Australian Government

Australian Research Council

LINKAGE PROJECTS

Instructions to Applicants

for funding applied for in 2019

Contents

Australian Research Council
Linkage Projects

Instructions to Applicants
For funding applied for in 2019

The *Linkage Projects Instructions to Applicants for funding applied for in 2019* (hereafter referred to as the Instructions) provides information to applicants on how to complete and electronically submit a Linkage Projects application for funding applied for in 2019 (LP19).

The completed application form, including the PDF attachments, must comply with the *Grant Guidelines for the Linkage Program (2018), Linkage Projects For funding applied for in 2019* (hereafter referred to as the grant guidelines).

The information in this document is underpinned by the grant guidelines. Review the grant guidelines on GrantConnect before preparing the application.

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1. Before completing the application form

For instructions on how to use the Research Management System (RMS), refer to the User Guides (*RMS User Management Guide and Submitting a Proposal in RMS*) available on the ARC website. You or Your refers to the Administering Organisation.

1.1 RMS User Profile

Ensure the Personal Details, Qualifications and Employment sections of the participant 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.
- Upload a BibTeX file to RMS and perform a bulk upload of the research outputs contained within it.
- Use a Digital Object Identifier (DOI) to automatically harvest research output metadata and create a research output record.
- 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 instruction on how to add research outputs to a user's profile in RMS, refer to the User Guides (*RMS Auto-population of Research Outputs)* available on the ARC website.

1.2 Accuracy of Information

Check carefully that all information contained in the application form 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 A.

For Your internal checking purposes, information regarding how many current applications and projects a participant holds is available in parts D8 and G1.

1.3 Key Documents

Key documents for the Linkage Projects grant opportunity are available on GrantConnect or via links on the ARC website.

1.4 Key Dates

Refer to the grants calendar page on the ARC website for key dates and updates relevant to the grant guidelines, including the closing dates for 'Request Not to Assess'. Applications for the Linkage Projects grant opportunity can be submitted at any time from 21 December 2018 until 19 December 2019.

1.5 Research Office

The participant should contact the Research Office in the first instance if they have any queries regarding ARC grant opportunities and questions on how to complete the application form. The Research Office should be able to answer any questions and can seek clarification from the ARC if necessary.

1.6 Eligibility in RMS

RMS contains new functionality in application forms that will determine whether key eligibility requirements have been met by participants.

The application form will prevent any participant from submitting an application where they have an overdue Final Report for any ARC-funded projects. You will be able to see the Project ID of the overdue Final Report and the application 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.

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.

1.7 Application Certification

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

The authorised officer must have the role of 'Research Office Delegate' in RMS. Only the Administering Organisation certifies and submits applications online.

You must obtain the agreement, attested to by written evidence of all the relevant persons and organisations to allow the proposed project to proceed as specified in the grant guidelines. This excludes the employing organisations of overseas Partner

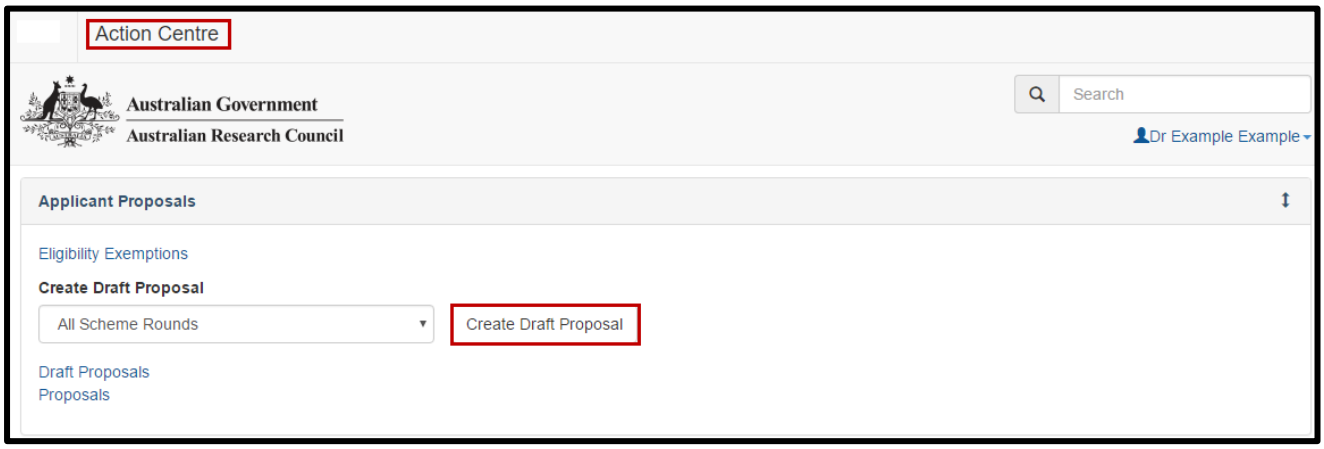
Investigators (PIs) and any participant's current organisation which is not their relevant organisation for the application. This written evidence must be retained by You and must be provided to the ARC if requested.

Note: The ARC has provided a pro forma on GrantConnect for obtaining written evidence. However, the use of the ARC pro forma is **not** mandatory. You may determine the format for written evidence.

2. Creating a new application in RMS

To create a new application:

- Login to RMS



- Select **Linkage Projects 2019 round 1** from the drop down list and click on 'Create Draft Proposal'.

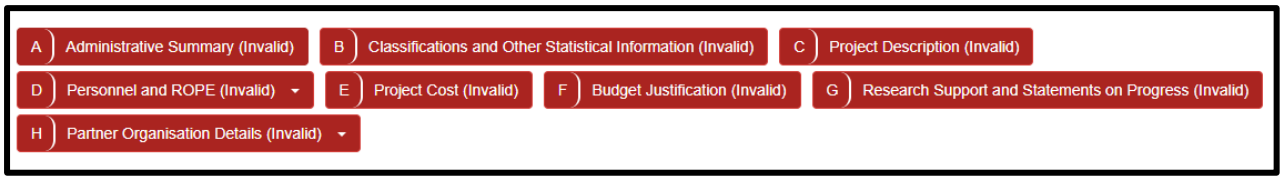
3. Completing the application form

There are eight Parts (A-H) in the LP19 application form:

A) Administrative Summary
B) Classifications and Other Statistical Information
C) Project Description
D) Personnel and ROPE *(**Note:** This section will not appear until the participant has been added/accepted in Part A.)*
E) Project Cost
F) Budget Justification
G) Research Support and Statements on Progress.
H) Partner Organisation Details *(**Note:** This section will not appear until a Partner Organisation has been added in Part A.)*

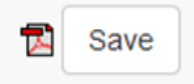
When the application has been created the application form parts will be displayed at the top of the screen. The colour of these parts will be red indicating that the part is incomplete (invalid) and when completed they will turn green (valid).

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



Click on Part A to start completing 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:



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.

Part A – Administrative Summary

A1 Application Title

This question must be answered.

Provide a short title. (No more than 75 characters, approximately ten words).

- The 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.
- This title may be modified and used for public release.

A2 Person Participant Summary

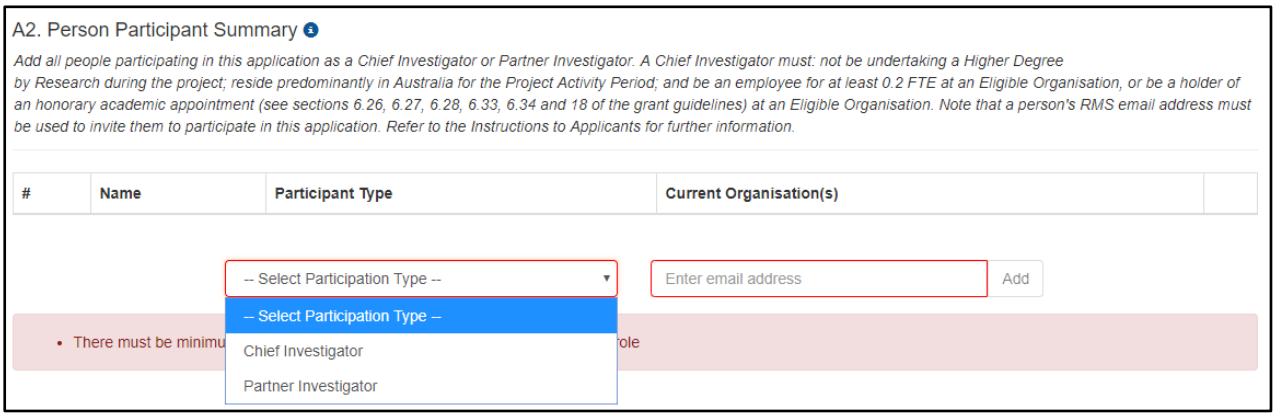
This question must be answered.

Each participant added to this application must be listed as a Chief Investigator or Partner Investigator.

A Chief Investigator must: not be undertaking a Higher Degree by Research during the project; reside predominantly in Australia for the project activity period; and be an employee for at least 0.2 FTE at an Eligible Organisation, or be a holder of an honorary academic appointment (see sections 6.26, 6.27, 6.28, 6.33, 6.34 and 18 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. The current organisation is populated from the employment details from the person's profile, and the relevant organisation is populated from question D15. It is important that each participant has updated their details in RMS before completing this question.

Add all people participating in this application as a CI or PI.



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

Note:

- When a participant is 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 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 found on the RMS Homepage.

For instructions on how to provide access to the application form for a non-participant (i.e. a person who is not a CI or a PI on this application) see the *RMS User Guide – Submitting a Proposal in RMS* on the ARC website.

