



Australian Government

Australian Research Council

FUTURE FELLOWSHIPS

**Instructions to Applicants
for funding commencing in 2016**

Table of Contents

1. Matters to note before completing the Proposal form.....	3
1.1 Your RMS User Profile and ORCID iD	3
1.2 Accuracy of Information	3
1.2 Key Documents	3
1.3 Key Dates – <i>Future Fellowships</i> for funding commencing in 2016	4
1.4 Research Office	4
1.5 Proposal Certification	4
2. Creating a new Proposal in RMS	4
3. Completing the Proposal Form	5
Part A – Administrative Summary.....	5
Part B – Classifications and Other Statistical Information.....	8
Part C – Personnel and ROPE	12
Part D – Project Description	18
Part E – Project Cost.....	21
Part F – Budget Justifications.....	28
Part G – Research Support and Statements on Progress	29
Part H – Host Organisation.....	32
4. Submitting Proposal to the Research Office.....	33
Appendix A – Adding your ORCID iD to your RMS account	34
Appendix B – Format.....	37

Australian Research Council

Future Fellowships

Instructions to Applicants for funding commencing in 2016

The *Future Fellowships Instructions to Applicants for funding commencing in 2016* (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 2016.

The completed Proposal form, including the PDF attachments, must comply with the *Funding Rules for schemes under the Discovery Programme 2016—Future Fellowships* (the Funding Rules). The information in this document is underpinned by the Funding Rules. Please review the [Funding Rules](#) on the ARC website before preparing the Proposal.

1. Matters to note before completing the Proposal form

This document provides scheme-specific information to Applicants on how to complete and submit a Proposal for *Future Fellowships* for funding commencing in 2016. For general instructions on how to use RMS, please refer to the [RMS User Guide](#) available on the ARC website.

1.1 Your RMS User Profile and ORCID iD

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

You are now able to link your ORCID iD to your RMS profile, however be aware that your ORCID iD and information WILL NOT appear in the FT16 Proposal form and will not be used for assessment purposes. Therefore it is important that all questions in the Proposal form are answered fully. Refer to [Appendix A](#) for further information.

1.2 Accuracy of Information

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

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

1.2 Key Documents

Key documents for the [Future Fellowships](#) scheme are available for information on the ARC website.

It is important that the completed *Future Fellowships* Proposal form complies with the [Funding Rules](#). Please note: **Part A** of the Funding Rules provides general rules for

schemes under the Discovery Programme; **Part B** provides specific rules for *Future Fellowships* for funding commencing in 2016.

Please also refer to the [Frequently Asked Questions](#) (FAQs) which will be updated as required.

1.3 Key Dates – *Future Fellowships* for funding commencing in 2016

Refer to the [Important Dates](#) page on the ARC website for key dates and updates relevant to these Funding Rules, including the deadline for submission of a 'Request not to Assess' form and the Proposal submission deadline.

1.4 Research Office

Contact your Research Office if you have any queries regarding ARC funding schemes and questions on how to complete a Proposal form.

1.5 Proposal Certification

The Proposal must be certified and submitted online through ARC's Research Management System (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 certifies and submits online. The certification includes certifying any career interruption claims.

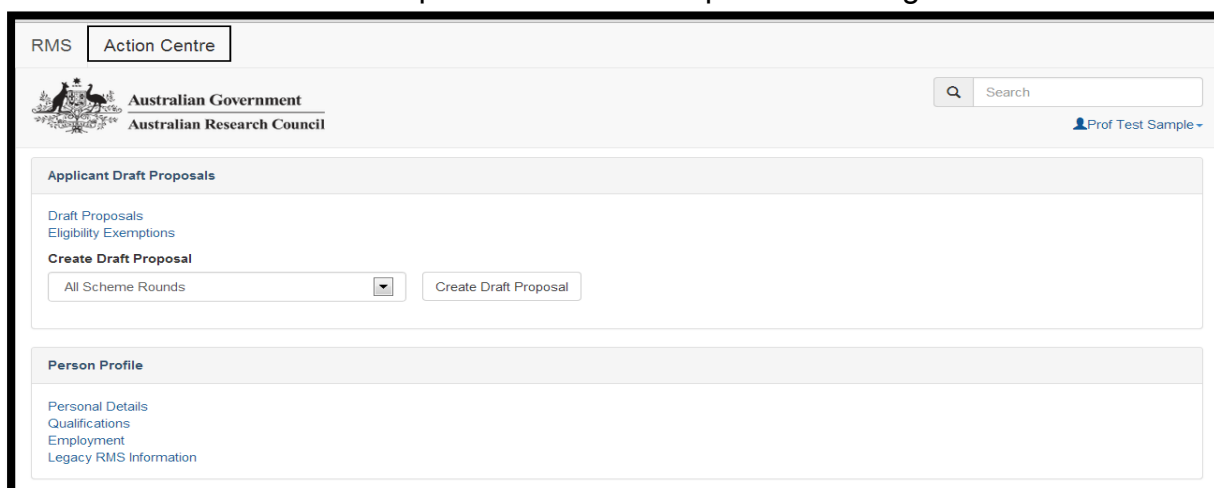
The Administering Organisation must obtain the agreement, attested to by written evidence of all the relevant persons and organisations named on the Proposal. This written evidence should be retained by the Administering Organisation and must be provided to the ARC if requested.

Please note: The ARC has provided a [pro forma](#) for obtaining written evidence. However, the use of the ARC pro forma is **not** mandatory. The Administering Organisation may determine the format for written evidence.

2. Creating a new Proposal in RMS

To create a new Proposal:

- Login to [RMS](#)
- Click on 'Create Draft Proposal' under the Proposals heading.



- Select **Future Fellowships 2016 Round 1** from the drop down list and click on 'Create Draft Proposal'.

