

DISCOVERY— INDIGENOUS RESEARCHERS DEVELOPMENT

Instructions to applicants

for funding commencing in

2004

Australian Research Council
Discovery—
Indigenous Researchers Development

Instructions to applicants
for funding commencing in 2004

This document is intended to be a practical guide to assist you as an applicant to complete the application form and associated documentation as fully and accurately as possible.

The information in this document is underpinned by the *ARC Discovery—Indigenous Researchers Development Funding Rules for Funding Commencing in 2004* which contains further details on ARC Discovery—Indigenous Researcher Development funding. You must read the Funding Rules (available from www.arc.gov.au) before preparing your application.

Matters to note before completing the application form

Accuracy of information

Check carefully before you submit your application that all the information it contains is accurate.

Incomplete or misleading information

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

Confidentiality

Information contained in applications is regarded as confidential unless otherwise stated and will be received and treated as confidential by institutions, the ARC, its committees, readers and assessors.

Privacy

Information on this form 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 assessors for the purposes of obtaining a peer review assessment of the application. It may also be passed to the National Health and Medical Research Council, the National Occupational Health and Safety Commission, 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, the Department of Veterans' Affairs and The Australia Council (for the arts) for the purpose of checking eligibility. In other instances, information on this form 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.

Preparing the application

The application process

As the application is the prime source of information available to the ARC, it must contain all the information necessary for assessment of the project without the need for further written or oral explanation, or for reference to additional documentation, including the World Wide Web, unless requested by the ARC. All details in the application, particularly concerning any successful grants, must be current.

Key dates within the application cycle are listed in the table below.

DISCOVERY-INDIGENOUS RESEARCHERS DEVELOPMENT CYCLE 2003

Month	Year	Event
Friday 28 March	2003	Due date for eligibility exemptions for RC-ATSI's
Friday 2 May	2003	Closing date for applications NOTE Each institution may set its own closing date. Please consult with the institution's research office.
Late June	2003	Assessments sent to applicants for written rejoinder
Mid July	2003	Due date for applicants' one-page rejoinders
August	2003	Selection Committee to review assessments and rejoinders, and make recommendations for funding
September/October	2003	Recommendations to the Minister for approval of Discovery—Indigenous Researcher Development grants and applicants advised
28 days following date of advice to applicants	2003	Closing date for appeals
4-6 weeks after closing date for appeals	2003	Appeals are considered and applicants advised

Electronic and hard copy forms

The applicant must fill out an electronic version of the application form in the Grant Application Management System (GAMS). To do this, applicants are required to enter GAMS to create and enter their application summary information. Once summary information has been entered, GAMS will allow applicants to print a hard copy version of their *Discovery – Indigenous Researchers Development* application form.

NOTE: To save time in completing the application form, please save and validate frequently. Saving additions to the application alone does not inform the applicant of validation errors.

The GAMS logon can be found at http://www.arc.gov.au/gams_login/default.htm

To enter GAMS, an applicant must have a valid GAMS ID and password. Both the GAMS ID and password are available from the relevant Research Office or administration unit of the applicant's University. University GAMS Contacts are listed at the GAMS logon page mentioned above.

Applicants who are not currently academic staff members of Australian Universities must seek their GAMS ID directly from the ARC. This can be done by emailing the ARC (GAMSIDS@arc.gov.au) providing full personal details including name, date of birth, current organisation and address information. The ARC will then respond to the request with both a GAMS ID and password.

More comprehensive instructions on using the GAMS system can be accessed at the GAMS logon page mentioned above.

In some circumstances additional information is requested which must be incorporated into the relevant sections of the hard copy.

Applications consist of two components:

1 Application form

Complete this in the ARC's Grant Application Management System (GAMS). You will need to add explanation at certain points.