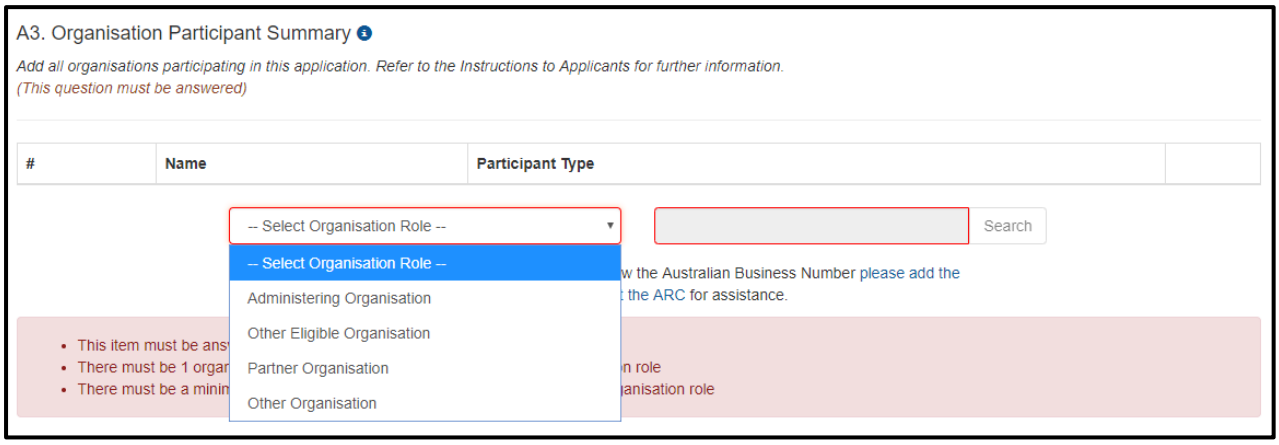
A3 Organisation Participant Summary

This question must be answered.

Add all organisations participating in this application.

Note: The Administering Organisation (You) will be able to view this draft application.

- Select the relevant 'Organisation Role', from the drop down list:
    - **Administering Organisation** means an Eligible Organisation (an organisation listed in section 6.8 of 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 Section 6.8 of the grant guidelines) which is listed on an application as a contributor to the Project but is not the Administering Organisation.
    - **Partner Organisation** means an Australian or overseas organisation, other than an Eligible Organisation, which satisfies the eligibility requirements for a Partner Organisation and is to be a cash and/or in-kind or other material resources contributor to the project.
    - **Other Organisation** means an organisation which is listed on an application and is not an Eligible Organisation and not a Partner Organisation, and that contributes to the research project.
- Select Administering Organisation 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'.



Notes:

- Partner Organisations (POs) that are added in Part A3 will be automatically added to 'Part H – Partner Organisation Details' and will have their own section in the application form.
- 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 Part A3 will be automatically added to 'Part E – 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), focusing on the aims, significance, expected outcomes and benefit of this project. Write the Application Summary simply, clearly and in plain English. If the application is successful, the Application Summary is used to give the general community an understanding of the research. Avoid the use of acronyms, quotation marks and upper case characters. No more than 750 characters, approximately 100 words.

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 …

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

Important:

- 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

This question must be answered.

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.
(No more than 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 Your description of national interest simply, clearly and in plain English. (No more than 1125 characters, approximately 150 words).

In accordance with Section 10 of the grant guidelines:

- On the application form, applicants must provide a separate response on the national interest of the research proposal.

- The SAC makes recommendations to the CEO on which applications should be approved for funding, which applications should not be approved for funding, and the level of funding and duration of each grant.
- In making recommendations to the Minister the CEO will:
  - consider the recommendations from the SAC;
  - consider the applicant's response to the National Interest Test;
  - seek information from Administering Organisations on applications where there is concern about how they meet the National Interest Test based on the information provided in the application form; and
  - make grant recommendations to the Minister that satisfy the National Interest Test and which are eligible for funding.

Note: The National Interest Test Statement may also be modified and used for public release by the ARC.

A7 Is this application similar to a previously submitted unsuccessful application in the LP19 round?
This question must be answered.

This is a 'Yes' or 'No' question. The ARC would consider an application to be similar if the aims and methodology of the Project Description and participants have not substantially changed.

Note: Only previously submitted unsuccessful LP19 applications should be included at Part A7 of the application form. Any similar applications from LP18 and earlier are not relevant to this question and must not be included.

A8 Provide the application ID and detail how this application differs from the previous application(s).

If You selected 'Yes' at A7, provide the application ID for each of the unsuccessful applications submitted in the LP19 round. In no more than 750 characters, approximately 100 words, describe how the current application differs from the previously submitted application(s).

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 classification codes that relate to the application. Once You choose the FOR code click on the Add button.
- Select the six-digit FOR codes from the list of the FOR Codes carefully.

Tips for searching and entering FOR codes

Click on the icon to search the full list of FOR codes

Click FoR Codes and definitions by Division link

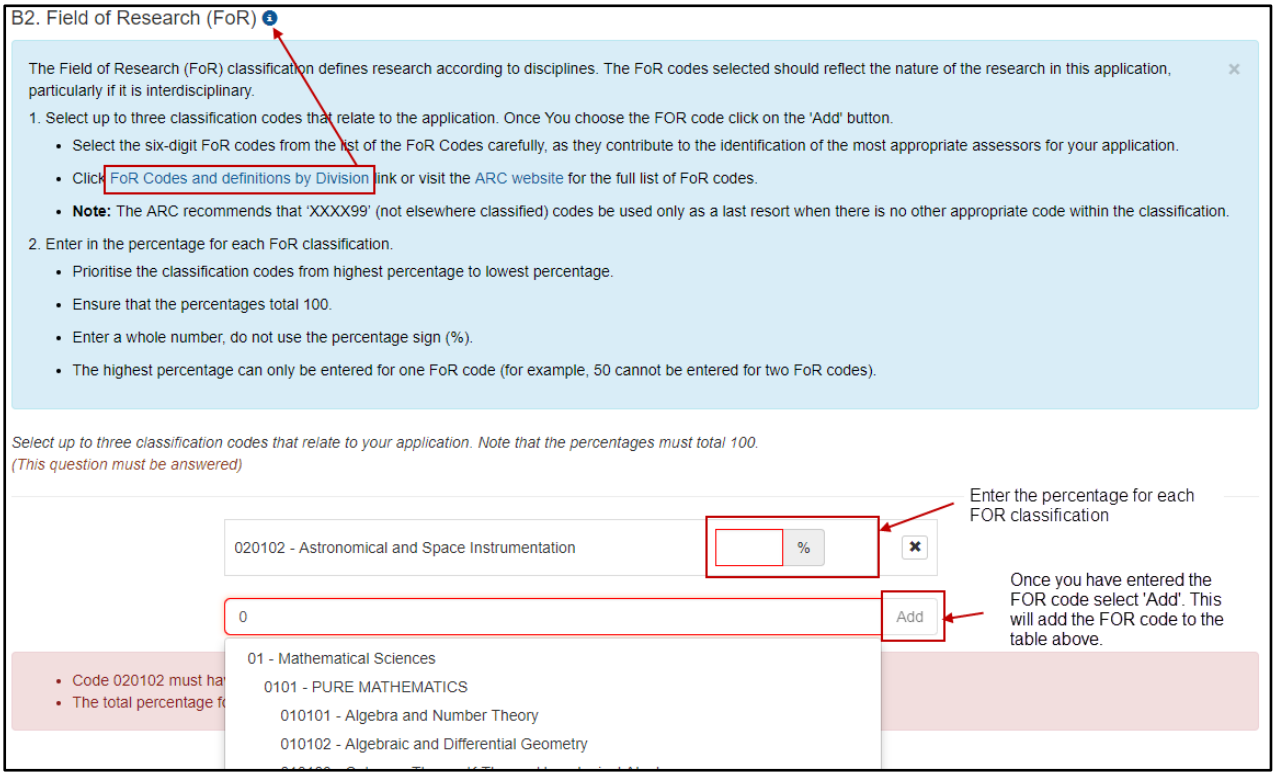
or visit the ARC website for FOR Codes and definitions by Division.

A limit of three FOR codes can be entered in an application.

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 in 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).



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 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

  SEO-08 Codes link

- 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 (%).

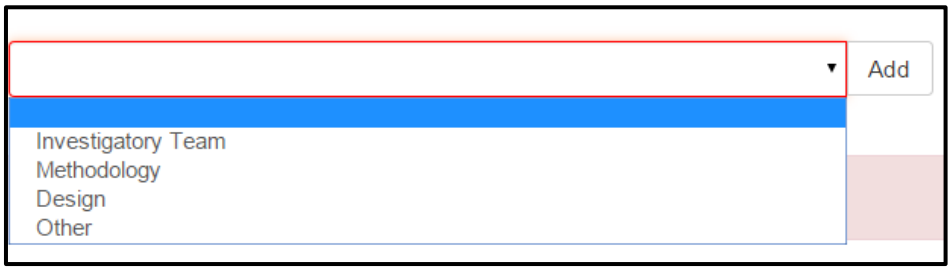
B4 Interdisciplinary Research

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 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. (No more than 375 characters, approximately 50 words).**

B5 Does the proposed research involve international collaboration?

This question must be answered.

