



**Australian Government**

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**Australian Research Council**

**ARC**

***Future Fellowships***

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

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# Australian Research Council

## *Future Fellowships*

### Instructions to Applicants for funding commencing in 2009

This document is intended to be a practical guide to assist you to complete the ARC *Future Fellowships* Application Form and associated documentation as fully and accurately as possible. The information in this document is underpinned by the ARC *Future Fellowships* Funding Rules for funding commencing in 2009 (hereafter referred to as the Funding Rules), which contain further details on ARC *Future Fellowships* (FT). You must read the Funding Rules (available on the ARC Web Site) before preparing your Proposal.

### Matters to note before completing the Proposal

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

### Authorship

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

### Accuracy of information

Check carefully that all the information contained in the Proposal is accurate before you submit a Proposal.

### Incomplete or misleading information

If a Proposal is incomplete, inaccurate or contains information that is considered 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 Proposals is regarded as confidential unless otherwise stated, and will be received and treated as confidential by the ARC, and by third parties who assess, evaluate or verify the accuracy of the Proposal. For further information regarding confidentiality see Appendix A, section A1.5 of the Funding Rules.

### Privacy

Information contained in the Proposal is collected in order to make recommendations to the Minister on the allocation of financial assistance under the *Australian Research Council Act 2001* and for post award reporting. The information collected may be passed to third parties for the purpose of obtaining a peer review assessment of the Proposal. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade, the Department of Innovation, Industry, Science and Research, the Department of 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 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

### Eligibility Exemption/Advice request

- Eligibility Exemption and Eligibility Advice Requests must be submitted to the ARC via your Research Office by **5.00 pm (AEDT) Thursday 16 October 2008** on the ARC Eligibility Exemption/Advice Request Form available on the ARC Web Site.

### Application Form

- ARC *Future Fellowships* Proposals must be produced using the ARC's on-line grants applications management system (GAMS) accessed through the ARC Web Site.
- The Application Form should be saved and validated regularly and may be closed and updated as many times as required prior to submission.
- Once the Application Form has been completed in GAMS, the Research Office or administration unit must validate the Application Form and submit it to 'ARC Valid' status in GAMS. In addition the Application Form must be printed (see printing instructions on page 10) and additional attachments incorporated before submitting to the ARC.
- All Proposals must be signed by the appropriate organisational delegate at the Certification part (Part A7.1) of the Application Form.
- Forward the original and **one identical hard copy** of the complete Proposal to the ARC by the closing time **5.00pm (AEDT) Wednesday 26 November 2008**.
- A checklist at the end of these instructions will assist you in completing and submitting the Proposal.

### List of Research Strengths

- A List of Research Strengths must be submitted by the Administering Organisation to the ARC on the form available on the ARC Web Site by **5.00pm (AEDT) Wednesday 26 November 2008**. The List of Research Strengths should list all the Proposals submitted by the Administering Organisation, the Administering Organisation's current areas of research strength and any emerging areas of research strength.

Requests not to assess

- Request not to Assess Forms (for requests for non-use of a potential assessor) must be submitted to the ARC in hard copy on the form available on the ARC Web Site via your Research Office and must be received by the ARC by the closing time **5.00 pm (AEDT) Wednesday 26 November 2008**. They should not be submitted with the Proposals.

**Table 1. ARC FUTURE FELLOWSHIPS CYCLE 2008/2009**

Month	Year	Event
Thursday 16 <sup>th</sup> October (5.00pm AEDT)	2008	<b>Closing time for Eligibility Exemption/Advice Requests</b>
Wednesday 26 <sup>th</sup> November (5.00 pm AEDT)	2008	<ul style="list-style-type: none"> <li>• <b>Closing time for submission of FT Proposals</b> Note: Each organisation may set its own internal closing date. Please consult with the Administering Organisation's research office.</li> <li>• <b>Closing time for List of Research Strengths</b> Note: This list should not be submitted with the Proposal.</li> <li>• <b>Closing time for Request not to Assess Form</b> Note: This form should not be submitted with the Proposal.</li> </ul>
July	2009	ARC <i>Future Fellowships</i> Selection Advisory Committees meet to consider Proposals and develop funding recommendations for the Minister
September	2009	Minister announces FT funding. ARC provides advice on outcomes to Future Fellowship candidates via research offices.
28 days following date of advice to Future Fellowship candidates	2009	Closing date for appeals
8-10 weeks after closing date for appeals	2009	Appeals are considered. Future Fellowship candidates are advised of the outcome as soon as possible thereafter.

**Note carefully:**

- If you are applying through an Australian university, submit your Future Fellowship Proposal through the Research Office of the Administering Organisation by that organisation's internal closing date.
- If you are applying through an Administering Organisation other than an Australian university, your organisation should identify a GAMS contact who should contact the ARC by emailing [GAMSIDS@arc.gov.au](mailto:GAMSIDS@arc.gov.au) for assistance with a GAMS submission.

