



Australian Government

Australian Research Council

SUPER SCIENCE FELLOWSHIPS

Instructions to Applicants
for funding commencing in
2010 and 2011

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Australian Research Council Super Science Fellowships for funding commencing in 2010 and 2011

Instructions to Applicants on how to Submit Proposals online via RMS

This document is intended to provide information to assist Applicants in the completion and electronic submission of *Super Science Fellowships* (FS) Proposals for funding commencing in 2010 and 2011. The associated Proposal documentation must comply with the *Super Science Fellowships Funding Rules for funding commencing in 2010 and 2011* (hereafter referred to as the Funding Rules).

The information in this document is underpinned by the Funding Rules, which contain further details on FS funding. You must read the Funding Rules (available on the ARC website at <http://www.arc.gov.au/>) before preparing your Proposal.

Matters to note before completing the Proposal form

Proposals are the prime source of information available to the ARC for evaluation purposes, and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for assessment of the project without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web, unless requested by the ARC. All details in the Proposal must be current at the time of submission.

Proposals are to be completed through the ARC Research Management System (RMS) and submitted by an Eligible Organisation. See Appendix C in the Funding Rules for more information on Eligible Organisations.

ACCURACY OF INFORMATION

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

INCOMPLETE OR MISLEADING INFORMATION

If the 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. Submission of such Proposals may constitute an offence under Commonwealth criminal law.

CONFIDENTIALITY

Information contained in the Proposal is regarded as confidential unless otherwise stated and will be received and treated as confidential by the ARC. Third parties selected by the ARC to assess, evaluate or verify the accuracy of the Proposal will be required by the ARC to also treat the Proposal as confidential. See Appendix A in the Funding Rules for more information on confidentiality.

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 assessment purposes. It may also be passed to the National Health and Medical Research Council,

the Department of Foreign Affairs and Trade, the Department of Innovation, Industry, Science and Research, the Department of the Environment, Water, Heritage and the Arts, the Department of Education, Employment and Workplace Relations, 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;
- personal information is only disclosed in accordance with IPP 11.

THE PROCESS – ITEMS TO NOTE:

1. The Proposal must be created using the ARC online RMS accessed through the ARC website at <http://www.arc.gov.au>.
2. The Proposal must be electronically submitted through the RMS by the Administering Organisation. The Administering Organisation's Research Office or equivalent must electronically certify the Proposal submission in accordance with Section 10.6 of the Funding Rules. **Note that Proposals are no longer to be submitted to the ARC in paper form.**
3. Key dates within the *Super Science Fellowships* cycle are listed in Table 1 below.

Table 1. FS PROPOSALS CYCLE FOR FUNDING IN 2010 and 2011

Month	Year	Event
ROUND 1		
Wednesday 25 November (5:00 pm AEST)	2009	Closing date for FS Proposals
February	2010	FS Selection Advisory Committee meets to consider Proposals and develop funding recommendations for the Minister.
March	2010	Minister announces FS funding. ARC provides advice on outcomes to participants via research offices or equivalent.
28 days following date of advice to applicants.	2010	Closing date for appeals.
8-10 weeks after closing date for appeals.	2010	Appeals are considered. Applicants are advised of the outcome as soon as possible thereafter.

FORMAT

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

All pages of additional text must be as follows:

- Black type;
- Single column;
- White A4 paper size with 2cm margin on each side and at top and bottom;
- 12 point highly legible font type such as Times New Roman, Arial, Courier, Palatino, or Helvetica. Variants such as mathematical typesetting languages may also be used. References may be produced in 10 point font;
- Colour graphs or colour photographs may be included but they may be printed in black and white for assessment purposes; and
- Attached PDFs should be directly generated rather than scanned to maximise the quality of reproduction.

PROPOSAL AUTHORISATION

- The Proposal must be certified online and submitted online through RMS by an authorised officer of the Administering Organisation. Note: The authorised officer must have the role of 'Research Office Delegate' in RMS.
- Only the Administering Organisation certifies online, all other certifications are completed using forms available from the ARC website.
- The Administering Organisation must also ensure that for each contributing organisation (excluding the Administering Organisation) *Certification Form(s)* are obtained and contain hand-written signatures by authorised officers of each organisation. *Certification Form(s)* for Organisations to complete are available on the ARC website at: http://www.arc.gov.au/ncgp/SSF/SSF_certification.htm. See Section 10.6 in the Funding Rules for more information on certification.

PREPARING THE PROPOSAL

The Proposal is prepared and submitted online through RMS. For more information visit the ARC website at <http://www.arc.gov.au>.

- To access and/or amend Proposal information, all Proposal participants, including all Chief Investigators (CIs) and support staff involved in the preparation of a Proposal, require an RMS User ID.
- Both the RMS User ID and password should be applied for online via the RMS Home Page or the administration unit of the participant's organisation in the first instance.
- Previously allocated RMS User IDs remain valid. Researchers **DO NOT** have to apply for a new RMS User ID each year, neither do people with assessor-only logons.

