



INSTRUCTIONS TO APPLICANTS
ELIGIBILITY EXEMPTION REQUESTS
Linkage Projects for funding commencing in 2011

CLOSING TIME FOR ELIGIBILITY EXEMPTION REQUESTS:

LP11 Round 1: 5.00PM (AEDT) Wednesday 31 March 2010

LP11 Round 2: 5.00PM (AEST) Wednesday 29 September 2010

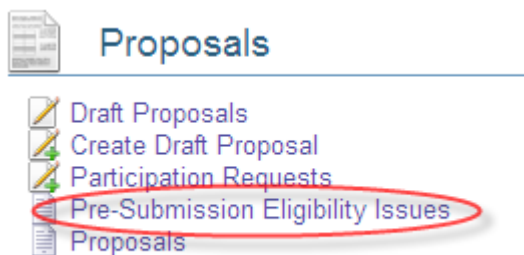
The following instructions explain how Participants should submit an Eligibility Exemption Request through the ARC online application system - Research Management System (RMS)

RMS Role: Participant

1. The *Linkage Projects Funding Rules for funding commencing in 2011* describe situations in which an Eligibility Exemption Request must be submitted to the ARC as part of the funding application process.
2. Each pre-submission Eligibility Exemption Request should relate to **a single eligibility issue only**. For cases involving more than one APDI Fellowship candidate or Partner Organisation, you **MUST** submit a **separate Eligibility Exemption Request** for each APDI Fellowship candidate or Partner Organisation involved in a Proposal.
3. Each Eligibility Exemption Request can be supported with up to 5 pages of relevant additional documentation which provide justification for the Eligibility Exemption Request.
4. Each Eligibility Exemption Request must be submitted by using the appropriate pro forma: the following Eligibility Exemption Request pro forma are available for *Linkage Projects*:

Type	Eligibility Exemption Requests
1	APDI Fellowship Candidate – Eligibility Exemption Request
2	Partner Organisation minimum cash contribution – Eligibility Exemption Request

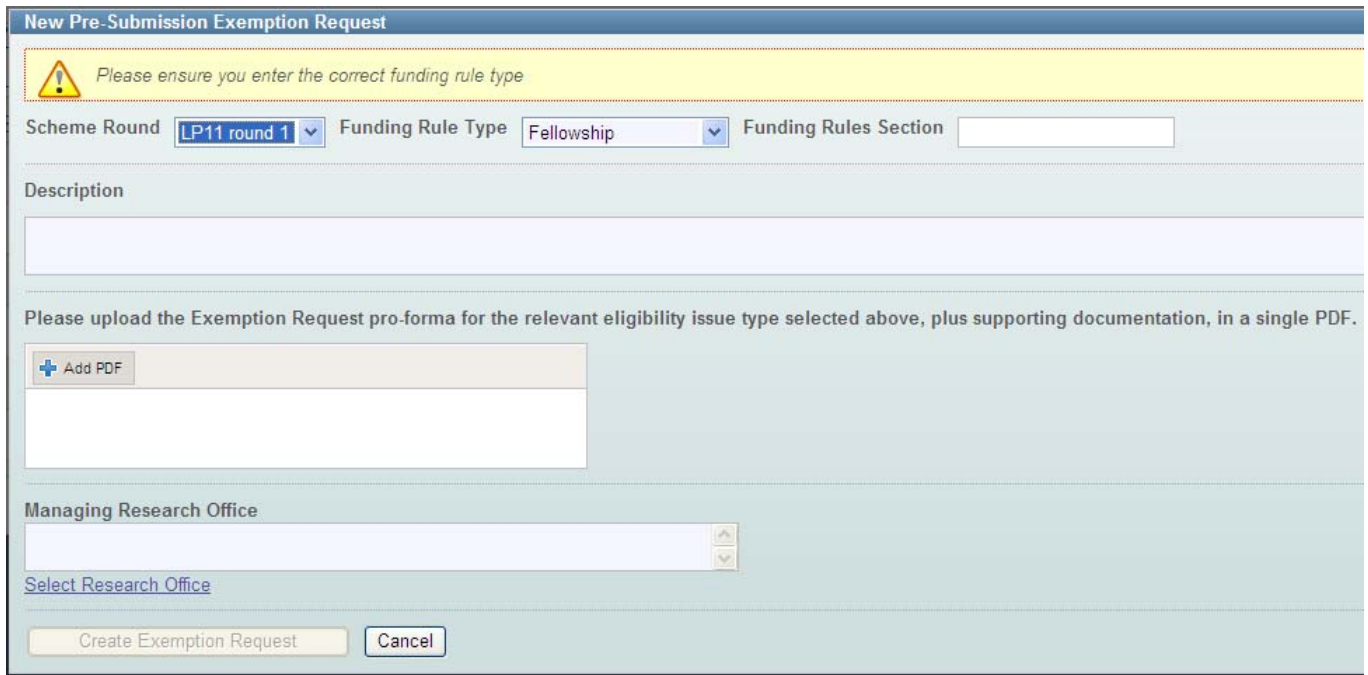
5. The *Linkage Projects Eligibility Exemption Request* pro forma and *Instructions to Applicants* are available at http://www.arc.gov.au/ncgp/lp/lp_eligibility.htm
6. To complete an Eligibility Exemption Request form, please enter RMS as a participant and click on 'Pre-Submission Eligibility Issues':



