



Australian Government

Australian Research Council

FUTURE FELLOWSHIPS

**Instructions to Applicants
for funding commencing in 2018**

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Australian Research Council *Future Fellowships*

Instructions to Applicants for funding commencing in 2018

The *Future Fellowships Instructions to Applicants for funding commencing in 2018* (hereafter referred to as the Instructions) provides information to Applicants on how to complete and electronically submit a *Future Fellowships* Proposal for funding commencing in 2018 (FT18).

The completed Proposal form, including the PDF attachments, must comply with the *Funding Rules for schemes under the Discovery Program (2017 edition)* (the Funding Rules). The information in this document is underpinned by the Funding Rules. Review the [Funding Rules](#) on the ARC website before preparing the Proposal.

1. Matters to note before completing the Proposal form

For general instructions on how to use RMS, refer to the User Guides ([Introduction to RMS](#) and [Submitting a Proposal in RMS](#)) available on the ARC website.

1.1 Your RMS User Profile and ORCID iD

Ensure the Personal Details, Qualifications and Employment sections of your Research Management System (RMS) Person Profile contain up to date information, as some of these details will be auto-populated into the Proposal form.

You are now able to link your ORCID iD to your RMS User Profile, however be aware that your ORCID iD and information WILL NOT appear in the FT18 Proposal form and will not be used for assessment purposes. Therefore, it is important that all questions in the Proposal form be answered fully. Refer to [Appendix A](#) for further information.

1.2 Accuracy of Information

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

Format requirements for uploaded PDFs are provided in [Appendix B](#).

For Administering Organisation internal checking purposes, note that information regarding how many current proposals and projects a participant holds is available in parts D9 and G1.

1.3 Key Documents

Key documents for the [Future Fellowships](#) scheme are available on the ARC website.

Note: **Part A** of the Funding Rules provides general rules for schemes under the Discovery Program; **Part C** provides specific rules for *Future Fellowships* for funding commencing in 2018.

1.4 Key Dates

Refer to the [Important Dates](#) page on the ARC website for key dates and updates relevant to the Funding Rules, including the deadline for submission of a 'Request Not to Assess' form and the Proposal submission deadline.

1.5 Research Office

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

1.6 Proposal Certification

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

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

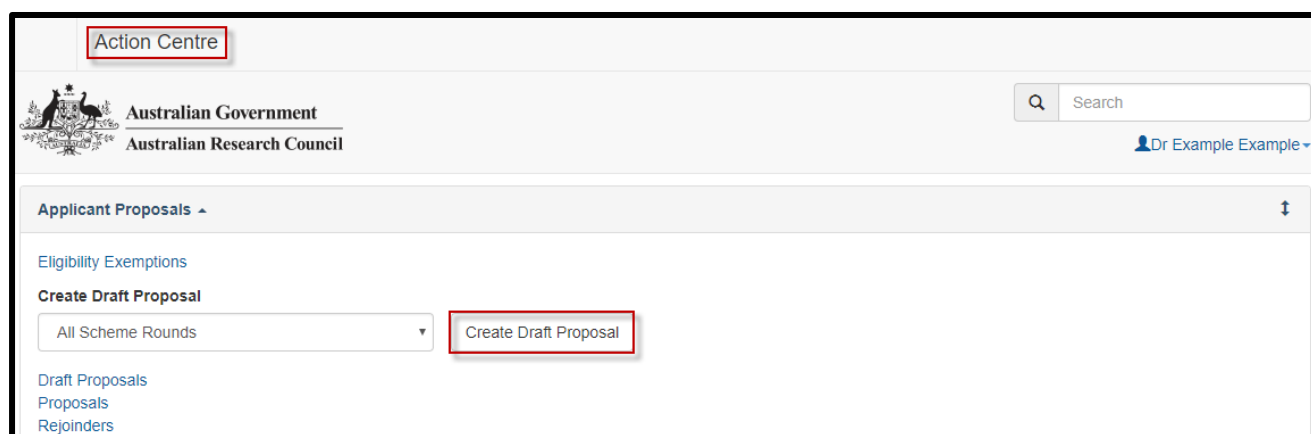
The Administering Organisation must obtain the agreement, attested to by written evidence of all the relevant persons and organisations to allow the proposed Project to proceed as specified in the Funding Rules. This written evidence must be retained by the Administering Organisation and must be provided to the ARC if requested.

Note: The ARC has provided a [pro forma](#) for obtaining written evidence. However, the use of the ARC pro forma is **not** mandatory. The Administering Organisation may determine the format for written evidence.

2. Creating a new Proposal in RMS

To create a new Proposal:

- Login to [RMS](#)



- Select **Future Fellowships 2018 Round 1** from the drop down list and click on 'Create Draft Proposal'.

3. Completing the Proposal Form

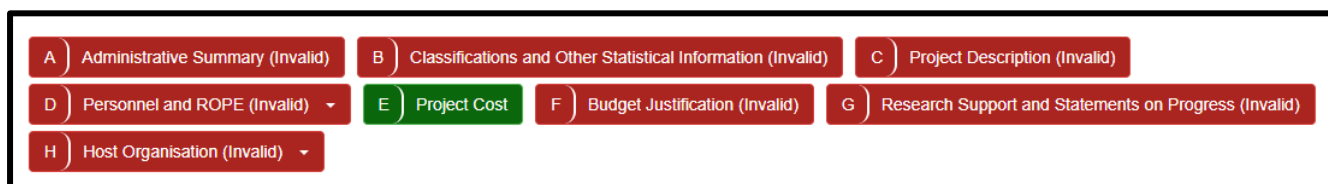
There are eight Parts (A-H) in the FT18 Proposal Form:

- 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) Host Organisation (**Note:** This section will not appear unless a Host Organisation has been added in Part A.)

When the Proposal has been created the Proposal form parts will be displayed at the top of the screen. Note that initially the colour of these parts will be red indicating that the part is incomplete (invalid). When the Proposal part(s) have been completed they will become green (valid).

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




Note that Part E may show as 'valid' despite no information having been entered. Review and save all parts carefully before submitting the Proposal.

Click on Part A to start completing the Proposal 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 you in completing questions. To access this information click on the  icon.

Part A – Administrative Summary

A1 Proposal Working Title

(This question must be answered)

Provide a short working title of no more than 75 characters (approximately ten words).

- The Working 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)

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

Applicants must include a mobile phone number in their Personal Profile.

Add the Future Fellowship Candidate to this Proposal.

A2. Person Participant Summary ⓘ
Add the person participating in this Proposal.

#	Name	Participant Type	Current Organisation(s)
---	------	------------------	-------------------------

-- Select Participation Type --

Enter email address Add

• There must be 1 person
The award type Future Fellowship

Select 'Future Fellowship' as the 'Participation Type' and enter the Future Fellowship Candidate's RMS email address, then click on 'Add'.

Note:

- If the Future Fellowship Candidate is not the initiator of the Proposal in RMS, after the Candidate has been added to the Proposal they will receive an automated email invitation and will be required to accept this invitation to participate on the Proposal.
- When adding the Future Fellowship Candidate 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 they will not receive an invitation to participate on the Proposal.
- If they do 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 Proposal form for a non-participant, see the [RMS User Guide - Submitting a Proposal](#).

A3 Organisation Participant Summary

(This question must be answered)

Add all organisations participating in this Proposal. Note that only the Administering Organisation will be able to view this Draft Proposal.

