



# DISCOVERY — PROJECTS

Instructions to applicants

for funding commencing in

**2004**

# Australian Research Council Discovery — Projects

## 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–Projects Funding Rules for Applicants for Funding Commencing in 2004* which contains further details on ARC Discovery–Projects funding. You must read the Funding Rules (available from <http://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 contained in the application form 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 the ARC, institutions, 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 and the Department of Veterans' Affairs 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.

## **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—Project* applications is close of business (AEST) **Friday 7 March 2003**. However, institutions may have an internal closing date several weeks before 7 March 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.
- As Commonwealth funds cannot be paid directly to private researchers, private researchers must submit their application through a host organisation that is prepared to administer the grant. If you are applying as a private researcher, you should contact either your host organisation for assistance with a GAMS submission, or the ARC. Your application should be submitted through your host organisation taking into account internal closing dates.
- 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) 7 March 2003 will not be accepted.

## **Application authorisation**

All applications must be signed by the appropriate person at Section A9 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.

## Preparing the application

### The application process

As the application is the prime source of information available to the selection committee, applicants must submit their projects as mature research plans ready for implementation. The application 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 selection committee. All details in the application, particularly concerning any successful grants, must be current.

Key dates within the application cycle are listed in Table 1.

**Table 1. DISCOVERY-PROJECTS CYCLE 2003**

Month	Year	Event
Friday 31 January	2003	<ul style="list-style-type: none"><li>• Due date for submission of two-page summaries relating to ARC/NHMRC overlap.</li><li>• Due date for eligibility exemptions for Fellowships</li></ul>
<b>Friday 7 March</b>	<b>2003</b>	<b>Closing date for applications</b> <b>NOTE</b> 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	Expert Advisory Committees to review assessments and rejoinders, and make recommendations for funding
September/October	2003	Recommendations to the Minister for approval of Discovery—Projects grants and advice to applicants
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 Projects 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/ncgp/gams\\_info.asp](http://www.arc.gov.au/ncgp/gams_info.asp)

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 or CSIRO Division. University GAMS Contacts are listed at the GAMS logon page mentioned above.

Applicants who are not currently academic staff members of Australian Universities or CSIRO Divisions must seek their GAMS ID directly from the ARC. This can be done by emailing the ARC ([GAMSIDS@arc.gov.au](mailto: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 <http://www.arc.gov.au/ncgp/instructions/instructions.htm>

All applicants must submit an original and photocopy of the hard copy version of their application. In some circumstances additional information is requested which must be incorporated into the relevant sections of the hard copy.

If applicable, the sections requesting additional information are:

- Section B10, 'Research Record Relative To Opportunities';
- Sections C2 and C3, 'Justifications of Funding Requested From the ARC' and 'Details of Non-ARC Contributions';
- Part E, 'Project Description';
- Section B4.3, 'Additional Detail; for any participants associated with a Commonwealth Government-funded Centre; and
- Section D2, 'Reports 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.

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

<b>Total number of sheets contained in this application</b>	35
-------------------------------------------------------------	----

To do this, enter the **total** number of sheets contained in the application including all the pages of the application form, additional text, and any required supporting documentation. The ARC uses this as a verification tool for scanning and image storing purposes.

## **Filling in the form**

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.

**NOTE: Applications requesting ARC Fellowships should be completed sequentially, ie Part B must be completed before Part C is commenced to allow salary drop-down boxes to be activated**

**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

<b>Name</b>	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 Fellow will be employed during the period of the grant. This organisation must be the administering organisation. If your institution is not on the drop down list, select Other and overtype the name of the institution into the text box.

NOTE: When the institution “List” button is selected, it remains open. It is recommended that the institution list be closed following each institution selection.

If you are applying as a private individual, you must nominate the higher education institution or other eligible organisation that is to administer the funds if an award is made. The application is then submitted to the ARC through that institution.

