FREQUENTLY ASKED QUESTIONS
for Australian Laureate Fellowships commencing in 2016

Updated 29 September 2015

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- All Participants should read Parts A and B of the *Funding Rules for schemes under the Discovery Programme (2015 edition)* (the Funding Rules). The ‘Instructions to Applicants’ also contains important information for Research Office staff and individual Participants preparing proposals.

- The Australian Research Council (ARC) does not respond to queries from individual Participants. Individual Participants should direct all queries regarding ARC funding schemes to their Administering Organisation’s Research Office (or equivalent). If further information regarding the scheme is required, the Research Office should contact the Australian Laureate Fellowships team.

- Information regarding the [Research Management System](#) (RMS) is available at the ARC website, or by contacting the [RMS helpdesk](#) for assistance.

As soon as information regarding important scheme dates becomes available, the ARC website will be updated at the [Important Dates](#) page. The ARC will also notify the Research Administrators’ Network of any updates via an email message.

This Frequently Asked Questions document will be updated as required. Details of any amendments will be appended to this document.
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1. **ELIGIBILITY AND CROSS-SCHEME ELIGIBILITY**

1.1 **Section A6.2.6** of the Funding Rules states that ‘a proposal may only be submitted for funding that the researcher would be eligible to hold under these rules as at the Commencement Date of the Project/Fellowship/Award being applied for.’ What is the ‘Commencement Date’?

The ‘Commencement Date’ in this section refers to the date on which the funding of the scheme you are applying for will commence. For Australian Laureate Fellowships commencing in 2016 the Commencement Date is 1 July 2016. However, see question 1.3 below.

1.2 **How do I calculate the duration of my existing Project?**

For eligibility purposes, a Project/Fellowship/Award is considered to be funded for the years set out in the original Funding Agreement as noted in section A6.2.7 of the Funding Rules.

1.3 **How many Projects, Fellowships or Awards can a researcher hold or apply for concurrently under the Discovery Programme?**

Under the Discovery Programme, a researcher can be funded concurrently for a maximum of:

- two Projects as a CI (including both as sole CI); or
- one Project as a CI and one ARC Fellowship; or
- one Project as a CI and one ARC Award.

A successful Australian Laureate Fellow will be allowed (and required) to relinquish existing projects in order to comply with this rule after the award of the Australian Laureate Fellowship.

A researcher cannot concurrently hold more than one ARC Fellowship or Award, and successful ARC Fellows or Awardees will be required to relinquish other Commonwealth fellowships prior to the commencement of the ARC Fellowship or Award.

Please note that funding held and Proposals submitted under the ARC’s *Linkage Projects* and *LIEF* schemes need not be taken into account when considering the limits described above. However, grant holders should consider their time and capacity to undertake additional projects.

CIs on funded *ARC Centres of Excellence* commencing in 2017 or later, *Industrial Transformation Research Hubs* commencing in 2015 or later, *Industrial Transformation Training Centres* commencing in 2016 or later, or *Special Research Initiatives* commencing in 2015 or later may only apply for one Project/Award/Fellowship under the Discovery Programme.


1.4 **Can I be nominated on more than one Proposal in this funding round of Australian Laureate Fellowships?**

No. Australian Laureate Fellowship candidates may only be nominated for one Proposal in this funding round. Please refer to subsection B7.1.1 of the Funding Rules.

1.5 **Is it possible for unsuccessful FL15 candidates to apply again for an Australian Laureate Fellowship for funding commencing in 2016?**

Yes. There are no restrictions on the number of funding rounds in which a previously unsuccessful candidate can apply for an Australian Laureate Fellowship. However, subsection A6.2.5 of the Funding Rules states that an Australian Laureate Fellow (that is, a successful candidate) cannot apply for a subsequent Australian Laureate Fellowship.

