**DP23: Instructions for Section F1 – Personal Details**

The ARC have recently updated Section F1 of the application with additional questions around potential conflicts of interest. The answers to all of the new questions will be auto populated from a participants’ RMS personal profile.

All questions in Section F1 can only be answered by the participant. Research Office staff are not able to edit the material personal interest information on behalf of any participant applying through the University of Adelaide.

To update the ‘Personal Details’ section, click on the ‘Manage Personal Details’ link in Section 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 information is updated.

**Note:** Answers to all questions in Section F1 will NOT be visible in the PDF version of the form apart from the participant’s title and name.

All information contained in Part F is visible to the Administering Organisation (UA Research Office) on this application.

There are five new questions in Section F1 of the application that will auto populate from a participant’s personal profile in RMS. **If ANY of these questions are NOT answered RMS will prevent the submission of the entire application**. Note that the Research Office cannot override this.

The five new questions are as follows:

Are you receiving any foreign financial support (cash or in-kind) for research related activities from a country other than Australia? If yes, specify the country/ies that you have received financial support from.

Provide details of the country, the name of the funding program, the years the funding relates to, and the type of financial or other support received. (Do not include any funding or other financial support, such as use of facilities that is part of an ARC project). Details regarding multiple countries can be added by clicking ‘Add’ after each entry. Note: Foreign financial support can come in many forms and can include cash, research funding, research and laboratory personnel, laboratory space, scientific materials, career advancement opportunities, promised future compensation or other type of remuneration.

Are you currently, or have you previously been, associated or affiliated with a talent recruitment program from a country other than Australia? If yes, specify the program/s and the country of origin for each program.

Provide details of each program by clicking ‘Add’ once the country is selected. Ensure that the program name, a short summary of the talent program/s, dates and financial or other support are provided for each country.

Are you currently associated or affiliated with a government, political party, government owned enterprise, military or policy organisation in a country other than Australia? If yes, provide details about the association/affiliation.

Provide details of each association/affiliation by clicking ‘Add’ once the affiliation type is selected. An explanation for the nature of each association/affiliation is required for each selection.

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

This is a Yes or No question. **Each participant MUST ANSWER YES TO THIS QUESTION** or the grant application will not submit to the ARC for consideration. Whether or not you have conflicts you must answer “Yes” and then state that either you do have conflicts of interest and these have been managed in accordance with the policies and procedures of the University of Adelaide (or the relevant institution if the CI or PI is not employed by the University of Adelaide) or you do not have any conflicts of interest and have followed the relevant institution’s policies and procedures (which may include reporting that you have no conflicts).

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.