



Australian Government

Australian Research Council

Linkage Projects

**Instructions to Applicants
for funding commencing in
2016**

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Australian Research Council

Linkage Projects

Instructions to Applicants for funding commencing in 2016

The *Linkage Projects Instructions to Applicants for funding commencing in 2016* (hereafter referred to as the **Instructions**) provides information to applicants on how to complete and electronically submit a *Linkage Projects* proposal for funding commencing in 2016.

The completed proposal form, including the PDF attachments, must comply with the *Funding Rules for schemes under the Linkage Programme (2015 edition)* (hereafter referred to as the **Funding Rules**).

The information in this document is underpinned by the Funding Rules. Please review the [Funding Rules](#) on the ARC website before preparing the proposal.

1. Matters to note before completing the Proposal form

This document provides scheme-specific information to applicants on how to complete and submit a proposal for *Linkage Projects* for funding commencing in 2016. All proposals must be submitted through the ARC's Research Management System (RMS). For general instructions on how to use RMS 2.0, please refer to the "Submitting a Proposal in RMS 2.0" document located on the [RMS Information Page](#) of the ARC website.

1.1 Accuracy of Information

Check carefully that all of the information contained in the proposal is accurate prior to the submission of the proposal.

1.2 Key Documents

Key documents for the *Linkage Projects* scheme are available for information on the [ARC website](#).

It is important that the completed *Linkage Projects* proposal form complies with the Funding Rules. Please note: **Part A** of the Funding Rules provides general rules for schemes under the Linkage Programme; **Part D** provides specific rules for *Linkage Projects* for funding commencing in 2016. The [Funding Rules](#) are available on the ARC website.

Please also refer to the [Frequently Asked Questions](#) (FAQs) which will be updated as required.

1.3 Key Dates – *Linkage Projects* for funding commencing in 2016

Please refer to the [Important Dates](#) page on the ARC website for key dates and updates relevant to these Funding Rules, including the deadline for submission of a 'Request not to Assess' form and the proposal submission deadline.

1.4 Research Office

Please contact the Administering Organisation’s Research Office if you have any queries regarding ARC funding schemes and questions on how to complete a proposal form.

1.5 Proposal Certification

The proposal must be certified and submitted online through RMS by an authorised officer of the Administering Organisation.

The authorised officer must have the role of ‘Research Office Delegate’ in RMS. Only the Administering Organisation certifies and submits online.

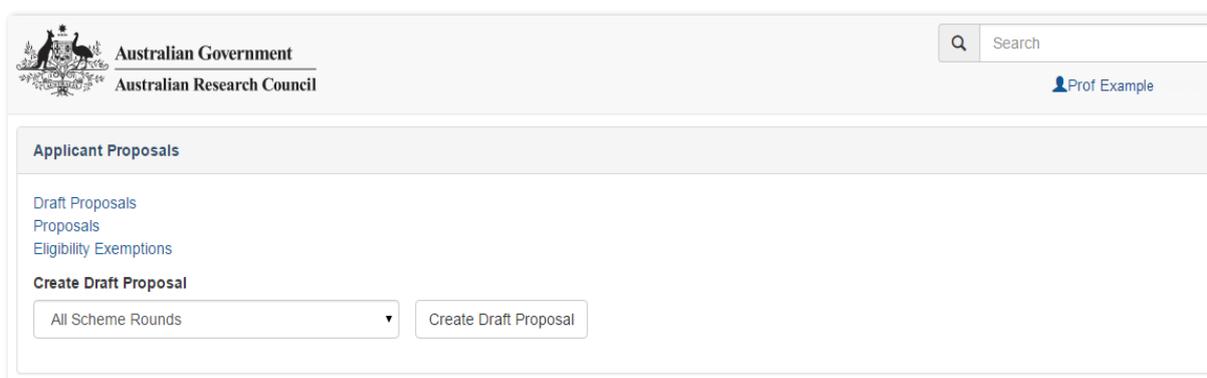
The Administering Organisation must obtain the agreement, attested to by written evidence of all the relevant persons and organisations named on the proposal, excluding the employing organisations of overseas Partner Investigators (PIs) and any participant’s current organisation which is not their relevant organisation for the proposal. This written evidence should be retained by the Administering Organisation and must be provided to the ARC if requested.

Please note: The ARC has provided a [pro forma](#) for obtaining written evidence. However, the use of the ARC pro forma is **not** mandatory. The Administering Organisation may determine the format for written evidence.

2. Creating a new proposal in RMS

To create a new proposal:

- [Login to RMS](#).
- In the ‘Applicant Proposals’ section under the ‘Create Draft Proposal’ heading, select **LP16 Round 1** from the drop down list and click ‘Create Draft Proposal’.



The screenshot shows the Australian Government Australian Research Council RMS interface. At the top left is the Australian Government logo and the text 'Australian Government Australian Research Council'. At the top right is a search bar with a magnifying glass icon and the text 'Search', and a user profile icon labeled 'Prof Example'. Below this is a section titled 'Applicant Proposals' with a light blue background. Underneath are links for 'Draft Proposals', 'Proposals', and 'Eligibility Exemptions'. Below these links is a 'Create Draft Proposal' section. It features a dropdown menu currently set to 'All Scheme Rounds' and a 'Create Draft Proposal' button.

3. Completing the proposal form

There are eight Parts (A-H) in the LP16 proposal form:

- A) Administrative Summary
- B) Classification and Other Statistical Information
- C) Project Description
- D) Partner Organisation Details (*Note: This section will not appear until a Partner Organisation has been added in Part A.*)

- E) Project Cost
- F) Budget Justification
- G) Personnel (*Note: This section will not appear until a participant has been added and has accepted in Part A.*)
- H) Research Support and Statements on Progress.

When the proposal has been created the proposal form parts will be displayed at the top of the screen. Please note that initially the colour of these parts will be red indicating that the part is incomplete (invalid). When the proposal part(s) have been completed they will become green (valid). Click on the relevant form part at the top of the screen to navigate between form parts (Part A to Part H).



Click on Part A to start completing the proposal form.

Please remember to save all changes. The ‘Save’ button is located at the top of the page

next to the Adobe PDF file icon:  

Part A – Administrative Summary

A1 Proposal Working Title

(This question must be answered)

Provide a short working title of no more than 75 characters (approximately 10 words). Avoid the use of acronyms, quotation marks and upper case characters.

- The proposal working title will be visible to assessors;
- **Avoid** the use of acronyms, quotation marks; and
- **Do not** use all upper case characters.

Note: This title may be modified by the ARC and used for public release.

A2 Person Participant Summary

(This question must be answered)

Add all individuals participating in this proposal.

A2. Person Participant Summary

Please add all people participating in this proposal.
(This question must be answered)

#	Name	Participant Type	Current Organisation(s)	Relevant Organisation
		-- Select Participation Type -- -- Select Participation Type -- Chief Investigator Partner Investigator		<input type="text" value="Enter email address"/> <input type="button" value="Add"/>

- This item must be answered
- There must be minimum of 1 person on the proposal with the Chief Investigator role

Select the relevant ‘Participant Type’ and enter the participant’s email address, then click on ‘Add’. Repeat this action for the rest of the participants.