1.6 **If I apply for an Australian Laureate Fellowship, will I automatically be considered for a Kathleen Fitzpatrick Australian Laureate Fellowship or a Georgina Sweet Australian Laureate Fellowship?**
No. Kathleen Fitzpatrick Australian Laureate Fellowships and Georgina Sweet Australian Laureate Fellowships are available to female researchers only, and must be applied for separately on the Proposal form. It is not mandatory for female candidates to apply for these additional awards. If you would like to apply for this award, you will need to answer ‘Yes’ at question (Do you wish to be considered for a Georgina Sweet or Kathleen Fitzpatrick Australian Laureate Fellowship). Please refer to Section B8 of the Funding Rules for further information on the Kathleen Fitzpatrick Australian Laureate Fellowship and Georgina Sweet Australian Laureate Fellowship.

1.7 If I am unsuccessful in my application for a Kathleen Fitzpatrick Australian Laureate Fellowship or Georgina Sweet Australian Laureate Fellowship, will my Proposal remain under consideration for an Australian Laureate Fellowship?

Yes. Subsection B8.1.6 of the Funding Rules states that candidates who are unsuccessful in obtaining a Kathleen Fitzpatrick Australian Laureate Fellowship or a Georgina Sweet Australian Laureate Fellowship will still be considered for an Australian Laureate Fellowship.

1.8 As an overseas researcher, can I apply for an Australian Laureate Fellowship to work in Australia if I do not have permanent resident status?

Yes, but Australian Laureate Fellows who are not Australian citizens must obtain a legal right to work and reside in Australia for the duration of the Australian Laureate Fellowship. Please refer to B7.1.5 of the Funding Rules.

1.9 I hold a position at an Eligible Organisation, but will not reside in Australia for much of the duration of the project. Am I still eligible to be a Fellow?

Successful candidates may, with the approval of the ARC, undertake research overseas for periods of up to two years in total, providing the Administering Organisation clearly demonstrates that this is in the best interests of the research and its outcomes, and of national benefit to Australia. Please refer to B7.1.6 and B7.1.7 of the Funding Rules.

2. BUDGET

2.1 Publication and dissemination of Project outputs and outreach activity costs are listed as budget items supported (subsection A5.2.1.h of the Funding Rules). Does this mean I should/could enter a line in the budget requesting a sum for publication costs?

Yes, there is no cap on the amount you can request. Applicants may request an appropriate amount for publications and dissemination under the Project Costs table of the Proposal Form. All funds requested from the ARC must be fully justified under the Budget Justification in the Proposal form.

Please note that applicants should include information in the Project Description section of the Proposal Form regarding their strategies for dissemination.

2.2 Can you please clarify subsection A5.3.1.a ‘bench fees or similar laboratory access fees’ under ‘Budget Items Not Supported’ in the Funding Rules?

Bench fees are fees that an organisation charges for an individual to use infrastructure which would normally be provided by the organisation for their employees. This infrastructure may vary and could include, for example, an office or a laboratory space with appropriate equipment, or access to non-specialised equipment owned by the organisation. Access to specialised equipment (such as electron microscopes) does not fall into this category and therefore, if this type of access is required for the project, a usage fee may be requested from the ARC under the Funding Rules. All budget requests must be fully justified.

2.3 Can you please advise whether indirect costs can be included? I cannot find anywhere on the budget page to enter them.

The ARC does not fund indirect costs or overheads. The budget is to be presented as direct costs only - this is the level of funding which is being requested. Please refer to section A5.3 of the Funding Rules.

2.4 Can you please clarify whether the Project Cost table must be included under the Budget Justification in the proposal form?
While the Project Cost table may be included, this is not mandatory. The justification should indicate how the project funding will be used each year. This statement should include the need and cost for each item requested from the ARC using the same headings as in the budget in the Proposal form. Although the budget justification should be broken down into separate headings for each year, applicants may refer back to the description in the first year of funding to avoid duplication.

