ARC Centres of Excellence

Full Proposal

Instructions to Applicants
for funding commencing in 2017
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The ARC Centres of Excellence Instructions to Applicants for funding commencing in 2017 (hereafter referred to as the Instructions) provides information to Applicants on how to complete and electronically submit an ARC Centres of Excellence Proposal for funding commencing in 2017.

The completed Proposal form, including the PDF attachments, must comply with the ARC Centres of Excellence Funding Rules for funding commencing in 2017 (hereafter referred to as the Funding Rules). The information in this document is underpinned by the Funding Rules. Please read the Funding Rules before preparing the Proposal.

1. Matters to note before completing the Proposal form

The Proposal must have been preceded by a shortlisted Expression of Interest and the proposed Administering Organisation invited in writing by the ARC to submit a full Proposal.

This document provides scheme-specific information to Applicants on how to complete and submit a Proposal for ARC Centres of Excellence for funding commencing in 2017. For general instructions on how to use RMS, please refer to the RMS User Guide available on the ARC website.

1.1 Accuracy of Information

Check carefully that all the information contained in the Proposal is accurate prior to the submission of the Proposal as changes cannot be made once the Proposal has been submitted.

1.2 Key Documents

Key documents for the ARC Centres of Excellence scheme are available for information on the ARC website.

It is important that the completed ARC Centres of Excellence Proposal form complies with the Funding Rules. The ARC may exclude Proposals at any time during the selection process. Please note: Part A of the Funding Rules provides general rules for schemes under the Linkage Programme; Part B provides specific rules for ARC Centres of Excellence for funding commencing in 2017. The Funding Rules are available on the ARC website.

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

Please also read the Funding Agreement for ARC Centres of Excellence for funding commencing in 2017 as this contains important information on the establishment and expectations of an ARC Centre of Excellence.
1.3 Key dates for ARC Centres of Excellence for funding commencing in 2017

Please refer to the Important Dates page on the ARC website for key dates and updates, including 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 can certify and submit the Proposal online.

The Administering Organisation must obtain the agreement of all the relevant persons and organisations named on the Proposal prior to submission. This excludes the employing organisations of overseas Partner Investigators (PIs) and any Participant’s current organisation where this is not their relevant organisation for the Proposal. Written evidence of this agreement 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.

1.6 Statement and letters of support

The Administering Organisation must provide a statement of support which must be included in the Proposal. Please refer to Part C – Centre Research Programme for more information on the content of the Administering Organisation statement of support.

Letters of support are also required from Other Eligible and Partner Organisations, certifying their support for the proposed Centre. These letters must be included in the Proposal. Please refer to Part J – ‘Other Eligible and Partner Organisation Details’ for more information on the format and content of these letters of support.
2. Creating a new Proposal in RMS

To create a new Proposal:

- Login to RMS
- Select CE17 Full Proposal from the drop down list and click on ‘Create Draft Proposal’.

3. Completing the Proposal Form

There are 10 Parts (A-J) in the CE17 Proposal Form:

A) Administrative Summary  
B) Classification and Other Statistical Information  
C) Centre Research Programme  
D) Programme Cost  
E) Budget Justification  
F) Personnel  
G) Other Personnel Associated with the Centre  
H) Research Support  
I) Grants for Possible Relinquishment  
J) Other Eligible and Partner Organisations

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 J). Please note that Parts F and J will not appear until Part A has been completed.

*Note* that Parts H to J will show as a ‘valid’ form part despite no information having been entered. Please review and save these Parts carefully before submitting the Proposal.
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:

Note: In many cases, help text is provided within the form to assist you in completing questions. To access this information click on the icon.

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**Part A – Administrative Summary**

**A1. Proposal Working Title**

(This question must be answered)

Provide a short working title of no more than 150 characters (approximately 20 words). The title must commence with the words ‘ARC Centre of Excellence’.

An error message will appear if the number of characters exceeds the maximum allowed.

- The Working Title will be visible to assessors
- The Working Title should be short and meaningful
- The words ‘ARC Centre of Excellence’ should be followed by ‘in’ or ‘for’, not a colon or dash
- Do not use acronyms or quotation marks. An acronym should not form part of the Centre’s formal title
- Do not use colons, dashes, full stops, brackets, etc. Commas can be used
- Do not use all upper case characters
- Ensure all text in the title is correctly spelt.

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

**A2. Expression of Interest ID**

(This question must be answered)

Insert the Expression of Interest ID. This number will be used to identify your Proposal as being successful in the Expressions of Interest stage of the CE17 application process. RMS will validate the number entered. You can only submit a Proposal if a valid Expression of Interest ID is entered.

