



Australian Government

Australian Research Council

AUSTRALIAN LAUREATE FELLOWSHIPS

Instructions to Applicants
for funding commencing in
2010

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Australian Research Council *Australian Laureate Fellowships*

Instructions to Applicants for funding commencing in 2010

This document is intended to provide information to assist Applicants in the completion and electronic submission of *Australian Laureate Fellowships* Proposals for funding commencing in 2010. The associated Proposal documentation must comply with the *Australian Laureate Fellowships Funding Rules for funding commencing in 2010* (hereafter referred to as the Funding Rules).

The information in this document is underpinned by the Funding Rules, which contain further details on the funding of *Australian Laureate Fellowships*. Please review the Funding Rules (available on the ARC website at <http://www.arc.gov.au>) before preparing the Proposal.

Matters to note before completing the Proposal form

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

Proposals are to be completed and submitted through the ARC Research Management System (RMS) and submitted by an Eligible Organisation. See Appendix C in the Funding Rules for the list of Eligible Organisations.

ACCURACY OF INFORMATION

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

INCOMPLETE OR MISLEADING INFORMATION

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

CONFIDENTIALITY

Information contained in the Proposal 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 Appendix A subsection A5 of the Funding Rules for more information on confidentiality.

PRIVACY

Information contained in the Proposal is assessed 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 purposes 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 the 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 this 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. 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; and
- personal information is only disclosed in accordance with IPP 11.

THE PROCESS

Items to note:

1. The Proposal must be created using the ARC online Research Management System (RMS), accessed through the ARC website at <http://www.arc.gov.au>.
2. The Proposal must be electronically submitted through RMS by the Administering Organisation (refer to Section 11 of the Funding Rules). The Administering Organisation's Research Office or equivalent must electronically certify the Proposal submission, in accordance with Section 11.6 of the Funding Rules. **Note that Proposals are no longer to be submitted in paper form.**
3. *Request Not to Assess* forms (for requesting the non-use of a potential assessor) must be submitted to the ARC via the Administering Organisation's Research Office or equivalent by the due date as outlined in the 'Key Dates' section of the Funding Rules. The *Request Not to Assess* form is available on the ARC website at http://www.arc.gov.au/applicants/request_notassesform.htm. The *Request Not to Assess* forms are **NOT** to be submitted in RMS.
4. Key dates within the *Australian Laureate Fellowships* cycle are listed in Table 1 below.

Table 1. AUSTRALIAN LAUREATE FELLOWSHIPS CYCLE 2009/2010

Date/s	Event
Wednesday 7 October 2009	ARC RMS Application Form opening date
Wednesday 2 December 2009 (5:00 pm AEDT)	ARC closing date/time for submission of Proposals. ARC closing date/time for Request Not to Assess forms.
April 2010	<i>Australian Laureate Fellowships</i> Selection Advisory Committee review assessments and make recommendations for funding.
June 2010	<i>Australian Laureate Fellowships</i> outcomes advised to Applicants.
28 days following date of advice to Applicants	Closing date for Appeals.
8-10 weeks after closing date for Appeals	Outcome of Appeals advised to Applicants.

FORMAT

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

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

- Black type;
- Single column;
- White A4 paper size with 2cm margin on each side and at top and bottom;
- 12 point 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 only may be produced in 10 point font;
- Directly generated rather than scanned, if possible, to maximise the quality of reproduction.

Colour graphs or colour photographs may be included but may be printed in black and white for assessment purposes.

PROPOSAL AUTHORISATION

The Proposal must be certified and submitted online through RMS by the appropriate organisational delegate from the Administering Organisation. Note: the authorised officer must have the role of ‘Research Office Delegate’ in RMS.

The Administering Organisation is required to obtain the agreement and relevant certifications/hand written signatures of all parties necessary to allow the proposed research to proceed. A pro forma certification form is available for this purpose on the ARC website (http://www.arc.gov.au/ncgp/laureate/fl_certification.htm) – this form is not submitted with the Proposal. This form is to be retained by the Administering Organisation and must be made available to the ARC upon request. See Section 11.6 of the Funding Rules for more information on certification.

