



Discovery Projects DP10 Round: UNSW Instructions to Applicants

This document responds to feedback from researchers in the last ARC Discovery Round, requesting:

- Consistent, reliable and authoritative advice
- Easily sourced, rather than spread across multiple documents
- With a minimum of duplication
- And maximum ease of access – hence a ‘one stop shop’ approach has been taken.

It combines:

- The ARC’s instructions to applicants (in column one)
- Thoughts and advice from successful UNSW researchers and from experienced administrators, gathered over time (in column two)
- The links to other resources (such as salaries sheets, Australian Bureau of Statistics Codes and the like) when you are likely to need them (in column three).

The information is prepared and provided in good faith. At all times, it is the responsibility of researchers themselves to interpret this advice and apply it to their own circumstances, consulting with the Grants Management Office (mygrants.gmo@unsw.edu.au) and the *ARC Discovery Projects Funding Rules for funding commencing in 2010* (hereafter referred to as the Funding Rules) if in doubt as to how the rules apply to particular circumstances. The ARC states that you must read the Funding Rules (http://www.arc.gov.au/rf/DP09_FundingRules.rtf) before preparing your Proposal so please take the time to do so.

Other Support Available

- **ARC DP10 ALERTS:** These weekly bulletins, sent at the beginning of each week to the GRANTNEWS subscriber list, provide current round statistics, updates on ARC requirements and deadline reminders. To subscribe to grant-news, send an email to majordomo@explode.unsw.edu.au with text in the message body "subscribe grant-news".
- **HELPDESK SUPPORT:** You can address specific questions to GMO staff by emailing mygrants.gmo@unsw.edu.au Use the subject heading to identify your enquiry relates to DP10 so that we can refer it appropriately. Questions are initially referred to the teams, and an initial response will be sent within one working day of receipt.
- **PHONE ASSISTANCE:** Our reception (61 2 9385 7230) will transfer you to a subject matter expert who will deal with your enquiry.

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Key Dates

- ASAP** Please **register your application on GAMS, requesting a GAMS ID and Password from mygrants.gmo@unsw.edu.au** if you have not already done so.
- Information you enter can be edited at any time until the closing date. Use a working title and description and add or change investigators. Once you are registered on GAMS, the Grants Management Office will maintain contact with you throughout the application period, providing advice and assistance when required.
- Friday 9 January** Closing date for submission of **eligibility rulings requests**. Please complete [this form](#) if you intend to submit an eligibility rulings request, and send it to mygrants.gmo@unsw.edu.au
Your request will be checked by Office staff and submitted to the ARC by their deadline of 16 January.
- Monday 9 February** Closing date for **full compliance review** of applications.
- Please finalise as much of your application in GAMS and validate it by hitting the 'validate' button (correcting any errors the GAMS system picks up). Then print as .rtf from GAMS, save it to your hard drive, then submit the .rtf with additional sections B10, C2, C3, D2 and E electronically to mygrants.gmo@unsw.edu.au. There is no need to hit 'local submit' at this stage because GMO will provide feedback and you may need to make changes to your GAMS form.
- If you provide your application to us after 9 February, volumes of applications may prevent us from giving your application the attention it deserves.
- Submitting your Final Draft** When you have taken into account all feedback provided and you are happy that your application is complete, then hit 'local submit' in GAMS. You should then submit one original and two page numbered hard copies of your application to GMO.
- Monday 23 February** The Grants Management Office **will not be able to provide a full compliance check of applications received after this deadline** (ie your application will not be compliance-checked and will be sent to the ARC 'as is'). GMO will be preparing over 400 applications for despatch to the ARC during this week - a logistics exercise that prohibits us from checking new applications received. If you have not provided enough time for GMO to compliance check your application, please self-check using our [Compliance Checklist](#) and then provide us with your final copies.
- Thursday 26 February** **ALL APPLICANTS ARE TO ENSURE THEIR APPLICATION HAS BEEN LOCALLY SUBMITTED ON GAMS AND MUST PROVIDE ONE ORIGINAL AND TWO PAGE NUMBERED HARD COPIES OF THEIR APPLICATION TO THE GRANTS MANAGEMENT OFFICE BY THIS DATE.**
- APPLICATIONS WILL RECEIVE A FINAL REVIEW TO ENSURE ALL SECTIONS ARE IN ORDER AND WILL BE BOXED FOR DESPATCH TO THE ARC BY COURIER ON TUESDAY 3 MARCH FOR ARRIVAL BY THE ARC DEADLINE.**

GETTING STARTED

- **Eligibility Considerations**
- **The Application Form**
- **Working with the ARC's GAMS (electronic grants application) system**
- **Preparing your application for submission to the ARC**

ARC INSTRUCTIONS TO APPLICANTS	ADVICE FROM UNSW RESEARCHERS AND ADMINISTRATORS	USEFUL REFERENCES AND LINKS
<p>FELLOWSHIP ELIGIBILITY DATES</p> <p>Dates for the award of a PhD (or having achieved equivalent status) to be eligible for <i>Discovery Projects</i> Fellowships and/or Early Career Researcher (ECR) status:</p> <ul style="list-style-type: none"> • Early Career Research (ECR) – on or after 4 March 2004 • Australian Postdoctoral Fellowship (APD - On or after 4 March 2006 • Initial Australian Research Fellowship (ARF)/Queen Elizabeth II Fellowship (QEII) - On or after 4 March 2001 • Subsequent ARF/QEII - On or after 4 March 1996 • Initial and subsequent Australian Professorial Fellowships (APF) have no restrictions on the date of award 	<p>Receiving a negative eligibility ruling is one of the most dispiriting things that can happen in any Discovery Round. It will cost you a year of opportunity and may negatively impact on your colleagues as well. Before going too far in developing your application, ensure you are compliant.</p> <p>Some of the common reasons for receiving a negative eligibility reason are below:</p> <p>CI/PI Status An applicant eligible to apply as a CI who cannot submit an application in the forthcoming round of Discovery Projects due to the ARC limit on the number of applications a CI may hold, CANNOT apply as a PI.</p> <p>CI/PI quotas These vary for applicants. See our ALERT 1 for more details and read the Funding Rules carefully if your employment status is less than straight forward.</p> <p>Health and Medical Research Applicants working in the area of health and medical research should take the time to apply for an eligibility ruling (see Key Dates above) EVEN IF they have had past success in Discovery Rounds. Better safe than sorry. Email mygrants.gmo@unsw.edu.au if you need assistance in wording your eligibility exemption request for health/medical research.</p>	<p>For CI/PI quotas, review GMO Alert 1 or go direct to the ARC Funding Rules 6.6.2: Specific limits on number of projects funded for 2010.</p> <p>LINKS Eligibility Exemption Form ARC Funding Rules (Sections 6 and 8) DP10 ARC Fellowship Summary Table</p> <p>Definition of Health & Medical Research</p> <p><i>Medical and Dental Research means research and/or training which, in the opinion of the ARC, has a significant focus on clinical medical (including dental) outcomes.</i></p> <p>Those seeking ARC funding should ensure their research can be classified as exploratory/discovery/basic research not involving clinical trials and not tied to clinical outcomes.</p>

<p>The Application Form</p> <p><i>Discovery Projects</i> Application Forms must be produced using the ARC's online Grant Application Management System (GAMS) accessed through the ARC Web Site.</p> <p>The Application Form should be completed sequentially, i.e. Part A, Part B, Part C, Part D, Part E, to allow selected dropdown boxes to be automatically populated.</p> <p>The Application Form should be saved and validated regularly, and may be closed and updated as many times as required prior to submission.</p> <p>All Proposals must be signed by the appropriate organisational delegate at Part A9 of the Application Form.</p> <p>The Administering Organisation's Research Office must submit Proposals electronically in GAMS. In addition, the original and one identical copy of the complete Proposal must be forwarded to the ARC.</p>	<p>Visit the Research Strategy Office Library and Reading Room to see how other applicants gained success in Discovery Grants. See how they put their application together, and how they mounted a compelling argument for funding. Contact enquiries.rso@unsw.edu.au for further information and to make a booking.</p> <p>Where to put your priorities</p> <p>Focus on the ARC's priorities at all times when preparing your application. The ARC scoring uses the following weightings:</p> <ul style="list-style-type: none"> Track record and capacity 40% Significance and Innovation 30% Approach 20% National Benefit 10% <p>Common Problems to Avoid</p> <p>DO NOT under any circumstances use a saved application from past years to produce your final hard copy application. In this and other years, researchers who have done this have been ruled INELIGIBLE.</p> <p>DO NOT insert additional text into the application after downloading from GAMS as a rich text format document. The ARC Instructions specifically state that there must be NO difference between the GAMS information and the rtf version submitted in hard copy, and this includes insertion of additional text</p> <p>You must save and validate information as often as possible and always before moving to a new section.</p> <p>Heed the ARC's advice to complete the form sequentially. We often receive calls from researchers who can't enter information into</p>	<p>LINKS</p> <p>GAMS Log-in Page</p> <p>GAMS User ID Request Form (If you are a UNSW employee and require a GAMS ID, please complete this Form and email it to mygrants.gmo@unsw.edu.au)</p> <p>Government Priorities (you should refer to these when preparing your statements/claims regarding the national benefits for your research)</p>
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	<p>certain parts of the application because they are working on questions that auto-complete and they have not answered questions earlier in the form that would have allowed auto-completion to occur.</p>	
<p>Formatting Instructions</p> <p>Write in plain English and comply strictly with the Proposal format and submission requirements.</p> <p>Submit all pages of additional text as follows:</p> <ul style="list-style-type: none"> • in black type; • use a single column; • 12 point font size. As Proposals are scanned electronically, you must use a highly legible font type such as Times New Roman, Arial, Courier, Palatino, or Helvetica subject to it being equivalent 12 point font to Times New Roman 12 point font. Variants such as mathematical typesetting languages may also be used; • white A4 paper; • printed on one side only; • adhere strictly to page limits designated for each Part of the Proposal; • unbound with at least a 2 cm margin on each side; • References (Part E8) may be reproduced in at least 10 point font size; and • colour graphs or colour photographs should not be included as they will be reproduced in black and white and the reproduction quality may not be 	<p>Common Problems to Avoid</p> <p>Fonts: If using a font other than Times New Roman, ensure that the size of font is equivalent. While you may wish to have more words/space available to you, the ARC will rule ineligible any application where the font size appears to allow more words to be written!</p> <p>Prioritise Readability: Remember your audience is reading a great many applications in addition to pursuing their own research and teaching. They will not appreciate having to read pages crammed with text. Order your ideas so that your most important points are easily captured by someone scanning your application. Don't forsake proper spacing between paragraphs, and ensure that all important figures, diagrams and pictures are either simple and easily reproduced or are not a prerequisite for understanding your approach and methodology.</p> <p>Pagination for Section B9: We strongly advise starting each Section B part on a new page, again for readability and so that the ARC assessors can easily see that you've complied with any page or half page limits that apply.</p> <p>If printing to .pdf and when printing to new printers double check that your margins do not alter. A strict 2cm margin on each side, top and bottom must apply.</p>	

