

Candidate Name:

FT N°:

2018 ARC Future Fellowships

Application checklist

<b>Part A – Administrative Summary</b>	
<input type="checkbox"/>	<b>A1</b> – Title. Maximum of 75 characters (approx. 100 words); no acronyms, no quotation marks, not all in uppercase characters.
<input type="checkbox"/>	Title should be short, precise, informative, descriptive, and memorable and in plain English.
<input type="checkbox"/>	<b>A2</b> – Person Participant Summary completed.
<input type="checkbox"/>	<b>A3</b> – Organisation Participant Summary. If required, Host Organisation is identified.
<b>A4</b> – Proposal summary	
<input type="checkbox"/>	Maximum of 750 characters (approx. 100 words). Clear, plain English, no quotation marks, no acronyms. Covers <b>aims, significance, expected outcomes, benefits</b> and <b>expected outcomes</b> . Not all in uppercase.
<input type="checkbox"/>	Uses the stipulated format, with Introductory statement, Context, Outcome statement and Benefit statement
<input type="checkbox"/>	Does not use first person language, and uses aspirational terms (“The project aims to...” not “The project will...”).
<b>A5</b> – Impact Statement	
<input type="checkbox"/>	Maximum of 750 characters (approx. 100 words).
<input type="checkbox"/>	Clear, plain English. Explains the contribution of the research beyond academia.
<input type="checkbox"/>	Considers the ‘Research Impact Principles and Framework’ ( <a href="http://www.arc.gov.au/research-impact-principles-and-framework">www.arc.gov.au/research-impact-principles-and-framework</a> ). Includes both outcomes and benefits and details of intended path to impact.
<b>Part B – Classification and Other Statistical Information</b>	
<input type="checkbox"/>	<b>B1</b> – Science & Research Priorities. One priority nominated. Both priority and challenge(s) consistent with Proposal.
<b>B2</b> – Field of Research (FOR) Codes.	
<input type="checkbox"/>	FOR codes in order from highest % to lowest % and add up to 100% (50% cannot be entered for two FoR codes).
<input type="checkbox"/>	No more than 3 FOR codes.
<input type="checkbox"/>	Codes relevant to proposal (FOR codes are <b>used to select assessors</b> to read proposal)
<input type="checkbox"/>	Avoids use of ...99 not elsewhere classified codes.
<b>B3</b> – Socio-Economic Objective (SEO) – sectors most likely to benefit from the Proposal	
<input type="checkbox"/>	No more than 3 SEO codes.
<input type="checkbox"/>	SEO’s in order from highest % to lowest % and add up to 100%.
<input type="checkbox"/>	Codes relevant to proposal.
<input type="checkbox"/>	<b>B4</b> – Interdisciplinary research. If yes, options selected are consistent with the proposal. Maximum of 375 characters (approx. 50 words) summary. Indicates the nature of the interdisciplinary research.
<input type="checkbox"/>	<b>B5</b> – International collaboration noted if applicable. Collaborator(s) must be mentioned in proposal.
<input type="checkbox"/>	<b>B6</b> – International collaboration. Answer consistent with the proposal.
<input type="checkbox"/>	<b>B7</b> – Countries involved in international collaboration. Answer consistent with the proposal.
<input type="checkbox"/>	<b>B8</b> – Research students. Reasonable and consistent with the proposal
<b>Part C – Project Description</b>	

