Australian Government

Australian Research Council

Discovery Early Career Researcher Award

Instructions to Applicants
for funding commencing in 2021

Table of Contents

1. Introduction

The *Discovery Early Career Researcher Award Instructions to Applicants for funding commencing in 2021* (hereafter referred to as the Instructions) provides information to Applicants on how to complete and electronically submit a Discovery Early Career Researcher Award (DECRA) application for funding commencing in 2021 (DE21).

The completed application form, including PDF attachments, must comply with the *Grant Guidelines for the Discovery Program (2019 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. 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 sections of the DECRA candidate's RMS Person Profile contain up-to-date information, as some of these details will be auto-populated into the application form.

Research outputs 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.

For instructions on how to add your ORCID to your RMS profile, refer to [Appendix A](.). 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

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

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

Applications should not include any webpage addresses/hyperlinks. All relevant information must be contained within the application.

For Administering Organisation internal checking purposes, information regarding how many current applications and projects a DECRA candidate holds is available in questions F6 and F7.

2.3 Key Documents

Key documents for DE21 are available on GrantConnect.

> **Note:** Section 1 of the grant guidelines provides general rules for schemes under the Discovery Program; **Part C** of the grant guidelines provides specific rules for Discovery Early Career Researcher Award for funding commencing in 2021.

2.4 Key Dates

Refer to the Grants Calendar page 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 in applying, RMS has automated eligibility checking for key requirements as noted below. You will still be responsible for confirming all other eligibility requirements for the DECRA.

The application form will prevent an Administering Organisation from submitting an application where any DECRA candidate 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'.

A DECRA candidate on a DECRA 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 DECRA candidates have met all eligibility requirements. You will still need to ensure that comprehensive checks have been made so that DECRA candidates comply with the 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.
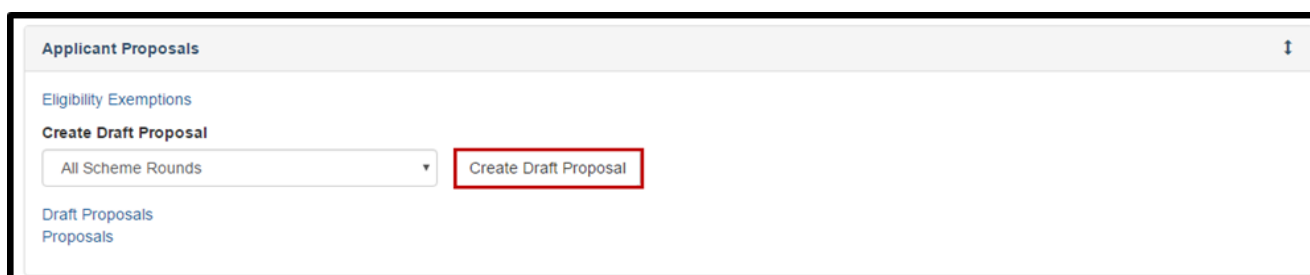
The Administering Organisation must obtain the written agreement of all relevant participants (persons and organisations), to allow the proposed project to proceed as specified in the grant guidelines. This written evidence must be retained by the Administering Organisation and must be provided to the ARC if requested.

> **Note:** A certification pro forma for obtaining written evidence is available on the ARC website. However, the use of the ARC certification pro forma is not mandatory. The Administering Organisation may determine the format for written evidence.

3. Creating a new application in RMS

To create a new application:

- Login to [RMS](#)

- Select **Discovery Early Career Researcher Award 2021 round 1** from the drop down list and click on 'Create Draft Proposal'.
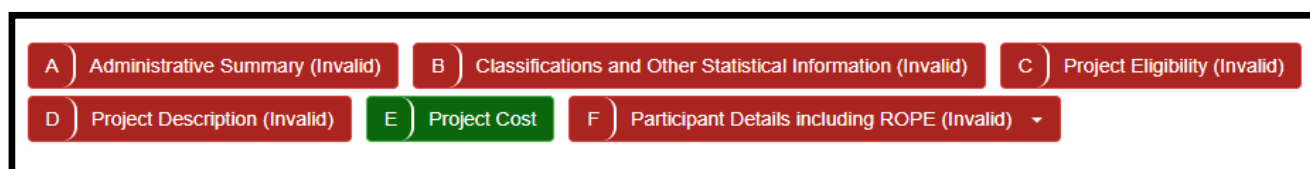
4. Completing the application form

There are six Parts (A-F) in the DE21 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 the DECRA candidate 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.

