



Australian Government

Australian Research Council

LINKAGE INTERNATIONAL

**Instructions to Applicants
for funding commencing in
2008**

Awards

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Australian Research Council
Linkage International
Instructions to Applicants for funding commencing in 2008
Awards

This document is intended to be a practical guide to assist you to complete the *Linkage International* Awards Application Form and associated documentation as fully and as accurately as possible.

The information in this document is underpinned by the ARC '*Linkage International* Funding Rules for funding commencing in 2008' (the *Linkage International* Funding Rules), which contain further details on ARC *Linkage International* funding. You must read the *Linkage International* Funding Rules (available from <http://www.arc.gov.au>) before preparing your Proposal.

MATTERS TO NOTE BEFORE COMPLETING THE PROPOSAL

Proposals are the prime source of information available to 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 and accurate at the time of submission.

ACCURACY OF INFORMATION

Check carefully before you submit your Proposal that all information contained in the Application Form and associated documents is accurate.

INCOMPLETE OR MISLEADING INFORMATION

If your Proposal is incomplete, inaccurate or contains information that is considered false or misleading, the ARC may, in its absolute discretion decide to not recommend the Proposal for approval, and it may constitute an offence under Commonwealth criminal law.

CONFIDENTIALITY

Information contained in Proposals is regarded as confidential unless otherwise stated, and will be received and treated as confidential by the ARC, and by third parties who assess, evaluate or verify the accuracy of the Proposal. For further information regarding confidentiality see section 11.2 of the *Linkage International* Funding Rules.

PRIVACY

Information contained in the Proposal is collected in order to make recommendations to the Minister 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 third parties 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. In other instances, information in this Proposal 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; and
- 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 only the originating author may edit and complete the Application Form.

CLOSING DATE

There will be one final round of *Linkage International* Awards Proposals, submitted in 2007 for funding commencing in 2008.

The closing time is 5:00pm (AEST) Friday 20 April 2007.

Administering Organisations may have an internal closing time/date prior to the ARC due date as the ARC requires Research Offices and administration units to provide certifications, electronic data and other information with the Proposal. 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 Web Site at <http://www.arc.gov.au>; and
- b. **Additional text (Sections A9, B9, C2, C3, C4, D2 and Part E)**, must be submitted as part of the paper version of the Proposal, including relevant supporting documentation and investigator curricula vitae.

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

PLEASE NOTE:

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

Proposals must be submitted through the Research Office, or applicable administration unit, of the Administering Organisation. The Administering Organisation may have an internal deadline earlier than the ARC's closing time.

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

- The *Linkage International* Funding Rules describe a number of situations where it is possible to submit an Eligibility Exemption Request or an Eligibility Ruling Request (see section 7.1 of the *Linkage International* Funding Rules). Where applicable, Exemption or Ruling Requests must be submitted to the ARC via the Research Office on the *Linkage International* Eligibility Exemption/Ruling Request Form available on the ARC's Web Site. Eligibility Exemption/Ruling Requests for *Linkage International* Awards must be received by the ARC by **5:00pm (AEST) Friday 9 March 2007**. Please note: it is not mandatory to submit an Eligibility Exemption/Ruling Request, only where an exemption from a particular requirement, or a ruling, is requested.
- *Linkage International* Application Forms are produced using the ARC's online Grants Application Management System (GAMS), accessed through the ARC Web Site.
- When entering data into the Application Form, save and validated regularly. The Application Form may be saved, closed and updated as many times as required prior to submission. The originating author of the Application Form will be the only applicant with edit access.
- Once the Application Form has been completed on GAMS, the Research Office or administration unit must validate the Application Form and submit it to the ARC, and in addition the Form must be printed (see printing instructions on page 28) and additional attachments incorporated before sending hard copies to the ARC.
- 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 **closing time 5:00pm (AEST) Friday 20 April 2007**.
- All Proposals must be certified by the appropriate organisational delegate at Section A9 of the Application Form.
- A check list at the end of these instructions will assist you in completing and submitting the Proposal.

PROPOSAL FORMAT

Write in plain English and comply strictly with the Proposal format and submission requirements described in Section 7 of the *Linkage International Funding Rules* and within these Instructions.

All pages of additional text must be 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 is likely to be degraded.

PLEASE NOTE: Finely detailed graphics and grey scale may also not be precisely reproduced due to low resolution scanning of PDFs.

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

All Proposals must be signed by the appropriate organisational delegate at Section A9 of the Application Form. The Administering Organisation is also required to obtain the agreement and relevant certifications/hand written signatures of all parties necessary to allow the proposed research to proceed. A pro forma certification form is available for this purpose on the ARC Web Site – this form is not submitted with the Proposal and should be retained by the Administering Organisation.

PRINTING THE PROPOSAL FORM

The originating author may print the Proposal from their participant ‘home page’ in GAMS. Printing instructions are provided on **page 28** of this document.

PREPARING THE PROPOSAL

The online Application Form must be completed in the ARC’s Grants Application Management System (GAMS) available from the ARC Web Site <http://www.arc.gov.au>. When completed, the participant may print a hard copy of the Proposal from GAMS and add any required additional text.

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.

THE ELECTRONIC APPLICATION FORM - GRANT APPLICATION MANAGEMENT SYSTEM (GAMS)

The Applicant must complete an electronic version of the Application Form in the ARC’s Grant Application Management System (GAMS) via on the ARC’s Web Site <http://www.arc.gov.au>.

