



**Australian Government**

**Australian Research Council**

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# ***FUTURE FELLOWSHIPS***

**Instructions to Applicants  
for funding commencing in  
2012**

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# Australian Research Council

## *Future Fellowships*

### Instructions to Applicants For funding commencing in 2012

The *Future Fellowships Instructions to Applicants for funding commencing in 2012* provides information to applicants on how to complete and electronically submit *Future Fellowships* Proposals for funding commencing in 2012. The associated Proposal documentation must comply with the *Future 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/futurefel/ft\\_fundingrules.htm](http://www.arc.gov.au/ncgp/futurefel/ft_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/futurefel/ft\\_instructions.htm](http://www.arc.gov.au/ncgp/futurefel/ft_instructions.htm).

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## 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 Future 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 – FUTURE FELLOWSHIPS FOR FUNDING COMMENCING IN 2012

Month	Event
30 November 2011 (5:00 pm AEDT)	<b>Closing date for submission of <i>Future Fellowships</i> Proposals</b> Please note that each organisation may set its own internal closing date. Therefore, be sure to consult with your Administering Organisation's Research Office.
30 November 2011 (5:00 pm AEDT)	<b>Deadline for submission of Request not to Assess Form</b> These must be submitted electronically to the ARC via email to <a href="mailto:ARC-FutureFellowships@arc.gov.au">ARC-FutureFellowships@arc.gov.au</a> by your Administering Organisation's Research Office. Forms are available on the ARC website.

## 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 11.4 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/futurefel/ft\\_certification.htm](http://www.arc.gov.au/ncgp/futurefel/ft_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](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.

## 2. GETTING STARTED IN THE RMS

The Proposal is prepared and submitted through the RMS.

- To access and/or amend Proposal information, the Future Fellowship Candidate and support staff involved in the preparation of a Proposal, require 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 logons.
- Participants must have a valid email address in order to reset their own password.

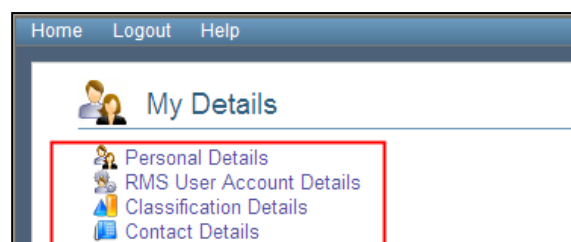
Participants should contact their Administering Organisation's Research Office or equivalent in the first instance for assistance using the RMS.

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.

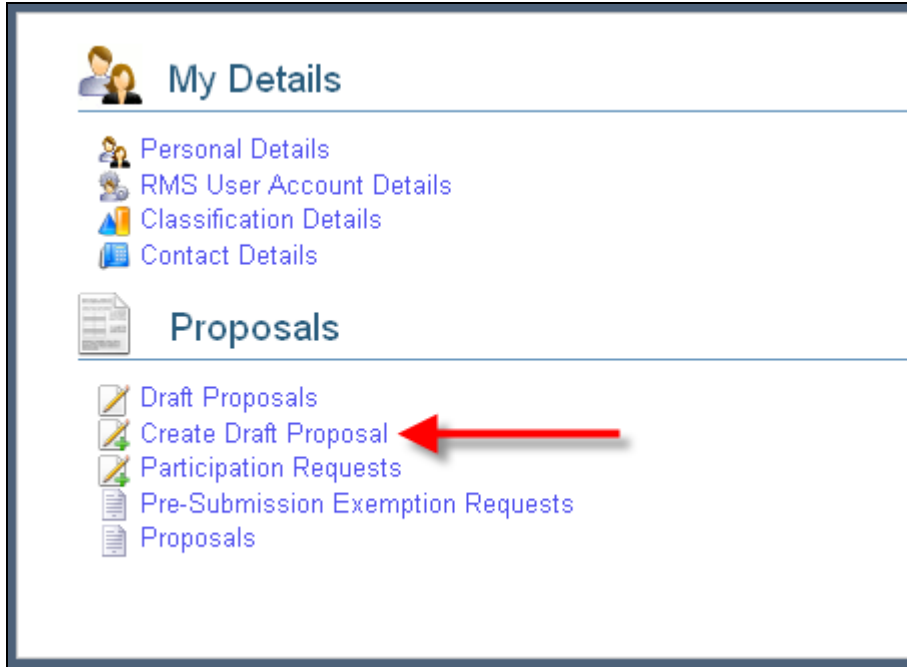
## 3. UPDATING PARTICIPANT DETAILS

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 *Future Fellowships* for funding commencing in 2012, select '**FT12 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 that is 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 in 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 Future Fellowship Candidate may be added as a Participant on a single Proposal.

