



Australian Government
Australian Research Council

Discovery Projects
Instructions to Applicants
for funding commencing in 2024

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1. Introduction

The *Discovery Projects Instructions to Applicants for funding commencing in 2024* (hereafter referred to as the Instructions) provides information to participants on how to complete and electronically submit a Discovery Projects application for funding commencing in 2024 (DP24).

The completed application form, including PDF attachments, must comply with the Discovery Program Grant Guidelines (2021 edition) (grant guidelines). The information in this document is underpinned by the grant guidelines. You should read the grant guidelines on the [GrantConnect](#) website before preparing the application.

2. Additional information - before completing the application form

For general instructions on how to use the Research Management System (RMS), refer to the User Guides (RMS User Management Guide and Submitting an Application in RMS) available on the [ARC website](#).

2.1 RMS User Profile and auto-populating Research Outputs

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

Research outputs (including preprints or comparable resources) can be added to a user's profile through any of the following methods:

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

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

Preprints or comparable resources must only be entered manually as an additional research output. They should be explicitly identified by including **[PREPRINT OR COMPARABLE]** at the end of the reference. See [Appendix A](#) which includes the definition of preprints or comparable resources and details how to add these outputs into your RMS profile.

For instructions on how to add your ORCID to your RMS profile, refer to [Appendix B](#). For instructions on how to add research outputs to your profile in RMS, refer to the User Guide: [Research Outputs in RMS—Instructions for adding Research Outputs to your RMS Profile](#) available on the [ARC website](#).

2.2 Accuracy of Information

Carefully check that all information contained in the application is accurate prior to submission, as you cannot make changes once the application form is submitted and the application period has closed.

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

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

2.3 Key Documents

Key documents for [DP24](#) are available on [GrantConnect](#).

Note: Section 1 - 14 of the grant guidelines provides general rules for schemes under the Discovery Program; Part E of the grant guidelines provides specific rules for Discovery Projects for funding commencing in 2024.

2.4 Key Dates

Refer to the [Grants Calendar](#) and [Important Dates for ARC Application Process](#) pages on the ARC website for key calendar and important dates and updates relevant to the grant guidelines, including the closing dates for 'Request Not to Assess', application submission and rejoinder.

2.5 Research Office – Further Application Assistance/Guidance

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

2.6 Eligibility in RMS

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

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

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

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

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

2.7 Application Certification

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

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

Please note that the process has been updated and simplified as follows:

- Certification for named participants is now captured within the application form (at Question F21)
- An additional DVCR certification clause in RMS prior to submission (delegate certification)
- A certification proforma is available on GrantConnect for obtaining written evidence for all parties, excluding named participants as this is now captured in the application form.

Note: A certification proforma for obtaining written evidence is available on [GrantConnect](#). However, the use of the ARC certification pro forma is not mandatory. The Administering Organisation may determine the format for written evidence.

2.8 PDF Application

All questions, except where identified, will render to the PDF generated from the RMS application form. The generated PDF is accessible to assessors who are assigned to the application. The PDF is provided to assessors who are assigned to the application. All information relevant to the application must be contained within the application.

Ensure that your PDF text is readable both online and in print (it is recommended that 12pt font is used) this includes ensuring readability of text within figures and tables (it is recommended that 10pt font is used). Format requirements for uploaded PDFs are provided in [Appendix C](#).

3. Creating a new application in RMS

To create a new application:

- Login to [RMS](#)
- Select **Discovery Projects 2024 round 1** from the drop-down list and click on 'Create Draft Application'.

There are 6 Parts (A-F) in the DP24 application form:

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


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

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

Click on Part A to start filling in the application form.

RMS does not autosave your application. It is important to periodically save all changes. The 'Save' button is located at the top of the page next to the Adobe PDF file icon:



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

Part A – Administrative Summary

A1 Application Title

(This question must be answered)

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

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

A2 Person Participant Summary

(This question must be answered)

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

The Project Leader must:

- at the grant commencement be an employee for at least 0.2 FTE at the Administering Organisation or be a holder of an honorary academic appointment at the Administering Organisation;
- not be undertaking a Higher Degree by Research during the project; and
- reside for more than 50 per cent of their time in Australia for the project activity period.

A CI who is not the Project Leader, at the grant commencement date, and, if successful, for the project activity period must meet at least one of the following criteria:

- at the grant commencement date and during the project activity period be an employee for at least 0.2 full-time equivalent (FTE) at an Eligible Organisation; or
- be a holder of an honorary academic appointment at an Eligible Organisation.

CI as at the grant commencement date, and, if successful, for the project activity period must:

- not be undertaking a Higher Degree by Research during the project; and
- reside for more than 50 per cent of the project activity period in Australia.

A Partner Investigator:

- must not meet the eligibility criteria for a CI as at the grant commencement date or during the project activity period.
- can be an employee of an Eligible Organisation who will not reside in Australia for more than 50 per cent of the project activity period.

Honorary Academic Appointments:

An honorary academic appointment for eligibility purposes means a position that gives full academic status to the researcher, as certified by the Deputy Vice-Chancellor (Research) (or equivalent) in the application. The researcher must have access to research support comparable to employees e.g., an emeritus appointment. The researcher is not eligible to be a Chief Investigator using their honorary academic appointment if they are employed by an organisation other than an Eligible Organisation for more than 0.2 FTE.

Please Note: To assist in identifying the appropriate role type for a participant, please refer to the decision tree at [Appendix D](#).

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

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

Note:

- If the participant did not create the application, after a participant has been added to the application they will receive an automated email invitation and will be required to accept this invitation to participate on the application.
- When adding a participant, it is important to use the email address associated with their RMS account. If an email address other than that associated with RMS is used the participant will not receive an invitation to participate on the application.
- If the proposed participant does not have an RMS user account, they can request one by using the link on the RMS Homepage.
- For instructions on how to provide access to the application form for a non-participant, see the RMS User Guide – *Submitting an Application in RMS* on the [ARC website](#).
- If a participant fills out the application form and then returns to Question A2 and changes their role (e.g. from Chief Investigator to Partner Investigator), this will result in some questions in the form being made inactive to suit the new role, and other questions which were formerly inactive now being made active and requiring a response.
- Applicants should carefully check the application including the PDF version (especially Part F Participant Details including ROPE) following any role change made at Question A2, as data is not automatically removed when a role type is changed.

