DISCOVERY INDIGENOUS RESEARCHERS DEVELOPMENT

Instructions to Applicants for funding commencing in 2011
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Australian Research Council
Discovery Indigenous Researchers Development

Instructions to Applicants for funding commencing in 2011

This document is intended to provide information to assist Applicants in the completion and electronic submission of Discovery Indigenous Researchers Development Proposals for funding commencing in 2011. The associated Proposal documentation must comply with the ARC Discovery Indigenous Researchers Development Funding Rules for funding commencing in 2011 (hereafter referred to as the Funding Rules).

The information in this document is underpinned by the Funding Rules, which contain further details on the funding of ARC Discovery Indigenous Researchers Development. Before preparing the Proposal please review the Funding Rules (available on the ARC website at http://www.arc.gov.au/ncgp/dird/dird_fundingrules.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 and submitted through the ARC online application system – (RMS) and submitted by an Eligible Organisation (see Appendix C in the Funding Rules for the list of Eligible Organisations). An organisation not listed in the Funding Rules as an Eligible Organisation at Appendix C is not eligible to be an Administering Organisation.

1.1 Accuracy of Information
Check carefully that all the information contained in the Proposal is accurate before submission of the Proposal.

1.2 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 the Proposal for approval, and it may constitute an offence under Commonwealth criminal law.

1.3 Confidentiality
Information contained in the Proposal 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. See Appendix A of the Funding Rules for more information on confidentiality.

1.4 Privacy
Information contained in the Proposal is assessed 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 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; and
- personal information is only disclosed in accordance with IPP 11.

1.5 The Process

Items to note:

1. The Proposal must be created using the ARC online application system accessed through the ARC website at http://www.arc.gov.au.

2. The Proposal must be electronically submitted through the ARC online application system by an Eligible Organisation (refer to Section 12 of the Funding Rules). The Eligible Organisation’s Research Office or equivalent will electronically certify the Proposal submission, in accordance with Section 12.6 of the Funding Rules. Note that Proposals are no longer to be submitted in paper form.

3. Eligibility Exemption Requests must be electronically submitted to the ARC through the ARC online application system by the due date for each Discovery Indigenous Researchers Development round as advised in the ‘Key Dates’ section of the Funding Rules.

4. Request Not to Assess (for requesting the non-use of a potential assessor) must be submitted by the Eligible Organisation’s Research Office or equivalent and submitted electronically to the ARC by email to ARC-DiscoveryProjects@arc.gov.au by the due date for the Discovery Indigenous Researchers Development round as advised in the ‘Key Dates’ section of the Funding Rules. The Request Not to Assess form is available on the ARC website at http://www.arc.gov.au/applicants/request_notassesform.htm.

5. Key dates within the Discovery Indigenous Researchers Development cycle are listed in Section 1.6 below.
1.6 **Key Dates - Discovery Indigenous Researchers Development for Funding commencing in 2011**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC closing date/time for ARC Eligibility Exemption Requests</td>
<td>Friday 26 March 2010 (5:00pm AEDT)</td>
</tr>
<tr>
<td>ARC closing date/time for submission of Proposals</td>
<td>Wednesday 12 May 2010 (5:00 pm AEDT)</td>
</tr>
<tr>
<td>Deadline for letters requesting non-use of an assessor</td>
<td>Wednesday 12 May 2010 (5:00 pm AEST)</td>
</tr>
</tbody>
</table>

Please note that each organisation may set its own internal closing date. Therefore, be sure to consult with the Administering Organisation’s Research Office.

Dates for the award of a PhD (or having achieved equivalent status) to be eligible for *Discovery Indigenous Researchers Development* Fellowships and/or Indigenous Researcher Fellowship (IRF) status:

<table>
<thead>
<tr>
<th>Fellowship</th>
<th>Eligibility Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Research Fellowship - Indigenous <em>(ARF-I)</em></td>
<td>On or after 12 May 2002</td>
</tr>
<tr>
<td>Indigenous Researcher Fellowship (IRF)</td>
<td>On or after 12 May 2007</td>
</tr>
</tbody>
</table>

1.7 **Format**

Write in plain English and comply strictly with the Proposal format and submission requirements.

**All pages of additional text (uploaded in PDF form) 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 may be included but may be printed in black and white for assessment purposes.

1.8 **Proposal Authorisation**

- The Proposal must be certified and submitted online through the ARC online application system authorised officer of the Administering Organisation. Note: The authorised officer must have the role of ‘Research Office Delegate’.
- Only the Administering Organisation certifies online.
• The Administering Organisation is no longer required to obtain handwritten signatures from all parties necessary to allow the proposed project to proceed. However, the Administering Organisation must obtain written agreement from all parties necessary and should keep evidence of the agreements obtained.

• **Note: Supporting evidence is not submitted with the Proposal.** The ARC reserves the right at any point in the process to seek this supporting evidence from the Administering Organisation to support the certification of Proposals. See Section 12.6 of the Funding Rules for more information on certification.

1.9 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 RMS details.
- Telephone the RMS Help Desk on +61 2 6287 6789.
  - Please note the RMS Help Desk is staffed from 9am to 5pm Monday to Friday (AEDT). 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.
- Send an email to ARC-DiscoveryProjects@arc.gov.au for enquiries relating to the Funding Rules.

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

- To access and/or amend Proposal information, all Proposal Participants, including Chief Investigators (CIs), Fellowship candidates, Supervisors, Mentors and support staff involved in the preparation of a Proposal require a User ID.
- The User ID and password must be applied for online via the ARC online application system Home Page or by contacting the Eligible Organisation’s Research Office or equivalent in the first instance.
- 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 who have had a previous ARC Grant Application Management System (GAMS) user account prior to January 2009 will have automatically had an account created for them in the ARC online application system. Participants will be required to reset their password by clicking on the ‘Reset Password’ link and enter their GAMS Username with all letters capitalised in the RMS Username field.

