

Before you Begin General Advice	<p>Please use this guide to assist in the preparation of your proposal for <i>ARC Future Fellowships 2012</i> funding. This Guide cross-references sections that you need to address when developing an ARC Future Fellowships proposal. However, you MUST read and be familiar with the ARC Funding Rules, Instructions to Applicants and FAQs for <i>ARC Future Fellowships 2012</i>. In the event of any discrepancy between this Guide and the ARC documentation the ARC documentation prevails.</p> <p>The Role of the Research Branch</p> <p>The Research Branch is your first point of contact on matters relating to ARC schemes. All Grant Applications <u>must</u> be submitted through the Branch and the ARC expects that grant enquiries will be directed via the Grants Officers in the Research Branch.</p> <p>Queries: Please e-mail our shared account: arcgrants@adelaide.edu.au</p>
RMS Access	<p>Your Proposal is completed on RMS. RMS can be accessed at: https://rms.arc.gov.au/RMSExternal/pages/main.jsf .</p> <p>To get your account established on RMS, please refer to our RMS Getting Started guide available at: http://www.adelaide.edu.au/rb/secure/RMS-Getting%20Started-Dec09.pdf</p> <p>Note 1: The ARC recommend that for best RMS operation applicants should use either Microsoft Internet Explorer 7 (IE7) or later or Mozilla Firefox 4.6 or later (www.mozilla.com). The ARC recommends using the latest version of your browser. In addition Adobe Flashplayer version 10 or later must be installed.</p> <p>Note 2: RMS can present problems for Macintosh Safari users; either use a PC or try Firefox.</p>
FT12 University Deadlines	<p>Please provide one fully valid and complete hard-copy of the RMS-generated pdf of your proposal, together with all necessary certifications and authorisations (see 'Certifications' below), by:</p> <ul style="list-style-type: none"> • for Full Review – by 4 November • for Eligibility Check – by 18 November • applications received after 18 November cannot be guaranteed a Research Branch review • ***you must also email a Word version of your D3 Strategic Statement to arcgrants@adelaide.edu.au on the day your hardcopy is submitted to the Research Branch (earlier is acceptable). Research Branch will facilitate the signoff of this Statement by the DVCR*** <p>Please note: Our checking process works from the final hard-copy of the RMS-generated pdf with which you are satisfied. The RMS "Submit to Research Office" button is, functionally, only equivalent to a "lock-out" button, and we do not receive any notification from RMS that the button has been pressed.</p> <p>Therefore, for guidance on correctly generating and submitting your proposal, both online and in hard-copy, please see the section on "Finalising and Submitting Your Application" at the end of this document.</p> <p>***Incomplete/invalid applications will not be accepted for review***</p>
Certifications	<p>Before your application can be submitted to the ARC, you must submit to the Research Branch a completed and fully signed Application Cover Sheet and ARC Certification Proforma (we will obtain the DVC(R)'s signature for you).</p> <p>In some cases e-mails from Heads of School, Host Organisations or Centre Directors will also be required.</p>
Application Components	<p>Applications under ARC Future Fellowships consist of the following Parts:</p> <ul style="list-style-type: none"> - Part A Administrative Summary - Part B Classifications & other statistical information - Part C Research Opportunity and Performance Evidence (ROPE) - Part D Description of Project/Program of Research - Part E Project Cost - Part F Budget Justification - Part G Personnel - Part H Host Organisation (if applicable) - Part I Research Support - Part J Statements on Progress of ARC and NHMRC-funded Projects - Part K Additional Details <p>NB: Parts C, D, F, I & J include additional text components. Additional text components must be in 12pt font with minimum 0.5cm clear margins left, right, top and bottom.</p> <p>NB: <i>The ARC are extremely particular with prescribed font sizes, margin sizes, page limits and required supporting text and will not hesitate to rule a proposal ineligible for seemingly minor technical breaches or formatting errors.</i></p>
Draft Proposal Summary	<p>When you first create a proposal on RMS, you will see what is called a 'Draft Proposal Summary' page.</p>

page	It is critical that you follow Pages 7 – 10 of the ARC's Instructions to Applicants to correctly establish your proposal on RMS using this 'Draft Proposal Summary' page.
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PART A – ADMINISTRATIVE SUMMARY

A1	Administering Organisation	This will auto-populate from the 'Draft Proposal Summary' page <i>provided</i> you have correctly established the Proposal on the "Draft Proposal Summary" page
A2	Proposal Title	The Project Title is used to establish the significance of your project. Ensure that it attracts attention to your study but also adequately describes it. Remember that this must be done in 150 characters or less. You MUST use exactly the same title throughout the application. Don't use all UPPERCASE characters and avoid acronyms and quotation marks.
A3	Participant Summary	This section will auto-populate from information held in the participants Personal Details <i>provided</i> the applicant has been correctly added as a participant on the "Draft Proposal Summary" page. 'Relevant Organisation' will remain blank until you complete Part G12 Only the Future Fellowship candidate should be added.
A4	Organisation Participant Summary	This section will auto-populate from information entered in the "Draft Proposal Summary" page <i>provided</i> the organisation participants have been correctly added on the "Draft Proposal Summary" page. You must at least enter the University of Adelaide as the Administering Organisation. The Host Organisation/s must also be added if applicable.
A5	Summary of Proposal	In no more than 750 characters, state: <ul style="list-style-type: none"> - The aims - the significance - the expected outcomes from the project. This is the first introduction to your project, so use plain English and a minimum of terminology unique to the study area. Don't use all uppercase characters and avoid acronyms and quotation marks.
A6	Summary of project for public release	No more than 350 characters. This is used for publicity purposes. Keep it jargon-free and easy to understand. Do not simply repeat the A5 Summary. Don't use all uppercase characters and avoid acronyms and quotation marks.

