

Grants Management Office



**ARC
Linkage Projects 2010
Round 2
Compliance Session**

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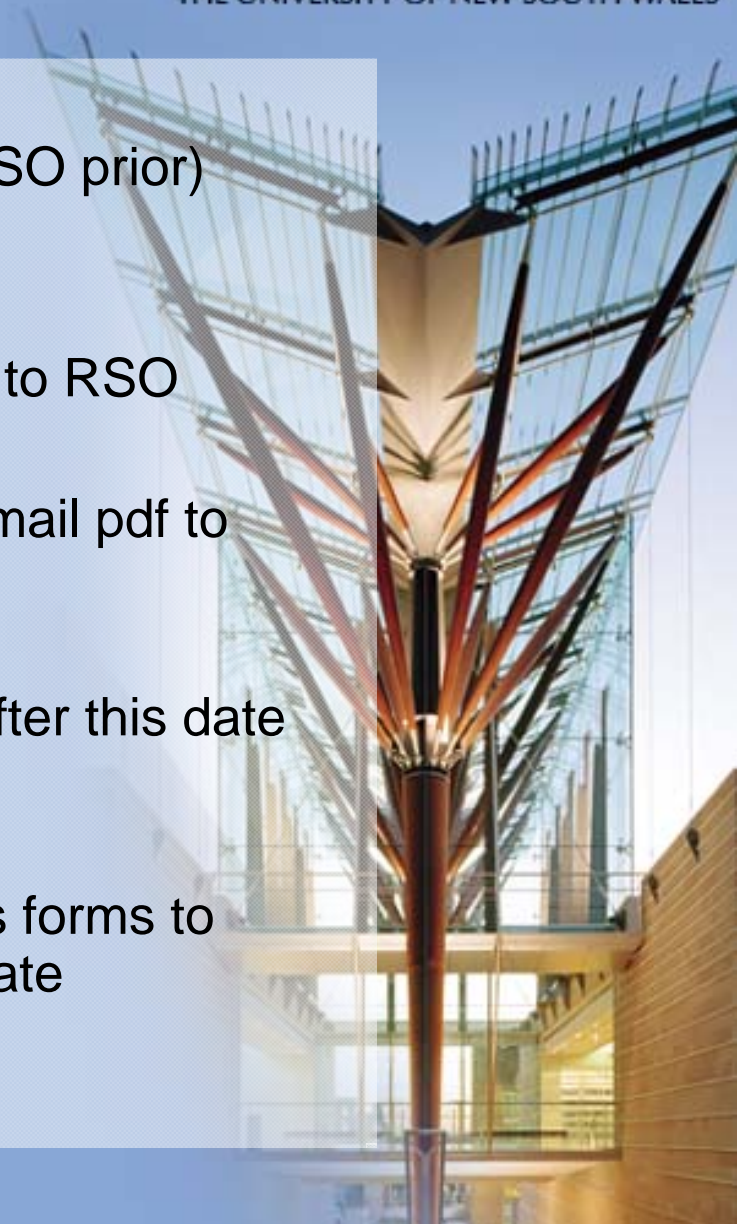
Agenda

- **Significant Dates**
- **Resource Kit**
- **Eligibility Exemption**
 - RMS demo
- **Supporting Documentation**
- **Creating a Proposal**
 - RMS demo
- **RMS Compliance by Section**
 - RMS demo
- **Submission Procedure**
- **Common LP Eligibility Issues**
- **Who to Contact?**



