



Australian Government

Australian Research Council

LINKAGE INTERNATIONAL

Instructions to applicants

**For Proposals for Submission in 2006:
Internationally Coordinated Initiative -
Social Sciences Collaboration (SSC)**

Australian Research Council ‘*Linkage International*’ Instructions to applicants For Proposals for Submission in 2006: Internationally Coordinated Initiative - *Social Sciences Collaboration* (SSC)

This document is intended to be a practical guide to assist you as a participant to complete the *Linkage International* ICI *Social Sciences Collaboration* Proposal form and associated documentation as fully and accurately as possible.

The information in this document is underpinned by the ARC ‘*Linkage International* Funding Rules for Proposals for Submission in 2006’ (henceforth referred to as the Funding Rules), which contain further details on ARC *Linkage International* funding, as well as the ‘*Social Sciences Collaboration* Call for Proposals’ (henceforth referred to as the SSC Call). You must read the Funding Rules (available from <http://www.arc.gov.au>) and the SSC Call before you start preparing your Proposal.

1. Matters to note before completing the Proposal

Accuracy of information

Check carefully before you submit your Proposal that all information contained in the Proposal form is accurate.

Incomplete or misleading information

If your Proposal is incomplete or contains information that is considered false or misleading, it may be excluded from any further consideration of funding, and may constitute an offence under Commonwealth criminal law.

Confidentiality

Information contained in Proposals is regarded as confidential unless otherwise stated, and, subject to the need to provide proposals to assessors, and statutory requirements for the ARC to provide information to Parliament and other organisations, proposals will be received and treated as confidential. As stated in the Funding Rules, summary information about successful applicants may be publicly released by the ARC.

Privacy

Personal information is collected in order to make recommendations to the Minister for Education, Science and Training on the allocation of financial assistance under the *Australian Research Council Act 2001* and for post award reporting. The information collected may be passed to assessors for the purposes of obtaining a peer review assessment of the Proposal. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade, the Department of Industry, Tourism and Resources, the Department of the Environment and Heritage, the Department of Education, Science and Training, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans’ Affairs for the purpose of checking eligibility. The personal information of successful participants in the *Linkage International* scheme may be publicly disclosed, unless the individual requests that his/her personal information be withheld. In other instances, personal information can be disclosed without your consent where authorised or required by law.

The ARC is bound by the provisions of the *Privacy Act 1988*. Section 14 of the *Privacy Act 1988* contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information. In brief, the ARC should ensure that:

- personal information is collected in accordance with IPPs 1-3;
- suitable storage arrangements, including appropriate filing procedures are in place;
- suitable security arrangements exist for all records containing personal information;
- access to a person's own personal information held by the organisation is made available to the person at no charge;
- records are accurate, up-to-date, complete and not misleading;
- where a record is found to be inaccurate, the correction is made;
- where the person contends that a record is inaccurate, and it is found to be accurate, the details of the request for amendment are noted on the record;
- the personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by IPP 10;
- personal information is only disclosed in accordance with IPP 11.

Authorship

Please note that while all participants nominated on a Proposal may view the online Application Form and any subsequent peer review assessments, only the originating author may complete the Application Form.

Closing date

The closing time for *Linkage International Internationally Coordinated Initiatives – Social Sciences Collaboration* is:

- **5:00pm (AEST) Friday 2 June 2006**

However, Administering Organisations may have an earlier closing date, as the ARC requires institutional research offices to provide certifications, electronic data and other information. Please check with the Administering Organisation's Research Office about their internal deadlines.

Submission of Proposals

Proposals under *Linkage International* consist of two parts:

- a. **Online Application Form** which must be completed and submitted in the ARC online Grants Application Management System (GAMS), accessible via the ARC website at <http://www.arc.gov.au>; and
- b. **Additional text (Parts B9, C2, C3, D2 and Part E)**, submitted as part of the paper version of the Proposal.

Proposals must be written in plain English and should comply strictly with the Proposal format and submission requirements.

As information provided in the Proposal is the primary source of information available to the *Social Sciences Collaboration* Selection Advisory Committee, participants must submit their projects 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, particularly concerning any successful grants, must be current at the time of submission.

Because of the volume of material that is processed, additions, deletions and modifications will not be accepted after the date of submission.

You must submit your Proposal through the Research Office of the Administering Organisation by the organisation's closing date.

Proposals must be both electronically submitted in GAMS and full paper copies received at the ARC premises by the relevant closing time. Proposals received after the closing time will not be accepted. The ARC may, at its absolute discretion, and only in exceptional circumstances, accept late Proposals.

The Process – Items to Note:

- Eligibility ruling requests must be submitted to the ARC via the Administering Organisations Research Office by the due date outlined in the “Key Dates” section at the beginning of the SSC Call on a *Linkage International* Eligibility Ruling Request form available on the ARC website at <http://www.arc.gov.au>
- The Application Form should be saved and validated regularly, and may be closed and updated as many times as required prior to submission.
- Once the Application Form has been completed on GAMS, the Research Office must validate the Application Form, print the original (see printing instructions on page 26) and include additional attachments as required.
- In addition to the electronic Application Form submitted via GAMS, one original and one identical paper copy of the complete Proposal must be received by the ARC by the due date 5:00pm (AEST) Friday 2 June 2006
- All Proposals must be certified by the appropriate organisational delegate at Section A10 of the Application Form
- Forward the original and **one identical copy** of the Proposal to the ARC by the **due date: 5.00pm (AEST) Friday 2 June 2006.**
- A check list at the end of these instructions will assist you in completing and submitting your Proposal.

