Please number every page on the Proposal Original and Proposal Copy and:

1. check the number on the Original and the Copy correspond; and
2. check the total number of pages in the entire Proposal equals the total of pages entered on the first page of the Proposal (as shown above).

The ARC uses this as a verification tool for scanning and image storing purposes.

### Validating the Application Form

To check for validation errors in the Australian Laureate Fellowships Application Form the form must first be saved and exited. The new Australian Laureate Fellowships Application Form will then appear at the bottom of the historical list of proposals. On the right side of the screen (beside the Application Form information), a “Validate” hyperlink will be displayed. Once “Validate” is clicked, if any validation errors are currently present in the form, a list of validation errors will be displayed.

#### Example:

43. [FL0983787](#) Strategic Thinking

*Investigators:* **Prof Shaun Patrick Collin**

*Organisation:* James Cook University *Panel Code:* --

*Keywords:* strategy, thinking *RFCD:* 230106

[View](#)  
[Validate](#)  
[Print](#)

Validation page displaying list of validation errors:

16:35 05/11/2008

User: A00751

APPLICANT

Home

Logout


Your Say


My Details

Applications

--- Forms ---

Admin...


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**Form Validation Errors**  


[FL0983787](#)

[A4.1](#) Summary of Proposal has no value.  
[A4.2](#) Summary of National/Community Benefit has no value.  
[A5.2](#) At least one Keyword must be entered.  
[A5.3](#) At least one RFCD must be entered.  
[A5.3](#) At least one SEO must be entered.  
[A5.3](#) RFCD weights do not add up to 100.  
[A5.3](#) SEO weights do not add up to 100.  
[A6.1](#) Must indicate "Yes" or "No" to similar proposals.  
[B3.1 \(Prof Shaun Patrick Collin\)](#) Must indicate "Yes" or "No" to investigators "ARC membership".  
[B7.1 \(Prof Shaun Patrick Collin\)](#) Must specify Host Organisation Name.  
[B7.1 \(Prof Shaun Patrick Collin\)](#) Must specify Host Email Address.  
[B7.2 \(Prof Shaun Patrick Collin\)](#) Must indicate "Yes" or "No" to Australian citizenship.

You will not be able to submit an Australian Laureate Fellowships Application Form until the form is “Valid”. Once the Application Form is “Valid” the validation page will display a valid message and the Proposal will be updated to a bright yellow “Valid” status:

43. [FL0983787](#) Strategic Thinking

*Investigators:* **Prof Shaun Patrick Collin**

*Organisation:* James Cook University *Panel Code:* --

*Keywords:* strategy, thinking *RFCD:* 230106

[View](#)  
[Local Submit](#)  
[Print](#)

Validation page displaying valid message:



17:18 05/11/2008

User: A00751

APPLICANT

Home

Logout

Your Say

My Details

Applications

Forms

Australian Government  
Australian Research Council

Form Validation Errors

TeraText  
DATABASE SYSTEM

[FL0983787](#)

[FL0983787](#) is a valid Laureate Fellowship Scheme Application.

[Back to search results](#)

To save time in completing the Australian Laureate Fellowships Application Form, please save and validate frequently. Saving additions to the Application Form alone does not inform the researcher of validation errors which need to be corrected.

### Submitting the Application Form

Once the Application Form is valid, you can submit it to the Research Office of the Administering Organisation by pressing the “Local Submit” hyperlink:

43. [FL0983787](#) Strategic Thinking

*Investigators:* Prof Shaun Patrick Collin

*Organisation:* James Cook University *Panel Code:* --

*Keywords:* strategy, thinking *RFCID:* 230106

[View](#)

[Local Submit](#)

[Print](#)

The Proposal will be updated to a white “Submitted” status:

43. [FL0983787](#) Strategic Thinking

*Investigators:* Prof Shaun Patrick Collin

*Organisation:* James Cook University *Panel Code:* --

*Keywords:* strategy, thinking *RFCID:* 230106

Submitted

[Print](#)

### For Research Office (or equivalent) staff only:

Once the Application Form has been submitted to the Administering Organisation’s Research Office (or equivalent) it must then be submitted to the ARC prior to the closing time. To submit a proposal to the ARC, press the “ARC Submit” hyperlink to the right of the Proposal information:

1. [FL0983787](#) Strategic Thinking

*Investigators:* Prof Shaun Patrick Collin

*Organisation:* James Cook University *Panel Code:* --

*Keywords:* strategy, thinking *RFCID:* 230106

[View](#)

[ARC Submit](#)

[Un-submit](#)

[Print](#)

Once the Application Form has been submitted to the ARC its status will change to white “Submitted”:

43. [FL0983787](#) Strategic Thinking

*Investigators:* Prof Shaun Patrick Collin

*Organisation:* James Cook University *Panel Code:* --

*Keywords:* strategy, thinking *RFCID:* 230106

Submitted

[Print](#)

### Printing the Application Form

Once information has been entered, GAMS will permit printing of a paper copy of the Australian Laureate Fellowships Application Form. **Only** the originating author can print the Application Form from their home page in GAMS.

Only once the Australian Laureate Fellowships Application Form is complete and valid should it be printed as a Rich Text Format file (rtf). Ensure that all changes are done in GAMS before printing the form. Do not alter the rtf.

To print the Australian Laureate Fellowships Application Form, select “Print” to the right of the GAMS application record. A dialogue box will open and invite the researcher to save the file to the computer. Click on the “Save” button to download the Australian Laureate Fellowships Application Form. When the download is complete, select “Open” and this will convert the file to a rtf.