2.5 Can you define Field Research as per section A5.2.1 of the Funding Rules?

‘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. If the researcher can justify the necessity for the work in relation to the proposed Project, and the Administering Organisation can certify the work undertaken, then it can be considered as ‘Field Research’. It is the Administering Organisation’s discretion to consider what is determined as ‘Field Research’. The main purpose of any travel designated as Field Research must be to carry out the research, not to attend a conference or other related meetings.

The applicant should fully justify the costs of field research in the Proposal Form. Please refer to the Instructions to Applicants for further information.

2.6 Can a top-up to the Postgraduate Researchers (PGRs) stipend be requested from the ARC as part of the project costs?

No. In accordance with subsection B9.2 of the Funding Rules, the stipend rate for PGRs is $25,563 (2015$) per annum. The Administering Organisation, however, may provide additional funding to increase the stipend amount.

2.7 Can travel for international collaborators to travel to Australia be requested as a budget item?

Yes, travel for international collaborators to come to Australia may be requested but must be directly related to the Project and be fully justified in the proposal. Subsection B5.2.2 of the Funding Rules states that funding is permitted for domestic and international economy travel associated with the Project, including to foster and strengthen collaborations between researchers in Australia and overseas.

3. SUBMISSION REQUIREMENTS

3.1 Can you please advise what the ARC considers satisfactory evidence to meet the certification requirements? Who must sign, what conditions must they sign to, and do they need to contain original signatures or can the agreement be attested by email?

The Administering Organisation is no longer required to obtain handwritten signatures on an ARC Certification Form to attest to the agreement of all parties necessary to allow the proposed project to proceed. Instead, the Administering Organisation will certify that they have obtained the written agreement of all parties necessary to allow the proposed project to proceed through the Research Management System (RMS). The ARC reserves the right to seek the evidence from the Administering Organisation to support the certification of Proposals.

3.2 Who are the relevant parties who need to provide written agreement?

Relevant parties are all individual or organisational participants named on the Proposal, and excluding any Participant’s Current Organisation which is not their Relevant Organisation for the Proposal. Please refer to the Instructions to Applicants.

Evidence of agreement from organisations should be from the Head of Department or equivalent level or above. All evidence should include a clear indication of what the actual participation in the conduct of the research will be.

3.3 What does the ARC mean by written agreement?

The evidence held by the Administering Organisation needs to contain firsthand confirmation in written form (for example, handwritten or electronic letters or emails) of agreement to
participate in the project from all relevant parties. The evidence could include (but is not limited to) emails from individual researchers agreeing to participate, letters from the employers of participants agreeing to their participation, or letters from other relevant organisations agreeing to contribute the resources outlined in the Proposal. The Administering Organisation can determine the most appropriate format within their organisation.

The ARC has provided a pro forma for obtaining written evidence on each scheme page on the ARC website. **Please note:** The use of the ARC pro forma is not mandatory and each Administering Organisation may determine its own required format for written evidence.

**3.4 What does the Administering Organisation have to certify?**

The full certification text is available in the [Sample Form](#). Please also refer to section A7.4 of the Funding Rules.

**3.5 Can I make changes/alterations to my Proposal once it has been submitted?**

No. While proposals may be withdrawn under certain circumstances, additions, deletions and modifications will not be accepted after submission to the ARC unless invited by the ARC. Please refer to subsections A7.1.1 and A7.3.2 of the Funding Rules.

**3.6 What does the ‘Award of PhD Date’ mean?**

As defined in section A3 of the Funding Rules, the ‘Award of PhD Date’ means the date of conferral of a PhD (that is, the conferral date noted on the PhD testamur). The ‘Award of PhD Date’ is not the date of submission of the thesis, nor the date the thesis was accepted by the examination board.

**3.7 I am having trouble sticking to the page limits stipulated in several of the form Parts. Is it okay to use 10 point font size?**

No. The Instructions to Applicants clearly state that, with the exception of references, an appropriate 12 point font should be used. Failure to comply with the required format may result in the Proposal being ruled ineligible for funding. Only references may be reproduced in 10 point font size.

