FUTURE FELLOWSHIPS

Instructions to Applicants for funding commencing in 2014
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Australian Research Council

Future Fellowships

Instructions to Applicants
For funding commencing in 2014

The Future Fellowships Instructions to Applicants for funding commencing in 2014 (hereafter referred to as the Instructions) provides information to applicants on how to complete and electronically submit a Future Fellowships Proposal for funding commencing in 2014.

The completed Proposal form, including the PDF attachments, must comply with the Future Fellowships Funding Rules for funding commencing in 2014 (hereafter referred to as the Funding Rules).

The information in this document is underpinned by the Funding Rules. For information relating to the Future Fellowships scheme, including key documents, go to the ARC website at http://www.arc.gov.au/ncgp/futurefel/future_default.htm.

Please also refer to the Frequently Asked Questions (FAQs) which will be updated regularly and are available on the ARC website at www.arc.gov.au/ncgp/futurefel/ft_instructions.htm.

1. Matters to note before completing the Proposal form

Proposals are the prime source of information available to ARC assessors and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for assessment of the Project without the need for further written or oral explanation, or reference to additional documentation, including the Internet. All details in the Proposal must be current at the time of submission.

The Proposal must comply with the formatting standards described in Appendix A of the Instructions.

1.1. Accuracy of Information

Please check carefully that all the information contained in the Proposal is accurate before submission of the Proposal.

1.2. Key Dates – Future Fellowships for funding commencing in 2014

Please refer to the Important Dates page on the ARC website for key dates and updates relevant to this Future Fellowships round www.arc.gov.au/media/important_dates.htm, including the deadline for submission of a ‘Request not to Assess’ form and the Proposal submission deadline.

1.3. Research Management System (RMS)

The Research Management System (RMS) is the ARC’s system used to prepare and submit research proposals electronically via the internet.
RMS minimum system requirements: RMS is compatible with Internet Explorer 7.0 or later, or Firefox 3.0 or later. The ARC recommends Firefox 3.6. RMS requires Adobe Flash Player V10 or later installed. You will be prompted to install Adobe Flash Player if you do not have it installed, however you may wish to download the file from the following link: http://get.adobe.com/flashplayer/.

1.4. Proposal Certification

The Proposal must be certified and submitted online through RMS by an authorised officer of the Administering Organisation. Note: The authorised officer must have the role of ‘Research Office Delegate’ in RMS.

Only the Administering Organisation certifies and submits online.

The Administering Organisation must obtain the agreement, attested to by written evidence, of all the relevant persons and organisations named on the Proposal. This excludes the employing organisations of overseas Partner Investigators and any Participant’s Current Organisation, which is not their Relevant Organisation for the Proposal. Written evidence should be retained by the Administering Organisation and must be provided to the ARC if requested.

The ARC has provided a proforma for obtaining written evidence at: http://www.arc.gov.au/ncgp/futurefel/ft_certification.htm. However, the use of the ARC proforma is not mandatory. The Administering Organisation may determine the format for written evidence.

1.5. RMS Assistance

Participants should contact their organisation’s Research Office for assistance or click on the Help link (located on the top left corner of the RMS screen). If you still require assistance the ARC has the following help desk options:

- **Send an email** to rms@arc.gov.au outlining your problem and providing your RMS details.
- **Telephone** the RMS Help Desk on +61 2 6287 6789.

**Please note:** the RMS Help Desk is staffed from 9am to 5pm Monday to Friday, excluding public holidays. For afterhours queries, please send an email to rms@arc.gov.au and the ARC will respond to your email as soon as possible.

- For queries relating to the Funding Rules, eligibility, or the Proposal form, please contact your organisation’s Research Office.
2. Getting started in the RMS

The Proposal is prepared and submitted through RMS at https://rms.arc.gov.au by the Administering Organisation.

To access and/or amend Proposal information, the Future Fellowship Candidate and support staff involved in the preparation of a Proposal require an RMS User ID and a password.

Further RMS information is available on the ARC website: http://www.arc.gov.au/applicants/rms_info.htm#tips.

3. Creating a New Proposal

3.1. To create a new Proposal:

- Login to RMS (https://rms.arc.gov.au).
- Click on ‘Create Draft Proposal’ under the Proposals heading.

- From the Scheme round under ‘New Proposal’ select Future Fellowships (FT14 Round 1) from the drop down list.

- Enter a Draft Proposal Name. The ‘Draft Proposal name’ is intended to be a running title for the use of the Applicant. It is not the formal title of the Proposal and is not used by the ARC in any formal documents, it can however be viewed by the ARC. Once you have saved the Proposal name it cannot be edited and the ‘Draft Proposal Summary’ screen will appear. Further details are added into each Part of the Proposal form from this page.

  Note: The formal Proposal Title must be entered in Part A of the Proposal. Please see Section A2 of this document.

- To return to your Draft Proposal at a later date, click on the ‘Draft Proposals’ link via your RMS Homepage.
3.2. Draft Proposal Summary screen

The ‘Draft Proposal Summary’ screen is the navigational screen that opens when a new draft Proposal is created. This page provides links that allow Participants to do the following:

- add Person and Organisation Participants to the Proposal;
- nominate roles for Person or Organisation Participants;
- transfer ownership of the Proposal;
- check the validity of form Parts;
- generate a PDF of the Proposal; and
- navigate through the Parts of a Proposal.

Please ensure that the Proposal form Parts are saved regularly. Do not navigate away from any form Part without saving. RMS will automatically time out after 30 minutes of inactivity. A warning message will appear after 15 minutes of inactivity.

4. Adding the Participant and Organisations

All Participants – the Future Fellowship Candidate and organisations - must be added on the ‘Draft Proposal Summary’ page.

Before inviting Participants, enter the Proposal Title and Summary of Proposal in Part A of the Proposal Form. Adding this information will enable the invited Participants to identify the Proposal for acceptance.

Important note:

Successfully inviting a person to participate requires their Person ID (this is not their RMS User ID) and their family name. Please obtain the RMS Person ID directly from the Participant who will be able to find their own personal details in RMS as shown below. Your Research Office or equivalent can search for the RMS Person IDs for individuals at your organisation.

If an intended Participant does not have an RMS Account, go to http://www.arc.gov.au/applicants/rms_info.htm for instructions on requesting an account.

People who will be named on the Proposal (i.e. the Future Fellowship Candidate) will be added as a Participant. People who are non-participants (not named on the Proposal) will need to be added as Non-participants. Organisations will be added as Organisation participants.
**Note:** The Administering Organisation will not be able to see the Proposal unless they are added as an Organisation participant. Please ensure that the Administering Organisation is added to the Proposal once created (please see 4.4 for help in adding Organisations).

In addition to the people and organisations needing to be added to the Proposal form, signed certifications from all participating people and organisations (excluding the Administering Organisation) must be obtained before the Proposal can proceed. A certification proforma may be found on the ARC website at [http://www.arc.gov.au/ncgp/futurefel/ft_certification.htm](http://www.arc.gov.au/ncgp/futurefel/ft_certification.htm).