Proposal Format

All pages of additional text in black type, use a single column and 12 point font size on white A4 paper, be printed on one side only and unbound, with at least 2 cm margins on each side. As Proposals are scanned electronically, a highly legible font type must be used, such as Arial, Courier, Palatino, Times New Roman and Helvetica. Variants such as mathematical typesetting languages may also be used. References may be reproduced in at least 10 point font size. Colour graphs or colour photographs may be included but they will be reproduced in black and white and the reproduction quality may be degraded. Finely detailed graphics and grey scale may also not be precisely reproduced.

The pages of the Proposal, including additional text and supporting documentation, should be numbered consecutively, starting from page one. Page numbering may be hand written.

Proposal Authorisation

Proposals must be signed by the Deputy/Pro Vice-Chancellor (Research), or their delegate or equivalent, in the Administering Organisation at Section A10 of the Proposal. The 'Certifications' page does not appear on the GAMS online Application Form but will print after the online Application Form has been completed in GAMS. The certification at Section A10 must be completed manually.

Printing the proposal form

The originating author may print the Proposal from their participant 'home page' in GAMS. Printing instructions are provided on page 27 of this document.

Number of copies

In addition to the online Application Form, a paper version of the complete Proposal must be submitted in duplicate (one original and one identical copy). The paper versions must be clipped, not stapled with any additional pages interleaved or added appropriately.

Preparing the Proposal

The participant must fill out an online Application Form in the ARC's Grant Application Management System (GAMS) found at <http://www.arc.gov.au>. When completed, the participant may print a hard copy of the Proposal for GAMS.

GAMS

- To enter GAMS, a participant must have a valid GAMS Client UserId and password.
- All participants in a Proposal require a GAMS Client UserId.
- Both the GAMS Client UserId and password are normally provided by the Research Office or administration unit of the participant's organisation. A list of Administering Organisation's GAMS contacts may be found on the ARC website at <http://www.arc.gov.au>.
- Eligible Organisations for the *Social Sciences Collaboration* ICI are listed at Appendix 4 of the 'Linkage International Funding Rules for Proposals for Submission in 2006' and at Appendix 1 of the SSC Call.
- Previously allocated GAMS Client UserIds remain valid. Participants DO NOT have to apply for a new GAMS Client UserId each year, neither do people with assessor logons.

Participants should contact their organisation's Research Office for assistance with GAMS.

Participants who are not currently academic staff members of Australian universities should also seek their GAMS Client UserId from the nominated Administering Organisation. Alternatively, complete the 'Request for GAMS User Account' form available from the ARC website at http://www.arc.gov.au/gams_login and email it to GAMSIDS@arc.gov.au. The ARC will then respond to the request by emailing both a GAMS Client UserId and password (usually within two working days).

Additional information on using GAMS can be found at:

http://www.arc.gov.au/gams_login/default.htm

NOTE: When completing the online Application Form, please save and validate frequently. Saving additions to the form alone does not inform the participant of validation errors.

NOTE: After 30 minutes GAMS will lock an idle Application Form, the program will be aborted and any unsaved data will be lost.

Completing the online Application Form

The *Linkage International ICI Social Sciences Collaboration* Application Form is divided into five major parts:

- PART A: ADMINISTRATIVE SUMMARY
- PART B: PERSONNEL
- PART C: PROJECT COST
- PART D: RESEARCH SUPPORT
- PART E: PROPOSAL DESCRIPTION

Some parts of the Proposal are completed (manually) outside GAMS. The sections must be incorporated into the hard copy Proposal once the Application Form has been completed and printed:

- Section A10, Certification;
- Section B9 (for each participant), Research record relative to opportunities ;
- Sections C2 'Funding Justification' and C3, 'Letters of support';

- Section D2, ‘Statements on Progress of ARC-Funded Projects’. If any participants received funding from the ARC during 2005 under any ARC schemes, you will need to provide progress statements on the relevant projects with your Proposal; and
- Part E, ‘Proposal Description’.

Please read the following instructions carefully before completing your Proposal.

Note: Application Forms should be completed sequentially, ie Part A, Part B, Part C, then Part D

Filling in the electronic Application Form

Once an Administering Organisation (A1) has been selected from the drop-down menu, the Proposal Title entered (A2) and first named participant entered (A3), save the Application Form and a Project ID will be automatically allocated to your Application Form by the GAMS system.

For Example:

A1 ORGANISATION TO ADMINISTER FUNDING

The organisation that will administer the funding (Administering Organisation) must be an Eligible Organisation for SSC funding under *Linkage International*. This Administering Organisation will receive and be responsible for the administration of the funding if the project is approved for funding. Eligible Organisations are listed in Appendix 4 of the ‘*Linkage International* Funding Rules for Proposals for Submission in 2006’ and Appendix 1 of the ‘SSC Call’.

If the Administering Organisation is a **university, museum or herbarium**, that is not included in the drop down list click on the “[Click Here if your museum is not on this list](#)” or “[Click Here if your herbarium is not on this list](#)” in the organisation drop down list and enter the name of your museum or herbarium into the text box at A1.

A2 PROPOSAL TITLE

Insert a short descriptive title of not more than 20 words (255 characters allowed). The title should be precise but as informative as possible. Please do not use quotation marks or all capitals in the text of the title.