A3 Organisation Participant Summary

(This question must be answered)

Add all Organisations participating in this application.

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

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

Other Eligible Organisation means an Eligible Organisation (refer to the grant guidelines for details of Eligible Organisations) which is listed on an application as a contributor to the project but is not the Administering Organisation.

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

Adding a participating organisation:

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

Note:

- For Discovery Projects applications, it is not mandatory for a PI's organisation to be listed as a participating organisation, unless the organisation is providing cash or in-kind contributions.
- Select 'Add' prior to saving your progress. If you save without 'Adding' all information selected will be lost.
- If the organisation you are looking for is not listed and you know the Australian Business Number (ABN), click on the link labelled 'please add the organisation for use in RMS' to add the organisation.
- All participating organisations added in Question A3 will be automatically added to 'Part E – Project Cost'.
- If the participant cannot find the organisation they are looking for, or any information is incorrect or incomplete, contact the Administering Organisation's Research Office.

A4 Application Summary

(This question must be answered)

Write a summary of the project in up to 750 characters, approximately 100 words. Specifically state what problem will be solved. This text is provided to the Minister when considering the application for funding and may be modified by the ARC for public release. The summary will also be used, along with the National Interest Test statement to give the public an understanding of the research. Examples of Application Summaries for funded projects can be found on the [ARC website](#).

The Application Summary should follow this format and:

- Use plain English
- 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.

- Avoid the use of quotation marks and acronyms.
- Do not use all upper-case characters in the text or dot points.

	Example wording
Aims	This project aims to <i>address/investigate/review ...; by utilising/advancing/conceptualising ...</i>
Significance	This project expects to <i>generate new knowledge in the area of ... using an innovative approach/ using interdisciplinary approaches/ utilising new techniques ...</i>
Expected outcomes	Expected outcomes of this project <i>include.../enhanced capacity to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques...</i>
Benefits	This should provide significant benefits, such as ... When describing benefits ensure that the description is consistent with the ARC Medical Research Policy , and specific to the research being proposed

A5 National Interest Test Statement

(This question must be answered)

Write the description of national interest addressing the three considerations, simply, clearly and in plain English as a single cohesive statement directed towards a member of the public up to 1,500 characters (up to 200 words).

What must the NIT address?

The considerations are:

1. What is the project about and what research gap is it addressing for Australia?
2. How could the research benefit Australians (economically, socially, environmentally, commercially, or culturally)?
3. How might you promote your research outcomes beyond academia to maximise understanding, translation, use, and adoption of the research in the future?

Note that the NIT statement is read in its entirety and the answers to the questions above can be across various sentences within the statement.

NIT statements will be certified by the DVCR of the Administering Organisation as addressing the above 3 considerations and must also consider whether the statement is written in plain English and for the audience – the general public.

The DVCR's certification is final, and the ARC will not review or make requests for changes to a NIT. The NIT will be provided to assessors as an input to their assessment of the application. The ARC will include the NIT with other elements of an application recommended for funding for final consideration by the Minister.

For more information see the [ARC Website](#) including involving end-users to assist with review of the NIT and examples of well written NITs.

Part B – Classifications and Other Statistical Information

All questions in this form part must be answered

B1 Australian Government Research Priority areas

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

Does this application align with an announced Australian Government policy?

If 'yes', you may identify one or more announced Australian (Commonwealth) Government policies that your application aligns with. List each separately by clicking 'Add answer' to add the next Australian Government policy. Please provide the full name of the current Australian Government policy and, if known, the year of announcement of this policy.

B2 Field of Research (FoR-2020)

Select up to 3 Field of Research classification codes (FoR codes) at the 6-digit level that relate to the application. Note that the percentages must total 100.

The FoR classification defines research according to [disciplines](#). The FoR codes selected should reflect the nature of the research in this application, particularly if it is interdisciplinary. The choice of FoR codes and their proportions will assist in assigning appropriate assessors to the application and should be as accurate as possible.

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

- Enter the percentage for each FoR code.
- Prioritise the FoR codes from highest to lowest percentage – note RMS does not automatically sort by highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).

Note: The highest percentage can only be entered for one FoR code (for example, 50 cannot be entered for 2 FoR codes).

B3 Socio-Economic Objective (SEO-2020)

Select up to 3 Socio-Economic Objective (SEO) classification codes (SEO codes) at the 6-digit level that relate to the application. Note that the percentages must total 100.

The SEO classification indicates the sectors that are most likely to benefit from the project if funded.

If the SEO code is known, start entering the SEO-2020 code number. A filtered list will appear, once the SEO code is chosen, click on the 'Add' button.

- Enter a percentage for each SEO code.
- Prioritise the SEO codes from highest to lowest percentage – note RMS does not automatically sort from highest to lowest percentage.
- Ensure that the percentages total 100
- Enter a whole number, do not use the percentage sign (%).

Note: The highest percentage can only be entered for one SEO code (for example, 50 cannot be entered for 2 SEO codes).

B4 Interdisciplinary Research

(This question must be answered)

Does this application involve interdisciplinary research?

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

If you select 'Yes' 2 additional questions will be enabled:

- Specify the ways in which the research is interdisciplinary by selecting one or more of the options below and click 'Add'.
- Indicate the nature of the interdisciplinary research involved (up to 375 characters, approximately 50 words).

Information regarding interdisciplinary research can be found on the ARC website in the [ARC Statement for Support of Interdisciplinary Research](#).

B5 Does the proposed research involve international collaboration?

(This question must be answered)

If 'Yes', 2 additional questions (B6 and B7) will be enabled, if 'No' these will be greyed out.

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

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

B7 If the proposed research involves international collaboration, please 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.

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

(This question must be answered)

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

Enter the number of all student places (full-time equivalent - FTE) that will be filled as a result of this project, not just those requested in the budget for funding in the application form.

Indicate the number of:

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

Part C – Project Eligibility

C1 Medical Research

(This question must be answered)

Does this application 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?

The [ARC Medical Research Policy](#) provides descriptions of both eligible and ineligible research areas. Additional information can also be found on the ARC website including [ARC Medical Research Policy Frequently Asked Questions](#) and [ARC Medical Research Policy Eligibility Examples](#).

C2 Medical Research Statement

(This question must be answered if 'Yes' is selected at Question C1)

In up to 750 characters (approximately 100 words), justify why this application complies with the eligible research requirements set out in the [ARC Medical Research Policy](#) located on the ARC website. Eligibility will be based solely on the information contained in this application. This is your only chance to provide justification, the ARC will not seek further clarification.