FURTHER ASSISTANCE

Participants should click on the Help link or contact their organisation's Research Office in the first instance for assistance with RMS. If you still require assistance the ARC has the following help desk options:

- Send an email to rms@arc.gov.au outlining your problem
 - Telephone the RMS Help Desk on (02) 6287 6789.
 - Please note the RMS Help Desk is staffed from 9am to 5pm Monday to Friday. For after hours queries please send an email to rms@arc.gov.au and the ARC will respond to your email as soon as possible.
-

Preparing the Proposal

The Proposal is prepared and submitted through RMS. For more information visit the ARC website at <http://www.arc.gov.au>.

- To access and/or amend Proposal information, the Australian Laureate Fellowship candidate, **referred to as a ‘Participant’ in RMS** and any support staff involved in the preparation of a Proposal require an RMS User ID and password.
- The RMS User ID and password must be applied for online via the RMS Home Page or the administration unit of the Participant’s organisation in the first instance.
- Previously allocated RMS User IDs remain valid. Researchers do **not** have to apply for a new RMS User ID each year, nor do people with assessor-only logins.

Participants should contact their organisation’s Research Office or equivalent in the first instance for assistance with RMS.

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

Please Note: If you had a GAMS user account prior to January 2009, your GAMS ID and profile have been copied to RMS. Your RMS User ID will be the **same as your GAMS ID with all letters capitalised**, and the password reset in RMS only.

Updating Participant Details in RMS

Participants with an existing account in RMS are encouraged to check that their personal information is up-to-date. For Participants new to RMS, once an account has been created in RMS, they should complete all personal information. This can be done by clicking on the links under the ‘My Details’ heading of the RMS homepage and completing all areas within the ‘Personal Details’, ‘Classification Details’ and ‘Contact Details’ links. Completing this information will allow parts of the Proposal form to be auto-populated and will assist the ARC in gathering data for statistics.



Creating a new Proposal in RMS

- A new draft Proposal is created through accessing a Participant's RMS Home Page.
- The Australian Laureate Fellowship candidate must have the role of '**Participant**' to be able to create a draft proposal. The Administering Organisation's Research Office can update a Participant's role.
- Once in RMS, click on the 'Create Draft Proposal' link and select the appropriate scheme and round. For ARC *Australian Laureate Fellowships* for funding commencing in 2010, select 'FL10 Round 1'.
- Enter a Proposal name and click on 'Create Proposal' to create a draft.
- Please note that the Proposal name is a personal identifier and is not the Proposal title. Once saved, the 'Draft Proposal Summary' page will appear. Further details are added into each part of the Proposal form from this page.
- Once a draft Proposal has been created, a Proposal ID will be automatically allocated by RMS. The Proposal ID is located at the top left of the screen and will start with FL1001xxxxx.
- To return to your Draft Proposal, click on the 'Draft Proposals' link via your RMS Home Page.

Note: The Proposal form is a series of parts accessed via the 'Draft Proposal Summary Page'; it is not a single form updated and saved in one session. Please ensure that the Proposal is **saved regularly**. Do not navigate away from any form page without saving. The system will automatically time out after 20 minutes of inactivity.

For additional help using RMS please refer to the online help by clicking on the Help link.

Adding Participants and Organisations

Participants and Organisations are added via the 'Draft Proposal Summary Page'. The person who creates the Proposal within RMS will be listed as the Proposal Owner, more than likely the Australian Laureate Fellowship candidate. If the Proposal Owner is the Australian Laureate Fellowship candidate, they must still be invited or assigned to the Proposal. Only the Proposal Owner may invite Participants or Organisations. Please note that the Proposal Owner is the only person who can submit the Proposal to the Administering Organisation.

If you are listed as the Proposal Owner, yet you are not the Australian Laureate Fellowship candidate, please enter the Proposal Title and Summary of Proposal in **Part A** before inviting the Participant to the Proposal. Adding this information will enable the invited Participant to identify the Proposal for acceptance. If this information is not entered the invited Participant will only be able to identify a Proposal by the Proposal author name.

The person who is listed as the Proposal Owner can 'Transfer Ownership of this Draft Proposal' to the Australian Laureate Fellowship candidate. This link is found on the 'Draft Proposal Summary' page.