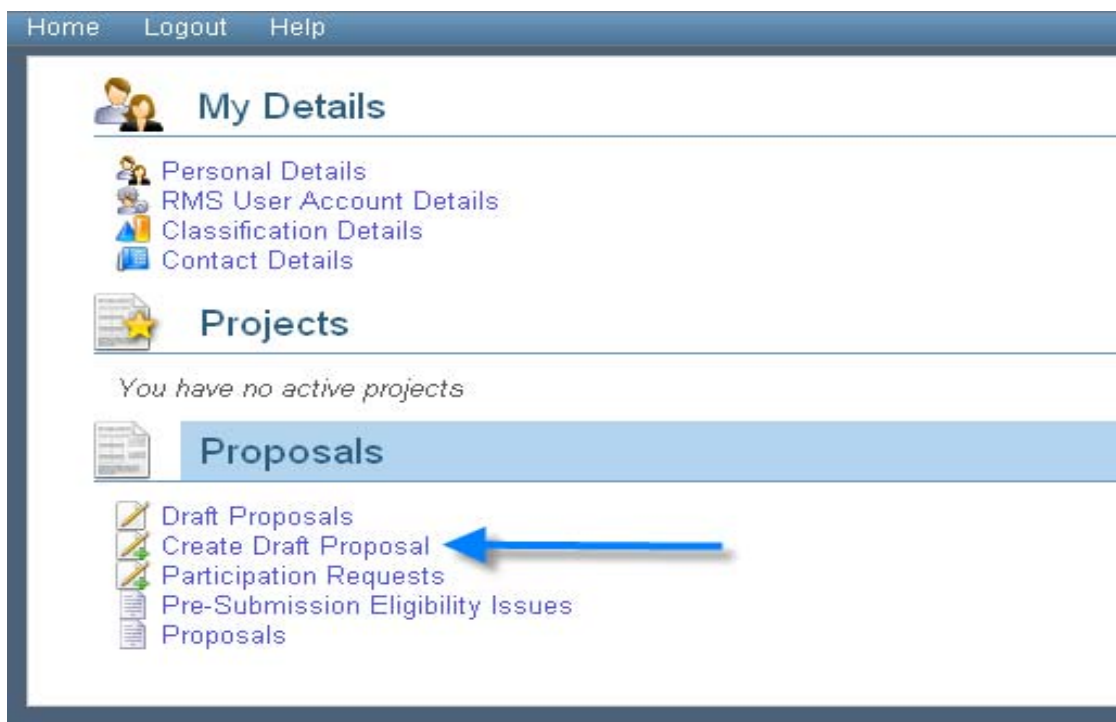
Participants should contact their own organisations Research Office in the first instance for assistance with RMS.

Participants who are not currently academic staff members of Eligible Organisations should seek their RMS User ID and password from the nominated Eligible Administering Organisation. Alternatively, participants may request an account through RMS Login Page (Request New Account link) at: <https://rms.arc.gov.au/RMSEExternal/pages/main.jsf>. Instructions to assist participants in this process are available using the 'Help' link on the 'Request New Account' page.

Please Note: If you had a GAMS user account prior to January 2009, your GAMS ID and profile have been copied to RMS. Your RMS User ID will be the **same as your GAMS ID with all letters capitalised**, and the password reset in RMS only.

CREATING A NEW PROPOSAL IN RMS

- A new draft Proposal is created from the applicant's homepage (under 'Proposals') in RMS.



- A new draft Proposal cannot be created in RMS unless the applicant has the role of 'Participant' in RMS. If an applicant does not have the role of 'Participant' the applicant must contact the Research Office to add this role. A new draft Proposal can then be created.
- Once in RMS, click on the 'Create Draft Proposal' link and select the appropriate scheme and round. For *Super Science Fellowships for funding commencing in 2010 and 2011*, select 'FS10 round 1 or FS11 round 2'.
- Enter a Proposal name and click on 'Create Proposal' to create a draft.
- Please note that the Proposal name is the applicant's personal identifier and not the Proposal title. Once saved the 'Draft Proposal Summary' page will appear. Further details are added into each Part of the Proposal Form from this page.
- Once a draft Proposal has been created a Proposal ID will be automatically allocated by RMS.
- To return to your Draft Proposal at a later date, click on the 'Draft Proposals' link via your RMS Homepage.
- Please note:** The Proposal Form is a series of Parts accessed via the 'Draft Proposal Summary' page; it is not a single form updated and saved in one session.

For additional help in using RMS please refer to the online help by clicking on the available help link.

ADDING PARTICIPANTS

Note: Before inviting participants as Chief Investigators, please enter the Proposal Title (Question A2) and Summary of Proposal (Question A5) in Part A. Adding this information first will enable

the invited participants to identify the Proposal for acceptance. If this information is not entered, the invited participants will only be able to identify the Proposal by the Proposal Author name.

Participants and organisations are added via the 'Draft Proposal Summary' page. Each participant must be specifically invited to participate and may either accept or reject the invitation. The invited participant will automatically be sent an email directing them to accept or reject via RMS.

Each organisation participating/contributing to the Proposal must be listed, including the Adminstrating Organisation. Organisations do not need to be invited in RMS or to accept or reject in RMS. However, written agreement from all organisations (excluding the Administering Organisation) must be sought using the ARC's *Certification Form*, http://www.arc.gov.au/ncgp/SSF/SSF_certification.htm. This form must be attested to by hand-written signatures and certified by all authorised officers of each organisation involved in the Proposal. This form does not need to be submitted via RMS with the Proposal but must be provided to the ARC if requested.

Add participants as follows:

- **Please ensure that the Project Leader is entered first.** The order that you enter individual participants in the 'Draft Proposal Summary' page is the order that these participants appear at Question A3 in the final application.

Draft Proposal Summary - FS100100008 (FS10 round 1)

[Return to draft proposals](#)

This proposal is in draft and has not yet been submitted to the research office.

This proposal can not be submitted because:
There are participants that are still requested; that is they have neither been accepted, nor declined or withdrawn.