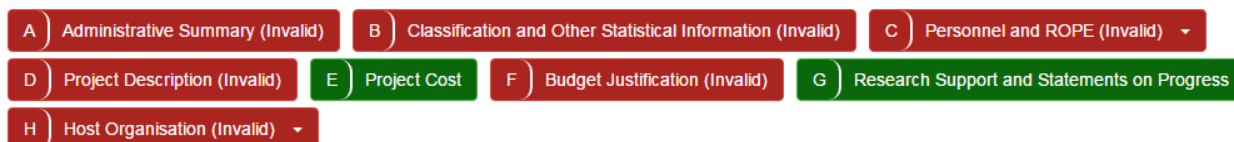
3. Completing the Proposal Form

There are eight Parts (A-H) in the FT16 Proposal Form:

- A) Administrative Summary
- B) Classification and Other Statistical Information
- C) Personnel and ROPE (*Note: This section will not appear until the Participant has been added/accepted in Part A.*)
- D) Project Description
- E) Project Cost
- F) Budget Justification
- G) Research Support and Statements on Progress
- H) Host Organisation (*Note: This section will not appear unless a Host Organisation been added in Part A.*)

When the Proposal has been created the Proposal form parts will be displayed at the top of the screen. Please note that initially the colour of these parts will be red indicating that the part is incomplete (invalid). When the Proposal part(s) have been completed they will become green (valid).

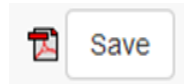
Click on the relevant form part at the top of the screen to navigate between form parts (Part A to Part H).




Note that some parts may show as 'valid' despite not all information having been entered. Please review and save all parts carefully before submitting the Proposal.

Click on Part A to start completing the Proposal form.

Please remember to 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 you in completing questions. To access this information click on the  icon.

Part A – Administrative Summary

A1 Proposal Working Title

(This question must be answered)

Provide a short working title of no more than 75 characters (approximately 10 words).

- The Working Title will be visible to assessors;

- **Avoid** the use of acronyms, quotation marks; and
- **Do not** use all upper case characters.

Note: This Title may be modified and used for public release.

A2 Person Participant Summary

(This question must be answered)

Please add the Future Fellowship Candidate to this Proposal.

A2. Person Participant Summary ⓘ

Please add the Future Fellowship Candidate to this proposal.
(This question must be answered)

#	Name	Participant Type	Current Organisation(s)
---	------	------------------	-------------------------

-- Select Participation Type --
-- Select Participation Type --
Future Fellowship

Enter email address Add

- This item must be answered
- There must be 1 person on the proposal with the role of Chief Investigator and the award type Future Fellowship

Select Future Fellowship and enter the Future Fellowship Candidate's email address, then click on 'Add'.

If the Future Fellowship Candidate is not the initiator of the proposal in RMS, after the Candidate has been added to the Proposal they will receive an automated email invitation and will be required to accept this invitation to participate on the Proposal.

Note: It is important that the Future Fellowship Candidate has their 'Person Profile' details (personal details, qualifications and employment) updated in RMS and that these details are current at the time of submitting the Proposal, as they will be automatically populated into the Proposal form. It would be appreciated if you could also include a mobile phone number in the Person Profile.

For instructions on how to provide access for non-participants, please see the [RMS User Guide](#) – Submitting a Proposal.

A3 Organisation Participant Summary

(This question must be answered)

Add all organisations participating in this Proposal. Please note that the Administering Organisation will be able to view this Draft Proposal.

- Select the Organisation Role (Administering Organisation or Host 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'.

A3. Organisation Participant Summary ⓘ

↑
↓
🗑️

Please add all organisations participating in this proposal
(This question must be answered)

#	Name	Participant Type	
	<div> -- Select Organisation Role -- <div> -- Select Organisation Role -- Administering Organisation Host Organisation </div> </div>		<div> <input type="text"/> <input type="button" value="Search"/> </div> <div> If you know the Australian Business Number please add the ARC for assistance. </div>

- This item must be answered
- There must be 1 organisation on the proposal with the Administering Organisation role

Note:

- You must select 'Add' prior to saving your progress. If you save without 'Adding' all information selected will be lost.
- If the organisation you are looking for is not listed and you know the Australian Business Number (ABN), click on the relevant link to add the organisation for use in RMS.
- The Administering Organisation added in Part A3 will be automatically added to 'Part E – Project Cost'.
- If you can't find the organisation you are looking for, or any information is incorrect or incomplete, please contact your **Research Office**.

A4 Proposal Summary

(This question must be answered)

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

- The Proposal summary may be modified by the ARC and used for public release.
- Summarise the aims of the Project first. Next, provide the broader context for the research and its significance. Outline anticipated outcomes and benefit, both scholarly and public or commercial. This may include some text from the Impact Statement.
- When describing benefits ensure 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.../The 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, acronyms and **do not** use all upper case characters in the text.
- Use Australian English spelling.

A5 Impact Statement

(This question must be answered)

In no more than 500 characters (approximately 75 words), please outline the intended impact of the project.

The definition of impact can be found on the [ARC website](#).

For the purposes of the *Future Fellowships* scheme, provide a statement outlining the intended path to impact of the proposed research. The ARC website provides further information on Research Impact. It is particularly important to consider indicators from the [Research Impact Principles and Framework](#) and to ensure that both “outcomes” and “benefits” are included in your statement, keeping in mind that the table shows examples only and is not comprehensive. Examples of research impact or the path to impact could include such things as broader job creation (not employment of the research team), revenue earned, or evidence of research advice or methodologies being successfully adopted by end-users or government.

Note: The Impact Statement may also be modified and used for public release by the ARC.

Part B – Classifications and Other Statistical Information

B1 Does this Proposal 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 Proposal falls within a Science and Research Priority.
- 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. Please choose the most appropriate one from the list. The Proposal 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)

The Field of Research (FOR) classification defines research according to disciplines. The FOR codes selected should reflect the nature of the research in this Proposal. The choice of FOR codes and their proportions will assist in assigning appropriate assessors to the project and should be as accurate as possible.

- Select up to three classification codes that relate to the Proposal. Once you choose the FOR code click on the Add button.

- Select the six-digit FOR codes from the list of the FOR Codes carefully, as they contribute to the identification of assessors for your Proposal.