The Participant 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 Future Fellowship Candidate. Although the Proposal Owner may be the Future 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 Future Fellowship Candidate but not the Proposal Owner, the Proposal Owner can 'Transfer Ownership of this Draft Proposal' to the Future Fellowship Candidate. This link is found on the 'Draft Proposal Summary' page.

### **Add Participants as follows:**

#### **Individual Participant – Future Fellowship Candidate**



#### **If the Proposal Owner is the Future 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 according to the Future Fellowship Salary Level that you wish to apply for. Click 'Add Participant'.

#### **If the Proposal Owner is not the Future 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 according to the Future Fellowship Salary Level that you wish to apply for. Click 'Add Participant'.

**Please refer to Section 8 of the Funding Rules before selecting the Future Fellowship Salary Level.**

## **Add Organisations as follows:**

### **Administering Organisation**



**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 'Set 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-FutureFellowships@arc.gov.au](mailto:ARC-FutureFellowships@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.**

### **Host Organisation**

**Note:** If the Future Fellowship Candidate proposes to undertake research at an organisation other than the Administering Organisation whilst holding a Future Fellowship, then this organisation meets the definition of a Host Organisation (see the Funding Rules Definitions), and must be listed in the Proposal. Also, if you are requesting funding from the ARC to travel to an organisation to undertake research, then this organisation must be listed as a Host Organisation.

Click on 'Add Organisation Participant' and select 'Host Organisation' from the drop down menu. Click on the 'Set Organisation' link and enter a part of the organisation name into the search field and click on 'Search'. If available, select the organisation that will be the Host Organisation and click on 'Select Organisation' and then click on 'Add Participant'. Please refer to subsection 6.2 of the Funding Rules.

For every Host Organisation that is added to the Proposal, an individual Part H of the Proposal form will be created.

### ***Host Organisation Not Listed?***

If an organisation is not listed for selection and is required to be added, please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au). To ensure a smooth process please include the following organisational details in the email request:

- Full legal or Trading Name
- Short Name
- Generic Email Address (this cannot be the email address of an individual with an RMS account. It must be unique)
- Postal Address

- Organisation Type (Australian Company Industry Body; Australian Non-profit; Australian private company; Commonwealth Government; State or Local Government; Higher Education International; International Company Industry; International Non-Profit; International Government; International Private Company; Other)
- For Australian Organisations, please provide an ABN and ANZSIC classification details.

Legal/Trading Name and ABN can be confirmed via the ABN website:

<http://www.abr.business.gov.au>

Information on ANZSIC codes is available from the ARC website:

<http://www.arc.gov.au/applicants/codes.htm>

**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 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 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, should use language which is comprehensible and accessible to the general public; and
- Avoid the use of acronyms, quotation marks and **do not** use all upper case characters.
- 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.

#### **A3 Person Participant Summary**

This information will be auto-populated from the 'Draft Proposal Summary' page, where the Future Fellowship Candidate should be added by selecting 'Add Person Participant'. If any information is incorrect or incomplete, it must be updated in the 'Personal Details' tab via the main page. Please ensure you have a current position listed under the 'Organisation 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". The form has several sections: "Description" with the text "Professor of Biology"; "Position is currently held" with a checked checkbox; "Department" with a text box containing "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 three input boxes containing "10", "January", and "1990"; and "End Date" with three empty input boxes.

Please be aware that the 'Relevant Organisation' field will be auto-populated after Part G12 of the Proposal form has been completed.

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

#### **A4 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](mailto:rms@arc.gov.au).

#### **A5 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 A6.

#### **A6 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 Priorities. 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 Does the proposed project increase national research capacity?**

Increased national research capacity arises when Australian and overseas researchers are attracted to Australia to work at the best organisational locations, and to participate in full-time research.

Indicate whether or not this Proposal increases national research capacity.

