Submission procedure for High volume schemes where there is likely to have more than ~ 40 applications submitted by UoM

<table>
<thead>
<tr>
<th>Schemes</th>
<th>RIC Service (for lead UoM applications only)</th>
<th>Submission of Review Ready applications due to RIC - Gold and Silver reviews due to RIC.</th>
<th>All Final applications due to RIC (RIC will arrange sign-off, where applicable undertake a final check and submit applications to the sponsor)</th>
<th>Themis Submissions</th>
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<tr>
<td><strong>General Procedure</strong></td>
<td>High volume schemes where there is likely to be more than 40 applications submitted by UoM (eg: Category 1 Australian Competitive Grants including: ARC Discovery Projects, NHMRC Project Grants, ARC DECRA, NHMRC ECF Fellowships, NHMRC CDF, NHMRC scholarships and ARC Linkage Projects. Compliance and eligibility check Liasing with sponsors Gold and Silver options available to applicants. *Gold and Silver review inclusions provided below.</td>
<td>20 business days prior to sponsor deadline A submission period will be 3 days long</td>
<td>5 Business days **During these 5 days RIC will check each grant for major eligibility and compliance and will ensure any sponsor clarifications to guidelines have been captured (note that the ARC commonly update rules/FAQ’s during the submission period)</td>
<td>RIC will upload all applications directly into Themis Proposals as soon as possible after the sponsor due date noting that this is dependent on systems restraints</td>
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<tr>
<td><strong>Scheme specific applicant deadlines</strong></td>
<td>2018 Discovery Early Career Researcher Award Applicants opting for either a ‘Gold’ or ‘Silver’ check will be required to opt for either a gold or silver check when emailing their applications though to <a href="mailto:ric-arcdecra@unimelb.edu.au">ric-arcdecra@unimelb.edu.au</a> Should an option not be selected RIC will default to a ‘Gold’ Service</td>
<td>21st February –23rd February 2017</td>
<td>16th March 2017</td>
<td>N/A</td>
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</table>
*Gold review will include an eligibility and compliance check of the following sections

**GOLD:**

**Part A- Administrative Summary** - DECRA Candidate eligibility. Medical Research policy compliance. Cross checked with Part C and Part G

**Part B- Classifications and other statistical information** - Codes and priority areas compliant with ARC limitations, cross check international collaborations and number of students with role of personnel and part E.

**Part C- Personnel and ROPE** - All questions reviewed for DECRA Candidate, and checked for eligibility and compliance. Cross checked with Part A, Part D, Part E, Part F and Part G.

**Part D - Project Description** - DECRA Candidate and communication of results cross checked with Part B5, B8, Part E budget and budget justifications, and section C. Ensure DECRA Candidate eligibility.

**Part E - Project Cost** - Eligible items requested under correct heading, within ARC limitation for travel requests, correct UoM salary scales used, correct HDR requested, all staff accounted for, eligible Fieldwork.

**Part F- Budget justifications** - All items justified, items checked for eligibility and cross checked for consistency and accounted for in Part E, formatting and page limitations.

**Part G-Research Support and Statements on Progress** - Cross scheme eligibility checked for DECRA Candidate, correct reports included, DECRA Candidate meet scheme limitations. Cross checked with Part C to include mentioned grants.

*Silver review will check the following sections only for eligibility. The application will not be cross checked and reviewed in its entirety.

**SILVER:**

**Part A- Administrative Summary** - Personnel and organisation eligibility. Medical Research policy compliance.

**Part B- Classifications and other statistical information** - Not reviewed

**Part C- Personnel and ROPE** - DECRA Candidate checked for eligibility by reviewing only the following questions: C2, C3, C4, C5 and C11 ONLY

**Part D- Project Descriptions** - Not reviewed

**Part E- Project Costs** - Not reviewed

**Part F- Budget justifications** - Not reviewed

**Part G-Research Support** - Cross scheme eligibility checked, correct reports included, DECRA Candidate meets scheme limitations.

**Final Pre submission check is based on the silver service and may change pending clarification of rules and updated ARC documents**