PART B – CLASSIFICATIONS & OTHER STATISTICAL INFORMATION

B1	National Research Priorities	If your project could be justified as being within the National Priority Areas, then you should nominate this here. You will also need to indicate why this is so at D1. You should justify this by indicating how the outcomes will contribute to the National Priority Area. Only one National Research Priority can be selected in B1, but if your project addresses multiple Priorities they can be mentioned in D1.
B2	Does the proposed project increase national research capacity?	If the Fellowship involves attracting a researcher to come to UA and/or participate in full-time research then select 'Yes'. See part 4.3.2 of the FT12 Funding Rules for more detail. Hint: Someone with a current teaching load would, if successful as a Future Fellow applicant, be a "full-time" researcher.
B3	Does the project target one or more areas of national significance in disciplinary or interdisciplinary research	If the Proposal falls within one or more of the Targeted Research Areas, select the appropriate Targeted Research Area/s from the drop-down list. Refer to subsection 4.3.2b of the Funding Rules for further information regarding the Targeted Research Areas. Note: A Proposal does not need to fall within one of the Targeted Research Areas to be eligible for submission.
B4 & B5	Research Classifications	Please ensure you accurately describe your project when selecting these as FOR Codes are the main tool used to identify and assign suitable assessors. FOR & SEO codes are available as a function of the RMS form. Note: Ensure codes are in descending order.
B6	Keywords	These are used by the ARC to help select your assessment panel and assessors. You can use short phrases and we encourage you to use specific, distinguishing words/phrases for all three that are available. Choose carefully! Hint: Stuck for key words? Think of whom you would like to assess this, and use the keywords you think they would use to describe their research. Also look at the membership of the ARC College of Experts .
B7	Countries of International Collaboration	You should indicate later at D1 Aims & Approach and Collaboration just exactly how this international collaboration will work and why it is necessary for the project.
B8	Collaboration with other	Only list an organisation in this Part if the proposed research involves collaboration with this organisation, and if it is <i>not</i> already listed as a Host Organisation in the Proposal.

PART C – RESEARCH OPPORTUNITY AND PERFORMANCE EVIDENCE (ROPE)**(Additional Text Section – 12pt font, 0.5cm min. margins)**

C	General Advice	* This section will provide the bulk of the information used to assess your “Track Record & Capacity” and will contribute to approx. 40% of your assessment. Be truthful, but make sure it demonstrates that you are the best-qualified, best-experienced, and best-placed candidate to do the job *
C1	Details on your career and opportunities for research over the last *5* years. Tip: read each part of the question and answer literally. Use the 2 pages as a further opportunity to sell yourself. Answer all 6 parts of the question using the (i) to (vi) format	Additional Text Section (PDF to be uploaded on RMS) In your source document, you must: <ul style="list-style-type: none"> • have a maximum two (2) A4 pages; • use 12pt font; • have minimum 0.5cm margins every side. Provide and explain the following using the (i) – (vi) “bullet point” format: <p>(i) The <u>number of years</u> it has been since you graduated with your highest educational qualification;</p> <p>(ii) The research opportunities that you have had in the context of your employment situation (e.g., Early Career Researcher), the research component of your employment conditions, and any unemployment or part-time employment you may have had;</p> <p>(iii) Whether you are a research-only, teaching and research, teaching-only, teaching and administration, research and administration, or administration-only academic, giving any additional information (e.g., part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last five years in those roles;</p> <p>(iv) Any career interruptions you have had for childbirth, carer’s responsibility, misadventure, or debilitating illness;</p> <p>(v) The research mentoring and research facilities available to you; and</p> <p>(vi) Any other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal (e.g., any circumstances that may have slowed down your research outputs or affected the time you have had to conduct and publish your research).</p> Mention submitted or in review publications, or details of previous ARC projects that cannot be included elsewhere. Important: The “last 5 years” mean from 1 January 2007 onwards. With the exception of (i) relating to the number of years since the conferral of your highest educational qualification, ensure this question relates only to the last 5 years.
C2	Recent Significant publications in the past five years (since January 2007)	Additional Text Section (PDF to be uploaded on RMS) In your source document, you must: <ul style="list-style-type: none"> • have a maximum twenty (20) A4 pages; • use 12pt font; • have 0.5cm margins every side. Recent Significant Publications <ul style="list-style-type: none"> • No publications before January 2007 • Publications should be listed by year of publication in descending date order under each sub-heading: <ul style="list-style-type: none"> ○ Scholarly Books, ○ Scholarly Book Chapters, ○ Refereed Journal Articles, ○ Refereed Conference Papers <i>only</i> when the paper was published in full in the proceedings, and ○ Other Publications • ALL publications must be numbered continuously 1, 2, 3, etc. (i.e. throughout this section) • Asterisk those publications relevant to the current application. • Must have acceptance dates (mm/yyyy) for “in press/accepted/forthcoming” publications. • NO “submitted” or “in preparation/review” publications. Can be shown at C1-(vi). • Include any circumstances that may’ve impacted on publication output Hints: <ul style="list-style-type: none"> • Suggest starting this section with 1-2 lines <i>only</i> summarising your research field, the field’s average Impact Factors, and noting some of the top-ranked journals; • If there are atypical author-order conventions in your field or a particular journal (e.g. alphabetical) then <i>briefly</i> mention these at the start of C2; • It can be useful for the assessors if the relevant author’s name is in bold or <u>underlined</u>; • Where possible, include Impact Factors and Citations in parentheses after each reference; • If your area of research/discipline has limited publishing avenues, say so in section C1

