ARC Research Management System
An Introduction for ARC Discovery Projects

January 2010
Getting started

Background

The Research Management System (RMS) is being designed as an online system for fully electronic submission and management of proposals seeking Commonwealth research funding through the Australian Research Council (ARC). RMS will replace and incorporate the functions currently handled in several non-integrated ARC systems including the current proposal submission system, GAMS, and the internal ARC systems.

RMS will allow a proposal for funding to be managed throughout its lifecycle from initial draft proposal all the way through to final completion of a funded project for reporting purposes. This will enable the management of data in an effective and standard way, and ensure best funding practices are used by the ARC in managing Commonwealth funding for research.

System requirements

The following browsers are recommended:

- Microsoft Internet Explorer 7 (IE7)
- Firefox 3.0+

RMS requires Adobe flash player to be installed. If you do not have it installed, you will be prompted to install Adobe flash player (contact ITS help desk). In some instances you may need to upgrade the Adobe flash player that has been installed (e.g. if the Part D Project Cost page does not load properly).

Setting up an RMS account

GAMS users

Existing GAMS accounts were copied across to RMS, however users MUST set up a new password before being able to log onto RMS for the first time.

1. Go to the RMS Login page at https://rms.arc.gov.au/ and click the Reset Password link. (If you get a message that the account is inactive, contact the RMS help desk and request that they activate your account).

2. Enter your GAMS ID as the Username and click request.

3. You should receive an email with a link to reset your password. Follow the instructions and create a new password. Once the new password has been created allow at least 5 minutes before trying to log into RMS using your GAMS ID as your username and the new password. Emails will be sent to the email address that was in your GAMS account contact details. If your email address requires updating contact the RMS help desk. (If you do not receive an email with the link to reset your password check that the email has not gone to your SPAM.)
New users

Go to the RMS Login page at https://rms.arc.gov.au/ and click the Request New Account link. Provide the requested information and click Request. You will receive a system generated email requesting that you confirm your email address. Once you have done this your request will go through a check for duplicate accounts and a validation process after which you will receive an email with a link to set up your password.

RMS User Creation Process
My Details

It is important that this information is kept up to date as qualifications and employment history are auto-populated from here into applications.

GAMS users will need to check that information has copied across correctly.

Personal Details

Details

Person ID is used for inviting participants to participate on applications

Organisation Details

Employment history for past 10 years should be included here. Start with current position and ensure that the “Position currently held” box is ticked. Then add previous positions.

Classification Details

Add qualifications starting with highest qualification.

Contact Details

RMS accounts are managed via the primary email account. It is important that this is kept up to date.
Creating a new proposal in RMS

A new draft Proposal is created from the applicant’s homepage (under ‘Proposals’) in RMS.

To create a new application on RMS click on ‘Create Draft Proposal’ a new screen will appear.

Select the appropriate scheme and round. For ARC Discovery Projects select “Discovery – Projects (DP11 round 1). (Note – at other times during the year there may be a number of schemes that have applications open and so check that you have chosen the correct scheme and round from the drop down list).

Enter a ‘Draft Proposal Name’. This is a name for identifying the application and is not the Proposal Title. The draft proposal name cannot be changed once the Proposal is generated. (Note – the Proposal Title (A2) can be changed any time whilst it is a draft proposal).

Once saved a ‘Draft Proposal Summary’ page will appear. A Proposal ID (DP1101xxxxx) will be automatically allocated by RMS.
The person who creates the draft proposal will be the Proposal owner and will be able to invite Participants and allocate Access Rights of Participants. Usually this would be the first named Participant who would be identified as the Project Leader. It is possible to transfer ownership of the proposal.

To return to the draft proposal at a later date, click on 'Draft Proposals' link via your RMS home page. To open the application click on the document icon in the first column.

**Proposals**
Adding participants and organisations

Initially when the application has been created there will be no Participants or Organisations listed on the Proposal. If the creator of the application is a Participant they can add themselves to the Proposal by clicking on the 'Add Person Participant' link and then clicking on the 'Populate Person ID and Family Name with my details', select the correct role from the drop down list and click 'Add Participant' (Note – a Participant’s role cannot be edited. If the wrong role has been selected then the Participant must be removed. All information relating to that Participant will need to be re-entered.)