<p>optimal.</p> <ul style="list-style-type: none"> We do not recommend the use of fine graphics and grey scale as they may not be precisely reproduced due to low resolution scanning of PDFs. 		
<p>GAMS ADVICE</p> <p>All participants listed in Part A3.1 of the Application Form require a GAMS User ID and password.</p> <p>Previously allocated GAMS User IDs remain valid. Applicants DO NOT have to apply for a new GAMS User ID each year, neither do people with assessor-only logons.</p> <p>While all participants nominated on a Proposal may view the Application Form and any subsequent peer review assessments, only the originating author is able to complete the Application Form and the subsequent rejoinder. See Section 12.2 in the Funding Rules for more information on the rejoinder process.</p> <p>Validating the Application Form</p> <p>To check validation: Save and Exit from the Application Form, then from the historical list of your proposals, look for the most current Application Form at the bottom of the list, using the DP number and title as a guide; Select 'Validate' (to the right hand side of the screen) and check the list of validation errors;</p> <p>Select the link with the part number that</p>	<p>Contact us at mygrants.gmo@unsw.edu.au if you or your partner investigators need a GAMS ID and Password, or if you have forgotten your password.</p> <p>Do not stay logged in and inactive when working on your application. If you are leaving your computer, save and exit. After 60 minutes of inactivity GAMS will lock an idle Application Form, the program will be aborted and any unsaved data will be lost.</p> <p>Printing the Application Form</p> <p>Only the originating author may print the Application Form from their home page in GAMS.</p> <p>To print the Application Form, select 'print' to the right of the GAMS application record and follow the prompts to convert the file to Rich Text Format (rtf). Save and print the Application Form.</p> <p>Finalising your application</p> <p>You must manually insert the following pages: Part A9 – Certification; Part B4.3 – Additional Letter/s: for any Chief Investigator (CI) or Fellowship candidate associated with a Commonwealth-funded Research Centre. Add these letters to the end of the Proposal; Part B9.2 – Additional Letter/s: for any Fellow undertaking research which forms part of a Commonwealth-funded Research Centre. Add these letters to the end of the Proposal;</p>	<p>LINKS</p> <p>GAMS Log-in Page</p> <p>GAMS User ID Request Form (If you are a UNSW employee and require a GAMS ID, please complete this Form and email it to mygrants.gmo@unsw.edu.au)</p> <p>Grant Application Lodgement Form (You must submit a Grant Application Lodgement Form with your application. This form replaces the RA1 form previously required by the GMO and provides assurance that your UNSW School and Faculty can host the project if successful.)</p>

<p>needs amending and GAMS will display the section. Amend as necessary;</p> <p>'Save and exit' brings you back to the 'Form Validation Error' screen;</p> <p>Once the list of validation errors has been worked through and amended, the 'Form Validation Screen' will display a 'valid' message and the Application Form will be updated to bright yellow 'valid' status;</p> <p>Select 'Back to search results', find the Application Form again in the historical list and note that the options to the right of the list are now 'View', 'Local Submit' and 'Print';</p> <p>Look over your document through 'View' and decide if everything is in order to 'Local Submit' the document to your Research Office;</p> <p>Once submitted, the Application Form can be unsubmitted (if further amendments need to be made to it) by the Research office.</p>	<p>Part B10 – Research Record Relative to Opportunities;</p> <p>Parts C2 and C3 – Justification of Funding Requested from the ARC and Details of Non-ARC Contributions;</p> <p>Part D2 – Statements on Progress of ARC-Funded Projects;</p> <p>Part E – Proposal Description (maximum 10 pages);</p> <p>The total number of sheets contained in the Proposal must be recorded (including all the pages of the Application Form, additional text, and any required supporting documentation) on the first page of the hard copy Application Form;</p> <p>Check the page numbers on the Original and the Copy correspond and check the total number of pages in the entire Proposal equals the total of pages entered on the first page of the Proposal. The ARC uses this as a verification tool for scanning and image storing purposes.</p>	
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COMPLETING PART A OF THE APPLICATION FORM

NOTE: NOW THAT YOU ARE READY TO START WRITING, PLEASE BEAR THE READERSHIP IN MIND AT ALL TIMES

- Each College of Experts panel comprises 10-12 people. You should research panel membership and their research interests and strengths. Go to the [ARC's College of Experts Listing](#) for further details of the people likely to have the final say in funding your proposal.
- Not all panel members will read your application from start to finish.
- Your proposal will be assigned to two panel members who will have "responsibility" for your application.
- The rest of the panel might read only your Proposal Summary and National/Community Benefit statement at A5.1 and A5.2.
- The two panel members will assign assessors, read assessors' reports, your applicant rejoinder, and then make a recommendation for funding (or not).
- You need your designated panel members on-side quickly. Panel members say that you have 2-3 minutes to convince them of the importance of the research!
- The two designated panel members will not necessarily be experts in your field, so you need to explain the research in such a way that they will understand what you plan to do and why it's important.
- Each set of panel members will be making the case for funding of the applications they are responsible for. This is especially important at the margins. The majority of applications will be borderline cases, and the panel members argue their cases against one another. The Proposal Summary is used in these arguments.

The College of Experts Panel Members are separate from the AUS/INT READERS that will be assigned your application for critical review. Do not confuse the two types of assessment. The READERS are anonymous and you may find your application receives up to six reviews that you will have the opportunity to respond to via the ARC rejoinder process in June/July. They have more time to read your application and are likely to have much more specific knowledge of your field. These are the people the College will rely upon to provide advice on your methodology and approach, the currency of your proposal, your own status within the field and so on. We will provide separate advice on the rejoinder process in mid-year.

NOTE: Once an Administering Organisation (A1) has been selected, the Proposal Title (A2) and first named participant (A3) entered, and the Application Form saved, a Project ID will be allocated to the Application Form by GAMS.

ARC INSTRUCTIONS TO APPLICANTS	ADVICE FROM UNSW RESEARCHERS AND ADMINISTRATORS	USEFUL REFERENCES AND LINKS
<p>A1 Organisation to Administer Funding</p> <p>The Organisation to Administer Funding is the organisation which is primarily responsible for administering the ARC project funding.</p> <p>Select from the drop-down Institution/Organisation Lookup List the name of the Eligible Organisation where the first-named Chief Investigator or Fellow will be employed during the period of the project funding.</p>	<p>If you are using this guide, we are assuming you are applying through the University of New South Wales as a CI, Fellowship applicant, or PI. Please select UNSW from the drop down list.</p> <p>Note that Fellowship applicants must discuss their Fellowship with their host School and Faculty. Fellowships have cost implications for these Units and so the Head of School must sign off on your application.</p>	
<p>A2 Proposal Title</p> <p>Provide a short descriptive title of not more than 20 words. The title should be precise but as informative as possible. Avoid the use of acronyms, quotation marks and do not use all upper case characters.</p>	<p>Your Title must:</p> <ul style="list-style-type: none"> • Establish value and importance of project • Clearly draw attention and describe the project accurately • Preferably indicate if it sits under a National Priority Area <p>Although allowed 20 words, short and snappy is preferable; something to capture the attention of the assessors.</p> <p>You MUST use the same title here and in section E1.</p>	<p>LINKS</p> <p>Government Priorities</p> <p>ARC List of Successful Projects</p> <p>Browse this list for an indication of how a good title can 'sell' a project successfully and make a good impression on the reader from the outset.</p> <p>Good Examples:-</p> <p>Protecting prey with chemical camouflage</p> <p>The young writer in history</p> <p>Understanding the interactions between emissions trading and wholesale electricity</p> <p>AVOID titles such as "An investigation of" or "To investigate the effects of...."</p>
<p>A3 Participant Summary</p>	<p>Please note:</p>	

<p>A3.1 Participant Details – Current Organisations</p> <p>Enter details of the lead Chief Investigator or Fellow at 'Person number 1', followed by details of all other participants. Select one of the following roles from the drop-down list for each participant as appropriate: Chief Investigator (CI); Partner Investigator (PI); Australian Postdoctoral Fellow (APD); Australian Research Fellow/Queen Elizabeth II Fellow (ARF/QEII); or Australian Professorial Fellow (APF). <u>The order in which the participants are entered at Part A3.1 dictates the order in which they will appear in the remainder of the Application Form. The same order should be used for Part B10 (additional text).</u></p> <p>The order can be changed by editing the numbers in the 'Person number' column (A3.1). By saving these changes at A3.1 the order in Part B will also be automatically updated. Please ensure that the order of additional documentation in Part B corresponds to the list in Part A3.1.</p> <p>The remaining information in the Participant Details table (Initials and Current Organisation) will be auto-populated once Part B of the Application Form has been completed.</p>	<p>A researcher nominated as a CI, PI or ARC Fellow must take significant intellectual responsibility for the proposed project, its conception, and any strategic decisions called for in its pursuit and the communication of results. The researcher must be able to make a serious time commitment to the project.</p> <p>Early Career Researcher (ECR) Select the ECR box if the participant is an Early Career Researcher.</p> <p>The ARC sets aside funding for ECR-only applications. An ECR-Only Proposal is one on which all the nominated CIs, PIs and Fellows are ECRs. A person who is an ECR may apply for funding in association with non-ECR researchers. However, such a Proposal is not an ECR-Only Proposal.</p> <p>If you are applying as an ECR please seek advice from a research mentor to see whether it might be best to apply alone or as part of a team.</p>	<p>You can be an Early Career Research (ECR) if your PhD was awarded on or after 4 March 2004. If the person does not fit this definition, and wishes to claim ECR status, a case must be presented in Part B10.5 of the Application Form. No Eligibility Exemption Request needs to be submitted to the ARC.</p>
<p>A3.2 Participant Summary – Organisations Applicable to this Proposal</p> <p>This table is 'read only' and provides a</p>	<p>Note: auto-population of A3.2 does not occur until each applicant has completed B8.2.</p>	