### **B3 Does the proposed project target one or more areas of national significance in disciplinary or interdisciplinary research as outlined in subsection 4.3.2b of the *Future Fellowships Funding Rules for funding commencing in 2012*?**

If the Proposal falls within one or more of the Targeted Research Areas, select the appropriate Targeted Research Area/s from the drop-down list.

Refer to subsection 4.3.2b of the Funding Rules for further information regarding the Targeted Research Areas.

**Note:** A Proposal does not need to fall within one of the Targeted Research Areas to be eligible for submission.

### **B4 Field of Research (FOR)**

The Field of Research (FOR) classification defines 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 one ...99 FOR Code (not elsewhere classified) within the Proposal. The ...99 FOR Code should only be used when there is **no** other appropriate code within the classification.

**Note:** Once you have entered the FOR code you will receive a prompt to enter in the percent. This prompt will not appear again once the percent 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 they sum up to 100 percent.**

**B5 Socio-Economic Objective**

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

Select up to three classification codes that relate 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 they sum up to 100 percent.**

**B6 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. 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.

**B7 If the proposed research involves international collaboration, please specify the 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 additional lines please click 'Add Country'.

**B8 If the proposed research involves collaboration with other organisations, please specify those organisations.**

Type in the name of any organisation(s) that will collaborate on this Proposal. If the Proposal has a Host Organisation (which must be added on the 'Draft Proposal Summary' page), then the ARC does not require the Host Organisation to be entered again here. Only list an organisation in this Part if the proposed research involves collaboration with this organisation, and if it is not already listed as a Host Organisation in the Proposal.

## **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 or have been 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 Recent significant publications (2007 onwards)**

Upload a PDF of no more than twenty A4 pages listing your publications in the past five years and include any circumstances that may have impacted on publication output.

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:
  - scholarly books
  - scholarly book chapters
  - refereed journal articles
  - refereed conference papers only when the paper was published in full in the proceedings
  - 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.

### **C3 Ten career-best publications**

Upload a PDF of no more than five A4 pages listing your ten career-best publications. 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 or 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.

**C4 A statement on your most significant contributions to the research field of this Proposal.**

Upload a PDF of no more than three 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.

**C5 A statement detailing the evidence of your capacity to conduct high quality, innovative research and evidence of your national and/or international research standing.**

Upload a PDF of no more than three A4 pages detailing the evidence of your capacity to conduct high quality, innovative research and evidence of your national and/or international research standing.

This section should include:

- i. prizes, honours, awards and other research outputs which may include consultancies, patents and policy advice, major exhibitions, compositions or performances or other outputs related to your research work;
- ii. invited keynote and speaker addresses at international meetings/workshops; and
- iii. other professional activities such as committees, journal editorial boards, etc.

**C6 A statement detailing the evidence of your capacity to build collaborations across industry and/or research institutions and/or with other disciplines.**

Upload a PDF of no more than one A4 page detailing your capacity to build collaborations across industry and/or research institutions and/or with other disciplines.

Describe the various industry, local, state, and/or federal government and/or research institution partnerships you have been involved with in relation to building new research directions and collaborations. Outline your role in helping to form these collaborations.

Outline multi-disciplinary projects that you have actively been involved with and describe your role in setting up such initiatives.

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

**D1 Project Description**

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

- **PROJECT TITLE**
- **BACKGROUND**
- **AIMS AND APPROACH**
- **SIGNIFICANCE AND INNOVATION**
- **COLLABORATION**
- **NATIONAL RESEARCH PRIORITIES AND TARGETED PRIORITY AREAS**
- **COMMUNICATION OF RESULTS**

### **PROJECT TITLE**

This must be the same title as in Part A2 of the Proposal form.

### **BACKGROUND**

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

Include information about recent international progress in the field of 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 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 research activity.

### **SIGNIFICANCE AND 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.

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.

### **COLLABORATION**

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

### **NATIONAL RESEARCH PRIORITIES AND TARGETED PRIORITY AREAS**

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 Proposal form).

Describe how the Future Fellowship and the proposed project/program of research will increase national research capacity and/or focus on one or more of the targeted research areas outlined within subsection 4.3.2 of the Funding Rules.

### **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   References**

Upload a PDF of no more than three 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.