### A2 PARTICIPANT SUMMARY

Person number	Family name	Role	ECR
1	Bloggs	CI	

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

- Chief Investigator (CI);
- Partner Investigator (PI);
- Australian Professorial Fellow (APF);
- Australian Research Fellow/Queen Elizabeth II Fellow (ARF/QEII); or
- Australian Postdoctoral Fellow (APD).

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

If you currently hold an ARC fellowship and are applying for a research grant, you must apply as a CI. Also see comments at B5.

The first named participant must be either a Chief Investigator or an ARC Fellow (APF, ARF/QEII or APD). On applications with more than one participant, the first named investigator must be from the administering organisation and will be the ARC’s reference for the application. This also applies to private researchers who have a commitment from an organisation that it will act as their host administering organisation.

Select the ECR box if you are an Early Career Researcher.

The primary definition of an Early Career Researcher is one holding a PhD, or equivalent research doctorate, awarded since 1 March 1998. If you do not fit this definition, and you wish to claim ECR status, you must present your case in Section B10.5 of the application. Circumstances establishing ECR status beyond the primary definition could include career interruptions due to non-research employment, misadventure or carer responsibilities, or a research career not preceded by the award of a PhD or equivalent research doctorate.

An Early Career Researcher (ECR) Only Application is an application on which all investigators, CIs, PIs and Fellows are ECRs. A person who is an ECR may apply for funding in association with non-ECR applicants, however, such an application is not an ECR Only Application.

**A3 SUPPORT BEING APPLIED FOR**

**A3.1 Type**

		Number sought
<input checked="" type="checkbox"/>	Research Grant (personnel and project costs other than Fellowship salaries)	
	Australian Postdoctoral Fellowship (APD)	
<input checked="" type="checkbox"/>	Australian Research Fellowship/Queen Elizabeth II Fellowship (ARF/QEII)	1
	Australian Professorial Fellowship (APF)	

Select each relevant box.

Indicate the type of funding being sought from the ARC by selecting the appropriate box(es) on the left-hand side of the table.

For those grant applications seeking one or more fellowships indicate in the appropriate boxes on the right-hand side of the table the number of each type of fellowship sought. You must select both the Fellowship type being sought, as well as the number being sought.

**A3.2 Years**

Indicate the years in which this application seeks support from the ARC by selecting the relevant boxes. If applying for a 100% APD, tick Years 1-3. If applying for a 75% APD, tick Years 1-4. If applying for an ARF/QEII or APF, tick Years 1-5.

Year 1  Year 2  Year 3  Year 4  Year 5

NOTE: Please save&exist and validate frequently. Incorrect data may appear to be saved, but the form will not be validated.

**A3.3 Priority Areas**

There are four National Research Priorities and each priority has a number of associated priority goals. The National Research Priorities and their associated Priority Goals are listed on the menu. More detailed descriptions of these areas are available on the ARC website (<http://www.arc.gov.au>), and in Appendix 2 of the Funding Rules.

Applicants are asked to indicate if their application falls within one of the four designated National Research Priorities. You may select a National Research Priority by choosing one or more of the associated Priority Goals. To save your selection, press the Save button at the bottom of the Priority Goals page. This action automatically returns you to the application form.

NOTE: If an incorrect Priority selection is saved, do not clear the form using the Backspace Button on the keyboard. Open the list again, change the Priority selection, and save as above. Do not use the 'Save' button in the left margin when in the Priority Goals page as this will not save the selected Goals.

#### 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 it in clear, plain English using the minimum of terminology unique to the area of study.

This summary may be used by the ARC in the selection process, press releases and publicity material.

#### A6 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

##### A6.1 Keywords

Electrochemistry
Advance Materials
Corrosion Protection
Chemical and Biological Sensors
Battery Technology
Biomaterials

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

Select keywords carefully, as they are considered when readers 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.

##### A6.2 Research classifications

Research Fields, Courses and Disciplines (RFCD)	%
250501	40
250107	40
291403	20

Socio-Economic Objective (SEO)	%
780103	40
780199	40
660303	20

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

RFCD and SEO classifications are available via <http://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). Please prioritise the order and place the most important first in descending order. These weightings must total 100%.