7. Click on 'Add Exemption Request':



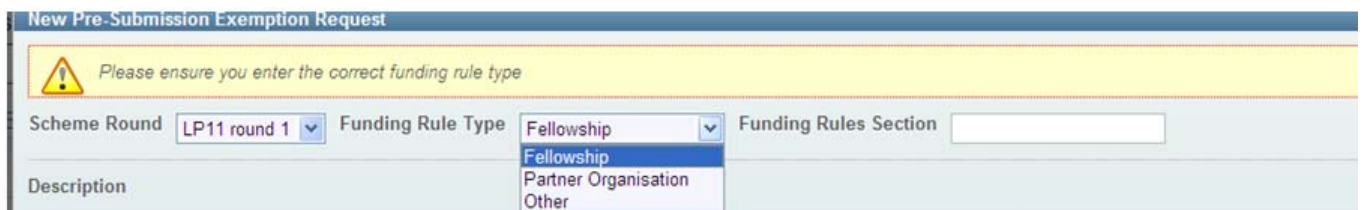
8. Select the relevant 'Scheme Round' and 'Funding Rule Type', e.g. 'Fellowship':



9. Please note that of the options available, only the following two types should be selected for *Linkage Projects* Eligibility Exemption Requests:

- a. Fellowship (Type 1 – APDI Fellowship Candidate)
- b. Partner Organisation (Type 2 – Partner Organisation minimum cash contribution)

The option 'Other' does not apply for LP11.

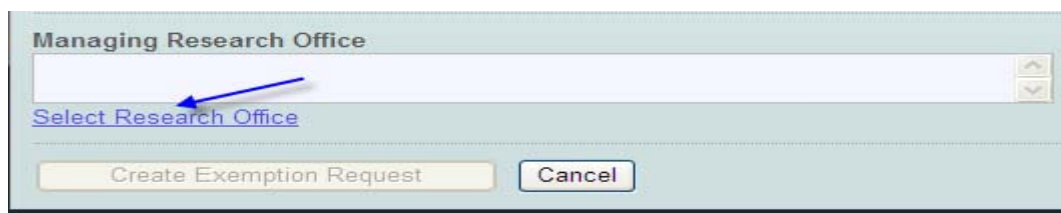


10. 'Funding Rules Section': insert the relevant, pertaining to the request, reference number/s from the *Linkage Projects Funding Rules for funding commencing in 2011*. Please include numerical reference to the specific Funding Rules Section only – do not include text.

