

ARC Future Fellowships (FT) for funding commencing 2016 The University of Sydney Administration Guide for applicants

KEY DATES	EVENT
Tuesday 19 April 2016	<p style="text-align: center;">University closing date for receipt of draft applications</p> <p>Generate a PDF of your proposal from RMS and submit a complete draft of the application for review by emailing it to research.support@sydney.edu.au</p> <p>A Research Administration Officer will be assigned to review your application and they will provide you with feedback based on compliance with the ARC Funding Rules, Instructions to Applicants and USyd Administration guide.</p>
9am, Tuesday 26 April 2016	<p>ARC - Request not to Assess – http://www.arc.gov.au/request-not-assess</p> <p>➤ email your RNTA to sherridan.blackman@sydney.edu.au</p>
Tuesday, 10 May 2016 5.00 pm (AEST)	<p>ARC closing time for submission of Proposals</p> <p><u>There is NO flexibility in this date/time</u></p>

GENERAL ENQUIRIES	<p>Kay Winton (02) 8627 8104 Email: kay.winton@sydney.edu.au</p> <p>Sherridan Blackman (02) 8627 8141 Email: sherridan.blackman@sydney.edu.au</p>
RMS	<p>Emily Blake (02) 8627 8114 Email: emily.blake@sydney.edu.au</p> <p>ARC RMS Helpdesk (02) 6287 6789 Email: rms@arc.gov.au</p>
STRATEGIC ADVICE	<p><i>All Disciplines</i></p> <p>Andrew Black (02) 8627 8143 Email: andrew.black@sydney.edu.au</p> <p>Jenny Turner (02) 8627 8135 Email: jennifer.turner@sydney.edu.au</p> <p>Miriam Ash (02) 8627 0763 Email: miriam-rose.ash@sydney.edu.au</p> <p><i>Humanities and Creative Arts & Social Sciences/Economics & Business</i></p> <p>Ariadne Vromen (02) 9351 6602 Email: ariadne.vromen@sydney.edu.au</p>

RESOURCES	<p>Research Portfolio website at: http://sydney.edu.au/research_support/funding/arc/future.shtml</p> <ul style="list-style-type: none"> • Research Portfolio Contacts • Key Dates • Brief Overview of the Future Fellowship Scheme • Application Process • Resource Links <p>ARC website at: http://www.arc.gov.au/future-fellowships</p> <ul style="list-style-type: none"> • Key Documents and Information • Key Dates for Future Fellowships 2016
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Head of School Statement of Support – **Mandatory for ALL applicants**

PLEASE NOTE CRITICAL FIRST STEP

*Applications **cannot** be processed or supported by the Research Portfolio without HoS support in writing to Research Grants and Contracts (RGC).*

Please send a confirmation email to research.support@sydney.edu.au with the following (suggested) text:

“This email confirms that the School of XXXX supports Applicant YYYY in applying for an ARC Future Fellowship 2016 and confirms that resources will be available to support the proposed project and to cover any salary shortfall.”

Changes to the Future Fellowships 2016 Application Round

***Note:** This list contains the major changes to the Rules (with relevant clause included) but is not exhaustive. Please consult the *Funding Rules for schemes under the Discovery Programme 2016—Future Fellowships* or contact the research office for further clarification.