## Format

Write in plain English and comply strictly with the format and submission requirements  
Submit all pages of additional text as follows:

- In black type;
- Use a single column;
- 12 point font size;
- White A4 paper;
- Printed on one side only;
- Unbound with at least a 2 cm margin on each side and at top and bottom;
- You must adhere strictly to the page limits designated for each Part of the Proposal;
- As Proposals are scanned electronically, please use a highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used;
- References (Part E7) may be reproduced in at least 10 point font size;
- Colour graphs or colour photographs may be included but they will be reproduced in black and white and the reproduction quality may not be optimal; and
- The Application Form should be submitted with the additional text interleaved appropriately and the pages numbered consecutively starting at the beginning of the Proposal (page numbering may be handwritten)

**Please note: Fine graphics and grey scale may not be precisely reproduced due to low resolution scanning of PDFs.**

## Number of copies

Forward to the ARC **two copies** of the entire Proposal, **one original and one hard identical** copy. The Proposal must not be stapled, it should be clipped. The copy of the Proposal is scanned electronically for the assessors and it is the responsibility of the Applicant to ensure that the original and the copy are identical and that both are consistent with the data submitted in GAMS.

## Proposal authorisation

All Proposals must be signed by the appropriate organisational delegate at Part A7.1 of the Application Form. The Administering Organisation is also required to obtain the agreement and certifications/hand written signatures of all relevant persons and organisations necessary to allow the proposed research to proceed. A certification proforma is available for this purpose on the ARC Web Site – the proforma is not submitted with the Proposal and should be retained by the Administering Organisation. The proforma must be made available to the ARC upon request.

## Closing time

The ARC closing time for ARC *Future Fellowships* Proposals and the List of Research Strengths by Administering Organisations is **5.00pm (AEDT) Wednesday 26 November 2008**. Administering Organisations may have an internal closing time/date before 26 November 2008 as the ARC requires Administering Organisations' Research Offices and administration units to provide certifications, electronic data and other information. Please check with the Administering Organisation's Research Office for these details.

# Preparing the Proposal

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

The Applicant must complete an electronic version of the ARC *Future Fellowships* (FT) Proposal in the ARC's Grant Application Management System (GAMS) via the ARC Web Site.

### Using GAMS

GAMS is a web-based system primarily used to capture research Proposals, assessment scores/comments and rejoinders. For more information visit the ARC Web Site.

- To enter GAMS the Future Fellowship candidate must have a valid GAMS User ID and password.
- Both the GAMS User ID and password should be sought from the relevant Research Office or administration unit of the candidate's organisation in the first instance. A listing of Eligible Organisations' GAMS Contacts may be found on the ARC Web Site. A list of Eligible Organisations can be found at Appendix C of the Funding Rules.
- Previously allocated GAMS User IDs remain valid. Future Fellowship candidates **DO NOT** have to apply for a new GAMS User ID each year, neither do people with assessor-only logons.

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

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

### Hard copy forms

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

The ARC *Future Fellowships* Application Form is divided into seven major parts:

- PART A: ADMINISTRATIVE SUMMARY
- PART B: PERSONNEL
- PART C: PROJECT COST
- PART D: RESEARCH SUPPORT
- PART E: DESCRIPTION OF PROJECT/PROGRAM OF RESEARCH
- PART F: HOST ORGANISATION(S) DETAILS
- PART G: Check list to assist applicants to avoid common errors in proposals (only in the printed rtf and not required to be submitted as part of the Proposal)

The following additional parts must be incorporated into the hard copy as appropriate:

- i. Part A7 – Certification;
- ii. Part B7 – Research record relative to opportunities;
- iii. Part C3 – Strategic Statement;
- iv. Part D2 – Statements of progress of ARC and/or NHMRC funded projects (if applicable); and
- v. Part E – Description of project/program of research.

The total number of sheets contained in the Proposal (including all the pages of the Application Form, additional text, and any required supporting documentation) must be recorded on the first page of the hard copy Proposal.

Please number every page on the Proposal original and Proposal copy and:

1. Ensure the page numbers on the original and the copy correspond;
2. Check the total number of pages in the entire Proposal equals the total of pages entered on the first page of the Proposal.

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

## Completing the Application Form

The following instructions describe the type of details to enter under each of the headings in the Proposal and provide some examples of how to fill in the form.

**Note: The Proposal must be completed sequentially in GAMS, i.e. Part A, Part B, Part C, Part D, and then Part F.**

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

**Please read the following instructions carefully before completing the Proposal.**

## Validating the Application Form

To check for validation errors in the Application Form you need to 'Save' and 'Exit' from the form, and then while you are in the historical list of Proposals, look for the new Application Form at the bottom of the list. On the right side of the screen you will see the word 'Validate'. Once 'Validate' is clicked, a list of validation errors will be displayed.

You will not be able to submit an Application Form until the form is 'Valid'. Once the Application Form is 'Valid' the validation page will display a valid message and the Application Form will be updated to a bright yellow 'Valid' status.

1. [FT0983770](#) Test form  
*Investigators: Prof John M Test*  
*Organisation: Deakin University Panel Code: --*  
*Keywords: test RFCID: 230104*

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

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

**IMPORTANT: After 60 minutes of inactivity GAMS will lock an idle Application Form, the program will be aborted and any unsaved data will be lost.**

## Printing the Application Form

GAMS must be used to create a new Application Form. Once information has been entered, GAMS will permit printing of a hard copy of the Application Form.