2 If applicable, the sections requesting additional information are:

- Section B9, 'Research Record Relative To Opportunities' (compulsory);
- Sections C2 and C3, 'Justifications of Funding Requested From the ARC' and 'Details of Non-ARC Contributions';
- Section D2, 'Statements on ARC grants'. If any participants received any funding from the ARC during 2002, you will need to provide progress statements on the relevant projects with your application.
- Part E, 'Project Description'(compulsory);

Application format

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

Submit all pages in black type, use a single column and 12 point font size on white A4 paper, printed on one side only and unbound with at least a 2 cm margin on each side. As applications are scanned electronically, applicants must use a highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used. References may be reproduced in 10 point font size. Colour graphs or colour photographs may be included but they will be reproduced in black and white.

Closing date

The closing date for *Discovery—Indigenous Researchers Development* applications is close of business (AEST) **Friday 2 May 2003**. However, institutions may have an internal closing date several weeks before 2 May 2003 as the ARC requires institutional research offices to provide certifications, electronic data and other information. Please check with the administering institution's research office in the first instance.

Note carefully

- If you are applying through a university, submit your application through the Research Office of the administering institution by that institution's closing date.
- If you are applying through an administering organisation other than a university, your organisation should identify a GAMS Contact who should contact the ARC for assistance with a GAMS submission.
- Because of the volume of material that is processed, additions, deletions or modifications will not be accepted after the date of submission.
- Applications received after close of business (AEST) 2 May 2003 will not be accepted.

Application authorisation

All applications must be signed by the appropriate person at Section A8 of the application form.

Printing the Application Form

GAMS will allow the originating author to print the application from the applicant home page. To print the application, select print to the right of the GAMS application record. A dialogue box will open and invite the applicant to save the file to the computer. Click on the save button to download the application. When the download is completed, select open and this will convert the file from Rich Text Format (RTF). The form can now be printed.

Do not alter the RTF, all changes must be made in GAMS before printing.

Number of copies

Send in two copies, one original and **one identical** copy. The application must be clipped with NAL clips, not stapled. The application form should be submitted with the additional text interleaved appropriately and the pages numbered consecutively starting at the beginning of the application (page numbering may be handwritten). See Checklist at the end of these Instructions.

Completing the application

These instructions describe the kind of details to enter under each of the headings, and give you some examples of how to fill in the form.

The ARC requires *Discovery–Indigenous Researchers Development* applications to be completed on the ARC’s secure Grant Application Management System (GAMS). Your institution’s research office will be able to assist you in using GAMS.

The hard copy form requires that the applicant record the total number of sheets contained in the application as shown in example form below:

Total number of sheets contained in this application	18
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Enter the **total** number of sheets contained in the application including all pages of the application form, additional text and any extra allowed supporting documentation. The ARC uses this for scanning and image storing purposes.

Project ID: This is automatically allocated by the system the first time that you save the application.

PART A—ADMINISTRATIVE SUMMARY

A1 ORGANISATION TO ADMINISTER GRANT

Name	University of X
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Select from the drop-down list the name of the higher education institution or other organisation where the first-named Chief Investigator or Research Cadet–Aboriginal and Torres Strait Islander will be employed during the period of the grant. This organisation must be the administering organisation. If your organisation is not on the list, select “Other”, and you must then overwrite the word “Other” with the name of your institution.

NOTE: When the institution “List” button is selected, it remains open. Close the institution list following selection of the institution.

A2 PARTICIPANT SUMMARY

Person number	Family name	Initials	Organisation	Role	Indigenous
1	Bloggs	J.	University of X	CI	<input checked="" type="checkbox"/>

From the drop-down list select one of the following roles for each participant:

- Chief Investigator (CI);
- Research Cadet – Aboriginal and Torres Strait Islander (RC-ATSI);
- Mentor (M); or
- Supervisor (S).

Set out information about participants in the same order throughout the application.

The first named participant must be the Chief Investigator or RC-ATSI. On applications with more than one participant, the first named participant will be the ARC's reference for the application. The first named participant must be from the administering institution.

Select the Indigenous box if you are an Australian Aboriginal or Torres Strait Islander Researcher. Only Indigenous Australians are eligible to apply as Chief Investigators or RC-ATSI.

