This Guide has been produced by Research, Innovation and Commercialisation (RIC) to assist University of Melbourne ARC Linkage Project applicants in preparing eligible and complete proposals. Individual circumstances/scenarios differ which may impact on an application’s eligibility.

It is recommended that applicants read the ARC Funding Rules, Instructions to Applicants and FAQs. Advice in this document may be subject to change following clarification and updates from the ARC. (See version date in footer below). Ultimate responsibility for eligibility and completeness rests with the applicant.


Updates received by RIC during the grant round will be emailed to applicants who have registered a Notice of Intent and, if appropriate, posted on the RIC Linkage Projects website: http://research.unimelb.edu.au/work-with-us/funding/arc/linkage-projects

Glossary
RIC: Research, Innovation and Commercialisation
ARC Rules: Refers to the ARC Funding Rules for schemes under the Linkage Programme (2015 edition) Refer to sections A and D of the rules.
LP Instructions: Refers to the ARC 2016 Linkage Projects Instructions to Applicants for funding commencing in 2016 (version 3. Release date: 13 July 2016)
Eligibility: Red text indicates ARC eligibility requirements. If these criteria are not met, the ARC may rule an application ineligible.
Selection Criteria: Green text explains aspects which relate to the ARC assessment process.
TIP: Purple text provides tips based on past application rounds.

Research, Innovation and Commercialisation Submission Policy

- ‘Review Ready’ LP applications submitted to RIC on the due date will be reviewed by two RIC staff, and a single feedback document will be emailed to the lead CI. To receive this service, applicants must email a pdf copy of their application to ric-arclinkage@unimelb.edu.au. (do not submit in RMS).

- All final, complete applications must be submitted via email to ric-arclinkage@unimelb.edu.au by 10am of the Final RIC Closing Date.
  Final submission must include:
  - A PDF copy of the final application
  - A scanned, signed Authority to Submit Form. (Note: Applications without a completed Authority to Submit form will not be submitted to the ARC.)

Authority to Submit Form - UoM and ARC Requirement

The ARC requires the Admin Org to get written evidence from named participants before certification and submission of LP applications. The University of Melbourne Authority to Submit Form is a standard way of collecting this information for applications where UoM is the Administering Organisation.

The Form can be downloaded from http://research.unimelb.edu.au/work-with-us/funding/arc/linkage-projects
- ‘How to apply’

An LP application cannot be certified or submitted to the ARC unless a complete Authority to Submit Form is provided to RIC. Authority to Submit Forms must be finalised and provided to RIC by the Final RIC Closing Date at the latest.

Version Date: 22 July 2016
**Formatting**

Ensure the proposal adheres to the **ARC’s formatting requirements**. See LP Instructions to Applicant, Appendix A, page 37.

This includes an 11 point Arial or equivalent font and 0.5cm margins for uploaded PDFs.

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**PART A: ADMINISTRATIVE SUMMARY**

<table>
<thead>
<tr>
<th>A1</th>
<th>Proposal Working Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- The title should be readily understood by a lay person and be in plain English.</td>
</tr>
<tr>
<td></td>
<td>- Avoid using acronyms and quotation marks.</td>
</tr>
<tr>
<td></td>
<td>- Do not use all upper case characters. <strong>Max 75 characters (~10 words)</strong> limit. <strong>NOTE:</strong> This title may be modified by the ARC and used for public release. This must be the same as the Project Title in Part C of the Proposal Form.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A2</th>
<th>Project Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When adding each participant, you must first select their role:</td>
</tr>
<tr>
<td></td>
<td>- Chief Investigator</td>
</tr>
<tr>
<td></td>
<td>- Partner Investigator</td>
</tr>
</tbody>
</table>

Enter the email address of the participant, then click ‘Add’.

**TIP: Make sure the correct role is selected for each named person.** If a participant is ineligible for the role that he/she is named on, the application may be made ineligible. **TIP: Ensure that you enter the email address associated with the participant’s RMS account.** Applicants should update their email addresses in RMS if they have changed institutions.

- Check the eligibility of all named personnel against the ARC Rules. **Please note that the eligibility criteria for CIs have changed from previous years.** Refer to ARC Linkage Funding Rules A10.2. Does each CI meet the ARC criteria?
- Does each CI meet the maximum grant limit on Projects and Proposals? (ARC Rules D10)
- Check that the 1st named CI is from the University of Melbourne. Check that each participant has a **Current Organisation** appearing for them at Section A2. If not, they will need to update their **Person Profile >Employment** in RMS 2.0.

**Notes on Eligibility of Participants:**

For the proposal to be eligible, it is essential that the correct role is selected for each named participant. Eligibility requirements for CIs and PIs relate to the person’s employment status, and have changed substantially from previous years. You must consider both the person’s employing organisation, appointment type and Full Time Equivalent (FTE) as at 1 January 2017.

**Chief Investigators (CIs):** Refer to the ARC Linkage Funding Rules (A10.2) for a full list of CI criteria.

*To be eligible, a CI must meet at least one of the following criteria as at 1 January 2017, and for the duration of the Project:* 

a. be an employee for at least 0.2 (20 per cent of Full Time Equivalent (FTE)) at one Eligible Organisation; or
b. be a holder of an Emeritus appointment at an Eligible Organisation.

**Explanation:**

The ARC guidelines are interpreted as follows:

- **NEW:** Researchers holding a 0.2 FTE or greater paid appointment with an Eligible Organisation (refer to A17 of the ARC Rules) are eligible to apply as Chief Investigators on ARC LP Projects, regardless of other employment.
- **NEW** Researchers holding an Emeritus Appointment with an Eligible Organisation (refer to A17 of the ARC Rules) are eligible to apply as Chief Investigators on ARC LP Projects. Emeritus Appointment means any Honorary position that gives full academic status, as certified by the Deputy Vice-Chancellor (Research) in a Proposal. These positions are typically held by former academic staff members that continue to have an ongoing relationship with the institution. For ARC purposes this...
relationship should include access to research support comparable to employees, and would also normally include participation in postgraduate supervision. A person will not be considered to hold an Emeritus Appointment if they are in paid employment elsewhere.

NOTE: The ARC understands that applicants may be on contracted employment which would sometimes have an end date before the proposed project end date. By having the CIs/HOD sign off on the Authority to Submit form, the CI/HOD certify that they are aware that eligible CIs require a 0.2FTE appointment for the duration of the project and are authorising the application to be submitted on the basis that this eligibility criteria will be addressed if necessary. Therefore, it is possible for staff on contracts to apply as a CI even with an end date prior to the end of the proposed project end date.

**Partner Investigators (PIs):** Refer to the ARC Linkage Funding Rules (A10.3) for a full list of PI criteria. If a person is not eligible to be a CI, they may be eligible as a PI. PI’s must:
- take significant intellectual responsibility for the conduct of the Project and for any strategic decisions called for in its pursuit and the communication of results;
- and/or have the experience and capacity to provide effective supervision, support and mentoring of research personnel associated with the Project in their areas of expertise;
- and/or have demonstrated the relevant skills and experience to effectively manage a similar scale research Project.