[Create PDF for this proposal](#)
Generation Not Attempted

Owner of this draft proposal A/Prof Example Example

ID of Draft Proposal FS100100008

Name of Proposal Sample Proposal

[Transfer Ownership of this draft proposal](#)

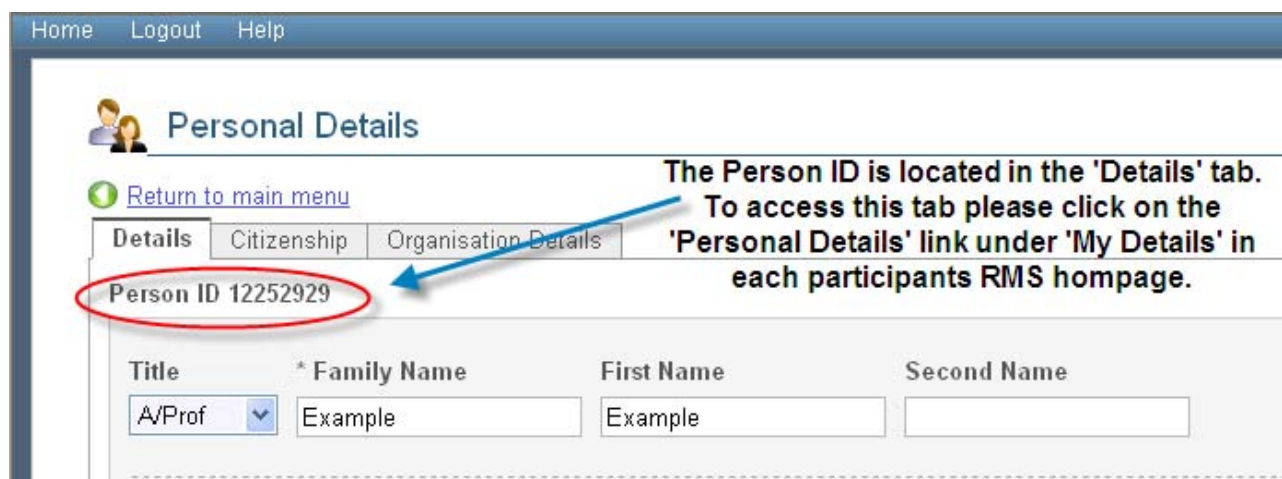
Participants

[Add Person Participant...](#)

Name	Participation Status	Participation Type	Access Rights				
A/Prof Example Example	Accepted	Chief Investigator		Edit Access Rights	Withdraw	Remove	▲▼
A/Prof Example 2 Example 2	Requested	Chief Investigator		Edit Access Rights	Withdraw	Remove	▲▼

- **Individual Participant**
In the 'Draft Proposal Summary' page click on 'Add Person Participant' and enter the Person ID, Family name and select the type of role. **Note:** Successfully inviting a person to participate requires their **Person ID** (this is not their User ID) and their family name. **Please obtain this directly from the participant** who will be able to find their Person ID in their own personal

details in RMS - see the screenshot below. The invited participant will automatically be sent an email directing them to accept or reject the invitation via RMS.



If a person does not have a personal profile in RMS, this must be created by the Research Office at an Eligible Organisation. If a participant does not have a Research Office or equivalent unit, he/she should email rms@arc.gov.au for assistance.

- **Administering Organisation**

The Administering Organisation means an Eligible Organisation which submits a Proposal for funding under FS and which will receive and be responsible for the administration of the funding if the proposed project is approved for funding.

Note: after clicking on 'Add Organisation Participant', the dialogue box may appear at the very top of the screen - if the screen greys, it may be necessary to scroll to the top of the page.

Click on 'Add Organisation Participant' and select 'Administering Organisation' from the drop down menu. Click on the 'Set Organisation' link and select the organisation that will be the Administering Organisation from the drop down menu. Click on 'Select Organisation' and then click on 'Add Participant'. This will auto-populate to Question A1 of the Proposal Form.

- **Host Organisations**

If a Host Organisation (not the Administering Organisation) is identified in the Proposal as a contributor to the project, they must meet the requirements specified in Section 6.2 of the Funding Rules.

Click on 'Add Organisation Participant' and select 'Other Organisation' from the drop down menu. Click on the 'Set Organisation' link and select the organisation that will be the Collaborating Organisation from the drop down menu. Click on 'Select Organisation' and then click on 'Add Participant'.

Organisation Not Listed?

If an organisation is not listed for selection and is required to be added to either the drop-down menu of Eligible Organisations, or to create a new organisation, please contact the ARC at rms@arc.gov.au. To ensure a smooth process please include organisational details in the email request. For Other Organisations the following information is required - Name, Short Name, ABN, Organisation Type, Email Address, Contact Details (postal, email and phone contacts) and ANZSIC classification details.

- **Person Access Rights**

- Click the 'Edit access rights' link for the person.

- **Additional non-participating editors**
- Click on 'Give access to non-participant'.

Further information about adding participants (people and organisations) is available from the help link on the 'Draft Proposal Summary' page.

Filling in the Proposal Form

IMPORTANT: After 30 minutes of inactivity RMS will timeout and any unsaved data will be lost, please save regularly to avoid this. Proposal forms should be completed sequentially to assist with pre-population of subsequent sections.

PART A - ADMINISTRATIVE SUMMARY

A1 If this Proposal is successful, which Organisation will it be administered by?

This information will be auto-populated from the 'Draft Proposal Summary' page.

The Proposal must be submitted by an Eligible Organisation. This organisation will administer the project and be identified as the Administering Organisation.

The Administering Organisation is generally one of the organisations listed in Appendix C of the Funding Rules. Refer to Section 6.1 of the Funding Rules for Eligible Organisations for further information.

A2 Proposal Title

Provide a short descriptive title of no more than 150 characters (approximately 20 words).

- The title should include the type of research that will be undertaken, as indicated by the target area of research selected in Question A7;
- Ensure that the title is precise, informative and, as far as possible, should use language which is comprehensible and accessible to the general public; and
- **Avoid the use** of acronyms, quotation marks and **do not** use all upper case characters.

A3 Person Participant Summary

This information will be auto populated with the list of participants previously entered via the 'Draft Proposal Summary' page ('Add Person Participant') and Part F (Personnel).

