DISCOVERY PROJECTS

Instructions to Applicants
for funding commencing in 2021
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1. Introduction

The *Discovery Projects Instructions to Applicants for funding commencing in 2021* (hereafter referred to as the Instructions) provides information to participants on how to complete and electronically submit a Discovery Projects application for funding commencing in 2021 (DP21).

The completed application form, including PDF attachments, must comply with the *Grant Guidelines for the Discovery Program (2019 edition)* (grant guidelines). The information in this document is underpinned by the grant guidelines. You should read the grant guidelines on the [GrantConnect](https://www.arc.gov.au) website before preparing the application.

2. Before completing the application form

For general instructions on how to use the Research Management System (RMS), refer to the User Guides (RMS User Management Guide and Submitting an Application in RMS) available on the [ARC website](https://www.arc.gov.au).

2.1 RMS User Profile and auto-populating Research Outputs

Ensure the Personal Details, Qualifications and Employment sections of the participant’s RMS Person Profile contain up-to-date information, as some of these details will be auto-populated into the application form.

Research outputs can be added to a user’s profile through any of the following methods:

- Link an RMS account with an ORCID (Open Researcher and Contributor ID) account and import the research outputs from the Works section of the user’s ORCID profile;
- Add a research output citation by using a valid Digital Object Identifier (DOI);
- Upload a BibTeX file to RMS and perform a bulk upload of the research outputs contained within it; or
- Manually create an individual record per research output within the RMS user profile.

**Note:** RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this. Users will have the flexibility to choose research outputs for listing in their grant applications.

For instructions on how to add your ORCID ID to your RMS profile, refer to Appendix A. For instructions on how to add research outputs to your profile in RMS, refer to the User Guide: *Research Outputs in RMS – Instructions for adding Research Outputs to your RMS Profile* available on the [ARC website](https://www.arc.gov.au).

2.2 Accuracy of Information

Check carefully that all information contained in the application is accurate prior to submission as changes cannot be made once the application form has been submitted.

Format requirements for uploaded PDFs are provided in Appendix B.

The inclusion of webpage addresses/URLs and hyperlinks should only be used under certain circumstances such as publications that are only available online and letters of
support. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the application. All information relevant to the application must be contained within the application.

For Administering Organisation internal checking purposes, information regarding how many current projects a participant holds is available at question F9.

2.3 **Key Documents**

Key documents for DP21 are available on GrantConnect.

**Note:** Section 1 of the grant guidelines provides general rules for schemes under the Discovery Program; Part E of the grant guidelines provides specific rules for Discovery Projects for funding commencing in 2021.

2.4 **Key Dates**

Refer to the Grants Calendar and Important Dates for ARC Application Process on the ARC website for key calendar, important dates and updates relevant to the grant guidelines, including the closing dates for ‘Request Not to Assess’, application submission and rejoinder.

2.5 **Research Office – Further Application Assistance/Guidance**

Contact the Research Office in the first instance if you have any queries regarding ARC funding schemes and questions on how to complete an application form. The Research Office should be able to answer any questions you might have and can seek clarification from the ARC if necessary.

2.6 **Eligibility in RMS**

To assist applicants in applying, RMS has automated eligibility checking for key requirements as noted below. You will still be responsible for confirming all other eligibility requirements have been met by participants.

The application form will prevent an Administering Organisation from submitting an application where a participant has an overdue Final Report for any ARC-funded projects. You will be able to see the Project ID where there is an overdue Final Report and the form part will be ‘invalid’.

Where project and application limits have been breached, the relevant part of the application form will be invalid and submission to the ARC will not be possible.

A participant on a Discovery Projects application must meet the project limit requirements at the grant opportunity closing date.

**Important:** The ability to submit a valid application form to the ARC does not mean that participants have met all eligibility requirements. You will still need to ensure that comprehensive checks have been made so that participants comply with all eligibility requirements set out in the grant guidelines.

2.7 **Application Certification**

The application form must be certified and submitted online through RMS by an authorised officer of the Administering Organisation.

The authorised officer must have the role of ‘Research Office Delegate’ in RMS. Only the Administering Organisation can certify and submit applications online.
The Administering Organisation must obtain the written agreement of all relevant participants (persons and organisations) to allow the proposed project to proceed as specified in the grant guidelines. This excludes the employing organisations of overseas Partner Investigators (PIs) and any participant’s current organisation which is not their relevant organisation for the application. This written evidence must be retained by the Administering Organisation and must be provided to the ARC if requested.

**Note:** A certification pro forma for obtaining written evidence is available on the ARC website. However, the use of the ARC certification pro forma is not mandatory. The Administering Organisation may determine the format for written evidence.

3. Creating a new application in RMS

To create a new application:

- Login to [RMS](#)

- Select **Discovery Projects 2021 round 1** from the drop down list and click on ‘Create Draft Proposal’.

4. Completing the application form

There are six Parts (A-F) in the DP21 application form:

A) Administrative Summary  
B) Classifications and Other Statistical Information  
C) Project Eligibility  
D) Project Description  
E) Project Cost  
F) Participant Details including ROPE (*This section will not appear until a participant has been added/accepted in Part A.*)

When the application has been created the application form parts will be displayed at the top of the screen. The colour of these parts will be red indicating that the part is incomplete (invalid). When the application form parts have been completed, they will turn green (valid).

Click on the relevant form part at the top of the screen to navigate between form parts (Part A to Part F).

Click on Part A to start filling in the application form.
It is important to periodically save all changes. The ‘Save’ button is located at the top of the page next to the Adobe PDF file icon:

![Save](image)

**Note:** In many cases, further help text is provided within the form to assist in completing questions. To access this information click on the  icon.

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### Part A – Administrative Summary

#### A1 Application Title

(This question must be answered)

Provide a short title (up to 75 characters, approximately 10 words).

- The Application Title should be an accurate reflection of the research and will be visible to assessors.
- Avoid the use of acronyms and quotation marks.
- Do not use all upper case characters.
- The Title may be modified and used for public release.

#### A2 Person Participant Summary

(This question must be answered)

Each participant added to this application must be listed as a Chief Investigator or Partner Investigator. The first named CI will be the Project Leader.

A Chief Investigator must:

- not be undertaking a Higher Degree by Research during the project;
- reside predominately (greater than 50 per cent of their time) in Australia for the Project Activity Period; and
- be an employee for at least 0.2 full-time equivalent (FTE) at an Eligible Organisation, or be a holder of an honorary academic appointment (as defined in the Glossary of the grant guidelines) at an Eligible Organisation.