### A3 Organisation Participants
Add all organisations participating in the Project. For each, select the role of the organisation, search for its name, and click ‘Add’. Select the Administering Organisation as **The University of Melbourne**. The first named CI on the proposal must hold a paid (minimum 0.2 FTE) or Emeritus appointment at UoM for the duration of the project to have the proposal administered by the University.

Note:
- Partner Organisations (POs) that are added in A3 will be automatically added to Part D (Partner Organisation Details)
- All Participating organisations added will be automatically added to Part E - Project Cost.

### A4 Proposal Summary:
This Summary may be used by the ARC for public releases and should be easily understood by a lay reader. Do not use acronyms, quotation marks or all upper case characters.

**This summary** needs to be a clear, plain English summary of the purpose/aims and expected outcomes of the project. Applicants need to explain the benefits that will arise for the Australian community (scholarly/public/commercial). Max 750 characters, approx. 100 words.

**DO NOT USE FIRST PERSON LANGUAGE.** Use “The project aims to...” rather than “I will”, “We will” or “They will”.

**Selection Criteria:** Keep in mind that this summary may be used to allocate your application to an appropriate assessor/panel. It will be a quick reminder for reviewers of what your proposal is about – make sure it is clear and compelling.

### A5 Impact Statement
Provide a concise statement which addresses the intended impact of this research. Research impact is the demonstrable contribution that research makes to the economy, society, culture, national security, public policy or services, health, the environment, or quality of life, beyond contributions to academia.

The statement should address the objectives of the LP schemes (D4 of the Funding Rules). The objectives of the **Linkage Projects** scheme are to:
- a. support the initiation and/or development of long-term strategic research alliances between higher
education organisations and other organisations, including industry and other research end-users, in order to apply advanced knowledge to problems and/or to provide opportunities to obtain national economic, commercial, social or cultural benefits

b. provide opportunities for internationally competitive research projects to be conducted in collaboration with organisations outside the higher education sector, targeting those who have demonstrated a clear commitment to high-quality research
c. encourage growth of a national pool of world-class researchers to meet the needs of the broader Australian innovation system
d. build the scale and focus of research in the national Science and Research Priorities.

Provide a statement outlining the intended path to impact of the proposed research, with reference to the scheme objectives. Please refer to ARC website and consider indicators from the [Research Impact Pathway](http://www.arc.gov.au/research-impact-principles-and-framework)

**Max 500 characters, approx. 75 words.**

**Remember this statement may be used for public release.**


<table>
<thead>
<tr>
<th>A6</th>
<th>NEW: Proposal submitted under the Linkage Projects scheme which could be considered to be similar to the current proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(This question must be answered – Select ‘Yes’ or ‘No’). If ‘Yes’ is selected, A7 will load.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> The ARC would consider a proposal to be similar if the aims and methodology of the Project Description have not substantially changed. Previously submitted proposals should be included whether or not the outcomes have been announced.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A7</th>
<th>NEW: Please provide the proposal ID and a description for each of those previously submitted proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If answered ‘Yes’ in A6, provide the proposal ID for each proposal submitted under the Linkage Projects scheme which is similar to the current proposal and describe (in no more than 750 characters) how the current proposal differs from the previously submitted proposal.</td>
</tr>
</tbody>
</table>

**PART B: CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION**

<table>
<thead>
<tr>
<th>B1</th>
<th>Science and Research Priorities:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any Science and Research Priorities area chosen should be explicitly addressed in Part C under the ‘Significance and Innovation’ sub heading.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Information regarding the Science and Research Priorities is available on the <a href="http://science.gov.au">science.gov.au</a> website</td>
</tr>
</tbody>
</table>

**Selection Criteria:** It is not essential that the project fits into a Science and Research Priorities area. However, it is beneficial as it can be used to assist with addressing the selection criteria on Significance and Innovation (25%)

<table>
<thead>
<tr>
<th>B2</th>
<th>Field of Research (FOR) Codes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select no more than 3 FORs per proposal. The highest percentage can only be entered for one FOR code (e.g. 50% cannot be entered for 2 FOR codes). Percentages should be arranged from the largest percentage to the smallest. Percentages must add to 100.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The ARC also recommends that the ...99 (not elsewhere classified) code be used only when there is no other appropriate code within the classification.</td>
</tr>
<tr>
<td></td>
<td><strong>Selection Criteria:</strong> FOR codes are used to choose ARC assessors, so select codes carefully.</td>
</tr>
</tbody>
</table>

Version Date: 22 July 2016
<table>
<thead>
<tr>
<th>B3</th>
<th>Socio-Economic (SEO) Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The SEO codes indicate the sectors most likely to benefit from the project.</td>
<td></td>
</tr>
<tr>
<td>Select no more than three SEO codes.</td>
<td></td>
</tr>
<tr>
<td>Percentages should be arranged from the largest percentage to the smallest. Percentages must add to 100. The maximum percentage can only be entered for one SEO code (e.g.: 50% cannot be entered for 2 SEO codes).</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> The ARC also recommends that the ...99 (not elsewhere classified) code be used only when there is no other appropriate code within the classification. <strong>A limit of three six-digit SEOs can be entered per proposal.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Selection Criteria:</strong> SEO codes are used to choose ARC assessors, so select codes carefully.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B4</th>
<th>International Collaboration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If ‘Yes’ is selected, B5 and B6 will load.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B5</th>
<th>International Collaboration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify the countries involved. Do not select Australia.</td>
<td></td>
</tr>
</tbody>
</table>

**TIP:** If a country is selected, it should be explained in Part C (Project Description). If you have an international PI, their country should be included in this section.

<table>
<thead>
<tr>
<th>B6</th>
<th>Nature of the Proposed International Collaboration Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select from the drop-down list all options which will apply to the proposal. Ensure that these identified activities are consistent with other parts of your proposal (for example in Part C – Project Description and Project Cost.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B7</th>
<th>Number of HDR stipends requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate the number of Higher Degree by Research (HDR) stipends being requested from the ARC in this proposal.</td>
<td></td>
</tr>
<tr>
<td>The number of HDR stipends requested must match with that specified in the budget (Part E - Project Cost) under Personnel.</td>
<td></td>
</tr>
<tr>
<td>Enter “0” if no places will be filled.</td>
<td></td>
</tr>
<tr>
<td><strong>Selection Criteria:</strong> Project Research Environment definition includes the “opportunities for knowledge growth, innovation, collaboration, mentoring and student training and support”</td>
<td></td>
</tr>
</tbody>
</table>
### PART C: PROJECT DESCRIPTION

#### C1

**Uploaded PDF Project Description:**

**Selection Criteria:**

*Investigators 20%*

*Proposed Project 50% comprising*

- *Significance and Innovation (25%)*
- *Approach and Training (15%)*
- *Project Research Environment (10%)*

*Commitment from Partner Organisation 30%*

The appropriateness of the budget forms part of the *Feasibility* assessment, and will be judged when comparing the proposed method and the budget items requested or supplied by non-ARC organisations.

