



Australian Government

Australian Research Council

LINKAGE PROJECTS

Instructions to Applicants
for funding commencing in July
2010 Round 2

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Australian Research Council Linkage Projects

Instructions to Applicants for funding commencing in July 2010 (Round 2)

This document is intended to provide information to assist Applicants in the completion and electronic submission of *Linkage Projects* Proposals for funding commencing in July 2010 (Round 2). The associated Proposal documentation must comply with the ARC *Linkage Projects* Funding Rules for funding commencing in 2010 (the Funding Rules).

The information in this document is underpinned by the Funding Rules, which contain further details on the funding of ARC *Linkage Projects*. Please review the Funding Rules (available on the ARC website at <http://www.arc.gov.au/>) before preparing the Proposal.

Matters to note before completing the Proposal form

Proposals are the prime source of information available to ARC assessors, for example, College of Experts Members, and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for assessment of the Project without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web, unless requested by the ARC. All details in the Proposal must be current at the time of submission.

Proposals are to be completed and submitted through the ARC Research Management System (RMS) and submitted by an Eligible Organisation (see Appendix C in the Funding Rules for the list of Eligible Organisations). An organisation not listed in the Funding Rules as an Eligible Organisation at Appendix C is not eligible to be an Administering Organisation.

ACCURACY OF INFORMATION

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

INCOMPLETE OR MISLEADING INFORMATION

If the Proposal is incomplete, inaccurate or contains information that is considered false or misleading, the ARC may, in its absolute discretion decide to not recommend the Proposal for approval, and it may constitute an offence under Commonwealth criminal law.

CONFIDENTIALITY

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

PRIVACY

Information contained in the Proposal is assessed in order to make recommendations to the Minister on the allocation of financial assistance under the *Australian Research Council Act 2001* and for post award reporting. The information collected may be passed to third parties for the purposes of obtaining a peer review assessment of the Proposal. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade, the Department of Innovation, Industry, Science and Research, the Department of the Environment, Water, Heritage and the Arts, the Department of Education, Employment and Workplace Relations, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans' Affairs for the purpose of checking eligibility. In other instances, information in this Proposal can be disclosed without your consent where authorised or required by law.

The ARC is bound by the provisions of the *Privacy Act 1988*. Section 14 of the *Privacy Act 1988* contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information. In brief, the ARC should ensure that:

- personal information is collected in accordance with IPPs 1-3;
- suitable storage arrangements, including appropriate filing procedures are in place;
- suitable security arrangements exist for all records containing personal information;
- access to a person's own personal information held by the organisation is made available to the person at no charge;
- records are accurate, up-to-date, complete and not misleading;
- where a record is found to be inaccurate, the correction is made;
- where the person contends that a record is inaccurate, and it is found to be accurate, the details of the request for amendment are noted on the record;
- the personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by IPP 10; and
- personal information is only disclosed in accordance with IPP 11.

THE PROCESS

Items to note:

1. The Proposal must be created using RMS accessed through the ARC website at <http://www.arc.gov.au>.
2. The Proposal must be electronically submitted through RMS by an Eligible Organisation (refer to Appendix C of the Funding Rules). The Eligible Organisation's Research Office will electronically certify the Proposal submission, in accordance with Section 11.6 of the Funding Rules. Note that Proposals are no longer to be submitted in paper form.
3. Pre-Submission Eligibility Exemption/Advice Requests must be electronically submitted to the ARC through RMS by the due date for each *Linkage Projects* round as advised in the 'Key Dates' section of the Funding Rules.
4. *Request Not to Assess* (for requesting the non-use of a potential assessor) must be submitted to the ARC via the Eligible Organisation Research Office by the due date for each *Linkage Projects* round as advised in the 'Key Dates' section of the Funding Rules. The Request Not to Assess form is available on the ARC website at http://www.arc.gov.au/applicants/request_notassesform.htm.
5. Key dates within the *Linkage Projects* cycle are listed in Table 1 below.

Table 1. LINKAGE PROJECTS CYCLE 2009/2010

2010 Round 2	Event
Wednesday 14 October 2009 (5:00 pm AEDT)	ARC closing date/time for ARC Eligibility/Exemption Advice Requests.
Wednesday 18 November 2009 (5:00 pm AEDT)	ARC closing date/time for submission of Proposals. ARC closing date/time for Request Not to Assess forms.
February 2010	Proposal assessments available for written rejoinder. (Dates will be advised via the Research Network email and on the ARC website).
Approximately 2 weeks after assessments are made available	ARC closing date for submission of rejoinders. (Dates will be advised via the Research Network email and on the ARC website).
April 2010	College of Experts review assessments, rejoinders and make recommendations for funding.
May 2010	<i>Linkage Projects</i> outcomes advised to Applicants.
28 days following date of advice to Applicants	ARC closing date for appeals.
8-10 weeks after closing date for appeals	Outcome of appeals advised to Applicants.

FORMAT

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

All pages of additional text (uploaded in PDF form) must be as follows:

- Black type;
- Single column;
- White A4 paper size with 2cm margin on each side and at top and bottom;
- 12 point highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used. References only may be produced in 10 point font;
- Directly generated rather than scanned, if possible, to maximise the quality of reproduction.

Colour graphs or colour photographs may be included but may be printed in black and white for assessment purposes.

PROPOSAL AUTHORISATION

The Proposal must be certified and submitted online through RMS by the appropriate organisational delegate. The Eligible Organisation is required to obtain the agreement and relevant certifications/hand written signatures of all parties necessary to allow the proposed research to proceed. A pro forma certification form is available for this purpose on the ARC website

(http://www.arc.gov.au/ncgp/lp/lp_certification.htm) – this form is not submitted with the Proposal. This form is to be retained by the Eligible Organisation and must be made available to the ARC upon request. See Section 11.6 of the Funding Rules for more information on certification.

FURTHER ASSISTANCE

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

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

Preparing the Proposal

The Proposal is prepared and submitted through RMS. For more information visit the ARC website at <http://www.arc.gov.au>.

- To access and/or amend Proposal information, all Proposal Participants, including Chief Investigators (CIs), Partner Investigators (PIs), Australian Postdoctoral Industry Fellowship (APDI) candidates and support staff involved in the preparation of a Proposal require an RMS User ID and password.
- The RMS User ID and password must be applied for online by contacting the Eligible Organisation Research Office in the first instance, or through the RMS Login Page.
- Previously allocated RMS User IDs remain valid. Researchers do **not** have to apply for a new RMS User ID each year, and nor do people with assessor-only logins.

Participants who are not currently academic staff members of Eligible Organisations should seek their RMS User ID and password from the nominated Eligible Administering Organisation. Alternatively, Participants may request an account through RMS Login Page (Request New Account link). Instructions to assist researchers in the process are available using the 'Help' link on the 'Request New Account' page.