If you currently hold an RC-ATSI and are applying for a research grant, you must apply as a CI.

A3 SUPPORT BEING APPLIED FOR

A3.1 Type

Research Grant

Research Cadetship – Aboriginal and Torres Strait Islander

Select the type of funding being sought from the ARC by selecting the appropriate box(es) on the left-hand side of the table. Please note that applicants who apply for a RC-ATSI but not for a research grant must demonstrate how their research will be supported (refer to section 4.4 of the *Discovery—Indigenous Researchers Development Funding Rules for Funding Commencing in 2004*).

A3.2 Years

Indicate the years in which this application seeks support from the ARC by selecting the relevant box(es).

Year 1 Year 2 Year 3

A3.3 Support for the RC-ATSI is being sought for the following number of years:

 ▼

Indicate the years in which this application seeks RC-ATSI support from the ARC by selecting the number of years from the drop-down menu.

Please note that it is possible to request fewer years of RC-ATSI funding than research funding for the grant.

A4 PROJECT TITLE

Insert a short descriptive title of no more than 20 words. The title should be precise but as informative as possible.

Do not use quotation marks as they create information storage problems.

A5 PROJECT SUMMARY

Write the summary in no more than 100 words. Write in clear, plain English using the minimum of terminology unique to the area of study.

This summary may be used by the ARC in press releases, publicity material, and the selection process. A5 has a 1000 character limit, including spaces.

A6 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

A6.1 Keywords

Aboriginal Communities	Human Rights
Aboriginal Education	Economic Rights
Aboriginal Health	Constitutional Protection

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

Select keywords carefully, as they are considered when assessors are being selected to assess the application. The keywords should be of the kind normally required for submitting an article to a major refereed journal.

Each keyword field has a 50 character limit, including spaces.

A6.2 Research classifications

Research Fields, Courses and Disciplines (RFCD)	%	Socio-Economic Objective (SEO)	%
390110	50	750309	50
390111	20	720302	40
390304	30	720303	10

Select from the drop down drop-down lists at least one code under each of the Research Fields, Courses and Disciplines codes and Socio-Economic Objective classifications.

RFCD and SEO classifications are available from the ARC website (www.arc.gov.au).

The RFCD classification defines the research according to disciplines. There is provision for up to three codes on the application form.

Indicate the relative importance of each code by using a percentage rounded to the nearest multiple of 10. This must total 100 percent. Identify codes from more than one discipline if the application is multi-disciplinary.

The SEO classification indicates the sectors that are most likely to benefit from the research. There is provision for up to three codes on the application form.

Indicate the relative importance of each code by using a percentage rounded to the nearest multiple of 10. This must total 100 percent.

A7 ADDITIONAL DETAILS

Have any participants on this application submitted an application with similar aims to any other agency?

Select the appropriate box.

If the funding body to which you have submitted the application is not named on the drop down list, select 'other' and type in the name of the body.

Include in D1, Research Support, the title of the proposal, application number and the level of funding sought.

A8 CERTIFICATION (hard copy printed version only)

Completing this section is the responsibility of the administering organisation. The required signature(s) must be obtained before submitting the application to the ARC.

A8.1 Certification by the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the administering organisation

I certify that—

- I am prepared to have the project carried out in my institution under the circumstances set out by the applicant(s).
- To the best of my knowledge all details on this application form are true and complete and that no information specifically relating to applicant track or publication records is false or misleading.
- The amount of time that the investigator/s will be devoting to the project is appropriate to existing workloads.
- The Head of Department has approved this application.
- Approval of the named personnel participation to the extent indicated has been received from his/her employer.
- This institution supports this application and if successful will provide basic infrastructure and the items listed in the budget for the project.
- All funds for this project will only be spent for the purpose for which they were provided.
- The project can be accommodated within the general facilities in this institution, and sufficient working and office space is available for any proposed additional staff.
- The project will not be permitted to proceed until appropriate ethical clearance has been obtained.
- I have obtained the agreement of other institutions involved to submit this application and to provide the agreed support.
- I will notify the ARC if there is a substantial change to named personnel after the submission of this application.
- I have obtained the agreement of all participants to submit this application.
- I consent, on behalf of the participants, to this application being referred for peer review to persons who will remain anonymous.
- 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 participants whose personal details have been provided at Part B.
- I understand that it is an offence under the *Criminal Code Act 1995* to provide false or misleading information.