### 4.1. Updating Personal Details in RMS

Before adding a Participant to a Proposal, it is important that the Participant ensures that their personal details are up to date in their own RMS account. The Personal Details tab can be found on the RMS Home Page and holds information on citizenship, positions held and qualifications as well as their RMS Person ID (which is different to their RMS User Name).

The Participant should have a current position listed in the ‘Organisation Details’ tab and ensure the ‘Position is currently held’ box is ticked.

### 4.2. Adding the Future Fellowship Candidate as a Person Participant

The Future Fellowship Candidate must be added as a participant on the ‘Draft Proposal Summary’ screen.

**Adding the Proposal Owner as the Future Fellowship Candidate**

The Proposal Owner is usually the Future Fellowship Candidate. If the Proposal Owner is the Future Fellowship Candidate, they can be added as a Participant as follows:

Click on the ‘Populate Person ID and the Family Name with my details’, and select the correct salary level from the drop-down menu. Click on ‘Add Participant’, and this will add the Proposal Owner to the Proposal.

If the person identified as the Proposal Owner is to be removed from the role or from the Proposal, this Proposal Owner must first ‘Transfer Ownership of this Draft Proposal’ to a new Proposal Owner. The link enabling this transfer can be found on the ‘Draft Proposal Summary’ page.

Adding the Future Fellowship Candidate who is not the Proposal Owner

When a Participant has been successfully invited to a Proposal, they will receive an automated invitation email containing the Proposal details and directing them to accept or reject the invitation via RMS.

**Note:** A Participant must accept the invitation in order to change the status from ‘Requested’ to ‘Accepted’. ‘Part G – Personnel’ for an invited Participant will not be generated until the Participant has accepted.


The Future Fellowship Candidate is added to the Proposal via the ‘Add Person Participant’ link. Enter the Future Fellowship Candidate’s RMS Person ID, Family Name and Participation Type (Future Fellowship salary level).

A participant’s role **cannot** be edited so please ensure the correct Future Fellowship salary level is selected. To change a participant’s role they must be removed and all information relating to that participant, including Part G (Personnel), will have to be re-entered.

A Participant’s access rights can be changed by clicking on the ‘Edit Access Rights’ link.
- The table of Participants on the ‘Draft Proposal Summary’ page displays the status of the Future Fellowship Candidate (Requested/Accepted/Rejected) and allows the Proposal Owner to change the Access Rights of Participants (allowing/disallowing editing of the Proposal beyond their own Personnel section).

4.3. Non-Participants with Access to this Proposal

This section is used to add individuals who require access to the Proposal, but who will not be a named Participant on the Proposal, for example, staff with the Administering Organisation’s Research Office.

Add Non-Participants as follows:

- Click on ‘Give access to Non-Participant’ link on the ‘Draft Proposal Summary’ page, then enter the Person ID, Family name and select their level of Access as below.

- After being successfully added, Non-Participants can be given ‘Access Rights’ using the Non-Participants’ table on the ‘Draft Proposal Summary’.

4.4. Adding Organisations

Adding an Administering Organisation

Each Organisation participating/contributing to the Proposal must be listed on the Proposal, including the Administering Organisation. Organisations do not need to accept or reject, however the Administering Organisation is required to obtain the agreement of all parties necessary to allow the proposed research to proceed, as noted at the beginning of section 4.

Click on ‘Add Organisation Participant’ and select ‘Administering Organisation’ from the drop-down list. Click on ‘Set Organisation’, select the Administering Organisation from the drop-down list then click on ‘Select Organisation’. Once an Administering Organisation has been
selected, click ‘Add Participant’. This information will auto-populate into Part A1 of the Proposal form.

**Administering Organisation Not Listed?**

- If an organisation is listed in Appendix A of the Funding Rules, it is eligible to be added to the drop down menu of Administering Organisations. If it is not one of the selections available in RMS, please contact the ARC at the following email address: ARC-FutureFellowships@arc.gov.au

- If your organisation is not listed in Appendix A of the Funding Rules, it is not eligible to submit a Proposal and cannot be added to the Administering Organisations drop down list.

**Host Organisation**

- If the Future Fellowship Candidate proposes to undertake research at an organisation other than the Administering Organisation whilst holding a Future Fellowship, then this organisation meets the definition of a Host Organisation as defined in the Funding Rules and must be listed in the Proposal. Also, if funding is requested from the ARC to travel to an organisation to undertake research, then this organisation must be listed as a Host Organisation. Please refer to section 6.2 of the Funding Rules.

- Click on 'Add Organisation Participant' and select 'Host Organisation' from the drop down menu. Click on the 'Set Organisation' link and enter a part of the organisation name into the search field and click on ‘Search’. If available, select the organisation that will be the Host Organisation and click on 'Select Organisation' and then click on 'Add Participant'.

- For every Host Organisation that is added to the Proposal, an individual Part H of the Proposal form will be created.

**Host Organisation Not Listed?**

Please ensure that the organisation is not already listed by doing a partial name search as the organisation you are looking for may be recorded with slightly different name. Please ensure that the organisation that you select has the correct name and ABN of your intended organisation.

For example, if you were looking for “The Great Barrier Reef Foundation” and entered this exact text into the Organisation search field, it would not return any results. However, if you enter “barrier”, the search results will return several options that may match the text for you to select from.
If the search was unable to find any organisations matching your criteria and the organisation is required to be added to the RMS database, please contact the Research Office at your Administering Organisation. All requests for new organisations to be added to RMS must be submitted to the ARC by the Research Office following the instructions at http://www.arc.gov.au/applicants/manager.htm.

**Note:** The RMS Help Desk will advise the Research Office by return email when the record is created. Please allow sufficient time for your request to be processed prior to any deadlines.

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### 5. Filling in the Proposal form

- After 30 minutes of inactivity RMS will timeout and any unsaved data will be lost.
- Proposal forms should be completed sequentially to assist with pre-population of subsequent sections. (Part E – Project Cost can be completed last).
- When information is entered in textboxes in the Proposal form, formatting (e.g. underlined headings and bold font) will not be preserved.
- Most of the questions in this Proposal form are mandatory and must be answered. However, if a question is not relevant to the project or the participant, ‘Not Applicable’ or a short explanatory statement may be entered at the question.

#### PART A – Administrative Summary

**A1** If this Proposal is successful, which organisation will it be administered by?

(This question is automatically populated from the ‘Draft Proposal Summary’ page).

The Proposal must be submitted by an Eligible Organisation. This organisation will administer the project and be identified as the Administering Organisation. The Administering Organisation is usually where the Future Fellow will be employed during the period of project funding.

**A2** Proposal Title

(This question must be answered)

Provide a short descriptive title of no more than 150 characters (approximately 20 words). The text will turn red if the number of characters exceeds the maximum.

- Ensure that the title is precise, informative and use language which is comprehensible to the general public;
- **Avoid** the use of acronyms, quotation marks; and
- **Do not** use unnecessary capitalisation in titles.