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) in descending order. These weightings must total 100%.

**A6.3 If the proposed research involves international collaboration, please specify country/ies.**

Germany
Italy
United States of America USA
Japan
Canada

From the drop down list, select the names of the country or countries of researchers and/or other parties you will collaborate with on this project. Do not use Australia or Unspecified from the drop down list.

**A7 ADDITIONAL DETAILS**

**A7.1 Have you submitted a similar application to any other agency?** Yes  No

Select the appropriate box.

If you answer ‘Yes’ to this question, you must select the funding body from the drop down list to which the other application(s) has been made. If you selection ‘Other’, please nominate the agency. Include in D1, Research Support, the title of the proposal, application number and the level of funding sought.

**A8 RESEARCH STUDENTS**

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

Number of Research Student Places (FTE)

PhD	<input type="text" value="1"/>
Masters	<input type="text"/>
Honours	<input type="text" value="2"/>

**A9 CERTIFICATION (hard copy 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.

**A9.1 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.
- 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 Partner Investigator’s 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 key 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)

*Marilyn Smyth-Allan*

**Name and title (please print)**

Marilyn Smyth-Allan  
PVC (R)

**Date**

27/ 2 /2003

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

- all details on the application form are correct;
- you have complied with the ARC Discovery—Projects Funding Rules for Applicants for Funding Commencing in 2004 and, if successful, will accept the associated Funding Contract;
- 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; and
- 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**

**NOTE: Applications requesting ARC Fellowships should be completed sequentially, ie Part B must be completed before Part C is commenced to allow salary drop-down boxes to be activated**

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

The Person Number for each participant will be automatically filled from question A2. 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 will be 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 or CSIRO Division. University GAMS Contacts are listed at the GAMS logon page: [http://www.arc.gov.au/ncgp/gams\\_info.asp](http://www.arc.gov.au/ncgp/gams_info.asp)

Private researchers should apply directly to the ARC for GAMS IDs at [gamsids@arc.gov.au](mailto:gamsids@arc.gov.au)

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	

This section is auto-populated when the GAMS ID is entered.

### B4 MEMBERSHIPS/ASSOCIATIONS

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

Select the relevant box and enter the name/s.

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.

#### B4.3 Are you associated with a Commonwealth-funded -Centre? If Yes, please name of the Centre and attach a letter from the Centre Director describing the relationship of the research proposal and the funding program of the research for the Centre.

The ARC will not fund research already funded by a Commonwealth-funded Centre, or which could reasonably be expected to be supported by the Centre given its research program and its level of funding – see Funding Rules Clause 6.2. B4.3 has a 255 character limit, including spaces.

#### B5 Do you currently hold an ARC Research Fellowship (eg Federation Fellowship, APF, SRF, ARF/QEII, APD or APD(I))?

Select the relevant box.

An applicant who holds a Fellowship commencing before 2002 may apply for and hold two *Discovery-Projects* grants in addition to the existing Fellowship. One *Discovery-Projects* grant may be as a sole CI but the applicant may not hold two Fellowships simultaneously.

### B6 AFFILIATIONS

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

Select the relevant box.

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. B6 has a 255 character limit, including spaces.

## B7 QUALIFICATIONS

### B7.1 PhD qualification awarded

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

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

If your PhD is **not** your highest academic qualification, provide details of other qualifications.

## B8 ACADEMIC, RESEARCH, PROFESSIONAL AND INDUSTRIAL EXPERIENCE

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

## B9 ADDITIONAL FELLOWSHIP DETAILS

This section must be completed for every participant listed in Section A2 as an ARC Fellow.

### B9.1 Host organisation – department, contact numbers and email address

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

Note that if your application involves several applicants from multiple institutions, the host institutions for the fellowship(s) 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 Fellowship.