**3.8 Can an applicant include impact factors and citation counts in their proposal under Personnel and Research Opportunity and Performance Evidence (ROPE)?**

In addressing questions under Personnel and Research Opportunity and Performance Evidence (ROPE), applicants must observe the requirements outlined in the current Funding Rules and the Instructions to Applicants. In justifying the impact or significance of each publication, each applicant should decide what information is to be included in these sections to best support the selection criteria, while observing eligibility issues such as formatting, word and page limits. Information such as citations, impact factors and/or public recognition may be included.

**3.9 I have recently authored a report for a government agency, can I include this under question C10, significant research outputs?**

Yes, reports for government agencies or industry are considered a non-traditional research output. Please provide detail and explanation under the heading ‘Other research outputs, including non-traditional research outputs’.

**3.10 Is it permissible to include edited research books in my significant research outputs?**

Yes, edited research books can be included in your significant research outputs. Please note edited research books should be included under the heading ‘Edited research books, including prestigious reference works’.

**3.11 I hold an ARC project that was awarded 3 years of funding commencing in 2013. Due to a delayed start some of the project funds for 2015 were carried forward into 2016. Do I need to include this project in my statements of progress (Part G)?**

Yes. If a Final Report has not been submitted you will need to include a statement on progress for this project. Please refer to the Instructions to Applicants.
3.12 I have a current project that was approved for funding commencing in 2015, but commencement was delayed. As a result, there has been little progress to report. Do I still need to provide a statement of progress for this project in the Proposal Form?

Yes. Statements of Progress for ARC-funded projects and fellowships are important elements in ensuring accountability and good management of public funding for research. Reports also assist in drawing our attention, and the attention of the Research Office staff, to concerns and problems that participants face. If you do not provide reports of progress for ARC DP, LP, ITRH, ITTC and Fellowship/Award grants you hold, your proposal will be deemed ineligible.

3.13 For what type of ARC grants should I provide progress statements?

Statements of progress need to be provided for ARC-funded projects, involving the participant, for which the Final report has not yet been submitted to the ARC as at the time of submission of this Proposal.

Schemes for which progress statements may be required:

- Discovery Projects
- Discovery Indigenous Researchers Development
- Discovery Indigenous
- Discovery Early Career Researcher Award
- Linkage Projects
- Industrial Transformation Research Hubs
- Industrial Transformation Training Centres
- Future Fellowships
- Federation Fellowships or any ARC Fellowship which is a scheme in its own right

3.14 What information am I required to provide in relation to Management of Data in the Project Description?

In line with responsibilities outlined in the Australian Code for Responsible Conduct of Research (2007) and international best practice, the ARC has updated wording in relation to the management of data.

The ARC does not mandate open data. However, researchers are encouraged to consider the ways in which they can best manage, store, disseminate and re-use data generated through ARC-funded research. The Project Description requires researchers to articulate briefly their plans for the management of data generated through the proposed Project. In answering this question researchers need not include extensive detail of the physical or technological infrastructure.

Answers should focus on plans to make data as openly accessible as possible for the purposes of verification and for the conduct of future research by others. Where it may not be appropriate for data to be disseminated or re-used, justification may be provided.

Further information and resources on managing data are available on the Australian National Data Service (ANDS) website.

3.15 Is it sufficient to answer the Management of Data section in the Project Description by noting that I will comply with my institution’s requirements?

No. Whilst the ARC recognises that some institutions may have infrastructure and/or processes in place for storing, managing and sharing data and that these are valuable resources, to take into account the differences that may exist between institutions, disciplines and research projects, researchers are encouraged to highlight specific plans for the management of their research data in this section.