Creating a new Proposal in RMS

- A new draft proposal is created through accessing a Participant's RMS Home Page.
- Participants must have the role of 'Participant' to be able to create a draft proposal. The Eligible Organisation Research Office can update a Participant's role.
- Once in RMS, click on 'Create Draft Proposal' and select the appropriate scheme and round. For ARC Round 2 *Linkage Projects* for funding commencing in June 2010, select 'LP10 Round 2'.
- Enter a Proposal name and click on 'Create Proposal' to create a draft.
- **Please note that the Proposal name is a unique identifier and is not the Proposal title.** Once saved, the 'Draft Proposal Summary' page will appear to enter further details of Participants, and to enter details into each component of the Proposal form.
- Once a draft Proposal has been created, a Proposal ID will be automatically allocated by RMS.
- Access the created draft Proposal from the homepage by clicking on 'Draft Proposals'.

Note: The Proposal form is a series of components accessed via the ‘Draft Proposal Summary Page’; it is not a single form updated and saved in one session. Please ensure that the Proposal is **saved regularly**. Do not navigate away from any form page without saving. The system will automatically time out after 30 minutes of inactivity. A warning message will appear after 15 minutes of inactivity.

Adding Participants and Organisations

Participants and Organisations are added via the ‘Draft Proposal Summary Page’. Each Participant must be specifically invited to participate and may either accept or reject the invitation. Only the proposal owner may invite Participants or organisations.

Note: Before inviting Participants please enter the Proposal Title and Summary of Proposal in Part A. Adding this information will enable the invited Participants to identify the Proposal for acceptance. If this information is not entered the invited Participants will only be able to identify a Proposal by the Proposal author name.

Each Organisation must be listed. Organisations do not need to accept or reject, however agreement from all Organisations including the Eligible Organisation must be included in the Proposal. Further instructions are detailed at Part G.

Add Participants as follows:

- **Please ensure that the project leader is entered first. The order that individual researchers are entered in the ‘Draft Proposal Summary’ page is the order that these researchers appear in Part A3.**
 - NOTE: If the Participant named as Project Leader is to be removed from the role or from the Proposal, this Project Leader must first ‘Transfer Ownership of this Draft Proposal’ to a new Project Leader. The link enabling this transfer is found on the ‘Draft Proposal Summary’ page.
- **Individual Participant**

Click on ‘Add person Participant’ and select type of role. **Note:** Successfully inviting a person to participate requires their **Person ID** (this is **not** their RMS User ID) and their family name. Your Person ID appears in your Personal Details page.

If a person does not have a profile in RMS, this must be created by the Research Office of an Eligible Organisation (refer Appendix C of the Linkage Projects Funding Rules for the list of

Eligible Organisations). If a researcher does not have a Research Office or equivalent unit, he/she should email rms@arc.gov.au at the ARC for assistance.

- **Administering Organisation**

Note: if the Proposal is successful, the Eligible Organisation submitting the Proposal will be responsible for the administration of the project and referred to as the Administering Organisation.

- Click on ‘Add Organisation Participant’ and select Administering Organisation. This information will auto-populate into A1 of the Proposal form.

- **Other participating Organisations**

- Click on ‘Add Organisation Participant’ and select type of participating organisation.

There are three types of other participating Organisations (i.e. those other than the Administering Organisation) available in RMS for Linkage Projects Proposals:

1. Partner Organisations - those organisations who will be contributing towards the minimum Partner Organisation cash and in-kind requirements – see Appendix E of the Funding Rules. Note that Partner Organisations must satisfy the requirements detailed in Appendix E of the Funding Rules;

2. Other Eligible Organisations – those organisations who will not be contributing towards the minimum Partner Organisation cash and in-kind requirements but are Eligible Organisations listed in Appendix C of the Funding Rules, for example, another University (not the Administering Organisation);

3. Other Organisations– those organisations who will not be contributing towards the minimum Partner Organisation cash and in-kind requirements, and are neither Eligible Organisations listed in Appendix C of the Funding Rules nor Partner Organisations satisfying the requirements detailed in Appendix E of the Funding Rules.

Note: after clicking on ‘Add Organisation Participant’, the dialogue box may appear at the very top of the screen – if the screen greys, it may be necessary to scroll to the top of the page.

- **Add Partner Organisation**

Note: you can request the ARC to create a Partner Organisation (PO) record. However before requesting a new PO, please search for the proposed PO using a text fragment and try all possible options including misspellings, abbreviations, common names, etc.

The image shows a screenshot of a software dialog box titled "Search For Organisation". The dialog has a light blue header bar with the title. Below the header, there is a sub-header "Search For Organisations" and a text input field labeled "Organisation Name". To the right of the input field is a "Search" button. Below the input field, there is a placeholder text "Please enter some search terms". At the bottom of the dialog, there are two buttons: "Select Organisation" and "Cancel".

If the PO cannot be found or is in RMS but requires updates, please email the RMS Help desk rms@arc.gov.au and title the email: Request for new/update PO - [PO name].

Please include as much information as possible, however the following details are mandatory:

1. Full Legal name;
2. Email Address
3. Postal Address
4. ANZSIC code; and
5. ABN - for Australian organisations.

Please indicate the Organisation Type:

- Australian company Industry body
- Australian Non-Profit
- Australian private company
- Commonwealth government
- Higher Education international
- International company industry body
- International government
- International non-profit
- International private company
- State/local government
- Other

The RMS Help Desk will advise by return email when the record is created.

Participant Access Rights

Access rights assigned to Participants on a draft Proposal can be amended. Non-participant editors can also be assigned to a proposal (e.g. a research associate not named on the Proposal)

- Amendments can be made as follows: **Person Access Rights**
 - Click the 'Edit access rights' link for the Participant.
- **Adding additional non-participating editors**
 - Click on 'Give access to non-participant'.

Note: Further information about adding Participants and organisations is available from the help link on the 'Draft Proposal Summary' page.

Filling in the Proposal form

IMPORTANT: After 30 minutes of inactivity RMS will timeout and any unsaved data will be lost. Proposal forms should be completed sequentially to assist with pre-population of subsequent sections.

Part A - Administrative Summary

A1 If this proposal is successful, which organisation will it be administered by?

This information will be auto-populated from the 'Draft Proposal Summary' page.

The Proposal must be submitted by an Eligible Organisation. This organisation will administer the project and be identified as the Administering Organisation. The Administering Organisation is usually where the first-named Chief Investigator or APDI will be employed during the period of project funding. Refer to Section 7.1 of the Funding Rules for further information.

A2 Proposal Title

Provide a short descriptive title of no more than 150 characters (approximately 20 words).

- Ensure that the title is precise, informative and, as far as possible use language which is comprehensible and accessible to the general public; and
- **Avoid the use** of acronyms, quotation marks and **do not** use all upper case characters.