### B9.2 Current salary

<b>Classification</b>	<b>Salary (\$A gross)</b>	<b>Status</b>
Academic Salary Scale Level A	52000	continuing

Provide these details:

- Classification, ie. your current academic level (or equivalent);
- Salary
  - Show your gross income in Australian dollars. The ARC asks you for your current details to enable it to determine an appropriate commencement salary level within the category you are seeking. If you are a current ARC Fellow, you should show the salary paid by your institution for your equivalent level. Do **not** show your ARC fellowship salary.
- Status
  - You must choose from Postgraduate, Tenured, Non-Tenured, Continuing or Non-Continuing, Currently not employed or Other.

### B9.3 Citizenship/Residency details

Australian Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Country of citizenship	
Country of residence	
Current Australian residency status	

If you are not an Australian citizen and do not hold residency, you must:

- apply to the Department of Immigration and Multicultural and Indigenous Affairs and be awarded temporary residency before taking up the grant; and
- provide a statement demonstrating the special skills that you would bring to research in Australia in Section E7 'Description of Personnel' of your application. The ARC reserves the right to determine the level and nature of the contribution your skills would make to research in Australia.

### B9.4 Mobility

The ARC encourages Fellowship holders to have research experience at more than one institution. If you do not intend to move from your current institution to take up the Fellowship, please provide a clear justification for your decision. The ARC may give preference to applicants who:

- intend to move to an institution other than the one where the applicant's PhD was obtained; and/or
- have had research experience in more than one institution.

The mobility preference for APFs has been removed for applications for funding in 2004. B9.4 has a 255 character limit including spaces.

**B9.5 For applicants seeking an APD, do you wish your fellowship to be—**  
**100 per cent funded by the ARC for three years**  **OR**  
**75 per cent funded by the ARC for four years**

Select the appropriate box for three-year or four-year funding. **This question must be completed before entering data in Part C.**

For successful APD applicants, the ARC would enter into a partnership with the APD's host institution to provide a 'four-year research and teaching' option. The ARC would pay 75 % and the host institution would pay 25% of the approved salary over four years. If you are intending to apply for this 'research and teaching' option, you must seek approval from your Head of Department.

**B9.6 For applicants seeking an APF, ARF or QEII, do you wish your fellowship to be**  
**a) 100 percent funded by the ARC**  **OR** **b) 50 percent funded by the ARC**

Select the appropriate box. **This question must be completed before entering data in Part C.**

Fellowship applicants who currently hold continuing appointments may request ARC support for 100% of salary. If successful, you must resign your continuing position before taking up the Fellowship.

Note that for successful 50% fellowship applicants who hold continuing appointments (other than research-only appointments), the ARC would enter into a partnership with the Fellow's host institution and each party would provide 50% of the Fellow's salary and salary-related on costs.

The ARC will pay 100% of salary for successful applicants who do not hold a continuing position at the time of the award.

**B9.7 If your fellowship application is unsuccessful do you wish to—**

- a) remain as an Investigator on the project but without Fellowship funding
- OR
- b) be removed as a named Investigator so that you may have your salary funded from the grant (eg as a Research Associate)
- OR
- c) seek no other support for the project (eg. for sole Fellowship applicants)

Select the appropriate box.

The ARC awards a limited number of Fellowships in each category and competition is intense. Given this, an application seeking a Project Grant and Fellowship(s), may result in the Project Grant being awarded but the Fellowship(s) not being awarded.

The ARC does not provide funding for Chief Investigator or Partner 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 or Partner Investigator on the research grant, the ARC cannot pay your salary. You may choose to be removed as a Chief Investigator or Partner Investigator if there is at least one other Chief Investigator named on the application, providing the remaining CI does not contravene the Funding Rules (Clause 4.4) concerning the limit on the number of grants/applications.

**B9.8 Have you been granted an eligibility exemption for this application? 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:

- less than three years for an APD;
- more than 3 and not more than 8 years for an ARF/QEII; and
- more than 8 years for an APF).

Select 'no' if no exemption is required.

The ARC deadline for requesting an exemption is **31 January 2003**.