<p>summary of organisational affiliations for participants as relevant to this Proposal. This table will auto-populate once B8.2 is completed for each participant.</p> <p>NOTE: the Relevant Organisation for this Proposal is the organisation where the participant will be employed or associated with, in accordance with their nominated role for the duration of the project.</p>		
<p>A4 Requested Support</p> <p>A4.1 Component(s) Sought</p> <p>Indicate the type of funding being sought by selecting each relevant box. Proposals seeking one or more Fellowships must indicate the number of each type of Fellowship sought in the appropriate box/s on the right-hand side of the table.</p>		
<p>A4.2 Years for which support is being sought</p> <p>Indicate the years for which this Proposal seeks support from the ARC by selecting the relevant boxes. For example, funding for Fellowships should be indicated as follows: 100% APD tick Year 1 to Year 3 75% APD tick Year 1 to Year 4 ARF/QEII or APF tick Year 1 to Year 5 These periods are mandatory (eg an ARF cannot be for three years).</p>	<p>Should you apply for funding over 5 years?</p> <p>If you have an ARF or QEII applicant on your team, then you will of course be applying for a 5 year project. Most other applications are funded over 3 years, though if your team has a strong track record and/or a well-argued case for a significant body of work over a long term, then applying for 5 years of funding could be worthwhile. Remember that the College of Experts may recommend funding over a shorter frame.</p>	
<p>A5 Summary Descriptions</p> <p>A5.1 Summary of Proposal</p>	<p>Putting forward the best 100 words</p> <p>This statement is used by the ARC for publicity purposes and is the first introduction to your</p>	<p>Examples of project descriptions from successful applications may be found on the ARC website. Use</p>

<p>Write a summary of not more than 750 characters (approximately 100 words), focussing on the <u>aims, significance and expected outcomes of the Project</u>. The summary should be written in clear, plain English using the minimum of terminology unique to the area of study. Avoid the use of quotation marks, acronyms and do not use all upper case characters in the text.</p>	<p>project, so keep this jargon free and easy to understand.</p> <p>Note: GAMS records some coding (spaces etc) as characters, so a character count in microsoft word is not a reliable guide. Your application will not validate if you have exceeded the number of allowable characters – some minor editing should correct the problem.</p>	<p>these descriptions to gain an idea of how to make your 100 word statement. The statements you read here are a mix of proposal summaries and national/community benefit statements prepared by the ARC for the Minister and public release.</p>
<p>A5.2 Summary of National/ Community Benefit (for Public Release)</p> <p>Write a summary of not more than 750 characters (approx 100 words) focussing on national/community benefit. Write it in clear, plain English, describing the expected national benefits to arise from the research for the Australian community. Avoid the use of quotation marks, acronyms and do not use all upper case characters in the text.</p>	<p>Here you must begin to develop the arguments you will make more substantially in E3 and E5. Two of the selection criteria, 'significance and innovation' and 'national benefit', account for 40% of the total marks awarded to projects.</p> <p>We suggest three short sentences :</p> <ul style="list-style-type: none"> - the problem, or issue - the potential innovation - why this is important to Australia <p>If your application is not relevant to any of the Government's priority areas, you should still make a case in your own terms. For example, you might put forward the following by way of national contribution :</p> <ul style="list-style-type: none"> • need for training in discipline • answering an important question in the discipline, making a conceptual advance, and/or raising Australia's profile in the discipline • addressing an important issue in current public policy or the subject of community debate 	<p>As above, examples of national/community benefit descriptions for successful applications may be found on the ARC website.</p>
<p>A6 Classifications and Other Statistical Information</p> <p>Broadly identify the research area and objectives of the Proposal. The information</p>	<p>National Benefit is worth 10% of your overall 'score' and so a strong national benefit argument may mean the difference between being funded</p>	

<p>provided may be used to assist the ARC when readers are being selected to assess the Proposal.</p> <p>A6.1 National Research Priorities Participants are asked to indicate if their Proposal falls within one of the four designated National Research Priorities.</p> <p>Only one of the National Research Priorities can be selected. Please choose the most appropriate for the project, then select one or more 'goals' provided in the drop down menu. To save the selection press the 'Save' button at the bottom of the Priority Goals page. DO NOT USE THE BACK BUTTON.</p> <p>Detailed descriptions of these National Research Priority areas are available on the ARC Web Site, and in Appendix E of the Funding Rules.</p>	<p>and having to wait another year.</p> <p>Be realistic and argue the case clearly and well at all relevant points of the application. Describe the project's outcomes, not intent, when talking about national benefit.</p> <p>Make sure you achieve consistency with A5.2 above. You will also need to indicate why national benefits will accrue at E3 and E5.</p>	<p>LINK TO National Research Priorities:</p> <p>Government Priorities</p>
<p>A6.2 Keywords Enter between one and six keywords to describe the proposed research. Keywords should be carefully selected as they are considered when readers are being selected to assess the Proposal. Keywords should be of the kind normally required for submitting an article to a major refereed journal.</p>	<p>The keywords you use are entirely up to you. Think about the discipline-specific words that will help your application's readers and Panel to be correctly allocated and use those. How would the people you'd like to read your application describe their own research?</p> <p>We encourage you to use all six fields available. Do not use words that are overly general. Put the keywords that best describe your research first. If your work is interdisciplinary, use your discretion and refer to the College of Experts listing to determine which key words to prioritise – to maximise the chance that your application will be referred to the Panel you would consider most appropriate.</p>	<p>LINK TO:</p> <p>ARC's College of Experts Listing</p>

<p>A6.3 Research classifications</p> <p>Select at least one code under each of the RFCD codes and Socio-Economic Objective (SEO) classifications. The RFCD classification defines the research according to disciplines. The SEO classification indicates the sectors that are most likely to benefit from the research. There is provision for up to three codes under each category on the Application Form. Identify codes from more than one discipline if the Proposal is multi-disciplinary.</p> <p>Indicate the relative importance of each code by using a percentage (rounded up to <u>the nearest multiple of 10</u>). Please prioritise in descending order placing the most important first. These weightings must total 100% each for RFCDs and for SEOs.</p>	<p>RFCD Codes were introduced in 2008 by the Australian Bureau of Statistics. They update and completely replace the old RFCD Codes, which should no longer be used at any time to describe your research.</p> <ul style="list-style-type: none"> • Your application will not validate in GAMS if the percentages you allocate are not multiples of 10. • Some codes ending in zero will not validate on GAMS. Please try validating when selecting codes. If you do experience problems validating your application then ensure that you select a code within that sub category. • It is better not to select 50:50, make sure there is a most preferred code as this will play a key role in determining determine the panel to which your application is referred. <p>Note: The ARC has not yet moved to using the new ABS research classifications, or FOR Codes</p>	<p>RFCD Codes</p> <p>Socio-Economic Classification Codes Objective Classification Codes</p>
<p>A6.4 If the proposed research involves international collaboration, please specify country/ies</p> <p>Select the name/s of the country/ies of participants and/or other parties which will be collaborating on this Proposal from the drop down list. If more than six countries will be involved, list the six main countries, and reference other countries in the additional text of the Proposal.</p>	<p>Note that the Federal Government favours international collaboration. Being able to nominate international collaborating countries here and describe how you are working with these researchers and countries in Section C3, C4 and E7 should strengthen your case for funding, <u>even if you do not name partner investigator/s on your proposal</u>.</p> <p>This could be where you develop the national benefit argument as you create a greater contribution by Australia to international debates about an issue.</p>	

<p>A6.5 Is this proposal relevant to the area of Indigenous health and wellbeing?</p> <p>If 'Yes' is selected, elaborate on the relevance of the Proposal to the area of Indigenous health and wellbeing in Part E.</p>	<p>Note: This is another area of high priority for the Government.</p>	
<p>A7 Additional Details</p> <p>A7.1 Have you submitted or do you intend to submit a similar proposal to any other agency?</p> <p>If 'Yes' is chosen, select the funding body where the other Proposal(s) has been/is being submitted. If 'Other' is selected, please overtype 'Other' with the name of the agency/ies in the box provided. NOTE: A full list of Proposals submitted should also be included at D1 (Research Support) of the Application Form.</p>		
<p>A7.2 Has a <u>successful</u> eligibility advice been granted by the ARC regarding whether the Proposal falls within the area of Medical and Dental Research?</p> <p>If 'Yes' is selected, enter the ten digit identifying number that the ARC provided in its response to the Eligibility Advice Request lodged by your organisation.</p>	<p>If you are working in this area and have not yet applied for an eligibility ruling, we strongly urge you to do so by the GMO deadline of Friday 9 January.</p> <p>Please complete this form if you intend to submit an eligibility rulings request, and send it to mygrants.gmo@unsw.edu.au Your request will be checked by Office staff and submitted to the ARC by their deadline of 16 January.</p>	<p>ARC Definition of Medical and Dental Research:</p> <p>.... means research and/or training which, in the opinion of the ARC, has a significant focus on clinical medical (including dental) outcomes.</p> <p>Eligibility Ruling Request Form</p>
<p>A8 PhD Students</p> <p>Insert the number of PhD Students that would be financially supported through this</p>	<p>You do not need to be requesting a postgraduate stipend in the budget to list students here. You may list any who might be interested in working on this project and who might be financially</p>	<p>You should allow \$26,000 per annum for three years (do not add any increments over the years or allow for possible</p>

<p>Proposal if it is funded. Please note that requests for PhD stipends must be inserted into Part C1 under 'Personnel'</p>	<p>supported for all or some of the period.</p> <p>The ARC encourages applications that contribute to building Australia's research capacity through the involvement of students. However, if you list students here, you must articulate a role for them in the project in E7.</p>	<p>candidature extensions) in your budget for each APA you apply for.</p>
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<p>A9 Certification</p> <p>Completing the hard copy Certification is the responsibility of the Administering Organisation.</p>	<p>The Certification Page will be signed off by the Director Grants Management Office on behalf of the DVC Research once your final hard copy application has been submitted and a final check has been made to ensure that all elements of the hard copy application have been provided. This page will be IN PAGE ORDER as per printing off from GAMS. Note you should include and page number this page when preparing your final hard copy.</p> <p>UNSW must also obtain from you the agreement and relevant certifications/hand written signatures of all parties necessary to allow the proposed research to proceed. A proforma Certification Form is available for this purpose on the ARC Web Site. This form is not submitted with the Proposal. It is to be retained by UNSW and will be requested when you provide your hard copy.</p> <p>Researchers are sometimes reluctant to request signatures from the organisational representatives for partner investigators at this stage of the application process. The Grants Management Office can make representations on your behalf, explaining the nature of the commitments being made (which are not onerous) on your behalf if your partner investigator expresses concern. Email mygrants.gmo@unsw.edu.au if you require this assistance, forwarding the correspondence from your PI, together with an organisational contact if possible.</p>	<p>As at 7 January 2009 the ARC had not released the DP10 Certification Form.</p> <p>Go to the ARC Certification Advice Page access the form. We expect it will be loaded by mid-January 2009.</p> <p>Don't forget that the Grant Application Lodgement Form will also be required when you submit your application. This form is separate from and does not duplicate the co-investigator signoffs in the ARC's Certification Proforma.</p>
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COMPLETING PART B1-9 OF THE APPLICATION

Every question in Part B must be completed for each participant (i.e. CIs, PIs and Fellowship candidates) on the Proposal using the same order as listed in Part A3.