A3 Person Participant Summary

The information will be auto populated from the 'Draft Proposal Summary' page. If any information is incorrect or incomplete, it must be updated in 'Personal Details' via the RMS main page. Please ensure that the 'Position is currently held' box is ticked for the relevant position.

The first-named Participant at Part A3 who is a CI or APDI candidate will be considered the Project Leader.

Note: The order that Participants are entered in the 'Draft Proposal Summary' page is the order that Participants appear in Part A3. Please ensure that the Project Leader details are entered first.

A4 Organisation Participant Summary

The information will be auto populated from the 'Draft Proposal Summary' page. If any information is incorrect or incomplete, please email rms@arc.gov.au.

A5 Summary of Proposal

Provide a written Proposal summary of no more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the project.

- Use plain English and the minimum of terminology unique to the area of study; and
- **Avoid the use** of quotation marks, acronyms and **do not** use all upper case characters in the text.

Note: This summary may be used for public release.

A6 Summary of National/Community Benefit (For Public Release)

Provide a written summary of national/community benefit of no more than 750 characters (approximately 100 words) describing the expected national benefits to arise from the research for the Australian community.

- Use plain English and make the summary comprehensible and accessible for the general public as far as possible; and
- **Avoid the use** of quotation marks, acronyms and **do not** use all upper case characters in the text.

Note: This summary may be used for public release.

Part B - Classifications and Other Statistical Information

B1 National Research Priorities

Question B1 is not mandatory.

Indicate whether this Proposal falls within one of the four designated National Research Priorities.

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

Note: RMS will allow only one of the National Research Priorities to be selected; please choose the most appropriate one from the list. The Proposal may, however, indicate more than one Goal within the chosen National Research Priority. See Appendix I of the Funding Rules or the ARC website for further information.

B2 Field of Research

The Field of Research (FOR) classification defines the research according to disciplines.

Select each classification code that relates to the Proposal by clicking on ‘Add FOR code’. Indicate the importance of each classification by using a percentage. Select the FOR codes carefully, as they are considered when assessors are being selected to read the Proposal.

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

B3 Socio-Economic Objective (SEO-08)

The Socio-Economic Objective (SEO-08) classification indicates the sectors that are most likely to benefit from the project.

Select each classification code that relates to the Proposal by clicking on ‘Add SEO code’. Indicate the importance of each classification by using a percentage. The ARC recommends no more than three SEOs per Proposal, though more may be used.

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

B4 **Keywords**

Enter between one and ten keywords to describe the proposed research and its application in industry. The keywords should be of the kind normally required for submitting an article to a major refereed journal.

Please note that these keywords are for the ARC's guidance only.

B5 **If the proposed research involves international collaboration, please specify country/ies involved.**

Select the names of the country or countries of researchers and/or other parties who will collaborate on this Proposal from the drop down list.

Part C - Project Description

C1 **Please provide the following information in no more than 10 A4 pages and in the required format.**

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

Note: All pages for Part C (Project Description) must be merged into a single PDF document of no more than ten A4 pages for upload into RMS. Use a 12 point highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used.

AIMS AND BACKGROUND

- Describe the aims and background of the Proposal;
- Include information about recent international progress in the field of the research and the relationship of this Proposal to work in the field generally; and
- Refer only to refereed papers that are widely available to the national and international research communities.

SIGNIFICANCE AND INNOVATION

- Describe why the research is significant and whether the research addresses an important problem;
- Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the Proposal aims and concepts are novel and innovative;
- If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, explain how it addresses one or more of the associated Priority Goals (as selected in Part B); and
- Detail what new methodologies or technologies will be developed in the course of the project.

APPROACH AND TRAINING

- 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 research plan and proposed timelines;
- Demonstrate how the project provides research training and show how the intellectual content and scale of the work proposed will be appropriate to a research higher degree; and

- Include a summary of the relevant work if the rationale for a Proposal rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors.

NATIONAL BENEFIT

- Describe the expected outcomes and the potential of the Proposal's research to result in economic, cultural and/or social benefits for Australia as indicated by:
 - the expected results of the project to the Partner Organisation(s) within Australia;
 - the benefits of the research to the industry sector; and
 - the expected economic, cultural and/or social benefits to the broader Australian community; and
- If the research has been nominated as focussing upon a topic or outcome that falls within one of the National Research Priorities, describe the potential for the project to contribute to the associated Priority Goals.

PARTNER ORGANISATION COMMITMENT AND COLLABORATION

- The contribution from the Partner Organisation(s) must be specific to the project and not be part of a broader contribution to the Administering Organisation;
- Make clear how the Partner Organisation(s) is involved in the Proposal, how the Proposal fits into the Partner Organisation(s) overall strategic plan and how the Proposal is of value to the Partner Organisation(s); and
- Explain how the project is likely to lead to further collaboration between the Partner Organisation(s) and the Administering Organisation, and to develop long-term alliances.

COMMUNICATION OF RESULTS

- Outline the plans for communicating research results including scholarly and public communication and dissemination.

ROLE OF PERSONNEL

- Summarise the role, responsibilities and contributions of each Participant, Chief Investigator, APDI, Linkage Industry Fellow (LIF) and Partner Investigator; and
- Summarise the roles and levels of involvement of other Participants, for example technical staff.

REFERENCES

- Include a list of all references, including relevant references that refer to the Participant's previous work; and
- **References only may be in 10 point font.**

Note: If the Proposal is requesting a LIF, add further details regarding the Fellowship and its relationship to the rest of the project under the headings as appropriate.

Part D - Project Cost

D1 What is the proposed budget for your project?

Please select the organisations who will be contributing to this project by clicking on ‘Set Other Organisation Contributor’. Only the proposal owner can add an organisation to the budget.

The Administering Organisation must be selected as well as any other contributing Organisations. RMS will then update the budget page by creating budget tables for each contributing Organisation.

Note: all organisations should be added before filling out the budget.

Please note that when a PDF is generated, the system will automatically generate a summary table of **all** proposed contributions (ARC, Administering Organisation, Partner Organisations, and any other Organisations) which will appear at the beginning of this Part. This table is for ARC purposes only and does not assist in determining whether the proposed budget complies with the Funding Rules for Partner Organisation contributions.

Please also note that if there are more than 20 items for a budget category (e.g. 20 personnel listed under the Personnel section) entering data into the RMS table may slow down. **Please save regularly.**

ARC Budget Details

It is not necessary to prioritise budget items. Requests to the ARC must be transparent and accountable, and must only be for items essential to the proposed research. The ARC reserves the right to determine the level of funding allocated to the proposed research. Funding must not be sought for areas or items which are excluded. Refer to Sections 6.3, 6.4 and 6.5 of the Funding Rules for further information.

Do not include GST in your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.