**B10 RESEARCH RECORD RELATIVE TO OPPORTUNITIES** (hard copy only)

Describe your contributions to research and research training using the headings below. Please group B10 questions/answers together for each Participant.

Submit this section of your application as additional text. Please observe the half page length limit.

**B10.1 A statement on your most significant contributions to this research field**

You must complete this Section. 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.

### **B10.2 All refereed publications in the past five years**

You must complete this section.

- Ensure that this listing is limited to the last five years, ie 1998 onwards.
- List publications under the following headings and in this order: books, book chapters, journal articles, conference papers, other publications.
- Provide a list of all your publications if you have fewer than five years of publications.
- Asterisk publications relevant to this application.
- In-press publications should include acceptance date.

### **B10.3 Ten career-best publications**

Completing this section is optional.

- Include your best publications, regardless of date of publication.
- Do not list more than ten.
- In-press publications should include acceptance date.

### **B10.4 Other evidence of impact and contributions to the field**

Completing this section is optional.

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

### **B10.5 Any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this application.**

Completing this section is optional.

Take no more than half an A4 page to detail relevant information, for example interruptions to career, or any other circumstances that may have slowed down your research and publications, such as periods of parental leave or your status as an Early Career Researcher (if applicable).

### **B10.6 For Fellowship applicants only - NOTE: ALL Fellows may complete this section including sole investigators**

In no more than one A4 page, provide details of:

- the contribution you will make to the Project; contribution could include your experience, skills and expertise and how they will contribute, and
- the research environment, that is, the facilities and support at your host institution, including the intellectual environment to support your Fellowship.

## PART C—PROJECT COST

**NOTE: Applications requesting ARC Fellowships should be completed sequentially, ie Part B must be completed before Part C is commenced to allow salary drop-down boxes to be activated**

### 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 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.

#### C1.1 Year

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 five years, the application will include five 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. If one or more Partner Investigators are named on the project, their contribution must be a significant financial contribution and must be listed here. |

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

#### *Direct costs*

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

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

### *Personnel (salaries + on-costs)*

Salaries must include a 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. Should on-costs for individual institutions exceed 26% (see Appendix 1, Funding Rules), the additional amount should be included in column 3.

- Base funding requests for Fellowships on ARC salary scales (refer to *Discovery—Projects Funding Rules for Applicants for Funding Commencing in 2004*, Appendix 1).
  - If you are applying for a 100% Fellowship in this application all of the requested salary and salary-related on-costs is entered under ARC (column 2).
  - If you are requesting the 50:50 partnership option, apply for 50% of salary and on-costs from ARC (column 2) and 50% of salary and on-costs from university (column 3).
  - If you are an existing ARC Fellow applying for a new project grant, apportion contribution of the Fellowship for the new project under column 3 (the university as source of funds).
- The specified personnel and salary dollars for APD fellowship amounts will be auto-populated into Column 1 and 2 and will be read only. ARF/QEII and APFs may select salary level from drop-down boxes. Where ARF/QEII or APFs are applying for 50% funding from ARC, the funding levels are editable.
- 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.
- 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 and Partner Investigators within the Personnel category under Columns 3 and 4.
- Show salaries for Chief Investigators and Partner Investigators under Columns 3 and 4 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 a rate of \$29,666 per 6 months including on-costs. Only Chief Investigators are eligible for teaching relief. Teaching relief may be sought for a maximum of six months per year. The Chief Investigator must be named and the amount or percentage for each year must be specified.

Fellowships applicants who wish to become Chief Investigators if their fellowship applications are unsuccessful, ie have ticked B9.7(a) 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 \$1,000 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 cost.

Apply through the Linkage-Infrastructure (Equipment and Facilities) where you are seeking funding from the Commonwealth of \$133,000 or more for an item of equipment. The closing date for Linkage – Infrastructure applications is 2 May 2003.

### *Maintenance*

Include in this category consumables and equipment items costing less than \$1,000. Do **not** include requests for purchasing computing equipment or hiring personnel for data preparation or programing. 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, Partner Investigators and any researcher who is Level A or above.

