



**Australian Government**

**Australian Research Council**

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# *LINKAGE PROJECTS*

**Instructions to Applicants  
for funding commencing in  
July 2012 (Round 2)**

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# Australian Research Council Linkage Projects

## Instructions to Applicants for funding commencing in July 2012 (Round 2)

The *Linkage Projects Instructions to Applicants for funding commencing in July 2012 (Round 2)* provides information to Applicants on how to complete and electronically submit a *Linkage Projects Proposal* for funding commencing in 2012 (Round 2). The completed Proposal form, including the PDF attachments, must comply with the *Linkage Projects Funding Rules for funding commencing in 2012 Variation (No. 1)* (hereafter referred to as the Funding Rules).

The information in this document is underpinned by the Funding Rules. Please review the Funding Rules on the ARC website at [http://www.arc.gov.au/ncgp/lp/lp\\_fundingrules.htm](http://www.arc.gov.au/ncgp/lp/lp_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/lp/lp\\_instructions.htm](http://www.arc.gov.au/ncgp/lp/lp_instructions.htm).

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### 1. Matters to note before completing the Proposal form

Proposals are the prime source of information available to ARC assessors and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for assessment of the Project 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 current at the time of submission.

#### 1.1 Accuracy of Information

Check carefully that all the information contained in the Proposal is accurate before submission of the Proposal.

#### 1.2 Key Dates – *Linkage Projects* for funding commencing in July 2012 (Round 2)

<b>Wednesday 28 September 2011</b> (5:00 pm AEST)	<b>ARC closing time for submission of Eligibility Exemption Requests</b> The form is available on the ARC website at <a href="http://www.arc.gov.au/ncgp/lp/lp_eligibility.htm">http://www.arc.gov.au/ncgp/lp/lp_eligibility.htm</a>
<b>Wednesday 16 November 2011</b> (5:00 pm AEDT)	<b>ARC closing time for submission of Proposals via RMS</b> <b>ARC closing time for submission of a Request Not to Assess form</b> Request Not to Access form is available on the ARC web site at <a href="http://www.arc.gov.au/applicants/request_notassesform.htm">http://www.arc.gov.au/applicants/request_notassesform.htm</a> and must be submitted electronically to the ARC via email to <a href="mailto:ARC-LinkageProjects@arc.gov.au">ARC-LinkageProjects@arc.gov.au</a> by your Administering Organisation's Research Office.

**To be eligible for *Linkage Projects* Australian Postdoctoral Fellowship (Industry) APDI Fellowship status:**

<b>Date for the award of a PhD (or having achieved equivalent status)</b>	<b>On or after 16 November 2008</b>
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### 1.3 Format

Write in plain English and comply strictly with the Proposal format and submission requirements.

**All pages of additional text (uploaded in PDF form) must be as follows:**

- Black type.
- Single column.
- White A4 size paper with at least 0.5 cm margin on each side and at top and bottom.
- Text must be size 12 point Times New Roman or an equivalent size before converting to PDF format and must be legible to assessors. Otherwise, a highly legible font type must be used: Arial, Courier, Palatino, and Helvetica subject to them being an equivalent sized font to 12 point Times New Roman. Variants such as mathematical typesetting languages may also be used.
- References only can be in 10 point Times New Roman font or equivalent.
- 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 of 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.

**Note:** Information such as citations or public recognition may be considered for inclusion in relevant sections if suitable.

### 1.4 Proposal Certification

The Proposal must be certified and submitted online through RMS by an authorised officer of the Administering Organisation.

**Note:** The authorised officer must have the role of ‘Research Office Delegate’ in RMS. Only the Administering Organisation certifies and submits online.

The Administering Organisation must obtain the agreement, attested to by written evidence of all the relevant persons and organisations named on the Proposal, excluding the employing organisations of overseas PIs and any Participant’s Current Organisation which is not their Relevant Organisation for the Proposal. This written evidence should be retained by the Administering Organisation and must be provided to the ARC if requested.

**Please note:** The ARC has provided a proforma for obtaining written evidence at: [http://www.arc.gov.au/ncgp/lp/lp\\_certification.htm](http://www.arc.gov.au/ncgp/lp/lp_certification.htm). However, the use of the ARC proforma is **not** mandatory. The Administering Organisation may determine the format for written evidence.

## 1.5 RMS Assistance

Participants should contact their organisation's Research Office in the first instance for assistance or click on the Help link (located on the top left corner of the RMS screen). If you still require assistance the ARC has the following help desk options:

- **Send an email** to [rms@arc.gov.au](mailto:rms@arc.gov.au) outlining your problem and providing your RMS details.
- Telephone the RMS Help Desk on +61 2 6287 6789.

**Please note:** the RMS Help Desk is staffed from 9am to 5pm Monday to Friday, excluding public holidays. 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.

- For queries relating to the Funding Rules, eligibility, or Proposal content, please contact the *Linkage Projects* team at [ARC-LinkageProjects@arc.gov.au](mailto:ARC-LinkageProjects@arc.gov.au).

## 2. Getting started in RMS

The Proposal is prepared and submitted through RMS at <https://rms.arc.gov.au> by the Administering Organisation.

To access and/or amend Proposal information, all Proposal Participants, including Chief Investigators (CIs), Partner Investigators (PIs), Australian Postdoctoral Industry Fellowship (APDI Fellowship) candidates and support staff involved in the preparation of a Proposal require an **RMS User ID and password**.

It is recommended that intended Proposal Participants obtain an RMS User ID as soon as possible to prevent potential delays due to an anticipated increase in RMS User ID requests close to the due date for Proposals.

### 2.1 Existing GAMS/RMS Accounts

Participants who have had a previous ARC Grant Application Management System (GAMS) user account prior to January 2009 will have automatically had an RMS account created for them. Participants will be required to reset their password by clicking on the 'Reset Password' link and enter their GAMS Username with all letters capitalised in the RMS Username field.

Previously allocated RMS User IDs will remain valid. Researchers do **not** have to apply for a new RMS User ID each year, nor do individuals with assessor-only logins. **Do not simply create a new account.**

Participants should contact their organisation's Research Office in the first instance for assistance with RMS. RMS help desk staff can provide further assistance, please see Section 1.5.

### 2.2 New RMS Accounts

The RMS User ID and password must be applied for online via the RMS Home Page or by contacting an Eligible Organisation's Research Office or equivalent. Participants must have a **valid email address** in order to reset their own password once the RMS User ID and password are established. If unsure, please contact your Research Office or equivalent.

- Participants who are current academic staff members of Eligible Organisations should nominate their organisation to manage their accounts.
- Participants who are not currently academic staff members of Eligible Organisations should seek their RMS User ID and password from the nominated Eligible Administering Organisation. Alternatively, Participants may request an account through the RMS Login Page via the link 'Request New Account'. Instructions to assist researchers in the process are available using the 'Help' link on the 'Request New Account' page.

**Note:** While all Participants nominated on a Proposal may view the application, please note that editing sections and viewing of any subsequent peer review assessments is in accordance to their Access Rights. Only the Proposal owner is able to submit the Application and the Rejoinder to the Administering Organisation's Research Office, which subsequently submits these to the ARC.

See Section 11.2 in the Funding Rules for more information on the Rejoinder process.

**Additional note:** Account holders can also transfer their RMS accounts between organisations by selecting 'Personal Details' from the RMS menu, followed by the 'Organisation' tab. Click 'transfer', and select new organisation name.

### **2.3 RMS System Compatibility**

RMS is compatible with Internet Explorer 7.0 or later, or Firefox 3.0 or later. The ARC recommends Firefox 3.6.

RMS requires Adobe Flash Player V10 or later installed. You will be prompted to install Adobe Flash Player if you do not have it installed, however you may wish to download the file from the following link: <http://get.adobe.com/flashplayer/>.

### **2.4 Research Management System (RMS) Information**

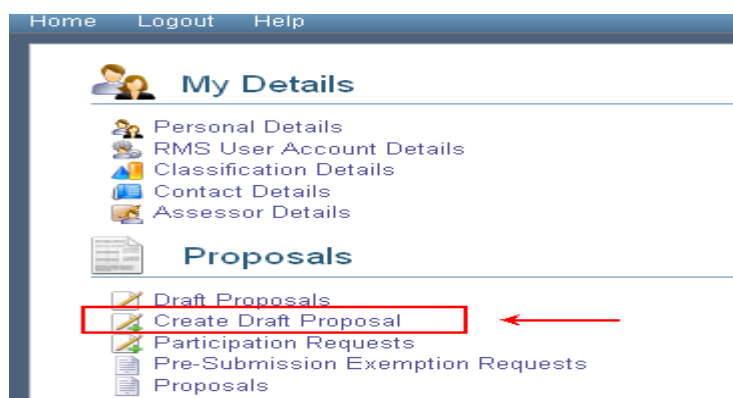
The RMS information in this section is also available on the ARC website: [http://www.arc.gov.au/applicants/rms\\_info.htm#tips](http://www.arc.gov.au/applicants/rms_info.htm#tips).

### 3. Creating a new Proposal in RMS

A new draft Proposal is created from the Applicant's RMS homepage under 'Proposals', as shown in the screenshot below. The Applicant must have the role 'Participant' in RMS. If an Applicant does not have the role of 'Participant', the Applicant must contact the Research Office or equivalent to add this role. A new draft Proposal can then be created. Participants can check their RMS role by logging into RMS and selecting 'My Details>RMS User Account Details>User Roles'.

- Once in RMS, click on 'Create Draft Proposal' and select the appropriate scheme and round. For *Linkage Projects* for funding commencing in July 2012 (Round 2), select '**LP12 Round 2**'.
- Enter a Proposal name and click on 'Create Proposal' to create a draft Proposal.

**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. **The formal Proposal title is entered in Part A.**



- Once a draft Proposal has been created, a Proposal ID will be automatically allocated by RMS, and the 'Draft Proposal Summary' page will appear.
- 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.
- Further details of Participants and Organisations may be entered into each component of the Proposal form.