- Select the relevant 'Organisation Role' from the drop down list:
 - **Administering Organisation** means an Eligible Organisation (an organisation listed in section A13 of the Funding Rules) which submits a Proposal for funding and which will be responsible for the administration of the funding if the Proposal is approved for funding. One Administering Organisation must be added to the Proposal.
 - **Host Organisation** means an organisation, other than the Administering Organisation, at which the Future Fellow undertakes her/his research. This organisation must be listed as a Host Organisation within the Proposal.
 - **Other Organisation** means an organisation which is listed on a Proposal and is not an Eligible Organisation(not listed in section A13 of the Funding Rules).

- Enter the name of the organisation in the search box and click 'Search'.
- Select the relevant organisation from the list of search results and click 'Add'.

A3. Organisation Participant Summary ⓘ

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

#	Name	Participant Type
		<div>-- Select Organisation Role -- -- Select Organisation Role -- Administering Organisation Host Organisation Other Organisation</div>

Search

... the Australian Business Number please add the ...
... the ARC for assistance.

• This item must be answered
• There must be 1 organisation

Note:

- You must 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 called 'please add the organisation for use in RMS' to add the organisation.
- The Administering Organisation added in Part A3 will be automatically added to 'Part E – Project Cost'.
- If you can't find the organisation you are looking for, or any information is incorrect or incomplete, contact your Research Office.

A4 Proposal Summary

(This question must be answered)

Provide a written Proposal summary of no more than 750 characters (approximately 100 words) focusing on the aims, significance and expected outcomes of this Project. Write your Proposal Summary simply, clearly and in plain English. If your Proposal is successful, the Proposal Summary is used to give the general community an understanding of your research. Avoid the use of acronyms, quotation marks and upper case characters.

Examples of Proposal Summaries for funded Projects can be found on the [ARC website](#).

Your Proposal Summary must follow this format:

Introductory statement:

- (For example: This Project aims to *address/investigate/review ...; by utilising/advancing/conceptualising ...*)

Context:

- (For example: This Project expects to *generate new knowledge in the area of ... using an innovative approach/using interdisciplinary approaches/utilising new techniques ...*)

Outcome statement:

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

Benefit statement:

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

Important things to note regarding the Proposal Summary are:

- In following the format above, the summary will outline the aims of the Project, provide the broader context for the research and its significance, then outline anticipated outcomes and benefits, including scholarly, public or commercial. This may include some text from the Impact Statement.
- The Proposal 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, This 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 Benefit and Impact Statement

(This question must be answered)

In no more than 750 characters (approximately 100 words), outline the intended benefit and impact of the Project. Write your Benefit and Impact Statement simply, clearly and in plain English.

The definition of impact can be found on the [ARC website](#).

For the purposes of the *Future Fellowships* scheme, provide a statement outlining the proposed research's benefit and intended path to impact addressing the objectives of the scheme. It is particularly important to consider indicators from the table under [Research Impact Principles and Framework](#) and to ensure that both "outcomes" and "benefits" are included in your statement, keeping in mind that the table shows examples only and is not comprehensive.

Examples of research impact or the path to impact could include: such things as broader job creation (excluding employment of the research team); revenue earned or evidence of research advice or methodologies being successfully adopted by end-users, government or other organisations.

Note: The Benefit and Impact Statement may also be modified and used for public release by the ARC.

Part B – Classifications and Other Statistical Information

B1 Does this Proposal 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 Proposal 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 Proposal 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 your Proposal. 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 Proposal, particularly if it is interdisciplinary. The choice of FoR codes and their proportions will assist in assigning appropriate assessors to the Proposal and should be as accurate as possible.

- Select up to three classification codes that relate to the Proposal. 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 a Proposal.

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 percentage 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).

B2. Field of Research (FOR)

Select the help icon and click the link below to view the full list of FoR codes

The Field of Research (FoR) classification defines research according to disciplines. The FoR codes selected should reflect the nature of the research in this Proposal, particularly if it is interdisciplinary.

1. Select up to three classification codes that relate to your Proposal. 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, as they contribute to the identification of the most appropriate assessors for your Proposal.
- Click [FoR Codes and definitions by Division](#) link or visit the [ARC website](#) for the full list of FoR codes.
- **Note:** The ARC recommends that 'XXX99' (not elsewhere classified) codes be used only as a last resort when there is no other appropriate code within the classification.

2. Enter in the percentage for each FoR classification.

- Prioritise the classification codes from highest percentage to lowest percentage.
- Ensure that the percentages total 100%.
- Enter a whole number, do not use the percentage sign (%).
- The highest percentage can only be entered for one FoR code (for example, 50% cannot be entered for two FoR codes).

Select up to three classification codes that relate to your Proposal. Note that the percentages must total 100%.
(This question must be answered)

010101 - Algebra and Number Theory	<input type="text"/> %	
------------------------------------	------------------------	--

Enter the percentage for each FoR classification

02 |

Once you have entered the FoR code, select 'Add'. This will add the FoR code to the table above.

- Code 010101 must have a percentage of 100%
- The total percentage for all codes must be 100%

02 - Physical Sciences

- 0201 - ASTRONOMICAL AND SPACE SCIENCES
- 020101 - Astrobiology
- 020102 - Astronomical and Space Instrumentation

B3 Socio-Economic Objective (SEO-08)

(This question must be answered)

Select up to three classification codes that relate to your Proposal. 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.

Select up to three classification codes that relate to your Proposal. If you know the code, start entering the SEO-08 code number. A filtered list will appear, once you choose the SEO code 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 Proposal.

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 percentage to lowest percentage.
- Ensure that the percentages total 100%.
- Enter a whole number, do not use the percentage sign (%).

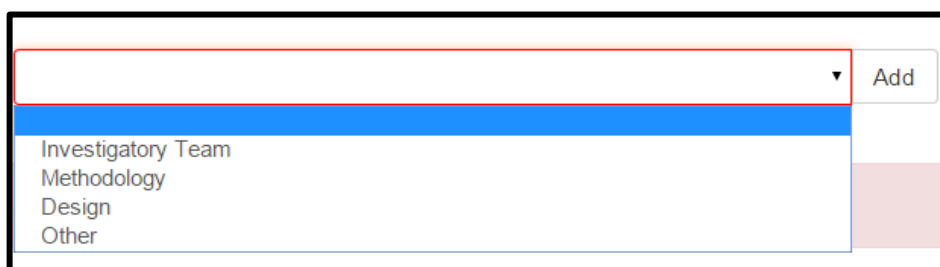
B4 Interdisciplinary Research

(This question must be answered)

Does this Proposal 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.

A screenshot of a web form element. It features a dropdown menu with a white background and a red border. The menu is currently open, showing a list of options: 'Investigatory Team', 'Methodology', 'Design', and 'Other'. The first option, 'Investigatory Team', is highlighted with a blue background. To the right of the dropdown list is a small, light grey button with the text 'Add' in a sans-serif font. The entire form element is enclosed in a black rectangular border.

- In no more than 375 characters (approximately 50 words), indicate the nature of the interdisciplinary research involved.

B5 Does the proposed research involve international collaboration?

(This question must be answered)

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

- If you select '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 you select '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 Proposal if it is funded.
- Select a category and click 'Add'.

B6. What is the nature of the proposed international collaboration activities?
 Select all options from the drop down list which apply to this Proposal by clicking on the 'Add' button each time you select an option.
 (This question must be answered)

Add

- Correspondence: eg email; telephone; or video-conference
- Face to face meetings
- Attendance at and/or hosting of workshop or conference
- Collaborative fieldwork
- Hosting international Partner Investigator: short-term (less than 4 weeks)
- Hosting international Partner Investigator: long-term (more than 4 weeks)
- Travel to international collaborator: short-term (less than 4 weeks)
- Travel to international collaborator: long-term (more than 4 weeks)

B7 If the proposed research involves international collaboration, specify the country/ies involved.