Note that a person's RMS email address must be used to invite them to participate in this application.

‘Person Profile’ details (personal details, qualifications and employment) will be automatically populated into the application form and must be current at the time of submitting the application. It is important that each participant has updated their details in RMS before completing this question.

Select the relevant ‘Participant Type’ and enter the participant’s email address, then click on ‘Add’. Repeat this action for the rest of the participants.
Note:

- If the participant did not create the application, after a participant has been added to the application they will receive an automated email invitation and will be required to accept this invitation to participate on the application.
- When adding a participant, it is important to use the registered email address associated with their RMS account. If an email address other than that associated with RMS is used the participant will not receive an invitation to participate on the application.
- If the proposed participant does not have an RMS user account, they can request one by using the link on the RMS Homepage.

For instructions on how to provide access to the application form for a non-participant see the RMS User Guide – Submitting an Application in RMS on the ARC website.

A3 Organisation Participant Summary

(This question must be answered)

Add all Organisations participating in this application.

Note that only Research Office staff with appropriate access at the Administering Organisation will be able to view this draft application.

**Administering Organisation** means an Eligible Organisation (listed in the grant guidelines) which submits an application for a grant and which will be responsible for the administration of the grant if the application is approved for funding. One Administering Organisation must be added to the application.

**Other Eligible Organisation** means an Eligible Organisation (listed in the grant guidelines) which is listed on an application as a contributor to the project but is not the Administering Organisation.

**Other Organisation** means an organisation which is listed on an application and is not an Eligible Organisation (not listed in the grant guidelines).

**Adding a participating organisation:**

- Select the Organisation Role from the drop down list.
- Enter the name of the organisation in the search box and click ‘Search’.
Select the relevant organisation from the list of search results and click ‘Add’.

A3. Organisation Participant Summary

Add ad organisations participating in this application. Refer to the Instructions to Applicants for further information.
(This question must be answered)

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Participant Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Select Organisation Role
  - Select Organisation Role
  - Administering Organisation
  - Other Eligible Organisation
  - Other Organisation

* This item must be answered
* There must be 1 organisation on the proposal with the Administering Organisation role

Note:
- Select ‘Add’ prior to saving your progress. If you save without ‘Adding’, all information selected will be lost.
- If the organisation you are looking for is not listed and you know the Australian Business Number (ABN), click on the link labelled ‘please add the organisation for use in RMS’ to add the organisation.
- All participating organisations added in question A3 will be automatically added to ‘question E1 – Project Cost’.
- If the participant cannot find the organisation they are looking for, or any information is incorrect or incomplete, contact the Research Office.

A4 Application Summary

(This question must be answered)

Provide an Application Summary (which is used by the Minister to consider the application) of up to 750 characters (approximately 100 words) focusing on the aims, significance, expected outcomes and benefits of this project. Write the Application Summary simply, clearly and in plain English. If the application is successful, the Application Summary will be used to give the general community an understanding of the research. Avoid the use of acronyms, quotation marks and upper case characters.

Examples of Application Summaries for funded Projects can be found on the ARC website.

Application Summaries must follow this format:

**Aims:**
(For example: This project aims to address/investigate/review …; by utilising/advancing/conceptualising …)

**Significance:**
(For example: This project expects to generate new knowledge in the area of … using an innovative approach/using interdisciplinary approaches/utilising new techniques …)
Expected outcomes:

(For example: Expected outcomes of this project include.../enhanced capacity to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques...)

Benefits:

(For example: This should provide significant benefits, such as ...)

Important things to note regarding the Application Summary:

- In following the format above, the summary will outline the aims of the project, provide the significance of the research, outline expected outcomes and benefits, including scholarly, public or commercial.
- The Application Summary may be modified by the ARC and used for public release.
- When describing benefits ensure that the description is consistent with the ARC Medical Research Policy.
- Use aspirational terms (for example, The project aims to.../The intended outcome of the project is.../The anticipated goal of the project is...) rather than definitive terms (The project will.../This will ensure.../This project will guarantee...).
- Do not use first person language. Use ‘The project aims to...’ rather than ‘I aim to’ ‘We aim to’ or ‘They aim to’ in the summary.
- Use plain English and avoid the use of terminology unique to the area of study.
- Avoid the use of quotation marks and acronyms.
- Do not use all upper case characters in the text.
- Use Australian English spelling.

A5 List the objectives of the proposed project

List each objective separately by clicking ‘add answer’ to add the next objective. This information will be used for future reporting purposes if this application is funded (up to 500 characters, approximately 70 words per objective).

A6 National Interest Test Statement

(This question must be answered)

Outline the extent to which the research contributes to Australia’s national interest through its potential to have economic, commercial, environmental, social or cultural benefits to the Australian community. Write the description of national interest simply, clearly and in plain English between 750 and 1125 characters (between approximately 100 and 150 words).

Note: The National Interest Test Statement may also be used for public release by the ARC.
Part B – Classifications and Other Statistical Information

B1 Does this application fall within one of the Science and Research Priorities?
(This question must be answered)
This is a ‘Yes’ or ‘No’ question.
• Select ‘Yes’ to indicate if the application falls within a Science and Research Priority area.
• If you select ‘Yes’ you will be required to select one of the Science and Research Priority areas from the drop down list. You will then need to select one or more Practical Research Challenges from the drop down list. Each Science and Research Priority area has a number of associated Practical Research Challenges.
• Select ‘No’ if not applicable. If you select ‘No’ the Science and Research Priorities will remain greyed out.

Note:
• RMS will allow only one of the Science and Research Priorities to be selected. Choose the most appropriate one from the list. The application may, however, indicate more than one Challenge within the chosen Science and Research Priority.
• Information regarding the Science and Research Priorities is available via a link on the science.gov.au website.

B2 Field of Research (FoR)
(This question must be answered)
Select up to three classification codes that relate to the application. Note that the percentages must total 100.
The Field of Research (FoR) classification defines research according to disciplines. The FoR codes selected should reflect the nature of the research in this application, particularly if it is interdisciplinary. The choice of FoR codes and their proportions will assist in assigning appropriate assessors to the application and should be as accurate as possible.
• Select up to three six-digit FoR codes that relate to the application. Once you choose the FoR code click on the ‘Add’ button.

Tips for searching and entering FoR codes
Click on the icon to search the full list of FoR codes

or visit the ARC website for FoR Codes and definitions by Division.

