



## INSTRUCTIONS TO APPLICANTS ELIGIBILITY EXEMPTION REQUESTS

### *Future Fellowships for funding commencing in 2012*

CLOSING TIME FOR ELIGIBILITY EXEMPTION REQUESTS:  
FT12 Round 1: 5.00PM (AEDT) Wednesday, 19 October 2011

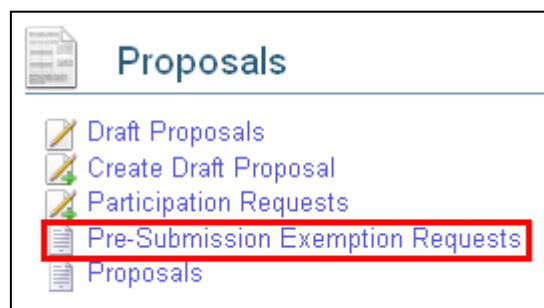
The following instructions explain how a proposed Future Fellowship Candidate should submit an Eligibility Exemption Request through the ARC's Research Management System (RMS)

#### **RMS Role: Future Fellow**

1. The *Future Fellowships Funding Rules for funding commencing in 2012* (the Funding Rules) describe situations in which an Eligibility Exemption Request must be submitted to the ARC as part of the funding application process.
2. Each pre-submission Eligibility Exemption Request should relate to a **single eligibility issue only**. A Future Fellowship Candidate must submit a separate Eligibility Exemption Request for each type of eligibility issue they wish to seek an exemption.
3. Each Eligibility Exemption Request can be supported with up to 5 pages of relevant additional documentation which provide justification for the Eligibility Exemption Request.
4. Each Eligibility Exemption Request must be submitted by using the appropriate template for *Future Fellowships* which are provided on the ARC website ([http://www.arc.gov.au/ncgp/futurefel/ft\\_eligibility.htm](http://www.arc.gov.au/ncgp/futurefel/ft_eligibility.htm)). The two *Future Fellowships* Eligibility Exemption Request templates available are:

Type	Eligibility Exemption Requests
1	Proposed Future Fellowship candidate's qualification(s) or experience does not accord with the timing requirements specified in the Funding Rules.
2	Proposed Future Fellowship candidate has not been awarded a PhD but has research experience or an equivalent research qualification.

5. To complete an Eligibility Exemption Request form, please enter RMS as a participant and click on 'Pre-Submission Exemption Requests':



6. Click on 'Add Exemption Request':



7. Select **FT12 Round 1** in the 'Scheme Round' drop down list and **Fellowship** under 'Funding Rule Type'. In the 'Funding Rules Section' field, please enter **10.1.4** for Type 1 of the Eligibility Exemption Requests or **10.1.5** for Type 2.

Please note: while there are three options available under the 'Funding Rules Type' drop down list, only the **Fellowship** type should be selected for *Future Fellowships* Eligibility Exemption Requests. The Partner Organisation and Other options do not apply to *Future Fellowships*.

8. 'Description': enter the 'Type of Eligibility Exemption Requested' (from the Eligibility Exemption Request form) and provide a brief description of the request.
9. Add PDF which contains the completed form and additional documentation. Each completed Eligibility Exemption Request form and up to 5 pages of additional documentation must be uploaded in RMS as a single PDF.
10. Under 'Managing Research Office' click on 'Select Research Office' to select the name of an Eligible Organisation which, if the Proposal is funded, will administer the Project (the Administering Organisation). Search for and select an Administering Organisation.

If an Eligible Organisation listed in Appendix A of the Funding Rules is not available for selection under the 'Research Office' drop down list, please contact the *Future Fellowships* team at [ARC-FutureFellowships@arc.gov.au](mailto:ARC-FutureFellowships@arc.gov.au). To ensure a smooth process please include organisational and key contact details for the Research Office or equivalent in the email request. Only those organisations listed at Appendix A of the Funding Rules (plus Museums and Herbaria) can be added to the Research Office 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 or an Eligibility Exemption Request.

11. Please ensure that you have entered all the information. To submit the Eligibility Exemption Request click on 'Create Exemption Request'. The Eligibility Exemption Request will be submitted to the Administering Organisation's Research Office.

## **RMS Role: Research Office**

1. The Research Office must review the Eligibility Exemption Request submitted by the Participant and submit it to the ARC on or before **5.00 pm (AEDT), Wednesday 19 October 2011**, as detailed in the *Future Fellowships Funding Rules for funding commencing in 2012*.
2. After reaching a decision regarding the Eligibility Exemption Request, the ARC will forward an automated email to the Administering Organisation (Research Office), and the Future Fellowship Candidate (the person who submitted the request to the Research Office) advising of the outcome. The Research Office and the Future Fellowship Candidate will be required to log into RMS to view the details of the decision.
3. **Eligibility Exemption Reference Number:** for successful Eligibility Exemption Requests, the eligibility issue reference number that is provided must be entered into the relevant Proposal in the scheme round. Please refer to the *Future Fellowships Instructions to Applicants* for further details regarding the use of the eligibility issue reference numbers in Proposal forms.

If further assistance is required, please email the *Future Fellowships* team at:

Email: [ARC-FutureFellowships@arc.gov.au](mailto:ARC-FutureFellowships@arc.gov.au)

Phone: 02 6287 6600

For RMS technical assistance, please contact the RMS Helpdesk at:

Email: [rms@arc.gov.au](mailto:rms@arc.gov.au)

Phone: 02 6287 6789