PLEASE NOTE:
Failure to comply with these Instructions to Applicants may result in the Proposal not being recommended to the Minister for funding.

FUTURE FELLOWSHIPS

Instructions to Applicants for funding commencing in 2010
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Future Fellowships, Instructions to Applicants for funding commencing in 2010

Australian Research Council

Future Fellowships for funding commencing in 2010

Instructions to Applicants on how to submit Proposals via the ARC online application system (RMS)

This document is intended to provide information to assist Applicants in the completion and electronic submission of Future Fellowships (FT) Proposals for funding commencing in 2010. The associated Proposal documentation must comply with the Future Fellowships Funding Rules for funding commencing in 2010 (hereafter referred to as the Funding Rules).

The information in this document is underpinned by the Funding Rules, which contain further details on FT funding. You must read the Funding Rules (available on the ARC website at www.arc.gov.au) before preparing your Proposal.

Please also refer to the Frequently Asked Questions (FAQs) which will be updated regularly and are available on the ARC website at http://www.arc.gov.au/ncgp/futurefel/ft_instructions.htm.

1. Matters to note before completing the Proposal form

Proposals are the prime source of information available to the ARC for evaluation purposes, and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for assessment of the project 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.

Proposals are to be completed through the ARC online application system and submitted by an Eligible Organisation. See Appendix C in the Funding Rules for more information on Eligible Organisations.

ACCURACY OF INFORMATION
Check carefully that all the information contained in the Proposal is accurate before submission of the Proposal.

INCOMPLETE OR MISLEADING INFORMATION
If the Proposal is incomplete, inaccurate or contains information that is considered false or misleading, the ARC may, in its absolute discretion decide to not recommend that the Proposal be approved for funding. Submission of such Proposals may constitute an offence under Commonwealth criminal law.

CONFIDENTIALITY
Information contained in the Proposal is regarded as confidential unless otherwise stated and will be received and treated as confidential by the ARC. Third parties selected by the ARC to assess, evaluate or verify the accuracy of the Proposal will be required by the ARC to also treat the Proposal as confidential. See Appendix A in the Funding Rules for more information on confidentiality.

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
assessment purposes. 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 the 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;
- personal information is only disclosed in accordance with IPP 11.

THE PROCESS – ITEMS TO NOTE:

1. The Proposal must be created using the ARC online application system accessed through the ARC website at www.arc.gov.au.
2. The Proposal must be electronically submitted through the ARC online application system by the Administering Organisation. The Administering Organisation's Research Office or equivalent must electronically certify the Proposal submission in accordance with Section 11.6 of the Funding Rules. Note that Proposals are no longer to be submitted to the ARC in paper form.
3. Key dates within the Future Fellowships cycle are listed in Table 1 below.

Table 1. FT PROPOSALS CYCLE FOR FUNDING IN 2010

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 April (5:00 pm AEST)</td>
<td>2010</td>
<td>Closing date for FT Proposals</td>
</tr>
<tr>
<td>21 April (5:00 pm AEST)</td>
<td>2010</td>
<td>Deadline for Request not to Assess Form</td>
</tr>
<tr>
<td>September</td>
<td>2010</td>
<td>FT Selection Advisory Committee meets to consider Proposals and develop funding recommendations for the Minister.</td>
</tr>
<tr>
<td>November</td>
<td>2010</td>
<td>Minister announces FT funding. ARC provides advice on outcomes to participants via research offices or equivalent.</td>
</tr>
<tr>
<td>28 days following date of advice to applicants.</td>
<td>2010</td>
<td>Closing date for appeals.</td>
</tr>
<tr>
<td>8-10 weeks after closing date for appeals.</td>
<td>2011</td>
<td>Appeals are considered. Applicants are advised of the outcome as soon as possible thereafter.</td>
</tr>
</tbody>
</table>
FORMAT
Write in plain English and comply strictly with the Proposal format and submission requirements.

All pages of additional text (uploaded PDFs) must be as follows:

- Black type.
- Single column.
- White A4 paper size with at least 0.5cm margin on each side and at top and bottom. (Please note the margin size has changed from previous years).
- 12 point highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used. References only may be produced in 10 point font.
- Adhere strictly to page limits designated for each Part of the Proposal.
- Directly generated rather than scanned, if possible, to maximise the quality of reproduction.
- Colour graphs or colour photographs should not be included. For some administrative purposes, Proposals may be produced in black and white and the reproduction quality may not be optimal.

PROPOSAL AUTHORISATION

- The Proposal must be certified online and submitted online through the ARC online application system by an authorised officer of the Administering Organisation. Note: The authorised officer must have the role of 'Research Office Delegate'.
- Only the Administering Organisation certifies online, certifications by all other parties are completed using forms available from the ARC website.
- The Administering Organisation must ensure that they obtain the agreement of all parties necessary to allow the proposed project to proceed. This signed certification must be attested to by hand-written signatures and certifications from all relevant persons and organisations involved in the Proposal (including Host Organisations). Certification Form(s) for Organisations to complete are available on the ARC website at: http://www.arc.gov.au/ncgp/futurefel/ft_certification.htm. See Section 11.6 in the Funding Rules for more information on certification.

FURTHER ASSISTANCE
Participants should click on the Help link (located on the top left corner of the screen) or contact their Organisation’s Research Office or equivalent in the first instance for assistance. If you still require assistance the ARC has the following help desk options:

- Send an email to rms@arc.gov.au outlining your problem and providing your details.
- Telephone the Help Desk on +61 2 6287 6789.
  - Please note the Help Desk is staffed from 9am to 5pm Monday to Friday. For after hours queries please send an email to rms@arc.gov.au and the ARC will respond to your email as soon as possible.
2. Preparing the Proposal

The Proposal is prepared and submitted through the ARC online application system. For more information visit the ARC website at www.arc.gov.au.

- To access and/or amend Proposal information, all Proposal Participants, including all Future Fellows and support staff involved in the preparation of a Proposal, require a User ID.
- The User ID and password should be applied for online via https://rms.arc.gov.au/RMSExternal/pages/main.jsf or the administration unit of the Participant's organisation in the first instance.
- Previously allocated User IDs remain valid. Researchers DO NOT have to apply for a new User ID each year, neither do people with assessor-only logons.
- Participants must have a valid email address in order to reset their own password. If unsure please contact your Research Office or equivalent in the first instance.

Participants should contact their own organisation’s Research Office in the first instance for assistance using the ARC online application system.

Participants who are not currently academic staff members of Eligible Organisations should seek their User ID and password from the nominated Eligible Administering Organisation. Alternatively, Participants may request an account through the Login Page (Request New Account link) at: https://rms.arc.gov.au/RMSExternal/pages/main.jsf. Instructions to assist Participants in this process are available using the 'Help' link on the 'Request New Account' page. Participants needing new accounts should request them as early as possible to avoid delays in processing new accounts.