#### SAVE regularly

**Please ensure that the Proposal is saved regularly. Do not navigate away from any form Part without saving. RMS will automatically time out after 30 minutes of inactivity. A warning message will appear after 15 minutes of inactivity.**

- Proposal forms should be completed sequentially where possible to assist with the pre-population of subsequent sections (Part A, Part B, etc.). However, Part D – Project Cost can be filled out last.
- To return to your Draft Proposal at a later date, click on the 'Draft Proposals' link via your RMS Homepage.


## 4. Adding Participants and Organisations

All Chief Investigators (CIs), APDI Fellowship candidates (APDIs) and Partner Investigators (PIs), must be added as a person Participant on the ‘Draft Proposal Summary’ page.

Non-Participants (those who are not named on the Proposal) are not entered here – please refer to Section 4.2 to add Non-Participants.

### 4.1 Participants

**Project Leader:** for Proposals with more than one Participant, the first named Participant (who is a CI or an APDI Fellowship candidate) would normally be from the Administering Organisation and is considered to be the Project Leader. If the Participant identified as the Project Leader is the Proposal Owner and is to be removed from the role or from the Proposal, this Project Leader must first ‘Transfer Ownership of this Draft Proposal’ to a new Project Leader.

 [Create PDF for this proposal](#) (Current estimated PDF generation time is 1 minute)  
Generation Not Attempted

Owner of this draft proposal	Prof A Example
ID of Draft Proposal	LP1201XXXXX
Name of Proposal	Example Proposal
<a href="#">Transfer Ownership of this draft proposal</a>	

Before inviting Participants, you may wish to enter the Proposal Title and Summary of Proposal in Part A. Adding this information will enable the invited Participants to identify the Proposal for acceptance. If this information is not entered, the invited Participants will only be able to identify a Proposal by the Proposal author name. The Proposal Title and Summary can be edited at any time before submission.

#### Add Person Participants as follows:

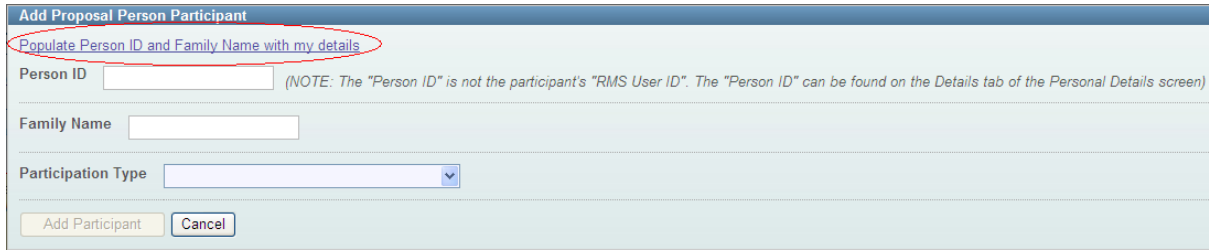
- Under Participants, click on ‘Add Person Participant’ on the ‘Draft Proposal Summary’ page.

**Participants**

[Add Person Participant...](#)

*No person participants have been added to this proposal*

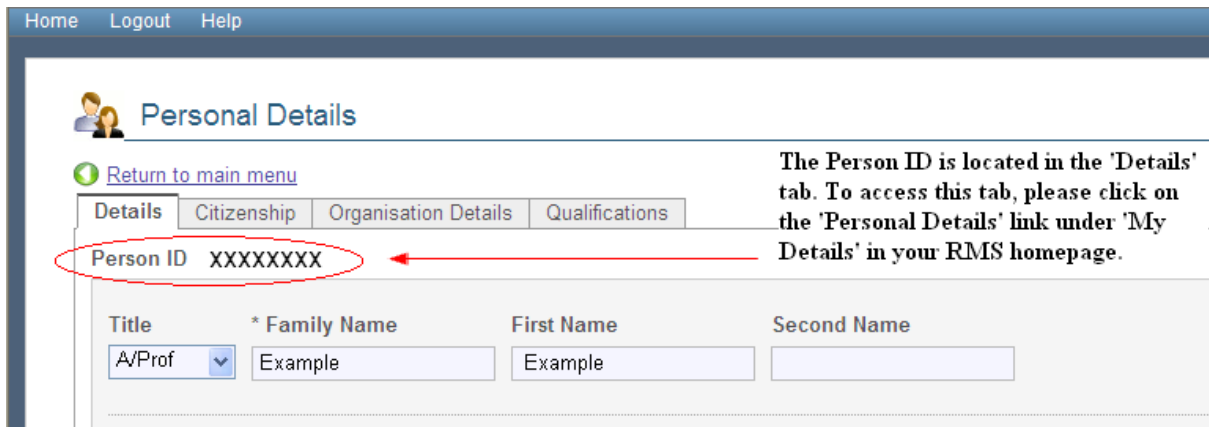
- If the Proposal Owner is a Participant, they can add themselves to the Proposal by clicking on the ‘Populate Person ID and Family Name with my details’, and select the correct role from the drop-down menu. Click on ‘Add Participant’, and this will add the Proposal Owner to the Proposal.



- Other Participants can also be added to the Proposal via the ‘Add Person Participant’ link.
- Enter the Participant’s **RMS Person ID**, Family Name and Role.

**Important note:** Successfully inviting a person to participate requires their **Person ID** (this is **not** their RMS User ID) and their family name. **Please obtain this directly from the Participant** who will be able to find their own personal details in RMS as shown below. Your Research Office or equivalent can search for the RMS Person IDs for individuals at your organisation.

If an intended Participant does not have an RMS Account, please see Section 2 for instructions on requesting an account.



When a Participant has been successfully invited in a Proposal, they will receive an automated invitation email containing the Proposal details and directing them to accept or reject the invitation via RMS.

**Note:** A Participant **must** accept the invitation in order to change the status from ‘Requested’ to ‘Accepted’. Part F – Personnel for an invited Participant will not be generated until the Participant has accepted.

- Participants can be re-ordered by clicking on either the up or down arrow as illustrated below. The Project Leader should be listed first.
- A Participant’s access rights can be changed by clicking on the ‘Edit access rights’ link.

To edit a Participant's access rights, please click on the link 'Edit Access Rights'.

To re-order Participants, please click on the up or down arrow.

Invited Participants will have a status of 'Requested' until they accept their invitation to participate on a Proposal.

Participants

[Add Person Participant...](#)

Name	Participator	Status	Participation Type	Access Rights			
Prof E	Accepted		Chief Investigator	<a href="#">Edit Access Rights</a>	<a href="#">Withdraw</a>	<a href="#">Remove</a>	▲▼
Prof F	Requested		Chief Investigator	<a href="#">Edit Access Rights</a>	<a href="#">Withdraw</a>	<a href="#">Remove</a>	▲▼
Prof G	Requested		Partner Investigator	<a href="#">Edit Access Rights</a>	<a href="#">Withdraw</a>	<a href="#">Remove</a>	▲▼

**Note:** A Participant's role **cannot** be edited, please ensure the correct Participation Type is selected. Otherwise, the Participant must be removed and then added to the Proposal again, and all information relating to that Participant, including Part F, will have to be re-entered. The table of Participants on the 'Draft Proposal Summary' page displays the status of Participants (Invited/Accepted/Rejected) and allows the Proposal Owner to change the Access Rights of Participants (Allowing/Disallowing editing of the Proposal beyond their own Personnel section).

#### 4.2 Non-Participants with Access to This Proposal

This section is used to add individuals who require access to the Proposal, but who will not be a named Participant on the Proposal.

**Add Non-Participants as follows:**

- Click on 'Give access to Non-Participant' link on the 'Draft Proposal Summary' page, then enter the **Person ID**, Family name and select their level of Access as below.

**Add Proposal Person Non Participant**

Person ID

Family Name

Access Rights Allocate Rights ▼

[Add Non Participant](#) [Edit](#) [View](#) [Cancel](#)

- After being successfully added, Non-Participants can be given 'Access Rights' using the Non-Participants' table on the 'Draft Proposal Summary'.

#### 4.3 Organisation Participants

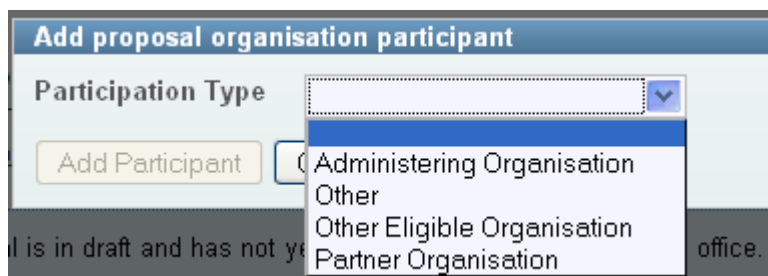
Each Organisation participating/contributing to the Proposal must be listed, including the Administering Organisation. Organisations do not need to accept or reject, however the Administering Organisation is required to obtain the agreement of all parties necessary to allow the proposed research to proceed. Further instructions are detailed in Part G – Partner Organisation Details. See also Section 10.4 of the Funding Rules for more information on authorisation and certification.

**Note:** Your Administering Organisation will **not** be able to see your Proposal unless you add them. Please ensure that you add your Administering Organisation to your Proposal once created. If the Proposal is approved for funding, the Eligible Organisation (See Appendix A of the Funding

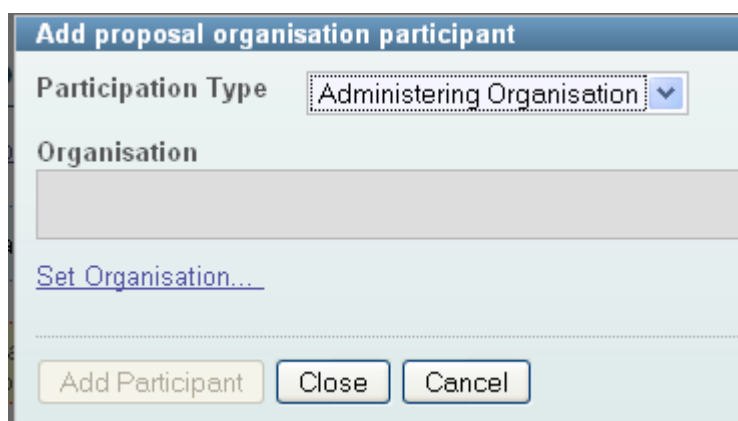
Rules) submitting the Proposal will be responsible for the administration of the project and is referred to as the Administering Organisation.

