



## ***FUTURE FELLOWSHIPS*** ***for funding commencing in 2012***

### ***FREQUENTLY ASKED QUESTIONS***

If you require further assistance relating to the *Future Fellowships Funding Rules for funding commencing in 2012*, this Frequently Asked Questions document or the *Future Fellowships* scheme, please contact the *Future Fellowships* team at [ARC-FutureFellowships@arc.gov.au](mailto:ARC-FutureFellowships@arc.gov.au).

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

- Send an email to [rms@arc.gov.au](mailto:rms@arc.gov.au) outlining your problem and providing your details.
- Telephone the RMS Help Desk on +61 2 6287 6789.
  - Please note the Help Desk is staffed from 9am to 5pm Monday to Friday. For after hours queries please send an email to [rms@arc.gov.au](mailto:rms@arc.gov.au) and the ARC will respond to your email as soon as possible.

#### **1. ARC Research Management System (RMS)**

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

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

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

- Participants who are current academic staff members of Eligible Organisations should nominate their organisation to manage their account.
- Participants, who are not current academic staff members of an eligible organisation, should nominate the ARC to manage their account, unless advised otherwise.
- You can contact your Eligible Organisation's Research Office or equivalent for assistance and advice on user accounts.

It is strongly recommended that proposed Future Fellowship Candidates obtain a RMS User ID as soon as possible to prevent potential delays due to an anticipated increase in RMS User ID requests close to the due date for Proposals. This applies especially to overseas participants.

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

User IDs and passwords are case sensitive, so check that your capitalisation is correct. You can reset your password using the 'Reset Password' link on the login page or retrieve a forgotten User ID using the 'Retrieve User Name' link on the login page.

If you are sure your User ID and password are correct, you may be experiencing difficulties logging into RMS due to heavy usage of the system (for example, in the period leading up to the deadline for Proposals) it may be difficult to log into RMS. Please exercise patience and try to log in again at a time when there are likely to be fewer users. You should also check for information on maintenance periods and RMS compatibility with various combinations of hardware and browser software and minimum system requirements. More information regarding RMS compatibility can be found on the ARC website.

If you are still experiencing difficulties contact your research office in the first instance; failing that, please email [rms@arc.gov.au](mailto:rms@arc.gov.au) or call the helpdesk on (02) 6287 6789 for assistance.

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

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

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

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

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

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

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

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

Additional information on using RMS can be found on the ARC's website: [http://www.arc.gov.au/applicants/rms\\_info.htm](http://www.arc.gov.au/applicants/rms_info.htm).

If you require any technical assistance please contact the RMS help desk via email on [rms@arc.gov.au](mailto:rms@arc.gov.au).

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

RMS will sometimes disallow the creation of a PDF version of your Proposal when text has been copied and pasted from an external document to a text field within RMS. External documents allow the creation of special characters while RMS does not. To ensure that this doesn't occur, the text should be entered into RMS text fields in plain text format. Additionally, these can be removed from the RMS Proposal form prior to another attempt at the PDF creation.

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

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

## 2. Future Fellow Eligibility

### 2.1. Under subsection 7.2.5 of the *Future Fellowships Funding Rules for funding commencing in 2012 (the Funding Rules)* does the term “relinquish” mean that a successful Future Fellowship Candidate must give up or resign from a position to take up a Future Fellowship?

Yes. Subsection 7.2.5 of the Funding Rules is designed to ensure that the Future Fellow will spend the majority of their time on research activities related to the Fellowship (subsection 7.1.2). It is also intended to ensure that a successful Future Fellow does not carry out duties other than those permitted under the Funding Rules and must give up all pre-existing administrative and management responsibilities. Successful applicants do not have to give up tenured positions but can be transferred into the Fellowship and operate as if they are on Leave Without Pay from their tenured position.

### 2.2. I am currently at Academic Level C, but due to the increments within my salary range at my university, my current salary is above Future Fellowship Level 1, and closer to Future Fellowship Level 2. Does this mean that I have to apply for the Future Fellowship Level 2 despite the fact that my experience and expertise is more appropriate for the Future Fellowship Level 1?

Section 8 of the Funding Rules requires the Future Fellowship Candidate to select a Future Fellowship salary level which is either equivalent to or higher than the academic salary level of the Future Fellowship Candidate as at the closing time for submission of Proposals.