**Note:** This Proposal Title may be modified by the ARC and used for public release.

**A3** Person Participant Summary

(This question is automatically populated from the list of Participants previously entered via the ‘Draft Proposal Summary’ page.)
If any information is incorrect or incomplete, it must be updated in the Candidate’s ‘Personal Details’ tab via their RMS Home Page.

Please be aware that the ‘Relevant Organisation’ field will be auto-populated after Part G11 of the Proposal form has been completed.

**A4** Organisation Participant Summary

(This question is automatically populated from the ‘Draft Proposal Summary’ page.)

If any information is incorrect or incomplete, please contact your Research Office.

**A5** Summary of Proposal

(This question must be answered)

Provide a Proposal summary of no more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the project.

- Use plain English and minimise the use of terminology unique to the area of study; and
- **Avoid** the use of quotation marks, acronyms and **do not** use all upper case characters in the text.

**Note:** This summary may be modified by the ARC and used for public release.

**A6** Summary of Project for Public Release

(This question must be answered)

Provide a descriptor of no more than 350 characters (approximately 50 words) of the purpose and expected outcomes of the project which is suitable for media or other publicity material.

**Do not duplicate or simply truncate the ‘Summary of Proposal’.**

- Use plain English and make the summary comprehensible for the general public as far as possible.
- **Avoid** the use of quotation marks and acronyms (spell out any uncommon acronyms).
- Do not use first person language. Use “The project will...” rather than ‘I will’ ‘We will’ or ‘They will’ in the summary.
- Use Australian spelling.

**Note:** This summary may be modified by the ARC and used for public release.

**A7** Impact Statement

(This question must be answered)

Research impact is defined as the demonstrable contribution that research makes to the economy, society, culture, public policy or services, health, the environment, or quality of life, beyond academia.

For the purposes of the *Future Fellowships* scheme, provide a statement outlining the intended impact of the proposed research which addresses the objectives of the scheme, as per subsection 4.2.1 of the Funding Rules.
PART B – Classification and other statistical information

B1 **Strategic Research Priorities**

(Please refer to the Selection Criteria described under Section 4.3 of the Funding Rules, and to information regarding the Strategic Research Priorities at: [http://www.arc.gov.au/applicants/default.htm](http://www.arc.gov.au/applicants/default.htm)).

**Does this proposal fall within one of the Strategic Research Priorities?**

(This question must be answered.)

This is a ‘Yes’ or ‘No’ question.

- Select ‘Yes’ to indicate that the Proposal falls within one of the Strategic Research Priorities.
- Select ‘No’ if not applicable. The Strategic Research Priorities will remain greyed out.

Select which of the Strategic Research Priorities the proposal falls within, and one or more of the relevant Priority Goals for the designated Strategic Research Priority.

If you answered ‘Yes’ you will be required to select one of the priority areas from the drop down list. You will then need to select one or more goals from the drop down list. Each priority area has a number of associated priority goals.

**Note:** RMS will allow only one of the Strategic Research Priorities to be selected. Please choose the most appropriate one from the list. The Proposal may, however, indicate more than one goal within the chosen Strategic Research Priority. There is an option of ‘Add Goal’ or ‘Remove Goal’ in the Proposal form.

B2 **Does the proposed project increase national research capacity?**

Increased national research capacity arises when Australian and overseas researchers are attracted to Australia to work at the best organisational locations, and to participate in full-time research.

Indicate whether or not this Proposal increases national research capacity.

B3 **Does the proposed project target one or more areas of national significance in disciplinary or interdisciplinary research as outlined in subsection 4.3.2b of the Future Fellowships Funding Rules for funding commencing in 2014?**

If the Proposal falls within one or more of the Targeted Research Areas, select the appropriate Targeted Research Area/s from the drop-down list.

Refer to subsection 4.3.2b of the Funding Rules for further information regarding the Targeted Research Areas.

**Note:** A Proposal does not need to fall within one of the Targeted Research Areas to be eligible for submission.

B4 **Field of Research (FOR)**

(This question must be answered)

The FOR classification defines research according to disciplines. The FOR codes selected should describe the research in this Proposal.
1) Select each FOR classification code that relates to the Proposal by clicking on ‘Add FOR Code’.

Select the six-digit FOR codes from the list of the FOR Codes carefully, as they are the principal tool used to identify and assign assessors. A limit of three FOR codes can be entered in a Proposal. Click on ‘Add selected classifications’.

Note: The ARC also recommends that the use of the ...99 (not elsewhere classified) be only used when there is no other appropriate code within the classification.

2) Enter in the percentage for each FOR classification.

Once you have entered the FOR code you will receive a prompt to enter the per cent. This prompt will not appear again once the per cent has been entered, however, the save button must be clicked to remove this prompt. You may wish to save now to remove this prompt or continue with the remaining Part B questions.

- Prioritise the classification codes from highest percentage to lowest percentage.
- Ensure that the percentages sum up to 100%.
- Enter a whole number, do not use the per cent sign (%).

Note: The maximum percentage can only be entered for one FOR code (for example, 50% cannot be entered for two FOR codes).

Socio-Economic Objective (SEO-08)

(This question must be answered)

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

1) Select each SEO classification code that relates to the Proposal by clicking on ‘Add SEO Code’.

Select each classification code that relates to the Proposal from the list of the SEO classifications and click on ‘Add selected classifications’. A limit of three six-digit SEO codes can be entered in a Proposal.

2) Enter in the percentage for each SEO classification.

- Prioritise the classification codes from highest percentage to lowest percentage.
- Ensure that the percentages sum up to 100%.
- Enter a whole number, do not use the per cent sign (%).

Note: the maximum percentage can only be entered for one SEO code (for example, 50% cannot be entered for two SEO codes).

Keywords

(This question must be answered)

Provide no more than three keywords to describe the proposed research. The keywords are (along with FOR codes) important in identifying and assigning relevant assessors, and it is important that the keywords indicate the broad disciplinary or interdisciplinary research context of the Proposal, not just specific outcomes.
The keywords should be of the kind normally required for submitting an article to a major refereed journal. Please note that these keywords are for the ARC’s guidance only.

If the proposed research involves international collaboration, please specify country/ies involved.
Select from the drop-down list the names of the country or countries of researchers and/or other parties who will collaborate on this Proposal.

If the proposed research involves collaboration with other organisations, please specify those organisations.
To select the name of the organisation(s) that will collaborate on this Proposal, click on ‘Add Organisation’ and enter the name of the organisation in the Search field. Once you have chosen the appropriate organisation, click on ‘Select Organisation’.
If the Proposal has a Host Organisation (which must be added on the ‘Draft Proposal Summary’ page), then the ARC does not require the Host Organisation to be entered again here. Only list an organisation in this Part if the proposed research involves collaboration with this organisation, and if it is not already listed as a Host Organisation in the Proposal.