Tips for searching and entering FOR codes

Click on the  icon to search the full list of FOR codes

[Click here for Fields of Research codes reference](#)

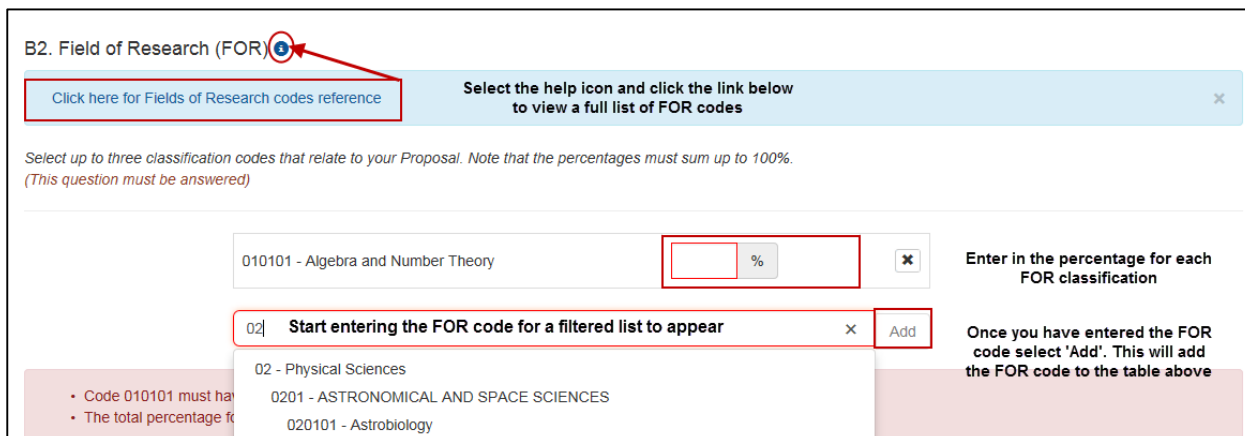
or visit the ARC website for [FOR Codes](#) and definitions by Division).

A limit of three FOR codes can be entered in a Proposal.

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

- Enter in the percentage for each FOR classification.
- 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)

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

Select up to three classification codes that relate to your Proposal. Indicate the importance of each classification by using a percentage.

Prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages total 100%.

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

Tips for searching and entering SEO-08 codes

- If you know the code, start entering the SEO-08 code number. A filtered list will appear, select the code from the list to 'Add' the code to the form; or alternatively

- Click on the  icon or visit the ARC website to search the full list of [SEO-08 codes](#)

[Click here for Socio-Economic Objective codes reference](#)

- Once the code has been entered use the 'Add' button for the code to appear on the form
- Enter a percentage against each of the code(s).

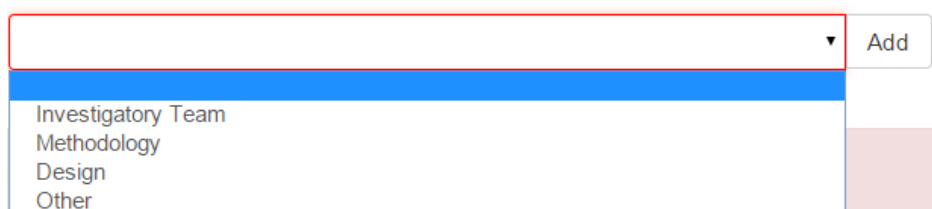
B4 Interdisciplinary Research

(This question must be answered)

Does the proposed research involve interdisciplinary research?

This is a Yes/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.



- In approximately 50 words (375 characters maximum), please indicate the nature of the interdisciplinary research involved.

B5 Does the proposed research involve international collaboration?

(This question must be answered)

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

- If you select 'Yes', questions B6 and B7 will be enabled and you will then be able to specify the nature of the proposed international collaboration activities and the country or countries of the international collaborators that will be involved in the proposed project.
- If you select 'No' questions B6 and B7 will be greyed out.

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 Proposal if it is funded.
- Select a category and click 'Add'.

B6. What is the nature of the proposed international collaboration activities?
 Select all options from the drop down list which apply to this proposal by clicking on the 'Add' button each time you select an option.
 (This question must be answered)

• This item must be answered

Correspondence: eg email; telephone; or video-conference
 Face to face meetings
 Attendance at and/or hosting of workshop or conference
 Collaborative fieldwork
 Hosting international Partner Investigator: short-term (less than 4 weeks)
 Hosting international Partner Investigator: long-term (more than 4 weeks)
 Travel to international collaborator: short-term (less than 4 weeks)
 Travel to international collaborator: long-term (more than 4 weeks)

B7. If the proposed research involves international collaboration, please specify the country/ies involved. ⓘ
 (This question must be answered)

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

- This question will only be required if 'yes' is chosen in B5.
- Commence typing and select from the drop-down list the name of the country/ies of researchers and/or other parties who will collaborate on this Proposal.
- Australia is not to be listed and is not available to be selected from the drop-down list.

B7. If the proposed research involves international collaboration, please specify the country/ies involved. ⓘ
 (This question must be answered)

Commence typing country name and select country from list by clicking on the country name

• This item must be answered

SW
 Swaziland
 Sweden
 Switzerland

B7. If the proposed research involves international collaboration, please specify the country/ies involved. ⓘ
 (This question must be answered)

Swaziland Add

Click 'Add' to add the country to the Proposal

• This item must be answered

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

(This question must be answered)

The ARC is interested in reporting the number of Research Students that would be involved in this Proposal if it is funded.

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

Please indicate the number of:

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

Part C – Personnel and ROPE

Note: This is the largest section in the Proposal form. Please ensure that you **save regularly** while completing this section.

The Future Fellowship Candidate who has been invited or added via Part A3 and who has subsequently accepted will have a copy of this section automatically generated. Once the Candidate is invited, they will automatically receive an email directing them to accept or reject the invitation to participate on a Proposal via RMS.

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

C1 Personal Details

(This data is automatically populated from the Participant's RMS profile).

To update personal details, the individual Participant must amend their profile in RMS by clicking on the 'Manage Personal Details' link in the Proposal form. Please note 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.

C2 Country of Residence

(This question must be answered)

Please enter your 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'.

C2. Country of residence ⓘ
(This question must be answered)

1. Commence typing the country name and the drop down list will appear

2. Click on the appropriate country

3. Then click 'add'

C3. Qualifications
This data is automatically populated from your ARC record

C4. Qualifications ⓘ
Please select the qualification with which you wish to claim your ARC Fellowship
Eligibility Exemptions are managed by the ARC
(This question must be answered)

C5. Current Research Fellowship ⓘ
This includes all ARC Fellowships
(This question must be answered)

Do you hold a current Research Fellowship?