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

## EXAMPLE PART C—PROJECT COST

Costs should be quoted exclusive of the GST.

**C1 BUDGET DETAILS**  
C1.1 Year 2003

50% Fellowship  
from ARC at  
Uni salary

50% Fellowship  
from Uni at Uni  
salary

**INDIRECT COSTS**

Column 1	2	3	4	5
Source of funds	ARC	University	Other	Total
<b>DIRECT COSTS</b>				
<b>Personnel (Salaries + On-costs)</b>				
CI (Smith) @ 0.3 FTE +30% on-costs		\$24,816		
ARF/QEII (Rhys) @ 1.0 FTE + 26% on-costs	\$82,165			
ARF/QEII (Mel) @ 0.5 FTE + 26% on-costs	\$41,082	\$41,082		
PI (Jones) @ 0.1 FTE + 35% on-costs			\$11,555	
Research Associate (level A) @ 0.4 FTE +26% on-costs	\$20,831	\$2,594		
<b>Total Personnel (a)</b>	\$144,078	\$68,492	\$11,555	\$224,125
<b>Teaching Relief</b>				
CI (Smith) @ 0.3	\$8,900			
<b>Total Teaching Relief (b)</b>	\$8,900			\$8,900
<b>Equipment</b>				
Printer	\$1,500			
<b>Total Equipment (c)</b>	\$1,500			\$1,500
<b>Maintenance</b>				
Computer consumable	\$500			
<b>Total Maintenance (d)</b>	\$500			\$500
<b>Travel</b>				
Australia – Istanbul			\$3,500	
Australia – San Francisco	\$3,000			
<b>Total Travel (e)</b>	\$3,000		\$3,500	\$6,500
<b>Other</b>				
Assay services	\$5,000			
<b>Total Other (f)</b>	\$5,000			
<b>TOTAL DIRECT COSTS (g)</b>	\$162,978	\$68,492	\$15,055	250,525
<b>INDIRECT COSTS</b>				
CI, PI and any researcher Level A or above x multiplier		\$265,712	\$14,444	
<b>TOTAL INDIRECT COSTS (h)</b>		\$265,712	\$14,444	
<b>TOTAL COSTS (i)</b>	\$162,978	\$334,204	\$29,499	\$526,681

CI from Uni A  
at Uni salary

PI at industry  
salary

Difference  
between ARC  
salary level and  
Uni salary

Teaching relief  
at ARC rate per  
6 months

Professional  
staff (CIs,  
Fellows and  
RAs) from  
column 2 and 3  
x multiplier  
(1.25)

All PIs x  
multiplier  
(1.25)

## **C2 JUSTIFICATION OF FUNDING REQUESTED FROM THE ARC** (hard copy only)

Do **not** write more than one page when completing Section C2 of the application.

- 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 required. Similarly, if a Fellowship is being requested, you should justify why a full-time commitment to the project by that person is required. The same level of explanation is required for all items being requested.
- Justify any funding being requested for relief from teaching or other duties for any member of the research team.
  - Funding to relieve you, or another member of the team from 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. Grant funds 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 must plan to use existing equipment wherever possible. If you are seeking 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 expensive pieces of equipment, you must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The administering institution would be expected to contribute part of the funding required for expensive items of equipment.

Lodge a Linkage-Infrastructure (Equipment and Facilities) application concurrently if you are seeking funding of more than \$133,000 for major 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 C1.1.
- If there is a Partner Investigator named on the application, provide details of his/her contribution.
- If there is no direct funding being provided by the administering organisation or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made.

## PART D—ALL RESEARCH SUPPORT

### D1 RESEARCH SUPPORT

**Provide details for all Participants listed in Section A2:**

Support types (Sup. type) are ‘C’ for current support, ‘R’ for requested support for 2003, ‘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 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.