Previously allocated User IDs will remain valid. Researchers **do not** have to apply for a new User ID each year, and nor do people with assessor-only logins.

It is recommended that intended Proposal Participants obtain a User ID as soon as possible to prevent potential delays due to an anticipated increase in User ID requests close to the due date for Proposals.

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).
Instructions to assist researchers in the process are available using the ‘Help’ link on the ‘Request New Account’ page.

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.

Note: While all Participants nominated on a Proposal may view the Application, edit sections according to their Access Rights and View any subsequent peer review assessments, only the Proposal owner or your Research Office is able to submit the Application and the subsequent rejoinder to the Research Office or equivalent. See Section 13.2 in the Funding Rules for more information on the rejoinder process.

Note: The ARC online application system 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/

3. 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 ‘Participant’ in the ARC online application system. If an applicant does not have the role of ‘Participant’ the applicant must contact the Research Office or equivalent to add this role. A new draft Proposal can then be created. (Participants can check their role by logging into the ARC online application system and selecting My Details>RMS User Account Details>User Roles).

- Once logged in, click on the ‘Create Draft Proposal’ link and select the appropriate scheme and round. For ARC Discovery Indigenous Researchers Development for funding commencing in 2011 please select ‘DI11 Round 1’.
• Enter a Proposal name and click on ‘Create Proposal’ to create a draft Proposal. Please note that the Proposal name is the applicant’s personal identifier and is not the Proposal title. This title cannot be edited once the Proposal is generated.
• Once saved, the ‘Draft Proposal Summary’ page will appear to enter further details of Participants and Organisations, and to enter details into each component of the Proposal form.
• 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.
• 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. Please ensure that the Proposal is saved regularly. Do not navigate away from any form Part without saving. The ARC online application system will automatically time out after 30 minutes of inactivity. A warning message will appear after 15 minutes of inactivity.
• Proposal forms should be completed sequentially where possible to assist with the pre-population of subsequent sections (Part A, Part B, etc). However, Part D (budget) can be filled out last.

4. Adding Participants and Organisations

Immediately after creation of a Proposal there will be no Participants listed including the Proposal owner. If the Proposal owner is a participant they can add themselves to the Proposal by clicking on the ‘Add Person Participant’ link and then clicking on the ‘Populate Person ID and Family Name with my details’, select the correct role from the drop menu and click ‘Add Participant’ this will add the Proposal Owner to the Proposal.

Other Participants can also be added to the Proposal via the ‘Add Person Participant’ link (please see 4.1 Participants for further information on how to add Participants to a Proposal). Participants who have been added to a Proposal will receive an automatic email directing them to accept or reject the invitation to participate via the ARC online application system.

Each Organisation participating/contributing to the Proposal must be listed, including the Administering Organisation. Organisations do not need to accept or reject, however the Administering Organisation is required to obtain the agreement of all parties necessary to allow the proposed research to proceed (Section 11.2 of the Funding Rules).

Before inviting Participants, you may wish to 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. **Note:** The Proposal Title and Summary can be edited at any time before submission.

**Note:** Your Administering Organisation will not be able to see your Proposal unless you add them. **Please ensure you add your Administering Organisation to your Proposal once created (please see 4.3 for help in adding Organisations).**

4.1 Participants

All members of the research team including CIs, Fellowship candidates, Supervisors and Mentors must be added as a person participant on the ‘Draft Proposal Summary’ page. Non-participants, are those who are not named on the Proposal are not entered here (please refer to section 4.2 to add non-participants).
On Proposals with more than one Participant, the first named Participant would normally be from the Administering Organisation and is considered to be the Project Leader. On Proposals with only one Participant, where that Participant has the role of CI, (i.e. is not a Fellowship candidate), the CI must be from the Administering Organisation.

If the Participant identified as Project Leader is to be removed from the role or from the Proposal, this Project Leader must first ‘Transfer Ownership of this Draft Proposal’ to a new Project Leader. The link enabling this transfer is found on the ‘Draft Proposal Summary’ page.

The table of Participants on the ‘Draft Proposal Summary’ page displays the status of Participant’s (Invited/Accepted/Rejected) and allows the Proposal owner to change the Access Rights of Participants (allowing/disallowing editing of the Proposal beyond their own Personnel section).

Add Participants as follows:

- Click on ‘Add Person Participant’ on the ‘Draft Proposal Summary’ page.
- Enter the Participant’s **Person ID**, Family Name and Role. **Please note: A Participant’s role cannot be edited, please ensure the correct role is selected; otherwise the Participant must be removed and all information relating to that Part will be required to be re-entered.**
- **Note:** Successfully inviting a person to participate requires their **Person ID** (this is not their User ID) and their family name. **Please obtain this directly from the participant** who will be able to find their Person ID in their own personal details in the ARC online application system – see the screenshot below. Contact your Research Office or equivalent for individuals at your organisation.

Note: Successfully inviting a person to participate requires their Person ID (this is not their User ID) and their family name.

- When a Participant has been successfully invited in a Proposal, they will receive an automated invitation email containing the Proposal details and directing them to accept or reject the invitation via the ARC online application system. **Note:** A Participant must accept the invitation which will change the status from ‘Requested’ to ‘Accepted’. **(A Part F for an invited Participant will not be generated until the Participant has accepted).**
- Participants can be re-ordered by clicking on either the up or down arrow. Please see the screenshot below.
- A Participant’s access rights can be changed by clicking on the ‘Edit access rights’ link.
4.2 Non-Participants with Access to This Proposal

This section is used to add individuals who require access to the Proposal, but who will not be a named Participant for this Proposal.

Add Non-Participants as follows:

- Click on ‘Give access to non-participant’ link on the ‘Draft Proposal Summary’ page, then enter the Person ID, Family name and select their level of Access.

- After being successfully added, Non-Participants can be given Access Rights using the Non-Participants’ table on the ‘Draft Proposal Summary’ page by clicking on ‘Give access to non-participant’.