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.
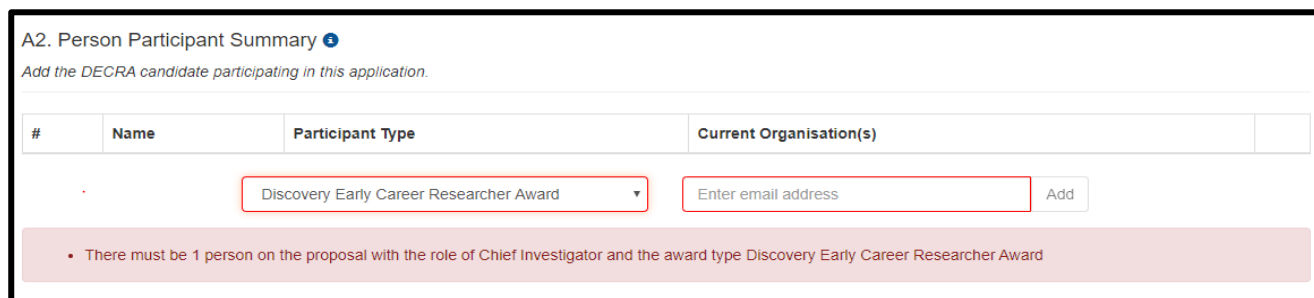- The Title may be modified and used for public release.

A2 Person Participant Summary

(This question must be answered)

Add the DECRA candidate participating in this application.

'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 the DECRA candidate has updated their details in RMS before completing this question.

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

A2. Person Participant Summary 🛈
Add the DECRA candidate participating in this application.

#	Name	Participant Type	Current Organisation(s)	
.		Discovery Early Career Researcher Award ▾	Enter email address	Add

- There must be 1 person on the proposal with the role of Chief Investigator and the award type Discovery Early Career Researcher Award

Select 'Discovery Early Career Researcher Award' as the 'Participation Type' and enter the DECRA candidate's email address, then click on 'Add'.

<div style="border: 1px solid black;">

Note:

- If the DECRA candidate did not create the application, after the candidate 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 the DECRA candidate it is important to use the registered email address associated with their RMS account. If an email address other than that associated with RMS is used they will not receive an invitation to participate on the application.

- If they do 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](#).

</div>

A3   Organisation Participant Summary

(This question must be answered)

Add the Administering Organisation 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 (listed in the grant guidelines) 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.

- Select Administering Organisation 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'.

<div style="border: 1px solid black;">

Note:

- Select 'Add' prior to saving your progress. If you save without 'Adding', all information selected will be lost.

- If the DECRA candidate cannot find the organisation they are looking for, or any information is incorrect or incomplete, contact the **Research Office**.

</div>

A4 Application Summary

(This question must be answered)

Provide an Application Summary (which is used by the Minister to consider the application) of up to 750 characters (approximately 100 words) focusing on the aims, significance, expected outcomes and benefits of this project. Write the Application Summary simply, clearly and in plain English. If the application is successful, the Application Summary will be used to give the general community an understanding of the research. Avoid the use of acronyms, quotation marks and upper case characters.

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

Application Summaries must follow this format:

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 to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques…*)

Benefits:

(For example: **This should provide significant benefits, such as** …)

Important things to note regarding the Application Summary:

- In following the format above, the summary will outline the aims of the project, provide the significance of the research, outline expected outcomes and benefits, including scholarly, public or commercial.

- The Application Summary may be modified by the ARC and used for public release.

- When describing benefits ensure that the description is consistent with the *ARC Medical Research Policy*.

- Use aspirational terms (for example, The project aims to…/The intended outcome of the project is…/The anticipated goal of the project is…) rather than definitive terms (The project will…/This will ensure…/This project will guarantee…).

- Do not use first person language. Use 'The project aims to…' rather than 'I aim to' 'We aim to' or 'They aim to' in the summary.

- Use plain English and avoid the use of terminology unique to the area of study.

- **Avoid** the use of quotation marks and acronyms.

- **Do not** use all upper case characters in the text.

- Use Australian English spelling.

A5   List the objectives of the proposed project

List each objective separately by clicking 'add answer' to add the next objective. This information will be used for future reporting purposes if this application is funded (up to 500 characters, approximately 70 words per objective).

