



Australian Government

Australian Research Council

AUSTRALIAN LAUREATE FELLOWSHIPS

Instructions to Applicants
for funding commencing in
2012

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Australian Research Council

Australian Laureate Fellowships

Instructions to Applicants for funding commencing in 2012

The *Australian Laureate Fellowships Instructions to Applicants for funding commencing in 2012* provides information to applicants on how to complete and electronically submit *Australian Laureate Fellowships* Proposals for funding commencing in 2012. The associated Proposal documentation must comply with the *Australian Laureate Fellowships Funding Rules for funding commencing in 2012* (hereafter referred to as the Funding Rules).

The information in this document is underpinned by the Funding Rules. Please review the Funding Rules (available on the ARC website at http://www.arc.gov.au/ncgp/laureate/fl_fundingrules.htm) before preparing the Proposal.

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

1. MATTERS TO NOTE BEFORE COMPLETING THE PROPOSAL FORM

Proposals are the prime source of information available to the ARC for evaluation purposes, and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for 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 the original work of the Australian Laureate Fellowship Candidate and be current at the time of submission.

ACCURACY OF INFORMATION

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

KEY DATES – AUSTRALIAN LAUREATE FELLOWSHIPS FOR FUNDING COMMENCING IN 2012

Month	Event
14 December 2011 (5:00 pm AEDT)	Closing date for submission of <i>Australian Laureate Fellowships</i> Proposals Please note that each organisation may set its own internal closing date. Therefore, be sure to consult with your Administering Organisation's Research Office.

14 December 2011 (5:00 pm AEDT)	Deadline for submission of Request not to Assess Form These must be submitted electronically to the ARC via email to ARC-AustralianLaureateFellowships@arc.gov.au by your Administering Organisation's Research Office. Forms are available on the ARC website.
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THE PROCESS – ITEMS TO NOTE:

The Proposal must be created using the ARC's online Research Management System (hereafter referred to as the RMS) accessed at <https://rms.arc.gov.au>.

The Proposal must be electronically submitted through the RMS by the Administering Organisation. The Administering Organisation's Research Office or equivalent must electronically certify the Proposal submission in accordance with Section 11.2 of the Funding Rules. **Note that Proposals must no longer be submitted to the ARC in paper form.**

FORMAT

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

All pages of additional text (uploaded PDFs) must be as follows:

- Black type.
- Single column.
- White A4 paper size with at least 0.5cm margin on each side and at top and bottom.
- A highly legible font type must be used, preferably 12 point Times New Roman, otherwise Arial, Courier, Palatino, and Helvetica subject to them being an equivalent sized font to Times New Roman 12 point font. Variants such as mathematical typesetting languages may also be used.
- **Note:** Text must be size 12 Times New Roman font or an equivalent size before converting to PDF format and must be legible to assessors.
- Adhere strictly to page limits designated for each Part of the Proposal.
- Applicants should note colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white.
- Additional text uploaded as PDF may appear slightly reduced in size due to the Research Management System (RMS) formatting the attachments to include page numbers. Additional text uploaded in PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- The ARC reserves the right to seek an original electronic copy of the Proposal to determine that the text meets these requirements.

PROPOSAL CERTIFICATION

- The Proposal must be certified online and submitted online through the RMS by an authorised officer of the Administering Organisation. Note: The authorised officer must have the role of 'Research Office Delegate'.
- Only the Administering Organisation certifies online.

- The Administering Organisation must obtain the agreement, attested to by written evidence of all the relevant persons and organisations necessary to allow the Project to proceed. This written evidence should be retained by the Administering Organisation and must be provided to the ARC if requested.
- The ARC has provided a pro forma for obtaining written evidence at: http://www.arc.gov.au/ncgp/laureate/fl_certification.htm. **Please note:** The use of the ARC pro forma is **not** mandatory. Each Administering Organisation may determine their own required format for written evidence.

FURTHER ASSISTANCE

Participants should 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 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.

2. GETTING STARTED IN THE RMS

The Proposal is prepared and submitted through RMS.

- To access and/or amend Proposal information, the Australian Laureate Fellowship Candidate, and support staff involved in the preparation of a Proposal, requires a User ID.
- The User ID and password should be applied for online via the RMS or the Research Office or equivalent of the Participant's organisation in the first instance.
- Previously allocated User IDs remain valid. Researchers **DO NOT** have to apply for a new User ID each year, neither do individuals with assessor-only logins.
- Participants must have a valid email address in order to reset their own password.

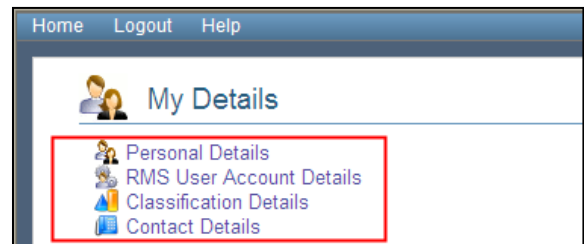
Participants should contact their Administering Organisation's Research Office or equivalent in the first instance for assistance with RMS.

Participants who are not currently academic staff members of an Eligible Organisation should seek their User ID and password from the proposed Eligible Administering Organisation. Alternatively, Participants may request an account through the Login Page (the 'Request New Account' link) on the RMS. Instructions to assist Participants in this process are available using the 'Help' link on the 'Request New Account' page. Participants needing new accounts should request them as early as possible to avoid delays in processing new accounts.

Please Note: If you had a GAMS user account prior to January 2009, your GAMS ID and profile have been copied to the RMS. You will be required to reset your password by clicking on the 'Reset Password' link and entering your GAMS Username with all letters capitalised in the Username field.

