FREQUENTLY Asked QUESTIONS

Future Fellowships for funding commencing in 2013

Version 2
Released date: 1 February 2013

- All Participants should read the Future Fellowships Funding Rules for funding commencing in 2013 (the Funding Rules), the Future Fellowships Funding Agreement for funding commencing in 2013 (the Funding Agreement), and the Future Fellowships Instructions to Applicants for funding commencing in 2013.

- Information regarding the Research Management System (RMS) is available at http://www.arc.gov.au/applicants/system_default.htm, or contact rms@arc.gov.au for assistance.

- As soon as this information becomes available, the ARC will update key dates (including indicative dates) on the ARC’s Important Dates page at http://www.arc.gov.au/media/important_dates.htm. The ARC endeavours to send a network message to the research sector for any updates.

- Participants should direct all queries to their Administering Organisation’s Research Office or equivalent in the first instance. If necessary, Research Office staff can contact the ARC for clarification at ARC-FutureFellowships@arc.gov.au.

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1. Organisations

1.1. 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 of the Funding Rules can apply for a Future Fellowship.

1.2. 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.

1.3. How do I add my Host Organisation if I cannot find it in RMS?

Please contact the RMS Helpdesk at rms@arc.gov.au to have this organisation added by providing the following details:

- Organisation full legal or trading name (Legal/trading name and ABN can be confirmed via the ABN website: http://www.abr.business.gov.au). Note: If an overseas organisation name is provided to you in a foreign language, please provide an English translation as well.
- Organisation short/abbreviated name.
- Generic organisation email address (this cannot be the email address of any individual with an RMS account, it must be unique).
- Organisation 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 ABN and ANZSIC classification details. Information on ANZSIC codes is available from the ARC web site: http://www.arc.gov.au/applicants/codes.htm.

The RMS Help Desk will advise by return email when the record is created. Please allow sufficient time for your request to be processed prior to any deadlines. Once the organisation is added, please select this organisation for the relevant part of your proposal form.
2. Role and Eligibility for the Future Fellow

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

The Future Fellowship may be awarded on a full-time or part-time basis, though the budget and Project Description should be written as if the Fellowship will be conducted over four years. As per subsection 7.1.3 of the Funding Rules, the Future Fellowship may be converted to (or from) part-time at any time to enable the Future Fellow to continue to fulfil family and/or carer responsibilities, provided that the Future Fellowship does not exceed eight years from the date of commencement (excluding any approved periods of suspension and/or maternity and/or parental leave). A Future Fellowship does not have a minimum Full-Time Equivalent (FTE), but the FTE of the Future Fellowship must match that of the Future Fellow’s employment contract. The Administering Organisation and not the ARC is to manage changes to the Future Fellow’s working hours. The Administering Organisation will notify the ARC of any changes to working hours via Progress Reporting.

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

Yes. With reference to subsection 7.2.5 of the Funding Rules, 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 2013. If the Future Fellowship Candidate is awarded funding under Future Fellowships, the Administering Organisation must ensure that the Future Fellow must legally reside predominantly in Australia for the duration of the Future Fellowship, except where ARC approval has been granted.

2.3. Under subsection 7.2.6 of 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 the Future Fellowship?

Yes. Subsections 7.1.2 and 7.2.6 of the Funding Rules and 10.5 in the Funding Agreement outline that a successful Future Fellowship Candidate (that is the Future Fellow) must give up or resign from a position prior to the commencement of the Future Fellowship. However, this excludes honorary or non-remunerated fellowships that do not impair the capacity of the Future Fellow to complete the proposed Project.

In addition, the Future Fellow is expected to spend the majority of her/his time on research activities related to the proposed Future Fellowship. The Future Fellow must not carry out duties other than those permitted under the Funding Rules, including all pre-existing administrative and management responsibilities. Future Fellows in University and Australian Public Service sectors do not have to give up tenure but must be transferred out of their existing positions into the Future Fellowship and operate as if they are on leave without pay from their tenured position.
2.4. I currently hold an ARC or NHMRC Fellowship. Can I apply for a Future Fellowship for funding commencing in 2013?

Yes. Subsection 7.2.7 of the Funding Rules state that at the closing time of submission of a Proposal for *Future Fellowships for funding commencing in 2013*, Future Fellowship Candidates who hold an ARC or NHMRC Fellowship may apply for a Future Fellowship only in the final year of her/his fellowship. A fellowship is considered to be funded for the years set out in the Funding Agreement and the original letter of offer.

For example, researchers who currently hold an ARC or NHMRC Fellowship who finish their Fellowship on 31 December 2013 are considered to be in the final year of their Fellowship, and can apply for a *Future Fellowship for funding commencing in 2013*.

2.5. If a Future Fellow would like to take additional leave in addition to maternity or paid partner/parental leave, is that allowed?