4.3 Organisation Participant

This section is used to list the Administering Organisation and other Organisations connected to the Proposal.

**Administering Organisation:**

The Administering Organisation means an Eligible Organisation submitting the Proposal and will receive and be responsible for the administration of the Funding if the proposed Project is approved for funding.

Organisations that are able to submit a Proposal are those listed in the Appendix C1.1 to C1.2 of the Funding Rules. If your organisation is not listed in Appendix C1.1 or C1.2 of the Funding Rules that organisation is not eligible to submit a Proposal.

**Add Administering Organisation as follows:**

Click on ‘Add Organisation Participant’ link and select Administering Organisation from the drop down menu. Click on ‘Set Organisation’ link, select from the drop down menu and then click on ‘Select Organisation’ button. This information will auto-populate into A1 of the Proposal form.

**Administering Organisation Not Listed?**

If an Administering Organisation described in Appendix C of the Funding Rules (that is Museums and herbaria, is not listed for selection and is eligible to be added to the drop-down menu of Administering Organisations please contact the ARC at [ARC-DiscoveryProjects@arc.gov.au](mailto:ARC-DiscoveryProjects@arc.gov.au)

To ensure a smooth process please include organisational details and details of a key contact for the Research Office or equivalent in the email request.
Only those organisations that are eligible to submit a Proposal can be added to the Administering Organisation drop down list. If your Organisation is not listed in Appendix C of the Funding Rules your organisation is not eligible to submit a Proposal.

Further information regarding requirements for organisations eligible to submit a Proposal can be found:
- Museums and herbaria please see Appendix C1.2 of the Funding Rules.

**Collaborating Organisation**

A Collaborating Organisation which is an Eligible Organisation (not the Administering Organisation) listed in Appendix C of the Funding Rules.

*Add Collaborating Organisation as follows:*

Click on 'Add Organisation Participant' and select 'Collaborating Organisation' from the drop down menu. Click on the 'Set Organisation' link and select the organisation that will be the Collaborating Organisation from the drop down menu. Click on 'Select Organisation' and then click on 'Add Participant'.

**Collaborating Organisation Not Listed?**

If a Collaborating Organisation described in Appendix C of the Funding Rules (that is Museums and herbaria is not listed for selection and is required to be added to the drop-down menu of Collaborating Organisations) please contact the ARC at ARC-DiscoveryProjects@arc.gov.au.

To ensure a smooth process please include organisational details in the email request. 

**Other Organisations**

Those Organisations other than an Eligible Organisation who will be contributing to the project.

*Add Other Organisation as follows:*

- Click on 'Add Organisation Participant' and select 'Other Organisation' from the drop down menu. Next click on the 'Set Organisation' link.
- Search for the Organisation by typing the name of the Organisation in the box labelled 'Organisation Name' and then click 'Search'.
- From the list of results select the correct name of the Organisation then click on the 'Select Organisation' button. Next click on 'Add Participant', this will add the Other Organisation to the organisation list in the Proposal.
**Organisation Not Listed?**

First ensure the organisation is not already 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 entered this exact text into the Organisation search field, it would not return any results. However, if you enter ‘great barrier reef’, the search results will return several options that match the text for you to select from.

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

- Full legal or Trading Name,
- Short Name,
- Email Address (this cannot be the email address of any individual with an RMS account, it must be unique)
- Postal Address
- Organisation Type (i.e. 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 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 web site: [http://www.arc.gov.au/applicants/codes.htm](http://www.arc.gov.au/applicants/codes.htm)

**Note:** After clicking on ‘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 and organisations is available from the ‘Help’ link on the ‘Draft Proposal Summary’ page.

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### 5. Filling in the Proposal form

**IMPORTANT:** After 30 minutes of inactivity the ARC online application system will timeout and any unsaved data will be lost. Proposal forms should be completed sequentially where possible to assist with pre-population of subsequent sections. (Note: Part D, Project Cost can be completed last).

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## 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 is usually where the first-named Chief Investigator or Fellow will be employed during the period of project funding.
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 it 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.
- If the amount of characters entered exceed the maximum amount (i.e. 150) the text will turn red.

A3  Person Participant Summary

This information will be auto populated with the list of participants previously entered via the ‘Draft Proposal Summary’ page (‘Add Person Participant’) and Part F (Personnel).

The first-named participant at Question A3 who is a CI or Fellowship candidate will be considered the Project Leader. Please ensure that the Project Leader is entered first in the ‘Draft Proposal Summary’ page. (Note: The order of Participants can be re-ordered via the ‘Draft Proposal Summary’ page).

Refer to Section 9 of the Funding Rules for further information on roles and eligibility for researchers.

Note: If a participant's 'Current Organisation' is not showing, that participant must ensure that the 'Position is currently held' box is ticked in their 'Personal Details', please refer to the below screenshot.

A4  Summary of Proposal

Provide a written 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.
Discovery Indigenous Researchers Development – Instructions to Applicants for funding commencing in 2011

**A5 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 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 - Classification and Other Statistical Information

**B1 National Research Priorities**

Question B1 is not mandatory.

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 Priority. Each priority has a number of associated priority goals – to add, select from the drop down list under Goals.

**Note:** Only one of the National Research Priorities can be selected; please choose the most appropriate one from the list. The Proposal may, however, indicate more than one Goal within the chosen National Research Priority. See the ARC website 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.

**Note:** Once you have entered your FOR code you will receive a prompt to enter in the percent. This prompt will not appear again once the percent has been entered, however, the save button must be pressed to remove this prompt. You may wish to save now to remove this prompt or continue with the remaining Part B questions.

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

**B3 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 SEOs 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%**.
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.

Part C - Project Description

Please provide the following information in no more than ten A4 pages and in the required format.

The uploaded Project Description must not exceed ten A4 pages. In the uploaded PDF you must use the headings below, and in this order, to explain the Proposal and its expected outcomes in a way that can be appreciated by all assessors.