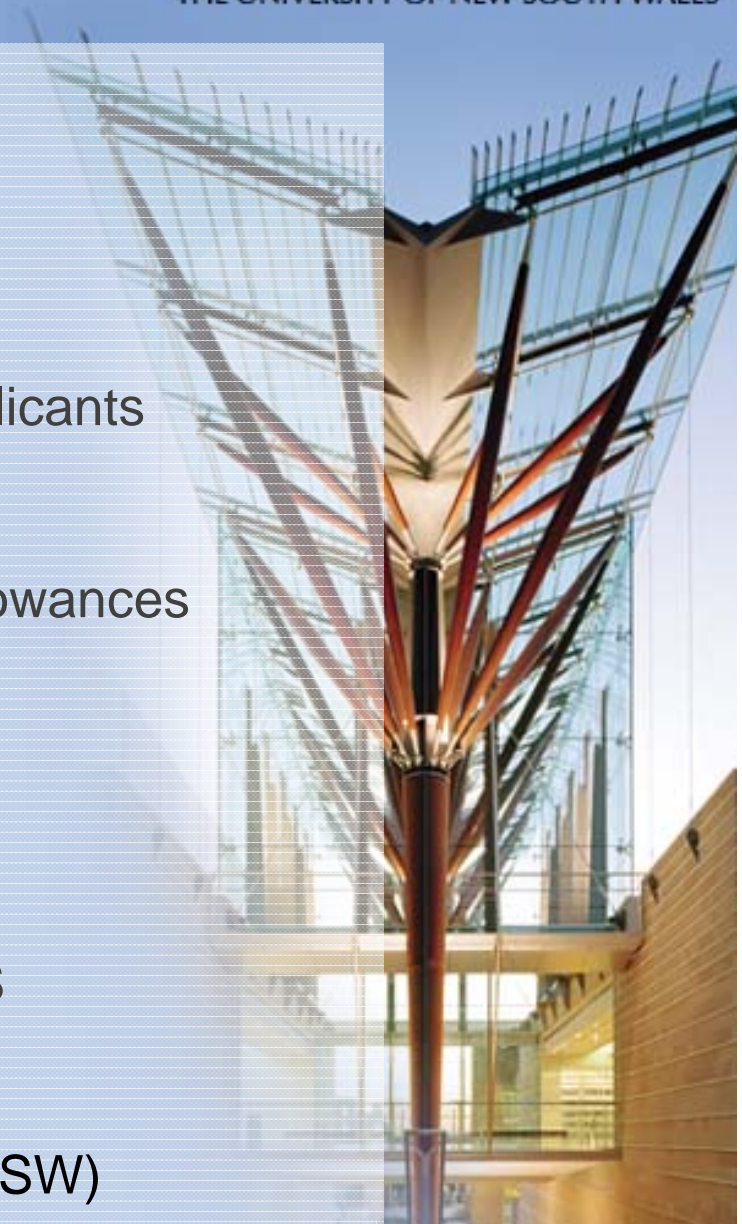
Significant Dates

- **Eligibility Exemption**
 - *Fri 9 Oct* - GMO Internal (Discuss with RSO prior)
 - *Wed 14 Oct* - ARC Closing Date
- **Strategic & Compliance Advice**
 - *Mon 19 Oct* - Complete draft submission to RSO
- **Compliance Advice Only**
 - *Mon 26 Oct* – RMS Submit to GMO & e-mail pdf to mygrants.gmo@unsw.edu.au
- **Final Compliance Check**
 - *Thurs 12 Nov* – Applications submitted after this date will not be checked by GMO
- **ARC Submission**
 - *Fri 13 Nov* – Send Request not to assess forms to GMO. ARC to receive by proposal due date
 - *Wed 18 Nov* – ARC Closing Date



Resources Kit

- www.gmo.unsw.edu.au
- Link to **Applying for Funds – ARC - LP**
- **Resource Kit Includes**
 - Compliance Checklist used by GMO
 - Partner Organisation Request Form
 - ARC Funding Rules / Instructions to Applicants
 - ARC Eligibility Exemption Request Form
 - ARC Request not to Assess Forms
 - UNSW Travel Procedure – Per Diem Allowances
 - FOR / SEO Classification Codes
 - Linkage Step by Step Guide
 - Investigator / Partner Eligibility Checklist
 - Partner Organisation Template letter
 - Section F: Track Record - Advise Sheet
 - Linkage Application Ordering under RMS
 - UNSW Academic Salary Scales
 - UNSW General Salary Scales
 - Fellowships Salary Scales (ARC and UNSW)



Eligibility Exemption

- Relate to the eligibility of
 - investigators, fellowship candidates, organisations, and/or medical and dental research
- Submitted through RMS
 - *Fri 9 Oct* (Compliance checked by GMO)
 - *Wed 14 Oct* (Submitted to ARC)
- Each Request
 - Relates to a **single eligibility issue only.**
 - Proforma must be merged with the associated supporting documentation and uploaded into RMS as one PDF
- RMS Demonstration
- Eligibility Advice Numbers are entered in the application



