



Australian Government

Australian Research Council

Australian Laureate Fellowships for funding commencing in 2012

FREQUENTLY ASKED QUESTIONS

Updated 24 November 2011

If you require further assistance relating to the *Australian Laureate Fellowships Funding Rules for funding commencing in 2012*, this Frequently Asked Questions document or the *Australian Laureate Fellowships* scheme, please contact the *Australian Laureate Fellowships* team at ARC-AustralianLaureateFellowships@are.gov.au.

For RMS assistance, participants should initially click on the 'Help' link (located on the top left corner of the screen inside RMS) or contact their Administering Organisation's Research Office or equivalent in the first instance for assistance. If you still require assistance the ARC has the following RMS Help Desk options:

- Send an email to rms@arc.gov.au outlining your problem and providing your details.
- Telephone the RMS Help Desk on +61 2 6287 6789.
 - Please note the 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.
- Information regarding Medical and Dental Research is available at http://www.arc.gov.au/applicants/md_research.htm.
- This Frequently Asked Questions document will be updated as required.

1. ARC Research Management System (RMS)

1.1. I've never used RMS. How do I setup an account?

If a new RMS account is required, it must be applied for online via the RMS Home Page.

Click on 'Request New Account' and follow the prompts to enter your personal details. Instructions to assist researchers in the process are available using the 'Help' link on the 'Request New Account' page.

– Participants who are current academic staff members of Eligible Organisations should nominate their organisation to manage their account.

– Participants, who are not current academic staff members of an eligible organisation, should nominate the ARC to manage their account, unless advised otherwise.

– You can contact your Eligible Organisation's Research Office or equivalent for assistance and advice on user accounts.

It is strongly recommended that proposed Australian Laureate Fellowship Candidates obtain a RMS User ID as soon as possible to prevent potential delays due to an

anticipated increase in RMS User ID requests close to the due date for Proposals. This applies especially to overseas participants.

1.2 I cannot log into RMS. What do I do?

User IDs and passwords are case sensitive, so check that your capitalisation is correct. You can reset your password using the 'Reset Password' link on the login page, or retrieve a forgotten User ID using the 'Retrieve User ID' link on the login page. If you are sure your User ID and password are correct, you may be experiencing difficulties logging into RMS due to heavy usage of the system (for example, in the period leading up to the deadline for Proposals) it may be difficult to log into RMS. Please exercise patience and try to log in again at a time when there are likely to be fewer users. You should also check for information on maintenance periods and RMS compatibility with various combinations of hardware and browser software and minimum system requirements. More information regarding RMS compatibility can be found on the ARC website. If you are still experiencing difficulties contact your research office in the first instance; failing that, please email rms@arc.gov.au for assistance.

1.3 How do I change the Organisation that administers my RMS account?

To change which organisation administers your account in RMS, perform the following steps:

- After logging into RMS, click on the 'Personal Details' link under the 'My Details' heading.
- Under the 'Organisation Details' tab, click on the 'Request Transfer' link.
- Choose the relevant organisation from the list and press the 'Request Transfer' button.

After the transfer has been requested, your new nominated organisation must approve the transfer in RMS before it will be processed.

Please note that if your organisation does not appear on the list you will need to contact the Research Office of your new nominated organisation. If the organisation does not have a Research Office (or equivalent) please contact the ARC helpdesk for assistance on 02 6287 6789 or by email at rms@arc.gov.au.

1.4 How can I ensure that my computer system is compatible with the requirements for RMS?

The minimum supported browsers for RMS are Internet Explorer 7.0 or later or Mozilla Firefox 4.6 or later. The ARC recommends using the latest version of your browser.

RMS requires Adobe Flash Player Version 10 or later installed. You will be prompted to install Adobe Flash Player if you do not have it installed, however you may wish to download the file from the following link:

<http://get.adobe.com/flashplayer/>.

Additional information on using RMS can be found on the ARC's website:

http://www.arc.gov.au/applicants/rms_info.htm.

If you require any technical assistance please contact the RMS help desk via email on rms@arc.gov.au.

1.5 Why can't I create a PDF version of my Proposal in RMS?

RMS will sometimes disallow the creation of a PDF version of your Proposal when text has been copied and pasted from an external document to a text field within RMS. External documents allow the creation of special characters

while RMS does not. To ensure that this doesn't occur, the text should be entered into RMS text fields in plain text format. Additionally, these can be removed from the RMS Proposal form prior to another attempt at the PDF creation.