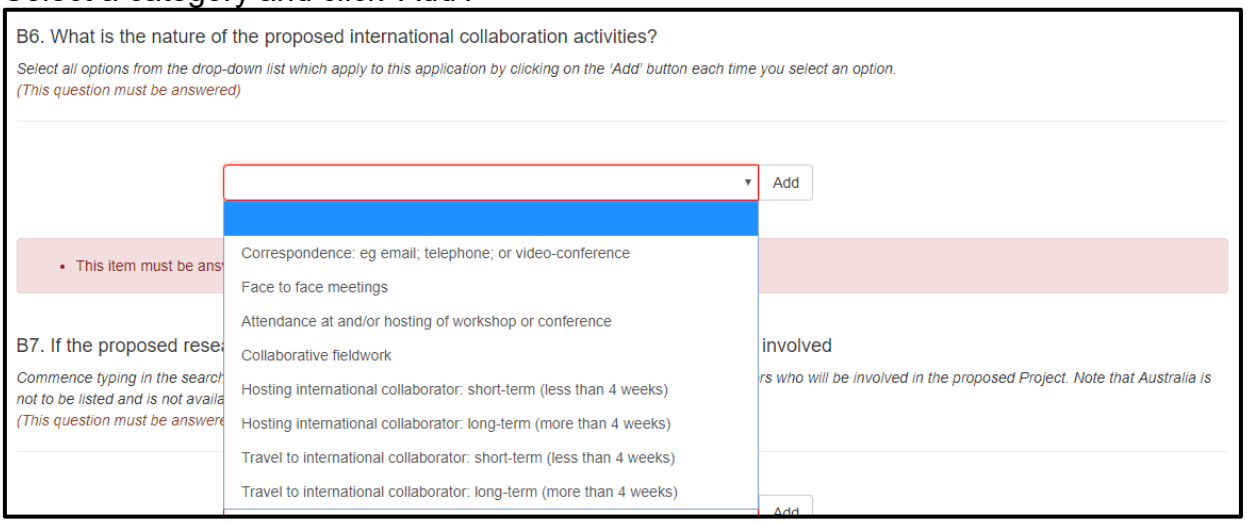
This is a 'Yes' or 'No' question.

- If 'Yes', questions B6 and B7 will be enabled and You will then be able to specify the nature of the proposed international collaboration activities and the country or countries of the international collaborators who will be involved in the proposed project.

- If 'No' questions B6 and B7 will remain greyed out.

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

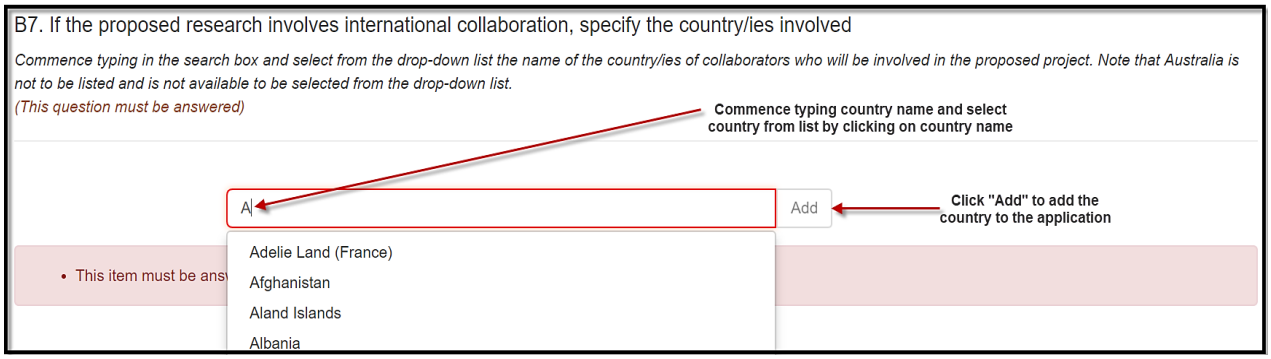
- This question will only be required if 'Yes' is chosen in B5.
- Choose all options which will apply to this application if it is funded.
- Select a category and click 'Add'.



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: 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?

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) that will be filled as a result of this project.

Please indicate the number of:

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

Part C – Project Description

C1 Project Description

This question must be answered.

- Upload a Project Description as detailed below and in the required format. Ensure that the Project Description responds to the Assessment Criteria listed in the grant guidelines. (No more than ten A4 pages)
- The PDF must be in the format described in Appendix A of these instructions. **The PDF must provide the following information using the headings below and in this order:**
    - PROJECT TITLE
    - AIMS AND BACKGROUND
    - INVESTIGATOR(S)
    - SIGNIFICANCE AND INNOVATION
    - APPROACH AND TRAINING
    - FEASIBILITY
    - BENEFIT
    - COMMUNICATION OF RESULTS
    - MANAGEMENT OF DATA
    - REFERENCES
    - ACKNOWLEDGEMENTS (IF REQUIRED)
- Applicants should ensure that information provided under these headings addresses the Assessment Criteria as detailed in the grant guidelines.

PROJECT TITLE

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

AIMS AND BACKGROUND

- Briefly outline the aims and background of this application.
- Include information about national/international progress in this field of research and its relationship to this application.
- Refer only to research outputs that are accessible to the national and international research communities.

INVESTIGATOR(S)

- Summarise the role, responsibilities and contributions of each Chief Investigator (CI) and Partner Investigator (PI).
- Summarise the roles and levels of involvement of other participants, for example, technical staff, Research Associates and other personnel.
- Demonstrate the potential to engage in collaborative research with end-users for each participant listed on the application.
- Provide evidence of research training, mentoring and supervision experience for each participant listed on the application.

- Describe how each participant will ensure that they have the 'time and capacity' to undertake the proposed research, taking into account any other grants or roles that they hold.
- In the case of each PI, provide clarification on the type of PI role they will undertake, which may not be research, (see sections 6.5 and 6.29of the grant guidelines), and for all types of PI make it clear what their responsibilities on the project will be.

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

SIGNIFICANCE AND INNOVATION

- Describe why the research is significant and how it addresses an important problem for the partners.
- Describe how the application meets the objectives of the Linkage Projects grant opportunity.
- Detail what new methods or technologies will be developed in the course of the project that address a specific market opportunity.
- Describe how the anticipated outcomes will advance the knowledge base and/or address an important problem and/or provide an end-user and/or industry advantage and why the application aims and concepts are novel and innovative.
- If relevant to the proposed project, provide a business model for implementation.
- If the research has been nominated as focussing upon a topic or outcome that falls within one of the Science and Research Priorities, describe the potential for the project to contribute to the associated Practical Research Challenge.
- Describe how the project's aims and concepts are novel and innovative.
- Describe how the project might significantly enhance links with organisations outside the Australian publicly-funded research and higher education sectors.

APPROACH AND TRAINING

- Outline the conceptual framework, design, methods and analyses and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the application. Include research plan and proposed timelines.
- Demonstrate how the project provides research training and show how the intellectual content and scale of the work proposed will be appropriate to a higher degree by research, if relevant.
- Include a summary of the relevant work if the rationale for an application rests upon manuscripts that are still in the process of being published, or on results of work that may not be available to assessors.

FEASIBILITY

- Explain how the design of this project, the expertise of the participants and requested budget will be sufficient to ensure this project can be successfully completed within the proposed budget and timeframe.
- Describe whether there is an existing, or developing, supportive and high-quality environment for this research both within the Administering Organisation and in the Partner Organisation(s), including for Higher Degree by Research students where appropriate.

- Demonstrate that the necessary facilities are available to complete the proposed research.
- Provide evidence that each of the Partner Organisation(s) is genuinely committed to, and prepared to collaborate in, the proposed research and has the capacity to implement the outcomes of the research.
- Demonstrate that the budget, including Cash and in-kind Contributions is adequate.

BENEFIT

- Describe how the proposed research will benefit Partner Organisation(s) and other relevant end-users.
- Outline how the proposed research will encourage and develop strategic research alliances between the higher education organisation(s) and industry and other organisation(s).
- Describe the anticipated economic, commercial, environmental and/or social benefits to the relevant Australian research end-users (including relevant industry sectors). This should be clearly articulated, especially where the project involves international Partner Organisation(s).
- Demonstrate there are adequate strategies to encourage dissemination, commercialisation, and if appropriate, the promotion of research outcomes.
- Demonstrate that, where relevant, there is the freedom to operate in the Intellectual Property and patent landscape to enable future benefits to end-users and/or industry.
- Describe how the project represents value for money.

COMMUNICATION OF RESULTS

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

MANAGEMENT OF DATA

- Outline plans for the management of data produced as a result of the proposed research, including but not limited to storage, access and re-use arrangements.
- It is not sufficient to state that the organisation has a data management policy. Researchers are encouraged to highlight specific plans for the management of their research data.

REFERENCES

- Include a list of all references, including relevant references to the participants' previous work.
- 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:

- The Acknowledgments heading does not need to be included in the Project Description if it is not required.
- Only references may be in 10-point font.

C2 Medical Research

This question must be answered.

Does this project contain content that 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 C3 will be enabled.

The *ARC Medical Research Policy* provides examples of both eligible and ineligible research areas.

C3 Medical Research Statement

This question must be answered if 'Yes' is selected at question C2.

If applicable, 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 your only chance to provide justification, the ARC will not seek further clarification. (No more than 750 characters, approximately 100 words)

- 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.

Part D – Personnel and ROPE

Note: This is the largest section in the application form. Ensure that You and participants on the application **save regularly** while completing this section.

Participants who have accepted an invitation to participate on an application via RMS will have a copy of this part automatically generated. Once participants are invited, 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 requires correction it can be amended by logging into RMS and updating participants' 'Person Profile' details.

D1 Personal Details

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

To update personal details, the participant must amend their profile in RMS by clicking on the 'Manage Personal Details' link in the application form.

Note: 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.

D2 Fields of Research

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

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.

Note: 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.

