Australian Government

Australian Research Council

Assessor Handbook

A guide for both **General** and **Detailed** Assessors on the selection process and assessing applications under the Linkage Program grant opportunities for

Early-Career Industry Fellowships (IE23)

Mid-Career Industry Fellowships (IM23)

Industry Laureate Fellowships (IL23)

23 November 2022

Contents

1. Overview

This Handbook provides instructions and advice for both **General** and **Detailed** Assessors on the assessment process for the Industry Fellowships Program (IFP) which is funded under the Australian Research Council's (ARC) Linkage Program. The Linkage Program is one of two programs in the ARC National Competitive Grants Program (NCGP), the other being Discovery.

The NCGP supports the highest-quality fundamental and applied research and research training under these 2 grant programs.

The specific objectives and assessment criteria for the IFP are listed in Appendix 1, and are also available in the relevant Grant Guidelines on GrantConnect.

This handbook covers assessment for the following three IFP schemes:

1.   Early Career Industry Fellowship scheme (IE23)
2.   Mid-Career Industry Fellowship scheme (IM23)
3.   Industry Laureate Fellowship scheme (IL23)

2. The assessment process

The objective of the assessment process is to ensure that the highest quality research applications are recommended to the ARC Chief Executive Officer (CEO) for funding. The CEO then makes recommendations to the Minister for Education who decides which projects will be allocated funding under the NCGP.

Peer review plays a critical role in the assessment of ARC applications and in informing the funding recommendations. Peer review is undertaken by 2 groups of experts known as General and Detailed Assessors. General Assessors come from a broad range of disciplines, background, or experience and sit as members on the Selection Advisory Committee (SAC) for each scheme. Detailed Assessors are peer reviewers who have expertise in the specific research area of the grant proposal.

Detailed and General Assessors assess applications against the relevant grant opportunity assessment criteria and contribute to the process of scoring and ranking research applications. Detailed Assessors' comments and scores are considered by General Assessors as part of application assessment. General and Detailed Assessors have different roles in the peer review process. Key aspects of their roles are outlined in Section 2.1 and 2.2, respectively.

The process for assessing and ranking applications is managed through the Research Management System (RMS). This is the web-based computer system used for the preparation and submission of research applications and assessments for the ARC. The RMS User Guide for Assessors is a guide for **General** and **Detailed** Assessors on how to navigate the RMS assignment and assessment process. It is available on the ARC Assessor Resources page. This page also provides additional information about the peer review process.

Please note that unlike other ARC funding opportunities, the IFP selection process does not include a rejoinder (the opportunity for applicants to respond to the Detailed Assessors' comments) to enable shorter timeframes from submission of applications to the announcement of outcomes.

2.1 General Assessors

RMS profile

It is important that General Assessors ensure that their RMS profile is up to date and contains the following details:

1.   **Expertise text:** Please outline your expertise briefly. The following format is suggested **"**My major area of research expertise is in a, b, c. I also have experience in research q, r, s. I would also be able to assess in the areas of x, y, z. The research facilities and techniques I use are l, m, n".

2. **Field of Research (FoR-2020) Codes:** Please include between 6 and 10 FoR codes at the 6-digit level that reflect your key areas of expertise.

3. **Employment History:** Please ensure that your employment history is kept up to date, to enable your organisational conflicts of interests to be identified by RMS.

This information is used to match assessors with applications. It is important that the information best represents an individuals' area of expertise to ensure that applications are assigned to assessors as close to their expertise as possible.

The Selection Advisory Committee

For each grant opportunity, General Assessors are selected to form a Selection Advisory Committee (SAC). General Assessors are responsible for reviewing applications and Detailed Assessors' assessments and for making final deliberations and recommendations to the ARC Chief Executive Officer during SAC meetings. Thus, SAC members form an integral part of the peer review process. SACs include members from the ARC College of Experts (CoE) and other eminent members of the wider research community and members from end-user communities such as Industry Experts.

SAC members are chosen to provide a combination of relevant expertise and experience to support the objectives of the grant opportunity. For the three IFP schemes the SAC formation is as follows:

- **IE23 –** the SAC will be divided into four panels of different disciplines

- **IM23 –** the SAC will be a single panel covering all the relevant disciplines

- **IL23** – the SAC will be a single panel covering all the relevant disciplines.

Following the deadline for submission of applications, ARC Executive Directors assign each application to at least two General Assessors. The lead General Assessor (Carriage 1) is usually closely associated with the application's research field; and co-Carriages have supplementary expertise from applied research domains, industry and/or university-based research.

Carriage 1 has primary responsibility for the application, and co-Carriages have a responsibility to assist Carriage 1 in resolving initial recommendations, often through discussions in advance of the SAC meeting, and adding to the discussion during the SAC meeting. Note that *General Assessors are not required to agree on or align their scores for an application, but if the scores are disparate, they need to have an understanding of why their opinions differ to facilitate discussion at the SAC meeting.*

General assessment process

All General Assessors must declare any conflicts of interest (COI) and reject an assignment as soon as possible if a COI exists. This will assist the ARC with the timely re-assignment of applications. See Section 4.1 for further information. If a General Assessor is unsure of whether a COI exists, they must seek advice from the ARC before proceeding with accepting an assignment by emailing the relevant grant opportunity team via ARC.College@arc.gov.au as soon as possible.

Applications outside an assessor's area of expertise

The ARC receives applications from many scholarly fields. Occasionally you will be asked to assess an application that does not appear to correspond closely with your area of expertise, particularly as a General Assessor. Your views are valuable as they are being sought on the entire application, drawing on your expert knowledge as a researcher. If you are a **General Assessor** and are concerned about a particular application's research area and your ability to provide a robust assessment, **please contact the ARC via** ARC.College@arc.gov.au **before** rejecting the assignment**.

When assessing applications General Assessors must rely solely on the information provided within the application including referenced publications and preprints and should not seek additional information from any sources. This includes following any hyperlinks that may have been provided in the application. The inclusion of webpage addresses/URLs and hyperlinks is only permitted under certain circumstances such as publications (including preprints) that are only available online. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the application. All information relevant to the application must be contained within the application.

Assigning Detailed Assessors

Detailed Assessors are assigned by Carriage 1 or by ARC Executive Directors for the three IFP grant opportunities. The below detail lists who has responsibility for this activity:

Grant Opportunity	Responsibility of Assignment of Detailed Assessors
IE23	Carriage 1
IM23	Carriage 1
IL23	ARC Executive Directors

Carriage 1 is required to assign Detailed Assessors (for IE23 and IM23 only). They are asked to select assessors across different genders, academic levels, institutions, and a variety of types of organisations, nationally and internationally to achieve a balanced evaluation of the application appropriate to the discipline. The number of Detailed Assessors required to be assigned, including reserves, is shown on the assignment page in RMS and communicated to General Assessors via email.

Please ensure that multiple assessors from the same organisation are **not** assigned to the same application.

After assigning the required number of assessors in RMS and following the ARC's announcement of assignments, Carriage 1 may notice that some applications appear to need more assignments. This is due to the previously assigned assessors rejecting the assessment or not responding, but no further action is required from Carriage 1. **The monitoring of assignments, acceptance, rejection, and submission is managed by ARC staff.** If the assigned Detailed Assessors and reserves become unavailable, an ARC Executive Director will assign additional Detailed Assessors.