**Signature of DVC/PVC(R) or
delegate or equivalent
(in black ink)**

Name and Title (please print)

Date

Marilyn Smyth-Tyrrell

Marilyn Smyth-Tyrrell
PVC (R)

20/ 3 /2002

By signing this document, the Deputy/Pro Vice-Chancellor (Research) certifies that:

- all details on the application form are correct;
- the applicant(s) has complied with the *ARC Discovery—Indigenous Researchers Development Funding Rules for Funding Commencing in 2004* and, if successful, will accept the associated Funding Contract; and
- he/she understands and agrees that all statutory and other requirements, as detailed in the Funding Contract, must be met before the proposed research can commence.
- he/she has obtained the agreement of other institutions involved to submit this application and to provide the agreed support.

PART B—PERSONNEL

Part B must be completed for each participant listed in Section A2

The ARC gathers your details to communicate with you, determine your eligibility, and conduct data and statistical analysis in relation to equity and other issues. Applicants' personal details in GAMS should be kept up to date.

B1 PERSON NUMBER

GAMS will automatically list the name and number of each person listed at section A2 of the application. If you need to change the participant order, simply change the participant number at A2, save and exit and then validate the form. The new order will then be presented.

B2 ABBREVIATED DETAILS

GAMS ID	
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Family name		Role	
First name		Second name	
Title			
Department/school/other			
Organisation			

The family name and role of each participant will be automatically filled from question A2.

A GAMS ID is required for all participants on the application. Both the GAMS ID and password are available from the relevant Research Office or administration unit of the applicant's University. University GAMS Contacts are listed at the GAMS logon page:

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

Once issued, each participant will need to enter GAMS to ensure that their personal details on GAMS are complete and up to date.

The relevant GAMS ID for each participant must be entered into the GAMS ID box before clicking the "Fetch Client Details" button. This will display the abbreviated details for the participant including postal information to be captured in Question B3. The person entering the application will be required to confirm that the abbreviated details are correct before the information is entered into Section B2 and B3 of the application form. It should be noted that the entry of the participants' details into the application is a "snap shot" of their client record at that time. If any future changes are made to the participants' details in GAMS, these changes will not be updated in the application form unless the "Fetch Client Details" button is clicked again.

B3 POSTAL ADDRESS

Department/school/other	
Organisation	
Postal address line 1	
Postal address line 2	
Locality	
State	
Postcode	
Country	

A GAMS ID is required for all participants on the application. Both the GAMS ID and password are available from the relevant Research Office or administration unit of the applicant's University. University GAMS Contacts are listed at the GAMS logon page:

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

Once issued, each participant will need to enter GAMS to ensure that their personal details on GAMS are complete and up to date.

The relevant GAMS ID for each participant must be entered into the GAMS ID box before clicking the "Fetch Client Details" button. This will display the abbreviated details for the participant including postal information to be captured in Question B3. The person entering the application will be required to confirm that the abbreviated details are correct before the information is entered into Section B2 and B3 of the application form. It should be noted that the entry of the participants' details into the application is a "snap shot" of their client record at that time. If any future changes are made to the participants' details in GAMS, these changes will not be updated in the application form unless the "Fetch Client Details" button is clicked again.

B4 MEMBERSHIPS

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

Select the relevant box. This question relates only to the above, not to staff of ARC-funded projects.

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

Select the relevant box and if you have answered 'yes' enter the name/s. B4.2. has a 100 character limit, including spaces.