**TIP:** It is recommended that this section is reviewed by peers/mentors in your Department and Faculty. Examples of past successful LP applications are available on the UoM website: [http://grantslibrary.mro.unimelb.edu.au/](http://grantslibrary.mro.unimelb.edu.au/) (UoM login required to access this page. You may need to copy and paste the web address into your browser).

**Eligibility:**

- This section must meet ARC formatting requirements (ARC Instructions Appendix A). Figure descriptions and text in tables should be in size 11 font Arial or an equivalent size. Colour images may be included but are likely to be reproduced in black and white. Only the Reference section may be in size 9 Arial font or equivalent.

- Section C1 must be a **maximum of 8 A4 pages**, uploaded as a PDF.

- **C1 must be structured with headings in the following order:**

  - **Project Title**
  - **Aims and Background**
  - **Significance and Innovation**
  - **Approach and Training**
  - **Project Research Environment**
  - **Partner Organisation Commitment and Collaboration**
  - **Role of Personnel**
  - **Management of Data**
  - **References**

**Project Title:** This title must be the same as the Proposal Working Title in Part A1 of the Proposal Form.

**Aims and Background:**

- Describe the aims and background of the Proposal.
- Include information about national/international progress in the field and its relationship to this proposal

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Version Date: 22 July 2016
• Refer only to refereed papers that are widely available to the national and international research communities.

• 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.

Ensure the aims are easily identifiable and are able to be understood by the reviewer. Most ARC committee members will not be experts in the particular area of research covered by the proposal.

**Significance and Innovation:**

• Describe why the research is significant and how it addresses an important problem for the partners.

• Describe how the Proposal meets the objectives of the Linkage Projects scheme.

• Describe how the anticipated outcomes will advance the knowledge base and/or provide an industry advantage and why the Proposal aims and concepts are novel and innovative.

• Detail what new methodologies or technologies will be developed in the course of the project that address a specific market opportunity.

• Describe how the Proposal will maximise economic, environmental and/or social benefits to Australia.

• If the research has been nominated as focusing upon a topic or outcome that falls within one of the Science and Research Priorities, describe the potential for the project to contribute to the associated Practical Research Challenge.

• Describe how the Proposal might benefit Partner Organisation/s and other relevant end-users.

• Describe how the project might significantly enhance links with organisations outside the Australian publicly-funded research and higher education sectors.

**Approach and Training:**

• Outline the conceptual framework, design, methods and analyses 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 higher degree by research, if relevant.

• 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.

**Project Research Environment:**

Eligibility and Selection Criteria: The definition of Project Research Environment for 2016 is defined in the ARC Rules, p9 “Project Research Environment means the laboratory, department, school, centre or institute within the Administering Organisation or Partner Organisation where research will be undertaken, and which provides opportunities for knowledge growth, innovation, collaboration, mentoring and student training and support”.

• Describe the existing, or developing project research environment within the Administering Organisation/Partner Organisation(s) for this project.

• Describe how the project aligns with the Administering Organisation’s strategic research plan or other strategic developments, if applicable.

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


Version Date: 22 July 2016
TIP: Ensure that you focus on describing the immediate research environment for your project rather than just providing broad University-wide statements. This section should also mention how the project is aligned with the Administration Organisation’s strategic research plan and plans for communicating the results.

Partner Organisation Commitment and Collaboration:
- Evidence that each Partner Organisation is genuinely committed to, and prepared to collaborate in the Project.
- 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).
- 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.

Role of Personnel:
Summarise the role, responsibilities and contributions of each CI and PI.
- Describe how each CI will ensure that they have the ‘time and capacity’ to undertake the proposed research, taking into account any other grants or roles that they hold

Note:
20% of the selection criteria relates to Investigator(s) which includes the investigator’s time and capacity to undertake and manage the proposed research

- In the case of each PI, provide clarification on the type of PI role they will undertake, which may not be research (see sections A10.3 and D9 of the Funding Rules), and for all types of PI make it clear what their responsibilities on the project will be.

NEW: A PI must have one or more of the following roles:
- take significant intellectual responsibility for the planning and conduct of the project and for any strategic decisions called for in its pursuit and the communication of results; and/or
- have the experience and capacity to provide effective supervision, support and mentoring of research personnel associated with the Project in their areas of expertise; and/or
- have demonstrated the relevant skills and experience to effectively manage a similar scale research Project.

- Summarise the role and levels of involvement of all other participants particularly including those you are requesting salaries for in your budget. (eg: RAs, technical staff, PhD students etc).
- Discuss the appropriateness of the team for the project.
- When discussing the roles of the CIs/PIs ensure the time commitment matches the time commitment stated in question G9 and budget (E1).

TIP: Take the answer to G9 (Time commitment on this project) into consideration when answering this question.
TIP: consider mentioning who will supervise the PhD students keeping in mind the numbers mentioned in questions B7 and E1 (budget).

TIP: All CIs and PIs need to describe their roles on the project in detail, including PIs in a management or an administrative role.

Management of Data:
Outline plans for the management of data and/or specimens produced as result of this proposed project, including but not limited to storage, access and re-use arrangements in accordance with the requirements of the Funding Agreement for 2016 (section A16.5). It is not sufficient to state that UoM has a data management policy – you are encouraged to highlight specific plans for the management of your research data.
**TIP:** Consult the following policy and resources when completing this section
- Doing Data Better @ Melbourne website [http://researchdata.unimelb.edu.au](http://researchdata.unimelb.edu.au)

**References**
- Include a list of all references for the project proposal. References may be in size 9-point Arial font.
- Acknowledge any significant contributors to this proposal (other than listed investigators) and the nature of their contribution

<table>
<thead>
<tr>
<th>C2</th>
<th>Medical and Dental Research:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Refer to the ARC Medical Research Policy, FAQ’s and eligibility examples found at <a href="http://www.arc.gov.au/arc-medical-research-policy">http://www.arc.gov.au/arc-medical-research-policy</a> to decide whether you should answer ‘Yes’ or ‘No’. Please note: The definition can have implications for basic research and bioengineering projects.</td>
</tr>
<tr>
<td></td>
<td>If ‘Yes’ is selected, question C3 will be activated.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C3</th>
<th>Medical Research Statement:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In no more than 750 characters (~100 words) justify how this project does not constitute Medical Research. The ARC may refer to this statement when deciding on the proposal’s eligibility.</td>
</tr>
<tr>
<td></td>
<td><strong>TIP:</strong> Provide sufficient detail for the ARC to understand the intent and limits of the research aims. It is not sufficient to simply quote the policy.</td>
</tr>
</tbody>
</table>