When each participant is added to the proposal, they will receive an automated email invitation and will be required to accept this invitation to participate on the proposal.

Note: It is important that each participant has their ‘Person Profile’ details (personal details, qualifications and employment) updated in RMS and that these details are current at the time of preparing the proposal, as they will be automatically populated into the proposal form.

Note: For instructions on how to provide access to the proposal for non-participants, please refer to the ‘Submitting a Proposal in RMS 2.0’ document located on the [RMS Information](#) webpage.

A3 Organisation Participant Summary

(This question must be answered)

Add all organisations participating in this proposal. Please note that Research Office staff at the Administrative Organisation will be able to view this draft proposal.

- Select the relevant ‘Organisation Role’ for example Partner Organisation.
- Enter the name of the organisation in the search box and click ‘Search’.
- Select the relevant organisation from the list of search results and click ‘Add’.

A3. Organisation Participant Summary

Please add all organisations participating in this proposal
(This question must be answered)

#	Name	Participant Type
		-- Select Organisation Role -- -- Select Organisation Role -- Administering Organisation Other Eligible Organisation Partner Organisation Other Organisation

How the Australian Business Number please add the
at the ARC for assistance.

- This item must be answered
- There must be 1 organisation on the proposal with the Administering Organisation role
- There must be a minimum of 1 organisation on the proposal with the Partner Organisation role

Note:

- Detailed information on how to request a new organisation in RMS is available in the “Submitting a Proposal in RMS” document located on the [RMS Information](#) webpage.

- Partner Organisations (POs) that are added in Part A3 will be automatically added to ‘Part D - Partner Organisation Details’ and will have their own section in the proposal form.
- All participating organisations added in Part A3 will be automatically added to ‘Part E - Project Cost’.

A4 Proposal Summary

(This question must be answered)

Provide a proposal summary of no more than 750 characters (approximately 100 words) focusing on the aims, significance, expected outcomes, benefits and impacts of the project.

- Summarise the aims of the project first. Next, provide the broader context for the research.
- Use aspirational terms (for example, The project aims to.../The intended outcome of the project is.../The anticipated goal of the project is...) rather than definitive terms (The project will.../This will ensure.../The project will guarantee...).
- Do not use first person language. Use ‘The project aims to...’ rather than ‘I aim to’ ‘We aim to’ or ‘They aim to’ in the summary.
- Use plain English and the minimum of terminology unique to the area of study.
- **Avoid** the use of quotation marks, acronyms and **do not use** all upper case characters in the text.
- Use Australian English spelling.

Note: The proposal summary may be modified by the ARC and used for public release.

A5 Impact Statement

(This question must be answered)

In no more than 500 characters (approximately 75 words), please outline the intended impact of the project.

Research impact is defined as the demonstrable contribution that research makes to the economy, society, culture, national security, public policy or services, health, the environment, or quality of life, beyond contributions to academia.

For the purposes of the *Linkage Projects* scheme, provide a statement outlining the intended path to impact of the proposed research, with reference to the scheme objectives. The ARC website provides further information on Research Impact. It is particularly important to consider indicators from the [Research Impact Pathway](#) and to ensure that both “outcomes” and “benefits” are included in your statement, keeping in mind that the table shows examples only and is not comprehensive.

Examples of research impact or the path to impact could include such things as broader job creation (not employment of the research team), revenue earned, or evidence of research advice or methodologies being successfully adopted by industry or government.

Note: The impact statement may be modified by the ARC and used for public release.

Part B – Classifications and Other Statistical Information

B1 Does this proposal fall within one of the Science and Research Priorities?

(This question must be answered)

This is a ‘Yes’ or ‘No’ question.

- Select ‘Yes’ to indicate which of the Science and Research Priorities this proposal falls within.
- If you select ‘Yes’ you will be required to select one of the **Science and Research Priorities** from the drop down list. You will then need to select one or more Practical Research Challenges from the drop down list. Each Science and Research Priority has a number of Practical Research Challenges.
- Select ‘No’ if not applicable. If you select ‘No’ the Science and Research Priorities will remain greyed out.

Note:

- RMS will allow only one of the Science and Research Priorities to be selected. Please choose the most appropriate one from the list. The proposal may, however, indicate more than one Practical Research Challenge within the chosen Science and Research Priority.
- Information regarding the [Science and Research Priorities](#) is available on the science.gov.au website.

B2 Field of Research (FOR)

(This question must be answered)

The Field of Research (FOR) classification defines research according to disciplines. The FoR codes selected should describe the research in this proposal.

1) Enter each FOR classification code that relates to the proposal. Click ‘Add’.

Select the six-digit FOR codes from the list of the FOR Codes carefully, as they are used to identify and assign assessors for your proposal. Refer to the ARC website for [FOR Classifications and definitions by Division](#).

A limit of three FOR codes can be entered in a proposal.

Note: The ARC also recommends that the ...99 (not elsewhere classified) code be used only when there is no other appropriate code within the classification.

2) Enter in the percentage for each FOR classification.

- Once you have entered the FOR code you will receive a prompt to enter the per cent.
- Prioritise the classification codes from highest percentage to lowest percentage.
- Ensure that the percentages sum up to 100%.
- Enter a whole number, do not use the per cent sign (%).

Note: The maximum percentage can only be entered for one FOR code (for example, 50% cannot be entered for two FOR codes).

B3 Socio-Economic Objective (SEO-08)

(This question must be answered)

The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the Project if funded.

Select each classification code that relates to the proposal. Indicate the importance of each classification by using a percentage. (Refer to the ARC website for [SEO Classifications](#).) **A limit of three six-digit SEOs can be entered per proposal.**

Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%. Note: the maximum percentage can only be entered for one SEO code (for example, 50% cannot be entered for two SEO codes).

Tips for searching and entering FoR and SEO-08 codes

- If you know the code, start entering the FoR/SEO-08 code number. A filtered list will appear, select the code from the list to ‘Add’ the code to the form; or alternatively
- Click on the  icon to bring up the link to search the full reference list.



- Once the code has been entered use the ‘Add’ button for the code to appear the form.
- Enter a percentage against each of the codes.

B4 Does the proposed research involve international collaboration?

(This question must be answered)

This is a ‘Yes’ or ‘No’ question.

- Select ‘Yes’ to indicate that the proposed research involves international collaboration.
- Select ‘No’ if not applicable. If you select ‘No’ questions B5 and B6 will remain greyed out.

B5 If the proposed research involves international collaboration, please specify the country/ies involved

- Select from the drop-down list the name of the country/ies of researchers and/or other parties who will collaborate on this proposal.
- Australia is not to be listed and is not available to be selected from the drop-down list.

B6 What is the nature of the proposed international collaboration activities?

- Select from the drop-down list all options which will apply to this proposal, if it is funded.

Options:

Correspondence: e.g. email; telephone; or video-conference
Face to face meetings
Attendance at and/or hosting or conference
Collaborative fieldwork
Hosting international Partner Investigator: short-term (less than 4 weeks)
Hosting international Partner Investigator: long-term (more than 4 weeks)
Travel to international collaborator: short-term (less than 4 weeks)
Travel to international collaborator: Long-term (more than 4 weeks)

B7 How many Higher Degree by Research (HDR) stipends are being requested in this proposal?