- Addition of definitions for ‘Bench fees,’ ‘Emeritus Appointment,’ ‘Science and Research Priorities,’ ‘Research Impact’ and ‘ORCID identifier’ (A3).
- The term ‘Research Environment’ has been replaced with ‘Project Research Environment’ (A3 and throughout document).
- ‘Strategic Research Priorities’ references have been replaced with ‘Science and Research Priorities’ (A3 and throughout document).
- HDR stipends may not be requested, in whole or in part, for CIs and PIs (A5.3.1(e)).
- On-costs amounts to be requested in respect of salaries have been raised from 28% to 30% (throughout document). This change was proposed in the Funding Rules consultation process and was supported by the feedback.
- Exception for Australian Laureate Fellowships relinquishments added (A6.2.6(b)).
- Clarification of sections regarding Requests Not to Assess (A8.3), Intellectual Property (A11.4.2), Eligibility Criteria for the Future Fellow (B6.3).
- End of Year Reports and Progress Reporting combined and clarified (A10.1).
- Addition of section regarding ORCID identifiers (A11.5.3).
- Updates to the wording of scheme objectives (B3.1).
- ‘Mentoring’ added to Selection criteria for Future Fellowship Candidate (B3.2.1).
- ‘Strategic Statement’ replaced with ‘Statement by the Administering Organisation outlining Strategic Alignment’ (B3.3).
- Relocation costs have been removed from Budget Items Supported (B4.2).
- Clarification of Future Fellowships Salary Levels (B6.4).
- Addition of requirement for DVCR to justify salary level where the Future Fellowship Candidate is unemployed, not employed at an Australian university or is an international researcher (B6.4.2).
- Addition of clause for Future Fellowship Candidates that have experienced significant career interruptions to nominate Salary Levels. Must be justified and certified by the DVCR (B6.4.3).
- Addition of references to the new ARC Research Integrity and Research Misconduct Policy (A11.3.1 and A11.6).
- A two year career interruption per dependent child can be claimed for the primary carer of dependent children (inclusive of carer's responsibility and any maternity or partner/parental leave).
- Career interruptions for carers of dependent children are no longer capped at 4 years. This change was proposed in the Funding Rules consultation process and was supported by the feedback (B6.3.2(b) and B6.5.3(g)).

Submitting your **Draft** Proposal to the Research Grants and Contracts Office

- All D2 statements must be prepared in conjunction with the D2 Strategic guidelines – please provide, by the internal Scheme deadline, the completed FINAL draft ONLY to Jenny Turner for review and finalisation.

- Add a 'place-holder' PDF at D2 in your draft proposal
- Generate a PDF of your proposal from RMS and submit a complete draft of the application for review by **emailing** it to research.support@sydney.edu.au

RGC require a draft PDF of your application at this time even if you are working with the Research Development Team on the project proposal [Part D].

- Send a draft organisational statement (D2) in a **WORD** document to jennifer.turner@sydney.edu.au

Please do not click on the submit to Research Office button at this time as you will be locked out of your application and unable to make any further changes.

- Your application will be allocated to a **Research Administration Officer** and detailed feedback will be provided on the draft PDF. Feedback is based on compliance with the ARC Funding Rules for schemes under the Discovery Programme 2016—Future Fellowships, ARC Instructions to Applicants, Sydney Strategic Statement Guide and Sydney Administration Guide

Any applications received after the internal close date will receive a compliance check only and no further feedback will be provided prior to submission unless an eligibility issue prevents an application from being submitted.

Submitting your **Final** Proposal to the Research Grants and Contracts Office

*Aim to **finalise** your application by **9am, Thursday 5 May 2016** paying particular attention to the compliance and eligibility issues noted in your RGC feedback.*

- Retain the 'place-holder' document at D2
- Save each part of your application individually to ensure that updated data pre-populates into the relevant sections of the application form

The Research Office will finalise the organisational statement and attach the signed document to your application prior to the final step of submitting to the ARC.

- Ensure all parts are complete and valid, indicated by the section tab turning **GREEN** in RMS
- Click on 'Submit Proposal to Research Office' (this can only be done by the Proposal Owner)
***Note:** This will lock you out of the application preventing further editing, so do not do this until you have received feedback from your checker and incorporated all changes and final fixes
- Generate a final PDF and email it to your RGC reviewer to let them know you have submitted the proposal
- RGC will submit the final application to the ARC in RMS

Ensure that all required forms ([RPCF](#) & [ARC Written Evidence](#) forms) are signed by the appropriate people then scan and email to research.support@sydney.edu.au in two separate PDFs.