- PROJECT TITLE
- AIMS AND BACKGROUND
- SIGNIFICANCE AND INNOVATION
- APPROACH AND METHODOLOGY
- NATIONAL BENEFIT
- COMMUNICATION OF RESULTS
- ROLE OF PERSONNEL
- ROLE OF ADMINISTERING ORGANISATION
- REFERENCES

Note: All pages for Part C (Project Description) must be merged into a single PDF document of no more than ten A4 pages for upload into the ARC online application system, with all margins being at least 0.5cm.

Use a 12 point highly legible font type preferably Times New Roman or else Arial, Courier, Palatino, and Helvetica subject to their being equivalent to Times New Roman 12 point font. Variants such as mathematical typesetting languages may also be used.

Colour graphs or colour photographs should not be included. Researchers should note that for some administrative purposes Proposals may be reproduced in black and white and the reproduction quality may not be optimal.

Finely detailed graphics and grey scale may also not be precisely reproduced. Additional text attachments may appear slightly reduced in size due to the system formatting the attachments to include page numbers.

Attached PDFs should be directly generated rather than scanned to maximise the quality of reproduction and to minimise file size.

PROJECT TITLE

This must be the same title as the Proposal title in Part A2 of the Proposal Form.
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 the national and international 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 how 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 what new methodologies or technologies will be developed in the course of the project.
• 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.

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 plans and proposed timelines.
• Include a summary of the relevant work if the rationale for some proposals rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors. This summary must be provided within the 10 A4 page limit.

NATIONAL BENEFIT
• Describe the expected outcomes and likely impact of the proposed research.
• Describe how the Proposal might result in any economic, environmental and/or social benefits for Australia.
• If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, describe the potential for the project to contribute to the associated Priority Goals.

COMMUNICATION OF RESULTS
• Outline the plans for communicating research results including scholarly and public communication and dissemination.

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, for example technical staff and Research Associates.

REFERENCES
• Include a list of all references, including relevant references that refer to the Participant’s previous work.
• References only may be in 10 point font.
Part D – 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/](http://get.adobe.com/flashplayer/).

D1. **What is the proposed budget for your project?**

Please select the organisations who will be contributing to this project by clicking on ‘Set Other Organisation Contributor’.

The Administering Organisation must be selected as well as any other contributing Organisations. The budget page will then update by adding a column for the Administering Organisation, and if applicable a column for Collaborating Organisations, and a column for Other Organisations.

**Note:**
- **All Organisations should be added before filling out the budget.** Note: Provide the following information in each column for each year of funding being requested. To move between years please click on the relevant year’s link:

---

**The Budget Layout**

---
Description column:
Description - This column lists the budget item categories for which you can seek funding for under the Discovery Indigenous Researchers Development scheme. You cannot enter anything in this column.

Adding Items – ARC column:
To add an item to the budget table please click on the green cross under the relevant heading. A new window will appear for you to enter the description of the item you are seeking funding for from the ARC.

Enter in the amounts of funding being sought from the ARC against the available categories. Please see below for further information on each category.

Note: Item descriptions entered in Year 1 will automatically populate in all years. Do not enter funding against items in the years for which you are not requesting funding from the ARC. If you delete the item using a red cross the item will be removed from the entire budget.

Please ensure that amounts entered are against specific items. Do not enter amounts against “Unspecified Funding” fields, the Direct Costs line, or the Category name lines. Please ensure that all “unspecified contributions” amounts are at zero before submission of the Proposal.

Unspecified rows are not displayed in the printed PDF. This will also ensure assessors have the best information possible to enable them to assess the Proposal.

Please see ‘Entering the ARC Budget’ below for further information on what to include in each category. If an item has been entered incorrectly please click on the red cross to remove this item.

ENTERING THE ARC BUDGET
Enter the amounts being sought in the ARC column against the relevant items for each year you will be seeking funding from the ARC. Please refer to Section 6 of the Funding Rules for level of funding that can be applied for.

If you only want to request funding for an item in one or more years enter the requested amount in the years sought and leave the field at $0 for years not requested. Do not delete the item using the red cross as this will delete the item from the entire budget.

Categories
Personnel (including salaries and on-costs)
• Ensure all named Participants including CIs, Fellowship candidates, Supervisors and Mentors are included (note: Fellowship candidates will be populated into the budget).
• Where an adjunct or equivalent position is not financial, that Participant does not need to be entered in the budget section.

Entering a Fellowship Salary:
• 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 number of years and type of funding (50% or 100% where applicable) for the Fellowship. The correct salary will auto-populate the budget.
A pop-up screen will appear where you can select the appropriate funding level from the drop down menu. To accept the funding level click on the ‘Modify Item’ button.

**Other Personnel**

- 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, excluding 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 a PhD Stipend, a Masters (by Research), Senior Research Associates, Research Associates and all other personnel should be based on standard salary levels applying within the organisation using the appropriate rate at the time of submission.
- Show salaries for Chief Investigators in the relevant columns (Administering, Collaborating or Other Organisation), only for the proportion of time estimated that will be spent on the project.
- Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

**Note:** CIs may request funding for teaching relief or other duties in order to maximise the opportunity for the CI to conduct research (see below under Teaching Relief or other duties).

**Teaching Relief or other duties**

- Only Chief Investigators are eligible for teaching relief. The Chief Investigator must be named and the amount or percentage for each year must be specified. Quote claims for teaching relief allowance at a rate of $34,338 (2010 rates) per 6 months including on-costs. Teaching relief may be sought for up to a maximum of 6 months per year only. It can be used on a part time basis across the duration of the year.
- Fellowship candidates, who wish to become Chief Investigators if their Fellowship requests are unsuccessful, i.e. have selected ‘Remain as a Chief Investigator on the project’ for question F14.6, may wish to seek Teaching Relief in the role of CI. This request should be explained in Part E1 ‘Justification of Funding Requested from the ARC’. However, the requested figure must not be included in Part D1.
Please add Teaching Relief or other duties as follows:

- Click on the green cross and then enter the name of the CI requesting Teaching Relief or other duties and the amount or percentage for each year in the description text box. Quote claims for relief from teaching or other duties allowance at a rate of not more than $34,338 (2010 rates) (or pro rata) per CI, including on-costs.