Government-related entities generally do not pay GST on the funding transaction with the ARC; however non government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.

If your organisation is registered for the GST and therefore is able to claim input tax credits for the GST component in the cost of goods and services purchased in the course of carrying out the project, then the GST component of these costs should **not** be included in the project cost.

Entering the ARC Budget

Enter the amount of funding being sought from the ARC in the table entitled ‘ARC Budget’.

The budget table lists from Year 1 to Year 5. Funding should be entered only for the years being sought. For example, if the project is seeking funding for three years only then do not enter any funding in the columns for Years 4 and 5.

To enter funding into a category click ‘Add Item’, enter the description of the item and click add. This will create an open cell to enter the funding for this item in the relevant year.

Items added to the ARC Budget table will automatically appear in all other tables. Note that items can only be added to any table by clicking ‘Add Item’ in the ARC Budget table, even if the ARC contribution is to be zero.

Each category will sum all items added. The sum of all categories will be displayed in the Direct Cost line.

Categories

Direct Costs

Direct costs are those that are specifically related to the individual Proposal and do not include indirect general overheads or other costs which do not directly support a research project. (Note that unlike in previous years, information about Indirect Costs is not required.)

Personnel (including salaries and on-costs)

- Ensure all named Participants including APDI and LIF candidates (if applicable) are included;
- APDI candidates who have accepted a request to participate in the Proposal will automatically have a specified budget line generated in the Personnel section. Please select 'Edit' to choose the correct funding years for the APDI candidate; do not enter amounts manually. The APDI salary of \$80,182 pa is based on 2009 levels of funding and is subject to variation, for example annual indexation. See Appendix D of the Funding Rules for more information.
- Salaries must include a 28% loading to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation, however, excluding items such as extended leave and severance pay;
- Funding requests for Senior Research Associates, Research Associates and all other personnel should be based on standard salary levels applying within the organisation using the appropriate rate at the time of submission;
- Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project; and
- See section 6.4.2.b of the Funding Rules for restrictions on funding of CI and PI salaries. Show salaries for CIs and PIs within the Personnel category in non-ARC budget tables, and only for the proportion of time it is estimated will be spent on the project. **Note:** CIs may request funding for teaching relief or other duties in order to maximise the opportunity for the CI to interact with the Partner Organisation(s) (see below under Teaching Relief or other duties).

Adding an Australian Postgraduate Award (Industry) or Australian Postgraduate Award (Industry) – Information Technology – (APAI/APAI-IT)

APAI/APAI-IT budget requests are entered in the Personnel budget category by adding as an 'Un-named Remunerated Participant'.

Please add an APAI or APAI-IT as follows:

- Click 'Add Un-named Remunerated Participant' and select either APAI or APAI-IT; and
- Select the funding level from the drop down list. Stipend amounts will then automatically populate into the budget table; do not enter amounts manually.

Note: please do not add APAI or APAI-IT candidates via the "Add Item" link in Personnel. APAI and APAI-IT candidates must only be added via the 'Un-named Remunerated Participant' link.

Linkage Industry Fellowship (LIF)

A LIF budget request is made in the **Personnel** budget category.

Please add the LIF as follows:

- Add an item and enter the description as ‘LIF’ and the name of the proposed Fellow (who must also appear as a CI or PI at Part A3), the proposed duration and timing of the Fellowship in the description text box;
- Enter the amount requested from the ARC to support the Fellowship (not more than \$200,000); and
- The entry for a LIF should appear in the year of the project in which the temporary transfer period (or the majority of the period) is supported by the Fellowship (see LIFs in Section 4.7 of the Funding Rules).

Teaching Relief or other duties

Only CIs are eligible for relief from teaching or other duties. Relief for teaching or other duties may be sought for a maximum period of up to half of the life of the project. It may be used on a part time basis across the duration of the project.

Please add Teaching Relief or other duties as follows:

- Add an Item and name the CI requesting Teaching Relief or other duties and the amount or percentage for each year in the description text box. Quote claims for relief from teaching or other duties allowance at a rate of **not more** than \$67,280 (2009 rate) (or pro rata) per CI, including on-costs.

Equipment

- Include both hardware and software items costing more than \$1,000 in any one year in this category; and
- Indicate the cost of equipment and installation. Base the cost of equipment and installation on the latest prices (excluding GST) obtained from the supplier at the time of submission and do not simply estimate cost.

Note: It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* scheme.

Maintenance

- Include in this category consumables and equipment items costing less than \$1,000 in any one year; and
- Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under ‘Equipment’ or ‘Personnel’ as appropriate. Estimate the prices that will apply at the time of purchase.

Travel

- Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, relocation costs etc.

Other

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

Entering Contributions for Administering Organisations, Other Eligible Organisations, and Other Organisations

Enter the amounts the organisation will provide to the project in the appropriate table.

See note above regarding adding new items by clicking ‘Add Item’ in the ARC Budget table. Items must first be added to the ARC Budget table; the amounts can then be entered in the organisation table. An organisation will only be available to be added in this part if they have already been added

as an Organisation Participant on the Draft Proposal screen at ‘Organisation Participants’. **Only the proposal owner can add an organisation to the budget.**

A table for the organisation must be added via ‘Set Other Organisation Contributor’ and adding the organisation.

In non-ARC budget tables, please ensure that all amounts are entered against specific items, i.e. those that have been added in the ARC budget as described above. (Do not enter amounts against “unspecified contribution” fields, the Direct Costs line, or the Category name lines.) Please ensure that all “unspecified contributions” amounts are at zero before submission of the Proposal. This will ensure assessors have the best information possible to enable them to assess the Proposal.

Entering Partner Organisation Contributions

Enter the amounts the Partner Organisation(s) will be contributing to the project in the corresponding budget table. Contributions **must** be entered for each Partner Organisation(s) in their respective budget table - that is, each Partner Organisation will have its own budget table. Items must first be added to the ARC Budget table; the amounts can then be entered in the other organisation tables.

Note: tables for each contributing Organisation must be added via ‘Set Other Organisation Contributor’ and adding the Organisation. An Organisation will only be available to be added in this part if they have already been added as an Organisation Participant on the Draft Proposal screen at ‘Organisation Participants’. **Only the proposal owner can add an organisation to the budget.**

If a specific Partner Organisation has received a successful Cash Eligibility Pre-Submission Exemption Advice from the ARC, the identifying code number must be entered in question G4 for that specific Partner Organisation.

In non-ARC budget tables, please ensure that all amounts are entered against specific items, i.e. those that have been added in the ARC budget as described above. (Do not enter amounts against “unspecified contribution” fields, the Direct Costs line, or the Category name lines.) Please ensure that all “unspecified contributions” amounts are at zero before submission of the Proposal. This will ensure assessors have the best information possible to enable them to assess the Proposal.