(This question must be answered)

Please enter the total number of HDR stipends being requested in this proposal. Amounts for HDR stipends should be specified in the budget at ‘Part E-Project Cost’ under ‘Personnel’.

Part C – Project Description

C1 Project Description

(This question must be answered)

Please upload a Project Description as detailed below in no more than eight A4 pages and in the required format.

The uploaded Project Description **must not exceed eight A4 pages and must be in the format described in Appendix A. In the uploaded PDF you must use the headings below and in this order.** Applicants need to ensure that information provided under these headings addresses the Selection Criteria as detailed in the Funding Rules.

PROJECT TITLE

This must be the same title as the Proposal Working Title in Part A1 of the Proposal Form.

AIMS AND BACKGROUND

- Describe the aims and background of the proposal.
- Include information about national/international progress in this field of research and its relationship to this proposal.
- Refer only to refereed papers that are widely available to the national and international research communities.
- Include a summary of the relevant work if the rationale for a proposal rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors.

SIGNIFICANCE AND INNOVATION

- Describe why the research is significant and how it addresses an important problem for the partners.
- Describe how the proposal meets the objectives of the *Linkage Projects* scheme.

- Describe how the anticipated outcomes will advance the knowledge base and/or provide an industry advantage and why the proposal aims and concepts are novel and innovative.
- Detail what new methodologies or technologies will be developed in the course of the project that address a specific market opportunity.
- Describe how the proposal might maximise economic, environmental and/or social benefits to Australia.
- If the research has been nominated as focussing upon a topic or outcome that falls within one of the Science and Research Priorities, describe the potential for the project to contribute to the associated Practical Research Challenge.
- Describe how the proposal might benefit Partner Organisation(s) and other relevant end-users.
- Describe how the project might significantly enhance links with organisations outside the Australian publicly-funded research and higher education sectors.

APPROACH AND TRAINING

- Outline the conceptual framework, design, methods and analyses and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the proposal. Include research plan and proposed timelines.
- Demonstrate how the project provides research training and show how the intellectual content and scale of the work proposed will be appropriate to a higher degree by research, if relevant.
- Include a summary of the relevant work if the rationale for a proposal rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors.

PROJECT RESEARCH ENVIRONMENT

- Describe the existing, or developing project research environment within the Administering Organisation/Partner Organisation(s) for this project.
- Describe how the project aligns with the Administering Organisation's strategic research plan or other strategic developments, if applicable.
- Outline the plans for communicating research results, including scholarly and public communication and dissemination.

PARTNER ORGANISATION COMMITMENT AND COLLABORATION

- Evidence that each Partner Organisation is genuinely committed to, and prepared to collaborate in the project.
- Make clear how the Partner Organisation(s) is involved in the proposal, how the proposal fits into the Partner Organisation(s) overall strategic plan and how the proposal is of value to the Partner Organisation(s).
- Explain how the project is likely to lead to further collaboration between the Partner Organisation(s) and the Administering Organisation, and to develop long-term alliances.

ROLE OF PERSONNEL

- Summarise the role, responsibilities and contributions of each Chief Investigator (CI) and Partner Investigator (PI).
- Describe how each CI will ensure that they have the 'time and capacity' to undertake the proposed research, taking into account any other grants or roles that they hold.
- In the case of each PI, provide clarification on the type of PI role they will undertake, which may not be research, (see sections A10.3 and D9 of the Funding Rules), and for all types of PI make it clear what their responsibilities on the project will be.

- Summarise the roles and levels of involvement of other participants, for example, technical staff, research associates and other personnel.

Note: all CIs and PIs need to describe their roles on the project in detail, including PIs in a management or an administrative role.

MANAGEMENT OF DATA

- Outline plans for the management of data produced as a result of the proposed research, including but not limited to storage, access and re-use arrangements. It is not sufficient to state that an organisation has a data management policy - researchers are encouraged to highlight specific plans for the management of their research data.

REFERENCES

- Include a list of relevant references. This may include references to the participants' previous work, recognising the breadth of backgrounds of the different participants.
- References may be in 10-point font.
- Acknowledge any significant contributors to this proposal (other than listed investigators) and the nature of their contribution.

C2 Medical Research

(This question must be answered)

Does this project contain content which requires a statement to demonstrate that it complies with the eligible research requirements set out in the ARC Medical Research Policy located on the ARC website?

This is a 'Yes' or 'No' question.

If you select 'No' the next part of the question asking for a medical research statement will remain greyed out.

C3 Medical Research Statement

If you selected 'Yes' at C2, you will be required to provide a medical research statement in no more than 750 characters (approximately 100 words), and justify why this project complies with the eligible research requirements set out in the [ARC Medical Research Policy](#) located on the ARC website. Avoid simply quoting the policy in your response and provide sufficient detail for the ARC to properly understand the intent and limits of the research aims.

Part D – Partner Organisation Details

This section will be automatically generated for each Partner Organisation added to the proposal in Part A3. Participants must ensure that the name of the organisation is correct and is the current name of their intended Partner Organisation.

D1 Is this a Partner Organisation whose funds are appropriated predominantly from Commonwealth or Australian State or Territory funding sources for the purposes of research?

(This question must be answered)

This question must be answered ‘Yes’ or ‘No’.

Please note that of the required Partner Organisation contribution to match the total funding requested from the ARC, a maximum of 25% can be made up of cash and/or in-kind contributions from one or more Partner Organisations of this type. This maximum of 25% is the **combined** eligible contribution from Partner Organisations of this type, and is not the maximum per individual Partner Organisation of this type. This type of Partner Organisation can contribute cash and/or in-kind which exceeds the value of 25% of the required Partner Organisation contribution, however the additional cash and/or in-kind will not count towards the required Partner Organisation contribution.

For example, if the **total** funding requested from the ARC (in 3 years) is \$300,000 and this type of Partner Organisation is contributing \$400,000 (cash and /or in-kind), only \$75,000 will be counted towards matching the total funding requested from the ARC. The additional \$325,000 will not count towards matching the total funding requested from the ARC. This means that another type of Partner Organisation will be required to participate on the Proposal and make contributions (cash and/or in-kind) **to match** the total funding requested from the ARC.

Please also note that **any cash** contribution cannot be sourced from funds awarded and appropriated by the Commonwealth or an Australian State or Territory for the purposes of research or from funds previously used to leverage government research funding. Please refer to subsections A9.2.8, D8.2.4 and D8.2.5 of the Funding Rules for information regarding the cash and/or in-kind contribution from these types of organisations.

D2 Type of Partner Organisation

(This question must be answered)

(Is this Partner Organisation an Exempt Archive and Public Record Office, an Exempt Charity, an Exempt Herbarium, an Exempt Museum and Collecting Organisation, an Exempt Non-Profit Organisation or an Exempt Start-up? Please refer to Sections D2 and D8.2.6 of the Funding Rules and the Instructions to Applicants for further information.)

This question must be answered ‘Yes’ or ‘No’.

- If you select ‘No’ the list of Exempt Partner Organisation types will remain greyed out.
- If you select ‘Yes’ you will be required to select the type of exempt organisation from the drop down list of Exempt Partner Organisation types.