Add Participants as follows:

- **Individual Participant – Australian Laureate Fellowship candidate**
 - Click on 'Add Person Participant' and ensure the type of role selected is 'Australian Laureate Fellowships'. **Note:** Successfully inviting a person to participate requires their **Person ID** (this is **not** their User ID) and their family name. If a person does not have a profile in RMS, this must be created by the Research Office at an Eligible Organisation. If a researcher does not

have a Research Office or equivalent unit, he/she should email rms@arc.gov.au at the ARC for assistance.

- **Administering Organisation**

Note: if the Proposal is successful, the Eligible Organisation will be responsible for the administration of the project and referred to as the Administering Organisation.

- Click on 'Add Organisation Participant' and select Administering Organisation from the drop-down list. Click on 'Set Organisation', select the Administering Organisation from the drop-down list then click on 'Set Organisation'. Once an Administering Organisation has been selected, click 'Add Participant'. This information will auto-populate into Part A1 of the Proposal form. If your Administering Organisation does not appear in the drop-down list, please email ARC-AustralianLaureateFellowships@arc.gov.au as soon as practicable for assistance.

- **Person Access Rights**

- The Proposal Owner will already have full editing access rights.

- If the Participant is not the Proposal Owner, click the 'Edit Access Rights' link next to the Participant name and select 'Edit' for full editing access rights.

- **Additional non-participating editors**

- Click on 'Give access to non-participant', for example, research associates not named on the Proposal or any support staff involved with the preparation of the Proposal.

Note: Further information about adding Participants and organisations is available from the help link on the 'Draft Proposal Summary' page.

Filling in the Proposal form

IMPORTANT: After 20 minutes of inactivity RMS will timeout and any unsaved data will be lost. Proposal forms should be completed sequentially to assist with pre-population of subsequent sections.

Part A – Administrative Summary

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

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

The Proposal must be submitted by an Eligible Organisation. This organisation will administer the project and be identified as the Administering Organisation. The Administering Organisation is usually where the Australian Laureate Fellow will be employed during the period of project funding. Refer to Section 7.1 of the Funding Rules for further information.

A2 Is the Administering Organisation of this Proposal listed as a Higher Education Organisation in Appendix C1 of the Australian Laureate Fellowships Funding Rules for funding commencing in 2010?

Select the appropriate checkbox for yes or no. By selecting yes, you are indicating the Administering Organisation is listed in Appendix C1 of the Funding Rules.

A3 Proposal Title

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

- Ensure that the title is precise, informative and, as far as possible, use language which is comprehensible and accessible to the general public; and
- **Avoid the use** of acronyms, quotation marks and **do not** use all upper case characters.

A4 Person Participant Summary

The information will be auto-populated from the ‘Draft Proposal Summary’ page. If any information is incorrect or incomplete, it must be updated in ‘Personal Details’ via the RMS main page. Please ensure you have a current position listed under the *Organisation Details* tab via the RMS main page and ensure the ‘Position is currently held’ box is ticked to indicate your current position.

Please be aware that the ‘Relevant Organisation’ field will not be auto-populated and will be left blank.

A5 Summary of Proposal

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

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

Note: This summary may be used for public release.

A6 Summary of National/Community Benefit (For Public Release)

Provide a written summary of national/community benefit of no more than 750 characters (approximately 100 words) describing the expected national benefits to arise from the research for the Australian community.

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

Note: This summary may be used for public release.

Part B – Classifications and Other Statistical Information

B1 National Research Priorities

Indicate whether this Proposal falls within one of the four designated National Research Priorities.

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

Note: RMS will allow only one of the National Research Priorities to be selected; please choose the most appropriate one from the list. The Proposal may, however, indicate more than one Goal within the chosen National Research Priority. To insert an additional goal, click on ‘Add Goal’ then select from the drop-down list. See Appendix E of the Funding Rules or the ARC website for further information.

B2 Field of Research (FOR)

The Field of Research (FOR) classification defines the research according to disciplines.

Select each classification code that relates to the Proposal by clicking on ‘Add FOR code’. Indicate the importance of each classification by using a percentage. Select the FOR codes carefully, as they are considered when assessors are being selected to read the Proposal.

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

B3 Socio-Economic Objective (SEO-08)

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

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

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

B4 Keywords

Enter between one and ten keywords to describe the proposed research and its application in industry. The keywords should be of the kind normally required for submitting an article to a major refereed journal.

Please note that these keywords are for the ARC’s guidance only.

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

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

B6 If the proposed research involves collaboration with other organisations, please specify those organisations.