Before proceeding to add further Participants, add RMIT University as the Administering Organisation. Once this has been done, Research Support and College Research Office will be able to see the draft application.

Click on ‘Add Organisation Participant’ and select ‘Administering Organisation’ as the Participant Type.
Click on ‘Set Organisation’ and select RMIT University from the drop down list.

Before inviting other Participants it is recommended that you enter the Proposal Title (A2) and Summary of Proposal (A4). Adding this information will enable the invited Participants to identify the proposal. If this information is not entered the invited Participants will only be able to identify a Proposal by the Proposal author name.

**Adding other Participants**

To add Participants, click on ‘Add Person Participant’ on the ‘Draft Proposal Summary’ page. Enter the Participant’s RMS Person ID, Family Name and role. Be careful to select the correct role from the drop down list. If the wrong role has been selected then the Participant must be removed. All information relating to that Participant will need to be re-entered.

When a participant has been successfully invited, they will receive an automated invitation email containing the Proposal details and directing them to accept or reject the invitation via
RMS. Once the invited Participant accepts the invitation their status will change from 'Requested' to 'Accepted' and a Part F will appear for the invited Participant (Part F will not be generated until the Participant has accepted).

Participants can be reordered by clicking on either the up or down arrow.

A Participant's access rights can be changed by clicking on the 'Edit access rights' link.

Adding other Organisations

In addition to the Administering Organisation, there are two other types of Organisations. A Collaborating Organisation is an Eligible Organisation (Australian university) that is not the Administering Organisation. Organisations that are not Eligible Organisations are added as 'Other Organisations'.

If an Organisation is not listed please email Research Support at arc@rmit.edu.au with the following information:

- Organisation name (preferably their Trading Name)
- Organisation short/abbreviated name
- ABN
- Generic Organisation email address if available.
Part A Administrative Summary

A2 Proposal Title

Descriptive title of no more than 150 characters (the text will turn red once the maximum number of characters has been exceeded). Do not use all upper case characters.

As far as possible use language that is accessible to the general public.

A3 Person Participant Summary

This information is auto-populated.

If a Participant's 'Current Organisation' is not showing, that participant must ensure that the 'Position is currently held' box is ticked in their 'Personal Details' in RMS.

If a Participant’s ‘Relevant Organisation for this proposal’ is missing, check that F11 has been answered for that participant.

A4 Summary of Proposal

Maximum of 750 characters. Focus on the aims, significance and expected outcomes of the project. Use plain language.

A5 Summary of Project for Public Release

Maximum of 350 characters. Do not duplicate or simply truncate the ‘Summary of Proposal’. Provide a two sentence description of the purpose and expected outcome of the project which is suitable for media and other publicity material.
Part B Classification and Other Statistical Information

B1 National Research Priorities

Whilst this question is not mandatory, if your application fits within one of the four priorities then choose the most appropriate. RMS only allows one National Research Priority to be chosen. However, more than one goal can be chosen.

B2 Field of Research and B3 Socio-Economic Objective

Prioritise the classification codes from highest percentage to lowest percentage and ensure percentages add up to 100%. Select the codes in order of priority.

B4 Keywords

Keywords are used by the ARC to assist in choosing the panel to send the application to. In choosing keywords, the first should be a general one that sets your proposal clearly within its discipline. Keywords can be phrases.
Part C Project Description

The Project Description is uploaded as a single PDF.

It MUST be no more than 10 pages long.

Margins MUST be at least 0.5cm on all sides (note the change from previous years).

Font MUST be at least 12 point (Times New Roman is recommended as the most compact of the readable fonts that have been suggested by the ARC). References may be in 10 point font.

Use the following headings, in this order:

- Project Title
- Aims and Background
- Significance and Innovation
- Approach and Methodology
- National Benefit
- Communication of Results
- Role of Personnel
- References
Part D Project Cost

All Organisations should be added to the Draft Proposal Summary page before filling out the budget.

Any Participants requesting an International Collaboration Award must tick ‘Yes’ for question F12 before entering further information in the budget under this category.

To add Organisations to the budget click on ‘Set Other Organisation Contributors’ link and tick the boxes against the Contributors.