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

C3 Current Funding

(This question must be answered)

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

If you answer 'Yes', provide the Project ID(s) and briefly explain how funding this project would not duplicate Australian Government funding or overlap with existing projects.

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

C4 Other Application(s) for funding

(This question must be answered)

Are you applying for funding from the Australian Government (ARC or elsewhere) for similar or linked research?

If you answer 'Yes', provide the application ID(s) and briefly explain why more than one application for similar or linked research has been submitted and, should all applications be successful, how they will be managed to avoid duplication of Australian Government funding.

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

Part D – Project Description

All questions in this form part must be answered

D1 Please confirm that potential risks have been taken into consideration for the proposed project, including the impacts of COVID-19.

The application form will not validate if 'No' is selected. Please note that if this application is successful a risk management plan will be required to be held by the Administering Organisation before the project starts and any changes in circumstances that affect the proposed research project will be managed as a post award issue by the ARC.

D2 Project Description

Upload a Project Description as detailed below and in no more than 10 A4 pages and in the required format.

All text in the PDF, including text within figures and tables, must be in the format described in [Appendix C](#) of these instructions.

The PDF must provide the following information using the headings below and in this order:

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

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

PROJECT TITLE

This title may differ from that shown in Question A1 of the application form and may exceed 10 words.

PROJECT AIMS AND BACKGROUND

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

INVESTIGATOR(S)/CAPABILITY

Describe:

- Research Opportunity and Performance Evidence (ROPE);
- time and capacity to undertake the research;

- evidence of experience in research training, mentoring and supervision (where appropriate); and
- the capability of the investigator or team to build collaborations both within Australia and internationally.

PROJECT QUALITY AND INNOVATION

Describe the:

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

BENEFIT

Describe the potential benefits including the:

- new or advanced knowledge resulting from outcomes of the research;
- economic, commercial, environmental, social and/or cultural benefits for Australia and international communities; and
- potential contribution to capacity in the Australian Government priority areas.

FEASIBILITY

Describe the:

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

If the project involves research pertaining to Aboriginal and/or Torres Strait Islander communities describe:

- the strategies for enabling collaboration with Aboriginal and/or Torres Strait Islander communities (for example, dialogue/collaboration with an Indigenous cultural mentor);
- any existing or developing, supportive and high-quality relationships with Aboriginal and/or Torres Strait Islander communities; and
- any personal affiliations with local Aboriginal and/or Torres Strait Islander communities that can facilitate the proposed research.

COMMUNICATION OF RESULTS

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

REFERENCES

- Include a list of all references, including relevant references to the previous work of the participants.
- If preprints or comparable resources are cited, these should be explicitly identified in the reference list by including [PREPRINT OR COMPARABLE] after the reference. The reference should include a DOI, URL or equivalent, version number where available and/or date of access, as applicable. This indication is only required in the reference list and not in the project description itself. Please see [Appendix A](#) for more information.
- References may be in 10-point font.

ACKNOWLEDGEMENTS (if required)

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

Part E – Project Cost

E1 What is the proposed budget for the project?

(This question must be answered)

Outline the budget proposed for the project.

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

- Do not commence entering information in the budget table until the participants and all organisations have been requested and have subsequently confirmed their participation on the proposed project.
- Do not include GST in your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.
- Government-related entities generally do not pay GST on the funding transaction with the ARC, however, non-government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.
- If your organisation is registered for GST and therefore able to claim input tax credits for the GST component in the cost of goods and services purchased in the course of carrying out the project, then the GST component of these costs should not be included in the project costs.
- Enter the amount of funding requested from the ARC in the ARC column. Funding must not be requested for items that are excluded. Refer to Sections 3, 5 and E2 and E4 of the grant guidelines for further information on budget items supported and not supported.

- Ensure that funding is requested at the correct level as the ARC will not be able to provide additional funds to cover a budget that has not been planned adequately.
- An Administering Organisation may be awarded project funding from \$30,000 and up to \$500,000 per annum (for up to 5 consecutive years).
- You must apply using the salary and stipend rates specified in the grant guidelines and RMS. Updated salary and stipend rates will be available on the [ARC website](#).

Note:

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

ENTERING INFORMATION IN THE BUDGET TABLE

1) Adding Higher Degree by Research Stipends

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

Do not enter in Higher Degree by Research stipends manually.

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

The Level refers to the length of the stipend being requested:

- Level 1 - applies to a 3-year stipend request at \$28,870 (2022\$) per year
- Level 2 - applies to a 2-year stipend request at \$28,870 (2022\$) per year
- Level 3 - applies to a 4-year stipend request at \$28,870 (2022\$) per year.

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

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

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

2) Adding Teaching Relief

Note: All CIs applying for Teaching Relief must answer 'Yes' at Question F20 in their own Part F (only add via this method).

- Only CIs are eligible to request funding for teaching relief up to a total value of \$50,000 per CI per year.
- CIs who have answered 'Yes' at Question F20 must then select the teaching relief at one of the following levels for the CI's teaching load:
 - 25 per cent (\$12,500)

- 50 per cent (\$25,000)
- 75 per cent (\$37,500)
- 100 per cent (\$50,000)
- Once Teaching Relief has been requested by the participant at Question F20, a Teaching Relief request will appear at the top of Question E1.
- The Teaching Relief request will automatically calculate the percentage into dollar amounts and can only be added to the budget by a person who has full control of the application.

E1. What is the proposed budget for the project? ⓘ

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

Teaching Relief Requests							
Name	Year 1	Year 2	Year 3	Year 4	Year 5	Status	
	\$12,500	\$12,500	\$12,500	\$0	\$0	Pending	<div>Add</div> <div>Remove</div>

- If the Teaching Relief needs to be removed from the budget at Question E1, the CI requesting the Teaching Relief will have to change the answer to 'No' at Question F20 in the relevant CI's participant details.
- Refer to subsection E4.1.a of the grant guidelines for further information regarding Teaching Relief.

Note: To remove any added Teaching Relief from the budget table you will need to select 'No' in the relevant participant details section at Question F20.