Please Note: If you had a GAMS user account prior to January 2009, your GAMS ID and profile have been copied to the ARC online application system. You will be required to reset your password by clicking on the ‘Reset Password’ link and entering your GAMS Username with all letters capitalised in the Username field.

3. Updating Participant Details

Participants with an existing account in the ARC online application system are encouraged to check that their personal information is up-to-date. For new Participants, once an account has been created, they should complete all personal information. This can be done by clicking on the links under the ‘My Details’ heading of the homepage and completing all areas within the ‘Personal Details’, ‘Classification Details’ and ‘Contact Details’ links. Completing this information will allow parts of the Proposal form to be auto-populated and will assist the ARC in gathering data for statistics.
4. Creating a new Proposal

- A new draft Proposal is created from the applicant's homepage (under 'Proposals').

- A new draft Proposal cannot be created unless the applicant has the role of 'Participant' in the ARC online application system. If an applicant does not have the role of 'Participant' the applicant must contact the Research Office to add this role. A new draft Proposal can then be created.

- Once logged in, click on the 'Create Draft Proposal' link and select the appropriate scheme and round. For Future Fellowships for funding commencing in 2010, select 'FT10 round 1'.

- Enter a Proposal name and click on 'Create Proposal' to create a draft.

- Please note that the Proposal name is intended to be a short name reference for the use of the applicant. It is not the formal title of the Proposal and is not used by the ARC in any formal documents, it can however be viewed by the ARC. Once you have saved the Proposal name it cannot be edited and the 'Draft Proposal Summary' page will appear. Further details are added into each Part of the Proposal form from this page.

- Once a draft Proposal has been created a Proposal ID will be automatically allocated by the ARC online application system.

- To return to your Draft Proposal at a later date, click on the 'Draft Proposals' link via your Homepage.

- Please note: The Proposal form is a series of Parts accessed via the 'Draft Proposal Summary' page; it is not a single form updated and, hence not saved in one session. Each part must be saved individually.

For additional help in using the ARC online application system please refer to the online help by clicking on the available help link.
5. Adding Participants and Organisations

Please note: only one Future Fellowship candidate may be added as a Participant on a single Proposal.

Participants and Organisations are added via the ‘Draft Proposal Summary’ page. The person who creates the Proposal will be listed as the Proposal Owner, more than likely the Future Fellowship candidate. Although the Proposal Owner is the Future Fellowship candidate, they must still be added to the Proposal. Only the Proposal Owner may invite Participants or Organisations. Please note that the Proposal Owner is the only person who can submit the Proposal to the Administering Organisation.

If you are listed as the Proposal Owner, yet you are not the Future Fellowship candidate, please enter the Proposal Title and Summary of Proposal in Part A before inviting the Participant to the Proposal. Adding this information will enable the invited Participant to identify the Proposal for acceptance. If this information is not entered the invited Participant will only be able to identify a Proposal by the Proposal author name.

The person who is listed as the Proposal Owner can ‘Transfer Ownership of this Draft Proposal’ to the Future Fellowship candidate. This link is found on the ‘Draft Proposal Summary’ page.

Add Participants as follows:

- **Individual Participant – Future Fellowship candidate**
  
  - **If the Proposal Owner is the Future Fellowship candidate** - Click on ‘Add Person Participant’. Once the ‘Add Proposal Person Participant’ pop-up box appears, click on the ‘Populate Person ID and Family Name with my details’ link. Ensure the details are correct, and then select the ‘Participation Type’ from the drop-down list according to the Future Fellowship level that you wish to apply for. Click ‘Add Participant’.
  
  - **If the Proposal Owner is not the Future Fellowship candidate** - Click on ‘Add Person Participant’. Note: Successfully inviting a person to participate requires their Person ID (this is not their User ID) and their family name. If a person does not have a profile in the system, this must be created by the Research Office at an Eligible Organisation. If a researcher does not have a Research Office or equivalent unit, he/she should email rms@arc.gov.au at the ARC for assistance. Once you have these details, enter them in to the appropriate fields and then select the ‘Participation Type’ from the drop-down list according to the Future Fellowship level that you wish to apply for. Click ‘Add Participant’.
Note: When selecting the Future Fellowship level, please note that the intention of subsection 8.5.3 of the Funding Rules is that Future Fellowship candidates must apply within or above the current academic level that is relevant to their current salary.

The table below is a general guide to the Future Fellowship level a candidate should consider applying at based on their current academic level.

<table>
<thead>
<tr>
<th>Academic Level*</th>
<th>Future Fellowship Salary Level 1 ($98,935)</th>
<th>Future Fellowship Salary Level 2 ($119,764)</th>
<th>Future Fellowship Salary Level 3 ($140,592)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>D</td>
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</table>

*At Australian Universities

If a candidate’s current salary is well above the relevant Future Fellowship salary for the academic level applied at (e.g. the candidate may receive loading for a specialised expertise, or for certain additional skills), this could be an indication that an application at a higher Future Fellowship level may be more appropriate.

The ARC understands that institutions may have different salary levels attached to academic levels, and that variations may exist within these salary levels. Increments within levels may be applied to some salaries, as may loadings, and these additional amounts should be included as part of the candidate’s current salary in the Proposal.

- **Administering Organisation**

  **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.

  Click on ‘Add Organisation Participant’ and select Administering Organisation from the drop-down list. Click on ‘Set Organisation’, select the Administering Organisation from the drop-down list then click on ‘Set Organisation’. Once an Administering Organisation has been selected, click ‘Add Participant’. This information will auto-populate into Part A1 of the Proposal form.

  **Please note:** If your Administering Organisation does not appear in the drop-down list, please email ARC-FutureFellowships@arc.gov.au as soon as practicable for assistance.

- **Host Organisation**

  **Note:** If the Future Fellowship candidate proposes to undertake research at an organisation other than the Administering Organisation whilst holding a Future Fellowship, then this organisation meets the definition of a Host Organisation (see the Funding Rules Definitions), and must be listed in the Proposal. Also, if you are requesting funding from the ARC to travel to an organisation to undertake research, then this organisation must be listed as a Host Organisation.

  Click on 'Add Organisation Participant' and select 'Host Organisation' from the drop down menu. Click on the 'Set Organisation' link and enter some information in to the search field and click on ‘Search’. If available, select the organisation that will be the Host Organisation and click on 'Select Organisation' and then click on 'Add Participant'.

  Future Fellows may conduct research at Host Organisations other than the Administering Organisation for periods of up to 12 months in total, over the life of the fellowship. If the Host Organisation is also an Eligible Organisation (specified in Appendix C of the Funding Rules),
Future Fellows may conduct research at Host Organisations for a period or periods of up to 24 months in total, over the life of the fellowship.

