ARC 2020 Discovery Early Career Researcher Award –
University of Melbourne APPLICANT GUIDE

This Guide has been produced by Research Innovation and Commercialisation (RIC) to assist University of Melbourne ARC Discovery Early Career Research Award applicants in preparing eligible and complete proposals. Individual circumstances/scenarios differ which may impact on an applications eligibility.

It is recommended that applicants read the 2020 ARC DECRA Grant Guidelines, Major Changes Summary, Instructions to Applicants and Cross-scheme Eligibility 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 application 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 DECRA website:

Glossary:
RIC: Research, Innovation and Commercialisation
DECRA Guidelines: Refers to the ARC 2020 Discovery Early Career Research Award (DECRA) Grant Guidelines and Major Changes
DECRA Instructions: Refers to the ARC 2019 Discovery Early Career Research Award Instructions to Applicants document.
https://research.unimelb.edu.au/__data/assets/pdf_file/0008/2904353/DE20_Instructions_to_Applicants.pdf
RMS: The ARC’s Research Management System (application database)
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.

Submission Policy - UoM Requirement
Please review the RIC Major ARC/NHMRC Grant Round Submission Procedure prior to submitting your application:
https://staff.unimelb.edu.au/research/grants/grants-submission-procedure

- ‘Review Ready’ DECRA applications can be submitted to RIC between Monday 11 February 2019 - Wednesday 13 February 2019 and will be reviewed by two RIC staff. A single feedback document will be emailed to the applicant. To receive this service, applicants must email a PDF copy of their application (do not ‘Submit To Research Office’ in RMS) to ric-arcdecra@unimelb.edu.au

All final and complete applications must be submitted via email to RIC ric-arcdecra@unimelb.edu.au and in RMS by 5pm Thursday 28 February 2019. Applications received after this time will not be submitted to the ARC.

Final submission must include:
- A PDF copy of the final application
  - A scanned, signed Authority to Submit Form which can be downloaded from -
  http://research.unimelb.edu.au/support/funding/arc/decra
(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 a DECRA application. (DECRA Instructions 1.7, p 4). 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 the RIC webpage under Resources:

http://research.unimelb.edu.au/support/funding/arc/decra

A DECRA 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 5pm on Thursday 28 February 2019 at the latest.**

### Formatting

Ensure that the proposal adheres to the ARC’s formatting requirements. See DECRA Instructions, p39

This includes a minimum of 12 point font Times New Roman or equivalent and 0.5cm margins for uploaded PDFs. Text size and font refers to size before converting to PDF format.

### PART A: ADMINISTRATIVE SUMMARY

<table>
<thead>
<tr>
<th>A1</th>
<th>Application Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The title should be readily understood by a lay person and be in plain English. Avoid using acronyms and quotation marks. Do not use all upper case characters. This should be no more than 75 characters (approx. 10 words).</td>
<td></td>
</tr>
</tbody>
</table>

Please note that the project heading in Part C can differ from the Application Title in A1.

<table>
<thead>
<tr>
<th>A2</th>
<th>Person Participant Summary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>When adding the DECRA, the Role must be selected.</td>
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</tbody>
</table>

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

Check the **eligibility of the DECRA candidate against the DECRA Guidelines.** Do they meet the ARC criteria?

- Does the DECRA candidate meet the application limit/project and application eligibility requirements (DECRA Grant Guidelines 5.10, C3.6 & C3.7)
- If applicable, check cross-scheme eligibility relating to Commonwealth Fellowships (DECRA Grant Guidelines section 5).
- The limits take into account any ARC project that is still receiving funding, including those that have carryover funds approved by the ARC, or an approved variation to the project’s end date.
- The ARC will calculate limits of projects and applications as at the closing time of submission of applications (and may re-calculate this rule as other scheme rounds’ announcements are made and End of Year Reports are submitted), by totalling:
  - the number of Discovery Program CI roles, ARC Fellowships or ARC Awards that the candidate will hold on active projects as at the scheme-specific active project assessment date (for DECRA Projects, the active project assessment date is 1 July 2020)
  - Active projects are determined based on the project’s end date in RMS at the active project assessment date.

**TIP:** Applicants can view the list of Current ARC Projects on which they are named in RMS. In the Person Profile section of RMS, click the link to Current ARC Projects.

**Notes on Eligibility of Participants:**

For DECRA candidate eligibility, refer to the DECRA Grant Guidelines (C3.5 – C3.11) for a full list of criteria.

A DECRA candidate must at the closing time of submission of applications:
a. have been awarded a PhD on or after 1 March 2014; OR
b. have obtained certification from the DVC(R), via the submission of an Eligibility Exemption Request for periods of significant and not overlapping career interruption commensurate with being awarded a PhD after 1 March 2014, or for recognition of research experience equivalent to having been awarded a PhD after 1 March 2014.