Select the name of the organisation(s) that will collaborate on this Proposal. If the Proposal has a host organisation, please include that organisation in this question.

To select organisations, click on ‘Add Organisation’ and enter the name of the organisation. Once you have selected the appropriate organisation click on ‘Select Organisation’.

B7 What are the number of PhDs, Masters and Honours that will be filled as a result of this project?

The ARC is interested in reporting the number of research students that would be involved in this proposal if it is funded. Please indicate the number of full-time PhD, Honours and Masters students that will be involved with this project.

Part C – Research Record

C1 A statement on your most significant contributions to this research field

Upload a PDF of no more than two A4 pages outlining the candidate’s contribution to the relevant fields, focussing particularly on what makes this contribution interesting and unique.

C2 Recent significant research outputs (October 2004 onwards)

Upload a PDF of no more than twenty pages listing all of the candidate’s publications in the past five years and include any circumstances that may have impacted on publication output.

The uploaded PDF **must**:

- Ensure that this listing is limited to the last five years;
- List publications under the following headings and in this order:
 - books
 - book chapters
 - refereed journal articles
 - refereed conference papers
 - other publications
- For refereed journal articles and refereed conference paper publications, only include those that have undergone an ‘acceptable peer review process’ as specified by the Department of Education, Employment and Workplace Relations in Sections 9.6 and 9.7 of the 2008 Higher Education Research Data Collection Specifications for the Collection of 2007 Data;
- Use asterisks to identify publications relevant to this Proposal; and
- In-press publications should include the acceptance date.

Briefly outline any circumstances in the past five years that may have impacted on your publication output. This may include:

- research opportunities in the context of employment situation;
- any career interruptions for child bearing, carer responsibilities, misadventure or debilitating illness; and
- research component of employment conditions, and unemployment.

C3 Ten career-best publications

Upload a PDF of no more than three A4 pages outlining the candidate’s best publications, regardless of publication date. Do not list more than ten.

C4 A statement on your leadership ability to build world-class research capacity

Upload a PDF of no more than one A4 page outlining the candidate's ability to build world-class research capacity.

C5 A statement addressing your potential to leave an enduring legacy

Upload a PDF of no more than one A4 page outlining the candidate's potential to leave an enduring legacy.

C6 A statement addressing your potential to undertake ground-breaking research

Upload a PDF of no more than one A4 page outlining the candidate's potential to undertake ground-breaking research. Include how the proposed research will deliver significant economic, environmental, social and/or cultural benefits to Australians.

C7 A statement on your record in training and mentoring early career researchers

Upload a PDF of no more than one A4 page outlining the candidate's record in training and mentoring early career researchers. For example groups/teams and/or Centres over the term of the project.

Briefly outline any circumstances that may have impacted on the candidate's ability to train and mentor early career researchers. This may include:

- opportunities in the context of employment situation; and
- any career interruptions for child birth, carers responsibilities, misadventure or debilitating illness.

C8 Other evidence of impact on and major contributions to the field

Upload a PDF of no more than two A4 page outlining any other evidence of impact on, and major contributions to the field. For example prizes, patents, honours, awards, invited keynote and speaker addresses, major exhibitions and other professional activities.

Part D – Description of Project/Program of Research

D1 Description of project/program of research

The project description must not exceed ten A4 pages. **The uploaded PDF must use the headings below**, and in this order, to explain the Proposal and its expected outcomes in a way that can be appreciated by all assessors.

Project Title

This must be the same title as in Part A3 of the Application Form.

Aims

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

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.

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.

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.

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

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 Part B1 of the Application Form).

Communication of Results

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

D2 Summary of unpublished work

If the rationale for the Proposal rests upon manuscripts that are still in the process of being published, or on results that may not be available to assessors, include a summary of the relevant work. Upload a PDF of no more than one A4 page.

D3 References

Upload a PDF of no more than twenty A4 pages to include a list of all references. This may include publications, citations, web references etc.

Part E – Project Cost

E1 What is the proposed budget for your project?