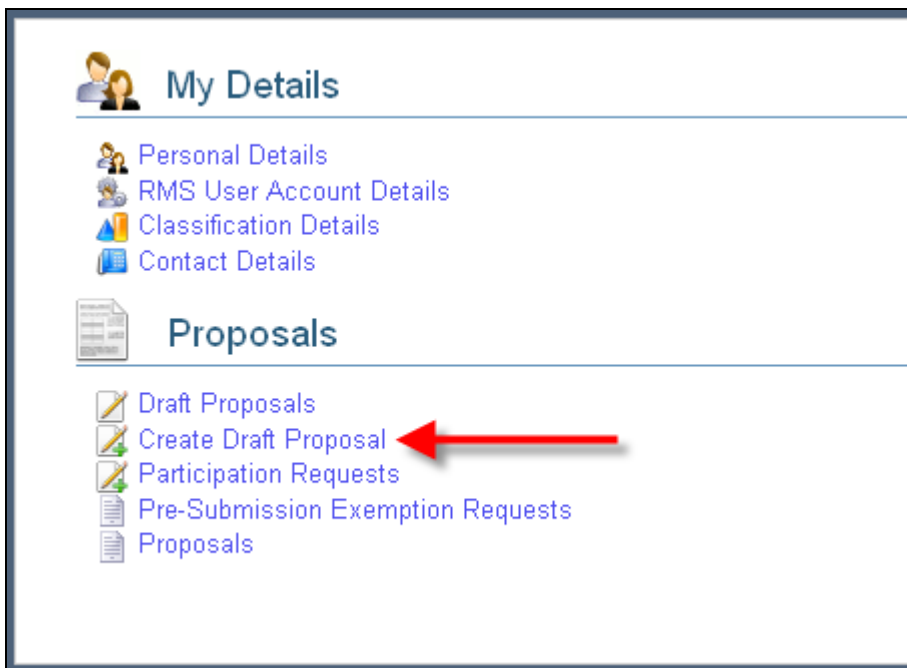
3. UPDATING PARTICIPANT DETAILS

Participants with an existing account in the RMS should check that their personal information is up to date. For new Participants, once an account has been created, they should complete all personal information. This can be done by clicking on the links under the 'My Details' heading of the 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.



4. CREATING A NEW PROPOSAL

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



- A new draft Proposal cannot be created unless the applicant has the role of '**Participant**' in the RMS. If an applicant does not have the role of 'Participant' the applicant must contact their Administering Organisation's Research Office (or equivalent) to add this role. A new draft Proposal can then be created.
- Once logged in, click on the 'Create Draft Proposal' link and select the appropriate scheme and round. For *Australian Laureate Fellowships* for funding commencing in 2012, select '**FL12 round 1**'.
- Enter a Proposal name and click on 'Create Proposal' to create a draft.
Please note: the Proposal name is intended to be a running title for the use of the applicant. It is not the formal title of the Proposal and is not used by the ARC in any formal documents, it can however be viewed by the ARC. Once you have saved the Proposal name **it cannot be edited** and 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 the RMS.
- To return to your Draft Proposal at a later date, click on the 'Draft Proposals' link via the RMS Homepage.
- The Proposal form is a series of sections accessed via the 'Draft Proposal Summary' page; it is not a single form updated and saved in one session. Do not navigate away from any form Part without saving. Please ensure that the Proposal is saved regularly. The RMS will automatically time out after 30 minutes of inactivity. A warning message will appear after 15 minutes of inactivity

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

5. ADDING THE PARTICIPANT AND ORGANISATIONS

Please note: Only one Australian Laureate Fellowship Candidate may be added as a Participant on a single Proposal.

The Participants and Organisations are added via the 'Draft Proposal Summary' page. The person who creates the Proposal will be listed as the Proposal Owner, more than likely the Australian Laureate Fellowship Candidate. Although the Proposal Owner may be the Australian Laureate Fellowship Candidate, they must still be added 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 Research Office.**

If you are the Australian Laureate Fellowship Candidate, but not the Proposal Owner, 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



If the Proposal Owner is the Australian Laureate Fellowship Candidate:

Click on 'Add Person Participant'. Once the 'Add Proposal Person Participant' pop-up box appears, click on the 'Populate Person ID and Family Name with my details' link. Ensure the details are correct, and then select the 'Participation Type' from the drop-down list. Select either 'Australian Laureate Fellowship' or 'Australian Laureate Fellowship – Additional Award'. Click 'Add Participant'.

IMPORTANT: If you wish to apply for a *Kathleen Fitzpatrick Australian Laureate Fellowship* or *Georgina Sweet Australian Laureate Fellowship*, **YOU MUST SELECT** the Participation Type 'Australian Laureate Fellowship – Additional Award'. Please see Section 8 of the Funding Rules for

more information on the *Kathleen Fitzpatrick Australian Laureate Fellowship* and *Georgina Sweet Australian Laureate Fellowship*.

If the Proposal Owner is not the Australian Laureate Fellowship candidate

Click on ‘Add Person Participant’. **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 the system, this must be created by an Eligible Organisation’s Research Office or equivalent (refer to Section 2 of these Instructions). Once you have these details, enter them in to the appropriate fields and then select the ‘Participation Type’ from the drop-down list – either ‘Australian Laureate Fellowship’ or ‘Australian Laureate Fellowship – Additional Award’. Click ‘Add Participant’.

Personal Details

[Return to main menu](#)

Details | Citizenship | Organisation Details | Qualifications

Person ID 67748911

Title: * Family Name: First Name: Second Name:

Add Organisations as follows:

Administering Organisation

Organisation participants

[Add Organisation Participant...](#) **Click here to add Organisation**

No organisation participants have been added to this proposal

Note: if the Proposal is successful, the organisation who submits the Proposal must be an Eligible Organisation as per Appendix A of the Funding Rules and 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 ‘Select Organisation’. Once an Administering Organisation has been selected, click ‘Add Participant’. This information will auto-populate into Part A1 of the Proposal form.

Administering Organisation Not Listed?