The following types of interruption will be considered:

<table>
<thead>
<tr>
<th>Reason for career interruption</th>
<th>Time which can be claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disruption due to international relocation</td>
<td>A period of time commensurate with the interruption not exceeding three months per international relocation.</td>
</tr>
<tr>
<td>Carer’s responsibilities</td>
<td>A period of time commensurate with the interruption will be considered.</td>
</tr>
<tr>
<td>Inness or disability</td>
<td></td>
</tr>
<tr>
<td>Maternity or parental leave</td>
<td></td>
</tr>
<tr>
<td>Unemployment</td>
<td></td>
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<tr>
<td>Non-research employment not concurrent with research employment</td>
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<tr>
<td>Being the primary carer of a dependent child (inclusive of carer’s responsibilities and any maternity or parental leave)</td>
<td>Two years per dependent child, inclusive of any period of maternity or other parental leave, with no maximum identified.</td>
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<tr>
<td></td>
<td>A primary carer who has had extensive caring responsibilities for a dependent child may be granted a further extension (in addition to the two years) with justification. This may be due to the child being ill or having a disability.</td>
</tr>
</tbody>
</table>

Please note that career interruptions of less than one month will not be considered.

The Administering Organisation and not the ARC are now required to certify an exemption requested within the applications. The DVC(R) will be certifying any career interruptions. Please complete the details in the Eligibility spreadsheet on the RIC DECRA webpage: http://research.unimelb.edu.au/support/funding/arc/decra to determine if you qualify to apply for an exemption. Please submit the Eligibility Exemption Form to ric-arcdecra@unimelb.edu.au by 1st February 2019.

A3 Select the Administering Organisation as The University of Melbourne.

A DECRA recipient must hold an appointment at the UoM for the duration of the Award to have the project administered by the University. This excludes honorary, adjunct or equivalent appointments.

If a DECRA recipient will not hold a full-time appointment at the UoM for the duration of the Award, check that they fulfil the eligibility criteria (DECRA Grant Guidelines C3.12 – C3.14).

TIP: Until you enter UoM as the Admin Org, RIC will not be able to view your proposal in RMS.

A4 Application Summary: The summary must follow the format provided in the DECRA Instructions to Applicants (Aims, Significance, Expected outcomes, Benefits) This should be no more than 750 characters (approx. 100 words).

This summary may be modified and used by the ARC for public release and should be easily understood by a lay reader. Do not use acronyms, quotation marks or all upper case characters. DO NOT use first person language; use: ‘the project aims to….’ rather than ‘I will’ or ‘we will’. Use aspirational terms rather than definitive terms e.g. use ‘intended’ or ‘anticipated’, instead of ‘will ensure’
**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 Proposed project objectives:**
List each objective separately by clicking ‘add answer’. This should be no more than 500 characters (approx. 70 words) per objective.
Please note that this information will be used for future reporting purposes if this application is funded.

**A6 Benefit and Impact Statement:**
Provide a statement outlining the intended benefit and impact of the proposed research that addresses the definition of research impact. Research impact is the contribution that research makes to the economy, society, environment or culture, beyond the contribution to academic research. This should be no more than 750 characters (approx. 100 words).
Remember this statement may be used for public release.

The statement should outline the intended impact of the proposed research which addresses the objectives of the scheme, as per section C.1.5 of the DECRA Grant Guidelines, and consider indicators from the Research Impact Principles Framework.

C1.5 The objectives of the Discovery Early Career Researcher Award (DECRA) grant opportunity are to:
- support excellent basic and applied research by early career researchers;
- advance promising early career researchers and promote enhanced opportunities for diverse career pathways;
- enable research and research training in high quality and supportive environments;
- expand Australia’s knowledge base and research capability; and
- enhance the scale and focus of research in the Australian Government’s Science and Research Priorities.

The ARC has developed a Research Impact Pathway Table which provides high level examples from the research pipeline and indicates where they would normally sit on the pathway to Impact [http://www.arc.gov.au/research-impact-principles-and-framework](http://www.arc.gov.au/research-impact-principles-and-framework)

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

**B1 Science and Research Priorities:**
Select ‘Yes’ to indicate which one of the Science and Research Priorities this application falls within. Select one or more Practical Research Challenges for your selected priority area. Each science and research priority has a number of associated Practical Research Challenges. If this application does not fall within a Science and Research Priority, select ‘No’. If you select ‘No’, this section will remain greyed out.

**TIP:** Discuss the Science and Research Priorities under ‘Proposed Project Quality and Innovation’ of the Project description

**Selection Criteria:** It is not essential that the project fits into a Science and Research Priority, however it is beneficial, as it can be used to assist with addressing the selection criteria: *Project Quality and Innovation* (35%), *Benefit and Collaboration* (15%)

**B2 Field of Research (FoR) Codes:**
Select no more than three FoRs per application. The highest percentage can only be entered for one FoR code, (e.g. 50% cannot be entered for two FoR codes).
Arrange the percentages from the largest percentage to the smallest. Percentages must equal 100.

**Selection Criteria:** FoR codes are used to choose ARC assessors, so select codes carefully.
### B3 Socio-Economic (SEO) Codes:
The SEO codes indicate the sectors most likely to benefit from the project. Select no more than three SEO codes per application. The highest percentage can only be entered for one SEO code (e.g. 50% cannot be entered for two SEO codes). Arrange the percentages from the largest percentage to the smallest. Percentages must equal 100.

### B4 Interdisciplinary Research:
If you select Yes to this question, two additional questions will be enabled and must be answered. Select one or more options from the dropdown box to specify the ways in which the research is interdisciplinary, and in no more than 375 characters (or approx. 50 words) indicate the nature of the interdisciplinary research involved.

### B5 International Collaboration:
If ‘Yes’ is selected, B6 and B7 will load and need to be answered otherwise they will remain greyed out.