- This question will only be required if 'Yes' is chosen in B5.
- Commence typing in the search box and select from the drop-down list the name of the country/ies of collaborators who will be involved in the proposed Project.
- Note that Australia is not to be listed and is not available to be selected from the drop-down list.

B7. If the proposed research involves international collaboration, specify the country/ies involved.
 Commence typing in the search box and select from the drop-down list the name of the country/ies of collaborators who will be involved in the proposed Project. Note that Australia is not to be listed and is not available to be selected from the drop-down list.
 (This question must be answered)

swi

Add

- Swaziland
- Sweden
- Switzerland

Commence typing country name and select country from list by clicking on the country name

Click 'Add' to add the country to the Proposal

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

(This question must be answered)

The ARC is capturing the number of Research Students that would be involved in this Proposal if it is funded.

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

Indicate the number of:

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

Part C – Project Description

C1 Project Description

(This question must be answered)

- Upload a Project Description as detailed below in no more than ten A4 pages and in the required format.
- The PDF must be in the format described in [Appendix B](#) of these instructions. **The PDF must provide the following information using the headings below and in this order:**
 - PROJECT TITLE
 - AIMS AND BACKGROUND
 - FUTURE FELLOWSHIP CANDIDATE
 - PROPOSED PROJECT QUALITY AND INNOVATION
 - FEASIBILITY AND STRATEGIC ALIGNMENT
 - BENEFIT AND COLLABORATION
 - COMMUNICATION OF RESULTS
 - MANAGEMENT OF DATA
 - REFERENCES
 - ACKNOWLEDGEMENTS (IF REQUIRED)
- Applicants should ensure that information provided under these headings addresses the Selection Criteria as detailed in the Funding Rules.

PROJECT TITLE

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

AIMS AND BACKGROUND

- Briefly outline the aims and background of this Proposal.
- Include information about national/international progress in this field of research and its relationship to this Proposal.
- Refer only to publications or non-traditional equivalents (outputs) that are accessible to the national and international research communities.

FUTURE FELLOWSHIP CANDIDATE

For Candidates applying for **Future Fellowship Level 1**:

- Describe the Future Fellowship Candidate's research opportunity and performance evidence (ROPE).
- Provide evidence that the Future Fellowship Candidate has the capacity and leadership to undertake the proposed research
- Provide evidence that the Future Fellowship Candidate has a record of high quality Research Outputs appropriate to the discipline/s
- Provide evidence of the Future Fellowship Candidate's research training, mentoring and supervision
- Provide evidence of the Future Fellowship Candidate's national research standing.

For Candidates applying for **Future Fellowship Level 2**:

- Describe the Future Fellowship Candidate's research opportunity and performance evidence (ROPE).
- Provide evidence that the Future Fellowship Candidate has the capacity and leadership to undertake the proposed research
- Provide evidence that the Future Fellowship Candidate has a record of high quality Research Outputs appropriate to the discipline/s
- Provide evidence of the Future Fellowship Candidate's research training, mentoring and supervision
- Provide evidence of the Future Fellowship Candidate's national and emerging international research standing.

For Candidates applying for **Future Fellowship Level 3**:

- Describe the Future Fellowship Candidate's research opportunity and performance evidence (ROPE).
- Provide evidence that the Future Fellowship Candidate has the capacity and leadership to initiate and manage large research Projects
- Provide evidence that the Future Fellowship Candidate has a record of outstanding Research Outputs appropriate to the discipline/s
- Provide evidence of the Future Fellowship Candidate's international research standing.
- Provide evidence of the Future Fellowship Candidate's research training, mentoring and supervision
- Provide evidence of the Future Fellowship Candidate's contribution to national and/or international public policy debates and initiatives.

PROPOSED PROJECT QUALITY AND INNOVATION

- Explain how the research addresses a significant problem.
- Outline the conceptual/theoretical framework, and demonstrate that these are adequately developed, well integrated, innovative and original.
- Explain how the aims, concepts, methods and results advance knowledge.
- Describe how the design and methods are appropriate for the proposed research.
- Describe how the proposed research may result in maximising economic, environmental, social, and/or cultural benefits to Australia. This statement should align with the Impact Statement.
- If the research has been nominated as focussing on a topic or outcome that falls within one of the Science and Research Priorities, explain how it addresses one or more of the associated Practical Research Challenges (as selected in question B1 of this Proposal form).
- Describe how the proposed Project involves interdisciplinary research, if appropriate.
- Describe how the proposed Project will push the boundaries of research and open up new research opportunities.
- Explain how the proposed Project will contribute to public policy formulation and debate.

FEASIBILITY AND STRATEGIC ALIGNMENT

- Describe the extent to which the Future Fellowship Candidate aligns with and/or complements the core or developing research strengths and staffing profile of the Administering Organisation.
- Demonstrate that the necessary facilities are available to conduct the proposed research.
- Outline what resources will be provided by the Administering Organisation to support the Future Fellowship Candidate during her/his Future Fellowship.
- At the end of the Future Fellowship, explain what capacity exists at the Administering Organisation to transition the Candidate to a continuing position.

BENEFIT AND COLLABORATION

- Describe how the Future Fellowship Candidate will build collaborations across research organisations and/or industry and/or with other disciplines both within Australia and internationally.
- Explain how the Host Organisation(s) will be utilised in the proposed Project, if relevant.
- Outline how the completed project will produce significant new knowledge and/or innovative economic, commercial, environmental, social and/or cultural benefit to the Australian and international community.
- Describe how the proposed research will be cost-effective and value for money.

COMMUNICATION OF RESULTS

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

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 Future Fellowship Candidate's previous work.
- References may be in 10 point font.

ACKNOWLEDGEMENTS (if required)

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

Note: Only references may be in 10 point font.

C2 List the objectives of your proposed Project

(This question must be answered)

List each objective of your proposed Project separately by clicking 'add answer' to add the next objective. You may enter 500 characters (approximately 70 words) per objective.

This information will be used for future reporting purposes if this Proposal is funded.

C3 Statement by the Administering Organisation outlining Strategic Alignment

(This question must be answered)

- Upload a PDF of no more than three A4 pages. A Strategic Statement must be provided by the Administering Organisation. The Strategic Statement must:
 - outline the area of core or emerging area of research strength and describe the level of resources to be provided to support the successful Candidate (for example, include project costs, PhD students, or salary top-up);
 - outline plans to retain the successful Future Fellow in a continuing position, subject to appropriate performance during the Fellowship;
 - where the Future Fellowship Candidate is an existing employee of the Administering Organisation, describe how the salary that was previously provided by the Administering Organisation will be used; and
 - be signed by the Deputy Vice-Chancellor (Research) or equivalent.

C4 Medical Research

(This question must be answered)

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

Select 'Yes' or 'No' from the drop down list as appropriate. If 'Yes' is selected question C5 will be activated.

The [ARC Medical Research Policy](#) provides examples of both eligible and ineligible research areas.

C5 Medical Research Statement

(This question must be answered if 'Yes' is selected at question C4)

If applicable, in no more than 750 characters (approximately 100 words), justify why this Project complies with the eligible research requirements set out in the [ARC Medical Research Policy](#) located on the ARC website. Eligibility will be based solely on the information contained in this Proposal. This is your only chance to provide justification, the ARC will not be writing to seek further clarification.