### PART D: PARTNER ORGANISATION DETAILS

<table>
<thead>
<tr>
<th>D1</th>
<th>Is this a Partner Organisation whose funds are appropriated predominantly from Commonwealth or Australian State or Territory funding sources for the purposes of research?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This question must be answered ‘Yes’ or ‘No’.</td>
</tr>
<tr>
<td></td>
<td>It is a <strong>requirement</strong> that the Partner Organisation contribution matches the total funding requested from the ARC, a maximum of 25% can be made up of cash and/or in-kind contributions from one or more Partner Organisations of this type.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> any cash contribution cannot be sourced from funds awarded and appropriated by the Commonwealth or Australian State or Territory for the purposes of research or from funds previously used to leverage government research or research infrastructure funding.</td>
</tr>
<tr>
<td></td>
<td>Refer to subsections A9.2.8, D8.2.4 and D8.2.5 of the Funding Rules for information regarding the cash and/or in-kind contribution from these types of organisations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D2</th>
<th>Type of Partner Organisation – (Is this Partner Organisation an Exempt Archive and Public Record Office, an Exempt Charity, an Exempt Herbarium, an Exempt Museum and Collecting Organisation, an Exempt Non-Profit Organisation or an Exempt Start-up? Please refer to Sections D2 and D8.2.6 of the Funding Rules and the Instructions to Applicants for further information.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This question must be answered ‘Yes’ or ‘No’.</td>
</tr>
<tr>
<td></td>
<td>• If you select ‘No’ the list of Exempt Partner Organisation types will remain greyed out.</td>
</tr>
<tr>
<td></td>
<td>• If you select ‘Yes’ you will be required to select the type of exempt organisation from the drop down list of Exempt Partner Organisation types.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D3</th>
<th>Evidence of collaboration with the Administering Organisations and the alignment of the Project with the Partner Organisation’s strategic plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This question must be answered</td>
</tr>
<tr>
<td></td>
<td>• No more than one A4 page.</td>
</tr>
<tr>
<td></td>
<td>• Provide evidence of new or on-going collaboration between the Partner Organisation either directly with the Administering Organisation and/or with an Other Eligible Organisation on the proposal,</td>
</tr>
</tbody>
</table>

Version Date: 22 July 2016
D4  **Attach a letter of support for this Proposal including Partner Organisation certification**

*This question must be answered*

Please attach a PDF of no more than two A4 pages of the Partner Organisation letter of support. Please refer to Section A9.2.4 of the Funding Rules for details of the required content for this letter.

Each Partner Organisation’s letter of support must:

- include the official letterhead;
- be no more than two A4 pages;
- include a brief profile of the organisation;
- provide details of the Cash and/or In-kind Contributions;
- demonstrate the source of its Cash Contribution (if a Cash Contribution is being made);
- certify that no part of its Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory sources for the purposes of research (if a Cash contribution is being made);
- state its expectations about industry outcomes/products and market value (where appropriate)
- provide details regarding how the Project aligns with the Partner Organisation’s objectives;
- certify that it will meet the requirements outlined in a standard Funding Agreement, including the requirement to enter into arrangements regarding intellectual property which do not unreasonably delay academic outputs; and
- be signed by the Chief Executive Officer, or delegate.

**Note:** A Partner Organisation letter of support template has been provided at Appendix B of the ‘Instructions to Applicants 2016, version 3’ and also in the RIC LP16 Partner Investigator Info Booklet for distribution and use by the Partner Organisation(s).

D5  **Partner Investigator participating on this Proposal for this Partner Organisation**

*This question is not mandatory*

As per subsection D9.1.3 of the Funding Rules, each Partner Organisation may nominate a Partner Investigator on a Proposal. It is not a mandatory requirement for each Partner Organisation to name a Partner Investigator on the proposal. **Where relevant**, please list the name of Partner Investigator participating on this Proposal for this Partner Organisation – it must be one of the Partner Investigators listed at Part A2.

**PART E: PROJECT COST**

**E1  2016 Eligible Budget Items**

**Note:** All organisations participating in this proposal should be added to Part A3 before entering information in the budget table. Columns for ARC, Administering Organisation, Partner Organisation(s), Other Eligible Organisation(s) and Other Organisation(s) should automatically appear once these organisations have been added to section A3.

**Note:** All columns should automatically appear once Organisations have been added to Part A3.

**Check to ensure section E1 is eligible:**

- The budget table must show an ARC column, an Admin Org column and a Partner Organisation column for each year. If there are CIs at “Other Eligible Organisations” (i.e.: Australian Universities listed in A17 of the ARC Funding Rules) there should be an Other Eligible Org column.
- If there are PIs from an “Other Organisation” (e.g. a PI’s employing organisation), there should also be an Other Organisation column.

*Version Date: 22 July 2016*
Do not include GST in your costs.
Do not build indexation into the amounts.
Ensure that there are no prohibited items included in the proposed budget (Refer to Section A8 of the Funding Rules)
See sections A7 and D7 of the ARC Rules for a full list of fundable items

The minimum level of funding that can be requested from the ARC is $50,000 per annum.
The maximum level of funding that can be requested from the ARC is $300,000 per annum.
The project may be applied and awarded for a minimum of two years to a maximum of five consecutive years.

- Travel costs for CIs, PIs and research support personnel are capped at an average of $20,000 per year of the project (field research costs are excluded from this limit).
- Field Research is defined in the ARC Rules as the collection of information integral to the Project outside a laboratory, library or workplace setting and often in a location external to the researcher’s normal place of employment.

Funding may NOT be requested for the following (Refer to Section A8 of the ARC Funding Rules):
- CI salaries and/or on-costs
- PI salaries and/or on-costs
- bench fees or similar lab access fees
- costs not directly related to research or the Project, including but not limited to professional membership fees, professional development courses, fees for patent application and maintenance, equipment for live music or drama performances, visas, relocation costs, costs of dependants, entertainment costs, hospitality costs, insurance and other indirect costs.
- HECS and HELP liabilities for students
- Access to basic library collection
- Access to film or music editing facilities
- capital works and general infrastructure costs
- lab and office space
- basic computer facilities and standard software
- standard reference materials or funds for abstracting services

How to create your budget table in RMS:

- Make sure you have added all relevant organisations in Part A3 before starting Section E - Project Cost. This will enable the different organisation types to be created within the budget table.
- The budget will consist of up to 5 tables, one for each year of funding requested. The tables will be for all project costs. Enter the amount requested from the ARC, the cash and in-kind contributions from The University of Melbourne (Admin Org column), the cash and in-kind contributions from all ‘Other Eligible organisations’, the cash and in-kind contributions from all ‘Other organisations’, and the cash and in-kind contributions from all ‘Partner Organisations’.
- Note: the description column will stay the same for each year. Therefore if you enter an item in the description column and add a costing in year one the same description will appear in years 2- 5, however, there will be no funds attached to this item unless inserted in each year.