Primarily, a Future Fellowship Candidate should select the Future Fellowship salary level based on their current academic level and the level of their relevant experience. If the Candidate is not at an Australian University, the Future Fellowship Candidate should select the Future Fellowship salary level based on their current (or most recent) salary amount and the level of their relevant experience.

The table below sets out the Future Fellowship salary levels and Academic Level classifications to inform the Future Fellowship Candidate when selecting a Future Fellowship salary level. The current classification and current salary of the Future Fellowship Candidate must be entered in the Proposal. The Candidate will also be required to provide a justification for the salary level requested in the Proposal.

	<b>Future Fellowship Salary Level 1 (\$100,493)**</b>	<b>Future Fellowship Salary Level 2 (\$121,651)**</b>	<b>Future Fellowship Salary Level 3 (\$142,806)**</b>
<b>Academic Level*</b>	<b>C</b>	<b>D</b>	<b>E</b>

\*At Australian Universities

\*\*Not including on-costs

If a Future Fellowship Candidate’s current salary is well above the relevant Future Fellowship salary for the academic level applied at (e.g. the Candidate may receive loading for a specialised expertise, or for certain additional skills), this could be an indication that an application at a higher Future Fellowship level may be more appropriate.

The ARC understands that institutions may have different salary levels attached to academic levels, and that variations may exist within these salary levels. Increments within academic levels may be applied to some salaries, as may loadings, and these additional amounts should be included as part of the Candidate’s current salary in the Proposal. However, additional on-costs should not be included, as this may vary between organisations.

**2.3. I am expecting to spend six months at a Host Organisation, can I spend more than \$50,000 in travel costs over the life of the Future Fellowship?**

No. As per Section 5.2.f of the Funding Rules, the Administering Organisation must ensure that travel costs do not exceed \$50,000 over the life of the Fellowship.

**2.4. My current salary is greater than the highest Future Fellowship level, does this mean that I cannot apply for a Future Fellowship for funding commencing in 2012?**

You may still apply for a Future Fellowship, as per subsection 8.1.2 of the Funding Rules, although only at the Future Fellowship Level 3. The Future Fellowship Level 3 (\$142,806) is the highest level of funding for *Future Fellowships* for funding commencing in 2012, and therefore an application from a Future Fellowship Candidate whose salary is higher than the Level 3 rate is within the guidelines, as long as the Candidate meets all other eligibility criteria.

**2.5. I currently hold an ARC or NHMRC Fellowship. Can I apply for a Future Fellowship for funding commencing in 2012?**

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

**2.6. Can I apply for a Future Fellowship and a NHMRC Fellowship or other career award in the same year if the funding will commence in different years?**

No. Subsection 9.3.1 of the Funding Rules states that researchers cannot submit an application for a Future Fellowship for funding commencing in 2012 and a NHMRC Fellowship or other career award for funding commencing in 2012 and 2013, regardless of what year the funding for the Fellowship is set to commence.

Researchers who applied for an NHMRC Fellowship or other career award for funding commencing in 2012 and have subsequently been notified that they have been unsuccessful can apply for a Future Fellowship for funding commencing in 2012.

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

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

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

The Future Fellowship Proposal will only be deemed ineligible if the NHMRC Fellowship or other career award Proposal is not withdrawn prior to the closing time for the submission of *Future Fellowships* Proposals for funding commencing in 2012. If the Future Fellowship Candidate has an active NHMRC Fellowship or other career award application at the time of closing for the submission of *Future Fellowships* Proposals (5.00pm (AEDT) Wednesday 30 November 2011) then the Future Fellowship Proposal will be deemed ineligible.

**2.8. Can I be nominated on more than one Proposal in this funding round of *Future Fellowships*?**

No. The Future Fellowship Candidate may be nominated on no more than one *Future Fellowships* Proposal in this funding round, evaluated as at the closing time of submission of Proposals, regardless of any subsequent change in, or withdrawal of, Proposals. Submitting Proposals that exceed this limit will result in all Proposals involving the relevant researcher not being recommended for funding (subsection 9.1.1).

**2.9. Can I apply for more than one Future Fellowship salary level on my Proposal?**

No. Future Fellowship Candidates may only apply for **ONE** Future Fellowship salary level within the Proposal.