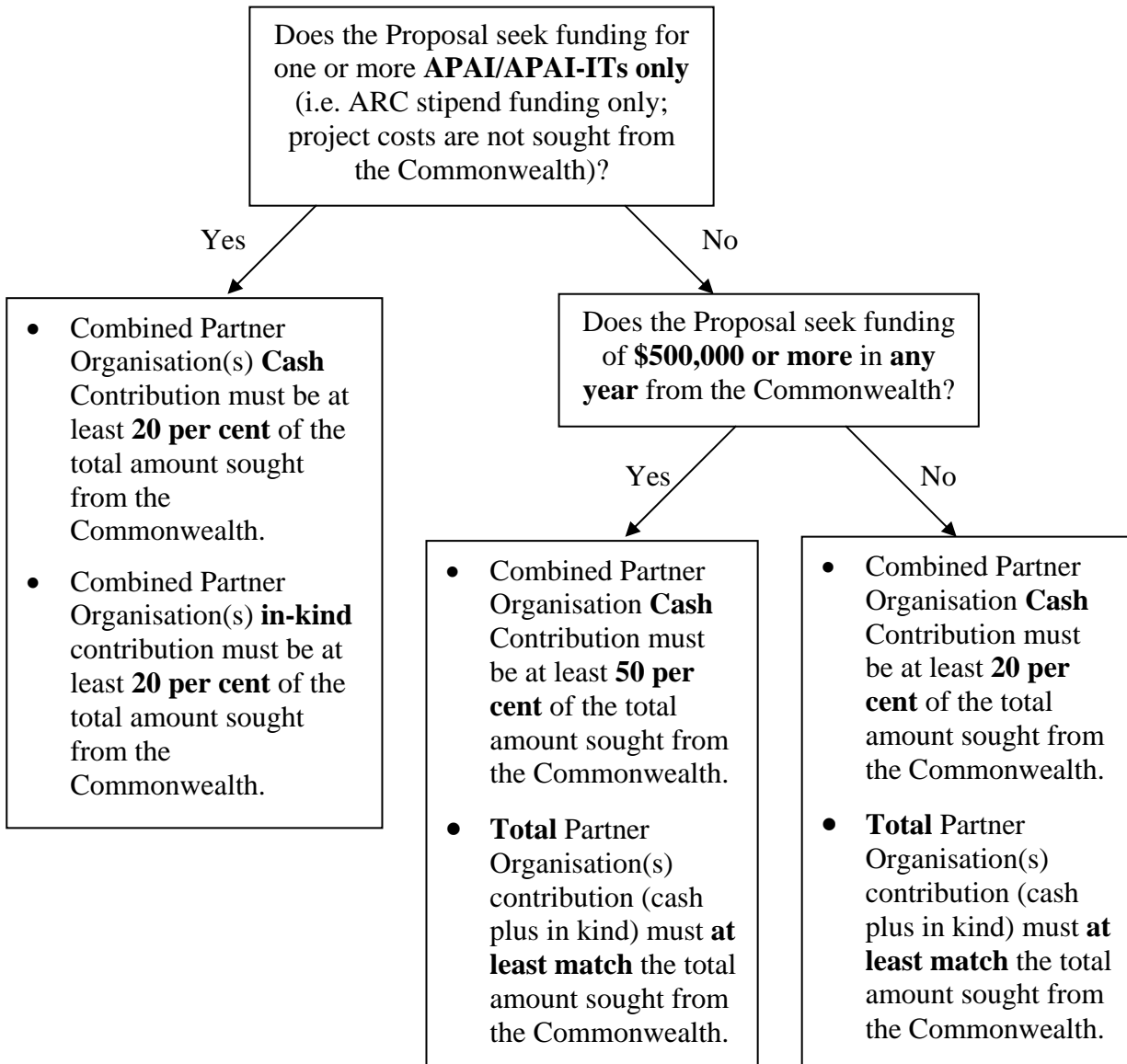
Minimum requirements for Partner Organisation Contributions

Please refer to Appendix E of the Funding Rules for details concerning Partner Organisation(s) minimum cash and in-kind requirements.

The following table may assist Applicants to ascertain the minimum requirements for Partner Organisation contributions for their Proposal.

PLEASE NOTE the minimum requirements for Partner Organisation contributions have changed from those applicable for funding commencing in 2009. Please review the Funding Rules carefully before submitting the Proposal.

Table 2. Minimum Partner Organisation Contribution Requirements



IMPORTANT: Automatic validation of budget compliance with the Funding Rules is limited. It is the Administering Organisation’s responsibility to ensure that the budget requirements are met before submission.

Part E - Budget Justifications

E1 Justification of funding requested from the ARC

The ARC budget justification information must not exceed two A4 pages. Do **not** upload a PDF of more than two A4 pages except where a Proposal is requesting a LIF, an additional A4 page outlining the case for the Fellowship should be included. The uploaded PDF **must**:

- Include the use of the same headings as in the ARC requested budget table;
- **Fully justify each budget item requested in terms of need and cost.** In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as \$X. Rather, the budget justification should state, for example, that a full-time technician with a specific level of expertise is required for 'x' months. Similarly, if an APDI is requested, the justification should describe why a full-time commitment to the project by that person is required. The same level of explanation is required for all items being requested;
- **Justify any funding being requested for relief from teaching or other duties for any named CI (Part A3) of the research team.** Funding to relieve CI members of the team from normal duties for a period of not more than half the life of the project may be considered if the request is fully justified in terms of achieving a successful outcome for the project;
- **Justify any funding being requested for major items of equipment.** Requests for any major items of equipment are considered on merit. Participants should plan to use existing equipment wherever possible. If Participants are seeking funding for new equipment, please describe how the equipment will be used and provide details of the manufacturer, supplier, cost and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, Participants must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment; and
- **If applicable**, justify a request for a LIF as indicated in Section 4.7 of the Funding Rules, outlining the timing, duration and nature of the transfer, the parties involved, the benefits to the project, and the contribution towards the objectives of *Linkage Projects*.

Note: It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* scheme.

E2 Justifications of Partner Organisation and other non-ARC contributions

The other Organisation(s) contribution information must not exceed two A4 pages. Do **not** upload a PDF containing more than two A4 pages. The uploaded PDF **must**:

- Provide an explanation of how non-ARC contributions will support the project (use the same headings as in the ARC requested budget table);
- If there is a PI named in the Proposal, provide details of the contribution of his/her organisation, including what the PI will contribute to the project in relation to his/her time and any other contribution of his/her organisation;
- If there is no direct funding being provided by the Administering Organisation or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made; and
- Highlight contributions by eligible Partner Organisations, and attribute them to specific Partner Organisations.

Part F - Personnel

Note: This is the largest section in the proposal form. Please ensure that you **save regularly** while completing this section. This section may also take longer to save than some others.