A6   National Interest Test Statement

(This question must be answered)

Outline the extent to which the research contributes to Australia's national interest through its potential to have economic, commercial, environmental, social or cultural benefits to the Australian community. Write the description of national interest simply, clearly and in plain English between 750 and 1125 characters (between approximately 100 and 150 words).

Note: The National Interest Test Statement may also be used for public release by the ARC.

Part B – Classifications and Other Statistical Information

B1   Does this application fall within one of the Science and Research Priorities?

(This question must be answered)

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

- Select 'Yes' to indicate if the application falls within a Science and Research Priority area.

- If you select 'Yes' you will be required to select one of the Science and Research Priority areas from the drop down list. You will then need to select one or more Practical Research Challenges from the drop down list. Each Science and Research Priority area has a number of associated Practical Research Challenges.

- Select 'No' if not applicable. If you select 'No' the Science and Research Priorities will remain greyed out.

Note:

- RMS will allow only one of the Science and Research Priorities to be selected. Choose the most appropriate one from the list. The application may, however, indicate more than one Challenge within the chosen Science and Research Priority.

- Information regarding the Science and Research Priorities is available via a link on the science.gov.au website.

B2   Field of Research (FoR)

(This question must be answered)

Select up to three classification codes that relate to the application. Note that the percentages must total 100.

The Field of Research (FoR) classification defines research according to disciplines. The FoR codes selected should reflect the nature of the research in this 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.

Select up to three six-digit FoR codes that relate to the application. Once you choose the FoR code click on the 'Add' button.

Tips for searching and entering FoR codes

Click on the 🛈 icon to search the full list of FoR codes

Click FoR Codes and definitions by Division link

or visit the ARC website for FoR Codes and definitions by Division.

Note: The ARC recommends that the '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 classification.

- Prioritise the classification codes 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 FoR code (for example, 50 cannot be entered for two FoR codes).

B3 **Socio-Economic Objective (SEO-08)**

(This question must be answered)

Select up to three classification codes that relate to the DECRA candidate's application. Note that the percentages must total 100.

The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the project if funded.

If the code is known, start entering the SEO-08 code number. A filtered list will appear, once the SEO code is chosen click on the 'Add' button.

Tips for searching and entering SEO-08 codes

- Click on the 🛈 icon or visit the ARC website to search the full list of SEO-08 codes.

SEO-08 Codes link

A limit of three six-digit SEOs can be entered per application.

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

- Enter a percentage for each SEO code.

- Prioritise the classification codes from highest to lowest percentage.

- Ensure that the percentages total 100.

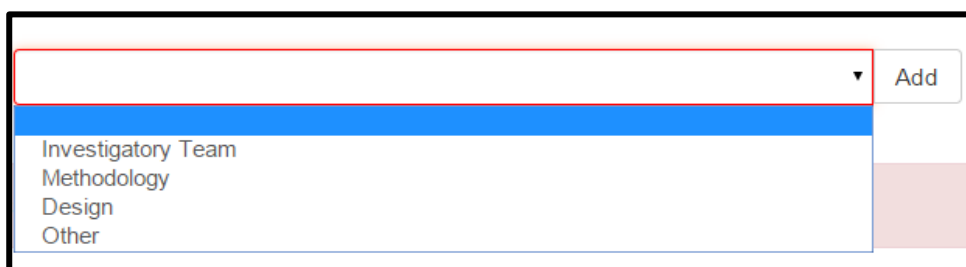- Enter a whole number, do not use the percentage sign (%).

B4 **Interdisciplinary Research**

(This question must be answered)

Does this application involve interdisciplinary research?

This is a 'Yes' or 'No' question. If you select 'Yes' two additional questions will be enabled:

- Specify the ways in which the research is interdisciplinary by selecting one or more of the options below.

- Indicate the nature of the interdisciplinary research involved (Up to 375 characters, approximately 50 words).

B5 **Does the proposed research involve international collaboration?**

(This question must be answered)

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

If you select 'Yes', two additional questions (B6 and B7) will be enabled:

- What is the nature of the proposed international collaboration activities; and

- If the proposed research involves International collaboration, specify the country/ies involved.

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

This question will only be required if 'Yes' is chosen in B5.

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

Select a category and click 'Add'.

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

This question will only be required if 'Yes' is chosen in B5.

Commence typing in the search box and select from the drop-down list the name of the country/ies of collaborators who will be involved in the proposed project.