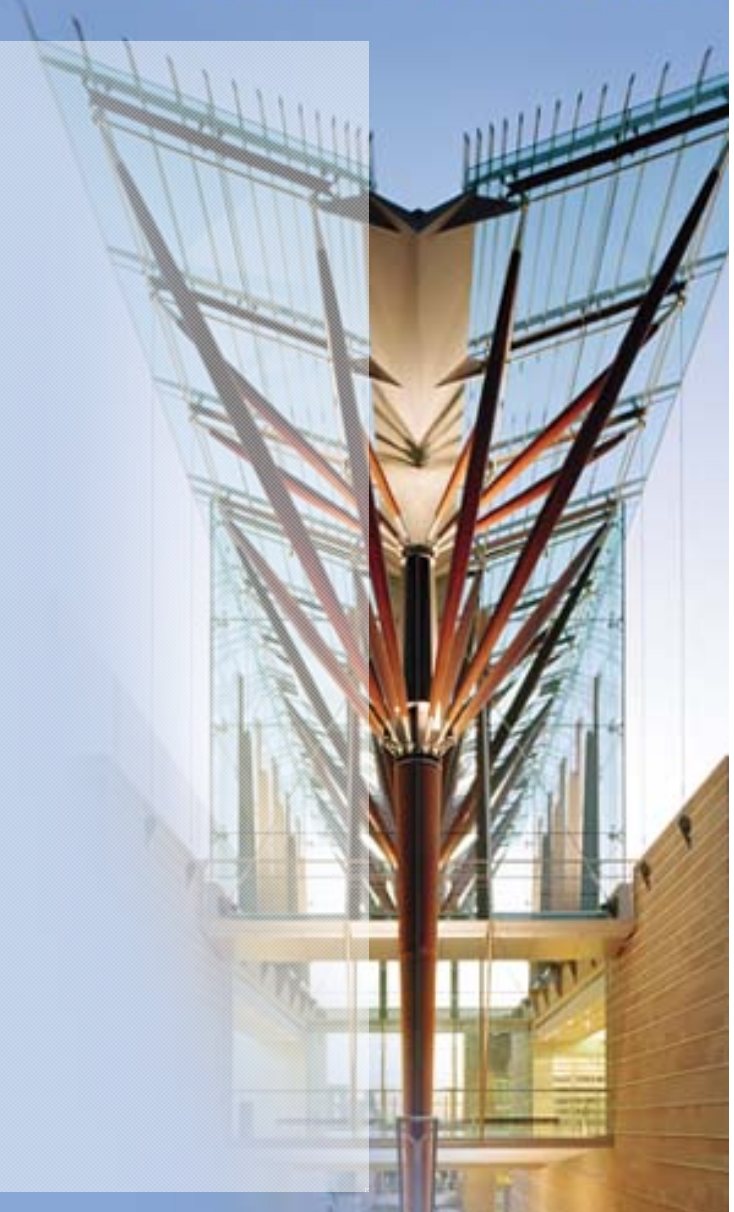
Supporting Documentation

- **Gather all Supporting Docs Early**
 - **Track Record Information**
 - » F13-F17 for all CIs, APDIs and pref PIs
 - **CRC Letter**
 - » F7 - Letter from Centre Director (One Page)
 - **Past Funding for each participant**
 - » H1 – ARC past funding
 - » H2 – Other agencies past funding
 - **Progress Reports for each participant**
 - » I1 – If been awarded funding for 2008 under DP, LP, FF
 - **Partner Organisation Support Letter**
 - » G5 – Example on GMO website
 - **Proforma Certification**
 - **Grant Application Lodgement form (GALF)**