A3 PARTICIPANT SUMMARY

Enter the family name of each participant and then select one of the following roles from the drop-down list for each participant:

- Chief Investigator (CI);
- Overseas Investigator (OI); or
- Partner Investigator (PI).

For Example:

A3 PARTICIPANT SUMMARY*

(Enter details of the lead Chief Investigator at Person number 1)
 Chief Investigator (CI), Overseas Investigator (OI), and Partner Investigator (PI)

Person number	Family name	Initials	Organisation	Role
1	Bloggs			CI
2	Jones			OI
3	James			PI
4				
5				

Extra Participant Participant Details

The order that you enter the participants at Part A3 dictates the order that participants appear in Part B of the form. You should also use the same participant order for Part B9 (additional text). The order in Part A3 can be changed by editing the corresponding numbers in the ‘Person number’ column. When these changes are saved, the participant order will also be changed in Part B of the form.

Remaining information in A3 Participant Summary (Initials and Organisation) will be autofilled once Section B of the Application Form is completed.

The first named participant must apply as a Chief Investigator (CI). There must be at least one CI and one OI from the UK listed on any ICI *Social Sciences Collaboration* Proposal.

The first named Chief Investigator will be the ARC’s reference for the Proposal, the ‘Project Leader’ and must be an employee, or holder of an adjunct appointment or equivalent (see B8.2), at the proponent Eligible Organisation.

Example:

A4 REQUESTED SUPPORT

A4.1 This Proposal requests funding for the following scheme category:
***Linkage International* Internationally Coordinated Initiative – Social Sciences Collaboration**

- A4.1 indicates that you are applying for a *Linkage International* Internationally Coordinated Initiative – *Social Sciences Collaboration* as a default for this Application Form.

A4.2 Years that support is being sought from the ARC

Select the years for which funding is sought:

- *Linkage International* Internationally Coordinated Initiative – *Social Sciences Collaboration* Proposals may request funding for a period of one, two, three, four or five years.

A5 SUMMARY DESCRIPTIONS

A5.1 Summary of Proposal

Write the summary of the Proposal in no more than 750 characters (approx 100 words). Write it in clear, plain English, avoid formatting text or using quotation marks, and use a minimum of terminology unique to the area of study. This summary may be used for publicity purposes.

A5.2 Summary of Collaboration

Write the summary in no more than 750 characters (approx 100 words) outlining the proposed collaboration. Write it in clear, plain English, avoid formatting text or using quotation marks, and use a minimum of terminology unique to the area of study.

A5.3 Summary of National/Community Benefit (for Publicity Purposes)

Write the summary in no more than 750 characters (100 words) outlining the expected national benefits to arise from the research for the Australian community. Write it in clear, plain English, avoid formatting text or using quotation marks, and use a minimum of terminology unique to the area of study. This summary may be used for publicity purposes.

A6 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

A6.1 National Research Priorities

Participants are asked to indicate at A6 if their Proposal falls within one of the Government's National Research Priorities.

There are four National Research Priorities and each priority has a number of associated priority goals, as described at Appendix 1 of the Funding Rules. Click the 'National Research Priorities' button at A6.1 to see the list of National Research Priorities and their associated goals. GAMS will allow only one of the National Research Priorities to be selected so please choose the most appropriate one from the list. You may select as many Goals in that category as necessary to reflect the scope of the Proposal.

A more detailed description of the National Research Priorities is available on the ARC website (<http://www.arc.gov.au>) and in Appendix 1 of the Funding Rules.

To save your selection, click the 'Save' button at the bottom of the National Research Priority page. This action automatically returns you to the Application Form. If an incorrect Priority selection is saved do not clear the form by using the back button. Open the list again, change the Priority selected, and 'Save'. Do not use the 'Save' button on the left margin when in this page as this will not save the selected goals.

A6.2 Keywords

Enter up to six unique keywords to describe the proposed collaborative research. Select the keywords carefully. The keywords should be of the kind normally required for an article prepared for a major refereed journal. Ensure that you use English spelling variants and include a range of details from general to very specific within the sub-discipline. Keywords and Research Fields, Courses and Disciplines (RFCD) codes will be used by the ARC as part of the selection process. Please do not duplicate entries.

A6.3 Research classifications

Select at least one code from both the RFCD codes and Socio-Economic Objective (SEO) classifications. Up to three codes can be chosen by clicking on the 'List' button. If you use multiple codes, please select the most relevant code first. Other codes should be entered in order of decreasing percentage of importance.

The RFCD codes define the research according to discipline. Indicate the relative importance of each code by using a percentage (rounded to the nearest multiple of 10). Identify codes from more than one discipline if the Proposal is multi-disciplinary.

The SEO classification indicates the sectors that are most likely to benefit from the research. Indicate the relative importance of each code by using a percentage (rounded to the nearest multiple of 10).

RFCD Example:

A6.3 Research classifications (list from highest % to lowest %)

Research Fields, Courses and Disciplines* (RFCD)	%
310202	50
350499	30
290501 <input type="button" value="List"/>	20

SEO Example:

Socio-Economic Objective* (SEO)	%
640206	70
660403	30
<input type="button" value="List"/>	

A6.4 Country/ies of international collaboration

Please indicate the country/ies involved in the proposed international collaboration.

The UK will be automatically filled and from the drop down list, select the names of any other country or countries of researchers and/or other parties you will collaborate with on this project.

