Preparing ARC Discovery Projects Applications
for funding commencing in January 2008

A few points to take note of as you finalise your ARC Discovery Project application. Note, that in no way are these a substitute for a thorough reading of both the Funding Rules and Instructions to Applicants.

**GAMS**

- The ARC advises that as a result of GAMS performance issues, users can expect the system to run slowly and have poor response times during the peak processing period (mid-January to early March). At times users may not be able to connect to the system.
- Make every effort to complete as much of the GAMS sections as possible by mid-January. In particular, requests for new GAMS IDs should be identified and requested as early as possible.
- If when logging on a message appears indicating ‘the System is heavily loaded’ wait at least 15 minutes before trying again.
- If the system responses are extremely poor the ARC may bring the system down with limited notice to perform remedial maintenance on GAMS.
- Make sure you make any changes to GAMS sections in GAMS *only* and NOT in a saved .rtf or .doc version of the application.

**FORMATTING**

- **12-point** font for ALL sections. Only one exception: E8 – References can be in 10-point font.
- All **margins** are 2cm.
- The **SAME FONT** for ALL sections (Times New Roman, Arial, Courier, Helvetica and Palatino are acceptable; Times New Roman is the more compact font).
- Please do **not** number pages, this will be done by RSU prior to submission to the ARC.
- **Page breaks** are required after EACH of the following: B10.1, B10.2, B10.3 etc… C2 and C3, each progress report at D2.

**PART A**

- Subsection A7.3 in the Application Form.
  To maintain consistency across RMIT the question should be answered “**Yes**” and the following wording used to summarize the arrangements:

  RMIT University has in place policies governing identification, ownership, management and commercialisation or other exploitation of intellectual property created by its staff, students and visitors to RMIT. The Intellectual Property and Contracts Coordinator together with the Research Diffusion Manager and the Strategic Research Alliances Coordinator manage the procedures for identification of intellectual property including determination of ownership and identifying background intellectual property that may have contributed to the creation of the intellectual property. They also manage the procedures for developing an agreed strategy for the further development, protection or exploitation of the intellectual property.
PART B

- CRC involvement: has ‘Yes’ been indicated at B4.3 for any of the named participants? If so, make sure the letter obtained from the CRC contains the following statement: “the proposed research does not duplicate work that is already funded or could reasonably be expected to be funded by the Centre” as well as describing the relationship between the proposed research and the projects funded by the Centre.

- Publication details at B10.2 and B10.3: Have you included the acceptance date for all ‘accepted’ or ‘in press’ publications?

PART C

- C1 – on-costs: If you have requested Personnel funding from the ARC, have you split the on-costs between the ARC and RMIT? The ARC only funds 28% on-costs; the on-costs for full time staff employed at RMIT are 35.97%. Apportion salary + 28% to the ARC column and the remaining 7.97% to the University column.

- C1 – salary increments: Ensure that you include salary increments as well as notional pay increases (refer to the salary spreadsheet).

- C1 – indirect costs: The indirect costs multiplier at RMIT is 1.25 for ALL disciplines

- C2 and C3 budget justification: Use the Column 1 headings from C1 (where you have items under those categories), in the same order i.e. Personnel, Teaching Relief, Equipment, etc... Provide a justification for why each item is required; eg explain why you need a Research Associate and not just a research assistant....

PART D

- In D1 list ALL other ARC grants for ALL named participants for which funding was awarded in 2006 and subsequent years (include allocations approved by year not funds carried forward). Further, for all named participants and especially CIs from other Universities and PIs make sure you find out whether they are named investigators on any other:
  a) current grants, and/or
  b) applications going through in this round, and/or
  c) applications currently under review.

- In D1 a double asterisk (**) should appear after the Description of ARC-funded projects for which reports (including Progress and Final Reports) have been submitted to the ARC.

- At D2, Progress Reports are required to be included for each project which received funds in 2006 under the ARC Discovery Projects, Linkage Projects or Federation Fellowship schemes.

- In D2 if you have more than 1 progress report to attach, then you MUST provide a List of Progress Reports; use the template RSU have created. (see attached)

PART E

- Did you select a priority at A6.1 National Research Priorities? If yes, make sure this is addressed at both E3 and E5.

- Did you tick the box at A7.4 Do you wish this application to be assessed as a project of benefit to regional or rural community/ies? If yes, you MUST address this in Part E, E3 and/or E5 as appropriate.

- In E4 you MUST include a research plan and proposed timelines.

- In E8 include all references, including relevant references that refer to the participants’ previous work, even if these publications appear in B10.2 or B10.3.
• As you finalise your application, refer again to the selection criteria and weightings:
  - Investigator(s) Track Record (Part B) ................................................................. 40%
  - Significance and Innovation (E3) ............................................................ 30%
  - Approach (E4) ................................................................................................. 20%
  - National Benefit (E5) .................................................................................. 10%

Taking a step back, and mindful of the weightings, consider critically in Part E how well you’ve attended to each of the criteria. You should be aiming for:
  - E2 up to 2 pages
  - E3 around 2 to 3 pages
  - E4 around 2 pages
  - E5 up to half a page
  - E6 1 paragraph to half a page
  - E7 1 paragraph up to just over half a page depending on the size of the team

Good luck!
Mark