**Add Organisation Participants as follows:**

- Click on ‘Add Organisation Participant’ and select the type of participating organisation from the drop-down menu.



- Click on ‘Set Organisation’ link, select from the drop-down menu and then click on ‘Select Organisation’.



**Note:** This information will auto-populate into A1 of the Proposal form.

Other than the Administering Organisation, there are three types of other participating Organisations available in RMS for *Linkage Projects* Proposals:

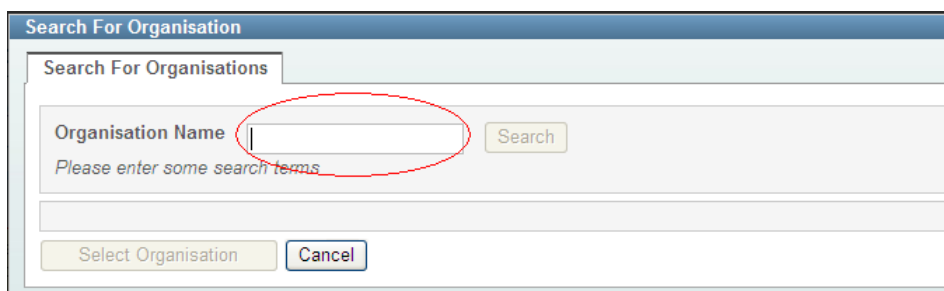
**Partner Organisations** – organisations which will be contributing towards the minimum Partner Organisation cash and in-kind requirements, and must satisfy the requirements detailed in Section 6.4 of the Funding Rules.

**Other Eligible Organisations** – organisations which will not be contributing towards the minimum Partner Organisation cash and in-kind requirements; for example, another Australian university (not the Administering Organisation). See Appendix A of the Funding Rules.

**‘Other’ Organisations** – organisations which will not be contributing towards the minimum Partner Organisation cash and in-kind requirements, and are neither Eligible Organisations nor Partner Organisations satisfying the requirements detailed in Funding Rules. **Note:** Any contributions from ‘Other’ Organisations do not form part of the ‘Partner Organisation’ contribution requirements.

#### 4.4 Partner Organisation Not Listed?

- a) Search for the Organisation Name: Please ensure that the organisation is not already listed by doing a partial name search as the organisation you are looking for may be recorded with slightly different name. Please ensure that the organisation that you select has the correct name and ABN of your intended organisation.



For example, if you were looking for “The Great Barrier Reef Foundation” and entered this exact text into the Organisation search field, it would not return any results. However, if you enter “great barrier reef”, the search results will return several options that may match the text for you to select from.

- b) If the search was unable to find any organisations matching your criteria and the organisation is required to be added to the RMS database, please contact the ARC via email at [rms@arc.gov.au](mailto:rms@arc.gov.au).

Please include the following organisational details in the email request as below:

- 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>.

**Note:** 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.**

## 5. Filling in the Proposal form

**Important reminder: After 30 minutes of inactivity RMS will timeout and any unsaved data will be lost. Proposal forms should be completed sequentially to assist with pre-population of subsequent sections. (Note: Part D – Project Cost can be completed last).**

**Please note: When information is entered in textboxes in the RMS form, 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 question is automatically 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 is usually where the first-named CI or APDI Fellow will be employed during the period of project funding.

**A2 Proposal Title**

(This question must be answered.)

Provide a short descriptive title of no more than 150 characters (approximately 20 words). The text will turn red if the number of characters exceeds the maximum.

- Ensure that the title is precise, informative and use language which is comprehensible to the general public;
- **Avoid** the use of acronyms, quotation marks; and
- **Do not** use unnecessary capitalisation in titles.

**Note:** This Proposal title may be modified and used for public release.

**A3 Person Participant Summary**

(This question is automatically populated from the list of Participants previously entered via the ‘Draft Proposal Summary’ page.)

The first-named Participant who is a CI or APDI Fellowship candidate will be considered the Project Leader. **Please ensure that the Project Leader is entered first in the ‘Draft Proposal Summary’ page.** The order of Participants can be re-ordered via the ‘Draft Proposal Summary’ page as described in Section 4.1.

If any information is incorrect or incomplete, it must be updated by the Participant in ‘Personal Details’ via the RMS homepage. Please refer to Section 7 of the Funding Rules for further information on roles and eligibility for researchers.

**Note:** If a Participant's 'Current Organisation' is not showing at A3, that Participant must ensure that the 'Position is currently held' box is ticked in their '**Personal Details**' in the RMS homepage as shown below.

The screenshot shows a web form titled "Add New Position". It contains the following fields and options:

- Description: Professor of XXX
- Position is currently held:
- Department: Department of XXX
- Contract Type: Permanent (dropdown)
- Employment Type: Full Time (dropdown)
- Start Date: XX January XXXX (with a note: "The year must be in the format yyyy. The day is incorrect for the month and year.")
- End Date: (empty)
- Organisation: Select an organisation (dropdown)
- Buttons: Add Position, Cancel

**A4 Organisation Participant Summary**

(This question is automatically populated from the 'Draft Proposal Summary' page.)

If any information is incorrect or incomplete, please email [rms@arc.gov.au](mailto:rms@arc.gov.au).

**A5 Summary of Proposal**

(This question must be answered.)

Provide a written Proposal summary of no more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the 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 used and modified for public release.**

**A6 Summary of Project for Public Release**

(This question must be answered.)

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.

- Use plain English and make the summary comprehensible for the general public as far as possible.
- **Avoid** the use of quotation marks and acronyms (spell out any uncommon acronyms).
- Use Australian spelling.
- Use "The project will..." rather than 'I will' 'We will' or 'They will' in the summary.

**Note: This summary may be used and modified for public release. Do not duplicate or simply truncate the 'Summary of Proposal' in A5.**

## Part B – Classifications and Other Statistical Information

### **B1** National Research Priorities

Indicate whether this Proposal falls within one of the four designated National Research Priorities.

- Each National Research Priority has a number of associated goals – to add, select from the drop-down list under Goals.

**Note:** RMS will allow only one of the National Research Priorities to be selected. Please choose the most appropriate one from the list. The Proposal may, however, indicate more than one Goal within the chosen National Research Priority. See the ARC website for further information.

### **B2** Field of Research

(This question must be answered.)

The Field of Research (FOR) classification defines research according to disciplines. The FOR codes selected should describe the research in this Proposal and should be selected carefully, as they are the principal tool used to identify and assign relevant assessors from the ARC database. The ARC recommends selecting **no more than three** FOR classifications per Proposal and 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.

- Select each classification code that relates to the Proposal by clicking on ‘Add FOR code’.
- Indicate the importance of each classification by using a percentage. This prompt will not appear again once the per cent 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.

**Note:** Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to one hundred per cent (100%).

### **B3** Socio-Economic Objective (SEO-08)

(This question must be answered.)

The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the Project if funded. The ARC recommends selecting **no more than three** SEO classification per Proposal.

- Select each classification code that relates to the Proposal by clicking on ‘Add SEO code’.
- Indicate the importance of each classification by using a percentage.

**Note:** Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to one hundred per cent (100%).

### **B4** Keywords

(This question must be answered.)

**The ARC recommends entering no more than five keywords per Proposal to describe the proposed research and its application in industry.** The keywords are (along with FOR Codes) important in identifying and assigning relevant assessors, and is important that the keywords indicate the broad disciplinary or interdisciplinary research context of the Proposal not just specific outcomes.

The keywords should be of the kind normally required for submitting an article to a major refereed journal. Please ensure that the keywords are spelt correctly. These keywords are for ARC's guidance only.

**B5** **If the proposed research involves international collaboration, please specify country/ies involved.**

Select the names of the country or countries of researchers and/or other parties who will collaborate on this Proposal from the drop-down list.

**B6** **How many PhD stipends are being requested in this Proposal?**  
(This question must be answered.)

Please record the total number of stipends being requested in this proposal. Requests for PhD stipends are entered in Part D – Budget Cost.

## Part C – Project Description

**C1** Please provide the following information in no more than ten A4 pages and in the required format.

(This question must be answered.)

The uploaded Project Description **must not exceed ten A4 pages and must be in the format described in Section 1.3. In the uploaded PDF you must use the headings below and in this order.** Applicants need to ensure that information provided under these headings addresses the Selection Criteria as detailed in the Funding Rules.

### PROJECT TITLE

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

### AIMS AND BACKGROUND

- Describe the aims and background of the Proposal.
- Include information about national/international progress in this field of research and its relationship to this Proposal.
- Refer only to refereed papers that are widely available to the national and international research communities.

### SIGNIFICANCE AND INNOVATION

- Describe why the research is significant and how it addresses an important problem.
- Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the Proposal aims and concepts are novel and innovative.
- Detail what new methodologies or technologies will be developed in the course of the project.
- Describe how the Proposal might result in national economic, environment and/or social benefits.
- If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, describe the potential for the project to contribute to the associated Priority Goals.

### APPROACH AND TRAINING

- Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the Proposal. Include research plan and proposed timelines.
- Demonstrate how the project provides research training and show how the intellectual content and scale of the work proposed will be appropriate to a research higher degree.
- Include a summary of the relevant work if the rationale for a Proposal rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors.

### RESEARCH ENVIRONMENT

- Describe the existing, or developing research environment within the Administering Organisation/ Collaborating Organisation(s) for this Project.
- Describe how the Project fits with the Administering Organisation's strategic Research Plan or other strategic developments, if applicable.

- Outline the plans for communicating research results, including scholarly and public communication and dissemination.

### **PARTNER ORGANISATION COMMITMENT AND COLLABORATION**

- The contribution from the Partner Organisation(s) must be specific to the project and not be part of a broader contribution to the Administering Organisation.
- Make clear how the Partner Organisation(s) is involved in the Proposal, how the Proposal fits into the Partner Organisation(s) overall strategic plan and how the Proposal is of value to the Partner Organisation(s).
- Explain how the project is likely to lead to further collaboration between the Partner Organisation(s) and the Administering Organisation, and to develop long-term alliances.