A Summary Table for the different Organisation types (ex: Other Eligible Orgs, Other Orgs and Partner Org) will appear at bottom of the budget table. Check that each participating organisation (excluding UoM) is listed in the relevant Summary Table and if not, check if the organisation is listed in A3. Use the relevant Summary Table to specify the contribution from each organisation in each year. Ensure the Total amounts in the Summary Table match the Committed Total for each Organisation Type in the budget table.

Version Date: 22 July 2016
**Budget validation:** If the total amount in the ‘Partner Organisation’ table does not match the total amount in the ‘Partner Organisation’ column for each year of the primary budget table, you will see a budget validation error. For example, “The in-kind totals of the primary budget table and the secondary budget table do not match up for the contributor Partner Organisation (Summary) for Year 1”. This error must be resolved before any other validation errors. As a rule, resolve any validation errors from the first dot point down.

Refer to LP Instructions to Applicants 2016 version 3  p 17-23 for a comprehensive guide to entering the budget in RMS.

**TIP:** You can use the RIC budget spreadsheet to draft budget, before you enter the final budget in RMS. This can be found under ‘Supporting documents’ at http://research.unimelb.edu.au/work-with-us/funding/arc/linkage-projects. **TIP:** Values for in-kind contributions should be calculated based on the most likely actual cost, e.g. current market, current internal provider rates/valuations/rentals/charges of the cost of labour, work spaces, equipment and databases.

<table>
<thead>
<tr>
<th>What to enter in each budget category:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel:</strong></td>
</tr>
</tbody>
</table>
| • CIs must show a **time commitment and pay level** in the budget table. If the CI is employed by UoM use the UoM Salary Scale spreadsheet available under the ‘Support Documents’ heading at: http://research.unimelb.edu.au/work-with-us/funding/arc/linkage-projects. The UoM Salary Scale includes the 30% loading to contribute to salary-related on-costs.

**TIP:** You should include salary/performance increments, such as those within a salary band for consecutive years of the project. For example, CI1 Smith is employed by UoM, and will work 50% of his time on the project and is at Level B.1 salary in 2016. In the Description column of the budget table for Year 1, write “Smith 0.5FTE Level B.1” and include the amount in the Admin Org column. Year 2 would say “Smith 0.5FTE Level B.2”. CI2 Jones is employed by Monash (i.e.: an Other Eligible Organisation/Australian University) so her salary would be listed in the Other Eligible Org column of the budget in the same way.

• **CI salaries must be entered as in-kind contributions under the Admin/Other Eligible Org column.**

• If a CI is receiving salary from an ARC Fellowship OR ANY OTHER COMMONWEALTH-, AUSTRALIAN STATE- OR TERRITORY-FUNDED FELLOWSHIP, DO NOT include their salary in the budget table, unless it is salary over and above the commonwealth component supported. Discuss the CIs time fraction, salary level and commitment to the project in the **Role of Personnel** section in Part C1Project Description.

• PI’s must show a time commitment and salary contribution in the budget table in the **Partner Organisation** column in a similar way to CIs.

• You may request salaries from the ARC for project personnel - including RAs, Senior Research Associates and Technicians etc.
  - Salaries of other personnel employed at the University of Melbourne can be calculated using the UoM Salary Scales spreadsheet available at http://research.unimelb.edu.au/work-with-us/funding/arc/linkage-projects—Supporting Documents subheading. **TIP:** You should include salary/performance increments, such as those within a salary band for consecutive years of the project. Salaries funded by the Admin Org, Other Eligible Org or Other Org can be listed in cash or in-kind column.

• For requested project personnel - in the Description column enter the time fraction (or hours if they are casual employees) and their level of appointment - RA Level 2.1, 0.5 FTE
description for each increment level. This will mean that there would be multiple lines in the budget for each.

For example:
RA level 2.1, 0.5 FTE – enter salary against this in year 1
RA level 2.2, 0.5 FTE – enter salary against this in year 2
RA level 2.3, 0.5 FTE – enter salary against this in year 3

- Do not build indexation into the amounts as the ARC will automatically index these items at the time of payment.

- Higher Degree by Research (HDR) Stipends – ARC Rules indicate that requests for HDR stipends must be requested at an appropriate level at UoM or the relevant industry sector.
  - Please note that the ARC is providing a PhD stipend of $31,898 in 2016 for Linkage Projects in 2013 or earlier (http://www.arc.gov.au/sites/default/files/filedepot/Public/ARC/Salaries_and_stripends/2016_Salary_Stipend_Discovery_and_Linkage.pdf).
  - The University of Melbourne is giving a living allowance of $26,288 per annum in 2016 (http://ask.unimelb.edu.au/app/answers/detail/a_id/5975/kw/apa).
  - Higher Degree by Research (HDR) Stipends may be requested within the above levels.
  - HDR stipends may be funded by the ARC, POs or shared.

---

**Teaching Relief:**

**Eligibility:** Teaching Relief up to a total value of $50,000 per year may be requested. (Refer to section D7.1.b of the ARC Funding Rules)

- Teaching Relief may be added by clicking on the plus sign and entering the name of the CI, the FTE and time period. The CI’s name must be in the format [First name Family name].
  - Example: Prof A Smith, 0.4 FTE

**TIP:** Teaching Relief requires a strong justification in F1 to explain why the research cannot be undertaken during the normal working life of the applicant(s). This can include concentrated periods of time spent on field trips, undertaking overseas travel, seasonal fluctuations (such as ecological breeding seasons), engagement with an Other Organisation, etc.

Refer to your faculty/school/department for advice on appropriate salary buy-out amount per subject.

---

**Equipment:**

- The ARC will only fund budget items that directly support the research project as per A7 and D7 of the Funding Rules.
- Hardware and software items should be included. Basic facilities won’t be provided by the ARC, including computing resources. Any request for computing must be highly specialised and directly related to the success of the project. Equipment and installation costs should be accurate and based on the latest prices obtained from quotes from suppliers (excluding GST). Do not include the quotes in your application, but you can mention the supplier.
- The ARC expects the Administering Organisation to contribute funds to expensive items of equipment. For large and/or very costly items (~$100,000), it may be more appropriate to seek funding through the ARC LIEF scheme.

**TIP:** When the university provides equipment, you should cost this using a simple model, e.g. a piece of equipment worth $100,000 with a useful life of five years would be worth $20,000 per annum. If the equipment was used for 50% of its life on the project that would mean $10,000 per annum. This contribution can be included in the relevant Admin Org column.