A6.4 Country/ies of international collaboration*

UK
Aruba
Bahamas
Brunei

A7 ADDITIONAL DETAILS

A7.1

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

Select the appropriate box to indicate whether you have submitted a similar application to any other agency. Do not refer to the ESRC here as this information, the counterpart proposal submitted to the ESRC, is requested at A9. Do not include details of other Proposals submitted to the ARC, these will be included at section D1.

If you answer ‘Yes’ to question A7.1, you must select from the drop down list the funding body to which the other application(s) has been made. If you select ‘Other’, please type the name of the agency/ies in the box following. If you have submitted the application to multiple other agencies, please select ‘Other’ and type all the names of the agencies in the box following.

For Example:

A7 ADDITIONAL DETAILS*

A7.1 Have you submitted a similar Proposal to any other organisation?

Yes No

If Yes, please select one of the following:

Other

If Other is selected above, please enter the full name of the agency:

'Dept of Forests'; 'Dept of Land'; and 'Trees and Forests Association of Victoria'

A7.2

If you answer ‘Yes’ to this question, you must complete the ten digit identifying number that the ARC has previously provided to you in reply to your Eligibility Ruling Request.

For Example:

A7.2 Has a successful eligibility ruling been granted by the ARC relating to this Proposal?

Yes No

Note: do not include eligibility rulings relating to Fellowships here.

a) If Yes, please indicate the type of eligibility ruling(s) granted and enter the 10-digit identifying number provided by the ARC:

Eligibility Ruling type:	Successful exemption code(s) (Eg. LXEC07----):
Clinical/medical/dental research	<input type="text" value="LXEC079999"/>
Overseas Organisation	<input type="text"/>
Other	<input type="text"/>

If Other, please specify the type(s) of eligibility ruling granted:

A7.3

Indicate whether the Administering Organisation has arrangements to manage Intellectual Property and facilitate commercialisation of research by indicating Yes or No at A7.3.

If Yes, in 100 words or less, summarise the general arrangements the Administering Organisation has in place to manage intellectual property and commercialisation of research.

For Example:

A7.3 Does the Administering Organisation have arrangements to manage intellectual property and facilitate commercialisation of research?

Yes No

If Yes, in no more than 750 characters (approx 100 words) of plain language, summarise these arrangements.

Bedrock University has in place a policy on the commercialisation of intellectual property which sets out the processes involved in taking an idea (such as gossiping as a new tool for creating social cohesion) from its invention to its commercial application. Outlined

Information gathered in this question will not be used for selection purposes.

A8 RESEARCH STUDENTS

The ARC is interested in reporting the number of Research Students that will be involved if the project is funded. Please enter the number of full-time equivalent (FTE) student places that will be filled as a result of this project.

For Example:

[A8 RESEARCH STUDENTS

Please indicate the number of post graduate students and post doctoral researchers (full-time equivalent) expected to be involved in the collaborative research project in Australia-based and overseas organisations. (Round FTE to 1 decimal place)

	Australia	Overseas
Number of post graduate students (FTE)	15.0	7.0
Number of post doctorate researchers (FTE)	6.0	9.0

A9 COUNTERPART APPLICATION

The ARC and ESRC will undertake peer review according to their normal procedures. The two Councils will liaise with each other before reaching their separate funding decisions. Please ensure the information entered at A9.1 matches exactly those details submitted in the counterpart proposal to the ESRC.

For Example:

A9.1 Enter details of the counterpart application submitted to the ESRC:

A9 COUNTERPART APPLICATION*

A9.1 Enter details of the counterpart application submitted to the ESRC:

Project Identifying Code	Proposed Project Title	First-named Researcher	Project Duration (years)	Total Funding Requested from the ESRC
ESRC001	UK/Australia collaboration	Fawly	3	150000

A9.2 STAND-ALONE PROJECT OPTIONS

The ARC and the ESRC have agreed to accept Proposals for collaborative research in the social sciences and related disciplines involving researchers in both countries. The two Councils will liaise with each other before reaching their separate funding decisions, with the aim of funding high quality collaborative Proposals. Each Council will retain the right of final decision on their respective recommendations for funding. If the counterpart proposal submitted to the ESRC is not successful in obtaining ESRC funding, the applicant must indicate how they wish this Proposal (submitted to the ARC) to proceed by selecting:

- continue to seek ARC funding for this Proposals as a discrete project; or
- request no further support for this Proposal (no funding will be provided by the ARC).

A10 CERTIFICATION

Certification pages do not appear on the electronic GAMS form. They are printed on paper copies when the RTF format of the Proposal is printed. The completion of section A10 is the responsibility of the Administering Organisation, which must obtain the required signatures before submitting the Proposal to the ARC.

PART B—PERSONNEL

Part B must be completed for each participant (listed in Part A3)

The ARC gathers participant details to determine eligibility and conduct data and statistical analysis in relation to equity and other issues. Participants’ personal details in GAMS should be kept up to date, even after submission of the Proposal.

B1 PERSON NUMBER

GAMS will electronically fill in the person number at Section B from the details provided at Part A3. The person number corresponds with the number in the left-hand column of Part A3. If you need to change the participant order, simply change the participant number at A3 and save the form. The new order will then be presented at Section B.

B2 ABBREVIATED DETAILS

A GAMS Client UserID is required for all participants on the Proposal form. See page 6 for information on obtaining GAMS IDs. Enter the unique GAMS ID in the box provided then click the "Fetch Client Details" button. The family name and role of each participant will be automatically filled from question A3.