**NOTE: Do not alter the rtf. All changes must be made in GAMS before printing the Application Form. Changes in the rtf create differences between the rtf and the online GAMS Application Form. If this occurs the ARC may, in its absolute discretion, decide not to recommend the Proposal.**

### 3. Filling in the Application Form

The following instructions describe the type of details to enter under each of the headings in the Australian Laureate Fellowships Application Form and provide some examples of how to fill in the form.

**Note: Application Forms should be completed sequentially in GAMS, i.e. Part A, Part B, Part C, Part D and then Part E.**

Once an Administering Organisation (Part A1) has been selected, the Proposal Title (Part A2) and the Australian Laureate Fellowships candidate (Part A3) entered, and the Australian Laureate Fellowship Application Form saved, a Project ID will be automatically allocated to the Australian Laureate Fellowships Application Form by GAMS.

#### Example:

The screenshot shows a web interface for the Australian Laureate Fellowships Application Form. On the left is a vertical sidebar with a teal background containing the following elements: a timestamp '17:38 05/11/2008', the identifier 'A00751', and a list of buttons: 'Save', 'Save & Exit', 'Delete', 'Back', and 'Cancel'. The main content area is white and features the following text: 'AUSTRALIAN RESEARCH COUNCIL AUSTRALIAN LAUREATE FELLOWSHIPS APPLICATION FORM FOR FUNDING COMMENCING IN 2009' centered at the top, with an 'FL' logo to the right. Below this is a paragraph: 'This Proposal (the completed application form, the signed certification form and supporting documentation) must comply with the requirements of the Australian Laureate Fellowships Funding Rules for funding commencing in 2009, and any content, font and page limit requirements specified in this form and the Australian Laureate Fellowships Instructions to Applicants document.' This is followed by a red 'IMPORTANT' heading and a list of four red instructions: 1. You must read the Australian Laureate Fellowships Instructions to Applicants and Funding Rules for funding commencing in 2009 before filling out this form. 2. \* Indicates required information. 3. Please refrain from using the Back and Forward buttons on your browser to move between different parts of the application. 4. To save time in completing the Application Form, please save and validate frequently. At the bottom, there is a 'Project ID:' label and a text input field containing the value 'FL0983787'.

The Australian Laureate Fellowships Proposal is divided into five major parts:

- Part A: ADMINISTRATIVE SUMMARY
- Part B: PERSONNEL
- Part C: PROJECT COST
- Part D: RESEARCH SUPPORT
- Part E: DESCRIPTION OF PROJECT/PROGRAM OF RESEARCH ACTIVITY

Part F of the Application Form is a checklist to assist Australian Laureate Fellowship applicants in avoiding common errors when completing the Proposal.

The following parts of the Proposal are completed outside GAMS:

- i. Part A8.1 – Certification
- ii. Part B9 – Research Record
- iii. Part C3.1 – Administering Organisation letter of support
- iv. Part C3.2 – Australian Laureate Fellow justification of funding requested from the ARC
- v. Part D2 – Statements on progress of ARC funded projects for 2008, if applicable
- vi. Part E – Description of project/program of research.

Please read the following instructions carefully before completing the Proposal.


## **PART A—ADMINISTRATIVE SUMMARY**

### **A1 ORGANISATION TO ADMINISTER FELLOWSHIP**

This question must be completed first.

Select the name of the organisation from the drop-down list where the Australian Laureate Fellowship candidate would be tenured during the period of the Fellowship. This must be the Administering Organisation.

This Administering Organisation is the organisation primarily responsible for administering the ARC project funding. Eligible Organisations are listed in Appendix C of the *Australian Laureate Fellowships Funding Rules* for funding commencing in 2009.

When the Organisation “List” button is selected, it opens a new window titled “Organisation Lookup List”. This window remains open until the “Close Window” button is clicked. It is recommended that the “Organisation Lookup List” window be closed using the “Close Window” button, and not the  button following each Organisation selection. If your organisation is not in the drop down list, select “OTHER” and overtype the name of the organisation into the text box.

**Note: The “Organisation Lookup List” window can become hidden behind the Application Form window if you click on the Application Form before closing the “Organisation Lookup List” window.**

### **A2 PROPOSAL TITLE**

Provide a short descriptive title of no more than 20 words. The title should be precise, but as informative as possible. Avoid the use of acronyms or quotation marks and do not use all upper case characters.

### **A3 PARTICIPANT SUMMARY**

Enter the Australian Laureate Fellowship candidate's family name then click on "Participant Details". This will take you to Part B1. (see Instructions for Part B1 "Personnel – Current Details" – Page 18). Enter your GAMS ID and press "Fetch Client Details" and confirm as correct (if details are incorrect, you will need to exit this form, and update your Client Details in GAMS). Once you have confirmed your details, click on the "Part A" tab and continue. The initials and current organisation fields will be auto-populated once the Australian Laureate Fellowship candidate's details have been fetched in Part B1.

### **A4 SUMMARY DESCRIPTIONS**

**GAMS counts characters in a different way to word processing software.**

**Write the summary in clear, plain English, using a minimum of terminology unique to the area of study. Avoid the use of quotation marks, acronyms and do not use all upper case characters in the text.**

#### **A4.1 Summary of Proposal**

In no more than 750 characters (approx 100 words), write a summary focussing on the aims, significance and expected outcomes of the Proposal.

This summary may be used by the ARC in the selection process.

#### **A4.2 Summary of National/Community Benefit (for publicity purposes)**

Write the summary in no more than 750 characters (approx 100 words) outlining the expected national/community benefits to arise from the research for the Australian community.

This summary may be used by the ARC for publicity purposes.

### **A5 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION**

#### **A5.1 National Research Priorities**

Australian Laureate Fellowship candidates are asked to indicate if their Proposal falls within one of the four designated National Research Priorities.