Please group all parts of B10 for each participant together (is C1 Bloggs B10.1-B10.4, followed by C1 Smith B10.1-B10.4, and so on), and present participant information in the same order as listed in A3 also.

Participants' personal details in GAMS should be **kept up to date**, even after submission of the Proposal.

If any member of your proposal team does not have a GAMS ID and Password, they will need to complete a [GAMS Request Form](#) and send to mygrants.gmo@unsw.edu.au as a matter of priority.

Note: If you are a Fellow applying from outside UNSW you must obtain a GAMS ID Through unsw or your current institution as a matter of priority. Once you select unsw as the administering organisation in GAMS only your colleagues involved in submitting the grant and UNSW administrators can see the application.

ARC INSTRUCTIONS TO APPLICANTS	ADVICE FROM UNSW RESEARCHERS AND ADMINISTRATORS	USEFUL REFERENCES AND LINKS
<p>B1 Person Number</p> <p><i>The person number will be auto-populated from the data entered at Part A3.1. To change the order, simply change the person's number at A3.1 and save. The new order will be presented accordingly throughout the Proposal.</i></p>		
<p>B2 Current Details</p> <p>The family name and role of each participant will be automatically filled from the data you entered at Part A3.1.</p> <p>The relevant GAMS User ID for each participant must be entered into the GAMS ID box before selecting the 'Fetch Client Details' button. The data displayed must be checked and confirmed as correct. If the information needs correction, only the participant to whom the details belong can amend it by logging onto GAMS, selecting 'My Details' and updating their details. Once 'Correct' is selected, the details for the participant (including postal information) will be displayed in B2 and B3.</p>	<p>Note: It is important to ensure that the correct information for each of the participant is populated into the Proposal prior to submission of the Proposal.</p> <p><u>Any changes made to the participants' details in GAMS through the 'My Details' button subsequent to B2 and B3 being populated will not be updated in the Application Form unless the 'Fetch Client Details' button is clicked again.</u> The form will not validate if client record details have been changed without being re-fetched into the Application Form.</p>	
<p>B3 Postal Address</p> <p>This part is auto-populated when the GAMS User ID is entered in B2 and details are</p>		

<p>fetches.</p>		
<p>B4 Memberships/Associations</p> <p>The information provided here will assist the ARC in managing instances of potential conflicts of interest with ARC staff and potential assessors. The ARC has procedures for declaring conflicts of interest and for College of Experts members to withdraw from consideration of Proposals for which there may be a conflict of interest.</p> <p><i>B4.1 Are you a current member of the ARC or its selection or other advisory committees?</i></p> <p>Do not include staff of ARC-funded projects or centres.</p>	<p>You are only expected to declare known conflicts of interest. Do not be concerned about any potential conflicts of interest about which you are uncertain (eg a colleague <i>might</i> be a reader or on the College of Experts). The readers and College have their own obligations in managing conflict of interest and will declare any conflicts that come up during the round, abstaining from decisions where conflicts arise.</p>	<p>Link to: ARC's College of Experts Listing</p>
<p><i>B4.2 Are any of your relatives or close social/professional associates members of the ARC or its selection or other advisory committees?</i></p> <p>Only include names of relatives and/or people with whom there is a close social or professional interaction.</p>		
<p><i>B4.3 Will you be associated with a Commonwealth-funded Research Centre as at 1 January 2010?</i></p> <p>This question refers to CIs and Fellowship candidates only.</p> <p>If 'Yes' is selected, identifying an association with a Commonwealth-funded Research Centre, a letter from the Centre Director must be provided. Refer to subsection 9.3.2</p>	<p>Email mygrants.gmo@unsw.edu.au for advice on what to include in a letter from the Centre Director.</p> <p>Note the requirement to include the letter at the end of the proposal, not within the proposal's Section B.</p> <p>Your application WILL be ruled ineligible if the letter is not attached and if the text does not meet the requirements of the ARC.</p>	<p>Definition: A Commonwealth-funded Research Centre is a research centre which is substantially funded from Commonwealth competitive research funding sources and includes <u>ARC Centres, CRCs and NHMRC Program Grants and Centres Clinical Research Excellence</u>. It does not include <u>Research Networks funded by the</u></p>

<p>of the Funding Rules for details regarding the type of information that must be included in the letter.</p> <p>If the Centre has not yet commenced, please obtain the letter from the person who is intended to be the Centre Director.</p> <p>Letters should be included <u>at the end of the Proposal document</u>.</p>		<p><u>ARC.</u></p> <p>Refer to Section 9.2 of the Funding Rules for rules on duplication of funding by participants from Commonwealth-funded research Centres, and subsection 6.6.2. regarding the limits of Proposals/projects involving CIs from such Centres.</p>
<p>B5 Have you ever been awarded a Fellowship from the ARC?</p> <p>If 'Yes' is selected, enter the Fellowship type from the drop down list, the Funding commencement year (which is the first year of funding as notified in the letter of offer provided by the ARC), and the Finish year (which is the last year as notified in the above named letter) for each project on which an ARC Fellowship is currently or was previously awarded.</p>	<p>A researcher cannot apply for more than one ARC Fellowship in the same DP funding round.</p> <p>NOTE: A participant who is currently or has previously been awarded an ARF/QEII or APF may be eligible to apply for a subsequent ARF/QEII or APF.</p>	<p>Refer to subsection 6.6.2 of the Funding Rules regarding applying for Fellowships within the Funding Round.</p> <p>Refer to subsections 8.8.5 and 8.9.10 respectively the Funding Rules regarding eligibility.</p>
<p>B6 Affiliations</p> <p>This question only applies to Chief Investigators. If participants are uncertain about their organisation's source of funding, please contact the ARC. Refer also to section 8.4.1 of the Funding Rules for clarification.</p> <p>If 'Yes' is selected, provide a brief statement explaining the nature of your affiliation with the organisation outside the higher education sector (for example, a consultancy) and stating the highest percentage of earnings you will be deriving from, and percentage proportion of time you will be employed at,</p>		

<p>that organisation in 2010.</p>		
<p>B7 Qualifications <i>B7.1 PhD qualification awarded</i> If applicable, provide details of PhD. Include both the month and year awarded, or the date when the thesis was or is to be submitted. Note: The date a PhD was awarded is the date it was conferred not the date of notification that the PhD examination has been successful.</p>	<p>A person does not need a PhD to be named as a CI. However in these instances the case that their knowledge and experience are significant and of equivalent value in the circumstances will need to be well argued in Section B9.</p> <p>Fellowship applicants need to observe the timeframes for PhD award or successfully argue for an eligibility exemption by the closing date for Eligibility Exemption Requests.</p>	<p>GMO Deadline for ARC Eligibility Exemption Requests: Friday 9 January 2009 for submission to ARC the following week.</p> <p>LINKS Eligibility Exemption Form ARC Funding Rules</p>
<p><i>B7.2 Other qualifications</i> Provide details of other qualifications in date order, <u>beginning with the most recent.</u></p>		
<p>B8 Academic, Research, Professional and Industrial Experience</p> <p><i>B8.1 Current and previous appointment(s)/poSition(s) – during the past 10 years</i> Provide details of academic, research, professional and industrial experience during the past 10 years. Please <u>begin with the current/most recent position.</u></p> <p>Organisation – Select the organisation from the drop-down box. If your Organisation is not in the drop down list, select 'Other' from the end of the drop-down list and overtype 'Other' with the name of the organisation into the text box.</p> <p>Status – Choose from 'Postgraduate', 'Continuing', 'Fixed-Term', 'Currently not</p>	<p>Status: for tenured positions, put "continuing"</p>	

<p>employed', or 'Other'. 'Continuing' means an ongoing tenured position. 'Fixed Term' means a non-ongoing position (a job held for a defined period eg. 3 year contract).</p>	<p>(even if they were in the past); for contract or fixed-term positions, put "non-continuing" (even if current).</p>	
<p>B8.2 Organisational affiliations for the eligibility purposes of this Proposal</p> <p>The role to be performed in the Proposal (CI, PI, APD, ARF/QEII or APF) will be auto-populated from A3.1. Select the 'Type of Affiliation' you will have with the Organisation ('Employee', 'Adjunct Appointment', 'Federation Fellow', 'Other'). Information supplied here will be auto-populated into A3.2 once all details have been selected for each participant.</p>	<p>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 and C1.2 of the Funding Rules. If the role is PI, the organisation is likely to be an organisation other than an Eligible Organisation.</p>	<p>See subsection 8.4.1 of the Funding Rules for organisation and timing requirements for CIs and subsections 7.1.2 for additional organisations for Fellowship candidates.</p>
<p>B8.3 International Collaboration Award</p> <p>If you are an Australian based PI you must choose No. The name of any participants for whom an ICA has been required will auto-populate the 'Other' section of Part C1 (Budget Details) of the Application Form.</p>	<p>International Collaboration Awards are a new form of DP support, reflecting the Government's interest in internationalising Australian research.</p> <p>Support provided:</p> <ul style="list-style-type: none"> • International travel and associated costs for a minimum of 1 month and maximum of 6 months for (a) CIs/Fellows to work in overseas research organisations on the project with PIs living overseas and (b) PIs living overseas to work in Australia on the project with CIs/Fellows. • travel on one international return economy class airfare, reasonable local travel, a living allowance available for periods from a minimum of 1 month up to a maximum of 6 months, and consumables. The living allowance should be based on standard institutional rates for academic visitors. <p>Requirements:</p> <ul style="list-style-type: none"> • At least one of your PIs must be based at the 	<p>Refer to Section 8.2 of the Funding Rules</p>