Cross-Panel Applications

The following information is applicable to the IE23 grant opportunity only as more than one panel applies to this grant opportunity.

Cross-panel applications are applications with General Assessors on more than one panel assessing the application. This arises due to the cross-disciplinary nature of some applications. Cross-panel applications undergo exactly the same assignment and assessment process as all other applications. Cross-panel applications are assessed in the Selection Advisory Meeting where Carriage 1 is assigned.

General Assessors assigned to a cross-panel application who are not Carriage 1 and are from a different panel (for expertise), will not have access to the application in the RMS Meeting Application, so will not be able to see the final ranking of the application, and will need to ask Carriage 1 for this information. A cross-panel application will NOT be automatically tagged for discussion at the SAC meeting unless requested by one of the General Assessors (this can be the General Assessor from the other panel).

Prior to the SAC meeting, it is important that the General Assessor who is co-Carriage on a cross-panel application speaks to Carriage 1 to ensure Carriage 1 has sufficient information to represent their views at the SAC meeting.

Note that it is rare that General Assessors from other panels are brought into the meeting to present their views, but this can be arranged if any of the General Assessors considers it critical to ensure a fair assessment of the application.

Saving preliminary assessments

Following the assignment process and while the Detailed Assessors are undertaking assessments, General Assessors will:

1. Independently read, assess and score all their assigned applications against the relevant criteria, based on an A to E Scoring Matrix. The matrix provides guidance on the expected averages across the entire set of applications; however, each application must still be scored on its own merits.
2. These preliminary assessment scores should be saved as drafts in RMS (**but not submitted**). This will occur prior to the close of submission of assessments by Detailed Assessors.
3. It is important to have all draft scores entered in RMS by the due date (by close of Detailed Assessments) as this enables the co-Carriages to view the scores and to facilitate discussion after and ensure that differences in scores are understood by all co-Carriages.

Following the close of Detailed Assessment, General Assessors will:

4. Review the Detailed Assessors' comments and scores. Detailed Assessments will inform General Assessors' final scores.
5. At this point General Assessors can also review and if necessary, revise and adjust their preliminary scores entered in RMS based on Detailed Assessors' input.
6. Note, if a General Assessor is provided with an extension to enter their preliminary scores due to exceptional circumstances, the ARC will facilitate alternative arrangements for co-Carriages to discuss and address discrepancies.

Revising and submitting final assessments

For applications that have a difference in scores between the General Assessors, Carriage 1 is responsible for contacting the other Carriage(s) to discuss their scores. General Assessors are not required to agree on or align their scores for an application, but if the scores are disparate, they need to have an understanding of why their opinions differ to facilitate discussion at the SAC meeting. Following this discussion, final scores and ranks should be **submitted in RMS** by the required final due date.

When all final scores are submitted, RMS produces a ranked list of all applications — see Section 2.3 for more detail. This list is used at the SAC meeting to assist with the identification of applications that are of sufficient quality to be fundable. The ranking of applications on this list is not final and the meeting process provides several opportunities for the SAC to discuss and review all applications, as outlined below.
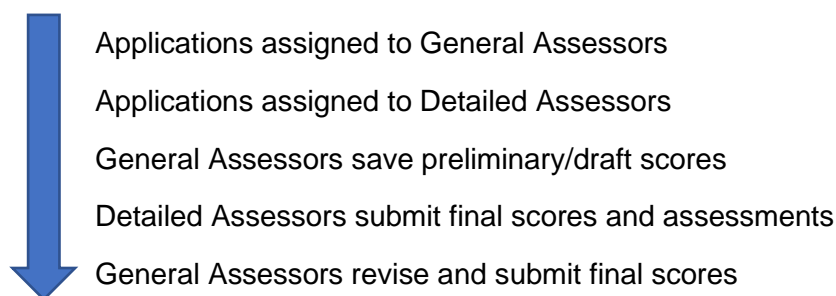
Inappropriate assessments

If General Assessors are concerned about the appropriateness of any Detailed Assessors' assessment text or comments, comments that do not match scores, or potential COI issues, they **must** contact the ARC by sending an email to the relevant grant opportunity team via ARC.College@arc.gov.au as soon as possible. The ARC will investigate the concerns and decide whether an assessment should be amended by the Detailed Assessor or removed from the process. The latter happens only in rare circumstances and requires an ARC senior executive's approval.

Order of the Assessment Process

The following diagram provides an overview of the General Assessor's assessment process.

Diagram 1: Overview of the General Assessor Assessment Process

Applications assigned to General Assessors

Applications assigned to Detailed Assessors

General Assessors save preliminary/draft scores

Detailed Assessors submit final scores and assessments

General Assessors revise and submit final scores

2.2 Detailed Assessors

RMS profile

A Detailed Assessor's RMS profile plays an essential role in the assignment process as information contained in the profile assists with the matching of applications with appropriately skilled Detailed Assessors. It is important that Detailed Assessors ensure that their RMS profile is up to date and contains the following details:

1. **Expertise text:** Please outline your expertise briefly. The following format is suggested **"My major area of research expertise is in a, b, c. I also have experience in research q, r, s. I would also be able to assess in the areas of x, y, z. The research facilities and techniques I use are l, m, n."**

2. **Field of Research (FoR-2020) Codes:** Please include between 6 and 10 FoR codes at the 6-digit level that reflect your key areas of expertise.

3. **Employment History:** Please ensure that your employment history is kept up to date, to enable your organisational conflicts of interests to be identified by RMS.

4. **Personal Details:** Please ensure your personal details are up to date, including conflicts of interest and personal material interest declarations.

This information is used to match assessors with applications. It is important that the information best represents an individuals' research expertise to ensure that applications are assigned to assessors as close to their expertise as possible

Note: Obligated assessors (those who are participants on an ARC project currently receiving funding) are required to keep their RMS profile up to date and to undertake assessments as required in the relevant Commonwealth grant agreement for their project(s).

Assignment of applications

Applications are assigned to Detailed Assessors using information from their RMS profile and expert judgement. The below table lists who has responsibility for this activity:

Grant Opportunity	Responsibility of Assignment of Detailed Assessors
IE23	Carriage 1
IM23	Carriage 1
IL23	ARC Executive Directors

Detailed Assessment Process

1. Before accepting and reviewing an application the Detailed Assessor must:

- Declare any conflict of interest (COI) and reject an assignment as soon as possible if a COI exists. This will assist the ARC with the timely re-assignment of applications. See Section 4.1 for further information. If a Detailed Assessor is unsure whether a COI exists, they must seek advice from the ARC before proceeding with accepting or declining an assignment by emailing to the relevant grant opportunity team via ARC-College@arc.gov.au as soon as possible.

2. Applications outside an assessor's area of expertise:

The ARC receives applications from many scholarly fields. Occasionally you will be asked to assess an application that does not appear to correspond closely with your area of expertise. If you are a **Detailed Assessor** and believe that the ARC has misunderstood your expertise, or has made an error in assigning an application to you, please give **early notice** of your view by rejecting the application/s in RMS and entering a reason in the Rejection Reason comment box. It is also important to review your RMS profile expertise text and FoR codes.