### B6 Proposed Nature of International Collaboration:
This question must be answered if you selected ‘Yes’ in B5. Select options from the drop down list and click on ‘add’ each time you select an option.

### B7 International Collaboration Country/ies:
This question must be answered if answer to B5 is ‘Yes’. Specify the countries involved. Do not select Australia. Begin typing the name of the country/ies in the search box and select from the drop down list. After selecting a country click ‘add’.

**TIP:** If a country is selected, it should be explained in Part C (Project Description).

### B8 Number of PhD, Masters, and Honours places:
Indicate the number of places that will be filled as a result of this project, in full-time equivalents (FTE). The numbers entered here do not need to match the number of stipends requested in your budget table, but the role of these students should be made clear in Part C. Enter 0 if no places will be filled.

**Selection Criteria:** Feasibility – Describe the existing, or developing, supportive and high quality environment for this candidate and their project and for HDR students where appropriate.

### PART C: PROJECT DESCRIPTION

#### C1 Uploaded PDF Project Description:

**Selection Criteria:**
Proposals will be assessed and ranked using the following selection criteria:

**DECRA Candidate 40%**
Describe:
- Research Opportunity and Performance Evidence (ROPE); and
- Time and capacity to undertake the research.

**Project Quality and Innovation 35%**
Describe:
- The extent to which the research addresses a significant problem;
- Evidence that the conceptual/theoretical framework is innovative and original;
- The potential for the research to contribute to the Australian Government’s Science and Research Priorities; and
- The extent to which the research project includes aims, concepts, methods and results which will advance knowledge.
Feasibility 10%
Describe:
• How the project’s design, participants and requested budget create confidence in the timely and successful completion of the project;
• The existing, or developing, supportive and high quality environment for this candidate and their project, and for HDR students where appropriate; and
• The availability of the necessary facilities to complete the project.

Benefit and Collaboration 15%
Describe:
• The significant new knowledge and/or innovative economic, commercial, environmental, social and/or cultural benefits the completed project will produce for Australia and international communities;
• The extent to which the DECRA candidate will build collaborations across research organisations and/or industry and/or with other disciplines both within Australia and internationally; and
• The cost-effectiveness of the research and its value for money.

The appropriateness of the budget forms part of Feasibility assessment and will be judged by comparing the proposed project to 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 DECRA applications are available on the UoM website: https://staff.unimelb.edu.au/research/grants/successful-applications-library (UoM login required to access).

Eligibility:
• This section must meet ARC formatting requirements (see ARC Instructions to Applicants – Appendix B, p. 39). All text in C1, including figure/table captions, text in tables and footnotes should be at least size 12 Times New Roman font or equivalent. Colour images may be included but are likely to be reproduced in black and white. Only the Reference list in this section may be in size 10 point Times New Roman font.
• Section C1 must be a maximum of 10 A4 pages, uploaded as a PDF.
• C1 must be structured using the unmodified ARC-specified headings in the following order:

  Project Title
  Aims and Background
  DECRA Candidate
  Proposed Project Quality and Innovation
  Feasibility
  Benefit and Collaboration
  Communication of Results
  Management of Data
  References
  Acknowledgements (if required)

Project Title: This title may differ from section A1 and can exceed 10 words.

Aims and Background:
• Briefly outline the aims and objectives of the application
• Include information about national/international progress in the field and its relationship to this application.

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.

In the Aims and Background section, only outputs that are accessible to the national and international research communities should be referred to (see the DECRA Instructions to Applicants, p. 13). The ARC does not limit the type of publications that can be referred to in other sections of the Project Description.

DECRA Candidate:
• Describe how you will ensure that you have the time and capacity to undertake the proposed research, taking into account any other grants or roles that you hold.
• Demonstrate you have the skills/expertise to undertake the project (e.g. highlight experience with techniques/methodologies being used)
• Refer to research outputs and achievements, taking into account research opportunity, that have been outlined in Part D
• Discuss the impact of your involvement on any other Discovery Project grants; mention whether or not they are complementary. Ensure you can demonstrate the capacity to successfully compete the DECRA.

Proposed Project Quality and Innovation:
• Outline the conceptual framework, design and methods of the project and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the research.
• Does the research address a significant problem?
• Is the conceptual/theoretical framework innovative and original?
• What is the potential for the research to contribute to the Science and Research Priorities?
• If you have identified a Science and Research Priority at B1, describe how the project fits with the associated Practical Research Challenges.
• Will the aims, concepts, methods and results advance knowledge in the field?

TIP: Most ARC committee members will not be experts in the particular area of research covered by the application. Ensure that this section is able to be readily understood by a reviewer who may be unfamiliar with your specific field of research.

Feasibility
• Describe how the design of the project, the expertise of the participants, and the requested budget, is sufficient and create confidence that the project is achievable given the timeline you are proposing.
• Describe whether there is an existing, or developing, supportive and high quality environment for this candidate, their project and for HDR students where appropriate.
• Describe the availability of necessary facilities to complete the project.