This information will assist the ARC in managing instances of potential conflict of interest. The ARC has procedures for declaring conflicts of interest and for members to withdraw from consideration of particular applications.

B5 AFFILIATIONS

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

Select the relevant box and enter name/s.

If you answer 'Yes' to this question, provide a brief statement explaining the nature of this employment (for example, a consultancy) and stating the percentage of salary derived from the organisation. B5 has a 255 character limit, including spaces.

B6 QUALIFICATIONS

B6.1 PhD qualification awarded

If applicable, please provide details of your PhD including year awarded or when the thesis is to be submitted.

B6.2 Other qualifications (including highest qualification if not PhD).

Provide details of all other qualifications in date order, beginning with the most recent.

B7 ACADEMIC, RESEARCH, PROFESSIONAL AND INDUSTRIAL EXPERIENCE

Provide details of academic research, professional and industrial experience in date order (maximum time period of ten years), beginning with your current/most recent position.

B8 ADDITIONAL RC-ATSI DETAILS

B8.1 If you are applying for an RC-ATSI, and the RC-ATSI application is unsuccessful do you wish to:

- (a) seek no other support for the project (no grant can be made);
- OR
- (b) remain as a Chief Investigator on the project without RC-ATSI funding
- OR
- (c) be removed as a named Investigator to be eligible to be funded a salary from the grant (eg as a Research Associate)

An application seeking a Project Grant and RC-ATSI may result in the Project Grant being awarded but the RC-ATSI not being awarded.

The ARC does not provide funding for Chief Investigator salaries. However, it may provide funding for the salary of a Research Associate or a Senior Research Associate. For this reason, a full-time Research Associate or Senior Research Associate cannot be a named investigator on any research grant.

If you choose to remain as a Chief Investigator on the research grant, the ARC cannot pay your salary. You may choose to be removed as a RC-ATSI if there is at least one other Chief Investigator named on the application. The ARC may decide to award funding for the salary of a Research Associate. Selecting the second option does not guarantee that funding for a Research Associate’s salary will be awarded. For an application to be eligible if the RC-ATSI is unsuccessful, the average request and subsequent allocation for the grant must average at least \$10,000.

B8.2 Host organisation – department, contact numbers and email address

Host organisation	University of XX		
Host department name	Department of Physics		
Contact name	John Smith		
Phone	+61 2 600 0000	Fax	+61 2 600 0001
Email	email@universityxx.edu.au		

Note that if your application involves several applicants from multiple institutions, the host institutions for the RC-ATSI may not necessarily be the administering organisation for the grant.

Provide contact details of the university department or other appropriate organisational unit that will be hosting your RC-ATSI.

B8.3 Have you been granted an eligibility exemption for this RC-ATSI? Yes No

Select the appropriate box.

Select ‘yes’ if you have been granted a written eligibility exemption from the ARC and indicate the nature of the exemption granted, eg exemption from requirement to have PhD for:

- Fewer than required years since PhD awarded (ie less than three years since award of PhD).
- More than required years since PhD awarded (ie more than three years since award of PhD).
- Other (please specify)

Select 'no' if no exemption is required.

The ARC deadline for requesting an exemption is **28 March 2003**.

B9 RESEARCH RECORD RELATIVE TO OPPORTUNITIES (hard copy only)

Describe your contributions to research and research training using the headings below, starting each subsection on a new page.

Submit this section of your application as additional text. Please observe length limits.

B9.1 A Statement on your research experience relevant to this project

Taking no more than half an A4 page outline your contribution to the relevant field, relative to opportunity, focussing particularly on what makes this contribution interesting and unique.

B9.2 List your publications relevant to this project (if any)

Ensure that this listing is limited to those that are relevant to this project. If you are listing any publication in press, please provide the date on which the publication was accepted.

B9.3 Any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this application.

For example interruptions to career, any other circumstances which may have slowed down your research and publications

Taking no more than half an A4 page, detail relevant information such as periods of parental leave or your status as an Early Career Researcher (if applicable).

