



FEDERATION FELLOWSHIPS

Instructions for applicants

for funding commencing in

2002

Australian Research Council Federation Fellowships

Instructions to applicants for funding commencing in 2002

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 Federation Fellowships Guidelines for Funding Commencing in 2002* which contains further details on ARC Federation Fellowships funding. You must read the guidelines (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 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

All 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 and readers.

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.

Applications consist of three components:

- the application form – to be completed in paper format;
- additional text comprising part B8, ‘Research Record’ and part D, ‘Description of Project/Programme of Research’; and
- supporting documentation comprising part C2, ‘Reports on ARC grants received in 2000 and 2001’, and
part E: a letter of support from the administering institution.

Application format

Write in 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 Federation Fellowships applications is close of business (AEST) Friday 8 February 2002 .

However, institutions may have an internal closing date several weeks before 8 February 2002 as the ARC requires institutional research offices to provide certifications and other information. Please check with the administering institution’s research office in the first instance.

Note carefully

- If you are applying through an institution, submit your application through the research office of the administering institution by that institution’s closing date.
- Because of the volume of material that is processed, replacement pages or late additional pages will not be accepted after the date of submission.
- Applications received after close of business (AEST) 8 February 2002 will not be accepted.

Application authorisation

All applications must be signed by the appropriate persons at Part A6 of the application form.

Number of copies

Send in two copies, one original and **one identical** copy. The application must be clipped with NAL clips, not stapled, and submitted in the correct order as per the application checklist at the end of this document.

The application form should be submitted with the additional text and supporting documentation interleaved appropriately and the pages numbered consecutively (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.

Total number of sheets contained in this application	35
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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 for scanning and image storing purposes.

The ARC will enter the Application ID.

PART A—ADMINISTRATIVE SUMMARY

A1 INSTITUTION TO ADMINISTER FELLOWSHIP

Name	University of X
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Enter the name of the higher education institution or other organisation where the Fellow will be tenured during the period of the Fellowship. This must be the administering institution.

A2 PARTICIPANT SUMMARY

Family name	Initials	Current Department	Current Organisation
Bloggs	J.	Dept of YZP	University of X

Enter details of the applicant and his/her current position.

A3 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.

A4 SUMMARY

In clear, plain English and using the minimum of terminology unique to the area of study, write a summary of the project in no more than 100 words.

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

A5 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION**A5.1 Keywords**

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

Enter up to six keywords to describe the proposed research.

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

A5.2 Research classifications

Research Fields, Courses and Disciplines (RFCD)	%	Socio-Economic Objective (SEO)	%
250501	40	780103	40
250107	40	780199	40
291403	20	660303	20

Enter 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 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). 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). These weightings must total 100%.

A5.3 If the proposed research involves international collaboration, please specify country/ies.

Germany	United States of America	Canada
Italy	Japan	

Enter the names of the country or countries of researchers and/or other parties you will collaborate with on this project.

A5.4 If the proposed research involves collaboration with other Australian organisations or Higher Education Institutions, please specify Institution(s).

University of ABC	EFG University	The University of MNO
IJK University of Technology		

Enter the names of the Australian organisation or Higher Education Institutions you will collaborate with on this project.

A6 CERTIFICATION

Completing this section is the responsibility of the administering institution, which must obtain the required signature(s) before submitting the application to the ARC.

A6.1 Certification by the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the administering institution

I certify that—

- I am prepared to have the Fellowship 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 Fellowship is to support full time research and research related activities.
- All funds for this Fellowship will only be spent for the purpose for which they were provided.
- This institution endorses this application and if successful will provide support as detailed at Part E.
- The Fellowship can be accommodated within the general facilities in this institution, and appropriate working and office space is available.
- The Fellowship 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 the terms of the Fellowship.
- I consent, on behalf of the applicant, 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 Part B of this Application Form has been drawn to the attention of the applicant whose personal details have been provided at Part B.

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

Marilyn Smyth-Tyrrell

Name and title (please print)

Marilyn Smyth-Tyrrell
PVC (R)

Date

27/ 03 /2001

Signature of Applicant
(in black ink)

Marie St-Claire

Name (please print)

Professor Marie St Claire

Date

27/ 03 /2001

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

- all details on the application form are correct
- he/she have complied with the ARC Federation Fellowships Guidelines for Funding Commencing in 2002 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
- he/she has obtained the agreement of other institutions involved to submit this application and to provide the agreed support.

Contact Officer for Institution:

Name:	Ms C Smith
Address for correspondence:	PO Box 1 City State Postcode
Email:	csmith@research.org.au
Telephone:	+61 8 123 4566

Please provide details of a contact officer for correspondence regarding the application.

PART B—PERSONNEL

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. You must notify the ARC through the Research Office or equivalent of the administering institution of any changes to your details after submission.

B1 DETAILS

Your gender and date of birth are used only for statistical and identification purposes. This part will not be provided to assessors.

B2 MEMBERSHIPS**B2.1 Are you a member of the ARC or its advisory committees?**

Mark the relevant box.

B2.2 Are any of your relatives, or close social/professional associates members of the ARC or its advisory committees?

Mark the relevant box and if you have answered 'yes' 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.

B3 Do you hold a current ARC Research Fellowship (eg SRF, ARF/QEII, APD)?

Mark the relevant box.