The first-named participant at Question A3 who is a CI candidate will be considered the Project Leader. The order that you enter participants in the 'Draft Proposal Summary' page is the order that participants appear in Question A3. Please ensure that the Project Leader is entered first.

Refer to Section 7.2 of the Funding Rules for further information on roles and eligibility for researchers.

Note: If a participant's 'Current Organisation' is not showing, that participant must ensure that the 'Position is currently held' box is ticked in their 'Personal Details' in RMS. For SSF, the 'Relevant Organisation' will not populate.

A4 Organisation Participant Summary

This information will be auto populated with the list of organisations participants previously entered via the 'Draft Proposal Summary' page ('Add Organisation Participant').

The order that you enter organisations in the 'Draft Proposal Summary' page is the order that they will appear in Question A4. Please ensure that the Administering Organisation is entered first.

Refer to Section 6 of the Funding Rules for further information on roles and eligibility for organisations.

A5 Summary of Proposal

Provide a written Proposal summary of no more than more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the project.

- Use clear plain English and use the minimum of terminology unique to the area of study; and
- **Avoid the use** of quotation marks, acronyms and **do not** use all upper case characters in the text.

Note: This summary may be used for public release.

A6 Summary of National/Community Benefit (for Public Release)

Provide a written summary of national/community benefit of no more than 750 characters (approximately 100 words) summarising the national/community benefits expected to arise from the research.

- Use clear plain English and make the summary comprehensible and accessible for the general public as far as possible; and
- **Avoid the use** of quotation marks, acronyms and **do not** use all upper case characters in the text.

Note: This summary may be used for public release.

A7 Please select one target area for this proposal

Using the drop down menu, indicate which one of the three research disciplines is applicable to this proposal(s):

- Space science and astronomy;
- Marine and climate science; and
- Future industries research-biotechnology and nanotechnology.

Note: RMS will allow only one of the research disciplines to be selected so please choose the appropriate one from the list. If applicants wish to apply for more than one proposal involving more than one discipline, a new proposal will have to be created in RMS for each of the individual research disciplines that are being applied for.

PART B - CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

B1 National Research Priorities

If applicable, indicate whether this Proposal falls within one of the four designated National Research Priorities.

Select from the drop down list under National Research Priority area. Each priority has a number of associated Priority Goals, to add select from the drop down list under 'Goals'.

Note: RMS will allow only one of the National Research Priorities to be selected so please choose the most appropriate one from the list. Applicants may, however, choose more than one goal within

the chosen National Research Priority area. If the Proposal does not fall within one of the four designated National Research Priorities please leave blank.

Refer to Appendix E of the Funding Rules or the ARC website for further information regarding National Research Priorities.

B2 Socio-Economic Objective

The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the project.

Select each classification code that relates to the Proposal by clicking on 'Add SEO code'. Indicate the importance of each classification by using a percentage. The ARC recommends no more than three SEO's per Proposal, though more may be used.

Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.

B3 Field of Research

The Field of Research (FOR) classification defines the research according to disciplines.

Select each classification code that relates to the Proposal by clicking on 'Add FOR code'. Indicate the importance of each classification by using a percentage. Select the FOR codes carefully, as they are considered when assessors are being selected to read the Proposal.

Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.

B4 Keywords

Enter between one and ten keywords to describe the proposed research.

The keywords should be of the kind normally required for submitting an article to a major refereed journal.

Please note that these keywords are for the ARC's guidance only.

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

Select the names of the country or countries of participants and/or other parties who will collaborate on this Proposal from the drop down list. To add additional lines please click 'Add Country'.

B6 If the proposed research involves collaboration with other organisations please specify those organisations

Select the name of the organisation(s) that will collaborate on this Proposal. If the Proposal has a host organisation, please include that organisation in this question.

To select organisations, click on 'Add Organisation' and enter the name of the organisation. Once you have selected the appropriate organisation click on 'Select Organisation'.

PART C - PROJECT DESCRIPTION

C1 Project Description

Do **not** upload a PDF of more than ten A4 pages. Title each page of the PDF as Question C1. The PDF **must** provide the following information in the required format using the headings below, and in this order:

- **PROJECT TITLE**
- **PROJECT AIMS AND OUTCOMES**
- **BACKGROUND**
- **INNOVATION**
- **APPROACH**
- **SIGNIFICANCE AND LINKS TO SUPER SCIENCE FELLOWSHIP FUNDING INITIATIVE**
- **COLLABORATION**
- **REFERENCES**

PROJECT TITLE

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

PROJECT AIMS AND OUTCOMES

Clearly detail the aims and objectives of the proposed project/program of research.

BACKGROUND

Describe the background to the research project.

Include information about recent international progress in the field of the 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.

INNOVATION

Describe how the anticipated outcomes advance the knowledge base of the discipline and why the research activity aims and concepts are novel and innovative and whether the research addresses an important problem for the discipline. Detail what new methodologies or technologies will be developed.

APPROACH

Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the research activity.

Include a summary of the relevant work if the rationale for some proposals rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors. This summary must be provided within the ten A4 page limit or, if ARC-supported, as a single A4 page report additional to the limit.

Do not send copies of manuscripts with the Proposal. A copy will be requested if required.

SIGNIFICANCE AND LINKS TO SUPER SCIENCE FELLOWSHIP FUNDING INITIATIVE

Describe the significance of the research in the national context. Describe the expected outcomes and the likely impact of the proposed project/program of research. Describe how the *Super Science Fellowship* and the project/program of research might result in economic, environmental or social benefits for Australia. Describe how this project is linked to existing Super Science funding, (refer to Section 6.1.1 of the Funding Rules for further information).

If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, explain how it addresses one or more of the associated Priority Goals (as selected in B.1 of the Proposal form).