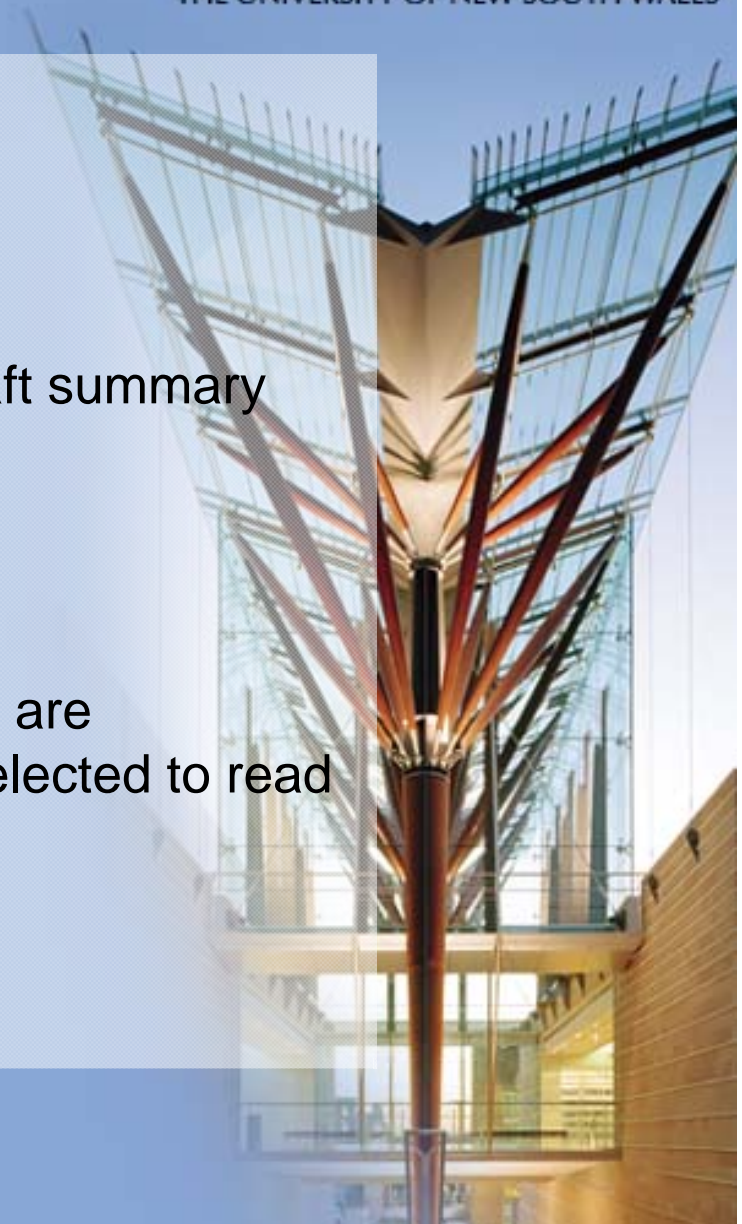
Creating a Proposal in RMS

- Demonstration – RMS Tips
 - 20 Minute Time Out
 - Do Not Use Back Button
 - Pre-populated Personal Details
 - E-mail address
 - Employment,
 - Classification
 - Qualification information
 - Proposal name vs Proposal Title
 - Adding Participants
 - Adding Organisations
 - Partner, Other Eligible, Other
 - PDF Formatting Requirements
 - Directly generate
 - Coloured / Detailed Graphics



RMS Compliance Tips

- **GMO Compliance Checklist**
- **Part A – Admin Summary**
 - A3 – Participant order determined by draft summary page
- **Part B - Classifications**
 - B2 – Select FOR codes carefully as they are considered when assessors are being selected to read the proposal



RMS Compliance Tips (cont)

■ Part C – Project Description

– Use Headings in order below:

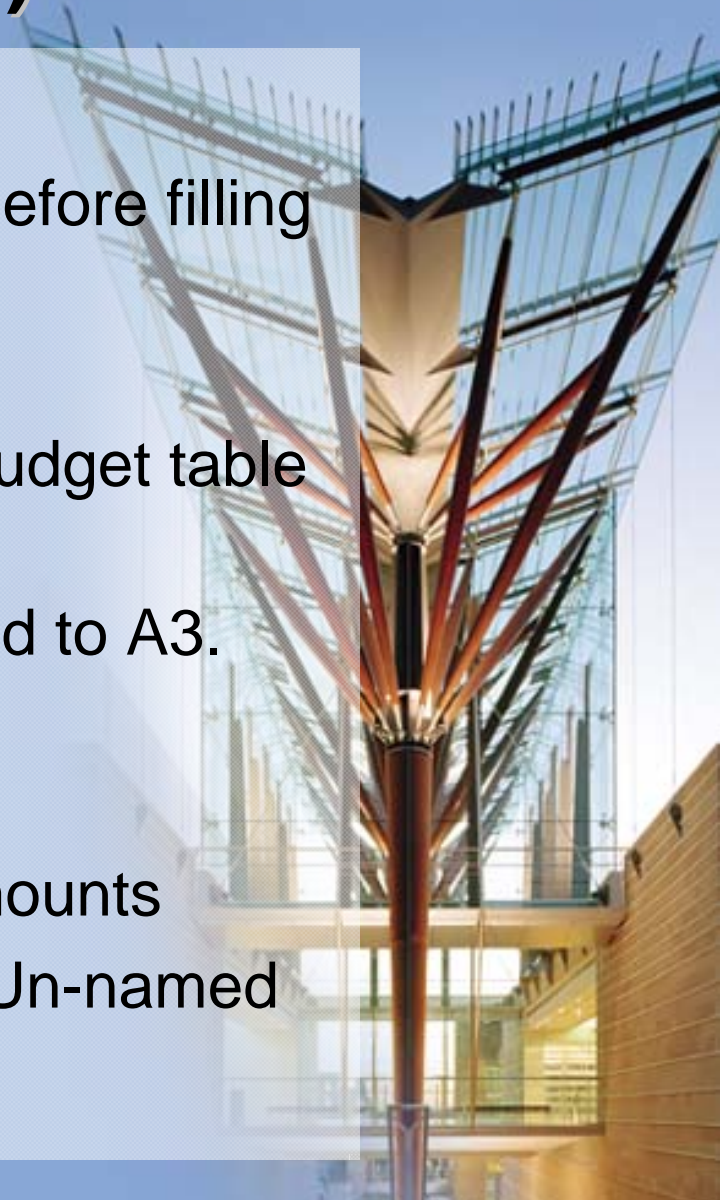
- » Aims and background
- » Significance and Innovation
- » Approach and Training
- » Nation Benefit
- » Partner Organisation Commitment and Collaboration
- » Communication of Results
- » Role of Personnel
- » References
 - References only may be in 10 point font



RMS Compliance Tips (cont)

■ Part D – Project Cost

- All organisation should be added before filling out budget
- Do not include GST in your costs
- Items can only be added in ARC budget table even if ARC contribution is zero.
- APDI and LIF candidates are added to A3. Budget lines are then present
- Salaries must include 28% on cost
- Do not build indexation into the amounts
- APAI and APAI-IT added through Un-named Remunerated Participant



RMS Compliance Tips (cont)

■ Part D – Project Cost (cont)

- Budget Table lists from year 1 to 5. Only enter info in years being sought
- Teaching Relief – only CI eligible
- Equipment – HW/SW >\$1000 per year. Include installation.
- Maintenance – Consumables and Equipment < \$1000 per year.
- Travel – costs clearly designated



RMS Compliance Tips (cont)

Min Partner Org Contribution Requirements

Does the Proposal seek funding for one or more APAI/APAI-ITs only (i.e. ARC stipend funding only; project costs are not sought from the Commonwealth)?