RMS may also disallow the creation of a PDF version of your Proposal when an uploaded PDF attachment to the Proposal is either locked or password protected. Please ensure that all uploaded PDF attachments are created and saved without special options.

Please ensure that PDFs are uploaded into RMS as a single document.

1.6 What order should the headings in Part D - Description of Project/Program of Research be?

In RMS, Part D – Description of Project/Program of Research, of the Proposal form lists the order of the headings for the project description as: Project Title, Aims, Background, Innovation, Approach, Significance and National Benefit and Communication of Results. This differs from the order that appears in the Instructions to Applicants which shows the order of headings as: *Project Title, Background and then Aims* etc.?

Please use the order that appears in RMS – Project Title, Aims, Background, Innovation, Approach, Significance and National Benefit and Communication of Results.

2 Roles, Eligibility and Organisations

2.1. I currently hold a Fellowship. Can I apply for an Australian Laureate Fellowship?

Yes. If a candidate holds or has applied for any other fellowship including from another funding body, the candidate must have agreed, if the Proposal is successful, to relinquish all fellowships, prior to the commencement of the Australian Laureate Fellowship.

2.2. I currently hold an ARC or NHMRC Fellowship. Can I apply for an Australian Laureate Fellowship for funding commencing in 2012?

An Australian Laureate Fellowship Candidate can only apply for an Australian Laureate Fellowship if they are in the final year of their current fellowship at the closing time of submission for *Australian Laureate Fellowships* Proposals. The final year is determined as per the years set out in the Funding Agreement and the original letter of offer. Researchers who currently hold an ARC or NHMRC Fellowship who finish their Fellowship on 31 December 2012 are considered to be in the final year of their Fellowship, and can apply for an Australian Laureate Fellowship for funding commencing in 2012.

2.3. Can I apply for an Australian Laureate Fellowship and a NHMRC Fellowship or other career award in the same year if the funding will commence in different years?

No. Subsection 10.3.1 of the Funding Rules states that researchers cannot submit an application for an Australian Laureate Fellowship for funding commencing in 2012 and a NHMRC Fellowship or other career award for funding commencing in 2012 and 2013, regardless of what year the funding for the Fellowship is set to commence.

Researchers who applied for an NHMRC Fellowship or other career award for funding commencing in 2012 and have subsequently been notified that they have been

unsuccessful can apply for a Australian Laureate Fellowship for funding commencing in 2012.

The ARC undertook a major review of the Fellowships within the *Discovery Projects* scheme in late 2010 through a consultation paper. In the consultation paper, the issue of overlapping applications for the same person and/or projects was discussed and the paper indicated that the changes to *Discovery Projects* may also have consequences for other schemes.

It has always been the case that applicants should not apply for duplicate funding from different Commonwealth sources. Each ARC scheme sets limits, in the relevant funding rules, for the number of grants, awards and Fellowships that can be applied for and/or held by a researcher under the National Competitive Grants Program.

2.4. If I have already submitted a Proposal for an NHMRC Fellowship or other career award but I would like to submit an Australian Laureate Fellowship Proposal, can I do so without being deemed ineligible?

The Australian Laureate Fellowship Proposal will only be deemed ineligible if the NHMRC Fellowship or other career award Proposal is not withdrawn prior to the closing time for the submission of *Australian Laureate Fellowships* Proposals for funding commencing in 2012. If the Australian Laureate Fellowship Candidate has an active NHMRC Fellowship or other career award application at the time of closing for the submission of *Australian Laureate Fellowships* Proposals (5.00pm (AEDT) Wednesday 14 December 2011) then the Australian Laureate Fellowship Proposal will be deemed ineligible.

2.5. Can I be nominated on more than one Proposal in this funding round of *Australian Laureate Fellowships*?

No. Australian Laureate Fellowship candidates may only be nominated for one Proposal in this funding round. For the purpose of applying these limits, the number of Proposals per researcher is evaluated as at the closing time of submission of Proposals for the relevant round, regardless of any subsequent change in, or withdrawal of Proposal. Submitting Proposals that exceed this limit will result in all Proposals involving the Australian Laureate Fellowship Candidate not being recommended or approved for funding. If you have applied for a *Kathleen Fitzpatrick Australian Laureate Fellowship* or a *Georgina Sweet Australian Laureate Fellowship*, you will also be nominated for an Australian Laureate Fellowship if you are unsuccessful in obtaining one of these additional awards.