C3	10 career-best Publications	<p>Additional Text Section (PDF to be uploaded on RMS)</p> <p>In your source document, you must:</p> <ul style="list-style-type: none"> • have a maximum five (5) A4 pages; • use 12pt font; • have 0.5cm margins every side; • have <i>maximum</i> 30 words about why “best” under each publication including impact factors & citation numbers • Asterisk (*) publications relevant to this proposal • indicate for each publication which ARC grants on which you were a CI/PI/Fellow contributed to them (if any) by detailing the following information underneath the reference: <ul style="list-style-type: none"> ○ ARC ID, Investigator Names, Project Title, Funding Years, Funding Amount <p>Notes:</p> <ul style="list-style-type: none"> • Can include pre 2007. • Number them to ensure no more than ten (10) publications. • Must have acceptance dates for publications “in press/accepted”
C4	A statement on your most significant contributions to the research field of this Proposal.	<p>Additional Text Section (PDF to be uploaded on RMS)</p> <p>In your source document, you must:</p> <ul style="list-style-type: none"> • have a maximum three (3) A4 pages; • use 12pt font; • have 0.5cm margins every side <p>This is where you <u>qualify</u> your research contributions. It should be a statement on what we know because of you and describe how your research has led to a significant change or advance of knowledge in your field, and outline how your achievements will contribute to this proposal. It should be referenced to your publications list at C2 and C3. We recommend using punchy dot points to list your best research accomplishments to date.</p> <p>This section should NOT just quantify your career by saying that you have so many awards and publications (that is what C5 is for).</p> <p>Hint: This section should focus on the significant contributions you have made to the research area to date, and detail why your achievements mean that <i>you</i> are the Fellow who can successfully carry out the program of research in this Proposal.</p> <p>Your specific role in this project can be detailed further in D1.</p>
C5	A statement detailing the evidence of your capacity to conduct high quality, innovative research and evidence of your national and/or international research standing.	<p>Additional Text Section (PDF to be uploaded on RMS)</p> <p>In your source document, you must:</p> <ul style="list-style-type: none"> • have a maximum three (3) A4 pages; • use 12pt font; • have 0.5cm margins every side <p>This section should be broken up into the following “bullet point” sections:</p> <ol style="list-style-type: none"> i) prizes, honours, awards and other research outputs which may include consultancies, patents and policy advice, major exhibitions, compositions or performances or other outputs related to your research work; ii) invited keynote and speaker addresses at international meetings/workshops; iii) other professional activities such as committees, journal editorial boards, etc.; any other esteem measures, and any other evaluations of your outputs.
C6	Statement detailing the evidence of your capacity to build collaborations across industry and/or research institutions and/or with other disciplines	<p>Additional Text Section (PDF to be uploaded on RMS)</p> <p>In your source document, you must:</p> <ul style="list-style-type: none"> • have a maximum one (1) A4 page; • use 12pt font; • have 0.5cm margins every side <p>Provide specific examples where you have built and/or been instrumental in achieving productive collaboration with and across:</p> <ul style="list-style-type: none"> • industry organisations and sectors (think broadly; a “government agency” can be “industry”); • research organisations; & • disciplines, Schools, Faculties. <p>Summarise the benefits that accrued from each, particularly in relation to new or innovative research directions.</p>

