**ARC DP23 FULL REVIEW and ELIGIBILITY CHECKLIST**

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| **Full Review for applications received on or before 26/04/2022** | | **Eligibility CHECKlist for applications received after 26/04/2022** |
| **ALL** | * **CHECK** for typographical and grammatical errors, assessors will comment on any errors as a sign of poor preparation and could impact on their scores | * **CHECK** RMS Application Form validated and submitted to Research Office |
| **Part A – Administrative Summary** | | |
| **A1** | **Application Title**   * **MUST** be answered * **NO MORE** than 75 characters, approximately ten words * **SHOULD** be an accurate reflection of the research * **AVOIDS** use of acronyms and quote marks * **DOES NOT** use all CAPS * *Should establish the significance of the project, attract attention and also describe the project* | * **MUST** be answered * **SHOULD** be an accurate reflection of the research * **DOES NOT** use all CAPS |
| **A2** | **Person Participant Summary**   * **MUST** be answered * Each participant **MUST** be listed as a Chief Investigator (CI) or Partner Investigator (PI) * **CHECK** ‘Current’ and ‘Relevant’ Organisations (Orgs) are all indicated * **MUST** ensure eligibility of participants to be a CI or PI – see Appendix D of the ITA’s   + CIs:     - ‘Relevant Organisation’ for 1st named CI is the University of Adelaide     - ‘Relevant Organisation’ is an ‘Eligible Organisation’ (for the most part, only Australian Universities can be Eligible Orgs)   + PIs:     - ‘Relevant Organisation’ is **NOT** an ‘Eligible Organisation’, unless PI has <0.2 FTE appointment at Australian University * All individuals **MUST** have accepted RMS invitations to participate in the project, otherwise application is incomplete * **NOTE:** “Relevant Organisation” auto populates * **NOTE:** “Current Organisation” auto populates from “Employment” in “Person Profile” | * **MUST** be answered * Each participant **MUST** be listed as a Chief Investigator (CI) or Partner Investigator (PI) * **CHECK** ‘Current’ and ‘Relevant’ Organisations (Orgs) are all indicated * **MUST** ensure eligibility of participants to be a CI or PI – see Appendix D of the ITA’s   + CIs:     - ‘Relevant Organisation’ for 1st named CI is the University of Adelaide     - ‘Relevant Organisation’ is an ‘Eligible Organisation’ (for the most part, only Australian Universities can be Eligible Orgs)   + PIs:     - ‘Relevant Organisation’ is **NOT** an ‘Eligible Organisation’, unless PI has <0.2 FTE appointment at Australian University |
| **A3** | **Organisation Participant Summary**   * **MUST** be answered * All Organisations are listed with correct roles and Organisation roles selected (Administering, Other Eligible, Other)   + University of Adelaide **MUST** be the Administering Org   + For the most part, only Australian Universities can be Eligible Orgs | * **MUST** be answered * All Organisations are listed with correct roles and Organisation roles selected (Administering, Other Eligible, Other)   + University of Adelaide **MUST** be the Administering Org   + For the most part, only Australian Universities can be Eligible Orgs |
| **A4** | **Application Summary**   * **MUST** be answered * **MUST** follow the format in the ITAs (Aims, Significance, Expected outcomes, Benefits) to outline the aims of the project, provide the significance of the research, outline expected outcomes and benefits, including scholarly, public or commercial   + **Aims:**   *(For example: This project aims to address/investigate/review …; by utilising/advancing/conceptualising …)*   * + **Significance:**   *(For example: This project expects to generate new knowledge in the area of … using an innovative approach/using interdisciplinary approaches/utilising new techniques …)*   * + **Expected outcomes:**   *(For example: Expected outcomes of this project include…/enhanced capacity/build institutional/disciplinary collaborations/theory development/refined methods/improved techniques…)*   * + **Benefits:**   *(For example: This should provide significant benefits, such as …)*   * Benefits are consistent with the [ARC Medical Research Policy](https://www.arc.gov.au/policies-strategies/policy/arc-medical-research-policy) * **DOES NOT** use first person language (Use ‘The project aims to…’ rather than ‘I aim to’) * **AVOIDS** use of quotation marks, acronyms and dot points * **DOES NOT** use all CAPS * Uses aspirational terms (for example, The project aims to…) rather than definitive terms (The project will…) * Uses Australian English spelling * Uses plain English and avoid the use of terminology unique to the area of study * *Should be appropriately written to provide the general community an understanding of the research* | * **MUST** be answered * **MUST** follow the format in the ITAs (Aims, Significance, Expected outcomes, Benefits) to outline the aims of the project, provide the significance of the research, outline expected outcomes and benefits, including scholarly, public or commercial * **DOES NOT** use first person language * **DOES NOT** use all CAPS, acronyms or dot points * Uses Australian English spelling * Uses plain English and avoid the use of terminology unique to the area of study |
| **A5** | **List the objectives of the proposed project**   * **MUST** be answered * At least one objective **MUST** be entered (500 characters or approx. 70 words allowed for each entry) * *Generally 3 to 5 achievable objectives* ***SHOULD*** *be listed* * *Objectives typically align with Aims detailed in the D1 Project Description* | * **MUST** be answered * At least one objective **MUST** be entered |