PART C – Research Opportunity and Performance Evidence (ROPE)

Details on your career and opportunities for research over the last 5 years
(This question must be answered)
Upload a PDF of no more than two A4 pages providing information to address the itemised points below, and in this order:
Provide and explain:
i. The number of years since you graduated with your highest educational qualification;
ii. The research opportunities that you have had in the context of your employment situation, the research component of your employment conditions, and any unemployment or part-time employment you may have had;
iii. Whether you are a research-only, teaching and research, teaching-only, teaching and administration, research and administration, or administration-only academic, giving any additional information (for example, part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last five years in those roles;
iv. Any career interruptions you have had for childbirth, carer’s responsibility, misadventure, or debilitating illness;
v. The research mentoring and research facilities available to you; and
vi. Any other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal (for example, any circumstances that may have slowed down your research and publications) or affected the time you have had to conduct and publish your research.

Note: ‘over the last 5 years’ is defined as from 1 January 2009 onwards.
Recent significant publications (2009 onwards)

(This question must be answered)

Upload a PDF of no more than twenty A4 pages listing all of your publications in the past five years and include any circumstances that may have impacted on publication output.

The uploaded PDF must:

i. ensure that this listing is limited to the last five years;
ii. list publications under the following headings and in this order:
   • scholarly books
   • scholarly book chapters
   • refereed journal articles
   • refereed conference papers only when the paper was published in full in the proceedings
   • other publications
iii. use asterisks to identify publications relevant to this Proposal;
iv. number publications continuously; and
v. include the acceptance date if listing in-press publications.

Ten career-best publications

Upload a PDF of no more than five A4 pages listing your ten career-best publications, regardless of publication date. The uploaded PDF must:

i. Provide the full reference for each of your ten best publications;
ii. Include any information relating to whether the publication was produced through an ARC funded Project/Fellowship on which you were a Chief/Partner Investigator or Fellow;
iii. Add a statement of a maximum of 30 words explaining and justifying the impact or significance of each publication; and
iv. Asterisk any of the publications relevant to this Proposal.

A statement on your most significant contributions to the research field of this Proposal

Upload a PDF of no more than three A4 pages describing your most significant contributions to the research field of this Proposal.

Describe how your research has led to a significant change or advancement of knowledge in your field and outline how your achievements will contribute to this Proposal.
C5  A statement detailing the evidence of your capacity to conduct high quality, innovative research and evidence of your national and/or international research standing.

Upload a PDF of no more than three A4 pages detailing the evidence of your capacity to conduct high quality, innovative research and evidence of your national and/or international research standing. This section should include:

- prizes, honours, awards and other research outputs which may include consultancies, patents and policy advice, major exhibitions, compositions or performances or other outputs related to your research work;
- invited keynote and speaker addresses at international meetings/workshops; and
- other professional activities such as committees, journal editorial boards, etc.

C6  A statement detailing the evidence of your capacity to build collaborations across industry and/or research institutions and/or with other disciplines.

Upload a PDF of no more than one A4 page detailing your capacity to build collaborations across industry and/or research institutions and/or with other disciplines.

Describe the various industry, local, state, and/or federal government and/or research institution partnerships you have been involved with in relation to building new research directions and collaborations. Outline your role in helping to form these collaborations.

Outline multi-disciplinary projects that you have actively been involved with and describe your role in setting up such initiatives.

PART D – Description of Project/Program of Research

D1  Project Description

Please upload a Project Description as detailed in the Instructions to Applicants in no more than eight A4 pages and in the required format. The PDF must provide the following information using the headings below, and in this order:

- PROJECT TITLE
- BACKGROUND
- AIMS AND APPROACH
- SIGNIFICANCE AND INNOVATION
- COLLABORATION
- NATIONAL RESEARCH PRIORITIES AND TARGETED PRIORITY AREAS
- COMMUNICATION OF RESULTS

PROJECT TITLE
- This must be the same title as in Part A2 of the Proposal form.

BACKGROUND
- Describe the background to the proposed project/program of research.
• Include information about recent international progress in the field of research, and the relationship of this Proposal to work in the research field generally.
• Refer only to refereed papers that are widely available to national and international research communities.

AIMS AND APPROACH
• Clearly detail the aims and objectives of the proposed project/program of research.
• Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the research activity.

SIGNIFICANCE AND INNOVATION
• Describe how the anticipated outcomes advance the knowledge base of the discipline, why the research aims and concepts are novel and innovative, and whether the research addresses an important problem for the discipline. Detail what new methodologies or technologies will be developed.
• Describe the significance of the research in the national/international context, the expected outcomes, and the likely impact of the proposed project/program of research.

COLLABORATION
• Describe the extent to which the proposed project will build collaborations, including across industry and/or research institutions and/or disciplines. If the proposed project involves more than one Host Organisation, the extent of the intended collaboration should be described.

STRATEGIC RESEARCH PRIORITIES AND TARGETED PRIORITY AREAS
• If the research has been nominated as focussing upon a topic or outcome that falls within one of the Strategic Research Priorities, explain how it addresses one or more of the associated Priority Goals (as selected in Part B1.2 of the Proposal form).
• Describe how the Future Fellowship and the proposed project/program of research will increase national research capacity and/or focus on one or more of the targeted research areas outlined within subsection 4.3.2 of the Funding Rules.

COMMUNICATION OF RESULTS
• Outline plans for communicating the research results to other researchers and the broader community, including scholarly and public communication and dissemination.

D2 References
• Upload a PDF of no more than three A4 pages to include all references used in your project description. This may include publications, citations, web references etc.
• Note: References only may be in 10 point font.
**D3 Strategic Statement by the Administering Organisation**

- Upload a PDF of no more than three A4 pages. A Strategic Statement must be provided by the Administering Organisation. The Strategic Statement must:
  
  i. detail the existing and/or emerging research strengths of the Administering Organisation;
  
  ii. describe how the Future Fellowship Candidate aligns with and/or complements the staffing profile of the Administering Organisation;
  
  iii. outline plans for integration of the Future Fellowship Candidate into the ongoing activities of the organisation at the end of the Future Fellowship; and
  
  iv. be signed by the Deputy Vice-Chancellor (Research), Chief Executive Officer or equivalent delegate. It is the responsibility of the Administering Organisation to determine who fulfils this role.

**D4 Medical and Dental Research Statement**

- In no more than 750 characters (approx. 100 words), please justify why this Project does not constitute Medical and Dental Research as defined on the ARC website.

- Proposals which are clearly not related to a medical or dental research area may enter ‘Not Applicable’ at this question. Proposals which could be considered to be in an area related to medical and dental research should provide justification in support of the eligibility of the Proposal with reference to the Medical and Dental Research definition on the ARC website [http://www.arc.gov.au/applicants/md_research.htm](http://www.arc.gov.au/applicants/md_research.htm).

- The ARC may rely solely on the information within this proposal and request no further information to determine eligibility.

**PART E – Project Cost**

*Note:* The RMS budget form requires Adobe Flash Player to be installed on your computer. You will be prompted to install Adobe Flash Player if you do not have it installed, however you may wish to download the file from the following link: [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/).

**E1 What is the proposed budget for your project?**

It is important that the Future Fellowship Candidate and all participating organisations have been added to the Proposal on the ‘Draft Proposal Summary’ page prior to entering information in the budget table.