### **ROLE OF PERSONNEL**

- Summarise the role, responsibilities and contributions of each Participant, Chief Investigator, APDI Fellow, Linkage Industry Fellow (LIF) and Partner Investigator.
- Summarise the roles and levels of involvement of other Participants, for example, technical staff.

### **REFERENCES**

- Include a list of all references, including relevant references that refer to the Participant's previous work.

**Note:** If the Proposal is requesting a LIF, add further details regarding the Fellowship and its relationship to the rest of the project under the headings as appropriate. Information regarding the LIF will also be required under 'Part D – Project Cost' and 'Part F – Personnel' of the LIF Participant.

## **Part D – Project Cost**

### **D1 What is the proposed budget for your project?**

(This question must be answered.)

**Note:** Please ensure that your budget complies with the requirements of the Funding Rules.

- Please select the organisations which will be contributing to this project by clicking on 'Set Other Organisation Contributors'.

The screenshot shows a web interface for question D1. At the top, it reads "D1. What is the proposed budget for your project?". Below this is a sub-instruction: "Please provide details of the budget proposed for your project." At the bottom of the question area, there are five tabs labeled "Year 1", "Year 2", "Year 3", "Year 4", and "Year 5". A red rectangular box highlights a blue hyperlink that says "Set Other Organisation Contributors...".

The **Administering Organisation** must be selected as well as any other contributing Organisations. RMS will then update the budget page adding a column for the 'Administering Organisation', and as applicable a column for 'Other Eligible Organisations', 'Partner Organisations' and a column for 'Other' organisations.

**Note:** All Organisations should be added to the Proposal before filling out the budget. All personnel nominated for an APDI Fellowship should also be added via the ‘Add Participants’ link on the main page before starting the budget. If all APDIs have been entered correctly, a line item will appear in the initial budget table for each nominated APDI Fellow. If you have an eligibility exemption number for a Partner Organisation, please enter it in Section G before proceeding with the budget.

Description	Year 1	Year 2	Year 3	Year 4	Year 5	ARC	
							Cash
▼ Direct Cost							0
Personnel						+	0
Teaching Relief						+	0
Equipment						+	0
Maintenance						+	0
Travel						+	0
Other						+	0
Linkage Industry Fellowship						+	0


Provide the following information in each column for each year of funding being requested. To move between years, please click on the relevant year link.

### ‘Description’ column

This column lists the budget item categories for which you can seek funding under the *Linkage Projects* scheme.

#### **Add items to the Budget as follows:**

Ensure that you add all item descriptions in Year 1. These will automatically populate in consecutive years. **Do not enter funding against items in the years for which you are not requesting funding from the ARC.**

- To add an item to the budget table, ensure you are in Year 1 and then click on the green plus  under the relevant heading. A new window will appear for you to enter the description of the item you are seeking funding for from the ARC.

Enter the description of the item and then click 'Add Item'.

**Note:** You do not need to add the item for each year as the item description will auto-populate in each year. Please enter the request against each year you are requesting funding for. For example, if you are applying for three years only do not enter in amounts for years four or five.

**Add item**

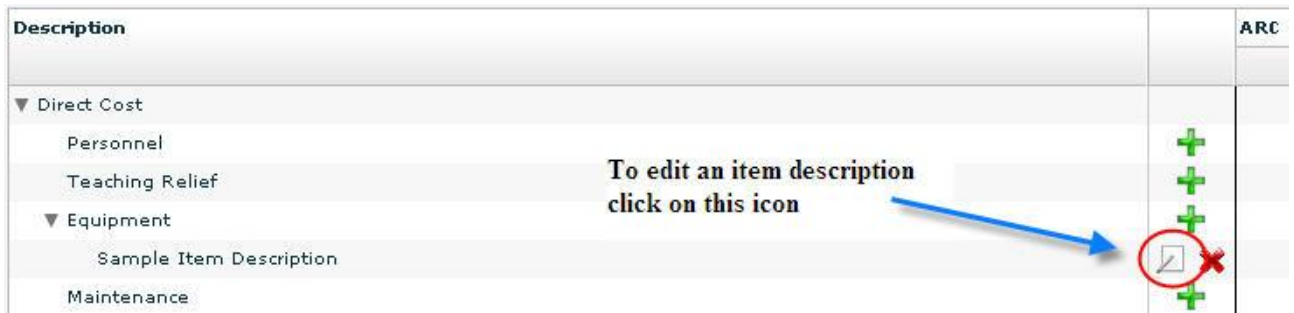
Description:

**Note:** If you delete the item using the red cross icon, the item will be removed from the entire budget.

Please see ‘Entering the ARC Budget’ section below for further information on what to include in each category. If an item has been entered incorrectly, please click on the red cross to remove this item. To remove an APDI Fellowship candidate from the budget, the Participant must be removed from the Draft Proposal summary.

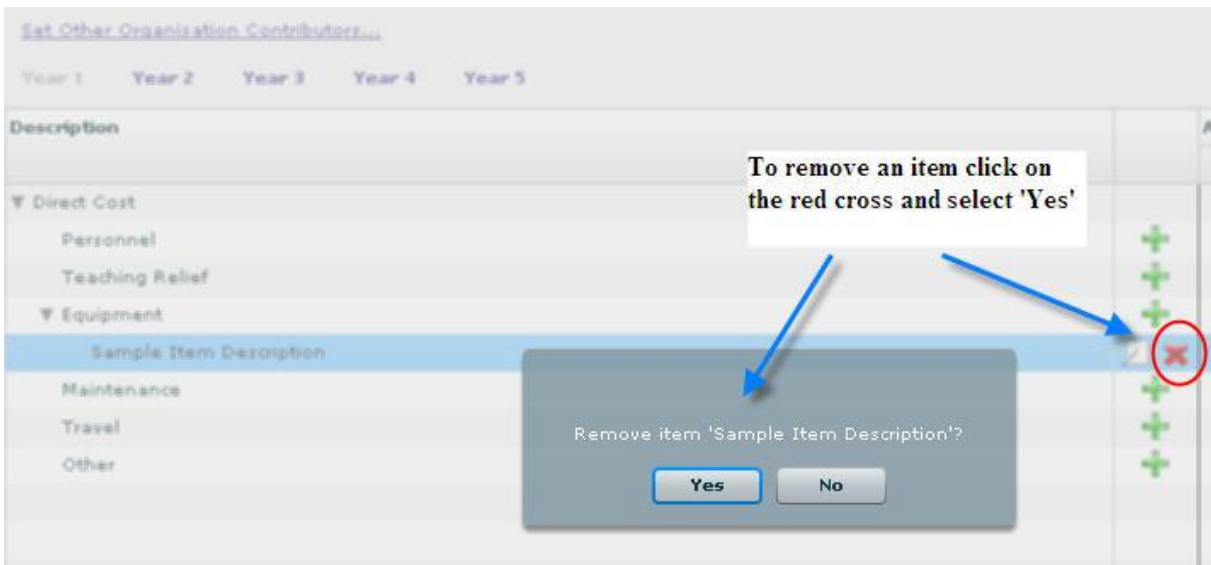
**Edit an item in the Budget as follows:**

- If you wish to modify an item’s description, please click on the ‘Edit Budget’ icon.



**Remove an item added to the Budget as follows:**

- To remove an item added to the budget, please click on the red cross for the relevant item and select ‘yes’ to remove item. This will delete the item from all years. If you only want to request funding for an item in one or more years, enter the requested amount in the years sought and leave the field at \$0 for years not requested.



**Enter the ARC Budget as follows:**

- Enter the amounts being sought in the ARC column against the relevant items for each year you will be seeking funding from the ARC. Please refer to Section 5.1 of the Funding Rules for the level of funding that can be applied for.

**Note: If removing an amount from the budget line, a '0' (zero) must be entered. Leaving the field blank after using the delete or backspace button will not clear the field.**

**'ARC' column**

Enter in the amounts of funding being sought from the ARC against the available categories. Please see below for further information on each category.

Description		ARC
		Cash
▼ Direct Cost	The 'Direct Cost' line will sum all subtotals displaying the total amount being requested from the ARC.	113,136
▼ Personnel		83,136
APDI (Dr Example Example)		83,136
Example Personnel		0
Teaching Relief		0
▼ Equipment	Each category will subtotal the amounts entered against each item.	30,000
Example Item 1		20,000
Example Item 2		5,000
Example Item 3	Enter in the amounts against each item that is being requested from the ARC.	5,000
Maintenance		0
Travel		0
Other		0
Linkage Industry Fellowship		0

**Categories**

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

**'Personnel'** (including salaries and on-costs)

Ensure all named Participants including CIs, PIs and APDI Fellowship candidates are included. (Where an adjunct or equivalent position is not financial, that Participant does not need to be entered in the budget section.)

Salaries must include a twenty-eight per cent (28%) loading to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation, however, excluding items such as extended leave and severance pay.

**Note:** ARC Fellowship holder salaries funded by the ARC should not be entered in the budget.

**APDI Fellowships**

(APDI Fellowship candidate name/s will be automatically populated into the budget once they have accepted their participation on the Proposal.)

- You **must** select the funding level of the APDI Fellowship first.