Please select the Administering Organisation who will be contributing to this project by clicking on 'Set Other Organisation Contributor'. Only the Proposal Owner can add an organisation to the budget. Tick the appropriate contributor, i.e. the Administering Organisation then click 'Set Organisation as Contributor'. RMS will then update the budget page by creating a budget table for

the Administering Organisation. **Note: the Administering Organisation should be added before filling out the budget.**

Please note that when a PDF is generated, the system will automatically generate a summary table of **all proposed contributions** (ARC and the Administering Organisation) which will appear at the beginning of this Part. This table is for ARC purposes only and does not assist in determining whether the proposed budget complies with the Funding Rules.

ARC Budget Details

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. Requests to the ARC must only be for items essential to the proposed research. The ARC reserves the right to determine the level of funding allocated to the proposed research. Funding must not be sought for areas or items which are excluded. Refer to Section 6.4 of the Funding Rules for further information.

Do not include GST in your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.

Government-related entities generally do not pay GST on the funding transaction with the ARC; however non government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.

If your organisation is registered for the GST and therefore is able to claim input tax credits for the GST component in the cost of goods and services purchased in the course of carrying out the project, then the GST component of these costs **should not** be included in the project cost.

A. Entering the ARC Budget

Enter the amount of funding being sought from the ARC in the table entitled 'ARC Budget'.

The budget table lists from Year 1 to Year 5. Funding should be entered into each relevant year. To enter funding into a category click 'Add Item', enter a description of the item and click 'Add'. This will create an open cell within the budget table to enter the funding for this item in the relevant year/s.

Items added to the ARC Budget table will automatically appear in all other tables. **Note that items can only be added to any table by clicking 'Add Item' in the ARC Budget table**, even if the ARC contribution is to be zero.

Each category i.e. Personnel, Equipment, Maintenance, Travel and Other, will sum all items added. The sum of all categories will be displayed in the Direct Cost line.

Please also note that if there are more than 20 items for a budget category (e.g. 20 personnel listed under the Personnel section), entering data into the RMS table may slow down. Please save regularly.

Categories

Direct Costs

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. (Note that unlike in previous years, information about Indirect Costs is not required.)

Personnel (including salaries and on-costs)

- The Australian Laureate Fellowship candidate will be listed under ‘Personnel’. To activate the salary supplement click ‘Edit’, select the funding level available and save. This will auto-populate the amount in Year 1 to Year 5. Do not amend the funding amount.
- Salaries must include a 28% loading to contribute to salary-related on-costs, including payroll tax, workers’ compensation, leave loading, long-service leave, non-contributory and contributory superannuation, however, excluding items such as extended leave and severance pay.
- Funding requests for additional 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.
- Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

Adding a Postdoctoral Research Associate (PDRA) or Postgraduate Researcher (PGR)

PDRA and PGR budget requests are entered in the Personnel budget category by using the ‘Un-named Remunerated Participant’ link.

Please add a PDRA or PGR as follows:

1. Click ‘Add Un-named Remunerated Participant’ and select either Postdoctoral Research Associate or Postgraduate Researcher.
 2. Select the relevant funding level from the drop-down list and click ‘Add Un-named Remunerated Participant’. Stipend amounts will then automatically populate into the budget table. Do not amend the funding amount.
- Only add a maximum of two PDRA’s and two PGR’s using the ‘Add Un-named Remunerated Participant’ link. This will assist the ARC in identifying the PDRA’s and PGR’s specifically funded components as outlined in subsection 6.1.4 of the Funding Rules.
 - For any additional postdoctoral and postgraduate researchers (these can be funded using Project Funding), please enter them under Personnel by clicking the ‘Add Item’ link next to the Personnel heading. The description of these items needs to be “Additional Postdoctoral researcher – 1” or “Additional Postgraduate researcher – 1” and so on. This is to assist the ARC in identifying those components being funded by Project Funding as outlined in subsection 6.1.7 of the Funding Rules.

Below is an example of how to complete the Personnel category in the RMS form.