Form Question F20: Participant Details including ROPE:

F20. Is the participant applying for Teaching Relief? ⓘ

This is a 'Yes' or 'No' question.
(This question must be answered if the participant is a Chief Investigator)

- If you select 'Yes' you will be prompted to request the percentage of Teaching Relief for each requested year (25, 50, 75 or 100 per cent).
- The percentage of Teaching Relief will be automatically calculated and the request will be generated in Question E1.
- Note: CIs may request funding for teaching relief in order to maximise the opportunity for the CI to conduct research. This question is only relevant for CIs and will not be activated for PIs.

(This question must be answered)

Yes

Year 1	Year 2	Year 3	Year 4	Year 5
25%	25%	0%	0%	0%

Adding Additional Personnel

- Additional personnel including postdoctoral and postgraduate researchers and Higher Degree by Research stipends may be funded using project funding. Enter any additional personnel under 'Personnel' in the budget table by clicking the '+' and entering the description in the dialogue box.
- Then click 'OK'. You will then be able to enter the amount of funding requested.

Note that HDR stipends should be entered as detailed at Adding Higher Degree by Research Stipends at 1 above, not typed in manually.

3) **'Australian Research Council' column**

- Enter the amounts in the ARC column against the relevant items for each year you will be seeking funding from the ARC.
- Use the budget table as a summary, using the broad categories listed. Details and justification of specific budget items must be provided in Question E2.
- Applicants should not enter indexation amounts. All amounts for each year should be entered as 2022\$. The ARC will calculate indexation on an annual basis and apply this to the funding amounts. Indexation does not represent additional funding; it is to cover the general annual increase in cost for funded items.

4) **Budget Categories**

- Budget items requested must be eligible costs under sections 3, 5 and E2 and E4 of the grant guidelines.

Personnel

- Show salaries for Chief Investigators (CIs) and Partner Investigators (PIs) in the relevant in-kind columns (Administering Organisation, Other Eligible Organisation or Other Organisation only, not ARC column), only for the proportion of time estimated that will be spent on the project.
- Funding for Higher Degree by Research stipends must only be requested for students who will be enrolled at Eligible Organisations.
- Funding requests for Senior Research Associates, Research Associates and all other personnel must be requested at an appropriate salary level for the employing organisation at the time of submission. These can be grouped by institution or role (e.g. '2 x Senior Research Associates at University X'). Do not list each individual salary request on a separate line.
- Salaries must include 30 per cent on-costs (excluding items such as extended leave and severance pay) to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation.
- For non-remunerated appointments or where there is no salary contribution for that participant from the participant's organisation, salary contributions for that participant should not be entered in the budget section. Non-salary contributions can be included as separate budget items.
- Details and justification of 'Personnel' and costings must be included in Question E2 and Question E3 as appropriate.

Travel

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

Field Research

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

Equipment

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

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

Maintenance

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

Other

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

5) Entering Contributions for Administering Organisations, Other Eligible Organisations, and Other Organisations

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

component. The inclusion of a Commonwealth Fellowship salary as an organisational in-kind contribution may lead to an application not being recommended for funding.

‘Administering Organisation’ column

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

‘Other Eligible Organisation’ and ‘Other Organisation’ Columns

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

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

E2 Justification of funding requested from the ARC

(This question must be answered)

The ARC budget justification information must not exceed 4 A4 pages. The uploaded PDF must:

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

E3 Details of non-ARC contributions

(This question must be answered)

Provide an explanation of how non-ARC contributions will support the proposed project (upload a PDF of up to 2 A4 pages and within the required format).

The uploaded PDF must:

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

Part F – Participant Details including ROPE

Note: This is the largest section in the application form. Ensure that you **save regularly** while completing this section.

Ensure that your **RMS profile is up to date** as some personal details automatically populate into this Form Part.

All information contained in Part F is visible to the Administering Organisation on this application.

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

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

F1 Personal Details

(This question must be answered)

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

Questions in Personal Details can only be answered by the participant. The Administering Organisation will not be able to edit the material personal interest information on behalf of the participant.

To update the 'Personal Details' section, click on the 'Manage Personal Details' link in Part F of the form. This will open a new browser tab where you can update the relevant information. Refresh the page once you return to the form to ensure the updated information from your profile appears.

Note:

The date of birth, country of birth, material personal interests and Indigenous status information will not be visible in the PDF version of this form provided to assessors, but may be shared with other Commonwealth Entities.

All information contained in Part F is visible to the Administering Organisation on this application.

Are you currently receiving any financial support (cash or in-kind) for research related activities from a country other than Australia?

Note: The response to this question is not displayed in RMS to other participants on the application. Any changes to the answers to this question, can be made in your RMS profile.
This question and the corresponding answer will not appear in the PDF version of this form.

Are you currently, or have you previously been, associated or affiliated with a talent recruitment program from a country other than Australia?

Note: The response to this question is not displayed in RMS to other participants on the application. Any changes to the answers to this question, can be made in your RMS profile.
This question and the corresponding answer will not appear in the PDF version of this form.

Are you currently associated or affiliated with a government, intelligence organisation, government owned enterprise, military or police organisation in a country other than Australia?

Note: The response to this question is not displayed in RMS to other participants on the application. Any changes to the answers to this question, can be made in your RMS profile.
This question and the corresponding answer will not appear in the PDF version of this form.

Have you identified and disclosed any conflicts of interests in accordance with your Institution's conflict of interest policies and procedures?

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

Has the participant acknowledged the collection of personal information by the ARC?

Provide a response to the acknowledgement of data collection question found within the Personal Profile of the participant.

The statement in the Personal Profile reads: By ticking the box, I acknowledge that personal information collected in my profile, including country of birth, date of birth, foreign relationships and conflict of interest declarations will be visible to staff who have administrative roles at both my administering organisation, and the administering organisation of any applications that I am named on, and the ARC may disclose this information to other government agencies for the purposes of grant administration and legislative compliance.

If this box is not ticked and the statement acknowledged you will not be able to be a named participant on an ARC grant application.

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

F2 Fields of Research (FoR-2020)

(This question must be answered)

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

To update the Field of Research (FoR) codes, the individual participant must amend their profile in RMS by clicking the 'Manage Expertise and Fields of Research' link in the application form. This

will open a new browser tab. When returning to the form ensure to 'Refresh' the page to capture the changes made to the profile.

Each participant must have one or more (up to a maximum of 10) FoR codes in the participant's individual profile to validate this question. The FoR codes in a participant's profile must be a reflection of that person's research expertise and may differ from the FoR codes listed for the application which is provided at Question B2. Information in this question is not used for the purpose of allocating peer reviewers to this application, it is to ensure your RMS profile is up-to-date.