**A3. Person Participant Summary**

(This question must be answered)

Add all individuals participating in this Proposal.

Select the relevant ‘Participation Type’ and enter the participant’s email address, then click on ‘Add’.
When the participant has been added to the Proposal they will receive an automated email invitation and will be required to accept this invitation to participate on the Proposal.

The Centre Director should be listed first. All CIs should be entered next followed by all the PIs.

There must be one Centre Director and at least one Chief Investigator for the Proposal to be valid.

The message below will be displayed in the Proposal until the Participants have accepted the invitation.

The Administrative Summary tab will remain red until all Participants have accepted the invitation to participate.

The list of named Participants in the Proposal should not differ significantly from the participants listed in the Expression of Interest, unless two Expressions of Interest have been combined into a single Proposal.

Please refer to sections A9 and B9 of the Funding Rules for further information on roles and eligibility for researchers.

**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 submitting the Proposal, as they will be automatically populated into the Proposal form.

For instructions on how to provide access for non-participants, please see the [RMS User Guide – Submitting a Proposal](#).

### A4. Organisation Participant Summary

(This question must be answered)

Add all organisations participating in this Proposal. Please note that the Administering Organisation will be able to view the Draft Proposal.

- Select the relevant Organisation Role (Administering Organisation, Other Eligible Organisation or Partner Organisation) from the drop down list
- 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’.
Note:

- You must select ‘Add’ prior to saving your progress. If you save without ‘Adding’ all information selected will be lost.
- If the organisation you are looking for is not listed and you know the Australian Business Number (ABN), click on the relevant link to add the organisation for use in RMS.
- If you can’t find the organisation you are looking for, or any information is incorrect or incomplete, please contact the RMS Help Desk at rms@arc.gov.au.

A5. Proposal Summary

(This question must be answered)

Provide a summary of the Centre in no more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the Centre.

- The Proposal Summary may be modified by the ARC and used for public release.
- Use plain English and minimise use of terminology unique to the area of study (jargon).
- Avoid the use of quotation marks and even common acronyms like “DNA”.
- Do not use all upper case characters in the text.
- Use “aims” or “plans” rather than “will”, eg “This project aims to”.

A6. Impact Statement

(This question must be answered)

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

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 ARC Centres of Excellence scheme, provide a statement outlining the intended path to impact of the proposed research. The ARC website provides further information on research impact. It is particularly important to consider indicators from the Research Impact Principles and Framework and to ensure that both “outcomes” and “benefits” are included in your statement. The Research Impact Pathway Table shows examples only and is not comprehensive.
Note: The ARC may modify and use the impact statement for public release.

SAVE PART A

Part B – Classification and Other Statistical Information

B1. Does this Proposal fall within one of the Strategic Research Priorities?

(This question must be answered)

This is a ‘Yes’ or ‘No’ question.

• Select ‘Yes’ to indicate which of the Strategic Research Priorities this Centre falls within

• If you select ‘Yes’ you will be required to select one of the strategic areas from the drop down list. You will then need to select one or more strategic goals from the drop down list. Each strategic area has a number of associated strategic goals

• Select ‘No’ if the proposal does not fall under the Strategic Research Priorities. If you select ‘No’ the Strategic Research Priorities will remain greyed out.

Note: RMS will allow only one of the Strategic Research Priorities to be selected. Please choose the most appropriate priority from the list. The Proposal may, however, indicate more than one goal within the chosen Strategic Research Priority.

(Refer to the Selection Criteria listed under Section B5 of the Funding Rules.

B2. 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 if the Proposal falls within a Science and Research Priority

• If you select ‘Yes’ you will be required to select one of the Science and Research Priority areas 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 area has a number of associated 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, have more than one Challenge within the chosen Science and Research Priority area

• Information regarding the Science and Research Priorities is available on the Science.gov.au website

• The Science and Research Priorities information is collected for statistical purposes.
B3. 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 Centre.

1) Enter each FOR classification code that relates to the Centre. Once you enter the FOR code click on the Add button.

Select the six-digit FOR codes from the list of the FOR Codes carefully, as they contribute to the identification of assessors for your Proposal. Selection of FOR codes is an important indicator for assessment of multidisciplinary Proposals.

Tips for searching and entering FOR codes

Click on the icon to search the full list of FOR codes or visit the ARC website for FOR Codes and definitions by Division.

A limit of four FOR codes can be entered in the Proposal.

Note: The ARC recommends that ‘XXX99’ (not elsewhere classified) codes not be used except when there is no other appropriate code within the classification.

2) Enter in the percentage for each FOR classification.

- Prioritise the classification codes from highest percentage to lowest percentage
- Ensure that the percentages total 100%
- Enter a whole number, do not use the percentage sign (%).