| **A6** | **National Interest Test Statement**   * **MUST** be answered * **NO MORE** than 1,125 characters, approx. 150 words * Jargon-free and easy to understand * *Does the research contribute to Australia’s national interest through its potential to have economic, commercial, environmental, social or cultural benefits to the Australian community?* * SeeAppendix E of the ITA’s for further information and tips on drafting | * **MUST** be answered * Jargon-free and easy to understand * *Does the research contribute to Australia’s national interest through its potential to have economic, commercial, environmental, social or cultural benefits to the Australian community?* * SeeAppendix E of the ITA’s for further information and tips on drafting |
| **Part B- Classifications and Other Statistical Information** | | |
| **B1** | **Does this application fall within one of the Science and Research Priorities?**   * **MUST** be answered * If ‘Yes”, does it fit the project and is it justified well in section D2 under the Benefit heading? * If ‘No’, **SHOULD** one be selected? * **NOTE:** Not listing a Science and Research Priority does not preclude an application’s success | * **MUST** be answered * If ‘Yes’, does it fit the project and is it justified well in section D1? |
| **B2** | **Field of Research (FOR)**   * **MUST** be answered * Do the FOR codes suit the project? * Do they total 100%? Are they in % order from highest to lowest? Highest % **SHOULD** only be entered for one code * Are there strategic reasons for the code selections? Will they gain the ‘right assessors’? * Have any “99” codes been selected (i.e. “not elsewhere classified”)? These codes **SHOULD** be avoided if possible as applications could be sent to readers outside the field of research * Any health/medical codes? These may trigger the ARC to seek explanation relating to Medical Policy during assessment | * **MUST** be answered * Are they in % order from highest to lowest? Highest % **SHOULD** only be entered for one code |
| **B3** | **Socio-Economic Objective (SEO-08)**   * **MUST** be answered * Do they total 100%? Are they in % order from highest to lowest? Highest % **SHOULD** only be entered for one code * Any health/medical codes? These may trigger the ARC to seek explanation relating to Medical Policy during assessment | * **MUST** be answered * Are they in % order from highest to lowest? Highest % **SHOULD** only be entered for one code |
| **B4** | **Interdisciplinary Research**   * **MUST** be answered * If ‘Yes’ selected, two additional questions will be enabled:   + **Specify the ways in which the research is interdisciplinary by selecting one or more of the options below**     - All options which apply **SHOULD** be selected   + **Indicate the nature of the interdisciplinary research involved**     - **NO MORE** than 375 characters, approximately 50 words | **MUST** be answered   * If ‘Yes’ selected, two additional questions will be enabled and **MUST** be answered |
| **B5** | **Does the proposed research involve international collaboration?**   * **MUST** be answered * ‘Yes’ or ‘No’ question * Is there international collaboration for *the project?* This would usually include overseas PI(s). * If ‘Yes’ selected, questions B6 and B7 will be enabled * Must complete the [Foreign Engagement Compliance Review](file:///\\uofa\shared$\DVCR\Research\1GrantManagement\SEAP\Sponsors\ARC\1.%20Discovery%20Program\Discovery%20Projects%20DP\2022\RS%20docs\•%09https:\app.smartsheet.com\b\form\a43de1043b1c4e0da4438c8f0975145d) and provide confirmation email to [seapgrants@adelaide.edu.au](mailto:seapgrants@adelaide.edu.au) prior to submission. | * **MUST** be answered * ‘Yes’ or ‘No’ question * Must complete the [Foreign Engagement Compliance Review](file:///\\uofa\shared$\DVCR\Research\1GrantManagement\SEAP\Sponsors\ARC\1.%20Discovery%20Program\Discovery%20Projects%20DP\2022\RS%20docs\•%09https:\app.smartsheet.com\b\form\a43de1043b1c4e0da4438c8f0975145d) and provide confirmation email to [seapgrants@adelaide.edu.au](mailto:seapgrants@adelaide.edu.au) prior to submission. |
| **B6** | **What is the nature of the proposed international collaboration activities?**   * **MUST** be answered if ‘Yes’ is chosen in B5 (otherwise question will remain greyed out) * All options which apply **SHOULD** be selected | * **MUST** be answered if ‘Yes’ is chosen in B5 * All options which apply **SHOULD** be selected |
| **B7** | **If the proposed research involves international collaboration, specify the country/ies involved**   * **MUST** be answered if ‘Yes’ is chosen in B5 (otherwise question will remain greyed out) * All options which apply **SHOULD** be selected, dross **CHECK** for overseas PI(s) / Orgs listed at A2 and A3 * Is collaboration described in section D1? | * **MUST** be answered if ‘Yes’ is chosen in B5 * All options which apply **SHOULD** be selected |
| **B8** | **How many PhD, Masters and Honours places will be filled as a result of this project?**   * **MUST** be answered * Suggest adding ‘0’ if no student places rather than leaving blank | * **MUST** be answered * Suggest adding ‘0’ if no student places rather than leaving blank |
| **A1, A4-5, B2-3** | * **NOTE:** These sections are used to both select DETAILED ASSESSORS and ASSIGN APPLICATIONS TO A PANEL: A ‘word cloud’ will be generated from these sections and key words used to match with expertise of detailed assessors – make sure they are relevant to the project and consistent with each other; desirable for words/terms to be repeated |  |
| **Part C: PROJECT ELIGIBLITY** | | |
| **C1** | **Medical Research**   * **MUST** be answered * If ‘Yes’ is selected question C2 will be activated * If research subject is medical research the application will be ruled **INELIGIBLE** * **CROSS-CHECK** with SEO/FOR codes | * **MUST** be answered * If research subject is medical research the application will be ruled **INELIGIBLE** |
