



Australian Government

Australian Research Council

College of Experts Nominations 2019

**Instructions to Applicants
for College of Expert members commencing in
2019**

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Australian Research Council

College of Experts

Instructions to Applicants

Commencing in 2019

The *College of Experts Nominations Instructions to Applicants for College of Experts commencing in 2019* (hereafter referred to as the Instructions) provides information to applicants on how to complete and submit a College of Experts Nominations for 2019 (CN19) form in the ARC Research Management System (RMS).

1. Matters to note before completing the Nomination form

For general instructions on how to use RMS, refer to the User Guides ([Introduction to RMS](#)) available on the ARC website.

1.1 Your RMS User Profile

Ensure the Personal Details, Qualifications and Employment sections of your RMS Person Profile contain up to date information, as some of these details will be auto-populated into the Nomination form.

1.2 Accuracy of Information

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

1.3 Key Dates

Refer to the [Important Dates](#) page on the ARC website for key dates. Nominations for the ARC College of Experts commencing in 2019 can be submitted up until 5.00pm (AEST), Wednesday, 6 June 2018.

1.4 Research Office

Contact your Research Office in the first instance if you have any queries regarding nominations to the ARC College of Experts and questions on how to complete the Nomination form. The Research Office should be able to answer any questions you might have and can seek clarification from the ARC if necessary.

1.5 Nomination Certification

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

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

For self-nominating individuals, see [submitting the nomination as a self-employed nominee](#).

2. Creating a new Nomination in RMS

To create a new Nomination:

- Login to [RMS](#)

- Select **ARC College of Experts Nominations for 2019** from the drop down list and click on 'Create Draft Nomination'.

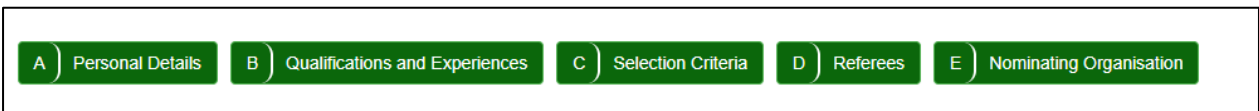
3. Completing the Nomination Form

There are five Parts (A-E) in the CN19 Nomination form:

- Personal Details
- Qualifications and Experiences
- Selection Criteria
- Referees
- Nominating Organisation

When the nomination has been created the form parts will be displayed at the top of the screen. Note that initially the colour of these parts will be red, indicating that the part is incomplete (invalid). When the Nomination 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 E).



Click on Part A to start completing the Nomination form.

It is important to periodically 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, further help text is provided within the form to assist you in completing questions.

Part A – Personal Details

A1 Personal Details

- This section is automatically populated from the personal details section of RMS. To ensure the information is up-to-date and accurate, ensure that your personal details are up-to-date.

A2 Current appointment (s) / position (s)

(This question must be answered)

- Do you have any current appointment(s) / position(s)? You can add multiple answers.

A3 Profile link from organisation's website

- Please provide a web address for your current biographical profile.
- This is not mandatory; however, if available, the link will assist the selection process.

A4 How did you find out about the ARC College Nomination process?

(This question must be answered)

- This is a drop-down option. Please indicate how you found out about the ARC College of Experts Nominations for members commencing in 2019.
- When option from drop-down menu is selected, please select 'Add'.

Part B – Qualifications and Experiences

B1 Qualifications

- This content is automatically populated from the personal details section of RMS. To ensure the information is up-to-date and accurate, ensure that your personal details are up-to-date.

B2 Committee and assessor experience (including ARC/NHMRC or similar international positions)

- Please include details of any committee or assessor experience, in reverse chronological order.

B3 Expertise Text

- This content is automatically populated from the personal details section of RMS. To ensure the information is up-to-date and accurate, ensure that your personal details are up-to-date.

B4 Select up to 10 6-digit Field of Research (FoR) codes for the above expertise

- This content is automatically populated from the personal details section of RMS. To ensure the information is up-to-date and accurate, ensure that your personal details are up-to-date.
- You will need to select up to 10 FoR codes from the list taken from your personal profile and add them individually to the Form.
- Note that you must select a primary FoR code.

Interdisciplinary Expertise and/or capability

Interdisciplinary research is conducted across the research landscape alongside other discipline-specific or single-discipline modes of enquiry. Like all forms of research, interdisciplinary research ranges from applied through to theoretical research. Interdisciplinary research can be a distinct mode of research or a combination of researchers, knowledge and/or approaches from disparate disciplines. Interdisciplinary research is taken as an overarching term that incorporates a multitude of terms used to describe research approaches that do not fit within a traditional single disciplinary structure.

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, researcher(s) 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 applied research discipline.

B5 Do you have interdisciplinary expertise and/or capability to assess interdisciplinary research?

(This question must be answered)

- Select Yes or No.

B6 Please indicate whether your interdisciplinary expertise is based on one or more of the following.

- This is a drop-down option. Please select which expertise applies to you.

B7 Interdisciplinary FoR

(This question must be answered)

- Please indicate your areas of expertise using six digit FoR codes.
- Please use the following format: Code(1):Code(2); Code(1):Code(2); etc.

Part C – Selection Criteria

A minimum of four criteria must be addressed.

C1 Research Excellence

- This criteria is compulsory for nominees employed by higher education institutions.
- Include details about your nationally and internationally recognised research achievements and expertise, as well as attracting grants from competitive granting bodies - nominees should be at the forefront of research in their area.

C2 Specialist disciplinary expertise and generalist discipline knowledge

- Include details about your Specialist expertise in a relevant disciplinary research area and general disciplinary knowledge in two or more discipline areas.

C3 Professional and academic standing and reputation

- Include details that outline your demonstrated high level of involvement in institutional/organisation roles and professional organisations.

C4 Organisational and administrative leadership skills

- Include details about your Administrative experience and leadership, committee/team skills such as forward planning skills, advocacy skills and skills in the management of research; personal qualities of fairness, impartiality, integrity and the ability to work effectively under tight timeframes.

C5 Relevant experience in industry or public sector organisations

- Include details about your relevant experience in industry or public sector organisations.

C6 Experience in coordinating research activity

- Include details about your experience in Activities including an understanding of the needs of end users in higher education, business and industry, both nationally and internationally.

Part D – Referees

D1 Provide details of up to three referees who can comment on your performance against the selection criteria. One must be your current supervisor.

(This question must be answered)

- Provide a minimum of one referee and up to three. Any more than three referees and the form will not validate.

Part E – Nominating Organisation

E1 Nominating Organisation

(This question must be answered)

E2 Nominating Name

(This question must be answered)

E3 Nominating Email Address

(This question must be answered)

E4 Nominating Employment Position

(This question must be answered)

E5 Nominating Phone Number

(This question must be answered)

E6 Letter of Certification

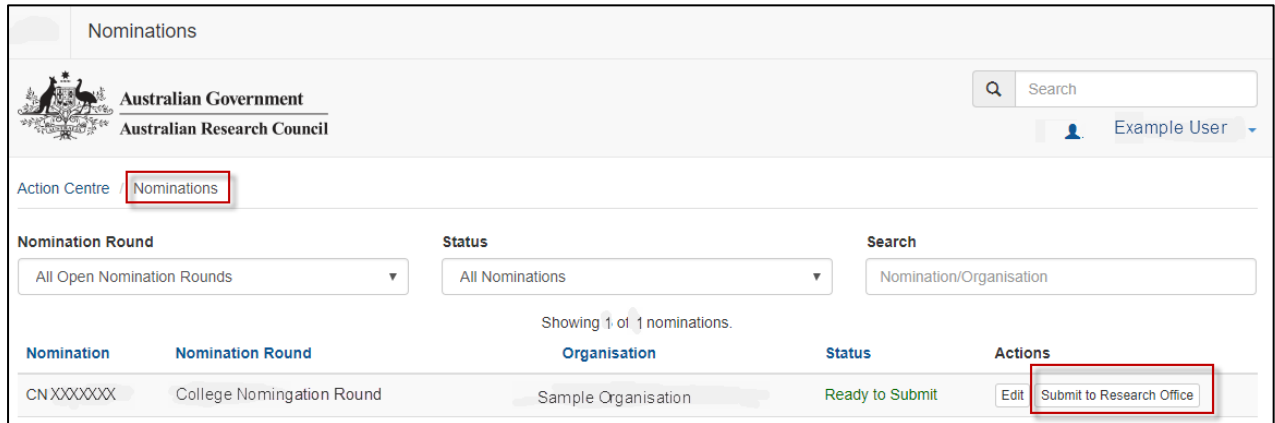
- If self-employed, a letter of certification will need to be uploaded, confirming that all details in the nomination are correct and comply with the ARC's requirements.
- For nominees from an Eligible Organisation, the Research Office will certify the nomination when submitting the nomination to the ARC through RMS. A letter will not be required.

4. Submitting the Nomination to the Research Office

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



- When you are ready to submit the Nomination Form to the Research Office return to the Nominations page and click on 'Submit to Research Office'.



Note: Check carefully that all of the information contained in the Nomination is accurate prior to the submission of the Nomination. Note that Research Offices may impose their own internal deadlines on researchers to submit Nominations.

- Nominees and Research Office staff who wish to generate a PDF so that they can keep a hard copy of the submitted Nomination may generate a PDF by selecting the PDF icon next to the 'Save' button (top right).



5. Submitting the Nomination as a self-employed nominee

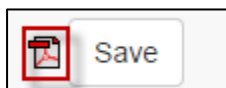
- As a self-employed nominee you will need to ensure the details of your RMS Personal Profile are up-to-date.
- Ensure that your Administering Organisation is up-to-date.
- To update your Administering Organisation, select the organisation that is to be the administrator of the account. This is usually the organisation that a person is affiliated with.

Note: Where a nominee is not affiliated with an organisation on the list the nominee must select the Australian Research Council.

- As a self-employed nominee, you will need to complete Part E with your own details.
- Self-employed nominees, and those being nominated by an organisation that is not an Eligible Organisation will need to upload a certification letter. A template is provided as [Attachment A](#).
- Once all components of the Nomination form are completed and saved, the Nomination header should be validated and have changed from red (invalid) to green (valid).



- Nominees who wish to keep a copy of the Nomination may generate a PDF by selecting the PDF icon next to the 'Save' button (top right).



- Once the form is complete, you will be able to submit the form to the ARC from the action centre.

Certification Letter

I, [insert name], certify that:

- i. I have read, understood and complied with the 2019 College of Experts Nomination Instructions to Applicants and to the best of my knowledge all details provided in this form are true and complete.
- ii. I approve and support this nomination; and
- iii. agree that if this nominee is successful, the nominee will be available to fulfil the requirements of the membership of the ARC College of Experts.

To the best of my knowledge, the Privacy Notice appearing at the top of this form has been drawn to the attention of the nominee whose personal details have been provided in this form.