A minimum of one FOR code and a maximum of 10 FOR codes must be entered in the individual's profile so that the question will validate. The FOR codes must be a reflection of the participant's research expertise and may differ from the FOR codes selected for the application at question B2. See the ARC website for FOR Codes and definitions by Division.

D3 Expertise Text

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

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.

Note: 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.

A minimum of 375 characters (50 words) must be entered in the participant's profile so that the question will validate. The text entered must be a reflection of the participant's research expertise and may include areas of expertise which differ from the research area of the application.

An example of the expertise text that could be entered into the individual's profile 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. In addition, I have a good working knowledge of p, q and r and would be able to assess in these areas."

D4 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 in a new

browser tab. 'Refresh' the application page when returning to the page to capture changes made to the participant's profile.

D5 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 in a new browser tab. 'Refresh' the application page when returning to the page to capture 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); and
- Select an organisation for each position.

Note: 'During the past 10 years' is from 1 January 2009.

D6 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 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.

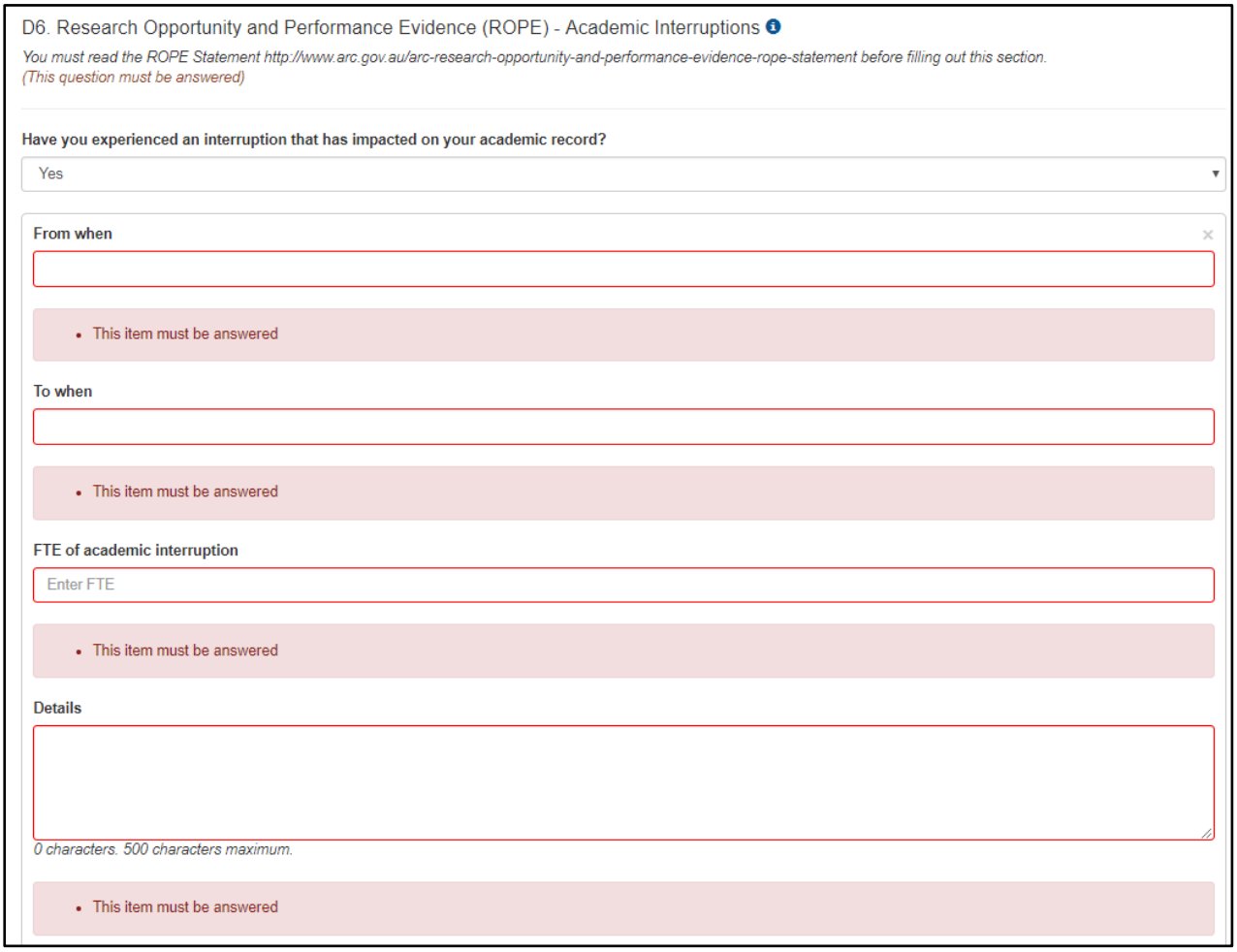
Question D6 is provided to enable a participant to state the specific timeframe of their academic interruptions.

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'.

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

Question D7 provides an opportunity for You to describe the impact of these interruptions, and other circumstances, on the participant's academic career.


D6. Research Opportunity and Performance Evidence (ROPE) - Academic Interruptions

You must read the ROPE Statement http://www.arc.gov.au/arc-research-opportunity-and-performance-evidence-rope-statement before filling out this section. (This question must be answered)

Have you experienced an interruption that has impacted on your academic record?

Yes

From when

- This item must be answered

To when

- This item must be answered

FTE of academic interruption

Enter FTE

- This item must be answered

Details

0 characters. 500 characters maximum.

- This item must be answered

D7 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 no more than 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 D6.
- 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 Research Outputs 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 D17 provides an opportunity to describe the contribution of significance of the participant's Research Outputs. This section should be devoted to other outputs.
- if D7 is not relevant to a participant, for example a PI with non-academic background, the participant should include a short explanatory statement as to why the question is not applicable to their background and role, or include any relevant information (for example, relevant outputs such as policy advice, and other professional activities).

D8 Research Opportunity and Performance Evidence (ROPE) - Currently held ARC projects

This information is automatically populated from the participant's RMS profile.

Note: You will no longer be able to submit an application to the ARC that involves a participant who has an overdue Final Report on an ARC-funded project. The application form will not validate if there is an outstanding Final Report on an ARC-funded project. If a Final Report is overdue, You will get an error message containing the project ID, and the relevant Administering Organisation for the overdue Final Report will need to submit the completed Final Report to the ARC in order to submit the application.

- Currently held ARC projects can provide an indication of research performance and assist with the participant's ROPE.
- This data is automatically populated from the participant'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 there are any concerns with the information recorded here, contact the Administering Organisation's Research Office.
- All active projects at the grant opportunity specific active project assessment date are taken into consideration for the purpose of determining a researcher'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's **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.
- 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 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 for all Participants.

Note: Final report dates, statuses and information for all projects the participant is listed on will be visible to the Administering Organisation Research Office submitting the application. This Office may choose to share the data with Administering Organisations of listed projects for the purposes of adhering to eligibility requirements under the grant guidelines.

D9 Project/Role relinquishment or application withdrawal

This question will only be able to be answered if the participant has exceeded the project/application limits, and has also submitted an application for a grant opportunity listed below.

If you exceed the Linkage Program limits on projects and/or applications and have applied under the Industrial Transformation Research Hubs, Industrial Transformation Training Centres, Special Research Initiatives, Learned Academies Special Projects, Supporting Responses to Commonwealth Science Council Priorities or any other Linkage Program grant opportunity, list the application you wish to withdraw, or the existing project (or role) that that you wish to relinquish should this application be successful (see sections 6.35 to 6.39 of the grant guidelines). Provide project/application ID(s) separated by a comma. No more than 100 characters.

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

D10 Eligibility - Role of Partner Investigator

This question will appear only for those participants listed as Partner Investigators on the application.

Partner Investigators: indicate which of the Partner Investigator role options from section 6.29 of the grant guidelines apply to the participant's role on this project. Select all options that apply:

- Take significant intellectual responsibility for the planning and conduct of the project and for any strategic decisions required in its pursuit and the communication of results.
- Have the relevant skills and experience to contribute to the project.
- Make a commitment to carrying out the project and not assume the role of a supplier of resources for work that will largely be undertaken by others.

- Provide effective supervision, support and mentoring of research personnel, as required.

D11 Eligibility - Will the participant be residing predominantly in Australia for the duration of 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 be 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.
- If the participant is a Foreign National, they must reside legally in Australia.

D12 Eligibility – Is the participant currently undertaking a Higher Degree by Research which will be conferred after the grant commencement date?

This question must be answered. This is a 'Yes' or 'No' question.

For applications submitted by 30 June 2019, the funding commencement date will be 1 July 2019. For applications submitted from 1 July 2019, the funding commencement date will be 1 January 2020.

If the participant is applying as a CI and the answer to this question is 'Yes', they will be prompted to contact the Research Office and Part D will not validate. Eligibility will be based solely on the information contained in this application.

As described in section 6.26 of the grant guidelines, a participant is not eligible to be nominated as CI if, as at the grant commencement date, or during the project activity period, the individual is undertaking a higher degree by research (HDR). Individuals are eligible to be a CI if they are undertaking an HDR during the application and assessment period and the HDR is conferred prior to the grant commencement date.

D13 Eligibility - Employment Details as at grant commencement date of project

This question must be answered.

- This question will be used to determine the participant's eligibility and their eligibility 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 funding commencement date. Enter the relevant appointment type and Full-Time Equivalent (FTE) for each organisation.
- For applications submitted by 30 June 2019, the grant commencement date will be 1 July 2019. For applications submitted from 1 July 2019, the grant commencement date will be 1 January 2020.

- If You are adding employment at an Eligible Organisation, select the organisation name which matches the relevant organisation name in section 6.8 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's RMS Help Desk at ARC-Systems@arc.gov.au for assistance.
- If the participant will not be employed or associated with any organisation at the funding 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.