COLLABORATION

Outline how the members of the research team will collaborate in the project; the roles of the Super Science Fellow(s) in the project; and the facilities available.

REFERENCES

Include a list of all references. This may include publications, citations, web references etc.

Note: References only, may be in 10 point font.

C2 Strategic Statement by the Administering Organisation

Super Science Fellowship Proposals must be aligned with one or more of the three targeted areas for FS that are identified in an Administering Organisation's strategic plan or equivalent and all Proposals must attach a **Strategic Statement** of **no more than three A4 pages** that has been signed by the DVCR, Research Director or person of equivalent status. The Strategic Statement should include the following information:

Statement of Alignment with Research Strengths and research staffing profile

Describe how well this proposed Super Science research project aligns with and/or complements the research strengths of the Administering Organisation. Outline how the proposed research project will contribute to building existing or emerging research strengths of the Administering Organisation.

Where possible, this statement should also indicate how the proposed Super Science Fellowship(s) aligns with and or complements the staffing profile of the Administering Organisation.

Statement indicating use of project funding

Please provide a statement indicating how the organisation will use the minimum of AUD\$20,000 per annum funding, contributed by the Administering Organisation and/or Host Organisation, to support the research of the proposed Super Science Fellowship(s); and what other additional support is available for the project.

PART D - PROJECT COST

D1 What is the proposed budget for your project?

To select the organisations who will be contributing to this project click on 'Set Other Organisation Contributor' link and check the boxes next to each contributing organisation.

The screenshot shows a web interface for 'Part D - Project Costs - FS10 (FS100500001)'. At the top, there is a green arrow icon and a link 'Return to draft proposal summary screen'. Below the title, the question 'D1. What is the proposed budget for your project?' is displayed. A red note states 'Please provide details of the budget proposed for your project. (This question must be answered)'. There is a blue link 'Set Other Organisation Contributor...'. Under the heading 'ARC Budget', there is another blue link 'Add Un-named Remunerated Participant...'. At the bottom, a text input field shows 'Total Contributions: Cash' with the value '835,200' entered.

Note: If an organisation is not listed which will be contributing to this project please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page ('Add Organisation Participant').

The Administering Organisation must be selected as well as any other contributing organisations. RMS will then update the budget component by providing budget tables for each contributing organisation.

- The ARC reserves the right to determine the level of funding allocated to a project.
- Do not include GST in your costs.
- The ARC will make GST adjustments to payments depending on whether the funding has been provided to a government-related or non-government-related entity.
- Government-related entities do not pay GST on the funding transaction with the ARC; however non government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.
- If your organisation is registered for the GST and therefore is 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, then the GST component of these costs should not be included in the project cost.

Please note that when a PDF is generated, the system will automatically generate a summary table of **all** proposed contributions (ARC, Administering Organisation and Host Organisations) which will appear at the beginning of this Part D. This table is for ARC purposes only and does not assist in determining whether the proposed budget complies with the Funding Rules for Collaborating Organisation contributions.

ENTERING THE ARC BUDGET

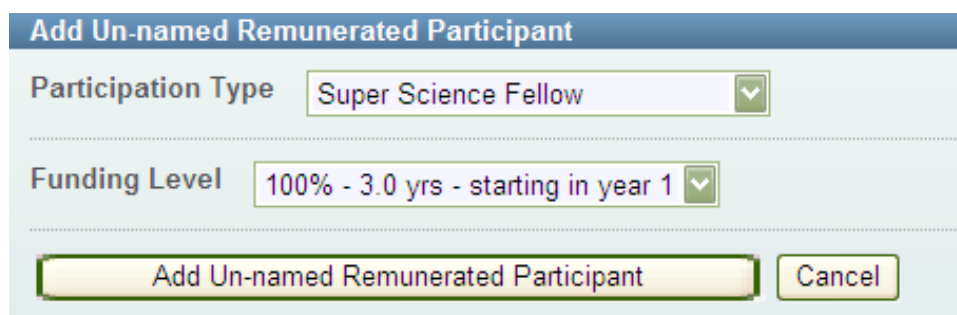
Enter the amount of funding being sought from the ARC in the table entitled 'ARC Budget'.

The budget table lists from Year 1 to Year 3. Refer to Section 5 of the Funding Rules for further information on funding.

ADDING FELLOWSHIPS

Enter Super Science Fellowships (SSF) under the ARC Budget heading as follows:

- Click on 'Add Un-named Remunerated Participant' and select the Participation Type and Funding Level. This will then auto-populate a line under the heading 'Personnel' for an un-named Super Science Fellow (SSF), including the default amount of AUD\$92,800 (\$72,500 plus 28% on-cost), for each year for the three years.



- Repeat the above step for each Fellowship that is being applied for, but only add the number of Fellowships that you are applying for against this project. **The maximum number of Fellowships per proposal is three.** The 'Direct Cost' will display the sum of all items added.

Note: Only the requested funding for the Super Science Fellowships should appear under the ARC Budget. All funding committed to the proposal by the Administering and Host Organisations must appear under their relevant budgets.