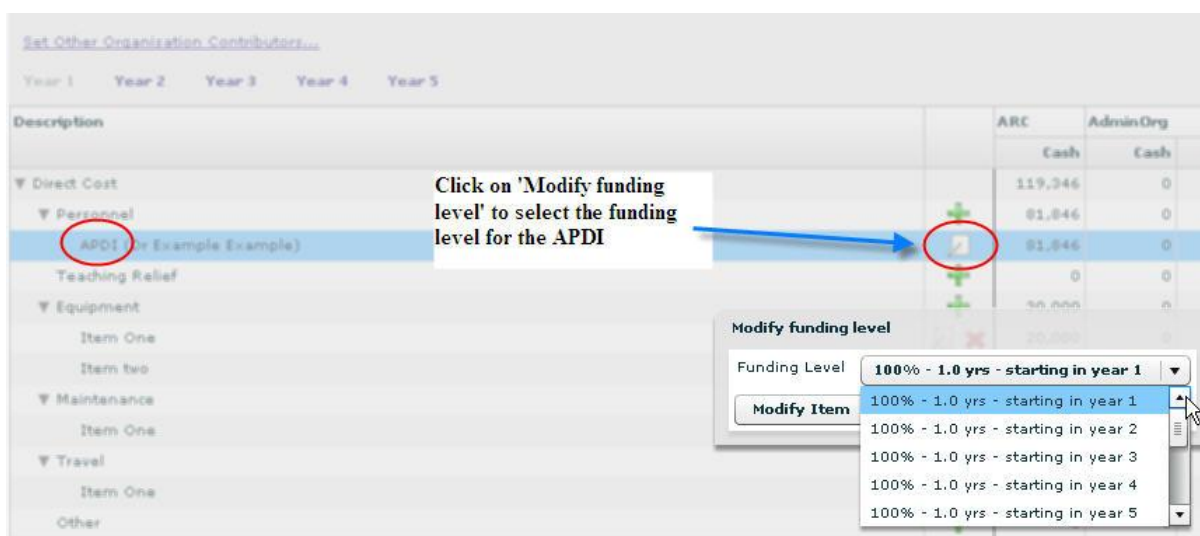
- Once selected, the APDI Fellowship amount will auto-populate for every year of the APDI Fellowship. You do not need to select the level of funding in each year.

The level of funding for an APDI is **\$83,136** (2011\$) per year of funding, including on-costs.

**Note:** If on-costs at the host organisation exceed twenty-eight (28%) for APDI Fellows, please include the residual cost under the relevant ‘Organisation’ column.

### How to add the APDI Fellowship funding level:

- Click on the ‘Modify Funding Level’ icon. This will show a new popup to select the appropriate level.
- Select the appropriate option for length and start year requested.



The requested option will now appear in the table against the APDI Fellowship candidate.

Description	Year 1	Year 2	Year 3	Year 4	Year 5	ARC	Admin Org
APDI (Dr Example Example)	83,136						

### Other Personnel Items

Show salaries for Chief Investigators and Partner Investigators in the relevant columns (‘Administering Organisation’, ‘Other Eligible Organisation’, ‘Partner Organisation’ or ‘Other’ organisation), only for the proportion of time estimated that will be spent on the project.

- ARC Fellowship holder salaries funded by the ARC should not be entered.
- Funding requests for PhD stipends should be as per Subsection 5.2.1.f of the Funding Rules.
- Senior Research Associates, Research Associates and all other personnel should be based on standard salary levels within the Administering Organisation using the appropriate rate at the time of submission.
- Where an adjunct or equivalent position is not financial, that Participant does not need to be entered in the budget section.

**Note:** Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

### Teaching Relief

Only CIs are eligible to request funding for teaching relief in order to maximise the opportunity for the CI to conduct research. Please refer to subsection 5.2.3 of the Funding Rules for further information regarding eligibility and rates.

- Teaching Relief may be added by clicking on the green cross and entering the name of the CI, the FTE and time period. **Note:** The CI's name must be in the format (First name Family name).

### Equipment

- Include both hardware and software items in any one year in this category.
- Indicate the cost of equipment and installation based on the cost of equipment and installation at the latest prices (excluding GST) obtained from the supplier at the time of submission. Do not simply estimate cost.

**Note:** It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* (LIEF) scheme.

### Maintenance

- Include in this category consumables and equipment items in any one year; and
- Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under 'Equipment' or 'Personnel' as appropriate. Estimate the prices that will apply at the time of purchase.

### Travel

- Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, etc. Refer to Subsection 5.2.1.h of the Funding Rules for further information.

### Other

- Include any items that cannot be appropriately placed in other categories.

**Note: The two per cent (2%) for publication, dissemination and outreach costs of the Project outputs should not be requested in the budget of the Proposal. Please refer to Section 5.2.2 of the Funding Rules.**

**Applicants should also include information in their Proposal (Part C – Project Description) regarding their strategies for dissemination as required under the 'Research Environment' Selection Criteria, as per Subsection 4.3.b.iii of the LP12 Funding Rules.**

### Linkage Industry Fellowship

If a Linkage Industry Fellowship (LIF) has been requested, enter the amount only for each year in which the LIF will be taken. Refer to Section 8.2 of the Funding Rules for LIF allowance details.

**Note:** Funding requests for Linkage Industry Fellowships (LIFs) should appear as "LIF" under 'Personnel' in the budget. LIF requests must meet the criteria stated in Section 8.3 of the Funding Rules.

- To add a LIF, click on the add item button and enter the name of the Participant (First name and Family name) that the Fellowship is being requested for.
- All Participants applying for a LIF must select ‘yes’ for question F3 in their own Part F. If you enter a LIF into the budget before selecting ‘yes’ in question F3 a budget validation error will appear.

F3. Are you applying for a Linkage Industry Fellowship (LIF)?

*(This question must be answered)*

Yes  No

**Note:** Validation errors will also occur if a Participant has selected ‘yes’ at question F3 and has not been added to the budget in the LIF section, or if the Participant’s name has not been entered in the correct format (i.e. First name followed by Family name).

### **Entering Contributions (\$ amounts) in the columns for Administering Organisations, Other Eligible Organisations, Partner Organisations and Other Organisations**

Enter the amounts the organisation will provide to the project in the appropriate column against the relevant budget line. Items must first be added to the Budget table, the amounts can then be entered in the relevant columns.

An organisation will only be available to be added in this part if they have already been added as an Organisation Participant on the Draft Proposal screen at ‘Organisation Participants’.

- The ARC reserves the right to determine the level of funding allocated to a project.
- Do not include GST in your costs.
- Eligible Organisations must ensure that organisational in-kind contributions in the budget section of the Proposal do not include salary for any Commonwealth funded Fellowships, unless it is salary committed by the Eligible Organisation over and above the Commonwealth component. The inclusion of a Commonwealth Fellow salary as an organisational in-kind contribution may lead to a Proposal being excluded and not recommended for funding.

### **‘Administering Organisation’ column**

- Enter in the dollar amounts that the Administering Organisation will be contributing to the Project against **each budget line**. The Direct Costs line will **sum the total of all categories**.

Set Other Organisation Contributors...

Year 1 Year 2 Year 3 Year 4 Year 5

Description	ARC	AdminOrg		
		Cash	Cash	In-kind
<b>Direct Cost</b>		108,136	2,000	0
▼ Personnel		83,136	0	0
APDI (Dr Example Example)	<input type="checkbox"/>	83,136	0	0
Example Personnel	<input type="checkbox"/>	0	0	0
Teaching Relief	<input type="checkbox"/>	0	0	0
▼ Equipment		25,000	2,000	0
Example Item 1	<input type="checkbox"/>	20,000	0	0
Example Item 2	<input type="checkbox"/>	5,000	0	0
Example Item 3	<input type="checkbox"/>	0	2,000	0
Maintenance	<input type="checkbox"/>	0	0	0
Travel	<input type="checkbox"/>	0	0	0
Other	<input type="checkbox"/>	0	0	0
Linkage Industry Fellowship	<input type="checkbox"/>	0	0	0

The 'Direct Cost' line will sum all the subtotals and display the total amount that the Administering Organisation is contributing.

Enter amounts that the Administering Organisation will be contributing against each item where applicable.

### ‘Other Eligible Organisation’ column

- Enter in the dollar amounts that the ‘Other’ Eligible Organisation will be contributing to the Project (if applicable). The Direct Costs line will sum the total of all categories.
- The total per year contributed by the Other Eligible Organisation/s will need to be entered in the ‘Other Eligible Organisation’ table that will be created below the main budget table. **Note:** If this does not match the total contribution from the Other Eligible Organisation/s, a validation error will result.

Partner Organisation

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Partner Organisation 1	10,000	5,000	0	0	0	0	0	0	0	0
Partner Organisation 2	10,000	5,000	0	0	0	0	0	0	0	0
<b>Total</b>	<b>20,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Individual totals must be entered.

This row will automatically populate.

### ‘Partner Organisation’ column

- Enter in the amount of funding in the relevant years that the Partner Organisation/s will be providing against each budget line. This is the total amount being contributed if there is more than one Partner Organisation.
- A separate summary table entitled ‘Partner Organisation’ will be populated underneath the budget table. Each Partner Organisation’s name will be listed separately within that table once they have been added via the ‘Set Other Organisation Contributors’ link. This table is used to enter the amount each Partner Organisation will be contributing in the relevant year/s. Please enter the total amount that a Partner Organisation is contributing against that Organisations name in each year/s. The amounts entered against all Partner Organisations must match the total amount showing in the ‘Partner Organisation’ column for each year.

If the total amount in the ‘Partner Organisation’ table does not match the total amount in the ‘Partner Organisation’ column for each year you will see the budget validation error as shown below.

This error must be resolved before any other validation errors. As a rule, resolve any validation errors from the first dot point down.

**Note:** If no column is visible, you must click on the ‘Set Other Organisation Contributors’ link and tick the check box against the relevant organisation. The amount in the total row does **not** automatically populate from the top budget table.



Example:

- 1) If two Partner Organisations are each contributing \$15,000, as shown in the example below, this results in a total of \$30,000 in Year 1.
- 2) The Partner Organisation column (titled ‘PO’) will show the total amount for both Partner Organisations. You must enter the totals against each budget line manually.

Description		ARC		PO	
		Cash	In-kind	Cash	In-kind
▼ Direct Cost		0	0	20,000	10,000
▼ Personnel		+	0	0	0
APDI (Dr Example Example)			0	0	0
Teaching Relief		+	0	0	0
▼ Equipment		+	0	10,000	0
Item One			✗	0	10,000
Item two			✗	0	0
▼ Maintenance		+	0	0	5,000
Item One			✗	0	5,000
▼ Travel		+	0	10,000	5,000
Item One			✗	0	10,000
Other		+	0	0	0

- 3) Individual totals are to be entered against each Partner Organisation/s in the ‘Partner Organisation’ table. However, the 'Total' of the table will automatically populate as illustrated below in the last row.