A copy of this section will automatically be generated for each person Participant.

F1 Personal Details

This section will be auto populated from the details held in RMS for each Participant.

To update personal details, the individual Participant must amend their profile in RMS via the RMS Home Page.

F2 Postal Address

This section will be auto populated from the details held in RMS for each Participant.

To update a postal address, the individual Participant must amend their profile in RMS via the RMS Home Page.

F3 Are you applying for a Linkage Industry Fellowship (LIF)?

If you are requesting a Linkage Industry Fellowship (LIF), the person to whom the requested Fellowship applies must be identified in the Person Participant Summary on the main Draft Proposal Page as a **CI or PI**, and must be eligible for the Fellowship – see Section 4.7 of the Funding Rules for details. This will also auto populate in question A3. You must also provide LIF details in the Project Description (Part C) and Budget Justifications (Part E) as instructed.

F4 Are you applying to be a supervisor of an APAI/APAI-IT in this Proposal?

The ARC will fund industry-oriented research training to prepare high-calibre postgraduate research students. APAI/APAI-ITs must be supervised by at least one CI. Additional supervisors (especially PIs from the Partner Organisations) are encouraged.

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

This question will auto-populate from the profile information held in RMS. If this information is incorrect, please contact the ARC.

Note: This question only relates to the above stated associations and does not include staff of ARC-funded projects or Centres.

F6 Please name any of your relatives or close social/professional associates that are members of the ARC or its selection or other advisory committees.

If 'Yes', the name/s **must** be entered in the text box provided.

This information will assist the ARC in managing instances of potential conflicts of interest with ARC staff and potential assessors. The ARC has procedures for declaring conflicts of interest and for College of Experts Members to withdraw from consideration of particular Proposals for which there may be a conflict of interest.

Note: Examples of such committees are College of Expert Members or members of a Selection Advisory Committee (SAC) or the ARC’s Advisory Committee. This question only relates to the above stated associations and does not include staff of ARC funded projects or Centres.

F7 Please name any Commonwealth-funded Research Centre that you will be associated with as at 1 July 2010.

Note that this question applies to CIs and APDI candidates. PIs do not need to answer this question.

If applicable, the following information must be entered:

- Provide the full legal name of the Centre(s);
- Provide the Start Date that funding commenced, or will commence for the Centre;
- Provide the Cessation Date when the Commonwealth funding ceases for the Centre; and
- Provide the proportion of time worked at the Centre expressed as a percentage of Full Time Equivalent (FTE) (to the nearest whole percent).

If the Centre is currently funded but will cease operation before 1 July 2010 no further information is required.

If the Centre is currently up for renewal and it is unclear whether you will continue to have an association beyond 30 June 2010, enter the details of the Centre and indicate 30 June 2010 as the cessation date. A letter from the Centre Director indicating that the Centre is up for renewal in 2010 and explaining the relationship between the proposed research and the research undertaken by the Centre must be attached.

If any answer has been entered in this question, a letter from the Centre Director or delegate must be uploaded. The letter must be a **maximum of one page**. The uploaded letter(s) **must**:

- Describe the relationship between the proposed research and the research undertaken by the Centre;
- For CIs explain how, and explicitly state that, the proposed research does not duplicate work that is already funded or could reasonably be expected to be funded by the Centre;
- For APDI Fellows confirm that his/her project costs will be funded by the Centre; and
- Provide details regarding the future of the Centre’s research activities and the employment circumstances of the CI or APDI candidate if Commonwealth funding for the Centre is likely, or is due, to terminate during the 2010 calendar year.

Note: If the Centre has not yet commenced, please obtain the letter from the person who is intended to be the Centre Director.

Important: If a Commonwealth-funded Research Centre is identified at F7 and the Proposal fails to supply a letter for each relevant CI and APDI, the proposal may, at the discretion of the ARC, not be recommended for approval.

Please refer to subsection 9.3 of the Funding Rules for rules on duplication of funding by researchers from Commonwealth-funded research Centres, and subsection 8.5.9 and 8.5.10 for rules on the relationship between Centres and APDI candidates.

Note: For the definition of a ‘Commonwealth-funded Research Centre’ see Section 3 of the Funding Rules.

F8 Do you have an association with a Partner Organisation named in this proposal which is, or may be perceived as, a Conflict of Interest?

If ‘Yes’ has been selected, in no more than 750 characters (approximately 100 words) of plain language, please describe the Conflict of Interest and how it will be managed.

F9 PhD qualification awarded

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

Note: You must enter a date in either of these fields.

Eligibility criteria relating to PhD awards for Fellowships

Refer to Section 8.5 of the Funding Rules for further information on eligibility criteria for Fellowships.

PhD Award Date

- The awarded date entered for a PhD cannot be later than 18 November 2010, for round 2 Proposal submissions; and
- If applying for an APDI Fellowship the awarded date entered for a PhD cannot be before 18 November 2006 for round 2 Proposal submissions, except where a successful APDI Pre-Submission Eligibility Exemption/Advice Request has been granted.

PhD Submission Date

- The submission date entered for a PhD cannot be later than 30 June 2010 for round 2 Proposal Submissions, except where a successful APDI Pre-Submission Eligibility Exemption/Advice Request has been granted.

If a specific APDI candidate has received a successful Pre-Submission Eligibility Exemption/Advice Request the identifying code number must be entered in question F21 of the Proposal for the specified APDI candidate.

F10 Qualifications

This section will be auto-populated from the details held in RMS for each Participant. To update any qualifications, the individual Participant must amend their profile in RMS using the 'Classification Details' link on the Home Page.

Provide details of:

- Other qualifications including highest qualification if not a PhD in date order, beginning with the most recent.

F11 Current and previous appointment(s)/position(s) – during the past 10 years

This section will be auto-populated from the details held in RMS for each Participant.

Provide details of:

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

F12 Organisational affiliations for eligibility purposes for this Proposal

Enter the name of the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role in undertaking the proposed research.

- CI – Eligible Organisation at which you will be employed, or hold an adjunct appointment with, as at 1 July 2010 and beyond;
- Fellowship candidate – the Host Organisation; and
- PI – your primary employer as at 1 July 2010.

If your organisation is not listed, contact the ARC.

F13 A statement on your most significant contributions to this research field

Write a maximum of 1875 characters (approximately 250 words), outlining the Participant's contribution to the relevant field relative to opportunity, focussing particularly on what makes this contribution interesting and unique.

F14 Recent significant publications (2004 onwards)

This question is **mandatory** for CI and APDI Participants. It is not mandatory for PIs.

Upload a PDF of no more than 20 A4 pages listing the Participant's recent significant publications. Use asterisks to identify publications relevant to this Proposal. Include books and book chapters, refereed journal articles and refereed conference papers.