Only the originating author may print the Application Form from their home page in GAMS.

Once the Application Form is complete and valid it should be printed as a Rich Text Format file (rtf).

To print the Application Form:

- Select 'Print' to the right of the GAMS application record. A dialogue box will open and invite the researcher to save the file to the computer.
- Click on the 'Save' button to download the Application Form.
- When the download is complete, select 'Open' and this will convert the file to Rich Text Format (rtf). The Proposal can now be printed but should not be altered.
- Ensure that all changes are finalised in GAM before printing the form.

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

## List of Research Strengths

A List of Research Strengths must be submitted as an electronic file and an identical hard copy by the Administering Organisation to the ARC on the form available on the ARC Web Site by **5.00pm (AEDT) Wednesday 26 November 2008**.

The Deputy Vice-Chancellor (Research) or Research Director (or equivalent) of the Administering Organisation will be required to sign off on the hard copy of the List of Research Strengths.

The List of Research Strengths should list:

- all the Proposals submitted by the Administering Organisation;
- the Administering Organisation's current areas of research strength; and
- any emerging areas of research strength.

Each Future Fellowship Proposal submitted by an Administering Organisation must be aligned with one or more areas of research strength identified in an Administering Organisation's List of Research Strengths. This justification of the alignment for each Future Fellowship Proposal will be part of a Strategic Statement (Part C3) which is submitted by the Administering Organisation within each Proposal (see page 21 for more information).

## PART A—ADMINISTRATIVE SUMMARY

### A1 ORGANISATION TO ADMINISTER FELLOWSHIP

Select the name of the Administering Organisation from the drop down list that will administer the funding and use the 'Close Window' button at the end of the list after selecting your organisation. This will be where the Future Fellowship candidate will spend most of the time during the period of the fellowship. A list of organisations eligible to submit proposals is provided in Appendix C of the Funding Rules.

If an organisation is not listed at Appendix C of the Funding Rules but fulfils the eligibility requirements (see subsection 5.1.2 of the Funding Rules), an Eligibility Exemption Request (in accordance with section 8.1 of the Funding Rules) must be submitted to the ARC on the form available on the ARC Web Site (see page 5 for closing time).

If an Eligibility Exemption Request was successful:

- select either 'Other State/Territory Research and Development organisations' or 'Other Commonwealth Research and Development organisations' from the bottom of the drop down list and use the 'Close Window' button at the end of the list after the selection;
- overtype it with the full legal name of the proposed Administering Organisation; and
- go to Question A6.2, select 'Yes' and enter the ten digit identifying number provided in the ARC's response to the Eligibility Exemption Request.

**You will not be able to validate the Application Form if your organisation is not listed as an Eligible Organisation and you have not entered the identifying number provided by the ARC.**

The Administering Organisation must also submit a separate List of Research Strengths on the form available on the ARC Web Site by the closing time **5.00pm (AEDT) Wednesday 26 November 2008** (see page 10 for more information on the List of Research Strengths).

#### A1.1 Will this Fellowship be jointly hosted with other Organisations?

Select 'Yes' or 'No'.

If you answer 'Yes', select the name of the Host Organisation(s) that will host the Future Fellow from the drop down list and use the 'Close Window' button at the end of the list after selecting your organisation.

Future Fellows may conduct research at Host Organisation(s) other than the Administering Organisation for a period or periods of up to 12 months over the life of the Fellowship (see subsection 5.2.4 of the Funding Rules).

Future Fellows may conduct research at an Eligible Organisation other than the Administering Organisation for a period or periods of up to 24 months, over the life of the fellowship (see subsection 5.1.7 of the Funding Rules).

Up to 10 Host Organisation(s) may be selected. If the proposed Host Organisation is not listed in the drop down list, select 'OTHER' and overtype it with the full legal name of the organisation.

## A2 PROPOSAL TITLE

Provide a short descriptive title of no more than 20 words (255 characters allowed including spaces). The title should be precise, but as informative as possible. Avoid the use of acronyms, quotation marks and do not use all upper case characters.

## A3 PARTICIPANT SUMMARY

Enter the Future Fellowship candidate's family name. The remaining information in the table (Initials and Current Organisation) will automatically be filled once you complete Part B1 of the Application Form. You can follow the 'Participant Details' link which will directly bring to Part B1.

### A3 PARTICIPANT SUMMARY

Family name *	Initials	Current Department	Current Organisation
Collin			

[Participant Details](#)

**Note: Once an Administering Organisation (A1) has been selected, the Proposal Title (A2) and the last name of the Future Fellowship candidate (A3) entered, and the Application Form saved, a Project ID will be allocated to the Application Form by GAMS.**

## A4 SUMMARY DESCRIPTIONS

### A4.1 SUMMARY OF PROPOSAL

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

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

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

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

### A4.2 SUMMARY OF NATIONAL/COMMUNITY BENEFIT (FOR PUBLIC RELEASE)

Write the summary focussing on national/community benefit in no more than 750 characters (approx 100 words). Write the summary in clear, plain English, describing the expected national benefits to arise from the research for the Australian Community and make the summary comprehensible and accessible for the general public as far as possible. Avoid the use of quotation marks or acronyms and do not use upper case characters in the text. The summary may be used for publicity purposes.