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

F3 Expertise Text

(This question must be answered)

This data is automatically populated from the participant's RMS profile (between 375 and 4000 characters, approximately 50 to 500 words).

To update the Expertise Text, the individual participant must amend their profile in RMS by clicking the 'Manage Expertise and Fields of Research' link in the application form. This will open a new browser tab. When returning to the form ensure you 'Refresh' the page to capture the changes made to your profile.

Note: This question and the corresponding answer will not appear in the PDF version of the form, it is to ensure your RMS profile is up-to-date.

F4 Qualifications

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

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

F5 Research Load (non-ARC Grants and Research)

(This question must be answered)

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

For research funding from non-ARC sources, list all projects/applications/awards/fellowships awarded or requests submitted for funding involving the participant for the years 2023 to 2029 inclusive.

- Use the table format below 'Funding from non-ARC sources' to create a list of relevant projects and/or applications in descending date order. It is recommended that 12pt font is used to ensure readability as per the formatting requirements in [Appendix C](#). Once completed, upload the list as a PDF.
- Support statuses (third column) are 'R' for requested support, '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 0.5 cm.
- The project/application ID applies only to applications, current and past projects (including fellowships) funded by the National Health and Medical Research Council (NHMRC).
- Details should be provided for all non-ARC sources of funding.

Template with examples:

Funding from non-ARC sources

Description (All named investigators on any application or grant/fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Application/ Project ID (for NHMRC applications only)	2023 \$'000	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000
Prof Joe Example, Prof Jane Sample	Y	C	n/a	205	100					
Dr Mary Test, Prof Joe Example	Y	C	n/a	175						

F6 What will your time commitment be to research activities related to this project?

(This question must be answered)

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

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

F7 Eligibility - Employment Details as at the grant commencement date

(This question must be answered)

- This question will be used to determine the participant's eligibility and the determination will be based solely on the information contained in this application. Confirm the participant's employment status at all organisations that they will be associated with as at 1 January 2024. Enter the relevant appointment type and full-time equivalent (FTE) for each organisation.
- The options available for relevant appointment type are:
 - Employee
 - Honorary Academic Appointment

- Other

Please Note: By selecting Honorary Academic Appointment you are confirming that you meet the definition of an honorary academic appointment as specified in the grant guidelines. If you do not meet this definition, please select either the Employee or Other appointment type as appropriate.

- If you are adding employment at an Eligible Organisation, select the organisation name which matches the relevant organisation name in section 4.4 of the grant guidelines.
- If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number or contact the RMS Support team at RMSSupport@arc.gov.au for assistance.
- If the participant will not be employed or associated with any organisation at the grant commencement date, click in the Search bar and type 'Not Employed'. A record of the same name will be available for selection. Select 'Not Employed', the appointment type 'Other' and enter an FTE of 0.

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

(This question must be answered)

- Enter the Organisation that is relevant to the participant's inclusion on this application, and that they will be associated with as at 1 January 2024.
- The 'relevant organisation' is the primary organisation that will be supporting the participant's involvement in this project if it is funded.

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

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

F9 Eligibility - Currently held ARC projects

- This data is automatically populated from the participant's RMS profile and will include any project which has not yet had a Final Report approved and the project file closed by the ARC. If there are any concerns with the information recorded here, contact the Administering Organisation's Research Office.
- Currently held ARC projects can provide an indication of research performance and capacity and assist with ROPE.
- All active projects at the scheme-specific active project assessment date are taken into consideration for the purpose of determining a participant's eligibility to apply for new funding. The active project assessment date means the date on which active project eligibility will be considered for project and application limits per named participant.
- An **active project** means a project that is receiving funding according to the terms of an existing Funding Agreement or grant agreement, or has any carryover funds approved by the ARC, or an approved variation to the project end date.
- Active projects are determined based on the project End Date in RMS at the time of the submission of an application. This date will be used to determine whether it is an active project for eligibility purposes.
- To be eligible to apply, all CIs and PIs named in the application must have met all obligations, including submitting satisfactory progress and final reports, for previously funded projects.

This question is automatically populated with the final report dates and statuses for all currently held ARC projects to assist in determining a participant's eligibility.

- The list of current ARC projects includes all projects on which the participant is named that have not been fully financially acquitted (via an End of Year Report), and/or projects that have not had the Final Report submitted and approved by the ARC.
- While a Discovery Projects application will not be ruled ineligible if they contravene the Discovery Program limits, the participant will be required to nominate the applications they wish to withdraw or existing project(s) or role(s) to be relinquished should this application be successful, in Question F12.

F10 Eligibility - Will the participant reside in Australia for more than 50 per cent of the project activity period?

(This question must be answered)

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

- Indicate whether the participant will reside in Australia for more than 50 per cent of the project activity period, taking into account any international travel.
- The **project activity period** means the period during which a project is receiving funding according to the original grant offer, or has any carryover funds approved by the ARC, or an approved variation to the project's end date. During this period, the project is known as an active project.
- If the participant is applying as a CI and the answer to this question is 'No', the question will become invalid and a prompt to contact the Research Office to check the participant's eligibility will appear. Eligibility will be based solely on the information contained in this application.
- If you are a Foreign National, you must reside legally in Australia.

F11 Eligibility – Will the participant undertake a Higher Degree by Research during the project activity period?

(This question must be answered)

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

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

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

F12 Eligibility - Project Relinquishment or Application Withdrawal

ARC grant guidelines specify the limits on the number of applications and projects per named participant.

This question will be activated where a participant will exceed ARC project limits at the grant opportunity closing date, if this application is successful. While the application can be submitted, project limits must be met under the grant guidelines before the project can start. Project limits

can be met by relinquishing existing active project(s), or relinquishing role(s) on existing active projects, or withdrawing application(s) that would exceed the project limits. This does not need to occur until all applications are announced.

Please refer to the grant guidelines for more information regarding the limits on the number of applications and projects per named participant.

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

If this question is not applicable to the participant, the question will be greyed out and is not required to be completed.

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

F13 Eligibility - Further Details Regarding Partner Investigator Status - Will the participant hold either a remunerated or honorary academic appointment at an Eligible Organisation as at the grant commencement date for this project?