PART D1 –DESCRIPTION OF PROJECT/PROGRAM OF RESEARCH

D1	General Hints	<p>Additional Text Section (PDF to be uploaded on RMS)</p> <p>In your source 'Description' document, you must:</p> <ul style="list-style-type: none"> • Use 12 pt font ; • Have minimum 0.5 cm margins on all 4 sides of each A4 page; • Have a maximum limit of eight (8) pages; • Use the Sub-headings prescribed in the Instructions to Applicants and in the correct order (note that this entire section is "D1") • Use a referencing system that minimises space 'lost' in the main body of the text. <p>IMPORTANT:</p> <ul style="list-style-type: none"> • We have received advice to keep this section as straightforward as practicable so that the full range of assessors (many of whom will not be specialists in your field) can read and understand your approach. Therefore, limit the use of unnecessarily abstruse jargon and technical language, including unexpanded acronyms that may not be understood by all assessors. • When drafting this section, use a level of detail closer to a "New Scientist" article than to a refereed journal article. Provide sufficient, but not excessive, detail. • It is recommended to format your text so it is not too 'blocky' and is well spaced. Use bullet points, bolding, and line-spaces to break up the text. You can also use a few simple tables, graphs and/or figures, but they must be simple as the fine detail and colour of complex diagrams and images may be lost by the ARC process.
D1	Project Title	This must be the same as at Part A2
D1	Background	<p>Describe the background to the Fellowship. Think of this as the departure point. What is known to date and where do you hope to take things for the future.</p> <p>While not actually using the sub-heading 'Aims' in this section, suggest including the overall aim of your project here.</p> <p>Include information about recent international progress in the field of the research, and the relationship of this Proposal to work in the field generally.</p> <p>Refer only to refereed papers that are widely available to national and international research communities.</p> <p>Hint: Ensure it is clear why your Aims are logical objectives arising from the current state of knowledge by clearly making the link to this section. Ultimately, it should be absolutely clear why the current knowledge makes your aims the most important, direct and appropriate to solve the issue/s.</p> <p>Recommend: up to approx 1 page in length – i.e. be very punchy and concise and move on to what you will be doing for this project.</p>
D1	Aims and Approach	<p>Ensure your Aims are clear and upfront – suggest using bullet points or putting them in a textbox at the start of this section.</p> <p>You need to indicate here how you will undertake your study, in sufficient, but not minute, detail (<i>Approach</i> ≡ <i>methodology</i>).</p> <p>Correlate Aims with Tasks: Use numbered Aims as sub-headings to break up this section into the particular research tasks and activities you will undertake to achieve these Aims. Correlating the numbering of Aims with numbered Tasks/Activities can be useful in many cases.</p> <p>Data analysis: Be clear on anticipated data analysis methods, including any statistical methods, and demonstrate that your proposed tasks will produce meaningful and useful results.</p> <p>Time-frame: Include a timeframe for your research plan (e.g. a section with a simple year-by-year breakdown of tasks, or a simple Gantt chart).</p> <p>Demonstrate Integration: Set aside a sub-section on how each of your Tasks will combine to provide an integrated solution to the over-arching Aim of your proposal.</p> <p>Research Training: show how the project provides research training and show how the intellectual content and scale of the work proposed will be appropriate to the Fellowship.</p> <p>Hint: There are many ways of doing things so justify why you have chosen your way. Why this sample size? This type of survey, etc.? Demonstrate to your assessors that you know how best to achieve the results you indicated. If the study is to be conducted at numerous sites, indicate your strategy for project management across sites. Finally, ensure you properly justify your study with references if possible, so as to confirm to your assessors that you know how best to achieve the results you indicated.</p> <p>Recommended length: ~2.5 pages. The assessors will need to be persuaded that you have a clear plan and method for your project – it acts as the "crux" of your proposal</p>
D1	Significance	Break this section down into its two main subheadings: 1) Significance, and 2) Innovation

	and Innovation	<p>Under “Significance” describe:</p> <ul style="list-style-type: none"> • What is the important research problem the project will address? • What contributions will the project make to the research field (e.g. new methodology, more complete results, improved theory etc etc?) • Describe the expected outcomes and the likely impact of the proposed research • Indicate that the project contributes to the National Research Priorities and Goals, and this will be discussed in the later section. <p>Under “Innovation” describe:</p> <ul style="list-style-type: none"> • What is new here? The idea, the methodology, the analysis, the expected breakthroughs or all of these? • What does this innovation mean for the research field and the nation? <p>Ensure that the closing 1-2 paragraphs show how the Fellowship is the best vehicle to deliver the research results and why it is important for future innovation in Australia to have fellowships in the planned research area.</p> <p>Hint: Indications of \$\$\$ cost of problem and/or \$\$\$ saved/benefit of solving it through this research should be included under “Significance” if at all possible.</p> <p>Recommended length: at least 1 page – as one of the components that contributes to 35% of assessment</p>
Status Check		<ul style="list-style-type: none"> <input type="checkbox"/> Does your overall Aim clearly stand out on the first page? <input type="checkbox"/> Is it clear how your Aim/s will solve existing important issue/s? <input type="checkbox"/> Is it clear why solving these issues is important to the research field and to the nation? <input type="checkbox"/> Do you show that your research is innovative in the field and for the nation? <input type="checkbox"/> Is your text punchy, well-spaced, and coherent?
D1	Collaboration	<p>Describe how the proposed project will drive collaboration across industry and/or research institutions and/or with other disciplines.</p> <p>If the proposed project involves Host Organisation/s the extent of the intended collaboration should be described, i.e. is it clear how and why each Host Organisation is involved in the proposal?</p> <p>Remember your answer to B7 & B8? Include details of these collaborations here.</p> <p>If this project builds on previous successful collaborations with any industry or research organisations, make this clear here.</p> <p>Explain how the project is likely to develop long-term alliances for future benefit.</p> <p>It may be useful to discuss planned ARC Linkage Projects or similar “industry-linked” projects here, and how the Fellowship will be pivotal to championing and executing these.</p> <p>Recommended length: at least 1 page – as one of the components that contributes to 10% of assessment</p>
D1	National Research Priorities and Targeted Priority Areas	<p>Suggest breaking up into two sub-headings: i) National Research Priority Areas and ii) Targeted Priority Areas.</p> <p>For <i>National Research Priority Areas</i>:</p> <p>If the research has been nominated as focusing upon a topic or outcome that falls within one of the National Research Priorities, explain how it addresses one or more of the associated Priority Goals (as selected in Part B1 of the Proposal form).</p> <p>If your proposal addresses more than one National Priority Area (which you can’t reflect at B1 due to form limitations) then describe how it does so here.</p> <p>In addition to how this project will contribute to National Research Priorities, include detail on its relation to broad national policy/strategic plans/white papers. Please also remember to outline the social/cultural, environmental and economic benefits.</p> <p>For <i>Targeted Priority Areas</i>:</p> <p>Describe how the Future Fellowship and the proposed project/program of research will:</p> <ul style="list-style-type: none"> i) increase national research capacity, and/or ii) focus on one or more of the targeted research areas <p>as outlined within Section 4.3.2 of the Funding Rules.</p> <p>Recommended length: at least 1 page – as one of the components that contributes to 35% of assessment</p>
D1	Communication of Results	<p>We suggest that you think of this as a “Communication Plan”.</p> <p>As such it should include details of how (and when) you will engage with the broader community as well as normal academic/scholarly avenues. Think of something different to put here in addition to the standard requirements of journal and conference publishing.</p> <ul style="list-style-type: none"> - Consider in-house seminars for training of undergrads, postgrads and post-docs? - What about media interest? What about outreach? (e.g. talks in Schools, etc). - What about the potential products/changes that may arise due to the study? - Talk about possible commercialisation and/or community use of the research. <p>Hint: If you have argued earlier that your project is of National Benefit, argue how the dissemination of outcomes of your research will be of benefit to the population, the wider scientific community, etc.</p>