**Equipment**

- Include both hardware and software items costing more than $1,000 in any one year in this category; 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 in any one year; and
- 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, etc.

**Other**

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

**Entering Contributions for Administering Organisations, Collaborating Organisations, and Other Organisations**

Enter the amounts the organisation will provide to the project in the appropriate column. Items must first be added to the Budget table; the amounts can then be entered in the relevant columns. An organisation will only be available to be added in this part if they have already been added as an Organisation Participant on the Draft Proposal screen at ‘Organisation Participants’.

The organisations must be added via ‘Set Other Organisation Contributor’ link in Part D.
Please ensure that amounts entered are against specific items. Do not enter amounts against “Unspecified Funding” fields, the Direct Costs line, or the Category name lines.) Please ensure that all “unspecified contributions” amounts are at zero before submission of the Proposal. This will ensure assessors have the best information possible to enable them to assess the Proposal.

- 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.

**Administering Organisation column:**

Enter in the dollar amounts that the Administering Organisation will be contributing to the Project. The Direct Costs line will sum the total of all categories.

**Collaborating Organisation column:**

Enter in the amount of funding in the relevant years that the Collaborating Organisation/s will be providing. This is the total amount being contributed if there is more than one Collaborating Organisation.

A separate summary table entitled ‘Collaborating Organisation’ will be populated underneath the budget table. Each Collaborating Organisation’s name will be listed separately within that table. This table is used to enter what each Collaborating Organisation will be contributing in the relevant years.
year/s. Please enter the total amount that a Collaborating Organisation is contributing against that Organisation’s name in each year/s. The amounts entered against each Collaborating Organisation must match the total amount showing in the ‘Collaborating Organisation’ column for each year (please see example below). If the total amount in the ‘Collaborating Organisation’ table does not match the total amount in the ‘Collaborating Organisation’ column for each year you will see the following budget validation error:

Note: If no column is visible you must click on the ‘Set Other Organisation Contributors’ link and tick the check box against the relevant organisation. The amount in the total row does not auto fill from the top budget table.

Example:

- The below example has two Collaborating Organisations each contributing $15,000 resulting in a total of $30,000 in Year 1.
- The Collaborating Organisation column will show the total amount for both Collaborating Organisations. You must also specify the total amount that each Collaborating Organisation will be contributing, i.e. for this example that is $15,000 each in Year 1 in the ‘Collaborating Organisation’ summary table.
- Individual totals are to be entered against each Collaborating Organisation/s in the ‘Collaborating Organisation’ table. This table will auto-populate and list each Collaborating Organisation/s that has been set as contributors via the ‘Set Other Organisation Contributors’ link. The ‘total’ amount is not auto-populated.
Other Organisation column:

Enter in the amount of funding the Other Organisation/s will be providing this is the total amount being contributed if there is more than one Other Organisation. A separate summary table entitled ‘Other Organisation’ will be populated with each Organisation listed separately. Please enter the total amount that each Other Organisation will be contributing in the applicable year/s against each organisation (Please see example below).

Example:

- The below example has one ‘Other Organisation’; Sample One Other Organisation.
- Sample One will be contributing $25,000 to the project in Year 1.
- The ‘Other Organisation’ column will show the total amount for the Other Organisation. You must also specify the total amount that each Other Organisation will be contributing, i.e. for this example it is $25,000.
- Individual totals are to be entered against each Other Organisation/s in the ‘Other Organisation’ table. This table will auto-populate and list each Other Organisation/s that have been set as contributors via the ‘Set Other Organisation Contributors’ link.

Note: If no column is visible you must click on the ‘Set Other Organisation Contributors’ link and tick the check box against the relevant organisation.
Part E - Budget Justifications

**E1 Justification of funding requested from the ARC**

The ARC budget justification information must not exceed two A4 pages. Do **not** upload a PDF of more than two A4 pages. The uploaded PDF **must**:

- Use the same headings as in the ARC requested budget table.
- **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 as $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. The ARC may fund justified teaching relief for up to 6 months in each consecutive year.
• 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

The non-ARC contribution information must not exceed one A4 page. Do not upload a PDF containing more than one A4 page. 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 a Mentor or Supervisor named on the Proposal, provide details of her/his contribution.
• 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.

Part F - Personnel

Note: This is the largest section in the proposal form. Please ensure that you save regularly while completing this section. This Part may also take longer to save than some other Parts of the Proposal Form.

Each participant that has been invited via the 'Draft Proposal Summary' page and who has subsequently accepted will have a copy of this section automatically generated. 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 via the ARC online application system.

Some questions are populated automatically from the personal details held in the ARC online application system for each Participant. If the information needs correction, only the Participant to whom the details belong can amend it by logging onto the ARC online application system, selecting 'My Details' and updating their details. Any details that are changed by the participant will auto-populate into their corresponding Part F in the Proposal form. Please ensure that this Part is saved in order for this information to be populated in to the generated PDF.

F1 Personal Details

This section will be auto-populated from the details held in the ‘Personal Details’ for each participant.

To update personal details, participants must amend their profile in the ARC online application system via 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 the ‘Contact Details’ for each Participant.

To update a postal address, the individual Participant must amend their own details in the ARC online application system via their own personal 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?
This question will auto-populate from the profile information held in the ARC online application system for College of Expert (CoE) members and Selection Advisory Committee (SAC) members only. If this information is incorrect, please contact the ARC.
Note: This question only relates to the above stated associations and does not include staff of ARC-funded projects or Centres.

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 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: Examples of such committees are 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.