Click ‘Set Contributors’ and the Admin Org and Collab Org columns will appear. If you have ‘Other Organisations’ then an Other Org column will appear.
To add an item click on the green plus under the relevant budget category. A new window will appear to enter the budget description. Item descriptions entered in Year 1 will automatically populate in all years. If you delete an item using the red cross, it will be removed from the entire budget.

Add items for each category in the following order: funding requested from the ARC; contribution from Administering Organisation (RMIT); contribution from Collaborating Organisations; contribution from Other Organisations.

Do not enter amounts against 'Unspecified Funding' fields, the Direct Costs line, or the Category name lines.

Do not enter amounts against items in years for which funding from the ARC is not being requested.

To edit an item description click on the 'Edit Budget' icon this will allow editing or removal of an item.
Categories

Personnel

Fellowship candidate name(s) will be populated to the budget under Personnel (do not click on the red cross for a Fellowship candidate as this will result in the Fellowship candidate being removed from the budget table and from the Proposal).

Select the funding level of the Fellowship by clicking on the 'Modify Funding Level' icon to select the funding level for the fellowship candidate.

The amount will appear in the ARC column.

QEII – RMS defaults to ARF and so you will need to overwrite the populated amount.

APF Step 2 – RMS defaults to Step 1 and you will need to overwrite the populated amount.

ARC only funds salary on-costs up to 28%, where on-costs at the host organisation exceed 28% for Fellows, include the residual cost under Administering Organisation.

Funding requests for Senior Research Associates and Research Associates and all other personnel should be based on salary levels within the relevant organisation. For staff to be based at RMIT use the salary spreadsheets that can be found at http://www.rmit.edu.au/staff/research/costing

The amount to request for PhD stipends is $27,222.

Teaching Relief

Only Chief Investigators are eligible for teaching relief and can be sought for up to a maximum of 6 months per year.

The rate is $34,338 per 6 months including 28% on-costs (pro rata).

In the item description enter the name of the CI requesting teaching relief and amount or percentage for each year.
Travel

Do not include requests for International Collaboration Awards.

International – Designate costs clearly, itemizing origins and destinations for travel.

International Collaboration Award

Up to $40,000 for a maximum of 6 months (pro rata for lesser period) for each year in which the ICA will be taken. Minimum of one month.

All Participants applying for an ICA must select 'Yes' for question F12. If a request for an ICA is entered in the budget before selecting 'Yes' in question F12 a budget validation error will appear.

D1. What is the proposed budget for your project?

Please provide details of the budget proposed for your project. (This question must be answered)

• Currently, there is no person by the name 'Abc Example' on this proposal; note that the format for budget items in the International Collaboration Award budget category needs to be <first name> <family name>.

Professor Abc Example has not selected 'yes' for Question F12 (Are you requesting an International Collaboration Award?) resulting in the following validation error.

Please ensure that 'yes' has been selected in Question F12 for each Participant who will be requesting an

Enter the amounts being sought from the ARC against the available categories.

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The 'Direct Cost' line will sum all subtotals displaying the total amount being requested from the ARC.

Each category will subtotal the amounts entered against each item

Enter in the amount against each item that is being requested from the ARC.
Enter the amounts that the Administering Organisation will be contributing to the Project.

Please provide details of the budget proposed for your project. (This question must be answered)

**Set Other Organization Contributors:**

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The "Direct Cost" line will sum all subtotals and display the total amount that the Administering Organisation is contributing.

Enter amounts that the Administering Organisation will be contributing against each item where applicable.

Enter the amounts that the Collaborating Organisation(s) will be contributing to the Project. This is the total amount being contributed if there is more than one Collaborating Organisation.

**Set Other Organization Contributors:**

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<th>Description</th>
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Against each Collaborating Organisation listed in the 'Collaborating Organisation' table please enter their total amount of contribution for Year 1 against each Organisation.

Note: The total showing in the "Collab Org" column must match the total amount showing in the Collaborating Organisation table.

