Alert 3: ARC DECRA 2016

This Bulletin is the third of the alerts that will be issued by the Grants Management Office throughout the round. Your DECRA application toolkit and additional information can be found at the DECRA 2016 Resource Page. Suggestions for items you would like to see in future alerts or on the resource page can be directed to mygrants.gmo@unsw.edu.au.

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1. Key Dates

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<th>Date</th>
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<tr>
<td>Wednesday 4 February 2015</td>
<td>Applications opened in RMS 2.0. All intending applicants should initiate an application in RMS 2.0 as soon as practical. This will allow the Research Strategy Office (RSO) and Grants Management Office (GMO) to provide you with key information and strategic and compliance support throughout the round.</td>
</tr>
<tr>
<td>To access RSO support, contact</td>
<td>Strategic Support (Research Strategy Office) - email <a href="mailto:decra.rso@unsw.edu.au">decra.rso@unsw.edu.au</a> as early as possible for strategic support/advice.</td>
</tr>
<tr>
<td><a href="mailto:deca.rso@unsw.edu.au">deca.rso@unsw.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Thursday, 5 March 2015</td>
<td>Internal Deadline for Compliance Advice (GMO) - Details of your Compliance Advisor will be advised shortly after the internal close.</td>
</tr>
<tr>
<td>Monday, 9 March 2015</td>
<td>Request not to Assess Due- Submit your RNTA Form to the GMO (<a href="mailto:mygrants.gmo@unsw.edu.au">mygrants.gmo@unsw.edu.au</a>) by 9 March for ARC submission by 11 March 2015.</td>
</tr>
<tr>
<td>Wednesday, 25 March 2015</td>
<td>ARC External Close- Finalise and submit applications on RMS 2.0.</td>
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All applicants must have the approval of their relevant Head of School/Centre Director. Discuss your intention to submit a DECRA with your Head of School/Centre Director in the first instance to confirm support of the application.

2. Templates for Completing the Application

The Grants Management Office has made available templates which comply with the ARC formatting requirements for sections of the application requiring PDF upload, as well as providing advice and strategic points for consideration.

Download your set of DECRA application templates as Word documents from the list below:

- **C8 - ROPE - Significant Research Output**
- **C9 - ROPE - A statement on your contributions to the research field of this Proposal**
- **D1 - Project Description**
- **F1 - Justification of funding requested from the ARC**
- **G1 - Research support from sources other than the ARC**
- **G2 - Statements on Progress of ARC-funded Projects**

All DECRA application templates are also available to download from the DECRA Resource Page.
3. Changes to Instructions to Applicants from the Previous Round

Part A- Administrative Summary

- **A2**- Person Participant Summary: New method of adding yourself (the DECRA candidate) to the proposal - select the participation type (Discovery Early Career Researcher Award), and enter your email address. Note that you need to update your ‘Person Profile’ (personal details and qualifications) in RMS before you submit the final proposal, as these details will be automatically populated into other areas of the Proposal form.

- **A3**- Organisation Participant Summary: New method of adding the Administering Organisation (UNSW) to your proposal - select the organisation role (Administering) and enter ‘The University of New South Wales’ in the search field. Do not enter “UNSW Australia”, use the full university name.

- **A4**- Proposal Summary: Additional guidelines for how to write the summary provided:
  - Summarise the aims of the Project first. Next, provide the broader context for the research and its significance. Outline anticipated outcomes and benefit, both scholarly, public and commercial.
  - Use aspirational terms (for example, the Project aims to.../the intended outcome of the Project is.../the anticipated goal of the Project is...) rather than definitive terms (the Project will.../this will ensure.../the Project will guarantee...)

- **A5**- Impact statement:
  - Instructions now specifically advise applicants to address the objectives of the scheme: “provide a statement outlining the intended impact of the proposed research which addresses the objectives of the scheme” (see objectives in the Funding Rules, Section D3, pg. 34)

Part B – Classification & Other Statistical Information

- **Removal of Keywords Section**: The ARC no longer needs keywords to match Proposals with Assessors, as RMS 2.0 automatically identifies keywords from the Project Description, Summary, Title and Impact Statement. These keywords, along with the Field of Research codes nominated by the applicant, are used to select appropriate Assessors.