## A5 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

This question requires you to broadly identify the research area and objectives of the Proposal. The information you provide may be used to assist the ARC when assessors are being selected to review the Proposal.

## **A5.1 NATIONAL RESEARCH PRIORITIES**

Future Fellowship candidates are asked to indicate if their Proposal falls within one of the four designated National Research Priorities. Each priority has a number of associated Priority Goals. Click the 'National Research Priorities' button to see the list of National Research Priorities and their associated goals.

**Note: GAMS will allow only one of the National Research Priorities to be selected so please choose the most appropriate one from the list. To select a National Research Priority, select one or more of the goals under the relevant National Research Priority.**

To save your selection, press the 'Save' button at the bottom of the Priority Goals page. This action automatically returns you to the Application Form. **DO NOT CLEAR THE FORM BY USING THE BACK BUTTON.** To change your selection, open the list again, change the Priority selected, and save as above. Do not use the 'Save' button on the left hand margin when in this page as this will not save the selected goals.

More detailed descriptions of these areas are available on the ARC Web Site and at Appendix E of the Funding Rules.

## **A5.2 Keywords**

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

## **A5.3 Research classifications**

Research classifications are available on the ARC Web Site. Select from the drop down lists at least one code under each of the Research Fields, Courses and Disciplines (RFCD) codes and Socio-Economic Objective (SEO) classifications. There is provision for up to three codes for both RFCDs and SEOs on the Application Form. Identify codes from more than one discipline if the Proposal is multi-disciplinary.

- The RFCD classification defines the research according to disciplines.
- The SEO classification indicates the sectors that are most likely to benefit from the research.

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

## **A5.4 International Collaboration**

From the drop down list, select the name/s of the country/ies of researchers and/or other parties you will collaborate with on this Proposal and use the 'Close Window' button at the end of the list after selecting a country.

Up to six countries can be entered. If you are collaborating with more than six countries, list the main six countries. Other countries can be referenced in the additional text of the Proposal.

## A6 ADDITIONAL DETAILS

### A6.1 Have you submitted or do you intend to submit a similar Proposal to any other agency?

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

Select 'Yes' or 'No'.

If you answer 'Yes' to this question, you must select the funding body from the drop down list to which the other proposal(s) have been made. If you select 'Other', please overtype the name of the agency/ies in the box provided.

**Note: A full list of Proposals submitted in Part D1 (Research Support) should also be included in this Application Form. For each Proposal provide the title, Proposal number and the level of funding sought from the other agency/ies.**

### A6.2 Has a successful eligibility exemption/advice been granted by the ARC regarding the organisation's eligibility to be an Administering Organisation for this Proposal?

A6.2 Has a successful eligibility exemption/advice been granted by the ARC regarding the organisation's eligibility to be an Administering Organisation for this proposal?  Yes  No

If Yes, please indicate the type of eligibility exemption/advice granted and enter the ten digit identifying number/s provided by the ARC.

(Note - DO NOT include eligibility exemption/advice related to PhDs or equivalent research qualifications or mid-career status here - see Part B5.2 of this form)

Administering Organisation eligibility    
Other

If Other, please describe in no more than 750 characters (approx 100 words) of plain language.

Select 'Yes' or 'No'.

Select 'No' if an Eligibility Exemption Request is not required or has not been granted.

If you select 'Yes', you should have submitted an Eligibility Exemption/Advice Request to the ARC by the designated date using the form available on the ARC Web Site.

**Note - DO NOT include eligibility exemption/advice related to PhDs or equivalent research qualifications or mid-career status here - see Part B5.2 of the Application Form**

You must tick the relevant box ('Administering Organisation eligibility' or 'Other') and enter the ten digit identifying number that the ARC has provided in its response to your Eligibility Exemption/Advice Request to be able to validate the Application Form.

If your Eligibility Advice does not relate to the 'Administering Organisation eligibility' but to 'Other' describe in no more than 750 characters of plain language the nature of the Eligibility Advice in the text box provided.

A copy of the Eligibility Exemption/Advice reply letter from the ARC does not need to be included with the Proposal.

**A6.3 Is this Proposal relevant to the area of Indigenous health and wellbeing?**

Select 'Yes' or 'No'.

If you select 'Yes', you should elaborate on the relevance of the Proposal to the area of Indigenous health and wellbeing in Part E4 – SIGNIFICANCE AND NATIONAL RESEARCH PRIORITY.

**A7 CERTIFICATION (hard copy only)**

**A7.1 Certification by the Deputy/Pro Vice-Chancellor (Research), CEO (CSIRO) or their delegate or equivalent in the Administering Organisation**

Completing this Part is the responsibility of the Administering Organisation. Certification by the Deputy/Pro Vice-Chancellor (Research) , CEO of the relevant Australian research organisations or delegate or equivalent in the Administering Organisation is required by signing this Part and returning it with the hard copies of the Proposal.