Note: The ARC recommends that ‘XXXX99’ (not elsewhere classified) codes be used only as a last resort and when there is no other appropriate code within the classification.

• Enter the percentage for each FoR classification.
• Prioritise the classification codes from highest to lowest percentage.
• Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).

**Note:** The highest percentage can only be entered for one FoR code (for example, 50 cannot be entered for two FoR codes).

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**B3 Socio-Economic Objective (SEO-08)**

(This question must be answered)

Select up to three classification codes that relate to the application. Note that the percentages must total 100.

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

If the code is known, start entering the SEO-08 code number. A filtered list will appear, once the SEO code is chosen click on the 'Add' button.

**Tips for searching and entering SEO-08 codes**

- Click on the icon or visit the ARC website to search the full list of SEO-08 codes.

A limit of three six-digit SEOs can be entered per application.

**Note:** The highest percentage can only be entered for one SEO code (for example, 50 cannot be entered for two SEO codes).

- Enter a percentage for each SEO code.
- Prioritise the classification codes from highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).
**B4  Interdisciplinary Research**  
(This question must be answered)

**Does this application involve interdisciplinary research?**

This is a ‘Yes’ or ‘No’ question. If you select ‘Yes’ two additional questions within B4 will be enabled:

- Specify the ways in which the research is interdisciplinary by selecting one or more of the options below.

- Indicate the nature of the interdisciplinary research involved (up to 375 characters, approximately 50 words).

**B5  Does the proposed research involve international collaboration?**  
(This question must be answered)

This is a ‘Yes’ or ‘No’ question.

If you select ‘Yes’, two additional questions (B6 and B7) will be enabled:

- What is the nature of the proposed international collaboration activities; and

- If the proposed research involves international collaboration, specify the country/ies involved.

**B6  What is the nature of the proposed international collaboration activities?**

This question will only be required if ‘Yes’ is chosen in B5.

Choose all options which will apply to this application if it is funded.

Select a category and click ‘Add’.
B7 If the proposed research involves international collaboration, specify the country/ies involved

This question will only be required if ‘Yes’ is chosen in B5.

Commence typing in the search box and select from the drop-down list the name of the country/ies of collaborators who will be involved in the proposed project.

Note that Australia is not to be listed and is not available to be selected from the drop-down list.

B8 How many PhD, Masters and Honours places will be filled as a result of this project?

(This question must be answered)

For reporting purposes, the ARC is capturing the number of Research Students that would be involved in this application if it is funded.

Enter the number of student places (full-time equivalent - FTE) that will be filled as a result of this project.

Indicate the number of:

- Research Student Places (FTE) – PhD
- Research Student Places (FTE) – Masters
- Research Student Places (FTE) – Honours.

Part C – Project Eligibility

C1 Medical Research

(This question must be answered)

Does this project contain content which requires a statement to demonstrate that it complies with the eligible research requirements set out in the ARC Medical Research Policy located on the ARC website?

Select ‘Yes’ or ‘No’ from the drop down list as appropriate. If ‘Yes’ is selected question C2 will be activated.

The ARC Medical Research Policy provides examples of both eligible and ineligible research areas.
C2 Medical Research Statement
(This question must be answered if ‘Yes’ is selected at question C1)
If applicable, in up to 750 characters (approximately 100 words), justify why this Project complies with the eligible research requirements set out in the ARC Medical Research Policy located on the ARC website. Eligibility will be based solely on the information contained in this application. This is the only chance to provide justification, the ARC will not seek further clarification.

- Be clear as to the main aim of the application, which may include well identified, big picture and long term intent beyond the scope of the application.
- Address why areas of research which may appear to be medical are required, for example, to provide proof-of-concept, demonstrate a platform technology and are many years from medical application.
- Avoid simply quoting the policy in the response and provide sufficient detail for the ARC to properly understand the intent and limits of the research aims.

C3 Current Funding
(This question must be answered)
Does this application request funding for similar or linked research activities, infrastructure or a project previously funded, or currently being funded, with Australian Government funding (from the ARC or elsewhere)?
This is a ‘Yes’ or ‘No’ question.
If you answer ‘Yes’, provide the Project ID(s) and briefly explain:

- How funding this project would not duplicate Australian Government funding or overlap with existing projects.

Text response must be no more than 2000 characters, approximately 285 words.

C4 Other Application(s) for funding
(This question must be answered)
Are you applying for funding from the Australian Government (ARC or elsewhere) for similar or linked research?
This is a ‘Yes’ or ‘No’ question.
If you answer ‘Yes’, provide the application ID(s) and briefly explain:

- Why more than one application for similar or linked research has been submitted.

Text response must be no more than 2000 characters, approximately 285 words.

Part D – Project Description

D1 Project Description
(This question must be answered)
Upload a Project Description as detailed below and in no more than ten A4 pages and in the required format.
The PDF must be in the format described in Appendix B of these instructions.
The PDF must provide the following information using the headings below and in this order:

- **PROJECT TITLE**
- **PROJECT QUALITY AND INNOVATION**
- **INVESTIGATOR(S)/CAPABILITY**
- **BENEFIT**
- **FEASIBILITY**
- **COMMUNICATION OF RESULTS**
- **REFERENCES**
- **ACKNOWLEDGEMENTS (IF REQUIRED)**

Applicants should ensure that information provided under these headings addresses the assessment criteria as detailed in the grant guidelines, noting the relevant weighting of the criteria.

**PROJECT TITLE**
- This title may differ from that shown in question A1 of the application form, and may exceed ten words.

**PROJECT QUALITY AND INNOVATION**
Describe the:
- contribution to an important gap in knowledge or significant problem;
- novelty/originality and innovation of the proposed research (including any new methods, technologies, theories or ideas that will be developed);
- clarity of the hypothesis, theories and research questions;
- cohesiveness of the project design and implementation plan (including the appropriateness of the aim, conceptual framework, method, data and/or analyses); and
- extent to which the research has the potential to enhance international collaboration.

**INVESTIGATOR(S)/CAPABILITY**
Describe:
- Research Opportunity and Performance Evidence (ROPE);
- time and capacity to undertake the research;
- evidence of experience in research training, mentoring and supervision (where appropriate); and
- the capability of the investigator or team to build collaborations both within Australia and internationally.