Applications are encouraged to seek advice on their Project Description from the Research Strategy Office- email decra.rso@unsw.edu.au as early as possible for review and advice on potential keywords that will be identified for your project.

- **NEW**: B6- How many PhDs, Masters and Honours places will be filled as a result of this project?
  Indicate whether your project includes any Research Students, and the full-time-equivalent they would spend working on the project.

Part C – Personnel and ROPE

- **Part C combines questions previously under Part G**: The personnel questions (Q1-7) in Part C were previously listed in Part G of the application. The answers to C1, C3 and C6 are populated from the information provided in your RMS profile. Clicking the ‘manage details’ links at each question will open the relevant RMS profile section in a new browser tab, where you can edit and update the information.

- **C8**: ROPE- Significant Research Outputs
  Clarification has been added around the inclusion of conference material. Conference papers should only be provided when refereed, and only when the paper was published in full in the proceedings. *(Template available to download for C8- see Article 2 in this Alert)*
NEW: C10- Currently held ARC projects
This section is automatically populated from information held by the ARC. If you have any concerns with the information listed here, contact the GMO.

NEW: C11- What will your time commitment (% of your time) be to the Administering Organisation?
Enter the amount of time you will be committing to UNSW. You need to enter at least ‘20’ (to show you will spend at least 20% of your time on activities at UNSW) to be eligible. You do not need to enter a “%” sign, just the numeric figure. Most applicants would be expected to enter 100%.

NEW: C12- What will your time commitment (% of your time) be to research activities related to this Project?
Enter the amount of time you will be committing to the DECRA project. You need to enter at least ‘80’ (to show you will spend at least 80% of your time on the DECRA project) to be eligible. You do not need to enter a “%” sign, just the numeric figure.

Part D - Project Description (Template available to download for Part D- see Article 2 in this Alert)

- Project Quality and Innovation - A new criteria has been added under this heading: “Outline the conceptual framework, design and methods of the project and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the research activity.”

- Management of Data- A new criteria has been added under this heading: “It is not sufficient to state that the organisation has a data management policy. Researchers are encouraged to highlight specific plans for the management of their research data.” (for detailed instructions on addressing Management of Data, see Article 6 in this Alert)

Part E – Project Cost

- The order of budget item headings has changed. The new heading order is as follows:
  - Personnel
  - Equipment
  - Maintenance
  - Fieldwork Expenses
  - Travel
  - Other

Applicants should ensure they are also using the new order in the Budget justification sections.

Resources are available to help you craft a clear and transparent application budget and available on the DECRA Resource Page.

Entering items into the RMS 2.0 Budget Table- For guidance on adding item categories see the DE16 Budget Table Example.

Part G – Research Support (Template available to download for Part G- see Article 2 in this Alert)

- G1- Research Support from Sources other than the ARC (for the years 2014-2018):
  - ARC grants should not be included at G1- these are already automatically listed in C10.
  - List proposals where you participated on that proposal as a named investigator (i.e. a CI or PI. Do not include Research Assistant or support positions).
  - Include the Proposal/Project ID for all grants, national and international, which received cash funding.

- G2- Statements on Progress for ARC-funded projects:
You must provide statements for all projects listed in C10, where a Final Report has not been submitted to the ARC by Wednesday 25 March 2015.
4. D2 Strategic Statement- Process & Timeline

The Research Strategy Office has developed resources to assist you in developing section D2 Organisational Statement in respect of the Research Environment. Applicants should review the D2 target dates below and documents for detailed guidance on constructing the D2 statement. The statement should be drafted together with your Supervisor/Mentor.

- **D2 Statement: Important Information**
- **D2 Statement Template**

**D2 Target Dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Monday 9 February 2015</td>
<td>Information provided to ADRs, HoS and any applicants who have commenced an application on RMS to inform the development of their D2 Statement.</td>
</tr>
<tr>
<td>Monday 2 March 2015</td>
<td>- Applicants together with their DECRA mentor/supervisor/Head of School develop a draft D2. Applicant submits a draft D2 to RSO as soon as possible but prior to the target date of 2nd March. This must be emailed in MS Word format only (PDFs will not be accepted) to: <a href="mailto:deca.rso@unsw.edu.au">deca.rso@unsw.edu.au</a> with email subject line D2 - DE16XXXX applicant surname, first name.</td>
</tr>
<tr>
<td>Wednesday 18 March 2015</td>
<td>RSO provides the Heads of School with acceptable draft D2s for their review, modification if necessary and their endorsement via email, (this will occur as they become available not all at one time), with the aim of all being completed and endorsed by the target date.</td>
</tr>
<tr>
<td>Monday 23 March 2015</td>
<td>The RSO secures DVCR sign-off on all approved D2s.</td>
</tr>
<tr>
<td>Wednesday 25 March 2015</td>
<td>The GMO will upload finalised and DVCR signed D2s into the application directly.</td>
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</table>