Version Date: 22 July 2016
**Maintenance:**

- Requests for purchasing computing equipment or hiring personnel for data preparation or programming **should not** be included here, but rather under “Equipment” or “Personnel”.
- Estimates are fine to use in this section.
- Include in this category maintenance for infrastructure, equipment and consumables required for the project.
- **Consumables should be identified as project specific costs. The justification of them in F1 must justify that they are above the basic requirements expected to be provided by the Admin Org.**

**Travel:**

- All travel costs, including airfares, accommodation and incidentals (per diems) must be listed within the ‘Travel’ section of the budget.
- **Flights should be separately itemised from accommodation and per diem rates.** Per diem rates should be as per the ATO specifications. Travel destinations should be clearly marked, e.g. Melbourne to Paris.
- Accommodation/Per diem should be clearly marked. For example the Description column should state: Accommodation 5 nights Sydney CI Smith.
- Per Diem rates can be found at the following link: [http://law.ato.gov.au/atolaw/view.htm?docid=%22TXD%2FTD201613%2FNAT%2FATO%2F00001%22](http://law.ato.gov.au/atolaw/view.htm?docid=%22TXD%2FTD201613%2FNAT%2FATO%2F00001%22)

   **NOTE:** domestic and international travel (economy) for CIs, PIs, Higher Degree by Research candidates, postdoctoral fellows and research support personnel should not exceed an average of **$20,000** per year of the Project. It is clarified in the FAQs that for a 3-year project, the project can request up to a maximum of $60,000 for travel costs and it does not need to be evenly spread as $20,000 per year – The maximum amount can be spent all in one year or split between years as long as it does not exceed the maximum amount.

   **TIP:** Funding for travel related to carrying out Field Research is not counted towards this limit.

   Refer to Subsection A7.1.1 of the Funding Rules for further information.

**Fieldwork Expenses:**

- Include all costs associated with field research e.g. travel costs -flights, accommodation, per diems etc. for CIs, PIs, HDR candidates, Postdoc fellows and Research support personnel.
- These costs can also include technical and logistical support directly related to field research.

   **TIP:** Although there is no cap on fieldwork expenses, requests should be fully justified in Part F1.

  **Field Research** means the collection of information integral to the Project outside a laboratory, library or workplace setting and often in a location external to the researcher’s normal place of employment

   Refer to Subsection A7.1.1.c of the Funding Rules for further information.

**Other:**

- Include any items that cannot be appropriately placed in the other budget categories such as, but not limited to, expert services of a third party. You may wish to include costs of publication and dissemination of research outputs which correlates to the plans for **Communicating research results** indicated under “Project Research Environment” of your project description.
- **NEW** – in LP16 you can request funding for workshops, focus groups and conferences – including reasonable hospitality costs (morning tea, lunch, afternoon tea) that are necessary for the conduct of the proposed project.

   **TIP:** The **Other** subheading should be used for unique aspects of the project, e.g. services such as translation services where the applicant is not hiring personnel, but instead paying a fee.

**Checking the Partner Organisation Contribution Requirements**

Version Date: 22 July 2016
Ensure that the proposal meets the PO cash and in-kind requirement by the ARC:

- The combined Partner Organisation cash and in-kind contribution must at least match the total funding requested from the ARC.
- The combined Partner Organisation cash contribution must be at least 25% of the total funding requested from the ARC.
- Proposals which have all Partner Organisations as exempt organisations do not have to meet the 25% cash contribution from the POs. However, the combined Partner Organisation cash and in-kind contribution must at least match the total funding requested from the ARC.
- Proposals which have a combination of exempt Partner Organisation and non-exempt partner organisations have to meet the cash and in-kind requirement by the ARC.
- Partner Organisations whose funds are appropriated predominantly from Commonwealth or Australian State of Territory funding sources for the purposes of research are restricted in their capacity to contribute. The combined eligible contributions (cash and in-kind) from all POs of this type participating in a proposal is 25%. Therefore, the project needs to have a Partner Organisation that will provide at least 75% of the required cash and in-kind contribution.

### PART F: BUDGET JUSTIFICATIONS

<table>
<thead>
<tr>
<th>F1</th>
<th>Justification of funding requested from the ARC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Part F1 is a maximum of two (2) A4 pages.</td>
</tr>
<tr>
<td></td>
<td>Use the same sub-headings provided in the budget table (i.e.: Personnel, Teaching Relief, Equipment, Maintenance, Travel, Fieldwork Expenses and Other).</td>
</tr>
<tr>
<td></td>
<td>Each justification should be easily matched to the items listed in the description column of the budget table.</td>
</tr>
<tr>
<td></td>
<td>Justify each item in terms of cost and need.</td>
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<tr>
<td></td>
<td>If requesting equipment, describe how it will be used and provide details of manufacturer, supplier, cost and installation based on quotes. (Do not supply the actual quotes).</td>
</tr>
<tr>
<td></td>
<td>For expensive equipment, demonstrate that access to the equipment elsewhere is not available/appropriate/practical. The Administering Organisation would be expected to contribute part of funding required for expensive items of equipment.</td>
</tr>
<tr>
<td></td>
<td>If you are requesting Travel demonstrate how this will foster and strengthen collaboration between Australia and overseas.</td>
</tr>
</tbody>
</table>

**Selection criteria:** Is the budget reasonable given the methodology in Part C? Does the requested budget create confidence in the timely and successful completion of the project? The appropriateness of the proposed budget and ‘value for money’ are assessed as part of the Approach and Training which is worth 15% of the selection criteria.

**TIPS:**

- Justifications should concentrate on why things are being requested, not just how the cost was calculated, e.g. personnel requests should explain why a full-time, part-time or casual option was chosen, why the person is employed at that level, why a PhD qualification is needed, etc.

- If you are requesting PhD student support you should explain why the project would be a suitable training opportunity. You need to make sure the research allocated is worthy of a PhD thesis.

- In requesting Teaching Relief or other duties for any named CI, fully justify the request in terms of achieving a successful outcome for the project.

- Travel may be scrutinized - why is travel beneficial to your project outcomes? Justify the length of time, the amount of people requested to travel. Why is it necessary – why can it not be done, by conference/video call, email etc?

| F2 | Justifications of Partner organisation and other non-ARC contributions |

Version Date: 22 July 2016
- Part F2 is a maximum of two (2) A4 pages.
- Use the same sub-headings provided in the budget table (i.e.: Personnel, Teaching Relief, Equipment, Maintenance, Travel, Fieldwork expenses and Other).
- Provide an explanation of how non-ARC contributions from The University of Melbourne, Partner Organisations, ‘Other Eligible Organisations’ and ‘Other Organisations’ will support the project.
- For each PI named on the proposal, provide the details of their organisation’s contribution to the project including the PI’s contribution in relation to her/his time on the project.
- If there is no direct funding being provided by the Administering Organisation or other bodies in cases where this could reasonably be expected, explain why no commitment has been made.
- Highlight contributions by Partner Organisations and attribute them to specific POs.

**TIP:**
- The Budget Table (E1) should show cash and in-kind contributions. F2 should explain both these types of contributions. Eg: Your contribution from the University should include items other than just the CI salaries. You should discuss the equipment, facilities and other support available to you at the University and endeavour to provide a cost in the budget pages.
- PI contributions may include: salaries, intellectual input, access to data/resources etc.