D14 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 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:

- at D11 confirmed that they will reside predominantly in Australia for the project activity period of the proposed project; AND
- at D12 confirmed that they are not currently undertaking a Higher Degree by Research which will be conferred after the grant commencement date; AND
- at D13 indicated that 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 D11 that the participant will be living predominantly overseas **OR** if they have indicated in question D12 that the participant will be undertaking a Higher Degree by Research.

Note: For applications submitted by 30 June 2019, the grant commencement date will be 1 July 2019. For applications submitted from 1 July 2019, the grant commencement date will be 1 January 2020.

Justification of PI Status

- Justify the participant's inclusion on this application as a PI with reference to sections 6.24 to 6.34 of the grant guidelines.
- If 'Yes' is selected to the question above, You will be asked to provide a justification for the participant's participation on this project as a Partner Investigator. A researcher 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 Chief Investigator. Refer to the grant guidelines for further information.
- A maximum of 3750 characters (approximately 500 words) is allowed for the justification.

D15 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 the grant commencement date.

- For applications submitted by 30 June 2019, the grant commencement date will be 1 July 2019. For applications submitted from 1 July 2019, the grant commencement date will be 1 January 2020.
- 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 D13 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).
- 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.

D16 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).

D17 Research Opportunity and Performance Evidence (ROPE) – Research Outputs
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 the participant's field; specific indicators of recognition within the participant's field such as first authorship/citations, or the significance of non-traditional research outputs. If this question is not relevant to a participant, for example a PI with non-academic background, the participant should include a short explanatory statement as to why this question is not applicable. (No more than 3,750 characters, approximately 500 words)

D18 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.

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; Referred Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs). CVs and theses should not be included in this list. The participant's ten career-best research outputs should not be repeated under subsequent headings.

Include no more than 100 research outputs and:

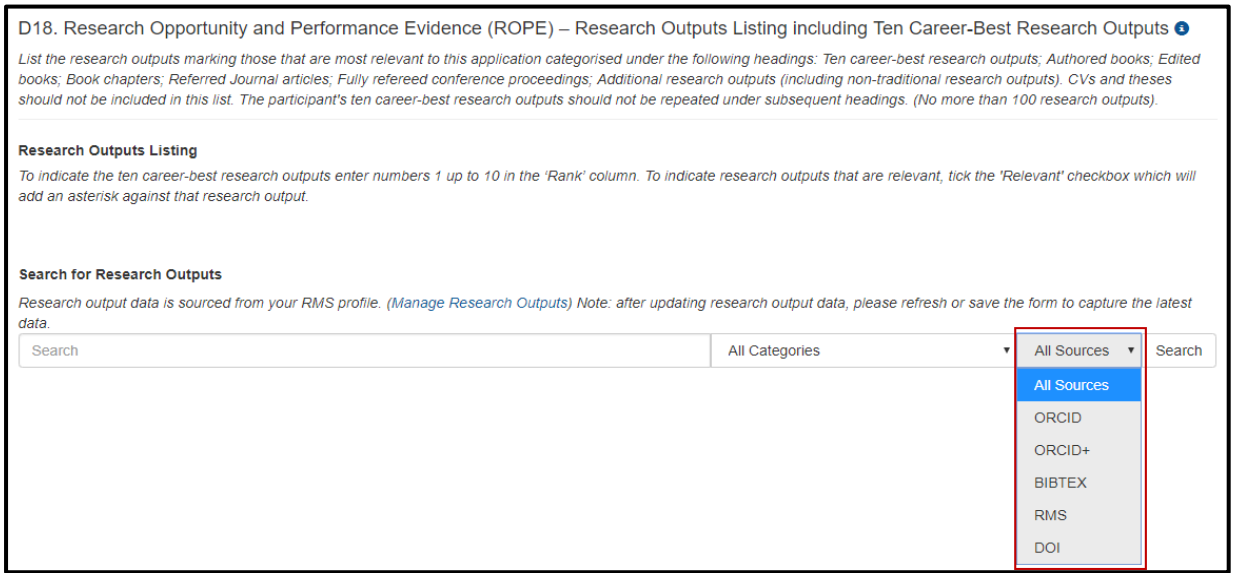
- Fully reference each research output listed.
- Next to each research output, add the Project ID and years funded for any ARC grant on which they were a CI or Fellow from which the item originated.
- Indicate up to ten career-best research outputs by ranking from 1 up to 10.
- For research outputs that are relevant to the application indicate this by checking the 'Relevant' checkbox which will add an asterisk against that research output.

Note: If this question is not relevant to a participant, for example a PI with non-academic background, the participant can include if applicable relevant information (for example, relevant outputs such as policy advice, and other professional Research Outputs).

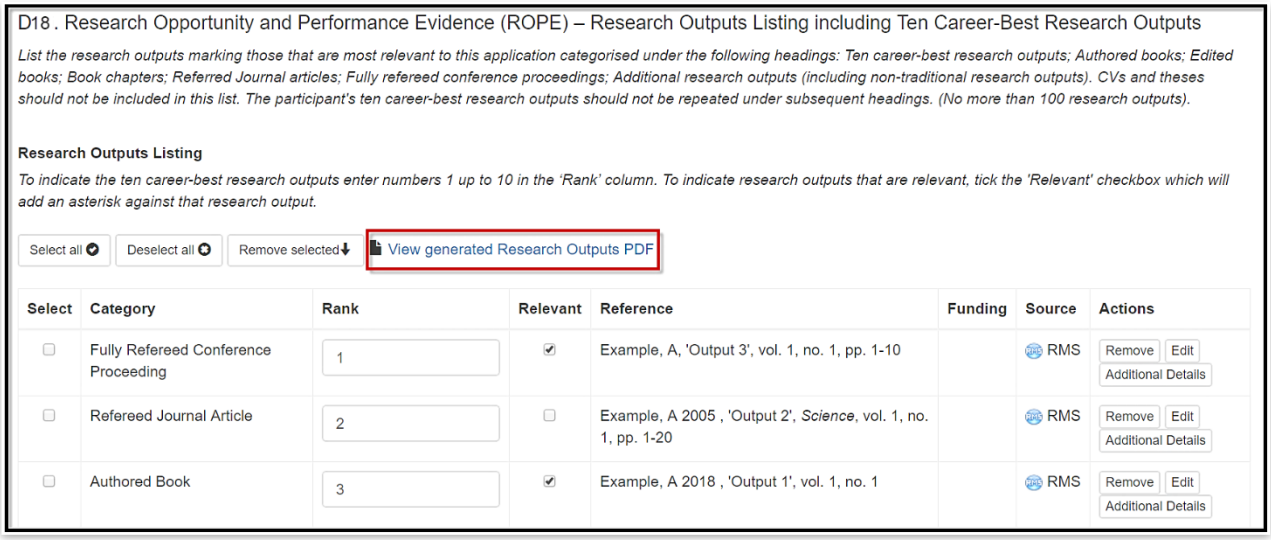
To add research outputs to the application:

- 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* 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.
- Research outputs that are the ten career-best research outputs are indicated by adding a numeric value from 1 up to 10. **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'.



Part E – Project Cost

E1 What is the proposed budget for the project?

This question must be answered.

Provide details of the budget proposed for the project.

Note: There are rules around what funds can be requested from the ARC. You must adhere to the grant opportunity specific requirements listed in the grant guidelines. It is important that the Administering Organisation participating in this application has been added at Part A3 prior to entering information in the budget table.

- Do not commence entering information in the budget table until all participants and all organisations have been requested and 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 You are registered for GST and therefore is 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.
- The ARC is seeking full costing information for applications in order to enhance transparency and accountability and to help determine the actual contributions to be paid by the ARC and other parties.
- Enter the amount of funding requested from the ARC in the ARC column. It is not necessary to prioritise budget items. Funding must not be requested for items that are excluded. Refer to section 7 of the grant guidelines for further information on budget items supported and not supported.
- Ensure that You request funding 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.

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 Part E, 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.

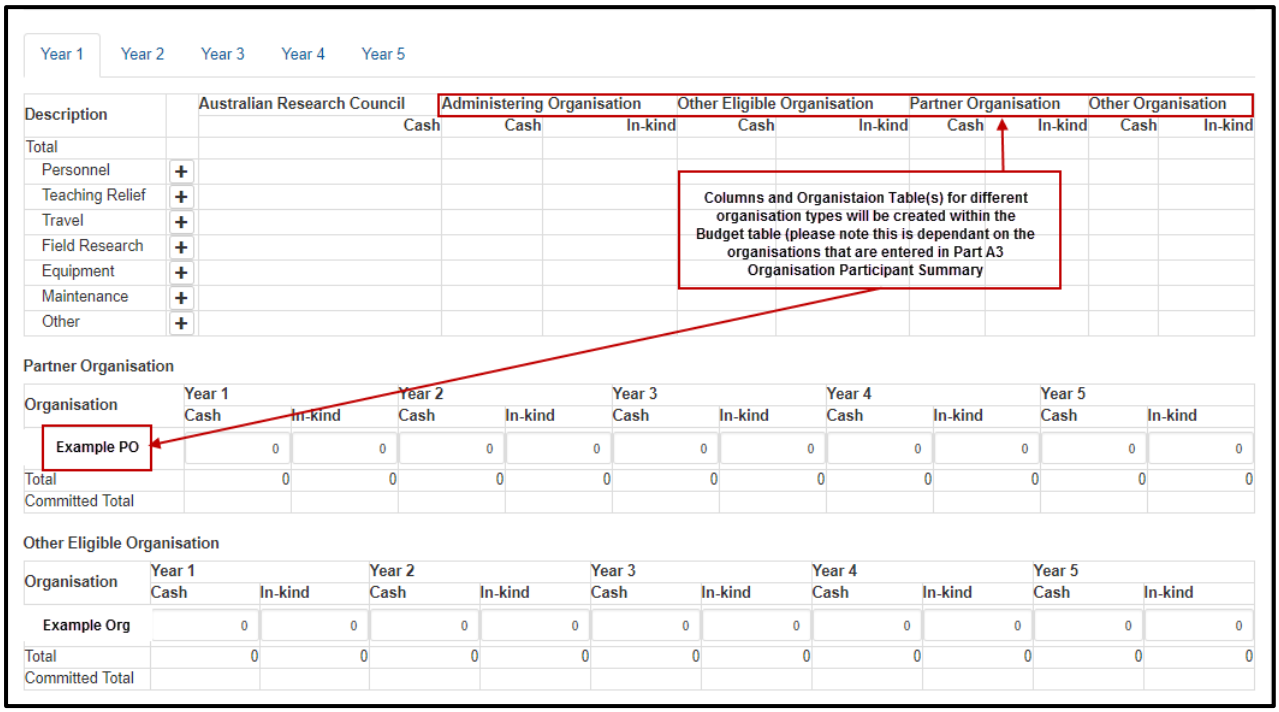
- Other cash or in-kind contributions from the Administering Organisation, Partner Organisation(s), Other Eligible Organisation(s) and/or Other Organisation(s) that are not CI or PI salaries may also be included and described in question H2 (Details of Partner Organisation and other non-ARC contributions).