Degree/Award Title	Conferral Date	Relevant
Adelie Land (France)		
Afghanistan		
Aland Islands		
Albania		
Algeria		
Andorra		
Angola		
Anguilla		
Antigua and Barbuda		
Argentina		
Argentinian Antarctic Territory		
Armenia		
Aruba		
Australia		
Australian Antarctic Territory		
Australian External Territories, nec		
Austria		
Azerbaijan		

C3 Qualifications

(This data is automatically populated from the Participant's RMS profile).

To update any qualifications, the individual Participant must amend their profile in RMS by clicking on the 'Manage Qualifications' link in the Proposal form. Please note 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.

C4 Select Qualification relevant to this Proposal

(This question must be answered)

This qualification data is automatically populated from the Participant's RMS profile. Please select the qualification which is most relevant to this Proposal for the Candidate for eligibility purposes, by clicking on the check box next to the relevant qualification. Only one qualification can be chosen.

If your qualification relevant to this Proposal is:

- between 1 March 1994 and 28 February 2001; or
- you do not have a PhD or AQF level 10 qualification but you have research experience equivalent to between 5 and 15 years research experience since the award of a PhD.

you will have needed to submit an Eligibility Exemption Request through RMS. The Eligibility Exemption Request: Instructions to Applicants document can be found on the [ARC website](#).

If your qualification falls into either of these categories and you do not have a successful Eligibility Exemption request, an error message will appear for this question stating as a result of the absence of a successful Eligibility Exemption request, the application will be ineligible under the Funding Rules.

C5 Current Research Fellowship

This includes all ARC Fellowships and Fellowships from other agencies
(This question must be answered)

Do you hold a current Research Fellowship?

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

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

If you answer 'Yes' to this question, you will need to click on 'Add answer' to enter the name of the Fellowship that you hold, the name of the Funding Organisation of the Fellowship, the year that the Fellowship was awarded and the expected completion date for each Fellowship held. If you hold multiple Research Fellowships you can enter them by selecting 'Add answer'.

In accordance with the Funding Rules, prior to commencement of a Future Fellowship any fellowships or the duties of any existing appointments must be relinquished. A researcher cannot concurrently hold more than one ARC Fellowship or Award, and a holder of an ARC Fellowship or Award cannot concurrently hold a Fellowship from another Commonwealth funding agency.

If you answer 'No' no additional information will be required.

C6 Research Opportunity and Performance Evidence (ROPE) – Current and previous appointment(s)/position(s) – during the past 10 years

(This data is automatically populated from the Participant's RMS profile).

To update any details in this table, click on the 'Manage Employment Details' link in this question. Please note that this will open in a new browser. Make sure that you refresh the proposal page to capture changes made to your profile.

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

Note: 'Over the last 10 years' is defined as 2006 onwards.

C7 What is your current academic level?

(This question must be answered)

Please select your current academic level or equivalent from the drop-down box.

- As per subsection B6.4 of the Funding Rules and Table 1, in the Part E budget question, the Candidate should choose the Future Fellowships Salary Level one step higher than the Candidate's current academic level. This means that in Part E:
 - Level A and B should choose Future Fellowship Level 1 Salary Level
 - Level C should choose Future Fellowship Level 2 Salary Level
 - Level D and E should choose Future Fellowship Level 3 Salary Level.

- If you are unemployed, not employed at an Australian university, or are an international researcher, please:
 - select “Other”
 - provide your current equivalent salary per annum in the relevant currency in which you receive it (i.e. Euro, USD etc) and
 - provide a complete position description of your current or most recent appointment in C8 in order to justify the requested Future Fellowships Salary Level in Part E.

Note: If "Other" is chosen, the Salary level in Part E should be determined by the level of the Future Fellowship Candidate's most recent full time appointment.

Table 1: Future Fellowship Salary Levels (2015\$)

Current Academic Level (or equivalent)	Future Fellowship Salary Level to be requested	Salary	On-costs 30%	Total
Level B or below	Future Fellowship Level 1 (1.0 FTE)	\$113,740	\$34,112	\$147,862
Level C	Future Fellowship Level 2 (1.0 FTE)	\$137,686	\$41,306	\$178,992
Level D or above	Future Fellowship Level 3 (1.0 FTE)	\$161,631	\$48,489	\$210,210

C8 Academic level justification

Please attach a PDF letter (1 page maximum) from the DVCR or equivalent justifying the salary level requested in Part E.

This question is only mandatory if:

- you have selected “Other” because you are unemployed, not employed at an Australian university, are an international researcher or
- you have chosen a Salary level in Part E which does not align with your academic level because you have experienced significant interruptions to your academic career, due to family responsibilities as primary care giver and/or due to working with a relevant industry.

Note:

- Where the Future Fellowship Candidate is unemployed, is not employed at an Australian university, or is an international researcher, **the academic level applicable must be fully justified by the DVCR or equivalent.**
- Where the Future Fellowship Candidate has experienced significant interruptions to their academic career, due to family responsibilities as primary care giver and/or due to working with a relevant industry, they may choose the most appropriate salary level. **The circumstances of the career interruption and chosen salary level must be justified and certified by the DVCR or equivalent.**

C9 Research Opportunity and Performance Evidence (ROPE) - Details on your career and opportunities for research

(This question must be answered)

Write a maximum of 5250 characters (approximately 750 words) detailing your career and research opportunities. Provide and explain:

- 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;
- If you are university based, indicate as appropriate the percentage of your current role in research-only, teaching and research, teaching-only, teaching and administration, research and administration, administration-only academic, researcher in business, programme or project manager or other business role, 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 in those roles; or
- If you are industry based, indicate as appropriate the percentage of your current role in industry, research and administration, researcher in business, programme or project manager or other business role, 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 in those roles;
- The research mentoring and research facilities available to you; and
- Any career interruption or other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal (e.g. industry experience or if you were a carer of a dependent child or children or any circumstances that may have slowed down your research and publications or affected the time you have had to conduct and publish from research). For more information on Research Opportunity and Performance Evidence (ROPE) see the [ARC ROPE Policy](#).

C10 Research Opportunity and Performance Evidence (ROPE) - Significant research outputs

(This question must be answered)

- Please upload a PDF with a list of your significant research outputs (four pages maximum). Provide your research outputs split into the following categories:
 - scholarly books – do not include edited books under this heading;
 - edited research books, including prestigious reference works;
 - scholarly book chapters;
 - refereed journal articles;
 - refereed conference papers only when the paper was published in full in the proceedings;
 - other research outputs, for example non-traditional research, edited special editions of journals or encyclopedia entries.
- use asterisks to identify research outputs relevant to this Proposal

- number outputs continuously
- include the acceptance date if listing in-press publications or programmed creative presentations
- include the details of any outputs available online, before publication or presentation.

