



Australian Government

Australian Research Council

Discovery Indigenous Researchers Development

Instructions to Applicants for funding commencing in 2010

Incorporating the new Research Management System

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1. FORWARD

This document is intended to be a practical guide to assist Applicants in the completion of the electronic submission of *Discovery Indigenous Researchers Development (DIRD)* Proposals for funding commencing in 2010 through the Research Management System (RMS) as fully and accurately as possible. The information in this document is underpinned by the ARC *Discovery Indigenous Researchers Development Funding Rules for funding commencing in 2010* (hereafter referred to as the Funding Rules), which contain further details on the funding of ARC *Discovery Indigenous Researchers Development*. You must read the Funding Rules (available on the ARC Web Site) before preparing the Proposal.

KEY DATES

Closing time for Eligibility Exemption /Advice Requests Forms are available on the ARC Web Site.	5.00 pm (AEDT) Friday 3 April 2009
Closing time for submission of Proposals Please NOTE that each organisation may set its own internal closing date. Therefore, be sure to consult with the Administering Organisation's Research Office.	5.00 pm (AEST) Wednesday 13 May 2009
Deadline for Requests Not to Assess (letters requesting non-assessment of an assessor). Forms are available on the ARC Web Site	5.00 pm (AEST) Wednesday 13 May 2009

Dates for the award of a PhD (or having achieved equivalent status) to be eligible for:

<i>Indigenous Researcher Fellowship (IRF)</i> (Section 8.4 of Funding Rules)	On or after 13 May 2006
<i>Australian Research Fellowship - Indigenous (ARF-I)</i> (Section 8.6 of Funding Rules)	On or after 13 May 2001

THE PROCESS

- The Proposal must be created and submitted using the ARC online RMS accessed through the ARC Web Site.
- If you are applying through an Australian university, the Proposal must be electronically submitted through RMS to the Research Office (or equivalent administration unit) of the Administering Organisation designated in the Proposal by that organisation's internal closing date. The research office will then electronically certify the Proposal submission, in accordance with Section 13.5 of the Funding Rules.
- If you are applying through an Eligible Organisation other than an Australian university, please contact rms@arc.gov.au for assistance with a RMS submission.
- The Proposal must be certified and submitted online through RMS by the appropriate organisational delegate. The Administering Organisation is required to obtain the agreement and relevant certifications/hand written signatures of all parties necessary to allow the proposed research to proceed. A pro forma Certification Form is available for this purpose on the ARC Web Site. This form is to be retained by the Administering Organisation and must be made available to the ARC upon request.

- Pre-Submission Eligibility Exemption/Advice Requests must be electronically submitted to the ARC through RMS by the due date for DIRD as advised in the "Key Dates" above.
- "Requests Not to Assess" (for requesting the non-use of a potential assessor) must be submitted to the ARC via the Administering Organisation Research Office by the due date as advised in the "Key Dates" section above.
- Proposals are no longer to be submitted in paper form.

Format

Write in plain English and comply strictly with the Proposal format and submission requirements. All pages of additional text are uploaded into the RMS Proposal form in PDF format and must be as follows:

- Black type
- Single column
- White background A4 paper size with at least a 2 cm margin on each side and at the top and bottom
- 12 point highly legible font type such as Times New Roman, Arial, Courier, Palatino, or Helvetica subject to it being equivalent to Times New Roman 12 point font. Variants such as mathematical typesetting languages may also be used. References only may be produced in 10 point font size.
- Colour graphs or colour photographs may be included but they will be printed in black and white for assessment purposes.
- Attached PDFs should be directly generated rather than scanned to maximise the quality of reproduction.

GETTING STARTED WITH RMS

To access and/or amend Proposal information, all Proposal participants, including Chief Investigators (CIs), Fellow candidates, Supervisors, Mentors and support staff involved in the preparation of the Proposal require an RMS User ID and password.

- RMS access is available through the ARC Web Site.
- Previously allocated RMS or GAMS User IDs remain valid. Researchers or Assessors **DO NOT** have to apply for a new RMS User ID each year.
- If you are unsure of your User ID, you can retrieve it through the RMS Login page "Retrieve User Name" hyperlink.
- The RMS User ID must be applied for online by contacting an Eligible Organisation's Research Office in the first instance, or through the RMS Login Page by selecting the "Request New Account " hyperlink and completing the "Request New Account Form". The Organisation selected to manage your account will approve the request and you will be advised by email of your new User ID.
- Participants who are not currently academic staff members of Eligible Organisations should seek their RMS User ID from the Administering Organisation nominated in the Proposal or through the RMS Login Page as detailed above.
- If you have an existing RMS/GAMS User ID you will need to obtain a new Password through the RMS login page by selecting the "Reset Password" hyperlink and following the prompts.
- Once logged into RMS it is important to fully complete the "My Details" section before proceeding to "Proposals" as this information is used to pre-populate sections of the Proposal form.

CREATING A NEW PROPOSAL IN RMS

- Users must have the role of "Participant" in RMS to be able to create a Proposal or participate in a Proposal. An Eligible Organisation's Research Office can update your role if you do not currently have the role of "Participant".
- Once you have logged in to RMS via the RMS login page select "Create Draft Proposal" under "Proposals".
- Select the appropriate scheme and round. For *ARC Discovery Indigenous Researchers Development for funding commencing in 2010*, select "DI10 Round 1"; insert a draft Proposal name and "Create Proposal". Please NOTE that the Proposal name is a unique identifier and is not the Proposal title.
- Once you have created the Proposal the "Draft Proposal Summary" page will appear. From here you will be able to manage your Proposal, check validation and select each component of the Proposal Form.
- A Proposal ID will be automatically allocated by RMS.
- Proposals to which you have access are listed under "Draft Proposals"
- For additional help using RMS please refer to the **online help** by selecting "HELP" through the top navigation bar available on every page. Selecting "HELP" will send you to the relevant help topic (it is context sensitive) with links to other relevant help embedded in each help page.
- **IMPORTANT:** unlike GAMS, the Proposal Form is a series of components accessed via the "Draft Proposal Summary Page"; it is not a single form updated and saved in one session, so it is important to save regularly. Do not navigate away from the page without saving and **do not use the back button on your browser.**
- After 20 minutes of inactivity RMS will timeout and any unsaved data will be lost. Proposal forms should be completed **sequentially** to assist with pre-population of subsequent sections.

ADDING PARTICIPANTS

Participants and Organisations are added via the "Draft Proposal Summary Page". Each participant must be specifically invited to participate and may either accept or reject the invitation. This process is done through the RMS system supported by emails to advise outcomes.

Add a Person Participant

- Please ensure that the Project Leader is entered first. The order that individual researchers are entered in the "Draft Proposal Summary" page is the order that these researchers appear in the "Participant Summary".
- **NOTE:** If the participant who is the Project Leader is removed from the role or the Proposal, the original Project Leader must "Transfer Ownership of this Draft Proposal" to the new Project Leader. This link is found on the "Draft Proposal Summary" page.
- Before adding Participants to the Proposal you will need to obtain the **Person ID** of the researchers you wish to invite to participate on the Proposal. **The Person ID is not the same as the User ID.** The Person ID is found directly under the "Details" Tab in "Personal Details" under "My Details" and must be provided to you by each participant.
- **NOTE:** Before inviting Participants, please enter the Proposal Title and Summary of Proposal in Part A. Adding this information will enable the invited Participants to identify the Proposal for acceptance. If this information is not entered the invited Participants will only be able to identify a Proposal by the Proposal author name.
- Select "Add Person Participant" and select "Participation Type" and choose the role for that participant. If you are one of the participants, select the "Populate Person ID and

Family Name with my details" hotlink and your details will auto fill. Select "Add Person Participant" again and select a role for the next participant, complete the participant's family name and Person ID. An email is sent to the participant inviting them to participate in Proposal.

- Once they have accepted their role, "Edit Access Rights" can be updated by selecting the appropriate hyperlink. Participants on Proposals need edit rights to update the document in RMS.

Add an Organisation

Each participant's Organisation must be added, including the Administering Organisation. Organisations do not need to accept or reject the invitation. However agreement from of all parties to allow the proposed research to proceed is required. See point 4 under "[The Process](#)". **NOTE:** If the Proposal is successful, the Eligible Organisation will be responsible for the administration of the project and referred to as the Administering Organisation.

- Select "Add Organisation Participant" and select the Administering Organisation. This information will auto-populate into A1 of the Proposal Form.
- Select "Add Organisation Participant" and select type of participating organisation.
- **NOTE:** After selecting "Add Organisation Participant", the dialogue box may appear at the very top of the screen – if the screen greys, it may be necessary to scroll to the top of the page.

Further information about adding participants (people and organisations) is available from the help link on the "Draft Proposal Summary" page.

Additional non-participating editors

Select "Give access to non-participant" if you would like an assistant or another non-participating party to access and update the Proposal.

2. HOW TO COMPLETE THE PROPOSAL

Select "A-Administrative Summary" from the "Application form" part of the "Draft Proposal Summary" page

PART A - ADMINISTRATIVE SUMMARY

A1 If this Proposal is successful, which organisation will it be administered by?

This information will be auto-populated from the "Draft Proposal Summary" page from "Organisation participants".

The Proposal must be submitted by an Eligible Organisation. This organisation will administer the project and be identified as the Administering Organisation. The Administering Organisation is usually where the first-named Chief Investigator or Fellow will be employed during the period of project funding. Refer to Section 7.1 of the Funding Rules for further information.

A2 Proposal Title

Provide a short descriptive title of no more than 150 characters (approximately 20 words).

- Ensure that the title is precise, informative and, as far as possible, use language which is comprehensible and accessible to the general public.
- Avoid the use of acronyms, quotation marks and do not use all upper case characters.

A3 Person Participant Summary

- The information will be auto-populated from the "Draft Proposal Summary" page. If any information is incorrect or incomplete, it must be updated in "Personal Details" via the RMS main page.
- When "adding a new position" under the "Organisation Details" tab, please ensure that the "Position is currently held" box is ticked for the relevant position in order to ensure that your current organisation auto-populates into A3.
- To update any appointments, the individual participant must amend their details in RMS using the "Organisation Details" tab under the "Personal Details" link under "My Details" on the RMS Home Page.
- The order that participants are entered into the "Draft Proposal Summary" page is the order that participants appear in A3. The first-named participant will be considered the Project Leader. Please ensure that the Project Leader details are entered first in the "Draft Proposal Summary" page.
- **NOTE:** The "Relevant Organisation" will be auto filled when Question F13 is completed.

A4 Summary of Proposal

- Provide a Proposal summary of no more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the project.
- Use plain English and the minimum of terminology unique to the area of study; and
- **avoid the use** of quotation marks, acronyms and **do not** use all upper case characters in the text.
- **NOTE:** This summary may be used for public release.

A5 Summary of National/Community Benefit (For Public Release)

Provide a summary of national/community benefit of no more than 750 characters (approximately 100 words) describing the expected national benefits to arise from the research for the Australian community.

- Use plain English and make the summary comprehensible and accessible for the general public as far as possible; and
- **Avoid the use** of quotation marks, acronyms and **do not** use all upper case characters in the text.
- **NOTE:** This summary may be used for public release.

PART B - CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

B1 National Research Priorities

Question B1 is not mandatory.

- Indicate whether this Proposal falls within one of the four designated National Research Priorities.
- Select from the drop down list under National Research Priority Area. Each priority has a number of associated priority goals – to add, select from the drop down list under Goals.
- **NOTE:** RMS will allow only one of the National Research Priorities to be selected; please choose the most appropriate one from the list. Applicants may, however, choose more than one Goal within the chosen National Research Priority Area. See Appendix E of the Funding Rules or the ARC Web Site for further information.

B2 Field of Research

The Field of Research (FOR) classification defines the research according to disciplines.

- Select each classification code that relates to the Proposal by clicking on "Add FOR code". Indicate the importance of each classification by using a percentage. Select the FOR codes carefully, as they are considered when assessors are being selected to read the Proposal.
- **Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.**

B3 Socio-Economic Objective (SEO)

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

- Select each classification code that relates to the Proposal by clicking on "Add SEO code". Indicate the importance of each classification by using a percentage. The ARC recommends no more than three SEOs per Proposal, though more may be used if necessary.
- **Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.**

B4 Keywords

- Enter between one and six keywords to describe the proposed research.
 - The keywords should be of the kind normally required for submitting an article to a major refereed journal.
 - **NOTE:** Keywords should be chosen carefully as they are considered when readers are being selected to assess the Proposal.
-

PART C - PROJECT DESCRIPTION

The project description must not exceed ten A4 pages. The single uploaded PDF must use the headings below, in this order, to explain the Proposal and its expected outcomes in a way that can be appreciated by all assessors. Please observe the [Format](#) requirements.

Aims and Background

- Describe the aims and background of the Proposal.
- Include information about recent progress in the field of the research and the relationship of this Proposal to work in the field generally.
- Refer only to refereed papers that are widely available to research communities.
- Where the proposed research forms part of a researcher's higher degree study, include details of how the project relates to the higher degree study and the expected year of completion of the higher degree.

Significance and Innovation

- Describe why the research is significant and whether the research addresses an important problem.
- Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the Proposal aims and concepts are novel and innovative.
- Detail any new methodologies or technologies that will be developed in the course of the project.

- Describe the likely impact of the proposed research, the effects on, or consequences for, the community of the research. ie. The economic, environmental and social benefits.

Approach and Methodology

- Describe the plan of investigation including the conceptual framework, design, methods and materials to be used.
- Demonstrate that these are adequately developed, well integrated and appropriate to the aims of the Proposal. Include research plan and proposed timelines.

National Benefit

- Describe the expected outcomes and the likely impact of the proposed research.
- Describe how the research project might result in economic, cultural and/or social benefits for Australia.

Communication of Results

- Outline plans for communicating the results of the project to other researchers and the broader community.

Role of Personnel

- Summarise the role, responsibilities and contributions of each Chief Investigator, and/or Fellow(s).
- Summarise the roles and levels of involvement of other participants, such as technical staff, Supervisors and Mentors.

Role of Administering Organisation

- Summarise the nature and level of support provided by the Administering Organisation, as well as relevance of the proposed project to the research undertaken at the Administering Organisation.

References

- Include a list of all references, within the page limit of ten A4 pages.
- References only may be in 10 point font.

PART D - PROJECT COST

D1 What is the proposed budget for your project?

Please select the organisations which will be contributing to this project by selecting "Set Other Organisation Contributor".

The Administering Organisation must be selected as well as any other contributing Organisations. RMS will then update the budget page by creating budget tables for each contributing Organisation.

NOTE: When a PDF is generated, the system will automatically generate a Summary Table of **all** proposed contributions (ARC, Administering Organisation, Other Eligible Organisations, and Collaborating Organisations) which will appear at the beginning of this Part. This table is for ARC purposes only.

ARC Budget Details

- The ARC is seeking full costing information for Proposals under *Discovery Indigenous Researchers Development* in order to enhance transparency and accountability and to help determine the actual contributions to be paid by the ARC and other parties.
- It is not necessary to prioritise budget items. Requests to the ARC must only be for items essential to the proposed research.

- **Do not include GST in your costs.** The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.

Entering the ARC Budget

- Enter the amount of funding being sought from the ARC in the table entitled "ARC Budget".
- The budget table lists from Year 1 to Year 3. Funding should be entered only for the years being sought. For example, if the project is seeking funding for one year only then do not enter any funding in the columns for Years 2 and 3.
- To enter funding into a category select "Add Item", enter a full description of the item and "Add". This will create an open cell at the top of the page to enter the funding for this item in the relevant year. Enter the appropriate amount in the relevant year of the ARC Budget Table.
- Each category (Personnel, Equipment etc) will total all "Items" added and the "Direct Cost" will display the sum of all categories.

Entering the Administering and Other Organisations Contributions

- To add items to an Organisation's budget, you must use the "Add Item" in the ARC Budget Table, even though the ARC contribution to this item will be zero.
- Items added to the ARC Budget Table will automatically appear in all tables generated.
- Insert the amount in the appropriate organisation's budget table for the relevant year and leave the item as zero in all other budget tables.
- Items that will need to be included are time/salaries of CIs, Mentors and Supervisors.

Categories

Direct Costs

- Direct costs are those that are specifically related to the individual Proposal and do not include indirect general overheads or other costs which do not directly support a research project. (Note that unlike previous years, Indirect Costs information is not required.)

Personnel (salaries + on-costs)

- Ensure all named participants listed in part A3 (ie CIs, Fellowship Candidates, Supervisors and Mentors) are included.
- If you are applying for a 100% or 50% IRF, or a 100% ARF-Indigenous Fellowship in this Proposal, the Fellow's name will be Auto-populated into the ARC budget table.
- Select the "Edit" hyperlink in the ARC Budget Table to choose the number of years and type of funding (50% or 100% where applicable) you require for the Fellowship. The correct salary will auto-populate the budget.
- Salaries for CIs, Mentors and/or Supervisors are not supported by the ARC, but the appropriate percentage of salary for the proportion of time you estimate will be spent on the project must be entered into the relevant organisation budget table NOT the ARC budget table.
- Salaries must include a 28% loading to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation, however, excludes items such as extended leave and severance pay.
- Where on-costs at the host organisation exceed 28% for Fellows, include the residual cost in the appropriate University budget.

- Funding requests for Research Associates, Research Assistants and all other personnel should be based on standard salary levels applying within the organisation using the appropriate rate at the time of submission.
- Do not build CPI into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

Teaching Relief or other duties

- Only Chief Investigators are eligible for relief from teaching or other duties.
- It may be used on a part time basis across the duration of the project.
- Claims for relief from teaching or other duties are limited to a maximum rate of \$32,972 (2008 rate) for up to 6 months in each consecutive year (or pro rata for a lessor period) per CI, including on-costs.
- The CI must be named and the amount or percentage of time for each year must be specified.
- Add an Item in the ARC budget table and name the Chief Investigator requesting Teaching Relief and the amount or percentage for each year in the description text box.
- Fellowship Candidates who wish to become Chief Investigators if their Fellowship requests are unsuccessful, ie have selected F23 (remain as Chief Investigator on the project without Fellowship funding), may wish to seek Teaching Relief in the role of CI. This request should be explained in Section E1 (Justification of Funding Requested from the ARC). However, the requested figure must not be included in the ARC budget table.

Equipment

- Include both hardware and software items costing more than \$1,000 in this category.
- Add an Item in the ARC budget table and indicate the cost of equipment and installation. Base the cost of equipment and installation on the latest prices (excluding GST) obtained from the supplier at the time of submission and do not simply estimate cost.
- **NOTE:** It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* scheme.

Maintenance

- Include in this category consumables and equipment items costing less than \$1,000.
- 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

- Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, relocation costs etc.

Other

- Include any items that cannot be appropriately placed in other categories.

PART E - BUDGET JUSTIFICATIONS

E1 Justification of funding requested from the ARC

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

- Use the same headings as in the ARC Requested Budget Table.
- Details for each nominated researcher should be provided in the same order as they appear in A3.
- 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 \$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. Similarly, if a Fellowship is requested, the justification should describe why a full-time commitment to the project by that person is required. The same level of explanation is required for all items being requested.
- Justify any funding being requested for relief from teaching or other duties for any named CI of the research team.
- Funding being requested for Relief from teaching or other duties for CIs for a period of not more than 6 months a year may be considered if the request is fully justified in terms of achieving a successful outcome for the project.
- Justify any funding being requested for major items of equipment.
- Requests for any major items of equipment are considered on merit. Plan to use existing equipment wherever possible. If seeking funding for new equipment, please describe how the equipment will be used and provide details of the manufacturer, supplier, cost and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, you must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.

E2 Details of non-ARC contributions

Do not upload a PDF containing more than **one A4 page** in this section of the Proposal. The uploaded PDF **must**:

- Provide an explanation of how non-ARC contributions will support the project (use the same headings as in the ARC budget table).
 - If there is no direct funding being provided by the Administering Organisation or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made.
 - If there is a Mentor or Supervisor named on the Proposal provide details of his/her contribution, if any.
-

PART F - PERSONNEL

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

F1 Personal Details

- This section will be auto-populated from the details held in RMS for each participant.
- To update personal details, participants must amend their profile in RMS using the "My Details" section before proceeding to "Proposals" as this information is used to pre-populate sections of the Proposal form.

F2 Postal Address

- This section will be auto-populated from the details held in RMS for each participant.

- To update a postal address, the individual participant must amend their profile in RMS using the "Contact Details" link under "My Details" on the RMS Home page.

F3 Are you an Indigenous Participant?

- Select yes or no.

F4 Are you a current member of the ARC or its selection or other advisory committees?

- Select yes or no.
- **NOTE:** This question only relates to the above stated associations and does not include staff of ARC-funded projects or Centres. This information will assist the ARC in managing potential conflicts of interest for assessors.

F5 Please name any of your relatives or close social/professional associates that are members of the ARC or its selection or other advisory committees.

- If "Yes", the name/s **must** be entered in the text box provided.
- This information will assist the ARC in managing instances of potential conflicts of interest with ARC staff and potential assessors. The ARC has procedures for declaring conflicts of interest and for College of Experts members to withdraw from consideration of particular Proposals for which there may be a conflict of interest.
- **NOTE:** Examples of such committees are College of Expert members or members of a Selection Advisory Committee (SAC) or the ARC's Advisory Committee. This question only relates to the above stated associations and does not include staff of ARC funded projects or Centres.

F6 If you are nominated as a Chief Investigator will you be employed more than 50% of your time in 2010...

This question ONLY applies to Chief Investigators; Fellowship candidates, Mentors and Supervisors must select No. If participants are uncertain about their organisation's source of funding, please contact the ARC. Refer also to section 8.2.1 of the Funding Rules for clarification.

F7 If yes, describe the nature of your employment, association, and/or financial interest (including specifying the % of Earnings and % proportion of time Employed).

If "Yes" is selected, provide a brief statement explaining the nature of your affiliation (for example, a consultancy) and stating the highest percentage of earnings you will be deriving from, and the percentage proportion of time you will be employed at that organisation in 2010.

F8 Highest Academic Qualification

Please provide details of your highest academic qualification. Include the month and year awarded where indicated or, if you are currently enrolled in a degree which represents your highest academic qualification, the date the thesis is to be submitted

F9 Have you ever been awarded a Fellowship from the ARC

Select yes or no.

F10 Please indicate if you have received any of the following Fellowships from the ARC: APD, APDI, APDC, ARF/QEII, APF, RC-ATSI, IRF

If "Yes" is selected, please enter the Fellowship Type, the Funding Commencement year (which is the first year of funding as notified in the letter of offer provided by the ARC) and the Finish Year (which is the last year as notified in the above named letter) in the places

indicated for each project on which an ARC Fellowship is currently or was previously awarded.

F11 Qualifications

- This section will be auto-populated from the details held in RMS for each participant.
- To update any qualifications, the individual participant must amend their qualifications in RMS using the "Qualifications" tab under the "Classification Details" link under "My Details" on the RMS Home Page.
- Provide details of your qualifications in date order, beginning with the most recent.
- If you are currently enrolled in a post graduate degree see F8 above.

F12 Current and previous appointment(s)/position(s) – during the past 10 years

- This section will be auto-populated from the details held in RMS for each participant.
- Provide details of your appointments in date order beginning with the most recent.
- To update any appointments, the individual participant must amend their details in RMS using the "Organisation Details" tab under the "Personal Details" link under "My Details" on the RMS Home Page. **When "adding a new position" please ensure that the "Position is currently held" box is ticked for the relevant position.**

F13 Organisational affiliations for eligibility purposes for this Proposal

Enter the name of the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role in undertaking the proposed research and type of affiliation with that organisation.

- CI – Eligible Organisation at which you will be employed, or hold an adjunct appointment with, as at 1 January 2010 and beyond.
- Fellowship candidate – the Host Organisation.
- Mentor and Supervisor - the organisation at which you will be employed as at 1 January 2010 and beyond.

If your organisation is not listed, contact the ARC.

F14 A statement on your research experience relevant to this Proposal

All participants must complete this section. Write a maximum of 1875 characters (approximately 250 words), outlining the participant's contribution to the relevant field, relative to opportunity focussing particularly on what makes this contribution interesting and unique.

NOTE: If the text exceeds 1875 characters the text in the text box will turn red

F15 Recent significant outputs (from 2004 onwards)

All participants must complete this section. Upload a PDF of no more than 3 A4 pages listing the participant's recent significant publications. Use asterisks to identify publications relevant to this Proposal. Include books and book chapters, refereed journal articles and refereed conference papers.

The uploaded PDF must:

- Ensure that this listing is limited to the last five years ie January 2004 onwards.
- List publications under the following headings and in this order
 - books
 - book chapters
 - refereed journal articles
 - refereed conference papers

- other publications;
- For refereed journal articles and refereed conference paper publications, only include those that have undergone an "acceptable peer review process" as specified by the Department of Education, Employment and Workplace Relations in Sections 9.6 and 9.7 of the *2008 Higher Education Research Data Collection Specifications for the Collection of 2007 Data*.
- Provide a list of all your publications if you have fewer than five years of publications.
- In-press publications should include acceptance date.

F16 Ten career-best publications

All participants must complete this section. The uploaded PDF of not more than three A4 pages.

- Do not list more than ten. If you do not have ten career-best publications, list as many as you have.
- Include your best publications, regardless of date of publication.
- In press publications should include acceptance date.

F17 Other evidence of impact and contributions to the field, for example, patents, major exhibitions, compositions or performances, honours and awards, other professional activities.

Mentors and Supervisors must complete this section. CIs and Fellowship candidates may also complete this section if relevant. Write a maximum of 1875 characters (approximately 250 words) including information about prizes, honours and awards, patents, compositions or performances, relevant experience in industry, and editorial board responsibilities, and other professional activities.

F18 Any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal. For example, interruptions to career, any other circumstances that may have slowed down your research and publications.

All participants must complete this section. Write a maximum of 1875 characters (approximately 250 words) for example interruptions to career or any other circumstances that may have slowed down your research and publications, such as periods of parental leave or your status as an early career researcher (if applicable).

F19 Mentors and Supervisors

Mentors and Supervisors must complete this section. Provide details of the nature and level of support to be provided by the Mentor and/or Supervisors nominated in Part A3 of the Proposal form.

The remainder of this section is for Fellowship candidates only. Other participants can now skip to section G.

F20 Fellowship Candidates

F20.1 Provide details of the contribution you will make to the project, such as your experience, skills and expertise and how they will be applied.

Fellowship candidates must complete this section.

F20.2 Provide details of the research environment, that is, the facilities and support at your host organisation, including the intellectual environment.

Fellowship candidates must complete this section.

F20.3 Justify the choice of the proposed host organisation for the Fellowship, including reasons for not moving to another organisation if you intend to remain at your organisation.

Fellowship candidates must complete this section.

F21 Host organisation—department, contact numbers and email address

This question is for Fellowship candidates only.

- Select the host organisation from the drop-down list via the link "Select an Organisation". The host Organisation for the Fellowship(s) may not necessarily be the Administering Organisation for the project but it must be an Eligible Organisation.
- Provide the Host Department Name, Contact Name, Phone, Fax and Email details of the Head of the Academic Unit, or other appropriate organisational unit that will be hosting your Fellowship.

F22 Mobility

The ARC encourages Fellowship holders to have research experience at more than one organisation. If the intention is not to move from the current organisation to take up the Fellowship, please provide clear justification for the decision in F20.3 of the Proposal form.

F23 If you are unsuccessful in obtaining a Fellowship do you wish to...

A Proposal seeking Research costs and a Fellowship candidate may result in the Research costs being awarded but the Fellowship not being awarded. Choose one of the following options:

- *Remain as a CI/PI on the project*

If you choose this option the ARC cannot pay your salary. To remain on the project as a CI you must meet the relevant eligibility criteria. Refer section 8.2 of the Funding Rules.

- *Be removed as a named Investigator as that a salary may be funded from the project*

The ARC does not provide funding for CI salaries. However it may provide funding for the salary of a Research Associate or a Senior Research Associate. You may choose to be removed as Fellowship candidate if there is at least one other CI/Fellow named on the Proposal. Selecting this option does not guarantee that funding for a Research Associate's salary will be awarded. For the Proposal to be eligible if the Fellowship is unsuccessful, the average request and subsequent allocation for the project must average at least \$10,000. Sole Fellowship candidates, i.e. where there are no other Fellowship(s) or CIs on the Proposal, cannot choose this option.

- *Seek no further support for the project (no funding can be made).*

If you are a sole Fellowship candidate ie where there is no other Fellowship or CI on the Proposal and you are not eligible to be a CI, you must choose this option. However, if this option is selected and there are other Fellowship candidates or CIs on the Proposal, a funding offer cannot be made.

F24 Has a successful eligibility exemption/advice been granted by the ARC for this Fellowship candidate?

This question is for Fellowship candidates only.

- If "Yes", include the identifying number in the Proposal. The identifying number is advised by the ARC to the Eligible Organisation's Research Office. Please enter **only** Fellowship Pre-Submission Eligibility Exemptions in this question; other types of eligibility are entered at question I3
 - **NOTE:** The ARC deadline for requesting an Eligibility Exemption/Advice Request is 5pm (AEDT) on 3 April 2009. Eligibility Exemption/Advice Requests are submitted through the RMS.
-

PART G - RESEARCH SUPPORT

NOTE: This Part may show as "Valid" on the main Proposal summary screen despite no information having been entered. Please review this Part carefully before submitting the Proposal keeping in mind that incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.

G1 For each participant on this Proposal, provide details of research funding from the ARC for the years specified.

For each nominated Participant listed in Part A3, provide the dollar amounts of research funding for the years specified in the table. That is, list all projects/Proposals/Fellowships awarded **from the ARC only** and any requested/submitted, involving that researcher for funding **from the ARC only**.

The current Proposal must be listed first, with "R" under "Support type".

Please supply in the fields provided:

- Proposal Title
- Investigators
- Whether the Proposal applies to the same research area
- Proposal/Project ID
- Support Status, by selecting one of three support types:
 - "R" for requested support for 2009 and/or 2010 (not yet approved)
 - "C" for current support
 - "P" for past support.

Below Proposal/Project ID, enter **dollar amounts** of funding approved by year, but not funds carried forward. For Proposals submitted for funding commencing in 2010:

- "Year of submission -1" = dollar amounts for 2008
- "Year of submission" = dollar amounts for 2009
- "Year of submission +1" = dollar amounts for 2010
- "Year of submission +2" = dollar amounts for 2011
- "Year of submission +3" = dollar amounts for 2012

Important: this question applies to ARC Proposals and current and past ARC-funded Projects only.

G2 For each participant on this Proposal, provide details of research funding from agencies other than the ARC for the years specified.

For each nominated Participant listed in Part A3, provide the dollar amounts of research funding for the years specified in the table. That is, list all projects/Proposals/Fellowships awarded from **other agencies only** and any requested/submitted, involving that researcher for funding from **other agencies only**.

See above (question G1) for an explanation of the years in question for this round.

Important: this question applies to Proposals to agencies other than the ARC, including both current and past funded projects.

PART H- STATEMENTS ON PROGRESS OF ARC FUNDED PROJECTS

NOTE: This Part may show as "Valid" on the main Proposal summary screen despite no information having been entered. Please review this Part carefully before submitting the Proposal.

H2 Statements on Progress

For each Participant on this Proposal, please attach a statement detailing progress for each ARC Project/Fellowship involving that **Participant who has been awarded funding for 2008** under the ARC *Discovery Indigenous Researchers Development, Discovery Projects, Linkage Projects* or *Federation Fellowship* schemes.

Please provide:

- The Project ID, First named investigator (Project Leader), and scheme for each Participant on this Proposal who has been awarded funding for 2008 under the abovementioned ARC schemes.
- Upload a PDF of no more than one A4 page for each funded project detailing the progress for each Project/Fellowship involving that Participant; and
- A statement of progress for each project indicated in Part G1 (received 2008 ARC funding) must be included in the Proposal submission regardless of whether a progress report or final report has or has not been submitted to the Research Office or ARC.
- Click "Add Answer" to insert additional boxes for each relevant Project/Fellowship

Note: Only projects which have received funding from the ARC in 2008 (annual funding) require a statement of progress. (Please do not include statements on progress for projects which received carry forward funding only.) You do not need to provide statements for projects funded as part of other schemes, such as Linkage International (LX) or Linkage Infrastructure, Equipment and Facilities (LIEF).

PART I - ADDITIONAL DETAILS

NOTE: This Part may show as "Valid" on the main Proposal summary screen despite no information having been entered. Please review this Part carefully before submitting the Proposal

I1 Have you submitted or do you intend to submit a similar Proposal to any other agency?

Select yes or no.

I2 If Yes, Please select one fo the following:

- Select from the organisations available in the drop down list.
- If your organisation is not in the drop down list select "Other".

I3 If Other is selected above, please enter the full name of the agency:

- Type the name of the agency/ies in the box provided.

It is important that the ARC is aware of any concurrent Proposals for funding support (e.g. through other Commonwealth or State funding programs). You must also keep the ARC informed about the outcomes of these Proposals.

I4 Does this Proposal relate to any of the following special interest items?

This question is not mandatory.

- If the Proposal relates to a special interest listed here, please select it from the list. If not applicable leave blank.

I5 Has a successful eligibility exemption/advice been granted by the ARC regarding this Proposal?

Do **not** enter advice numbers for Fellowship Eligibility Exemption Requests here. These codes should be entered at questions F24.

Enter Eligibility Exemption/Advice numbers at this question for requests relating to:

- Medical/Dental Research.
- Other.

NOTE: The ARC deadline for requesting an Eligibility Exemption/Advice Request is 5pm (AEDT) on 3 April 2009. Eligibility Exemption/Advice Requests are submitted through the RMS.

3. SUBMITTING PROPOSAL TO THE RESEARCH OFFICE

Once all components of the Proposal are completed and saved, return to the "Draft Proposal Summary Page". **Before** electronically submitting to the Research Office, the Project Leader should:

- Review all components to ensure the information to be submitted is complete, and **save each page once more** (this is to ensure that all information is captured in the PDF);
- Ensure all components are complete and valid (indicated by a green tick); and
- Generate a PDF (whole Proposal document PDF). This is found near the top of the "Draft Proposal Summary Page". The generation of the whole document PDF may take a minute or two. Please be patient and refresh the page after a minute to see if it has generated.
- To submit to the Research Office please Select "Submit Proposal to Research Office" at the bottom of the page. Many users may be attempting to submit concurrently as the deadline approaches the closing date/time so please allow sufficient time to complete and submit the Proposal. As the time on your computer server may differ slightly from the ARC servers, submission should **not** be delayed until the last possible moment.

NOTES

Only the Proposal "owner" (the Participant who initiated the Proposal in RMS) can submit a Proposal to the Research Office.

Research Offices may impose their own internal deadlines on researchers to submit Proposals.

Only an authorised Research Office Delegate can certify a Proposal and submit to the ARC.

The PDF 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.

4. ADDITIONAL POINTS TO ASSIST APPLICANTS TO AVOID COMMON SUBMISSION ERRORS

This list is provided as a guide and is not an exhaustive list of potential errors

- Has a statement of progress been provided for any Discovery Indigenous Researchers Development, Discovery Projects, Linkage Projects or Federation Fellowship schemes that received funding in 2008, for any named Participant on the Proposal in Part H? (Do not include 2007 funding carried forward into 2008)
- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements and so on for uploaded PDF insertions. (See [Format](#).)
- Are all uploaded PDFs within the maximum number of pages specified in these Instructions? **NOTE:** RMS will not always be able to confirm PDF page number compliance.
- Have the requisite certifications been carried out?
- Have any of the proposed Participants exceeded the limits for Proposals/projects?
- Does this Proposal conform to the rules of Duplication?
- Do the proposed Participants meet the requirements for the relevant role for which they are nominated?
- Do Fellowship candidates have the requisite qualifications/experience within relevant time limits (or has a Pre-Submission Eligibility Exemption/Advice Request been sought)?
- Are any items in the budget prohibited?
- Does the Proposal constitute Medical and Dental Research, or has an Eligibility Ruling/Advice been sought?
- Please ensure that all necessary information has been entered under Part G (Statements on progress of ARC Funded Projects) and Part H (Research Support). Note: these parts may show as "Valid" on the main Proposal summary page regardless of the information entered.

5. APPENDIX

Matters to Note

Proposals are the prime source of information available to the College of Experts, and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for its assessment without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web, unless requested by the ARC. All details in the Proposal must be current at the time of submission.

Accuracy of information

Check carefully that all the information contained in the Proposal Form is accurate before you submit your Proposal.

Incomplete or Misleading Information

If your Proposal is incomplete, inaccurate or contains information that is considered false or misleading, the ARC may, in its absolute discretion, decide to not recommend the Proposal for approval, and it may constitute an offence under Commonwealth criminal law.

Confidentiality

Information contained in Proposals is regarded as confidential unless otherwise stated and will be received and treated as confidential by the ARC, and by third parties who assess, evaluate or verify the accuracy of the Proposal.

Privacy

Information contained in the Proposal is collected in order to make recommendations to the Minister on the allocation of financial assistance under the *Australian Research Council Act 2001* and for post award reporting.

The information collected may be passed to third parties for the purposes of obtaining a peer review assessment of the Proposal. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade, the Department of Innovation, Industry, Science and Research, the Department of Environment, Water, Heritage and the Arts, the Department of Education, Employment and Workplace Relations, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans' Affairs for the purpose of checking eligibility. In other instances, information in this Proposal can be disclosed without your consent where authorised or required by law.

The ARC is bound by the provisions of the *Privacy Act 1988*. Section 14 of the *Privacy Act 1988* contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information. In brief, the ARC should ensure that:

- personal information is collected in accordance with IPPs 1-3;
- suitable storage arrangements, including appropriate filing procedures are in place;
- suitable security arrangements exist for all records containing personal information;
- access to a person's own personal information held by the organisation is made available to the person at no charge;
- records are accurate, up-to-date, complete and not misleading;
- where a record is found to be inaccurate, the correction is made;
- where the person contends that a record is inaccurate, and it is found to be accurate, the details of the request for amendment are noted on the record;
- the personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by IPP 10; and
- personal information is only disclosed in accordance with IPP 11.