	<p>organisation to which you wish to travel</p> <ul style="list-style-type: none"> The case must be fully justified In C2 	
<p>B9 Additional Fellowship Details</p> <p>This part must be completed for every participant who is listed in Part A3.1 as an ARC Fellow. If there are no Fellows, B9 will appear in GAMS as not applicable.</p> <p><i>B9.1 Fellow's host organisation – department, contact name, numbers and email address</i></p> <p>Select the host organisation from the drop-down list. The host organisation for the Fellowship(s) may not necessarily be the Administering Organisation for the project.</p> <p>Provide the full details of the Head of the Academic Unit, or other appropriate organisational unit that will be hosting the Fellowship.</p>	<p>If you are a Fellowship applicant and have not yet made contact with the relevant UNSW School you need to do so as soon as possible. Fellowships involve a significant University commitment in costs and in-kind and the School must endorse your proposal.</p>	<p>LINK TO HEADS OF SCHOOLS LISTING ON UNSW WEBSITE:</p> <p>http://www.hr.unsw.edu.au/employee/acad/hos.html</p>
<p><i>B9.2 Will you be undertaking research which forms part of a Commonwealth-funded Research Centre's activities?</i></p> <p>If the Fellowship has research that forms part of a Commonwealth-funded Research Centre's funded research activities, the Proposal must contain a letter from the Centre Director confirming that the Centre will fund the Fellow's research costs and describing the relationship between the proposed research and the research undertaken by the Centre</p>	<p>Email mygrants.gmo@unsw.edu.au for advice on what to include in a letter from the Centre Director.</p> <p>Note the requirement to include the letter at the end of the proposal, not within the proposal's Section B.</p> <p>Your application WILL be ruled ineligible if the letter is not attached and if the text does not meet the requirements of the ARC.</p>	<p>See subsection 8.6.6 of the Funding Rules regarding hosting of Fellows by Centres and subsection 9.3.2 regarding non-duplication of the proposed research with work undertaken as core business by the Centre.</p>
<p><i>B9.3 Current salary</i></p> <p>Provide the following details:</p>		<p>LINK TO:</p>

<p>Classification: provide details of current academic level (or equivalent); and</p> <p>Salary: show salary as gross income in Australian dollars, <u>excluding on-costs</u>. The ARC asks for these current details to determine an appropriate commencement salary level within the category being sought. If you are a current ARC Fellow show the salary paid by your organisation for your equivalent level. Do not show the ARC Fellowship salary cited in Appendix D of the Funding Rules.</p>		<p><u>UNSW Current Salary Scales</u></p>
<p><i>B9.4 Citizenship/Residency Details</i></p> <p>Select 'Yes' to declare Australian citizenship. GAMS will auto-populate the first entry of citizenship (up to three entries of citizenship may be entered). If you are not an Australian citizen, select 'No' and identify the appropriate choice/s from the drop-down boxes.</p>	<p>Note the ARC's advice regarding non-citizens applying for a grant:</p> <p>"If you are not an Australian citizen and do not hold residency, you must provide a statement demonstrating the special skills that you would bring to research in Australia in Part E7 'Role of Personnel' of your Application Form; and apply to the Department of Immigration and Citizenship and be awarded temporary residency before taking up the award if your Proposal for ARC research funding is successful. "</p>	
<p><i>B9.5 Mobility</i></p> <p>If 'Yes' is selected and you are expecting to claim relocation expenses, indicate one region from the list. If you are relocating, but not intending to claim for relocation expenses, select 'Yes', but do not tick any of the region boxes. Seek advice from the Research Office or the ARC if unsure about relocation claims.</p>	<p>NOTE: The ARC encourages Fellowship holders to have research experience at more than one organisation. If you do not intend to move from your current organisation to take up the Fellowship, please provide a clear justification for your decision in Part B10.6 of the Application Form.</p> <p>You could indicate UNSW's specialist facilities, or perhaps specialised equipment and/or expertise. Perhaps you want to learn more from working with</p>	

	a prominent UNSW researcher. Do not forget to include UNSW cash/in-kind contribution towards the fellowship in C1 and C3.	
<p>B9.6 For APD candidates, do you wish your Fellowship to be:</p> <p>This question must be completed before entering data in Part C. GAMS will automatically enter the correct salary budget amount in Part C.</p> <p>Select the appropriate box for 3-year or 4-year funding.</p>	<p>The 4 year research and teaching option: For successful APD candidates requesting the 4 year funding option, the ARC pays 75% and the UNSW pays 25% of the approved salary and salary related on-costs over 4 years. If intending to apply for this 'research and teaching' option, approval must be first sought from your Head of School. APD candidates who wish for 25% of their time to be used on non-remunerated activities, such as family or carer responsibilities, must select (b).</p>	<p>LINK TO HEADS OF SCHOOLS LISTING ON UNSW WEBSITE:</p> <p>http://www.hr.unsw.edu.au/employee/acad/hos.html</p>
<p>B9.7 For ARF, QEII or APF candidates do you wish your Fellowship to be:</p> <p>This question must be completed before entering data in Part C. GAMS will automatically enter the correct salary budget amount in Part C.</p> <p>Select the appropriate box for 100 % funding or 50% funding from the ARC.</p>	<p>100% funded by the ARC Fellowship candidates may request ARC support for 100% of the salary subject to eligibility requirements for each Fellowship category (as specified in subsections 8.8.10. and 8.9.8 of the Funding Rules).</p> <p>50% funded by the ARC This option is available for the first or subsequent Fellowships. UNSW will provide 50% of the Fellow's salary and salary-related on-costs at least at the levels set by the ARC.</p> <p>Please note that applicants for 50/50 fellowships are expected to work 100% of their time on their research projects (although 50% of their salaries will be paid by School/Faculty). If you are applying for 50/50 fellowship, you will need approval from your HOS and the Dean of your Faculty. Written permission from the HOS/Dean will have to be forwarded to the Grants Management Office before your application is submitted to the ARC.</p>	<p>LINK TO HEADS OF SCHOOLS LISTING ON UNSW WEBSITE:</p> <p>http://www.hr.unsw.edu.au/employee/acad/hos.html</p>

<p>B9.8 If you are unsuccessful in obtaining a Fellowship do you wish to:</p> <p>Remain as a Chief Investigator or Partner Investigator on the project If you choose this option the ARC cannot pay your salary. To remain on the Project as a CI or PI you must meet the relevant eligibility criteria.</p> <p>Be removed as a named Investigator so that a salary may be funded from the project The ARC does not provide funding for CI or PI salaries. However it may provide funding for the salary of a Research Associate or a Senior Research Associate. You may choose to be removed as a CI or PI if there is at least one other CI/ARC Fellow named on the Proposal. Sole Fellowship candidates, i.e. where there are no other Fellowship(s) or CIs on the Proposal, cannot choose this option.</p> <p>Seek no further support for the project (no funding can be made) If you are a sole Fellowship candidate, i.e. where there are no other Fellowship(s) or CIs on the Proposal and you are not eligible to be a CI, 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.</p>	<p>Please carefully consider your options here.</p> <p>The ARC awards a limited number of Fellowships in each category and competition is intense. A Proposal seeking Research Costs and Fellowship(s) may result in the Research Costs being awarded but the Fellowship(s) not being awarded.</p> <p>If you choose to be removed as a CI / PI you should ensure that any colleague's remaining on the project do not compromise their own eligibility under the program. For example, if there is only one other CI, then they would default to being a sole CI on this project. They must then not already hold a Discovery Project as sole CI or have applied for one as sole CI in the round.</p> <p>If you would like to remain on the project as a research associate, make sure you have included costs for a research associate in the budget and that you have sufficiently explained how your Fellowship will add value and productivity to the the project beyond what the research associate's position will allow. Ensure that you address the need for Fellowship in the E3 Significance, E4 Methodology (reinforce your B10.6 by saying what you will do) and E7 Roles of Personnel Section. You should emphasise the CIs and PIs research management strengths.</p> <p>If you choose to seek no further support, please be aware that your application will not receive a ranking.</p> <p>If you are the only person named on the project, you MUST choose to seek no further support should your Fellowship be unsuccessful.</p>	<p>Refer to Sections 8.4 (CIs) and 8.5 (PIs) of the Funding Rules to ensure you are eligible to remain on the project.</p> <p>See subsection 6.6.2 of the Funding Rules for the specific limits on the number of Proposals/funded projects in</p>
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<p><i>B9.9 Has a successful eligibility exemption/advice been granted by the ARC for this Fellowship candidate?</i></p> <p>If 'Yes' is selected, enter the ten digit identifying number that the ARC provided in its response to the 'Eligibility Exemption/Advice Request' lodged by your organisation.</p>	<p>Timeframe for hearing about your eligibility exemption request: The ARC will receive eligibility exemption requests in mid-January and will make its decisions by the end of January. The GMO will be in touch as soon as possible thereafter with your eligibility exemption number or the news that your request has been unsuccessful.</p>	
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COMPLETING SECTION B10 OF THE APPLICATION

Submit this part of the Application Form as additional pages of text, separate from your work in GAMs on the GAMs form. Detail should be provided for each participant on the Proposal in the same order as they appear in A3.1 of the Application Form. Page length and formatting specifications are strictly enforced. Please observe the page length

Again, think of your readers, who must read large volumes of text over a short period. Their jobs are made so much easier if they can quickly see which section they are reading, and about whom.

Common Problems in B10

- Not presenting the researchers in the right order, and sequentially. All information about the first named CI should be provided, then all of the details on the second named CI, and so on.
- Not using space available to sell achievements that might have affected publication rate such as patents or commercial research
- Not including acceptance date with papers accepted but not published
- Including publications before 2004
- Incorrect font size and margins
- Not starting each Question response on a new page (even though this is not compulsory it improves readability and allows the College members to verify page lengths easily)
- Not clearly labelling sections with both the part name and the name of the CI