The uploaded PDF **must**:

- Ensure that this listing is limited to the last five years i.e. July 2004 onwards for Round 2;
- List publications under the following headings and in this order:
 - books
 - book chapters
 - refereed journal articles
 - refereed conference papers
 - other publications;
- For refereed journal articles and refereed conference paper publications, only include those that have undergone an 'acceptable peer review process' as specified by the Department of Education, Employment and Workplace Relations in Sections 9.6 and 9.7 of the 2008 Higher Education Research Data Collection Specifications for the Collection of 2007 Data;
- Provide a list of all your publications if you have fewer than five years of publications;
- Asterisk publications relevant to this Proposal; and
- In-press publications should include acceptance date.

F15 Ten career-best publications

This question is **mandatory** for CI and APDI Participants. It is not mandatory for PIs.

Upload a PDF of no more than three A4 pages listing the ten career-best publication information.

The uploaded PDF **must**:

- Not list more than ten publications;
- Include your best publications, regardless of date of publication; and
- In press publications should include acceptance date.

F16 Other evidence of impact and contributions to the field, for example, patents, major exhibitions, compositions or performances, honours and awards, other professional activities.

This question is **mandatory** for CI and APDI Participants. It is not mandatory for PIs.

Write a maximum of 1875 characters (approximately 250 words) about honours and awards, prizes,

patents, major exhibitions, compositions or performances, relevant experience in industry, and editorial board responsibilities, and other professional activities.

F17 Any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal. For example, interruptions to career, any other circumstances that may have slowed down your research and publications.

Write a maximum of 1875 characters (approximately 250 words) for example interruptions to career or any other circumstances that may have slowed down your research and publications, such as periods of parental leave.

The remainder of this Part is for APDI candidates only. Other Participants can now skip to Part G.

F18 The following questions only apply to APDI candidates

F18.1 Provide details of (a) the contribution you will make to the project (such as your experience, skills and expertise and how they will be applied) and (b) the research environment, that is, the facilities and support at your host organisation, including the intellectual environment

This question is for APDI candidates only.

Complete this section if the Proposal includes a request for an APDI Fellowship.

Write a maximum of 1875 characters (approximately 250 words) on:

- The contribution the APDI candidate will make to the Proposal; such as experience, skills, expertise and how they will be applied; and
- The research environment, that is, the facilities and support of the host organisation, including the intellectual environment to support your Fellowship.

F18.2 Host organisation—department, contact numbers and email address

This question is for APDI candidates only.

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

Provide the Host Department Name, Contact Name, Phone, Fax and Email details of the Head of the Academic Unit, or other appropriate organisational unit that will be hosting your Fellowship.

F18.3 Citizenship/Residency Details

This question is for APDI candidates only.

This section will be auto-populated from the details held in RMS for each Participant.

To update any personal details, the individual Participant must amend their profile in RMS using the ‘Personal Details’ link on the Home page.

If you are **not** an Australian citizen please select from the drop down list, the ‘Country of residence Name’ and ‘Current Australian residency status’.

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 within the ‘Role of Personnel’ section in Part C, Project Description. The ARC reserves the right to determine the level and nature of the contribution your skills would make to research in Australia; and

- Apply to the Department of Immigration and Multicultural Affairs and be awarded temporary or permanent residency status before taking up the project if your Proposal for ARC research funding is successful.

F18.4 Has a successful eligibility exemption/advice been granted by the ARC for this fellowship candidate?

This question is for APDI candidates only.

If ‘Yes’, include the identifying number in the Proposal. The identifying number is advised by the ARC to the Eligible Organisation Research Office. Please enter **only** APDI Pre-Submission Eligibility Exemptions in this question; other types of eligibility are entered at questions G4 (Partner Organisations) and J3 (all other types).

Note: The ARC deadline for requesting a Pre-Submission Eligibility Exemption/Advice Request is 5pm (AEDT) on Wednesday 14 October 2010 for Round 2 Proposals. A Pre-Submission Eligibility Exemption/Advice Request is submitted through the RMS.

Part G - Partner Organisation Details

A copy of this section will automatically be generated for each Partner Organisation.

G1 Organisation contact details

Enter the name, title and contact details of the person who will be the main contact in the named Partner Organisation. This person may be a PI or another representative of the Partner Organisation.

G2 Organisation postal address

The postal address will be filled out automatically.

To update an organisation’s postal address details, please amend the organisation’s profile first. Once amended, these details will automatically update in this form. **Note:** Only the ARC is able to update these profiles.

G3 Other organisation details

Other organisation details will be filled out automatically.

To update other organisation details, please amend the organisation’s profile first. Once amended, these details will automatically update in this form. **Note:** Only the ARC is able to update these profiles.

G4 Has the ARC issued an identifying code regarding an Eligibility Exemption/Advice Request for this Partner Organisation?

If ‘Yes’ please enter the identifying code provided by the ARC.

Note: this section relates to Partner Organisation Pre-Submission Eligibility Exemption/Advice Requests (cash or type) **only** – do not include any reference to other Pre-Submission Eligibility Exemption/Advice Request types, which are entered at questions F18.4 (APDI Fellowship exemption) and J3 (all others).

If a Partner Organisation cash **or** type exemption code is entered here for **any** Partner Organisation, current system constraints will cause the budget validation for Partner Organisation cash contributions to be turned off. Please be sure to check the budget compliance with the Funding Rules carefully.

Note: The ARC deadline for requesting a Pre-Submission Eligibility Exemption/Advice Request is 5pm (AEDT) on Wednesday 14 October 2010 for Round 2 Proposals. A Pre-Submission Eligibility Exemption/Advice Request is submitted through the ARC online RMS.

G5 Attach a letter of eligibility and support for this Proposal including Partner Organisation certification.

The Partner Organisation(s) letter of eligibility and support must not exceed two A4 pages. Do **not** upload a PDF of more than two A4 pages. The uploaded PDF **must**:

- i. Be on the Partner Organisation's letterhead;
- ii. Include:
 - o A brief profile of the Partner Organisation and their business;
 - o Details of the amount of cash and in-kind support that will be provided, including the purposes for which these contributions are allocated; and
 - o If the Partner Organisation is a Government organisation, or receives funding from State, Territory or Commonwealth Government sources, or from a Government of another country, sufficient detail must be provided in this letter to demonstrate their eligibility to participate as a Partner Organisation;
- iii. Include the following text:

“I certify that no part of the cash contribution is drawn from funds previously appropriated from government sources for the purposes of research, evaluation and/or consultancy activity; and

I have read and understood the requirements in the standard *Linkage Projects* Funding Agreement about Partner Organisation written agreements, including the requirement to enter into arrangements regarding intellectual property”; and
- iv. Be signed by the CEO or delegated officer of the Partner Organisation.