2.6. As an overseas researcher, can I apply for an Australian Laureate Fellowship to work in Australia if I do not have permanent resident status?

Yes, but Australian Laureate Fellows must legally reside predominately in Australia for the duration of the Australian Laureate Fellowship, except where ARC approval has been granted.

2.7. I hold a position at an Eligible Organisation, but will not reside in Australia for much of the duration of the project. Am I still eligible to be a Fellow?

No. Australian Laureate Fellows must legally reside predominately in Australia for the duration of the Fellowship. Successful candidates may, with the approval of the ARC, undertake research overseas for periods of up to two years in total, providing the Administering Organisation clearly demonstrates this is in the best interests of the research and its outcomes.

2.8. Can I apply for a part-time Australian Laureate Fellowship?

No. Australian Laureate Fellowships are awarded on a full-time basis only. The ARC expects Australian Laureate Fellows to work full-time on research and research capacity-building activities.

2.9. Can project funding be used to appoint additional postdoctoral research associates and postgraduate researchers?

Yes. As long as this request is made on the Proposal form, project funding can be used to appoint additional postdoctoral research associates and postgraduate researchers. However, only Higher Education Organisations listed in Appendix A1.1 of the FL12 Funding Rules may apply for project funding.

2.10. Can a previous or current Federation Fellow apply for an Australian Laureate Fellowship?

Yes, previous or current Federation Fellows can apply for an Australian Laureate Fellowship provided they meet the eligibility criteria outlined in Section 7.1 of the FL12 Funding Rules. The candidate must agree, if the Proposal is successful, to relinquish the current Federation Fellowship and any other ARC or non-ARC fellowships prior to the commencement of the Australian Laureate Fellowship.

2.11. Is it possible for unsuccessful FL11 candidates to apply again for an Australian Laureate Fellowship for funding commencing in 2012?

Yes. There are no restrictions on the number of funding rounds an unsuccessful candidate can apply for an Australian Laureate Fellowship. Subsection 10.1.3 of the FL12 Funding Rules states that an Australian Laureate Fellow (i.e. a successful candidate) cannot apply for a subsequent Australian Laureate Fellowship.

2.12. If I apply for an Australian Laureate Fellowship, will I automatically be considered for a *Kathleen Fitzpatrick Australian Laureate Fellowship* or a *Georgina Sweet Australian Laureate Fellowship*?

No. A *Kathleen Fitzpatrick Australian Laureate Fellowship* and *Georgina Sweet Australian Laureate Fellowship* are available to female researchers only, and must be applied for separately on the Proposal form. If you would like to apply for this award, you will need to select the "Australian Laureate Fellowship – Additional Award" when adding the Person Participant on the application form. Please refer to Section 8 of the FL12 Funding Rules for further information on the *Kathleen Fitzpatrick Australian Laureate Fellowship* and *Georgina Sweet Australian Laureate Fellowship*.

2.13. If I have been unsuccessful in receiving a *Kathleen Fitzpatrick Australian Laureate Fellowship* or *Georgina Sweet Australian Laureate Fellowship*, am I still eligible to receive an Australian Laureate Fellowship?

Yes. Subsection 8.1.8 of the FL12 Funding Rules states that candidates who are unsuccessful in obtaining a *Kathleen Fitzpatrick Australian Laureate Fellowship* or a *Georgina Sweet Australian Laureate Fellowship* will still be considered for an Australian Laureate Fellowship.

3 Submission Requirements

3.1 I am worried that the graphs and diagrams will not be clear after my proposal has been scanned.

Due to low resolution scanning of PDFs, the reproduction of fine graphics may not be optimal. In addition, all colour diagrams and graphs are reproduced in black and white. It is, therefore, highly recommended that caution be exercised in the decision to include figures, illustrations or finely detailed graphics.

3.2 I am having trouble sticking to the page limits stipulated in Parts C, D, F, H and I. Is it okay to use 10 point font size?

No. The FL12 Instructions to Applicants clearly state that, with the exception of references, an appropriate 12 point font should be used. Failure to comply with the required format may result in the Proposal not being recommended or approved for funding. Only references may be reproduced in 10 point font size.