Please note the following when using GAMS:

- All participants listed in A3.1 will require a GAMS Client User Id and password.
- Both the GAMS Client User Id 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 Web Site.
- Eligible Organisations for *Linkage International Awards* are listed in Items 1a and 1b, Appendix 2, of the *Linkage International Funding Rules*.
- Previously allocated GAMS Client User Ids remain valid. Participants DO NOT have to apply for a new GAMS Client User Id each year, neither do people with assessor logons.

Participants should, in the first instance, contact their organisation's Research Office for assistance with GAMS. Further information on using GAMS can also be found at: http://www.arc.gov.au/applicants/gams/gams_default.htm

OBTAINING A GAMS ID

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

COMPLETING THE ONLINE APPLICATION FORM

The *Linkage International Awards 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 A9, Certification;
- Section B9 (Curriculum Vitae for each participant);
- Sections C2, C3 and C4, 'Justification of Funding Requested From the ARC' 'Details of Non-ARC Contributions' and 'Letters of support';
- Section D2, 'Statements on Progress of ARC-Funded Projects'. If any participants received funding from the ARC during 2006 under any ARC scheme, you will need to provide progress statements on the relevant projects with the Proposal; and
- Part E, 'Proposal Description'.

Please read the following instructions carefully before completing the Proposal.

PLEASE NOTE:

- 1. 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.**
- 2. After 30 minutes GAMS will lock an idle Application Form, the program will be aborted and any unsaved data will be lost.**
- 3. Application Forms should be completed sequentially, ie Part A, Part B, Part C, Part D then Part E.**

COMPLETING THE APPLICATION FORM

Once an Administering Organisation has been selected from the drop-down menu at A1, the Proposal Title entered at A2 and first named participant entered at A3.1, save the Application Form and a Project ID will be automatically allocated to the Proposal within GAMS.

PART A – ADMINISTRATIVE SUMMARY

A1 ORGANISATION TO ADMINISTER FUNDING

The organisation that will administer the funding (Administering Organisation) must be an Eligible Organisation for funding under the *Linkage International* Awards category. 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 Items 1a and 1b in Appendix 2 of the *Linkage International* Funding Rules.

If the Administering Organisation is a **university, museum** or **herbarium**, that is not included in the drop down list choose one of the following options from the drop down list and overtype the name of your museum or herbarium into the text box at A.1:

- “Click Here if your museum is not on this list”
- “Click Here if your herbarium is not on this list”

A2 PROPOSAL TITLE

Insert a short descriptive title of not more than 20 words (255 characters allowed). The title should be precise and as informative as possible. Avoid the use of acronyms, quotation marks and upper case characters.

A3 PARTICIPANT SUMMARY

A3.1 Participant Details – Current Organisations

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).

PLEASE NOTE: The lead Chief Investigator for the proposal must be entered at Person number 1.

Example:

Person number	Family name	Initials	Current Organisation	Role
1	[Lead Chief Investigator]			CI
2	[Eg. Overseas Investigator]			OI
3	[Eg. Optional Partner Investigator]			PI
4	[Eg. Optional other Chief Investigator]			CI
5				

The order that you enter the participants in at Part A3.1 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 A3.1 can be changed by editing the corresponding numbers in the 'Person number' column. When these changes are saved, the participant order will also be updated in Part B of the form.

Remaining information in 'A3.1 Participant Details' (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 listed on any Awards Proposal.

The first named CI will be the ARC's reference for the Proposal, the 'Project Leader'. A CI must be an employee, or holder of an adjunct appointment or equivalent, at an Eligible Organisation. Eligible Organisations for *Linkage International Awards* are listed at Items 1a and 1b of Appendix 2 of the *Linkage International Funding Rules* (see also notes at B8.2 below).

A3.2 Participant Summary – Organisations applicable to this proposal

The table at A3.2 is 'read only' and provides a summary of organisational affiliations for participants as relevant to the Proposal. This table will auto populate once B8.2 is completed for each participant.

Person Number	Family Name	Initials	Current Organisation	Relevant Organisation for this Proposal	Role
1	[Mandatory Lead Chief Investigator]	Eg.	[Eg. Current Organisation/University]	[Mandatory Eligible Organisation]	CI
2					
3					

A4 Requested Support

A4.1 This Proposal requests funding for the following scheme category: *Linkage International Awards*

- This question indicates that you are applying for a *Linkage International Awards* proposal as a default for this Application Form.

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

Select the year or years for which funding is being sought:

- *Linkage International Awards* may be supported for a period of one, two or three years.

A4.3 ARC Projects funded for 2006 that include this Proposal's first-named Chief Investigator

Section A4.3 must be completed as it is a requirement that the first-named Chief Investigator on an Awards Proposal is being funded by the ARC in 2007 (see subsection 12.1.3.2 of the *Linkage International Funding Rules*).

Enter the ARC project being funded for 2007 that include this Proposals first-named Chief Investigator. A minimum of one valid project needs to be entered – note: this project must also appear in Part D of the proposal.

If the first-named Chief Investigator holds many ARC projects being funded for 2006, all projects do not need to be entered. Applicants should check carefully that the entered project(s) are permitted projects being funded for 2007. That is, in the letter of offer of funding provided by the ARC the project was awarded funding in 2007 (a carry-over or deferral from 2006 into 2007 is not considered to be a project funded for 2007). Please refer to the *Linkage International Funding Rules* subsection 12.1.3.2 for further information regarding permitted ARC projects.