**2.10. How many times can I apply for a Future Fellowship?**

The Future Fellowship Candidate may not submit more than two Future Fellowship Proposals in the funding rounds between 2009 and 2013. This includes Proposals that have been withdrawn after the closing time of submission of Proposals and Proposals which were deemed ineligible by the ARC. Successful Future Fellows cannot apply for a subsequent Future Fellowship (Section 9.1)

**2.11. Can I apply for a part-time Future Fellowship?**

*Future Fellowships* are initially awarded on a full-time basis only. Future Fellows may convert to a part-time fellowship between 0.5 – 1.0 FTE at any time after the award. The part-time fellowship option for up to six years is available to enable Future Fellows to continue to fulfil family and/or carer responsibilities.

**2.12. Can I relinquish an ARC grant or a role on an ARC grant in order to be eligible to apply for a Future Fellowship in 2012?**

No. Subsection 9.1.5 of the Funding Rules states that a Future Fellow will not be permitted to relinquish a Chief Investigator, a Fellowship or Centre Personnel role or existing ARC grants held on 1 July 2012, to circumvent the limits outlined within Section 9.1 of the Funding Rules.

**2.13. Even though I was awarded my PhD before 30 November 1996 I wish to apply for a Future Fellowship. I have experienced a number of career interruptions. Is it sufficient to note these in Part C1 of the Proposal?**

No. You should seek an Eligibility Exemption from the ARC. An Eligibility Exemption Request Form is available on the ARC website. (Note: closing date for Eligibility Exemption Requests is 5.00pm (AEDT) Wednesday 19 October 2011).

**2.14. I received my PhD before 30 November 1996 and I have had carer responsibilities but I have continued working throughout, should I apply for an Eligibility Exemption?**

No. Eligibility Exemptions relating to such circumstances will only be granted where applicants have had significant career interruptions due to these responsibilities. Applicants that were able to continue working while undertaking their carer responsibilities are not considered to have had significant career interruption that would have affected their research outputs.

**2.15. I received my PhD before 30 November 1996 and I have had significant career interruptions. Is there a limit to how many years prior to 30 November 1996 that I can apply for an Eligibility Exemption?**

Yes. As per subsection 7.2.2.b.ii of the Funding Rules, the ARC will **NOT** approve any applications for an Eligibility Exemption where the applicant was awarded their PhD more than 22 years ago (30 November 1989).

**2.16. As an overseas researcher, can I apply for a Future Fellowship to work in Australia if I do not have permanent resident status?**

Yes, Future Fellowship Candidates who are not Australian citizens or Australian permanent residents are eligible to submit a Proposal in the *Future Fellowships* round for funding commencing in 2012. If the Future Fellowship Candidate is awarded funding under *Future Fellowships*, the Administering Organisation must ensure that the Future Fellow legally resides in Australia as per the standards of the Department of Immigration and Citizenship for the term of the Future Fellowship.

**2.17. I hold a position at an Eligible Organisation, but will not be residing in Australia for much of the duration of the project. Am I still eligible to apply for a Future Fellowship?**

The Future Fellow must conduct research for a minimum of 24 months of the Fellowship at the Administering Organisation. Furthermore, if the Future Fellowship Candidate proposes to undertake research at an organisation other than the Administering Organisation whilst holding a Future Fellowship, this organisation must be listed as a Host Organisation within the Proposal.

The Future Fellow may conduct research at the Host Organisation(s), providing that it is in the best interests of the research and its outcomes, and is of national benefit to Australia for a period or periods of up to:

- twelve (12) months in total, over the life of the Future Fellowship at Host Organisations that are not Eligible Organisations and/or research related fieldwork; or
- twenty-four (24) months in total, over the life of the Future Fellowship at Host Organisations that are Eligible Organisations.

**2.18. I am employed at an ARC Centre of Excellence, would I be eligible for a Future Fellowship?**

A researcher employed at an ARC Centre of Excellence is eligible to apply for a Future Fellowship, but must ensure that all eligibility criteria for a Future Fellowship are met, including the requirement to relinquish any Fellowships or the duties of any existing appointments prior to commencement. Section 7 of the Funding Rules outlines the role and eligibility for Future Fellows. Furthermore, the Future Fellowship Candidate must ensure that there is no duplication of Commonwealth funding, as described in subsection 9.2.1 of the Funding Rules.