### PART G: PERSONNEL

**Keep in mind the selection criteria on Investigator(s) is worth 20%:**
- Research opportunity and performance evidence (ROPE);
- Potential to engage in collaborative research with end-users; and
- Time and capacity to undertake the proposed research.

#### G1 Personal Details
This section will be auto-populated from the details held in RMS for each participant. Participants need to amend their personnel profile in RMS for these sections to accurately populate.

**TIP:** Remind all your named participants (CIs, PIs) to update their RMS 2.0 profile.

#### G2 Role of Partner Investigators
This question will only appear for those participants listed as Partner Investigators on the project. This question is not mandatory)

**NEW:** It is recommended that PIs answer this question and choose one or more of the following PI roles:
- Will take significant intellectual responsibility for the planning and conduct of the project and for any strategic decisions called for in its pursuit and communication of results
- Have the experience and capacity to provide effective supervision support and mentoring of research personnel associated with the project in their areas of expertise
- Have demonstrated the relevant skills and experience to effectively manage a similar scale research project.

#### G3 Will you be residing predominantly in Australia for the duration of the project?

Must select ‘Yes’ or ‘No’ from the drop down menu.

*If you are a CI you must predominantly reside in Australia (A10.2.4)*

#### G4 Qualifications
This section will be auto-populated from the details held in RMS for each Participant. Participants need to amend their person profile in RMS 2.0 for these sections to accurately populate, by clicking on the ‘Qualifications’ link.

List qualifications in date order, beginning with the most recent. If the order is incorrect, please amend this section via your RMS ‘Person Profile > Qualifications’.

#### G5 Are you currently undertaking a Higher Degree by Research which will be conferred after 31 December 2016

Version Date: 22 July 2016
Must select ‘Yes’ or ‘No’ from the drop down menu.

**Eligibility criteria:** A Chief Investigator cannot be undertaking a higher degree by research (HDR) at the Commencement Date of the Project. To be eligible for a CI role, researchers must have their HDR conferred by the Commencement Date of the project as described in Section A10.2.5 of the Funding Rules. The ‘HDR Conferral Date’ is the date that is noted on the HDR testamur. The ‘HDR Conferral Date’ is not the date of submission of the thesis, nor the date the thesis was accepted by the examination board.

<table>
<thead>
<tr>
<th>G6</th>
<th><strong>Current and Previous Appointments/Position(s) – during the past 10 years:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This section will be auto-populated from the details held in RMS for each participant. Participants need to amend their Person Profile in RMS to amend this section, by clicking the ‘Employment’ link. Enter positions in RMS held during the past 10 years only. Applicants must 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, and provide the description, the department, the contract type and employment type. Specify the start and end date of each position and select an organisation.</td>
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</tbody>
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<thead>
<tr>
<th>G7</th>
<th><strong>Employment Details</strong></th>
</tr>
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<tbody>
<tr>
<td></td>
<td><strong>Eligibility:</strong> This section determines your eligibility for your participant role (CI/PI).</td>
</tr>
<tr>
<td></td>
<td><strong>NEW:</strong></td>
</tr>
</tbody>
</table>
|    | • Name all organisations that you will be associated with as at the 1st January 2017 by performing a ‘search’ and clicking ‘add’.  
  o If you can’t find the organisation, you can add the organisation using the ABN. Otherwise contact rms@arc.gov.au  
• Select appointment type  
• Enter your FTE for this organisation  
**NOTE:** CIs must be employed at an Eligible Organisation for at least 0.2 FTE or hold and Emeritus Appointment at an Eligible Organisation. |

<table>
<thead>
<tr>
<th>G8</th>
<th><strong>Relevant Organisation for this Proposal:</strong></th>
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<tbody>
<tr>
<td></td>
<td>Enter the name of the organisation that is relevant to your participation on this proposal and that you will be associated with as at 1st January 2017. <strong>Please note that the relevant Organisation must be listed in G7 for this question to validate.</strong></td>
</tr>
</tbody>
</table>
|    | • CI – Eligible Organisation at which you will be employed, or hold an adjunct appointment with, as at 1 January 2017 and beyond.  
• PI – your primary employer as at 1 January 2017. |

<table>
<thead>
<tr>
<th>G9</th>
<th><strong>What is your time commitment (%FTE) to this project?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Each CI and PI must enter the percentage of time (FTE) which will be committed to the project. This number should be entered between 0 and 1 without the percentage character, for example, 10% FTE should be entered as 0.1. Please ensure that your time commitment matches what is listed in the C1 (Role of Personnel), E (Budget table), and F2 (Budget Justification).</td>
</tr>
</tbody>
</table>
|    | **Selection criteria:** Investigators 20%-Is the time commitment reasonable given the methodology in Part C and expertise of the
<table>
<thead>
<tr>
<th>G10</th>
<th>Research and Opportunity and Performance Evidence (ROPE) - Details on your career and opportunities over the last 10 years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5250 Character (Approx. 750 word) Limit.</td>
</tr>
<tr>
<td></td>
<td>• Set out answers to these questions under points i) - vi) as per the LP Instructions to Applicants, p27.</td>
</tr>
<tr>
<td></td>
<td>• Over last 10 years is defined as 1 January 2005 onwards.</td>
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<tr>
<td></td>
<td><strong>TIP:</strong> This section is ideal to discuss interruptions to an applicant’s career, or any other circumstances that may have slowed down their research and publications, such as periods of parental leave.</td>
</tr>
<tr>
<td></td>
<td><strong>TIP:</strong> Look at past successful applications at <a href="http://grantslibrary.mro.unimelb.edu.au/">http://grantslibrary.mro.unimelb.edu.au/</a>. Your application is being assessed in a competitive system and other applicants will use this section to their advantage.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G11</th>
<th>Research and Opportunity and Performance Evidence (ROPE) - Recent Significant Research Outputs and ARC grants (since 1 January 2005).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Upload a PDF of no more than 10 A4 pages maximum.</td>
</tr>
<tr>
<td>(1)</td>
<td><strong>List your recent significant research outputs most relevant to this Proposal</strong></td>
</tr>
<tr>
<td></td>
<td>• Publications listed must be from 1 January 2005 onwards only.</td>
</tr>
<tr>
<td></td>
<td>• Publications <strong>must be set out under the following ARC headings:</strong></td>
</tr>
<tr>
<td></td>
<td>- Scholarly Books</td>
</tr>
<tr>
<td></td>
<td>- Scholarly Book Chapters</td>
</tr>
<tr>
<td></td>
<td>- Refereed Journal Articles</td>
</tr>
<tr>
<td></td>
<td>- Refereed Conference Papers (only where the paper was published in full in the proceedings)</td>
</tr>
<tr>
<td></td>
<td>- Other (e.g. major exhibitions, compositions or performances)</td>
</tr>
<tr>
<td></td>
<td>• Publications <strong>must be numbered continuously.</strong> Do not restart numbering under each subheading.</td>
</tr>
<tr>
<td></td>
<td>• Put an asterisk (*) next to publications which are most relevant to the proposal.</td>
</tr>
<tr>
<td></td>
<td>• Publications that are “in press” must include a <strong>date of acceptance</strong> from the publisher.</td>
</tr>
<tr>
<td></td>
<td>• “Submitted” or “in preparation” work must not be included.</td>
</tr>
<tr>
<td>(2)</td>
<td><strong>Details of ARC grants awarded in the last 10 years on which you have been a CI, PI or Fellow - for the last 10 years only.</strong></td>
</tr>
<tr>
<td></td>
<td>• Details <strong>must be set out in the ARC template table</strong>, found in the LP Instructions to Applicants p 29 and found at: <a href="http://research.unimelb.edu.au/funding/arc/linkage-projects.html">http://research.unimelb.edu.au/funding/arc/linkage-projects.html</a> - Support documents</td>
</tr>
<tr>
<td></td>
<td>• In the table, provide the ID number, CI/PI/Fellow names in the order that they appear on the grant, Amount Funded, the number of years the grant was funded, Project Title, Research Outputs (Nominate the reference numbers of the research outputs in the last 10 years given in G11 (1) that arose from or were in part of your ARC grants.</td>
</tr>
</tbody>
</table>