C11 Research Opportunity and Performance Evidence (ROPE) - Ten career-best research outputs

(This question must be answered)

Please upload a PDF (five A4 pages maximum) with a list of your ten career-best research outputs, with a brief paragraph for each publication explaining its significance.

- Provide the full reference for each of your ten best research outputs.
- Next to each, provide information on any ARC grant scheme on which you were a CI or Fellow from which they originated.
- Add a statement of a maximum of 30 words for each research output explaining and justifying the impact or significance.
- Mark with an asterisk the publications relevant to this Proposal.

C12 Research Opportunity and Performance Evidence (ROPE) - Detail the number of students you have supervised over the last five years

(This question must be answered)

In no more than 350 characters (approx 50 words) please provide the details of students you have supervised over the last five years.

C13 Research Opportunity and Performance Evidence (ROPE) - 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 two 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.

C14 Research Opportunity and Performance Evidence (ROPE) - 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.

C15 Research Opportunity and Performance Evidence (ROPE) - A statement of your Research Impact and contributions to the research field of this Proposal

(This question must be answered)

Please upload a PDF detailing your Research Impact and contributions to the research field of this Proposal and evidence of your performance which demonstrates your capacity to undertake the proposed research (1 page maximum). This could include your PhD research and related publications and presentations, subsequent contributions where applicable as well as conference organisation and learned societies membership.

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.

C16 Currently held ARC Projects

This information is automatically populated. If you have any concerns with the information recorded here, please contact your Administering Organisation's Research Office.

C17 What will your time commitment (% of your time) be to the Administering Organisation?

(This question must be answered)

Enter the percentage of your time you will be committing to the Administering Organisation. The number must be a whole number only without the percentage character, for example, a 0.6 FTE that would be spending all their time at the Administering Organisation should be entered as 100. It is a requirement under the Funding Rules that the Future Fellow spend a minimum of 20 per cent of her/his time on activities at the Administering Organisation.

C18 What will your time commitment (% of your time) be to research activities related to the Project?

(This question must be answered)

Enter the percentage of your time you will be committing to the Project. The number must be a whole number only without the percentage character, for example, a 0.5 FTE that would be spending 80 per cent of their time on the project would be entered as 80. It is a requirement under the Funding Rules that the Future Fellow spend a minimum of 80 per cent of her/his time on research activities related to the proposed Future Fellowship.

Part D – Project Description

D1 Project Description

Please upload a Project Description as detailed below in no more than eight A4 pages and in the required format.

(This question must be answered)

- Upload a PDF of no more than 8 A4 pages. The PDF must be in the format described in Appendix A of these Instructions. **The PDF must provide the following information using the headings below and in this order:**
 - PROJECT TITLE
 - AIMS AND BACKGROUND
 - PROJECT QUALITY AND INNOVATION
 - SIGNIFICANCE AND NATIONAL BENEFIT
 - COLLABORATION
 - COMMUNICATION OF RESULTS
 - MANAGEMENT OF DATA
 - REFERENCES
- Applicants should ensure that information provided under these headings addresses the Selection Criteria as detailed in the Funding Rules.

PROJECT TITLE

- This title may differ from that shown in Part A1 of the Proposal form, and may exceed 10 words.

AIMS AND BACKGROUND

- Briefly outline the aims and background of the Proposal.
- Include information about national/international progress in this field of research and its relationship to this Proposal.
- Refer only to publications or non-traditional equivalents (outputs) that are accessible to the national and international research communities.

PROJECT QUALITY 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 and implemented.
- Explain how the research addresses a significant problem.
- 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.
- Explain how the aims, concepts, methods and results advance knowledge.

SIGNIFICANCE AND NATIONAL BENEFIT

- Describe the significance of the research in the national/international context, the expected outcomes and the likely impact of the proposed project.
- Describe how the Future Fellowship and the project might result in economic, environmental, social, and/or or cultural benefits to Australia. This statement may align with the Impact Statement.
- If the research has been nominated as focussing upon a topic or outcome that falls within one of the Science and Research Priorities, explain how it addresses one or more of the associated Practical Research Challenges (as selected in Part B1 of the Proposal form).

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.

COMMUNICATION OF RESULTS

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

MANAGEMENT OF DATA

- Outline plans for the management of data produced as a result of the proposed research, including but not limited to storage, access and re-use arrangement.
- It is not sufficient to state that the organisation has a data management policy. Researchers are encouraged to highlight specific plans for the management of their research data.

REFERENCES

- Include a list of all references, including relevant references to the Participant's previous work.
- References may be in 10 point Times New Roman or equivalent font.

D2 Statement by the Administering Organisation outlining Strategic Alignment (This question must be answered)

- Upload a PDF of no more than three A4 pages. A Strategic Statement must be provided by the Administering Organisation. The Strategic Statement must:
 - outline the area of core or emerging area of research strength and describe the level of resources to be provided to support the successful Candidate (for example, include project costs, PhD students, or salary top-up);
 - outline plans to retain the successful Future Fellow in a continuing position, subject to appropriate performance during the Fellowship;
 - where the Future Fellowship Candidate is an existing employee of the Administering Organisation, describe how the salary that was previously provided by the Administering Organisation will be used; and
 - be signed by the Deputy Vice-Chancellor (Research) or equivalent.

D3 Medical Research

Does this Project contain content which requires a statement to demonstrate that it conforms with the eligible research requirements set out in the ARC Medical Research Policy located on the ARC website?
(This question must be answered)

Please select 'Yes' or 'No' from the drop down list as appropriate. If 'Yes' is selected question D4 will be activated.

D4 Medical Research Statement

In no more than 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. Proposals which could be considered to be in an area related to medical research should provide justification in support of the eligibility of the Proposal with reference to the [ARC Medical Research Policy](#) on the ARC website.

- Avoid simply quoting the policy in your response and provide sufficient detail for the ARC to properly understand the intent and limits of the research aims.
- The ARC may rely solely on the information within this proposal and request no further information to determine eligibility.