Note: The highest percentage can only be entered for one FOR code (for example, 50% cannot be entered for two FOR codes).
B4. 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. 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 total 100%. Note: the highest percentage can only be entered for one SEO code (for example, 50% cannot be entered for two SEO codes).

Tips for searching and entering SEO-08 codes

- If you know the code, start entering the 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 or visit the ARC website to search the full list of SEO-08 codes
- Once the code has been entered use the ‘Add’ button for the code to appear on the form
- Enter a percentage against each of the code(s).

B5. Does the proposed research involve international collaboration?
(This question must be answered)

This is a ‘Yes’ or ‘No’ question.

- If you select ‘Yes’, questions B6 and B7 will be enabled and you will then be able to add the nature of the proposed international collaboration activities and the country or countries that will be involved in the proposed project.

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

- This question will only be required if ‘yes’ is chosen in B5
- Choose all options which will apply to this Proposal if it is funded
- Select a category and click ‘Add’
- Continue to select and add categories until all options which apply are added.
B6. What is the nature of the proposed international collaboration activities?
Select all options which apply to this Proposal if it is funded.
(This question must be answered)

- Correspondence: eg email, telephone, or video-conference
- Face to face meetings
- Attendance at and/or hosting of workshop 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. If the proposed research involves international collaboration, please specify the country/ies involved.

- This question will only be required if ‘Yes’ is chosen in B5
- Commence typing and 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.

SAVE PART B
**Part C – Programme Description**

**C1.** Please upload the Programme Description

(This question must be answered)

The uploaded Programme Description must not exceed 30 A4 pages in total and must be in the format described in Appendix A. Any references must be included in this page limit.

You are encouraged to write the Programme Description in the form of a strategic plan. You may also wish to include targets for performance where appropriate.

In the uploaded PDF you must use the headings below. Applicants need to ensure that detailed information provided under these headings addresses the Selection Criteria as listed in section B5 of the Funding Rules.

The objectives of the *ARC Centres of Excellence* scheme (section B4 of the Funding Rules) must also be taken into consideration when completing this Part, particularly in C1.3 Research programme.

The items listed within each Selection Criteria are provided to guide your response to the specific assessment area, and do not need to be addressed individually.

- **C1.1 Centre title**
- **C1.2 Aims, objectives and background**
- **C1.3 Research programme**
- **C1.4 High level summary of roles of personnel**
- **C1.5 High level summary of institutional support and contributions from all parties**
- **C1.6 Governance, leadership and mentoring**
- **C1.7 Outcomes and linkages**
- **C1.8 References**

* Details about the roles of individual personnel should be provided in Part F.

** Details about the institutional support and contributions should be provided in Part D, Part E and Part J.

**C1.1 Centre title**

This must be the same title as listed in Part A at question A2.

**C1.2 Aims, objectives and background**

Describe the aims, objectives and background of the Centre. Briefly describe the national and international context; include information about national and international progress in the field. Describe how the Centre and its research will be world leading in its contribution to further developments in knowledge, techniques and/or other applications.
C1.3 Research programme
Describe the research programme, expanding on and providing more specific detail than was included in the Expression of Interest. Address Selection Criterion A and the objectives of the ARC Centres of Excellence scheme in your response.

- Describe the innovative nature of the research and its significance
- Indicate expected outcomes, likely impact and potential benefits both nationally and internationally as appropriate
- Describe the collaborative arrangements and critical mass that will be enhanced or formed
- Outline the conceptual framework, design, resources and planning and demonstrate that these are adequately developed and integrated and appropriate to the aims of the Centre
- Indicate how the formation of a Centre in the research field will lead to advances on an international scale and/or international recognition.
- Include a clear description of how the component parts of the research programme come together as an integrated Research Centre of Excellence, eg:
  - Describe the thematic research areas that will comprise the Centre and include a research plan and proposed timelines for each.
  - In the research plan, detail any specific projects that sit within the thematic areas. Describe the project design and methods and demonstrate that these are adequately developed.
  - Describe how each of the specified projects contributes to the thematic area and to the overall aims and conceptual framework of the proposal, demonstrating that each project is integrated under the high level aims to form a cohesive Centre.
  - Be clear as to how the Centre Director will be supported to manage the thematic areas with a focus on the outcomes. Describe how the Centre Director will manage interactions with the Other Eligible and Partner Organisation(s).

C1.4 High level summary of roles of personnel
Briefly describe the roles, responsibilities and contributions of personnel involved in the Centre. Address Selection Criterion B in your response.