Benefit and Collaboration
• How will the completed project produce significant new knowledge?
• Describe how the project might result in innovative economic, commercial, environmental, social and/or cultural benefits to the Australian and international communities. This should align with the SEO codes listed in part B3.
• Describe how the candidate will build collaborations across research organisations and/or industry and/or with other disciplines both within Australia and internationally.
• Will this proposed research be cost-effective and value for money?
Communication of Results:
- Outline plans for communicating the results of the research to other researchers AND the broader community
- Do not limit the communication of results to scholarly and public communication and dissemination

Management of Data:
- Outline plans for the management of data produced as result of this proposed project, including but not limited to storage, access and re-use arrangements.
- It is not sufficient to state that UoM has a data management policy.
- Highlight specific plans for the management of their research data.

TIP: Consult the following policy and resources when completing this section:
DECRA Grant Agreement 21.1 – 21.9 and DECRA Guidelines 11.17 – 11.19

References:
- Include a list of all references for the project proposal. References may be in size 10pt Times New Roman font or equivalent.

Acknowledgements (if required):
- Acknowledge any significant contributions to this application in terms of ideas and authorship, by persons not already named in this application.
- Note that this heading does not need to be included in your Project Description if it is not required.

C2 Statement by the Administering Organisation:
This statement should be drafted by the applicant in consultation with their mentor, head of department and faculty, in the form of a letter from the DVC(R). A Guide and Template Letterhead are available at:
http://research.unimelb.edu.au/support/funding/arc/decra

- The statement should indicate that this area is a core or emerging research strength
- Describe the level of resources to support the successful DECRA
- Detail opportunities for the candidate to be competitive for research and research and teaching pathways at UoM during and after the project
- Must be signed by the DVC(R)

Please note: some faculties/departments have their own processes for Strategic Statement development/review. Ensure you contact your appropriate faculty/department contact prior to submitting your Statement to RIC.

Eligibility: The Head of Department/School must sign the RIC Strategic Statement Coversheet to authorise the content of the letter before it gets submitted to RIC for DVC(R) sign-off.

The Strategic Statement must be emailed in Word format to ric-arcdecra@unimelb.edu.au with a scanned signed Coversheet. RIC will review the statement and arrange for DVC(R) sign-off. A signed PDF version will be returned to the applicant to upload in RMS. The letter should be no longer than three A4 pages.
**C3 and C4 Medical Research Statement:**
Refer to the ARC’s Medical Research definition to decide if you should complete this question (see [http://www.arc.gov.au/arc-medical-research-policy](http://www.arc.gov.au/arc-medical-research-policy)). The definition can also have implications for basic research and bioengineering projects.

In no more than 750 characters (approx. 100 words), justify how this project does not constitute Medical Research. The ARC may refer to this statement when deciding on the application’s eligibility.

Projects clearly outside of the ARC’s Medical Research definition should enter ‘not applicable’ to this question.

A decision about the eligibility of the application may be made solely based on the answer here.

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**PART D: PERSONNEL and RESEARCH OPPORTUNITIES AND PERFORMANCE (ROPE)**

**D1 Personal Details:**
These sections will be auto-populated from the details held in RMS for the DECRA candidate. Applicants need to amend their personnel profile in RMS for these sections to accurately populate.

**D2 Fields of Research:**
A minimum of one FOR code and a maximum of 10 FOR codes must be entered.
To update the field of research codes, please amend your profile in RMS by clicking the ‘Manage Personal Details’ link. This will open a new browser. When returning to the form ensure you ‘Refresh’ the page to capture the changes you made to your profile.

**D3 Expertise Text:**
A minimum of 375 characters (approx. 50 words) must be entered in the profile. The text entered must be a reflection of the candidate’s research expertise and may also include areas of expertise which differ from the research area of the application.

An example of the expertise text that could be entered is: “My major area of research expertise is in areas x, y and z and I have research experience in the areas of a, b and c. I also have a good working knowledge of p, q and r and would be able to assess in these areas.”

To update the expertise text please amend your profile in RMS by clicking the ‘Manage Personal Details’ link. This will open a new browser. When returning to the form ensure you ‘Refresh’ the page to capture the changes you made to your profile.

**D4 Current country of residence:**
Select your country of residency from the drop-down list. If you are not an Australian citizen, select your residency status.

If you are not an Australian citizen and do not have residency status, you must obtain permission from the Department of Home Affairs to legally work and reside in Australia for the duration of the DECRA before commencing the project if your application for ARC research funding is successful. A DECRA Recipient must legally reside predominantly in Australia for the duration of the Award.

**D5 Qualifications:**
These sections will be auto-populated from the details held in RMS for the DECRA candidate. Applicants need to amend their personnel profile in RMS for these sections to accurately populate by clicking on the ‘Manage Qualifications’ link or via the Home Page.
Enter your PhD and your undergraduate qualifications. Ensure you meet the DECRA eligibility having been awarded your PhD on or after the 1 March 2014 OR alternatively applied and been granted an Eligibility Exemption.

Refer to sections C3.5 – C3.14 of the DECRA Grant Guidelines for information on Eligibility and the Eligibility Exemption process. Please note that if you were awarded your PhD before the 1 March 2014, you must have had an Eligibility Exemption approved by the DVC(R).
### D6 Current and Previous Appointments (during the past 10 years is defined as 1 January 2009 onwards):

This section will be auto-populated from the details held in RMS for the DECRA candidate. DECRA candidates can click on ‘Manage Employment Details’ to update this section.