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	<b>C1 – Project Description</b>
<input type="checkbox"/>	Maximum of 10 A4 pages.
<input type="checkbox"/>	PDF's directly generated not scanned.
<input type="checkbox"/>	Specified headings used and in order.
<input type="checkbox"/>	<b>Project Title</b> – can be different to A1 and can exceed 10 words.
	<b>Aims and Background</b>
<input type="checkbox"/>	Overall project aim stated near the beginning of page 1.
<input type="checkbox"/>	Describe the aims and background of the Proposal.
<input type="checkbox"/>	Places the project in context of recent national / international progress in this field of research.
<input type="checkbox"/>	Cites readily accessible, good quality international/national refereed papers.
	<b>Future Fellowship Candidate</b>
<input type="checkbox"/>	All levels: summarises the track record of the Candidate relative to their opportunity to do research.
<input type="checkbox"/>	All levels: describes how the Candidate has the <b>capacity and leadership</b> to undertake the research.
<input type="checkbox"/>	All levels: describes the Candidate's <b>high quality research outputs</b> in the field of the proposal.
<input type="checkbox"/>	All levels: describes the Candidate's experience in <b>research training, mentoring and supervision</b> .
<input type="checkbox"/>	Levels 1 and 2: describes the Candidate's <b>national</b> research standing.
<input type="checkbox"/>	Level 2: describes the Candidate's <b>emerging international</b> research standing.
<input type="checkbox"/>	Level 3: describes the Candidate's <b>international</b> research standing.
	<b>Project Quality and Innovation</b>
<input type="checkbox"/>	Describes how the research addresses a <b>significant problem</b> .
<input type="checkbox"/>	Describes how the conceptual/theoretical framework is <b>innovative</b> .
<input type="checkbox"/>	Describes how the research will <b>advance the knowledge base</b> of the discipline.
<input type="checkbox"/>	Provides detailed <b>methodology</b> .
<input type="checkbox"/>	Detailed Gantt chart included.
<input type="checkbox"/>	Describes how the project may result in maximising <b>economic, environmental, social, and/or cultural benefits to Australia</b> .
<input type="checkbox"/>	Describes how the research addresses the <b>Science and Research Priority</b> and associated <b>Practical Research Challenges</b> denoted in B1, and any other that are relevant.
<input type="checkbox"/>	Describes how the proposed Project involves <b>interdisciplinary research</b> , if appropriate.
<input type="checkbox"/>	Describe how the proposed Project will <b>push the boundaries of research and open up new research opportunities</b> .
<input type="checkbox"/>	Explains how the proposed Project will contribute to <b>public policy formulation and debate</b> .
	<b>Feasibility and Strategic Alignment</b>
<input type="checkbox"/>	Describes how the Candidate aligns with and/or complements the core or developing research strengths and staffing profile at RMIT.
<input type="checkbox"/>	Demonstrates that the <b>necessary facilities</b> are available to conduct the proposed research.
<input type="checkbox"/>	Outlines the <b>resources</b> that will be provided by RMIT to support the Candidate.
<input type="checkbox"/>	Explains the capacity at RMIT to transition the Candidate to a <b>continuing position</b> at the end of the Fellowship.

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	<b>Benefit and Collaboration</b>
<input type="checkbox"/>	Describes how the Candidate will <b>build collaborations</b> across research organisations and/or industry and/or with other disciplines both within Australia and internationally.
<input type="checkbox"/>	<i>If relevant</i> , explains how the Host Organisation(s) will be utilised in the proposed Project.
<input type="checkbox"/>	Outlines how the completed project will produce significant new knowledge and/or innovative economic, commercial, environmental, social and/or cultural benefit to the Australian and international community.
<input type="checkbox"/>	Describes how the research will be cost-effective and value for money.
	<b>Communication of Results</b>
<input type="checkbox"/>	Outlines plan for communicating results to other researchers.
<input type="checkbox"/>	Outlines plan for communicating results to the broader community.
	<b>Management of Data</b>
<input type="checkbox"/>	Describes the type(s) of data the research will generate.
<input type="checkbox"/>	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 arrangements.
<input type="checkbox"/>	Does not simply state that the organization has a data management policy.
	<b>References</b>
<input type="checkbox"/>	10pt font.
<input type="checkbox"/>	Lists all references.
	<b>Acknowledgements (Only completed if required)</b>
<input type="checkbox"/>	Heading only included if required.
<input type="checkbox"/>	Acknowledges any significant contributions to the Proposal in terms of ideas and authorship by persons not already named in the Proposal.
	<b>C2 – List of Project Objectives</b>
<input type="checkbox"/>	Maximum of 500 characters (approx. 70 words) per objective.
<input type="checkbox"/>	Lists <u>objectives</u> , not activities.
<input type="checkbox"/>	Objectives consistent with the project description.
	<b>C3 – Statement by the Administering Organisation outlining Strategic Alignment</b>
<input type="checkbox"/>	Maximum of 3 pages.
<input type="checkbox"/>	Describe the existing or developing research strength that is relevant to the Candidate's research
<input type="checkbox"/>	Indicates if this area is a core or emerging research strength of the Administering Organisation.
<input type="checkbox"/>	Describes how the Candidate aligns with the research strength.
<input type="checkbox"/>	Describes the Candidate's contributions to the research strength. If the Candidate is external, describes how they will add capacity and expertise.
<input type="checkbox"/>	Describes how the Candidate's research aligns with RMIT research strategy: Enabling Capability Platforms, recognised Centres or Groups.
<input type="checkbox"/>	Describes the financial resources to be provided (e.g. cash support, salary top-up).
<input type="checkbox"/>	Outlines plans to retain the Future Fellow in a continuing position.
<input type="checkbox"/>	Existing employees- describes how their salary will be used during the Fellowship.
<input type="checkbox"/>	Signed by the Deputy Vice-Chancellor (Research & Innovation).