- Indicate which investigators will be leading or participating in the projects making up the overall research programme;
- Summarise the time commitment of Centre participants—this may be presented as a table; and
- Include important administrative positions, such as Chief Operating Officers or Centre Managers (note that occupants of such positions are usually filled following Centre commencement).

C1.5 High level summary of institutional support from all parties
Briefly outline the breadth of support to be provided to the Centre over its duration from the participating organisations, addressing Selection Criteria C. This may be presented as a table.

Full information on alignment with organisational strategic directions, financial and other support must be included in the relevant organisation’s letters of support.
C1.6 Governance, leadership and mentoring
Describe the arrangements for management and governance of the Centre, its training and outreach programmes, and support for future researchers including mentoring. Address Selection Criterion D in your response.

- Outline the management and governance structure of the Centre, including possible performance measures, any internal management committees and the Advisory Committee. Potential Advisory Committee members may be named if they have been approached and accepted;
- Demonstrate the Centre Director’s suitability to undertake this role;
- Describe the contribution the Centre will make to research and leadership training; and
- Describe the contribution the Centre will make in educating the wider community, including professional/technical training and outreach programmes.

C1.7 Outcomes and linkages
Describe the anticipated linkages and outcomes arising from the Centre and its research programme. Address Selection Criterion E in your response.

- Outline any plans or strategies for translation of research outcomes, which may include end users, exploitation of intellectual property and/or commercialisation of research;
- Explain the development or enhancement of national and international links and networks;
- Describe the impact the Centre’s research may have and any benefits that may arise for Australia; and
- Describe how the Centre and its research will enhance Australia’s research capacity, capability and international competitiveness.

C1.8 References
Include any references.

C2 Statement of support from the Administering Organisation
(This question must be answered)
In no more than 7500 characters (approximately 1000 words) the Administering Organisation should address Selection Criterion C, outlining the Centre’s alignment with the research focus and strategic direction of the Administering Organisation and specifying the financial and other support to be provided to the Centre by the Administering Organisation.

C3 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.
C4. Medical Research Statement

If you selected ‘Yes’ at C3, you will be required to provide a statement in no more than 1875 characters (approximately 250 words) to justify why the Centre’s research programme complies with the eligible research requirements set out in the ARC Medical Research Policy located on the ARC website.

Be as clear as possible in your response as to the main aim of the proposal. This may include well identified big picture and long term intent beyond the scope of the proposal. Address why areas of research which may appear to be medical are required, for example to provide proof of concept, demonstrate a platform technology and are many years from medical application. 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. A decision on eligibility may be made on the sole basis of this information.

SAVE PART C
Part D – Programme Cost

Please refer to section B6 of the Funding Rules for information regarding funding and budget requirements. Note that the ARC reserves the right to determine the level of funding allocated to a Centre.

Do not include GST in your costs.

Do not build indexation into the amounts.

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.

D1. What is the proposed budget for the Centre?

(This question must be answered)

Please provide details of the budget proposed for your Centre.

Please note:

- The ARC reserves the right to determine the level of funding allocated to a Centre
- All amounts should be in Australian dollars
- Ensure that there are no prohibited items (refer to Section B6 of the Funding Rules) included in the proposed budget
- It is important for all budget items to be well justified in the text
- The minimum request for funding is $1 million per annum and the maximum request is $5 million per annum (refer to Section B6 of the Funding Rules)
- A Centre may be applied for a maximum of seven consecutive years (refer to Section B6 of the Funding Rules).
EXAMPLE - THE BUDGET LAYOUT

ENTERING INFORMATION IN THE ARC BUDGET

1) Participating organisations must be first added in Part A4:
All participating organisations must be added to the Proposal in Part A4 ‘Organisation Participant Summary’ before filling out the budget. Columns for the different organisation types will be created within the budget.

<table>
<thead>
<tr>
<th>Description</th>
<th>Australian Research Council</th>
<th>Administering Organisation</th>
<th>Other Eligible Organisation</th>
<th>Partner Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash</td>
<td>Cash</td>
<td>In-kind</td>
<td>Cash</td>
</tr>
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<td>+</td>
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</tr>
<tr>
<td>Other</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Other Eligible Organisation*

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
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</thead>
<tbody>
<tr>
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<td>In-kind</td>
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<td>In-kind</td>
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<td>Committed Total</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Partner Organisation*

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<th>Year 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
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<td>In-kind</td>
<td>Cash</td>
<td>In-kind</td>
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<td>Committed Total</td>
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</tr>
</tbody>
</table>

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

*Please note the budget validation error messages at the bottom of the budget page*

2) Budget layout examples
Example 1:
The following example shows that Year 1 has been selected, the total sum of all categories for the year selected, the icons for adding and removing items, the fields where to enter the funds requested for an item.
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 (Partner Org1 and Partner Org2) and the ‘Committed Total’, which equals the combined Partner Organisation contribution.
2) ‘Australian Research Council’ column

Please use the budget table as a summary, and provide further details in ‘Part E – Budget Justification’.