Yes

Type of Exempt Organisation

Exempt Archive and Public Record Office
Exempt Charity
Exempt Herbarium
Exempt Museum and Collecting Organisation
Exempt Non-Profit Organisation
Exempt Start-up

Please note that as per subsection of D8.2.6 of the Funding Rules, these types of Partner Organisations are exempt from the **cash contribution** requirements. Please refer to subsections D8.2.1 and D8.2.7 of the Funding Rules for information regarding the contribution requirements from these types of organisations.

D3 Evidence of collaboration with the Administering Organisation/Other Eligible Organisation and the alignment of the project with the Partner Organisation's overall strategic plan

(This question must be answered)

In no more than one A4 page, provide evidence of new or on-going collaboration between the Partner Organisation either directly with the Administering Organisation, and/or with an Other Eligible Organisation on the proposal, including details of how the project fits into the Partner Organisation's overall strategic plan and how the project is of value to each of the Partner Organisation(s) involved.

D4 Attach a letter of support for this proposal including Partner Organisation certification

(This question must be answered)

(Please attach a PDF of no more than two A4 pages of the Partner Organisation letter of support. Please refer to Section A9.2.4 of the Funding Rules for details of the required content for this letter.)

Each Partner Organisation's letter of support must:

- include the official letterhead;
- be no more than two A4 pages;
- include a brief profile of the organisation;
- provide details of the Cash and/or In-kind Contributions;
- demonstrate the source of its Cash Contribution (if a Cash Contribution is being made);
- certify that no part of its Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory sources for the purposes of research (if a Cash Contribution is being made);
- state its expectations about industry outcomes/products and market value (where appropriate)
- provide details regarding how the project aligns with the Partner Organisation's objectives;
- certify that it will meet the requirements outlined in a standard Funding Agreement, including the requirement to enter into arrangements regarding intellectual property which do not unreasonably delay academic outputs; and
- be signed by the Chief Executive Officer, or delegate.

Note: A Partner Organisation letter of support template has been provided at Appendix B for distribution and use by the Partner Organisation(s).

D5 Partner Investigator participating on this proposal for this Partner Organisation, where applicable

(This question is not mandatory)

As per subsection D9.1.3 of the Funding Rules, each Partner Organisation may nominate a Partner Investigator on a proposal. It is not a mandatory requirement for each Partner Organisation to name a Partner Investigator on the proposal. **Where relevant**, please list the name of the Partner Investigator participating on this proposal for this Partner Organisation – it must be one of the Partner Investigators listed at Part A2.

Part E – Project Cost

E1 What is the proposed budget for your project?

(This question must be answered)

Please provide details of the budget proposed for your project.

Ensure that your budget complies with the requirements of the Funding Rules.

It is important that all organisations participating in this proposal have been added at Part A3 prior to entering information in the budget table.

Please note:

- The ARC reserves the right to determine the level of funding allocated to a project.
- Do not include GST in your costs.
- Ensure that there are no prohibited items included in the proposed budget (refer to Section A8 of the Funding Rules).
- Do not build indexation into the amounts. Projects payments to the Administering Organisation will be automatically indexed at the time of payment for year of the project.
- The minimum level of funding provided by the ARC is \$50,000 per year of funding and the maximum is \$300,000 per year of funding per project, for each year of the project (refer to Section D6.1.1 of the Funding Rules).
- A project may be applied for and awarded funding for a minimum of two (2) to a maximum of five (5) consecutive years (refer to Section D6.1.2 of the Funding Rules).
- Clear justification of budget items enables assessors to better judge the strength and ‘value for money’ of proposals.

Note: Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

THE BUDGET LAYOUT

ENTERING INFORMATION IN THE BUDGET TABLE

1) Participating organisations must be first added in Part A3:

All participating organisations must be added to the proposal in Part A3 ‘Organisation Participant Summary’ before filling out the budget. Columns for the different organisation types will be created within the budget table.

	Year 1	Year 2	Year 3	Year 4	Year 5					
Description	Australian Research Council		Administering Organisation		Other Eligible Organisation		Partner Organisation			
	Cash		Cash		In-kind		Cash		In-kind	
Total										
Personnel	+									
Teaching Relief	+									
Equipment	+									
Maintenance	+									
Travel	+									
Fieldwork Expenses	+									
Other	+									

Partner Organisation		Year 1		Year 2		Year 3		Year 4		Year 5	
Organisation	Cash	In-kind									
Example	0	0	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	0	0	
Committed Total											

Other Eligible Organisation		Year 1		Year 2		Year 3		Year 4		Year 5	
Organisation	Cash	In-kind									
Example	0	0	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	0	0	
Committed Total											

- The Proposal has not requested any monies from the ARC.
- Funding must be requested for more than one year.

Please note the location of the budget validation error messages (at the bottom of the page).

2) Budget layout examples

Example 1:

The example below shows that Year 1 has been selected, and indicates the location of the total sum of all categories for the year selected, the icons for adding and removing items, and the fields to enter the funds requested for an item.

	Year 1	Year 2	Year 3	Year 4	Year 5					
← Click on a Year to enter the budget for that year										
Year 1 has been selected										
Description	Australian Research Council		Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
	Cash		Cash		In-kind		Cash		In-kind	
Total	100,000									
Personnel	+	30,000								
Example	✎	30,000	0	0	0	0	0	0	0	0
Teaching Relief	+	40,000								
Example	✎	40,000	0	0	0	0	0	0	0	0
Equipment	+	10,000								
Example	✎	10,000	0	0	0	0	0	0	0	0
Maintenance	+									
Travel	+	20,000								
Example	✎	20,000	0	0	0	0	0	0	0	0
Fieldwork Expenses	+									
Other	+									

Example 2:

The example below shows that Year 1 has been selected and that \$50,000 has been requested from the ARC for ‘Personnel example’ under the ‘Personnel’ category. The example shows that the Administering Organisation will be providing \$10,000 of in-kind support for ‘Personnel example’ and the Combined Partner Organisation contribution for ‘Personnel example’ will be \$30,000 in cash and \$20,000 of in-kind support.

The example below also shows the contribution from each Partner Organisation (PO1 and PO2) and the ‘Committed Total’, which equals the combined Partner Organisation contribution.

		Year 1	Year 2	Year 3	Year 4	Year 5	Combined Partner Organisation contribution				
Description		Australian Research Council		Administering Organisation		Other Eligible Organisation		Partner Organisation			
		Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total		50,000				10,000				30,000	20,000
Personnel	+	50,000				10,000				30,000	20,000
Personnel example	<input type="text"/>	50,000		0		10,000		0		30,000	20,000
Teaching Relief	+										
Equipment	+										
Maintenance	+										
Travel	+										
Fieldwork Expenses	+										
Other	+										

Partner Organisation		PO 2										
Organisation	Year 1		Year 2		Year 3		Year 4		Year 5			
	Cash	In-kind	Cash	In-kind								
PO 1	10,000	10,000	0	0	0	0	0	0	0	0	0	0
PO 2	20,000	10,000	0	0	0	0	0	0	0	0	0	0
Total	30,000	20,000	0	0	0	0	0	0	0	0	0	0
Committed Total	30,000	20,000										

3) ‘Australian Research Council’ column

Enter the amount of funding being sought from the ARC in the ‘Australian Research Council’ column, against the relevant items for each year.