**BENEFIT**
Describe the potential benefits including the:
- new or advanced knowledge resulting from outcomes of the research;
- economic, commercial, environmental, social and/or cultural benefits for Australia and international communities; and
- potential contribution to capacity in the Australian Government's National Science and Research Priorities and other priorities identified by Government.
FEASIBILITY

Describe the:

- cost-effectiveness of the research and its value for money;
- suitability of the environment for the research team and their project, and for HDR students where appropriate;
- availability of the necessary facilities to complete the project; and
- extent to which the project’s design, participants and requested budget create confidence in the timely and successful completion of the project.

If the project involves Aboriginal and Torres Strait Islander research describe:

- the strategies for enabling collaboration with Australian Aboriginal and Torres Strait Islander communities where appropriate (for example, dialogue/collaboration with an Indigenous cultural mentor); and
- any existing or developing, supportive and high quality relationships with research communities.

COMMUNICATION OF RESULTS

- Outline plans for communicating the research results to other researchers and the broader community, including but not limited to scholarly and public communication and dissemination.

REFERENCES

- Include a list of all references, including relevant references to the previous work of the participants’.
- References may be in 10-point font.

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 the Project Description if it is not required.

Note: Only references may be in 10-point font.

Part E – Project Cost

E1  What is the proposed budget for the project?

(This question must be answered)

Outline the budget proposed for the project.

Ensure that your budget complies with the requirements of the grant guidelines. It is important that the Administering Organisation participating in this application has been added at question A3 prior to entering information in the budget table.

- Do not commence entering information in the budget table until the participants and all organisations have been requested and have subsequently confirmed their participation on the proposed project.
Do not include GST in your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.

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

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

Enter the amount of funding requested from the ARC in the ARC column. Funding must not be requested for items that are excluded. Refer to Sections 3, 5, E2 and E4 of the grant guidelines for further information on budget items supported and not supported.

Ensure that funding is requested at the correct level as the ARC will not be able to provide additional funds to cover a budget that has not been planned adequately.

An Administering Organisation may be awarded project funding from $30,000 and up to $500,000 per annum (for up to five consecutive years).

**Note:** The ARC reserves the right to determine the level of funding allocated to a project. Cash and in-kind contributions from the Administering Organisation, Other Eligible Organisation(s) and/or Other Organisation(s) may also be entered in question E1, including the dollar value of the salary for CIs and PIs who are receiving a (non-ARC) salary. Salaries are to be shown only for the proportion of time estimated that will be spent on the project. Do not build indexation into the amounts. Payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

**ENTERING INFORMATION IN THE BUDGET TABLE**

1) **Adding Higher Degree by Research Stipends**

Higher Degree by Research Stipend budget requests are entered in the personnel budget category by choosing from the drop down list under ‘Add Participant type’ above the budget table.

When selecting the Higher Degree by Research Stipend choose the appropriate level and commencement year from the drop-down menu.

The Level refers to the length of the stipend being requested:
- Level 1 – applies to a 3 year stipend request at $27,609 ($2019) per year
- Level 2 – applies to a 2 year stipend request at $27,609 ($2019) per year
- Level 3 – applies to a 4 year stipend request at $27,609 ($2019) per year.

Click ‘Add’ and the Higher Degree by Research stipend will be added to the budget table.
Any budget validation error messages will appear at the bottom of the page.

**Note:** To remove a Higher Degree by Research stipend request from the budget table click on the ‘x’ under the Remunerated Participants table at the top of the screen.

### 2) **Adding Teaching Relief**

All CIs applying for Teaching Relief must answer ‘Yes’ at question F20 in their own Part F (only add via this method).

- Only CIs are eligible to request funding for teaching relief up to a total value of $50,000 per CI per year.
- CIs who have answered ‘Yes’ at question F20 must then select the teaching relief at one of the following levels for the CI’s teaching load:
  - 25 per cent ($12,500)
  - 50 per cent ($25,000)
  - 75 per cent ($37,500)
  - 100 per cent ($50,000)
- Once Teaching Relief has been requested by the participant at question F20, a Teaching Relief request will appear at the top of question E1.
- The Teaching Relief request will automatically calculate the percentage into dollar amounts and can only be added to the budget by a person who has full control of the application.
• If the Teaching Relief is rejected in the budget at question E1, the CI requesting the Teaching Relief will have to change the answer to ‘No’ at question F20 in the relevant CI’s participant details.

• Refer to subsection E4.1.a of the grant guidelines for further information regarding Teaching Relief.

Note: To remove any added Teaching Relief from the budget table you will need to select ‘No’ in the relevant participant details section at question F20.
3) **Adding Additional Personnel**
   - Additional personnel including postdoctoral and postgraduate researchers and Higher Degree by Research stipends may be funded using project funding. Enter any additional personnel under ‘Personnel’ in the budget table by clicking the + and entering the description in the dialogue box.
   - Then click ‘OK’. You will then be able to enter the amount of funding requested. Note that HDR stipends requested from ARC funds should be entered as above (page 23), not typed in manually.

4) **‘Australian Research Council’ column**
   - Enter the amounts in the ARC column against the relevant items for each year you will be seeking funding from the ARC.
   - Use the budget table as a summary, using the broad categories listed. Details and justification of specific budget items must be provided in question E2.

5) **Budget Categories**
   - Budget items requested must be eligible costs under sections 3, 5 and E4 of the grant guidelines.
Personnel

- Show salaries for Chief Investigators (CIs) and Partner Investigators (PIs) in the relevant in-kind columns (Administering Organisation, Other Eligible Organisation or Other Organisation only, not ARC column), only for the proportion of time estimated that will be spent on the project.

- Funding for Higher Degree by Research stipends must only be requested for students who will be enrolled at Eligible Organisations.

- Funding requests for Senior Research Associates, Research Associates and all other personnel must be requested at an appropriate salary level for the employing organisation at the time of submission. These can be grouped by institution or role (e.g. ‘2 x Senior Research Associates at University X’). Do not list each individual salary request on a separate line. Salaries must include a 30 per cent on-costs (excluding items such as extended leave and severance pay) to contribute to salary-related on-costs, including payroll tax, workers’ compensation, leave loading, long-service leave, non-contributory and contributory superannuation.

- Where an honorary academic appointment is not financial, that participant does not need to be entered in the budget section.

- Details and justification of ‘Personnel’ and costings must be included in question E2 and question E3 as appropriate.