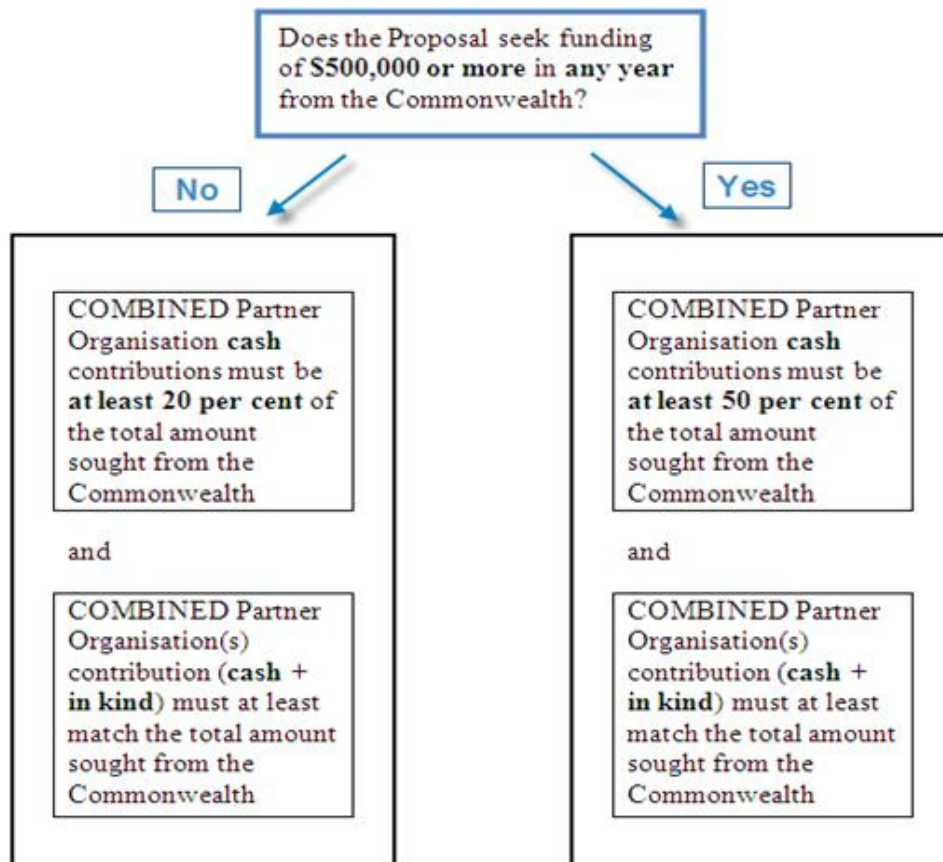
Partner Organisation		
Organisation	Year 1	
	Cash	In-kind
Partner Organisation 1	10,000	5,000
Partner Organisation 2	10,000	5,000
<b>Total</b>	<b>20,000</b>	<b>10,000</b>

**Minimum cash and In-kind requirements for Partner Organisation Contributions**

The combined Partner Organisation contributions for a Proposal (i.e. the total cash contributions and/or in kind contributions of all Partner Organisations), as determined by the ARC, must at least match the total amount sought from the Commonwealth.

Please refer to Section 6.4 of the Funding Rules for details concerning Partner Organisation(s) cash and in-kind contributions requirements.

The following flowchart may assist Applicants to ascertain the minimum requirements for Partner Organisation contributions for their Proposal.



### ‘Other Organisation’ Column

- Enter the amount of funding the ‘Other’ organisation/s will be providing. This is the total amount being contributed if there is more than one ‘Other’ organisation. A separate summary table entitled ‘Other’ organisation will be populated with each organisation listed separately.
- In the ‘Other Organisation’ table, please enter the total amount that each ‘Other’ organisation will be contributing in the applicable year/s against each organisation. See example below.

#### Example:

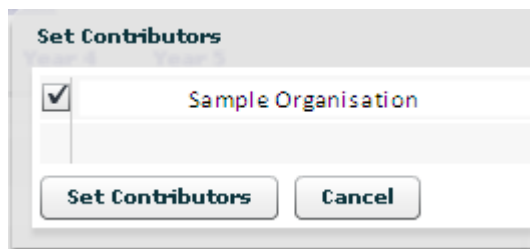
- 1) Two Partner Organisations, e.g. Sample One Other Organisation and Sample Two Other Organisation, are contributing \$25,000 and \$10,000 to the project in Year 1, respectively. This results in a total of \$35,000.

Other Organisation		
Organisation	Year 1	
	Cash	In-kind
Sample One Other Organisation	0	25,000
Sample Two Other Organisation	0	10,000
<b>Total</b>	<b>0</b>	<b>35,000</b>

- 2) Individual totals per year are to be entered against each ‘Other’ organisation/s in the ‘Other’ organisation’ table. This table will automatically populate the list of ‘Other’ organisation/s that have been set as contributors via the ‘Set Other Organisation Contributors’ link.
- 3) The total amounts against each budget line in the main budget table must also be entered, ensuring that the **Direct Costs** budget line for each year, matches the combined ‘Other’ organisations total per year in the ‘Other’ Organisations table.

Year 1    Year 2    Year 3    Year 4    Year 5					
Description		ARC	Other		
		Cash	Cash	In-kind	
▼ Direct Cost			0	0	35,000
▼ Personnel	+		0	0	0
APDI (Dr Example Example)	☒		0	0	0
Teaching Relief	+		0	0	0
▼ Equipment	+		0	0	25,000
Item One	☒ ✖		0	0	20,000
Item two	☒ ✖		0	0	5,000
▼ Maintenance	+		0	0	0
Item One	☒ ✖		0	0	0
▼ Travel	+		0	0	10,000
Item One	☒ ✖		0	0	10,000
Other	+		0	0	0

**Note:** If no ‘Other’ column is visible, you must click on the ‘Set Other Organisation Contributors’ link and tick the check box against the relevant organisation.



**Important note: Automatic validation of budget compliance with the Funding Rules is limited. It is the Administering Organisation's responsibility to ensure that the budget requirements are met before submission.**

## Part E – Budget Justifications

### **E1** Justification of funding requested from the ARC

(This question must be answered.)

The ARC budget justification information must not exceed two A4 pages. Do **not** upload a PDF exceeding two A4 pages except where a Proposal is requesting a LIF, one additional A4 page outlining the case for the LIF can be included. The uploaded PDF **must**:

- Include the use of the same headings as in the ARC requested budget table.
- **Fully justify each budget item requested in terms of need and cost.** In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as \$X. Rather, the budget justification should state, for example, that a full-time technician with a specific level of expertise is required for 'x' months. Similarly, if an APDI Fellowship is requested, the justification should describe why a full-time commitment to the project by that person is required. The same level of explanation is required for all items being requested.
- **Justify any funding being requested for Teaching Relief or other duties for any named CI of the research team.**
- **Justify any funding being requested for major items of equipment.** Requests for any major items of equipment are considered on merit. Participants should plan to use existing equipment wherever possible. If Participants are seeking funding for new equipment, please describe how the equipment will be used and provide details of the manufacturer, supplier, cost and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, Participants must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.
- **Justify a request for a LIF** (if applicable). Outline the timing, duration and nature of the transfer, the parties involved, the benefits to the project, and the contribution towards the objectives of *Linkage Projects*.

**Note:** It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* scheme.

### **E2** Justifications of Partner Organisation and other non-ARC contributions

(This question must be answered.)

The other Organisation(s) contribution information must not exceed two A4 pages. The uploaded PDF **must:**

- Provide an explanation of how non-ARC contributions will support the project (use the same headings as in the ARC requested budget table).
- If there is a PI named in the Proposal, provide details of the contribution of his/her organisation, including what the PI will contribute to the project in relation to his/her time and any other contribution of his/her organisation.
- If there is no direct funding being provided by the Administering Organisation or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made.
- Highlight contributions by eligible Partner Organisations, and attribute them to specific Partner Organisations.

## **Part F – Personnel**

**Note:** This is the largest section in the Proposal form. Please ensure that you **save regularly** while completing this section. This section may also take longer to save than some others.

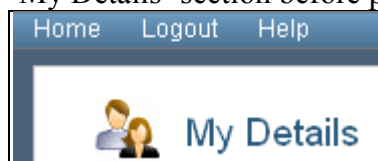
Each Participant that has been invited via the ‘Draft Proposal Summary’ page and who has subsequently accepted will have a copy of this section automatically generated. Once a Participant is invited, they will automatically receive an email directing them to accept or reject the invitation to participate on a Proposal via RMS.

Some questions are automatically populated from the personal details held in RMS for each Participant. If the information requires correction, only the **Participant to whom the details belong to** can amend it by logging onto RMS, selecting 'My Details' and updating their details. **Note:** Please ensure that Part F is saved in order for any details that are changed by the Participant to be populated into the PDF when it is generated.

### **F1 Personal Details**

(This question will automatically populate from the details held in RMS for each Participant.)

To update personal details, the individual Participant must amend their profile in RMS using the ‘My Details’ section before proceeding to ‘Proposals’ via the RMS Home Page.



### **F2 Postal Address**

(This question will automatically populate from the details held in RMS for each Participant.)

To update a postal address, the individual Participant must amend their profile in RMS using ‘My Details’ section before proceeding to ‘Proposals’ via the RMS Home Page.

### **F3 Are you applying for a Linkage Industry Fellowship (LIF)?**

(This question must be answered.)

If you are requesting a Linkage Industry Fellowship (LIF), the person to whom the requested Fellowship applies must be identified in the Person Participant Summary on the main 'Draft Proposal Page' as a **CI or PI**, and must be eligible for the Fellowship – see Section 8.3 of the Funding Rules for details. You must also provide LIF details in Part C – Project Description, Part D – Project Cost, and Part E – Budget Justifications as instructed.

**F4** **Are you a current member of the ARC or its selection, or other advisory committees?**  
(This question will automatically populate from the details held in RMS for College of Experts members and Selection Advisory Committee (SAC) members only, excluding ERA Research Evaluation Committees.)

If this information is incorrect, please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au).

**Note:** This question only relates to the above stated associations and does not include staff of ARC-funded projects or Centres.

**F5** **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, their name/s (Title, first name and family name) **must** be entered in the text box provided.

This information will assist the ARC in managing Conflicts of Interest with ARC staff and potential assessors. The ARC has procedures for declaring Conflicts of Interest and for College of Experts members to withdraw from consideration of particular Proposals for which there may be a Conflict of Interest.

