ELIGIBILITY EXEMPTION REQUEST: INSTRUCTIONS TO APPLICANTS

For Discovery Early Career Researcher Award (DECRA) for funding commencing in 2017

DECRA candidates may submit an Eligibility Exemption Request to the ARC, provided that they meet the criteria as set out in the Funding Rules for schemes under the Discovery Programme (2015 edition) (the Funding Rules).

Eligibility Exemption Requests must be received by the ARC by the date and time provided on the Important Dates page on the ARC website, unless otherwise advised. Please note that requests must be submitted to the Research Office of the Administering Organisation that will submit the DECRA proposal. The Research Office must then submit the request to the ARC by the closing date and time.

The type of DECRA Eligibility Exemption Request available is:

<table>
<thead>
<tr>
<th>Table 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Outside Timing Requirements</td>
</tr>
<tr>
<td>Funding Rules Section</td>
</tr>
<tr>
<td>D7.3.2 b</td>
</tr>
<tr>
<td>Eligibility Exemption Request definition</td>
</tr>
<tr>
<td>The proposed DECRA Candidate’s qualification(s) or experience does not accord with the timing requirements of having been awarded a PhD on or after 1 March 2007 (except as provided for in subsection D7.4.5 of the Funding Rules), together with periods of significant career interruption (between the PhD award date and the closing time of submission of Proposals) which if taken into account would be commensurate with a PhD being awarded on or after 1 March 2011.</td>
</tr>
</tbody>
</table>

The following instructions explain how a proposed DECRA Candidate should submit an Eligibility Exemption Request through the ARC’s Research Management System (RMS).

Instructions for DECRA Candidates

To complete an Eligibility Exemption Request form in RMS, please login to RMS as a participant and click on Eligibility Exemptions under the Applicant Draft Proposals section of the Action Centre. Please ensure that your Qualifications and Employment History are up to date. From the drop down menu, select DE17 round 1, and click the Add Exemption button.
When completing the form, please ensure that all fields are completed with the most relevant and up to date information for the following fields:

**Administering Organisation:** From the drop down menu, select the Eligible Organisation which will be submitting the Proposal and the Eligibility Exemption Request. The Organisation must be an Eligible Organisation listed in the Funding Rules.

**Note:** Some organisations that are not eligible to apply appear in the drop down menu. Eligibility Exemption Requests submitted with ineligible organisations listed will not be accepted. Please do not select “Australian Research Council” as the Administering Organisation.

**Proposal Title:** Please enter the title that you intend to use in the Proposal application form.

**Note:** If the Exemption Request is upheld, the title in the proposal does not need to be an exact match of the Exemption Request title.

**Eligibility Exemption Request Type:** Select ‘Outside timing requirements’ from the drop down menu. Please refer to Table 1, for the type of request available to DECRA applicants and the definition. Recognition of research experience is not an Exemption Request type for DE17, even though it appears in the drop down list.

![Exemption Request Type](image)

**Justification Statement:** In no more than 3000 characters, please provide justification outlining the special circumstances in support of the Eligibility Exemption Request being submitted.

**Employment History:** This field is automatically populated from your RMS profile. If the details that appear are incorrect, they can be updated by returning to the Action Centre, and selecting Employment under the Person Profile section. Any updates made to the RMS profile will then be reflected in the Eligibility Exemption Request form. Please indicate if the employment is research related and the Full-Time Equivalent (FTE) of the position (between 0.1 and 1). For instances where a Candidate works part-time and claims carer’s leave, parental leave or illness, the relevant career interruptions with corresponding FTE level should be entered in the ‘career interruptions’ table and the details of the part-time work with remaining FTE should be entered in the ‘Employment History’ section.

**Qualification History:** This field is automatically populated from the candidates RMS profile. If the details that appear are incorrect, they can be updated by returning to the Action Centre, and selecting Qualification under the Person Profile section. Any updates made to the RMS profile will then be reflected in the Eligibility Exemption Request form.