Description	Year 1 Cash	Year 2 Cash	Year 3 Cash	Year 4 Cash	Year 5 Cash
Direct Cost	617,625	616,996	644,294	594,996	551,658
Personnel	504,658	557,996	557,996	557,996	504,658
FL (Dr Manuela Trabi)	130,592	130,592	130,592	130,592	130,592
FLPDRA	80,182	80,182	80,182	80,182	80,182
FLPDRA	80,182	80,182	80,182	80,182	80,182
FLPGR	0	26,669	26,669	26,669	26,669
FLPGR	26,669	26,669	26,669	26,669	0
Additional Postdoctoral researcher - 1	80,182	80,182	80,182	80,182	80,182
Additional Postdoctoral researcher - 2	80,182	80,182	80,182	80,182	80,182
Additional Postgraduate researcher - 1	0	26,669	26,669	26,669	26,669
Additional Postgraduate researcher - 2	26,669	26,669	26,669	26,669	0

Equipment

- Include both hardware and software items costing more than \$1,000 in any one year in this category; and
- Indicate the cost of equipment and installation. Base the cost of equipment and installation on the latest prices (excluding GST) obtained from the supplier at the time of submission and do not simply estimate cost.

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

Maintenance

- Include in this category consumables and equipment items costing less than \$1,000 in any one year; and
- Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under ‘Equipment’ or ‘Personnel’ as appropriate. Estimate the prices that will apply at the time of purchase.

Travel

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

Other

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

B. Entering the Administering Organisation Budget

Enter the amounts the Administering Organisation will provide to the project in the appropriate table. **Remember to include the Level E professorial appointment (or equivalent) salary to the Australian Laureate Fellowship candidate line of the budget.**

See note above regarding adding new items by clicking ‘Add Item’ in the ARC Budget table. Items must first be added to the ARC Budget table; the amounts can then be entered in the Administering Organisation table.

Please ensure that all amounts are entered against specific items, i.e. those that have been added in the ARC budget as described above.

Part F – Budget Justifications

F1 Administering Organisation letter of support

Upload a PDF letter of support from the Administering Organisation, of no more than two A4 pages, confirming their commitment to the appointment of the Australian Laureate Fellow and the Proposal.

The letter of support from the Administering Organisation, where possible on the organisation’s letterhead, must include the following information-

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

- Details of how the proposed Australian Laureate Fellowship will align with the Administering Organisation’s strategic plan.
- Any other details relevant to this Proposal.

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

F2 Australian Laureate Fellow candidate justification of funding requested from the ARC

Upload a PDF of no more than two A4 pages fully justifying each budget item requested from the ARC in terms of need and cost. Please use the same headings as in the ARC Budget Table.

Part G – Personnel

Note: This is the largest section in the proposal form. Please ensure that you save regularly while completing this section. This section may also take longer to save than some others.

A copy of this section will automatically be generated for the Australian Laureate Fellowship candidate.

G1 Personal Details

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

To update personal details, the Participant must amend their profile in RMS via the RMS Home Page.

G2 Postal Address

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

To update a postal address, the Participant must amend their profile in RMS via the RMS Home Page.

G3 Are you a current member of the ARC or its selection or other advisory committees?

This question will auto-populate from the profile information held in RMS. If this information is incorrect, please contact the ARC.

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

G4 Please name any of your relatives or close social/professional associates that are members of the ARC or its selection or other advisory committees.

If applicable, enter the name/s in the text box provided.

This information will assist the ARC in managing instances of potential Conflicts of Interest with ARC staff and potential assessors. The ARC has procedures for declaring Conflicts of Interest and for College of Experts Members to withdraw from consideration of particular Proposals for which there may be a Conflict of Interest.

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

G5 Current Research Fellowship

Do you hold a current Research Fellowship?

This includes all ARC and non-ARC Fellowships currently held by the Australian Laureate Fellowship candidate. If applicable, the following information must be supplied:

- select the name of the Fellowship from the drop-down list;
- enter the year in which the Fellowship was awarded; and
- indicate the expected completion date of the Fellowship.

In accordance with subsection 8.2.7 of the Funding Rules the Australian Laureate Fellowship candidate must, if the Proposal is successful, relinquish any existing Fellowships prior to commencement of the Australian Laureate Fellowship.

G6 Do you hold an appointment (continuing or non-continuing) with the Administering Organisation or elsewhere?

Select the appropriate checkbox for yes or no.

In accordance with subsection 8.2.6 of the Funding Rules the Australian Laureate Fellowship candidate must, if the Proposal is successful, relinquish any existing appointments/responsibilities prior to the commencement of the Australian Laureate Fellowship.

G7 Administrative duties

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

Select the appropriate checkbox for yes or no. If yes, provide a summary of no more than 5,500 characters in the text box provided, explaining how the Australian Laureate Fellowship candidate will no longer be spending a substantial amount of time in administration.