Part E – Project Cost

E1 What is the proposed budget for your Project?

(This question must be answered)

Please provide details of the budget proposed for your project.

Ensure that your budget complies with the requirements of the Funding Rules. It is important that all organisations participating in this Proposal have been added at Part A3 prior to entering information in the budget table.

- Please do not commence entering information in the budget table until the participant and the Administering Organisation has been requested and has subsequently confirmed their participation on the proposed project.
- The ARC is seeking full costing information for Proposals under the *Future Fellowships* scheme in order to enhance transparency and accountability and to help determine the actual contributions to be paid by the ARC and other parties.
- Enter the amount of funding being sought from the ARC in the ARC column. It is not necessary to prioritise budget items. Funding must not be sought for items which are excluded. Refer to Sections A5 and B4 of the Funding Rules for further information.
- Please ensure that you request funding 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 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 is 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.

ENTERING INFORMATION IN THE BUDGET TABLE

1) Ensure that the Future Fellowship Candidate appears in the Budget Table:

The Future Fellowship Candidate's name should automatically appear in the budget table once they have been added as a Participant in A2 of the Proposal form or have accepted the invitation generated by RMS if they are not the person who has created the form.

Note: The Future Fellowship Candidate must appear in the Budget Table before filling out the Budget.

As per the Funding Rules, the Future Fellowship Candidate must choose the academic level one step higher than their current academic level or equivalent (chosen at question C7) at the closing time for submission of Proposals (for example, a researcher that is currently an Academic Level C must apply for a Future Fellowships Level 2) as per the following table:

Subsection B6.4 of the Funding Rules sets out the available salary levels:

Table 1: Future Fellowship Salary Levels (2015\$)

Current Academic Level (or equivalent)	Future Fellowship Salary Level to be requested	Salary	On-costs 30%	Total
Level B or below	Future Fellowship Level 1 (1.0 FTE)	\$113,740	\$34,122	\$147,862
Level C	Future Fellowship Level 2 (1.0 FTE)	\$137,686	\$41,306	\$178,992
Level D or above	Future Fellowship Level 3 (1.0 FTE)	\$161,631	\$48,489	\$210,120


Future Fellowship Salary levels are entered in the Personnel budget category by choosing from the drop down list under 'Remunerated Participants' above the Budget table.

The Level refers to the salary levels in the Funding Rules:

- Level B or below - Level 1 from year 1 annually for 4 years
- Level C - Level 2 from year 1 annually for 4 years
- Level D or above - Level 3 from year 1 annually for 4 years

Please note: The budget question defaults to a Future Fellowship Level 1 salary.

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

E1. What is the proposed budget for your project? 

*Please click on the information icon above and refer to the Instructions to Applicants for information regarding completing this form part.
(This question must be answered)*

Remunerated Participants

Dr Example Example

Future Fellowship

Level 1 from year 1 annually for 4 years

Add Participant type

Higher Degree by Research stipend

Level 1 from year 1 annually for 4 years

Add

Year 1
Year 2
Year 3
Year 4

Description	+	Australian Research Council	Administering Organisation
		Cash	Cash
Total		147,862	
Personnel	+	147,862	
Dr Example Example (Future Fellowship)		147,862	0
Equipment	+		
Maintenance	+		
Travel	+		
Field Research	+		
Other	+		

2) Adding Higher Degree by Research Stipends

Future Fellowship 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:

- Level 1 from year 1 annually for 4 years – 4 year stipend at \$25,861 per year starting in year 1
- Level 2 from year 1 annually for 3 years – 3 year stipend at \$25,861 per year starting in year 1
- Level 2 from year 2 annually for 3 years – 3 year stipend at \$25,861 per year starting in year 2
- Level 3 from year 1 annually for 2 years – 2 year stipend at \$25,861 per year starting in year 1
- Level 3 from year 2 annually for 2 years – 2 year stipend at \$25,861 per year starting in year 2
- Level 3 from year 3 annually for 2 years – 2 year stipend at \$25,861 per year starting in year 3

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

A Administrative Summary (Invalid)

B Classification and Other Statistical Information (Invalid)

C Personnel and ROPE (Invalid) ▼

D Project Description (Invalid)

E Project Cost (Invalid)

F Budget Justification (Invalid)

G Research Support and Statements on Progress

H Host Organisation (Invalid) ▼

Remunerated Participants

Dr Example Example	Future Fellowship	Level 1 from year 1 annually for 4 years ▼	
HDR	Higher Degree by Research stipend	Level 1 from year 1 annually for 4 years ▼	✕

Add Participant type

Higher Degree by Research stipend ▼

Level 1 from year 1 annually for 4 years ▼

Add

Year 1 Year 2 Year 3 Year 4

Description		Australian Research Council		Administering Organisation	
			Cash		Cash
Total			223,724		
Personnel	+		173,723		
Dr Example Example (Future Fellowship)			147,862		0
HDR (Higher Degree by Research stipend)			25,861		0
Equipment	+		50,001		
Equipment	✎ ✕		50,001		0
Maintenance	+				
Travel	+				
Field Research	+				
Other	+				

• The Proposal requests more than \$50,000 in Project Funding in at least one year, this is more than the maximum permitted.

****Please note: 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.

Remunerated Participants

Dr Example Example	Future Fellowship	Level 1 from year 1 annually for 4 years ▼	
HDR	Higher Degree by Research stipend	Level 1 from year 1 annually for 4 years ▼	✕

3) **Adding Additional Personnel**

Please 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.

Future Fellowships for funding commencing in 2016 – Instructions to Applicants

Please enter the item description

Research Assistant

Cancel OK

Remunerated Participants

Dr Example Example Future Fellowship Level 1 from year 1 annually for 4 years

Add Participant type

Higher Degree by Research stipend Level 1 from year 1 annually for 4 years Add

Year 1 Year 2 Year 3 Year 4

Description	Australian Research Council		Administering Organisation	
		Cash		Cash
Total		147,862		
Personnel	+	147,862		
Dr Example Example (Future Fellowship)		147,862		0
Equipment	+			
Maintenance	+			
Travel	+			
Field Research	+			
Other	+			

To add additional personnel click the '+', enter the description in the dialogue box. Click 'OK'.