ARC INSTRUCTIONS TO APPLICANTS	ADVICE FROM UNSW RESEARCHERS AND ADMINISTRATORS	USEFUL REFERENCES AND LINKS
<p>B10 Research Record Relative to Opportunities</p> <p><i>B10.1 A statement on your most significant contributions to this research field.</i></p> <p>The section <u>must</u> be completed. Outline your contribution to the relevant field, relative to opportunity, focussing particularly on what makes this contribution interesting and unique.</p>	<p>To increase your opportunity to sell the team, complete all relevant sections of B10 for each investigator, even if they are not required.</p> <p>B10.1 is where you <u>demonstrate</u> your research contributions. It should be a half page (max) statement on what we know because of you. It should be referenced to your publications list at B10.2 and B10.3. This section should NOT just quantify your career by saying that you have so many awards and publications. It should also concentrate on the interesting and unique aspects of your contributions; what has been their impact?</p> <p>If you have more to say in this section, remember that B10.4 is also available to you. Put your most important contributions and an overview of your track record in B10.1 as it will be read first, then follow up with additional information in B10.4.</p> <p>B10.1 should include total number of publications, plus number of prestigious publications (eg Nature, Science), plus total lifetime Research Income, plus total number of ARC and/or NHMRC grants. And then reserve B10.4 for prestige information such as medals, awards, prestigious invitations, etc. B10.1 should also of course contain statements regarding significant contributions to your discipline.</p> <p>Hint: This section is about the contribution you have made. It should say that you have changed thinking in your discipline or solved important problems and be referenced. Do not list here the total number of publications, PhD students or prizes (do that at B10.4). Emphasise impact your</p>	<p>Maximum of half an A4 page.</p> <p>A suggested structure for B10.1 is as follows (emphasising the use of bullet points to ensure nothing is lost): "I am a recognized leader in the field(s) of BUT KEEP IT BRIEF AND TO THE POINT</p> <p>Example: In this area I have:</p> <ul style="list-style-type: none"> • Published over 150 refereed journal articles, including 2 in Science and one in Nature. • An h-index of 23 • Attracted over \$5 mill in external research funding, including 10 ARC Grants • Supervised to completion 9 PhD students. • I was responsible for discovering that • My work has led to 8 patents. • My work contributed to the development of the Commonwealth Government's policy on"

	publications/presentations have had.	
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<p>B10.2 Recent significant publications (in the past five years - 2004 onwards)</p> <p>The section <u>must</u> be completed. Ensure that this listing is limited to the last five years, i.e. 2004 onwards. List publications under the following headings and in this order:</p> <ul style="list-style-type: none"> • books • book chapters • refereed journal articles • refereed conference papers • other publications <p>For refereed journal article and conference paper publications, only include those that meet the requirements of the Department of Education, Employment and Workplace Relations' 2009 Higher Education Research Data Collection Specifications for the Collection of 2008 Data. Provide a list of all publications if you have fewer than five years of publications. Asterisk publications relevant to this Proposal. In-press publications should include acceptance date.</p>	<p>There is no page limit for publications you can spread them out using double spacing between each one.</p> <p>If your area of research/discipline has limited publishing avenues, say so in section B10.5.</p> <ul style="list-style-type: none"> • Do not include anything that has not been formally accepted for publication. • Ensure the whole team presents publications in identical format. <p>Put CI name in bold on every listing to remind Readers who they are reading about, this is particularly important for papers with multiple authors.</p>	
<p>B10.3 Ten career-best publications</p> <p>Include best publications, regardless of the date of publication. Do not list more than 10 publications In-press publications should include acceptance date.</p>	<p>Hint: USE THIS SECTION</p> <p>This section allows you to highlight your best work in a highly competitive environment. You should say, in a couple of sentences only, why you selected each publication as a career best.</p>	
<p>B10.4 Other evidence of impact and</p>	<p>This is where you <u>quantify</u> your research</p>	<p>Maximum of half an A4 page</p>

<p>contributions to the field</p> <p>Include information about patents, major exhibitions, compositions or performances, honours and awards, prizes, relevant experience in industry, and editorial board responsibilities, and other professional activities.</p>	<p>contributions. You should list here the total number and quality of publications, awards, memberships, editorial responsibilities, grant reviewing and PhD supervision. Max ½ a page. In addition, explain the work (impact) that led to the award or appointment to an editorial board.</p>	
<p>B10.5 Any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal.</p> <p>Provide additional relevant information that has not been detailed elsewhere in the Proposal. This may include interruptions to career, such as periods of parental leave, or your status as an Early Career Researcher (if applicable), or any other circumstances that may have slowed down your research and publications. (Maximum of half an A4 page)</p>	<p>Please indicate here anything that might help your case that you have not had the chance to say elsewhere. Has there been a career interruption due to illness, home duties, carer duties, or to a sabbatical with industry. Have you mainly been generating valuable intellectual property, which could not be published? If working with Industry did you make significant contributions (policy, innovations) while there? Do you have access to highly specialized equipment or networks? On this latter point this should be indicated also in C3.</p> <p>Hint: USE THIS SECTION. It is another half page to discuss things. Be positive, talk about alternative contributions rather than impediments, perhaps investigator was Head of School or concentrating on commercialisation and these impacted publication rates, it should be in here. Can use same page as B10.4</p> <p>Hint: ECR and APD applicants should use this section to advise the ARC of any ancillary information that may validate their case for award of the grant.</p> <p>If you are an ECR, please mention it here again.</p>	<p>Maximum of half an A4 page</p>
<p>B10.6 Fellowship candidates only Only complete this question if you are applying for an ARC Fellowship (maximum</p>	<p>On <u>contribution</u>; make sure you confirm that the work is of a level to justify a Fellowship and that you will have a major role in the entire project. If</p>	<p>Maximum one A4 page This section is compulsory for</p>

<p>of one A4 page).</p> <p>Provide details of: the contribution you will make to the Proposal, such as your experience, skills and expertise and how these will be applied; the research environment, that is, the facilities and support at your host organisation, including the intellectual environment to support your Fellowship; and reasons for not moving to another organisation if you intend to remain at your current organisation.</p>	<p>possible equate it to other Fellows that you know. UNSW can give you a list of successful Fellows to contact and obtain this information.</p> <p>On <u>environment</u>: assessors and readers will not necessarily know in intimate detail what is available to you at UNSW. Concentrate here on the intellectual environment of the group you wish to work with and include references to their ARC grants and track record. Also, refer to the equipment or facilities that will be available to you at UNSW. If you run out of space on equipment and facilities describe this at C3 and just refer to it here.</p>	<p>Fellowship applicants.</p>
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PART C—YOUR PROJECT BUDGET

General Information

- A budget page is generated for each year that funding is being sought (as per your response to Question A4.2). For example, if funding is sought for five years, the Application Form will include five separate pages of the budget details sheet, one for each year.
- It is not necessary to prioritise budget items. You must make requests to the ARC only for items essential to the proposed research. The ARC may reduce the budget at its discretion – your budget justification is of paramount importance in assisting the ARC to make such decisions.
- Plan your activities over each year and decide what resources you need prior to developing your project budget
- Don't inflate figures (but don't be too conservative either)
- Make accurate calculations and include them in the budget section
- Non-Fellowship salaries can be requested **in full** from the ARC. There does not need to be a UNSW gap contribution.
- Equipment requests should be at current prices; obtain a formal quotation
- The ARC will NOT fund the following, so do not make a cash request for:
 - Basic University facilities – standard office and lab facilities; access to film and music editing facilities; basic library collection access; standard reference materials or funds for abstracting services; provision of computers including laptops (unless specific high-performance facilities are required to complete the project); standard software; photocopiers and phone; publication costs; and costs not directly related to the project or of a personal nature
 - Capital works and general infrastructure costs
 - the salaries of CIs or PIs (your application will be ruled ineligible if a request is made for these costs)
 - travel or related expenses for researchers when on a Special Studies Program/ OSPRO
 - the fees of international students or the Higher Education Contribution Scheme (HECS) and Higher Education Loan Programme (HELP) liabilities for students
- **Do not include GST when costing your items.**

C1 Budget Details

List all of the personnel and other items for which you are seeking funding (from the ARC and other sources).

Salaries

List all personnel, beginning with the CIs, PIs and Fellows as listed in (and in the same order as) Part A of your application

- Show **salaries for Chief Investigators and Partner Investigators** under Columns 3 and 4 respectively, only for the proportion of time estimated that will be spent on the project. Amounts for overseas organisations must be entered into column 4. The proportion of time should be indicated in Column A as per the ARC sample budget following. Use the [UNSW Academic Salaries Table](#) for the salary. The actual UNSW salary for each year of the grant should be used in these instances.
- Chief Investigators who are not earning salaries must enter a nominal figure of \$1 to ensure the budget page validates.
- **Salaries for Fellowships** requested will have been auto-populated into Columns 1 and 2, when Parts A and B of the form have been completed. These amounts are based on the amounts in Appendix D of the Funding Rules, and will be 'read only'. ARF/QEII and APF candidates may select their salary level from drop-down boxes. Include the residual cost or 'gap' UNSW will pay under University (column 3). See the [UNSW Fellowships salaries table](#) to calculate the salary gap between ARC Fellowships and the UNSW paid rates.
- If requesting the **50:50 partnership option for Fellowships**, 50% of salary and on-costs from ARC will be auto-populated into column 2. The other 50% of salary and on-costs need to be entered into University (column 3), or Other (column 4) (for APDs and QEIIIs that will be hosted at and financially supported at other organisations). Note again the need to calculate in the higher oncosts and any salary top ups to Column 3 or 4.
- **Funding requests for PhD stipends** should be at the UNSW-nominated indicative rate of \$26,000 across all years.
- **ARC requests for Senior Research Associates, Research Associates and all other personnel** should be based on UNSW standard salary levels. Use the [UNSW Academic Salaries Table](#) or the [UNSW General Salaries Table](#) to calculate these costs into your budget.
- **University and partner contributions to projects for Senior Research Associates, Research Associates and all other personnel** should be costed into columns 3 and 4. Use the [UNSW Academic Salaries Table](#) or the [UNSW General Salaries Table](#) for the salary. The actual UNSW salary for each year of the grant should be used..
- In cases where B9.8(b) has been selected, requests for funding of a Research Associate level position if the Fellowship is not awarded should be included in Part C2 'Justification of Funding Requested from the ARC'. However, the requested figure for this position must not be included in Part C1.

Teaching Relief

- The ARC may fund justified teaching relief for up to 6 months in each consecutive year. If approved, the funding contribution will be in accordance with Appendix D subsection D1.3, and will be a Special Condition. Teaching and/or teaching relief will only be funded under special circumstances and must be fully justified (eg you can only access certain resources during a teaching period).
- 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 \$32,972 (2008\$) 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.

Equipment

- Include both hardware and software items costing more than \$1,000 in this category.
- 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 estimate cost.
- If purchasing from overseas, apply the current exchange rate to arrive at a cost in Australian dollars.

It is recommended that when you are seeking funding from the Commonwealth for greater than \$100,000 for large or costly items of equipment, you apply for this item. The [UNSW Analytical Centre](#) can provide advice on costing any major equipment sought for your project. Note that funding for large items of equipment that are not project specific should be sought under the ARC's Linkage Infrastructure Equipment Fund or the University's Major Research Equipment and Infrastructure Initiative, not under this Scheme.

Maintenance

- Include in this category consumables, as well as equipment items costing less than \$1,000.
- Do not include requests for purchasing 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.

Column 3 Amounts that university(ies) combined or separately will provide to the project.

Column 4 Details of funding being provided by other organisations. If one or more Partner Investigators are named on the Proposal, their organisation's financial contribution must be listed here.