Note that Australia is not to be listed and is not available to be selected from the drop-down list.

B8   **How many PhD, Masters and Honours places 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 in this application if it is funded.

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

Indicate the number of:

- Research Student Places (FTE) – PhD

- Research Student Places (FTE) – Masters

- Research Student Places (FTE) – Honours

Part C – Project Eligibility

C1   Medical Research

(This question must be answered)

Does this project contain content which requires a statement to demonstrate that it complies with the eligible research requirements set out in the *ARC Medical Research Policy* located on the ARC website?

Select 'Yes' or 'No' from the drop down list as appropriate. If 'Yes' is selected question C2 will be activated.

The *ARC Medical Research Policy* provides examples of both eligible and ineligible research areas.

C2   Medical Research Statement

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

If applicable, in up to 750 characters (approximately 100 words), justify why this Project complies with the eligible research requirements set out in the *ARC Medical Research Policy* located on the ARC website. Eligibility will be based solely on the information contained in this application. This is the 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 the 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)?

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

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?

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

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

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

Part D – Project Description

D1 Project Description

(This question must be answered)

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

The PDF must be in the format described in Appendix B of these instructions.

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

- o PROJECT TITLE
- o INVESTIGATOR/CAPABILITY
- o PROJECT QUALITY AND INNOVATION
- o BENEFIT
- o FEASIBILITY
- o COMMUNICATION OF RESULTS
- o REFERENCES
- o 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 ten words.

INVESTIGATOR/CAPABILITY

Describe the:

- Research Opportunity and Performance Evidence (ROPE) including record of high quality research outputs appropriate to the discipline/s.

- capability of candidate 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's National Science and Research Priorities and other priorities identified by government.

FEASIBILITY

Describe the:

- cost effectiveness of the research and its value for money;

- feasibility of the research (including contribution of the project's design, participants and resources to the timely completion of the project);

- supportive environment for the DECRA candidate and their project, and for HDR students where appropriate; and

- availability of the necessary facilities to complete the project.

If the project involves Aboriginal and Torres Strait Islander research describe:

- the strategies for enabling collaboration with Australian Aboriginal and Torres Strait Islander communities where appropriate (for example, dialogue/collaboration with an Indigenous cultural mentor); and

- any existing or developing, supportive and high quality research communities.

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 candidate.

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.

> **Note:** Only references may be in 10 point font.

D2 Statement by the Administering Organisation

(This question must be answered)

Provide a Statement that addresses the relevant criteria as set out in the grant guidelines, refer to Section C6. The Statement must be signed by the Deputy Vice-Chancellor (Research) or equivalent (Upload a PDF of up to three A4 pages).

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 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 candidate and the Administering Organisation have been requested and have subsequently confirmed their participation on the proposed project.

- Do not include GST in your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.

- Government related entities generally do not pay GST on the funding transaction with the ARC, however, non-government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.

- If your organisation is registered for GST and therefore 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, C2 and C4 of the grant guidelines for further information on budget items supported and not supported.

- An Administering Organisation may be awarded project funding of up to $50,000 per annum (for three consecutive years).

- 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.

Note: The ARC reserves the right to determine the level of funding allocated to a 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. Cash contributions from the Administering Organisation may also be entered in Part E.

ENTERING INFORMATION IN THE BUDGET TABLE

1) Ensure that the DECRA candidate appears in the budget table:

- The DECRA candidate's name should automatically appear in the budget table once they have been added as a participant and accepted the invitation generated by RMS.

Note: The DECRA candidate must appear in the budget table before filling out the budget.

Part E - Project Cost

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)

Remunerated Participants

| Dr *Example Example* | Discovery Early Career Researcher Award | Level 1 starting in year 1 ▾ |

Add Participant type

| Higher Degree by Research stipend ▾ | Level 2 starting in year 1 ▾ | Add |

Year 1 Year 2 Year 3

Description		Australian Research Council	Administering Organisation
		Cash	Cash
Total		104,316	
Personnel	+	104,316	
Dr *Example Example* (Discovery Early Career Researcher Award)		104,316	0
Travel	+		
Field Research	+		
Equipment	+		
Maintenance	+		
Other	+		

2) Adding Higher Degree by Research Stipends

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

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

The Level refers to the length of the stipend being requested:
- Level 1 starting from year 1 - 3 year stipend at $27,609 per year starting in year 1
- Level 2 starting from year 1 - 2 year stipend at $27,609 per year starting in year 1
- Level 2 starting from year 2 - 2 year stipend at $27,609 per year starting in year 2

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 from the budget table click on the 'x' under the Remunerated Participants.