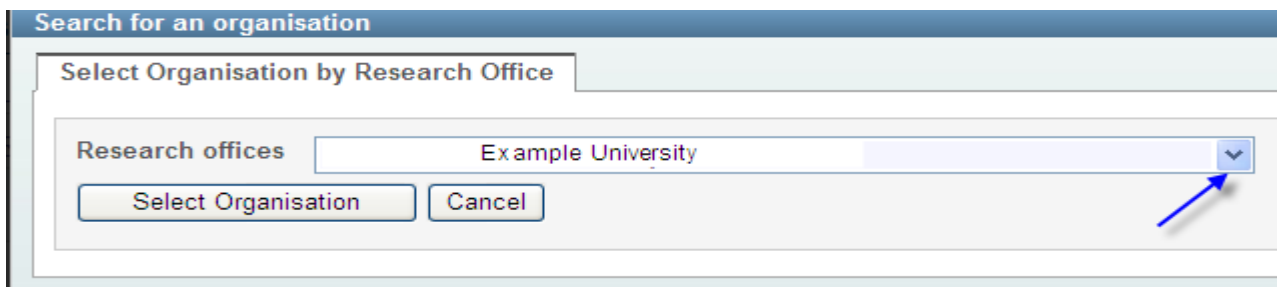
11. 'Description': enter the 'Type of Eligibility Exemption Requested' (from the Eligibility Exemption Request form). Provide a brief description of the request.

12. Add PDF which contains the completed form and additional documentation. Each completed Eligibility Exemption Request form and up to 5 pages of additional documentation must be uploaded in RMS as a single PDF.

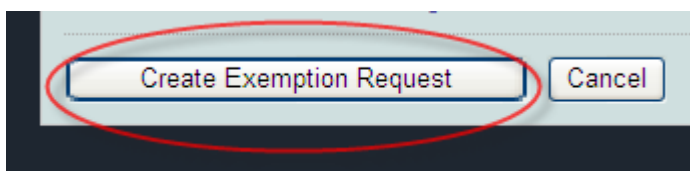
13. Under 'Managing Research Office' click on 'Select Research Office' to insert the name of the Administering Organisation which, if the Proposal is funded, will be administering the Project.



14. Search and select the Administering Organisation:



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



16. Example for reference:

Scheme Round – LP11 Round 1 (select).
Funding Rule Type – Fellowship (select).
Funding Rules Section – e.g. Sections 8.4.3 a. (Enter section reference number/s).
Description – Type 1: APDI Fellowship Candidate. (Describe the eligibility issue).
Add PDF – consisting of the completed pro forma and additional documentation.
Managing Research Office – name of an Eligible Organisation listed at Appendix C of the *Linkage Projects Funding Rules for funding commencing in 2011*

RMS Role: Research Office

1. The Research Office must review the Eligibility Exemption Request submitted by the Participant and submit it to the ARC on or before **5.00 pm (AEDT), Wednesday 31 March 2010** (Round 1) and **5.00 pm (AEST), Wednesday 29 September 2010** (Round 2), as detailed in the *Linkage Projects Funding Rules for funding commencing in 2011*.
2. After reaching a decision regarding the Eligibility Exemption Request, the ARC will forward an automated email to the Administering Organisation (Research Office), and the Participant (the person who submitted the request to the Research Office) advising of the outcome. The Research Office and the Participant will be required to log into RMS to view the details of the decision.
3. **Eligibility Exemption Reference Number:** for successful Eligibility Exemption Requests, the eligibility issue reference number that is provided must be entered into the relevant Proposal in the scheme round. Please refer to the *Linkage Projects Instructions to Applicants* for further details regarding the use of the eligibility issue reference numbers in Proposal forms.
4. If further assistance is required, please email the ARC at ARC-LinkageProjects@arc.gov.au (for assistance with eligibility) or rms@arc.gov.au (for assistance with RMS), or telephone (02) 6287 6600.