Please use the budget table as a summary, and provide further details about budget items in ‘Part F - Budget Justifications’.

4) Budget Categories

Budget items requested must be eligible costs under Sections A7 and D7 of the Funding Rules.

		Year 1	Year 2	Year 3	Year 4	Year 5					
Description		Australian Research Council		Administering Organisation		Other Eligible Organisation		Partner Organisation			
		Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total											
Personnel	+										
Teaching Relief	+										
Equipment	+										
Maintenance	+										
Travel	+										
Fieldwork Expenses	+										
Other	+										

Personnel

- Funding requests for Senior Research Associates, Research Associates and all other personnel must be requested at an appropriate salary level for the Administering Organisation at the time of submission.
- Funding requests for HDR stipends must be requested at an appropriate salary level for the Administering Organisation or the relevant industry sector at the time of submission.
- Salaries requested from the ARC must include a 30% loading to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation. The 30% loading excludes items such as extended leave and severance pay.
- Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.
- Salaries for CIs and PIs are not supported by ARC funding. If an organisation wishes to include the salary of a CI or PI as a part of their contribution, this can be done by adding the salary as an item and listing their support in the in-kind column only. Show salaries for Chief Investigators and Partner Investigators in the relevant columns ('Administering Organisation', 'Other Eligible Organisation', 'Partner Organisation' or 'Other' organisation), only for the proportion of time estimated that will be spent on the project.
- Where an adjunct or equivalent position is not financial, that Participant does not need to be entered in the budget section.
- **Note:** The Administering Organisation must ensure that any organisational in-kind contributions in the budget section of the proposal do not include basic salary for any Commonwealth Fellowships, unless it is salary over and above the Commonwealth component supported.

Teaching Relief

- Only CIs are eligible to request funding for teaching relief up to a total value for the project of \$50,000 per year in order to maximise the opportunity for CIs to conduct research. Please refer to subsection D7.1.b of the Funding Rules for further information.
- Teaching Relief may be added by clicking on the plus sign and entering the name of the CI, the FTE and time period. The CI's name must be in the format [First name Family name]. Please refer to the example below:
 - Prof A Smith, 0.4 FTE

Equipment

- Equipment items allowed under the Funding Rules as part of ARC funding should be entered under the 'Equipment' section of the budget. Please note that the *Linkage Projects* scheme will only fund budget items that directly support a research project as per Sections A7 and D7 of the Funding Rules. Please note that the ARC does not fund standard computers. Additionally, funding will not be provided for infrastructure or equipment which is deemed to be for general use.
- Indicate the cost of equipment and installation based on the cost of equipment and installation at the latest prices (excluding GST) obtained from the supplier at the time of submission. Do not simply estimate cost.

Note: It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* (LIEF) scheme.

Maintenance

- Include in this category maintenance for infrastructure, equipment and consumables required for the project.
- Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under ‘Equipment’ or ‘Personnel’ as appropriate.

Travel

Travel costs essential to the project, including economy airfares, accommodation and incidentals (per diems) must be listed within the ‘Travel’ section of the budget. Designate the costs clearly, itemising origins and destinations for travel and any daily allowances. Please note that domestic and international travel (economy) for CIs, PIs, Higher Degree by Research candidates, postdoctoral fellows and research support personnel should not exceed an average of \$20,000 per year of the Project. Refer to Subsection A7.1.1.h of the Funding Rules for further information.

Fieldwork expenses

Field or survey research expenses must be designated clearly. These costs must be essential to the project and can include technical and logistical support, and travel accommodation and living costs directly related to field research. (Refer to subsection A7.1.1 c of the Funding Rules).

Other

Include any items that cannot be appropriately placed in other categories, such as, but not limited to, expert services of a third party.

5) Enter Contributions from organisations participating in this Proposal

Enter contributions provided by the Administering Organisation, Other Eligible Organisations, Partner Organisations and Other Organisations.

- Enter the amounts (\$) the organisation will provide to the project in the appropriate column.
- Items must first be added to the budget table, the amounts can then be entered in the relevant columns.

‘Administering Organisation’ column

- Enter the dollar amounts that the Administering Organisation will be contributing to the Project. The Total line will sum the total of all categories. (See Examples 1 and 2 above).

‘Other Eligible Organisation’ column

- Enter in the dollar amounts that the Other Eligible Organisation(s) will be contributing to the Project (if applicable). The Total line will sum the total of all categories.
- The total per year contributed by the Other Eligible Organisation/s will need to be entered in the ‘Other Eligible Organisation’ table that will be created below the main budget table.
Note: If this does not match the total contribution from the Other Eligible Organisation/s, a validation error will result.

‘Partner Organisation’ column

Please refer to Section D8.2 of the Funding Rules regarding Partner Organisation contribution requirements.

- Enter in the amount of funding in the relevant years that the Partner Organisation/s will be providing against each budget line. This is the total amount being contributed if there is more than one Partner Organisation.
- A separate summary table entitled ‘Partner Organisation’ will be populated underneath the budget table. Each Partner Organisation’s name will be listed separately within that table to enter the amount each Partner Organisation will be contributing in the relevant year/s. Please enter the total amount that a Partner Organisation is contributing against that Organisation’s name in each year/s. The amounts entered against all Partner Organisations must match the total amount showing in the ‘Partner Organisation’ column for each year.

Budget validation: If the total amount in the ‘Partner Organisation’ table does not match the total amount in the ‘Partner Organisation’ column for each year of the primary budget table, you will see a budget validation error. For example, “The in-kind totals of the primary budget table and the secondary budget table do not match up for the contributor Partner Organisation (Summary) for Year 1”. This error must be resolved before any other validation errors. As a rule, resolve any validation errors from the first dot point down.

Enter individual totals against each Partner Organisation in the ‘Partner Organisation’ table, as shown in the example below. The ‘Total’ of the table will automatically populate in the last row.

Partner Organisation										
Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind								
PO 1	10,000	10,000	0	0	0	0	0	0	0	0
PO 2	20,000	10,000	0	0	0	0	0	0	0	0
Total	30,000	20,000	0	0	0	0	0	0	0	0
Committed Total	30,000	20,000								

PARTNER ORGANISATION CONTRIBUTION REQUIREMENTS

The Proposal must demonstrate that the **combined** Partner Organisation(s) eligible contributions for a Proposal (i.e. the total of the cash and in-kind eligible contributions of the Partner Organisations) must at least match the total funding requested from the ARC.

The **combined** Partner Organisation(s) eligible Cash Contribution must be at least 25% of the total funding requested from the ARC.

Please refer to Section D8.2 of the Funding Rules for details concerning Partner Organisation cash and in-kind contributions requirements.

In-Kind Contribution: Values should be calculated based on the most likely actual cost, e.g. current market, current **internal** provider rates/valuations/rentals/charges of the cost of labour, work spaces, equipment and databases. For further information please refer to Section A3 ‘Definitions’ of the Funding Rules.