A4.3 ARC Projects funded for 2007 that include this Proposal's first-named CI*

(This question is mandatory - please refer to *Linkage International Funding Rules* subsection 12.1.3.2)

Scheme	Project ID	Project's 1 st named CI	Project Title	Approved years of funding (incl. 2007)
Discovery Projects	DP0660000	Smith	The nature of the r	2006-2010
Linkage Infrastructure & Equipment Facilities	LE0440000	Jones	The very large pie	2004-2008

Add Additional Grant

A5 SUMMARY DESCRIPTIONS

A5.1 Summary of Proposal

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

A5.2 Summary of Collaboration

Write a summary of the proposed collaboration in no more than 100 words (approx 750 characters). Write the summary in clear, plain English, use a minimum of terminology unique to the area of study. Avoid formatting the text or using quotation marks, acronyms and do not use upper case characters in the text.

A5.3 Summary of National/Community Benefit (for Public Release)

Write the summary in no more than 100 words (approx 750 characters) outlining the expected national benefits to arise from the research for the Australian community. Write the summary in clear, plain English, use a minimum of terminology unique to the area of study. Avoid formatting the text, using quotation marks or acronyms (even where previously defined at A5.1 or A5.2) and do not use upper case characters in the text.

This summary of National/Community Benefit may be used for publicity purposes.

A6 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

A6.1 National Research Priorities

Participants are asked to indicate if their Proposal falls within one of the Government's National Research Priority Areas.

There are four National Research Priorities and each priority has a number of associated priority goals. A detailed description of the National Research Priorities is available on the ARC website (<http://www.arc.gov.au>) and in Appendix 1 of the *Linkage International Funding Rules*.

Click the 'National Research Priorities' button at A6.1 to see the list of National Research Priorities and their associated goals.

Please Note: 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.

Saving your selection: 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'.

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 note that keywords may not be duplicated.

A6.3 Research classifications

The Research Fields, Courses and Disciplines (RFCD) codes define the research according to discipline. The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the research.

At least one code must be selected for both the RFCD and SEO section. Indicate the relative importance of each code by using a percentage (**rounded to the nearest multiple of 10**).

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.

Example RFCD:

A6.3 Research classifications* (list from highest to lowest %, to the nearest multiple of 10%)

Research Fields, Courses and Disciplines (RFCD)	%
230108	60
240304	30
250399 <input type="button" value="List"/>	10

Example SEO:

Socio-Economic Objective (SEO)	%
620105	80
630202	20
<input type="button" value="List"/>	

A6.4 Country/ies of international collaboration

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

From the drop down list, select the names of the country or countries of researchers and/or other parties you will collaborate with on this project. Up to nine countries can be entered in this section. Note that as all proposals are submitted through an Australian organisation you do not need to indicate that Australia is a country of international collaboration.

Example:

A6.4 Country/ies of international collaboration

NZ
Italy
Turkey
<input type="button" value="List"/>

A7 ADDITIONAL DETAILS

A7.1 Have you submitted or do you intend to submit a similar Proposal to any other agency?

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 either 'Yes' or 'No' box to indicate whether you have submitted a similar application to any other agency. Do not include details of other Proposals submitted to the ARC, these will be included at section D1.

If you have answered 'Yes', you must select from the drop down list the funding body to which the other application(s) has been made. If the name of the agency/ies is not listed please select 'Other' and over-type the name of the agency/ies.

For applications that have been submitted where there are multiple agencies, please select 'Other' and type all the names of the agencies involved.

Example:

A7 ADDITIONAL DETAILS*

A7.1 Have you submitted or do you intend to submit a similar Proposal to any other agency?

If Yes, please select one of the following:

Yes

No

National Health and Medical Research Council

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

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

If a successful eligibility ruling has been granted by the ARC relating to this Proposal please select 'Yes' and quote the ten digit eligibility exemption/ruling number that the ARC has previously provided to you in reply to your Eligibility Exemption/Ruling Request.

Example:

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

Yes No

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

Eligibility Ruling type:	Successful exemption code(s) (Eg. LXEC08----):
Medical and Dental Research	<input type="text" value="LXEC081234"/>
Overseas Organisation	<input type="text"/>
Other	<input type="text"/> <input type="text"/>

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

Please note: A copy of the Eligibility Exemption/Ruling reply letter from the ARC does not need to be included with the Proposal.

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

Please select either 'Yes' or 'No' to indicate whether the Administering Organisation has arrangements to manage Intellectual Property and facilitate commercialisation of research. Information gathered in this question will not be used for selection purposes.

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

A8 RESEARCH STUDENTS

Enter the number of full-time equivalent (FTE) students places (PhD, Master or Honours equivalent) that will be supported in Australia or Overseas as a result of this project.