Applicants must provide details of academic, research, professional and industry experience during the past ten years (from 1 January 2009) in descending date order, beginning with your current/most recent position. If an appointment started outside the 10 years, only include it if ended after 1 January 2009.

### D7 Academic Interruptions:

- **This is a ‘Yes’ or ‘No’ question.** Select your response from the drop-down box.
- **If you answer ‘Yes’ to this question you will be prompted to provide the dates and details for each academic interruption in no more than 500 characters (approximately 75 words).**
- **Add each period of interruption separately.** Click ‘Add Answer’ to include additional interruptions.
- **Academic interruptions are significant disruptions to a participant’s opportunities for research, due to both employment and personal reasons.** They may include:
  - time spent employed in other sectors
  - relocation of a participant and her/his research laboratory or other similar circumstances
  - pregnancy
  - major illness/injury
  - carer responsibilities
  - for Aboriginal and Torres Strait Islander participants, community obligations including ‘sorry business’.

Please note that your response doesn’t need to include any personal or confidential details. Question D8 provides an opportunity for you to describe the impact of these interruptions, and other circumstances, on your academic career.

Please also refer to the [ROPE Statement](#) on the ARC website.

### D8 Career and Research Opportunities:

- **Upload a PDF of no more than 5 A4 pages.**
- **The information that is relevant to your circumstances and opportunities should be provided in the following order:**
  - AMOUNT OF TIME AS AN ACTIVE RESEARCHER
  - RESEARCH OPPORTUNITIES
  - RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS

**Amount of time as an Active Researcher:**

- The number of years since you graduated with your highest educational qualification
- A total FTE figure for periods of unemployment, part-time employment or interruptions for childbirth, carers’ responsibilities, misadventure, or debilitating illness during that period.

For example, I was awarded my PhD (x) years ago in (year) in that period I have experienced a total of two years (at X.X FTE) of academic interruptions.

**Research Opportunities:**

Provide details, relative to your specific opportunities considerations (both negative and positive) and the effect this has had on your research. This may include:

- Any additional explanation required of your response to question D7.
- The research opportunity you have had in the context of your employment situation, including employment outside academia, any unemployment or part-time employment you may have experienced, and the research component of your employment conditions.
- A description of your role:
  - If you are university based, indicate as appropriate the percentage of your current role/s in research-only, teaching and research, teaching-only, teaching and administration, research and administration, administration-only academic, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent in those roles;
  - If you are industry based, indicate as appropriate the percentage of your current role in industry, research and administration, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent in those roles.
- The research mentoring and research facilities that have been available to you during your career.
- Any other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this application e.g. any circumstances that may have slowed down your research and publications or affected the time you have had to conduct and publish your research.

**Research Achievements and Contributions:**
Provide a statement outlining any further evidence of your achievements and significant contributions to the field. This can include:
- Prizes, honours and awards
- Invited keynote and speaker addresses
- Research support income
- Commercial outcomes such as patents, IP licences and resulting benefits
- Identifiable benefits outside of academia
- Other professional activities
- 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 application.

**TIP:** 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.

**D9 Research Outputs:**

**Selection Criteria: DECRA Candidate (40%)**

i. **Research context:** Provide clear information that explains the relative importance of different research outputs and expectations in your discipline/s. This may include the importance/esteem of specific journals in your field; specific indicators of recognition within your field such as first authorship/citations, or the significance of non-traditional research outputs. This section should help assessors understand the context of your academic research achievements as outlined above, but not repeat them. This section should be no more than 3,750 characters (approx. 500 words).

ii. **Research output list:** Upload a PDF of no more than five A4 pages. List your publications most relevant to this proposal categorised under the following headings:
- Ten career-best research outputs **NEW!**
- Authored books;
- Edited books;
- Book chapters;
- Refereed Journal articles;
- Fully refereed conference proceedings;
- **Other research outputs (including non-traditional research outputs).**
  Please note that your ten career-best research outputs should not be repeated under subsequent headings.

CVs and theses should not be included in this list.

Tools such as: [https://aushsi.shinyapps.io/orcid/](https://aushsi.shinyapps.io/orcid/) can be used to start your publication list.

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<tr>
<th>D10</th>
<th>Currently held ARC projects:</th>
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<tr>
<td></td>
<td>Please note that you will not be able to submit an application to the ARC that involves a researcher who has an overdue Final Report on an ARC-funded project. The application form will not validate if a Final Report is outstanding. If a Final Report is overdue, the Research Office will receive an error message containing the Project ID, and the relevant Administering Organisation will need to submit the completed Final Report to the ARC in order to submit the application.</td>
</tr>
</tbody>
</table>

This section will be auto-populated from the information held by the ARC.

- Currently held ARC projects can provide an indication of research performance and assist with your ROPE.
- This data is automatically populated from the DECRA candidate’s RMS profile and will include any active project which has not yet had a Final Report approved, and the project file closed by the ARC.
- If you have any concerns with the information recorded here, contact your Administering Organisation’s Research Office.
- All active projects at the scheme-specific **active project assessment date** are taken into consideration for the purpose of determining a researcher’s eligibility to apply for new funding. An active project means a project that is receiving funding according to the terms of the original Funding Agreement or Grant Agreement, or has any carryover funds approved by the ARC, or an approved variation to the project end date.
- Active projects are determined based on the **project end date** in RMS at the time of the submission of an application. This will be used to determine whether it is an active project for eligibility purposes.
- The list of current ARC projects includes all projects on which you are named that have not been fully financially acquitted (via an End of Year Report), and/or projects that have not had the Final Report submitted and approved by the ARC. You must ensure a progress statement is provided in G2 with the exception of ARC Centres of Excellence, Supporting Responses to Commonwealth Science Council Priorities, Learned Academies Special Projects and Special Research Initiatives.
- For any recently announced projects which are not yet active by the time of application submission, and therefore not yet appearing in the Currently Held ARC Projects section of the application, include details of these projects in Part G1 – Research Support.