For every Host Organisation that is added to the Proposal, an individual Part H of the Proposal form will be created.

**Organisation Not Listed?**

In the first instance, ensure the organisation is not listed by doing a partial name search, as the organisation you are looking for may be recorded with a slightly different name. For example, if you were looking for “The Great Barrier Reef Foundation” and you entered in this exact text in to the organisation search field, it would not return any results. However, if you simply enter “Great Barrier Reef”, the search results will return several options for you to choose from.

If an organisation is not listed for selection and is required to be added to the ARC online application system’s database, please contact the ARC at rms@arc.gov.au. To ensure a smooth process please include the following organisational details in the email request:

- Full legal or Trading Name
- Short Name
- Email Address (this cannot be the email address of an individual with an RMS account. It must be unique)
- Postal Address
- Organisation Type (Australian Company Industry Body; Australian Non-profit; Australian private company; Commonwealth Government; State or Local Government; Higher Education International; International Company Industry; International Non-Profit; International Government; International Private Company; Other)
- For Australian Organisations, please provide an ABN and ANZSIC classification details.

Legal/Trading Name and ABN can be confirmed via the ABN website: [http://www.abr.business.gov.au](http://www.abr.business.gov.au)

Information on ANZSIC codes is available from the ARC website: [http://www.arc.gov.au/applicants/codes.htm](http://www.arc.gov.au/applicants/codes.htm)

- **Person Access Rights**
  - The Proposal Owner will already have full access rights.
  - If the Participant is not the Proposal Owner, click the ‘Edit Access Rights’ link next to the Participant name and select ‘Allocate Rights’ for full access rights.

- **Additional non-participating editors**
  - Click on ‘Give access to non-participant’. Non-Participants may include research associates not named on the Proposal or any support staff involved with the preparation of the Proposal.

**Note:**

- Further information about adding Participants and organisations is available from the help link on the ‘Draft Proposal Summary’ page.

- If you need to change the requested Future Fellowship level for the Participant, the Participant must firstly be removed from the Proposal at the ‘Draft Proposal Summary’ page (to remove a Participant, under ‘Participants’ the Participant must firstly be withdrawn, and then removed). The Participant can then be added again, and a new Future Fellowship level requested. **Caution** must be exercised if undertaking this step, as the Part G ‘Personnel’ page for that Participant will be removed when the Participant is removed, and any saved information in Part G will be deleted.
6. Filling in the Proposal form

**IMPORTANT:** After 15 minutes of inactivity the ARC online application system may timeout and any unsaved data will be lost, please save regularly to avoid this. Proposal forms should be completed sequentially to assist with pre-population of subsequent sections.

**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.

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 must be one of the organisations listed in Appendix C of the Funding Rules. Refer to Section 7.1 of the Funding Rules for further information on Eligible Organisations.

**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, should use language which is comprehensible and accessible to the general public; and
- Avoid the use of acronyms, quotation marks and **do not** use all upper case characters.

**A3** Person Participant Summary

This information will be auto-populated from the ‘Draft Proposal Summary’ page, where the Future Fellowship candidate should be added by selecting ‘Add Person Participant’. If any information is incorrect or incomplete, it must be updated in ‘Personal Details’ via the main page. Please ensure you have a current position listed under the ‘Organisation Details’ tab in ‘Personal Details’ via the main page and ensure the ‘Position is currently held’ box is ticked to indicate your current position.

Please be aware that the ‘Relevant Organisation’ field will not be auto-populated and will be left blank.

**Please note:** only one Future Fellowship candidate may be added as a Participant on a single Proposal.

**A4** Organisation Participant Summary

This information will be auto-populated from the ‘Draft Proposal Summary’ page for Administering Organisations and Host Organisations, where an organisation is added by selecting ‘Add Organisation Participant’. If any information is incorrect or incomplete, please email rms@arc.gov.au.

**A5** Summary of Proposal

Provide a written Proposal summary of no more than more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the project.
Future Fellowships, Instructions to Applicants for funding commencing in 2010

- 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.

### A6 Summary of Project for Public Release

Provide a two-sentence descriptor of no more than 350 characters (approximately 50 words) of the purpose and expected outcomes of the project which is suitable for media or other publicity material. **Do not duplicate or simply truncate the ‘Summary of Proposal’**.

- Use plain English and make the summary comprehensible and understandable 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

If applicable, indicate whether this Proposal falls within one of the four designated National Research Priorities.

Select from the drop-down list under National Research Priorities area. Each priority has a number of associated Priority Goals - to add, select from the drop down list under 'Goals'.

**Note:** The system will allow only one of the National Research Priorities to be selected so please choose the most appropriate one from the list. Applicants may, however, choose more than one goal within the chosen National Research Priority area. If the Proposal does not fall within one of the four designated National Research Priorities please leave blank.

Descriptions of the National Research Priorities and their associated Priority Goals can be found on the ARC website.

#### B2 Does the proposed project increase national research capacity?

Increased national research capacity arises when overseas researchers are attracted to Australia, researchers are attracted to work at the best organisational locations, and potential researchers are attracted to participate in full-time research.

Indicate whether or not this Proposal increases national research capacity.

#### B3 Does the proposed project fall under one or more of the Targeted Discipline Areas as outlined in subsection 4.3.3b of the Future Fellowships Funding Rules for funding commencing in 2010?

If the Proposal falls within one or more of the seven Targeted Discipline Areas, select the appropriate Targeted Discipline Area/s from the drop-down list.

Refer to subsection 4.3.3b of the Funding Rules for further information regarding the Targeted Discipline Areas.

**Note:** A Proposal does not need to fall within one of the Targeted Discipline Areas to be eligible for submission.
B4 Does the proposed project target one or more areas of national significance in disciplinary or interdisciplinary research as outlined in subsection 4.3.3c of the Future Fellowships Funding Rules for funding commencing in 2010?

If the Proposal falls within one or more of the eight Targeted Research Areas, select the appropriate Targeted Research Area/s from the drop-down list.

Refer to subsection 4.3.3c of the Funding Rules for further information regarding the Targeted Research Areas.

Note: A Proposal does not need to fall within one of the Targeted Research Areas to be eligible for submission.

B5 Field of Research (FOR)

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%.

B6 Socio-Economic Objective

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 SEO's per Proposal, though more may be used.

Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.

B7 Keywords

Enter between one and ten keywords to describe the proposed research. To add more lines please click ‘Add Answer’.

The keywords should be of the kind normally required for submitting an article to a major refereed journal. Please note that these keywords are for the ARC's guidance only.

B8 If the proposed research involves international collaboration, please specify the country/ies involved.

Select the names of the country or countries of Participants and/or other parties who will collaborate on this Proposal from the drop down list. To add additional lines please click 'Add Country'.