Column 5 Totals

The ARC requires full costing information for Proposals under *Discovery Projects* in order to enhance transparency and accountability and to help determine the actual contributions to be paid by the ARC and other parties.

Travel

- The ARC supports the cost of domestic and international travel for CIs, ARC Fellows, PIs living overseas, and research support personnel associated with the project to foster and strengthen collaborations between participants in Australia and overseas. (Refer to subsection 6.3.2.f of the [Funding Rules](#)).
- Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, etc. Do not include requests for ICAs in this section.

Other

Include under this heading any items that cannot be appropriately placed in other categories. International Collaboration Award requests will appear under this heading.

International Collaboration Award (ICA)

Where an International Collaboration Award (ICA) has been requested, the participant's name will have been auto-populated from B8.3 into each year of the Budget page. Enter up to \$40,000 for a max of six months (or pro-rata for a lessor period) into column 2 only for the year in which the ICA will be taken. For all other years you must enter a nominal figure of \$1 to ensure the budget page validates. This request must be fully justified in Part C2. (Refer to section 8.2 of the [Funding Rules](#))

Support provided:

- International travel and associated costs for a minimum of 1 month and maximum of 6 months for (a) CIs/Fellows to work in overseas research organisations on the project with PIs living overseas and (b) PIs living overseas to work in Australia on the project with CIs/Fellows.
- travel on one international return economy class airfare, reasonable local travel, a living allowance available for periods from a minimum of 1 month up to a maximum of 6 months, and consumables. The living allowance should be based on standard institutional rates for academic visitors.

Indirect costs

Indirect costs (essentially infrastructure costs) are borne by the university or organisation and should appear at the bottom of columns 3 or 4.

Multiply the combined salary contribution for each professional staff member who has an amount listed in columns 2 and/or 3 and/or 4 by a multiplier of 1.25 on the direct payroll costs (salary plus on-costs) of laboratory-based research and 0.92 on the direct payroll costs for non-laboratory based research (see the examples below). Do not apply the salary multiplier to general staff positions, eg research or technical assistants. If you are requesting salary from the ARC please still include all of the on costs in the Column 3 – University column as the University meets the indirect for ARC-funded roles.

PART C—PROJECT BUDGET –SAMPLE ONLY

Costs should be quoted exclusive of the GST.

C1 BUDGET DETAILS

C1.1 Year

1

Column 1	COSTING			
	2	3	4	5
Source of funds	ARC	University	Other	Total
DIRECT COSTS				
Personnel (Salaries + On-costs)				

Bloggs – APD 100% funded by ARC	80182	0	0	80182
Smith – APF step 1 50% funded by ARC	69310	69310	0	138620
CI – Jones @ 0.2 FTE + 31% on-costs	0	37636	0	37636
PI – Edwards @ 0.2 FTE + 35% on-costs	0	0	34860	34860
PhD stipend	26000	0	0	26000
Research Associate (Level A) @ 0.2 FTE +	15631	0	0	19631
Total Personnel (a)	191123	110946	34860	336929
Teaching Relief				
CI – Jones teaching relief for 3 months	16486	0	0	16486
Total Teaching Relief (b)	16486	0	0	16486
Equipment				
2 x Brand Digital cameras @ \$1,200	2400			2400
Total Equipment (c)	2400	0	0	2400
Maintenance				
Molecular lab consumables	2000	0	0	2000
Total Maintenance (d)	2000	0	0	2000
Travel				
CI Jones return airfare Melbourne to Beijing	1980	0	0	1980
Subsistence – 5 days @ \$150	750	0	0	750
Total Travel (e)	2730	0	0	2730
Other				
ICA – Smith @ 50%	20000	0	0	20000
Total Other (f)	20000	0	0	0
TOTAL DIRECT COSTS (g)	234739	110946	34860	380545
INDIRECT COSTS				
CIs, PIs and any researcher Level A or above x multiplier				
Bloggs – APD 100% funded by ARC + on-costs x 0.92		73767	0	73767
Smith – APF step 1 50% funded by ARC + on-costs x 0.92		127530	0	127530
CI – Jones @ 0.2% FTE + 28.79% on-costs x 0.92		34625	0	34625
PI – Edwards @ 0.2 FTE + 28.79% on-costs x 0.92		0	32071	32071
Research Associate (Level A) @ 0.2 FTE + 28.79% on-costs x 0.9		18060	0	18060

TOTAL INDIRECT COSTS (h)		253982	32071	286052
TOTAL COSTS (i)	234739	364928	66931	666598

C2 Justification of Funding Requested from the ARC

Submit this part of the Application Form IN A MAXIMUM OF 3 additional pages of text. Detail should be provided for each participant on the Proposal in the same order as they appear in A3.1 of the Application Form. Page length and formatting specifications are strictly enforced.

You must fully justify why you are requesting funds from the ARC. Do not simply restate in prose what you have written in figures in C1. Ask how your research would suffer if you didn't have, for example, the research assistant, certain equipment, travel, etc. The answer will form the basis of your justification for that request.

In the case of personnel do not say much about what they will do, as this is what E7 is for. You need to justify why you are requesting a particular person at the given level.

If you are requesting a Scholarship or Fellowship, justify in terms of qualifications, skills and experience required to carry out the tasks. You should allude to the fact that you believe that there is a graduate program or post doc program within the project being requested.

Salaries

It is not sufficient to claim that certain equipment or personnel costs \$X. Rather, it should be stated, for example, that a full-time technician with a specific level of expertise is required. Similarly, if a Fellowship is being requested, justify 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 for the duration of the Project.

Maintenance/Consumables

- Supplies requested should mesh with methods/experiments.
- Requests for equipment that you might ordinarily expect to be available to a study or that is standard must be justified in terms of the amount of time it is required for in the study and thus not available from the host Department.
- Resources requested from either the ARC or provided by the UNSW should underpin the methodological statements in section E4.

Teaching Relief

Be sure to justify teaching relief in strong terms. This will only be granted in exceptional circumstances, for instance where overseas travel is an absolute requirement in a teaching period.

Equipment

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 written 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. **Note:** UNSW will be expected to contribute part of the funding required for expensive items of equipment.

Travel

Requests for funding to cover the costs of domestic and international travel for CIs, PIs ARC Fellows and research support personnel associated with a project, including for reasons of fostering and strengthening collaborations between participants in Australia and overseas, must be justified in full.

International Collaboration Awards

Requests for ICAs must fully demonstrate how the award will assist researchers to collaborate on the project and justify the reason for the length requested.

C3 Providing Details of non-ARC contributions

You have a maximum of one A4 page to explain how your research is being supported by UNSW and other organisations. Broad support strengthens the case for your project – the section is compulsory and should be used to sell the collaborative nature of your research and demonstrate institutional support. Use the same headings as in column 1 in Part C1

- Where you indicate personnel are being provided their role should be explained at E7 but a justification for the calculation must be provided here.
- In the case of a Scholarship or Fellowship the arrangements for hosting this person in the Department must be referred to as well.
- For Partner Investigators and amounts indicated at Column 4, you need to stress in justifying the Partner Commitments how these items will interact with the study so as to suggest a governance framework for the study that illustrates that there is a strong interaction between the parties.
- If you are using specialist equipment or facilities off campus which you have access to for a special reason then indicate this in column 4 and justify it here.
- Remember the logic of your arguments. Have you described later in Section E what you will do and left anything out here?
- You must also indicate what the University will provide. If you are using labs or equipment this should be explained especially if this is not evident elsewhere. Please note that it is very likely that many assessors will not know the research environments at UNSW. If your research relies heavily on research facilities provided by UNSW, describe them in detail.

COMPLETING PART D OF YOUR APPLICATION: ALL RESEARCH SUPPORT

This is a part of the application that is often incorrectly completed. Please note and observe the following important points:

- This section is used to cross check a number of matters and is critical.
- The ARC wishes to know exactly how many other proposals from all and any funding body each of the named applicants is involved with in each of the specified years, including the current DP funding round. They will use the information to assess your capacity to engage effectively with this discovery project.
- They want to know that progress reports have been submitted for projects currently being funded by the ARC. This points to the project management and time management skills of the participants, capacity to deliver outcomes and may also identify this as a team with a good track record. (N.B. Reports for 2007 ARC funded projects are due on 31 January 2008). This is revisited in D2 where progress statements are required.

D1: Research Support of all Participants

Order of presentation of information:

- The current proposal must be listed first as 'R' (for requested support) under 'Support type' and will be auto-populated into the table. List other proposals in descending date order, with the most recent first. Do not forget to list other applications in this round that any of the named CIs /PIs are also named on.
- If a project was awarded funding for calendar years 2005 to 2007 and funds were carried forward from 2007 to 2008, this project does not need to be listed in D1.

NOTE: ARC projects funded in 2008 should have had progress reports submitted.

Description (All named investigators on any Proposal or grant/project/fellowship on which a participant is involved, project title, source of support, scheme)	(*)	Sup type	ARC Project ID (if applicable)	2008 (\$'000)	2009 (\$'000)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)
The Description column must include: <ul style="list-style-type: none"> • the names of any of the applicants associated with the nominated project • the Title of the project • Fellowship information • the Funding Body ARC-funded projects for which reports have been submitted should be indicated by a Double asterisk (**) after the Description.	Asterisk (*) any items that are in the same area of research as this Proposal.	The descriptors in Column 3 – Support Type are: <ul style="list-style-type: none"> • 'R' for requested support for 2010; • 'C' for current support; and • 'P' for past support. 	The ARC Project ID column applies only to ARC-related Proposals, and current and past ARC-funded projects.	The financial information should include approved allocated funding by year but do not include carried forward funds.				

D2 Statements on Progress of ARC–Funded Projects

Submit this part of the Application Form as additional pages of text.

- Only include statement/s detailing progress for each project held by any of the participants, which received allocated funds in **2008** under the *Discovery Projects*, *Linkage Projects* or *Federation Fellowships* schemes. **These projects will have the prefix DP, LP, FF.**
- Do **NOT** just cut and paste your recent ARC progress reports into this document they serve an entirely different purpose. BUT do make sure the two reports are consistent.
- **Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.**

D2.1 List of the projects that you are providing statements for

Enter the details of each project into the table as a checklist for progress statement/s attached at D2.2.

D2.2 Provide the statements

It is the primary CI's responsibility to obtain all necessary statements from other applicants listed on the application (GMO staff cannot do this for you). There must be a statement for every Discovery, Linkage or Federation Fellowship grant identified with a (**) after the Title in D1.