**D3 Strategic Statement by the Administering Organisation**

Upload a PDF of no more than three A4 pages. A Strategic Statement must be provided by the Administering Organisation. The Strategic Statement must:

- detail the existing and/or emerging research strengths of the Administering Organisation;
- describe how the Future Fellowship Candidate aligns with and/or complements the staffing profile of the Administering Organisation; and
- outline plans for integration of the Future Fellowship Candidate into the ongoing activities of the organisation at the end of the Fellowship.

**Note:** The strategic statement **must** be signed by the Deputy Vice-Chancellor (Research), Chief Executive Officer or equivalent delegate. It is the responsibility of the Administering Organisation to determine who fulfils this role.

**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 Future 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 BUDGET LAYOUT**

The screenshot shows a budget table with columns for Year 1, Year 2, Year 3, Year 4, and ARC. The ARC column is further divided into 'Cash'. The table lists various cost categories such as Direct Cost, Personnel, Equipment, Travel, Consumables, and Other. Red arrows and text provide instructions: 'Click on a year to enter a budget for that year' points to the year headers; 'The total sum of all categories for the year selected' points to the Direct Cost row; 'Click here to enter the Future Fellowship salary' points to the FT3 (Dr Example Example) row; 'Click here to enter the funds requested for an item' points to a green plus sign; 'Click on a green cross to add a new item' points to another green plus sign; 'Click on the notepad to edit the description of an item' points to a notepad icon; and 'Click on the red cross to delete an item' points to a red minus sign.

Description	Year 1	Year 2	Year 3	Year 4	ARC	
					Cash	
▼ Direct Cost					202,792	
▼ Personnel					+	182,792
FT3 (Dr Example Example)					📝	182,792
Equipment					+	0
Travel					+	0
▼ Consumables					+	20,000
Example Item - Consumables					📝 ✖	20,000
Other					+	0

**ENTERING INFORMATION IN THE ARC BUDGET**

**Entering the Future Fellowship Salary Level**

The first time you enter Part E - Project Cost, the only piece of information that should be in the budget table is the Future Fellowship Candidate listed in the Description column (e.g., FT3 (Dr Example Example)). If the Future Fellowship Candidate is not listed in the budget table, return to the 'Draft Proposal Summary' page and ensure the Future Fellowship Candidate is listed as a Participant. If not, please refer to Part 5 of these Instructions to Applicants.

To enter the requested salary amount for the Future Fellowship Candidate into the budget table, please click on the notepad icon directly to the right of the Future Fellowship Candidate name. 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 available), click on the 'Modify Item' button.

**Adding items**

To add an item to the budget, click on the green plus sign that is directly to the right of the relevant category under which the item would fall. A new window will appear for you to add a description of the item you wish to insert. Once you have entered a description, click on the 'Add Item' button to complete the adding of the item to the budget.

When you add an item within one year of the budget, the description will automatically be added to every other year. Subsequently, if you delete an item 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 you are requesting for that item must be listed. Firstly, select the year in which you require the funds to be paid for that item. Once the year has been selected, the funds requested for the item must be entered on the appropriate budget line by clicking the box in the 'Cash' column.

The example below shows that Year 1 has been selected and that \$20,000 has been entered for 'Example Item – Consumables' under the 'Consumables' category.

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

Description	Year				ARC
	Year 1	Year 2	Year 3	Year 4	
▼ Direct Cost					202,792
▼ Personnel					182,792
FT3 (Dr Example Example)					182,792
Equipment					0
Travel					0
▼ Consumables					20,000
Example Item - Consumables					20,000
Other					0

## **Categories**

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

### **Personnel**

The only item that should be listed within the 'Personnel' section of the budget is the Future Fellowship Candidate. The addition of any other item under this category may result in the Proposal not being recommended for funding.

### **Equipment**

Equipment items allowed under the Funding Rules as part of the *Future Fellowships* non-salary funding should be entered under the 'Equipment' section of the budget. Please note that the *Future Fellowships* scheme will not fund budget items that do not directly support a research project as per subsection 5.2 of the Funding Rules.

### **Travel**

All travel costs, including airfares, accommodation and incidentals (per diems) must be listed within the 'Travel' section of the budget. Travel costs must be requested as per the Administering Organisation's policies, up to a maximum of \$50,000 over the life of the project.