| **C2** | **Medical Research Statement**   * **MUST** be answered if ‘Yes’ is selected at question C1 * Does the statement justify why the project complies with the eligible research requirement set out in the [ARC Medical Research Policy](https://www.arc.gov.au/policies-strategies/policy/arc-medical-research-policy)? * If the proposed research includes laboratory-based studies, clinical studies and group/community-based studies that aim to understand the causes, treatment and/or prevention of human diseases and/or the maintenance of human health it may be ineligible for submission as an ARC Discovery Project. The [ARC website](https://www.arc.gov.au/policies-strategies/policy/arc-medical-research-policy) lists examples for each research area which are useful illustrations of the policy | * **MUST** be answered if ‘Yes’ is selected at question C1 * Does the statement justify why the project complies with the eligible research requirement set out in the [ARC Medical Research Policy](https://www.arc.gov.au/policies-strategies/policy/arc-medical-research-policy)? |
| **C3** | **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)?**   * **MUST** be answered * ‘Yes’/’No’ question * If ‘Yes’ answered, MUST provide funded project ID(s) and explain how similarities will be managed if this application is funded * MAX. 2,000 characters, approx. 285 words | * **MUST** be answered * If ‘Yes’ answered, MUST provide funded project ID(s) and explanation of how similarities will be managed |
| **C4** | **Are you applying for funding from the Australian Government (ARC or elsewhere) for similar or linked research?**   * **MUST** be answered * ‘Yes’/’No’ question * If ‘Yes’ answered, MUST provide funded project ID(s) and explain why more than one application has been submitted for the same reserach * MAX. 2,000 characters, approx. 285 words | * **MUST** be answered * If ‘Yes’ answered, MUST provide justification of why more than one application submitted |
| **Part D: PROJECT DESCRIPTION** | | |
| **D1** | **Please confirm that potential risks have been taken into consideration for the proposed project, including the impacts of COVID-19**   * **MUST** be answered * ‘Yes’/’No’ question * Application will not validate or submit if No is selected. Must choose Yes to continue with application | * **MUST** be answered * ‘Yes’/’No’ question * Application will not validate or submit if No is selected. Must choose Yes to continue with application |
| **D2** | **Project Description**   * **MUST** be answered   **All Sections**   * **MAX.** ten (10) pages or less including references * **MUST** comply with format described in Appendix C ITAs (including **12 point Times New Roman Font or equivalent**, 0.5 cm margins at least, black type, single column) * **MUST** use headings below and in the following order: * PROJECT TITLE * PROJECT AIMS AND BACKGROUND * INVESTIGATOR(S)/CAPABILITY * PrOJECT QUALITY AND INNOVATION * BENEFIT * FEASIBILITY * COMMUNICATION OF RESULTS * REFERENCES *(title* ***MUST*** *be 12 point, reference text only can be 10 point)* * ACKNOWLEDGEMENTS *(if required)* * Refer to DP23 Instructions to Applicants (ITA’s) pages 17-19 for recommended subheadings * Straightforward language used? No or limited jargon / technical language, including unexpanded acronyms? * **SHOULD** be understood by non-specialist reader - like a “New Scientist” article rather than a specialist journal article * Sufficient, but not excessive, detail * Formatting: text isn’t too ‘blocky’ and is well spaced (i.e. left-aligned text is better than justified). Use bullet points and line-spaces to break up the text, bolding, italics etc. to emphasise points * Tables, graphs and/or figures can be included, but they **MUST** be simple as fine detail and colour of complex diagrams / images may be lost e.g. they may be reproduced in black and white for assessors * Project description compelling and attention-grabbing? Demonstrates an innovative approach and/or outcomes? | * **MUST** be answered * **MUST** comply with format described in Appendix C ITAs (including 1**2 point Times New Roman Font or equivalent**, 0.5 cm margins at least, black type, single column) * **MUST** use headings below and in the following order: * PROJECT TITLE * PROJECT AIMS AND BACKGROUND * INVESTIGATOR(S)/CAPABILITY * PrOJECT QUALITY AND INNOVATION * BENEFIT * FEASIBILITY * COMMUNICATION OF RESULTS * REFERENCES *(title* ***MUST*** *be 12 point, reference text only can be 10 point)* * ACKNOWLEDGEMENTS *(if required)* |
|  | **Project Title**   * Can be different to A1 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 (35% of assessment together with ROPE sections)**   * Summarised role, responsibilities and contributions of all listed CIs, PIs, research staff, students etc.? * Is there evidence of experience in research mentoring training and supervision? * Is there evidence of participant’s ability to build collaborations within Australia and Internationally? * Describes how each person will have the ‘time and capacity’ to undertake the proposed research, taking into account any other grants or roles that they hold? |  |
|  | **Project Quality and Innovation (40% of the assessment)**   * Recommend using dot points from the DP23 ITA (p16) as the basis for sub-headings, i.e.: have they * Describes how the **research addresses a significant problem or gap in knowledge**? * Outlines the **conceptual/theoretical framework, design and methods**? Are these adequately developed, well-integrated, innovative and original? * Describes how the aims, concepts, methods and results **advance knowledge**? * Describes **potential for research to enhance international collaboration**?   We thus expect in this section to see keywords such as ‘significance’, ‘methodology’, ‘design’, ‘new technologies’, ‘expected outcomes’, ‘benefits’, etc. |  |
|  | **Benefit (15% of assessment)**   * **SHOULD** explain how the Project will produce new knowledge or innovative economic, commercial, environmental, social and/or cultural benefit to Australia and/or internationally * Describes how the project contributes to the Australian Government priority areas? |  |