Example:

A8 RESEARCH STUDENTS

The ARC is interested in reporting the number of Research Students that would be involved in this Proposal if it is funded. Please enter the number of student places (full-time equivalent) that will be filled as a result of this project. (Round FTE to 1 decimal place)

	Australia	Overseas
PhD	<input type="text" value="1.0"/>	<input type="text" value="0.0"/>
Masters	<input type="text" value="0.0"/>	<input type="text" value="2.0"/>
Honours	<input type="text" value="5.0"/>	<input type="text" value="5.0"/>

A9 CERTIFICATION

The certification page does not appear on the electronic GAMS form. The certification page will appear in RTF format when the Proposal is printed. The completion of section A9 is the responsibility of the Administering Organisation, **which must obtain the required signatures before submitting the Proposal to the ARC.**

Example certification form:

A9 CERTIFICATION

The Administering Organisation must obtain the required agreement and hand-written signature(s) of all parties necessary to allow the proposed research to proceed.

Certification by the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the Administering Organisation

I certify that—

- I have obtained the written agreement of all parties identified in the Proposal to submit this Proposal.
- Proper enquiries have been made and I am satisfied that the participants listed in Part A3 meet the requirements specified in the 'Linkage International Funding Rules for funding commencing in 2008'.
- The Head of Department has approved this Proposal.
- This organisation supports this Proposal and if successful will provide basic facilities and the items listed in the budget for the project.
- I have obtained the written agreement of the other organisation(s), if any, involved in this Proposal to contribute the resources outlined in this Proposal.
- I have obtained the written agreement from the relevant employer(s) for the participation, to the extent indicated in this Proposal, of the participants listed in Part A3.
- I am prepared to have the project carried out in my organisation under the circumstances set out in this Proposal and in accordance with the 'Linkage International Funding Rules for funding commencing in 2008'.
- The amount of time that the researcher(s) will be devoting to the project is appropriate to existing workloads.
- The project can be accommodated within the general facilities in this organisation, and if applicable, within the facilities of other relevant organisations specified in this Proposal, and sufficient working and office space is available for any proposed additional staff.
- All funds for this project will only be spent for the purpose for which they are provided.
- The project will not be permitted to proceed until appropriate ethical clearance(s) has been obtained.
- I will notify the ARC if there are changes to named participant(s) listed in Part A3 after the submission of this Proposal.

- To the best of my knowledge, all conflicts of interest relating to parties involved in or associated with this proposal which arise after the submission of this Proposal.
- I consent, on behalf of all the parties, to the ARC copying, modifying and otherwise dealing with information contained in this Proposal for any of the purposes specified in subsection 11.4.2 of the ‘*Linkage International Funding Rules for funding commencing in 2008*’.
- I consent, on behalf of all the parties, to this Proposal being referred to third parties, who will remain anonymous, for assessment purposes.
- To the best of my knowledge, the Privacy Notice appearing at the top of this application form has been drawn to the attention of all the participant(s) whose personal details have been provided at Part B.
- To the best of my knowledge all details provided in this application form and in any supporting documentation are true and complete and no information specifically relating to personnel track or publication records is false or misleading.
- I understand that it is an offence under the *Criminal Code Act 1995* to provide false or misleading information.
- I understand and agree that all statutory requirements must be met before the proposed research can commence.

Signature of DVC/PVC(R), delegate or equivalent (in black ink)	Name and Position (please print)	Date

PART B—PERSONNEL

Part B (including B9) must be completed for each participant listed in Part A3.1

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 allocate 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 A3.1).

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 CURRENT DETAILS

A GAMS Client User ID is required for all participants on the Proposal form. See page 7 for information on obtaining GAMS IDs. Enter the unique GAMS Client User 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 A3.1.

Please select ‘Correct’ to confirm that the participant details are correct. Once the ‘Correct’ button is selected the information is auto-populated into Sections B2 and B3.

Please select “Incorrect” if the participant details are not correct. If this is selected details will not be saved. To amend a participant’s details, the participant will need to log into GAMS and update their details by selecting 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 and the ‘Fetch Client Details” button selected.

For Example:

You will be required to confirm that the abbreviated details displayed in Sections B2 and B3 are correct.

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.

<input type="button" value="CORRECT"/>	<input type="button" value="INCORRECT"/>
--	--

PLEASE 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 the "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 A3.1 and A3.2.

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).

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)

Professor John Smith

PLEASE NOTE: 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.

B5 Have you ever been awarded a fellowship from the ARC?

Indicate whether the participant has been awarded a current or previous ARC Fellowship by selecting 'Yes' or 'No' at B5.

If you choose 'Yes' at B5, enter the Project ID, year funding commenced and year funding was expected to conclude as originally approved (do not include calculations of carry-forwards of funding). Choose the Fellowship type from the drop-down menu.

ARC Research Fellowships are defined in the *Linkage International* Funding Rules and include Australian Postdoctoral Fellowship (APD), Australian Research Fellowship (ARF), Queen Elizabeth II Fellowship (QEII) and Australian Professorial Fellowship (APF). They also includes Australian Postdoctoral Fellowship (Industry) (APDI) (under the *ARC Linkage Projects* scheme), Australian Postdoctoral Fellowship (CSIRO) (APDC) (under the former *APD CSIRO* scheme).

Participants should also indicate here if they have ever received an Australian Research Council International Fellowships (ARCIF), ARC Indigenous Researcher Fellowships (IRF), ARC Research Cadetship-Aboriginal and Torres Strait Islander award (RC-ATSI) or Senior Research Fellowship (SRF).

Prestigious Federation Fellowships should **not** be included at B5, rather, enter as a 'position held' at B8.1.

EXAMPLE:

B5 HAVE YOU EVER BEEN AWARDED A FELLOWSHIP FROM THE ARC?