B9.4 Ten career best publications

Include your best publications, regardless of date of publication.

Do not list more than ten.

In-press publications should include acceptance date.

Mentors and supervisors must complete this section. Chief Investigators and RC-ATSI may also complete this section, if relevant.

B9.5 Other evidence of impact and contributions to the field

Taking no more than half an A4 page, provide information about prizes, patents, relevant experience in industry, and editorial board responsibilities.

Mentors and supervisors must complete this section. Chief Investigators and RC-ATSI may also complete this section, if relevant.

B9.6 RC-ATSI applicants only

In no more than one A4 page, provide details of

- a) the contribution you will make to the project (such as your experience, skills and expertise and how they will be applied) and
- b) the research environment, that is, the facilities and support at your host institution, including the intellectual environment to support your RC-ATSI.

PART C—PROJECT COST

C1 BUDGET DETAILS

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 entity or non-government-related entity.

Government-related entities (such as a government-funded university or research institute) 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.

C1.1 Year

An example of this part of the application form appears later in this document.

A budget page is generated for each year that the applicant has specified that funding is required (see Section A3.2). For example, if funding is sought for two years, the application will include two separate pages of the budget details sheet, one for each year.

Provide the following information in each column:

Column 1	a list of the items for which you are seeking funding (both from the ARC 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 university(ies) will provide to the project combined or separately identified.
Column 4	details of any funding that is being provided for the project by other organisations.

The ARC is seeking full costing information for applications under *Discovery—Indigenous Researchers Development* 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 only make requests to the ARC for items essential to the project. The ARC reserves the right to determine the level of funding allocated to the project.

Direct costs

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

- Provide details of direct costs for your project according to the categories set out below.

Personnel (salaries + on-costs)

Salaries for Chief Investigators, Mentors and/or Supervisors are not supported by the ARC under *Discovery—Indigenous Researcher Development*.

Salaries, for example for RC-ATSI and Research Associates, must include a 26 per cent loading to cover salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation. Where an institution's on-costs are higher than 26%, the amount greater than 26% should be put in column three.

- The specified personnel and salary dollars for RC-ATSI amounts will be auto-populated into Columns 1 and 2, once Sections A2 and A3 of the form have been completed, and will be read only. The Research Cadet – Aboriginal and Torres Strait Islander salary amount is available in the *Discovery—Indigenous Researchers Development Funding Rules for Applicants for Funding Commencing in 2004*, Appendix. ARC funding for RC-ATSI includes 26% towards on-costs.
- Base funding requests for Senior Research Associates, Research Associates and all other personnel on standard salary levels applying within the institution using the appropriate rate at the time of application. Build increments into the amounts requested for Senior Research Associates and Research Associates if the proposed project duration is more than one year.
- If you are seeking support for a postgraduate stipend, please quote a rate of \$23,294 per annum. A scholarship funded under a Discovery-Projects Grant is not an Australian Postgraduate Award (APA).
- List salaries for Chief Investigators, Mentors and/or Supervisors within the Personnel category under Columns 3 and/or 4. Show salaries for participants only for the proportion of time you estimate will be spent on the project.
- Chief Investigators who are not earning salaries must not enter \$0 in the budget page. A nominal '\$1' should be entered.

Teaching relief

- Quote claims for teaching relief at the rate of \$29,666 per 6 months. This amount is inclusive of on-costs. Only Chief Investigators are eligible for teaching relief. Relief from teaching and other duties may be sought for a maximum of six months per year. The Chief Investigator must be named and the amount or percentage of time for each year must be specified.

RC-ATSI applicants who wish to become Chief Investigators if their RC-ATSI applications are unsuccessful, i.e. have ticked B8.1(c) should indicate if they would seek teaching relief in the role of Chief Investigators (and should ensure that they meet eligibility criteria for Chief Investigators).