Please do not commence entering information in the budget table until you ‘Set Other Organisation Contributors’.

**Please note:**

- The ARC reserves the right to determine the level of funding allocated to a project.
- Do not include GST in your costs.
- Ensure that there are no prohibited items (refer to Section 5.3 of the Funding Rules) included in the proposed budget.
Note: Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

The Budget Layout

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>ARC</th>
<th>Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>223,248</td>
</tr>
<tr>
<td>FT3 (Dr Example Example)</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td>263,248</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Travel</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Consumables</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Example Item - Consumables</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fieldwork Expenses</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Click on a year to enter a budget for that year

Click here to enter the Future Fellowship salary

Click on the notepad to edit the description of an item

Click on a green cross to add a new item

Click on the red cross to delete an item

Enter the Future Fellowship Candidate’s requested salary level

To enter the requested salary amount for the Future Fellowship Candidate into the budget table, please click on the notepad icon directly to the right of the Future Fellowship Candidate name. After you click on this, a pop-up screen will ask you to modify the funding level. To accept the funding level (there will only be one option available), click on the ‘Modify Item’ button.

Adding items

Information must be provided in each column for each year of funding being requested. To move between years please click on the relevant year link.

The description column lists the budget item categories for which you may seek funding under the Future Fellowships scheme. These are Personnel, Equipment, Travel, Consumables, Other and Fieldwork Expenses. See below for more detail on these categories.

Budget items requested must be eligible costs under section 5 of the Funding Rules.

To add an item to the budget table, click on the green plus sign for the relevant category under which the item would fall. A new window will appear for you to enter the description of the
item. Once you have entered a description, click on the ‘Add item’ button to add the item to the budget.

When you add an item within one year of the budget, the description will automatically be added to every other year.

After the item has been added to the budget, the amount of funds that you are requesting for that item must be listed. Firstly, select the year in which you require the funds to be paid for that item. Once the year has been selected, the funds requested for the item must be entered on the appropriate budget line by clicking the box in the ‘Cash’ column and entering the requested amount.

The example below shows that Year 1 has been selected and that $20,000 has been entered for ‘Example Item – Consumables’ under the ‘Consumables’ category.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>ARC</td>
<td>Cash</td>
<td></td>
</tr>
<tr>
<td>Direct Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>+</td>
<td>203,246</td>
<td></td>
</tr>
<tr>
<td>FT3 (Dr Example Example)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>+</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>+</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Consumables</td>
<td>+</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Example Item – Consumables</td>
<td></td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>+</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Fieldwork Expenses</td>
<td>+</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Please use the budget table as a summary, and provide further details about budget items in Part F Budget Justifications.

Editing an Item Description

If you wish to modify an item’s description please click on the ‘Edit Budget’ (notepad) icon.

Removing a Budget Item

To remove an item added to the budget, click on the red cross icon for the relevant budget item and select ‘Yes’ to remove the item. Note: This will remove the item from all years.

If you only want to request funding for an item in one or more years, enter the requested amount in the years sought and leave the field at $0 for years where funding is not required. Do not delete the item using the red cross icon as this will delete the item from the entire budget.

Categories

Further information is provided below regarding what to include in each budget category. Each category (that is, Personnel, Equipment, Maintenance, Travel, Other and Fieldwork Expenses) will sum all items added for that category.
Please use the budget table as a summary, and provide further details in the Part F - Budget Justification.

**Personnel**

The only item that should be listed within the ‘Personnel’ section of the budget is the Future Fellowship Candidate. The addition of any other item under this category may result in the Proposal not being recommended for funding.

**Equipment**

Equipment items allowed under the Funding Rules as part of the Future Fellowships non-salary funding should be entered under the ‘Equipment’ section of the budget. Please note that the Future Fellowships scheme will not fund budget items that do not directly support a research project as per subsection 5.3 of the Funding Rules.

Include both hardware and software items in this category. Please note that the ARC does not fund standard computers.

Indicate the cost of equipment and installation. Base the cost of equipment and installation on the latest prices (excluding GST) obtained from the supplier at the time of submission and do not simply estimate cost.

**Note:** It may be more appropriate to seek funding from the Commonwealth for large or costly items of equipment through the ARC Linkage Infrastructure, Equipment and Facilities scheme.

**Travel**

All travel costs, including airfares, accommodation and incidentals (per diems) must be listed within the ‘Travel’ section of the budget. Travel costs must be requested as per the Administering Organisation’s policies, up to a maximum of $100,000 over the life of the project.

Please note that this category excludes travel costs associated with fieldwork as per clause 5.2.1(b) and (g) of the Funding Rules. Fieldwork costs should be included under ‘Fieldwork Expenses’ in the budget.

**Consumables**

The Consumables category is included in the budget to list all consumable items that have not been listed in the Equipment category.

**Other**

Include any items that cannot be appropriately placed in other categories. Some ‘Other’ items include, but are not limited to, expert services of a third party, and publications and dissemination costs.

**Fieldwork Expenses**

Costs related to carrying out field or survey research should be requested under ‘Fieldwork Expenses’, for example, flights, accommodation and living costs directly related to field research. Refer to Subsection 5.2.1(b) of the Funding Rules for further information.
Entering Administering Organisation 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.

To enter the Administering Organisation’s contributions to the proposed project, you must click on ‘Set Other Organisation Contributors’. Choose the relevant organisation name and click ‘Set Contributor’. The RMS will then update the budget page by adding a column for the Administering Organisation.

**Note:** An organisation will only be available to be added in this part if they have already been added as the Administering Organisation on the ‘Draft Proposal Summary’ page.

Items must first be added to the budget table, and then the cash contribution amounts of the Administering Organisation can be entered into the ‘AdminOrg’ column. To add items, follow the steps above in relation to the ARC budget.

Please do not enter in-kind contributions from the Administering Organisation in the budget table. Only cash contributions from the Administering Organisation may be entered into the budget table. If applicable, any in-kind contributions from the Administering Organisation may be referred to in Part F2 of the Proposal.

Please ensure that all amounts are entered against specific items.
**PART F – Budget Justification**

**F1 Justification of Future Fellowships non-salary funding**

Upload a PDF of no more than four A4 pages. The uploaded PDF must fully justify each budget item in terms of need and cost.

In justifying the budget, it is not sufficient to simply claim certain equipment or travel costs as $X. Rather, the budget justification should state, for example, that airfare related travel costs associated with the proposed project will cover return flights from ‘x’ location to ‘y’ location and other travel costs will cover accommodation in ‘y’ location for ‘z’ days at $X per day with travel allowance of $Y per day.

For example:

- Return Economy Flights from Canberra to London to conduct research at Example Host Organisation ................................................................. $2,000
- Accommodation at Example Host Organisation for 14 nights at $150 per night .................................................................................. $2,100
- Travel allowance for 14 days at $90 per day ........................................ $1,260

Use the same item headings as in the Part E – Project Cost.

For equipment and consumable costs, provide a brief description of the item, its cost and why it is required for the project.