Yes No

Please indicate if you have received any of the following Fellowships from the ARC: APD, APDC, APDI, ARF, QEII, SRF, APF, RC-ATSI, IRF or ARCIF.

Project ID	Year funding commenced	Year funding concluded (or expected to conclude)	Fellowship type(s)
DP0660000	2006	2010	APD <input type="button" value="v"/>
			<input type="button" value="v"/>
			<input type="button" value="v"/>

PLEASE NOTE: If the participant has been awarded any current or previous ARC Research Fellowship, attach a statement of progress at D2 of the Proposal.

B6 AFFILIATIONS

Participants nominated as ‘Chief Investigators’ must indicate if they will be receiving salary in 2008 from an organisation which is outside the higher education sector and which is funded predominantly from State/Territory or Commonwealth of Australia Government sources and such funding is provided mainly for research activities, by selecting ‘Yes’ or ‘No’ at B6.

If ‘Yes’ is selected please provide a brief statement explaining the nature of the employment or association (for example, a consultancy) and/or financial interest, stating the percentage of salary derived from the organisation.

PLEASE NOTE: B6 has a 255 character limit, including spaces.

Example:

B6 AFFILIATIONS*

If you are nominated as a Chief Investigator, will you be receiving salary in 2008 from an organisation which is outside the higher education sector and which is funded predominantly from State/Territory or Commonwealth Government sources and such funding is provided mainly for research activities? Yes No

If yes, describe the nature of your employment, association, and/or financial interest (including specifying the % of salary):

0.5% of salary from Feb-March 2008 will be derived from the John Smith Research Centre for a non-ongoing consultancy.

B7 QUALIFICATIONS

PLEASE NOTE: At least one of B7.1 or B7.2 must be completed.

B7.1 PhD qualification awarded

If applicable, please provide details of your 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.

Example:

B7 QUALIFICATIONS

B7.1 PhD qualification awarded

Discipline/Field		Rock mechanics	
Organisation		Bedrock University <input type="button" value="List"/>	
Country		Lesotho <input type="button" value="List"/>	
Month and Year awarded (mm/yyyy):	<input type="text" value="02/2004"/>	or Date Thesis Submitted / Proposed Submission Date (dd/mm/yyyy):	<input type="text"/>

B7.2 Other qualifications

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

Example:

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

Degree/Award	Year	Discipline/Field	Organisation	Country
Masters	2001	Engineering	Univeristy of X <input type="button" value="List"/>	Aruba <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"/>
<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 Current and previous appointment(s)/position(s) - during the past 10 years

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, Fixed-term, Currently not employed, or Other.

Example:

B8.1 Current and previous appointment(s)/position(s) - during the past 10 years

Position held	Organisation	Department	Year appointed	Status
Federation Fellow	The Australian National <input type="button" value="List"/>	Engineering	2005	Fixed-term <input type="button" value="v"/>
PhD Student	Frankfurt University <input type="button" value="List"/>	Physics	2001	Postgraduate <input type="button" value="v"/>
Research Assisit	Rock Industry Pty Ltd <input type="button" value="List"/>	Research Branch	2000	Currently not employed <input type="button" value="v"/>
<input type="text"/>	<input type="text"/> <input type="button" value="List"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/>	<input type="text"/> <input type="button" value="List"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>

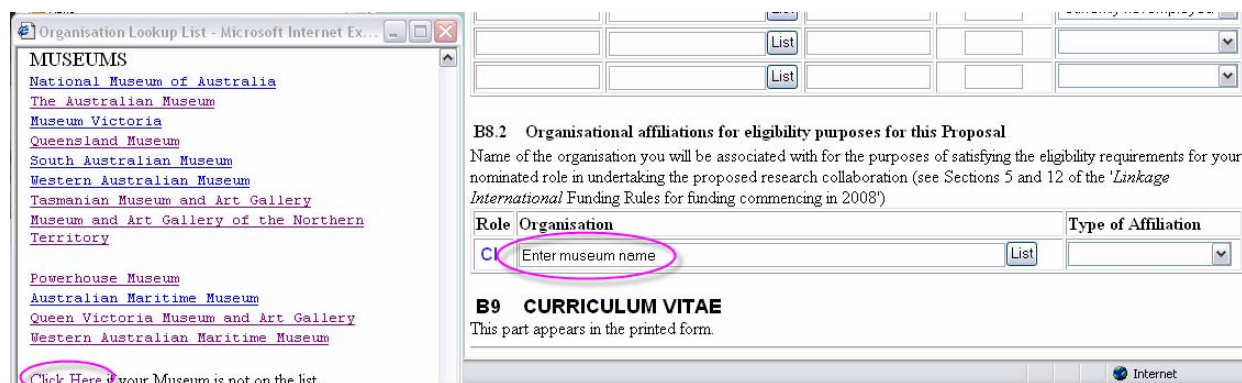
B8.2 Name of organisation you will be associated with for the purposes of satisfying eligibility requirements for the nominated role in undertaking the proposed research collaboration (see Sections 5 and 12 of the ‘Linkage International Funding Rules for funding commencing in 2008’)

Role	Organisation	Type of Affiliation
<input type="text"/>	<input type="text"/> <input type="button" value="List"/>	<input type="text"/> <input type="button" value="v"/>

The role of each participant (as indicated at A3.1) will be auto populated into the table at B8.2. Select the relevant ‘Organisation’ from the drop down list and the ‘Type of Affiliation’. Note: for CIs the Organisation selected must be an Eligible Organisation as listed at Items 1a and 1b of Appendix 2 of the *Linkage International Funding Rules*.