‘Other’ Organisation Column

- Enter the amount of funding the ‘Other’ Organisation(s) will be providing. This is the total amount being contributed if there is more than one ‘Other’ Organisation. A separate summary table entitled ‘Other’ will be populated with each organisation listed separately.
- In the ‘Other’ Organisation table, please enter the total amount that each ‘Other’ Organisation will be contributing in the applicable year(s) against each organisation.

Note: Automatic validation of budget compliance with the Funding Rules is limited. It is the Administering Organisation’s responsibility to ensure that the budget requirements are met before submission.

Please refer to the “Submitting a Proposal in RMS 2.0” document located on the [RMS Information Page](#) on the ARC website for additional information on entering information in the ARC Budget table.

Part F – Budget Justification

F1 Justification of funding requested from the ARC

(This question must be answered)

The ARC budget justification information must not exceed two A4 pages. The uploaded PDF **must:**

- Use the same headings as in the ‘Description’ column in the budget at Part E ‘Project Cost’ of the proposal.
- **Fully justify each budget item requested in terms of need and cost.** In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as \$X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for ‘x’ months. The same level of explanation is required for all items being requested.
- **Justify any funding being requested for Teaching Relief or other duties for any named CI of the research team.**
- **Justify any funding being requested for major items of equipment.** Requests for any major items of equipment are considered on merit. Participants should plan to use existing equipment wherever possible. If participants 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, participants 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 Organisation would be expected to contribute part of the funding required for expensive items of equipment.

Note: It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* scheme.

F2 Justifications of Partner Organisation and other non-ARC contributions

(This question must be answered)

The other organisation(s) contribution information must not exceed two A4 pages. The uploaded PDF **must:**

- Use the same headings as in the Description column in the budget at Part E ‘Project Cost’ of the proposal.
- Provide an explanation of how non-ARC contributions will support the project.
- For each PI named in the proposal, provide details of the contribution of her/his organisation, including what the PI will contribute to the project in relation to her/his time and any other contribution of her/his organisation.
- 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.
- Highlight contributions by Partner Organisations, and attribute them to specific Partner Organisations.

Part G – Personnel

Note: This is the largest section in the proposal form. Please ensure that you **save regularly** while completing this section. This section may also take longer to save than some others.

Each participant who has been invited via Part A2 and who has subsequently accepted will have a copy of this section automatically generated. Once a participant is invited, they will automatically receive an email directing them to accept or reject the invitation to participate on a proposal via RMS.

Some questions are automatically populated from the personal details held in RMS for each participant. If the information requires correction, only the **participant to whom the details belong** can amend it by logging onto RMS and updating their ‘Person Profile’ details.

G1 Personal Details

(This information will automatically populate from the details held in RMS for each participant.).

To update personal details, the individual participant must amend their profile in RMS using the ‘Person Profile’ link.

G2 Role of Partner Investigator

(This question will appear only for those participants listed as Partner Investigators on the project. This question is not mandatory.)

Partner Investigators: if you choose to answer this question, please indicate which of the Partner Investigator role options from A10.3.4 of the Funding Rules apply to your role on this project. Select all options that apply:

- Will take significant intellectual responsibility for the planning and conduct of the project and for any strategic decisions called for in its pursuit and communication of results
- Have the experience and capacity to provide effective supervision support and mentoring of research personnel associated with the project in their areas of expertise
- Have demonstrated the relevant skills and experience to effectively manage a similar scale research project.

G3 Will you be residing predominantly in Australia for the duration of the project?

(This question must be answered)

Please indicate whether you will be residing predominantly in Australia for the duration of the Project, taking into account any international travel. If you are applying as a Chief Investigator and you answer ‘No’ to this question you will be prompted to contact your Research Office.

G4 Qualifications

(This information will automatically populate from the details held in RMS for each participant.)

To update any qualifications, the individual participant must amend their profile in RMS using the ‘Personal Profile’ section. Click on the ‘Qualifications’ tab to provide details of qualifications, including highest qualification, in date order, beginning with the most recent.

G5 Are you currently undertaking a Higher Degree by Research which will be conferred after 1 July 2016?

(This question must be answered)

Please indicate whether you will be undertaking a Higher Degree by Research which will confer after 1 July 2016.

Please note: A Chief Investigator cannot be undertaking a higher degree by research (HDR) at the Commencement Date of the project. Researchers must have their HDR conferred by the Commencement Date of the project as described in Section A10.2.5 of the Funding Rules. The ‘HDR Conferral Date’ is the date that is noted on the HDR testamur. The ‘HDR Conferral Date’ is not the date of submission of the thesis, nor the date the thesis was accepted by the examination board.

G6 Current and previous appointment(s)/position(s) – during the past 10 years

(This question will automatically populate from the details held in RMS for each participant.)

To update any appointments, the individual participant must amend their profile in RMS using the ‘Person Profile’ section on the RMS Action Centre.

- Click on the ‘Employment’ link to provide details of academic, research, professional and industrial experience during the past 10 years:
- Begin with your current/most recent position, and provide the description, the department, the contract type and employment type;
- Specify start date and end date of each position; and
- Select an organisation.

G7 Employment Details

(This question must be answered)

This question will be used to confirm your employment status and all organisations that you will be associated with as at the Commencement Date for the project (1 July 2016). Please enter the relevant appointment type and Full Time Equivalent (FTE) for each organisation.

If you cannot find the organisation you are looking for, you can add the organisation using the relevant Australian Business Number.

G8 Relevant Organisation for this Proposal

(This question must be answered)

Enter the Organisation that is relevant to your participation on this proposal, and that you will be associated with as at the Commencement Date for the Project (1 July 2016). Please note that the Organisation must be listed in G7 for this question to validate.

G9 What is your time commitment (%FTE) to this project?

(This question must be answered)

Enter the percentage of time, based on Full-Time Equivalency (FTE), which you will be committing to this project.

Note: The number must be entered between 0 and 1 without the percentage character, for example, 10% FTE should be entered as 0.1.

G10 Research Opportunity and Performance Evidence (ROPE) - Details on your career and opportunities for research over the last 10 years

(This question must be answered)

Write a maximum of 5250 characters (approximately 750 words). Please detail your career and opportunities over the last 10 years.

Provide and explain:

- (i) The number of years it has been since you graduated with your highest educational qualification;
- (ii) The research opportunities that you have had in the context of your employment situation (e.g. Early Career Researcher), the research component of your employment conditions, and any unemployment or part-time employment you may have had which may have impacted on your relevant track record;
- (iii) **If you are university based**, indicate as appropriate the percentage of your current role in research-only, teaching and research, teaching-only, teaching and administration, research and administration, administration-only academic, researcher in business, programme or project manager or other business role, giving any additional information (for example part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last ten years in those roles; **or**
If you are industry based, indicate as appropriate the percentage of your current role in industry, research and administration, researcher in business, programme or project manager or other business role, giving any additional information (for example part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last ten years in those roles;
- (iv) Any career interruptions you have had for childbirth, carer's responsibility, misadventure, or debilitating illness;
- (v) The research mentoring and research facilities available to you; and
- (vi) Any other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this proposal (for example any circumstances, including different career paths, that may have slowed down your research and outputs or affected the time you have had to conduct and publish from research).

Note: ‘Over the last 10 years’ is defined as 2005 onwards.