**2.19. Should I request publication and dissemination costs in the budget table within the Proposal?**

Yes. Under the *Future Fellowships* Funding Rules for funding commencing in 2012, publication and dissemination of Project outputs and outreach activity costs should be requested under 'Other' within the budget table and justified in terms of need and cost in Part F of the Proposal form in RMS. The total amount of publication and dissemination costs must be no more than two per cent (2%) of the total non-salary funding requested.

### 3. Organisations

**3.1. I am employed at an organisation that is not listed as an Eligible Organisation in Appendix A of the Funding Rules. Can I still apply through this organisation?**

No. Only Eligible Organisations listed in Appendix A (including Museums and Herbaria) of the Funding Rules can apply for a Future Fellowship.

**3.2. Is there a limit on the number of Proposals which can be submitted by an Administering Organisation in this round of *Future Fellowships*?**

No, the number of Proposals per Administering Organisation is not limited by the ARC.

### 4. Targeted Research Areas

**4.1. My research area is not listed amongst the targeted research areas listed in the Funding Rules. Am I still eligible to apply?**

Yes. Whilst targeted research areas do exist, the ARC will still welcome and accept any eligible Proposals from all research areas.

All Proposals submitted for a Future Fellowship will be assessed and ranked based on the selection criteria listed in the Funding Rules. All funding recommendations made to the Minister will be based on merit.

**4.2. Is there a quota for the targeted research areas?**

No. Quotas are not set for Future Fellows in the targeted research areas.

### 5. Future Fellows Eligibility for other ARC funding

**5.1. How can a *Future Fellowships* (FT) Proposal and a *Discovery Projects* (DP) Proposal be related?**

A FT Proposal and a DP Proposal that are within the same research area/project may be submitted, provided that Proposals do not seek funding which has already been awarded by the Commonwealth for that area/project. The ARC will not duplicate funding for research already funded by the Commonwealth. Please refer to Section 9.2 of the Funding Rules.

**5.2. If I wish to apply for a Future Fellowship in the 2012 (FT12) round can I apply for a Discovery Outstanding Researcher Award (DORA) in the *Discovery Projects* 2013 (DP13) round, as well? If I am successful in both, can I choose which one to accept?**

No. As stated in subsection 9.3.1 of the Funding Rules, researchers cannot submit a *Future Fellowships* Proposal for funding commencing in 2012 and apply for a DORA within a DP13 Proposal.

**5.3. If I wish to apply for a Future Fellowship in the 2012 (FT12) round can I apply for a Discovery Early Career Researcher Award (DECRA) as well? If I am successful in both, can I choose which one to accept?**

No. As stated in subsection 9.3.1 of the Funding Rules, researchers cannot submit a *Future Fellowships* Proposal for funding commencing in 2012 and apply for a DECRA for funding commencing in 2013.

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

No. As stated in subsection 9.3.1 of the Funding Rules, researchers cannot submit a *Future Fellowships* Proposal for funding commencing in 2012 and apply for a FL12.

## 6. Scheme Timelines

### 6.1. Will there be a round of Future Fellowships for funding commencing in 2013? If so, when will the timelines be announced?

Whilst the ARC anticipates a round of *Future Fellowships* for funding commencing in 2013, we are unable to provide any provisional dates for the scheme round until the necessary Funding Rules have been released. When additional information becomes available, it will be uploaded onto the ARC website and a message will be sent to the research sector.

### 6.2. If I am an unsuccessful Future Fellowship Candidate for the funding round commencing in 2011, will there be sufficient time to re-apply for the round of *Future Fellowships* for funding commencing in 2012?

As per the Important Dates page located at [http://www.arc.gov.au/media/important\\_dates.htm](http://www.arc.gov.au/media/important_dates.htm), the announcement of the outcomes for the *Future Fellowships* scheme for funding commencing in 2011 will be on the 14 November 2011. As per the *Future Fellowships Funding Rules for funding commencing in 2012*, Proposals for the *Future Fellowships* scheme for funding commencing in 2012 will close on the 30 November 2011. Please note that these dates are ARC deadlines, and do not take into consideration for any internal deadlines set by an Administering Organisation. If a researcher plans to submit a *Future Fellowships* Proposal for funding commencing in 2012 should they be unsuccessful for funding commencing in 2011, they should start preparing their Proposal as soon as the Proposal Form opens, and speak directly to the relevant Research Office.