### **Consumables:**

The Consumables category is included in the budget to list all consumable items that have not been listed in the Equipment category.

### **Other**

Include any items that cannot be appropriately placed in other categories. Some 'Other' items include, but are not limited to, expert services of a third party, publications and dissemination costs and relocation costs.

**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 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 F2 of the Proposal.**

Set Other Organisation Contributors... ← Click here to add the Administering Organisation as a contributor

Year 1   Year 2   Year 3   Year 4

The 'AdminOrg' column will appear →

Description		ARC	AdminOrg
		Cash	Cash
▼ Direct Cost		182,792	0
▼ Personnel	+	182,792	0
FT3 (Dr Example Example)	☒	182,792	0
Equipment	+	0	0
Travel	+	0	0
Consumables	+	0	0
Other	+	0	0

Click here to enter the funds being contributed →

## PART F – BUDGET JUSTIFICATION

### F1 Justification of *Future Fellowships* non-salary funding

Upload a PDF of no more than four A4 pages. The uploaded PDF **must** fully justify each budget item in terms of need and cost. In justifying the budget, it is not sufficient to simply claim certain equipment or travel costs as \$X. Rather, the budget justification should state, for example, that airfare related travel costs associated with the proposed project will cover return flights from ‘x’ location to ‘y’ location and other travel costs will cover accommodation in ‘y’ location for ‘z’ days at \$X per day with travel allowance of \$Y per day. For example:

#### Travel

Return Economy Flights from Canberra to London to conduct research at Example Host Organisation .....	\$2,000
Accommodation at Example Host Organisation for 14 nights at \$150 per night .....	\$2,100
Travel allowance for 14 days at \$90 per day .....	\$1,260

Use the same item headings as in the Part E budget table:

Equipment

- Travel
- Consumables
- Other

For equipment and consumable costs, provide a brief description of the item, its cost and why it is required for the project.

### F2 Details of Administering Organisation contributions

In no more than one A4 page provide an explanation of how the Administering Organisation’s contributions will support the proposed project, using the same headings that are in the Part E budget table. Upload a PDF containing no more than one A4 page.

If applicable, you may detail any in-kind contributions in this section. **Please note that in-kind contributions must not be entered into the Part E budget table.**

**Please note:** any contributions made by Host Organisation(s) must **not** be added into the budget table. If you wish to include any details pertaining to the Host Organisation(s), this information may be entered into Part H3 of the Proposal - where the proposed arrangements to accommodate the Future Fellowship Candidate during their time conducting research at the Host Organisation may be specified.

## **PART G – PERSONNEL**

A copy of this section will automatically be generated for the Future 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 Future Fellowship 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, as well as the Future Fellowship salary level selected when the Person Participant is added.

To check or update personal details, individual Participants can access and amend their own details in the RMS via their own personal 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 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](mailto: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 to withdraw from consideration of particular Proposals for which there may be a Conflict of Interest.

**Note:** Question G4 relates to College of Expert 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**

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.

**G6 Qualifications**

This section will be auto-populated from the details held in the RMS for the Future Fellowship Candidate.

To update any qualifications, the individual Participant must amend their profile in the 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.

**G7 Which qualification is relevant to the Proposal for the Future Fellowship Candidate for eligibility purposes?**

Select either 'PhD', 'PhD equivalent' or 'Other' from the Qualification drop-down menu that is relevant to the Future Fellowship Candidate.

If 'PhD' is selected, enter the date that the PhD was awarded. Please enter the day (dd format), select the month from the drop down menu, and enter the year (yyyy format).

If 'PhD equivalent' is selected, enter the date when the qualification was awarded. Please enter the day (dd format), select the month from the drop down menu, and enter the year (yyyy format). Finally, write a brief description identifying the qualification relevant to this Proposal.

If 'Other' is selected, write a brief description identifying the qualification relevant to this Proposal.

**Note:** Future Fellowship Candidates must have been awarded a PhD on or between 30 November 1996 and 30 November 2006 or have obtained approval from the ARC, via the submission of an Eligibility Exemption Request for the recognition of research experience or an equivalent research qualification and/or variation of the qualification and/or timing requirements.