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

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

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: If you need to change the Participation Type between 'Australian Laureate Fellowship' and 'Australian Laureate Fellowship – Additional Award', the Participant must firstly be removed from the Proposal at the 'Draft Proposal Summary' page. The Participant can then be added again, and a new Participation Type selected. Caution must be exercised if undertaking this step, as the Part C 'Research Opportunity and Performance Evidence' page and the Part G 'Personnel' page for that Participant will be removed when the Participant is removed, and any saved information (including PDFs) will be deleted.

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

6. FILLING IN THE PROPOSAL FORM

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

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

PART A – ADMINISTRATIVE SUMMARY

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

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

The Proposal must be submitted by an Eligible Organisation. This organisation will administer the project and be identified as the Administering Organisation. The Administering Organisation is where the Australian Laureate Fellow will be employed during the period of project funding.

The Administering Organisation must be one of the organisations listed in Appendix A of the Funding Rules. Refer to Section 6.1 of the Funding Rules for further information on Eligible Organisations.

A2 Is the Administering Organisation of this proposal listed as a Higher Education Organisation in Appendix A of the Australian Laureate Fellowships Funding Rules for funding commencing in 2012?

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

As per subsection 5.1.3 of the Funding Rules, the ARC may provide project funding of up to A\$300,000 per annum (for up to 5 years) for those organisations listed in Appendix A.

A3 Proposal Title

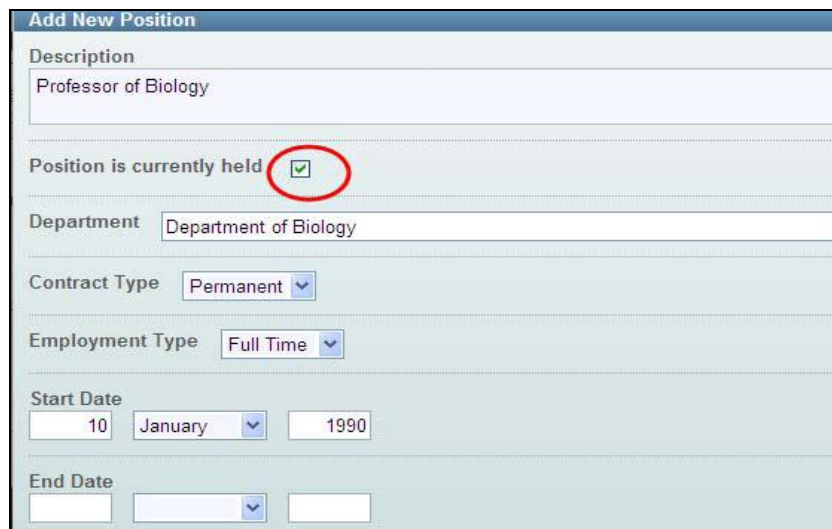
Provide a short descriptive title of no more than 150 characters (approximately 20 words).

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

Note: This Proposal title may be modified and used for public release.

A4 Person Participant Summary

This information will be auto-populated from the 'Draft Proposal Summary' page, where the Australian Laureate Fellowship Candidate should be added by selecting 'Add Person Participant'. If any information is incorrect or incomplete, it must be updated in 'Personal Details' tab via the main page. Please ensure you have a current position listed in the 'Organisations Details' tab in 'Personal Details' via the main page and ensure the 'Position is currently held' box is ticked to indicate your current position.



The screenshot shows a web form titled "Add New Position". It contains several fields: "Description" with the value "Professor of Biology"; "Position is currently held" with a checked checkbox; "Department" with the value "Department of Biology"; "Contract Type" with a dropdown menu set to "Permanent"; "Employment Type" with a dropdown menu set to "Full Time"; "Start Date" with a date picker showing "10 January 1990"; and "End Date" with empty date pickers.

Please be aware that the 'Relevant Organisation' field will be auto-populated after Part G10 of the Proposal form has been completed.

Please note: only one Australian Laureate Fellowship Candidate may be added as a Participant on a Proposal.

A5 Organisation Participant Summary

This information will be auto-populated from the 'Draft Proposal Summary' page for Administering Organisations and Host Organisations, where an organisation is added by selecting 'Add Organisation Participant'. If any information is incorrect or incomplete, please email rms@arc.gov.au.

A6 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 minimise the use 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 modified and used for public release in addition to Part A7.

A7 Summary of Project for Public Release

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

- 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 modified and used for public release.

PART B – CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

B1 National Research Priorities

If applicable, 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: The system will allow only one of the National Research Priorities to be selected so please choose the most appropriate one from the list. Applicants may, however, choose more than one goal within the chosen National Research Priority Area. If the Proposal does not fall within one of the four designated national Research Priorities please leave blank.

Descriptions of the National Research Priorities and their associated Priority Goals can be found on the ARC website.

B2 Field of Research (FOR)

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

Select up to three classification codes that relate to the Proposal by clicking on 'Add FOR code'. Indicate the importance of each classification by using a percentage. **Select the FOR codes carefully, as they are the principal tool used to identify and assign assessors.** The ARC recommends the maximum use of one99 FOR code (not elsewhere classified) within the Proposal. The99 FOR codes should only be used when there is **no** other appropriate code within the classification.

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

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

B3 Socio-Economic Objective

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

Select up to three classification codes that relates to the Proposal by clicking on 'Add SEO code'. Indicate the importance of each classification by using a percentage.

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

B4 Keywords

Enter up to three keywords to describe the proposed research. To add more lines please click 'Add Answer'. The keywords are (along with FOR Codes) important in identifying and assigning relevant assessors from the ARC database.

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

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

Select the names of the country or countries of Participants and/or other parties who will collaborate on this Proposal from the drop-down list. To add more lines please click 'Add Country'.

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.

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 equivalent PhD, Honours and Masters Students that will be filled as a result of this project.

PART C – RESEARCH OPPORTUNITY AND PERFORMANCE EVIDENCE (ROPE)

C1 Details on your career and opportunities for research over the last 5 years

Upload a PDF of no more than two A4 pages. The PDF should provide information itemised points below, and in this order:

Provide and explain:

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

C2 A statement on your most significant contributions to this research field

Upload a PDF of no more than two A4 pages describing your most significant contributions to the research field of this Proposal.