**Note:** Examples of such committees are College of Expert members or members of a Selection Advisory Committee (SAC) or the ARC's Advisory Committee. This question only relates to the above stated associations and does not include staff of ARC-funded projects or Centres.

**F6** **Please name any Commonwealth-funded Research Centre that you will be associated with as at 1 July 2012.**

(Note that this question applies to CIs and APDI Fellowship candidates. PIs do not need to answer this question.)

If applicable, the following information must be entered:

- Provide the full legal name of the Centre(s);
- Provide the Start Date that funding commenced, or will commence for the Centre;
- Provide the Cessation Date when the Commonwealth funding ceases for the Centre; and
- Select the role within the Centre; if 'Other' is selected, please enter the type of role in the text box provided.

If the Centre is currently funded but will cease operation before 1 July 2012, no response is required.

If the Centre is currently up for renewal and it is unclear whether you will continue to have an association beyond 1 July 2012, enter the details of the Centre and indicate 1 July 2012 as the

cessation date.

**F7 Partner Organisation Association**

**Do you have an association with a Partner Organisation named in this Proposal which is, or may be perceived as, a Conflict of Interest?**

(This question must be answered.)

If 'Yes' has been selected, in no more than 750 characters (approximately 100 words) of plain language, please describe the Conflict of Interest and how it will be managed.

**F8 PhD Qualification**

**Do you hold a PhD or expect to be awarded a PhD qualification in the near future?**

If 'Yes', provide the date of the PhD award .

**Date of Award**

*The year must be in the format yyyy.*

If a PhD has not been awarded/conferred, provide the date when the thesis was or is to be submitted.

**Date of Submission**

*The year must be in the format yyyy.*

**Eligibility criteria relating to PhD awards for APDI Fellowships**

Refer to Section 8.1 of the Funding Rules for further information on eligibility criteria for APDI Fellowships.

- APDI Fellowship candidates must answer 'Yes' and enter a date in one of these fields, unless a successful APDI Fellowship Eligibility Exemption has been granted for equivalent experience to a PhD.

**PhD Award Date**

- The date of award entered for a PhD cannot be later than 16 November 2011, for Round 2 Proposal submissions.
- If applying for an APDI Fellowship the date of award entered for a PhD cannot be before 16 November 2008 for Round 2 Proposal submissions, except where a successful APDI Fellowship Eligibility Exemption has been granted.

**PhD Submission Date**

- The submission date entered for a PhD cannot be later than 30 June 2012 for Round 2 Proposal Submissions, except where a successful APDI Fellowship Eligibility Exemption has been granted.

**Note:** If a specific APDI Fellowship candidate has received a successful Eligibility Exemption, the identifying code number must be entered at question F13.3 of the Proposal for the specified APDI Fellowship candidate.

**F9** **Qualifications**

(This question will automatically populate from the details held in RMS for each Participant.)

- To update any qualifications, the individual Participant must amend their profile in RMS using the ‘Personal Details’ link under ‘My Details’ on the Home Page.
- Click on the ‘Qualifications’ tab to provide details of qualifications, including highest qualification, in date order, beginning with the most recent. If the generated PDF reverses the order, this is not an issue.

**F10** **Current and previous appointment(s)/position(s) – during the past ten years**

(This question will automatically populate from the details held in RMS for each Participant.)

- To update any appointments, the individual Participant must amend their profile in RMS using the ‘Personal Details’ link under ‘My Details’ on the Home Page.

Click on the ‘Organisation Details’ tab to provide details of academic, research, professional and industrial experience during the past 10 years:

- Begin with your current/most recent position, the contract type and employment type;
- Specify start date and end date of each position; and
- Select an organisation.

**F11** **Organisational Affiliations for Eligibility Purposes for this Proposal**

(This question must be answered.)

Enter the name of the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role in undertaking the proposed research.

- CI – Eligible Organisation at which you will be employed, or hold an adjunct appointment with, as at 1 July 2012 and beyond;
- APDI Fellowship candidate – the Host Organisation; and
- PI – your primary employer as at 1 July 2012.

If your organisation is not listed, please contact the ARC via [rms@arc.gov.au](mailto:rms@arc.gov.au) with the details as listed in Section 4.4.

**F12** **Research Record Relative to Opportunities**

**F12.1** **Details on your career and opportunities for research over the last five years**

(This question must be answered.)

Write a maximum of 3750 characters (approximately 500 words).

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 (e.g. Early Career Researcher), the research component of your employment conditions, and any unemployment or part-time employment you may have had;
- (iii) Whether you are 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 and publications or affected the time you have had to conduct and publish from research).

**Note:** ‘Over the last 5 years’ is defined as 2006 onwards.

**F12.2 Recent significant publications (2006 onwards)**

Upload a single PDF of no more than forty A4 pages with:

- (1) A list of your recent significant publications, ensuring that this listing is limited to the last five years (i.e. 2006 onwards);
  - You must number your publications continuously
  - Asterisk the publications relevant to this Proposal
  - The research publications need to split into the five categories:
    - (i) scholarly books;
    - (ii) scholarly book chapters;
    - (iii) refereed journal articles;
    - (iv) refereed conference papers only when the paper was published in full in the proceedings;
    - (v) other (e.g. major exhibitions, compositions or performances).
  
- (2) Details of ARC grants awarded in the last ten years on which you have been a CI or Fellow as detailed below by using the below template.
  - Give the ARC grant number;
  - CI/Fellow name in the order that they appear on the grant;
  - The amount funded;
  - The years for which the grant was awarded;
  - Title of the grant;
  - Provide the number of publications in the last five years given above in F12.2 – Part (1) that arose from or were in part of your ARC grants.

**Template:**

Project Id	CI Name/s	Amount Funded	Amount of Years	Project Title	Publications

\*\* Add additional lines where necessary.

**Example:**

Project Id	CI Name/s	Amount Funded	Amount of Years	Project Title	Publications
LPXXXXXXX	Prof AB Example, Prof CD Example	\$XXX,XXX	X	Project X	X,X,X,X
DPXXXXXXX	Prof EF Example, Dr GH Example, Prof IJ Example	\$XXX,XXX	X	Project X	X,X,X,X

**Note:** A forty page limit is noted. While this limit applies it is not anticipated that this question will routinely require this number of pages.

**F12.3 Ten career-best publications**

Upload a PDF of no more than ten A4 pages listing your ten career-best publications which **must:**

- Provide the full reference for each of your ten best publications.
- Next to each provide information on any ARC grant scheme on which you were a CI or Fellow from which they originated, as described in Part F12.2.
- Add a statement of a maximum of 30 words explaining and justifying the impact or significance of each publication.
- Asterisk the publications relevant to this Proposal.

**F12.4 Further evidence in relation to research impact and contributions to the field over the last ten years.**

Write a maximum of 7,500 characters (approximately 1,000 words).

In this section provide:

- Research outputs other than publications. Other research outputs might include patents and policy advice, competitive grants and other research support, major exhibitions, compositions or performances, relevant consultancies and other professional activities, or other outputs.
- Evidence for the quality of all your research outputs including those in Part 12.2. Assess the impact of your research for all of your outputs relative to opportunity and in the context of discipline expectations. Include a wide range of research evaluations (e.g., citations, evaluation of the publication - the journal, the book publishing house, the conference etc. Other measures of impact; honours and awards/prizes, other esteem measures, and any other evaluations of your outputs.)

**Note:** ‘Over the last ten years’ is defined as 2001 onwards.

**F12.5 A statement on your most significant contributions to this research field of this Proposal.**

Write a maximum of 3,700 characters (approximately 500 words).

**F12.6 Fellowship candidates only**

**(This question is for APDI Fellowship candidates only.)**

**Please provide details of the contribution you will make to the project (such as your experience, skills and expertise and how they will be applied).**

Write a maximum of 1,250 characters (approximately 167 words) on the contribution the APDI Fellowship candidate will make to the Proposal; such as experience, skills, expertise and how they will be applied.

**Provide details of the research environment, that is, the facilities and support at your host organisation, including the intellectual environment.**

Write a maximum of 1,250 characters (approximately 167 words) on the research environment, that is, the facilities and support of the host organisation, including the intellectual environment to support your APDI Fellowship.

**Justify the choice of the proposed host organisation for the fellowship, including reasons for not moving to another organisation if you intend to remain at your organisation.**

Write a maximum of 1,250 characters (approximately 167 words).

**F13 Additional Fellowship Details**

(This question is for APDI Fellowship candidates only.)

**F13.1 Host organisation—department, contact numbers and email address**

- Search and select the Host Organisation via the link ‘Select an Organisation’. The Host Organisation for the APDI Fellowship(s) may not necessarily be the Administering Organisation for the project.
- Provide the Host Department Name, Contact Name, Phone, Fax and Email details of the Head of the Academic Unit, or other appropriate organisational unit that will be hosting your APDI Fellowship.

**F13.2 Citizenship/Residency Details**

(This question is automatically populated from the details held in RMS for each Participant.)

To update any personal details, the individual Participant must amend their own profile in RMS using the ‘Personal Details’ link on their RMS Home page.

If you are **not** an Australian citizen please select from the drop down list, the country of residence name and ‘Current Australian residency status’.

If you are **not** an Australian citizen and do not hold residency, you must:

- Provide a statement demonstrating the special skills that you would bring to research in Australia within the ‘Role of Personnel’ section in Part C - Project Description. The ARC reserves the right to determine the level and nature of the contribution your skills would make to research in Australia.
- Apply to the Department of Immigration and Citizenship and be awarded temporary or permanent residency status before taking up the project if your Proposal for ARC research funding is successful.

**F13.3** Has a successful eligibility exemption been granted by the ARC for this fellowship candidate?

If 'Yes', please enter the reference number for the eligibility exemption provided by the ARC to the Eligible Organisation Research Office. Please enter APDI Fellowship Eligibility Exemptions in this question; Partner Organisation eligibility exemptions are entered at Part G4.

An Eligibility Exemption Request is submitted through the RMS. The ARC deadline for requesting a pre-submission Eligibility Exemption Request is 5 pm (AEST) on Wednesday 28 September 2011 for Round 2 Proposals.