OIs and PIs may select an organisation from the organisation look-up list or choose ‘other’ and overtype with the relevant organisation name.

If a participant is associated with a Herbarium or Museum which does not appear on the Organisation list, click the relevant link (as shown below) and then overtype the relevant name of the Herbarium or Museum, for example:



B8.2 requests that you name the organisation the participant will be associated with for the purposes of satisfying the eligibility requirements for the nominated role in undertaking the proposed research. Information supplied in B8.2 will be auto-populated into A3.2 once all details have been selected for each nominated researcher.

Examples:

Example 1. The participant's current organisation displayed at A3.1 satisfies the eligibility requirements for the participant's nominated role. This organisation should be chosen from the drop down list at B8.2 (and overtyped where applicable). The same organisation will appear at both A3.1 and B8.2 - A3.2 will display the same organisation in the 'Current Organisation' and 'Relevant Organisation for this Proposal' columns (see example below):

A3.2 Participant Summary - Organisations applicable to this proposal

(This table is 'read only' and provides a Summary of Organisational Affiliations for participants. This table will populate once B8.2 is completed for each participant.)

Person number	Family name	Initials	Current Organisation	Relevant Organisation for this Proposal	Role
1	First-named CI	A	Eligible Organisation A	Eligible Organisation A	CI
2	Overseas Investigator	B	Overseas University	Overseas University	OI
3	Other CI	C	Eligible Organisation B	Eligible Organisation B	CI
4	Partner Investigator	D	Industry A	Industry A	PI

Example 2. The CI's current organisation is not an Eligible Organisation for *Linkage International Awards*. The CI has an adjunct appointment at an Eligible Organisation, which satisfies eligibility requirements for their nominated role (CI). The participant's current organisation will appear at A3.1 and an eligible organisation (from Appendix 2) will appear at B8.2 (see person number 1 in the table A3.2 below).

Example 3. If a CI will be formally moving organisations in 2008, then the CI's current organisation will appear at A3.1 and the organisation at which they will be employed for the purposes of the proposal should be chosen at B8.2 (see person number 1 in the table A3.2 below).

Eg. For examples 2 and 3, A3.2 displays different organisations in the ‘Current Organisation’ and ‘Relevant Organisation for this Proposal’ columns:

A3.2 Participant Summary - Organisations applicable to this proposal

(This table is 'read only' and provides a Summary of Organisational Affiliations for participants. This table will populate once B8.2 is completed for each participant.)

Person number	Family name	Initials	Current Organisation	Relevant Organisation for this Proposal	Role
1	First-named CI	A	Research Organisation A	Eligible Organisation A	CI
2	Overseas Investigator				OI
3	Other CI				CI
4	Partner Investigator				PI

The eligibility requirements for CIs, OIs and PIs are specified in Sections 5.2, 5.3 and 5.4 of the *Linkage International* Funding Rules, respectively. The participants listed in A3.1 must meet the relevant eligibility criteria for the periods specified in the *Linkage International* Funding Rules for their nominated role.

In certifying that the participants listed in Part A3 meet the requirements specified in the ‘*Linkage International* Funding Rules for funding commencing in 2008’, the DVC/PVC(R) is providing a warranty to the ARC that the relevant persons will satisfy the criteria as at the relevant date specified in the eligibility criteria. So, if a person is nominated as a CI, for example, and is therefore required to be employed or hold an adjunct position at an Eligible Organisation as at 1 January 2008 and that person does not hold such a position as on the date the application is submitted, the DVC/PVC(R) must be certain, and is in effect guaranteeing, that the person will be so employed as at 1 January 2008 (and for the full duration of the project).

B9 CURRICULUM VITAE (HARD COPY ONLY)

Attach to the Application Form a curriculum vitae of **one page** for each named participant at A3, including the following details:

- name
- a list of the ten most significant relevant publications for the last five years
- the total number of peer-reviewed research publications over the last five years
- any other relevant details not included elsewhere within the Application Form

PART C – PROJECT COSTS

C1 BUDGET DETAILS

PLEASE NOTE: All budgeted costs should be **GST exclusive**. The Administering 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

	COSTING			
Column 1	2	3	4	5
Source of funds	ARC	Administering Organisation	Other	Total
COSTS				
Travel - Airfares				
Total Airfares (a)				
Travel - Other (Local & Subsistence)				
Total Other Travel (b)				
Consumables (up to \$5,000)				
Total Consumables (c)				
Other				
Total Other (d)				
TOTAL COSTS (e)				

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 of three years.

Provide the following information in each column:

- Column 1 a list of the items for which funding is sought from all sources (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 from 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. Each OI and/or PI is expected to provide a significant contribution to the project. The ARC expects that ARC funding will be augmented by matching cash and in-kind contribution from the overseas collaborators to meet the direct costs of their participation. A proposal will be strengthened by containing other organisation contributions.

Column 5 Totals will be automatically calculated upon Saving the form.

The ARC is seeking full costing information for proposals under *Linkage International* in order to enhance transparency and accountability and to help determine the actual contributions to be paid by the ARC and other parties.