3. Detailed Assessments:

Detailed Assessors provide scores and written comments addressing the assessment criteria on each application. Detailed Assessors may be assigned a number of applications within their field of research or across a broader disciplinary area on the basis of their RMS profile expertise text and FoR codes. Detailed Assessors are asked to:

a. Complete in-depth assessments of applications in RMS, providing scores and detailed comments against grant opportunity specific criteria (refer to Appendix 1 for Industry Fellowship Program assessment criteria)

b. Identify the merits or otherwise of the application with respect to the assessment criteria set out in the grant guidelines

c. Assess and score the application for each assessment criterion separately.

Detailed Assessors are asked to provide a minimum of 500 characters (approximately 75 words) up to a maximum of 2500 characters (approximately 375 words) per assessment criterion. A minimum of 3,500 characters (approximately 525 words) is required across all assessment criteria.

Detailed Assessors' expertise, comments and scores are made available to General Assessors for consideration as part of their application assessment.

Detailed Assessors may receive applications to assess at any stage of the assessment process due to late COIs being declared by other assessors.

How to ensure high quality detailed assessments

Detailed Assessors can refer to the *How to write a quality peer review page* on the ARC Peer Review webpage for **examples** of well-written Detailed assessments. The webpage also provides links to 2 supplementary guides, the *Peer Review* and *Disclosure of Interests and Management of Conflicts of Interest*, supporting implementation of the Australian Code for the Responsible Conduct of Research (the Code).

High quality Detailed assessments are an integral part of the peer review process. As some General Assessors are experts in the general field of the proposed research, rather than the specific field, they use Detailed Assessors' scores that are justified with constructive comments to help the General Assessors to assess the merits of the application.

Detailed Assessors are asked to provide detailed high quality, constructive assessments with the following elements:

1. **Objective** and professional comments
2. **Detailed** comments on the merits or otherwise of the application with respect to the assessment criteria
3. **Sufficient** information to allow non-disciplinary expert General Assessors to evaluate the merit of the application (one or 2 sentences is not sufficient, a clear explanation of why it is excellent or there is an issue is beneficial)
4. **Comments that align closely with scores** — for example, an 'A' score should not be submitted if an application is assessed as being of limited merit against a criterion. Further, if a 'D' score is given, then suitable constructive criticisms and comments justifying the score are required. It is important to remember that the SAC will see both comments and scores. It is essential that your scores and comments are fit for purpose and provide appropriate information for the person using them
5. **Comments that are fair, meaningful and balanced**, addressing only issues relevant to the application in terms of the assessment criteria. Comments should provide a sound, comprehensive account of, and justification for views about the application, while respecting the care with which applications have been prepared
6. **Comments that are free** from platitudes, exaggeration and understatement
7. **Timely submission** via RMS as early as possible is appreciated, and by the ARC deadline is required.

How to avoid inappropriate assessments

Detailed Assessors **should not** put the following in their assessment comments, as this may render the assessment inappropriate:

1. Scores which do not align with assessment text
2. Excessive use of acronyms
3. Generic comments used in multiple assessments
4. Very brief assessment text
5. Scores that are included within the assessment text
6. Information that identifies researchers named on other applications
7. Advice about their own identity, standing in, or understanding of, the research field in the application
8. The outcome or status of relevant research by the researchers which is not mentioned by the applicants in the application, unless it contradicts the supplied information, and comments about the potential ineligibility of an application. All queries regarding outcomes of relevant research not

mentioned in the application and eligibility should be sent to ARC-Peer_Review@arc.gov.au from Detailed Assessors as soon as a potential issue is identified

9.   Restatement or rephrasing of any part of the application
10.   Comments comparing one application with another in this round or in any other round
11.   Text that has been copied from a previous assessment
12.   Text that appears to be discriminatory, defamatory or distastefully irrelevant (such as gratuitous criticism of a researcher and/or eligible organisation).
13.   Assumptions of the impact of COVID-19 on the proposed research in the application.
14.   Assumptions on the nature of conflict of interest arising from the proposed project and relevant mechanisms to deal with the conflict of interest.

Under no circumstances should Detailed Assessors contact researchers and/or institutions about a submitted application or seek additional information from any sources.

When assessing applications Detailed Assessors must rely solely on the information provided within the application including referenced publications and preprints and should not seek additional information from any sources. This includes following any hyperlinks that may have been provided in the application. The inclusion of webpage addresses/URLs and hyperlinks is only permitted under certain circumstances such as publications (including preprints) that are only available online. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the application. All information relevant to the application must be contained within the application.

Treatment of inappropriate assessments

Inappropriate assessments compromise the integrity of the peer review process. To be fair to all applicants, the ARC may review and subsequently request Detailed Assessors to reconsider their written comments. The ARC may also reject a Detailed Assessor's assessment that contains inappropriate or highly subjective comments about any aspect of an application. If General Assessors are concerned about the appropriateness of any assessment text or comments that do not match scores from Detailed Assessors, or identify a potential COI, they must contact the ARC by sending an email to the relevant grant opportunity team via ARC-College@arc.gov.au as soon as possible. The ARC will investigate the concerns and decide whether an assessment should be amended by the Detailed Assessor or removed from the process. The latter happens only in rare circumstances and requires ARC Senior Executive approval.

How to submit Detailed assessments

If a Detailed Assessor has been assigned multiple applications, RMS will use the **overall application scores** to automatically rank a Detailed Assessor's assessments as these are completed in RMS. Where multiple applications have the same **overall application scores** these applications will be flagged with the Detailed Assessor and they must assign a unique rank to differentiate equally scored applications.

Note that since the assessment criteria are weighted, it is possible for applications with different criteria scores to have the same overall score. A Detailed Assessor will not be able to submit assessments until each application has a unique rank.

Once the unique rank is assigned the error message will disappear and the assessments can be submitted.

If assessments have not been submitted individually the 'Submit All' button will activate at the top right of the screen once all unsubmitted assessments have reached the minimum system requirements.

To submit all completed assessments, select 'Submit All' and then 'Save' to complete submission.

Note: Once assessments have been submitted a Detailed Assessor will not be able to amend the details, and the 'Submit' button will be greyed out. If you need to change an assessment, please email ARC-Peer_Review@arc.gov.au before the assessment closing date to have the assessment 'de-submitted'. For further details regarding completing and submitting assessments in RMS refer to RMS User Guide for Assessors available on the ARC Assessor Resources page.

2.3 Scoring and ranking assessments – all assessors

Scoring

When applying the Scoring Matrix, assessors should have regard for the specific grant opportunity objectives (see Appendix 1).

Scoring applications against assessment criteria can be a difficult exercise when assessors might only look at a small sub-set of applications. Bands within the Scoring Matrix ideally represent a distribution across all applications submitted to a grant opportunity.

Only the very best applications should be recommended. As a guide, approximately 10% should fall into the top scoring band ('A'). These would have been assessed as near flawless applications across all assessment criteria.

A Scoring Matrix for the scores A to E is provided in **Table 1** below and should guide scoring by both Detailed and General Assessors.