G11 Research Opportunity and Performance Evidence (ROPE) - Recent significant research outputs and ARC grants (since 2005)

(This question must be answered)

Please attach a PDF with a list of your recent significant research outputs and ARC grants most relevant to this proposal (ten pages maximum).

Upload a PDF of no more than 10 A4 pages with:

- (1) A list of your **recent significant research outputs** most relevant to this Proposal, ensuring that this listing is limited to the last 10 years (i.e. 2005 onwards);
 - You must number your research outputs continuously
 - Mark with an asterisk the research outputs most relevant to this Proposal
 - The research outputs need to be split into the five categories:
 - (i) scholarly books;
 - (ii) scholarly book chapters;
 - (iii) refereed journal articles;
 - (iv) refereed conference papers only when the paper was published in full in the proceedings;
 - (v) other (e.g. major exhibitions, compositions or performances).

- (2) Details of **ARC grants** awarded in the last 10 years on which you have been a CI, PI or Fellow as detailed below by using the below template.
 - Give the ARC grant number;
 - CI/PI/Fellow name in the order that they appear on the grant;
 - The amount funded;
 - The years for which the grant was awarded;
 - Title of the grant;
 - Nominate the reference numbers of the research outputs in the last 10 years given above in G11 – Part (1) that arose from or were in part of your ARC grants.

Template:

Project ID	CI/PI/Fellow Name/s	Amount Funded	Number of Years	Project Title	Research Outputs
*					

*Add additional lines where necessary.

Example:

Project ID	CI/PI/Fellow Name/s	Amount Funded	Number of Years	Project Title	Research Outputs
LPXXX XXXX	Prof AB Example, Prof CD Example	\$XXX,X XX	X	Project X	X,X,X,X

DPXXX XXXX	Prof EF Example, Dr GH Example, Prof IJ Example	\$XXX,X XX	X	Project X	X,X,X,X
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Note: A maximum of ten (10) A4 pages is permitted. While this limit does apply, it is not anticipated that this question will routinely require this number of pages.

Note: If this question is not relevant to a participant, for example a PI with a non-academic background, the participant could include a short explanatory statement as to why the question is not applicable to their background and role, or include any relevant information (for example, relevant outputs such as policy advice, and other professional outputs).

G12 Research Opportunity and Performance Evidence (ROPE) - Ten career-best research outputs

(This question must be answered)

Upload a PDF of no more than four (4) A4 pages listing your ten career-best research outputs, which **must**:

- Provide the full reference for each of your ten best research outputs.
- Next to each, provide information on any ARC grant scheme on which you were a CI, Award Recipient or Fellow from which they originated, as described in Part G11- Part 2.
- Add a brief paragraph for each output explaining and justifying the impact or significance of the research output.
- Mark with an asterisk the research outputs relevant to this proposal.

Note: If this Question is not relevant to a participant, for example a PI with a non-academic background, the participant could include a short explanatory statement as to why the question is not applicable to their background and role, or include any relevant information (for example, relevant outputs such as policy advice, and other professional outputs).

G13 Research Opportunity and Performance Evidence (ROPE) - Further evidence in relation to research impact and contributions to the field over the last 10 years most relevant to this proposal

(This question must be answered)

Definition of Research Impact:

Research impact is the demonstrable contribution that research makes to the economy, society, culture, national security, public policy or services, health, the environment, or quality of life, beyond academia.

Write a maximum of 7500 characters (approximately 1000 words). Please detail further evidence in relation to research impact and contributions to the field over the last 10 years.

- Research outputs other than academic publications. Examples may include patents, IP licences, other research support income, relevant consultancies, policy advice, and other professional activities.
- Include as appropriate, a wide range of research evaluations (e.g., citations, evaluation of the publication - the journal, the book publishing house, the conference etc., other measures of

esteem; honours and awards/prizes).

- Describe your Research Impact relative to opportunity and in the context of discipline/end user benefits. Outline significant achievements and outcomes that have contributed to a tangible impact for end users.

Note: ‘Over the last 10 years’ is defined as 2005 onwards.

Note: If this question is not relevant to a participant, for example a PI with a non-academic background, the participant could include a short explanatory statement as to why the question is not applicable to their background and role, or include any relevant information and experience they can provide to the proposal (for example relevant consultancies, policy advice, and other professional activities).

G14 Currently held ARC projects

(This question will automatically populate from the details held in RMS for each participant.)

If you have any concerns with the information recorded here, please contact your Administering Organisation’s Research Office.

Part H – Research Support and Statements on Progress

H1 Research support for all participants

(This question must be answered)

For each participant on this proposal, provide details of i) current submitted ARC proposals; and ii) research funding from non-ARC sources (in Australia and overseas). For research funding from non-ARC sources, list all projects/proposals/awards/fellowships awarded or requests submitted involving that participant for funding for the years **2015 to 2020** inclusive.

Use the template below to create a list of relevant proposals/projects. Then upload the list as a PDF file.

ARC Proposals

- In the first part of the template (ARC proposals) list the current submitted ARC proposals – that is, proposals submitted to any ARC scheme as at the closing date for LP16 proposals.
- Do not include proposals for ARC schemes for which the outcomes have already been announced.
- Do not include proposals that will still be in draft and will not be submitted by the closing date for LP16 (i.e. proposals for schemes that close at a later date).
- List the current proposal first.

Funding from non-ARC sources

- In the second part of the template (Funding from non-ARC sources) list proposals and/or projects in descending date order.

- Support statuses are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support.
- The proposal/project ID applies only to proposals, current and past projects (including fellowships) funded by the NHMRC.
- Details should be provided for all non-ARC sources of funding.

Funding amounts are to be in the thousands and in Australian dollars.

Note: You may elect to change the orientation of the column heading text ‘Same Research Area’ and ‘Support Status’ from horizontal to vertical. This will reduce the column widths, and the completed table, while adhering to formatting requirements.

Template:

ARC Proposals									
Description (all named investigators on any ARC proposal in which a participant is involved, proposal title, scheme and round)	Same Research Area (Yes/No)	Support Status (Submitted)	Proposal ID	2015 (\$'000)	2016 (\$'000)	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)
x	x	x	x	x	x	x	x	x	x

Funding from non-ARC sources									
Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Current/Requested/Past)	Proposal/Project ID (only if NHMRC)	2015 (\$'000)	2016 (\$'000)	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)
x	x	x	x	x	x	x	x	x	x

Example:

ARC Proposals									
Description (all named investigators on any ARC proposal in which a participant is involved, proposal title, scheme and round)	Same Research Area (Yes/No)	Support Status (Submitted)	Proposal ID	2015 (\$'000)	2016 (\$'000)	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)
Prof AB Example, Prof EF Example, Proposal Title, Linkage Projects 2016.	Yes	S	LP16XXXX		XX	XX	XX		
Prof AB Example, Prof CD Example, Proposal Title, Industrial Transformation Training Centres 2016.	Yes	S	IC16XXXX		XX	XX	XX	XX	XX

Funding from non-ARC sources									
Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Current/Requested/Past)	Proposal/Project ID (only if applicable)	2015 (\$'000)	2016 (\$'000)	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)

Funding from non-ARC sources									
Prof AB Example, Prof FG Example, Proposal Title, Federal Department of RST, UVW grant scheme, 2015.	No	C	N/A	XX	XX	XX			
Prof CD Example, Proposal Title, NHMRC, XYZ Fellowship, 2014.	Yes	C	APPPXXXX	XX	XX	XX	XX		

H2 Statements on Progress for ARC-funded projects

For each participant **on this proposal**, please attach a statement detailing progress for each ARC project/award/fellowship under the ARC *Discovery Projects, Discovery Indigenous Researchers Development, Discovery Indigenous, Discovery Early Career Researcher Award, Linkage Projects, Industrial Transformation Research Hubs, Industrial Transformation Training Centres* or any ARC Fellowship scheme, and for which the Final Report has not yet been submitted to the ARC as at the time of submission of this proposal.