Yes

No

- Combined Partner Organisation(s) **Cash** Contribution must be at least **20 per cent** of the total amount sought from the Commonwealth.

- Combined Partner Organisation(s) **in-kind** contribution must be at least **20 per cent** of the total amount sought from the Commonwealth.

Does the Proposal seek funding of **\$500,000 or more in any year** from the Commonwealth?

Yes

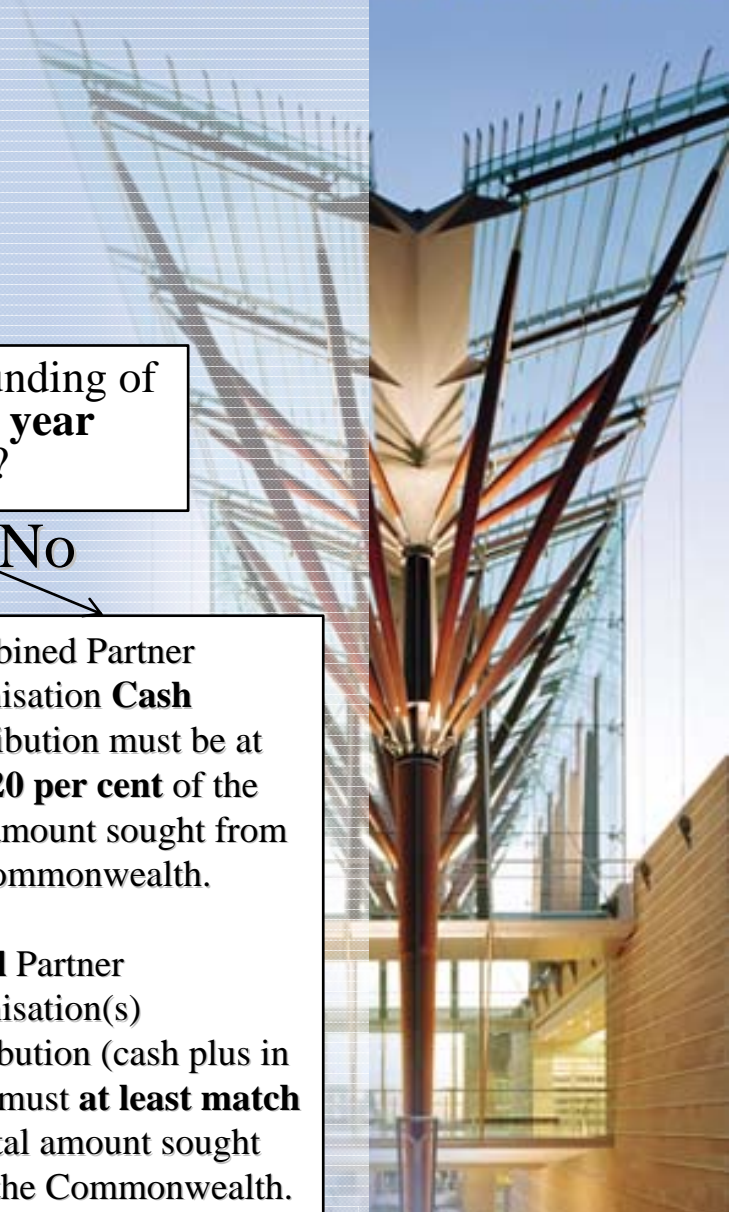
No

- Combined Partner Organisation **Cash** Contribution must be at least **50 per cent** of the total amount sought from the Commonwealth.

- **Total** Partner Organisation(s) contribution (cash plus in kind) must **at least match** the total amount sought from the Commonwealth.

- Combined Partner Organisation **Cash** Contribution must be at least **20 per cent** of the total amount sought from the Commonwealth.

- **Total** Partner Organisation(s) contribution (cash plus in kind) must **at least match** the total amount sought from the Commonwealth.