Please note that the scheme name, date and subsection reference may not appear in the RMS form, but will show in the generated PDF of the Proposal. The form should say the following:

“Please refer to the Australian Laureate Fellowships Funding Rules for funding commencing in 2010, subsection 8.2.8.”

G8 Qualifications

This section will be auto-populated from the details held in RMS for the Australian Laureate Fellowship candidate.

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

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

G9 Current and previous appointment(s)/position(s) – during the past 10 years

This section will be auto-populated from the details held in RMS for the Australian Laureate Fellowship candidate.

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

Provide details of:

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

G10 Biographical summary

In no more than 1800 characters (approx 300 words) of plain language, summarise the Australian Laureate Fellowship candidate's career experience, including their qualifications (PhD, discipline, year and organisations), current position, awards, prizes, fellowships, editorial responsibilities etc.

Information contained in this question may be used for publication material following the announcement of the outcome of this *Australian Laureate Fellowships* round.

G11 Research leadership

In no more than 1800 characters (approx 300 words) of plain language, summarise the Australian Laureate Fellowship candidate's research leadership ability including leading positions (current and past), international standing, intended collaborations etc.

Information contained in this question may be used for publication material following the announcement of the outcome of this *Australian Laureate Fellowships* round.

G12 Research program

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

Information contained in this question may be used for publication material following the announcement of the outcome of this *Australian Laureate Fellowship* round.

G13 Citizenship/Residency Details

This section will be auto-populated from the details held in RMS for the Australian Laureate Fellowship candidate.

To update any personal details, the Australian Laureate Fellowship candidate must amend their profile in RMS using the 'Personal Details' link on the Home page.

If you are **not** an Australian citizen please select from the drop down list, the 'Country of residence Name' and 'Current Australian residency status'.

If you are **not** an Australian citizen and do not hold residency, you must:

- Apply to the Department of Immigration and Citizenship and be awarded temporary or permanent residency status before taking up the project if your Proposal for ARC research funding is successful.

Part H – Research Support

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

H1 Research support for all participants

For each participant on this Proposal, provide details of research funding (ARC and other agencies) for the years 2009 to 2013 inclusive. That is, list all projects/ proposals/ fellowships awarded or requests submitted involving that participant for funding.

- Use the table format below to create a list of relevant projects/proposals. Then upload the list as a PDF.
- List the current proposal first. List other proposals and/or projects (including Fellowships) in descending date order.
- Support statuses are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support.
- The proposal/project ID applies only to Proposals, current and past projects (including fellowships), funded by the ARC or NHMRC.
- Note, details should be provided for all sources of funding, not just ARC funding.
- Funding amounts are to be in thousands and in Australian dollars.

Template:

Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/ No)	Support Status (Requested/Current/Past)	Proposal/ Project ID (if applicable)	2009 (\$'000)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)

Example:

Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/ No)	Support Status (Requested/Current/Past)	Proposal/ Project ID	2009 (\$'000)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)
B Jones, Really great proposal on excellent things, ARC, LP10R2	yes	R	LP100200999					
A Jamieson, B Jones, Excellent project, National Research Org, Big Projects 2007, Round 3	no	C		65	100			

Part I – Statements on Progress of ARC-Funded Projects

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

I1 Statements on progress

For the Australian Laureate Fellowship candidate on this Proposal, please attach a statement detailing progress for each ARC Project/Fellowship involving that Participant who has been awarded funding for 2009 under the ARC *Discovery Projects*, *Linkage Projects*, *Federations Fellowship* or *ARC Future Fellowships* scheme.

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

Please provide:

- The Project ID, First named investigator (Project Leader), and scheme for each Participant on this Proposal who has been awarded funding for 2009 under the ARC *Discovery Projects*, *Linkage Projects*, *Federation Fellowships* or *ARC Future Fellowships* scheme;
- Upload a PDF of **no more than one A4 page** for each funded Project/Fellowship detailing the progress for each Project/Fellowship involving that Participant; and
- A statement of progress for each project indicated in Part H1 (received 2009 ARC funding) must be included in the Proposal submission regardless of whether a progress report or final report has or has not been submitted to the Research Office or ARC.