- Be as clear as possible in your response as to the main aim of the Proposal. This may include well identified, big picture and long term intent beyond the scope of the Proposal.
- 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 your 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 Proposal form. Ensure that you **save regularly** while completing this section.

The Future Fellowship Candidate who has accepted an invitation to participate on a Proposal via RMS will have a copy of this section automatically generated. Once the Candidate is invited, they will automatically receive an email directing them to accept or reject the invitation to participate on a Proposal via RMS.

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

D1 Personal Details

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

To update personal details, the individual participant must amend their profile in RMS by clicking on the 'Manage Personal Details' link in the Proposal form. **Note:** this will open a new browser tab. When returning to the form ensure you 'Refresh' the page to capture the changes made to your profile.

Note that you will be required to enter a mobile phone number in your RMS profile for Part C to validate. This phone number will not be visible to assessors but will enable the ARC to contact participants if required.

D2 Country of Residence

(This question must be answered)

Enter your country of residence. To choose the country first start typing the name into the text box and the list of countries will appear. Click on the appropriate country name and then click 'Add'.

The screenshot shows the 'D2. Country of residence' form. At the top, it says 'D2. Country of residence' with a blue information icon. Below that, a note reads: 'If you are a Foreign National, you must reside legally in Australia. (This question must be answered)'. The form has a text input field with the letter 'a' typed in. A red arrow points to this field with the instruction '1. Commence typing the country name and the drop down list will appear'. Below the input field, a dropdown menu is open, showing a list of countries: 'Adelle Land (France)', 'Afghanistan', 'Aland Islands', 'Albania', 'Algeria', and 'Andorra'. A red arrow points to 'Albania' with the instruction '2. Click on the appropriate country'. To the right of the dropdown is an 'Add' button. A red arrow points to this button with the instruction '3. Then click 'Add''. On the left side of the form, there is a red box with the text 'This item must be answered'. Below the country list, there is a section for 'D3. Qualifications' with a note: 'To update any qualifications, click on the link below'. At the bottom right, a note says 'b. When returning to the form ensure you 'Refresh' the page to capture changes'.

D3 Qualifications

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

To update any qualifications, the individual participant must amend their profile in RMS by clicking the 'Manage Qualifications' link in this question. This will open a new browser

tab. When returning to the form ensure you 'Refresh' the page to capture the changes made to your profile.

D4 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. When returning to the form ensure you 'Refresh' the proposal page to capture changes made to your profile.

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

Note: 'Over During the last 10 years' is from 1 January 2008 onwards

D5 Research Opportunity and Performance Evidence (ROPE) – Academic Interruptions

(This question must be answered)

Have you experienced an interruption that has impacted on your 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 D5 is provided to enable a participant to state the specific timeframe of their academic interruptions.

Academic interruptions are significant disruptions to a participant's opportunities for research, due to both employment and personal reasons. They may include:

- time spent employed in other sectors
- relocation of a participant and her/his research laboratory or other similar circumstances
- pregnancy
- major illness/injury
- carer responsibilities
- for Aboriginal and Torres Strait Islander participants, community obligations including 'sorry business'.

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

Question D6 provides an opportunity for you to describe the impact of these interruptions, and other circumstances, on your academic career.

D5. 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

To when

FTE of academic interruption

Enter FTE

Details

0 characters. 500 characters maximum.

D6 Research Opportunity and Performance Evidence (ROPE) - Details of your academic career and opportunities for research, evidence of research impact and contributions to the field, including those most relevant to this Proposal

(This question must be answered)

Upload a PDF of no more than five A4 pages and in the format described in Appendix B of these instructions. The PDF must provide the following information that is relevant to your 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 you graduated with your highest educational qualification
- A total FTE figure for periods of unemployment, part-time employment or interruptions for childbirth, carers' responsibilities, misadventure, or debilitating illness during that period.

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

RESEARCH OPPORTUNITIES

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

- Any additional explanation required of your response to question D4.
- The research opportunity you have had in the context of your employment situation, including employment outside academia, any unemployment or part-time employment you may have experienced, and the research component of your employment conditions
- A description of your role:
 - If you are university based, indicate as appropriate the percentage of your current role/s in research-only, teaching and research, teaching-only, teaching and administration, research and administration, administration-only academic, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent in those roles; or
 - If you are industry based, indicate as appropriate the percentage of your current role in industry, research and administration, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent in those roles.
- The research mentoring and research facilities that have been available to you during your career.
- Any other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal (e.g. any circumstances that may have slowed down your research and publications or affected the time you have had to conduct and publish your research).

RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS

Provide a statement outlining any further evidence of your achievements and significant contributions to the field. This can include:

- Prizes, honours and awards
- Invited keynote and speaker addresses
- Research support income
- Commercial outcomes such as patents, IP licences and resulting benefits
- Identifiable benefits outside of academia
- Other professional activities
- Describe how your research has led to a significant change or advance of knowledge in your field, and outline how your achievements will contribute to this Proposal.

Note that D7 provides an opportunity to describe the contribution of significance of your publications. This section should be devoted to other outputs.

D7 Research Opportunity and Performance Evidence (ROPE) – Publications

(This question must be answered)

This is a two part PDF upload.

- i. **Publication context and contribution:** Upload a PDF of no more than two pages. Provide clear information that explains the contribution and significance of your publications within the context of your discipline/s. This may include the importance/esteem of specific journals in your field; specific indicators of recognition within your field such as first authorship/citations.
- ii. **Publication list:** Upload a PDF of no more than five A4 pages. List your publications most relevant to this proposal categorised under the following headings: Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Other publication outputs. CVs and theses should not be included in this list. Next to each, provide the Project ID and years funded for on any ARC grant on which you were a CI or Fellow from which the item originated.

Tools such as: <https://aushsi.shinyapps.io/orcid/> can be used to start your publication list.

D8 Research Opportunity and Performance Evidence (ROPE) - Ten career-best academic research outputs

(This question must be answered)

Upload a PDF of no more than three A4 pages listing your ten career-best academic research outputs, which must:

- Provide the full reference for each of your ten best academic research outputs.
- Next to each, provide the Project ID and years funded for any ARC grant on which you were a CI or Fellow from which the item originated.
- Add a statement explaining and justifying the impact or significance of each research output.
- Mark with an asterisk the research outputs relevant to this Proposal.

D9 Research Opportunity and Performance Evidence (ROPE) - Currently held ARC Projects

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

- Currently held ARC Projects can provide an indication of research performance and assist with your ROPE.
- This data is automatically populated from the participant's RMS profile and will include any current Project which has not yet had a Final Report approved and the Project file closed by the ARC.
- If you have any concerns with the information recorded here, contact your Administering Organisation's Research Office.
- All Active Projects at the scheme-specific Active Project Assessment Date are taken into consideration for the purpose of determining a researcher's eligibility to apply for new funding. An Active Project means a Project that is receiving funding according to

the terms of the original Funding Agreement, or has any carryover funds approved by the ARC, or an approved variation to the Project's end date.

- Active Projects are determined based on the Project's End Date in RMS at the time of the submission of a Proposal. This will be used to determine whether it is an Active Project for eligibility purposes.
- The list of current ARC projects includes all Projects on which you are named that have not been fully financially acquitted (via an End of Year Report), and/or Projects that have not had the Final Report submitted and approved by the ARC. You must ensure a progress statement is provided in G2 with the exception of ARC Centres of Excellence, Supporting Responses to Commonwealth Science Council Priorities, Learned Academies Special Projects and Special Research Initiatives.
- For any recently announced projects which are not yet active by the time of Proposal submission, and therefore not yet appearing in the Currently Held ARC Projects section of the Proposal, include details of these projects in Part G1 – Research Support for all Participants.