## Part G - Partner Organisation Details

(A copy of this section will automatically be generated for each Partner Organisation. Participants should ensure that the organisation name displayed is the current name of their intended Partner Organisation).

### **G1 Organisation contact details**

(This question must be answered.)

- Enter the name, title and contact details of the person who will be the **main contact** in the named Partner Organisation. This person may be a PI or another representative of the Partner Organisation.

### **G2 Organisation postal address**

(This question is automatically populated from the details updated and amended on the ARC profiles.)

The postal address will be filled out automatically.

**Note:** Only the ARC is able to update these profiles.

### **G3 Organisation ABN and type**

(This question is automatically populated from the details updated on the ARC profiles.)

These details will be filled out automatically.

**Note:** Only the ARC is able to update these profiles.

### **G4 Has a successful eligibility exemption been granted by the ARC for this Partner Organisation?**

If 'Yes', please enter the identifying code provided by the ARC.

**Note:** This section relates to Partner Organisation pre-submission Eligibility Exemption Requests regarding cash contributions only. Pre-submission Eligibility Exemptions are no longer provided regarding Partner Organisation eligibility. Do not include reference to any eligibility exemption for an APDI Fellowship candidate. This information should be entered in Part - F13.3.

If a Partner Organisation cash exemption code is entered here for **any** Partner Organisation, current system constraints will cause the budget validation for Partner Organisation cash contributions to be turned off. Please be sure to check the budget compliance with the Funding Rules carefully.

<p>The ARC deadline for requesting a pre-submission Eligibility Exemption Request is 5:00 pm (AEST) on Wednesday 28 September 2011 for Round 2 Proposals. A pre-submission Eligibility Exemption Request is submitted through RMS.</p>
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### **G5 Attach a letter of eligibility and support for this Proposal including Partner Organisation certification.**

(This question must be answered.)

The Partner Organisation(s) letter of eligibility and support must not exceed two A4 pages. The uploaded PDF **must**:

- Be on the Partner Organisation’s letterhead.
- Include:
  - (i) A brief profile of the Partner Organisation and their business.
  - (ii) Details of the amount of cash and in-kind support that will be provided, including the purposes for which these contributions are allocated.
- Include the following text:

“I have read and understood the requirements in the standard *Linkage Projects* Funding Agreement about Partner Organisation written agreements, including the requirement to enter into arrangements regarding intellectual property”; and
- Be signed by the CEO or delegated officer of the Partner Organisation.

## Part H - Research Support

### **H1** Research support for all Participants

For each Participant on this Proposal, provide details of research funding (ARC and other agencies) for the years 2010 to 2014 inclusive. That is, list all projects/proposals/fellowships awarded or requests submitted involving that Participant for funding.

- Use the table format below to create a list of relevant projects/proposals. Then upload the list as a PDF.
- List the current proposal first. List other proposals and/or projects (including Fellowships) in descending date order.
- Support statuses are ‘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.
- Details should be provided for all sources of funding, not just ARC funding.
- Funding amounts are to be in thousands and in Australian dollars.

**Note:** You may elect to change the orientation of the column heading text ‘Same Research Area’ and ‘Support Status’ from horizontal to vertical. This will reduce the column widths, and the completed table, while adhering to formatting requirements.

#### Template:

Description (all named investigators on any Proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/ Current/ Past)	Proposal/ Project ID (if applicable)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)	2014 (\$'000)

#### Example:

Description (all named investigators on any Proposal or grant/ project/ fellowship in which a Participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/ Current/ Past)	Proposal/ Project ID (if applicable)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)	2014 (\$'000)
AB Example, CD Example, Proposal Title, ARC, LPXXXXXXXX Round X.	Yes	R	LPXXXXXXXX			XX	XX	XX
EF Example, Proposal Title, DPXXXXXXXX.	No	C	DPXXXXXXXX	XX	XX			

## Part I - Statements on Progress of ARC-Funded Projects

Please note that 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.

### **I1** Statements on progress

For each Participant on this Proposal, please attach a statement detailing progress for each ARC Project/Fellowship involving that Participant who has been awarded funding for 2010 under the ARC *Discovery Projects*, *Linkage Projects* or *Fellowships* schemes.

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 each Participant on this Proposal who has been awarded funding for 2010 under the ARC *Discovery Projects*, *Linkage Projects* or *Fellowships* schemes.
- Upload a PDF of **no more** than one A4 page for each funded project detailing the progress for each Project/Fellowship involving that Participant; and
- A statement of progress for each project indicated in Part H1 must be included in the Proposal submission 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 in 2010 (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) or Linkage Infrastructure, Equipment and Facilities (LIEF).

**Important note: 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 J - Additional Details

### **J1** Other Agencies

**Have you submitted or do you intend to submit a similar Proposal to any other agency?**

(This question must be answered.)

If 'Yes', please select one of the following:

- 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.

**Note:** It is important that the ARC is aware of any concurrent applications for funding support (e.g. through other Commonwealth, state or territory funding programs). You must also keep the ARC informed about the outcomes of these applications.

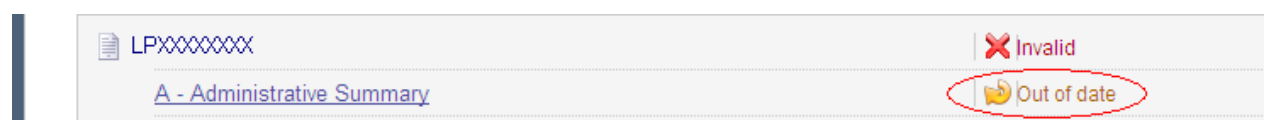
## 6. Submitting Proposal to the Research Office

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 Project Leader should:

- Review all components to ensure the information to be submitted is complete, and **save each page once more** (this is to ensure that all information is captured in the PDF);
- Ensure all components are complete and valid (indicated by a green tick); and
- Generate a PDF (whole Proposal document PDF).

**Note:** If you see the below ‘out of date’ validation error, this indicates that a Participant has changed some part of their personnel profile. To remove this validation error, open and save the section. This will ensure that the updated information is repopulated into the Proposal.



To submit to the Research Office, please click on ‘Submit Proposal to Research Office’.

**Note:** Only the Proposal ‘Owner’ (the Participant who initiated the Proposal in RMS) can submit a Proposal to the Research Office, and only an authorised Research Office Delegate can certify a Proposal and submit to the ARC.

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.

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 re-generate a PDF for each Proposal to ensure that all changes to the form are captured in the PDF. **Participants and Research Office staff should use this final PDF as the final copy of the submitted Proposal should a printed one be required.**

## 7. 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.

- In Part I, for any named Participant on the Proposal, has a statement of progress been provided for any *Discovery Projects*, *Linkage Projects* or *Fellowships* that received funding in 2010? Do not include 2009 funding carried forward into 2010.
- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements and so on for uploaded PDF insertions. See Section 1.3 of this document.

- 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.
- Have the requisite certifications been carried out? See Subsection 10.4 of the Funding Rules
- Have any of the proposed Participants exceeded the limits for Proposals/projects or project duplication? See Sections 9.2 of the Funding Rules.
- Do the proposed Participants meet the requirements for the relevant role for which they are nominated? And have Participants selected the correct role (CI, PI, APDI Fellow)? See Section 6 of the Funding Rules.
- Do APDI Fellowship candidates have the requisite qualifications/experience within relevant time limits? Has a pre-submission Eligibility Exemption Request been sought? See Section 9.4 of the Funding Rules.
- Are any items in the budget prohibited (e.g. items prohibited under Section 5.3 of the Funding Rules)?
- Please ensure that all necessary information has been entered under Part H - Research Support and Part I - 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.

## 8. Troubleshooting – RMS

Reference	Problem	Solution
<b>Login</b>	Why can't I login to RMS?	To login you must use your <b>RMS User ID</b> and password (not your RMS Person ID). <b>Note:</b> GAMS user accounts prior to January 2009 have been copied to RMS. Please use your GAMS ID (in capitals) and Password to login to RMS.
<b>Participants</b>	Why can't I assign a person to be a Participant successfully?	Ensure that you have the person's <b>RMS Person ID</b> (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant' in RMS.
	Why am I not listed as a Participant	If you are the Proposal Owner you will not be added automatically as a Participant. You must add yourself as a Participant via the 'Add Person Participant' link and then click on the 'Populate Person ID and Family Name with my details' then select the correct role from the drop menu and click 'Add Participant'.
	How do I get another Participant's Person ID?	Please obtain a Participant's RMS 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 F)	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 '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?	RMS only stores the various organisations previously involved on ARC Proposals. If an organisation does not appear, you should try to search on the partial name of the organisation. If it is still unavailable, you will have to ask the ARC to create a record in RMS for this organisation by email to <a href="mailto:rms@arc.gov.au">rms@arc.gov.au</a> . Once created this organisation will appear in a search. To request for the creation of a new organisation in RMS, please refer to Section 4 'Adding Participants and Organisations'

**Linkage Projects – Instructions to Applicants for funding commencing in July 2012**

<b>Budget</b>	Why is there no visible columns for Partner and Other Eligible organisations?	A Partner or Other Eligible organisation must be selected first to populate a column and totals table listing that organisation. Click on 'Set Other Organisation Contributor' link and select the organisation.
<b>Partner/Other Eligible Organisations</b>	Why can't I see the Partner or Other Eligible Organisation when I click on 'Set Other Organisation Contributor'?	Organisations must be added to the Proposal first before they are populated for selection in Part D - Project Cost. Please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page.
<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 e.g.: a Participant'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 in RMS?	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. <b>Note:</b> Before submission please go into each Part and save.
	Why doesn't my PDF generate?	There are a number of reasons for this to occur. The most common issues are due to: Special characters. If you have pasted text into RMS, special characters may appear as small squares amongst the text. Remove these and regenerate. The PDF you have uploaded may be 'locked' or password protected. Ensure that you convert documents to PDF without special options.
	Why won't my PDF upload?	Several reasons can cause this problem: Ensure there is no space in the file name, especially before the .pdf extension. Ensure that the document is a genuine PDF. Simply changing the file extension to .pdf will not work.