Describe how your research has led to a significant change or advance of knowledge in your field and outline how your achievements will contribute to this Proposal.

C3 Recent significant publications (October 2006 onwards)

Upload a PDF of no more than twenty A4 pages listing all your publications in the past five years.

The uploaded PDF **must**:

- i. ensure that this listing is limited to the last five years;
- ii. list publications under the following headings and in this order:
 - a. scholarly books
 - b. scholarly book chapters
 - c. refereed journal articles
 - d. refereed conference papers only when the paper was published in full in the proceedings
 - e. other publications
- iii. use asterisks to identify publications relevant to this Proposal;
- iv. number publications continuously; and
- v. include the acceptance date if listing in-press publications

C4 Ten career-best publications

Upload a PDF of no more than three A4 pages listing your ten career-best publications, regardless of publication date. The uploaded PDF must:

- i. Provide the full reference for each of your ten best publications;
- ii. Include any information relating to whether or not the publication was produced through an ARC funded Project/Fellowship on which you were a Chief/Partner Investigator of Fellow;
- iii. Add a statement of a maximum of 30 words explaining and justifying the impact or significance of each publication; and
- iv. Asterisk any of the publications relevant to this Proposal.

C5 A description of your leadership ability and how you would build world-class research capacity and diverse teams (including postgraduates and early career researchers)

Upload a PDF of no more than two A4 pages outlining the candidate's leadership and ability to build world-class research capacity and diverse teams (including postgraduates and early career researchers).

C6 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.

C7 A statement addressing the evidence for and/or your potential to undertake ground-breaking research

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

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

Upload a PDF of no more than two A4 pages 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 Project Description Upload a PDF of no more than ten A4 pages. The PDF **must** provide the following information using the headings below and in this order:

- **PROJECT TITLE**
- **BACKGROUND**
- **AIMS**
- **INNOVATION**
- **APPROACH**

- **SIGNIFICANCE AND NATIONAL BENEFIT**
- **COMMUNICATION OF RESULTS**

PROJECT TITLE

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

BACKGROUND

Describe the background to the proposed project/program of research.

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.

AIMS

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

INNOVATION

Describe how the anticipated outcomes advance the knowledge base of the discipline, why the research 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.

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/international context, 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 five A4 pages to include all references used in your project description. This may include publications, citations, web references etc.

Note: References only may be in 10 point font.

D4 **Additional Award – Proposed Activities**

This question must only be completed if you have selected the Participation Type ‘Australian Laureate Fellowship – Additional Award’ and wish to apply for a Kathleen Fitzpatrick Australian Laureate Fellowship or Georgina Sweet Australian Laureate Fellowship.

Upload a PDF of no more than one A4 page providing an outline of the activities that you propose to undertake to fulfil this ambassadorial role. This may include activities such as workshops, presentations, seminars, short courses, focus groups, outreach activities, etc.

PART E – PROJECT COST

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

E1 **What is the proposed budget for your project?**

Please do not commence entering information in the budget table until the Australian Laureate Fellowship Candidate and all organisations have been requested and have subsequently confirmed their participation on the proposed project

Please Note:

- The ARC reserves the right to determine the level of funding allocated to a project.
- **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 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 costs.

THE BUDGET LAYOUT

Year 1		Year 2		Year 3		Year 4		Year 5		Click on a year to enter a budget for that year		
Description										ARC		
										Cash		
▼ Direct Cost										The total sum of all categories for the year selected		135,402
▼ Personnel										+		135,402
FL (A/Prof Example Example) Click here to add the Australian Laureate Fellowship salary supplement										📝		135,402
▼ Equipment										+		0
Example item 1										📝 ✖		0
Maintenance										+		0
▼ Travel										+		0
Example Item 2										📝 ✖		0
Other										+		0

ENTERING INFORMATION IN THE ARC BUDGET

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.

Enter the amount of funding being sought from the ARC in the ARC column. It is not necessary to prioritise budget items. Funding must not be sought for items which are excluded. Refer to Section 5.3 of the Funding Rules for further information. The ARC reserves the right to determine the level of funding allocated to the proposed research.

Do not request items that you do not need for the project, for example Postdoctoral Research Associates or Postgraduate Researchers.

Please ensure that you request funding at the correct level as the ARC will not be able to provide additional funds to cover a budget that has not been planned adequately.

ENTERING INFORMATION IN THE ARC BUDGET

Entering the Australian Laureate Fellowship Salary Supplement

The first time you enter Part E – Project Cost, the only piece of information that should be in the budget table will be the Australian Laureate Fellowship candidate listed in the Description column.

If you selected the Participation Type ‘Australian Laureate Fellowship’ when adding a Participant, the budget line will populate with ‘FL (Title First Name Family Name)’ e.g., ‘FL (Prof Example Example)’. If you selected the Participation Type ‘Australian Laureate Fellowship – Additional Award’, the budget line will populate with ‘FLA (Title First Name Family Name)’ e.g., ‘FLA (Prof Example Example)’.

If the Australian Laureate Fellowship is not listed in the budget table, return to the ‘Draft Proposal Summary’ page and ensure the candidate is listed as a Participant (i.e., either Australian Laureate Fellowship or Australian Laureate Fellowship – Additional Award). If not, please refer to Part 5 of these Instructions to Applicants.

The Australian Laureate Fellowship candidate will auto-populate under ‘Personnel’.