The person entering the data into the form will be required to confirm that the participant details are correct. Once the ‘Correct’ button is selected the information is auto-populated into Sections B2 and B3. If the information is not correct, clicking the ‘Incorrect’ button will bring you back to the top of Part B. The participant’s details should then be amended in GAMS. To do this the participant should log into GAMS, select the ‘My Details’ button from the left hand side menu, update the details, then ‘Save and Exit’. Once the record has been updated, the GAMS ID should be re-entered in the Proposal form.

For Example:

B2 ABBREVIATED DETAILS

GAMS ID: <input type="text" value="V94312"/> <input type="button" value="Fetch Client Details"/>	
Family Name : Flintstone	Role : CI
First Name :	Second Name :
Title :	
Department/school/other :	
Organisation :	

Once participant details have been ‘fetched’, the current details included in GAMS, including postal information, will be displayed in Sections B2 and B3. You will be required to confirm that the abbreviated details are correct.

For Example:

GAMS ID: V94312			
Family Name : Flintstone		First Name : Wilma	
Second name :		Title : Mrs	
Department/school/other : Rock industry studies		Organisation : Bedrock University	
Postal address line 1 : 123 bedrock road		Postal address line 2 : In the city	
Locality : Bedrock Cirty	State : Rockit	Postcode : 4566	Country : Australia
Gender : F	Date Of Birth : 02/02/1967	Phone : 02 8765 4321	Email : wilma@bedrock.edu.au

i GAMS Information
Are these details correct?
By clicking on CORRECT you will be including the details of this person as an Investigator on the current application.

NOTE: the entry of participants' details into the Application Form is a "snap shot" of the client record at that point in time. Any future changes made to the participants' details in GAMS, need to be updated in the Application Form by clicking "Fetch Client Details", prior to submission to the ARC. The form will not validate if client record details have been changed without being re-fetched into the form.

Once participant details have been fetched in Section B2 the Initials and Organisation fields for those participants will also be auto-populated into Section A3.

B3 POSTAL ADDRESS

Section B3 is auto-populated when the GAMS User ID is entered and details are fetched at B2.

B4 MEMBERSHIPS/ASSOCIATIONS

B4.1 Are you a current member of the ARC or its advisory committees?

If any of the participants are current members of the ARC or its advisory committees, click on the box marked 'Yes', otherwise click on the box marked 'No'. This question relates only to associations with ARC committees and does not include staff of ARC funded projects or centres.

B4.2 Are any of your relatives or close social/professional associates members of the ARC or its advisory committees?

If any of the participants' relatives or close social/professional associates are current members of the ARC or its advisory committees, click on the box marked 'Yes', otherwise click on the box marked 'No'. If you click the 'Yes' button, you must enter the name of the ARC member/s.

The information collected at B4.1 and B4.2 will assist the ARC in managing potential conflicts of interest in the assessment of the proposal. The ARC has procedures for declaring conflicts of interest and for assessors to withdraw from consideration of particular Proposals if a potential conflict of interest arises.

This question relates only to associations with ARC committees and does not include staff of ARC funded projects or centres.

For Example:

B4.2 Are any of your relatives or close social/professional associates members of the ARC or its advisory committees? Yes No
If Yes, name of the ARC member(s)

B4.3 Are you associated with a Commonwealth of Australia Government-funded Research Centre?

Indicate if any researchers are associated with a Commonwealth of Australia Government-funded Research Centre by choosing ‘Yes’ or ‘No’. If you indicate such an association by entering “Yes” enter the name/s of the Centre(s) at i), the date funding commenced, or will commence at ii) and the percentage of salary received, or that will be received, at iii).

For Example:

B4.3 a) Are you associated with a Commonwealth of Australia Government-funded Research Centre? Yes No

If Yes:

i) Please provide the full name of the Centre;

ii) Please provide the date that funding commenced, or will commence for the Centre (mm/yyyy);

and

iii) Please provide the percentage of your salary received from the Centre (to the nearest whole percent):

%

If any researchers are associated with more than one Commonwealth of Australia Government-funded Research Centre please provide the full name of all Centres at i) and only include details at ii) and iii) for the Centre from which they receive the greatest percentage of their salary.

B5

Indicate whether any of the researchers have been awarded a current or previous ARC Research Fellowship by selecting ‘Yes’ or ‘No’ at B5. If you choose ‘Yes’, enter the Project ID, Funding commencement year, conclusion year (do not include calculations of carry-forwards of funding) and choose from the drop-down menu a Fellowship type for each project on which an ARC Fellowship is currently, or was previously, awarded.

For Example:

B5 HAVE YOU BEEN AWARDED A CURRENT OR PREVIOUS ARC RESEARCH FELLOWSHIP?

Yes No

Project ID	Year funding commenced	Year funding concluded (or expected to conclude)	Fellowship type(s)
DP0567890	2005	2010	ARF/ QEII

If the participant has been awarded any current or previous ARC Research Fellowship, and that Fellowship has commenced, attach a statement of progress at D2 of the Proposal.

B6 AFFILIATIONS

Participants nominated as ‘Chief Investigators’ must indicate if they are currently drawing salary from a non-higher education sector organisation that is primarily funded for research from Commonwealth of Australia or State Government sources by choosing ‘Yes’ or ‘No’ at B6.