3) Adding Additional Personnel

- Enter any additional personnel under 'Personnel' in the budget table by clicking the '**+**' and entering the description in the dialogue box.

- Then click 'OK'. You will then be able to enter the amount of funding requested. Note that HDR stipends should be entered as above, not typed in manually.

4) 'Australian Research Council' column

- Enter the amounts in the ARC column against the relevant items for each year you will be seeking funding from the ARC.

- Use the budget table as a summary, using the broad categories listed. Details and justification of specific budget items must be provided in question E2.

5) <u>Budget Categories</u>

- Budget items requested must be eligible costs under sections 3, 5 and C2 of the grant guidelines.

Personnel

- 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 a 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.

- 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 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 C4.1 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. These costs must be fully justified in E2.

- Do not include individual 'Field Research' requests as line items. 'Field Research' costs must by 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 Early Career Researcher Award* 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.

6)   Entering the Administering Organisation's Contributions

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

- Do not enter in-kind contributions from the Administering Organisation in the budget table. Only cash contributions from the Administering Organisation may be entered into the budget table. If applicable, any in-kind contributions from the Administering Organisation may be referred to in the letter of support in D2 of the application.

- Details and justification of contributions must be included in question E3 of the application.

> **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 non-salary funding requested from the ARC

(This question must be answered)

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

- Use the same headings as in the Description column in the budget at Part E of the 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 candidate should plan to use existing equipment wherever possible. If the candidate 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 candidate 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 details of how non-ARC contributions will support the proposed project. Use the same headings as in the Description column in the budget at Part E of the application (upload a PDF of up to two A4 pages and within the required format).

The uploaded PDF must:

- Use the same categories as in the Description column in the budget at Part E of the application.

- Provide details including what the DECRA candidate 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.

The DECRA candidate listed in question A2 will have a copy of this section automatically generated. If the DECRA candidate 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 DECRA candidate's RMS profile. If the information in the profile needs updating it can be amended by logging into RMS and updating the DECRA candidate's 'Person Profile' details.

F1   Personal Details

(This question must be answered)

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

Note: The Phone Number, Date of Birth, Country of Birth and Indigenous Status parts of the question and corresponding answers will not appear in the PDF version of the form.

To update personal details, the DECRA candidate must amend their profile in RMS by clicking on the 'Manage Personal Details' 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 DECRA candidate's profile.

Note:
- That the DECRA candidate will be required to enter a mobile phone number in their RMS profile for Part F to validate. This phone number will not be visible to assessors but will enable the ARC to contact DECRA candidates if required.

- The Date of Birth, Country of Birth and Indigenous Status information will not be visible to assessors but may be shared with other Commonwealth Entities.

F2　**Current country of residence**

(This question must be answered)

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

Note: If the DECRA candidate is a Foreign National, they must obtain a legal right to work and reside in Australia.

F3　**Fields of Research**

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

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

To update the field of research (FoR) codes, the DECRA candidate must amend their profile in RMS by clicking the 'Manage Personal Details' 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.

Each participant must have one or more (up to a maximum of 10) FoR codes in their profile to validate this question. The FoR codes in a DECRA candidate's profile must be a reflection of that person's research expertise and may differ from the FoR codes listed for the application.

F4   Expertise Text

This data is automatically populated from the DECRA candidate's RMS profile (minimum 50 characters up to 4000 characters, approximately 500 words).

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

To update the Expertise Text, the DECRA candidate must amend their profile in RMS by clicking the 'Manage Personal Details' 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.

F5   Qualifications

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

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

F6   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 for the years 2020 to 2024 inclusive.

- Use the template format below 'Funding from non-ARC sources' to create a list of relevant projects and/or applications in descending date order. Ensure that the text entered is still at 12 size font as per the formatting requirements in Appendix B. Once completed, upload the list as a PDF.

- Support status options are 'R' for requested, 'C' for current support and 'P' for past support.

- Funding amounts are to be in thousands and in Australian dollars.

- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.

- The project/application ID applies only to applications, current and past projects (including fellowships) funded by the NHMRC.

- Details should be provided for all non-ARC sources of funding.