D2	References	<p>Additional Text Section (PDF to be uploaded on RMS)</p> <p>In your source document (maximum of 3 A4 pages), you must:</p> <ul style="list-style-type: none"> • Use minimum 10 pt font, and have minimum 0.5 cm margins on all 4 sides of each A4 page • List references in a single column only, i.e. do not use 2 columns on a page • Recommend bolding your name if it appears in the list of references
D3	Strategic Statement	<p>Process Issues</p> <p>To optimise the process for development of these statements, each individual applicant will need to take responsibility for developing and drafting the initial versions of the document for their application.</p> <p>A “template” Strategic Statement has been prepared and has been forwarded to known Future Fellowship Applicants – if you require a copy of the template, please e-mail arcgrants@adelaide.edu.au</p> <p>Schools and Faculties will then need to review and approve the strategic statement for each applicant in their area to ensure it is within capacity and for consistency. Schools and Faculties may have their own internal processes and deadlines to receive initial drafts from applicants in their area, and you should check with your Head of School and Associate Dean (Research) for details of their deadlines.</p> <p>Additional Text Section (PDF to be uploaded on RMS)</p> <p>In your source document, you must:</p> <ul style="list-style-type: none"> • have a maximum three (3) A4 pages; • use 12pt font; • have 0.5cm margins every side <p>The Strategic Statement must:</p> <ul style="list-style-type: none"> • detail the existing and/or emerging research strengths of the University • describe how the applicant aligns with and/or complements the staffing profile of the University • outline plans for integration of the Future Fellowship Candidate into the ongoing activities of the organisation at the end of the Fellowship. <p>With direct reference to the University's existing and/or emerging research strengths, the Strategic Statement should ultimately describe how the Future Fellowship Candidate and the research project align with and/or compliment the University's research strengths. It must also be clear that the facilities required to complete the project are available.</p> <p>It would be particularly useful to provide specific cross-reference to Faculty and University strategic plans and any current or emerging cross-disciplinary, industry, or international collaborations that could be driven or 'championed' by the Fellowship applicant.</p> <p>The University's strengths can be found at: http://www.adelaide.edu.au/research/about/strengths/</p> <p>The University's support package / Strategic Statement Guidelines can be found at http://www.adelaide.edu.au/rb/arc/, under Future Fellowships 2012.</p> <p>Important: Your Strategic Statement must be signed by the DVCR or equivalent. See 'FT12 University Deadlines' in this Guide for the correct submission process.</p>

PART E – PROJECT COST

E1	Proposed Budget	<p>The ARC's Instructions to Applicants (pp. 17 – 20) provided detailed guidance on filling in the budget. Please use them!</p> <p>i) Remember to “Set Other Organisation Contributors” for the University of Adelaide.</p> <p>ii) Remember to set the Fellow's salary level as per ARC Instructions (& note the Admin Org contributions below)</p> <table border="1" data-bbox="397 1845 1323 2013"> <thead> <tr> <th>Fellowship Type</th> <th>ARC Base Salary</th> <th>28% on-costs</th> <th>RMS ARC Column</th> <th>RMS Admin Org (University)</th> </tr> </thead> <tbody> <tr> <td>Future Fellow - Level 1</td> <td>\$100,493</td> <td>\$28,139</td> <td>\$128,632</td> <td>\$5,134</td> </tr> <tr> <td>Future Fellow - Level 2</td> <td>\$121,651</td> <td>\$34,063</td> <td>\$155,714</td> <td>\$5,862</td> </tr> <tr> <td>Future Fellow - Level 3</td> <td>\$142,806</td> <td>\$39,986</td> <td>\$182,792</td> <td>\$18,518</td> </tr> </tbody> </table> <p>iii) Then start on the rest of the budget</p> <p>An example Year 1 budget is provided overleaf to show the layout.</p>	Fellowship Type	ARC Base Salary	28% on-costs	RMS ARC Column	RMS Admin Org (University)	Future Fellow - Level 1	\$100,493	\$28,139	\$128,632	\$5,134	Future Fellow - Level 2	\$121,651	\$34,063	\$155,714	\$5,862	Future Fellow - Level 3	\$142,806	\$39,986	\$182,792	\$18,518
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		<p>Special note on computers: the ARC will provide one laptop per two years for the applicant, provided they are fully justified in F1.</p> <p>Consumables is for all consumable items that haven't been listed in the Equipment category.</p> <p>Travel: The following link should assist in the costing of any travel that is associated with your application: http://law.ato.gov.au/pdf/pbr/td2011-017.pdf</p> <p>A limit of \$50,000 (from the total \$200,000 infrastructure funding) may be requested for travel costs by a Future Fellowship candidate <i>over the life of the fellowship</i>.</p> <p>Other: 'Publication and dissemination of outputs and outreach activity costs': up to 2% of the total non-salary funding awarded to the project can be used for this (see 5.2d of the Rules). If you wish to do this, it must be in the budget and your budget should show whether this funding is needed yearly, every 2 years, etc. This must then be explained and justified in F1.</p> <p>Please note:</p> <ul style="list-style-type: none">i) Only "Cash" items from the Admin Org (University) are to be included in the budget table (see pg. 19 of the Instructions). These include the SALARY SHORTFALL for salaries provided by the ARC.ii) In-kind items from the University should NOT be included here, but discussed in the text at F2iii) Cash or In-kind items from the Host Organisation/s are not to be included here, but should be detailed at Part H3 of the proposal form. <p>Lastly, ensure funding requests are reasonable, and what you <u>need</u> for the project.</p>
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EXAMPLE BUDGET