The Administering Organisation is also required to obtain the agreement and relevant certifications/hand written signatures of all parties necessary to allow the proposed Fellowship to proceed. A pro forma certification is available for this purpose on the ARC Web Site – this form is not submitted with the Proposal. It is to be retained by the Administering Organisation.

## PART B—PERSONNEL

The ARC gathers information you have provided in order to communicate with you, determine your eligibility and conduct data and statistical analysis in relation to equity and other issues.

Researchers' personal details in GAMS should be kept up to date, even after submission of the Proposal. For information on updating GAMS details go to:

[http://www.arc.gov.au/applicants/gams/gams\\_default.htm](http://www.arc.gov.au/applicants/gams/gams_default.htm)

### B1 CURRENT DETAILS

**The family name of the Future Fellowship candidate will be automatically filled from Part A3.**

Future Fellowship candidates require a GAMS User ID. See page 8 for information on obtaining a GAMS User ID.

The relevant GAMS User ID for the Future Fellowship candidate must be entered into the GAMS ID box before clicking the 'Fetch Client Details' button. The required details for the Future Fellowship candidate (including postal information) captured in Part B1 and B2 will be displayed. The person entering the data into the Application Form will be required to confirm that these details are correct before selecting the 'Correct' button.

If the information is incorrect, clicking the 'Incorrect' button will bring you back to the top of Part B. If the information needs correction only the Future Fellowship candidate can amend these details. This user must log into GAMS and select the 'My Details' button from the left hand side menu, update the details, save and exit.

Note: The entry of the Future Fellowship candidate's details into the Application Form is a 'snapshot' of their client record at that time. Any future changes made to the Future Fellowship candidate's details in GAMS will not be updated in the Application Form unless the 'Fetch Client Details' is clicked again prior to submission to the ARC. The Application Form will not validate if client record details have been changed without being re-fetched into the form.

Details in GAMS must be up to date and correct at the time of submission of the Proposal.

The Initials and Current Organisation fields in A3 will be auto-populated once the Future Fellowship candidate's details have been fetched in Part B1.

### B2 POSTAL ADDRESS

This part is auto-populated when the GAMS User ID is entered and details are fetched at Part B1.

### B3 MEMBERSHIPS/ASSOCIATIONS

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 assessors to withdraw from consideration of Proposals for which there may be a conflict of interest. It will also assist the ARC to determine whether funding from other sources duplicates funding requested in this Proposal.

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

Select 'Yes' or 'No'.

This question only relates to associations with ARC committees and does not include staff of ARC-funded projects or centres.

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

Select 'Yes' or 'No'.

If you select 'Yes', enter the name/s in the box provided.

This question only relates to associations with ARC committees and does not include staff of ARC-funded projects or centres.

**B3.3 Will you be associated with a Commonwealth-funded Research Centre as at 1 July 2009?**

Select 'Yes' or 'No'.

If you select 'Yes', you must enter the full name of the Centre in i) and describe in no more than 100 words (approx. 750 characters) the relationship of the research Proposal and the proposed program of research to the Centre in the text box (ii) provided.

A Commonwealth-funded Research Centre is a research centre which is substantially funded from Commonwealth competitive research funding sources and includes ARC Centres, CRCs and NHMRC Program Grants and Centres Clinical Research Excellence. It does not include Research Networks funded by the ARC.

A letter from the Centre Director as in other ARC schemes does not need to be included in the Proposal.

**B4 EXISTING FELLOWSHIPS**

**B4.1 Do you hold a current ARC or NHMRC Research Fellowship?**

Select 'Yes' or 'No'.

If 'Yes' select the fellowship type from the drop down list and enter the year it was awarded.

If your fellowship is not included in the drop down list select 'OTHER'.

You must be in the penultimate or final year of your current ARC or NHMRC Fellowship to be eligible to apply for an ARC Future Fellowship (subsection 6.2.9 of the Funding Rules). In accordance with subsection 6.2.7 of the Funding Rules the Future Fellow is expected to relinquish any existing Fellowships prior to the commencement of the Future Fellowship.

**B5 QUALIFICATIONS**

**B5.1 PhD qualification awarded**

If applicable, please provide details of your PhD including both the month and year awarded. Select the organisation from the drop down list and use the 'Close Window' button after selecting your organisation.

**B5 QUALIFICATIONS**

**B5.1 PhD qualification awarded**

Discipline/Field	<input type="text"/>
Organisation	<input type="text"/> List
Country	<input type="text"/> List
Month and Year awarded (mm/yyyy)	<input type="text"/>

You will only be able to enter a date between 11/1993 and 11/2003. If you have been awarded a PhD outside this time frame or have not been awarded a PhD you should submit an Eligibility Exemption/Advice Request (in accordance with section 8.1 of the Funding Rules) to the ARC (see page 5 for more information).

If you have been granted a successful Eligibility Exemption/Advice by the ARC relating to the timing requirements or PhD award you have to enter the 10 digit code in Part B5.2 to be able to enter a date outside this range or no PhD and to validate the form.