Equipment

- Include both hardware and software items costing more than \$1000 in this category.
- Indicate the cost of equipment and installation.
- Base the cost of equipment and installation on the latest prices (excluding GST) obtained from the supplier at the time of application and do **not** estimate costs.

Maintenance

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

Travel

- Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, etc.

Other

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

Indirect costs

- Indirect costs are borne by the institution and should appear in column 3. Estimate indirect costs (essentially infrastructure costs) by using a multiplier on the salary and salary on-costs (total direct payroll costs) for the professional staff involved. For these purposes professional staff include Chief Investigators and any researcher who is Level A or above. You should note that the ARC will not pay indirect costs.
- Use the multiplier that the administering institution/organisation has developed, OR
- Use the AVCC multipliers of 1.25 on the direct payroll costs (salary plus on-costs) for laboratory based research and 0.92 on the direct payroll costs for non-laboratory based research if the employing institution/organisation does not have a multiplier.

EXAMPLE PART C—PROJECT COST

Costs should be quoted exclusive of the GST.

C1 BUDGET DETAILS
C1.1 Year 1

Column 1	COSTING				5 Total	CI from Uni A at Uni salary
	2 ARC	3 University	4 Other	5 Total		
DIRECT COSTS						
Personnel (Salaries + on-costs) CI (Bloggs) - 0.3 FTE (+30% on-costs) RC-ATSI – 1 FTE (+30% on-costs)	\$65,822	\$18,886 \$2,090				Difference between ARC salary level and Uni salary
Total Personnel (a)	\$65,822	\$20,976			\$86,798	
Teaching Relief CI (Bloggs) Level B 0.3	\$9,889					Teaching relief at ARC rate p 6 months
Total Teaching Relief (b)	\$9,889				\$9,889	
Equipment 1 Colour Printer		\$1,300				
Total Equipment (c)		\$1,300			\$300	
Maintenance Computer Consumables		\$500				
Total Maintenance (d)		\$500			\$500	
Travel Travel expenses within Australia, economy flights for three trips in 2004	\$2,500					
Total Travel (e)	\$2,500				\$2,500	
Other			\$5,000			
Total Other (f)			\$5,000		\$5,000	
TOTAL DIRECT COSTS (g)	\$78,211	\$22,776	\$5,000		\$104,987	
INDIRECT COSTS						
CIs, RC-ATSIs and any researcher Level A or above x multiplier		\$108,498			\$108,498	Professional st (CIs, RC-ATS and RAs) from column 2 and multiplier (1.2
TOTAL INDIRECT COSTS (h)		\$108,498			\$108,498	
TOTAL COSTS (i)	\$78,211	\$131,274	\$5,000		\$213,485	

C2 JUSTIFICATION OF BUDGET REQUESTED FROM THE ARC (hard copy only)

- Justify fully each budget item requested in terms of need and cost.

In justifying your budget, it is not sufficient to claim that certain equipment or personnel costs \$X. Rather, you should state, for example, that a full-time technician with a specific level of expertise is needed. The same level of explanation is required for all items being requested.

- Justify any funding being requested to relieve a staff member of teaching or other duties.

Although support is not provided to meet an Investigator's salary, funding to relieve you from your normal duties for a period of not more than six months a year may be considered if the request is fully justified in terms of achieving a successful outcome for the project. Funding may be used for teaching relief only if this is specified in the Funding Contract.

- Justify any funding being requested for major items of equipment.

Requests for any major items of equipment for the project are considered on their merits. You should plan to use existing equipment wherever possible. If you intend to seek funding for new equipment, please describe how the equipment will be used and provide details of the manufacturer, supplier, cost and installation based on quotations obtained.

Do not supply the quotations. For larger pieces of equipment, you must justify the importance of the equipment to the research proposed and demonstrate that access to such a facility housed elsewhere is not practical. The administering institution is expected to contribute part of the funding required for expensive items of equipment.

C3 DETAILS OF NON-ARC CONTRIBUTIONS (hard copy only)

Do **not** write more than one page when completing Section C3 of the application.