|  | **Feasibility (10% of assessment)**   * Demonstrates cost effectiveness / value for money? * **CHECK** that there is an explanation of how the design, participants’ expertise and budget is sufficient to ensure successful completion (i.e. within budget and on time) * Ensure there is a description of an existing, or developing, supportive and high quality environment for the Project, and HDR students if applicable (**CROSS-CHECK** with B8). Can be both at Adelaide Uni and any Collaborating Organisation(s) as they relate to the project * Have they described whether the necessary facilities/infrastructure are available to complete the Project? |  |
|  | **Communication of Results (recommend 0.5 MAX.)**   * Outlines plans for communicating research results? Can indicate how to comply with the ARC’s Open Access policy. * Are results (outputs and outcomes) well-communicated to academic and broader community (**SHOULD** not be limited to journal publishing and conferences, recommend including engagement with the broader community) |  |
|  | **References (recommend 1 page MAX.)**   * Heading **SHOULD** be in 12 point (Times New Roman or equivalent), references can be 10 point * Recommend using numbered citation style (as opposed to Author/Date or other styles) to save space * Have all references cited in D2 been included? * Are any preprints explicitly identified as such? See Appendix A of the ITA’s for more information on how to cite |  |
|  | **Acknowledgements**   * Not required * Significant contributions to this application in terms of ideas and authorship, by persons not already named in the application |  |
| **Part E: PROJECT COST** | | |
| **E1** | **What is the proposed budget for the project?**   * **MUST** be answered * **CHECK** for UA cash contributions, a confirmation email from relevant Head of School, Institute Director or ADR **MUST** be sent to: [seapgrants@adelaide.edu.au](mailto:seapgrants@adelaide.edu.au) and noted on the tracking spreadsheet   + The commitment of any scholarship now requires the approval of the Dean of Graduate Studies * **CROSS-CHECK** that Budget Table has Columns for all Organisations listed at A3 in the budget (“ARC”, “Admin Org” and columns for “Other Eligible Org” or “Other Org”, if any) * **Personnel**   + All named CIs/PIs to be listed on a separate line, ideally with their level/FTE in description and salaries shown under relevant Org as in-kind   + ARC funds **CANNOT** be used for Salaries for CIs or PIs (CIs/PIs **CANNOT** also be Research Associates etc)   + C’wealth funded Fellowship salaries **MUST NOT** be shown at E1 but **SHOULD** be discussed at E3 (**CROSS-CHECK** CIs are not on C’wealth funded Fellowships – Part D)   + Salaries requested from ARC funds **MUST** include 30% on-costs, **CHECK** salaries are consistent with “[Salary Calculator for ARC Proposals](https://www.adelaide.edu.au/research-services/find-opportunities/arc/arc-discovery-projects#documents-useful-information)”, indexation **NOT** allowed however salary increments in the budget are OK (e.g. annual step increases and agreed EBA increases), each listed on a separate line, ideally with their level/FTE in description   + PhD stipends from the ARC **MUST** be $28,870 pa (**NOT** added manually, but by using the drop down list)   + Teaching relief is auto-populated if CI has answered ‘Yes’ at F20, total is **MAX.** $50K pa, per Project   + If CI holds honorary appointment then they don’t need to appear in the E1 budget as they are not being paid.   **Travel**   * + **CHECK** International plus domestic travel doesn’t exceed $50K over project’s lifetime (excludes fieldwork)   + Fieldwork **MUST NOT** be included in this section, but may appear if added manually   + Costs **SHOULD** be listed per trip only (eg “Paris Conference (x nights at $X etc)   **Field Research**   * + Include Field/survey costs in this section, travel costs here **DO NOT** count toward $50K limit   **Equipment**   * + **CANNOT** request standard computers/laptops (specialised hardware/software is okay if justified at E2)   + Cost of equipment and installation **SHOULD** be provided (if applicable), costs **SHOULD** be the latest prices (excluding GST) obtained from the supplier (if costs are all $’000, query with CI they are not estimates)   + Funding for expensive items **SHOULD** **NOT** be requested, query with CI if LIEF would be a more appropriate scheme (minimum LIEF request is $150K)   **Maintenance**   * + **SHOULD** list only consumable items required for this project, not general use   **Other**   * + **SHOULD** list only items that cannot be appropriately placed in another category     - E.g. expert services of third party, publication, dissemination and outreach, web hosting and development specific to the project, caring costs associated with travel essential to the project | * **MUST** be answered * **CHECK** for UA cash contributions, a confirmation email from relevant Head of School, Institute Director or ADR **MUST** be sent to: [seapgrants@adelaide.edu.au](mailto:seapgrants@adelaide.edu.au) and noted on the tracking spreadsheet   + The commitment of any scholarship now requires the approval of the Dean of Graduate Studies * **Personnel**   + All named CIs/PIs to be listed on a separate line, ideally with their level/FTE in description, salaries under relevant Org as in-kind   + ARC funds **CANNOT** be used for Salaries for CIs or PIs   + C’wealth funded Fellowship salaries **MUST NOT** be shown at E1   + Salaries requested from ARC funds **MUST** include 30% on-costs, **CHECK** salaries are consistent with “[Salary Calculator for ARC Proposals](https://www.adelaide.edu.au/research-services/find-opportunities/arc/arc-discovery-projects#documents-useful-information)”   + PhD stipends from the ARC **MUST** be $28,870 pa (**NOT** added manually, but by using the drop down list)   + Teaching relief is auto-populated if CI has answered ‘Yes’ at F20, total is **MAX.** $50K pa, per Project   + If CI holds honorary appointment then they don’t need to appear in the E1 budget as they are not being paid   **Travel**   * + **CHECK** International plus domestic travel doesn’t exceed $50K over project’s lifetime (excludes fieldwork)   + Fieldwork **MUST NOT** be included in this section, but may appear if added manually   + Costs **SHOULD** be itemised and descriptive – 1 row per trip   **Field Research**   * + Include Field/survey costs in this section   **Equipment**   * + **CANNOT** request standard computers/laptops (specialised hardware/software is okay if justified at E2)   + Funding for expensive items **SHOULD** **NOT** be requested   **Maintenance**   * + **SHOULD** list only consumable items required for this project   **Other**   * + **SHOULD** list only items that cannot be appropriately placed in another category |