Enter the amounts being sought in the ARC column against the relevant items for each year you will be seeking funding from the ARC.

If removing an amount from the budget line, a ‘0’ (zero) must be entered. Leaving the field blank after using the delete or backspace button will not clear the field.

3) Budget Categories

Budget items requested must be eligible costs under Sections A6 and B6 of the Funding Rules.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Australian Research Council</td>
<td>Administering Organisation</td>
<td>Other Eligible Organisation</td>
<td>Partner Organisation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Cash</td>
<td>Cash</td>
<td>In-kind</td>
<td>Cash</td>
<td>In-kind</td>
<td>Cash</td>
</tr>
<tr>
<td>Personnel</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
</tbody>
</table>

Entering data in the ‘ARC’ column

Enter in the amounts of funding being sought from the ARC against the available categories. Please see below for further information on each category.

Categories

Budget items requested must be eligible costs as listed in section B6 of the Funding Rules.

Personnel (salaries + on-costs)

The ‘Personnel’ rows may include salaries for personnel such as a Chief Operating Officer or Centre Manager, as noted in section B6.2 of the Funding Rules.

Salaries for personnel 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, but excluding items such as extended leave and severance pay.

Do not build indexation into the amounts.

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.

Eligible Organisations must not include as an in-kind contribution the salary for any Commonwealth-funded Fellowships or Awards, unless it is salary committed by the Eligible Organisation over and above the Commonwealth component.

Show salaries for Chief Investigators and Partner Investigators in the relevant columns (‘Administering Organisation’, ‘Other Eligible Organisation’, ‘Partner Organisation’) only for the proportion of time estimated that will be spent on the Centre.

The salaries of Senior Research Associates, Research Associates, PhD stipends and all other personnel should be based on standard salary levels within the Organisation using the appropriate rate at the time of submission.
**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 *ARC Centres of Excellence* scheme will not fund budget items that do not directly support the Centre as stated in section B6.3 of the Funding Rules.

You can include both hardware and software items in any one year in this category.

Indicate the cost of equipment and its installation. Where possible, base the cost of equipment and installation on the latest prices (excluding GST) obtained from the supplier at the time of submission. Do not simply estimate costs.

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

For in-kind contributions show in the budget any in-kind contribution of equipment or facilities that will be used in the Centre’s research activities. An example would be the waived cost of access to an international facility operated by one of the overseas Partner Organisations.

**Maintenance**

Include in this category maintenance for infrastructure and equipment and consumables required for the Centre.

Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under ‘Equipment’ or ‘Personnel’ as appropriate. Estimate the prices that will apply at the time of purchase.

**Travel**

All travel costs, including airfares, accommodation and incidentals (per diems) must be listed within the ‘Travel’ section of the budget. Travel costs must be requested as per the Administering Organisation’s policies.

**Other**

Include any budget items that cannot be appropriately placed in other categories. Some ‘Other’ cash items include, but are not limited to, expert services of a third party, publications and dissemination costs and website development/maintenance.

In-kind contribution examples could include building works and refurbishment of laboratories associated with the establishment of the Centre. Organisations may include in this field a fair estimate of the value of the contribution of emeritus staff, research students and other researchers who contribute to the Centre without salary. The In-kind contributions of personnel will include *pro rata* salaries of the staff employed by Other Eligible Organisations or Partner Organisations that are seconded to, or formally associated with, the Centre.

**Entering contributions ($ amounts) for the Administering Organisation, Other Eligible Organisations and Partner Organisations**

Enter the amounts the organisation will provide to the Centre in the appropriate column against the relevant budget line. Items must first be added to the Budget table, the amounts can then be entered in the relevant columns.

An organisation will only be available to be added in this part if they have already been added as an Organisation Participant on the Draft Proposal page at ‘Organisation Participants’.
Entering data in the ‘Administering Organisation’ column
Enter in the dollar amounts that the Administering Organisation will be contributing to the Centre against each budget line. The Direct Costs line will sum the total of all categories.

Entering data in the ‘Other Eligible Organisation’ and Partner Organisation ‘columns
In these columns, enter in the dollar amounts that the Other Eligible Organisation(s) and the Partner Organisation(s) will be contributing to the Centre. The Direct Costs line will automatically sum the total of all categories.