F6  Affiliation
If you are nominated as a Chief Investigator will you be employed more than 50% of your time in 2011 at an organisation which is outside the higher education sector and that engages in research which is funded predominantly from State/Territory or Commonwealth Government sources?
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 10.2.1 of the Funding Rules for clarification.
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 has been 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 2011.

F7  Awarded ARC Fellowships
Have ever been awarded a Fellowship from the ARC?
Select yes or no.
If yes has been selected the following information must be entered:
- The short-hand name of the Fellowship, the commencement year (this 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) for each project on which an ARC Fellowship is currently or was previously awarded.
Short-hand names of ARC Fellowships:

- APD    Australian Postdoctoral Fellowship
- APDI   Australian Postdoctoral Fellowship Industry
- IRF    Indigenous Researcher Fellowship
- ARF-I  Australian Research Fellowship – Indigenous
- ARF    Australian Research Fellowship
- QEII   Queen Elizabeth II Fellowship
- APF    Australian Professorial Fellowship
- FF     Federation Fellowship
- FL     Australian Laureate Fellowship
- FT     Future Fellowship
- SSF    Super Science Fellowship
- ARCIF  ARC International Fellowships
- APDC   Australian Postdoctoral Fellowships – CSIRO
- SRF    Senior Research Fellow
- AIF    Australia-Israel Fellow

If you have been awarded more than one ARC Fellowship please enter in the acronym and the date for each Fellowship awarded. Enter the most recent Fellowship awarded in the actual start and finish date fields as per the example below:

Fellowship type: APF 2008-12, ARF 2003-07, APD 2000-02
Funding commencement year: 2008
Finish year: 2012

F8  PhD qualification awarded

If applicable, include PhD details in the fields provided, including the date the PhD was awarded. If a PhD has not been awarded, provide the date when the thesis was or is to be submitted.

Please enter in the day (dd format), select the month from the drop down menu, and enter the year (yyyy format).

Eligibility criteria relating to PhD awards for Fellowships

Refer to Section 9.4 and 9.6 of the Funding Rules for further information on eligibility criteria for Fellowships.

PhD Award Date

- The awarded date entered for a PhD cannot be later than 12 May 2010 for Proposal submissions.

In addition to the above criteria:

- IRF Fellowship candidates - the awarded date entered for a PhD cannot be before 12 May 2007, except where a successful Pre-Submission Eligibility Exemption has been granted.
- ARF-I Fellowship candidates – the awarded date entered for a PhD cannot be before 12 May 2002, except where a successful Pre-Submission Eligibility Exemption has been granted.

PhD Submission Date

- IRF Fellowship candidates - the submission date entered for a PhD cannot be later than 31 December 2010, except where a successful Pre-Submission Eligibility Exemption has been granted.

If a Fellowship candidate has received a successful Pre-Submission Eligibility Exemption the identifying code number must be entered in question F14.7 of the Proposal for the specified Fellowship candidate.
**F9 Qualifications**

This section will be auto-populated from the details held for each Participant in the ARC online application system.

To update any qualifications, the individual Participant must amend their profile in the ARC online application system by selecting My Details>Classifications>Qualifications.

Provide details of other qualifications including highest qualification if not a PhD in date order, beginning with the most recent.

**F10 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 for each Participant.

To update any appointments, the individual Participant must amend their profile in the ARC online application system by selecting My Details>Personal Details>Organisation Details.

- 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

**Note:** When adding a new position in the ARC online application system please ensure that the ‘Position is currently held’ box is ticked for the relevant position.

**F11 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.

- CI – Eligible Organisation at which you will be employed, or hold an adjunct appointment with, as at 1 January 2011 and beyond.
- Fellowship candidate – the Host Organisation.
- Mentor and Supervisor – the organisation at which you will be employed as at 1 January 2011 and beyond.

Please refer to the Funding Rules for organisation and timing requirements for CIs see Section 9.2 and for Fellowship candidates see subsection 9.3.

**Note:** to satisfy eligibility requirements, ensure the Organisation shown is appropriate to the nominated role in the project. For example, if the role is CI, the organisation will be an Eligible Organisation listed in Appendix C subsection C1.1 or C1.2 of the Funding Rules.

If your organisation is not listed, contact the ARC.

**F12 Research Record Relative to Opportunities**

**F12.1 Details on your career and opportunities for research over the last 5 years.**

Write a maximum of 3750 characters (approximately 500 words).

Where applicable provide and explain:

(i) The number of years it has been since you graduated with your highest educational qualification;
Discovery Indigenous Researchers Development – Instructions to Applicants for funding commencing in 2011

(ii) The research opportunities that you have had in the context of your employment situation (e.g., Early Career Researcher), 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 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.

**F12.2 Recent significant publications (2005 onwards)**

Upload a PDF of no more than 40 A4 pages with (1) a list of your recent significant publications and (2) details of ARC grants awarded in the last ten years on which you have been a Chief Investigator or Fellow as detailed below.

The single uploaded PDF must:

(1)
- Ensure that this listing is limited to the last five years i.e. March 2005 onwards;
- Where applicable provide your research publications published in the last five years split into the four categories of:
  - scholarly books
  - scholarly book chapters
  - refereed journal articles
  - refereed conference papers only when the paper was published in full in the proceedings
  - other.
- You must number your publications continuously
- Asterisk the publications relevant to this Proposal

(2)
- Using the below template, also provide details of ARC grants awarded in the last ten years on which you have been a Chief Investigator or Fellow:
  - give the ARC grant number
  - Chief Investigator/Fellow names in the order that they appear on the grant
  - The amount funded
  - The years for which the grant was awarded
  - The title of the grant
- With respect to your numbered publications in the last 5 years given in F12.2, next to each ARC grant, provide the numbers of publications from F12.2 that arose from or were in part supported by your ARC grants.
**Add additional lines where necessary.**

Example:

<table>
<thead>
<tr>
<th>Project Id</th>
<th>CI Name/s</th>
<th>Amount Funded</th>
<th>Amount of Years</th>
<th>Project Title</th>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>LP0555555</td>
<td>Prof AB Example, Prof CD Example</td>
<td>$450,000</td>
<td>3</td>
<td>Project 1</td>
<td>2, 3, 5, 7</td>
</tr>
<tr>
<td>DP0623546</td>
<td>Prof EF Example, Dr GH Example, Prof IJ Example</td>
<td>$300,000</td>
<td>5</td>
<td>Project 2</td>
<td>4, 6, 8, 9</td>
</tr>
</tbody>
</table>

F12.3 **Ten career-best publications**

If applicable, upload a PDF of no more than ten A4 pages listing your ten career-best publications. The uploaded PDF **must:**

- Provide the full reference for each of your ten best publications
- Next to each provide information on any ARC grant scheme on which you were a Chief Investigator or Fellow from which they originated, as described in question F12.2.
- Add a statement of a maximum of 30 words explaining and justifying the impact or significance of each publication.
- Asterisk the publications relevant to this Proposal.

F12.4 **Further evidence in relation to research impact and contributions to the field over the last 10 years.**

Write a maximum of 7500 characters (approximately 1000 words). In this section where applicable provide:

- Research outputs other than publications. Other research outputs might include consultancies, patents and policy advice, competitive grants and other research support, major exhibitions, compositions or performances, other professional activities, or other outputs.
- Evidence for the quality of all your research outputs including those in questions F12.2 to F12.4

**Note:** Do not include information that is not within the last 10 years. Assess the impact of your research for all of your outputs relative to opportunity and in the context of discipline expectations. Include a wide range of research evaluations (e.g., citations, evaluation of the publication-the journal, the book publishing house, the conference etc. Other measures of impact; honours and awards/prizes, other esteem measures, and any other evaluations of your outputs).
**F12.5** A statement on your most significant contributions to this research field of this Proposal.

Write a maximum of 3750 characters (approximately 500 words).

**F13** Mentors and Supervisors

Mentors and Supervisors must complete this section. Write a maximum of 1875 characters (approximately 250 words) detailing the nature and level of support to be provided by the Mentor and/or Supervisors nominated in Part A3 of the Proposal form.

**F14** Fellowship candidates only

This section will be greyed out if you are a CI, Mentor, or Supervisor.

**F14.1** Provide details of the contribution you will make to the project (such as your experience, skills and expertise and how they will be applied).

Write a maximum of 1250 characters (approximately 167 words) on the contribution the Fellowship candidate will make to the Proposal; such as experience, skills, expertise and how they will be applied.

**F14.2** Provide details of the research environment, that is, the facilities and support at your host organisation, including the intellectual environment.

Write a maximum of 1250 characters (approximately 167 words) on the research environment, that is, the facilities and support of the host organisation, including the intellectual environment to support your Fellowship.

**F14.3** 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.

Write a maximum of 1250 characters (approximately 167 words).

**F14.4** Host organisation—department, contact numbers and email address

Search and select the Host Organisation via the link ‘Select an Organisation’. The host Organisation for the Fellowship(s) may not necessarily be the Administering Organisation for the project.

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.

**F14.5** Mobility

Indicate if you would move from another organisation to take up this Fellowship.

Please select either ‘yes’ or ‘no’.

If yes has been selected please select from the drop down menu the location you will be relocating from.
F14.6 If you are unsuccessful in obtaining a Fellowship do you wish to...

Please select from the drop-down list one of the three options available (Please note the below options may not appear in the same order as the drop-down list in the ARC online application system):

- **Remain as a Chief Investigator**
  If you choose this option the ARC cannot pay your salary as stipulated by the Funding Rules. To remain on the Project as a CI you must meet the relevant eligibility criteria. (Refer to Section 9.2 (CIs) of the Funding Rules).

- **Be removed as a named Investigator so that a salary may be requested 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. The award of the funding for a salary is the decision of the Selection Advisory Committee. Please justify the salary request in the ‘Justification of ARC funding’. There may be insufficient funds to fully fund a salary. You may choose to be removed as a CI if there is at least one other CI/Fellow named on the Proposal. However, participants need to be mindful of the specific limits on the number of Proposals/funded projects in subsection 6.6.2 of the Funding Rules. 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 and you are not eligible to be a CI, i.e. where there are no other Fellowship(s) or CIs on the Proposal, you must choose this option. If this option is selected and the Fellowship request is unsuccessful, a funding offer cannot be made by the ARC.

F14.7 Has a successful eligibility exemption been granted by the ARC for this fellowship candidate?

If yes, include the identifying number in the Proposal. The identifying number is advised by the ARC to the Eligible Organisation Research Office.

**Note:** The ARC deadline for requesting a Pre-Submission Eligibility Exemption Request is 5pm (AEDT) on Friday 26 March 2010. A Pre-Submission Eligibility Exemption Request is submitted through the ARC online application system.

**Part G - Research Support**

G1 Research support for all participants

For each participant on this Proposal, provide details of research funding (ARC and other agencies) for the years 2009 to 2013 inclusive. That is, list all projects/proposals/fellowships awarded or requests submitted involving that participant for funding.

- Use the table format below to create a list of relevant projects/proposals. Then upload the list as a PDF.
- List the current proposal first. List other proposals and/or projects (including Fellowships) in descending date order.
- Support statuses are ‘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.
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</th>
<th>Same Research Area (Yes/No)</th>
<th>Support Status (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>
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<tr>
<td>B Jones, Really great proposal on excellent things. ARC, LP10R2</td>
<td>Yes</td>
<td>R</td>
<td>LP100200999</td>
<td>80</td>
<td>60</td>
<td>50</td>
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<tr>
<td>A Jones, B Jones, Another really great proposal on excellent things. Round 3</td>
<td>No</td>
<td>C</td>
<td></td>
<td>65</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Mr Example, sample proposal that is great, ARC, DP 2006</td>
<td>Yes</td>
<td>P</td>
<td>DP06000000</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Part H - Statements on Progress of ARC Funded Projects

Please note that 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.