There are four National Research Priorities and each priority has a number of associated priority goals. A detailed description of the National Research Priorities is available on the ARC Web Site and in Appendix E of the *Australian Laureate Fellowships Funding Rules* for funding commencing in 2009.

Click the "National Research Priorities" button at A5.1 to see the list of National Research Priorities and their associated goals.

<p><b>Note: GAMS will allow only one of the National Research Priorities to be selected so please choose the most appropriate one from the list. Select a National Research Priority, and then one or more 'goals' by ticking the boxes.</b></p>
--

Example:

**Research Priority 3: Frontier Technologies for Building and Transforming Australian Industries**

- Breakthrough sciences
- Frontier technologies
- Advanced materials
- Smart information use
- Promoting an innovation culture and economy

**Research Priority 4: Safeguarding Australia**

- Critical infrastructure
- Protecting Australia from invasive diseases and pests
- Protecting Australia from terrorism and crime
- Transformational defence technologies
- Understanding our region and the world

Save Cancel

To save your selection, press the “Save” button at the bottom of the National Research Priority page. This action automatically returns you to the Application Form. If an incorrect selection is saved **DO NOT CLEAR THE FORM BY USING THE BACK BUTTON**. Open the list again, change the selection, and “Save”.

## A5.2 Keywords

Enter between one and six unique keywords to describe the proposed research. Select the keywords carefully, as they are considered when readers are being selected to assess the Proposal. The keywords should be of the kind normally required for an article prepared for a major refereed journal. Ensure that you use English spelling variants and include a range of details from general to very specific within the sub-discipline.

## A5.3 Research classifications

Select from the drop-down lists at least one code under each of the Research Fields, Courses and Disciplines (RFCDD) codes and Socio-Economic Objective (SEO) classifications. RFCDD codes and SEO classifications are available on the ARC Web Site at <http://www.arc.gov.au/applicants/codes.htm>.

The RFCDD classification defines the research according to disciplines. The SEO classification indicates the sectors that are most likely to benefit from the research. There is provision for up to three codes under each category on the Application Form. Identify codes from more than one discipline if the Proposal is multi-disciplinary.

Indicate the relative importance of each code by using a percentage (rounded to the nearest multiple of 10%). Please prioritise the order in descending order and place the most important first. These weightings must total 100% each for RFCDDs and SEOs.

RFCDDs will be used by the ARC as part of the selection process.

Example:

**A6.3 Research classifications** (please list from highest to lowest %, to the nearest multiple of 10%)

Research Fields, Courses and Disciplines* (RFCD)	%
340209	50
360101	30
370401 <input type="button" value="List"/>	20

Socio-Economic Objective* (SEO)	%
750899	100
<input type="text"/>	<input type="text"/>
<input type="text"/> <input type="button" value="List"/>	<input type="text"/>

### A5.4 International Collaboration

From the drop-down list, select the name of the country or countries of researchers and/or other parties the Australian Laureate Fellowship candidate will collaborate with on this Proposal. Up to six countries can be entered. If you are collaborating with more than six countries, list the main six countries. Additional countries can be referenced in the additional text of the Proposal.

### A5.5 Collaboration with other organisations

Enter the names of any other organisations with which the Australian Laureate Fellowship candidate will collaborate on this project. If the proposed organisation is not available from the list, please select “Other” then overtype this text in the Application Form with the name of the organisation. Up to six organisations can be entered. If you are collaborating with more than six organisations, list the main six organisations. Additional organisations can be referenced in the additional text of the Proposal.

## A6 ADDITIONAL DETAILS

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

Select “Yes” or “No”. If “Yes”, select the name of the agency from the drop-down list. If the agency is not in the list, select “Other” and enter the full name in the box provided.

## A7 RESEARCH STUDENTS

The ARC is interested in reporting the number of Research Students that would be involved in this Proposal if it is funded. Please enter the number of places (full-time equivalent) that will be filled as a result of this Proposal.

## A8 CERTIFICATION (paper copy only)

Certification pages do not appear in the electronic GAMS form. They are produced when the rtf of the Proposal is printed (see page 11 of the instructions “Printing the Application Form”).

### A8.1 Certification by the Deputy/Pro Vice-Chancellor (Research), CEO (CSIRO) or their delegate or equivalent in the Administering Organisation

Completing this Part is the responsibility of the Administering Organisation. Use black ink only when signing.

The Administering Organisation is also required to obtain the required agreement and hand written signature(s) of all parties necessary to allow the proposed research to proceed. A proforma

certification form is available for this purpose on the ARC Web Site – this form is not submitted with the Proposal however. It is to be retained by the Administering Organisation.

I, on behalf of the Administering Organisation, certify that:

- To the best of my knowledge all details in this Proposal are true and complete;
- I have read, understood and complied with the Australian Laureate Fellowships Funding Rules for funding commencing in 2009 and, if the Proposal is successful I agree to abide by the terms and conditions of the Funding Agreement regarding funding for Australian Laureate Fellowships to commence in 2009;
- I have obtained the agreement, attested to by hand-written signatures and certifications of all the relevant persons and organisations necessary to allow the project to proceed. These agreements, certifications and signatures have been retained and will be provided to the ARC if requested;
- Proper enquiries have been made and I am satisfied that the Australian Laureate Fellowship candidate meets the requirements specified in the Australian Laureate Fellowships Funding Rules for funding commencing in 2009;
- This organisation supports this Proposal and if successful will appoint and provide the Australian Laureate Fellow with a Level E professorial appointment (or equivalent) and the support detailed in Part C3;
- This organisation supports this Proposal and if successful will ensure the provision of basic facilities, as required in the *Australian Laureate Fellowships* Funding Rules for funding commencing in 2009;
- I agree to have the Fellowship carried out in my organisation under the circumstances set out in this Proposal and in accordance with the *Australian Laureate Fellowships* Funding Rules for funding commencing in 2009;
- The Fellowship is to support full time research and research-related activities;
- The Fellowship will not be permitted to proceed until appropriate ethical clearance(s) has been obtained;
- To the best of my knowledge, all conflicts of interest relating to parties involved in or associated with this Proposal have been disclosed to the ARC and the other parties involved in the Proposal;
- I will notify the ARC of any conflicts of interest relating to the parties involved in or associated with this Proposal which may arise after the submission of this Proposal;
- I consent, on behalf of all parties, to the ARC copying, modifying and otherwise dealing with information contained in this Proposal for any of the purposes specified in the *Australian Laureate Fellowships* Funding Rules for funding commencing in 2009;
- I consent, on behalf of all parties, to this Proposal being referred to third parties who will remain anonymous for assessment purposes;
- If the Australian Laureate Fellowship candidate holds or has applied for any other ARC Fellowships or any fellowships from other funding bodies, I have obtained the agreement from the candidate, that if the Proposal is successful, the candidate will relinquish those other Fellowships, prior to the commencement of the Australian Laureate Fellowship;
- I have in place all necessary consents to allow the ARC to deal with any information contained within the Proposal belonging to third parties;
- 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 Australian Laureate Fellowship candidate whose personal details have been provided at Part B;
- I understand that it is an offence under the Criminal Code Act 1995 to provide false or misleading information;

- I understand and agree that all statutory requirements must be met before the proposed research can commence;
- The contributions to be provided by this organisation will not be sourced from Commonwealth competitive research funding.

Signature of DVC/PVC(R) or CEO of the relevant Australian research organisation or delegate or equivalent (in black ink)	Name (please print)	Title (please print)	Date
---	------------------------	-------------------------	------

By signing this document, the Deputy/Pro Vice-Chancellor (Research) or CEO of the relevant Australian research organisation certifies, among other things that:

- all details on the Proposal are true and complete;
- the Australian Laureate Fellowships Funding Rules for funding commencing in 2009 have been complied with and, if successful, the Administering Organisation will enter into the associated Funding Agreement regarding funding for Australian Laureate Fellowships to commence in 2009;
- he/she understands and agrees that all statutory and other requirements, as detailed in the Funding Agreement regarding funding for Australian Laureate Fellowships to commence in 2009, must be met before the proposed research can commence;
- he/she has obtained the agreement of other organisations involved, if any, to submit this Proposal and to provide the agreed support;
- Conflicts of interest have been disclosed to the ARC; and
- Consents have been given for the referral of the Proposal to third parties for assessment purposes.

As part of the certification process, please provide details of a contact officer for correspondence regarding the Proposal. This part appears in the rtf form only and should be hand written.

**EXAMPLE: Contact Officer for Administering Organisation:**

Name:	Ms M Black
Address for correspondence:	PO Box 13 City State Postcode
Email:	m.black@research.org.au
Telephone:	+61 2 92573488

**PART B—PERSONNEL**

The ARC gathers information in order to communicate with you, determine your eligibility and conduct data and statistical analysis in relation to equity and other issues. Researchers' personal details in GAMS should be kept up to date, even after submission of the proposal. For information on updating GAMS details go to: [http://www.arc.gov.au/applicants/gams/gams\\_default.htm](http://www.arc.gov.au/applicants/gams/gams_default.htm)

## B1 CURRENT DETAILS

All Australian Laureate Fellowship candidates require a GAMS User ID. See page 8 of the instructions “Using GAMS” for information on obtaining a GAMS ID.

The family name of the Australian Laureate Fellowship candidate will be automatically filled from the data you entered at question A3.

The relevant GAMS User ID for the Australian Laureate Fellowship candidate must be entered into the GAMS User ID box before clicking the "Fetch Client Details" button. The abbreviated details for the Australian Laureate Fellowship candidate including postal information to be captured in Part B1 and B2 will be displayed. It is required to confirm that the abbreviated details are correct before the information is entered into Part B1 and B2 of the Application Form.

### Example:

GAMS ID: A00751			
Family Name : Collin		First Name : Shaun	
Second name : Patrick		Title : Prof	
Department/school/other : School of Biomedical Sciences		Organisation : The University of Queensland	
Postal address line 1 : Vision, Touch and Hearing Research Centre		Postal address line 2 : Ritchie Research Laboratories (Building 64A), off Upland Room A205	
Locality : St Lucia	State : Queensland	Postcode : 4072	Country : Australia
Gender : M	Date Of Birth : 10/12/1958	Phone : (07) 3365 4066	Email : s.collin@uq.edu.au

**i GAMS Information**

**Are these details correct?**

By clicking on CORRECT you will be including the details of this person as a participant on the current proposal.

Please select “Correct” to confirm that the Australian Laureate Fellowship candidate’s details are correct. Once the “Correct” button is selected, the information will be auto-populated into Part B1 and B2.

Please select “Incorrect” if the Australian Laureate Fellowship candidate’s details are not correct. When the “Incorrect” button is selected, the details will not be saved. To amend a candidate’s details, the Fellow will have to update her/his details by selecting the “My Details” button from the left hand side menu, update the details, then “Save and Exit”. Once the record has been updated, the GAMS User ID should be re-entered in the application form and the “Fetch Client Details” should be selected.

Note: The entry of the Australian Laureate Fellowship candidate’s details into the Application Form is a ‘snap shot’ of their client record at that time. Any future changes made to the Fellowship candidate’s details in GAMS need to be updated in the Application Form by clicking the “Fetch Client Details” button prior to submission to the ARC. The form will not validate if client record details have been changed without being re-fetched into the form.