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	<b>C4 – Medical and Dental Research</b>
<input type="checkbox"/>	Response is consistent with proposal.
	<b>C5 – Medical and Dental Research Statement</b>
<input type="checkbox"/>	If relevant, a convincing statement of how this proposal does not qualify as medical or dental research.
<input type="checkbox"/>	No more than 750 characters (approx. 100 words).
	<b>Part D – Personnel and ROPE</b>
<input type="checkbox"/>	<b>D1 – Personal Details completed.</b> Auto-populated.
<input type="checkbox"/>	<b>D2 – Country of Residence.</b> Completed and correct.
<input type="checkbox"/>	<b>D3 – Qualifications completed.</b> Auto-populated.
<input type="checkbox"/>	<b>D4 – Current &amp; previous appointments (last 10 years) completed.</b> Auto-populated.
	<b>D5 – Academic Interruptions</b>
<input type="checkbox"/>	Answered 'Yes' for the following: <ul style="list-style-type: none"> <li>- Time out of research</li> <li>- Relocation</li> <li>- Pregnancy</li> <li>- Major illness/injury</li> <li>- Carer responsibilities</li> <li>- Community obligations for Aboriginal and Torres Strait Islander Candidates</li> </ul>
<input type="checkbox"/>	Specific dates listed.
<input type="checkbox"/>	Maximum of 500 characters (approx. 70 words) per description.
	<b>D6 – Research Opportunity and Performance Evidence</b>
<input type="checkbox"/>	Uses the stipulated headings: 'Amount of Time as an Active Researcher', 'Research Opportunities' and 'Research Achievements and Contributions'.
	<b>Amount of Time as an Active Researcher</b>
<input type="checkbox"/>	States the number of years since the Candidate's highest educational qualification.
<input type="checkbox"/>	States the total FTE for career interruptions.
	<b>Research Opportunities</b>
<input type="checkbox"/>	<i>If necessary</i> , provides more explanation of information provided in D5.
<input type="checkbox"/>	Describes research opportunities at work, research component of work, any unemployment or part-time employment.
<input type="checkbox"/>	States the percentages in current and past roles.
<input type="checkbox"/>	Describes mentoring and facilities.
<input type="checkbox"/>	Describes other aspects that have adversely affected career, opportunities for research or outputs, not detailed elsewhere.
	<b>Research Achievements and Contributions</b>
<input type="checkbox"/>	Details the following: <ul style="list-style-type: none"> <li>- Prizes, honours and awards</li> <li>- Invited keynote and speaker addresses</li> <li>- Research income support</li> <li>- Commercial outcomes: patents, IP licences and resulting benefits</li> <li>- Identifiable benefits outside of academia</li> <li>- Professional activities</li> </ul>