PART E1 - Project Cost (FT120101010)

E1. What is the proposed budget for your project?

Proposal Funding Summary

Total requested budget: \$340,269

Year 1

Description	ARC	Admin Org
Direct Cost	196578	5862
Personnel	153298	5862
FT2 (Dr Sherlock Holmes-a-Court)	155714	5862
Equipment	13000	0
Cathode Ray Oscilloscope	10000	
Super-duper Laptop	3000	
Travel	17280	0
Airtfares to and from Stem Cell Centre - Idaho, USA (Host Org)	5000	
Accommodation Idaho USA (2 weeks)	2800	
USA Meals & Allowance per diem (\$230/day x 2 weeks)	3220	
Field Trip - Car Hire x 2 weeks, Bendigo	1500	
Field Trip - Accom, Meals and Allowance, Bendigo (\$340/day)	4760	
Consumables	5000	0
PCR consumables	3000	
Assay kits x 5	2000	
Other	8000	0
Publication and Dissemination Costs	1000	
Translation Services (100hrs)	7000	

F1	Justification of Non-Salary Funding	<p>Additional Text Section (PDF to be uploaded on RMS)</p> <p>In your source document, you must:</p> <ul style="list-style-type: none"> • • Have a maximum limit of four (4) pages; • Use 12pt font; • Have minimum 0.5 cm margins on all 4 sides of each A4 page; • Use the Project Cost categories as sub-headings as prescribed in the Instructions to Applicants, being: <ul style="list-style-type: none"> ○ Equipment ○ Travel ○ Consumables ○ Other <p>NB: The Future Fellow's salary justification is NOT meant to be included here – refer to Question G10</p> <p>You must fully justify each item where you are requesting funds from the ARC. Do not simply restate in prose what you have written in figures in E1.</p> <p>In justifying your budget, it is not sufficient to claim that certain equipment or item costs \$x. Rather, the budget justification should state, for example, that airfare related travel costs associated with the proposed project will cover return flights from 'x' location to 'y' location and other travel costs will cover accommodation in 'y' location for 'z' days at \$X per day with travel allowance of \$Y per day.</p> <p>The same level of explanation is required for ALL items being requested, i.e. explain specifically what you need, it's cost and <i>why</i> you need it to properly conduct the project</p> <p>Equipment / Consumables</p> <p>Supplies requested should correspond with methods/experiments.</p> <p>Requests for equipment that you might ordinarily expect to be available or that is standard must be justified in terms of the amount of time it is required for in the study and thus not available from the host School.</p> <p>Resources requested from either the ARC or provided by UA and other organisations should underpin the Approach section in Part D1.</p>
F2	Details of Admin Org contributions	<p>Additional Text Section (PDF to be uploaded on RMS)</p> <p>In your source document, you must:</p> <ul style="list-style-type: none"> • have a maximum one (1) A4 page; • use 12pt font; • have 0.5cm margins every side. • Use the Project Cost categories as sub-headings as prescribed in the Instructions to Applicants, being: <ul style="list-style-type: none"> ○ Personnel ○ Equipment ○ Travel Consumables ○ Other <p>Remember to note the salary shortfall contribution by the University.</p> <p>University in-kind contributions that could not be included in the budget table at E1 should be discussed here.</p> <p>Hint: If you are using University specialist equipment or facilities off-campus remember to mention details here.</p> <p>Reminder: Remember the logic of your arguments. Have you described something in Part D1 about what you will do and left anything out here?</p>