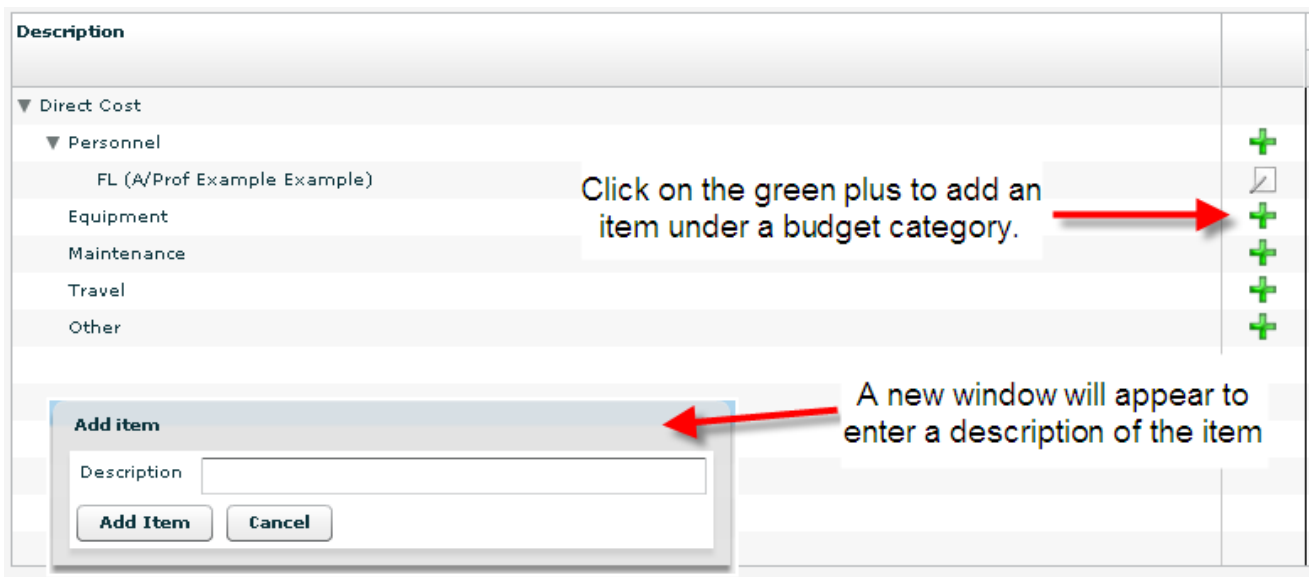
Adding items

Information must be provided in each column for each year of funding being requested. To move between years please click on the relevant year link:



The description column lists the budget item categories for which you may seek funding under the *Australian Laureate Fellowships* scheme.

To add an item to the budget table please click on the green plus sign for the relevant category under which the item would fall. A new window will appear for you to enter the description of the item. Once you have entered a description, click on the 'Add item' button to add the item to the budget.



When you add an item to one year of the budget, the item will automatically be added to every other year. Subsequently, if you delete an item (by clicking on the red cross) from one year, it will also be deleted from all other years.

After the item has been added to the budget, the amount of funds that are requested for that item must be listed. Firstly, select the relevant year, and then enter the appropriate amount on the budget line for that item by clicking the box under the 'Cash' column.

		Year 1	Year 2	Year 3	Year 4	Year 5	ARC	
Description								Cash
▼ Direct Cost								135,402
▼ Personnel							+	135,402
FL (A/Prof Example Example)							<input type="checkbox"/>	135,402
▼ Equipment							+	0
Example item 1							<input type="checkbox"/>	0
Maintenance							+	0
▼ Travel							+	0
Example Item 2							<input type="checkbox"/>	0
Other							+	0

Click on the red cross to delete and item

Enter amount of funds requested here

Please see below for further information on what to include in each category. Each category i.e. Personnel, Equipment, Maintenance, Travel and Other will sum all items added for that category.

Please use the budget table as a summary, and provide further details in the Part F Budget Justification.

Categories

Budget items requested must be eligible costs under Section 5 of the Funding Rules

Direct Costs

The sum of the amounts in all categories will be displayed in the Direct Cost line.

Personnel (including salaries and on-costs)

Entering the Australian Laureate Fellowship salary supplement

The Australian Laureate Fellowship Candidate will auto-populate under 'Personnel'.

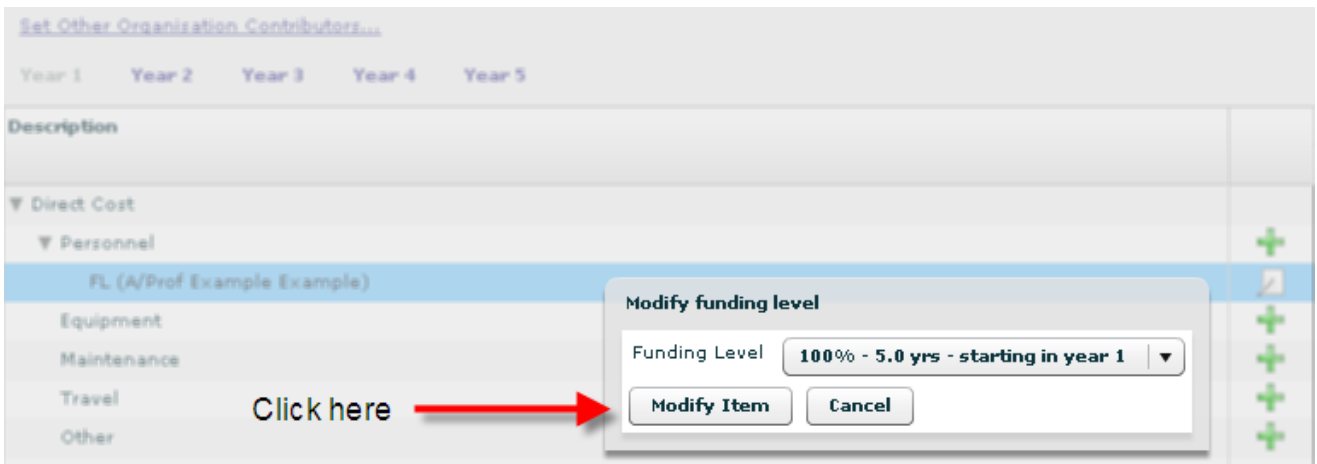
To add the salary supplement for the Australian Laureate Fellowship Candidate, please click on the notepad directly to the right of the candidate's name.