Table 1: Example Scoring Matrix

Score	Criteria	Recommendation
A	**Outstanding:** Of the highest quality and at the forefront of research in the field. Approximately 10% of applications should receive scores in this band.	**Recommended unconditionally**
B	**Excellent:** Of high quality and strongly competitive. Approximately 15% of applications should receive scores in this band.	**Strongly support recommendation of funding**
C	**Very Good:** Interesting, sound and compelling. Approximately 20% of applications should receive scores in this band.	**Support recommendation of funding with reservation**
D	**Good:** Sound but lacks a compelling element. Approximately 35% of applications are likely to fall into this band.	**Unsupportive of recommendation for funding**
E	**Uncompetitive:** Uncompetitive and has significant weaknesses. Approximately 20% of applications are likely to fall into this band.	**Not recommended for funding**

NOTE: This Scoring Matrix is an example only. Please see Appendix 1 for the Scoring Matrix applicable to each individual grant opportunity.

Ranking

Each application must have a unique rank. Although RMS will use the **overall application scores** to automatically rank an assessor's assessments as these are completed in RMS, if multiple applications have the same **overall application scores** these applications will be flagged and an assessor must assign a unique rank to differentiate equally scored applications. Differentiation should be based on how you compare the applications in relation to the Scoring Matrix.

Note: RMS will use your scores to automatically rank applications, and then use your rank order to differentiate equally scored applications.

Assessments should be submitted when all applications have been assigned 1) a score and 2) a unique ranking.

Scores submitted by General Assessors are normalised for all three Industry Fellowship Schemes.

2.4 Important factors to consider when assessing – all assessors

Objectives and assessment criteria

Each grant opportunity has specific objectives and assessment criteria that aim to ensure funded applications achieve the best possible outcomes. Assessors must have regard to both the objectives and the assessment criteria as outlined in the relevant grant guidelines and Appendix 1 of this document.

National Interest Test

Applicants must provide a separate response on the national interest of their research proposal, which will be considered by the ARC before recommendations are made to the Minister.

Research Opportunity and Performance Evidence (ROPE)

The purpose of the ROPE is to enable evaluation of a researcher's activities, outputs, and achievements, in the context of career and life opportunities and experiences, including, where relevant, significant career interruptions. This information may be provided in the 2-page CV or in other parts of the application (such as the Project Description).

The ARC's expectation is that all assessors identify and consider research excellence relative to a researcher's career and life experiences. It aims to ensure that NCGP assessment processes accurately evaluate a researcher's career history relative to their current career stage and consider whether their productivity and contribution is commensurate with the opportunities that have been available to them.

The required elements of ROPE vary according to the objectives of each grant opportunity. All General and Detailed Assessors should be familiar with the full ROPE statement located on the ARC website.

Research Impact

The *Research Impact Principles and Framework* provided on the ARC website provides a definition of research impact and examples of where research components fit into an impact pathway. You should evaluate applicants' information about the intended benefit of their project when assessing an application against a feasibility and benefit assessment criterion.

Interdisciplinary research

The ARC recognises the value of interdisciplinary research and the ARC's commitment to supporting interdisciplinary research is outlined in the *ARC Statement of Support for Interdisciplinary Research*.

Interdisciplinary research can be a distinct mode of research, or a combination of researchers, knowledge and/or approaches from disparate disciplines. Under the NCGP, examples of interdisciplinary research may include researchers from different disciplines working together in a team; researchers collaborating to bring different perspectives to solve a problem; researchers utilising methods normally associated with one or more disciplines to solve problems in another discipline; and one or more researchers translating innovative blue sky or applied research outcomes from one discipline into an entirely different research discipline.

Assessors are required to assess all research on a fair and equal basis, including applications and outputs involving interdisciplinary and collaborative research. To assist with this, the ARC facilitates consideration of applications by relevant General Assessors with interdisciplinary expertise or where not feasible, applications are allocated to General Assessors who have broad disciplinary expertise regardless of discipline grouping. Interdisciplinary applications should be allocated to Detailed Assessors with specific interdisciplinary expertise or from different disciplines.

COVID-19 guidance

The ARC has published Pre Award Guidance for preparing applications: Responding to the impact of COVID-19 for applicants on the ARC website.

In the guidance the ARC acknowledges that the future impacts of COVID-19 are difficult for anyone to determine while the pandemic continues to evolve. Hence, the ARC has advised researchers preparing applications during this time, to ensure that application information is accurate and realistic at the time of submission. If an application is successful, a risk management plan will be required before commencement and any changes in circumstances that affect the proposed research project will be managed as a post award issue.

The ARC requests <u>**all**</u> **ARC assessors** to continue to assess each application based on the content of that application only and without making assumptions about the impact of COVID-19. Therefore, *assessments should not include scores and comments that make assumptions about the viability of a proposed research project due to the potential impacts of COVID-19.*

The ARC requests **all ARC assessors not make assumptions about an Administering Organisation's level of commitment and support of an application solely based on levels of pledged additional cash and/or in-kind support.**

Preprints or comparable resources

Detailed and General Assessors should consider the merit of publications including preprints and comparable resources that are listed in the application. Assessors must rely solely on the information provided within the application including referenced publications and preprints and should not seek additional information from any sources. Assessors should not use online search engines to identify or evaluate applicants' publications that are not included within the application.

Preprints or comparable resources can be included in any part of an application. This includes within the CV and the body of an application. An application will not be deemed to be ineligible for the citing and listing of preprints or comparable resources.

A preprint or comparable resource is a scholarly output that is uploaded by the authors to a recognised publicly accessible archive, repository, or preprint service (such as, but not limited to, arXiv, bioRxiv, medRxiv, ChemRxiv, Peer J Preprints, Zenodo, GitHub, PsyArXiv and publicly available university of

government repositories etc.). This will include a range of materials that have been subjected to varying degrees of peer review from none to light and full review. Ideally, a preprint or comparable resource should have a unique identifier or a DOI (digital object identifier). Any citation of a preprint or comparable resource should be explicitly identified as such and listed in the references with a DOI, URL or equivalent, version number and/or date of access, as applicable.

Inclusion of preprints or comparable resources within the body of the application should comply with standard disciplinary practices for the relevant field.

Conflict of Interests

Conflicts of Interest may exist, or arise, for the individuals applying for ARC funding or undertaking ARC-funded research. As part of the application process, applicants declare the potential for conflicts of interest to their Administering Organisation and the DVCR or their delegate certifies to the ARC that all potential conflicts of interest will be managed in accordance with the [Australian Code for the Responsible Conduct of Research (2018)](#), the [ARC Conflict of Interest and Confidentiality Policy](#) and any relevant successor documents.

It is not a requirement that the applicants disclose the nature of the potential conflicts of interest and the mitigation strategies that would be put in place to address them in the application.

The ARC requests **all ARC assessors not make assumptions about an Administering Organisation's capacity/ability/mechanisms in place to handle conflict of interests that arise from the proposed projects.**

3. General Assessors: Selection Advisory Committee (SAC) meeting preparation

3.1 Roles and responsibilities before the SAC meeting

After the assessment period has closed General Assessors will:

1. be unable to access applications for a short period whilst ARC staff undertake administrative functions to prepare for the SAC meeting
2. be advised by the ARC when the RMS Meeting Application (App) opens
3. have access to all applications allocated to their panel in the RMS Meeting App where they do not have a COI. Note that, for IE23, due to the cross-disciplinary nature of some applications, General Assessors allocated to a different panel than an application they assessed will not have access to its RMS Meeting Application. Unless a SAC member specifically requests for a cross-panel application to be discussed at the SAC meeting, this application will **NOT** be automatically tagged for discussion.
4. be required to attend a pre-meeting videoconference to be updated on the SAC meeting process and relevant information, including uncertainty bands, funding line, and estimated return and success rates if applicable.