Please provide details of the budget proposed for your project. (This question must be answered)

[Set Other Organisation Contributor...](#)

I

ARC Budget

[Add Un-named Remunerated Participant...](#)

Total Contributions: Cash

Description			Year 1 Cash	Year 2 Cash	Year 3 Cash	
☐ Direct Cost			278,400	278,400	278,400	
☐ Personnel		Add Item	278,400	278,400	278,400	
⋮ SSF	Edit	Remove Item	92,800	92,800	92,800	
⋮ SSF	Edit	Remove Item	92,800	92,800	92,800	
⋮ SSF	Edit	Remove Item	92,800	92,800	92,800	
☐ Other		Add Item	0	0	0	
⋮ Contributing Org	Edit	Remove Item	0	0	0	

Sample University Budget

Total Contributions: Cash In-kind

Description	Year 1		Year 2		Year 3	
	Cash	In-kind	Cash	In-kind	Cash	In-kind
☐ Direct Cost	60,000	0	60,000	0	60,000	0
☐ Personnel	0	0	0	0	0	0
⋮ SSF	0	0	0	0	0	0
⋮ SSF	0	0	0	0	0	0
⋮ SSF	0	0	0	0	0	0
☐ Other	60,000	0	60,000	0	60,000	0
⋮ Contributing Org	60,000	0	60,000	0	60,000	0

ENTERING ADMINISTERING ORGANISATION AND HOST ORGANISATION CONTRIBUTIONS

To enter the Administering and Host Organisations budgets, you must first create the tables as follows:

- Click on 'Set Other Organisation Contributor' and select the contributing organisations. This will then create tables for each relevant organisation and auto-populate the lines under 'Personnel' and 'Other' for each table as displayed in the ARC Budget table.

To then create items under the contributing organisations budgets:

- Under the **ARC** Budget heading 'Other', click on 'Add Item' and enter the item description. This line will then auto-populate and appear in **all** organisations budgets.

Enter the contributions by the Administering Organisation and Host Organisations in their self titled budget tables. Enter only the total amount of contribution by organisations **other than the ARC** under the category of 'Other'. **Do not enter the non-ARC amounts under 'Personnel'.**

ARC Budget

[Add Un-named Remunerated Participant...](#)

Total Contributions: Cash

Description			Year 1 Cash	Year 2 Cash	Year 3 Cash
Direct Cost			278,400	278,400	278,400
Personnel		Add Item	278,400	278,400	278,400
SSF	Edit	Remove Item	92,800	92,800	92,800
SSF	Edit	Remove Item	92,800	92,800	92,800
SSF	Edit	Remove Item	92,800	92,800	92,800
Other		Add Item	0	0	0
Contributing Org	Edit	Remove Item	0	0	0

Sample University Budget

Total Contributions: Cash In-kind

Description	Year 1		Year 2		Year 3	
	Cash	In-kind	Cash	In-kind	Cash	In-kind
Direct Cost	60,000	0	60,000	0	60,000	0
Personnel	0	0	0	0	0	0
SSF	0	0	0	0	0	0
SSF	0	0	0	0	0	0
SSF	0	0	0	0	0	0
Other	60,000	0	60,000	0	60,000	0
Contributing Org	60,000	0	60,000	0	60,000	0

Note: Tables for each contributing organisation must be added by clicking on 'Set Other Organisation Contributor' and adding the organisation. **An organisation will only be available if they have been added to the Proposal via the 'Draft Proposal Summary' page ('Add Organisation Participant').**

Important: Do not breakdown an organisation's contribution against specific items. Please enter the full amount of the contribution against 'Other' only.

CONCERNING COSTS - PLEASE NOTE:

- Only costs directly relevant to the proposed project are taken into account as eligible contributions. The contributions from each of the Administering and Host Organisations must be specific to the project and, in the case of Host Organisations, not part of a broader contribution to an Eligible Organisation.

- The ARC will only fund AUD\$72,500 per annum for three years plus 28% on-costs, for the salary and salary-related (on-cost) for the fellow, as set out in Appendix D of the Funding Rules. Cash contributions from the Administering Organisation and/or Host Organisations must be a minimum of AUD\$20,000 per year for each of the three years of the Fellowship, to support the research project.
- Salaries of support or academic staff and the cost of buildings or other infrastructure may not be counted as cash contributions. Such items may be included only as in-kind contributions.

IMPORTANT: RMS only does limited validation checks of budget compliance of the Funding Rules. It is the Administering Organisation's responsibility to ensure that the budget requirements are met before submission to the ARC.

PART E - BUDGET JUSTIFICATIONS

E1 Justification of funding requested from the ARC.

Do **not** upload a PDF of more than three A4 pages. Title each page of the PDF as Question E1. The uploaded PDF **must**:

- Use the same item headings as in the ARC Requested Budget Table; and
- Fully justify each budget item in terms of need and cost.

E2 Details of non-ARC contributions.

Do **not** upload a PDF of more than one A4 page. Title each page of the PDF as Question E2. The uploaded PDF **must**:

- Provide an explanation of how non-ARC contributions will support the Proposal.

PART F - PERSONNEL

A copy of this section will automatically be generated for each participant who has been invited via the 'Draft Proposal Summary' page and who has subsequently accepted. Note: Once a participant is invited they will automatically receive an email directing them to accept or reject the invitation to participate on a Proposal via RMS.

F1 Personal Details

This section will be auto populated from the details held in the RMS 'Personal Details' for each participant.

To check or update personal details, individual participants can access and amend their own details in RMS via their own personal RMS Home Page.

F2 Postal Address

This section will be auto populated from the details held in the RMS 'Contact Details' for each participant.

To check or update a postal address, individual participants can access and amend their own details in RMS via their own personal RMS Home Page.

F3 Are you a current member of the ARC or its selection or other advisory committees?

This section will auto populate from the details held in RMS for each participant. If this information is incorrect, please contact the ARC at rms@arc.gov.au.

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

F4 Please name any of your relatives or close social/professional associates that are members of the ARC or its selection or other advisory committees.

If you do have such associates, their name/s **must** be entered in the text box provided.

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

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

F5 Qualifications

This section will be auto-populated from the details held in RMS for the Super Science Fellowship candidate.

To update any qualifications, the individual Participant must amend their profile in RMS using the 'Classification Details' link on the Home Page.

Provide details of other qualifications including highest qualification if not a PhD in date order, beginning with the most recent.

F6 Current and previous appointment(s)/position(s) – during the past 10 years

This section will be auto-populated from the details held in RMS for the Super Science Fellowship candidate.