The total per year contributed by the organisations will need to be entered in the respective tables (contributing organisation tables) that will be created below the main budget table. Each contributing organisation’s name will be listed separately within that contributing organisation tables once they have been added via the ‘Set Other Organisation Contributors’ link. This table is used to enter the amount each organisation will be contributing in the relevant year/s. Please enter the total amount that an organisation is contributing against that organisation’s name in each year.

If the amounts in the main budget table do not match the total contribution listed in the contributing organisation tables, a validation error will result.
This error must be resolved before any other validation errors. As a rule, resolve any validation errors from the first dot point down.

Note: If no column is visible, you must click on the ‘Set Other Organisation Contributors’ link and tick the check box against the relevant organisation. The amount in the total row does not automatically populate from the top budget table.

SAVE PART D

Part E – Budget Justification

E1. Justification of funding requested from the ARC for the duration of the Centre
Please note this question must be answered.

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

- Use the same category headings as in the ARC requested budget table
- 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 technician with a specific level of expertise is required for ‘x’ months. The same level of explanation is required for all items being requested
- 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 its importance to the Centre’s research programme. Provide details of the manufacturer, supplier, cost and installation. Do not supply 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 organisation purchasing and
hosting expensive items of equipment would be expected to contribute part of the funding required for such items

- Justify any requests for funding to cover the costs of domestic and international travel for the Centre Director, CIs, PIs, other research support personnel and Centre visitors associated with the Centre.

### E2. Details of non-ARC contributions

Please note this question must be answered.

Provide details of how non-ARC contributions will support the proposed Centre. The other Organisation(s) contribution information must not exceed five A4 pages. The uploaded PDF **must**:

- Use the same headings as in the Description column in the budget at Part D of the Proposal
- Provide details of the contribution of the Administering, Other Eligible and Partner Organisations, including what the CIs and PIs will contribute to the Centre in relation to their time and any other contribution from their organisation
- Explain fully why no commitment has been made if there is no direct funding being provided by the Administering Organisation or other organisations in cases where this could reasonably be expected
- Attribute contributions to specific organisations.

SAVE PART E
This is the largest section in the Proposal form. Please ensure that you save regularly while completing this Part; note that it may take longer to save Part F than other Parts of the form.

Before you generate the PDF, ensure that Part F is saved so that any details that are changed by the Participant will be populated correctly into the PDF.

Each Participant who has been invited via Part A3 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.

Applicants must notify the ARC of any changes to researchers’ details which may have occurred after submission of the Proposal.

Personnel who will be participating in the Centre but are not listed in the Personnel Participant Summary, cannot be included in this Part. These ‘Other Personnel’ must be listed in Part G.

F1. Personal Details

(This data is automatically populated from the Participant’s RMS profile).

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

F2. Role within the Centre

Please note this question must be answered.

The statement on your role within the Centre must not exceed one A4 page. You should outline your contributions to the Centre’s research programme, operations and management as appropriate in the context of your nominated researcher role.

For researchers other than the Centre Director, indicate if you will be taking on responsibilities such as Deputy Director, Node Director, Programme Leader or other leadership role.

F3. What is your time commitment (FTE) to the Centre?

Please enter your time commitment to the Centre as a Full-Time Equivalent (FTE). Note that a FTE of 1.0 represents a full-time commitment (i.e. 5 days per week). Time in excess of 1.0 FTE is not allowable.

Please refer to sections A9 and B9 of the Funding Rules which outlines eligibility in relation to time commitment.

Note: The Centre Director is expected to have a minimum time commitment of 0.7 FTE on the activities of the Centre.

A Chief Investigator must have a minimum time commitment of 0.2 FTE on the activities of the Centre. Proposals where Chief Investigators are prepared to commit only the minimum FTE to the Centre may not be viewed favourably by the Selection Advisory Committee.
The time commitment of participants should be commensurate with their role within the Centre and their non-Centre workload (other grants/research (e.g. Laureate Fellows), administrative responsibilities, and/or teaching).

**F4. Research record relevant to opportunities**

Please note this question must be answered.

In no more than one A4 page, please outline details of your career opportunities for research over the past five years. Incorporate evidence of collaboration, leadership and mentoring.

Provide and explain:

- The number of years it has been since you graduated with your highest educational qualification
- 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
- Information on your role:
  i. **if you are university based**, indicate whether you are a research-only, teaching and research, research and administration, teaching-only, teaching and administration, or administration-only academic, giving any additional information (e.g. part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last five years in those roles
  ii. **if you are industry based**, indicate whether you are a research and administration, researcher in business, program or project manager or other business role, giving any additional information (e.g. part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last five years in those roles
- Any career interruptions you have had for childbirth, carer’s responsibility, misadventure, or debilitating illness
- The research mentoring and research facilities available to you
- 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 (e.g. any circumstances that may have slowed down your research and publications or affected the time you have had to conduct and publish from research). Note that there is no expectation of a research publication track record from non-research personnel.