All Carriages: Reviewing applications in the RMS Meeting Application

Prior to the SAC meeting, all Carriages will review the Detailed and General Assessors' assessments and scores and consider whether they believe there are applications:

1. in the Fundable Range or Uncertainty Band that should be lower; or
2. below the Uncertainty Band that should be higher; or
3. in the Fundable Range that should/should not be considered for funding.

Particular attention should be given to applications where a ROPE (see [Section 2.4](#)) has been made that has been neglected by Detailed Assessors, or where an anomalous Detailed Assessment may materially affect the ranking of the application. The Carriage should identify such applications and prepare a recommendation for consideration by the SAC.

ARC staff will also identify applications with 'disparate' scores, or which do not receive the minimum number of Detailed assessments and will flag these for the attention of SAC members, noting that these

applications are **not** automatically discussed at the selection meeting. SAC members can request these (or any other) applications to be tagged for discussion at the meeting.

Carriage 1: Preparing a draft budget recommendation

If an application is in the Fundable Range or in the Uncertainty Band or tagged for discussion in RMS as 'To Discuss by SAC', it is Carriage 1's responsibility to recommend a draft budget for each funding year of the application to the SAC:

- IE23 and IM23 require a 2-line budget, including salary and project funds.
- IL23 requires a 3-line budget including salary, project funds and ambassadorial support costs.

The draft budget recommendation is entered directly into RMS (details are in the section below) prior to the SAC meeting for applications ranked 1 to the bottom of the uncertainty band.

The draft budget recommended for each year must not exceed the amount requested in the application. Budget recommendations are discussed by the SAC members and the recommended budget is forwarded to the ARC CEO as part of the SAC's funding recommendations.

Carriage 1 may need to discuss or justify their budget recommendation at the SAC meeting and should therefore bring their own notes to the meeting on how they arrived at their final recommended funding amount.
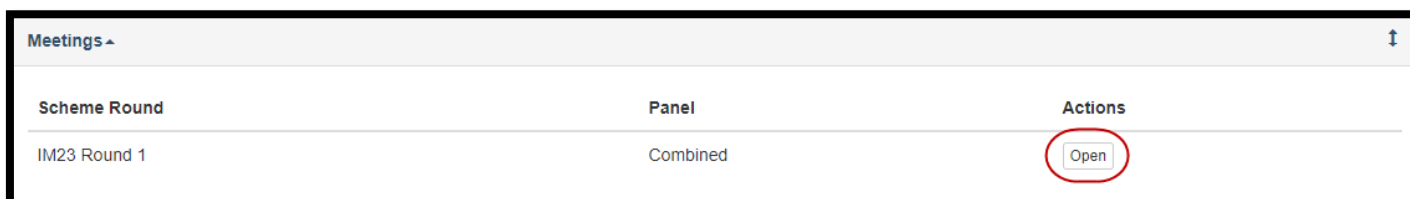
To prepare a budget for each year of funding, Carriage 1 should consider the following:

1. The extent to which specific budget items are well justified
2. Whether the budget is supported or not supported as outlined in relevant grant opportunity's grant guidelines
3. The minimum/maximum funding amounts relevant to the specific grant opportunity's grant guidelines
4. The costs of any recommended remunerated participants
5. Whether they are satisfied that the project can still be completed with the recommended budget
6. Whether the budget for the application has been considered on merit and at this stage not compared to other applications.

Carriage 1: Entering draft budgets in RMS Meeting Application before the Selection Meeting

Following the ARC email confirming that the RMS Meeting Application is open, Carriage 1 can enter the draft budgets directly into RMS.

1. Prepare draft budgets for your Carriage 1 applications that have an overall application rank from 1 to the bottom of the Uncertainty Band (the Uncertainty Band will be tagged in the RMS Meeting application.
2. Prepare a draft budget figure ($) for each year of funding of your Carriage 1 applications.
3. In RMS, open specific scheme Meeting Application, e.g., IM23

Meetings ▴			↕
Scheme Round	**Panel**	**Actions**	
IM23 Round 1	Combined	Open	

4. Under 'Carriage' select and filter the Carriage 1 applications and select 'Apply'.

5. Click on the application to enter the draft budget:
a) Before you populate budget, click on the hyperlink for the Fellowship under 'Personnel'.

- The pop-up window will appear. You must only alter the status on 'Carriage 1 Award Support' to 'Supported/Not supported' the salary for funding. You cannot change the 'Supported Funding as' level.

- If you selected 'Supported' the Fellowship/Award salary ($) will be automatically populated into the budget table.

b) Enter the draft budget total for each year, then select 'Save Draft'.

Draft Budget

Save Draft

Enter a total figure for each year in the top line of the budget table, then select 'Save Draft' at the top left of the budget table.

Editing Instructions:
Please enter your draft budget in the Funded field in the Total line (the top line of the budget) for each applicable year. Only enter in whole dollars to total field per year. Note: A red box will appear if you enter more than the requested amount. A blue box will appear if you enter less than the minimum amount of funding required.

Supported $0 / $359,997 (0%) Requested

Description	Year 1		Year 2		Year 3		Year 4		Year 5	
	Requested	Funded	Requested	Funded	Requested	Funded	Requested	Funded	Requested	Funded
Total	$118,306	$0	$117,846	$0	$123,845	$0	$0	$0	$0	$0
Personnel	$96,681	$0	$98,581	$0	$100,510	$0	$0	$0	$0	$0

Note:

Draft Budget

Save Draft

Editing Instructions:
Please enter your draft budget in the Funded field in the Total line (the top line of the budget) for each applicable year. A red box will appear if you enter more than the requested amount. A blue box will appear if you enter less than the minimum amou...

Supported $274,000 / $359,997 (76%) Requested

A red box indicates you have entered more than the requested amount, you will need to reduce your draft total for this year.

Pink highlighting indicates unsaved changes.

Description	Year 1			Year 3	
	...ested	Funded	Requested	Funded	Requested	F...
Total	$118,306	$100,000	$117,846	$125,000	$123,845	
Unspecified Funding	$0	$100,000	$0	$125,000	$0	

All Carriages and SAC members

Prior to the SAC meeting, all members are advised of the applications within the fundable range and within the Uncertainty Band.

SAC members are requested to review their applications that fall below the Uncertainty Band and notify the ARC of any applications that need to be discussed at the SAC meeting.

It is recommended that SAC members read the summary of all applications above and within the Uncertainty Band and those tagged in RMS as 'To Discuss by SAC' (accessible through the RMS Meeting App) as they are expected to contribute to discussions for all applications during the meeting.

All applications above the bottom of the Uncertainty Band will be discussed at the SAC meeting.

3.2 Roles and responsibilities at the SAC meeting and information on the Selection Meeting

Each SAC meeting will comprise a Chair, Deputy Chair, SAC members (Carriage 1, Other Carriages and panel members) and ARC Staff. Note IE23 SAC meetings will be divided into separate discipline panels for the discussion of applications.