**Entering Career Interruptions:** In PDF format and using the following table as a template, provide (in up to five A4 pages) details of the career interruption for which you are submitting an Eligibility Exemption Request.
Non-employment and Employment History: *(Indicate non-employment and employment history, in years/months and Full-Time Equivalent, in chronological order from most recent back to the award date of PhD)*

<table>
<thead>
<tr>
<th>Exemption Request Type</th>
<th>Non-employment and employment history: (include position, title)</th>
<th>Was the employment research related: (Yes/No)</th>
<th>Start and finish date: (month/year – month/year)</th>
<th>Total period: (in months)</th>
<th>Full-time equivalent: (in FTE) [i.e. maximum FTE is 1.0]</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Outside timing requirements</td>
<td>Research career interruption - carer responsibilities</td>
<td>No</td>
<td>e.g. September 2011 – November 2012</td>
<td>14 months</td>
<td>1.0</td>
</tr>
<tr>
<td>e.g. Outside timing requirements</td>
<td>Primary carer of one dependent child*</td>
<td>No</td>
<td>e.g. January 2013 – September 2013</td>
<td>24 months</td>
<td>1.0</td>
</tr>
<tr>
<td>e.g. Outside timing requirements</td>
<td>Non-research employment</td>
<td>No</td>
<td></td>
<td>9 months</td>
<td>1.0</td>
</tr>
</tbody>
</table>

*(Add or delete rows as required.)*

*Primary carers of dependent children can claim up to two years per dependent child. No justification is required but the Administering Organisation must certify by submitting the Eligibility Exemption Request that this information is correct.*

For the purposes of the eligibility exemption request process for *Discovery Early Career Researcher Award* for funding commencing in 2017, a “dependent child” is defined as a child under the age of 18, who is under the legal responsibility, either alone or jointly with another person, of an adult who is responsible for the day-to-day care, welfare, development and the provision of financial assistance for the child.

**Please note:** Career interruptions of less than one month will not be considered.

The following types of interruption will be considered:

- a. carer’s responsibility;
- b. disruption due to international relocation for post-doctoral studies or other research employment not exceeding three months per international relocation;
- c. illness;
- d. maternity or parental leave;
- e. unemployment;
- f. non-research employment not concurrent with research employment and
- g. for the primary carer of a dependent child (inclusive of carer’s responsibility and any maternity or partner/parental leave, two years per dependent child.

**Supporting Documentation:** If needed, each Eligibility Exemption Request is permitted up to five A4 pages of relevant supporting documents which provide justification for the request. Please ensure that these documents are merged into one complete PDF document.
To submit the Eligibility Exemption Request: ensure that all information requested by the ARC has been provided and click the Save and Close buttons. Return to the Manage Eligibility Exemptions screen and you can now select Submit to Research Office. The Eligibility Exemption Request will be submitted to the Administering Organisation’s Research Office.

Instructions for Research Office staff

1. The Research Office must review the Eligibility Exemption Request submitted by the DECRA Candidate and submit it to the ARC by the closing date and time on the Important Dates page of the ARC website, unless otherwise advised.
2. From the Action Centre select Manage Research Office Eligibility Exemptions. You can now view and edit the Eligibility Exemption Requests.
3. Research Office staff must enter the email address where they would like the outcomes to be sent. If no email address is entered in the ‘Admin Organisation Recipient Emails’ field or the email is entered incorrectly, only the Candidate will receive notification of the Exemption Request outcome.
4. Select Save and Close. You can now select Submit to the ARC.
5. After reaching a decision regarding the Eligibility Exemption Request, the ARC will send an automated email to the Admin Organisation Recipient previously entered and the DECRA Candidate advising of the outcome. The Research Office and the DECRA Candidate will be required to log into RMS to view the details of the decision.

ARC Contacts:

If further assistance is required, please contact the DECRA team at ARC-DECRA@arc.gov.au or by phone on (02) 6287 6600.

For RMS technical assistance, please contact the RMS Helpdesk at rms@arc.gov.au or by phone on (02) 6287 6789.