Any budget validation error messages will appear at the bottom of the page.

ENTERING INFORMATION IN THE BUDGET TABLE

1) Participating organisations must be first added in Part A3

All participating organisations must be added to the application in Part A3 ‘Organisation Participant Summary’ before filling out the budget. Columns for the different organisation types will be created within the budget.

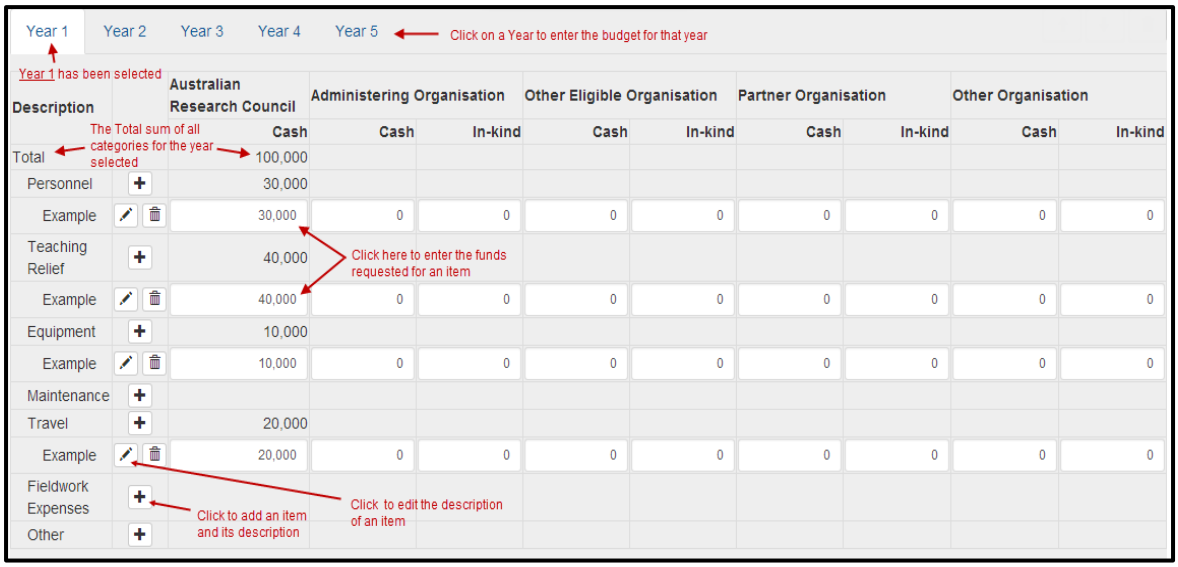


***Note: any budget validation error messages will appear at the bottom of the page.**

2) <u>Budget layout examples</u>

Example 1:

The example below shows that Year 1 has been selected, and indicates the location of the total sum of all categories for the year selected, the icons for adding and removing items, and the fields to enter the funds requested for an item.



Example 2:

The example below shows that Year 1 has been selected and that $50,000 has been requested from the ARC for 'Personnel example' under the 'Personnel' category. The example shows that the Administering Organisation will be providing $10,000 of in-kind support for 'Personnel example' and the Combined Partner Organisation contribution for 'Personnel example' will be $30,000 in cash and $20,000 of in-kind support.

The example below also shows the contribution from each Partner Organisation (PO1 and PO2) and the 'Committed Total', which equals the combined Partner Organisation contribution.

Year 1 | Year 2 | Year 3 | Year 4 | Year 5

Combined Partner Organisation contribution

Description		Australian Research Council	Administering Organisation		Other Eligible Organisation		Partner Organisation	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total		50,000		10,000			30,000	20,000
Personnel	+	50,000		10,000			30,000	20,000
Personnel example		50,000	0	10,000	0	0	30,000	20,000
Teaching Relief	+							
Equipment	+							
Maintenance	+							
Travel	+							
Fieldwork Expenses	+							
Other	+							

Partner Organisation

PO 2

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
PO 1	10,000	10,000	0	0	0	0	0	0	0	0
PO 2	20,000	10,000	0	0	0	0	0	0	0	0
Total	30,000	20,000	0	0	0	0	0	0	0	0
Committed Total	30,000	20,000								

3) '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, and provide further details about budget items in 'Part F - Budget Justification'.

4) Budget Categories

Budget items requested must be eligible costs under section 7 of the grant guidelines.

Part E - Project Cost

E1. What is the proposed budget for your project?

There are rules around what funds you can request from the ARC. You must adhere to the requirements that are specific to the grant opportunity as listed in the grant guidelines. Refer to the Instructions to Applicants for detailed instructions on how to fill out the Budget section.
(This question must be answered)

Year 1 | Year 2 | Year 3 | Year 4 | Year 5

Description		Australian Research Council	Administering Organisation	
		Cash	Cash	In-kind
Total				
Personnel	+			
Teaching Relief	+			
Equipment	+			
Maintenance	+			
Travel	+			
Fieldwork Expenses	+			
Other	+			

Personnel

- Show salaries for Chief Investigators (CIs) and Partner Investigators (PIs) in the relevant in-kind columns (Administering Organisation, Other Eligible Organisation,

Partner Organisation or Other Organisation only, not ARC column), only for the proportion of time estimated that will be spent on the project.

- Funding requests for Senior Research Associates, Research Associates and all other personnel must be requested at an appropriate salary level for the Administering Organisation at the time of submission.
- Funding requests for HDR stipends must be requested at an appropriate salary level for the Administering Organisation or the relevant industry sector at the time of submission.
- Salaries must include a 30 per cent on-costs to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation. The 30 per cent on-costs excludes items such as extended leave and severance pay.
- Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the Project.
- See section 7.8.f of the grant guidelines for restrictions on funding of CI and PI salaries. Note: CIs may request funding for teaching relief or other duties in order to maximise the opportunity for the CI to conduct research (see below under Teaching Relief).
- Where an adjunct or equivalent position is not financial, that participant does not need to be entered in the budget section.

Teaching Relief

- Only CIs are eligible to request funding for teaching relief up to a total value for the project of $50,000 per year.
- Teaching Relief may be added by clicking on the plus sign and entering the name of the CI and the FTE of Teaching Relief required.
- The CI's name must be in the format (Title, First initial, Family name) for example: Prof A Smith, 0.4 FTE

Travel

- Do not include requests for Field Research expenses in this section.
- Designate the costs clearly, itemising origins and destinations for travel, daily allowances, etc.
- Note that economy domestic and international travel for CIs, PIs, Higher Degree by Research candidates, postdoctoral researchers and research support personnel should not exceed an average of $20,000 per year of the project. Refer to section 7.5.h of the grant guidelines for further information.

Field Research

- Costs associated with Field Research essential to the project, including technical and logistical support, travel and accommodation costs. These costs are not included in the $20,000 per year limit for travel but must be fully justified in Part F.

Equipment

- **Equipment items allowed under the grant guidelines should be entered under the 'Equipment' section of the budget. The Linkage Projects grant opportunity**

will not fund budget items that do not directly support a research project as per section 7.8 of the grant guidelines.

- Include both hardware and software items in this category.
- Indicate the cost of equipment and installation. Base the cost of equipment and installation on the latest prices (excluding GST) obtained from the supplier at the time of submission and do not simply estimate cost.

Note: It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* (LIEF) grant opportunity. 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.

Other

- Include any items in the 'Other' budget category 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.

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.

5) Enter Contributions from organisations participating in this application

- Enter contributions provided by the Administering Organisation, Other Eligible Organisations, Partner Organisations and Other Organisations.
- 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 being excluded and not recommended for funding.

'Administering Organisation' column

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

'Other Eligible Organisation' and 'Other Organisation' columns

- If Eligible Organisations other than the Administering Organisation and Other Organisations 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.

'Partner Organisation' column

Refer to sections 6.3 and 6.12 to 6.15 of the grant guidelines regarding Partner Organisation contribution requirements.