**Collaborating Organisation**

<table>
<thead>
<tr>
<th>Organisation</th>
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<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample One Collaborating Organisation</td>
<td>15,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sample Two Collaborating Organisation</td>
<td>15,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total: 30,000
A separate summary table entitled ‘Collaborating Organisation’ will be populated underneath the budget table. Each Collaborating Organisation’s name will be listed separately within that table. This table is used to enter what each Collaborating Organisation will be contributing in the relevant year/s. Please enter the total amount that a Collaborating Organisation is contributing against that Organisations name in each year/s. The amounts entered against each Collaborating Organisation must match the total amount showing in the ‘Collaborating Organisation’ column for each year. If the total amount in the ‘Collaborating Organisation’ table does not match the total amount in the ‘Collaborating Organisation’ column for each year you will see the following budget validation error:

**D1. What is the proposed budget for your project?**

Please provide details of the budget proposed for your project. (This question must be answered)

- The cash totals of the primary budget table and the secondary budget table do not match up for the contributor 'Collaborating Organisation (Summary)' for 'Year 1'.

Please ensure that the total amounts match in the 'Collaborating Organisation' column and the 'Collaborating Organisation' summary table.

Enter the amounts that the Other Organisation(s) will be contributing to the Project. This is the total amount being contributed if there is more than one Other Organisation.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Personnel</td>
<td>20,000</td>
<td>20,000</td>
<td>15,000</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td>Unspecified Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Example Item One</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td>Example Item Two</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>+</td>
<td>Teaching Relief</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Unspecified Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+</td>
<td>Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Unspecified Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+</td>
<td>Maintenance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Unspecified Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+</td>
<td>Travel - International</td>
<td>30,000</td>
<td>0</td>
<td>15,000</td>
<td>25,000</td>
</tr>
<tr>
<td></td>
<td>Unspecified Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Example Item Three</td>
<td>10,000</td>
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<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td>Example Item Four</td>
<td>10,000</td>
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<td>10,000</td>
<td>15,000</td>
</tr>
<tr>
<td></td>
<td>Example Item Five</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+</td>
<td>Travel - Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Unspecified Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+</td>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Unspecified Funding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+</td>
<td>International Collaboration Award</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:** The total showing in the ‘Other Org’ column must match the total amount showing in the Other Organisation table.
Part E Budget Justifications

E1 Justification of funding requested from ARC

Uploaded as a PDF.

Must not exceed 3 A4 pages.

Use the same headings as used in the Part D budget table.

Fully justify each budget item requested in terms of need and cost.

In cases where the option 'Be removed as a named investigator so that a salary may be requested from the project' option has been selected for question F14.4 for a Fellowship candidate, requests for funding of a Research Associate level position if the Fellowship is not awarded should be included here. Do not include amounts in the Part D budget table.

Fellowship candidates, who have selected 'Remain as a Chief Investigator on the project' for question F14.4 if their Fellowship request is unsuccessful may wish to seek teaching relief in the role of CI. This request should be explained and justified here. Do not include amounts in the Part D budget table.

E2 Details of non-ARC contributions

Uploaded as a PDF.

Must not be more than one A4 page.

Use the same headings as used in the Part D budget table.

Explain how non-ARC contributions will support the project.
Part F Personnel

Each Participant who has accepted an invitation will have a copy of Part F automatically generated.

Early Career Researchers indicate their status at F6. An Early Career Researcher will have a PhD awarded on or after 3 March 2005. If a participant does not satisfy this criterion but considers themselves to have an equivalent research degree or experience of a similar duration and wishes to be identified and nominated as having ECR status then the participant must make a case for this in question F13.1.

F13 Research Record Relative to Opportunities

There have been a number of changes to this section from previous years.

RMS will not preserve the formatting in text boxes. Avoid pasting dot point lists into text boxes.

F13.1 Details on your career and opportunities for research over the last 5 years

This section is new and is part of the ARC’s efforts to improve the assessment of participant’s track record relative to opportunity.

F13.2 Recent significant publications (2005 onwards)

There have been some changes to this section from previous years.

Upload a PDF of no more than 40 A4 pages.

Provide list of research publications in the last five years (ie March 2005 onwards) split into the following four categories:

- scholarly books
- scholarly book chapters
- refereed journal articles
- refereed conference papers (only when the paper was published in full in the proceedings)

Publications MUST be numbered continuously.

Asterisk the publications relevant to this Proposal.

Provide details of ARC grants awarded in the last ten years on which you have been a Chief Investigator (the ARC National Competitive Grants Program dataset has details of completed projects from 2002 and current projects and can be found at http://www.arc.gov.au/general/searchable_data.htm):

- ARC grant number
- Chief Investigator names in the order they appear on the grant
- the amount funded
- the years for which the grant was awarded
- the title of the grant
- with respect to your numbered publications in the last five years given in F13.2, next to each ARC grant, provide the numbers of publications from F13.2 that arose from or were in part supported by your ARC grant.