B9 If the proposed research involves collaboration with other organisations please specify those organisations

Type in the name of any organisation(s) that will collaborate on this Proposal. If the Proposal has a Host Organisation (which must be added on the ‘Draft Proposal Summary’ page), then the ARC does not require the Host Organisation to be entered again here. Only list an organisation in this Part if the proposed research involves collaboration with this organisation, and if it is not already listed as a Host Organisation in the Proposal.
PART C  - Research Opportunity and Performance Evidence (ROPE)

C1 Details on your career and opportunities for research over the last 5 years

Upload a PDF of no more than two A4 pages. The PDF must provide the following information in the required format using the headings below, and in this order:

Provide and explain:

i. the number of years it has been since you graduated with your highest educational qualification;

ii. the research opportunities that you have had in the context of your employment situation, the research component of your employment conditions, and any unemployment or part-time employment you may have had;

iii. whether you are a research-only, teaching and research, teaching-only, teaching and administration, research and administration, or administration-only academic, giving any additional information (e.g. part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last five years in those roles;

iv. any career interruptions you have had for childbirth, carer’s responsibility, misadventure, or debilitating illness;

v. the research mentoring and research facilities available to you; and

vi. any other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal (e.g. any circumstances that may have slowed down your research and publications) or affected the time you have had to conduct and publish from research.

C2 Recent significant publications (March 2005 onwards)

Upload a PDF of no more than twenty A4 pages listing all of the candidate’s publications in the past five years and include any circumstances that may have impacted on publication output.

The uploaded PDF must:

i. ensure that this listing is limited to the last five years;

ii. list publications under the following headings and in this order:
   - scholarly books
   - scholarly book chapters
   - refereed journal articles
   - refereed conference papers only when the paper was published in full in the proceedings
   - other publications

iii. use asterisks to identify publications relevant to this Proposal;

iv. number publications continuously; and

v. include the acceptance date if listing in-press publications.

C3 Ten career-best publications

Upload a PDF of no more than five A4 pages listing your ten career-best publications. The uploaded PDF must:

i. provide the full reference for each of your ten best publications;

ii. include any information relating to whether or not the publication was produced through an ARC funded Project/Fellowship on which you were a Chief/Partner Investigator or Fellow;
iii. add a statement of a maximum of 30 words explaining and justifying the impact or significance of each publication; and

iv. asterisk any of the publications relevant to this Proposal.

C4 A statement detailing the evidence of your capacity to conduct high quality, innovative research and evidence of your international research standing.

Upload a PDF of no more than three A4 pages detailing the evidence of your capacity to conduct high quality, innovative research and evidence of your international research standing. This section should include:

i. prizes, honours, awards and other research outputs which may include consultancies, patents and policy advice, major exhibitions, compositions or performances or other outputs related to your research work;

ii. invited keynote and speaker addresses at international meetings/workshops; and

iii. other professional activities such as committees, journal editorial boards, etc.

C5 A statement on your most significant contributions to the research field of this Proposal.

Upload a PDF of no more than three A4 pages describing your most significant contributions to the research field of this Proposal.

Describe how your research has led to a significant change or advance of knowledge in your field, and outline how your achievements will contribute to this Proposal.

C6 A statement detailing the evidence of your capacity to build collaborations across industry and/or research institutions and/or with other disciplines.

Upload a PDF of no more than one A4 page detailing your capacity to build collaborations across industry and/or research institutions and/or with other disciplines.

Describe the various industry, local, state, and/or federal government and/or research institution partnerships you have been involved with in relation to building new research directions and collaborations. Outline your role in helping to form these collaborations.

Outline multi-disciplinary projects that you have actively been involved with and describe your role in setting up such initiatives.

PART D - Description of Project/Program of Research

D1 Project Description

Upload a PDF of no more than ten A4 pages. The PDF must provide the following information in the required format using the headings below, and in this order:

- PROJECT TITLE
- BACKGROUND
- AIMS AND APPROACH
- SIGNIFICANCE AND INNOVATION
- COLLABORATION
- NATIONAL RESEARCH PRIORITIES AND TARGETED PRIORITY AREAS
- COMMUNICATION OF RESULTS
Project Title
This must be the same title as in Part A2 of the Proposal form.

Background
- Describe the background to the Fellowship.
- Include information about recent international 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 national and international research communities.

Aims and Approach
Clearly detail the aims and objectives of the proposed project/program of research.
Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the research activity.

Significance and Innovation
Describe how the anticipated outcomes advance the knowledge base of the discipline, why the research activity aims and concepts are novel and innovative, and whether the research addresses an important problem for the discipline. Detail what new methodologies or technologies will be developed.
Describe the significance of the research in the national/international context, the expected outcomes, and the likely impact of the proposed project/program of research.

Collaboration
Describe the extent to which the proposed project will build collaborations, i.e. across industry and/or research institutions and/or disciplines. If the proposed project involves more than one Host Organisation the extent of the intended collaboration should be described.

National Research Priorities and Targeted Priority Areas
If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, explain how it addresses one or more of the associated Priority Goals (as selected in Part B1 of the Proposal form).
Describe how the Future Fellowship and the proposed project/program of research will increase national research capacity and/or enhance the capacity of one or more of the targeted discipline areas and/or focus on one or more of the targeted research areas outlined within Section 4.3.3 of the Funding Rules.

Communication of Results
Outline plans for communicating the research results to other researchers and the broader community, including scholarly and public communication and dissemination.

D2 References
Upload a PDF of no more than five A4 pages to include a list of all references. This may include publications, citations, web references etc.

Note: References only may be in 10 point font.
D3 Strategic Statement by the Administering Organisation

Upload a PDF of no more than three A4 pages. A Strategic Statement must be provided by the Administering Organisation. The statement should outline how the Future Fellowship candidate and this Proposal are aligned with and/or complement existing and/or emerging research strengths of the Administering Organisation.

The Strategic Statement must also indicate how the Future Fellowship candidate aligns with and/or complements the staffing profile of the Administering Organisation. If the Future Fellowship Proposal is from a current employee, the Statement should explain how a Future Fellowship would enhance her/his opportunities at the organisation. If the Future Fellowship Proposal is from a non-current or fixed-term employee, plans for integration of the Future Fellowship candidate into the ongoing activities of the organisation at the end of the fellowship should be outlined.

PART E  - Project Cost

Note: The budget requires Adobe Flash player installed. You will be prompted to install Adobe Flash if you do not have it installed, however you may wish to download the file from the following link: http://get.adobe.com/flashplayer/.

E1 What is the proposed budget for your project?

Please do not commence entering information in the budget table until all Participants (the Future Fellowship candidate and organisations) have been requested and have subsequently confirmed their participation on the proposed project.