## B2 POSTAL ADDRESS

This part is auto-populated when the GAMS User ID is entered and details are fetched:

## B2 POSTAL ADDRESS

Department/school/other	School of Biomedical Sciences
Organisation	The University of Queensland
Postal address line 1	Vision, Touch and Hearing Research Centre
Postal address line 2	Ritchie Research Laboratories (Building 64A), off Upland Room A205
Locality	St Lucia
State	Queensland
Postcode	4072
Country	Australia

## B3 MEMBERSHIPS/ASSOCIATIONS

The information provided here 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 College of Experts members to withdraw from consideration of Proposals for which there may be a conflict of interest. It will also assist the ARC to determine whether funding from other sources duplicates funding requested in this Proposal.

### B3.1 Are you a current member of the ARC or its advisory committees?

Select “Yes” or “No”. This question does not include staff of ARC-funded projects or centres.

### B3.2 Are any of your relatives or close social/professional associates current members of the ARC or its advisory committees?

If any of the Australian Laureate Fellowship candidate’s relatives or close social/professional associates are current members of the ARC or its advisory committees, click on the box marked “Yes”, otherwise click on the box marked “No”. If “Yes” is selected, enter the name of the ARC member(s).

### B3.3 Will you be associated with an ARC or other Commonwealth-funded Research Centre as at 1 July, 2009?

Select “Yes” or “No”. If ‘Yes’ is selected please enter the full name of the Centre in the text box provided. In the second text box, describe in no more than 750 characters (approx. 100 words) the relationship of the research proposal and the proposed program of research to the Centre in the text box provided.

Directors of ARC Centres may be nominated for an Australian Laureate Fellowship. An Australian Laureate Fellow may serve as a Centre Director or Research Director, provided that the ARC is satisfied that he/she will work full-time on research and research capacity-building activities and that the Fellow’s administrative duties in the Centre will not consume a substantial amount of her/his time.

Australian Laureate Fellows may undertake research at a Centre which builds on the work of the Centre.

## B4 EXISTING FELLOWSHIPS OR APPOINTMENTS

### B4.1 Do you hold a current ARC Research Fellowship?

Select “Yes” or “No”. If “Yes”, select the name of the ARC Fellowship from the drop-down list. Please provide the year the Fellowship was awarded.

In accordance with subsection 6.2.7 of the *Australian Laureate Fellowships Funding Rules* for funding commencing in 2009 the candidate must, if the Proposal is successful, relinquish any existing Fellowships, prior to commencement of the Australian Laureate Fellowship.

### B4.2 Do you hold an appointment (continuing or non-continuing) with the Administering Organisation or elsewhere?

Select “Yes” or “No”. If “Yes” is selected, the Australian Laureate Fellowship candidate will be expected to relinquish any existing appointments if this Proposal is successful.

**B4.3 Do you hold a position with significant administrative duties (such as Centre Director, Head of School, Head of Department)?**

Select “Yes” or “No”. If “Yes” is selected, please explain in no more than 5500 characters (approx 1 A4 page) of plain language using the text box provided, how the Australian Laureate Fellowship candidate will ensure that she/he will no longer be spending a substantial amount of time on administration. Please see subsection 6.2.8 of the *Australian Laureate Fellowships Funding Rules* for funding commencing in 2009.

**B5 QUALIFICATIONS**

**B5.1 PhD qualification awarded**

If applicable, please provide the details of the PhD qualification including the discipline/field, organisation, country and the month and year awarded.

**B5.2 Other qualifications**

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

**B6 ACADEMIC, RESEARCH, PROFESSIONAL AND INDUSTRIAL EXPERIENCE**

**B6.1 Current and previous appointment(s)/position(s) – during the past 10 years**

Provide details of academic, research, professional and industrial experience for up to the past 10 years in descending date order, beginning with the current/most recent position.

- Organisation – select the organisation from the drop-down list. If the organisation is not in the list, select “OTHER” and overtype the name of the organisation into the text box.
- Status – Please choose from Postgraduate, Continuing, Fixed-term, Currently not employed and Other.

**B7 ADDITIONAL FELLOWSHIP DETAILS**

**B7.1 Host organisation, department, contact numbers and email address**

From the drop-down list, select the organisation that will be hosting the Australian Laureate Fellowship candidate. If the host organisation is not included in the drop-down list, select “OTHER” and overtype the name of the relevant organisation. Provide the contact name, phone, fax and email details of the appropriate department.

**B7.2 Citizenship/Residency Details**

Select “Yes” or “No”. If “Yes” is selected to proclaim Australian citizenship in the Application Form, GAMS will auto-fill the first entry of citizenship. Up to three entries of citizenship may be entered.

<b>B7.2 Citizenship/Residency Details *</b>	
Australian citizen?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Country/(ies) of citizenship	Australia <input type="button" value="List"/> Antigua <input type="button" value="List"/>
Country of residence	Bahrain <input type="button" value="List"/>
Current Australian residency status	Aust. Citizen

If the Australian Laureate Fellowship candidate is not an Australian citizen, select ‘No’ and select the appropriate choices from the drop-down boxes.

Note: If the Australian Laureate Fellowship candidate is not an Australian citizen and does not hold permanent residency status, the Australian Laureate Fellowship candidate should apply to the

Department of Immigration and Citizenship and be awarded temporary residency before taking up the Fellowship if the Proposal is successful.

## **B8 BIOGRAPHY OF THE AUSTRALIAN LAUREATE FELLOWSHIP CANDIDATE**

Under the following headings: **Biographical summary, Research leadership and Research program**, please provide a brief biography.