| **E2** | **Justification of funding requested from the ARC**   * **MUST** be answered * **MUST** comply with format described in Appendix C ITAs (including 12 point Times New Roman Font or equivalent, 0.5 cm margins at least, black type, single column) * **MAX.** 4 A4 pages * **MUST** use ARC headings from Part E1 (Budget) in same order (where applicable):   + PERSONNEL   + TRAVEL   + FIELD RESEARCH   + EQUIPMENT   + MAINTANANCE   + OTHER * Have applicants fully justified all items requested from the ARC in terms of need and cost?   + **Not** sufficient to just re-state the amounts from E1   + **SHOULD** demonstrate that personnel with a specific level of expertise are required to effectively carry out certain roles in the project, or why other travel/equipment/consumables/teaching relief etc are essential to achieving the Project aims   + **MUST** justify importance of “major items of equipment” and demonstrate that access to such equipment elsewhere is not practical   + **MUST** fully justify travel requests, including reasons for fostering/strengthening collaborations between Australia and overseas   + **CHECK** that items requested reasonably correspond with the proposed methods/experiments. | * **MUST** be answered * **MUST** comply with format described in Appendix C ITAs (including 12 point Times New Roman Font or equivalent, 0.5 cm margins at least, black type, single column) * **MAX.** 4 A4 pages * **MUST** use ARC headings from Part E1 (Budget) in same order (where applicable):   + PERSONNEL   + TRAVEL   + FIELD RESEARCH   + EQUIPMENT   + MAINTANANCE   + OTHER |
| **E3** | **Details of non-ARC contributions**   * **MUST** be answered * **MUST** comply with format described in Appendix C ITAs (including 12 point Times New Roman Font or equivalent, 0.5 cm margins at least, black type, single column) * **MAX.** 2 A4 pages * **MUST** use ARC headings from Part E1 (Budget) in same order (where applicable):   + PERSONNEL   + TRAVEL   + FIELD RESEARCH   + EQUIPMENT   + MAINTANANCE   + OTHER * For each CI/PI, include details of the contributions of his/her Org to the Project (including CI’s who hold honorary appointments) | * **MUST** be answered * **MUST** comply with format described in Appendix C ITAs (including 12 point Times New Roman Font or equivalent, 0.5 cm margins at least, black type, single column) * **MAX.** 2 A4 pages * **MUST** use ARC headings from Part E1 (Budget) in same order (where applicable):   + PERSONNEL   + TRAVEL   + FIELD RESEARCH   + EQUIPMENT   + MAINTANANCE   + OTHER |
| **Part F: PARTICIPANT DETAILS INCLUDING ROPE** | | |
| **F1** | **Personal Details**   * Data is **automatically populated** from the participant’s RMS profile * To update personal details, the participant **MUST** amend their profile in RMS by clicking on the ‘Manage Personal Details’ link in the application form * All answers to questions in Section F1(other than basic personal details) are NOT visible in RMS to other participants and will not appear in the PDF version of the application form.   **NOTE** that if all questions in F1 are not answered, or are not answered correctly for all CI’s and PI’s then RMS will prevent submission of your application to the ARC. Consult the [F1 guide](https://www.adelaide.edu.au/research-services/find-opportunities/arc/arc-discovery-projects#documents-useful-information) for advice on how to complete these questions. | **Personal Details**   * Data is **automatically populated** from the participant’s RMS profile * To update personal details, the participant **MUST** amend their profile in RMS by clicking on the ‘Manage Personal Details’ link in the application form * All answers to questions in Section F1(other than basic personal details) are NOT visible in RMS to other participants and will not appear in the PDF version of the application form. |
| **F2** | **Fields of Research**   * Data is **automatically populated** from the participant’s RMS profile (and **MUST** be updated) in RMS * This question and the corresponding answer will **NOT** appear in the PDF version of the form | * Data is **automatically populated** from the participant’s RMS profile * This question and the corresponding answer will **NOT** appear in the PDF version of the form |
| **F3** | **Expertise Text**   * Data is **automatically populated** from the participant’s RMS profile (and **MUST** be updated) in RMS * This question and the corresponding answer will **NOT** appear in the PDF version of the form | * Data is **automatically populated** from the participant’s RMS profile * This question and the corresponding answer will **NOT** appear in the PDF version of the form |
| **F4** | **Qualifications**   * Data is **automatically populated** from the participant’s RMS profile (and **MUST** be updated) in RMS * **MUST** be completed * Typically includes award of a PhD and should list qualifications in date order | * Data is **automatically populated** from the participant’s RMS profile (and **MUST** be updated) in RMS * **MUST** be completed |