Please Note:

- The ARC reserves the right to determine the level of funding allocated to a project.
- Do not include GST in your costs.
- The ARC will make GST adjustments to payments depending on whether the funding has been provided to a government-related or non-government-related entity.
- Government-related entities do not pay GST on the funding transaction with the ARC; however non government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.
- If your organisation is registered for the GST and therefore is able to claim input tax credits for the GST component in the cost of goods and services purchased in the course of carrying out the project, then the GST component of these costs should not be included in the project cost.
Helpful Hint!

After entering numerous lines into the budget, you may find that you cannot view all of the information you have entered. You are able to minimise and compress the budget information which will enable you to enter more figures in the budget table. This can be done by clicking on the grey triangle next to the category that you wish to minimise.

### Table 1: Other Organization Contributions

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
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<td><strong>Admin/Bkg</strong></td>
<td></td>
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<tr>
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</tr>
<tr>
<td>Personnel</td>
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<tr>
<td>Unspecified Funding</td>
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<td>0</td>
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<td>FTE (or Example Example)</td>
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</tr>
<tr>
<td>Equipment</td>
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<td>0</td>
<td></td>
</tr>
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<td>Unspecified Funding</td>
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<td></td>
</tr>
<tr>
<td>Travel - Airfare</td>
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</tr>
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</tr>
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<td>Travel - Other</td>
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</tr>
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### Table 2: Other Organization Contributions

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<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
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</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
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<td><strong>Admin/Bkg</strong></td>
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<tr>
<td>Personnel</td>
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</tr>
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**The Budget Layout**

Click on the relevant year to enter the budget for that year

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<tr>
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<th>Year 3</th>
<th>Year 4</th>
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<th>Cash</th>
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<tr>
<td>Travel - Other</td>
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</tr>
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<td></td>
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<tr>
<td>Other</td>
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<td>0</td>
<td>0</td>
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<td></td>
</tr>
</tbody>
</table>

The total sum of all categories

Click here to add the fellowship salary

Do not use 'Unspecified Funding' lines

Click here to add a new item

Click here to enter funds

Click here to edit the description of an item

Click here to delete an item
ENTERING INFORMATION IN THE ARC BUDGET

Entering the Future Fellowship Salary Level

The first time you enter Part E - Project Cost, the only piece of information that should be in the budget table is the Future Fellowship candidate listed in the Description column (e.g., FT2 (Dr Example Example)). If the Future Fellowship candidate is not listed in the budget table, return to the ‘Draft Proposal Summary’ page and ensure the Future Fellowship candidate is listed as a Participant. If not, please refer to Part 5 of these Instructions to Applicants.

To enter the requested salary amount for the Future Fellowship candidate, please click on the note pad icon directly to the right of the Future Fellowship candidate name.

Click here to add the Future Fellow's Salary

After you click on this, a pop-up screen will ask you to modify the funding level. To accept the funding level (there will only be one option available), click on the ‘Modify Item’ button.
Adding items

Please note: Do not use the ‘Unspecified Funding’ lines within the budget.

To add an item to the budget, click on the green plus sign that is directly to the right of the relevant category under which the item would fall. A new window will appear for you to add a description of the item you wish to insert. Once you have entered a description, click on the ‘Add Item’ button to complete the adding of the item to the budget.

When you add an item within one year of the budget, the description will automatically be added to every other year. Subsequently, if you delete an item from one year, it will also be deleted from all other years.

After the item has been added to the budget, the amount of funds that you are requesting for that item must be listed. Firstly, select the year of which you require the funds to be paid for that item. Once the year has been selected, the funds requested for the item must be entered on the appropriate budget line by clicking the box under ‘Cash’.

The example below shows that Year 3 has been selected and that $20,000 has been entered for ‘Example Item 1’ under the ‘Consumables’ category.

Please use the budget table as a summary, and provide further details in the Part F Budget Justification.

<table>
<thead>
<tr>
<th>Description</th>
<th>ARC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
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<td>Year 2</td>
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<td>Year 3</td>
<td>Year 4</td>
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<tr>
<td>Direct Cost</td>
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<td>Personnel</td>
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<tr>
<td>Unspecified Funding</td>
<td></td>
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<tr>
<td>FTZ (Gr Example Example)</td>
<td>153,298</td>
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<tr>
<td>Equipment</td>
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</tr>
<tr>
<td>Unspecified Funding</td>
<td></td>
</tr>
<tr>
<td>Travel - Airfares</td>
<td>0</td>
</tr>
<tr>
<td>Unspecified Funding</td>
<td></td>
</tr>
<tr>
<td>Travel - Other</td>
<td>0</td>
</tr>
<tr>
<td>Unspecified Funding</td>
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</tr>
<tr>
<td>Consumables</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Example Item 1</td>
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<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Unspecified Funding</td>
<td>0</td>
</tr>
</tbody>
</table>

Categories

Although there are some parts of the Funding Rules listed within this section of the Instructions to Applicants document, all applicants should read the Funding Rules in their entirety to ensure they are eligible to apply, and that they are not requesting restricted items in the Proposal budget.

Personnel

The only item that should be listed within the ‘Personnel’ section of the budget is the Future Fellowship candidate. The addition of any other item under this category may result in the Proposal not being recommended for funding. The Funding Rules state the following:
• Under Future Fellowships, the Commonwealth will not provide support, in whole or in part, for the salaries of personnel other than salary for the Future Fellow. If a Proposal requests salary funding for persons other than the Future Fellow, the Proposal will not be recommended or approved for funding (subsection 6.4.2 b.).

• Stipends for postgraduate students are not funded, in whole or in part, under Future Fellowships (subsection 6.4.2 c.).

Equipment

Equipment items allowed under the Funding Rules as part of the Future Fellowships Infrastructure Funding should be entered under the ‘Equipment’ section of the budget. Please note that the Future Fellowships scheme will not fund budget items that do not directly support a research project. Do not include consumable pieces of equipment in this section.

Under the Funding Rules, the Future Fellowships scheme has restrictions on the following budget items:

• Construction and refurbishment of general purpose buildings is not funded, in whole or in part, under Future Fellowships (subsection 6.4.2 a.).

• The Administering Organisation must agree to provide the following basic facilities (where relevant to the Proposal), which will not be funded under the Future Fellowships scheme:
  i. accommodation (e.g. laboratory and office, suitably equipped and furnished in standard ways);
  ii. access to film or music editing facilities;
  iii. access to a basic library collection;
  iv. web hosting;
  v. standard reference materials or funds for abstracting services;
  vi. provision of computers (excluding one laptop per candidate every two years, and access to high-performance computers or other specialised applications that are justified against the project) and basic computing facilities such as printers, word processing and other standard software; and
  vii. use of photocopiers, telephones, mail, fax, email and internet services (subsection 6.4.2 h).