Information from this part may form the basis for publication material following the announcement of the outcome of this *Australian Laureate Fellowships* round.

### **B8.1 Biographical summary**

In no more than 1800 characters (approx 300 words) of plain language, summarise your career experience, including your qualifications (PhD, discipline, year and organisations), current position, awards, prizes, Fellowships, editorial responsibilities etc.

### **B8.2 Research leadership**

In no more than 1800 characters (approx 300 words) of plain language, summarise your research leadership ability including leading positions (current and past), international standing, intended collaborations etc.

### **B8.3 Research program**

In no more than 1800 characters (approx 300 words) of plain language, summarise the proposed research program.

## **B9 RESEARCH RECORD (paper copy only)**

Part B9 will not appear on the electronic GAMS application form and must be attached to the printed paper copy of the proposal. Using the headings below, please describe the Australian Laureate Fellowship candidate's contributions to research and research training on separate sheets. Please observe the page length limits as specified below.

### **B9.1 A statement of your most significant contributions to this research field**

Write a maximum of two A4 pages outlining your contribution to the relevant fields, focussing particularly on what makes this contribution interesting and unique.

### **B9.2 All publications in the past five years (October 2003 onwards)**

- 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
- Use asterisks to identify publications relevant to this Proposal.
- In-press publications should include the acceptance date.

### **B9.3 Ten career-best publications**

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

### **B9.4 A statement on your leadership ability to build world-class research capacity**

Write a maximum of one A4 page.

**B9.5 A statement addressing your potential to leave an enduring legacy**

Write a maximum of one A4 page.

**B9.6 A statement addressing your potential to undertake ground-breaking research**

- Write a maximum of one A4 page.
- Include how your proposed research will deliver significant economic, environmental, social and/or cultural benefits to Australians.

**B9.7 A statement on your record in training and mentoring early career researchers.**

For example groups/teams and/or Centres over the term of the project.

Write a maximum of one A4 page.

**B9.8 Other evidence of impact on, and major contributions to the field**

For example prizes, patents, honours, awards, and other professional activities.

Write a maximum of two A4 pages.

## **PART C – PROJECT COST**

**Remember: The Application Form should be completed sequentially. Please ensure Part A and B are completed prior to commencing Part C.**

### **C1 BUDGET DETAILS**

The *Australian Laureate Fellowships* scheme salary supplement and on-cost support will be auto-populated into the following budget tables. The Administering Organisation must meet the minimum requirements specified in the *Australian Laureate Fellowships* Funding Rules for funding commencing in 2009.

Do not include GST in your costs. The Administering Organisation should be registered for the GST and therefore be 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.

For those organisations listed in Appendix C1.1 of the Funding Rules, project funding of up to \$300,000 per annum may be requested. This amount does not include the funding requested for up to two postdoctoral research associates and up to two postgraduate researchers.

The request for project funding must not exceed \$300,000 in any of the years requested.

#### **C1.1 – C1.5 Years**

A budget page is generated for each year of the Australian Laureate Fellowship and the Australian Laureate Fellowship salary support and on-costs will be auto-populated in Column 2 of each year.

Provide the following information in each column for each year:

Column 1	A list of items, including any postdoctoral research associates and postgraduate researchers, for which you are seeking funding from the ARC and other sources.
Column 2	Amounts of funding sought from the ARC according to the categories on the form. The Australian Laureate Fellowship salary support and on-costs are auto-populated into each annual budget table.
Column 3	Amounts that the Administering Organisation will provide to the project separately identified.
Column 4	Details of any funding that is being provided for the project by other organisations.

Column 5 Totals will be automatically calculated upon saving the application form.

**Note:**

- The ARC is seeking full costing information for proposals under *Australian Laureate Fellowships* in order to enhance transparency and accountability and to help determine the actual contributions to be paid by the ARC and other parties.
- It is not necessary to prioritise budget items. You must make requests to the ARC only for items essential to the proposed research. The ARC reserves the right to determine the level of funding allocated to the proposed research. Refer to Section 7 of the *Australian Laureate Fellowships Funding Rules* for funding commencing in 2009 for the level of funding provided by the ARC.
- You must not seek funding for any of the areas or items which are excluded from funding as set out in Sections 7.4 and 7.5 of the *Australian Laureate Fellowships Funding Rules* for funding commencing in 2009.

Example:

CL1.1 YEAR 1 Jump to: Year 1 [Year 2](#) [Year 3](#) [Year 4](#) [Year 5](#)

Column 1 Source of funds	COSTING					
	2	3		4		5
	ARC	Administering Organisation		Other		Total
		Cash	In-kind	Cash	In-kind	
<b>DIRECT COSTS</b>						
<b>Personnel (Salaries + On-costs)</b>						
Collin - Australian Laureate Fellowship Salary Support + On-costs.	128000	0	0	0	0	128000
postdoctoral research associate 1	78591	0	0	0	0	78591
postgraduate researcher	26140	0	0	0	0	26140
	0	0	0	0	0	0
<b>Total Personnel</b>	<b>232731</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>232731</b>
<b>Equipment</b>						
	0	0	0	0	0	0

**Direct costs**

Provide details of direct costs for your Proposal according to the categories as explained below. Direct costs are those that are specifically related to the individual Proposal and do not include indirect general overheads or other costs which do not directly support a research project.

The Fellow candidate may apply for up to two postdoctoral research associates and up to two postgraduate researchers. Indicate in column 1, the number of postdoctoral research associates and postgraduate researchers by adding a row for each person. Please quote a rate of \$61,399 (2008\$) plus on-costs for each postdoctoral research associate and \$26,140 (2008\$) for each postgraduate researcher. Funding for a postgraduate researcher will be provided for four concurrent years only. The postgraduate researcher may commence in Years 1 or 2.