**F2 Details of Administering Organisation contributions**

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

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

**Note:** any contributions made by Host Organisation(s) must not be added into the budget table. If you wish to include any details pertaining to the Host Organisation(s), this information may be entered into Part H3 of the Proposal - where the proposed arrangements to accommodate the Future Fellowship Candidate during their time conducting research at the Host Organisation may be specified.
PART G – Personnel

Note: This is the largest section in the Proposal form. Please ensure that you save regularly while completing this section. This Part may also take longer to save than some other Parts of the Proposal Form.

This Part will automatically be generated for the Future Fellowship Candidate after they have been added as a Participant in the ‘Draft Proposal Summary’ page (see section 4 of these instructions).

Some questions are automatically populated from the personal details held in RMS for the Future Fellowship Candidate. If the information requires correction, only the Participant to whom the details belong can amend it by logging onto RMS, selecting ‘My Details’ and updating their details.

Note: Before generating a Proposal PDF, please ensure that Part G is saved in order for any details that are changed by the Participant to be populated into the PDF.

G1 Personal Details
(This question will automatically populate from the details held in RMS for the Future Fellowship Candidate.)

To update personal details, the Future Fellowship Candidate must amend their profile in RMS using the ‘My Details’ section before proceeding to ‘Proposals’ via the RMS Home Page.

G2 Postal Address
(This question will automatically populate from the details held in RMS for the Future Fellowship Candidate.)

To update a postal address, the Future Fellowship Candidate must amend their profile in RMS using ‘My Details’ section before proceeding to ‘Proposals’ via the RMS Home Page.

G3 Are you a current member of the ARC or its selection or other advisory committees?
(This question will automatically populate from the details held in RMS for the ARC College members and Selection Advisory Committee (SAC) members only, excluding ERA Research Evaluation Committees.)

If this information is incorrect, please contact the ARC at rms@arc.gov.au.

Note: This question only relates to the above stated associations and does not include staff of ARC-funded projects or Centres.

G4 Current Research Fellowship
Indicate whether or not you hold a current Research Fellowship. This includes all ARC and non-ARC Fellowships.

If applicable, select one of the ARC Fellowships from the drop-down list or select ‘Other’ to enter a non-ARC Fellowship in the text box provided. Enter the year the fellowship was awarded and the expected date of completion of the fellowship.

G5 Qualifications
(This question will automatically populate from the details held in RMS for the Future Fellowship Candidate.)
To update any qualifications, the Future Fellowship Candidate must amend their profile in RMS using the ‘Personal Details’ link under ‘My Details’ on the Home Page. Click on the ‘Qualifications’ tab to provide details of qualifications, including highest qualification, in date order, beginning with the most recent.

**G6 Which qualification is relevant to the Proposal for the Future Fellowship Candidate for eligibility purposes?**

Select either ‘PhD’, ‘PhD equivalent’ or ‘Other’ from the Qualification drop-down menu that is relevant to the Future Fellowship Candidate.

- If ‘PhD’ is selected, enter the date that the PhD was awarded. Please enter the day (dd format), select the month from the drop down menu, and enter the year (yyyy format).
- If ‘PhD equivalent’ is selected, enter the date when the qualification was awarded. Please enter the day (dd format), select the month from the drop down menu, and enter the year (yyyy format). Finally, write a brief description identifying the qualification relevant to this Proposal.
- If ‘Other’ is selected, write a brief description identifying the qualification relevant to this Proposal.

**Note:** Future Fellowship Candidates must have been awarded a PhD on or between 1 March 1999 and 1 March 2009 or have obtained approval from the ARC, via the submission of an Eligibility Exemption Request for the recognition of research experience or an equivalent research qualification and/or variation of the qualification and/or timing requirements.

**G7 Current and previous appointment(s)/position(s) – during the past 10 years**

(This question will automatically populate from the details held in RMS for the Future Fellowship Candidate.)

To update any appointments, individual Participants must amend their profile using the ‘Classification Details’ link on the Home Page.

Provide details of:

- Academic, research, professional and industry experience for up to the past ten years in descending date order;
- Begin with your current/most recent position, the employment type and contract type;
- Specify start date and end date of each position; and
- The organisation.

**G8 Current Salary**

Please enter the following information in the fields provided:

- Classification – provide details of your current academic level or equivalent.
- Salary – the gross annual amount as full-time equivalent in Australian dollars. Enter a whole number. Do not include the $ sign. The salary amount should NOT include on-costs.
- Status – Continuing, Currently Not Employed, Fixed Term, Other or Postgraduate.
The ARC acknowledges that institutions may have different salary levels attached to academic levels, and that variations may exist within these salary levels. Increments within levels may be applied to some salaries, as may salary loadings, and these additional amounts should be included as part of the Candidate’s current salary in the Proposal.

G9 Salary level justification

Provide a justification for the salary level requested for the Future Fellowship Candidate in this Proposal, in no more than 750 characters (approximately 100 words) of plain language in the text box provided.

G10 Citizenship/Residency Details

Part of this section will be auto-populated from the details held in the RMS for the Participant (Future Fellowship Candidate). To update any citizenship/residency details, the Future Fellowship Candidate must amend their profile using the ‘Personal Details’ link on the Home page. You will need to select your ‘Country of Residence’ from the drop-down list.

If you are not an Australian citizen, please select your current ‘Australian residency status’ from the drop-down list.

If you are not an Australian citizen and do not hold residency, you must obtain permission from the Department of Immigration and Citizenship to legally reside in Australia for the duration of the Future Fellowship before commencing the project if your Proposal for ARC research funding is successful.

G11 Organisational affiliation for eligibility purposes

Indicate whether or not the Future Fellowship Candidate will hold an appointment at the Administering Organisation with effect on the date of the commencement of the Future Fellowship. As described in Subsection 7.1.8 of the Funding Rules, the Candidate must be employed by the Administering Organisation.

G12 Has a successful eligibility exemption been granted by the ARC for this Fellowship Candidate?

If applicable, enter the reference number for the eligibility exemption that was provided by the ARC.

G13 Please name any Commonwealth-funded Research Centres that you will be associated with as at 1 July 2014

If applicable, write a maximum of 750 characters (approximately 100 words) in plain language identifying the Centre/s along with an outline of the relationship between the proposed program of research and the Commonwealth-funded Research Centre/s.

G14 Detail the number of students you have supervised over the last five years

Write a maximum of 350 characters (approximately 50 words) detailing the number of students (for example, Honours, Masters, PhD) that you have supervised over the last five years. Please identify which students have graduated and those who are currently enrolled.

G15 Are you an Indigenous Participant?

Please select ‘Yes’ or ‘No’ to indicate if you are an Australian of Australian Aboriginal or Torres Strait Islander descent who identifies as an Australian Aboriginal or Torres Strait Islander and
are accepted as an Australian Aboriginal or Torres Strait Islander in the community in which you live or have lived.

**PART H – Host Organisation (if applicable)**

A copy of this section will automatically be generated for each Host Organisation. If no Host Organisation has been added as a Participant on the ‘Draft Proposal Summary’ page, then there will be no Part H on the Proposal form.