Please note that the active project assessment date means the date on which active project eligibility will be considered. For DECRAs, the date is 1 July 2020.

**Eligibility:** Make sure a statement of progress has been completed in Part G2, for any Project/Award/Fellowship for which a Final Report has not yet been accepted by the ARC as at the time of submission of this application.

<table>
<thead>
<tr>
<th>D11</th>
<th>Relevant Qualification (Eligibility question):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>These sections will be auto-populated from the details held in RMS for the DECRA candidate. Applicants need to amend their personnel profile in RMS for these sections to accurately populate.</td>
</tr>
</tbody>
</table>

Only one qualification can be selected. In most cases a PhD qualification should be selected which has been awarded on or after 1 March 2014. Alternatively, a DECRA candidate would have an eligibility exemption approved by the DVCR allowing them to select a PhD equivalent qualification or a PhD awarded prior to 1 March 2014.
Tip: PhD award date means the date of conferral e.g. the date in which you attended your ceremony. Ensure the PhD award date meets the eligibility criteria for a DECRA (DECRA Guidelines C3.8).
A DECRA Candidate must as at the grant opportunity closing date:
- have an award of PhD Date on, or after 1 March 2014; or
- have an award of PhD Date together with allowable career interruptions that would be commensurate with an Award of PhD Date on or after 1 March 2014. The allowable career interruptions that will be considered, and the period allowed for each are in Table 8 (see p. 56 of DECRA Guidelines).

<table>
<thead>
<tr>
<th>D12</th>
<th>Did UoM grant an extension to the eligibility period due to a significant career interruption? (Eligibility question):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(This question must be answered)</td>
</tr>
<tr>
<td></td>
<td>Select ‘Yes’ or ‘No’.</td>
</tr>
<tr>
<td></td>
<td>If you select ‘Yes’, you must answer D13 and D14 about the type of career interruption claimed and the total period being claimed for.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D13</th>
<th>State the category of career interruption claimed (Eligibility question):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This question will only be required if ‘Yes’ is chosen in D12.</td>
</tr>
<tr>
<td></td>
<td>You may select more than one category from the drop-down menu</td>
</tr>
<tr>
<td></td>
<td>Select the categories which have been indicated in your application for extension to the DVC(R)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D14</th>
<th>Total period of extension being claimed (Eligibility question):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This question will only be required if ‘Yes’ is chosen in D12.</td>
</tr>
<tr>
<td></td>
<td>Select the period of time which most closely equals the total period of the career interruption extension which is being claimed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D15</th>
<th>Time commitment to your Administering Organisation (Eligibility question):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter the percentage of your time you will be committing to the Administering Organisation. The number must be a whole number only without the percentage character, for example, a 0.6 FTE that would be spending all their time at the Administering Organisation should be entered as 100.</td>
</tr>
<tr>
<td></td>
<td>Therefore, if someone is employed at the admin org 100% of their time but wishes to spend 4 months a year working on the DECRA overseas they would write 66.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D16</th>
<th>Time commitment to the DECRA (Eligibility question):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>It is a requirement under the Funding Rules that the DECRA recipient spends a minimum of 80 per cent of full time equivalent (0.8FTE) of their time on research activities related to the proposed DECRA.</td>
</tr>
<tr>
<td></td>
<td>The number must be a whole number only without the percentage character, for example, a 0.5 FTE who would be spending 80 per cent of their time (0.4 FTE) on the project would be entered as 80.</td>
</tr>
<tr>
<td></td>
<td>The value entered here must be 80 or more to be eligible.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D17</th>
<th>Current Fellowships (Eligibility question):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The DECRA must relinquish any fellowships or awards. The DECRA may hold honorary or non-remunerated fellowships or awards (DECRA Guidelines C3.14e).</td>
</tr>
<tr>
<td></td>
<td>Eligibility: Any ARC Fellowship funding must be declared here. Failure to do so may rule your application ineligible for “incomplete, false or misleading information.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D18</th>
<th>Project/Role relinquishment or application withdrawal:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Names participants on successful applications for Australian Laureate Fellowships, Future Fellowships, Centres of Excellence or Special Research Initiatives projects must meet the project limit requirements. This may be achieved by relinquishing existing project(s), or relinquishing role(s) on existing projects, or withdrawing application(s), where allowed, that would exceed the project limits (DECRA Guidelines 5.15).</td>
</tr>
<tr>
<td></td>
<td>You must adequately justify the proposed relinquishment(s) if these applications were successful.</td>
</tr>
</tbody>
</table>
Failure to provide this information will jeopardise the eligibility of your application. Provide project/application ID(s) and the justification for each separated by a comma (No more than 100 characters).