- Enter in the amount of funding in the relevant years that the Partner Organisation(s) will be providing against each budget line. This is the total amount being contributed if there is more than one Partner Organisation.
- A separate summary table entitled 'Partner Organisation' will be populated underneath the budget table. Each Partner Organisation's name will be listed separately within that table to enter the amount each Partner Organisation will be contributing in the relevant year(s). Enter the total amount that a Partner Organisation is contributing against that Organisation's name in each year(s). The amounts entered against all Partner Organisations must match the total amount showing in the 'Partner Organisation' column for each year.

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

Part F – Budget Justifications

F1 Justification of funding requested from the ARC

This question must be answered.

Fully justify, in terms of need and cost, each budget item requested from the ARC. Upload a PDF of no more than four A4 pages and within the required format. The ARC budget justification must:

- Use the same headings as in the Description column in the budget at Part E of the application.
- 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 Teaching Relief or other duties for any named CI on the research team.
- Justify any funding being requested for major items of equipment. Requests for any major items of equipment are considered on merit. Participants should plan to use existing equipment wherever possible. If participants are 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, participants 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 for CIs, PIs and research support personnel associated with a project, including for reasons of fostering and strengthening collaborations between participants in Australia and overseas, must be justified in full.

F2 Details of Partner Organisation and other non-ARC contributions

This question must be answered.

Provide details of how non-ARC contributions will support the project. The information must not exceed two A4 pages. The uploaded PDF must:

- Use the same headings as in the Description column in the budget at Part E of the application.
- For each PI named in the application, provide details of the contribution of their organisation, including what the PI will contribute to the project in relation to their time and any other contribution of their organisation.
- For each CI, provide details including what the CI 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 the Administering/Other Eligible/Other Organisation(s) or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made.
- Highlight Partner Organisations contributions and attribute them to specific organisations.

F3 Does this application request funding for research activities, infrastructure or a project previously funded, or currently being funded, with Australian Government funding (from the ARC or elsewhere)?

This question must be answered. 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 Commonwealth funds (from the ARC or elsewhere).
- If ‘Yes’, provide the funded project ID(s) and outline the similarities and explain how these similarities will be managed if this application is funded. (No more than 2000 characters, approximately 285 words).

F4 Does this application request funding for research activities or infrastructure which are the subject of an application already submitted to the ARC?

This question must be answered. This is a ‘Yes’ or ’No’ question.

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

- If 'Yes', provide the application ID(s) and outline the similarities and explain why more than one application has been submitted for the same research. (No more than 2,000 characters, approximately 285 words).

Part G – Research Support and Statements on Progress

G1 Research support for all participants

This question must be answered.

For all named participants on this application, provide details of:

- Current submitted ARC applications (i.e. for which the outcome has not yet been announced)
- Any newly funded ARC projects which are not showing in the participant's question (Currently held ARC projects); and
- Research funding from non-ARC sources (in Australia and overseas). For research funding from non-ARC sources, list all projects/applications/fellowships awarded or requests submitted involving that participant for funding for the years 2018 to 2024 inclusive.
- Use the table formats below to create a list of relevant projects/applications. Ensure that the text entered is still at 12 size font as per the formatting requirements in Appendix A. Once completed, upload the list as a PDF.
- Support Statuses 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.

ARC applications and newly funded ARC projects

- In the first part of the template (ARC applications and newly funded ARC projects) list the current submitted ARC applications – that is, applications submitted to any ARC grant opportunity as at the time of submission for the current application.
- Do not include applications that will still be in draft and will not be submitted by the time of submission for the current application (i.e. applications for grant opportunities that close at a later date, or LP19 applications that are not yet submitted).
- List the current application first.

Funding from non-ARC sources

- In the second part of the template (Funding from non-ARC sources) list applications and/or projects in descending date order.
- Support statuses are 'R' for requested, 'C' for current support and 'P' for past support.

- The application/project ID applies only to applications, current and past projects (including fellowships) funded by the National Health and Medical Research Council (NHMRC).
- Details should be provided for all non-ARC sources of funding.

Template with Example:

Current ARC applications and newly funded ARC Projects which are not yet active

Description (All named investigators on any application or grant/fellowship in which a participant is involved, project title, grant opportunity and round)	**Same Research Area** (Yes/No)	**Support Status** (Requested/Current/Past)	**Application/ Project ID**	**2018** ($'000)	**2019**($ '000)	**2020** ($'000)	**2021** ($'000)	**2022** ($'000)	**2023**($ '000)	**2024** ($'000)
Prof Joe Example, Project title, IH19	N	R	IH1901XXXX		500	500	500	500	500	

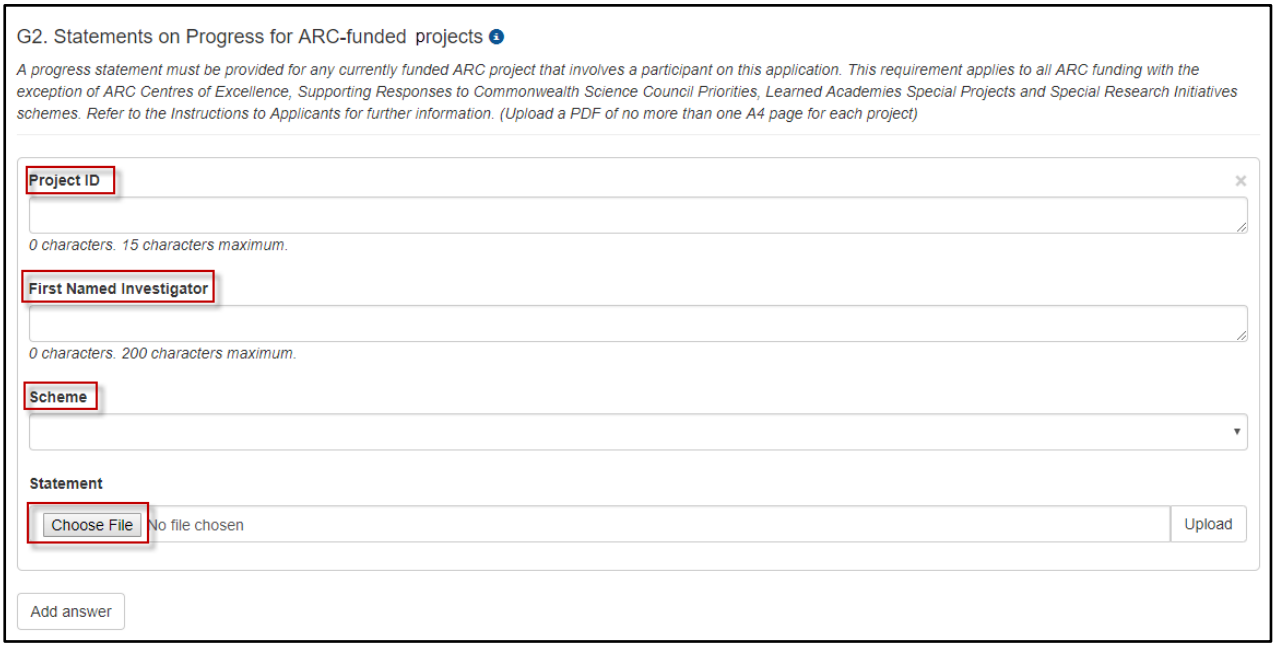
Funding from non-ARC sources

Description (All named investigators on any application or grant/fellowship in which a participant is involved, project title, source of support, grant opportunity and round)	**Same Research Area** (Yes/No)	**Support Status** (Requested/Current/Past)	**Application/ Project ID** (for NHMRC applications only)	**2018** ($'000)	**2019** ($'000)	**2020** ($'000)	**2021**($ '000)	**2022**($ '000)	**2023**($ '000)	**2024**($ '000)
Prof Joe Example, Prof Jane Sample	Y	C	n/a	205	100					
Dr Mary Test, Prof Joe Example	Y	C	n/a	175						

G2 Statements on Progress for ARC-funded projects

A progress statement must be provided for any currently funded ARC project that involves a participant on this application as a CI or PI. This requirement applies to all ARC funding with the exception of *ARC Centres of Excellence, Supporting Responses to Commonwealth Science Council Priorities, Learned Academies Special Projects* and *Special Research Initiatives* grant opportunities. Upload a PDF of no more than one A4 page for each project.

- Currently funded ARC projects are listed in the auto-populated question D8 (Currently held ARC projects) in each participant's Part D (Personnel and ROPE).
- If there are circumstances in which no work or minimal work has been undertaken on the Project, this must be described in the statement on progress.
- A statement of progress is not required for completed projects following the submission of a Final Report to the ARC.
- Click 'Add Answer' to insert additional boxes for each relevant project/award/fellowship.
- For each:
  - Provide the project ID, First named investigator (Project Leader), and grant opportunity name
  - Upload a PDF of no more than one A4 page including a statement of progress for each project indicated in Part D8
  - A PDF is not required to be uploaded where a Final Report has been submitted to the ARC for that project



Important note: If the ARC considers that an application is incomplete, inaccurate or contains false or misleading information, the ARC may in its absolute discretion decide to recommend that the application not be approved for funding.

Part H – Partner Organisation Details

This section will automatically be generated for each Partner Organisation added to the application at Part A3. Participants must ensure that the name of the organisation is correct and is the current name of their intended Partner Organisation.

H1 Is this a Partner Organisation whose funds are appropriated predominantly from Commonwealth or Australian State or Territory Government funding sources for the purposes of research?

This question must be answered. This question must be answered 'Yes' or 'No'.

Note that of the required Partner Organisation contribution to match the total funding requested from the ARC, a maximum of 25% can be made up of cash and/or in-kind contributions from one or more Partner Organisations of this type. This maximum of 25% is the **combined** eligible contribution from Partner Organisations of this type, and is not the maximum per individual Partner Organisation of this type. This type of Partner Organisation can contribute cash and/or in-kind which exceeds the value of 25% of the required Partner Organisation contribution, however the additional cash and/or in-kind will not count towards the required Partner Organisation contribution.