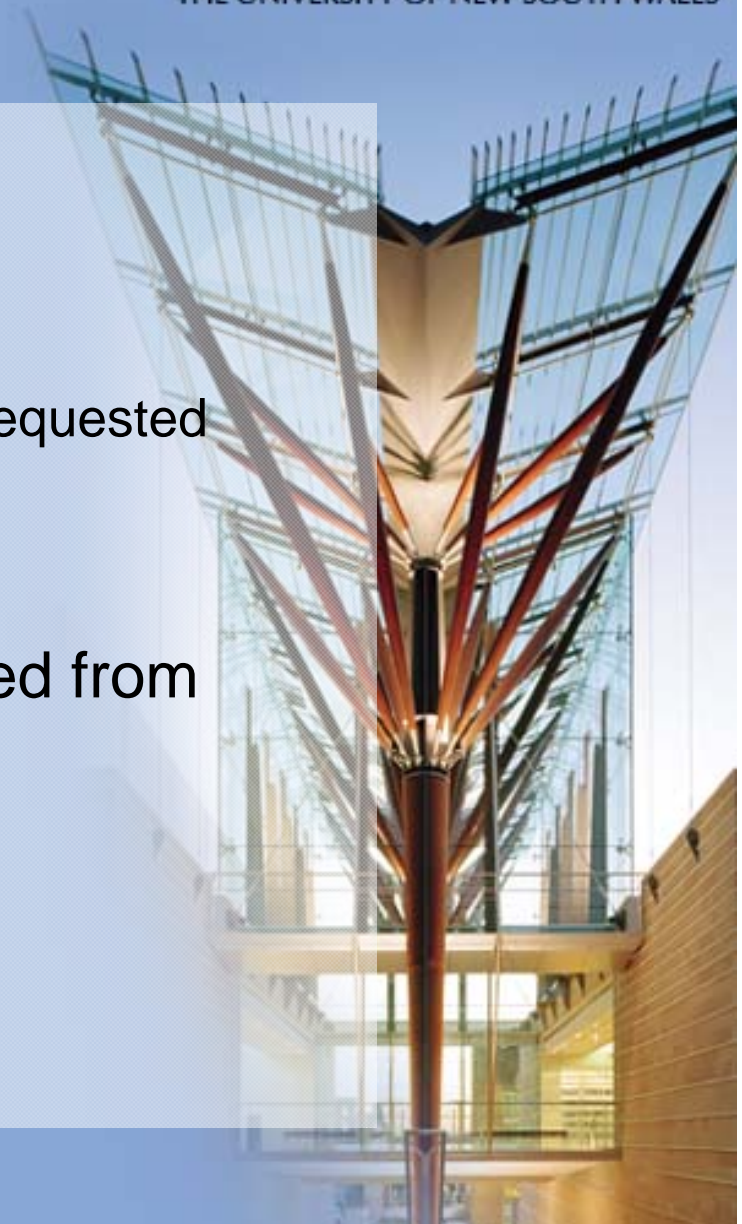
RMS Compliance Tips (cont)

■ Part E – Budget Justification

- E1 and E2
 - » Do not exceed 2 x A4 pages
 - » Include same headings as the ARC requested budget table

■ Part F – Personnel

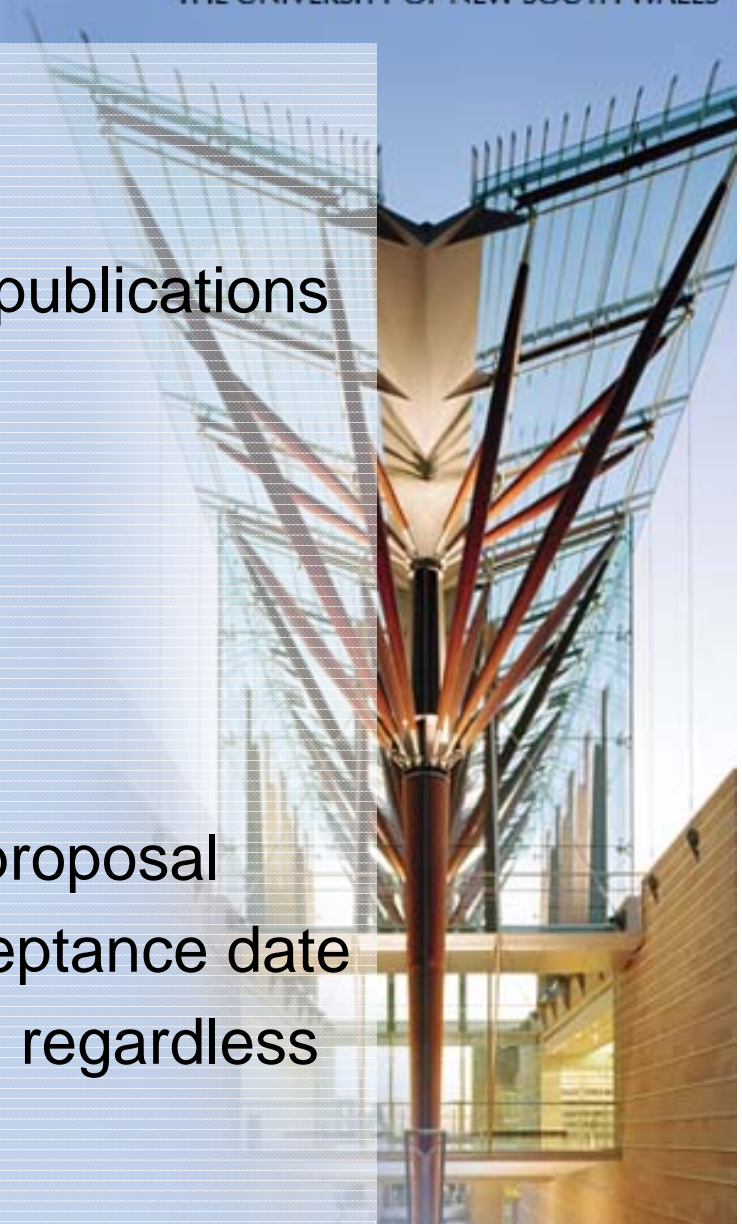
- F1, F2, F5, F10, F11 Auto populated from participant profiles
- F9 PhD Award / Submission date