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

This question will activate if at Question A2 Partner Investigator (PI) has been selected as the role type, but it appears that the participant meets the criteria of a Chief Investigator. **Note:** this question is mandatory ONLY FOR PIs WHO:

- at Question F10 confirmed that they will reside for more than 50 per cent of their time in Australia for the project activity period of the proposed project; AND
- at Question F11 confirmed that they are not currently undertaking a Higher Degree by Research which will be conferred after 1 January 2024; AND
- at Question F7 indicated that at the Grant Commencement Date they would hold either:
 - an appointment at an Eligible Organisation equal or greater than 0.2 FTE; OR
 - an honorary academic appointment (as defined in the grant guidelines) at an Eligible Organisation
- You do **not** need to answer these questions if it was indicated in Question F10 that the participant will be living overseas for 50 per cent or more of the project activity period **OR** if they have indicated in Question F11 that they will be undertaking a Higher Degree by Research.

Justification of PI Status

- Justify the participant's inclusion on this application as a PI with reference to sections E3.7 and E3.8 of the grant guidelines.
- If 'Yes' is selected to the question above, you will be asked to provide a justification for the participant's inclusion on this project as a PI.
- A participant who holds a remunerated position of at least 0.2 FTE at an Eligible Organisation, or holds an honorary academic appointment at an Eligible Organisation, would normally be expected to participate as a CI. A participant is not eligible to be a Chief Investigator using their honorary academic appointment if they are employed by an organisation other than an Eligible Organisation for more than 0.2 FTE. Refer to the grant guidelines for further information.
- A maximum of 3750 characters (approximately 500 words) is allowed for the justification.

F14 Is the participant providing research input on this project?

(This question must be answered by Partner Investigators only)

This is a Yes/No question.

- If the participant answers 'Yes', the ROPE questions will be activated. You must read the [ROPE Statement](#) on the ARC website before filling out this section.
- If the participant answers 'No', they will be asked to upload a 2 page CV to support the PI's involvement in the proposed project.
- The 2 page CV must be relevant to the application and can include significant career interruptions. It is up to the participant to determine the appropriate information to include in the CV.

Note: When a Partner Investigator answers 'No' at Question F14, the online form automatically inhibits Questions F16 to F19. However, as information for Question F15 is automatically drawn from the RMS participants' profiles, the data is auto populated and visible in the PDF version of the application form.

Prior to certifying the accuracy of the application information, participants and RO delegates should check the information displayed at F15 of the application PDF. If updates are required, this can be done by updating a participant's RMS profile.

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

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

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

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

Note: 'During the past 10 years' is from 1 January 2013.

F16 Research Opportunity and Performance Evidence (ROPE) – Career Interruptions

(This question must be answered)

Has the participant experienced a significant interruption that has impacted on research opportunity?

Read the [ROPE Statement](#) on the ARC website before filling out this section.

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

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

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

- Caring and parental responsibilities
- Disaster management and recovery

- Limited or no access to facilities and resources – such as through workplace interruptions
- Medical condition/disability/misadventure
- Non-research employment
- Unemployment
- Community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols
- Other

Add each period of interruption separately. Click 'Add answer' to include additional interruptions.

Note: All applications submitted to the ARC must be certified by the Deputy Vice-Chancellor (Research) (DVCR) or their delegate or equivalent in the Administering Organisation. The DVCR does not need to provide any additional certification for this question.

Personal or confidential information relevant to the career interruptions should not be included in the application form. For example, do not include detailed medical information if the interruption was due to a medical condition. The information can be provided to the Administering Organisation and certified by the DVCR through the certification provided for the full application.

F17 Research Opportunity and Performance Evidence (ROPE) - Details of the participant's career and opportunities for research, evidence of research impact and contributions to the field, including those most relevant to this application

(This question must be answered)

Upload a PDF of up to 5 A4 pages and in the format described in [Appendix C](#) of these instructions. The PDF must provide the following information that is relevant to the participant's circumstances and opportunities in the order set out below:

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

AMOUNT OF TIME AS AN ACTIVE RESEARCHER

Provide:

- The number of years since the participant graduated with their highest educational qualification.
- A total FTE figure for periods of significant career interruption during that period.

For example, "I was awarded my PhD (x) years ago in (year) and in that period I have experienced a total of 2 years (at X.X FTE) of career interruptions".

RESEARCH OPPORTUNITIES

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

- The research opportunity the participant has had in the context of their employment situation, including employment outside academia, any unemployment or part-time employment they may have experienced, and the research component of their employment conditions.

- A description of the participant's role:
 - If the participant is university-based, indicate as appropriate the percentage of their current role(s) in research-only, teaching and research, teaching-only, teaching and administration, research and administration, administration-only academic, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand their situation. Give an indication of what percentage of time they have spent in those roles; or
 - If the participant is industry based, indicate as appropriate the percentage of their current role in industry, research and administration, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand their situation. Give an indication of what percentage of time they have spent in those roles.
- The research mentoring and research facilities that have been available to the participant during their career.
- Any other aspects of the participant's career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this application (e.g. any circumstances that may have slowed down their research and publications or affected the time they have had to conduct and publish their research).

RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS

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

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

Note that Question F18 provides an opportunity to describe the contribution of significance of the participant's research outputs. This section should be devoted to other outputs.

Note: This should not include information presented in the following sections.

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

(This question must be answered)

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

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

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

If preprints or comparable resources are cited, these should be explicitly identified in the reference list by including [PREPRINT OR COMPARABLE] after the reference. The reference should include a DOI, URL or equivalent, version number where available and/or date of access, as applicable. Please see [Appendix A](#) for more information.

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

F19 Research Opportunity and Performance Evidence (ROPE) – Research Outputs Listing including 10 Career-Best Research Outputs

The data is populated from the 'Research Outputs' section within the participant's RMS profile. The participant will have the flexibility to choose and add which outputs to include in the application.

For instructions on how to add research outputs to a user's profile in RMS, refer to the User Guides - [Research Outputs in RMS—Instructions for adding Research Outputs to your RMS Profile](#). For instructions on how to add preprints or comparable resources see [Appendix A](#).

Provide a list of research outputs marking those that are most relevant to this application categorised under the following headings: 10 career-best research outputs; Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs and preprints or comparable resources). CVs and theses should not be included in this list. The participant's 10 career-best research outputs should not be repeated under subsequent headings.

Include up to 100 research outputs and fully reference each research output listed.