Template:

Funding from non-ARC sources

Description (All named investigators on any application or grant/fellowship in which the DECRA candidate 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)	**2020** $'000	**2021** $'000	**2022** $'000	**2023** $'000	**2024** $'000
Prof Joe Example, Prof Jane Sample	Y	C	n/a	205	100			
Dr Mary Test, Prof Joe Example	Y	C	n/a	175				

F7   Currently held ARC projects

This data is automatically populated from the candidate's RMS profile and will include any active 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 DECRA candidate'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.

- The list of current ARC projects includes all projects on which the candidate 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 to the ARC.

- While a DECRA application will not be ruled ineligible if they contravene the Discovery Program limits, the DECRA candidate 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 F14.

F8 **What will the DECRA candidate's time commitment (percentage of time) be to research activities related to this project?**

(This question must be answered.)

Enter the percentage of time the candidate will be committing to the project.

The number must be a whole number only without the percentage character.

F9 **Eligibility – Relevant Qualification**

(This question must be answered)

Select the qualification which is most relevant to the application.

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

If the DECRA candidate's qualification relevant to this application was awarded after 1 March 2015, they will need to submit evidence to your Deputy Vice-Chancellor (Research) regarding their career interruption prior to the submission of their application. The allowable career interruption will need to be listed under the grant guidelines.

F10 **Eligibility - Has the DECRA candidate been granted an extension by the Administering Organisation, to the eligibility period due to a significant career interruption as outlined in the grant guidelines?**

(This question must be answered)

If the DECRA candidate's qualification relevant to this application (listed in question F9) has an award of PhD date together with an allowable period of career interruptions that would be commensurate with an award of PhD date on, or after 1 March 2015 (as listed on the ARC website), the DECRA candidate will need to seek an extension to the eligibility period through their Deputy Vice-Chancellor (Research).

This is a Yes/No question.

- If 'Yes' questions F11 and F12 will be enabled and you will be required to specify the type(s) of career interruption claimed and the total period of the extension claimed.
- If 'No' questions F11 and F12 will be greyed out.

F11 **Eligibility - Select the category of career interruption claimed (more than one may be selected)**

This question will only be required if 'Yes' is chosen in F10.

The drop down menu lists all types of career interruption allowable under the grant guidelines. Choose all types of career interruptions which have been claimed in the application for extension to the DECRA candidate's qualification as certified by the Deputy Vice-Chancellor (Research).

Select a type of career interruption and click 'Add'.

Select one or more of the following:

i.   Disruption due to international relocation - a period of time commensurate with the interruption not exceeding three months per international relocation.

ii. Carer's responsibilities - a period of time commensurate with the interruption.

iii. Medical condition or disability - a period of time commensurate with the interruption.

iv. Maternity or parental leave - a period of time commensurate with the interruption.

v.   Unemployment - a period of time commensurate with the interruption.

vi. Non-research employment not concurrent with research employment - a period of time commensurate with the interruption.

vii. Being the primary carer of a dependent child (inclusive of carer's responsibilities and any maternity or parental leave):
    (a) Two years per dependent child, inclusive of any period of maternity or other parental leave, with no maximum identified.; and/or
    (b) A primary carer of a dependent child who has had extensive caring responsibilities due to reasons such as illness or disability, may be granted a further extension (in addition to the two years) with justification.

F12   **Eligibility - What is the total period of extension that the DECRA candidate has claimed?**

This question will only be required if 'Yes' is chosen in F10.

Select the period of time which most closely equals the total period of extension claimed.

F13   **Eligibility - Current Research Fellowship or Award funded by other Australian Government agencies**

(This question must be answered)

Does the DECRA candidate hold a current Research Fellowship or Award funded by other Australian Government agencies?

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

Indicate whether or not the DECRA candidate holds a current Research Fellowship or Award. This does not include ARC Fellowships or Awards. **Only list Fellowships and Awards from other Australian Government agencies.**

If answered 'Yes' to this question, provide:

  • the name of the Fellowship or Award;

  • the name of the Funding Agency/Organisation of the Fellowship or Award;

  • the year that the Fellowship was awarded; and

  • the expected completion date for each Fellowship or Award held.

If the DECRA candidate holds multiple Research Fellowships or Awards enter them by selecting 'Add answer'.

A DECRA candidate cannot concurrently hold more than one ARC Award or Fellowship. A holder of an ARC Award or Fellowship cannot concurrently hold a Fellowship from other Australian Government agencies. The ARC cannot fund the same research activities, infrastructure or project previously funded or currently being funded through any other Commonwealth grant.