D10 Research Opportunity and Performance Evidence (ROPE) - Detail the number of students you have supervised over the last five years

(This question must be answered)

In no more than 350 characters (approximately 50 words) provide the details of students you have supervised over the last five years.

D11 Eligibility – Relevant Qualification

(This question must be answered)

This qualification data is automatically populated from the participant's RMS profile. Select the qualification that is most relevant to this Proposal by clicking on the check box next to the relevant qualification. Only one qualification can be chosen.

If your qualification relevant to this Proposal was awarded prior to 1 March 2003, you will need to submit evidence to the Deputy Vice-Chancellor (Research) of your Administering Organisation regarding your career interruption prior to the submission of your proposal. The allowable career interruption will need to be listed under subsection C6.2.4 of the Funding Rules.

D12 Eligibility - Do you hold a professional equivalent to a PhD as certified by your Administering Organisation?

(This question must be answered)

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

Where the Future Fellowship Candidate does not hold a PhD, evidence must be provided to the Administering Organisation and they must certify that the Candidate holds a professional equivalent to a PhD.

D13 Eligibility - Were you granted by your university an extension to the eligibility period due to a significant career interruption as outlined in subsection C6.2.4 of the Funding Rules?

(This question must be answered)

If your qualification relevant to this Proposal (listed in question D14) was awarded prior to 1 March 2003 and you have an allowable career interruption (as listed in subsection C6.2.4 of the Funding Rules), you will need to seek an extension to the eligibility period through your Deputy Vice-Chancellor (Research).

This is a Yes/No question.

- If you select 'Yes' questions D14 and D15 will be enabled and you will be required to specify the type(s) of career interruption claimed and the total period of the extension claimed.
- If you select 'No' questions D14 and D15 will remain greyed out.

D14 Eligibility - Select the category of career interruption claimed (more than one may be selected)

- This question will only be required if 'Yes' is chosen in D13.
- The drop down menu lists all types of career interruption available under subsection C6.2.4 of the Funding Rules. Choose all types of career interruptions which have been claimed in the application for extension to your Deputy Vice-Chancellor (Research).
- Select a type of career interruption and click 'Add'.

D15 Eligibility - What is the total period of extension that you claimed?

- This question will only be required if 'Yes' is chosen in D13.
- Select the period of time which most closely equals the total period of extension claimed.

D16 Eligibility - What is your current academic level?

(This question must be answered)

Select your current academic level or equivalent from the drop-down box.

- As per subsection C8.1.2 of the Funding Rules, in the Part E budget question, the Candidate should choose the Future Fellowships Salary Level one step higher than the Candidate's current academic level. This means that in Part E:
 - Level A and B should choose Future Fellowship Level 1 Salary Level
 - Level C should choose Future Fellowship Level 2 Salary Level
 - Level D and E should choose Future Fellowship Level 3 Salary Level.
- If you are unemployed, not employed at an Australian university, or are an international researcher:
 - select "Other"

Current Academic Level (or equivalent)	<i>Future Fellowship</i> Salary Level to be requested	Total
Level A and B	Level 1 (1.0 FTE)	\$152,630 including 30 per cent on-costs.
Level C	Level 2 (1.0 FTE)	\$184,766 including 30 per cent on-costs
Level D and E	Level 3 (1.0 FTE)	\$216,896 including 30 per cent on-costs

D17 Eligibility - Academic level justification

Upload one A4 page PDF letter from the Deputy Vice-Chancellor (Research) (DVCR) or equivalent justifying the salary level requested in Part E.

This question is only mandatory if:

- you have selected “Other” because you are not employed at an Australian university, are an international researcher or
- you have chosen a Salary level which does not align with your academic level because you have experienced significant interruptions to your academic career, due to family responsibilities as primary care giver and/or due to working with a relevant industry.

Note:

- Where the Future Fellowship Candidate is not employed at an Australian university, or is an international researcher, **the academic level applicable must be fully justified by the DVCR or equivalent.**
- Where the Future Fellowship Candidate has experienced significant interruptions to their academic career, due to family responsibilities as primary care giver and/or due to working with a relevant industry, they may choose the most appropriate salary level. **The circumstances of the career interruption and chosen salary level must be justified and certified by the DVCR or equivalent.**

D18 Eligibility - What will your time commitment (% of your time) be to the Administering Organisation?

(This question must be answered)

Enter the percentage of your time you will be spending at the Administering Organisation.

The number must be a whole number only without the percentage character, for example, a 0.6 FTE who would be spending all their time at the Administering Organisation should be entered as 100.

It is a requirement under the Funding Rules that the Future Fellow spend a minimum of 20 per cent of their time on activities at the Administering Organisation.

D19 Eligibility - What will your time commitment (% of your time) be to research activities related to the Project?

(This question must be answered)

Enter the percentage of your time you will be committing to the Project.

The number must be a whole number only without the percentage character, for example, a 0.5 FTE who would be spending 80 per cent of their time (0.4 FTE) on the project would be entered as 80.

It is a requirement under the Funding Rules that the Future Fellow spend a minimum of 80 per cent of their time on research activities related to the proposed Future Fellowship.

D20 Eligibility - Current Research Fellowship or Award

(This question must be answered)

Do you hold a current Research Fellowship or Award?

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

Indicate whether or not you hold a current Research Fellowship or Award. This includes all ARC and non-ARC Fellowships and Awards.

If you answer 'Yes' to this question, you will need to click on 'Add answer' to enter:

- the name of the Fellowship or Award that you hold;
- the name of the Funding Organisation of the Fellowship or Award;
- the year that the Fellowship or Award was awarded; and
- the expected completion date for each Fellowship or Award held.

If you hold multiple Research Fellowships or Awards you can enter them by selecting 'Add answer'.

In accordance with the Funding Rules, prior to commencement of a Future Fellowship any fellowships or the duties of any existing appointments must be relinquished.

A participant cannot concurrently hold more than one ARC Award or Fellowship or, and a holder of an ARC Award or Fellowship cannot concurrently hold a Fellowship from another Commonwealth funding agency.

If you answer 'No', no additional information will be required.

D21 Project Relinquishment or Proposal Withdrawal

If you exceed the Discovery Program limits on Projects and/or Proposals and have applied under the *Australian Laureate Fellowships*, *Future Fellowships*, *ARC Centres of Excellence* or *Special Research Initiatives* schemes list the Proposal you wish to withdraw, or the existing Project (or role) that that you wish to relinquish should this Proposal be successful (see subsection A6.2.5.c.ii of the Funding Rules). Failing to provide this information will jeopardise the eligibility of your Proposals. Provide Project/Proposal ID(s) separated by a comma.

Part E – Project Cost

E1 What is the proposed budget for your Project?

(This question must be answered)

Provide details of the budget proposed for your Project.

Ensure that your budget complies with the requirements of the Funding Rules. It is important that all organisations participating in this Proposal have been added at Part A3 prior to entering information in the budget table.