**H1 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 2009 under the **ARC Discovery Indigenous Researchers Development, Discovery Projects, Linkage Projects or Fellowship schemes**.

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 each Participant on this Proposal who has been awarded funding for 2009 under the **ARC Discovery Indigenous Researchers Development, Discovery Projects, Linkage Projects or Federation Fellowship 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 H1 (received 2009 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.

**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 other than for **Discovery Projects, Linkage Projects or Fellowships schemes**.

**Important**: Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.

Part I - Additional Details

**I1 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.

**Note**: A full list of Proposals submitted should also be included at G1 (Research Support) of the Application Form.

It is important that the ARC is aware of any concurrent applications for funding support (e.g. through other Commonwealth, state or territory funding programs). You must also keep the ARC informed about the outcomes of these applications.
2. Does this Proposal relate to any of the following special interest items?
This question is not mandatory.

Indigenous Australian Societies
Select the Indigenous Australian Societies option if this proposal will contribute to the advancement of knowledge into Indigenous Australian societies. If not applicable leave blank.

3. Has a successful eligibility exemption been granted by the ARC regarding this proposal?
If yes include the identifying number in the Proposal. The identifying number is advised by the ARC to the Eligible Organisation Research Office. Do not enter advice numbers for Fellowship Eligibility Exemption Requests here, these codes should be entered at question F14.7.

6. 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:

1. Review all components to ensure the information to be submitted is complete, and save each Part once more (this is to ensure that all information is captured in the PDF);
   Note: Additions, deletions or modifications to Proposals will not be accepted after the date of submission unless invited by the ARC.

2. Ensure all components are complete and valid (indicated by a green tick).

3. Generate a PDF (whole Proposal document PDF) using the link on the ‘Draft Proposal Summary’ page. Please note that generation times for PDFs will increase closer to closing time.

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

Note: Only the Proposal ‘owner’ (the Participant who initiated the Proposal) or your Research Office can submit a Proposal to the Research Office, and only an authorised Research Office Delegate can certify a Proposal and submit to the ARC. 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.

Please note that many users will be attempting to submit concurrently as the deadline approaches for each round. 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, 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.

Note that 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.
7. Additional points to assist Applicants to avoid common submission errors

(Note: this list is provided as a guide and is not an exhaustive list of potential errors.)

- In Part H, for any named Participant on the Proposal, has a statement of progress been provided for any Discovery Indigenous Researchers Development, Discovery Projects, Linkage Projects or Fellowship scheme that received funding in 2009? (Do not include 2008 funding carried forward into 2009)
- 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 section 12.3 of the Funding Rules.)
- Are all uploaded PDFs within the maximum number of pages specified in these Instructions? Note: The ARC online application system will not validate PDF page number compliance for all questions.
- Have any of the proposed Participants exceeded the limits for Proposals/projects or project duplication (see Sections 6.6 and 6.7 of the Funding Rules)?
- Do the proposed Participants meet the requirements for the relevant role for which they are nominated (see Section 9 of the Funding Rules)? Have Participants selected the correct role (CI, Fellowship candidate, Supervisor, Mentor)?
- Are any items in the budget prohibited (e.g. items prohibited under Section 6.4 and 6.5 of the Funding Rules)?
- Please ensure that all necessary information has been entered under Part H (Statements on progress of ARC Funded Projects) and Part G (Research Support). Note: these parts may show as ‘Valid’ on the main Proposal summary page regardless of the information entered.

8. Troubleshooting

<table>
<thead>
<tr>
<th>Reference</th>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login</td>
<td>Why can't I login to the ARC online application system – (RMS)?</td>
<td>To login you must use your RMS User ID and password (not your RMS 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.</td>
</tr>
<tr>
<td>Participants</td>
<td>Why can't I assign a person to be a participant successfully?</td>
<td>Ensure that you have the person's RMS Person ID (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant'.</td>
</tr>
<tr>
<td></td>
<td>Why am I not listed as a participant</td>
<td>If you are the Proposal Owner you will not be added automatically as a Participant. You must add yourself as a Participant via the ‘Add Person Participant’ link and then click on the ‘Populate Person ID and Family Name with my details’ than select the correct role from the drop menu and click ‘Add Participant’.</td>
</tr>
<tr>
<td></td>
<td>How do I get another participant's Person ID?</td>
<td>Please obtain a participant's RMS 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 part?</td>
<td>A Personnel Part will only be generated for an invited participant once that participant has accepted to be part of</td>
</tr>
<tr>
<td>Personnel section (Part F)</td>
<td>the Proposal. Please ensure that the participant has accepted the invitation.</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<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 refer to section 4 ‘Adding Participants and Organisations’</td>
<td></td>
</tr>
<tr>
<td>Why can't I see the Collaborating Organisation when I click on 'Set Other Organisation Contributor'?</td>
<td>Organisations must be added to the Proposal first before they are populated for selection in Part D (Project Cost). Please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page.</td>
<td></td>
</tr>
<tr>
<td>Why is there no column for Collaborating or Other organisations visible?</td>
<td>A Collaborating or Other organisation must be selected first to populate a column and totals table listing that organisation. Click on 'Set Other Organisation Contributor' link and select the organisation.</td>
<td></td>
</tr>
<tr>
<td>Why can't I see the Collaborating Organisation when I click on 'Set Other Organisation Contributor'?</td>
<td>Organisations must be added to the Proposal first before they are populated for selection in Part D (Project Cost). Please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page.</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<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 eg: a participants address details - the Part still needs to be saved to validate. Please go into the relevant Part and save.</td>
<td></td>
</tr>
<tr>
<td>Why does the PDF not show information that I have updated in the ARC online application system?</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>
<td></td>
</tr>
</tbody>
</table>