3.3 I hold a number of ARC projects, but am unsure for which ones I need to provide a statement of progress.

You must include with your Proposal a statement detailing progress for each project/fellowship held by you which has been awarded funds in 2011 under the ARC *Discovery Projects (DP)*, *Linkage Projects (LP)*, *Super Science Fellowships (FS)*, *Federation Fellowships (FF)*, *Future Fellowships (FT)* or *Centres of Excellence (CE)* schemes.

Please note the following:

Progress and Final Reports for ARC-funded projects and fellowships are important elements in ensuring accountability and good management of public funding for research. Reports also assist in drawing our attention, and the attention of Research Office staff, to concerns and problems that researchers face.

You may have previously submitted an annual Progress Report (or a Final Report) to your Research Office and/or the ARC, for a specified funded project which is listed in your Proposal (where the project received ARC funding in 2011 – not ‘carried forward’ funding). However, the request for a ‘statement on progress’ within the Proposal submission is a separate requirement. **You must include a ‘statement on progress’ within the Proposal if you received funding for a DP, LP, FS, FF, FT or CE project in 2011.**

3.4 I have a current project that was approved for funding, but commencement was delayed. As a result, there has been little progress to report. Do I still need to provide a ‘statement on progress’ within the Proposal submission?

Yes. If your project received ARC funding in 2011 – not ‘carried forward’ funding – you must include a ‘statement on progress’, regardless of whether the project received an approved ‘deferral to commencement’ or whether the project was delayed.

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

No. Changes or alterations cannot be made to a Proposal after the closing time of submission to the ARC. Proposals may be withdrawn but additions, deletions and modifications will not be accepted after submission, unless invited by the ARC.

3.6 Can I write more than 30 words explaining and justifying the significance and impact of each publication in section 'C4 Ten career-best publications' if I keep to the three A4 pages limit?

Yes. The 30 word limit in the 'Instructions to Applicants' for *Australian Laureate Fellowships* should be used as a guide, but applicants will not be penalised for exceeding this limit if they do not exceed the three A4 pages limit.

4 Australian Laureate Fellowships Eligibility for other ARC funding

4.1 If I wish to apply for an Australian Laureate Fellowship in the 2012 (FL12) round can I apply for a Discovery Outstanding Researcher Award (DORA) in the *Discovery Projects 2013 (DP13)* round, as well? If I am successful in both, can I choose which one to accept?

No. As stated in subsection 10.3.1 of the Funding Rules, researchers cannot submit an *Australian Laureate Fellowships* Proposal for funding commencing in 2012 and apply for a DORA within a DP13 Proposal.

4.2 If I wish to apply for an Australian Laureate Fellowship in the 2012 (FL12) round can I apply for a Future Fellowship for funding commencing in 2012 (FT12) as well? If I am successful in both, can I choose which one to accept?

No. As stated in subsection 10.3.1 of the Funding Rules, researchers cannot submit an *Australian Laureate Fellowships* Proposal for funding commencing in 2012 and apply for a FT12.

5 Other questions

5.1 My project is in the area of medical and dental research. Can I apply for funding to the ARC?

No. The ARC does not fund Medical and Dental Research under the *Australian Laureate Fellowships* scheme. The ARC may in its absolute discretion, reserve the right to decide whether a proposed project, or elements of a project, fall within the area of Medical and Dental Research as stated in subsection 5.4.2 of the FL12 Funding Rules. Please refer to the ARC website www.arc.gov.au/applicants/md_research.htm for a definition of Medical and Dental Research.

5.2 My Eligible Organisation is providing a Professorial Level E salary supplementation and some in-kind contributions. Where do I show this on the form?

As the provision of a Level E professorial appointment salary by the Administering Organisation is an absolute requirement of the *Australian Laureate Fellowships* scheme, it should not be entered in the Administering Organisation budget in Part E. Confirmation of the Level E professorial appointment salary and any in-kind contributions may be included in the letter of support in Part F of the application form.

6 Changes to document

An additional questions has been added to Section 1 - ARC Research Management System (RMS):

1.6 Question has been added in order to remove any confusion caused by the difference in the order of headings that appears in the RMS and the Instructions to Applicants. (24 November 2011)

Another question was added to Section 3 – Submission Requirements:

3.7 Question has been added to clarify the word and page limits relating to section C4 of the Application form for *Australian Laureate Fellowships* for funding commencing in 2012 (21 November 2011).

Clarification was provided on the following question:

2.9 Question has been updated to more clearly identify those Eligible Organisations who can apply for Project Funding under the *Australian Laureate Fellowships Funding Rules for funding commencing in 2012* (14 November 2011).