**G8 Current and previous appointment(s)/position(s) – during the past 10 years**

This section will be auto-populated from the details held in the RMS for the Future 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 industrial experience during 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** Current Salary

**IMPORTANT: Future Fellowship Candidates must select a Future Fellowship salary level equal to or greater than their current salary. Please refer to Section 8 of the Funding Rules for information relating to salary levels.**

Please enter the following information in the fields provided:

- Classification – provide details of your current academic level or equivalent.
- Salary – the gross annual amount as full-time equivalent in Australian dollars. The salary amount should NOT include on-costs.
- Status – Continuing, Currently Not Employed, Fixed Term, Other or Postgraduate.

The ARC acknowledges that institutions may have different salary levels attached to academic levels, and that variations may exist within these salary levels. Increments within levels may be applied to some salaries, as may salary loadings, and these additional amounts should be included as part of the Candidate's current salary in the Proposal.

**G10** Salary level justification

Provide a justification for the salary level requested for the Future Fellowship Candidate in this Proposal, in no more than 750 characters (approx 100 words) of plain language in the text box provided.

**G11** Citizenship/Residency Details

Parts of this section will be auto-populated from the details held in the RMS for the Future Fellowship Candidate. To update any citizenship/residency details, the individual Participant must amend their profile using the 'Personal Details' link on the Home Page. Once the citizenship/residency details have been updated, complete the following steps:

- 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 Future Fellowship before commencing the project if your Proposal for ARC research funding is successful.

**G12** Organisational affiliation for eligibility purposes

Indicate whether or not the Future Fellowship Candidate will hold an appointment at the Administering Organisation with effect on the date of the commencement of the Future Fellowship as per Subsection 7.1.7 of the Funding Rules.

**G13** Has a successful eligibility exemption been granted by the ARC for this Fellowship Candidate?

If applicable, enter the reference number for the eligibility exemption that was provided by the ARC.

**G14 Please name any Commonwealth-funded Research Centres that you will be associated with as at 1 July 2012**

If applicable, write a maximum of 750 characters (approximately 100 words) in plain language identifying the Centre/s along with an outline of the relationship between the proposed program of research and the Commonwealth-funded Research Centre/s.

**G15 Detail the number of students you have supervised over the last five years**

Write a maximum of 350 characters (approximately 50 words) detailing the number of students (e.g. Honours, Masters, PhD) that you have supervised over the last five years. Please identify which students have graduated and those who are currently enrolled.

## **PART H – HOST ORGANISATION (IF APPLICABLE)**

A copy of this section will automatically be generated for each Host Organisation. If no Host Organisations have been added as a Participant on the 'Draft Proposal Summary' page, then there will be no Part H on the Proposal form.

A Host Organisation means an organisation, other than the Administering Organisation, at which a Future Fellow undertakes her/his research while holding a Future Fellowship.

**H1 Organisation contact details**

Enter the name, title and contact details of the person who will be the main contact in the Department/School/Faculty of the named Host Organisation on this Proposal.

**H2 Organisation postal address**

The postal address will be auto-populated with details held in the RMS for the organisation.

To update an organisation's postal address details, email the updated details along with the organisation name to [rms@arc.gov.au](mailto:rms@arc.gov.au). Once amended, these details will automatically update in this form. **Note:** Only the ARC is able to update these profiles.

**H3 Host Organisation Administrative Arrangements**

In the field provided, write no more than 2,500 characters (approximately 400 words) of plain language describing the proposed arrangements between the Administering Organisation and the Host Organisation to accommodate the Future Fellow during their time conducting research at the Host Organisation.

## **PART I – RESEARCH SUPPORT**

**I1 Research support for the Future Fellow.**

**Note:** This Part may show as 'Valid' on the main Proposal summary screen despite no information having been entered. Please review and save 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) provided to the Future 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.

- 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 status is '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.
- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.