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

**H1 Organisation contact details**

Enter the name, title and contact details of the person who will be the main contact in the Department/School/Faculty of the named Host Organisation on this Proposal.

**H2 Organisation postal address**

The postal address will be auto-populated with details held in the RMS for the organisation.

To update an organisation’s postal address details, email the updated details along with the organisation name to rms@arc.gov.au. Once amended, these details will automatically update in this form. **Note:** Only the ARC is able to update these profiles.

**H3 Host Organisation Administrative Arrangements**

In the field provided, write no more than 2,500 characters (approximately 400 words) of plain language describing the proposed arrangements between the Administering Organisation and the Host Organisation to accommodate the Future Fellow during their time conducting research at the Host Organisation.

**PART I – Research Support**

**I1 Research support for the Future Fellow.**

**Note:** This Part may show as ‘Valid’ on the main Proposal summary screen despite no information having been entered. Please review and save this Part carefully before submitting the Proposal.

Upload a PDF of no more than twenty A4 pages.

Provide details of research funding (ARC and other agencies) provided to the Future Fellowship Candidate for the years 2013 to 2017 inclusive. That is, list all Projects/Proposals/Fellowships awarded or requests submitted involving the Candidate for funding.

Use the table format below to create a list of relevant Projects/Proposals. Ensure that the text entered is still at 12 size font as per the formatting requirements. Once completed, upload the list as a PDF.

List the current Proposal first. List other Proposals and/or Projects (including Fellowships) in descending date order.

Support status is 'R' for requested, 'C' for current support and 'P' for past support.
The Proposal/project ID applies only to Proposals, current and past projects (including fellowships), funded by the ARC or NHMRC.

Note: details should be provided for all sources of funding, not just ARC funding.

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.

**Template:**

<table>
<thead>
<tr>
<th>Description (all named investigators on any Proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)</th>
<th>Same Research Area (Yes/No)</th>
<th>Support Status (Requested/Current/Past)</th>
<th>Proposal/ Project ID (if applicable)</th>
<th>2013 ($'000)</th>
<th>2014 ($'000)</th>
<th>2015 ($'000)</th>
<th>2016 ($'000)</th>
<th>2017 ($'000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example:**

<table>
<thead>
<tr>
<th>Description (all named investigators on any Proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round)</th>
<th>Same Research Area (Yes/No)</th>
<th>Support Status (Requested/Current/Past)</th>
<th>Proposal/ Project ID (if applicable)</th>
<th>2013 ($'000)</th>
<th>2014 ($'000)</th>
<th>2015 ($'000)</th>
<th>2016 ($'000)</th>
<th>2017 ($'000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Example, Title of this <em>Future Fellowships</em> Proposal.</td>
<td>Yes</td>
<td>R</td>
<td>FT140100001</td>
<td>103</td>
<td>206</td>
<td>206</td>
<td>206</td>
<td></td>
</tr>
<tr>
<td>Dr Example, Proposal Title, ARC, LP13R2</td>
<td>Yes</td>
<td>R</td>
<td>LP130200999</td>
<td>15</td>
<td>20</td>
<td>40</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>Prof Sample, Dr Example, Proposal Title, Other Org, Scheme Round 3</td>
<td>No</td>
<td>C</td>
<td></td>
<td>65</td>
<td>85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Example, Proposal Title, ARC, DP 2009</td>
<td>Yes</td>
<td>P</td>
<td>DP0900001</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Future Fellowships – Instructions to Applicants for funding commencing in 2014**

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PART J – Statements on Progress of ARC and NHMRC-funded Projects

**Note:** This Part may show as ‘Valid’ on the ‘Draft Proposal Summary’ page despite no information having been entered. Please review and save this Part carefully before submitting the Proposal.

### J1 Statements on progress of ARC-funded projects

For the Future Fellowship Candidate on this Proposal, please attach a statement detailing progress for each project/award/fellowship involving that Participant who has been awarded funding for 2013 under the ARC Discovery Projects, Discovery Indigenous Researchers Development, Discovery Indigenous, Discovery Early Career Researcher Award, Linkage Projects schemes or any ARC Fellowship scheme.

Click ‘Add Answer’ to insert additional boxes for each relevant project/fellowship.

Please provide:

- The Project ID, First named investigator (Project Leader), and scheme for the Participant on this Proposal who has been awarded funding for 2013 under the ARC Discovery Projects, Discovery Indigenous Researchers Development, Discovery Indigenous, Discovery Early Career Researcher Award, Linkage Projects schemes or any ARC Fellowship scheme;
- Upload a PDF of no more than one A4 page for each funded project/fellowship detailing the progress for each project/fellowship involving that Participant; and
- A statement of progress for each project indicated in Part I1 (that received 2013 ARC funding) must be included here regardless of whether a progress report or final report has or has not been submitted to the Research Office or ARC.

**Note:** Only projects which have received funding from the ARC in 2013 (annual funding) require a statement of progress. (Please do not include statements on progress for projects which received carry forward funding only.) You do not need to provide statements for projects funded as part of other schemes, such as Linkage International (LX), Linkage Infrastructure, Equipment and Facilities (LIEF) or Centres of Excellence (CE).

Also, if there are circumstances in which no or minimal work has been undertaken on the Project, this must be described in the statement on progress.

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

K1 Other Agencies

Have you submitted or do you intend to submit a similar Proposal to any other agency?

If ‘Yes’ has been selected you must:

- Select from the organisations available in the drop-down list; or
- Select ‘Other’ if your organisation is not in the drop-down list and type the name of the agency/ies in the box provided.

It is important that the ARC is aware of any concurrent applications for funding support (for example, through other Commonwealth or State funding programs). You must also keep the ARC informed about the outcomes of these applications.

6. Submitting a Proposal to the Research Office

Once all components of the Proposal are completed and saved, return to the ‘Draft Proposal Summary Page’. Before electronically submitting to the Research Office, the Future Fellowship Candidate should:

- Review all components to ensure the information to be submitted is complete, and save each Part once more (this is to ensure that all information is captured in the PDF);
- Note: Additions, deletions or modifications to Proposals will not be accepted after the date of submission unless invited by the ARC.
- Ensure all components are complete and valid (indicated by a green tick).
- Note: If you see the below ‘out of date’ validation error, this indicates that the Future Fellowship Candidate has changed some part of their personnel profile (within or outside of the Proposal form). To remove this validation error open and save the out of date section, this will ensure that the updated information is repopulated into the Proposal.
- Generate a PDF (whole Proposal document PDF) using the link on the ‘Draft Proposal Summary’ page. Please note that generation times for PDFs will increase closer to closing date.

To submit the Proposal to the Research Office please click on ‘Submit Proposal to Research Office’ on the ‘Draft Proposal Summary’ page. Note: Only the Proposal Owner (the Participant who initiated the Proposal in RMS) can submit a Proposal to the Research Office.

Only an authorised Research Office Delegate can certify a Proposal and submit the Proposal to the ARC.