It is not necessary to prioritise budget items. You should make requests to the ARC only for items essential to the project. The ARC reserves the right to determine the level of funding allocated to the project and may recommend partial funding of proposals.

Travel - Airfares

For person travelling from Australia (eg. CIs and accompanying students); the ARC may provide funding for return economy class airfares. The ARC will not provide funding for persons travelling to Australia (Eg. OIs).

Travel – Other (Local and subsistence)

For persons travelling from Australia the ARC may provide funding for local travel necessary for the collaborative work (excluding costs of field trips).

For persons travelling to Australia the ARC may provide a contribution to living expenses (subsistence), at a rate of up to A\$700 per week, and/or local travel necessary for the collaboration (excluding costs of field trips). The ARC will not provide subsistence support for Australian participants overseas.

Consumables

The ARC may provide funding for consumables directly related to the collaboration at a rate of up to A\$5,000 per year. Consumables and other project costs that are being contributed by other organisations may also be included in the budget table.

Other

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

Note that any item listed in the budget table as being contributed by an organisation other than the Administering Organisation (including cash and in-kind support) must be confirmed via a letter of support from that organisation detailing the contributions and amounts consistent with those indicated in the budget table (see C4 below).

Detailed explanation for all budget items requested must be provided at Section C2 (Justification of Funding Requested from the ARC). Please ensure that **all items**, including consumables, are fully justified. The ARC reserves the right to not provide funding support for any items that are not fully justified.

EXAMPLE PART C—PROJECT COST

Costs should be quoted exclusive of the GST.

C1 BUDGET DETAILS

C1.1 YEAR 1 Jump to: [2](#)

Column 1	COSTING			
	2	3	4	5
Source of funds	ARC	Administering Organisation	Other	Total
COSTS				
Travel - Airfares				
2 x return economy flights to London for CI and postdoc	6000	0	0	6000
2 x return economy flights to London for PI and postdoc	0	3000	3000	6000
3 x return economy flights from London to Australia for OIs	0	0	9000	9000
	0	0	0	0
Total Airfares (a)	6000	3000	12000	21000
Travel - Other (Local & Subsistence)				
2 x domestic airfares from London to Belgium (CI & post doc)	800	0	0	800
2 x domestic return airfares Sydney to Adelaide	0	0	600	600
Subsistence for 3 x OIs in Australia (@ 700 x 4 wks)	8400	0	0	8400
Subsistence for CI, PI & 2 postdocs in Belgium (@700 x 3 wks)	0	0	8400	8400
Total Other Travel (b)	9200	0	9000	18200
Consumables (up to \$5,000)				
Chemicals	4900	0	0	4900
Chemicals & lab fees	0	12000	10000	22000
	0	0	0	0
	0	0	0	0
Total Consumables (c)	4900	12000	10000	26900
Other				
Specialised equipment	0	0	10000	10000
Teleconference costs (2 per month)	0	1200	0	1200
	0	0	0	0
	0	0	0	0
Total Other (d)	0	1200	10000	11200
TOTAL COSTS (e)	20100	16200	41000	77300

Sections C2-C4 do not appear on the electronic GAMS application form and must be attached to the printed proposal as hard copies.

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

In no more than one A4 page 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.

C3 DETAILS OF NON- ARC CONTRIBUTIONS (HARD COPY ONLY)

In **no more than one A4 page** 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 and/or Overseas Investigators must be highlighted.

The collaborating overseas researchers must provide matching funding to cover the other costs of collaboration (for example, OIs airfares to Australia and subsistence for Australians overseas). Matching funds from the collaborating overseas researcher can come from any source in the collaborating country.

C4 LETTERS OF SUPPORT (HARD COPY ONLY)

A letter of support must be attached from any Organisation other than the Administering Organisation indicating financial commitment (cash and/or in-kind) 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 2006, 2007, 2008, 2009 and/or 2010 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):

- 'R' for requested support
- 'C' for current support
- 'P' for past support

The ARC Project ID applies only to Proposals, current and past projects (including Fellowships) funded by the ARC.

PLEASE 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)	2006 (\$'000)	2007 (\$'000)	2008 (\$'000)	2009 (\$'000)	2010 (\$'000)
The Rock test	*	R	LX0801234			20	10	10
ARC Discovery Project; AJ Smith, P Morris & C Klein; 'The nature of the rock industry'.	*	C	DP0660000	120	100	70		
DFG; German Excellence Fellowship; P Schille 'Flags of the world'		P		140				

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.

PLEASE NOTE: Incomplete or misleading information may be grounds for ineligibility.

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

Include with your Proposal a statement detailing progress for each project/fellowship which has been awarded funding for 2006 under **any** ARC scheme.

Include up to a one page summary statement describing progress of any ARC project including any named participant that was awarded funding in 2006 under any ARC scheme - including *Discovery Projects, Linkage Projects, Linkage International, Special Research Initiatives, Federation Fellowships, Networks, LIEF, Discovery Indigenous Researcher Development, Centres of Excellence* and any other ARC schemes.

D2.1 List of the projects that you are providing statements for (HARD COPY ONLY)

Example:

Scheme	Project ID	First named Investigator	Project Title
Linkage Projects	LP06XXXX	Jones	Popular holiday destinations
Linkage Projects	LP04XXXX	Smith	Tall tree Industries
Linkage International	LX05XXXX	Jones	International Fellowship: a study of the layers of shiny surfaces
Discovery Projects	DP06XXXX	Smith	The nature of the rock industry

D2.2 provide the statements (Hard copy only)

Attach the statements to the hard copy Proposal once the Application Form has been printed.