Note: Only projects which have received funding from the ARC in 2009 (annual funding) require a statement of progress. (Please do not include statements on progress for projects which received carry forward funding only.) You do not need to provide statements for projects funded as part of other schemes, such as Linkage International (LX) or Linkage Infrastructure, Equipment and Facilities (LIEF).

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

Part J – Additional Details

J1 Have you submitted or do you intend to submit a similar Proposal to any other agency?

If ‘Yes’ has been selected you must:

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

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

Submitting Proposal to the Research Office

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

1. Review all components to ensure the information to be submitted is complete, and **save each page once more** (this is to ensure that all information is captured in the PDF);
2. Ensure all components are complete and valid (indicated by a green tick); and
3. Generate a PDF (whole Proposal document PDF).

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

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

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

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

Additional points to assist Applicants to avoid common submission errors

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

- In Part I, for the named Australian Laureate Fellowship candidate on the Proposal, has a statement on progress been provided for any *Discovery Projects, Linkage Projects, Federation Fellowships* or *ARC Future Fellowships* that received funding in 2009? (Do not include 2008 funding carried forward into 2009)
- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements and so on for uploaded PDF insertions. (See subsection 11.3.2 of the Funding Rules.) **Note:** RMS will not always be able to confirm PDF page number compliance.
- Have the requisite certifications been carried out (see Section 11.6 of the Funding Rules)?
- Has the candidate exceeded the limits for Proposals/projects or project duplication (see subsections 6.1.4 and Section 6.6 of the Funding Rules)?

- Are any items in the budget prohibited (e.g. items prohibited under Section 6.4 and 6.5 of the Funding Rules)?
- Does the Proposal constitute Medical and Dental Research (see Section 3 and 9.4 of the Funding Rules)?
- Please ensure that all necessary information has been entered under Part H (Research Support) and Part I (Statements on progress of ARC Funded Projects). These parts may show as ‘Valid’ on the main Proposal summary page regardless of the information entered.

Troubleshooting - RMS

Reference	Problem	Solution
Login	Why can't I login to RMS?	To login you must use your RMS User ID and password (not your RMS Person ID). Note: GAMS user accounts prior to January 2009 have been copied to RMS. Please use your GAMS ID (in capitals) and Password to login to RMS.
Participants	Why can't I assign a person to be a participant successfully?	Ensure that you have the person's RMS Person ID (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant' in RMS.
	How do I get another participant's Person ID?	Please obtain a participant's RMS Person ID directly from that participant. If the participant is from the same organisation your Research Office can search for their Person ID. If the participant is from a different organisation your Research Office will not be able to search for this participant.
	Why isn't an invited participant showing in the Personnel section (Part G)	A Personnel Part will only be generated for an invited participant once that participant has accepted to be part of the Proposal. Please ensure that the participant has accepted the invitation.
	Why isn't my 'Current Organisation' showing in the Administrative Summary (Question A4)?	Please ensure that your organisation details are correct and that the 'Position is currently held' box is checked. This can be checked by going to your personal homepage and clicking on 'Personal Details' and then clicking on the 'Organisation Details' tab.
	Why can't I see my Administering Organisation when I search for it?	RMS only stores the Administering Organisations listed in Appendix C1 of the Funding Rules. If your Administering Organisation does not appear you will have to ask the ARC to add the organisation to the list by emailing ARC-AustralianLaureateFellowships@arc.gov.au .
Budget	Why is there no table for the Administering Organisations visible?	An Administering Organisation must be selected first to populate a table for that organisation. Click on 'Set Other Organisation Contributor' link and select the organisation. RMS will populate a budget table for that organisation.
	Why can't I see the Administering Organisation when I click on 'Set Other Organisation Contributor'?	The Administering Organisation must be added to the Proposal first before they are populated for selection in Part E (Project Cost). Please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page.
Validation	I have completed a Part why is it still showing 'Incomplete' or 'Invalid'?	Please go into the Part and check for any validation errors and update as required, also check that all information has been entered where required.
	There are no validation errors in a Part but I still get an 'Incomplete' status for that Part?	If any information has been updated, for example: a participants address details - the Part still needs to be saved to validate. Please go into the relevant Part and save.
PDF	Why does the PDF not show information that I have updated in RMS?	If information has been updated such as a participants address details that Part must be saved first before this information is updated in a generated PDF. Note: Before submission please go into each Part and save.