Please note that many users will be attempting to submit concurrently as the deadline approaches. Please allow sufficient time to complete and submit Proposals before the closing time. As the time on a computer server may differ slightly from the ARC servers, submission should not be delayed until the last possible moment. Note that Research Offices may impose their own internal deadlines on researchers to submit Proposals to the Research Office.
Note that the PDF should be re-generated before submission to ensure all changes made to the form parts by any Participant or the Research Office are included. After Proposals close, the ARC will also automatically generate a PDF for each Proposal to ensure that all changes to the form are captured in the PDF. The Future Fellowship Candidate and Research Office staff should use this final PDF as the final copy of the submitted Proposal should a printed one be required.

7. **Additional points to assist Applicants to avoid common submission errors**

- As noted in subsection 10.2.2 of the Funding Rules, does the Proposal meet format and submission requirements as outlined in the Proposal form and these instructions? Note especially page limits, font size, margin size requirements for uploaded PDF insertions.
- Have the requisite certifications been carried out (see section 10.4 of the Funding Rules)?
- Has the Candidate exceeded the limits for Proposals/Projects or Project duplication (see section 9 of the Funding Rules)?
- Are any items in the budget prohibited (for example, items prohibited under section 5.3 the Funding Rules)?
- Please ensure that all necessary information has been entered under Part I (Research Support) and Part J (Statements on progress of ARC-funded projects). These parts may show as ‘Valid’ on the main Proposal summary page regardless of the information entered.
- In Part J, for the named Future Fellowship Candidate on the Proposal, has a statement on progress been provided for the listed ARC schemes where the Candidate received funding in 2013? (Do not include 2012 funding carried forward into 2013.)
### 8. Troubleshooting

<table>
<thead>
<tr>
<th>Reference</th>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Login</strong></td>
<td>Why can’t I login to the RMS?</td>
<td>To login you must use your <strong>User ID</strong> and password (not your Person ID). Note: GAMS user accounts prior to January 2009 have been copied to the RMS. Please use your GAMS ID (in capitals) and Password to login to the system.</td>
</tr>
<tr>
<td><strong>Participants</strong></td>
<td>As the owner of the Proposal but not the Future Fellow Participant, why can’t I assign a person to be a Participant successfully?</td>
<td>Ensure that you have the person’s <strong>Person ID</strong> (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant' in the system.</td>
</tr>
<tr>
<td></td>
<td>Why am I not listed as a Participant?</td>
<td>If you are the Proposal Owner you will not be added automatically as a Participant. You must add yourself as a Participant by choosing the ‘Add Person Participant’ link and then clicking on the ‘Populate Person ID and Family Name with my details’ link. Select the correct Participant Role from the drop-down menu and click ‘Add Participant’. For the <strong>Future Fellowships Scheme</strong>, only the Future Fellowship Candidate should be added as a Participant.</td>
</tr>
<tr>
<td></td>
<td>How do I get another Participant’s Person ID?</td>
<td>Please obtain a Participant’s Person ID directly from that Participant. If the Participant is from the same organisation your Research Office can search for their Person ID. If the Participant is from a different organisation your Research Office will not be able to search for this Participant.</td>
</tr>
<tr>
<td></td>
<td>Why isn't an invited Participant showing in the Personnel section (Part G of the Proposal form)?</td>
<td>Part G of the Proposal form will only be generated for an invited Participant once that Participant has accepted to be part of the Proposal. Please ensure that the Participant has accepted the invitation.</td>
</tr>
<tr>
<td></td>
<td>Why isn't my 'Current Organisation' showing in the Administrative Summary (Part A3 of the Proposal form)?</td>
<td>Please ensure that your organisation details are correct and that the 'Position is currently held' box is checked. This can be checked by going to your personal RMS Home Page and clicking on 'Personal Details' and then clicking on the 'Organisation Details' tab.</td>
</tr>
<tr>
<td></td>
<td>Why can’t I see an organisation when I search for it?</td>
<td>The RMS only stores the various organisations previously involved on ARC Proposals. If an organisation does not appear you will have to ask the ARC to create a record for this organisation. Once created this organisation will appear in a search. To request the creation of a new organisation please contact the ARC at <strong><a href="mailto:rms@arc.gov.au">rms@arc.gov.au</a></strong>.</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>Why is there no column for the Administering Organisation in the budget table?</td>
<td>An Administering Organisation must be selected first to populate a column for that organisation. Click on 'Set Other Organisation Contributor' link and select the organisation. RMS will populate a budget column for that organisation.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>Why can't I see the Administering Organisation when I click on 'Set Other Organisation Contributor'?</td>
<td>The Administering Organisation must be added to the Proposal first before they are populated for selection in Part E (Project Cost). Please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page.</td>
</tr>
<tr>
<td></td>
<td>Why is there no column for the Host Organisations in the budget table?</td>
<td>Contributions from Host Organisations are not included in the budget table found in Part E (Project Cost). If you wish to include any details pertaining to a Host Organisation, this information may be entered into Part H3 of the Proposal.</td>
</tr>
<tr>
<td><strong>Validation</strong></td>
<td>I have completed a Part why is it still showing 'Incomplete' or 'Invalid'?</td>
<td>Please go into the Part and check for any validation errors and update as required, also check that all information has been entered where required.</td>
</tr>
<tr>
<td></td>
<td>There are no validation errors in a Part but I still get an 'Incomplete' status for that Part</td>
<td>If any information has been updated for the Future Fellowship Candidate’s address details - the Part still needs to be saved to validate. Please go into the relevant Part and save.</td>
</tr>
<tr>
<td><strong>PDF</strong></td>
<td>Why does the PDF not show information that I have updated?</td>
<td>If information has been updated such as a Participant’s address details that Part must be saved first before this information is updated in a generated PDF. Note: Before submission please go into each Part and save.</td>
</tr>
</tbody>
</table>
Appendix A – Format

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

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

- Black type.
- Single column.
- White A4 size paper with at least 0.5 cm margin on each side and at top and bottom.
- Text must be size 12 point Times New Roman or an equivalent size before converting to PDF format and must be legible to assessors. Otherwise, a highly legible font type must be used: Arial, Courier, Palatino, and Helvetica 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 only can be in 10-point Times New Roman font or equivalent.
- Adhere strictly to page limits designated for each part of the Proposal.
- Due to potentially low resolution within PDFs, the reproduction of fine graphics may not be optimal. In completing the Proposal form, the ARC recommends that PDFs be directly generated rather than scanned to maximise the quality of reproduction. Colour graphs, colour photographs, finely detailed graphics and grey scale are permitted but Participants should be aware that proposals may be reproduced in black and white during the assessment process. It is not recommended to include coloured graphs or graphs that may not reproduce well.
- Additional text uploaded as PDF may appear slightly reduced in size due to the Research Management System (RMS) formatting of the attachments to include page numbers. Additional text uploaded in PDF form should be directly generated rather than scanned in order to maximise the quality of reproduction.
- The ARC reserves the right to seek an original electronic copy of an uploaded PDF 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.