- **Write no more than one A4 page** for each project that requires a statement and insert them into the Proposal after D2.2.
- **The list must be complete and match the information in D1.**
- Remember that if you have a project carrying forward funding from the final year, this DOES NOT need to be included here or asterisked (**) in the description column of D1.

ARC Expert Advisory Committees read reports on progress very carefully, so don't just dash off a couple of paragraphs.

- Use these reports to demonstrate the capacity of the researchers to deliver results.
- If any listed study arose from previously funded studies or is relevant to this project, say so here and elaborate here then refer in your E2 and E3 to this report.
- Statements should include:
 - research plans and objectives for the period covered;
 - what has been achieved to date (i.e. staff appointments, experiments underway, tests conducted, etc);
 - any attendance to present results;
 - publications, including submitted and in preparation (if published refer to relevant publications list);
 - report on work of any postgraduate student involved
 - If you have experienced any difficulties, explain what they were and how you've overcome them, and what effects these might have had on the original aims of the projects.

COMPLETING PART E—PROPOSAL DESCRIPTION

Submit this part of the Application Form as additional pages of text.

General Advice

- Part E may not be more than 10 A4 pages set in 12 point font, although your references can be presented in 10 point font.
- References should form part of the 10 pages of text. Use numbers for referencing as this saves space in the main body of the text.
- Minimum 2 cm margins all around.
- All copies are scanned electronically at low resolution. Fine graphics and grey scale are not recommended as they may not be precisely reproduced.
- Make sure your text is "inviting to the eye". If it is well set out with space between paragraphs, indented first lines of paragraphs, etc, the assessor will be more likely to *want* to read it.
- Don't let the references interrupt the flow of the prose. Instead, number the references at E8 and insert the relevant numbers into the text at the appropriate point.

Who will read your application, and this section in particular?

- Not all of the 10 to 12 panel members will read your application from start to finish. Your proposal will be assigned to two panel members who will have "responsibility" for your application. The two panel members will assign assessors, read assessors' reports, your applicant rejoinder, and then make a recommendation for funding (or not).
- You need to get your two designated panel members on-side quickly and convince them of the importance of the research!
- The two designated panel members will not necessarily be experts in your field, so explain the research in such a way that they will understand what you plan to do and why it's important.
- Each set of panel members will be making the case for funding of the applications they are responsible for. The majority of applications will be borderline cases, and the panel members argue their cases against one another. Make this easy for them by including good summaries, expressing your ideas clearly and identifying the significance and projected outcomes at every opportunity.

Rough Page Guide

- | | |
|-------------------------------|---------------------|
| • Aims and Background | 1 to 2 pages |
| • Significance and Innovation | 1 page each, max 2 |
| • Approach and Methodology | 2 pages each, max 4 |
| • National benefit | 0.75 page |
| • Communication of Results | 0.25 page |
| • References | 1 page |
| | Total 10 |

ARC INSTRUCTIONS TO APPLICANTS	ADVICE FROM UNSW RESEARCHERS AND ADMINISTRATORS	USEFUL REFERENCES AND LINKS
<p>E1 Proposal Title This must be the same as in Part A2 of the Application Form.</p>		
<p>E2 Aims and Background Describe the aims and background of the Proposal.</p> <p>Include information about recent international progress in the field of the research and the relationship of this proposal to work in the field generally.</p> <p><u>Refer only to refereed papers that are widely available to national and international research communities.</u></p>	<p>Make sure you provide a concise statement of the aims of the project in the first paragraph.</p> <p>Your panel champions need to be able to take what you say and inform the rest of the Panel about the purpose and value of your research and not all of the Panel will have a thorough disciplinary understanding. Therefore avoid technical or discipline specific language in E2 and E3. Tell a story about your research, as you would if you were talking about it to an intelligent lay person at a social gathering.</p> <p>This section should include a short review of the literature on the topic summarising where others are at and alluding to the contribution you will make. Note the ARC's new advice to concentrate on higher order references.</p> <p>Hint: Think of this as the departure point. What is known to date and where you hope to take things? Summarise this at the end of E2 to launch into your significance. As a rough guide use NO MORE than 1 to 2 pages.</p>	
<p>E3 Significance and Innovation Describe how the research is significant and whether the research addresses an important problem.</p>	<p>What is the important problem the research will address?</p> <p>Is the research you plan to undertake based on an original idea?</p>	

<p>Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the Proposal aims and concepts are novel and innovative.</p> <p>Detail what new methodologies or technologies will be developed in the course of the project.</p> <p>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 A6.1).</p>	<p>The ARC readers have approximately twenty applications each to read. They are not going to get excited by something that, while interesting, is really only an incremental improvement on something that already exists.</p> <p>What contribution will the project make? What is new here? The idea, the methodology, or both? Be specific NOT general, i.e. what are the novel outcomes and why are they significant?</p> <p>If you have nominated a priority area, then discuss this here as well.</p> <p>Why will it be important for a Fellowship or Scholarship to be involved in this project? If you are applying for a Fellowship please stress here, in about one paragraph, how the Fellowship is the best vehicle to deliver the research results and why it is important for Australia to have fellowships in the planned research area.</p>	
<p>E4 Approach and Methodology</p> <p>Outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the Proposal. Include a research plan and proposed timelines.</p> <p>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 or, if ARC-supported, as part of the single page report required under D2.</p>	<p>You need to indicate here how you will undertake your study AND why you have chosen this approach.</p> <p>Bear in mind the budget items (including personnel) you have asked for – this section should make clear their role and importance.</p> <p>It is especially important if the study is to be conducted at numerous sites that this is indicated, including some comment on its management across sites.</p> <p>Methodology should prove that you not only know what you intend to do, but that you actually know how to do it. Justify your approach properly and</p>	

<p>Do not send copies of manuscripts with the Proposal. A copy will be requested if required.</p>	<p>with references if possible, so as to confirm to your assessors that you know how best to achieve the results you indicated.</p> <p>Make sure your research plan is focussed and systematic.</p> <p>The experimental design should be original, appropriate, valid, carefully and clearly designed, straightforward, well organised and logical.</p> <p>Methods should correspond to the specific aims of the project.</p> <p>Demonstrate that you are aware of any potential difficulties, and how they can be overcome; suggest alternatives that are logical and appropriate.</p> <p>Include a Gantt chart or timeline. If this study provides a training opportunity for a Fellowship or Scholarship then indicate what that is here.</p> <p>NOTE: Only use diagrams and figures that will photocopy and pdf well. Test them, most do not.</p>	
<p>E5 National Benefit Describe the expected outcomes and likely impact of the proposed research.</p> <p>Describe how the Proposal might result in any economic, environmental and/or social benefits for Australia.</p> <p>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 Proposal to</p>	<p>This is worth only 10%, but it could be the 10% you need to push you over the funding line.</p> <p>Ensure that if you nominated a National Priority Area in A6.1 it is addressed in this section.</p> <p>You need to indicate here why this study is significant to the discipline and to the Australian Economy and Society. Environment? Culture?</p> <p>If you have nominated a Fellowship or Scholarship then please indicate how training in this area will</p>	

<p>contribute to the associated Priority Goals.</p>	<p>be of value to Australia.</p> <p>Use more than a couple of sentences, rough guide suggests 0.75 page</p>	
<p>E6 Communication of Results</p> <p>Outline your plans for communicating the research results to other participants and the broader community, including scholarly and public communication and dissemination.</p>	<p>Think of something different to put here in addition to the standard requirements of journal and conference publishing.</p> <ul style="list-style-type: none"> • What about in house seminars for training in the University for undergrads? • What about media interest? • What about talks to school students, particularly Years 11 and 12, as a way of influencing their choices of courses of study at university. • What about the potential products/changes that may arise due to the study? • Talk about possible commercialisation or an exhibition of work. <p>Hint: If you have argued earlier that your project is of National Benefit, argue how the dissemination of outcomes of your research will be of benefit to population, wider scientific community, etc.</p> <p>Be consistent with your stated aims and outcomes, the communication strategy should relate to what you maintain the impact of the research will be.</p>	
<p>E7 Role of Personnel</p> <p>Summarise the role, responsibilities and contributions of each Chief Investigator, Fellow and Partner Investigator.</p> <p>Summarise the roles and levels of involvement of other participants, for example technical staff and Research Associates.</p>	<ul style="list-style-type: none"> • Do include personnel not identified in Section B who should be in here e.g. named PhD students, collaborators who cannot be named investigators etc. Have a separate paragraph or dot point for each participant. • Identify the role each person including the Chief Investigators, Fellowship and Scholarship holders and any research assistants will play in 	

<p>Fellowship candidates who are neither Australian citizens nor residents should provide a statement demonstrating the special skills that they would bring to research in Australia.</p>	<p>the study.</p> <ul style="list-style-type: none"> • Explain what each of you will do and how you will work as a team. • Make sure it all ties in with the methodology and the budget • Don't include a lot of details of track record and experience; this is what B10, C 2 and C 3 are for. • If you have someone in the Department or in a Central facility at the Uni that will contribute mention them in C3 as part of the University's contribution and then mention them here. 	
<p>E8 References Include a list of all references, including relevant references that refer to participants' previous work. This list, which must be in at least 10 point font, must be included within the 10 page limit for Part E of the proposal.</p>	<p>It is better not to use more than one page for references</p>	

Where to from here?

Please finalise as much of your application in GAMS and validate it by hitting the 'validate' button (correcting any errors the GAMS system picks up). Then print as .rtf from GAMS, save it to your hard drive, then submit the .rtf with additional sections B10, C2, C3, D2 and E electronically to mygrants.gmo@unsw.edu.au There is no need to hit 'local submit' at this stage because GMO will provide feedback and you may need to make changes to your GAMS form.

When you have taken into account all feedback provided and you are happy that your application is complete, then hit 'local submit' in GAMS. You should then submit one original and two page numbered hard copies of your application to GMO. Note: If you provide your application to us after 9 February, volumes of applications may prevent us from giving your application the attention it deserves.

ALL APPLICANTS ARE TO ENSURE THEIR APPLICATION HAS BEEN LOCALLY SUBMITTED ON GAMS AND MUST PROVIDE ONE ORIGINAL AND TWO PAGE NUMBERED HARD COPIES OF THEIR APPLICATION TO THE GRANTS MANAGEMENT OFFICE BY THIS DATE.

APPLICATIONS WILL RECEIVE A FINAL REVIEW TO ENSURE ALL SECTIONS ARE IN ORDER AND WILL BE BOXED FOR DESPATCH TO THE ARC BY COURIER ON TUESDAY 3 MARCH FOR ARRIVAL BY THE ARC DEADLINE.