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<input type="checkbox"/>	Describes how the Candidate's research has led to a significant change or advance in knowledge in the field.
<input type="checkbox"/>	Describes how the Candidate's achievements will contribute to this Proposal.
	<b>D7 – Publications</b>
<input type="checkbox"/>	Divided into two sections: "Publication Context and Contribution" and "Publication List".
	<b>i. Publication Context and Contribution</b>
<input type="checkbox"/>	Maximum of 2 pages.
<input type="checkbox"/>	Describes the contributions and significance of the Candidate's publications within the context of the discipline.
<input type="checkbox"/>	Includes importance/esteem of journals, citations, first or corresponding authorship.
	<b>ii. Publication List</b>
<input type="checkbox"/>	Maximum of 5 pages.
<input type="checkbox"/>	Split into five categories as follows: Authored Books, Book Chapters, Refereed Journal Articles, Fully Refereed Conference Proceedings, Other Publication Outputs.
<input type="checkbox"/>	Includes the Project ID and years funded for any publication resulting from an ARC grant.
	<b>D8 – Ten career-best academic research outputs</b>
<input type="checkbox"/>	Maximum of 3 pages.
<input type="checkbox"/>	Includes the Project ID and years funded on any ARC grant on which the investigator was a named CI.
<input type="checkbox"/>	Includes statement explaining and justifying the impact or significance.
<input type="checkbox"/>	Publications relevant to the proposal asterisked.
<input type="checkbox"/>	<b>D9 – Currently held ARC Projects. Auto-populated.</b>
	<b>D10 – Student supervision</b>
<input type="checkbox"/>	Maximum of 350 characters (approx. 50 words).
<input type="checkbox"/>	Details student supervision from 2012-2017.
	<b>D11 – Relevant Qualification</b>
<input type="checkbox"/>	Most relevant qualification selected.
	<b>D12 – Professional degree equivalent to a PhD</b>
<input type="checkbox"/>	Only answered 'Yes' if the Candidate does not have a PhD.
	<b>Career Interruption</b>
<input type="checkbox"/>	<b>D13 – Answered 'Yes' if PhD conferred before 1 March 2003.</b>
<input type="checkbox"/>	<b>D14 – Completed if answered 'Yes' to D13.</b>
<input type="checkbox"/>	<b>D15 – Completed if answered 'Yes' to D13.</b>
	<b>D16 – Current Academic Level</b>
<input type="checkbox"/>	Response consistent with the Applicant's current academic level.

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	<b>D17 – Academic Level Justification</b>
<input type="checkbox"/>	Only answered if the response to D16 was “Other”.
<input type="checkbox"/>	Uploaded letter from DVCR&I justifying the level requested.
	<b>D18 – Time Commitment to Administering Organisation</b>
<input type="checkbox"/>	Minimum of 20%.
<input type="checkbox"/>	Figure consistent with the research plan and any time spent at other institutions.
	<b>D19 – Time Commitment to research activities</b>
<input type="checkbox"/>	Minimum of 80%.
	<b>D20 – Current Research Fellowship or Award</b>
<input type="checkbox"/>	Answered ‘Yes’ if the Candidate has a current Fellowship.
	<b>D21 – Project Relinquishment or Proposal Withdrawn</b>
<input type="checkbox"/>	Only answered if the Candidate will exceed the maximum number of active Projects allowed under the Discovery Programme.
<input type="checkbox"/>	ARC Project to be relinquished/withdrawn identified.
	<b>Part E – Project Cost</b>
<input type="checkbox"/>	<b>Cash</b> contributions from RMIT included as a separate column (this is not compulsory).
<input type="checkbox"/>	Project cost request from ARC (excluding candidate salary) does not exceed \$50,000 per annum.
	<b>Personnel</b>
<input type="checkbox"/>	Candidate: Salary level appropriate for their academic level.
<input type="checkbox"/>	ARC requested PhD stipend entered as ‘HDR (Higher Degree by Research stipend)’ from drop-down menu.
<input type="checkbox"/>	Level (1,2,3) of stipend consistent with their role in the project.
<input type="checkbox"/>	Other Personnel- salary consistent with their position and role in the project.
<input type="checkbox"/>	Other Personnel- 35.85% on-costs for full-time and 16.34% for casual.
<input type="checkbox"/>	Other personnel- for non-part-time personnel, 30% on-costs requested from ARC and 5.85% on-costs an RMIT cash contribution.
	<b>Travel</b>
<input type="checkbox"/>	Costs clearly displayed with separate lines for airfare (origin / destination retn); daily allowances (per diem); accommodation; local travel; field expenses etc.
<input type="checkbox"/>	Does not exceed \$100,000 over life of project.
	<b>Field Research</b>
<input type="checkbox"/>	Request is for travel outside a laboratory, library or workplace setting.
<input type="checkbox"/>	Details international and domestic travel, accommodation and living costs for the candidate.
	<b>Equipment (hardware or software)</b>
<input type="checkbox"/>	Costs not estimated – quotes used.
<input type="checkbox"/>	Candidate DOES NOT ask for large amounts that can be funded elsewhere e.g. LIEF.