For example, if the **total** funding requested from the ARC (in 3 years) is $300,000 and this type of Partner Organisation is contributing $400,000 (cash and /or in-kind), only $75,000 will be counted towards matching the total funding requested from the ARC. The additional $325,000 will not count towards matching the total funding requested from the ARC. This means that another type of Partner Organisation will be required to participate on the application and make contributions (cash and/or in-kind) **to match** the total funding requested from the ARC.

Also note that **any cash** contribution cannot be sourced from funds awarded and appropriated by the Commonwealth or an Australian State or Territory Government for the purposes of research or from funds previously used to leverage government research or research infrastructure funding.

Refer to sections 6.13 and 6.14 of the grant guidelines for information regarding the cash and/or in-kind contribution from these types of organisations.

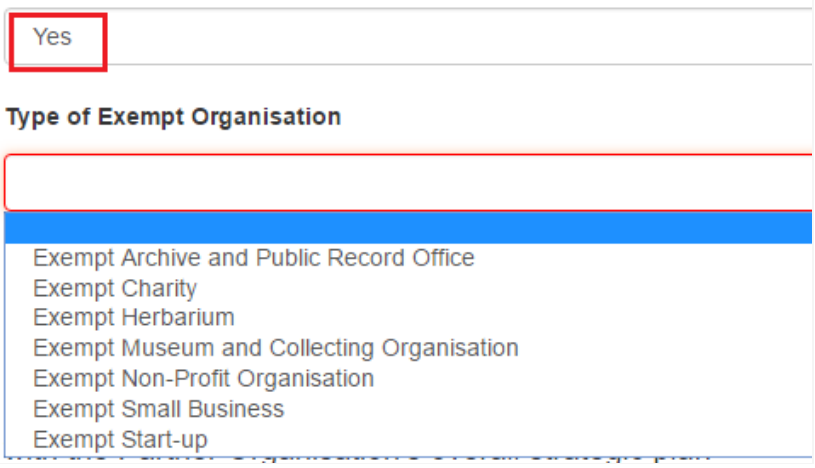
H2 Type of Partner Organisation

This question must be answered.

Is this Partner Organisation an Exempt Archive and Public Record Office, an Exempt Charity, an Exempt Herbarium, an Exempt Museum and Collecting Organisation, an Exempt Non-Profit Organisation, an Exempt Small Business or an Exempt Start-up? (Refer to sections 6.15 and 6.16 of the grant guidelines and the Instructions to Applicants for further information.)

This question must be answered 'Yes' or 'No'.

- If You select 'No' the list of Exempt Partner Organisation types will remain greyed out.
- If You select 'Yes' You will be required to select the type of exempt organisation from the drop down list of Exempt Partner Organisation types.



Note that as per section of 6.15 of the grant guidelines, an application including only these types of Partner Organisations is exempt from the **cash contribution** requirements. Refer to sections 6.15 and 6.16 of the grant guidelines for information regarding the contribution requirements from these types of organisations.

H3 Attach a letter of support for this application including Partner Organisation certification

This question must be answered.

Upload a PDF of no more than two A4 pages of the Partner Organisation letter of support, signed by the CEO or delegate.

Each Partner Organisation's letter of support must (as per section 9.4 of the grant guidelines):

- include the official letterhead;
- be no more than two A4 pages;
- include a brief profile of the organisation;
- provide details of the Cash and/or In-kind Contributions;
- explain the source of its Cash Contribution (if a Cash Contribution is being made);
- certify that no part of its Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory Government sources for the purposes of research (if a Cash Contribution is being made) nor from funds previously used to leverage government research or research infrastructure funding;
- state its expectations about industry outcomes/products and market value (where appropriate);
- provide details regarding how the application aligns with the Partner Organisation's strategic objectives;
- certify that it will meet the requirements outlined in a standard ARC grant agreement, including the requirement to enter into arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs; and
- be signed by the Chief Executive Officer, or delegate.

Note: A Partner Organisation letter of support template has been provided at Appendix B for distribution and use by the Partner Organisation(s).

H4 Partner Investigator participating on this application for this Partner Organisation, where applicable

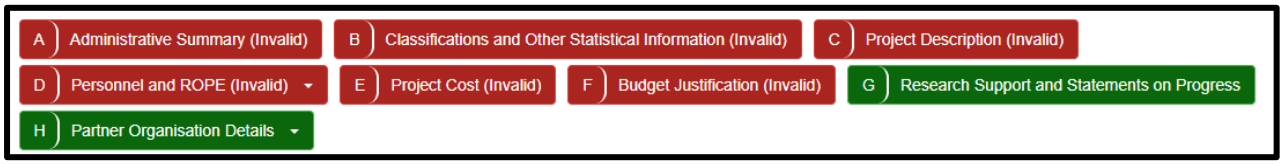
This question must be answered.

As per section 6.5 of the grant guidelines, each Partner Organisation may nominate a Partner Investigator on an application. It is not a mandatory requirement for each Partner Organisation to name a Partner Investigator on the application. **Where relevant**, list the name of the Partner Investigator participating on this application for this Partner Organisation.

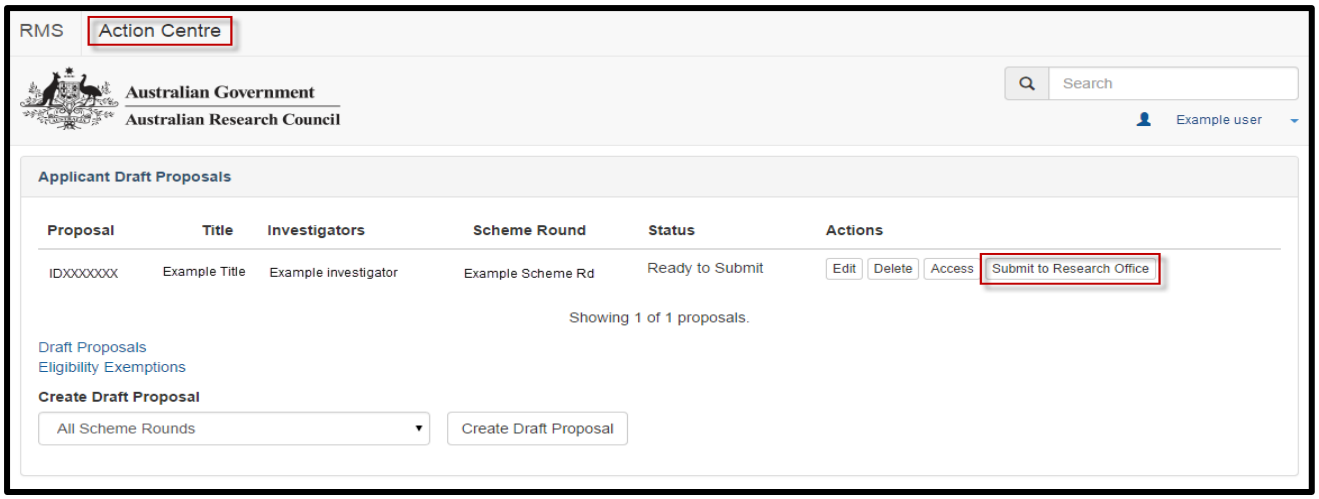
Note: Partner Investigators will need to be entered in section A2 for them to appear in the drop-down list for this question.

4. Submitting the application to the Research Office and the ARC

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



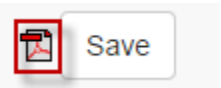
- Before submitting the application to the Research Office, the Project Leader must:
  - Review all components to ensure the information to be submitted is complete
  - Ensure all components are complete and valid.
- When the application is ready to be submitted to the Research Office return to the Action Centre home page and click on 'Submit to Research Office'.



Note:

- If You intend to bulk submit multiple applicants to the ARC, be aware that RMS may issue a validation alert if the submission would put one or more applicants in breach of their eligibility limits.
- 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.

- 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 – 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 formatted 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 to 10-point Times New Roman font.
- Comply strictly to page limits designated for each part of 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 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.

Appendix B – Partner Organisation letter of support template

This template is for guidance only and is not a mandatory format. Ensure the Partner Organisation letter of support meets the requirements as set out in the grant guidelines and Instruction to Applicants, including the required formatting as outlined in Appendix A. Ensure that the required certification text is included as set out in the grant guidelines, amended wording is not acceptable. Note that the completed letter must be uploaded at Part H3 of the LP19 application form in RMS, and should not be mailed to the ARC in hardcopy.

[Partner Organisation official letterhead]

Director Linkage Program
Australian Research Council

[Date]

Dear Sir/Madam,

Re: Letter of support for application *[application RMS ID and title]*

[A brief profile of the Partner Organisation.]

[Details regarding how the project aligns with the Partner Organisation's strategic objectives]

[Partner Organisation's expectations about industry outcomes, products and/or market value, where relevant]

[Details/information of the Cash and/or In-Kind Contributions from the Partner Organisation for the project]

Total In-Kind Contribution ($)	**Total Cash Contribution ($)**	**Source of Cash Contribution**
$	$	Cash contribution will be sourced from….. / A Cash Contribution is not being made.

"I certify that no part of *[Partner Organisation name]*'s Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory Government sources for the purposes of research, nor from funds previously used to leverage government research or research infrastructure funding." *[This certification is not required if a Cash Contribution is not being made].*

"I certify that *[Partner Organisation name]* will meet the requirements outlined in a standard ARC grant agreement, including the requirement to enter into arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs."

Yours sincerely,

[CEO/Delegate signature]
[CEO/Delegate signature block]