**Eligibility:** Publication details must be complete and the grant table accurate or your application could be ruled ineligible due to “incomplete or misleading information”.

**ARC grants awarded prior to 2005 which continued past 2005 should NOT be included in the table. Only grants which commenced in 2005 onwards.**

For participants where this is not relevant (e.g. PI’s with non-academic backgrounds) include an explanation why this section is not applicable, or include other professional publications and outputs (e.g. policy advice).
### G12 Research Opportunity and Performance Evidence (ROPE) - Ten Career-Best research outputs
The PDF for this section must be **no more than 4 pages**. (There is no restriction on the age of publications).

- Provide the **full reference** for each of your 10 best research outputs.

- Next to each, provide information on any ARC grant scheme on which you were a CI, Award Recipient or Fellow from which they originated. Include the Project ID, CI/PI/Fellow names in the order that they appear on the grant, Amount Funded, Number of Years (i.e.: grant duration), Project Title.

- Add a brief paragraph for each output explaining and justifying the impact or significance of the research output.

- Put an asterisk (*) next to the publications relevant to this proposal.

- For participants where this is not relevant (e.g. PI’s with non-academic backgrounds), include an explanation why this section is not applicable, or include other professional publications and outputs (e.g. policy advice).

### G13 Research Opportunity and Performance Evidence (ROPE) - Further evidence in relation to research impact and contributions to the field over the last 10 years most relevant to this proposal

**Maximum of 7500 Characters** (approx. 1000 words)

- Provide research outputs other than academic publications. Include patents and policy advice, IP licences, relevant consultancies, competitive grants and other research support, other professional activities and other outputs.

- Provide evidence for the quality of all your research outputs relative to opportunity and in the context of your discipline/end user benefits.

- Include a wide range of research evaluations - (e.g. citations, evaluation of the publication - the journal, the book publishing house, the conference etc., other measures of esteem; honours and awards/prizes). Describe how your research has led to a significant change or advance of knowledge in your field, and outline how your achievements will contribute to this Proposal.

- For participants where this is not relevant (e.g. PI’s with non-academic backgrounds) include an explanation why this section is not applicable, or include other relevant information and experiences that they contribute (for example relevant consultancies, policy advice and other professional activities).

### G14 Currently held ARC projects
This section will automatically populate from the details in RMS for each participant.
Please contact ric-arclinkage@unimelb.edu.au, if you have any concerns on this.

**PART H: RESEARCH SUPPORT AND STATEMENTS ON PROGRESS**

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Version Date: 22 July 2016
Research support for all participants

All named participants (CIs and PIs) must provide details of:

i) current submitted ARC proposals

ii) research funding requested / awarded from non-ARC sources (in Australia and overseas) for the years 2015 to 2020 inclusive.

Use the template on page 32 of the Instructions to Applicants or download from [http://research.unimelb.edu.au/funding/arc/linkage-projects.html](http://research.unimelb.edu.au/funding/arc/linkage-projects.html) - Support documents.

**UPDATED:**

**ARC Proposals: (1st Part)**

- List proposals that are currently submitted to the ARC and are still under consideration at the time of submission date for your LP16 application.
- Also include any announced and not yet executed Projects and use the support status of ‘Announced’ for these Projects
- List the current proposal first
- Do not include proposals for which outcomes have been announced and the Funding Agreement and project have already been executed in RMS
- Do not include proposals which are still in draft and will not be submitted at the time your LP application is submitted (i.e. proposals for schemes that close at a later date or LP16 proposals that are not yet submitted).

**Funded from the non-ARC Sources (2nd Part 2)**

- List proposals and/or projects in descending date order.
- Support statuses are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support.
- Funding amounts are to be in the thousands and in Australian dollars.
- The proposal/project ID applies only to proposals, current and past projects (including Fellowships)

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**Version Date:** 22 July 2016
funded by the NHMRC.

• Details should be provided for all non-ARC sources of funding.

Eligibility:
• Check font size (11pt Arial) and make sure table fits within the 0.5cm margin requirement.
• Check all details are provided for each grant listed, or your application could be ruled “incomplete or misleading”.

TIP: RIC has created a template word document for this section which can be downloaded at: http://research.unimelb.edu.au/work-with-us/funding/arc/linkage-projects

H2 Statements on Progress for ARC-funded projects
Eligibility: Failure to attach a report will make your application ineligible (Incomplete or misleading information).

Each CIs/PIs must attach a statement detailing progress for each ARC project/award/fellowship under the ARC Discovery Projects, Discovery Indigenous Researchers Development, Discovery Indigenous, Discovery Early Career Researcher Award, Linkage Projects, Industrial Transformation Research Hubs, Industrial Transformation Training Centres or any ARC Fellowship scheme, and for which the Final Report has not yet been submitted to the ARC as at the time of submission of this proposal.

• Reports must include the project ID, First named investigator (Project Leader), and scheme name in the heading.
• Each report must be no more than one A4 page and uploaded as a PDF
• A statement of progress for each ARC-funded project indicated in Part G14 (for all participants) must be included in the proposal submission regardless of whether a progress report has or has not been submitted to the Research Office or ARC.

Note: Statements on progress are required for projects for which the Final Report has not yet been submitted to the ARC as at the time of submission of this proposal. Projects which currently receive carry forward funding only are still required to submit a statement on progress if their Final Report has not yet been submitted.

The one page reports are a chance for the applicant to show they are a good investment and should highlight major achievements, invited presentations and important publications. These statements should convince the ARC that you can manage major projects.

OTHER OBLIGATIONS

PROGRESS/FINAL REPORTS: Applicants must ensure that at the time of application submission, all Progress and Final Report obligations for ARC grants have been met.

http://research.unimelb.edu.au/work-with-us/funding/arc/manage-your-grant

Version Date: 22 July 2016