Travel - Airfares

Any airfares associated with travel related to the proposed project that are requested to be covered by the Future Fellowships Infrastructure Funding should be entered in the Travel – Airfares category of the budget. Please note the following sections of the Funding Rules that relate to travel costs:

• Domestic and international travel costs for the Future Fellowship candidate should be determined using the Australian Public Service rates recommended by the Australian Taxation Office. Funding is permitted for domestic and international travel associated with the project, including to foster and strengthen collaborations between researchers in Australia and overseas (subsection 6.3.3).

• A limit of $50,000 (from the total $200,000 infrastructure funding) may be requested for travel and travel related costs by a Future Fellowship candidate over the life of the fellowship. ARC funding will only be approved for amounts exceeding this limit if the
The Future Fellowships scheme has restrictions on the following budget items:

- Funds are not provided for travel or related expenses for researchers when on a Special Studies Program. A Special Studies Program means an approved program providing release from normal duties for research related activity or professional development purposes (subsection 6.4.2 e).

- Future Fellowships funding is not provided for unjustified travel, or travel that does not contribute to the research outcomes of the project (subsection 6.4.2 l).

Travel – Other

All other travel related costs associated with the project should be entered in to the Travel – Other category. Please refer to the information listed above for travel related parts of the Funding Rules.

Consumables:

The Consumables category is included in the budget to list all consumable items that have not been listed in the Equipment category.

Other

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

The ARC recognises that in order to complete the project it may be necessary to obtain the expertise of a third party. Such services include, but are not limited to: translation services; transcription services; workshop services; data collection and analysis services; and the purchase of bibliographical or archival material (electronic or hardcopy).

Please note that the ARC will only approve funding for such services where sufficient justification is provided that the services are related to, and necessary for, the project.

The Future Fellowships scheme also has restrictions on the following budget items:

- Under Future Fellowships, funds are not provided for research support for other investigators, other than the Future Fellow (subsection 6.4.2 f).

- Costs not directly related to a project will not be funded. Examples include, but are not limited to, costs of a personal nature, entertainment costs, hospitality costs, and other indirect costs (subsection 6.4.2 j).

- Future Fellowships funding is not normally provided for the hosting of workshops and conferences (although costs for the Future Fellow to attend conferences/workshops, including related travel, will be considered) (subsection 6.4.2 k).

IMPORTANT: The ARC online application system only does limited validation checks of budget compliance with the Funding Rules. It is the Administering Organisation’s responsibility to ensure that the budget requirements are met before submission to the ARC.
ENTERING ADMINISTERING ORGANISATION CONTRIBUTIONS

To enter the Administering Organisation’s contributions to the proposed project, you must firstly click on ‘Set Other Organisation Contributor’. The ARC online application system will then update the budget page by adding a column for the Administering Organisation.

Please note: An organisation will only be available to be added in this part if they have already been added as the Administering Organisation on the ‘Draft Proposal Summary’ page.

Items must first be added to the budget table, and then the amounts the Administering Organisation is contributing can be entered into the ‘Admin Org’ column. To add items follow the steps above in relation to the ARC budget.

Please do not enter in-kind contributions from the Administering Organisation in the budget table. Only cash contributions from the Administering Organisation may be entered into the budget table. If applicable, any in-kind contributions from the Administering Organisation may be referred to in Part F2 of the Proposal.

---

PART F - Budget Justification

F1 Justification of Future Fellowships infrastructure funding.

Upload a PDF of no more than four A4 pages. The uploaded PDF must:

- Fully justify each budget item in terms of need and cost. In justifying the budget, it is not sufficient to simply claim certain equipment or travel costs as $X. Rather, the budget justification should state, for example, that airfare related travel costs associated with the proposed project will cover return flights from ‘x’ location to ‘y’ location and other travel costs will cover accommodation in ‘y’ location for ‘z’ days at $X per day with travel allowance of $Y per day. For example:
Travel – Airfares

Return Economy Flights from Canberra to London to conduct research at Oxford University (Host Organisation) $2,000

Travel – Other

Accommodation in Oxford for 14 nights at $150 per night $2,100
Travel allowance for 14 days at $90 per day $1,260

- Use the same item headings as in the Part E budget table:
  - Equipment
  - Travel – Airfares
  - Travel – Other
  - Consumables
  - Other

For equipment and consumable costs, provide a brief description of the item, its cost and why it is required for the project.

**F2 Details of Administering Organisation contributions**

In no more than one A4 page provide an explanation of how the Administering Organisation’s contributions will support the proposed project, using the same headings that are in the Part E budget table. Do not upload a PDF containing more than one A4 page.

If applicable, you may detail any in-kind contributions in this section. Please note that in-kind contributions must not be entered into the Part E budget table.

**Please note:** any contributions made by the Host Organisation must not be added into the budget table. If you wish to include any details pertaining to the Host Organisation, this information may be entered into Part H3 of the Proposal - where the proposed arrangements to accommodate the Future Fellowship candidate during their time conducting research at the Host Organisation may be specified.

**PART G  - Personnel**

A copy of this section will automatically be generated for the Future Fellowship candidate after they have been added or invited via the 'Draft Proposal Summary' page and have subsequently accepted. Note: Once a Participant is invited they will automatically receive an email directing them to accept or reject the invitation to participate on a Proposal. This will only occur if the Future Fellowship candidate is not the Proposal Owner.

**G1 Personal Details**

This section will be auto-populated from the details held in the 'Personal Details' for the Participant, as well as the Future Fellowship salary level selected when the Person Participant is added.

To check or update personal details, individual Participants can access and amend their own details in the ARC online application system via their own personal Home Page.

**G2 Postal Address**

This section will be auto-populated from the details held in the 'Contact Details' for the Participant.
To check or update a postal address, individual Participants can access and amend their own details in the ARC online application system via their own personal Home Page.

**G3** Are you a current member of the ARC or its selection or other advisory committees?

This section will auto-populate from the details held in the ARC online application system for the Participant. If this information is incorrect, please contact the ARC at rms@arc.gov.au.

**Note:** Question G3 relates only to College of Experts members or Selection Advisory Committee members for National Competitive Grants Program funding schemes.

**G4** 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 you do have such associates, their 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 Selection Advisory Committee members to withdraw from consideration of particular Proposals for which there may be a Conflict of Interest.

**Note:** Question G4 relates to College of Expert members or members of a Selection Advisory Committee (SAC) or the ARC's Advisory Committee (excluding ERA Research Evaluation Committees). This question only relates to the above stated associations and does not include staff of ARC funded projects or Centres.

**G5** Current Research Fellowship

Indicate whether or not you hold a current Research Fellowship. This includes all ARC and non-ARC Fellowships.

If applicable, select one of the ARC Fellowships from the drop-down list or select ‘Other’ to enter a non-ARC Fellowship in the text box provided. Enter the year the fellowship was awarded and the expected date of completion of the fellowship.