For more information on timing requirements relating to PhD award refer to Section 6.3 of the Funding Rules.

**B5.2 Has a successful eligibility exemption/advice been granted by the ARC for this Fellowship candidate relating to the PhD or equivalent research qualification or mid-career status?**

B5.2 Has a successful eligibility exemption/advice been granted by the ARC for this Fellowship candidate relating to the PhD or equivalent research qualification or mid-career status?  Yes  No

If Yes, please indicate the type of eligibility exemption/advice granted and enter the ten digit identifying number/s provided by the ARC.

PhD or equivalent research experience    
Mid-career status

Select 'Yes' or 'No'.

Select 'No' if an Eligibility Exemption Request is not required or has not been granted.

If you select 'Yes', you should have submitted an Eligibility Exemption/Advice Request to the ARC by the designated date using the form available on the ARC Web Site.

- Tick the relevant box for the type of your Eligibility Exemption/Advice
- Enter the ten digit number that the ARC has provided in its response to your Eligibility Exemption/Advice Request in the relevant box
- 'Save and Exit' the form;
- When you enter the form the next time you will be able to enter a PhD date outside the time frame in B5.1 or enter no PhD and validate the form.

A copy of the Eligibility Exemption/Advice reply letter from the ARC does not need to be included with the Proposal.

**B5.3 Other qualifications**

Provide details of all other qualifications (including highest qualification if not PhD) in date order, beginning with the most recent. Select the organisation from the drop down list.

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

### **B6.1 Current and previous appointment(s)/position(s) – during the past 20 years**

Provide details of academic, research, professional and industrial experience during the past 20 years. **Please begin with your current/most recent position.**

- Organisation – Select the organisation from the drop down list and use the ‘Close Window’ button after selecting an organisation. If your organisation is not on the drop down list, select ‘OTHER’ from the end of the list and use the ‘Close Window’ button after selecting ‘OTHER’. You can now delete ‘OTHER’ and overtype with the name of the organisation.
- Status – You must choose from Postgraduate, Continuing, Fixed-term, Currently not employed or Other. Continuing means an ongoing tenured position currently or previously held. Fixed-term means a non-ongoing position (a job held for a defined period eg. 3 years) currently or previously held.

### **B6.2 Current salary**

You must provide the following details:

- Classification: provide details of your current academic level or equivalent
- Salary: show your annual salary as gross income in Australian dollars, excluding on-costs.

**Please enter only the dollar amount and do not include “\$”.**

### **B6.3 Justification for salary**

Provide a justification for the salary level requested in Part C – Project Cost in no more than 750 characters (approx 100 words) of plain language in the text box provided.

### **B6.4 Citizenship/Residency details**

Select ‘Yes’ to proclaim Australian citizenship. GAMS will auto-populate the first entry of the citizenship (up to three entries of citizenship may be entered). If you are not an Australian citizen, select ‘No’ and select the appropriate choices from the drop down lists and use the ‘Close Window’ button after selecting a country.

**Note: If you are not an Australian citizen and do not hold permanent residency status, you must apply to the Department of Immigration and Citizenship and be awarded temporary residency before taking up the Fellowship if your Proposal is successful (see subsection 6.2.5 of the Funding Rules).**

## **B7 RESEARCH RECORD RELATIVE TO OPPORTUNITIES (hard copy only)**

Submit this part of your Application Form as additional text. Page length and formatting specifications are strictly enforced. Please observe the page length limits as specified below.

### **B7.1 A statement of your most significant contributions to this research field**

You must complete this section. Write a maximum of two A4 pages.

Outline your contribution to the relevant field, relative to opportunity, focussing particularly on what makes this contribution interesting and unique.

## **B7.2 Significant publications**

- List publications under the following headings and in this order:
  - books
  - book chapters
  - journal articles
  - conference papers
  - other publications
- For refereed journal articles and conference paper publications only include those that have been assessed by the Department of Education, Employment and Workplace Relations as satisfying the refereeing requirements for the *2008 Higher Education Research Data Collection – Specifications for the Collection of 2007 Data*.
- Use asterisks to identify publications relevant to this Proposal.
- In-press publications should include the acceptance date.

## **B7.3 Ten career-best publications**

- Include your best publications, regardless of the date of publication.
- Do not list more than ten publications.
- In-press publications should include acceptance date.

## **B7.4 A statement detailing the evidence of your capacity to conduct high quality, innovative research**

Write a maximum of one A4 page.

## **B7.5 A statement detailing the evidence of your capacity to build collaborations across industry and/or research institutions and/or with other disciplines**

Write a maximum of one A4 page.

## **B7.6 A statement detailing the evidence of your international research standing**

Write a maximum of one A4 page.

## **B7.7 Other evidence of impact on, and major contributions to the field**

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

Write a maximum of two A4 pages.

## **B7.8 Any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in the Proposal.**

Provide additional relevant information that has not been detailed elsewhere in the Proposal, for example, interruptions to career, such as periods of parental leave or any other circumstances that may have slowed down your research and publications.

Write a maximum of one A4 page.

