



# ARC RESEARCH NETWORKS

Instructions to applicants

Invitation for Seed-Funding Proposals  
under  
ARC Special Research Initiatives  
for funding to commence in 2003

Australian Research Council  
Seed Funding for Research Networks  
Special Research Initiatives for funding to commence in 2003

**Instructions to Applicants**

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 Special Research Initiative Guidelines for Funding Commencing in 2002 and 2003* and the *Invitation for Research Network Seed Funding Proposals*. You must read these documents before preparing your application.

Throughout these Instructions to Applicants, and in the Application Form, the *Initiative* is the activity described in the Invitation.

**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.

## Freedom of Information

All documents created or held by the ARC with regard to the Special Research Initiatives Scheme are subject to the *Freedom of Information Act 1982*. Unless a document falls under an exemption provision, it will be made available to the general public if requested under that Act.

## Application Authorisation

All applications must be signed by the appropriate person at Section A6.1 of the application form.

## Preparing the Application

Record the total number of sheets contained in the application as shown in the example form below:

<b>Total number of sheets contained in this application</b>	
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## Filling in the Form

These instructions describe the information to enter under each of the headings, and give examples of completed fields. The originator of an application is the person who first fills out and saves the application form in GAMS. GAMS will allow only this person to edit the form.

**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>
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Enter/select the name of the Administering Organisation. If the organisation is not found on the drop-down menu, select 'other' then close the drop down box. 'Other' will now appear as the designated organisation in A1 of the application form. To enter the Administering Organisation's name, highlight 'other', and then type the organisation's name over the top of the word 'other'.

**A2 INITIATIVE TITLE**

Insert a descriptive title of no more than 20 words. The title should be precise and as informative as possible. Do not use quotation marks as they may create information-storage problems.

**A3 PARTICIPANT SUMMARY**

Person number	Family name	Initials	Organisation
1			
2			
3			

The first named person **must** be associated with the Administering Organisation and will be the ARC's *administrative contact* for the application. The address details for this person as entered into GAMS will be used as the contact address for the Administering Organisation.

The second named person **must** be the Chief Investigator who is responsible, on behalf of the Administering Organisation, for the planning, conduct and reporting of the activities undertaken in the Initiative.

The ARC will use its existing computer-based records to identify participant's details such as institutional base and email addresses. Participants who have a current client ID must therefore check and update their details in GAMS. Participants who do not have a GAMS Client ID must obtain one through their relevant Research Office or by emailing [gamsids@arc.gov.au](mailto:gamsids@arc.gov.au)

Up to 30 participants may be entered into section A3.

**A4 INITIATIVE SUMMARY**

In no more than 100 words of plain English, summarise the aims, significance and expected outcomes. Use the minimum of terminology unique to the intended Network's areas of study.

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

Enter up to six keywords to describe the intended Network's areas of interest. The keywords should be of the kind normally required for submitting an article to a refereed journal or for cataloguing a scholarly publication.


**A5.2 Research Classifications**

Enter/select at least one code under each of the Research Fields, Courses and Disciplines (RFCD) codes and Socio-Economic Objective (SEO) classifications. Identify multiple RFCD and SEO

codes if the application is multi-disciplinary and/or has multi-faceted outcomes. Percentages need to be in multiples of ten.

The RFCD classification defines the research according to disciplines. The SEO classification indicates the sectors that are most likely to benefit from the research. RFCD and SEO classifications are available via <http://www.arc.gov.au>.

Research Fields, Courses and Disciplines (RFCD)	%

Socio-Economic Objective (SEO)	%

### A5.3 INTERNATIONAL COLLABORATION

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


### A5.4 NATIONAL RESEARCH PRIORITIES

If applicable, select the National Research Priority from the drop-down menu most appropriate to the proposed Network's area of research. If the proposed Network does not fall into a National Priority Area then leave blank: an automatic response of 'none-selected' will be generated.

**NOTE:** The Priority Areas to be entered in this section are those that will apply for ARC Research Network proposals for funding in 2004.

### A6 CERTIFICATION

This section must be completed by printing the form and entering the required signature on paper. The signature must be provided by an appropriately authorised officer of the Administering Organisation. The required signature(s) must be obtained before submitting the paper application to the ARC.

By signing this document, the Deputy/Pro Vice-Chancellor (Research), or delegate, or equivalent officer in the Administering Organisation, certifies the following:

- I am prepared to have the initiative carried out in my organisation 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 are false or misleading.

- The amount of time that the investigator/s will be devoting to the initiative is appropriate to existing workloads.
- This organisation supports this application and if successful will provide basic infrastructure and any items listed in the budget for the initiative.
- All funds for this initiative will be spent only for the purpose for which they were provided.
- The initiative can be accommodated within the general facilities in this organisation, and sufficient working and office space is available for any proposed additional staff.
- I have obtained the agreement of other organisations involved to submit this application and to provide the agreed support.
- The second named participant has 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 information has been collected by this application.
- I understand that it is an offence under the *Criminal Code Act 1995* to provide false or misleading information.

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

**Name and Title (please print)**

**Date**

## PART B— INITIATIVE COST

**B1 BUDGET DETAILS**

Enter costs in whole dollars. Totals will be generated automatically upon saving the document.

Column 1	CONTRIBUTIONS			
	2	3	4	5
Source of funds	ARC	Administering Organisation	Other	Total
ITEM				
Workshops and Similar Meetings				
Short-term Visits and Similar Activities				
Bibliographic and Similar Studies				
Preparation of the Report				
<b>TOTAL COSTS</b>				

**Costs should be quoted exclusive of GST.**

**B1.1 JUSTIFICATION OF FUNDING REQUESTED FROM THE ARC**

In fewer than 250 words justify, in terms of need and cost, each budget item requested from the ARC (Column 2 in Section B1). Use the same item headings as in Column 1 of the budget.

## PART C— INITIATIVE DESCRIPTION

**C1 INITIATIVE TITLE**

This field will auto-fill from Section A3.

**C2 AIMS, SIGNIFICANCE AND BACKGROUND**

In no more than 250 words and within the required format, describe the aims, significance and background to the Initiative and the intended Research Network. Particular emphasis should be placed upon the the applicants' current vision for the intended Research Network..

**C3 OUTLINE OF PROPOSED INITIATIVE**

In no more than 250 words and within the required format, outline the activities involved and timeframes for the Initiative. Particular emphasis should be placed upon the ways in which the Initiative will contribute to the development of a plan for a high-quality Research Network.

**C4 COLLABORATION**

In no more than 250 words describe the collaboration involved in the Initiative. Emphasis should be placed on the research strengths and complementary contributions that can be made by the groups participating in the Initiative. Applicants may explain here (briefly) the absence of any Australian research groups that might be reasonably expected to participate in the Initiative.

**C5 EXPECTED OUTCOMES**

In no more than 250 words describe the expected outcomes and the likely impact of the proposed Initiative. Emphasis should be placed upon the ways in which the Initiative and the intended Network might result in economic and/or social benefits for Australia, and its relationship to National Research Priorities.

**C6 DESCRIPTION OF PERSONNEL**

In no more than 250 words summarise the role, responsibilities and contributions of the key participants.

**C7 CAPACITY OF ADMINISTERING ORGANISATION**

In no more than 250 words summarise the capacity of the Administering Organisation to undertake activities proposed for the Initiative. Minimal information is required for organisations with a sustained track record of competitively-funded research and/or research support.