A Administrative Summary (Invalid) B Classification and Other Statistical Information (Invalid) C Personnel and ROPE (Invalid) D Project Description (Invalid) E Project Cost F Budget Justification (Invalid) G Research Support and Statements on Progress H Host Organisation (Invalid)

E1. What is the proposed budget for your project?

Please click on the information icon above and refer to the Instructions to Applicants for information regarding completing this form part.
(This question must be answered)

Remunerated Participants

Dr Example Example Future Fellowship Level 1 from year 1 annually for 4 years

Add Participant type

Higher Degree by Research stipend Level 1 from year 1 annually for 4 years Add

Year 1 Year 2 Year 3 Year 4

Description	Australian Research Council		Administering Organisation	
		Cash		Cash
Total		147,862		
Personnel	+	147,862		
Dr Example Example (Future Fellowship)		147,862		0
Research Assistant		0		0
Equipment	+			
Maintenance	+			
Travel	+			
Field Research	+			
Other	+			

You can now enter the relevant \$ amount in the Cash column

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.

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

5) **Budget Categories**

Budget items requested must be eligible costs under sections A5 and B4.2 of the Funding Rules.

Year 1 Year 2 Year 3 Year 4			
Description		Australian Research Council	Administering Organisation
		Cash	Cash
Total			
Personnel	+		
Equipment	+		
Maintenance	+		
Travel	+		
Field Research	+		
Other	+		

Personnel

- Select the appropriate Academic Salary Level according to the Funding Rules.
- A maximum of one Higher Degree by Research stipend can be requested per Proposal.
- Funding requests for Research Associates and all other personnel must be requested at an appropriate salary level for the Administering Organisation at the time of submission
- Salaries must include a 30% loading to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation. The 30% loading excludes items such as extended leave and severance pay
- Funding for Higher Degree by Research stipends must be requested for students enrolled at Eligible Organisations.
- 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.

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 subsections A5.3.1.c and A5.3.2 of the Funding Rules.
- Include both hardware and software items in this category.
- 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* (LIEF) scheme. Please also refer to the [LIEF Register](#).

Maintenance

- Include in this category consumables and equipment items
- Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under 'Equipment' or 'Personnel' as appropriate.

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 subsections B4.2.1.a and c of the Funding Rules. Fieldwork costs should be included under 'Fieldwork Research' in the budget.

Field Research

- Costs associated with Field Research, including economy international and domestic travel, accommodation and living costs for the Future Fellowship Candidate and support personnel should be listed under 'Field Research'. These costs are not included in the limit for travel but must be fully justified in Part F of the proposal form.

Other

- Please include any items in the 'Other' budget category that cannot be appropriately placed in another category. Some 'Other' items include, but are not limited to, expert services of a third party, and publication and dissemination costs.

<p>IMPORTANT: RMS only performs limited validation checks of budget compliance with the Funding Rules. It is the Administering Organisation's responsibility to ensure that the budget requirements are met before submission to the ARC.</p>
--

Entering the Administering Organisation's contributions

- An organisation will only be available to be added in this part if it has already been added as the Administering Organisation at question A3 'Organisation Participant Summary' in Part A of the Proposal Form.
- Items must first be added to the budget table, and then the cash contribution amounts of the Administering Organisation can be entered into the 'Administering Organisation' column. To add items, follow the steps above in relation to the ARC budget.
- 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.
- **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 F1 of the Proposal. Please note that there is no required minimum cash contribution from the Administering Organisation.
- **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 question H1, where the proposed arrangements to

accommodate the Future Fellowship Candidate during their time conducting research at the Host Organisation may be specified.

Part F – Budget Justifications

F1 Justification of Future Fellowship non-salary funding

(This question must be answered)

- The justification should indicate how the Future Fellowship Candidate will use the project cost funding of up to \$50,000 each year. This statement should include the need and cost for each item requested from the ARC using the same headings as in the budget at E1.
- The ARC budget justification information must not exceed four A4 pages. The uploaded PDF **must**:
 - Use the same headings as the ARC requested budget column.
 - Provide for **each item under each year** using the headings and format in the Budget Justification table below. A separate table should be provided for **each year** with the heading; Year 1, Year 2, Year 3 and Year 4 respectively. Items requested across multiple years, that is, Year 1; Year 2; Year 3 and/or Year 4, should be listed separately for each year.

Budget Justification

Item requested	Cost	Justification

- **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 and explain** the need and cost of economy domestic and international travel for the Future Fellowship Candidate.

F2 Details of Administering Organisation contributions

(This question must be answered)

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.

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: as mentioned above any contributions made by Host Organisation(s) may be entered into question H1, not in the budget table or in Part F.

Part G – Research Support and Statements on Progress

G1 Research support for the Future Fellowship Candidate

For the Future Fellowship Candidate on this Proposal, please provide details of:

- i) Current submitted ARC Proposals (i.e. for which the outcome has not yet been announced)
 - ii) Research funding from sources other than the ARC (in Australia and overseas) for the years 2015 to 2020 inclusive. That is, list all Projects/Proposals/Fellowships awarded or requests submitted involving the Future Fellowship Candidate for funding for the years 2015 to 2020 inclusive and
 - iii) Any newly funded ARC Projects which are not showing in the Participant's question C16 (Currently held ARC Projects) at the time of Proposal submission.
- Use the table formats 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
 - Support Statuses 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.

ARC Proposals

- In the first part of the template (ARC proposals and newly funded ARC Projects) list the current submitted ARC proposals – that is, proposals submitted to any ARC scheme as at the closing date for FT16 proposals.
- Do not include proposals that will still be in draft and will not be submitted by the closing date for FT16 (i.e. proposals for schemes that close at a later date).
- List the current proposal first.

Funding from non-ARC sources

- In the second part of the template (Funding from non-ARC sources) list proposals and/or projects in descending date order.
- Support statuses are '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 NHMRC.
- Details should be provided for all non-ARC sources of funding.

Note: You may elect to change the orientation of the column heading text 'Same Research Area' and 'Support Status' from horizontal to vertical. This will reduce the column widths, and the completed table, while adhering to formatting requirements.

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.