Travel

- Travel costs that are essential to the project can be supported, including economy travel costs for domestic and/or international travel, up to $50,000 over the project activity period. Travel and accommodation costs related to carrying out field research or carers’ costs are not included in this $50,000 limit. Refer to subsections 5.6 and E4.1.b of the grant guidelines for further information.
• Do not include individual flights, travel allowance, conference costs etc as line items. 'Travel' costs must be listed by trip only (e.g. Paris conference for 2 people) with full details and costings in question E2 and question E3 as appropriate.

Field Research
• Include costs associated with ‘Field Research’ that are essential to the project, including technical and logistical support, travel and accommodation costs. These costs must be fully justified in E2.
• Do not include individual ‘Field Research’ requests as line items. ‘Field Research’ costs must by listed by site visit only (e.g. Yass 10 days). Full details and justification and costings must be included in question E2 and question E3 as appropriate.

Equipment
• The Discovery Projects scheme will not fund budget items that do not directly support a research project as per section 5 of the grant guidelines.
• Funding will also not be provided for equipment or consumables that are considered to be for broad general use.
• Include a budget line item for each piece of equipment including the cost of the equipment and installation.
• Details and justification of 'Equipment' requests (including computing hardware and software items) and costings must be included in question E2 and question E3 as appropriate.

Note: It may be more appropriate to seek funding from the Australian Government for large or costly items of equipment through the ARC Linkage Infrastructure, Equipment and Facilities (LIEF) scheme. Refer also to the LIEF Register.

Maintenance
• Include in this category consumables and items related to equipment maintenance.
• Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under 'Equipment' or 'Personnel' as appropriate.
• Details and justification of 'Maintenance' requests (including consumables and items related to equipment maintenance) must be included in question E2 and question E3 as appropriate.

Other
• Items which can be included in the ‘Other’ budget category are those that cannot be appropriately placed in another category. Some ‘Other’ items include, but are not limited to, expert services of a third party, publication and dissemination costs and web hosting and development specific to the project.
• Other costs may include reasonable essential extraordinary costs to allow a participant who is a carer, or who themselves require care or assistance, to undertake travel essential to the project.
• Details and justification of requests in the ‘Other’ category must be included in question E2 and question E3 as appropriate.
6) **Entering Contributions for Administering Organisations, Other Eligible Organisations, and Other Organisations**

- Enter the amounts the organisation will provide to the project in the appropriate column.
- Items must first be added to the budget table; the amounts can then be entered in the relevant columns.
- Eligible Organisations must ensure that organisational in-kind contributions in the budget section of the application do not include salary for any Commonwealth funded Fellowships, unless it is salary committed by the Eligible Organisation over and above the Commonwealth component. The inclusion of a Commonwealth Fellowship salary as an organisational in-kind contribution may lead to an application not being recommended for funding.

**‘Administering Organisation’ column**

- Enter in the dollar amounts that the Administering Organisation will be contributing to the project. The Direct Costs line will sum the total of all categories.

**‘Other Eligible Organisation’ and ‘Other Organisation Columns’**

- If organisations other than the Administering Organisation are listed as participants in Part A, their contribution may be listed in the relevant budget column(s) which will appear in the Budget table. These contributions must also be summarised in the table(s) below the Budget.

---

**Important:** RMS only performs limited validation checks of budget compliance with the grant guidelines. It is the Administering Organisation’s responsibility to ensure that the budget requirements are met before submission to the ARC.

---

### E2 Justification of funding requested from the ARC

(This question must be answered)

The ARC budget justification information must not exceed four A4 pages. The uploaded PDF must:

- Use the same headings as in the Description column in the budget at question E1 of the application.
- Fully justify each budget item requested in terms of need and cost. In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as $X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for ‘x’ months. The same level of explanation is required for all items being requested.
- Justify any funding being requested for major items of equipment. Requests for any major items of equipment are considered on merit. The participant should plan to use existing equipment wherever possible. If the participant is seeking funding for new equipment, describe how the equipment will be used and provide details of the manufacturer, supplier, cost and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, the participant must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The
Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.

- Requests for funding to cover the costs of domestic and international travel, including for reasons of fostering and strengthening collaborations in Australia and overseas, must be justified in full.

**E3 Details of non-ARC contributions**
(This question must be answered)

Provide details of how non-ARC contributions will support the proposed project. Use the same headings as in the Description column in the budget at question E1 of the application (upload a PDF of up to two A4 pages and within the required format).

The uploaded PDF must:

- Use the same categories as in the Description column in the budget at question E1 of the application.
- Provide details including what the participant will contribute to the project in relation to their time and any other contribution of their organisation.
- If there is no direct funding being provided by a participating organisation in cases where this could reasonably be expected, explain fully why no commitment has been made.

<table>
<thead>
<tr>
<th>Part F – Participant Details including ROPE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> This is the largest section in the application form. Ensure that you save regularly while completing this section.</td>
</tr>
</tbody>
</table>

Participants who are listed in question A2 will have a copy of this section automatically generated. If the participant has not created the draft application themselves, they will automatically receive an email directing them to accept or reject the invitation to participate on an application via RMS.

Some questions are automatically populated from the personal details in the participant’s RMS profile. If the information in the profile needs updating it can be amended by logging into RMS and updating the participant’s ‘Person Profile’ details.

**F1 Personal Details**
(This question must be answered)

This data is automatically populated from the participant’s RMS profile.

Note: The Phone Number, Date of Birth, Country of Birth and Indigenous Status parts of the question and corresponding answers will not appear in the PDF version of the form.

To update personal details, the participant must amend their profile in RMS by clicking on the ‘Manage Personal Details’ link in the application form. This will open a new browser tab. When returning to the form ensure to ‘Refresh’ the page to capture the changes made to the participant’s profile.

**Note:** The Date of Birth, Country of Birth and Indigenous Status information will not be visible to assessors but may be shared with other Commonwealth Entities.
**F2 Fields of Research**
This data is automatically populated from the participant’s RMS profile

Note: This question and the corresponding answer will not appear in the PDF version of the form.

To update the field of research (FoR) codes, the individual participant must amend their profile in RMS by clicking the ‘Manage Personal Details’ link in the application form. This will open a new browser tab. When returning to the form ensure you ‘Refresh’ the page to capture the changes made to your profile.

Each participant must have one or more (up to a maximum of 10) FoR codes in the participant’s individual profile to validate this question. The FoR codes in a participant’s profile must be a reflection of that person’s research expertise and may differ from the FoR codes listed for the application.

