This document is intended to assist nominees and nominators to complete the ARC College of Experts 2016 Nomination Form and Nomination Summary Spreadsheet.

General information ........................................................................................................................................... 2
Commencement ................................................................................................................................................... 2
Time Commitment ............................................................................................................................................ 2
Remuneration ................................................................................................................................................... 3
Nomination Submission ...................................................................................................................................... 3
Advice on outcomes of the nomination process ............................................................................................. 4
Confidentiality .................................................................................................................................................... 4
Privacy ............................................................................................................................................................... 4
Contact ............................................................................................................................................................... 4
General information
To support the advancement of knowledge and contribute to national innovation, the Australian Research Council (ARC) engages an ARC College of Experts to:

- play a key role in identifying research excellence, moderating external assessments and recommending fundable proposals;
- assist the ARC in recruiting and assigning assessors and in implementing peer review reforms;
- advise the ARC on research matters, including how research funding schemes can be targeted to produce maximum benefits for the Australian research community and society more broadly.

The ARC is seeking nominations from suitably qualified and experienced individuals in all disciplines, and strong emphasis will be placed on multi-disciplinary and cross-disciplinary expertise. Nominations from women, from people of Aboriginal or Torres Strait Islander origin, and from end-users across the private, public and not-for profit sectors are particularly encouraged. Please note that international nominees are eligible to apply on condition that they are able to obtain an Australian visa.

The ARC College of Experts is assisted and coordinated by Executive Directors with program and interdisciplinary responsibilities within the ARC. Nominees are advised to contact the relevant Executive Director if they have any questions about the way their expertise fits into the discipline panels. Please direct your inquiries to college@arc.gov.au.

Commencement
Members of the ARC College of Experts are appointed for one year with annual extensions (subject to performance review) for a maximum appointment period of three years.

An induction workshop is scheduled for November 2015 in Canberra. Successful nominees must be available to commence in November 2015, to assign and assess proposals for funding, as well as be available for one or two selection meetings held in Canberra each year.

Time Commitment
Membership of the ARC College of Experts requires a significant time commitment, including working to specified, non-negotiable timeframes. The ARC College of Experts meets in Canberra for one week in April-May and one week in August-September each year to recommend proposals for funding under the National Competitive Grants Program funding schemes. Appointees must be available to attend at least one of these meetings each year and undertake assignments, assessments and moderations in preparation for the meetings.

ARC College of Experts members may be called upon to assign, read and assess up to 150 to 200 funding proposals each year. The number of meetings per year and the volume of assignments and assessments per year are subject to negotiation.

Appointees will be requested to indicate their preferences for one or both meetings each year over a three year period. Should appointees intend to be an applicant for funding under one or more ARC schemes over the next three years, the ARC will make arrangements to ensure probity in the assessment process.

In all circumstances where members are assigning, assessing or moderating, the ARC Conflict of Interest and Confidentiality Policy applies. This document is available at http://www.arc.gov.au/about_arc/COI.htm.
**Remuneration**

Members of the ARC College of Experts will be remunerated sitting fees and reading rates. Sitting fees are guided by the Remuneration Tribunal and received per day for meetings attended. The reading rate is up to $100 per proposal.

There may be instances where additional assessments for proposals are required at short notice where insufficient assessments have been received through the normal external assessor process.

The ARC will cover reasonable travel costs for the attendance of selection meetings in Canberra, including international travel and visa application costs for Members based overseas.

**Nomination Submission**

Nominations **must** be submitted electronically by the nominee’s primary employer (an approved nominator or delegate) to the ARC via email at college@arc.gov.au by **5pm (AEST) Tuesday 23 June 2015**. Nominations will not be accepted directly from nominees (excepting those submitting as self-employed). Nominees who hold an honorary or adjunct appointment with a higher education institution are eligible to apply through that institution.

International nominees should submit a nomination through the Australian higher education institution they are affiliated with. If an international nominee is not affiliated with any Australian organisation, the nomination should be submitted through their primary employer.

The Nomination Form and Nomination Summary Spreadsheet are available on the ARC website at [http://www.arc.gov.au/about_arc/college.htm](http://www.arc.gov.au/about_arc/college.htm). All questions in the Nomination Form are **mandatory**, and one form must be completed for each nominee. All questions in the Nomination Summary Spreadsheet are **mandatory**, and one spreadsheet only must be completed for each primary employer. (Please enter data into the light yellow cells only.) For example, an institution submitting five nominees must submit five Nomination Forms but only one spreadsheet.

Late nominations will not be accepted. Amendments, replacements or additions to 2016 Nomination Forms or Nomination Summary Spreadsheets will not be accepted after the closing date and time, unless invited by the ARC.

Approved nominators are:

<table>
<thead>
<tr>
<th>Primary Employer</th>
<th>Approved Nominators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher education institution</td>
<td>Vice-Chancellor/Deputy Vice-Chancellor (Research)</td>
</tr>
<tr>
<td>Industry or business</td>
<td>Chief Executive Officer or equivalent</td>
</tr>
<tr>
<td>Government</td>
<td>Secretary of Department or equivalent</td>
</tr>
<tr>
<td>Self-employed</td>
<td>Self-nominate</td>
</tr>
</tbody>
</table>

If a delegate is emailing the submission on behalf of the approved nominator, in the email please ensure you clearly state you are acting on behalf of the nominator.

By emailing submissions, the approved nominator or delegate is electronically providing certification and declaring that the information provided within the Nomination Form/s and Nomination Summary Spreadsheet are true and correct. In addition, the approved nominator or delegate supports the nominations and agrees that if they are successful, the nominee/s will be released to fulfil the requirements of membership of the ARC College of Experts.
Please contact the ARC at college@arc.gov.au with any queries.

**Advice on outcomes of the nomination process**
It is anticipated that nominees and nominating primary employers will be advised of the outcome in September - October 2015.

**Confidentiality**
The ARC will treat information contained in nominations as strictly confidential. However, nominated referees may be contacted to discuss the suitability of nominees.

**Privacy**
The information collected may be passed to third parties for the purposes of obtaining an assessment of the nomination.

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.

**Contact**
For more information about the nomination process and the ARC College of Experts, please visit [http://www.arc.gov.au/about_arc/college.htm](http://www.arc.gov.au/about_arc/college.htm) and please email any queries to college@arc.gov.au.