Future Fellows may take additional leave of up to twelve months during the Future Fellowship. The Fellows can use accrued leave or leave without pay providing it is in accordance with the Administering Organisation’s normal practice and written approval obtained from the ARC. Please refer to section 10 of the Funding Agreement for more details.

2.6. Are Super Science Fellows considered an ARC Fellowship?

As defined in this Funding Rules, an ARC Fellowship means a named Fellowship position within any ARC scheme where the salary is funded wholly or partly by the ARC.

For the purpose of the Future Fellowships Funding Rules for funding commencing in 2013, Super Science Fellows are considered named Fellows due to the competitive selection process undertaken by the Administering Organisations as set out by the ARC in the Funding Rules and Funding Agreement. These Fellows are approved by the ARC and may not be replaced if relinquished.

3. Salary Levels

3.1. 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.

3.2. 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.

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*At Australian Universities

**excluding on-costs

If a Future Fellowship Candidate’s current salary is well above the relevant Future Fellowship salary for the academic level applied at (for example, 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.

3.3. **My current salary is greater than the highest Future Fellowship level (i.e. Future Fellowship Level 3), does this mean that I cannot apply for a Future Fellowship for funding commencing in 2013?**

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 ($154,129, 2013S) is the highest salary level for Future Fellowships for funding commencing in 2013, 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.
4. **Number of Proposals**

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

No. As stated in subsection 9.1.1, a 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.

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

With reference to subsections 9.1.2 and 9.1.3 of the Funding Rules, a Future Fellowship Candidate cannot 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. This also includes Future Fellows in the final year of their Future Fellowship.

4.3. **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 2013?**

No. As stated in subsection 9.1.7, a Future Fellow will not be permitted to relinquish a Chief Investigator, Fellow, Award, or Centre Personnel role or existing ARC grants held on 1 July 2013, to circumvent the limits outlined within the Funding Rules.

4.4. **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?**

Yes, however 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.

See subsections 6.2.4 and 7.1.7 of the Funding Rules for more information.

4.5. 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.

5. Cross-scheme Eligibility

5.1. 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 9.1.4 of the Funding Rules states that researchers cannot submit a Future Fellowships Proposal for funding commencing in 2013 and a NHMRC Fellowship or other career award for funding commencing in 2013 and 2014, 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 2013 and have subsequently been notified that they have been unsuccessful can apply for a Future Fellowship for funding commencing in 2013.

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.

5.2. If I wish to apply for a Future Fellowship for funding commencing in 2013, can I apply for a Discovery Early Career Researcher Award for funding commencing in 2014, as well? If I am successful in both, can I choose which one to accept?

No. As stated in subsection 9.1.4(a) of the Funding Rules, researchers cannot submit a Future Fellowships Proposal for funding commencing in 2013 and apply for a Discovery Early Career Researcher Award for funding commencing in 2014. Please note that if a Candidate applies for both of the above-mentioned, the Future Fellowships and Discovery Early Career Researcher Award Proposals will be deemed ineligible.
5.3. If I wish to apply for a Future Fellowship for funding commencing in the 2013, can I apply for a Discovery Outstanding Researcher Award (DORA) in the Discovery Projects for funding commencing in 2014, as well? If I am successful in both, can I choose which one to accept?

No. As stated in subsection 9.1.4(b) of the Funding Rules, researchers cannot submit a Future Fellowships Proposal for funding commencing in 2013 and apply for a DORA within a Discovery Projects Proposal for funding commencing in 2014 Proposal. Please note that if a Candidate applies for both of the above-mentioned, the Future Fellowships and Discovery Projects Proposals will be deemed ineligible.

5.4. If I wish to apply for a Future Fellowship for funding commencing in 2013, can I apply for an Australian Laureate Fellowship for funding commencing in 2013, as well? If I am successful in both, can I choose which one to accept?

No. As stated in subsection 9.1.4(c) of the Funding Rules, researchers cannot submit a Future Fellowships Proposal for funding commencing in 2013 and apply for an Australian Laureate Fellowships Proposal for funding commencing in 2013. Please note that if a Candidate applies for both of the above-mentioned, the Future Fellowships and the Australian Laureate Fellowships Proposals will be deemed ineligible.

5.5. 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 2013. 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, then the Future Fellowship Proposal will be deemed ineligible.

5.6. Are Postdoctoral Research Associates (PDRAs) on Australian Laureate Fellowships considered an ARC Fellow or Award recipients? Is a PDRA only eligible to apply for a Future Fellowship in the final year of their PDRA?

As defined in the Funding Rules, an ARC Fellowship means a named Fellowship position within any ARC scheme where the salary is funded wholly or partly by the ARC. A PDRA employed on an Australian Laureate Fellowship are not named Fellows on the Proposal. A fellow that is not named on a Proposal does not need to wait until the final year of the funding to apply for a Future Fellowship. The Future Fellowship Candidate must meet all other eligibility criteria in the Funding Rules.
5.7. **How can a Future Fellowships Proposal and a Discovery Projects Proposal be related?**

A Future Fellowships Proposal and a Discovery Projects 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.