RMS Compliance Tips (cont)

■ Part F – Personnel (Cont)

- F14, No more than 20 pages
- Last 5 years of recent significant publications
- Headings and in the order of
 - » Books
 - » Book Chapters
 - » Refereed Journal Articles
 - » Refereed Conference Papers
 - » Other Publications
- Asterisk publications relevant to proposal
- In-press publications include acceptance date
- F15 – 10 best career publications regardless of date. 3 x A4 pages max



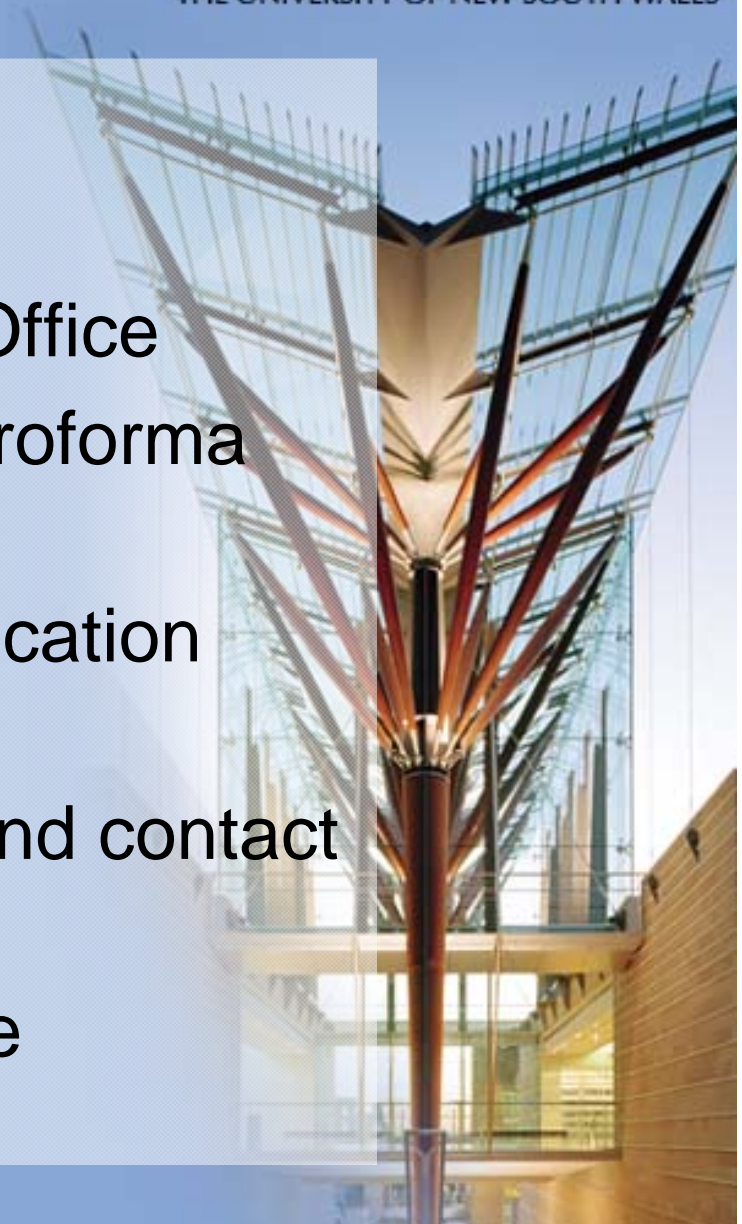
RMS Compliance Tips (cont)

- Part G – Partner Organisation Details
 - Upload Partner Letter
 - » Template on GMO website
- Part H – Research Support
 - Current proposal listed first
- Part I – Statement on Progress
 - Shows valid on summary screen even when no information entered
- Part J – Additional Details
 - J3 enter eligibility exemption advice except for fellowships (F21) and Partnerships (G4)



Submission Procedure

- RMS Complete & Valid
- Generate PDF
- Submit Proposal to Research Office
- Send hardcopy of GALF and Proforma Certification to GMO
- We compliance check the application once 'Office Submitted'
- If problems we will un-submit and contact you for changes
- If okay we will 'ARC Submit' the application.