- Provide a description of all contributions listed in columns 3 and 4 of the table in Section C1.
- If there is no direct funding provided by the administering institution or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made.

PART D—RESEARCH SUPPORT

D1 RESEARCH SUPPORT

Provide details for all Participants listed in Section A2:

The current proposal must be 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.

Support types (**Sup. type**) are ‘C’ for current support, ‘R’ for requested support for 2004, ‘P’ for past support.

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

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

The ARC Project ID applies only to past and current ARC grants

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

Description (All named investigators on any grant held by a participant, project title, source of support, scheme)	(*)	Sup type (C, R or P)	ARC File number	2001 (\$'000)	2002 (\$'000)	2003 (\$'000)	2004 (\$000)
Bloggs, Investigation into x, ARC Discovery-IRD	*	R					20
Bloggs, An analysis of x, ARC Large Grant		P	A9900000	15			

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

- **all** applicants listed in Section A2 of the application form; and
- **all** funding agencies, not just the ARC.

Incomplete or misleading information may be grounds for exclusion.

D2 STATEMENTS ON ARC GRANTS (hard copy only)

Include with your application a statement detailing progress for each ARC grant held by any of the applicants who received funds in 2002 under any ARC scheme.

Write no more than one page for each grant. Provide a list of these statements and attach them to your application.

PART E—PROJECT DESCRIPTION

Submit this part of the application form as additional text.

Do not write more than **ten** pages.

Explain the project and its expected outcomes in a way that can be appreciated by all assessment committee members. Applications may be considered by people who are not specialists in the field of the application.

E1 PROJECT TITLE

This must be the same as in Section A4 of the application form.

E2 PROJECT DESCRIPTION AND BACKGROUND

Describe the aims and background of the project.

Include information about recent 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 research communities.

Where the application forms part of a higher degree study, explain how the project relates to the higher degree study and state the expected year of completion for the higher degree.

E3 SIGNIFICANCE AND INNOVATION

Describe the significance of the research and whether the research addresses an important problem.

Describe how the anticipated outcomes advance the knowledge base of the discipline and why the project aims are different and innovative.

Describe the impact of the anticipated research outcomes in terms of social, economic, environmental or other benefits.

E4 APPROACH

Outline the plan to undertake the proposed research.

Describe methods and any materials to be used. Demonstrate that the plan is adequately developed, well integrated and appropriate to meet the aims of the project.

E5 COMMUNICATION OF RESULTS

Outline your plans for communicating the research results including public communication and dissemination.

E6 DESCRIPTION OF PERSONNEL

Summarise the role, responsibilities and contributions of each Chief Investigator and /or RC-ATSI.

Summarise the roles and levels of involvement of other participants including Mentors and Supervisors and technical staff.

E7 REFERENCES

Include a list of all references. This must be included within the page limit.

Application Checklist

A complete application consists of the following components:

PART A	ADMINISTRATIVE SUMMARY	
	. Application form	Complete Parts A1-A7 summarising project and participant details A8.1 Signature of DVC/PVC (R), equivalent in other administering organisations, or private investigator
PART B	PERSONNEL	
	. Application form	Complete Part B for each participant listed at A2. Complete Part B8 for all RC-ATSI applicants
	. Additional text	B9. Research record relative to opportunities . B9.1 (maximum half A4 page) . B9.2 . B9.3 (maximum half A4 page) . B9.4 . B9.5 (maximum half A4 page) . B9.6 RC-ATSI applicants only (maximum one A4 page)
PART C	PROJECT COST	
	. Application form	Complete C1 for each year of funding support sought
	. Additional text	C2 no more than one A4 page
	. Additional text	C3 no more than one A4 page
PART D	RESEARCH SUPPORT	
	. Application form . Supporting documentation	D1 Research support details for all participants D2 Reports on ARC Indigenous Researcher Development grants (maximum one page per grant).
PART E	PROJECT DESCRIPTION	
	. Additional text	No more than ten A4 pages