### ***Personnel (salaries and on-costs) – Project Funding***

- o The request for salary supplement for the Australian Laureate Fellow candidate should be listed under this category.
- o The request for up to two postdoctoral research associates and up to two postgraduate researchers should be listed under this category.
- o Salaries of any additional personnel 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, however, excludes items such as extended leave and severance pay.
- o Should on-costs for individual organisations exceed 28% for Australian Laureate Fellows (see Appendix D of the *Australian Laureate Fellowships Funding Rules* for funding commencing in 2009), the additional amount should be included in column 3.
- o Funding requests for Senior Research Associates, Research Associates and all other personnel should be based on standard salary levels applying within the organisation using the appropriate rate at the time of submission.
- o **Do not build increments** into the amounts requested. Project payments to the Administering Organisation will be automatically indexed at the time of payments for each year of the Project.

### ***Equipment – Project Funding***

- o Include any equipment costing more than \$1,000 in this category. 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 the submission and do **not** estimate cost.
- o It is recommended that when you are seeking funding from the Commonwealth for large or costly items of equipment, you may apply for this item through the *ARC Linkage Infrastructure, Equipment and Facilities* scheme.

### ***Maintenance – Project Funding***

- o Include in this category consumables, as well as equipment items costing less than \$1,000.
- o Do not include requests for purchasing computing equipment (refer to 7.4.2 and 7.5.1 of the Funding Rules) or hiring personnel for data preparation or programming. Include these under 'Equipment' or 'Personnel' as appropriate.
- o Estimate the prices that will apply at the time of purchase.

### ***Travel – Project Funding***

- o Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, etc.

### ***Other – Project Funding***

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

## Indirect costs

Indirect costs are borne by the eligible organisation and should appear at the bottom of columns 3 or 4.

Indirect costs should be estimated by using a multiplier on the salary and salary on-costs (total direct payroll costs) for the professional staff involved. For these purposes professional staff includes Australian Laureate Fellows and any participant who is, or is equivalent to, Level A or above.

To calculate the indirect costs borne by any eligible organisation involved in the Proposal, multiply the combined salary contribution for each professional staff member who has an amount listed in columns 2 and/or 3 and/or 4 by an appropriate multiplier. To calculate the indirect costs borne by any organisations which are not universities, multiply the salary contribution for each professional staff member who has an amount listed in column 4 by an appropriate multiplier.

Use either the multiplier that the employing organisation recommends, or the UA multipliers of 1.25 on the direct payroll costs (salary plus on-costs) of laboratory-based and 0.92 on the direct payroll costs for non-laboratory based research.

## C2 SUMMARIES

### C2.1 Costs summary

This part of the form is auto-populated from the individual annual budget tables already completed and summarises the total costs and contributions relating to the Australian Laureate Fellowship.

Example:

#### C2 Summaries

##### C2.1 Costs summary

Column 1	COSTING					5
	2	3		4		
	ARC	Administering Organisation		Other		
Source of funds		Cash	In-kind	Cash	In-kind	Total
TOTAL COSTS	1163655	600000	150000	0	0	1913655

## C3 JUSTIFICATION

### C3.1 Administering Organisation letter of support

A letter of support from the Administering Organisation must be attached confirming their commitment to the appointment of the Australian Laureate Fellow and the Proposal.

The letter of support from the Administering Organisation must be of no more than two A4 pages on the organisation's letterhead, including the following information-

- o Details of the facilities that will be available for the proposed project/program of research under an Australian Laureate Fellowship.
- o Why the Administering Organisation is a particularly suitable location for the Australian Laureate Fellowship candidate to undertake the proposed program of research
- o Details of how the proposed Australian Laureate Fellowship will align with the Administering Organisation's strategic plan.

- o Any other details relevant to this Proposal.

This letter must be signed by the Deputy/Pro Vice-Chancellor (Research), CEO (CSIRO) of the relevant Administering Organisation or their delegate or equivalent.

### **C3.2 Australian Laureate Fellow justification of funding requested from the ARC**

In no more than two A4 pages fully justify each budget item requested from the ARC (in terms of need and cost). Please use the same headings as in Column 1 Part C1.

## **PART D – RESEARCH SUPPORT**

### **D1 RESEARCH SUPPORT**

For the Australian Laureate Fellowship candidate on the Proposal, provide the details of research funding from 2008 onwards. That is, all projects/proposals/fellowships awarded and any requests submitted involving the Australian Laureate Fellowship candidate.

The current Proposal is listed first as ‘R’ under “support-type” and will be auto-populated into the table. List other Proposals and/or projects (including fellowships) in descending date order.

Support types (**Sup types**) are:

- ‘R’ for requested support,
- ‘C’ for current support
- ‘P’ for past support.

ARC-funded projects/fellowships for which reports (including Progress and Final Reports) required in the *Conditions of Grants/Funding Contract/Funding Agreement* have been submitted should be indicated by a double asterisk (\*\*) after the Description.

Asterisk (\*) any items that are in the same area of research as this Fellowship using the tick box provided.

The ARC Project ID applies only to Proposals, current and past projects funded by the ARC.

**Note:**

- Details should be provided for **all** sources of funding, not just ARC funded projects.
- Details should also include any past, present and requested ARC Fellowships.
- Show all amounts in Australian dollars.
- Please include allocations approved by year, but **not funds carried forward**.