**F3 Expertise Text**
This data is automatically populated from the participant’s RMS profile (between 375 to 4000 characters (between approximately 50 to 500 words)).

Note: This question and the corresponding answer will not appear in the PDF version of the form.

To update the Expertise Text, the individual participant must amend their profile in RMS by clicking the ‘Manage Personal Details’ link in the application form. This will open a new browser tab. When returning to the form ensure to ‘Refresh’ the page to capture the changes made to the participant’s profile.

**F4 Qualifications**
This data is automatically populated from the participant’s RMS profile.

To update any qualifications, the individual participant must amend their profile in RMS by clicking the ‘Manage Qualifications’ link in this question. This will open a new browser tab. When returning to the form ensure to ‘Refresh’ the page to capture the changes made to the participant’s profile.

**F5 Research Load (non-ARC Grants and Research)**
(This question must be answered)

Provide details of research funding from non-ARC sources (in Australia and overseas).

For research funding from non-ARC sources, list all projects/applications/awards/fellowships awarded or requests submitted for funding for the years 2020 to 2026 inclusive.

- Use the template format below ‘Funding from non-ARC sources’ to create a list of relevant projects and/or applications in descending date order. Ensure that the text entered is still at 12 size font as per the formatting requirements in Appendix B. Once completed, upload the list as a PDF.
- Support status options are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support.
- Funding amounts are to be in thousands and in Australian dollars.
- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.
• The project/application 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.

Template:

Funding from non-ARC sources

<table>
<thead>
<tr>
<th>Description (All named investigators on any application or grant/fellowship in which a participant is involved, project title, source of support, scheme and round)</th>
<th>Same Research Area (Yes/No)</th>
<th>Support Status (Requested/Current/Past)</th>
<th>Application / Project ID (for NHMRC applications only)</th>
<th>2020 $’000</th>
<th>2021 $’000</th>
<th>2022 $’000</th>
<th>2023 $’000</th>
<th>2024 $’000</th>
<th>2025 $’000</th>
<th>2026 $’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Joe Example, Prof Jane Sample</td>
<td>Y</td>
<td>C</td>
<td>n/a</td>
<td>205</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Mary Test, Prof Joe Example</td>
<td>Y</td>
<td>C</td>
<td>n/a</td>
<td>175</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**F6** What is the participant’s time commitment to this project?

(This question must be answered)

Enter the participant’s time commitment to this project as a full-time equivalent (FTE)

**Note:** FTE of 1.0 represents a full time commitment (i.e. 5 days per week).

**F7** Eligibility - Employment Details as at the grant commencement date

(This question must be answered)

• This question will be used to determine the participant’s eligibility and the determination will be based solely on the information contained in this application. Confirm the participant’s employment status at all organisations that they will be associated with as at the 1 January 2021. Enter the relevant appointment type and full-time equivalent (FTE) for each organisation.
• If you are adding employment at an Eligible Organisation, select the organisation name which matches the relevant organisation name in section 4.4 of the grant guidelines.

• If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number or contact the ARC Systems Support team at ARC Systems@arc.gov.au for assistance.

• If the participant will not be employed or associated with any organisation at the grant commencement date, click in the Search bar and type ‘Not Employed’. A record of the same name will be available for selection. Select ‘Not Employed’, the appointment type ‘Other’ and enter an FTE of 0.

---

**F8  Eligibility - Relevant Organisation for this application as at grant commencement date for this project**

(This question must be answered)

• Enter the Organisation that is relevant to the participant’s inclusion on this application, and that they will be associated with as at 1 January 2021.

• The ‘relevant organisation’ is the primary organisation that will be supporting the participant’s involvement in this project if it is funded.

**Note:** The Organisation must be listed in question F7 for this question to validate.

• If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number (ABN).

**F9  Eligibility - Currently held ARC projects**

• This data is automatically populated from the participant’s RMS profile and will include any project which has not yet had a Final Report approved and the project file closed by the ARC. If there are any concerns with the information recorded here, contact the Administering Organisation’s Research Office.
Currently held ARC projects can provide an indication of research performance and capacity and assist with ROPE.

All active projects at the scheme-specific active project assessment date are taken into consideration for the purpose of determining a participant’s eligibility to apply for new funding. The active project assessment date means the date on which active project eligibility will be considered for project and application limits per named participant.

An **active project** means a project that is receiving funding according to the terms of an existing 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 date will be used to determine whether it is an active project for eligibility purposes.

To be eligible to apply, all CIs and PIs named in the application must have met all obligations, including submitting satisfactory progress and final reports, for previously funded projects. This question is automatically populated with the final report dates and statuses for all currently held ARC projects to assist in determining a participant’s eligibility.

The list of current ARC projects includes all projects on which the participant is 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.

**F10 Eligibility - Will the participant be residing predominantly in Australia for the project activity period?**

(This question must be answered)

This is a ‘Yes’ or ‘No’ question.

- Indicate whether the participant will be residing predominantly (greater than 50 per cent of their time) in Australia for the project activity period, taking into account any international travel.

- The **project activity period** means the period during which a project is receiving funding according to the original grant offer, or has any carryover funds approved by the ARC, or an approved variation to the project’s end date. During this period, the project is known as an active project.

- If the participant is applying as a CI and the answer to this question is ‘No’, the question will become invalid and a prompt to contact the Research Office to check the participant’s eligibility will appear. Eligibility will be based solely on the information contained in this application.
F11 Eligibility – Will the participant undertake a Higher Degree by Research during the project activity period?  
(This question must be answered)

This is a ‘Yes’ or ‘No’ question.  
If the participant is applying as a CI and the answer to this question is ‘Yes’, they will be prompted to contact their Research Office and Part F will not validate. Eligibility will be based solely on the information contained in this application.

A CI cannot be undertaking a higher degree by research (HDR) at the grant commencement date or during the project activity period. Participants must have their HDR conferred by the Commencement Date of the project. The HDR Conferral Date is the date of the conferral of the HDR, not the date of submission of the thesis, nor the date on which the thesis was accepted by the examination board.

F12 Eligibility - Project Relinquishment or Application Withdrawal  
(This question must be answered)

ARC grant guidelines specify the limits on the number of applications and projects per named participant. Named participants on successful applications for the Australian Laureate Fellowship, Future Fellowships, Directors on ARC Centres of Excellence or Special Research Initiatives projects must meet the project limits under the grant guidelines before the project can start. Project limits can be met by relinquishing existing project(s), or relinquishing role(s) on existing projects, or withdrawing application(s) that would exceed the project limits.