If you choose ‘Yes’ at B6, provide a brief statement explaining the nature of the employment or association (for example, a consultancy) and financial interest, stating the percentage of salary derived from the organisation.

Note: B6 has a 255 character limit, including spaces.

For Example:

B6 AFFILIATIONS*

If you are nominated as a Chief Investigator, are you currently drawing salary from a non-higher education sector organisation that is primarily funded for research from Commonwealth of Australia or State Government sources?

Yes No

If Yes, in no more than 750 characters (approx. 100 words) of plain language, describe the nature of your employment, association and/or financial interest (including % of salary).

5% salary from once off consultancy with a non-higher education organisation that concludes on 6 July 2006.

B7 QUALIFICATIONS

Note: At least one of B7.1 or B7.2 must be complete.

B7.1 PhD qualification awarded

If applicable, provide details of the PhD including the month and year awarded, or the date when the thesis was, or is to be, submitted. Select the applicable organisation and Country from the relevant list.

For Example:

B7 QUALIFICATIONS

B7.1 PhD qualification awarded

Discipline/Field		Rock Industry	
Organisation		Bedrock University <input type="button" value="List"/>	
Country		Australia <input type="button" value="List"/>	
Month and Year awarded (mm/yyyy):	<input type="text"/>	or Date Thesis Submitted / Proposed Submission Date (dd/mm/yyyy):	03/03/2005

B7.2 Other qualifications

Provide details of other qualifications including highest qualification if not PhD.

For Example:

B7.2 Other qualifications (including highest Qualification if not PhD)

Degree/Award	Year	Discipline/Field	Organisation	Country
Masters	2001	Engineering	Dino University <input type="button" value="List"/>	Australia <input type="button" value="List"/>
BSc Hons	1999	Science	Beefcake University <input type="button" value="List"/>	USA <input type="button" value="List"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="List"/>	<input type="text"/> <input type="button" value="List"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="List"/>	<input type="text"/> <input type="button" value="List"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="List"/>	<input type="text"/> <input type="button" value="List"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="List"/>	<input type="text"/> <input type="button" value="List"/>

B8 ACADEMIC, RESEARCH, PROFESSIONAL AND INDUSTRIAL EXPERIENCE

B8.1

Provide details of academic, research, professional and industrial experience for up to the past 10 years in descending date order, beginning with the current/most recent position.

- Organisation
Select the organisation from the drop-down list. If the **organisation** is not in the list, select **“OTHER”** and overtype the name of the organisation into the text box.
- Status
 - You must choose from Postgraduate, Continuing, Non-Continuing, Currently not employed, or Other.

For Example:

B8.1 Current and previous appointment(s)/position(s) - covering a maximum of the past 10 years

Position held	Organisation	Department	Year appointed	Status
PhD Student	Powerhouse Museum <input type="button" value="List"/>	Rock Industry	2002	Postgraduate
Research Assistan	Rockafella Industries <input type="button" value="List"/>	<input type="text"/>	2001	Continuing
<input type="text"/>	<input type="text"/> <input type="button" value="List"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> <input type="button" value="List"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> <input type="button" value="List"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B8.2

If applicable, choose 'Yes' and name the Eligible Organisation you have or will have an adjunct appointment, or equivalent, with at 1 January 2007.

B8.2 Do you or will you hold an adjunct appointment with an Eligible Organisation as at 1 January 2007?

Yes No

If Yes, at which organisation is it, or will it be, held?

If 'Yes' is indicated select the eligible organisation from the drop down list in the box provided. Ensure you list the appointment in B8.1 as a position held.

B9 RESEARCH RECORD RELATIVE TO OPPORTUNITIES (HARD COPY ONLY)

Attach B9 for each participant to the hard copy Proposal one the Application Form has been completed and printed.

Using the headings below, on separate sheets, describe your contributions to research, research collaborations and research training.

Please keep all parts of Section B9 for each participant grouped together.

B9.1 A statement on your most significant contributions to this research field

Write a maximum of **half an A4 page**.

B9.2 All refereed publications in the past 5 years (2001 onwards)

Use asterisks to identify publications relevant to this application.

B9.3 Ten career-best publications

B9.4 Other evidence of impact and contributions to the field

For example, patents, honours and awards, other professional activities.

Write a maximum of **half an A4 page**.

B9.5 Any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal

For example, interruptions to career, any other circumstances that may have slowed down your research and publications. Write a maximum of **half an A4 page**.

PART C—PROJECT COST

The ARC reserves the right to determine the level of funding allocated to a project.

C1 BUDGET DETAILS

All budgeted costs should be GST **exclusive**.

Your organisation should be registered for the GST and therefore able to claim input tax credits for the GST component in the cost of goods and services purchased in the course of carrying out the project.

C1.1 Year

A budget page is generated for each year specified at Section A4.2 for which funding is sought. For example, if funding is sought for three years, the Proposal will include three separate pages of the budget details sheet, one for each year.

Provide the following information in each column:

Column 1	a list of the items for which funding is sought (from the ARC, Administering Organisation and other sources)
Column 2	amounts of funding sought from the ARC according to the categories on the form (see below for more information on what to include in each category)
Column 3	amounts that the Administering Organisation will provide to the project. It is not mandatory to include contributions made by the Administering Organisation. However, a proposal will be strengthened by containing Administering Organisation contributions.
Column 4	details of any funding that is being provided by other organisations including Overseas Organisations, Industry input or partners. . It is not mandatory to include contributions by other organisations. However, a proposal will be strengthened by containing other organisation contributions.
Column 5	Totals will be automatically calculated upon Saving.