To update any appointments, the individual Participant must amend their profile in RMS using the 'Classification Details' link on the Home Page.

Provide details of:

- Academic, research, professional and industrial experience for up to the past ten years in descending date order;
- Begin with your current/most recent position, the employment type and contract type;
- Specify start date and end date of each position; and
- The organisation.

F7 A statement on your most significant contributions to the research field of this proposal

Write a maximum of 3750 characters (approx 500 words) outlining your standing in the research field and your most significant contributions and impact in the area of research.

F8 Other evidence of impact and contributions to the field, for example, patents, policy advice, consultancies, honours and awards, and other professional activities over the last ten years.

Write a maximum of 1875 characters (approx 250 words) giving details of additional evidence of your standing in the research area.

F9 Research Record

Do **not** upload a PDF of more than five A4 pages per investigator. Title each page of the PDF as Question F9. The PDF **must** provide the following information in the required format using the headings below, and in this order:

- **PUBLICATIONS IN THE LAST FIVE YEARS IN THE TARGETED RESEARCH AREA/DISCIPLINE**
- **THE BEST TEN PUBLICATIONS IN THE TARGETED RESEARCH AREA/DISCIPLINE**
- **STATEMENT OF LEADERSHIP WITHIN THE RESEARCH AREA**
- **RECORD OF EARLY CAREER RESEARCHER POST-DOCTORAL SUPERVISION AND MENTORING /CAPACITY BUILDING**
- **EVIDENCE OF COLLABORATION OF TEAM/INSTITUTIONS**

PUBLICATIONS IN THE LAST FIVE YEARS IN THE TARGETED RESEARCH AREA/DISCIPLINE

Provide a list of research publications, relevant to the targeted area/discipline of the proposal and published in the last five years, split into the following four categories:

- scholarly books;
- scholarly book chapters;
- refereed journal articles; and
- refereed conference papers but only when the paper was published in full in the proceedings. You must number your publications continuously.

THE BEST TEN PUBLICATIONS IN THE TARGETED RESEARCH AREA/DISCIPLINE

List your best ten publications in the research area of this proposal. Add a statement of a maximum of 30 words describing the impact or significance of each publication. Asterisk the publications relevant to this proposal.

STATEMENT OF LEADERSHIP WITHIN THE TARGETED RESEARCH AREA/DISCIPLINE

Provide a statement describing your experience in leading research teams and building capacity of the research area.

RECORD OF EARLY CAREER RESEARCHER POST-DOCTORAL SUPERVISION AND MENTORING /CAPACITY BUILDING

Provide details of your record as a supervisor and mentor of post-doctoral fellows, especially early-career researchers. Outline your achievements in creating a productive and stimulating research environment.

EVIDENCE OF COLLABORATION OF TEAM/INSTITUTIONS

Give evidence of the collaboration between the Chief Investigators listed on this proposal and their Host Organisations, if applicable.

PART G - RESEARCH SUPPORT

Please note that this Part may show as 'Valid' on the main Proposal summary screen despite no information having been entered. Please review this Part carefully before submitting the Proposal.

G1 Research support for all participants

Important: Not all Projects or Proposal requests are required to be listed. List **only** Projects or Proposal requests for Super Science Fellowships or other ARC schemes which **only** involve research programs which are written or related to the targeted research area.

Do **not** upload a PDF of more than twenty A4 pages. Title each page of the PDF as Question G1. The uploaded PDF **must**:

- List the required information in the format as shown in the table below and fill in details for each project that needs to be listed. Fit as many of these onto a single page as you can, but please keep the table in its current format including 12 point font.

For each participant on this Proposal listed in Question A3, provide details of research funding relevant to the theme area in the proposal (ARC and other agencies) for the years 2009 to 2013 inclusive. That is, list all projects/proposals/fellowships awarded or requests submitted involving that participant for funding. Do **not** list any Projects or Proposal requests that do **not** relate to Super Science Fellowships and/or research programs that are related to the targeted research areas.

- Use the table format below to create a list of relevant projects/proposals. Then upload the list as a PDF.
- List the current proposal first. List other proposals and/or projects (including Fellowships) in descending date order.
- Support statuses are 'R' for requested, 'C' for current support and 'P' for past support.
- The proposal/project ID applies only to Proposals, current and past projects (including fellowships), funded by the ARC or NHMRC.
- Note, details should be provided for all sources of funding, not just ARC funding.
- Funding amounts are to be in thousands and in Australian dollars.

Template:

Description (all named investigators on any proposal or grant/project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/ No)	Support Status (Requested/Curent/Past)	Proposal/ Project ID (if applicable)	2009 (\$'000)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)

Example:

Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/ No)	Support Status (Requested/ Current/ Past)	Proposal/ Project ID (if applicable)	2009 (\$'000)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)
B Jones, Really great proposal on excellent things, ARC, LP10R2	yes	R	LP100200999					
A Jamieson, B Jones, Excellent project, National Research Org, Big Projects 2007, Round 3	no	C		65	100			
B Jones, Great research, ARC, DP08	yes	P	DP0899999	38				

Submitting a Proposal to the Research Office

Once all Parts of the Proposal are completed and saved, return to the 'Draft Proposal Summary' page. **Before submitting to the Research Office, the Project Leader should:**

- Review all Form Parts to ensure the information to be submitted is complete and **save each Form Part before the generation of the final PDF;**
- Generate a PDF for his/her records (whole Proposal document PDF); and
- Ensure all Form Parts are complete and valid (indicated by a green tick).

To submit to the Research Office please click on 'Submit Proposal to Research Office'.

Important: Many users will be attempting to submit concurrently as the deadline approaches. Please allow sufficient time to complete and submit Proposals before the closing time. As the time on a computer server may differ slightly from the ARC servers, to avoid missing the deadline submission should **not** be delayed until the last possible moment. Note that Research Offices may impose their own internal deadlines on researchers to submit Proposals.