**F5. Significant research outputs**

Please note this question must be answered.

In no more than five A4 pages provide a list all research outputs, such as journal articles and refereed conference papers, books and book chapters in the last five years (2010 onwards).

Use asterisks to identify research outputs relevant to this Proposal.

The uploaded PDF should list outputs under the following headings:

- scholarly books
- edited research books, including prestigious reference works
• scholarly book chapters
• refereed journal articles
• refereed conference papers (where the paper was published in full in the proceedings)
• other research outputs, including non-traditional research outputs
• any other academic research publications.

Include the acceptance date if listing in-press or programmed creating presentations. Also include the details of any outputs available online, before publication or presentation.

F6. Further evidence in relation to research impact and contributions to the field over the last 10 years
Please provide a statement of about 1000 words outlining further evidence of your research impact and contributions to the field, from 2005 onwards.

You should refer to the ARC’s Research Impact Principles and Framework when completing this question.

In the statement, you should:
• List research outputs other than academic publications. Examples may include patents, IP licences, citations, other research support income, relevant consultancies, policy advice, major exhibitions or performances, honours and awards, and other professional activities
• Describe your research impact relative to opportunity and the context of discipline/end-user expectations. Outline significant achievements and outcomes which have contributed to the impact for end-users. The Research Impact Pathway Table may provide some help in answering this point.

F7. Qualifications
This question 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 Details’ link under ‘My Details’ on the RMS Home Page

• Click on the ‘Qualifications’ tab to provide details of qualifications, including highest qualification, in date order, beginning with the most recent. The generated PDF may reverse the order of qualifications; this is not an issue.

F8. 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 ‘Personal Details’ link under ‘My Details’ on the RMS Home Page.

Click on the ‘Organisation Details’ tab to provide details of academic, research, professional and industrial experience during the past 10 years:
• Begin with your current/most recent position, the contract type and employment type
• Specify start date and end date of each position
• Select an organisation.
**F9. Employment Details relevant to this Proposal – future employment**

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 Jan 2017). 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 Australian Business Number.

**F10. Currently held ARC projects**

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

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**Part G – Other Personnel Associated with the Centre**

Other personnel may include Associate Investigators, who are researchers who cannot take on the responsibilities of a Chief Investigator or Partner Investigator, or who have specialised knowledge and whose expertise may be required for limited periods of time in particular projects within the Centre’s research programme.

**G1. Other personnel who will be participating in the Centre research programme**

For each other person (not the researchers listed in Part A4) who will be associated with the proposed Centre, you must provide a statement listing personal details and a brief description outlining their expertise, contribution and time commitment to the Centre.

No more than 30 pages in total can be uploaded as a PDF. Each other person who will be participating in the Centre research programme can provide a maximum of two A4 pages.

**Individual statements must be combined into a single document for uploading.**

Each statement should include the following information:

a. Full name
b. Qualifications – degree and year of award for each award
c. Current appointment – organisation and year of appointment; level and year of appointment to than level
d. Research outputs, such as journal articles and refereed conference papers, books, book chapters and other research outputs, including non-traditional research outputs from 2010 onwards
e. A brief description of expertise, proposed role, contribution and time commitment (FTE) to the Centre.
Part H – Research Support

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/fellowships awarded or requests submitted involving that Participant for funding for the years 2017 to 2021 inclusive. That is,

- Use the table format below to create a list of relevant projects/proposals. Then upload the list as a PDF
- List the current proposal first. List other proposals and/or projects (including Fellowships) in descending date order
- Support statuses are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support
- You do not need to list a Proposal if you know that the request for funding has been unsuccessful
- The proposal/project ID applies only to Proposals, current and past projects (including fellowships), funded by the ARC or NHMRC
- Details should be provided for all sources of funding, not just ARC funding
- Funding amounts are to be in thousands and in Australian dollars
- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.

**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.

**Note:** This Part may show as ‘Valid’ on the main Proposal summary screen despite no information having been entered. Please review and save this Part carefully before submitting the Proposal.