Direct costs

Provide details of direct costs for the project according to the categories explained below.

Direct costs are those that are specifically related to the individual project and do not include indirect general overheads.

Personnel (salaries + on-costs)

Salaries must include a 28 per cent loading to cover salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation. However, the loading excludes items such as extended leave and severance pay. Salary items to consider:

- Base funding requests for Senior Research Associates, Research Associates and all other personnel on standard salary levels applying within the organisation using the appropriate rate at the time of application.

- Salaries will not be provided for Chief Investigators and Partner Investigators.
- Show salaries for Chief Investigators and Partner Investigators under Columns 3 and 4 respectively, for the estimated proportion of time that they will spend on the project. Please ensure that amounts for overseas organisations are entered into column 4.

Equipment

Include both hardware and software items costing more than \$1,000 in this category. Indicate the cost of equipment and installation based on the latest prices (excluding GST) obtained from the supplier at the time of application and do **not** estimate cost.

It is recommended that where you are seeking funding from the Commonwealth for large or costly items of equipment, you may apply for this item through the *Linkage Infrastructure, Equipment and Facilities* scheme. The closing date for *Linkage Infrastructure, Equipment and Facilities* Proposals is in May 2006.

Maintenance

Include consumables, as well as equipment items costing less than \$1,000.

Do **not** include requests for hiring personnel for data preparation or programming. Include these under '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.

Note: If you are proposing international travel, you should indicate at Section A6.4 the Country/ies of collaboration, if other than the UK

Other

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

Indirect costs

Indirect costs (essentially infrastructure costs) are borne by the Administering Organisation and should appear at the bottom of columns 3 or 4.

Indirect costs should be estimated by using a multiplier on the salary and salary on-costs (total direct payroll costs) for the professional staff involved. For these purposes professional staff include Chief Investigators, Partner Investigators and any researcher who is, or is equivalent to, Level A or above.

To calculate the indirect costs borne by any universities involved in the application, multiply the combined salary contribution for each professional staff member who has an amount listed in columns 2 and/or 3 by an appropriate multiplier.

To calculate the indirect costs borne by any organisations that are not universities, multiply the salary contribution for each professional staff member who has an amount listed in column 4 by an appropriate multiplier.

Use either the multiplier that the employing organisation has developed, or the AVCC multipliers of 1.25 on the direct payroll costs (salary plus on-costs) of laboratory-based research and 0.92 on the direct payroll costs for non-laboratory based research if the employing organisation does not have a multiplier.

C2. FUNDING JUSTIFICATION

Please provide the following **in no more than three A4 pages**

C2.1 JUSTIFICATION OF FUNDING REQUESTED FROM THE ARC (HARD COPY ONLY)

Fully justify in terms of need and cost, each budget item requested from the ARC (Column 2 in Section C1), including value for money. Use the same headings as Column 1 of Section C1.

C2.2 DETAILS OF NON-ARC CONTRIBUTIONS (HARD COPY ONLY)

Explain how non-ARC contributions (Columns 3 and 4 in Section C1) will support the Proposal (use the same headings as in Column 1 of Section C1). Contributions from Partner Investigators must be highlighted.

C2.3 COUNTERPART APPLICATION (HARD COPY ONLY)

Describe the funding requested in the counterpart application submitted to the ESRC and how their funding compliments that requested from the ARC.

C3 LETTERS OF SUPPORT (HARD COPY ONLY)

A letter of support must be attached from any Organisation other than the Administering Organisation indicating financial commitment to the proposed collaborative research project.

PART D—RESEARCH SUPPORT

D1 RESEARCH SUPPORT FOR ALL PARTICIPANTS

Provide details for all Participants listed in Section A3:

Provide details of any source of competitive research funding being received or requested for the years 2005, 2006, 2007, 2008 or 2009 for all participants listed in Section A3.

The current proposal will be automatically listed first as ‘R’ under ‘Support type’ and will be auto-populated into the table. List other proposals in descending date order, with the most recent first.

Asterisk (*) any items that are in the same area of research as this Proposal, using the tick box provided.

ARC-funded projects for which reports (including Progress and Final Reports) required in the *Conditions of Grant/Funding Contract/Funding Agreement* have been submitted should be indicated by a double asterisk (**) after the Description.

Support types (Sup. type) are ‘R’ for requested support, ‘C’ for current support, ‘P’ for past support.

The ARC Project ID applies only to submitted Proposals, current and past projects funded by the ARC.

Note:

Details should be provided for **all** sources of funding, not just ARC funding. Show all amounts in Australian dollars.

Please include allocations approved by year, not funds carried forward.

Example:

Description (All named investigators on any Proposal or grant on which a participant is involved, project title, source of support, scheme)	(*)	Sup type	ARC Project ID (if applicable)	2005 (\$'000)	2006 (\$'000)	2007 (\$'000)	2008 (\$'000)	2009 (\$'000)
cvm b;dfkb;	*	R	LX0709316		20	0	0	
Rubble, the rock culture	<input type="checkbox"/>	C	LP0455545	35	35	40		
Rubble and Flinstone Cavemen	<input checked="" type="checkbox"/>	R	DP0667890		100	200	100	150
	<input type="checkbox"/>							

Ensure that details of requested, current, and past support are shown for:

- **all** participants listed in Section A3 of the application form; and
- **all** funding agencies, not only the ARC.