## PART C – PROJECT COST

### C1 BUDGET DETAILS

#### C1.1 – C1.4 Years

Select one of the three Future Fellowship salary levels (including on-costs) from the drop down list.

A budget page is generated for each year of the Future Fellowship and the Future Fellowship salary and on-costs will be auto-populated in Column 2 of each year based on the selection at C1.1. These amounts are based on the Future Fellowship salaries in Appendix D of the Funding Rules and are ‘read-only’.

Column 1	Lists items requested from the ARC (Future Fellowship salary and infrastructure funding). No further personnel or other items can be entered.
Column 2	Amount of funding sought from the ARC. This includes only the Future Fellowship salary and the infrastructure funding.
Column 3	This column is read-only.
Column 4	This column is read-only.
Column 5	Totals

#### Personnel (Salaries and on-costs)

The Future Fellowship salary amounts 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 exclude items such as extended leave and severance pay.

No further personnel can be requested or entered in the budget.

#### Other – Infrastructure funding

The ARC will provide Administering Organisations with infrastructure funding of up to \$50,000 per annum for each Future Fellowship candidate. The infrastructure funding is auto-populated into each year of the Future Fellowship (Part C1.1 – C1.4).

No requests for individual items can be entered into the budget. However, a statement by the Administering Organisation indicating how they intend to use the \$50,000 per annum infrastructure funding should be submitted as part of Part C3 – STRATEGIC STATEMENT.

For restrictions on budget items refer to section 7.4 of the Funding Rules.

### C2 SUMMARIES

#### C2.1 Costs summary

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

### C3 STRATEGIC STATEMENT

#### C3.1 Strategic Statement by the Administering Organisation

ARC *Future Fellowships* Proposals must be aligned with one or more areas of research strength identified in an Administering organisation’s List of Research Strengths and all Proposals must attach a Strategic Statement of **no more than 4 A4 pages** that has been signed by the DVCR,

Research Director or person of equivalent status. The Strategic Statement should include the following information:

- **Statement of Alignment with Research Strengths and research staffing profile**

Describe how well this Future Fellowship candidate and the proposed research project align with and/or complement the research strengths of the Administering Organisation. Outline how the Future Fellowship candidate and the proposed research project will contribute to building existing or emerging research strengths of the Administering Organisation. This should directly link to the List of Research Strengths submitted by the Administering Organisation.

Where possible, this statement should also indicate how the Future Fellowship candidate aligns with and or complements the staffing profile of the Administering Organisation. If the Future Fellowship Proposal is from a current employee the statement should explain how a Future Fellowship would enhance his/her opportunities at the organisation. If the Future Fellowships Proposal is from a non-current or fixed-term employee plans for integration of the fellow into the ongoing activities of the organisation at the end of the fellowship should be outlined.

- **Statement indicating use of infrastructure funding**

Please provide statement indicating how the organisation will use the \$50,000 per annum infrastructure funding to support the research of the proposed Future Fellowship.

## PART D – RESEARCH SUPPORT

### D1 RESEARCH SUPPORT

Provide the details of research funding from all sources for the years specified for the Future Fellowship candidate in the table. That is, list all existing or potential/submitted projects/proposals/fellowships.

The current Proposal is listed first and will be auto-populated into the table. List other proposals and/or projects (including fellowships) in descending date order.

Support types are:

- ‘R’ for requested support for 2008 and/or 2009 (not yet approved)
- ‘C’ for current support
- ‘P’ for past support

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

Asterisk (\*) any support related to this Fellowship.

The Project ID applies to ARC/NHMRC related Proposals, current and past ARC/NHMRC funded projects.

Note:

- Details should be provided for all sources of funding, not just ARC/NHMRC funded projects
- Details should also include any past, present and requested ARC Fellowships.
- Included allocations approved by year, but not funds carried forward.

### D2 STATEMENTS ON PROGRESS OF ARC AND/OR NHMRC FUNDED PROJECTS (hard copy only)

You must include with your Proposal a statement detailing progress for each project held by you which has been awarded funds in 2008 under the ARC *Discovery Projects*, ARC *Linkage Projects*, and ARC *Federation Fellowships* scheme or the NHMRC *Project Grants*, NHMRC *Program Grants*, NHMRC *Development Grants*, NHMRC *Enabling Grants* or NHMRC *Strategic Awards*.

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

Enter the details of each project into the table as a checklist for progress statements attached at Part D2.2. Add rows to the table if necessary.

#### D2.2 Provide the statements

The statement for each funded project should be no more than one A4 page in length, and should be included with the Proposal submitted to the ARC.

## **PART E – DESCRIPTION OF PROJECT/PROGRAM OF RESEARCH**

Submit this part of the Application Form as additional text. Part E may not be more than **six A4 pages** set in 12 point font as specified in Section 8.4.4.2 of the Funding Rules.

Please be aware that all copies are scanned electronically at low resolution; as a result fine graphics and grey scale may not be precisely reproduced.

Using the headings below (E1 – E7) to explain the Proposal and its expected outcomes in a way that can be appreciated by all assessors.

### **E1 PROJECT TITLE**

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

### **E2 AIMS AND APPROACH**

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

Outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the Proposal.