**Template:**

<table>
<thead>
<tr>
<th>Project Id</th>
<th>CI Name/s</th>
<th>Amount Funded</th>
<th>Amount of Years</th>
<th>Project Title</th>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add additional lines where necessary.**

**Example:**

<table>
<thead>
<tr>
<th>Project Id</th>
<th>CI Name/s</th>
<th>Amount Funded</th>
<th>Amount of Years</th>
<th>Project Title</th>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>LP0555555</td>
<td>Prof AB Example, Prof CD Example</td>
<td>$450,000</td>
<td>3</td>
<td>Project 1</td>
<td>2, 3, 5, 7</td>
</tr>
<tr>
<td>DP0623546</td>
<td>Prof EF Example, Dr GH Example, Prof IJ Example</td>
<td>$300,000</td>
<td>5</td>
<td>Project 2</td>
<td>4, 6, 8, 9</td>
</tr>
</tbody>
</table>

**F13.3 Ten career-best publications**

Additional information is requested to that required in previous years.

Upload a PDF of no more than 10 A4 pages.

- Provide a full reference for each of your ten best publications.

- Next to each publication provide information on any ARC grant scheme on which you were a Chief Investigator from which they originated, as described in F13.2.

- Add a statement of a maximum of 30 words explaining and justifying the impact or significance of each publication.

- Asterisk publications relevant to this proposal.
F13.4 Further evidence in relation to research impact and contributions to the field over the last 10 years

Research outputs other than publications.

Evidence of quality and impact of all your research outputs.

F13.5 A statement on your most significant contributions to this research field of this Proposal

Maximum of 3700 characters.

F13.6 to F14.5 apply only to Fellowship candidates

F14 will be greyed out for non-Fellowship candidates.

F14.4 If you are unsuccessful in obtaining a Fellowship do you wish to ...

Do not choose the third option 'Seek no further support for the project (no funding can be made)'. If the Fellowship request is unsuccessful, a funding offer cannot be made. Note the circumstances that may mean you can only choose this option (eg sole applicant who is not eligible to be a CI).

If you choose the first or second option note the comments at E1 about requesting additional funding from the ARC.
Part G Research Support

Upload the table as a PDF. Note the change from previous years where the table was part of the electronic application on GAMS.

Provide details of research funding (ARC and other agencies) for the years 2009 to 2013 inclusive for each participant.

List the current Proposal first (in previous years the current proposal was auto-populated into the table).

List other proposals and projects in descending date order.

Support statuses are 'R' for requested, 'C', for current support and 'P' for past support.

Proposal/Project ID applies only to ARC and NHMRC funding.

Funding amounts should be in thousands of dollars and should be in Australian dollars.
Part H Statements on Progress of ARC Funded Projects

Attach statement detailing progress for each ARC Project/Fellowship involving any Participants who have been awarded funding for 2009 under ARC Discovery Projects, Linkage Projects or Fellowships schemes.

Upload a PDF of no more than one A4 page for each funded project.

Include statements only for those projects that were awarded ARC funding for 2009 (do not include projects that received carry forward funding only in 2009).

The statement should include details on progress of the project from commencement to date of preparation of the statement. Include details of all publications from the project (not just 2009 publications).

Failure to include required statements may result in the ARC deciding not to recommend the Proposal for approval.
Part I Additional Details

12 Does this proposal relate to any of the following special interest items?

Select the ECR-Only Proposal option if all the Participants are Early Career Researchers.
Useful information

http://www.rmit.edu.au/research/arcapply

http://www.rmit.edu.au/staff/research/costing


http://www.arc.gov.au/general/searchable_data.htm

Contacts

Research Support

Mark R Anderson: 9925 7726 or arc@rmit.edu.au

Colleges

Business: Tania Tambiah 9925 5572 or tania.tambiah@rmit.edu.au

Design and Social Context: Clare Leporati 9925 1826 or clare.leporati@rmit.edu.au

Science, Engineering and Health Caroline Northwood 9925 2730 or caroline.northwood@rmit.edu.au

RMS Help Desk

(02) 6287 6789 or rms@arc.gov.au