| **F5** | **Research load (non-ARC grants and Research)**   * **MUST** be answered * **CORRECT** table formats as template on p.31 of ITAs (word template provided on[**RS ARC Discovery page**](https://www.adelaide.edu.au/research-services/funding/arc/discovery-projects/)**)**   + **MUST** comply with format described in Appendix C ITAs (including 12 point Times New Roman Font or equivalent, 0.5 cm margins at least, black type, single column)   + Description **MUST** include:     - All named investigators (surnames of ALL investigators, not ‘et al’ or ‘others’)     - Project title     - Source of support     - Grant opportunity and round   + **CHECK** funding for CIs and PIs is provided   + **CHECK** funding amounts in thousands and in Australian $ for funding 2022 to 2028   + **CHECK** support statuses have been included for all Projects (‘R’ for requested, ‘C’ for current or ‘P’ for past)   + Application/Project ID only applies to NHMRC funding | **Research load (non-ARC grants and Research)**   * **MUST** be answered * **CORRECT** table formats as template on p.31 of ITAs   + **MUST** comply with format described in Appendix C ITAs (including 12 point Times New Roman Font or equivalent, 0.5 cm margins at least, black type, single column)   + Description **MUST** include:     - All named investigators (surnames of ALL investigators, not ‘et al’ or ‘others’), Project title, Source of support, Grant opportunity and round   + **CHECK** funding amounts in thousands and in Australian $ for funding 2022 to 2028   + **CHECK** support statuses have been included for all Projects (‘R’ for requested, ‘C’ for current or ‘P’ for past)   + Application/Project ID only applies to NHMRC funding |
| **F6** | **What is the participant’s time commitment to this project?**   * **MUST** be answered * Time Commitment to this Project as FTE (generally 0.2-0.5, 1.0 represents full-time) | * Time Commitment to this Project as FTE (generally 0.2-0.5) |
| **F7** | **Eligibility - Employment Details as at the grant commencement date of project (1 January 2023)**   * **MUST** be answered * Participants **MUST** meet the relevant criteria to be eligible * CIs;   + For 1st named CI this **MUST** be is the University of Adelaide   + **MUST** be an ‘Eligible Organisation’ (typically Australian University)   + For Honorary Academic Appointments, “Honorary Academic Appointment” **MUST BE SELECTED (NOT OTHER)** * PIs:   + **MUST NOT** an ‘Eligible Organisation’, unless PI has <0.2FTE appointment at Australian University | * **MUST** be answered * Participants **MUST** meet the relevant criteria to be eligible * CIs:   + For 1st named CI this **MUST** be is the University of Adelaide   + **MUST** be an ‘Eligible Organisation’ (typically Australian University)   + For Honorary Academic Appointments, “Honorary Academic Appointment” **MUST BE SELECTED (NOT OTHER)** * PIs:   + **MUST NOT** an ‘Eligible Organisation’, unless PI has <0.2FTE appointment at Australian University |
| **F8** | **Eligibility - Relevant Organisation for this application as at grant commencement date for this project**   * **MUST** be answered CORRECTLY * Organisation that is relevant to the participant’s inclusion in this application and that they will be associated with as 1 January 2023, SHOULD be University of Adelaide for lead CI * Auto populates the “Relevant Organisation” for CI/PI displayed at A2 | * **MUST** be answered CORRECTLY * SHOULD be University of Adelaide for lead CI as at 1 January 2023 |
| **F9** | **Eligibility - Currently held ARC projects**   * Data is automatically populated from the participant’s RMS profile * 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 * Application form **WILL NOT** validate if there is an outstanding Final Report on an ARC-funded project * If any final reports due, remind lead CI to ensure all final reports are submitted BEFORE the due date * Review eligibility regarding number of Project and applications noting DP23 Guidelines: * A CI can be concurrently funded through the Discovery Program for a MAX. of: * two projects as a CI; or * one ARC Fellowship and one project as a CI; or * one ARC Fellowship or project if the individual is also a CI or Director on an active ARC COE or SRI * ARC calculate the limits of projects and applications at the closing time of submission of applications, and may re-calculate this limit as other grant opportunity announcements are made, by totalling: * a. the number of Discovery Program CI roles or ARC Fellowships that the individual will hold on active projects as at the relevant active project assessment date (1/7/2023 for DP23); * b. the number of ARC Centres of Excellence and Special Research Initiatives CI and/or Director roles that the named participant will hold on active projects as at the relevant grant opportunity active project assessment date (1/7/2023 for DP23); and * c. the number of Discovery Program applications we are currently assessing which include that individual as a CI or candidate * Note - applications for Australian Laureate Fellowships, Future Fellowships, ARC Centres of Excellence or Special Research Initiatives will not count towards the above limits * Note- Active Project = 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 | * Auto-populates * Application form **WILL NOT** validate if there is an outstanding Final Report * Review eligibility regarding number of Project and applications noting DP23 Guidelines: * A CI can be concurrently funded through the Discovery Program for a MAX. of: * two projects as a CI; or * one ARC Fellowship and one project as a CI; or * one ARC Fellowship or project if the individual is also a CI or Director on an active ARC COE or SRI |
| **F10** | **Eligibility - Will the participant be reside in Australia for more than 50 per cent of the project activity period?**   * **MUST** be answered * CIs MUST answer ‘Yes’ to be eligible (CIs must spend at least 50% of their time in Australia for the life of the Project) | * MUST be answered * CIs MUST answer ‘Yes’ to be eligible |