Provide applications/Project ID(s) for the applications/projects the participant has nominated in order to meet the project limits and what is intended (application withdrawal, project relinquishment, role relinquishment on project, project end date amendment). Provide applications/Project ID(s) and the intention for each separated by a comma.

Failing to provide this information will jeopardise the eligibility of the applications.

F13 Eligibility - Further Details Regarding Partner Investigator Status - Does the participant hold a remunerated appointment at an Eligible Organisation as at the grant commencement date for this project?  
(This question must be answered)

This is a ‘Yes’ or ‘No’ question.  
At A2 Partner Investigator has been selected as the role type, but it appears that the participant meets the criteria of a Chief Investigator. **Note:** this question is mandatory ONLY FOR PIs WHO:

  o at F10 confirmed that they will reside predominantly (greater than 50 per cent of their time) in Australia for the project activity period of the proposed project; AND

  o at F11 confirmed that they are not currently undertaking a Higher Degree by Research which will be conferred after 1 January 2021; AND

  o at F7 indicated that at the Grant Commencement Date they would hold either:  
    - an appointment at an Eligible Organisation equal or greater than 0.2 FTE; OR
    - an honorary academic appointment at an Eligible Organisation
You do not need to answer these questions if it was indicated in question F10 that the participant will be living predominantly overseas OR if they have indicated in question F11 that they will be undertaking a Higher Degree by Research.

Justification of PI Status

- Justify the participant’s inclusion on this application as a PI with reference to section E3 of the grant guidelines.
- If ‘Yes’ is selected to the question above, you will be asked to provide a justification for the participant’s inclusion on this project as a Partner Investigator. A participant who holds a remunerated position of at least 0.2 FTE at an Eligible Organisation, or holds an honorary academic appointment at an Eligible Organisation, would normally be expected to participate as a CI. Refer to the grant guidelines for further information.
- A maximum of 3750 characters (approximately 500 words) is allowed for the justification.

**F14  Is the participant providing research input on this project?**

(This question must be answered by Partner Investigators only)

This is a Yes/No question.

- If the participant answers ‘Yes’, the ROPE questions will be activated. You must read the [ROPE Statement](#) on the ARC website before filling out this section.
- If the participant answers ‘No’, they will be asked to upload a two page CV to support the PI’s involvement in the proposed project.
- The two page CV must be relevant to the application and can include significant career interruptions. It is up to the participant to determine the appropriate information to include in the CV.

**F15  Research Opportunity and Performance Evidence (ROPE) – Current and previous appointment(s)/position(s) - during the past 10 years**

This data is automatically populated from the participant’s RMS profile.

To update any details in this table, click on the 'Manage Employment Details' link in this question. This will open a new browser tab. When returning to the form ensure to ‘Refresh’ the page to capture the changes made to the participant's profile.

- Provide details of academic, research, professional and industry experience during the past 10 years.
- Specify start date and end date of each position (if known).
- Select an organisation for each position.

**Note:** ‘During the past 10 years’ is from 1 January 2010.
Research Opportunity and Performance Evidence (ROPE) – Academic Interruptions

(This question must be answered)

Has the participant experienced an interruption that has impacted on their academic record?

Read the ROPE Statement on the ARC website before filling out this section.

This is a ‘Yes’ or ‘No’ question.

If the answer is ‘Yes’ to this question you will be prompted to provide the dates and details for each academic interruption (up to 500 characters, approximately 75 words).

The interruption categories that can be selected from the drop-down menu are:

- Medical Condition/Disability/Misadventure
- Caring Responsibilities
- Non-research career
- Unemployment
- Other

Add each period of interruption separately. Click ‘Add Answer’ to include additional interruptions.

Question F16 is provided to enable a participant to state the specific timeframe of their academic 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’.

Your response does not need to elaborate on any personal or confidential details.

It provides an opportunity to describe the impact of these interruptions, and other circumstances, on the participant’s academic career.
Research Opportunity and Performance Evidence (ROPE) – Details of the participant’s academic career and opportunities for research, evidence of research impact and contributions to the field, including those most relevant to this application

(This question must be answered)

Upload a PDF of up to five A4 pages and in the format described in Appendix A of these instructions. The PDF must provide the following information that is relevant to the participant’s circumstances and opportunities in the order set out below:

- AMOUNT OF TIME AS AN ACTIVE RESEARCHER
- RESEARCH OPPORTUNITIES
- RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS

**AMOUNT OF TIME AS AN ACTIVE RESEARCHER**

Provide:

- The number of years since the participant graduated with their 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) and in that period I have experienced a total of two years (at X.X FTE) of academic interruptions’.

**RESEARCH OPPORTUNITIES**

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

- Any additional explanation required of the response to question F16.
- The research opportunity the participant has had in the context of their employment situation, including employment outside academia, any unemployment or part-time employment they may have experienced, and the research component of their employment conditions.
- A description of the participant’s role:
  - If the participant is university based, indicate as appropriate the percentage of their 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 their situation. Give an indication of what percentage of time they have spent in those roles; or
  - If the participant is industry based, indicate as appropriate the percentage of their 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 their situation. Give an indication of what percentage of time they have spent in those roles.
- The research mentoring and research facilities that have been available to the participant during their career.
- Any other aspects of the participant’s 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 their research and publications or affected the time they have had to conduct and publish their research).

**RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS**

Provide a statement outlining any further evidence of the participant’s 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 the participant’s research has led to a significant change or advance of knowledge in their field, and outline how their achievements will contribute to this application.

Note that F18 provides an opportunity to describe the contribution of significance of the participant’s publications. This section should be devoted to other outputs.
**Note:** This should not include information presented in the following sections.

**F18 Research Opportunity and Performance Evidence (ROPE) – Research Outputs Context**

(This question must be answered)

**Research context:** Provide clear information that explains the relative importance of different research outputs and expectations in the participant’s discipline/s.

The information should help assessors understand the context of the participant’s academic research achievements but not repeat information already provided in this application.

It is helpful to include the importance/esteem of specific journals in their field; specific indicators of recognition within their field such as first authorship/citations, or significance of non-traditional research outputs.

Your response to this question must be up to 3,750 characters, approximately 500 words.

**F19 Research Opportunity and Performance Evidence (ROPE) – Research Outputs Listing including Ten Career-Best Research Outputs**

This data is automatically populated from the ‘Research Outputs’ section within the participant’s RMS profile.