- Do not commence entering information in the budget table until the participant and the Administering Organisation have been requested and have subsequently confirmed their participation on the proposed project.
- Do not include GST in your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.
- Government-related entities generally do not pay GST on the funding transaction with the ARC, however, non-government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.
- If your organisation is registered for GST and therefore 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 Proposals 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 Sections A7 and C8 of the Funding Rules 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.
- Funding must not be requested for items which are excluded (refer to the Funding Rules for further information).
- **Note:** The ARC reserves the right to determine the level of funding allocated to a project.
- **Note:** Cash contributions from the Administering Organisation may also be entered in Part E.
- **Note:** Do not build indexation into the amounts. Payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

ENTERING INFORMATION IN THE BUDGET TABLE

1) Ensure that the Future Fellowship Candidate appears in the Budget Table:

- The Future Fellowship Candidate's name should automatically appear in the budget table once they have been added as a participant in A2 of the Proposal form or have accepted the invitation generated by RMS if they are not the person who has created the form.
- **Note:** The Future Fellowship Candidate must appear in the Budget Table before filling out the Budget.

As per the Funding Rules, the Future Fellowship Candidate must choose the academic level one step higher than their current academic level or equivalent (chosen at question D16) at the closing time for submission of Proposals (for example, a researcher that is currently an Academic Level C must apply for a Future Fellowships Level 2) as per the following table:

Subsection C8.1.2 of the Funding Rules sets out the available salary levels:

Current Academic Level (or equivalent)	<i>Future Fellowship</i> Salary Level to be requested	Total
Level A and B	Level 1 (1.0 FTE)	\$152,630 including 30 per cent on-costs.
Level C	Level 2 (1.0 FTE)	\$184,766 including 30 per cent on-costs
Level D and E	Level 3 (1.0 FTE)	\$216,896 including 30 per cent on-costs

Future Fellowship Salary levels are entered in the Personnel budget category by choosing from the drop down list under 'Remunerated Participants' above the Budget table.

The Level refers to the salary levels in the Funding Rules:

- Level A and B - Level 1 from year 1 annually for 4 years
- Level C - Level 2 from year 1 annually for 4 years
- Level D and E - Level 3 from year 1 annually for 4 years

Note: The budget question defaults to a Future Fellowship Level 1 salary.

Future Fellowships for funding commencing in 2018 – Instructions to Applicants

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 scheme specific requirements listed in the Funding Rules. Refer to the Instructions to Applicants for detailed instructions on how to fill out the Budget section.
(This question must be answered)

Remunerated Participants

Dr Example Example Future Fellowship Level 1 from year 1 annually for 4 years ▼

Add Participant type

Higher Degree by Research stipend ▼ Level 1 from year 1 annually for 4 years ▼ Add

Year 1 Year 2 Year 3 Year 4

Description		Australian Research Council	Cash
Total			152,630
Personnel	+		152,630
Dr Example Example (Future Fellowship)			152,630
Travel	+		
Field Research	+		
Equipment	+		
Maintenance	+		
Other	+		

2) Adding Higher Degree by Research Stipends

Future Fellowship Higher Degree by Research Stipend budget requests are entered in the Personnel budget category by choosing from the drop down list under 'Add Participant type' above the Budget table.

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

The Level refers to the length of the stipend:

- Level 1 from year 1 annually for 4 years – 4 year stipend at \$26,694 per year starting in year 1
- Level 2 from year 1 annually for 3 years – 3 year stipend at \$26,694 per year starting in year 1
- Level 2 from year 2 annually for 3 years – 3 year stipend at \$26,694 per year starting in year 2
- Level 3 from year 1 annually for 2 years – 2 year stipend at \$26,694 per year starting in year 1
- Level 3 from year 2 annually for 2 years – 2 year stipend at \$26,694 per year starting in year 2
- Level 3 from year 3 annually for 2 years – 2 year stipend at \$26,694 per year starting in year 3


Click 'Add' and the Higher Degree by Research Stipend will be added to the budget table.

Future Fellowships for funding commencing in 2018 – Instructions to Applicants

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 scheme specific requirements listed in the Funding Rules. Refer to the Instructions to Applicants for detailed instructions on how to fill out the Budget section.
(This question must be answered)







Remunerated Participants

Dr Example Example	Future Fellowship	Level 1 from year 1 annually for 4 years	
HDR	Higher Degree by Research stipend	Level 1 from year 1 annually for 4 years	

Add Participant type

Higher Degree by Research stipend Level 1 from year 1 annually for 4 years Add


Year 1 Year 2 Year 3 Year 4

Description		Australian Research Council	
			Cash
Total			179,324
Personnel			179,324
Dr Example Example (Future Fellowship)			152,630
HDR (Higher Degree by Research stipend)			26,694
Travel			
Field Research			
Equipment			
Maintenance			
Other			

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

Note: To remove a Higher Degree by Research Stipend from the budget table click on the 'x' under the Remunerated Participants.

Remunerated Participants

Dr Example Example	Future Fellowship	Level 1 from year 1 annually for 4 years	
HDR	Higher Degree by Research stipend	Level 1 from year 1 annually for 4 years	

3) Adding Additional Personnel

- Enter any additional personnel under 'Personnel' in the budget table by clicking the '+' and entering the description in the dialogue box.
- Then click 'OK'. You will then be able to enter the amount of funding requested. Note that HDR stipends should be entered as above, not typed in manually.

Future Fellowships for funding commencing in 2018 – Instructions to Applicants

Please enter the item description

Research Assistant

Cancel OK

Part E - Project Cost

E1. What is the proposed budget for the project?

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

Remunerated Participants

Dr Example Example	Future Fellowship	Level 1 from year 1 annually for 4 years	
HDR	Higher Degree by Research stipend	Level 1 from year 1 annually for 4 years	X

Add Participant type

Higher Degree by Research stipend Level 1 from year 1 annually for 4 years Add

Year 1 Year 2 Year 3 Year 4

Australian Research Council

Description		Cash
Total		179,324
Personnel	+	179,324
Dr Example Example (Future Fellowship)		152,630
HDR (Higher Degree by Research stipend)		26,694

To add additional personnel click the '+', enter the description in the dialogue box. Click 'OK'.

Remunerated Participants

Dr Example Example	Future Fellowship	Level 1 from year 1 annually for 4 years	
HDR	Higher Degree by Research stipend	Level 1 from year 1 annually for 4 years	X

Add Participant type

Higher Degree by Research stipend Level 1 from year 1 annually for 4 years Add

Year 1 Year 2 Year 3 Year 4

Australian Research Council

Description		Cash
Total		179,324
Personnel	+	179,324
Dr Example Example (Future Fellowship)		152,630
HDR (Higher Degree by Research stipend)		26,694
Research Assistant		0
Travel	+	
Field Research	+	
Equipment	+	
Maintenance	+	
Other	+	

4) **'Australian Research Council' column**

- Enter the amounts in the ARC column against the relevant items for each year you will be seeking funding from the ARC.
- Use the budget table as a summary, and provide further details about budget items in 'Part F - Budget Justification'.

5) **Budget Categories**

- Budget items requested must be eligible costs under Sections A7.2 and C8.2 of the Funding Rules.

Year 1	Year 2	Year 3	Year 4
Description		Australian Research Council	
			Cash
Total			152,630
Personnel		+	152,630
Dr Example Example (Future Fellowship)			152,630
Travel		+	
Field Research		+	
Equipment		+	
Maintenance		+	
Other		+	

Personnel

- Select the appropriate Academic Salary Level according to the Funding Rules.
- A maximum of one Higher Degree by Research stipend can be requested per Proposal.
- Funding for Higher Degree by Research stipends must only be requested for students who will be enrolled at Eligible Organisations.
- Funding requests for Research Associates and all other personnel must be requested at an appropriate salary level for the Administering Organisation 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.