The Management of Data section in the Project Description aims to encourage consideration of ARC-funded research data at both an individual and institutional level, in accordance with the responsibilities outlined in the Australian Code for Responsible Conduct of Research (2007). Researchers, in consultation with their institutions, are best placed to consider the management and future potential of their research data. This approach allows individuals to take into account the differences that may exist between disciplines and research projects as well as to utilise institutional resources and support available.
Details of compliance with institutional requirements should be included in this section, provided that they are supported by a description specific to the data arising from the individual research Project.

4. OTHER QUESTIONS

4.1 My project is in the area of medical research. Can I apply for funding to the ARC?

The ARC may fund health and medical research, either in concert with the National Health and Medical Research Council (NHMRC) or directly, to address specific Australian Government health and medical research priorities, however, the ARC does not normally fund health and medical research through its competitive funding schemes. The ARC may in its absolute discretion decide whether a proposed project, or elements of a project, falls within the area of Medical and Dental Research. Please refer to the ARC website for the ARC Medical Research Policy.

Proposals which could be considered to be in an area related to medical and dental research should provide justification in support of the eligibility of the Proposal in the Medical and Dental Research Statement within the Proposal form.

4.2 Can I apply for a part-time Australian Laureate Fellowship?

No. Australian Laureate Fellowships are awarded on a full-time basis only. The ARC expects Australian Laureate Fellows to work a minimum of 80 per cent (0.8 Full Time Equivalent (FTE)) on research and research capacity-building activities (subsection B7.1.9). Subsection B7.1.12 states that The Australian Laureate Fellow may spend up to 0.20 FTE of her/his time on teaching activities.

4.3 Will I be able to appoint postdoctoral research associates to part-time positions?

Yes. ARC-funded Postdoctoral Research Associate (PDRA) positions can only be applied for as full-time positions through the Proposal form. However, subsection B7.2.2 states that ‘the total number of funded PDRA full-time equivalent (FTE) positions can be varied to meet the needs of the project. It is the responsibility of the Administering Organisation to ensure that the total number of funded FTE positions is not exceeded over the life of the project.’

For example, a PDRA position may be shared by two or more part-time staff, as long as the total hours worked do not exceed that of the PDRA position and are completed within the life of the project.

4.4 My Eligible Organisation is providing a Professorial Level E salary supplement and some in-kind contributions. Where do I show this on the form?

As the provision of a Level E professorial appointment salary by the Administering Organisation is an absolute requirement of the Australian Laureate Fellowships scheme, it should not be entered in the Administering Organisation budget in Part E. Confirmation of the Level E professorial appointment salary and any in-kind contributions may be included in the letter of support in the Proposal form.

4.5 The Funding Rules say that I must spend a minimum of 0.2 FTE of my time at the Administering Organisation (B6.1.3). Does this mean that the Administering Organisation only has to employ me as a 0.2 FTE employee?

No. The Administering Organisation must employ the Australian Laureate Fellow on a full time basis (1.0 FTE) and provide a professorial Level E (or equivalent) salary. The Funding Rules state however, that the Australian Laureate Fellow must spend a minimum of 0.2 FTE of their time on activities at the Administering Organisation. The remainder of their time may be spent at other organisations. It is the responsibility of the Administering Organisation to manage the relationship between the Australian Laureate Fellow and the other organisation.

4.6 The Australian Laureate Fellow is expected to spend a minimum of 20 per cent of her/his time on activities at the Administering Organisation and a minimum of 80 per cent of her/his time on research activities related to the proposed Australian Laureate Fellowship (please refer to subsections B6.1.3 and B6.1.4 of the Funding Rules). Are these provisions mutually exclusive?
No. Although these two subsections appear together in the Funding Rules and add up to 100 per cent of FTE, they are not intended to be mutually exclusive. For example, research activities mentioned in subsection B6.1.4 can form part of the time spent at the Administering Organisation in subsection B6.1.3.

5. **CHANGES TO DOCUMENT**