### **E3 BACKGROUND**

Describe the background to the Fellowship.

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

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

### **E4 SIGNIFICANCE AND NATIONAL RESEARCH PRIORITY**

Describe how the proposed project will contribute significantly to the advancement of knowledge in one or more areas of national research priority. If you have indicated in Question A6.3 that your Proposal is relevant to the area of Indigenous health and wellbeing, please elaborate on the relevance to this area.

### **E5 COLLABORATION**

Describe the extent to which the proposed project will build collaboration across industry and/or research institutions and/or with other disciplines. If the proposed project involves more than one Host Organisation the extent of the intended collaboration should be described.

### **E6 COMMUNICATION OF RESULTS**

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

### **E7 REFERENCES**

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

## **PART F – HOST ORGANISATION(S) DETAILS**

### **F1 ADMINISTERING ORGANISATION CONTACT DETAILS**

Enter the name, title and contact details of the person who will be the main contact in the Administering Organisation. The Administering Organisation will be auto-populated from Part A1.

### **F2.1 HOST ORGANISATION CONTACT DETAILS (if applicable)**

Enter the name, title and contact details of the person who will be the main contact in the Host Organisation. The Host Organisation(s) will be auto-populated from Part A1.1.

**Part F2.1 and F2.2 will be automatically generated for the first Host Organisation entered at Part A1.1 to for you to enter the contact details and administrative arrangements. For each additional Host Organisation entered in Part A1.1 separate Parts Fn will be generated (for example F3.1 and F3.2 for the second Host Organisation).**

### **F2.2 HOST ORGANISATION ADMINISTRATIVE ARRANGEMENTS (if applicable)**

Please describe the proposed administrative arrangements between the Administering Organisation and the Host Organisation to accommodate the Future Fellowship in no more than 2500 characters (approx 400 words).

## **Additional points to assist applicants to avoid common errors in submissions**

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

- Does the Proposal meet format and submission requirements - e.g. satisfy page limits, include relevant attachments in the hard copy version, meet the font size and pagination requirements and do all copies of the proposal match (see section 8.4 of the Funding Rules)?
- Have you checked that the Future Fellowship candidate does not exceed the limits for Proposals/projects as specified in section 7.6 of the Funding Rules?
- Has the Future Fellowship candidate got the requisite qualifications/experience within relevant time limits (or has an exemption advice been sought) (see sections 6.3 and 8.1 of the Funding Rules)?
- Have you obtained the requisite certifications (see subsection 8.3.1 of the Funding Rules)?
- Has the Future Fellowship candidate listed the funding he/she has received and provided statements of progress as required by Part D?
- Have you prepared the List of Research Strengths by the Administering Organisation which has to be submitted to the ARC separately at the closing time for submission of proposals (see subsections 5.1.1 and 8.4.1 of the Funding Rules)?
- If the Administering Organisation is not included in the list of Eligible Organisations in Appendix C of the Funding Rules has an Eligibility Exemption/Advice been sought (see subsection 5.1.3 and section 8.1 of the Funding Rules)?
- Have you included the Strategic Statement by the Administering Organisation as required in Part C3 (see subsection 8.4.2 of the Funding Rules)?

## COMPLETE PROPOSAL CHECKLIST

A complete Proposal consists of the following components:

<b>Part A</b>	<b>Administrative summary</b>	
	• Application form	A1 – A6
	• Additional text	A7.1      Signature of DVC/PVC (R)
<b>Part B</b>	<b>Personnel</b>	
	• Application Form	B1 – B6
	• Additional documentation	B7      Research record relative to opportunities (on separate sheets) B7.1      no more than <b>two A4 pages</b> B7.2 B7.3 B7.4      no more than <b>one A4 page</b> B7.5      no more than <b>one A4 page</b> B7.6      no more than <b>one A4 page</b> B7.7      no more than <b>two A4 pages</b> B7.8      no more than <b>one A4 page</b>
<b>Part C</b>	<b>Project cost</b>	
	• Application Form	C1 – C2      Budget
	• Additional documentation	C3.1      Strategic Statement by Administering Organisation ( <b>no more than four A4 pages</b> )
<b>Part D</b>	<b>Research support</b>	
	• Application Form	D1      Research support
	• Additional documentation	D2.1      List of project for which statements are provided D2.2      Statement of progress of ARC funded projects ( <b>no more than one A4 page for each project</b> )
<b>Part E</b>	<b>Project description</b>	
	• Additional documentation	E      Description of project/program of research ( <b>no more than six A4 pages</b> )
<b>Part F</b>	<b>Host Organisation(s) details</b>	
	• Application Form	F1      Administering Organisation contact details F2.1      Host Organisation contact details (if applicable) F2.2      Host Organisation administrative arrangements (if applicable)

PLEASE NOTE: The Proposal must be submitted both electronically (to 'ARC Valid' status) and the two identical hard copies received by the ARC by the closing time **5.00pm (AEDT) Wednesday 26 November 2008**.

Where possible, researchers should direct their queries, in the first instance, to the Research Office of the proposed Administering Organisation.