Template:

Current ARC Proposals and newly funded ARC Projects which are not yet active									
Description (All named investigators on any proposal or grant/fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Proposal/Project ID	2015 (\$'000)	2016 (\$'000)	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)

Funding from non-ARC sources									
Description (All named investigators on any proposal or grant/fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Proposal/Project ID (for NHMRC proposals only)	2015 (\$'000)	2016 (\$'000)	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)

Example:

Current ARC Proposals and newly funded ARC Projects which are not yet active									
Description (All named investigators on any proposal or grant/fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Proposal/Project ID	2015 (\$'000)	2016 (\$'000)	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)
Dr Example Example, Project Title, FT16	Yes	R	FT1601XXXX		99	198	198	198	99

Funding from non-ARC sources									
Description (All named investigators on any proposal or grant/fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Proposal/Project ID (for NHMRC proposals only)	2015 (\$'000)	2016 (\$'000)	2017 (\$'000)	2018 (\$'000)	2019 (\$'000)	2020 (\$'000)
Dr Example Example, University of Example Research Grant	Y	C	n/a	205	100				

G2 **Statements on Progress for ARC-funded Projects**

Please note that the requirements for Statements on Progress have changed since the previous round.

A progress statement must be provided for any currently funded ARC Project that involves the Future Fellowship Candidate on this Proposal as a CI or PI. This requirement only applies to funding held under the *Discovery Projects*, *Discovery Early Career Researcher Award*, *Discovery Indigenous*, *Discovery Indigenous Researchers Development*, *Industrial Transformation Research Hubs*, *Industrial Transformation Training Centres*, *Linkage Projects* or any ARC Fellowship scheme.

Currently funded ARC Projects are listed in the auto-populated question C16 (Currently held ARC Projects) in each Participant's Part C (Personnel and ROPE).

If a Final Report for a project listed in C16 has been submitted to the ARC, please ensure a short explanation is provided here. For example: 'Final Report has been submitted to the ARC on dd/mm/yyyy'.

Where the Candidate is unsure of the exact date of the final report, it is permissible to list the month and the year that the final report was submitted.

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


Note: 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)*.

Click 'Add Answer' to insert additional boxes for each relevant Project/Award/Fellowship.


Please note, for each Project/Award/Fellowship:

- Provide the Project ID, First named investigator (Project Leader), and scheme name

- Upload a PDF of no more than 1 A4 page detailing progress
- A statement of progress for each Project indicated in Part C16, unless a final report has been submitted, must be included here.

G2. Statements on Progress for ARC-funded Projects 

For the Future Fellowship Candidate on this Proposal, attach a statement detailing progress for each ARC Project/Award/Fellowship involving that participant under the ARC Discovery Projects, Discovery Early Career Researcher Award, Discovery Indigenous, Discovery Indigenous Researchers Development, Industrial Transformation Research Hubs, Industrial Transformation Training Centres, Linkage Projects or any ARC Fellowship scheme. Click on the information icon or refer to the Instructions to Applicants for further information.

Project ID 

0 characters. 15 characters maximum.

• This item must be answered

First Named Investigator

0 characters. 200 characters maximum.

• This item must be answered

Scheme

• This item must be answered

Statement

No file chosen

• This item must be answered

Important note: 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 H – Host Organisation

A copy of this section will automatically be generated for each Host Organisation. If no Host Organisation has been added as a Participant in Part A, 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.

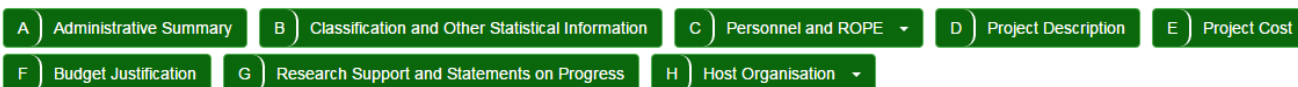
H1 Host Organisation Administrative Arrangements

(This question must be answered)

In no more than 2500 characters (approximately 400 words) describe the proposed arrangements between the Administering Organisation and the Host Organisation to accommodate the Future Fellow.

4. Submitting Proposal to the Research Office

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



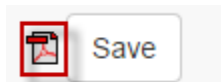
Before submitting the Proposal to the Research Office, the Future Fellowship Candidate must:

- Review all components to ensure the information to be submitted is complete
- Ensure all components are complete and valid

When you are ready to submit the proposal 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. 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.

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



Appendix A – Adding your ORCID iD to your 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.

Please be aware that your ORCID iD and information will not appear in the DE17 proposal form and will not be used for assessment purposes, therefore it is important that all questions in the proposal form are answered.

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

1. Login to RMS at <https://rms.arc.gov.au>
2. Click on Personal Details under the Person Profile section of the Action Centre



Figure 1 – Personal Details link under Person Profile

3. Click on the Create or Connect your ORCID iD button

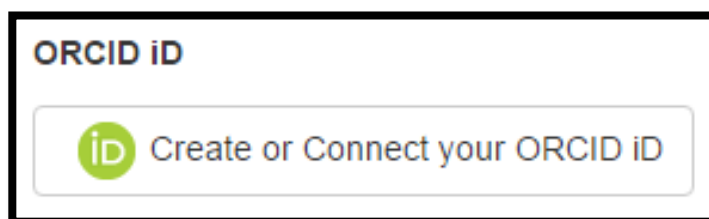


Figure 2 – Button to Create or Connect your ORCID iD

4. A pop up box will appear for you to connect your ORCID iD, if you already have one, or simply complete your details within the pop up box to create an ORCID iD.



Figure 3 – Introductory information within ORCID pop up box

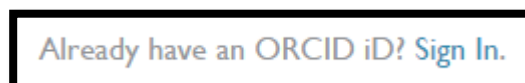


Figure 4 – If you already have an ORCID iD, Click on the Sign In link

As per ORCID's [terms and conditions](#), you may only register for an ORCID iD for yourself.

First name * ?

Last name




Email *

Re-enter email *

Password * ?

Confirm password *



Default privacy for new research activities (Works, Affiliations, Funding, etc)

   ?

Email frequency

The ORCID registry provides notifications about things of interest, like changes to your ORCID record and new and events. How often would you like these notifications delivered to you via email?

▼

 I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

Terms of Use *

☒ I consent to the [privacy policy](#) and [conditions](#) of use, including public access and use of all my data that are marked Public.

Deny

Figure 5 – Create an account by completing the fields on the page

5. Click Authorize to link your ORCID iD to your RMS account.

Appendix B – 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, 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.
- 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.
- Applicants should note that colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white.
- 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 the Proposal to determine that the text meets these requirements.