| **F11** | **Eligibility – Is the participant currently undertaking a Higher Degree by Research which will be conferred during the project activity period?**   * **MUST** be answered * CIs MUST answer ‘No’ to be eligible | * MUST be answered * CIs MUST answer ‘No’ to be eligible |
| **F12** | **Project/Role relinquishment or application withdrawal**   * Question will only appear if the participant has exceeded the project/application limits, and has also submitted a grant opportunity listed below. * Named participants on successful applications for the ARC ALFs, FTs, ARC CoE or SRI projects MUST meet the project limit requirements. If required, this may be achieved by relinquishing existing project(s), or relinquishing role(s) on existing projects, or withdrawing application(s), where allowed, that would exceed the project limits (see Sections 4.11 – 4.17 of the grant guidelines). The participant MUST nominate and adequately justify the proposed relinquishment(s) if these applications were successful. * **MUST** answer if this question appears, NO MORE than 100 characters Provide project/application ID(s) separated by a comma | * MUST answer if this question appears * Provide project/application ID(s) separated by a comma |
| **F13** | **Eligibility - Further Details Regarding Partner Investigator Status - Does the participant hold a remunerated appointment at an Eligible Organisation as at the grant commencement date for this project?**   * ‘Yes’/’No’ question displays and is mandatory for PIs, ONLY displays when appears PI meets eligibility of a CI:   + If PI, F10=Yes, F11=No & F7=honorary academic appointment or >0.2FTE at an Eligible Org * If Yes, MUST provide justification for the participant’s inclusion as a PI (rather than CI) * MAX. 3750 characters (approx. 500 words) | * ‘Yes’/’No’ question displays and is mandatory for PIs if F10=Yes, F11=No & F7=honorary academic appointment or >0.2FTE at an Eligible Org * If Yes, MUST provide justification for the participant’s inclusion as a PI (rather than CI) |
| **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](http://www.arc.gov.au/arc-research-opportunity-and-performance-evidencerope-statement) on the ARC website before filling out this section. * If the participant answers ‘No’, they will be asked to upload a two page CV to support the PI’s involvement in the proposed project. * The two page CV must be relevant to the application and can include significant career interruptions. It is up to the participant to determine the appropriate information to include in the CV. | (This question must be answered by Partner Investigators only)   * This is a Yes/No question. * If the participant answers ‘No’, they will be asked to upload a two page CV to support the PI’s involvement in the proposed project. |
| **F15** | **Research Opportunity and Performance Evidence (ROPE) – Current and previous appointment(s)/position(s) - during the past 10 years**   * Data is **automatically populated** from the participant’s RMS profile * Are details of academic, research, professional and industry experience during the **past 10 years (from 1 January 2012)** provided? * For CI, employment or adjunct appointment **SHOULD** be at Australian Uni. * For PI, position will USUALLY be at Australian non-Uni or overseas * **NOTE:** If UA CI is currently ‘fixed term’ we **NEED** e-mail from Head of School that they ‘reasonably expect the CI to be employed at UA for the duration of the project, if awarded’ | * Data is **automatically populated** from the participant’s RMS profile * Are details of academic, research, professional and industry experience during the **past 10 years (from 1 January 2012)** provided? * For CI, employment or adjunct appointment **SHOULD** be at Australian Uni. * For PI, position will USUALLY be at Australian non-Uni or overseas * **NOTE:** If UA CI is currently ‘fixed term’ we **NEED** e-mail from Head of School that they ‘reasonably expect the CI to be employed at UA for the duration of the project, if awarded’ |
| **F16** | **Research Opportunity and Performance Evidence (ROPE) - Career Interruptions**   * **MUST** be answered * If ‘Yes’ is answered, **CHECK** each period of career interruption is added separately * Career interruptions are significant disruptions to a participant’s opportunities for research, due to both employment and personal reasons, may include: * Caring and parental responsibilities * Disaster management and recovery * Limited or no access to facilities and resources – such as through workplace interruptions * Medical conditions/disability/misadventure * Non-research employment * Unemployment * Community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols * Other   The response **DOES NOT** need to elaborate on any personal or confidential details - impact of interrupts to be described at F17 | * **MUST** be answered * If ‘Yes’ is answered, **CHECK** each period of career interruption is added separately |
| **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**   * **MUST** be answered * **MUST** comply with format described in Appendix C ITAs (including **12 point Times New Roman Font or equivalent**, 0.5 cm margins at least, black type, single column) * **MAX.