**Template:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Same Research Area (Yes/No)</th>
<th>Support Status (Requested/Current/Past)</th>
<th>Proposal/Project ID (if applicable)</th>
<th>2017 ($'000)</th>
<th>2018 ($'000)</th>
<th>2019 ($'000)</th>
<th>2020 ($'000)</th>
<th>2021 ($'000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(all named investigators on any Proposal or grant/project/fellowship in which a Participant is involved, project title, source of support, scheme and round)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Example:

<table>
<thead>
<tr>
<th>Description</th>
<th>Same Research Area (Yes/No)</th>
<th>Support Status (Requested/Current/Past)</th>
<th>Proposal/Project ID (if applicable)</th>
<th>2017 ($’000)</th>
<th>2018 ($’000)</th>
<th>2019 ($’000)</th>
<th>2020 ($’000)</th>
<th>2021 ($’000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof AB Example, Prof CD Example, Proposal Title, ARC, Australian Laureate Fellowships 2016.</td>
<td>Yes</td>
<td>R</td>
<td>FL16X XXXX</td>
<td>XX</td>
<td>XX</td>
<td>XX</td>
<td>XX</td>
<td>XX</td>
</tr>
<tr>
<td>Prof AB Example, Prof EF Example, Proposal Title,</td>
<td>No</td>
<td>C</td>
<td>XXXX X</td>
<td>XX</td>
<td>XX</td>
<td>XX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SAVE PART H
Part I – Grants for Possible Relinquishment

1. Information on grants for possible relinquishment if this Proposal is successful

(This question must be answered)

There are two groups of ARC-funded grants that may be required to be relinquished or Proposals submitted withdrawn from a selection process if the Centre Proposal is successful:

- Those which will lead to the researcher holding more grants than is permitted under various scheme funding rules
- Those in which the research programme of a grant overlaps with or duplicates that of the Centre.

Use the table format below to create a list of grants which may be required to be relinquished or withdrawn from the selection process, then upload the list as a PDF.

The uploaded PDF must not exceed more than 30 pages; please keep the justification text as succinct as possible.

Template:

<table>
<thead>
<tr>
<th>Project ID</th>
<th>First-named investigator</th>
<th>Centre participant (if different to first-named investigator)</th>
<th>Reason for relinquishment (select one)</th>
<th>Agree to relinquish (select one)</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Grant limit</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Research overlap or duplication</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example:

<table>
<thead>
<tr>
<th>Project ID</th>
<th>First-named investigator</th>
<th>Centre participant (if different to first-named investigator)</th>
<th>Reason for relinquishment (select one)</th>
<th>Agree to relinquish (select one)</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPXXXXXXX</td>
<td>Prof AB Example</td>
<td></td>
<td>Grant limit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>LPXXXXXXX</td>
<td>Prof GH Example</td>
<td></td>
<td>Research overlap or duplication</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Remaining work on research project being undertaken with Partner Organisation support; no ARC funds are being expended.</td>
</tr>
</tbody>
</table>
Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.

**Part J – Other Eligible and Partner Organisations**

A copy of this section will automatically be generated for each Other Eligible and Partner Organisation. Participants should ensure that the organisation name displayed is the current name of their intended Other Eligible or Partner Organisation.

1. **Letter of support for the Centre**

Each Other Eligible and Partner Organisation must include a letter of support addressing Selection Criterion C. The letter must not exceed two A4 pages.

For **Australian organisations**, the uploaded PDF must:

- be on the organisation’s letterhead
- be signed by Deputy Vice Chancellor (Research), CEO or equivalent (or appropriate delegate with authority to commit support)
- include details of the amount of cash and/or in-kind contributions that will be provided
- include the purposes for which these contributions are allocated and, if appropriate, identify the researchers who will be contributing to the Centre
- certify that no part of the cash contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory sources for the purposes of research
- certify that it will meet the requirements outlined in a standard Funding Agreement, including the requirement to enter into formal arrangements regarding intellectual property.

For **overseas organisations**, the uploaded PDF must:

- be on the organisation’s letterhead
- be signed by Deputy Vice Chancellor (Research), CEO or equivalent (or appropriate delegate with authority to commit support)
- include details of the amount of cash and/or in-kind contributions that will be provided
- include the purposes for which these contributions are allocated and, if appropriate, identify the researchers who will be contributing to the Centre
- certify that it will meet the requirements outlined in a standard Funding Agreement, including the requirement to enter into formal arrangements regarding intellectual property.
4. Submitting 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 Centre Director must:

- Review all components to ensure the information to be submitted is complete
- Ensure all components are complete and valid
- 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. After Proposals close, the ARC will also automatically re-generate a PDF for each Proposal to ensure that all changes to the form are captured in the PDF. **Participants and Research Office staff should use this final PDF as the final copy of the submitted Proposal should a printed one be required.**
5. Changes to the document

Updated 15 October 2015

- Part H Qu.H1 Research support for all Participants – dot point five updated to:
  “The proposal/project ID applies only to Proposals, current and past projects (including fellowships), funded by the ARC or NHMRC” – added the words “ARC or”
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 type
- 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.