**PART E: PROJECT COST**

<table>
<thead>
<tr>
<th>E1</th>
<th>2020 Eligible Budget Items</th>
</tr>
</thead>
</table>

Check to ensure section E1 is **eligible**. See sections 6.4 and C4.1 of the DECRA Guidelines for a full list of supported items. The ARC will fund personnel, equipment, maintenance, publication & dissemination, travel and other costs.

- The budget table must show **both** an ARC column and an Admin Org column.
- The maximum level of funding that can be requested from the ARC is **$40,000 per annum** (excluding the DECRA salary).
- Travel costs essential to the project capped at **$50,000 over the life of the project**. (Travel is no longer restricted to the DECRA candidate only). Travel and accommodation costs related to carrying out Field Research or any carers’ costs do not count towards the $50,000 limit.
- **ONE full time PhD stipend** can be requested per project at a rate of **$27,094 per annum**.
- Publication and dissemination costs are to be requested in the budget table under the category ‘Other’. Web hosting and web development costs specific to the project may now be supported.
- Workshops, focus groups, and conference costs (including reasonable hospitality costs such as morning tea, lunch and afternoon tea) that are necessary for the conduct of the proposed research may now be supported.

Funding may **NOT** be requested for the following:

- **Medical Research. Please review the ARC Medical Research Policy**
- 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, **entertainment costs**, insurance, mobile phones (purchase or call charges) and other indirect costs;
- fees for international students or the Higher Education Contribution Scheme (HECS) and Higher Education Loan Program (HELP) liabilities for students;
- lab and office space;
- **basic facilities** including computer facilities and standard software (e.g. desktops, portable computers), photocopiers, telephones, mail, fax, email, internet;
- standard reference materials or funds for abstracting services;
See section 6.7 and 6.8 of the DECRA Guidelines for a full list of prohibited items.

Please note that the ARC reserves the right to determine a level of funding for a project which may differ from that requested.

**What to enter in each budget category:**

**Personnel:**

- The applicant’s name and salary will automatically filter into the budget table.
- Up to 1 PhD stipend per proposal. When selecting the HDR Stipend, ensure that you choose the appropriate level and commencement year from the drop-down menu
- For Research Assistant salaries please refer to the **UoM salary scales** for correct figures and increments.
- Salaries must include a 30% loading to contribute to salary-related on-costs. See salary scales provided on the RIC DECRA website **http://research.unimelb.edu.au/support/funding/arc/deca**
**TIP:** You should include salary/performance increments, such as those within a salary band for consecutive years of the project.

E.g. A research assistant will work 50% of their time on the project with an RA1 salary. In the Description column of the budget table, write “RA1 0.5FTE step 1” and include the amount in the ARC column for year 1. In another budget line write “RA1 0.5FTE step 2”, and include the step 2 salary amount in the ARC column for year 2.

### Equipment:
- Hardware and software items should be included. Basic facilities will not be provided by the ARC including standard computing resources such as laptops. *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 quotes from suppliers (excluding GST). Do not include the quotes in your application, but you can mention the supplier.
- ARC will not fund equipment or consumables that are for broad general use.
- The ARC expects the Admin Organisation to contribute funds for 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.

### Maintenance:
- Include in this category consumables and items related to equipment 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.
- *Any office consumables should be identified as project specific costs and must be above the basic requirements expected to be provided by the Admin Org.*

### Fieldwork Expenses:
- Costs associated with Field Research, including international and domestic travel, accommodation and living costs for the DECRA Candidate and support personnel should be listed under ‘Fieldwork Expenses’. *These costs are not included in the $50,000 limit for travel.*
- Refer to p. 75 of the DECRA Guidelines for the definition of Field Research *“The collection of information integral to the project outside a laboratory, library or workplace setting and often in a location external to the participant’s normal place of employment.”*

### Travel:
- *Travel can now be requested for all project personnel (no longer restricted to the DECRA candidate only).*
- Travel costs may include reasonable essential costs to allow a researcher who is a carer, or who themselves require care or assistance, to undertake travel essential to the project.
- 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.*


**TIP:** The ARC is more likely to provide funding for well justified field work or trips to work overseas with collaborators than conference requests.

**TIP:** Ensure that travel does not exceed $50,000 over the life of the project.
Other:

- Include any items that cannot be appropriately placed in the other budget categories e.g. workshops, conference registration, expert services of a third party, publication and dissemination costs, and web hosting and development specific to the 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.

### PART F: BUDGET JUSTIFICATION

#### F1

**Eligibility:**

- Part F1 is a maximum of two pages in PDF form.
- Use the same sub-headings provided in the budget table (Personnel, Travel, Field Research, Equipment, Maintenance, Other).
- Fully justify each item in terms of cost and need. There is no need to justify the ARC (DECRA) salary.
- Requests for funding to cover the costs of domestic and international travel must be justified in full.
- The ARC no longer requires the Justification to be in the Project Cost Table format.
- If you prefer, you can use a Project Cost Table like the one below. A separate table is required for each year of funding. In this format, the budget justification is broken down into separate headings for each year; applicants may refer back to the description in the first year of funding to avoid duplication. See the template available under supporting documents on the RIC DECRA web page http://research.unimelb.edu.au/support/funding/arc/decra

<table>
<thead>
<tr>
<th>Item Requested</th>
<th>Cost</th>
<th>Justification</th>
</tr>
</thead>
</table>

- Justify any funding being requested for major items of 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. Applicants should plan to use existing equipment wherever possible. For expensive pieces of equipment, the Administering Organisation would be expected to contribute to the cost.
- **Justify and explain the need and cost** of economy domestic and international travel.