6. **Eligibility Exemption**

6.1. I wish to apply for a Future Fellowship even though I was awarded my PhD before 1 March 1998. I have experienced a number of career interruptions. Is it sufficient to note these in Part C1 of the Proposal?

No. You should submit an Eligibility Exemption Request to the ARC as outlined in section 9.3 of the Funding Rules. This form is available on the ARC website at [http://www.arc.gov.au/ncgp/futurefel/ft_eligibility.htm](http://www.arc.gov.au/ncgp/futurefel/ft_eligibility.htm). This form must be submitted through the RMS and received by the ARC by the closing date and time on the Important Dates page on the ARC website at [www.arc.gov.au/media/important_dates.htm](http://www.arc.gov.au/media/important_dates.htm), unless otherwise advised.

6.2. I received my PhD before 1 March 1998 and have had carer responsibilities. However, I have continued working throughout this period, should I apply for an Eligibility Exemption?

No. With reference to subsection 9.3.4 of the Funding Rules, Eligibility Exemptions relating to such circumstances will only be granted where applicants have had significant career interruptions due to these responsibilities. Applicants who 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.

6.3. I received my PhD before 1 March 1998 and have had significant career interruptions. Is there a limit to how many years prior to 1 March 1998 that I can apply for an Eligibility Exemption?

Yes. Subsection 7.2.2(b)(ii) of the Funding Rules state that the ARC will not approve any applications for an Eligibility Exemption where the applicant was awarded their PhD less than 5 years or more than 22 years from the closing date of submission.

7. **Targeted Research Areas**

7.1. 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. Section 4.3.2(b) of the Funding Rules lists the targeted 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.

7.2. Is there a quota for the targeted research areas?

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

8. Budget

8.1. 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. The Administering Organisation must ensure that travel costs (excluding relocation costs) do not exceed $50,000 over the life of the Fellowship. Travel costs related to carrying out field research are not included. Please refer to section 5.2.1(g) of the Funding Rules.

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

Yes. As per subsection 5.2.1(e) of the Funding Rules, the ARC supports publication and dissemination of Project outputs and outreach activity costs at up to two per cent (2%) of the total non-salary funding requested for the Project. This cost should be requested under the section ‘Other’ within the budget table and justified in terms of need and cost in Part F of the Proposal form in RMS. Please note that this cost excludes fees for patent application and holding.

8.3. Where do I request travel costs that are related to fieldwork since it is not included in travel in the budget table within the Proposal?

As per subsection 5.2.1(g) of the Funding Rules, travel costs related to carrying out field research are not included in travel costs. This cost should be requested under the section ‘Other’ within the budget table and justified in terms of need and cost in Part F of the Proposal form in RMS.

8.4. Does the ARC provide additional relocation cost? How about the transfer of Future Fellows?

Subject to clause 9 of the Funding Agreement, the Administering Organisation may make pre-approved reimbursement payments subject to the policies of the Administering Organisation based on the approved amount requested in the original Proposal. Relocation
costs must have been requested in the original Proposal submitted to the ARC and paid from the non-salary Funding provided to the Administering Organisation and will not be paid post award.

Subject to clause 17.9 of the Funding Agreement, relocation expenses associated with the transfer of Future Fellow(s) will not be paid by the ARC.

The Administering Organisation must ensure that travel expenses, where payable from the Funding, adhere to the travel and relocation policies in place at the Administering Organisation.

8.5 Under which budget category should I request costs related to carrying out field research and does the limit of $50,000 for travel costs over the life of the Fellowship apply to flights to and from the research site?

Costs related to carrying out field research are not considered to be ‘Travel’. Field research costs such as accommodation, living costs and flights to and from the research site directly relating to field research should be requested under ‘Other’ in the budget section of the proposal form and clearly noted as field research. As per subsection 5.2.1(g) of the Funding Rules, travel costs related to carrying out field research are not included in the $50,000 limit for travel over the life of the Fellowship.

Generally “field research” is referred to as collecting or creating new information outside of a laboratory or typical workplace. If the Future Fellowship Candidate can justify the need of the work in relation to the proposed project and the Administering Organisation can certify the work undertaken by the Candidate, then it can be considered as “field research”. The main purpose of any travel designated as field research must be to carry out the research, not to attend a conference or other related meetings. Please provide details in both Part D1 – Project Description and Part F1 - Justification of Future Fellowships non-salary funding of the proposal form.

9. Changes to Document
1.3. - Inserted new question (1 February 2013)
2.6. - Inserted new question (1 February 2013)
8.5. - Inserted new question (1 February 2013)