**Template:**

<b>Description</b> (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	<b>Same Research Area</b> (Yes/No)	<b>Support Status</b> (Requested/Current/Past)	<b>Proposal/ Project ID</b> (if applicable)	<b>2011</b> (\$'000)	<b>2012</b> (\$'000)	<b>2013</b> (\$'000)	<b>2014</b> (\$'000)	<b>2015</b> (\$'000)

**Example:**

<b>Description</b> (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	<b>Same Research Area</b> (Yes/No)	<b>Support Status</b> (Requested/Current/Past)	<b>Proposal/ Project ID</b> (if applicable)	<b>2011</b> (\$'000)	<b>2012</b> (\$'000)	<b>2013</b> (\$'000)	<b>2014</b> (\$'000)	<b>2015</b> (\$'000)
Dr Example, Title of this Future Fellowship Proposal.	Yes	R	FT120100001		103	206	206	206
Dr Example, Proposal Title, ARC, LP12R2	Yes	R	LP120200999		20	40	40	20
Prof Sample, Dr Example, Proposal Title, Other Org, Scheme Round 3	No	C		65	85			
Dr Example, Proposal Title, ARC, DP 2008	Yes	P	DP0800001	120				

## PART J – STATEMENTS ON PROGRESS OF ARC AND NHMRC-FUNDED PROJECTS

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

### **J1** Statements on progress

For the Future Fellowship Candidate on this Proposal, please attach a statement detailing progress for each project/fellowship involving that Participant who has been awarded funding for 2011 under the ARC *Discovery Projects*, *Discovery Indigenous Researchers Development*, *Linkage Projects*, *Federations Fellowships* or *Australian Laureate Fellowships* schemes or any NHMRC scheme.

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

Please provide:

- The Project ID, First named investigator (Project Leader), and scheme for the Participant on this Proposal who has been awarded funding for 2011 under the ARC *Discovery Projects*, *Discovery Indigenous Researchers Development*, *Linkage Projects*, *Federations Fellowships* or *Australian Laureate Fellowships* schemes or any NHMRC 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; and
- A statement of progress for each project indicated in Part I1 (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.

**Note:** Only projects which have received funding from the ARC or NHMRC 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)*, *Linkage Infrastructure, Equipment and Facilities (LIEF)* or *Centres of Excellence (CE)*.

Also, if there are circumstances in which no or minimal work has been undertaken on the Project, this must be described in the statement on progress.

**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 K – ADDITIONAL DETAILS

### **K1** 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 full 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 Future 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 Future 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'.

Please note that many users will be attempting to submit concurrently as the deadline approaches for each round. 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 Future 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.

## 8. ADDITIONAL POINTS TO ASSIST APPLICANTS TO AVOID COMMON 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.)
- Are all uploaded PDFs within the maximum number of pages specified in these Instructions? **Note:** RMS will not validate PDF page number compliance for all questions.
- Has the Future Fellowship Candidate exceeded the limits for Proposals/Projects or Project duplication (see Section 9 of the Funding Rules)?
- Does the Future Fellowship Candidate meet the eligibility requirements for the Future Fellowship role for which they are nominated (see Section 7 of the Funding Rules)?

- Are any items in the budget prohibited (e.g. items prohibited under Section 5.3 and 5.4 of the Funding Rules)?
- Please ensure that all necessary information has been entered under Part I (Research Support) and Part J (Statements on progress of ARC Funded Projects). Note: these parts may show as ‘Valid’ on the main Proposal summary page regardless of the information entered.

## 9. TROUBLESHOOTING

Reference	Problem	Solution
<b>Login</b>	Why can't I login to the RMS?	To login you must use your <b>User ID</b> and password (not your Person ID). Note: GAMS user accounts prior to January 2009 have been copied to the RMS. Please use your GAMS ID (in capitals) and Password to login to the system.
<b>Participants</b>	As the owner of the proposal but not the Future Fellow participant, why can't I assign a person to be a participant successfully?	Ensure that you have the person's <b>Person ID</b> (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant' in the system.
	How do I get another participant's Person ID?	Please obtain a participant's 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 A3)?	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.
	Why can't I see an organisation when I search for it?	The RMS only stores the various organisations previously involved on ARC Proposals. If an organisation does not appear you will have to ask the ARC to create a record for this organisation. Once created this organisation will appear in a search. To request the creation of a new organisation please contact the ARC at <a href="mailto:rms@arc.gov.au">rms@arc.gov.au</a> .
<b>Validation</b>	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.
	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 the Future Fellowship Candidate's address details - the Part still needs to be saved to validate. Please go into the relevant Part and save.
<b>PDF</b>	Why does the PDF not show information that I have updated?	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.