**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? Will the proposed research be cost-effective and value for money?

**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 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.
- Travel/Field Research may be scrutinised - 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

- Part F2 is a maximum of one page in PDF form.
- Use the same sub-headings provided in the budget table (Personnel, Travel, Field Research, Equipment, Maintenance, Other).
- Provide an explanation of how non-ARC contributions from The University of Melbourne will support the project.
• If there is no direct funding being provided by the Administering Organisation in cases where this could reasonably be expected, explain why no commitment has been made.

**TIP:**
• The Budget Table (E1) should show cash contributions ONLY. F2 should explain both cash and in-kind contributions. I.e. you should discuss the equipment, facilities and other support available to you at the University and endeavour to provide a cost in the justification.

**F3**
• This is a ‘Yes’ or ‘No’ question

• Indicate whether this application requests funding for research activities, infrastructure or a project previously funded, or currently being funded, with Australian Government funds (from the ARC or elsewhere).

• If you answer ‘Yes’, provide the funded project ID(s) and explain how these similarities will be managed if this application s funded. This should be no more than 2000 characters, or approx. 285 words.

**Eligibility:** The ARC will not fund the same research activities, infrastructure or project previously funded or currently being funded through any other Commonwealth grant (DECRA Guidelines 8.10). Full details of any financial assistance received for, or in connection with, the research activities or project must be disclosed in the application and on an ongoing basis (DECRA Guidelines 8.2d).

**F4**
• This is a ‘Yes’ or ‘No’ question

• Indicate whether this application requests funding for research activities or infrastructure already submitted to the ARC.

• If you answer ‘Yes’, provide the application ID(s) and explain why more than one application has been submitted for the same research. This should be no more than 2000 characters, or approx. 285 words.

**Eligibility:** The ARC will not fund the same research activities, infrastructure or project previously funded or currently being funded through any other Commonwealth grant (DECRA Guidelines 8.10). Full details of any financial assistance received for, or in connection with, the research activities or project must be disclosed in the application and on an ongoing basis (DECRA Guidelines 8.2d).

**PART G: RESEARCH SUPPORT**

**G1**
Research support:

DECRA candidate must provide the following details:

i. Current submitted ARC proposals (i.e. a proposal for which the outcome has not yet been announced)
ii. Any newly funded ARC projects which are not yet showing in the candidate’s question D10 (currently held ARC projects); and
iii. Research funding requested / awarded from non-ARC sources (in Australia and overseas) for the years 2019 to 2023 inclusive.

• Use the template table provided to create a list of relevant projects
• Ensure text is at least 12 size font Times New Roman
• Funding amounts should be in thousands in AUD

Refer to templates on pp. 31 and 32 of the ARC Instructions to Applicants or download from the RIC webpage:

ARC Proposals: (1st Part)
• List proposals that are currently submitted to the ARC and newly funded (which are not yet showing in D10) for any ARC scheme as at the closing date for DE20 (6 March 2019).
List the current DE proposal first
Do not include proposals for which outcomes have been announced
Do not include proposals which are still in draft and will not be submitted by the 6 March 2019.

Funded from the non-ARC Sources (2nd Part)
- List applications and/or projects in descending date order.
- Support statuses are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support.
- DECRA Establishment Grant information should be listed and include the following information in the description column: Initial, Surname, University of Melbourne, DECRA Establishment Grant, 2020. This grant should be listed as ‘R’ for requested. Please include the total funding from RIC and the faculty in the table.
- The proposal/project ID applies only to applications, current and past projects (including Fellowships) funded by the NHMRC.
- Details should be provided for all non-ARC sources of funding.

Eligibility:
- Check font size (at least 12pt Times New Roman) and make sure tables fit within the 0.5cm margin requirement.
- Check all details are provided for each grant listed, or your application could be ruled “incomplete or misleading”.
- This section must meet the ARC formatting requirements (DECRA Instructions to Applicants pp. 31-32, and 39).

PART G: STATEMENTS ON PROGRESS OF ARC-FUNDED PROJECT

G2 Eligibility: Failure to attach a required report will make your application ineligible (Incomplete or misleading information).
- Reports must be attached for ARC Discovery Projects, Discovery Indigenous Researchers Development, Discovery Indigenous, Linkage Projects, LIEF and Fellowships schemes for which the Final Report has not yet been submitted to the ARC as of 6 March 2019 or for those grants listed in question D10 of the application.
- If a Final Report for a project listed in D10 has been submitted to the ARC, please ensure a short explanation is provided here. For example: Final Report has been submitted to the ARC on dd/mm/yyyy.
- Reports are not required for ARC Centres of Excellence, Supporting Responses to Commonwealth Science Council Priorities, Learned Academies Special Projects and Special Research Initiatives schemes.

Newly announced ARC projects that are not appearing in D10 do not require a statement, but they should still be listed in G1
- Each report should be one page maximum and uploaded in PDF format.
- If no work or minimal work has been undertaken (e.g. a 2018 Discovery Project which has not yet commenced), this must be described in the statement.
- Include the project ID, First named investigator (Project Leader), and scheme name in the heading.

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.