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

		Year 1	Year 2	Year 3	Year 4	Year 5		
Description								
▼ Direct Cost								
▼ Personnel								+
FL (A/Prof Example Example)							<input type="checkbox"/>	<input type="text"/>
Equipment								+
Maintenance								+
Travel								+
Other								+

Click here to add the salary supplement

After you click on this, a pop-up screen will ask you to modify the funding level. To accept the funding level (there will only be one option); click on the 'Modify Item' button.



The salary supplement amount will then appear in the ARC column against the fellowship candidate in every year of the budget. Do not amend this amount.

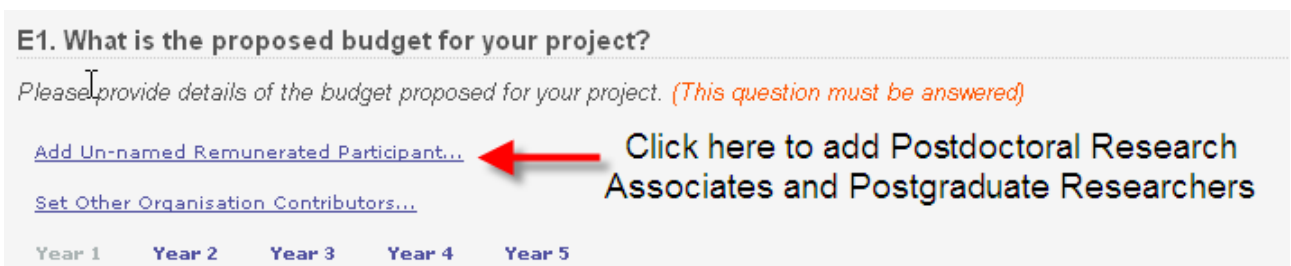
Year 1					Year 2					Year 3					Year 4					Year 5																						
Description																				ARC																						
																				Cash																						
▼ Direct Cost																																							135,402			
▼ Personnel																																										
FL (A/Prof Example Example)																																								135,402		
Equipment																																									0	
Maintenance																																										0
Travel																																										0
Other																																										0

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

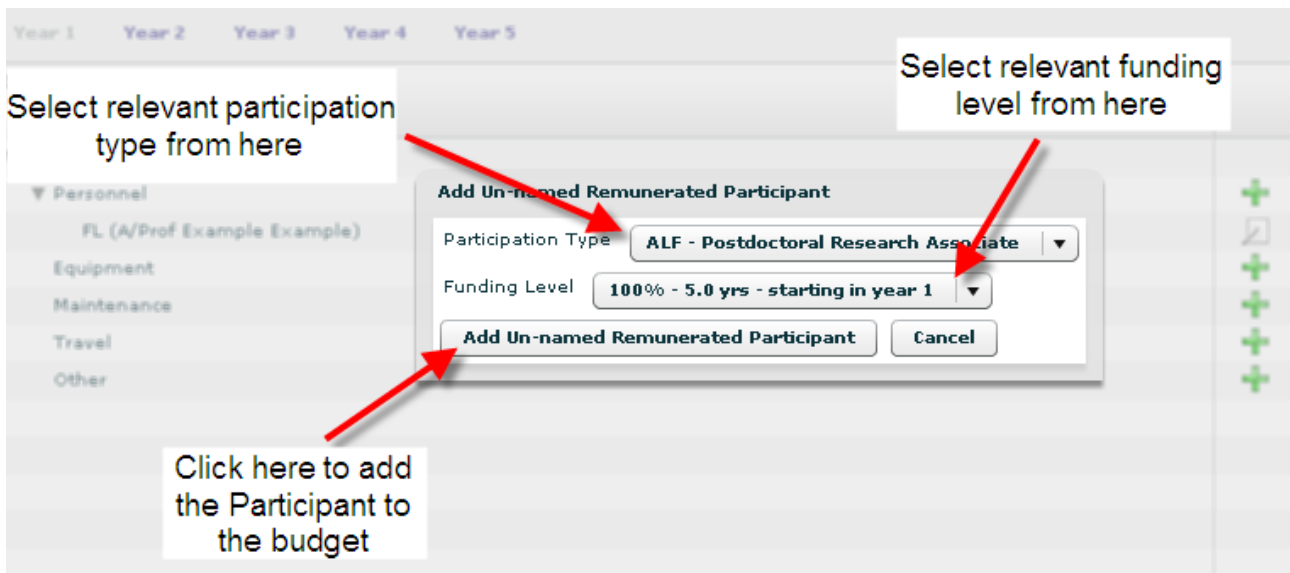
PDRA and PGR budget requests are entered in the Personnel budget category by using the ‘Add Un-named Remunerated Participant’ link.

Please add a PDRA or PGR as follows:

- Click ‘Add Un-named Remunerated Participant’.



- Select the relevant Participation Type (either Postdoctoral Research Associate or Postgraduate Researcher).
- Select the relevant funding level (commencement year) from the drop-down list and click ‘Add Un-named Remunerated Participant’. PDRA/PGR amounts will then automatically populate into the budget for the requested years. Do not amend the funding amount.



- Only add a maximum of two PDRAs and two PGRs using the ‘Add Un-named Remunerated Participant’ link. This will assist the ARC in identifying the PDRAs and PGRs as specifically funded components as outlined in subsection 5.1.3 of the Funding Rules.
- For any additional postdoctoral and postgraduate researchers (these may 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 5.1.5 of the Funding Rules.

Please note:

- 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.