B4 QUALIFICATIONS**B4.1 Relevant qualifications**

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

B5 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.

B6 Host department contact details

Host department name		Department of Physics	
Phone	+61 2 600 0000	Fax	+61 2 600 0001
Email	email@universityxx.edu.au	Name	Joe Blarge

Provide contact details of the department that will be hosting your Fellowship.

B7 Citizenship details

If you are not an Australian citizen and do not hold residency, you must apply to the Department of Immigration and Multicultural Affairs and be awarded a temporary residence before taking up the grant.

B7.1 Statement of skills by non-citizens of Australia

If you are not an Australian citizen and do not hold residency, provide a statement, acceptable to the ARC, and not more than one page, demonstrating the special skills that you bring to research in this country.

B8 RESEARCH RECORD

Describe your contributions to research and research training using the headings below. Use separate sheets.

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

B8.1 A statement on your most significant contributions to this research field

Taking no more than two pages outline your contribution to the relevant field, focussing particularly on what makes this contribution interesting and unique.

B8.2 All publications in the past five years

- Ensure that this listing is limited to the last five years.
- List publications under the following headings and in this order: books, book chapters, journal articles, conference papers, other publications.
- Asterisk publications relevant to this application.

B8.3 Ten career-best publications

- Include your best publications, regardless of date of publication.
- Do not list more than ten.

B8.4 Other evidence of impact and major contributions to the field

Take no more than two pages and include information about prizes, patents, relevant experience in industry, and editorial board responsibilities.

PART C—RESEARCH SUPPORT

C1 RESEARCH SUPPORT

Provide details—

- Support types (Sup. type) are 'C' for current support including funded projects scheduled to commence in 2002, 'R' for requested support for 2002, 'P' for past support.
- Asterisk (*) any support related to this Fellowship.
- The current proposal must be listed first as 'R' under 'Sup type'.
- List all other details in year order.
- The file number applies only to ARC/DETYA grants.

Description (All named investigators on any grant held by a participant, project title, agency, scheme)	(*)	Sup type (C, R or P)	ARC File number	2000 (\$'000)	2001 (\$'000)	2002 (\$'000)
J Bloggs, Investigation into X, ARC, Federation Fellowship	*	R	FED123			225
Bloggs, A study into x, Uni of X, ARC, Large Grant		C	A000000	35	35	35

Ensure that details of past, present and requested support are shown for **all** funding agencies, not just the ARC.

Asterisk any items that are in the same area of research as this application.

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

Incomplete or misleading information may be grounds for exclusion.

C2 REPORTS ON ARC GRANTS

Include with your application a report detailing progress for each project for which you received funds in 2000 and/or 2001 under any ARC scheme.

Write no more than one page for each grant.

Provide a list of these reports and attach them to your application.

PART D—DESCRIPTION OF PROJECT/PROGRAMME OF RESEARCH

Submit this part of the application form as additional text.

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

Explain the project/programme of research and its expected outcomes in a way that can be appreciated by all committee members.

D1 TITLE

This must be the same as in Part A3 of the application form.

D2 AIMS

Describe the aims and objectives of the proposed project/programme of research.

D3 BACKGROUND

Describe the background to the Fellowship.

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.

D4 SIGNIFICANCE AND INNOVATION

Describe how the research is significant and whether the research addresses an important problem.

Describe how the anticipated outcomes advance the knowledge base of the discipline and why the project/programme of research activity aims and concepts are novel and innovative.

Detail what new methodologies or technologies will be developed.

D5 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/programme of research activity.

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

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

D6 NATIONAL BENEFIT

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

Describe how the research project might result in economic, environmental or social benefits for Australia.

D7 COMMUNICATION OF RESULTS

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

D8 REFERENCES

Include a list of all references. This may be in addition to the page limit of ten pages.

PART E—DESCRIPTION OF FACILITIES AND SUPPORT BY ADMINISTERING INSTITUTION

E1 ADMINISTERING INSTITUTION LETTER OF SUPPORT

Include in your application a letter of support from the administering institution of no more than two pages, on the institution’s letterhead, including the following information:

- details of the facilities that will be available for the proposed project/programme of research under a Federation Fellowship; and
- details of the cash and in-kind support that will be provided including the purpose of the contributions and the amounts.

This letter must be signed by the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the administering institution.

The level of guaranteed support must match, at least dollar-for-dollar, the financial assistance (in salary) provided by the Commonwealth over the life of the Fellowship.

APPLICATION CHECKLIST

A complete application consists of the following components—

Part A	Administrative summary	
	<ul style="list-style-type: none"> • Application form 	A6 Signature of DVC/PVC (R) Signature of applicant
Part B	Personnel	
	<ul style="list-style-type: none"> • Application form 	
	<ul style="list-style-type: none"> • Additional text 	B7.1 Statement where relevant (2 pages) B8 Research record <ul style="list-style-type: none"> • B8.1 (two pages) • B8.2 • B8.3 • B8.4 (two pages)
Part C	Research support	
	<ul style="list-style-type: none"> • Supporting documentation 	C2 Report on ARC grants – no more than one page for each grant
Part D	Project description	
	<ul style="list-style-type: none"> • Additional text 	No more than ten pages
Part E	Administering Institution	
	<ul style="list-style-type: none"> • Supporting documentation 	E1 Administering institution letter of support by – no more than 2 pages