Subsection 8.2.7 of the Funding Rules states that Future Fellows must relinquish any fellowships or the duties of any existing appointments prior to the commencement of the Future Fellowship. The ARC will allow Future Fellows to hold honorary or non-remunerated fellowships where the fellowship does not impair the capacity of the Future Fellow to complete the proposed Future Fellowship project. It is the responsibility of the Administering Organisation to ensure that the honorary or non-remunerated fellowship will not impair the capacity of the Future Fellow to complete the proposed project.

**G6** Please name any Commonwealth-funded Research Centres that you will be associated with as at 1 July 2010.

If applicable, write a maximum of 750 characters (approximately 100 words) in plain language identifying the Centre/s along with an outline of the relationship between the proposed program of research and the Commonwealth-funded Research Centre/s.

**G7** Qualifications

This section will be auto-populated from the details held in the ARC online application system for the Future Fellowship candidate.

To update any qualifications, the individual Participant must amend their profile in the ARC online application system using the 'Classification Details' link on the Home Page.
Provide details of other qualifications (including highest qualification if not a PhD) in date order, beginning with the most recent.

**G8 Which qualification is relevant to the Proposal for the Future Fellowship candidate for eligibility purposes?**

Select either ‘PhD or equivalent’ or ‘Other’ for the qualification type that is relevant to the Future Fellowship candidate.

If ‘PhD or equivalent’ is selected, enter the date when the qualification was awarded. Please enter in the day (dd format), select the month from the drop down menu, and enter the year (yyyy format).

If ‘Other’ is selected, write a brief description identifying the qualification relevant to this Proposal.

*Note:* Future Fellowship candidates must have been awarded a PhD on or between 21 April 1995 and 21 April 2005 or have obtained approval from the ARC, via the submission of an Eligibility Exemption Request for the recognition of research experience or an equivalent research qualification and/or relaxation of the qualification and/or timing requirements.

**G9 Has a successful eligibility exemption been granted by the ARC for this Future Fellowship candidate?**

If applicable, enter the reference number for the eligibility exemption that was provided by the ARC.

**G10 Current and previous appointment(s)/position(s) – during the past 10 years**

This section will be auto-populated from the details held in the ARC online application system for the Future Fellowship candidate.

To update any appointments, the individual Participant must amend their profile using the 'Classification Details' link on the Home Page.

Provide details of:

- Academic, research, professional and industrial experience for up to the past ten years in descending date order;
- Begin with your current/most recent position, the employment type and contract type;
- Specify start date and end date of each position; and
- The organisation.

**G11 Current Salary**

*IMPORTANT:* Future Fellowship candidates must select a salary level equal to or greater than their current salary. Please refer to Section 8.5 of the Funding Rules for information relating to salary levels.

Please enter the following information in to the fields provided:

- Classification – provide details of your current academic level or equivalent.
- Salary – the gross annual amount as full-time equivalent in Australian dollars.
- Status – Continuing, Currently Not Employed, Fixed Term, Other or Postgraduate.

The ARC understands that institutions may have different salary levels attached to academic levels, and that variations may exist within these salary levels. Increments within levels may be applied to
some salaries, as may loadings, and these additional amounts should be included as part of the
candidate’s current salary in the Proposal.

**G12 Salary level justification**

Provide a justification for the salary level requested for the Future Fellowship candidate in this Proposal, in no more than 750 characters (approx 100 words) of plain language in the text box provided.

**G13 Citizenship/Residency Details**

Parts of this section will be auto-populated from the details held in the ARC online application system for the Future Fellowship candidate. To update any citizenship/residency details, the individual Participant must amend their profile using the ‘Personal Details’ link on the Home Page.

- You will need to select your ‘Country of Residence’ from the drop-down list.
- If you are not an Australian citizen please select you current ‘Australian residency status’ from the drop down list.
- If you are not an Australian citizen and do not hold residency, you must:
  - Apply to the Department of Immigration and Citizenship and be awarded temporary or permanent residency status before commencing the project if your Proposal for ARC research funding is successful.

**PART H - Host Organisation (if applicable)**

A copy of this section will automatically be generated for each Host Organisation. If no Host Organisations have been added as a Participant on the ‘Draft Proposal Summary’ page, then there will be no Part H on the Proposal form.

A Host Organisation means an organisation, other than the Administering Organisation, at which a Future Fellow undertakes her/his research while holding a Future Fellowship.

**H1 Organisation contact details**

Enter the name, title and contact details of the person who will be the main contact in the Department/School/Faculty of the named Host Organisation on this Proposal.

**H2 Organisation postal address**

The postal address will be auto-populated with details held in the ARC online application system for the organisation.

To update an organisation’s postal address details, email the updated details along with the organisation name to rms@arc.gov.au. Once amended, these details will automatically update in this form. **Note:** Only the ARC is able to update these profiles.

**H3 Host Organisation Administrative Arrangements**

In the field provided, write no more than 2,500 characters (approximately 400 words) of plain language describing the proposed arrangements between the Administering Organisation and the Host Organisation to accommodate the Future Fellow during their time conducting research at the Host Organisation.
**PART I - Research Support**

1. Research support for the Future Fellow.

**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.

Upload a PDF of no more than twenty A4 pages.

Provide details of research funding (ARC and other agencies) provided to the Future Fellowship candidate for the years 2009 to 2013 inclusive. That is, list all projects/proposals/fellowships awarded or requests submitted involving the candidate for funding.

- Use the table format below to create a list of relevant projects/proposals. Ensure that the text entered is still at 12 size font. Once completed, upload the list as a PDF.
- List the current proposal first. List other proposals and/or projects (including Fellowships) in descending date order.
- Support status is ‘R’ for requested, ‘C’ for current support and ‘P’ for past support.
- The proposal/project ID applies only to proposals, current and past projects (including fellowships), funded by the ARC or NHMRC.
- Note, details should be provided for all sources of funding, not just ARC funding.
- Funding amounts are to be in thousands and in Australian dollars.
- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.

**Template:**

<table>
<thead>
<tr>
<th>Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)</th>
<th>Same Research Area (Yes/No)</th>
<th>Same Support Area (Requested/Current/Past)</th>
<th>Proposal/ Project ID (if applicable)</th>
<th>2009 ($’000)</th>
<th>2010 ($’000)</th>
<th>2011 ($’000)</th>
<th>2012 ($’000)</th>
<th>2013 ($’000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example:**

<table>
<thead>
<tr>
<th>Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)</th>
<th>Same Research Area (Yes/No)</th>
<th>Same Support Area (Requested/Current/Past)</th>
<th>Proposal/ Project ID (if applicable)</th>
<th>2009 ($’000)</th>
<th>2010 ($’000)</th>
<th>2011 ($’000)</th>
<th>2012 ($’000)</th>
<th>2013 ($’000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Jones, Title of this Future</td>
<td>Yes</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART J - Statements on Progress of ARC and NHMRC-funded Projects

Note: This Part may show as ‘Valid’ on the ‘Draft Proposal Summary’ page despite no information having been entered. Please review this Part carefully before submitting the Proposal.