Part H - Research Support

H1 Research support for all participants

For each participant on this Proposal, provide details of research funding (ARC and other agencies) for the years 2008 to 2012 inclusive. That is, list all projects/proposals/fellowships awarded or requests submitted involving that participant for funding.

- Use the table format below to create a list of relevant projects/proposals. Then upload the list as a PDF.
- List the current proposal first. List other proposals and/or projects (including Fellowships) in descending date order.
- Support statuses are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support.
- The proposal/project ID applies only to Proposals, current and past projects (including fellowships), funded by the ARC or NHMRC.

Linkage Projects – Instructions to Applicants for funding commencing in July 2010

- Details should be provided for all sources of funding, not just ARC funding.
- Funding amounts are to be in thousands and in Australian dollars.

Template:

Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/ Current/ Past)	Proposal/ Project ID (if applicable)	2008 (\$'000)	2009 (\$'000)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)

Example:

Description (all named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/ Current/ Past)	Proposal/ Project ID	2008 (\$'000)	2009 (\$'000)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)
B Jones, Really great proposal on excellent things. ARC, LP10R2	yes	R	LP100200999			80	60	50
A Jamieson, B Jones, Another really great proposal on excellent things. Round 3	no	C		65	100			
B Jones, Great research, ARC, DP08	yes	P	DP0899999	60	40	30		

Part I - Statements on Progress of ARC Funded Projects

Please note that this Part may show as ‘Valid’ on the main Proposal summary screen despite no information having been entered. Please review this Part carefully before submitting the Proposal.

I1 Statements on progress

For each Participant on this Proposal, please attach a statement detailing progress for each ARC Project/Fellowship involving that Participant who has been awarded funding for 2008 under the ARC *Discovery Projects*, *Linkage Projects* or *Federation Fellowship* scheme.

Click ‘Add Answer’ to insert additional boxes for each relevant Project/Fellowship.

Please provide:

- The Project ID, First named investigator (Project Leader), and scheme for each Participant on this Proposal who has been awarded funding for 2008 under the ARC *Discovery Projects*, *Linkage Projects* or *Federation Fellowships* scheme;
- Upload a PDF of **no** more than one A4 page for each funded project detailing the progress for each Project/Fellowship involving that Participant; and
- A statement of progress for each project indicated in Part H1 (received 2008 ARC funding) must be included in the Proposal submission regardless of whether a progress report or final report has or has not been submitted to the Research Office or ARC.

Note: Only projects which have received funding from the ARC in 2008 (annual funding) require a statement of progress. (Please do not include statements on progress for projects which received carry forward funding only.) You do not need to provide statements for projects funded as part of other schemes, such as Linkage International (LX) or Linkage Infrastructure, Equipment and Facilities (LIEF).

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

Part J - Additional Details

J1 Have you submitted or do you intend to submit a similar Proposal to any other agency?

If ‘Yes’ has been selected you must:

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

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

J2 Does this Proposal relate to any of the following special interest items?

This question is not mandatory.

The only option available in Linkage Projects is *Projects that are of Benefit to a Rural or Regional Community*. Please select ‘Rural Communities’ if you wish the Proposal to be assessed as having benefit to rural and/or regional communities. If not applicable, please leave blank.

J3 Has a successful eligibility exemption/advice been granted by the ARC regarding this proposal?

Do **not** enter advice numbers for Fellowship or Partner Organisation Eligibility Exemption Requests here. These codes should be entered at questions F18.4 (Fellowship) or G4 (Partner Organisation).

Enter Eligibility Exemption Advice numbers at this question for requests relating to:

- Medical/Dental Research;
- Researcher Role;
- Conflict of Interest for CI/APDI; or
- Any other requests.

Note: The ARC deadline for requesting a Pre-Submission Eligibility Exemption/Advice Request is 5pm (AEDT) on Wednesday 14 October 2010 for Round 2 Proposals. A Pre-Submission Eligibility Exemption/Advice Request is submitted through the RMS.

Submitting Proposal to the Research Office

Once all components of the Proposal are completed and saved, return to the 'Draft Proposal Summary Page'. **Before** electronically submitting to the Research Office, the Project Leader should:

1. Review all components to ensure the information to be submitted is complete, and **save each page once more** (this is to ensure that all information is captured in the PDF);
2. Ensure all components are complete and valid (indicated by a green tick); and
3. Generate a PDF (whole Proposal document PDF).

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

Note: Only the Proposal 'owner' (the Participant who initiated the Proposal in RMS) can submit a Proposal to the Research Office, and only an authorised Research Office Delegate can certify a Proposal and submit to the ARC. If the Participant who is the Project Leader is removed from the role or the Proposal, the original Project Leader must 'Transfer Ownership of this Draft Proposal' to the new Project Leader. This link is found on the 'Draft Proposal Summary' page.

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

Note that the PDF should be re-generated before submission to ensure all changes made to the form parts by any Participant or the Research Office are included. After Proposals close, the ARC will also automatically re-generate a PDF for each proposal to ensure that all changes to the form are captured in the PDF. **Participants and Research Office staff should use this final PDF as the final copy of the submitted Proposal** should a printed one be required.

Additional points to assist Applicants to avoid common submission errors

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

- In Part I, for any named Participant on the Proposal, has a statement of progress been provided for any *Discovery Projects*, *Linkage Projects* or *Federation Fellowships* that received funding in 2008? (Do not include 2007 funding carried forward into 2008)
- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements and so on for uploaded PDF insertions. (See subsection 11.3 of the Funding Rules.)
- Are all uploaded PDFs within the maximum number of pages specified in these Instructions? **Note:** RMS will not validate PDF page number compliance for all questions.
- Have the requisite certifications been carried out (see subsection 11.6 of the Funding Rules)?
- Have any of the proposed Participants exceeded the limits for Proposals/projects or project duplication (see subsections 6.6 and 6.7 of the Funding Rules)?
- Have relevant Participants declared their association with Commonwealth-funded Research Centres and provided the relevant letters (see Sections 8.5.2 and 9.3 of the Funding Rules)?
- Do the proposed Participants meet the requirements for the relevant role for which they are nominated (see Section 8 of the Funding Rules)? Have Participants selected the correct role (CI, PI, APDI)?
- Do APDI candidates have the requisite qualifications/experience within relevant time limits (or has a Pre-Submission Eligibility Exemption/Advice Request been sought) (see Section 8.5 of the Funding Rules)?
- Are any items in the budget prohibited (e.g. items prohibited under Section 6.4 and 6.5 of the Funding Rules)?
- Does the Proposal constitute Medical and Dental Research, or has an eligibility ruling been sought (see Section 6.5 and 9.4 of the Funding Rules)?
- Please ensure that all necessary information has been entered under Part H (Statements on progress of ARC Funded Projects) and Part I (Research Support). Note: these parts may show as 'Valid' on the main Proposal summary page regardless of the information entered.