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

Preprints or comparable resources can be included in the Research Output list but must be entered manually in the participants RMS profile as the category "additional research output". Preprints or comparable resources should be explicitly identified as such by including **[PREPRINT OR COMPARABLE]** at the end of the reference. See [Appendix A](#) on how to add preprints or comparable resources into your RMS profile.

Research output listing: To indicate the 10 career-best research outputs enter numbers 1 up to 10 in the 'Rank' column. To indicate research outputs that are relevant, tick the 'Relevant' checkbox which will add an asterisk against that research output.

To add research outputs to the application:

- To import all research outputs, click on the 'Search' button. Use the drop-down list to select the specific category and/or source to import only.

Note: RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this. Users will have the flexibility to choose research outputs for listing in their grant applications. For instruction on how to add research outputs to a user's profile in RMS, refer to the User Guide: *Research Outputs in RMS-Instructions for adding Research Outputs to your RMS Profile* available on the [ARC website](#).

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

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

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

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

- ARC funding details are added to the research output in the participant's profile or can be added by clicking on the 'Additional Details' button.
- To view the Research Outputs PDF, click on the 'View generated Research Outputs PDF'.

Note: The author display is automatically defaulted to show 5 authors against each Research Output. The number of authors displayed can be increased to a maximum of 40. To increase the number of authors to be displayed, enter in the desired number under 'Maximum number of authors displayed in each reference'.

F20 Is the participant applying for Teaching Relief?

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

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

- If you select 'Yes' you will be prompted to request the percentage of Teaching Relief for each requested year – you will need to select one of the following levels of the CI's teaching load being requested:
 - 25 per cent (\$12,500)
 - 50 per cent (\$25,000)
 - 75 per cent (\$37,500)
 - 100 per cent (\$50,000)

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

- Teaching Relief requests will populate into Question E1 - Project Cost as a pending request where it will need to be added to the budget table.
- Note that if the Teaching Relief needs to be removed from the budget at Question E1, the request for Teaching Relief MUST be changed to 'No' at Question F20.

Note: CIs may request funding for teaching relief in order to maximise the opportunity for the CI to conduct research. This question is only relevant for CIs and will not be activated for PIs.

F21 Certification by Participants

Only the participant in this form part will be able to provide a response to this question.

This question replaces the participant certification previously required as part of certification documentation sourced and held by the Administering Organisation.

The application form will not validate if 'No' is selected.

The participant must review and confirm the accuracy of all information contained in this application, including information entered within your RMS profile to be eligible to participate on this application.

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

By selecting 'Yes' the participant agrees to the following statements regarding their application:

I certify that:

- i) all the details in this application are accurate and complete, including information contained in my ARC Research Management System personal profile;
- ii) proper inquiries have been made and I am satisfied that I meet the eligibility criteria as specified in the grant guidelines;
- iii) as a participant listed on the application I have responsibility for the authorship and intellectual content of this application, and have appropriately cited sources and acknowledged significant contributions, including third parties, where relevant.
- iv) I have complied with the grant guidelines, and the scheme specific Instructions to Applicants and if the application is successful I agree to abide by the relevant Commonwealth grant agreement;
- v) I understand and agree that all statutory requirements must be met before the proposed research can commence;
- vi) I have notified the Administering Organisation of all material personal and financial interests and actual or perceived Conflicts of Interest I may have in relation to the application and I undertake that I will notify the Administering Organisation of any personal material interests or Conflicts of Interest which arise subsequent to the submission of the application and will update my personnel details in my ARC Research Management System profile;
- vii) I will notify the Administering Organisation if there are any changes in my circumstances which may impact on my eligibility to participate in, or ability to perform, the project subsequent to the submission of this application.

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

4. Submitting the Application to the Research Office


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

A) Administrative Summary (Invalid)	B) Classifications and Other Statistical Information (Invalid)	C) Project Eligibility (Invalid)
D) Project Description (Invalid)	E) Project Cost (Invalid)	F) Participant Details including ROPE (Valid)

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

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

Action Centre



Australian Government
Australian Research Council

Search

A/Prof Example Example

Applicant Applications

Create Draft Application

All Scheme Rounds

Create Draft Application

Draft Applications

Applications

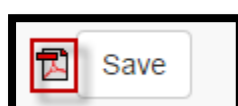
Rejoinders

Application	Title	Investigators	Scheme Round	Status	Actions
FL	Example	A/Prof Example Example	FL	Ready to Submit	<div><div>Edit</div><div>Details</div><div>Delete</div><div>Access</div><div>Submit to Research Office</div></div>

Showing 1 of 1 applications.

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

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



Appendix A – Preprints or Comparable Resources

Preprints or comparable resources can be included in any part of an application. This includes within the Research Outputs list and the body of an application.

An application will not be deemed to be ineligible for the citing and listing of preprints or comparable resources. Recognising that their citation can be a crucial part of research discourse, the suitability and relevance of citations and research outputs are best considered by the assessors and panels in determining the quality and novelty of the proposed research.

A preprint or comparable resource is a scholarly output that is uploaded by the authors to a recognised publicly accessible archive, repository, or preprint service (such as, but not limited to, arXiv, bioRxiv, medRxiv, ChemRxiv, Peer J Preprints, Zenodo, GitHub, PsyArXiv and publicly available university or government repositories etc.). This will include a range of materials that have been subjected to varying degrees of peer review from none to light and full review. Ideally, a preprint or comparable resource should have a unique identifier or a DOI (digital object identifier). Any citation of a preprint or comparable resource should be explicitly identified as such and listed in the references with a DOI, URL or equivalent, version number and/or date of access, as applicable.

Inclusion of preprints or comparable resources within the body of the application should comply with standard disciplinary practices for the relevant field.

How to Add Preprint or comparable resource to the Researchers RMS user profile

NOTE: Preprint or comparable resource format is only possible for the “Additional Research Output” type.

- To add a preprint or comparable resource select Additional Research Output, then select “Yes” under “Free Form Citation”.

The screenshot shows a web form for adding a preprint or comparable resource. It has a 'Type' dropdown menu set to 'Additional Research Output'. Below it is a 'Free Form Citation' dropdown menu set to 'Yes'. There is a large text area for the 'Citation' which is currently empty. A red error message 'Citation is required' is displayed below the text area. At the bottom, there is a 'Date' field with a placeholder '-----' and two buttons: 'Save' and 'Close'.

- Enter relevant text and date (Month and Year). The citation text will allow up to 4000 characters.
- **A preprint or comparable resource should be explicitly identified [PREPRINT OR COMPARABLE] Click “Save”.**
- The citation will display in the Manage Outputs list.