PLEASE NOTE: Write no more than **ONE A4 page** for each funded project.

PART E - PROPOSAL DESCRIPTION

Submit Part E of the Proposal as additional text attached to the hard copy proposal.

E1 ADDITIONAL TEXT

Additional text must be provided addressing the selection criteria and within the format specified in the relevant Sections of the *Linkage International* Funding Rules.

In **no more than three A4 pages**, explain the collaboration and expected outcomes considering the selection criteria and provide the following information in a way that can be appreciated by all assessors (not only those familiar with the specific area of research proposed):

- E1.1** a brief outline of the aims, significance, background and expected results for the proposed collaborative research project;
- E1.2** a brief description of the nature, strengths and benefits of the collaboration including the role of, and benefit to, the Australia-based and overseas parties; and
- E1.3** a management plan for the collaboration, including a proposed schedule of visits. Please present this plan as a table with the following information for each visit: dates, name and status of researcher(s) travelling, destination, activity to be performed and funding source.

Example: proposed schedule of visits

Dates		Researchers	Destination	Activity	Funding Source
2008	Mar/April	Prof John Smith, CI & post doc student Jakobs	Belgium	Establish parameters...	ARC Linkage International
	Mar/Aug	Dr Susan Jones, PI & post doc student Krebb	Belgium	Conduct X.... research	ARC Linkage International / Dr Jones Industry contribution & University of Belgium
2009	Jan/May	Dr Schmidt, Prof Schille & Masters student Jollie (OIs)	Adelaide	Conduct Z.... research	ARC Linkage International & University of Belgium
	April	Prof John Smith, CI, Post doc students Jakobs & Krebb, OIs Schmidt, Schille & Jollie	Belgium	Meeting of collaborators and establishment of...	Deutsche Forschungsgemeinschaft, ARC Linkage International, University of Belgium

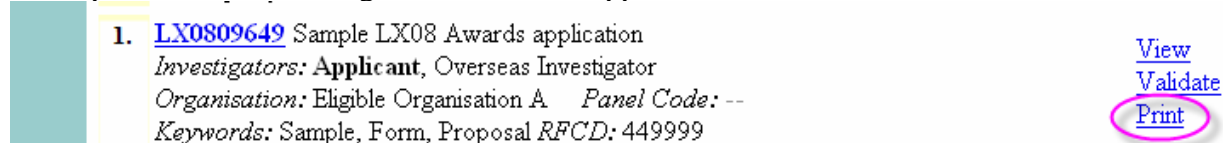
Printing the proposal Form

Participants must enter GAMS to create and complete an Application Form. Once summary information has been entered, GAMS will permit printing of a hard copy of the *Linkage International Awards*, for funding commencing in 2008, Application Form.

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

Once the on-line form is complete, to print the Application Form follow the steps below:

select print located to the right of the GAMS application record



1. [LX0809649](#) Sample LX08 Awards application
Investigators: Applicant, Overseas Investigator
Organisation: Eligible Organisation A *Panel Code:* --
Keywords: Sample, Form, Proposal *RFCID:* 449999

[View](#)
[Validate](#)
[Print](#)

a dialogue box will open and invite the participant to save the file to the computer, select save to download the Application Form

select open after download is completed, this will convert the file to Rich Text Format (RTF) the Application Form can now be printed

Final steps

Once the Application Form has been completed, printed and all hard copy 'additional text' pages incorporated, the Proposal is complete. Number each individual page and enter the **total** number of sheets contained in the Proposal including all the pages of the Application Form, additional text and any required supporting documentation (including attached letters). The ARC uses this as a verification tool for scanning and image storage purposes.

Example:

Total number of sheets contained in this Proposal	56
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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: While completing the Application Form, please save and validate frequently. Validating the form alerts the participant of validation errors which need to be corrected.

IMPORTANT: After 30 minutes of inactivity GAMS will lock an idle Application Form, the program will be aborted and any unsaved data will be lost. Save and validate frequently!

Complete Proposal checklist

A complete Proposal consists of the following components:

Part A	Administrative summary	
	<ul style="list-style-type: none"> • Application form 	Complete A1-A8
	<ul style="list-style-type: none"> • Additional text 	A9 Signature of DVC/PVC (R), equivalent in other administering organisations, required
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 	Attach B9 – keep each participant’s B9 information together and interleave in the Proposal following the relevant participant’s Part B8.
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 	Attach C2 - no more than one A4 page
	<ul style="list-style-type: none"> • Additional text 	Attach C3 - no more than one A4 page
	<ul style="list-style-type: none"> • Additional text 	Attach C4 – letter(s) of support from <u>any</u> Organisation <u>other</u> than the Administering Organisation indicating financial commitment to the project.
Part D	Research support	
	<ul style="list-style-type: none"> • Application Form • Supporting documentation 	Complete D1 Attach D2.1 - List of projects that statements are being provided for. Attach 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 	Attach no more than three A4 pages

PLEASE NOTE: The Proposal must be submitted both electronically (To ‘ARC Valid’ status) and the two identical hardcopies received by the ARC by the closing time 5:00pm (AEST) Friday 20 April 2007.

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