Travel

- All travel costs, including airfares, accommodation and incidentals (per diems) must be listed within the 'Travel' section of the budget. Travel costs must be requested as per the Administering Organisation's policies, up to a maximum of \$100,000 over the life of the project.
- **Note:** This category excludes travel costs associated with field research as per subsection C8.2.1.b of the Funding Rules. Field research costs should be included under 'Field Research' in the budget.

- **Note:** Travel costs may include reasonable essential extraordinary costs to allow a researcher who is a carer, or who themselves require care or assistance, to undertake travel essential to the Project.

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 limit for travel but must be fully justified in Part F of the proposal form.

Equipment

- Equipment items allowed under the Funding Rules as part of the *Future Fellowships* non-salary funding should be entered under the 'Equipment' section of the budget. Note that the *Future Fellowships* scheme will not fund budget items that do not directly support a research project as per subsections A7.3.1.c and A7.3.2 of the Funding Rules.
- 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) scheme. Refer also to the [LIEF Register](#).

Maintenance

- Include in this category consumables and equipment 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, and 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 Funding Rules. It is the Administering Organisation's responsibility to ensure that the budget requirements are met before submission to the ARC.

Entering the Administering Organisation's contributions

- The Administering Organisation budget should only include items that the Administering Organisation wishes to report that are above and beyond the requirements of the scheme.

- Do not enter in-kind contributions from the Administering Organisation in the budget table. Only cash contributions from the Administering Organisation may be entered into the budget table. If applicable, any in-kind contributions from the Administering Organisation may be referred to in Part F1 of the Proposal. Note that there is no required minimum cash contribution from the Administering Organisation.
- **Note:** any contributions made by Host Organisation(s) must not be added into the budget table. If you wish to include any details pertaining to the Host Organisation(s), this information may be entered into question H1, where the proposed arrangements to accommodate the Future Fellowship Candidate during their time conducting research at the Host Organisation may be specified.

Part F – Budget Justifications

F1 Justification of Future Fellowship non-salary funding requested from the ARC

(This question must be answered)

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

- Use the same headings as in the Description column in the budget at Part E of the Proposal.
- Fully justify each budget item requested in terms of need and cost. In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as \$X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for 'x' months. The same level of explanation is required for all items being requested.
- Justify any funding being requested for major items of equipment. Requests for any major items of equipment are considered on merit. 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, including for reasons of fostering and strengthening collaborations between participants in Australia and overseas, must be justified in full.

F2 Details of Administering Organisation contributions

(This question must be answered)

In no more than one A4 page provide an explanation of how the Administering Organisation's contributions will support the proposed project, using the same headings that are in the Part E- Project Cost.

If applicable, you may detail any in-kind contributions in this section. Note that in-kind contributions must not be entered into the Part E budget table.

Note: As mentioned above any contributions made by Host Organisation(s) may be entered into question H1, not in the budget table or in Part F.

F3 Does this Proposal request funding for research activities, infrastructure or a Project previously funded, or currently being funded, with Commonwealth funds (from the ARC or elsewhere)?

(This question must be answered)

- This is a 'Yes' or 'No' question.
- Indicate whether this Proposal requests funding for research activities, infrastructure or a Project previously funded, or currently being funded, with Commonwealth funds (from the ARC or elsewhere).
- If you answer 'Yes', provide the funded Project ID(s) and upload a letter of no more than two pages from your Administering Organisation outlining the similarities and explaining how these similarities will be managed if this Proposal is funded.

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

(This question must be answered)

- This is a 'Yes' or 'No' question.
- Indicate whether this Proposal requests funding for research activities or infrastructure already submitted to the ARC.
- If you answer 'Yes', provide the funded Proposal ID(s) and upload a letter of no more than two pages from your Administering Organisation outlining the similarities and explaining why more than one Proposal has been submitted for the same research.

Part G – Research Support and Statements on Progress

G1 Research support for all participants

(This question must be answered)

For all participants on this Proposal, provide details of:

- i) Current submitted ARC Proposals (i.e. for which the outcome has not yet been announced)
 - ii) Any newly funded ARC Projects which are not showing in the participant's question (Currently held ARC Projects); and
 - iii) Research funding from non-ARC sources (in Australia and overseas). For research funding from non-ARC sources, list all Projects/Proposals/Fellowships awarded or requests submitted involving that participant for funding for the years 2017 to 2022 inclusive.
- Use the table formats below to create a list of relevant projects/proposals. Ensure that the text entered is still at 12 size font as per the formatting requirements. 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 Proposals and newly funded ARC Projects

- In the first part of the template (ARC proposals and newly funded ARC Projects) list the current submitted ARC proposals – that is, proposals submitted to any ARC scheme as at the closing date for FT18 proposals.
- Do not include proposals that will still be in draft and will not be submitted by the closing date for FT18 (i.e. proposals for schemes that close at a later date).
- List the current proposal first.

Funding from non-ARC sources

- In the second part of the template (Funding from non-ARC sources) list proposals and/or projects in descending date order.
- Support statuses are 'R' for requested, 'C' for current support and 'P' for past support.
- The proposal/project ID applies only to proposals, current and past projects (including fellowships) funded by the NHMRC.
- Details should be provided for all non-ARC sources of funding.

Future Fellowships for funding commencing in 2018 – Instructions to Applicants

Template:

Current ARC Proposals and newly funded ARC Projects which are not yet active									
Description (All named investigators on any proposal or grant/fellowship in which a participant is involved, project title, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Proposal/ Project ID	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)	2021 (\$'000)	2022 (\$'000)

Funding from non-ARC sources									
Description (All named investigators on any proposal or grant/fellowship in which a participant is involved, project title, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Proposal/ Project ID (for NHMRC proposals only)	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)	2021 (\$'000)	2022 (\$'000)

Future Fellowships for funding commencing in 2018 – Instructions to Applicants

Example:

Current ARC Proposals and newly funded ARC Projects which are not yet active									
Description (All named investigators on any proposal or grant/fellowship in which a participant is involved, project title, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Proposal/ Project ID	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)	2021 (\$'000)	2022 (\$'000)
Prof Joe Example, Project title, FT18	N	R	FT1801XXXX		101	202	202	202	101

Funding from non-ARC sources									
Description (All named investigators on any proposal or grant/fellowship in which a participant is involved, project title, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Proposal/ Project ID (for NHMRC proposals only)	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)	2021 (\$'000)	2022 (\$'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 Proposal. 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 schemes.
- Currently funded ARC Projects are listed in the auto-populated question D9 (Currently held ARC Projects) in each participant's Part D (Personnel and ROPE).
- If a Final Report for a project listed in D9 has been submitted to the ARC, ensure a short explanation is provided here. For example: 'Final Report has been submitted to the ARC on dd/mm/yyyy'.
- 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.
- Click 'Add Answer' to insert additional boxes for each relevant Project/Award/Fellowship.
- For each Project/Award/Fellowship:
 - Provide the Project ID, First named investigator (Project Leader), and scheme name
 - Upload a PDF of no more than one A4 page including a statement of progress or a note that a Final Report has been submitted to the ARC for each Project indicated in Part D9.

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 Proposal. 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 schemes. Refer to the Instructions to Applicants for further information.

Project ID

0 characters. 15 characters maximum.

First Named Investigator

0 characters. 200 characters maximum.

Scheme

Statement

Choose File No file chosen Upload

Add answer

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

Part H – Host Organisation

A copy of this section will automatically be generated for each Host Organisation. If no Host Organisation has been added as a participant in Part A, then there will be no Part H on the Proposal form.

A Host Organisation means an organisation, other than the Administering Organisation, at which a Future Fellow undertakes her/his research while holding a Future Fellowship.