Category	Reference	Funding Details	Source	Actions
<input type="checkbox"/> Additional Research Output	Unspecific preprint or comparable resource citation text unspecific preprint or comparable resource citation text unspecific preprint or comparable resource citation text unspecific preprint or comparable resource citation text [PREPRINT OR COMPARABLE]		RMS	Edit Details Delete Delete Permanently

Note: Only the citation text will display in the RMS outputs list or render into the PDF. To have the date display, include it within the citation text.

Search for Research Outputs

Research output data is sourced from your RMS profile. ([Manage Research Outputs](#)) Note: after updating research output data, please refresh or save the form to capture the latest data.

Search Additional Research Output All Sources Search

Select all Deselect all Add selected

Select	Category	Reference	Funding	Source	Actions
<input type="checkbox"/>	Additional Research Output	unspecific preprint or comparable resource citation text unspecific preprint or comparable resource citation text unspecific preprint or comparable resource citation text unspecific preprint or comparable resource citation text [PREPRINT OR COMPARABLE]		RMS	Add Edit Details

- Once included the citation will appear in the Additional Research Outputs list in the application as below.

Additional Research Outputs	
[1]	Unspecific preprint or comparable resource citation text unspecific preprint or comparable resource citation text unspecific preprint or comparable resource citation text unspecific preprint or comparable resource citation text [PREPRINT OR COMPARABLE].

Edit a manually added Research Output

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, select Research Outputs
- Against the Research Output that you wish to edit, click on the Edit button
- Make the required edits and click the Save button

Note: Not all the fields available in manual entry will render into the application PDF, and not all fields are relevant to each output category. The ARC is applying the Harvard Author-Date style to format outputs into the PDF. (The Style Manual for Authors, Editors and Printers Sixth Edition page 188 has details.)

The Notes field renders into the application PDF for the “Additional Research Outputs” Category. Although it is not available for “Unspecified Outputs”.

How to Add Preprint or comparable resource to an application

To add research outputs to the application:

- To import all research outputs, click on the ‘Search’ button. Use the drop-down list to select the specific category and/or source to import only.

Note: RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this. Users will have the flexibility to choose research outputs for listing in their grant applications. For instruction on how to add research outputs to a user’s profile in RMS, refer to the User Guide: *Research Outputs in RMS-Instructions for adding Research Outputs to your RMS Profile* available on the [ARC website](#).

F19. Research Opportunity and Performance Evidence (ROPE) – Research Outputs Listing including 10 Career-Best Research Outputs ⓘ

Provide a list of research outputs marking those that are most relevant to this application categorised under the following headings: 10 career-best research outputs; Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs and preprints or comparable resources). CVs and theses should not be included in this list. The participant's 10 career-best research outputs should not be repeated under subsequent headings. (Up to 100 research outputs).

Research Outputs Listing

To indicate the ten career-best research outputs enter numbers 1 up to 10 in the 'Rank' column. To indicate research outputs that are relevant, tick the 'Relevant' checkbox. To add an asterisk against that research output.

Search for Research Outputs

Research output data is sourced from your RMS profile. ([Manage Research Outputs](#)) Note: after updating research output data, please refresh or save the data.

All Categories
All Sources

All Sources
ORCID
ORCID+
BIBTEX
RMS
DOI

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

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

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

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

- ARC funding details are added to the research output in participant's profile or can be added by clicking on the 'Additional Details' button.
- To view the Research Outputs PDF, click on the 'View generated Research Outputs PDF'.

Appendix B – Adding an ORCID iD to an RMS account

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

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

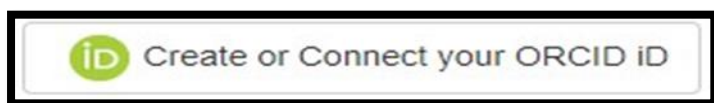
Your ORCID iD and information will not appear in the application form and will not be used for assessment purposes, therefore it is important that all questions in the application form are answered.

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

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



- Under the ORCID ID section of the Personal Details page, select the Create or Connect your ORCID ID button



A new window will open, allowing the user to sign in to their ORCID account or to register for a new ORCID account.



ORCID

Sign into ORCID or [Register now](#)

 Personal account
 Institutional account

Sign in with your ORCID account

Email or ORCID iD

ORCID password

Sign into ORCID

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

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



ARC Research Management System (RMS) ?

has asked for the following access to your ORCID Record



Read your limited-access information

This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your [account settings](#).

Authorize

- Once the user has authorised, RMS will confirm and the user can close the window.





Australian Government
Australian Research Council

Thank you for connecting your ORCID 

Close

Appendix C - Format

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

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

- Black type or occasional coloured type for highlighting purposes.
- Single column.
- White A4 size paper with at least 0.5 cm margin on each side and at top and bottom.
- A highly legible font type must be used before converting to PDF such as: Arial, Helvetica, Palatino and Times New Roman. Variants such as mathematical typesetting languages may also be used.
- Ensure that your PDF text is readable both online and in print (it is recommended that 12pt font is used) this includes ensuring readability of text within figures and tables (it is recommended that 10pt font is used). If the application is deemed illegible or unreadable, the application may be made ineligible.
- Comply strictly to page limits designated for each part of the application.
- The inclusion of webpage addresses/URLs and hyperlinks should only be used under certain circumstances such as research outputs that are only available online and letters of support. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the application. All information relevant to the application must be contained within the application.
- Applicants should only include information which is pertinent to the research and note that colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white and should be both necessary and appropriate.
- Additional text uploaded as PDF may appear slightly reduced in size due to the RMS formatting of the attachments to include page numbers. Additional text uploaded in PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- Applicants should avoid using advanced PDF editing functionality such as the addition of textboxes, as this may not be supported in RMS. Applicants should carefully check that any changes made to a PDF document appear correctly in the application PDF in RMS.
- The ARC reserves the right to seek an original electronic copy of documents uploaded into the application to determine that the text meets these requirements.

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

Appendix D - Chief Investigator/Partner Investigator role decision tree

Which role should I select – Chief Investigator (CI) or Partner Investigator (PI)?

Please note: This decision tree is provided to assist participants to select the appropriate role for their circumstances. It is not a definitive assessment for all cases. Please refer to the relevant grant guidelines for detailed information regarding role eligibility and discuss your circumstances with the Research Office.