The PDF should be re-generated before submission to the ARC as an aid to checking that all changes made to any Form Parts are included. After proposals close, the ARC will also automatically re-generate a PDF for each Proposal to ensure that all changes to the form are captured in the PDF. Researchers and Research Office staff should use this final PDF produced after the close of the round as the final record of the submitted Proposal.

Note: Only the Proposal 'Owner' (the participant who initiated the Proposal in RMS) can submit a Proposal to the Research Office, and only an authorised Research Office Delegate can certify a Proposal and submit it to the ARC. If the participant who is the Project Leader is removed from the role or the Proposal, the original Project Leader must 'Transfer Ownership of this Draft Proposal' to the new Project Leader. This link is found on the 'Draft Proposal Summary' page.

Additional points to assist applicants to avoid common errors in submissions

(This list is provided as a guide and is not an exhaustive list of potential errors)

- Has the Project Leader been entered first and is a CI on the Proposal? Please refer to subsection 6.3.4 of the Funding Rules.
- Have any of the proposed participants exceeded the limits for Proposals in this round? Or is it likely duplicate Proposals have been submitted by any participants? Refer to subsections 5.5 of the Funding Rules.
- Do the proposed participants meet the requirements for the relevant role for which they are nominated? Refer to Section 6.3 and 7.2 of the Funding Rules.
- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements and so on for uploaded PDF insertions. Refer to subsection 10.3 of the Funding Rules.
- Are the requisite certifications included? Refer to subsection 10.6 of the Funding Rules.
- Are any items in the budget prohibited? Refer to subsection 5.3 and 5.4 of the Funding Rules.
- Does the Proposal constitute Medical and Dental Research? Refer to subsections 5.4 and 8.3 of the Funding Rules.
- Please ensure that all necessary information has been entered under Part G - Research Support. **Important Note:** RMS cannot gauge how many entries are needed under these Parts and thus will consider these Parts valid even if you have not provided all necessary information. These parts may show as 'Valid' on the main Proposal summary page regardless of the information entered.

Changes made to this document since last release

(This list is provided as a guide and is not an exhaustive list)

- **Question A3** – the words “For SSF, the ‘Relevant Organisation’ will not populate.” have been added.
- **Question A6** - the words “supported by the purchase of the equipment, infrastructure or facility” have been removed from the description.
- **Question C1** – the words “and may be additional to the limit of ten A4 pages” have been removed from the description.
- **Question C2** – under the ‘Statement indicating use of project funding’ – the word “infrastructure” has been removed from the description.
- **Question F9** – within the ‘Research Record’ requirements, the title and description for the ‘Publications in the last five years’ has been rewritten to be more specific for the proposal needs. The new title is called: “Publications in the last five years in the targeted research area/discipline” and the description has been refined to include the following:
“Provide a list of research publications, relevant to the targeted area/discipline of the proposal and published in the last five years, split into the following four categories”
- **Question G1** – the word “which” has been added to the ‘Important’ boxed paragraph.
- **Question G1** – the words “relevant to the theme area in the proposal” have been added.
- **Question G1** – the words “Do **not** list any Projects or Proposal requests that do **not** relate to Super Science Fellowships and/or research programs that are related to the targeted research areas” have been added.

Troubleshooting - RMS

Reference	Problem	Solution
Login	Why can't I login to RMS?	To login you must use your RMS User ID and password (not your RMS Person ID). Note: GAMS user accounts prior to January 2009 have been copied to RMS. Please use your GAMS ID (in capitals) and Password to login to RMS.
Participants	Why can't I assign a person to be a participant successfully?	Ensure that you have the person's RMS Person ID (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant' in RMS.
	How do I get another participant's Person ID?	Please obtain a participant's RMS Person ID directly from that participant. If the participant is from the same organisation your Research Office can search for their Person ID. If the participant is from a different organisation your Research Office will not be able to search for this participant.
	Why isn't an invited participant showing in the Personnel section (Part F)?	A Personnel Part will only be generated for an invited participant once that participant has accepted to be part of the Proposal. Please ensure that the participant has accepted the invitation.
	Why isn't my 'Current Organisation' showing in the Administrative Summary (Question A3)?	Please ensure that your organisation details are correct and that the 'Position is currently held' box is checked. This can be checked by going to your personal homepage and clicking on 'Personal Details' and then clicking on the 'Organisation Details' tab.
	Why can't I see an organisation when I search for it?	RMS only stores the various organisations previously involved on ARC Proposals. If an organisation does not appear you will have to ask the ARC to create a record in RMS for this organisation. Once created this organisation will appear in a search. To request the creation of a new organisation in RMS please contact the ARC at rms@arc.gov.au.
Budget	Why is there no table for contributing organisations visible?	A contributing organisation must be selected first to populate a table for that organisation. Click on 'Set Other Organisation Contributor' link and select the organisation. RMS will populate a budget table for that organisation.
	Why can't I see the contributing organisation when I click on 'Set Other Organisation Contributor'?	Organisations must be added to the Proposal first before they are populated for selection in Part D (Project Cost). Please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page.
Validation	I have completed a Part why is it still showing 'Incomplete' or 'Invalid'?	Please go into the Part and check for any validation errors and update as required, also check that all information has been entered where required.
	There are no validation errors in a Part but I still get an 'Incomplete' status for that Part?	If any information has been updated for eg: a participants address details - the Part still needs to be saved to validate. Please go into the relevant Part and save.
PDF	Why does the PDF not show information that I have updated in RMS?	If information has been updated such as a participants address details that Part must be saved first before this information is updated in a generated PDF. Note: Before submission please go into each Part and save.