



INSTRUCTIONS TO APPLICANTS: ELIGIBILITY EXEMPTION REQUESTS *Linkage Projects* for funding commencing in July 2012

CLOSING TIME FOR ELIBILITY EXEMPTION REQUESTS:

LP12 Round 2: 5.00PM (AEST) Wednesday 28 September 2011

The following instructions explain how Participants and the Research Office of the Administering Organisation should submit an Eligibility Exemption Request through the Research Management System (RMS).

Section 1: Participant

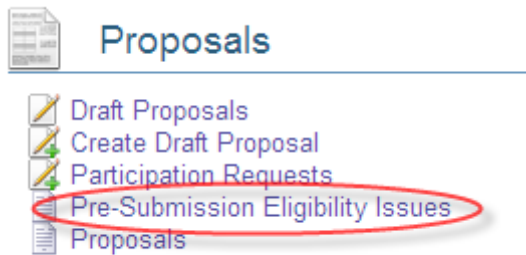
Section 2: Research Office

Section 1: Participant

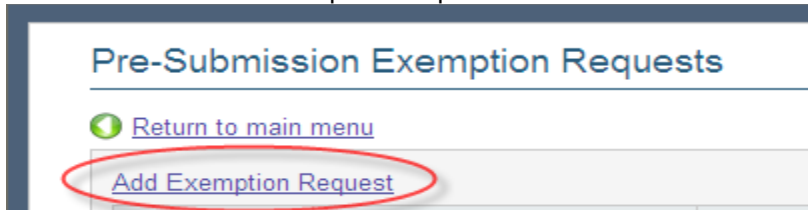
- 1.1 The *Linkage Projects Funding Rules for funding commencing in 2012 Variation (No.1)* describe situations in which an Eligibility Exemption Request must be submitted to the ARC as part of the funding application process.
- 1.2 Each pre-submission Eligibility Exemption Request should relate to a **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.
- 1.3 Each Eligibility Exemption Request can be supported with up to 5 pages of relevant additional documentation which provides justification for the Eligibility Exemption Request.
- 1.4 Each Eligibility Exemption Request must be submitted by using the appropriate pro forma. The following types of Eligibility Exemption Request pro forma are available for *Linkage Projects*, and can be found at: http://www.arc.gov.au/ncgp/lp/lp_eligibility.htm.

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

- 1.5 To complete an Eligibility Exemption Request form, please enter RMS as a Participant and click on 'Pre-Submission Eligibility Issues':



- 1.6 Click on 'Add Exemption Request':



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

A screenshot of the 'New Pre-Submission Exemption Request' form. At the top, there is a warning message: 'Please ensure you enter the correct funding rule type'. Below this, the 'Scheme Round' dropdown is set to 'LP12 round 2' and the 'Funding Rule Type' dropdown is set to 'Fellowship'. The 'Funding Rules Section' field is empty. The 'Description' field is also empty. Below the description field, there is a prompt: 'Please upload the Exemption Request pro-forma for the relevant eligibility issue type selected above, plus supporting documentation, in a single PDF.' with an 'Add PDF' button. At the bottom, there is a 'Managing Research Office' field and a 'Select Research Office' link. The form has 'Create Exemption Request' and 'Cancel' buttons.

- 1.8 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 LP12.

A screenshot of the 'New Pre-Submission Exemption Request' form, similar to the previous one, but with the 'Funding Rule Type' dropdown menu open. The dropdown menu shows three options: 'Fellowship', 'Partner Organisation', and 'Other'. The 'Scheme Round' is still 'LP12 round 2' and the 'Funding Rules Section' is empty.

- 1.9 'Funding Rules Section': insert the relevant reference number/s from the *Linkage Projects Funding Rules for funding commencing in 2012 Variation (No. 1)* to the request. Please include numerical reference to the specific Funding Rules Section only (e.g. 8.1.1.d(i)) – do not include text.

- 1.10 'Description': enter the 'Type of Eligibility Exemption Requested' (from the Eligibility Exemption Request form). Provide a brief description of the request.
- 1.11 'Add PDF': attach a 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.
- 1.12 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.

[**Note:** This organisation must be an Eligible Organisation listed at Appendix A of the *Linkage Projects Funding Rules for funding commencing in 2012 Variation (No. 1)*.]

- 1.13 Search and select the Administering Organisation.

- 1.14 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.

- 1.15 Example for reference:

Scheme Round – LP12 Round 2 (select).
Funding Rule Type – Fellowship (select).
Funding Rules Section – e.g. 8.1.1.d(i) (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 A of the *Linkage Projects Funding Rules for funding commencing in 2012 Variation (No.1)*.

Section 2: Research Office

- 2.1 The Research Office must review the Eligibility Exemption Request submitted by the Participant and submit it to the ARC before **5.00 pm (AEST), Wednesday 28 September 2011 (Round 2)**, as detailed in the *Linkage Projects Funding Rules for funding commencing in 2012 Variation (No.1)*.
- 2.2 After reaching a decision regarding the Eligibility Exemption Request, the ARC will forward an automated email to the Research Office of the Administering Organisation, 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.
- 2.3 **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.

If further information is required, the Research Office at the Administering Organisation should contact the Linkage Projects team by email to ARC-LinkageProjects@arc.gov.au. For assistance with RMS, please contact the RMS team by an email to rms@arc.gov.au or telephone (02) 6287 6600.