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, agency, scheme)	(*)	Support type (C, R or P)	ARC Project ID	2002 (\$'000)	2003 (\$'000)	2004 (\$'000)	2005 (\$'000)
J Bloggs, Investigation into X, ARC, <i>Discovery-Project</i>	*	R				40	45
Bloggs, A study into x, Uni of X, ARC, Large Grant **		C	A001-000	35	35	35	

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

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

Include any past, present and requested ARC Fellowships in the table.

Incomplete or misleading information may be grounds for exclusion.

### D2 REPORTS ON ARC FUNDING (hard copy only)

**Include with your application a statement detailing progress for each project held by any of the applicants who received funds in 2002 (not 2001 as indicated on the printed *Discovery-Projects form*) under the Large Research Grants, Research Fellowships and/or Discovery or Linkage schemes.**

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 committee members.

### **E1 PROJECT TITLE**

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

### **E2 PROJECT DESCRIPTION AND BACKGROUND**

- Describe the project, its aims and background.
- 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.

### **E3 SIGNIFICANCE AND INNOVATION**

- Describe why the research is significant and whether the research addresses an important problem.
- Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the project aims and concepts are novel and innovative.
- 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 A3.3).
- Detail what new methodologies or technologies will be developed in the course of the project.

### **E4 APPROACH**

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

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 page limit or, if ARC-supported, as part of the single page report required under D2.

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

#### **E5 NATIONAL BENEFIT**

Describe the expected outcomes and likely impact of the proposed research.

Describe how the research project might result in economic and/or social benefits for Australia.

If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, describe the potential for the research project to contribute to the associated Priority Goals.

#### **E6 COMMUNICATION OF RESULTS**

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

#### **E7 DESCRIPTION OF PERSONNEL**

Summarise the role, responsibilities and contributions of each Chief Investigator, Partner Investigator and Fellow.

Summarise the roles and levels of involvement of other participants such as technical staff.

Fellowship applicants who are neither Australian citizens nor residents should provide a statement demonstrating the special skills that they would bring to research in Australia. The ARC reserves the right to determine the level and nature of the contribution your skills would make to research in Australia

#### **E8 REFERENCES**

Include a list of all references. This list must be included in the page limit of ten pages for Part E.

## Application checklist

A complete application consists of the following components:

<b>Part A</b>	<b>Administrative summary</b>	
	<ul style="list-style-type: none"> <li>• Application form</li> </ul>	A1-A8  A9 Signature of DVC/PVC (R), equivalent in other administering organisations, or private investigator
<b>Part B</b>	<b>Personnel</b>	
	<ul style="list-style-type: none"> <li>• Application form</li> </ul>	Complete Part B for each participant listed at A2. Complete Part B9 for all Fellowship Applicants
	<ul style="list-style-type: none"> <li>• Additional text</li> </ul>	B10 Research record relative to opportunities <ul style="list-style-type: none"> <li>▪ B10.1 (half page)</li> <li>▪ B10.2</li> <li>▪ B10.3</li> <li>▪ B10.4 (half page)</li> <li>▪ B10.5 (half page) (refer also: D2)</li> <li>▪ B10.6 Fellowship applicants only (one page)</li> </ul>
<b>Part C</b>	<b>Project cost</b>	
	<ul style="list-style-type: none"> <li>• Application form</li> </ul>	Complete C1 for each year of funding support sought
	<ul style="list-style-type: none"> <li>• Additional text</li> </ul>	C2 no more than one page
	<ul style="list-style-type: none"> <li>• Additional text</li> </ul>	C3 no more than one page
<b>Part D</b>	<b>Research support</b>	
	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Supporting documentation</li> </ul>	Complete D1  D2 Report on ARC grants – no more than one page for each grant
<b>Part E</b>	<b>Project description</b>	
	<ul style="list-style-type: none"> <li>• Additional text</li> </ul>	No more than ten pages
If applicable, certification from the Director of a Commonwealth funded centre must be attached as per Section 6.2 of the Funding Rules for <i>Discovery-Projects</i> and B4.3 Application Form.		