J1 Statements on progress

For the Future Fellowship candidate on this Proposal, please attach a statement detailing progress for each project/fellowship involving that Participant who has been awarded funding for 2009 under the ARC Discovery Projects, Discovery Indigenous Researchers Development, Linkage Projects, Federation Fellowships or Australian Laureate Fellowships schemes or any NHMRC scheme.

Click ‘Add Answer’ to insert additional boxes for each relevant project/fellowship.

Please provide:

- The Project ID, First named investigator (Project Leader), and scheme for the Participant on this Proposal who has been awarded funding for 2009 under the ARC Discovery Projects, Discovery Indigenous Researchers Development, Linkage Projects, Federation Fellowships or Australian Laureate Fellowships schemes or any NHMRC scheme;
- Upload a PDF of no more than one A4 page for each funded project/fellowship detailing the progress for each project/fellowship involving that Participant; and
- A statement of progress for each project indicated in Part I1 (that received 2009 ARC funding) must be included here regardless of whether a progress report or final report has or has not been submitted to the Research Office or ARC.

Note: Only projects which have received funding from the ARC in 2009 (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), Linkage Infrastructure, Equipment and Facilities (LIEF) or Centres of Excellence (CE).

Also, if there are circumstances in which no or minimal work has been undertaken on the Project, this must be described in the Statement on progress.

Important: Incomplete, inaccurate or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.
PART K - Additional Details

K1 Other Agencies

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

If ‘Yes’ has been selected you must:

• Select from the organisations available in the drop-down list; or
• Select ‘Other’ if your organisation is not in the drop-down list and type the name of the agency/ies in the box provided.

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

7. Submitting a Proposal to the Research Office

Once all Parts of the Proposal are completed and saved, return to the 'Draft Proposal Summary' page. Before submitting to the Research Office, the Future Fellowship candidate should:

• Review all form Parts to ensure the information to be submitted is complete and save each form Part before the generation of the final PDF;
• Generate a PDF for his/her records (whole Proposal document PDF); and
• Ensure all form Parts are complete and valid (indicated by a green tick).

To submit to the Research Office please click on 'Submit Proposal to Research Office'.

Important: Many users will be attempting to submit concurrently as the deadline approaches. Please allow sufficient time to complete and submit Proposals before the closing time. As the time on a computer server may differ slightly from the ARC servers, to avoid missing the deadline submission should not be delayed until the last possible moment. Note that Research Offices may impose their own internal deadlines on researchers to submit Proposals.

The PDF should be re-generated before submission to the ARC as an aid to checking that all changes made to any form Parts 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. Researchers and Research Office staff should use this final PDF produced after the close of the round as the final record of the submitted Proposal. Please note that there may be a delay re-generating PDFs after proposals close.

Note: Only the Proposal 'Owner' (the Participant who initiated the Proposal in the ARC online application system) can submit a Proposal to the Research Office, and only an authorised Research Office Delegate can certify a Proposal and submit it to the ARC.
8. Additional points to assist applicants to avoid common errors in submissions

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

- Does the Future Fellowship candidate meet the eligibility requirements for the role of Future Fellowship? Refer to Section 8 of the Funding Rules.
- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements and so on for uploaded PDF insertions. Refer to subsection 11.3 of the Funding Rules.
- Have all certifications been signed? Refer to subsection 11.6 of the Funding Rules.
- Are any items in the budget prohibited? Refer to subsection 6.3 and 6.4 of the Funding Rules.
- Please ensure that all necessary information has been entered under Part I - Research Support and Part J Statements on Progress. **Important Note:** The ARC online application system cannot gauge how many entries are needed under these Parts and thus will consider these Parts valid even if you have not provided all necessary information. These parts may show as ‘Valid’ on the main Proposal summary page regardless of the information entered.
# 9. Troubleshooting

<table>
<thead>
<tr>
<th>Reference</th>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Login</strong></td>
<td>Why can't I login to the ARC online application system?</td>
<td>To login you must use your <strong>User ID</strong> and password (not your Person ID). Note: GAMS user accounts prior to January 2009 have been copied to the ARC online application system. Please use your GAMS ID (in capitals) and Password to login to the system.</td>
</tr>
<tr>
<td><strong>Participants</strong></td>
<td>As the owner of the proposal but not the Future Fellow participant, why can't I assign a person to be a participant successfully?</td>
<td>Ensure that you have the person's <strong>Person ID</strong> (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant' in the system.</td>
</tr>
<tr>
<td></td>
<td>How do I get another participant's Person ID?</td>
<td>Please obtain a participant's Person ID directly from that participant. If the participant is from the same organisation your Research Office can search for their Person ID. If the participant is from a different organisation your Research Office will not be able to search for this participant.</td>
</tr>
<tr>
<td></td>
<td>Why isn't an invited participant showing in the Personnel section (Part F)</td>
<td>A Personnel Part will only be generated for an invited participant once that participant has accepted to be part of the Proposal. Please ensure that the participant has accepted the invitation.</td>
</tr>
<tr>
<td></td>
<td>Why isn't my 'Current Organisation' showing in the Administrative Summary (Question A3)?</td>
<td>Please ensure that your organisation details are correct and that the 'Position is currently held' box is checked. This can be checked by going to your personal homepage and clicking on 'Personal Details' and then clicking on the 'Organisation Details' tab.</td>
</tr>
<tr>
<td></td>
<td>Why can't I see an organisation when I search for it?</td>
<td>The ARC online application system only stores the various organisations previously involved on ARC Proposals. If an organisation does not appear you will have to ask the ARC to create a record for this organisation. Once created this organisation will appear in a search. To request the creation of a new organisation please contact the ARC at <a href="mailto:rms@arc.gov.au">rms@arc.gov.au</a>.</td>
</tr>
<tr>
<td><strong>Validation</strong></td>
<td>I have completed a Part why is it still showing 'Incomplete' or 'Invalid'?</td>
<td>Please go into the Part and check for any validation errors and update as required, also check that all information has been entered where required.</td>
</tr>
<tr>
<td></td>
<td>There are no validation errors in a Part but I still get an 'Incomplete' status for that Part?</td>
<td>If any information has been updated for the Future Fellowship candidate’s address details - the Part still needs to be saved to validate. Please go into the relevant Part and save.</td>
</tr>
<tr>
<td><strong>PDF</strong></td>
<td>Why does the PDF not show information that I have updated?</td>
<td>If information has been updated such as a participants address details that Part must be saved first before this information is updated in a generated PDF. Note: Before submission please go into each Part and save.</td>
</tr>
</tbody>
</table>