Click ‘Add Answer’ to insert additional boxes for each relevant project/award/fellowship.

Please provide:

- The Project ID, First named investigator (Project Leader), and scheme for each participant on this proposal who has been awarded funding under the ARC *Discovery Projects, Discovery Indigenous Researchers Development, Discovery Indigenous, Discovery Early Career Researcher Award, Industrial Transformation Training Centres, Industrial Transformation Research Hubs, Linkage Projects* or any ARC Fellowship scheme, and for which the Final Report has not yet been submitted to the ARC as at the time of submission of this proposal;
- Upload a PDF of no more than **one** A4 page for each funded project detailing the progress for each project/award/fellowship involving that participant; and
- A statement of progress for each ARC-funded project indicated in Part G14 (for all participants) must be included in the proposal submission regardless of whether a progress report has or has not been submitted to the Research Office or ARC.

Note: Statements on progress are required for projects for which the Final Report has not yet been submitted to the ARC as at the time of submission of this proposal. Projects which currently receive carry forward funding only are still required to submit a statement on progress if their Final Report has not yet been submitted.

Important note: If the ARC considers that a proposal is incomplete, inaccurate or contains false or misleading information, the ARC may in its absolute discretion decide to recommend that the proposal not be approved for funding.

4. Submitting a proposal to the Research Office

Once all form components of the proposal are completed and saved, the proposal header should be validated and have changed from red (invalid) to green (valid).



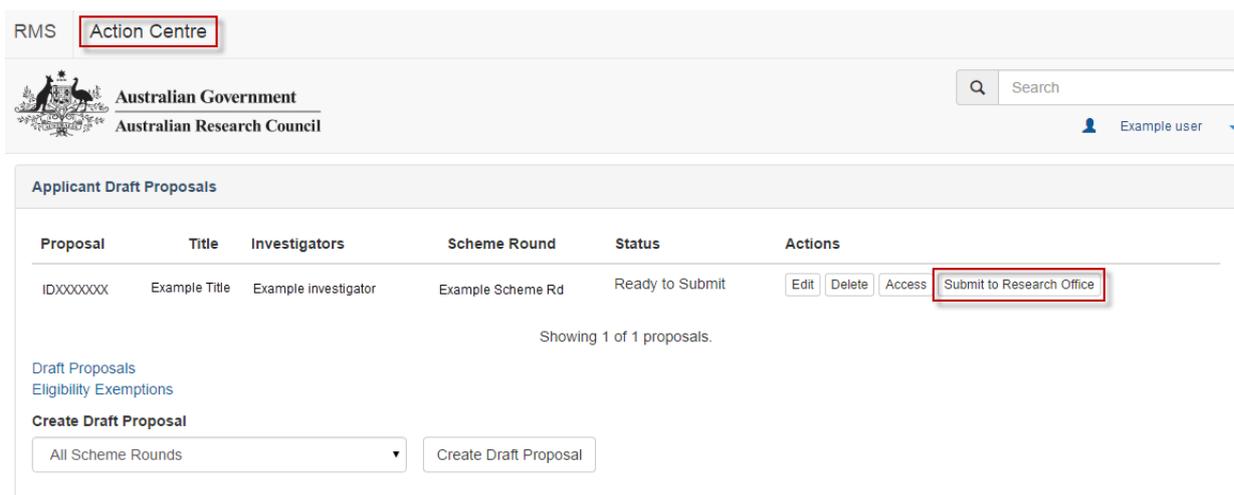
Before submitting the proposal to the Research Office, the Project Leader must:

- Review all form parts to ensure the information to be submitted is complete;
- Ensure all form parts are complete and valid; and
- Generate a PDF (whole proposal document PDF).

To generate a PDF select the PDF icon next to the ‘Save’ button (top right).



When you are ready to submit the proposal to the Research Office return to the Action Centre home page and click on ‘Submit to Research Office’.



Note: Many users will be attempting to submit concurrently as the deadline approaches for each round. Please allow sufficient time to complete and submit proposals before the closing time. As the time on a computer server may differ slightly from the ARC servers, submission should **not** be delayed until the last possible moment. Note that Research Offices may impose their own internal deadlines on researchers to submit proposals.

PDFs should be re-generated before submission to ensure all changes made to the form parts by any participant or the Research Office are included. **Participants and Research Office staff should use this final PDF as the final copy of the submitted proposal should a printed one be required.**

Appendix A – Format

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

All pages of additional text (uploaded in PDF form) must be as follows:

- Black font colour.
- Single column.
- White A4 size paper with at least 0.5 cm margin on each side and at top and bottom.
- Text must be size 12 point Times New Roman or an equivalent size before converting to PDF format and must be legible to assessors. Otherwise, a highly legible font type must be used: Arial, Courier, Palatino, and Helvetica subject to them being an equivalent sized font to 12 point Times New Roman. Variants such as mathematical typesetting languages may also be used.
- References only can be in 10 point Times New Roman font or equivalent.
- Adhere strictly to page limits designated for each part of the proposal.
- Applicants should note colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white.
- Additional text uploaded as PDF may appear slightly reduced in size due to the Research Management System (RMS) formatting of the attachments to include page numbers. Additional text uploaded in PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- The ARC reserves the right to seek an original electronic copy of the proposal to determine that the text meets these requirements.

Note: Information such as citations or public recognition may be considered for inclusion in relevant sections if suitable.

Appendix B – Partner Organisation letter of support template

Please note: This template is for guidance only and not a mandatory format. Please ensure the Partner Organisation letter of support meets the requirements as set out in the Funding Rules and Instruction to Applicants, including the required formatting as outlined in Appendix A.

Note: The letter of support must be on the organisation’s letterhead and not exceed two A4 pages.

Insert information on all of the following (note: headings are not required):

- A brief profile of the organisation.
- Partner Organisation’s expectations about industry outcomes, products and/or market value (where relevant).
- Details/information of the Cash and/or In-Kind Contributions from the Partner Organisation for the Project. Please also complete the following table.

Total In-Kind Contribution (\$)	Total Cash Contribution (\$)	Source of Cash Contribution
\$	\$	Cash contribution will be sourced from

- Details regarding how the Project aligns with the Partner Organisation’s objectives;
- The following certifications:

“I certify that no part of this [organisation name] Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory sources for the purposes of research.”

“I certify that [organisation name] will meet the requirements in the standard Funding Agreement, including the requirement to enter into arrangements regarding intellectual property which do not unreasonably delay academic outputs.”

Signed by CEO/Delegate: _____