The role of the Chair is to:
1. lead the committee through the process to make a recommendation on the applications
2. call the panel to a vote for applications within the uncertainty band or where there is dissent and
3. ensure the meeting runs in a timely manner.

For applications where the Chair is conflicted out of the room or is Carriage on an application, the Deputy Chair will act in the role. Where multiple conflicts arise, other SAC members may be called on to be acting Chair.

When you are Carriage 1 on an application, your role is to:
1. lead discussion for that application giving a brief summary of the strengths and weaknesses, and then making a recommendation to support, not support or vote
2. vote on applications when called by the Chair
3. recommend a budget for applications that are recommended for funding (the draft budget should already be entered in RMS).

All other Carriages and panel members will:
1. contribute to discussions of whether an application should be supported, not supported or voted on
2. vote on applications when called to do so by the Chair.

ARC staff are responsible for:
1. providing secretariat support for meetings
2. providing procedural advice to the SAC
3. ensuring that correct administrative procedures are followed
4. ensuring COIs and any potential inappropriate discussions are managed correctly.

Note: At the IE23 SAC meeting, applications assigned to Carriages sitting on different discipline panels are only discussed in the application's home discipline panel. Carriage(s) in other panels should ensure Carriage 1 is aware of and able to represent their position on the application. Please contact the ARC if you have any questions about this.

4. Ensuring integrity of process

4.1 Confidentiality and Conflict of Interest (COI)

The *ARC Conflict of Interest and Confidentiality Policy* is designed to ensure that all COIs are managed in a rigorous and transparent way. It aims to prevent individuals from influencing decisions unfairly and to maintain public confidence in the integrity, legitimacy, impartiality and fairness of the peer review process.

Any individual who is reviewing material for the ARC must agree to comply with the confidentiality and COI statement and must clearly disclose any material personal interests that may affect, or might be perceived to affect, their ability to perform their role.

All assessors must maintain an update-to-date RMS profile, including personal details, current employment details and previous employment history within the past 2 years. This information will assist the ARC with the identification and management of organisational conflicts of interest.

Assessors reviewing ARC grant application who have identified a conflict of interest must reject the grant application assigned in RMS to assist the ARC in the management of conflicts of interest.

Examples of material personal interests that are considered by the ARC to be COIs include holding funding with a named participant within the past 2 years or having been a collaborator or co-author with a named participant on a research output within the last 4 years. For more information on disclosure of COIs, including material personal interest declarations, please refer to the *Identifying and Handling a Conflict of Interest in NCGP processes* document.

Note: In RMS, assessors will be asked to indicate their willingness to comply with this policy before proceeding to assess. They can do this by selecting the 'Accept' button.

4.2 Research integrity and research misconduct

If in the course of undertaking an assessment you identify or suspect a potential research integrity breach or research misconduct, please notify the ARC Research Integrity Office (researchintegrity@arc.gov.au) in accordance with Section 5 of the ARC Research Integrity Policy. Please do not mention your concerns in any assessment comments.

The ARC Research Integrity Office will consider whether to refer your concerns to the relevant institution for investigation in accordance with the requirements of the *Australian Code for the Responsible Conduct of Research (2018)*. You should provide sufficient information to allow the ARC to assess whether there is a basis for referring the matter to the institution and to enable the relevant institution to progress an investigation into the allegation (if required).

Foreign financial support, foreign affiliations and foreign honorary positions. Participants applying for ARC grants are required to answer questions in their application relating to foreign financial support and foreign affiliations, including current and previous associations. Participants are required to declare:

- foreign financial support (cash or in kind) for research related activities
- current or past associations or affiliations with a foreign sponsored talent program (for the last 10 years)
- current associations or affiliations with a foreign government, foreign political party, foreign state-owned enterprise, foreign military and/or foreign police organisations

If in the course of undertaking an assessment you identify or suspect a potential issue of foreign interference, please send an email highlighting your concerns to the ARC via ARC.College@arc.gov.au (General Assessors) or ARC-Peer_Review@arc.gov.au (Detailed Assessors) as soon as possible.

> **Note:** In RMS, assessors will be asked to indicate their willingness to comply with this policy before proceeding to assess. They can do this by selecting the 'Accept' button.

4.3 Applications outside an Assessor's area of expertise

The ARC receives applications from many scholarly fields. Occasionally you will be asked to assess an application that does not appear to correspond closely with your area of expertise, particularly if you are a General Assessor. Your views are valuable as they are being sought on the entire application, drawing on your expert knowledge as a researcher. If you are a **General Assessor** and are concerned about a particular application's research area and your ability to provide a robust assessment, **please contact the ARC via ARC-College@arc.gov.au** before **rejecting the assignment.**

If you are a **Detailed Assessor** and believe that the ARC has misunderstood your expertise or has made an error in assigning an application to you, please give early notice of your view by rejecting the application/s in RMS and entering a reason in the 'Reject Reason' comment box. It is also important to review your RMS profile expertise text and FoR codes.

4.34 Eligibility

If, while assessing an application, you have concerns about eligibility, ethics or other issues associated with an application, **you must not include this information in your assessment**. Please send an email highlighting your concerns to **the relevant scheme team via** ARC.College@arc.gov.au (General Assessors) or ARC-Peer_Review@arc.gov.au (Detailed Assessors) as soon as possible. The ARC is responsible for investigating and making decisions on these matters, and General and Detailed Assessors should not conduct investigations at any point. Please complete your assessment based on the merits of the application without giving consideration to the potential eligibility issue.

4.5 Unconscious bias

Assessors should also be aware of how their unconscious bias could affect the peer review process.

Unconscious biases are pervasive and may relate to perceptions about a range of attributes including:

1. gender and/or sexuality
2. social/cultural background
3. career path
4. institutional employer
5. discipline.

The ARC encourages assessors to recognise their own biases and be aware of them in their assessments. A selection of short, online tests for identifying unconscious biases is available via Harvard University's 'Implicit Social Attitudes' demonstration sites.

5. Contact details for queries during the assessment process

For **all** assignment and assessment, as well as accessibility enquiries, please email **the relevant scheme team via** ARC.College@arc.gov.au (General Assessors) or ARC-Peer_Review@arc.gov.au (Detailed Assessors).

For all questions relating to the SAC and SAC meetings, contact ARC.College@arc.gov.au.

Appendix 1: Industry Fellowships Program Scoring Matrix and assessment criteria considerations

Please note: Assessors assign a score and do not have to consider the weighting of a criterion as this is applied automatically within RMS. The tables below provide ready access to assessment criteria set out in the *Grant Guidelines for the Industry Fellowship Program Grant Guidelines* (available on [GrantConnect](#)) and the Scoring Matrixes outlined in this handbook. Assessors should use their judgement and experience to assess the appropriate score within the context of the relevant discipline.

Early Career Industry Fellowships (IE23)
Key Dates and Notes

Detailed Assessors

Task	IE23 Dates	Detail
Assessment Period	12/12/2022 – 01/02/2023	Check the application details for any [Conflict of Interest](#) as soon as the Research Management System (RMS) email containing assignments has been received; then accept or reject assignments in RMS (to allow for timely re-assignment of the rejected assignments). Assess each application assigned using an A-E rating scale and give a written report against the assessment criteria. Submit assessments to the ARC on or before this deadline date.