** five (5) pages or less * **MUST** use headings below in CAPS to address **all** the dot points listed in the ITAs (p35), consider using dot points from the DP23 ITA (p38) as the basis for sub-headings * **AMOUNT OF TIME AS AN ACTIVE RESEARCHER** * The number of years given since graduating with the highest educational qualification * A total FTE figure for periods of unemployment, part-time employment etc during that time * **RESEARCH OPPORTUNITIES** * Any additional explanation of the response to F16 (impact of interruptions), if required * The research opportunities in the context of employment situation, research component of employment conditions, and any unemployment or part-time employment. SHOULD be short and factual * **Description of role**;   + If university based, indicate % of current roles as research-only, teaching and research, teaching-only, teaching and administration, research and administration, or administration-only academic. **SHOULD** also indicate what % of time they have spent over their career in those roles   + If industry based, indicate % of current roles in industry, research and administration, researcher in business, program or project manager or other business role * The research mentoring and research facilities available during their career, **SHOULD** name specific people * An**y other aspects** relevant to assessment that have not been mentioned elsewhere * **RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS** * 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. * Significance publications **SHOULD NOT** be included, F17 **SHOULD** be devoted to other outputs * For PIs without an academic background, **CAN** include a short explanation why this question does not apply | * **MUST** be answered * **MUST** comply with format described in Appendix C ITAs (including **12 point Times New Roman Font or equivalent**, 0.5 cm margins at least, black type, single column) * **MAX.** five (5) pages or less * **MUST** use headings below * **AMOUNT OF TIME AS AN ACTIVE RESEARCHER** * **RESEARCH OPPORTUNITIES** * **RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS** * Significance of participant’s Research Outputs **SHOULD NOT** be included, F17 **SHOULD** be devoted to other outputs * For PIs without an academic background, **CAN** include a short explanation why this question does not apply |
| **F18** | **Research Opportunity and Performance Evidence (ROPE) – Research Outputs**   * **MUST** be answered * SHOULD help assessors understand the context of the participants academic research achievements, but not repeat information already provide in the application   + Relative importance of different research outputs and expectations in the participant’s discipline/s, including 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 not relevant for a PI, SHOULD include a short explanatory statement as to why this question is not applicable * 3,750 characters MAX (approx. 500 words) * Are any preprints explicitly identified as such? See Appendix A of the ITA’s for more information on how to cite | * **MUST** be answered |
| **F19** | **Research Opportunity and Performance Evidence (ROPE) – Research Outputs Listing including Ten Career-Best Research Outputs**   * Data is populated from the participant’s RMS profile * Research outputs categorised CORRECTLY under the following headings (where applicable):   + Ten career-best research outputs;   + Authored books;   + Edited books;   + Book chapters;   + Referred Journal articles;   + Fully refereed conference proceedings;   + Additional research outputs (including preprints and non-traditional research outputs) * **NO MORE** than 100 research outputs to be included * Next to each research output, the Project ID and years funded for any ARC grant on which they were a CI or Fellow from which the item originated **SHOULD** be included, if none included query with CI * Up to 10 best career-best outputs ranked 1-10, 10-Best publications MUST not be repeated under subsequent headings * Research outputs relevant to the application indicated with an asterisk, if none included query with CI * CVs and theses **SHOULD NOT** be included in this list * **CHECK** duplications are NOT included in the list * ‘in press’ / ‘accepted’ / ‘forthcoming’ outputs MUST include “Accepted date (mm/yyyy)” in the “Title” field, they will need to be added Manually in RMS * 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](#Appendix_A) of the ITA’s on how to add preprints or comparable resources into an RMS profile | * Research outputs categorised **CORRECTLY** under the following headings (where applicable):   + Ten career-best research outputs;   + Authored books;   + Edited books;   + Book chapters;   + Referred Journal articles;   + Fully refereed conference proceedings;   + Additional research outputs (including preprints and non-traditional research outputs) * **NO MORE** than 100 research outputs to be included * 10-Best publications MUST not be repeated under subsequent headings * Research outputs relevant to the application indicated with an asterisk * CVs and theses **SHOULD NOT** be included in this list * **CHECK** duplications are **NOT** included in the list * ‘in press’ outputs **MUST** include “Accepted date (mm/yyyy)” in the “Title” field * Preprints can included but must be appropriately cited- see [Appendix A](#Appendix_A) of the ITA’s |
| **F20** | **Is the participant applying for Teaching Relief?**   * **MUST** be answered by CIs * ‘Yes’/’No’ question, only displays for CIs * If ‘Yes’, a budget line for Teaching Relief will be populated in Budget at Part E | * ‘Yes’/’No’ question, only displays for CIs |
| **F21** | **Have you reviewed and confirmed the accuracy of all information contained in this application, including information entered within your personal profile?**   * Only the participant in this form part will be able to provide a response to this question. * The application form will not validate if ‘No’ is selected * This question and the corresponding answer will not appear in the PDF version of this form. | RS cannot view this question in the PDF version of the application, but the application will not validate if it is not completed, or if the answer if NO. |
| **FINAL ACTIONS** | | |
|  | * Unsubmit from RMS if necessary | |
|  | * Email applicant with application and appended notes/advice for revisions in PDF format (remember to include 1st review or subsequent review cover page as relevant at start of PDF) | |
|  | * Update Application Tracking Spreadsheet on S: Drive | |
|  | * Archive application with review comments on CM | |