Description (All named investigators on any Proposal or grant/project/fellowship in which the Australian Laureate Fellowship candidate is involved, project title, source of support, scheme and round)	(*)	Sup type	ARC Project ID If applicable	2008 (\$'000)	2009 (\$'000)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)
<b>Strategic Thinking</b>	*	R	FL0983787		383	383	383	383
Strategy in the modern world	<input checked="" type="checkbox"/>	C	DP0700000		135	110	85	
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							

Extra Support Line

## D2 STATEMENTS ON PROGRESS OF ARC FUNDED PROJECTS (hard copy only)

A statement detailing progress for each ARC project/fellowship, involving the Australian Laureate Fellowship candidate who has been awarded funding for 2008 under the *Discovery Projects (DP)*, *Linkage Projects (LP)* or *Federation Fellowships (FF)* schemes only must be included with the Proposal.

### D2.1 List of projects that you are providing statements for

Enter details of each project into the table for which a statement is being provided. The table will be generated within the rtf version of the Application Form:

Project ID	First named investigator	Scheme

### D2.2 Provide the statements

Write no more than one A4 page for each funded project. Attach the statements to the hard copy of the Proposal once the Application Form has been printed.

**Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding not to recommend the Proposal for approval.**

## **PART E – DESCRIPTION OF PROJECT/PROGRAM OF RESEARCH (paper copy only)**

Submit Part E of the Application Form as additional text to the paper copy of the Proposal. The pages of additional text should be prepared outside GAMS in accordance with the *Australian Laureate Fellowships* Funding Rules for funding commencing in 2009 and the “Proposal Checklist” in this document.

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

Please provide the following information **in no more than ten A4 pages**, in the required format, in relation to the proposed project/program of research to be undertaken, addressing the headings below, if awarded an Australian Laureate Fellowship.

### **E1 PROJECT TITLE**

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

### **E2 AIMS**

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

### **E3 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.

### **E4 INNOVATION**

Describe how the anticipated outcomes advance the knowledge base of the discipline and why the research activity aims and concepts are novel and innovative and whether the research addresses an important problem for the discipline. Detail what new methodologies or technologies will be developed.

### **E5 APPROACH**

Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the 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 A4 page limit or, if ARC-supported, as a single A4 page report additional to the limit.

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

### **E6 SIGNIFICANCE AND NATIONAL BENEFIT**

Describe the significance of the research in the national context. Describe the expected outcomes and the likely impact of the proposed project/program of research. Describe how the Australian Laureate Fellowship and the project/program of research might result in economic, environmental or social benefits for Australia.

If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, explain how it addresses one or more of the associated Priority Goals (as selected in A5.1 of the Application Form).

#### **E7 COMMUNICATION OF RESULTS**

Outline plans for communicating the research results to other researchers and the broader community, including scholarly and public communication and dissemination.

#### **E8 REFERENCES**

Include a list of all references. This may include publications, citations, web references etc. and may be additional to the limit of **ten** A4 pages.

## **PART F—Check list to assist applicants to avoid common errors in proposals**

(This list is provided as a guide and is not an extensive list of all errors)

- Does the proposal meet format and submission requirements (e.g. satisfy page limits, include relevant attachments in the hard copy version, meet the font size and pagination requirements and do all copies of the proposal match)?
- Have you checked that the candidate does not exceed the limits for Proposals/projects as specified in the Funding Rules?
- Has the candidate declared her/his association with Commonwealth-funded Research Centres, if applicable?
- Have you obtained the requisite certifications?
- Has the candidate listed the funding she/he has received and requested and provided statements of progress as required by Part D?
- Have you checked to see there are no items in the budget which are prohibited items?
- For proposals from organisations listed in Appendix C1.2 of the Funding Rules, have you checked that candidates have not requested project funding?

#### 4. SUMMARY OF PROPOSAL COMPONENTS

A complete Proposal consists of the following components:

<b>Part A</b>	<b>Administrative summary</b>	
	• Application Form	A1 – A7
	• Additional text	A8.1 Signature of DVC/PVC (R) or equivalent and Contact Officer for Organisation details
<b>Part B</b>	<b>Personnel</b>	
	• Application Form	B1 – B8
	• Additional text	B9 Research record B9.1 Statement of your most significant contributions to this research field ( <b>two A4 pages</b> ) B9.2 All publication in the last five years (October 2003 onwards) B9.3 Ten career-best publications B9.4 Statement on your leadership ability to build world-class research capacity ( <b>one A4 page</b> ) B9.5 Statement addressing your potential to leave an enduring legacy ( <b>one A4 page</b> ) B9.6 Statement addressing your potential to undertake groundbreaking research ( <b>one A4 page</b> ) B9.7 Statement addressing your record in training and mentoring ( <b>one A4 page</b> ) B9.8 Other evidence of impact on, and major contributions to, the field ( <b>two A4 pages</b> )
<b>Part C</b>	<b>Project cost</b>	
	• Application Form	C1 – C2 Budget
	• Additional text	C3.1 Administering Organisation letter of support ( <b>no more than two A4 pages</b> ) C3.2 Australian Laureate Fellow justification of funding requested from the ARC ( <b>two A4 pages</b> )
<b>Part D</b>	<b>Research support</b>	
	• Application Form	D1 Research support
	• Additional text	D2.1 List of project for which statements are provided D2.2 Statement on progress of ARC funded projects ( <b>no more than one A4 page for each project</b> )
<b>Part E</b>	<b>Project description</b>	
	• Additional text	E Description of project/program of research ( <b>no more than ten A4 pages</b> )
<b>Part F</b>	<b>Check List</b>	

**Please note: The Proposal must be submitted both electronically (to “arcvalid” status in GAMS) by the closing time 5.00pm (AEDT) Wednesday 10 December 2008. Two identical paper copies of the Proposal must be received by the ARC by closing time 5.00 pm (AEDT) Wednesday 17 December 2008.**