General Assessors

Task	IE23 Dates	Detail
Detailed Assessors Assignment Period	30/11/2022 – 09/12/2022	**Carriage 1** Assign 6 Detailed Assessors and 4 reserves
Assessment Period	30/11/2022 – 01/02/2023	**All Carriages** Assess applications independently to determine preliminary and provisional scores and ranking.
Review and finalise assessments	02/02/2023 – 07/02/2023	**All Carriages** Review Detailed assessments and revise and finalise scores and ranks in RMS.
SAC Selection Meetings	06/03/2023 - 10/03/2023 BSB, HSE and MPCE panels: 06/03/2023 - 08/03/2023 EIC panel: 08/03/2023 – 10/03/2023	SAC members discuss uncertainty band and applications flagged for discussion by the SAC and recommend applications.

Grant Guidelines
The objectives and assessment criteria below are from the *Industry Fellowships Program (IFP) Grants Guidelines* which are available on [Grant Connect.](#)

Objectives
There are three levels in the IFP. All levels seek to:
- develop a strong pipeline of researchers in Australia with capabilities in research collaboration, translation and commercialisation;
- open up and maintain a diversity of career pathways traversing university and industry settings;
- increase strategic engagement and alignment between universities and industry;
- contribute to the solving of industry-identified challenges and opportunities; and
- create commercial, economic and other benefits for Australia through enhanced translation and commercialisation, including the development of start-up companies.

Specific aims for Early Career Industry Fellowships are:
- develop the industry collaboration skills of early career researchers;
- support early career researchers to achieve translatable and/or commercialisable outcomes.

Assessment criteria and Scoring Matrix – Early Career Industry Fellowships

Assessment criteria	(A) Outstanding Of the highest quality and at the forefront of research in the field. Approximately 10% of Applications should receive scores in this band.	(B) Excellent Of high quality and strongly competitive. Approximately 15% of Applications should receive scores in this band.	(C) Very Good Interesting, sound and compelling. Approximately 20% of Applications should receive scores in this band.	(D) Good Sound, but lacks a compelling element. Approximately 35% of Applications are likely to fall into this band.	(E) Uncompetitive Has significant weaknesses. Approximately 20% of Applications are likely to fall into this band.

Assessment criteria and weightings	Assessment criteria details
Impact: 25%	▪ The significance of the industry challenge or opportunity being addressed in the research project and its relevance to industry partners; ▪ The potential for short-, medium- or long-term outcomes, translation, adoption and/or commercialisation beyond Fellowship completion; and ▪ The appropriateness, completeness and effectiveness of proposed pathways to impact, and related activities to support research translation, adoption and/or commercialisation, including IP management.
Commitment and Alignment: 25%	▪ Demonstration of the mutual benefit to the Fellow and Key Industry Partner including potential to lead to longer-term collaboration; ▪ Strength of engagement between the Fellow and Key Industry Partner, including previous projects (where applicable), and interactions to date on the proposed project; and ▪ The extent to which all parties demonstrate a commitment to the success of the project and to expanding a collaborative relationship.
Candidate Capability: 25%	▪ The extent to which the candidate's skills and experience, relative to opportunity, are aligned to the project; ▪ The candidate's demonstrated capability to undertake research projects in collaboration with industry and/or other research end-user groups; and ▪ The appropriateness and effectiveness of the proposed career development plans for the Fellow, including to enhance their research translation and/or commercialisation skills.
Research Quality and Innovation: 25%	▪ The clarity and novelty of the aim and conceptual framework and the innovativeness of the research method(s) to the industry challenge or opportunity; ▪ The novelty of the research in the context of previous research in the area; ▪ The clear presence of the Key Industry Partner in the design, method and delivery of the research; and ▪ The feasibility of the research in terms of the project's design, participants, requested duration, required resources/facilities, risk management and appropriateness of the budget. If the project involves Aboriginal and/or Torres Strait Islander research, additional criteria include: ▪ The project's level of collaboration, engagement, relationship building and benefit sharing with Aboriginal and Torres Strait Islander Peoples, and First Nations Organisations and Communities; ▪ The project's strategy and mechanisms for Indigenous research capacity building within the project; ▪ The project's adherence to the Australian Indigenous Data Sovereignty Principles; and ▪ The project's understanding of, and proposed strategies to adhere to, the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research and NHMRC's guidelines on Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities.

Mid-Career Industry Fellowships (IM23)

Key Dates and Notes

Detailed Assessors

Task	IM23 Dates	Detail
Assessment Period	02/12/2022 – 20/01/2023	Check the application details for any Conflict of Interest as soon as the Research Management System (RMS) email containing assignments has been received; then accept or reject assignments in RMS (to allow for timely re-assignment of the rejected assignments). Assess each application assigned using an A-E rating scale and give a written report against the assessment criteria. Submit assessments to the ARC on or before this deadline date.

General Assessors

Task	IM23 Dates	Detail
Detailed Assessors Assignment Period	22/11/2022 – 01/12/2022	**Carriage 1** Assign 6 Detailed Assessors and 4 reserves
Assessment Period	22/11/2022 – 20/01/2023	**All Carriages** Assess applications independently to determine preliminary and provisional scores and ranking.
Review and finalise assessments	23/01/2023 – 30/01/2023	**All Carriages** Review Detailed assessments and revise and finalise scores and ranks in RMS.
SAC Selection Meetings	21/02/2023 - 24/02/2023	SAC members discuss uncertainty band and applications flagged for discussion by the SAC and recommend applications.

Grant Guidelines
The objectives and assessment criteria below are from the *Industry Fellowships Program (IFP) Grants Guidelines* which are available on Grant Connect.

Objectives
There are three levels in the IFP. All levels seek to:
- develop a strong pipeline of researchers in Australia with capabilities in research collaboration, translation and commercialisation;
- open up and maintain a diversity of career pathways traversing university and industry settings;
- increase strategic engagement and alignment between universities and industry;
- contribute to the solving of industry-identified challenges and opportunities; and
- create commercial, economic and other benefits for Australia through enhanced translation and commercialisation, including the development of start-up companies.

Specific aims for Mid-Career Industry Fellowships are:
- strengthen the industry collaboration skills of mid-career researchers
- encourage uptake of a wider range of career options for established researchers; and
- supervise and develop future research and nurture their development of collaboration, commercialisation and translation skills; and
- deliver significant, actionable outcomes for industry partners and end-users.

Assessment criteria and Scoring Matrix – Mid-Career Industry Fellowships

Assessment criteria	(A) Outstanding Of the highest quality and at the forefront of research in the field. Approximately 10% of Applications should receive scores in this band.	(B) Excellent Of high quality and strongly competitive. Approximately 15% of Applications should receive scores in this band.	(C) Very Good Interesting, sound and compelling. Approximately 20% of Applications should receive scores in this band.	(D) Good Sound, but lacks a compelling element. Approximately 35% of Applications are likely to fall into this band.	(E) Uncompetitive Has significant weaknesses. Approximately 20% of Applications are likely to fall into this band.