PART G – PERSONNEL

G	General	<p>Some questions in Part G will be auto-populated <i>provided</i>:</p> <ul style="list-style-type: none"> i) The applicant has accepted to be a participant in the proposal via RMS; ii) The applicant has correctly completed the “My Details” section of their RMS homepage (please refer to our RMS-Getting Started guide at: http://www.adelaide.edu.au/rb/secure/RMS-Getting%20Started-Dec09.pdf) <p>All applicants must have a RMS ID. If you do not have a RMS access then you must get it as soon as possible. RMS enquiries and/or problems should be directed to either samara.mitchell@adelaide.edu.au or arcgrants@adelaide.edu.au</p> <p>Note: If you are applying for a Fellowship from outside UA you must obtain a RMS ID as a matter of priority.</p>
G1 to G2	Your name and address details	These sections will be auto-populated <i>provided</i> you have correctly filled out your RMS “My Details” in your Personal Details and through other ARC information.
G4	People you know at the ARC	G4 relates to College of Expert members or members of a Selection Advisory Committee (SAC) or the ARC’s Advisory Committee (excluding ERA Research Evaluation Committees). This question only relates to the above stated associations and does not include staff of ARC funded projects or Centres.
G5	Current Research Fellowship	Complete as per ARC’s Instructions – applies to ANY research fellowship, not just ARC fellowships
G6	Qualifications	This section will be auto-populated based on responses you first need to provide in your RMS My Details (Classification Details/Qualifications). Ensure in descending date order when completing information, i.e. most recent listed first. It is important that you provide as much date detail as possible, but you <u>must</u> at least include the month and year of conferral.
G7	Relevant Qualification	<p>The date of PhD Award is the date of the formal conferral ceremony from the relevant university. It is important that you provide as much date detail as possible, but you <u>must</u> at least include the month and year of conferral.</p> <p>Note: Future Fellowship candidates must have been awarded a PhD on or between 30 Nov 1996 and 30 Nov 2006 or have obtained approval from the ARC, via the submission of an Eligibility Exemption Request, for the recognition of research experience or an equivalent research qualification and/or relaxation of the qualification and/or timing requirements (note that the Exemption Requests deadline has now closed).</p>
G8	Current / previous appointments	<p>This section will be auto-populated based on responses you first need to provide in your RMS Personal Details (Organisation Details tab). Ensure in descending date order when completing information in Personal Details, i.e. most recent first. It is important that you provide as much date detail as possible, but you must at least include the month and year.</p> <p>Ensure that only positions held in the last 10 years are included.</p>
G9	Current Salary	<p>IMPORTANT: Future Fellowship candidates must select a salary level equal to or greater than their current salary. The FT12 base salary levels, excluding on-costs, are:</p> <ul style="list-style-type: none"> • FT Level 1: \$100,493 • FT Level 2: \$121,651 • FT Level 3: \$142,806 <p>For the purposes of currently unemployed or part-time applicants, the most recent full-time equivalent salary is to be used.</p>
G10	Justification of Salary	Please justify your requested Future Fellowship Level against each of the relevant criteria listed at 8.1.5 to 8.1.7 of the Funding Rules .
G11	Citizenship/ Residency Details	Please note that the Australian citizenship status as well as the list of countries that you have citizenship of is populated from your RMS “My Details” profile – please update this if required.
G12	Organisation Affiliation	Select ‘Yes’ and give details in Strategic Statement in Part D3.
G13	Exemption Number	Only for those with a formal exemption from the ARC
G14	Commonwealth-funded Centre Associations	<p>Complete as per ARC’s Instructions. NB: If there is an association with a Centre as 1 July 2012, the Research Branch will require an email from the relevant Centre Director advising that there is no duplication, stating:</p> <p><i>“To the best of my knowledge, the proposed research does not duplicate work that is already funded or could reasonably be expected to be funded by the Centre, and I have no objections to it being submitted to the ARC.”</i></p>

G15	Student supervision experience	Provide details of numbers of honours, Masters & PhD students with information on completions and currently enrolled. Do not include supervisions prior to January 2007
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PART H – HOST ORGANISATION DETAILS

H	General	<p>A Host Organisation means ANY organisation, other than the Administering Organisation, at which a Future Fellow plans to undertake her/his research while holding a Future Fellowship.</p> <p>If you have selected one or more Host Organisation/s at your “Draft Proposal Summary” page then each will have a separate table for completion of contact details. It is suggest that you use a suitably authorised contact person (e.g. Director, CEO, Head of School, etc).</p> <p>Each of these contact persons will need to sign the ARC Future Fellowship Certification Proforma to indicate their agreement to such arrangements</p>
H1	Organisation Contact Details	The Contact Details would normally be the Director/CEO/Head of School of the host organisation.
H2	Organisation Address Details	<p>Should be auto-populated from RMS.</p> <p>To update an organisation’s postal address details, email the updated details along with the organisation’s name to rms@arc.gov.au. Once amended, these details will automatically update in this form.</p> <p>Note: Only the ARC is able to update these profiles.</p>
H3	Host Organisation Administrative Arrangements	<p>Please note the arrangements for hosting, accommodation and support of the Fellow applicant at the Host Organisation/s (2,500 characters allowed). This should include details of location, research environment, cash and in-kind contributions, mentoring, facilities, any IP arrangements, etc.</p> <p>Also discuss arrangements between UA and the Host Org/s e.g. note the beneficial research synergies that would occur between the Administering Organisation and Host Organisation/s, and whether it builds on existing relationships.</p>