H1 Host Organisation Administrative Arrangements

(This question must be answered)

In no more than 2500 characters (approximately 400 words) describe the proposed arrangements between the Administering Organisation and the Host Organisation to accommodate the Future Fellow.

4. Submitting Proposal to the Research Office

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

The screenshot shows a row of seven tabs for the proposal components. Tabs A, B, C, D, F, and H are red and labeled '(Invalid)'. Tab E, 'Project Cost', is green. Tab G, 'Research Support and Statements on Progress', is green. Each tab has a dropdown arrow on its right side.

- Before submitting the Proposal to the Research Office, the Future Fellowship Candidate must:
 - Review all components to ensure the information to be submitted is complete
 - Ensure all components are complete and valid
- When you are ready to submit the proposal to the Research Office return to the Action Centre home page and click on 'Submit to Research Office'.

The screenshot shows the 'Action Centre' page in the RMS system. At the top, there's a search bar and a user profile 'Example user'. Below is a table titled 'Applicant Draft Proposals'. The table has columns: Proposal, Title, Investigators, Scheme Round, Status, and Actions. One proposal is listed with ID 'IDXXXXXX', title 'Example Title', investigator 'Example investigator', scheme round 'Example Scheme Rd', and status 'Ready to Submit'. The 'Actions' column for this proposal includes buttons for 'Edit', 'Delete', 'Access', and 'Submit to Research Office'. The 'Submit to Research Office' button is highlighted with a red box. Below the table, it says 'Showing 1 of 1 proposals.' There are links for 'Draft Proposals' and 'Eligibility Exemptions'. At the bottom, there's a 'Create Draft Proposal' section with a dropdown menu set to 'All Scheme Rounds' and a 'Create Draft Proposal' button.

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

- Participants and Research Office staff who wish to generate a PDF so that they can keep a hard copy of the submitted Proposal may generate a PDF by selecting the PDF icon next to the 'Save' button (top right).



Appendix A – Adding your ORCID iD to your RMS account

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

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

Your ORCID iD and information will not appear in the FT18 proposal form and will not be used for assessment purposes, therefore it is important that all questions in the proposal form are answered.

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

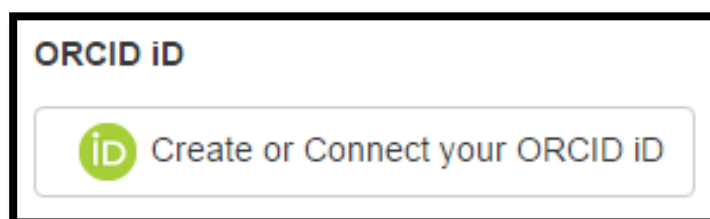
1. Login to RMS at <https://rms.arc.gov.au>
2. Click on Personal Details under the Person Profile section of the Action Centre

Figure 1 – Personal Details link under Person Profile



3. Click on the Create or Connect your ORCID iD button

Figure 2 – Button to Create or Connect your ORCID iD



4. A pop up box will appear for you to connect your ORCID iD, if you already have one, or simply complete your details within the pop up box to create an ORCID iD.

Figure 3 – Introductory information within ORCID pop up box

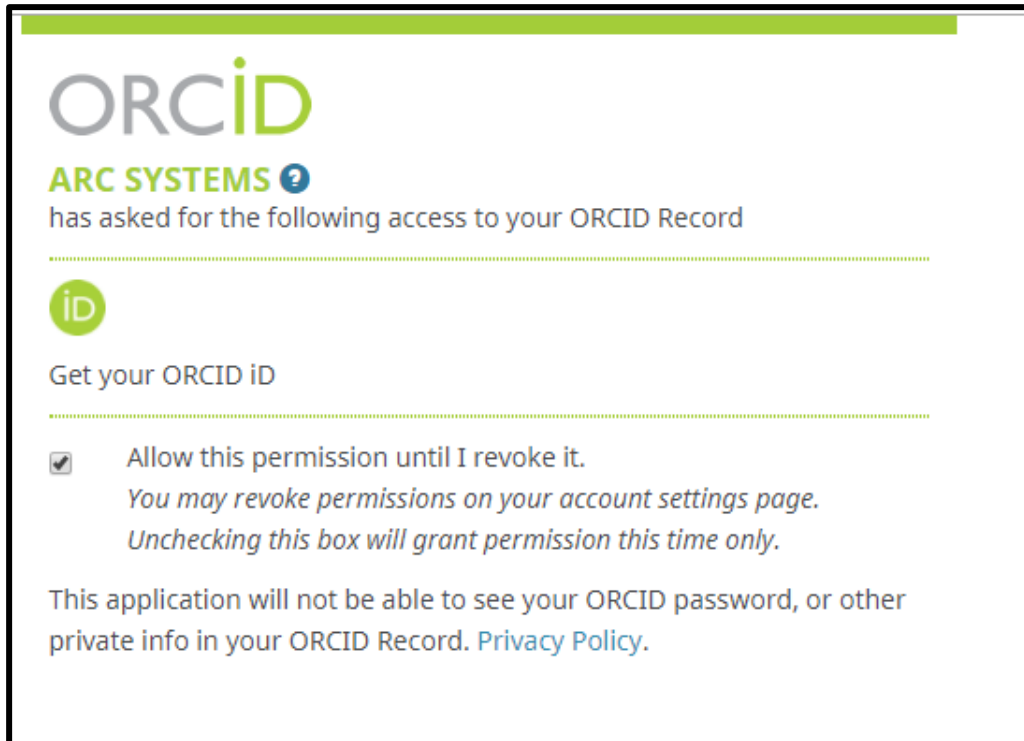


Figure 4 – If you already have an ORCID iD, Click on the Sign In link

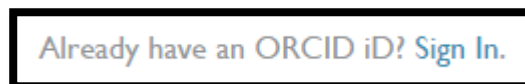


Figure 5 – Create an account by completing the fields on the page

As per ORCID's [terms and conditions](#), you may only register for an ORCID iD for yourself.

First name *

Last name

Email *




Re-enter email *

Create an ORCID password *

Confirm ORCID password *

Your ORCID iD connects with your ORCID Record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.


By default, who should be able to see information added to your ORCID Record?

   ?

Email frequency

The ORCID registry provides notifications about things of interest, like updates to your ORCID record or being made a trusted individual, when they occur ([learn more about notifications](#)). How often would you like these notifications delivered to you via email?

Weekly summary ▼

☐ I'm not a robot 

reCAPTCHA
Privacy - Terms

Terms of Use *

☐ I consent to the [privacy policy](#) and [terms and conditions](#) of use, including agreeing to my data being processed in the US and being publicly accessible where marked Public.

You must accept the terms and conditions.

Deny

Authorize

5. Click Authorize to link your ORCID iD to your RMS account.

Appendix B – Format

Write in plain English and comply strictly with the Proposal 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.
- Adhere strictly to page limits designated for each part of the Proposal.
- 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 Proposal 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.

Changes to document

- | | |
|----|--|
| C1 | Corrected spelling of Project Description headings (9 October 2017) |
| C1 | Amended Project Description heading from 'PROPOSED PROJECT AND QUALITY INNOVATION' to 'PROPOSED PROJECT QUALITY AND INNOVATION.' (30 October 2017) |
| C1 | Addition of the word 'of' in the following point under the Future Fellowship Candidate heading: Provide evidence of the Future Fellowship Candidate's research training, mentoring and supervision. (30 October 2017) |
| D5 | Updated reference to D5 in 'Question D5 is provided to enable a participant to state the specific timeframe of their academic interruptions.' (30 October 2017) |