Assessment criteria and weightings	Assessment criteria details
Impact: 25%	▪ The significance of the industry challenge or opportunity being addressed in the research project and its relevance to industry partners; ▪ The potential for short-, medium- or long-term outcomes, translation, adoption and/or commercialisation beyond Fellowship completion; ▪ The potential to build and expand sustainable relationships between industry partners and the research organisation and the wider research community; and ▪ The appropriateness, completeness and effectiveness of proposed pathways to impact, and related activities to support research translation, adoption and/or commercialisation, including IP management.
Commitment and Alignment: 25%	▪ Demonstration of the mutual benefit to the Fellow and Key Industry Partner including potential to lead to longer-term collaboration; ▪ Strength of engagement between the Fellow and the Key Industry Partner, including previous projects (where applicable), and interactions to date on the proposed project; and ▪ The extent to which all parties demonstrate a commitment to the success of the project and to expanding a collaborative relationship, including the industry partners' financial and/or in-kind contributions.
Candidate Capability: 25%	▪ The extent to which the candidate's skills and experience, relative to opportunity, enable them to deliver the goals of the research project; ▪ The demonstrated capability of the candidate to lead research projects in collaboration with industry and/or other research end-user groups; ▪ Evidence of the candidate's capability to effectively supervise and mentor more junior staff (in industry and university) and students; and ▪ The appropriateness and effectiveness of the proposed career development plans for the Fellow, including to enhance their research translation and/or commercialisation skills.
Research Quality and Innovation: 25%	▪ The clarity and novelty of the aim and conceptual framework and the innovativeness of the research method(s) to the industry challenge or opportunity; ▪ The novelty of the research in the context of previous research in the area; ▪ The involvement of the Key Industry Partner's staff and resources in the design, method and delivery of the research; and ▪ The feasibility of the proposed research in terms of the project's design, participants, requested duration, required resources/facilities, risk management and appropriateness of the budget. If the project involves Aboriginal and/or Torres Strait Islander research, additional criteria include: ▪ The project's level of collaboration, engagement, relationship building and benefit sharing with Aboriginal and Torres Strait Islander Peoples, and First Nations Organisations and Communities; ▪ The project's strategy and mechanisms for Indigenous research capacity building within the project; ▪ The project's adherence to the Australian Indigenous Data Sovereignty Principles; and ▪ The project's understanding of, and proposed strategies to adhere to, the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research and NHMRC's guidelines on Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities.

Industry Laureate Fellowships (IL23)

Key Dates and Notes

Detailed Assessors

Task	IL23 Dates	Detail
Assessment Period	15/12/2022 – 03/02/2023	Check the application details for any Conflict of Interest as soon as the Research Management System (RMS) email containing assignments has been received; then accept or reject assignments in RMS (to allow for timely re-assignment of the rejected assignments). Assess each application assigned using an A-E rating scale and give a written report against the assessment criteria. Submit assessments to the ARC on or before this deadline date.

General Assessors

Task	IL23 Dates	Detail
Assessment Period	15/12/2022 – 03/02/2023	**All Carriages** Assess applications independently to determine preliminary and provisional scores and ranking.
Review and finalise assessments	06/02/2023 – 13/02/2023	**All Carriages** Review Detailed assessments and revise and finalise scores and ranks in RMS.
SAC Selection Meetings	21/03/2023 - 22/03/2023	SAC members discuss uncertainty band and applications flagged for discussion by the SAC and recommend applications.

Grant Guidelines
The objectives and assessment criteria below are from the *Industry Fellowships Program (IFP) Grants Guidelines* which are available on Grant Connect.

Objectives
There are three levels in the IFP. All levels seek to:
- develop a strong pipeline of researchers in Australia with capabilities in research collaboration, translation and commercialisation;
- open up and maintain a diversity of career pathways traversing university and industry settings;
- increase strategic engagement and alignment between universities and industry;
- contribute to the solving of industry-identified challenges and opportunities; and
- create commercial, economic and other benefits for Australia through enhanced translation and commercialisation, including the development of start-up companies.

Specific aims for Industry Laureate Fellowships are:
- provide leadership in the development of high quality and impactful collaborations between university and industry personnel;
- fund significant programs of research that deliver step-changes across a variety of industry settings;
- provide an excellent research training environment and exemplary mentorship to nurture the development of collaboration, commercialisation and translation skills among early career researchers and Higher Degree by Research (HDR) students; and
- attract and retain, within Australia, outstanding researchers and research leaders of international reputation with demonstrated capacity for collaboration, commercialisation and/or translation.

Assessment criteria and Scoring Matrix – Industry Laureate Fellowships

Assessment criteria	(A) Exceptional	(B) Outstanding	(C) Excellent	(D) Very Good	(E) Good
	Of the highest quality and at the forefront of research in the field. Approximately 10% of applications should receive scores in this band.	Of high quality and strongly competitive. Approximately 15% of applications should receive scores in this band.	Interesting, sound and compelling. Approximately 20% of Applications should receive scores in this band.	Sound, but lacks a compelling element. Approximately 35% of Applications are likely to fall into this band.	Has significant weaknesses. Approximately 20% of Applications are likely to fall into this band.

Assessment criteria and weightings	Assessment criteria details
Impact: 25%	- The significance of the industry challenge or opportunity being addressed in the research project; - The case for industry transformation upon successful completion of the Fellowship; - The potential for short-, medium- or long-term research impact, translation and/or commercialisation beyond the Fellowship completion; and - The appropriateness and effectiveness of the pathways to impact, and related activities to support research translation and/or commercialisation, including IP management arrangements.
Commitment and Alignment: 25%	- The mutual benefit to the Fellow, the Fellow's team, and Key Industry Partner including potential to lead to longer-term collaboration; - Strength of engagement between the Fellow, other project research participants and Key Industry Partner, including previous projects, and interactions to date on the proposed project; and - The extent to which all parties demonstrate a commitment to the success of the project and to establishing a collaborative relationship, including the industry partners' financial and/or in-kind contributions.
Candidate Capability: 30%	- The extent to which the candidate's skills and experience, relative to opportunity, ensure they will drive the achievement of the goals of the program of research; - The candidate's capacity to lead a high-quality program of ground-breaking, internationally competitive research undertaken by a research team in collaboration with industry and/or other research end-user groups; - The candidate's potential to create an enduring legacy through acting as a senior academic-end user ambassador; and - The candidate's ability to build world class research translation/commercialisation capabilities and end-user connections within diverse teams.
Research Quality and Innovation: 20%	- The clarity of the aim and conceptual framework and the appropriateness of the research method(s) to the industry challenge or opportunity; - Clear innovation by the Key Partner including in the design, method and delivery of the research; - The novelty of the proposed program of research and its potential to transform current bodies of knowledge and practices; and - The feasibility of the proposed research in terms of the design of the program of research, participants, requested duration, required resources/facilities, risk management and appropriateness of the budget. If the project involves Aboriginal and/or Torres Strait Islander research, additional criteria include: - The project's level of collaboration, engagement, relationship building and benefit sharing with Aboriginal and Torres Strait Islander Peoples, and First Nations Organisations and Communities; - The project's strategy and mechanisms for Indigenous research capacity building within the project; - The project's adherence to the Australian Indigenous Data Sovereignty Principles; and - The project's understanding of, and proposed strategies to adhere to, the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research and NHMRC's guidelines on Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities.