ARC Linkage Project Information for Partner Investigators

What is a Linkage Project?

The ARC Linkage Projects scheme is fundamentally about university researchers working with partners from industry, government and not for profit organisations to undertake research that is relevant and applicable, and which also contributes to our knowledge base and provides opportunities to obtain national economic, social, cultural or other benefits.

Linkage Projects supports research and development projects which are collaborative between higher education researchers and other parts of the national innovation system, which are undertaken to acquire new knowledge, and which involve risk or innovation.

Linkage Projects foster opportunities for postdoctoral researchers to pursue internationally competitive research in collaboration with organisations outside the higher education sector, provide outcome-oriented research training to prepare high-calibre postgraduate research students and produce a national pool of world-class researchers to meet the needs of the broader Australian innovation system.

Partner Investigators

In addition to Chief Investigators (CIs) and Australian Postdoctoral Fellows—Industry (APDIs), named participants on a Linkage Project can be nominated in the role of a Partner Investigator (PI). Generally Partner Investigators are either employees of a Partner Organisation or another collaborating organisation on the proposal.

A CI, APDI or PI must take significant intellectual responsibility for the conduct of the proposed project and for any strategic decisions called for in its pursuit and the communication of results. They must have the capacity to make a serious commitment to carrying out the project and cannot assume the role of a supplier of resources for work that will largely be placed in the hands of others.

This information sheet will provide the following information for Partner Investigators:

- Eligibility criteria for Partner Investigators
- Assistance with the Research Management System (RMS)
- Tips on completing the relevant sections of a Linkage Project proposal
- Useful links to additional information

www.research.unimelb.edu.au
Key Eligibility Criteria for Partner Investigators

To be eligible to be nominated as a PI on a Proposal, a researcher must:

a. not meet the eligibility criteria specified in the ARC Linkage Project Funding Rules for a CI;

b. secure a significant contribution of cash, or in-kind or other resources from the researcher’s organisation for the project (having regard to the total cost of the project and the relative contribution of other investigators);

c. not receive salary support from ARC funding for the project, unless approved as a Linkage Industry Fellow; and

d. take significant intellectual responsibility for the conduct of the project.

What do Partner Investigators need to do?

To be named as a Partner Investigator on a Linkage Project proposal, PIs must have their own RMS account and complete the relevant section of the proposal. Tips for creating an RMS account and entering the relevant information into RMS and the proposal are described below.

The Research Management System (RMS)

The Research Management System (RMS) was introduced in 2009 to allow electronic submission of applications to the ARC.

Specifications and General Tips

Browsers supported (must have javascript enabled):
- Microsoft Internet Explorer 7 (IE7)
- Firefox 3.0+
- If you are having issues with the web browser (particularly issues opening the budget pages), try using an alternate browser, e.g. Mozilla Firefox or Internet Explorer

Timeout:
- After 30 minutes of inactivity on RMS, the session will log out (you will receive a warning 15 mins prior).
- Save frequently to prevent data loss.

Application navigation:
- Do not use the browser “Back” button to navigate through RMS as pages will not be refreshed and data may be lost.
- Instead, use the navigation links within RMS

To access RMS, you are required to request an account via the RMS login page at: https://rms.arc.gov.au
Obtaining a Username

1. Choose the option “Request New Account”.

2. Complete your details and assign your own RMS ID. This RMS ID is your login name and can be anything you wish, i.e. “jsmith1954”.

3. Select the Administering Organisation for your RMS account by clicking “Select an organisation...”. As a Partner Investigator, you must select the Australian Research Council and not The University of Melbourne.
4. Please select your Affiliated Organisation. This is the organisation that you will be associated with while working on the Linkage Project. You can then search for the organisation by clicking “Select an organisation…” and entering a search term. Select the appropriate organisation by clicking the circle on the right and click “Select Organisation”.

If the organisation is not listed, select the “Enter the Name of Your Organisation” tab and type the name of your organisation, then click “Select Organisation”.
5. Once you have entered all the necessary details, click on the “Request” button.

Your request for a new RMS account will be sent to the ARC. Once approved, you will receive an
email with confirmation that you can proceed to login.

**Once you have logged in**

Once you are able to login to RMS, please check that all of your details are correct and complete
under the ‘My Details’ section. This is very important as these details auto-populate into the ap-
lication.

1. Select “Personal Details” and proceed through each tab ensuring that all fields are com-
pleted.

Take note of your “**Person ID**” number as this is the number that will be needed for an-
other investigator to invite you to participate on a proposal. This number is different to
your RMS ID which is used to login to RMS.

2. Click on the Organisation Details tab to insert your employment details. Please add de-
tails for relevant employment over the past 10 years beginning with your most recent/
current position. These details will populate into any application you are named on so
please complete them as accurately as possible.

Select “Add a new position” and complete the details as appropriate. Ensure that the
“Position is currently held” box is ticked for positions that you are currently employed in.
3. Click on the “Qualifications” tab. Please include all your qualifications including your undergraduate studies in this section.

4. Click to return to the homepage.

5. Next, complete the “Contact Details” section. It is not necessary for Partner Investigators to complete “Classification Details”.
RMS Troubleshooting

Changing your password

You are able to change your RMS password at any time. To do this, select “RMS User Account Details” under “My Details” on your RMS homepage.

Forgotten passwords

If you have forgotten your password you can reset it by clicking “Reset Password” on the RMS logon page at: https://rms.arc.gov.au. Follow the prompts and an email will be sent to your nominated address.

Please note: password reset requests expire within a couple of hours.

Forgotten RMS Usernames

Forgotten RMS usernames can be retrieved by using the “Retrieve User Name” link on the RMS login page: https://rms.arc.gov.au and providing the email address that is associated with your RMS account.

If you no longer have access to the email address that you have registered in RMS, you will need to email the RMS Help Desk to update your email address: rms@arc.gov.au.

Further RMS information

The ARC RMS information page is available at: http://www.arc.gov.au/applicants/system_default.htm

If you have any problems with your RMS account, please contact the ARC for help at: rms@arc.gov.au.
The Application

Instructions to applicants are available for each ARC scheme on the ARC website: http://www.arc.gov.au/applicants/instructions.htm. These instructions provide detailed information on how to complete the RMS form for each scheme.

To view a proposal: you will need to be invited by the proposal owner - the creator of the proposal. Please supply this person with your Person ID (please see section above for details). Once you have been successfully invited you will receive an email instructing you to login to RMS to accept or reject this invitation. Select “Participation Requests” under “Proposals” to view and accept or reject your invitations.

Once you have accepted your invitation you can then view the application by selecting “Draft Proposals” under the “Proposals” heading. Any proposals that you are named on will be listed in this section.

Draft Proposal Summary Screen: will give an overview of the proposal including the named investigators as well as the organisations involved. It also indicates whether a section of the proposal is complete, incomplete or invalid.

What questions do Partner Investigators need to complete?

Each investigator must complete their own “Personnel” section of the application. To do this, select the section called “F - Personnel (Your Name)”.

Questions F1, F2, F4, F9 and F10 will auto-populate from the details you entered into the “My Details” section of your RMS account. If they are incorrect, please return to your RMS account home screen to update them.
F3 – Are you applying for a Linkage Industry Fellowship (LIF)?

If you are requesting a Linkage Industry Fellowship (LIF), you must be eligible for the Fellowship – see Section 4.7 of the Funding Rules for details. This will also auto populate in question A3. You must also provide LIF details in the Project Description (Part C) and Budget Justifications (Part E) as instructed.

F5 – Are you a current member of the ARC or its selection or other advisory committees?

Please enter the details of any close relatives or associates that you have on the ARC selection or advisory committees. Otherwise, leave this blank.

F6 – Please name any Commonwealth-funded Research Centre that you will be associated with as at 1 January 2011.

Partner Investigators do not need to answer this question. Please leave this blank.

F7 – Do you have an association with a Partner Organisation named in this proposal which is, or may be perceived as, a Conflict of Interest?

PIs who are employees of the Partner Organisations should answer “yes” to this question and clearly identify that you are an employee but this will not be perceived as a conflict of interest.

F8 – PhD qualification awarded

If you have a PhD qualification, please enter the date it was awarded. Otherwise, leave this blank.

F11 – Organisational affiliations for eligibility purposes for this Proposal

Please enter the name of your primary employer as of the commencement of the Linkage Project (eg, for 2011, Round 2 applications, at 1st of July, 2011).

F12—Research Record Relative to Opportunities

F12.1 to F12.5 – Note that the descriptions in the application under each of these question headings clearly explains what is required for each of these questions are quite detailed.

Note that these questions are geared at academics rather than professionals so if you are not involved in research or based at a higher education institution, the questions may not be entirely relevant.

Please complete what you can, if the question is not applicable, please indicate this in your response. Note that F12.5 is a good opportunity to describe any significant contributions you have made to the field of this proposal and discuss any other relevant achievements that may not be specifically academic in focus.

F12.6 and F13— These questions will be greyed out as they are not applicable to Partner Investigators.

If you need further information on Section F or on any other any parts of the application, please read the Linkage Projects Instructions to Applicants as this provides detailed information on each question in the application. It can be found at:
Additional Information / Useful Links

The University of Melbourne:

Melbourne Research Grants and Contract Homepage:
http://www.research.unimelb.edu.au/rgc/home

Linkage Projects scheme page including contacts:
http://research.unimelb.edu.au/rgc/grants/find/schemes/arc/linkageprojects

Australian Research Council (ARC):

Linkage Projects:

RMS logon:

RMS Information:

Funding Rules for projects commencing in 2011 (pdf):

Instructions to Applicants:

Important dates:
http://arc.gov.au/media/important_dates.htm

Sample application form (pdf):

Frequently asked Questions for 2011 (pdf):

What next?

The ARC will announce a list of successful Linkage Projects on their website:

The University of Melbourne will sign a Funding Agreement with the ARC. Clause 10 of the Funding Agreement states that the project cannot commence until the University has entered into a written agreement with all Partner Organisations.

Funding Agreement for projects commencing in 2011 (pdf):