**Note:** Do not include pre-prints in your research output listing.

For instruction on how to add research outputs to a user’s profile in RMS, refer to the User Guides - [Research Outputs in RMS—Instructions for adding Research Outputs to your RMS Profile](#).

List the research outputs marking those that are most relevant to this application categorised under the following headings: Ten career-best research outputs; Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs). CVs and theses should not be included in this list.

Include no more than 100 research outputs and fully reference each research output listed.

**Note:** Mathematical and other symbols will not be displayed in the Research Outputs sections of RMS. You can however preview the citations by clicking the PDF link which will display the symbols correctly.

**Research output listing:** Indicate up to ten career-best research outputs by ranking from one up to ten.

**To add research outputs to the application:**

- To import all research outputs click on the ‘Search’ button. Use the drop down menu to select the specific category and/or source to import only.
Note: RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this. Users will have the flexibility to choose research outputs for listing in their grant applications. For instruction on how to add research outputs to a user’s profile in RMS, refer to the User Guide: Research Outputs in RMS—Instructions for adding Research Outputs to your RMS Profile available on the ARC website.

- To add research outputs tick the ‘Select’ checkbox or the ‘Select all’ button. Click on ‘Add selected’ button. To remove the research output from the listing click on the ‘Remove’ button.

Note: On saving, the ranked outputs will appear first and in order of rank.

- Research outputs relevant to the application can be indicated by ticking the ‘Relevant’ checkbox. This will add an asterisk against that research output in the PDF.

Note: The asterisk only appears in the Research Outputs PDF and Application PDF.

- ARC funding details are added to the research output in the participant’s profile or can be added by clicking on the ‘Additional Details’ button.

- To view the Research Outputs PDF click on the ‘View generated Research Outputs PDF’.

<table>
<thead>
<tr>
<th>Select</th>
<th>Category</th>
<th>Rank</th>
<th>Relevant</th>
<th>Reference</th>
<th>Funding</th>
<th>Source</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fully Refereed Conference Proceeding</td>
<td>1</td>
<td></td>
<td>Example, A, 'Output 3', vol. 1, no. 1, pp. 1-10</td>
<td>RMS</td>
<td></td>
<td>Remove Edit Additional Details</td>
</tr>
<tr>
<td></td>
<td>Authored Book</td>
<td>3</td>
<td></td>
<td>Example, A 2018, 'Output 1', vol. 1, no. 1</td>
<td>RMS</td>
<td></td>
<td>Remove Edit Additional Details</td>
</tr>
</tbody>
</table>
**F20**  **Is the participant applying for Teaching Relief?**

(This question must be answered if the participant is a Chief Investigator)

This is a ‘Yes’ or ‘No’ question.

- If you select ‘Yes’ you will need to select the one of the following levels of the CI’s teaching load being requested:
  - 25 per cent ($12,500)
  - 50 per cent ($25,000)
  - 75 per cent ($37,500)
  - 100 per cent ($50,000)

For example, if the CI is seeking Teaching Relief for half their teaching load in a year, the Teaching Relief budget is $25,000 (i.e. 50 per cent of the maximum teaching relief budget per year).

- Teaching Relief requests will populate into question E1 - Project Cost as a pending request where it will need to be added to the budget table.
- Note that if the Teaching Relief is rejected at question E1, the request for Teaching Relief MUST be changed to ‘No’ at question F20.

**Note:** CIs may request funding for teaching relief or other duties in order to maximise the opportunity for the CI to conduct research. This question is only relevant for CIs and will not be activated for PIs.
5. Submitting the Application to the Research Office

Once all form components of the application are completed and saved, the application header should be validated and have changed from red (invalid) to green (valid).

![Application components validation](image)

Before submitting the application to the Research Office, the Project Leader must review all components to ensure the information to be submitted is complete and valid.

When you are ready to submit the application to the Research Office return to the Action Centre home page and click on ‘Submit to Research Office’.

![Action Centre](image)

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

- Participants and Research Office staff who wish to generate a PDF so that they can keep a hard copy of the submitted application may generate a PDF by selecting the PDF icon next to the ‘Save’ button (top right).
Appendix A – Adding an ORCID iD to an RMS account

RMS users are now able to link an ORCID iD to their RMS User Profile. The functionality will connect directly to ORCID, and will allow the user to link a current ORCID account or will provide them with the ability to create an ORCID account.

At this stage, it will not be mandatory for Applicants to have an ORCID iD listed within their RMS account. Additionally, this will simply link RMS to the user’s ORCID account and will allow the ARC to view any Public Information. No information from the user’s ORCID account will be utilised in other parts of RMS at this stage.

Your ORCID iD and information will not appear in the application form and will not be used for assessment purposes, therefore it is important that all questions in the application form are answered.

Instructions on how to add an ORCID iD to a user’s account:

- Login to RMS at https://rms.arc.gov.au
- From the Person Profile section, select Personal Details

- Under the ORCID iD section of the Personal Details page, Select the Create or Connect your ORCID iD button

![Person Profile](image-url)
A new window will open, allowing the user to sign in to their ORCID account or to register for a new ORCID account.

- Once the user has entered their account details, a message will prompt the user to authorise RMS to read their limited-access information.

The same function is available on the Research Output page in a user's RMS profile.

- Once the user has authorised, RMS will confirm and the user can close the window.
Appendix B – Format

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

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

- Black type, or occasional coloured type for highlighting purposes.
- Single column.
- White A4 size paper with at least 0.5 cm margin on each side and at top and bottom.
- A highly legible font type must be used before converting to PDF such as: Arial, Helvetica, Palatino and Times New Roman subject to them being an equivalent sized font to 12 point Times New Roman. Variants such as mathematical typesetting languages may also be used.
- References can be in equivalent sized font to 10 point Times New Roman.
- Comply strictly to page limits designated for each part of the application.
- The inclusion of webpage addresses/URLs and hyperlinks should only be used under certain circumstances such as publications that are only available online and letters of support. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the application. All information relevant to the application must be contained within the application.
- Applicants should only include information which is pertinent to the research and note that colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white and should be both necessary and appropriate.
- Additional text uploaded as PDF may appear slightly reduced in size due to the RMS formatting of the attachments to include page numbers. Additional text uploaded in PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- The ARC reserves the right to seek an original electronic copy of documents uploaded into the application to determine that the text meets these requirements.

Note: Information such as citations or public recognition may be considered for inclusion in relevant sections if suitable.