The DECRA candidate may not engage in other professional employment during the project activity period without prior approval from the ARC.

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

F14 Project Relinquishment or Application Withdrawal

(This question must be answered)

ARC grant guidelines specify the limits on the number of applications and projects per named participant. Should this DECRA application be successful the DECRA will exceed ARC project limits and must meet the project limits 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.

Provide applications/Project ID(s) for the applications/projects the DECRA candidate 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.

This will only be relevant if the DECRA candidate has also applied for ARC funding where the project limits can be met before the project starts and not at the grant opportunity closing date.

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

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 DECRA candidate'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 DECRA candidate'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 2010.

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

(This question must be answered.)

Has the DECRA candidate experienced an interruption that has impacted on their academic record?

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 academic interruption (up to 500 characters, approximately 75 words).

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

- Medical Condition/Disability/Misadventure

- Caring Responsibilities

- Non-research career

- Unemployment

- Other

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

Question F16 is provided to enable a DECRA candidate to state the specific timeframe of their academic interruptions.

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

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

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

It provides an opportunity to describe the impact of these interruptions, and other circumstances, on the DECRA candidate's academic career.

F16. Research Opportunity and Performance Evidence (ROPE) - Academic Interruptions ⓘ

You must read the ROPE Statement http://www.arc.gov.au/arc-research-opportunity-and-performance-evidence-rope-statement before filling out this section.
(This question must be answered)

Has the DECRA candidate experienced an interruption that has impacted on their academic record?

Yes ▼

From when   ✕

- This item must be answered

To when

- This item must be answered

FTE of academic interruption

Enter FTE

- This item must be answered

Interruption Category

▼

- This item must be answered

Details

|

0 characters. 500 characters maximum.

- This item must be answered

F17   **Research Opportunity and Performance Evidence (ROPE) - Details of the DECRA candidate's academic 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 five A4 pages and in the format described in Appendix B of these instructions. The PDF must provide the following information that is relevant to the DECRA candidate's circumstances and opportunities in the order set out below:

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

AMOUNT OF TIME AS AN ACTIVE RESEARCHER

Provide:

- The number of years since the DECRA candidate graduated with their highest educational qualification

- A total FTE figure for periods of unemployment, part-time employment or interruptions for childbirth, carers' responsibilities, misadventure, or debilitating illness during that period.

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

RESEARCH OPPORTUNITIES

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

- Any additional explanation required of the DECRA candidate's response to question F16.

- The research opportunity the DECRA candidate 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 DECRA candidate's role:

  o If the DECRA candidate 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

  o If the DECRA candidate 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 DECRA candidate during their career.

- Any other aspects of the DECRA candidate'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 DECRA candidate's achievements and significant contributions to the field. This can include:

- Prizes, honours and awards

- Invited keynote and speaker addresses

- Research support income

- Commercial outcomes such as patents, IP licences and resulting benefits

- Identifiable benefits outside of academia

- Other professional activities

- Describe how the DECRA candidate'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 F18 provides an opportunity to describe the contribution of significance of the DECRA candidate's publications. 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 Output Context**

(This question must be answered.)

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

The information should help assessors understand the context of the DECRA candidate's academic 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 the significance of non-traditional research outputs.

Your response to this question must be up to 3750 characters, approximately 500 words.

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

The data is automatically populated from the 'Research Outputs' section within the DECRA candidate's RMS profile.

Note: Do not include pre-prints in your research output listing.

For instruction 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*.

List the research outputs marking those that are most relevant to this application categorised under the following headings: Ten 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). CVs and theses should not be included in this list.

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.

Research output listing: Indicate up to ten career-best research outputs by ranking from one up to ten.

To add research outputs to the application:

- To import all research outputs click on the 'Search' button. Use the drop down menu 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 DECRA candidate'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'.

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).

Before submitting the application to the Research Office, the DECRA candidate 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'.

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.

- The candidate 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 – 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.

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

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

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

Appendix B – 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 subject to them being an equivalent sized font to 12 point Times New Roman. Variants such as mathematical typesetting languages may also be used.

- References can be in equivalent sized font to 10 point Times New Roman.

- Comply strictly to page limits designated for each part of the application.

- Applications should not include any webpage addresses/hyperlinks. 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.

- 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.