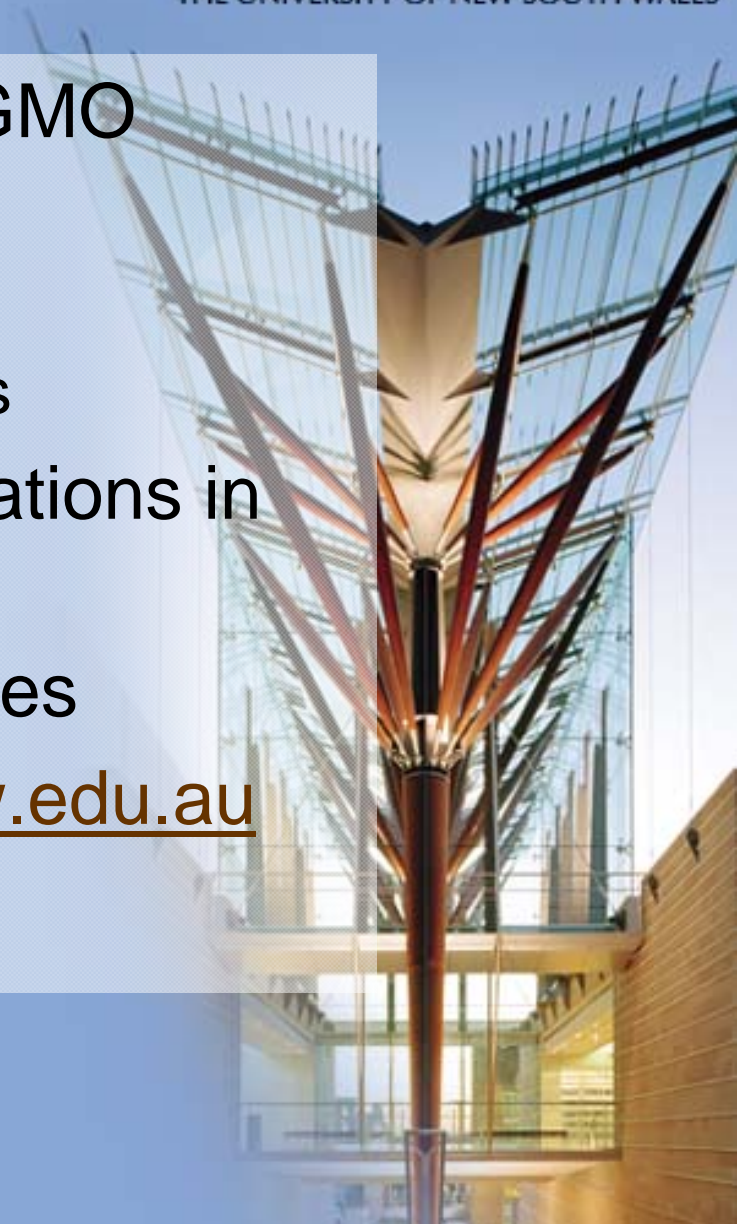
Common LP Eligibility Issues

- The Proposal contained information that was incomplete, inaccurate, false or misleading. **FR Section 11**
- The Proposal failed to meet one or more format or other submission requirements. **FR Section 11.3**
- The maximum number of Proposals and projects permitted (in 2010) was exceeded by a nominated researcher on the Proposal. **FR Section 6.6**
- The Proposal has a Partner Investigator/Chief Investigator/Fellowship Candidate who does not meet the eligibility criteria specified for that role. **FR Section 8**
- The Proposal sought funding for an area of investigation which is not permitted under **FR Sections 6.4 – 6.5** and **Section 9.4**. Section 9.4 refers to the 'Funding of Medical and Dental Research'.
- The Proposal does not include the requisite CRC letter, pursuant to **FR Sections 8.5.9 or 9.3**, from a Centre Director.

Make sure you

- Read all the resources on the GMO website. In particular:
 - 2009 LP Funding Rules
 - 2009 LP Instructions to Applicants
- Look through successful applications in UNSW RSO Library
- Consult the relevant salary scales

Links available at www.gmo.unsw.edu.au



Application Questions?

- **Strategic Advice – RSO**

- James Walsh j.walsh@unsw.edu.au

- **Compliance Advice - GMO**

- **Team Leader: Science, FASS, COFA**

- Laura Wooden l.wooden@unsw.edu.au

- **Team Leader: Medicine**

- Deirdre McKay deirdre.mckay@unsw.edu.au

- **Team Leader: Engineering, ASB, FBE, Law, ADFA**

- Louise McDonald louise.mcdonald@unsw.edu.au

- **RMS Assistance**

- Selcuk Savas s.savas@unsw.edu.au or

- rms@arc.gov.au

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