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

Year 1	Year 2	Year 3	Year 4	Year 5		ARC	
Description							Cash
▼ Direct Cost							600,874
▼ Personnel						+	600,874
FL (A/Prof Example Example)						<input type="checkbox"/>	135,402
FLPDRA						<input type="checkbox"/> X	83,136
FLPDRA						<input type="checkbox"/> X	83,136
FLPGR						<input type="checkbox"/> X	27,652
FLPGR						<input type="checkbox"/> X	27,652
Additional Postdoctoral Researcher - 1						<input type="checkbox"/> X	94,296
Additional Postdoctoral Researcher - 2						<input type="checkbox"/> X	94,296
Additional Postgraduate Researcher - 1						<input type="checkbox"/> X	27,652
Additional Postgraduate Researcher - 2						<input type="checkbox"/> X	27,652
Equipment						+	0
Maintenance						+	0
Travel						+	0
Other						+	0

Equipment

- Include both hardware and software items 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; 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.

Travel

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

Other

As per Section 8 of the Funding Rules, if an Australian Laureate Fellowship Candidate wishes to apply for a *Kathleen Fitzpatrick Australian Laureate Fellowship* or *Georgina Sweet Australian Laureate Fellowship*, they may also apply for up to \$20,000 per year (for 5 years). This additional funding must be used by successful recipients to undertake an ambassadorial role to promote women in research.

To apply for a *Kathleen Fitzpatrick Australian Laureate Fellowship* or *Georgina Sweet Australian Laureate Fellowship*, the candidate must have selected the Participation Type 'Australian Laureate Fellowship – Additional Award', as outlined in Section 5 of this document.

The request for the additional funding for the ‘Australian Laureate Fellowship – Additional Award’ MUST be entered under the ‘Other’ budget category.

Please add the budget line for this additional funding as follows:

- Click on the green plus sign in the ‘Other’ budget category.
- In Description, enter the name of the Participant (FLA First name Family name). See below for an example.
- Click on the ‘Add Item’ Button to add this item to the budget table. This item will now appear in every year of the budget.



If these steps are not adhered to, the following budget validation errors may appear and the budget will be invalid:

- The budget implies that that participant [redacted] has applied for an 'Australian Laureate Fellowship - Additional Award', however, a participant by that name does either not exist on this proposal, has not accepted her/his participation or has not applied for an 'Australian Laureate Fellowship - Additional Award'.
- No FLA costs have been applied for in the Other budget category despite an 'Australian Laureate Fellowship - Additional Award' participant being present on this proposal; budget items for the 'Australian Laureate Fellowship - Additional Award' are required to have the format 'FLA <first name> <family name>' and need to be within the Other budget category.

Please also include any items in the ‘Other’ budget category that cannot be appropriately placed in another category.

IMPORTANT: The RMS only does limited validation checks of budget compliance with the Funding Rules. It is the Administering Organisation’s responsibility to ensure that the budget requirements are met before submission to the ARC.

ENTERING THE ADMINISTERING ORGANISATION CONTRIBUTIONS

To enter the Administering Organisation’s contributions to the proposed project, you must click on ‘Set Other Organisation Contributors’. The RMS will then update the budget page by adding a column for the Administering Organisation.

Please note: An organisation will only be available to be added in this part if they have already been added as the Administering Organisation on the ‘Draft Proposal Summary’ page.

Items must first be added to the budget table, and then the cash contribution amounts of the Administering Organisation can be entered into the ‘Admin Org’ column. To add items, follow the steps above in relation to the ARC budget.

Please do not enter in-kind contributions from the Administering Organisation in the budget table. Only cash contributions from the Administering Organisation may be entered into the budget table. If applicable, any in-kind contributions from the Administering Organisation may be referred to in Part F1 of the Proposal.

Please note that the provision of the Level E professorial appointment salary by the Administering Organisation is an absolute requirement of the *Australian Laureate Fellowships* scheme, and therefore must not be entered in the Administering Organisation budget in Part E. The Administering Organisation may include a confirmation of the Level E professorial appointment salary and any in-kind contributions in the letter of support in Part F of the Proposal form.

The Administering Organisation budget should only include items that the Administering Organisation wishes to report that are above and beyond the requirements of the scheme.

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.

The Administering Organisation may however include a confirmation of the Level E professorial appointment salary and any in-kind contributions in the letter of support.

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 Part E Budget.

Note: If the candidate selected the Participation Type 'Australian Laureate Fellowship – Additional Award' and requested funds from the ARC under the 'Other' budget category (relating to proposed activities), a justification for this funding request should be included here.

PART G – PERSONNEL

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

A copy of this section will automatically be generated for the Australian Laureate Fellowship Candidate after they have been added or invited via the 'Draft Proposal Summary' page and have subsequently accepted.

Note: Once a Participant is invited they will automatically receive an email directing them to accept or reject the invitation to participate on a Proposal. This will only occur if the Australian Laureate Fellowships Candidate is not the Proposal Owner.

G1 Personal Details

This section will be auto-populated from the details held in the 'Personal Details' for the Participant.

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

G2 Postal Address

This section will be auto-populated from the details held in the 'Contact Details' for the Participant.

To check or update a postal address, individual Participants can access and amend their own details in the RMS via their own personal RMS Home Page.

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

This section will auto-populate from the details held in the RMS for the Participant. If this information is incorrect, please contact the ARC at rms@arc.gov.au.

Note: Question G3 relates only to College of Experts members or Selection Advisory Committee members for National Competitive Grants Program funding schemes.

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 you do have such personal and/or professional associations, their name/s **must** be entered in the text box provided.

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

Note: Question G4 relates to ARC College Members or members of a Selection Advisory Committee (SAC) or the ARC's Advisory Committee (excluding ERA Research Evaluation Committees). This question only relates to the above stated associations and does not include staff of ARC funded projects or Centres.

G5 **Current Research Fellowship**

Do you hold a current Research Fellowship?

Indicate whether or not you hold a current Research Fellowship. This includes all ARC and non-ARC Fellowships.

If applicable, select one of the ARC Fellowships from the drop-down list or select 'Other' to enter a non-ARC Fellowship in the text box provided. Enter the year the fellowship was awarded and the expected date of completion of the fellowship.