Note: Incomplete or misleading information may be grounds for ineligibility.

D2 STATEMENTS ON PROGRESS OF ARC-FUNDED PROJECTS (HARD COPY ONLY)

Include with the Proposal a statement detailing progress for each project held by any of the participants listed in Section A3 who were allocated funds for 2005 under any ARC scheme.

D2.1 LIST OF PROJECTS THAT YOU ARE PROVIDING STATEMENTS FOR (HARD COPY ONLY)

For Example:

Scheme	Project ID	First named Investigator	Project Title
Linkage	LP041234	Prof B. Rubble	Rocks of the World

Write no more than **one A4 page** for each funded project.

D2.2 PROVIDE THE STATEMENTS (HARD COPY ONLY)

PART E—PROPOSAL DESCRIPTION

Submit this part of the Proposal as additional text attached to the hard copy Proposal.

Additional text must be provided addressing the selection criteria at Section 10.2 of the SSC *Call*, within the format specified in the Funding Rules. Please provide the following information **in no more than 10 A4 pages**.

E1 PROPOSAL TITLE

Use the same title as in Section A2.

E2 AIMS AND BACKGROUND

Describe the aims and background, goals and focus of the Proposal. Include this information about recent international progress in the field of research, and the relationship of this Proposal to work in the field generally. Refer only to refereed papers that are widely available to national and international research communities.

E3 SIGNIFICANCE AND INNOVATION

Describe how the research is significant and whether the research 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 methods or technologies will be developed.

E4 APPROACH

Outline the conceptual framework, design and methods of the collaborative research and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the Proposal. Describe how this Proposal will stimulate enhanced collaborations and create networks linking social sciences research in Australia and the UK. .

Clearly describe the linkage and collaborative synergy between this Proposal and the counterpart application submitted to the ESRC. Where the duration of the two applications does not match, please justify the differences.

E5 NATIONAL BENEFIT

Describe the expected outcomes and the likely impact of the proposed research. Describe how the research Proposal might result in economic, environmental and/or social benefits for Australia and refer to whether the collaborative research addresses one of the National Research Priorities.

E6 COMMUNICATION OF RESULTS

Outline plans for communicating the results of the Proposal to other researchers and the broader community.

E7 ROLE OF PERSONNEL

Summarise the role, responsibilities and contributions of each Chief Investigator, Overseas Investigator and Partner Investigator. Summarise the roles and levels of involvement of other participants, such as technical staff.

E8 REFERENCES

Include a list of all references within the page limit of **10 A4 pages**. This list may be in 10 point font.

Printing the proposal Form

Participants must enter GAMS to create an Application Form and enter summary information. Once summary information has been entered, GAMS will permit printing of a hard copy of their *Linkage International* Application Form.

The originating author may print the Application Form from their home page in GAMS.

To print the Application Form, select print to the right of the GAMS application record. A dialogue box will open and invite the participant to save the file to the computer. Click on the save button to download the Application Form. When the download is completed, select open and this will convert the file to Rich Text Format (RTF). The Application Form can now be printed but should not be altered.

NOTE: Do not alter the rtf. All changes must be made in GAMS before printing. Changes in the rtf create differences between the rtf and the online GAMS form. If this occurs the ARC may, in its absolute discretion, decide not to recommend the Proposal for approval.

NOTE: Please save and validate frequently. Validating the form alerts the participant of validation errors which need to be corrected.

IMPORTANT: After 60 minutes of inactivity GAMS will lock an idle Application Form, the program will be aborted and any unsaved data will be lost.

Finally:

Enter the **total** number of sheets contained in the Proposal including all the pages of the Applications Form, additional text and any required supporting documentation. The ARC uses this as a verification tool for scanning and image storage purposes. Example below:

Total number of sheets contained in this Proposal	56
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Proposal checklist

A complete Proposal consists of the following components:

Part A	Administrative summary	
	<ul style="list-style-type: none"> • Application form 	A1-A8 A9 Signature of DVC/PVC (R), equivalent in other administering organisations
Part B	Personnel	
	<ul style="list-style-type: none"> • Application form 	Complete Part B for each participant listed at A3.
	<ul style="list-style-type: none"> • Additional text 	B9 Complete one page for each participant at A3
Part C	Project cost	
	<ul style="list-style-type: none"> • Application form 	Complete C1 for each year of funding support sought
	<ul style="list-style-type: none"> • Additional text 	C2 – (includes C2.1, C2.2 and C2.3) no more than three A4 pages
	<ul style="list-style-type: none"> • Additional text - ‘Letters of Support’ 	C3 - attach a letter of support from any Organisation other than the Administering organisation indicating financial commitment.
Part D	Research support	
	<ul style="list-style-type: none"> • Application Form • Supporting documentation 	Complete D1 D2.1 - List of projects that statements are being provided for. D2.2 - Statement on progress of ARC-funded projects – no more than one A4 page for each funded project
Part E	Proposal description	
	<ul style="list-style-type: none"> • Additional text 	No more than 10 A4 pages

NOTE: The Proposal must be submitted both electronically (To ‘ARC Valid’ status) and the two identical hardcopies received by the ARC by the relevant closing time.

Where possible, researchers should direct their queries, in the first instance, to the Research Office of the proposed Administering Organisation.