PART I – RESEARCH SUPPORT

I	Research support for the Fellow	<p>Additional Text Section (PDF to be uploaded on RMS)</p> <p>Use the template provided in the ARC’s Instructions (p.25)</p> <p>THIS IS CRITICAL FOR ELIGIBILITY.</p> <ul style="list-style-type: none"> • This MUST be complete and correct. We have had proposals ruled ineligible because all relevant grants weren’t included; • Provide details of <i>current</i> proposal first; then • Ensure other grants listed in descending date order (Requested <u>then</u> Current <u>then</u> Past); • Include ARC & NHMRC ID numbers (but not project codes for non-ARC/non-NHMRC grants); • Show amounts granted in thousands of dollars. Grants finished before 2011 should not be included. <p>Reminders:</p> <ul style="list-style-type: none"> • Each grant listed must say “yes’ or “no” as to whether in same research area as this current proposal • If you have listed a grant/s at Part K1, ensure those are included here.
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PART J – STATEMENTS ON PROGRESS

J	Statements on Progress of ARC and NHMRC-Funded projects	<p>This part has Additional Text (PDF) to be uploaded on RMS</p> <p>THIS COMPLETE SECTION MUST BE INCLUDED WITH YOUR APPLICATION SUBMITTED TO THE RESEARCH BRANCH. THIS IS CRITICAL FOR ELIGIBILITY.</p> <p>Note: if you do not need to include a statement here we recommend that you type “Not Applicable” in the Project ID text box provided on RMS.</p> <p>Please provide:</p> <ul style="list-style-type: none"> • The Project ID, First named investigator (Project Leader), and scheme for the Participant on this Proposal who has been awarded funding for 2011 under the ARC <i>Discovery Projects (DP)</i>, <i>Discovery Indigenous Researchers Development (D-IRD)</i>, <i>Linkage Projects (LP)</i>, <i>Federation Fellowships (FF)</i> or <i>Australian Laureate Fellowships (FL)</i> schemes or any NHMRC scheme. <p>Click ‘Add Answer’ to insert additional boxes for each relevant project/fellowship.</p> <p>For the source documents to be uploaded, please ensure:</p> <ul style="list-style-type: none"> • One (1) A4 page per Statement • 12 pt font with 0.5 cm margins every side. <p>Statements of progress should be a maximum of one page per grant for any <i>Discovery Projects (DP)</i>, <i>Discovery-Indigenous (DIRD)</i>, <i>Linkage Projects (LP)</i> or <i>Federation/Laureate Fellowships (FF or FL)</i> or any NHMRC grant awarded funding for 2011 in which you were a named participant.</p>
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The statements are not formal reports, they are “good news” statements...do not dwell on problems with the project, **emphasise the positive news**. Do **NOT** just cut and paste your recent ARC or NHMRC progress reports into this document - they serve an entirely different purpose.

If you provide a report and the research in that report is related to this current proposal you might want to discuss this in the report.

Hint: If this proposal has arisen from previously funded studies then elaborate here.

PART K – ADDITIONAL DETAILS

K1	Other Agency?	If any other funding request has gone or will go to another funding sponsor, then remember to include details of that request at Part I1.
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FINALISING AND SUBMITTING YOUR APPLICATION

Once all components of the Proposal are completed and saved, return to the ‘Draft Proposal Summary Page’. Before submitting to the Research Office, the Proposal ‘owner’ (the Participant who initiated the Proposal in RMS) should:

1. *Review* all components to ensure the information to be submitted is complete, and **save each Part once more** (this is to ensure that all information is captured in the PDF);
2. *Ensure* all ‘Draft Proposal Summary Page’ components are complete and valid (indicated by a green tick).
3. *Generate a PDF* (whole Proposal document PDF) using the link on the ‘Draft Proposal Summary’ page. Please note that generation times for PDFs will increase closer to closing time.
4. *Print the pdf and then check that it is correct.*
5. Then RMS-submit to the Research Office by clicking on ‘Submit Proposal to Research Office’ **and provide one complete hard-copy of the proposal to Research Branch with all necessary certifications and authorisations.**

Note: Only the Proposal ‘owner’ (the Participant who initiated the Proposal in RMS) or your Research Office can RMS-submit a Proposal to the Research Office.

Please note that many users will be attempting to submit concurrently as the deadline approaches for each round. As the time on a computer server may differ slightly from the ARC servers, **please do not delay submission until the last possible moment.**

UNIVERSITY OF ADELAIDE RESEARCH BRANCH STAFF CONTACTS:

Group E-mail	RB ARC Grants Team	arcgrants@adelaide.edu.au
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Checklist

Before you start your application have you...

- Reviewed the [RB website](#) for useful resources?
- Got your RMS ID?
- Read the [Funding Rules](#)?
- Read the [Instructions to Applicants](#)?
- Read the FAQs?
- Reviewed the RB successful applications library?
- Reviewed [College of Experts](#) and targeted FOR codes and keywords appropriately?
- Compiled a list of pending, current and past grants?

Before submitting your Application have you...

- Validated your application on RMS?
- Prepared the complete application as per the [Instructions to Applicants](#)?
- Ensured that all Additional Text is in 12pt font with at least 0.5cm clear margins on all sides?
- Complied strictly with page limits for “pdf Upload” sections?
- Completed and obtained all signatures on the ARC [Certification Proforma](#)?
- Completed and obtained all signatures on the [Application Cover Sheet](#)?
- Listed all pending, current and past grants at Part I?
- Provided all statements of progress at J for each Federation/LaureateFellowship, Discovery Project, Discovery-Indigenous, Linkage Project or NHMRC grant that received funding in 2011?
- Obtained a certification e-mail from Commonwealth-funded Research Centre director (if needed)?