In accordance with subsection 7.1.7 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 **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 (approx 900 words) in the text box provided, explaining how the Australian Laureate Fellowship candidate will no longer be spending a substantial amount of time in administration.

G7 **Qualifications**

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

G8 **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 using the 'Classification Details' link on the Home Page.

Provide details of:

- Academic, research, professional and industry 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.

G9 Citizenship/Residency Details

Part of this section will be auto-populated from the details held in the RMS for the Australian Laureate Fellowship Candidate. To update any citizenship/residency details, the individual Participant must amend their profile using the 'Personal Details' link on the Home page.

- You will need to select your 'Country of Residence' from the drop-down list.
- If you are **not** an Australian citizen, please select your current 'Australian residency status' from the drop-down list.

If you are **not** an Australian citizen and do not hold residency, you must obtain permission from the Department of Immigration and Citizenship to legally reside in Australia for the duration of the Australian Laureate Fellowship before commencing the project if your Proposal for ARC research funding is successful.

G10 Organisational affiliation for eligibility purposes

Indicate whether or not the Australian Laureate Fellowship Candidate will hold an appointment at the Administering Organisation with effect on the date of the commencement of the Australian Laureate Fellowship as per Subsection 6.1.3 of the Funding Rules.

G11 Date of PhD Award

Please specify the date your PhD was awarded. This means the date of conferral of a PhD, not the date of submission of a thesis, nor the date the thesis was accepted by the examination board. If you do not have a PhD please type "No PhD Awarded".

PART H – RESEARCH SUPPORT

H1 Research support for all participants

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.

Upload a PDF of no more than twenty A4 pages.

Provide details of research funding (ARC and other agencies, in Australia and overseas) provided to the Australian Laureate Fellowship Candidate for the years 2011 to 2015 inclusive. That is, list all projects/ proposals/ fellowships awarded or requests submitted involving the Candidate for funding.

- Only provide details for the Australian Laureate Fellowship Candidate listed on the Proposal.
- Use the table format below to create a list of relevant projects/proposals. Ensure that the text entered is still at 12 size font as per the formatting requirements. Once completed, 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.
- You are not required to include Projects/Proposals that involve the candidate as a Partner Investigator.
- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.

Template:

Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/ No)	Support Status (Requested/Current/Past)	Proposal/ Project ID	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)	2014 (\$'000)	2015 (\$'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	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)	2014 (\$'000)	2015 (\$'000)
A/Prof A Example, Proposal Title, ARC, FL11xxxxxxx	yes	R	FL12xxxxx xx		67	135	135	135
A/Prof A Example, Dr B Example, Prof C Example, Proposal Title, Other funding organisation, 2007	no	C		65	100			

PART I – STATEMENT ON PROGRESS OF ARC FUNDED PROJECTS

Note: This Part may show as ‘Valid’ on the ‘Draft Proposal Summary’ page despite no information having been entered. Please review this Part carefully before submitting the Proposal.

I1 Statement 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 2011 under the ARC *Discovery Projects, Linkage Projects, Fellowships or Centres* scheme.

Click ‘Add Answer’ to insert additional boxes for each relevant project/fellowship.

Please note:

- Provide the Project ID, First named investigator (Project Leader), and scheme for each Participant on this Proposal who has been awarded funding for 2011 under the ARC *Discovery Projects, Linkage Projects, Fellowships or Centres* 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;
- A statement of progress for each project indicated in Part H1 (that received 2011 ARC funding) must be included here regardless of whether a progress report or final report has or has not been submitted to the Research Office or ARC; and
- Only projects which have received funding from the ARC in 2011 (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: If the ARC considers that 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.

PART J – ADDITIONAL DETAILS

J1 Other Agencies

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.

7. 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:


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

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

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

Note: If you see the below 'out of date' validation error, this indicates that the Australian Laureate Fellowship Candidate has changed some part of their personnel profile (within or outside of the Proposal form). To remove this validation error open and save the out of date section, this will ensure that the updated information is repopulated into the Proposal.

[A - Administrative Summary](#)

 Out of date

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

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

Note: Only the Proposal Owner (the Participant who initiated the Proposal in RMS) 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. Please allow sufficient time to complete and submit Proposals before the closing time. As the time on a computer server may differ slightly from the ARC servers, submission should **not** be delayed until the last possible moment. Note that Research Offices may impose their own internal deadlines on researchers to submit Proposals to the Research Office.

Note that the PDF should be re-generated before submission to ensure all changes made to the form parts by any Participant or the Research Office are included. After Proposals close, the ARC will also automatically generate a PDF for each Proposal to ensure that all changes to the form are captured in the PDF. **The Australian Laureate Fellowship Candidate and Research Office staff should use this final PDF as the final copy of the submitted Proposal** should a printed one be required. Please note that there may be a delay re-generating PDFs after the closing time for submission of Proposals.

8. ADDITIONAL POINTS TO ASSIST APPLICANTS TO AVOID SUBMISSION ERRORS

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

- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements for uploaded PDF insertions. (See subsection 11.2.2 of the Funding Rules.)
- Have the requisite certifications been carried out (see Section 11.4 of the Funding Rules)?
- Has the candidate exceeded the limits for Proposals/projects or project duplication (see Section 10 of the Funding Rules)?
- Are any items in the budget prohibited (e.g. items prohibited under Section 5.3 the Funding Rules)?
- Does the Proposal constitute Medical and Dental Research (see subsection 5.4.2 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.
- In Part I, for the named Australian Laureate Fellowship candidate on the Proposal, has a statement on progress been provided for the listed ARC schemes where the candidate received funding in 2011? (Do not include 2010 funding carried forward into 2011.)

9. 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.
Budget	Why is there no table for the Administering Organisations visible?	An Administering Organisation must be selected first to populate a column for that organisation. Click on 'Set Other Organisation Contributor' link and select the organisation. RMS will populate a budget column 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. The 'Draft Proposal Summary' page may also show errors at the top of the page.
	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.