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	<b>Maintenance</b>
<input type="checkbox"/>	All consumable items required for work.
<input type="checkbox"/>	Consistent with proposal.
	<b>Other</b>
<input type="checkbox"/>	Includes costs for publishing in open-access journals.
<input type="checkbox"/>	The requested budget items are consistent with research described in the Project Description.
	<b>Part F – Budget Justification</b>
	<b>F1 – ARC non-salary funding request</b>
<input type="checkbox"/>	No more than 4 pages. Uses relevant ARC budget headings.
<input type="checkbox"/>	Justifies the <b>non-Future Fellowship salary</b> requests.
<input type="checkbox"/>	Other personnel. Describes role, expertise required and duration of employment.
<input type="checkbox"/>	Travel. Explains the <b>need</b> for the travel and includes details of travel costs.
<input type="checkbox"/>	Equipment. Explains why each item is necessary for the successful completion of the Project.
<input type="checkbox"/>	Equipment: RMIT co-funding equipment.
<input type="checkbox"/>	Maintenance. Indicates cost / item x number of items.
	<b>F2 – Administering Organisation contributions</b>
<input type="checkbox"/>	No more than 1 page. Uses relevant ARC budget headings.
<input type="checkbox"/>	Explains how the Administering Organisation contributions will support the Project.
	<b>F3 – Research activities already funded by Commonwealth funds</b>
<input type="checkbox"/>	Answered 'Yes' if this Proposal requests funding for research activities, infrastructure or a Project previously funded, or currently being funded, with Commonwealth funds (from the ARC or elsewhere).
<input type="checkbox"/>	Uploaded a letter (max. 2 pages) from RMIT outlining the similarities and explaining how these similarities will be managed if this Proposal is funded.
	<b>F4 – Research activities the subject of a proposal submitted to the ARC</b>
<input type="checkbox"/>	Answered 'Yes' if this Proposal requests funding for research activities or infrastructure already submitted to the ARC.
<input type="checkbox"/>	Uploaded a letter (max. 2 pages) from RMIT outlining the similarities and explaining why more than one Proposal has been submitted for the same research.
	<b>Part G – Research Support</b>
	<b>G1 – Research Support and Statements on Progress</b>
<input type="checkbox"/>	From 2017 – 2022.
<input type="checkbox"/>	Uses separate templates provided in the <i>Instructions to Applicants</i> to show <b>current ARC Proposals, newly funded ARC Projects which are not yet active and funding from non-ARC sources</b> .
<input type="checkbox"/>	Lists the most current proposal first, others in descending date order.
<input type="checkbox"/>	ARC table includes currently submitted ARC proposals and any funded proposals <u>not</u> included in D9.
<input type="checkbox"/>	Gives status (R, C, P).
<input type="checkbox"/>	ID numbers given only for NHMRC grants.

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<input type="checkbox"/>	Amounts in A\$'000s.
	<b>G2 – Progress Reports of ARC Funded Projects</b>
<input type="checkbox"/>	Includes statements for ARC-funded projects under all Discovery Program schemes and Linkage Projects and ITRP, listed in D9, <b>where a final report has not been submitted.</b>
<input type="checkbox"/>	No more than 1 page for each.
<input type="checkbox"/>	Includes Project ID, First named CI, Scheme.
<input type="checkbox"/>	Lists ALL publications from grant.
	<b>Part H – Host Organisation</b>
<input type="checkbox"/>	Completed if Host Organisation is identified in Part A3.
	<b>H1 – Arrangements between Administering Organisation and Host Organisation.</b>
<input type="checkbox"/>	Maximum 2,500 characters (approximately 400 words).
<input type="checkbox"/>	Describes arrangements between the two organisations to host the candidate.
<input type="checkbox"/>	Describes any cash and/or in-kind contribution from the Host Organisation.