5. Clarification on use of ATO rates for Travel Budgeting

When budgeting for travel in your DECRA proposal, the [2014/2015 ATO rates](#) can act as a guide for sourcing flight and per-diem rates, as they indicate the maximum amount permitted to be requested. Use of these rates is not mandatory- you should only request what you know you need in order to undertake the travel.

ATO rates are primarily aimed at business travel and as such, may seem high for some destinations. If you have experience travelling to certain areas and thus know what a realistic figure would be, this should be used in place of the ATO rates.

Detailing how your figures were selected in the Budget Justification can positively showcase your experience undertaking similar research projects, adding to a ‘value for money’ proposition and the idea of your track record and hands-on knowledge in this research area.

For example: “The accommodation (10 days at $XXX per day) and per diem rates (10 days at $XXX per day) requested for my fieldwork travel to XXX are based on my extensive experience working and living in this location whilst collecting sample data for XXX, and are significantly lower than the ATO published rate for this region.”

6. Addressing Management of Data in the Project Description

Under the Project Description heading “Management of Data”, detail a specific plan for the management of your research data. At a minimum, this should include storage, access and re-use arrangements.

**What should I cover in this section?**

- How the project’s research materials and data will be stored and managed in accordance with the [Australian Code for the Responsible Conduct of Research](#) (as per UNSW Policy and Procedures).
✓ Whether internal (i.e. UNSW researchers) access to electronic data will be facilitated.
✓ Whether large and significant data sets will be shared with researchers outside of UNSW.
✓ What arrangements will be in place to deal with specific requirements of the research data (e.g. privacy, confidentiality, commercial sensitivity).

**Please Note - RDSI Storage Closed:** allocations for Intersect-hosted RDSI storage options have now closed, however other Intersect-hosted storage options are available. Please see the “RSDI Storage” section on page 2 of the Addressing Management of Data Advice Document for more information. This resource is also available to download from the DECRA Resource Page.

**What is an insufficient response to this section?**
✗ It is not adequate to simply state that UNSW has a data management policy. Applicants are to give a thorough response exploring management mechanisms that are specific to their individual project and local practice in their Faculty/School/Centre or Department.

Projects which enable significant data to be shared with other researchers will likely be well received by assessors, so do carefully consider your plan to store, access and re-use the project's data.

7. Contacts and Support

✓ **Strategic Advice (Research Strategy Office – RSO)**
Strategic advice on the scope, nature and suitability of any proposed project, how to address the selection criteria including track record, and general grantsmanship advice. Discuss your project with the RSO at the early stages of the application process as fundamental issues are difficult to resolve late in the process.
Send any component of your proposal for strategic advice, as a Word file, to decra.rso@unsw.edu.au.

✓ **Compliance & Eligibility Advice (Grants Management Office - GMO)**
Your Compliance Advisor will be in touch shortly after the internal close. In the meantime, contact the GMO via mygrants.gmo@unsw.edu.au. The ARC will not respond directly to enquiries from researchers. For RMS technical issues, contact the GMO Systems Team- systems.gmo@unsw.edu.au.

✓ **GMO Successful Grant Library**
Consult successful grant applications for ideas on structuring your proposal and for a better understanding of the level at which your proposal should be pitched. Email mygrants.gmo@unsw.edu.au to arrange access. Please note, you will need to bring your UNSW staff card, and applications may not be copied.

To arrange access:
Email your request to mygrants.gmo@unsw.edu.au, including the following information:
1. Name, position and school/Faculty (e.g. your UNSW email signature)
2. The scheme(s) you would like to view (e.g. "ARC DECRA")
3. Scheduling requirements, if any (e.g. "Tuesday, Wednesday or Friday mornings").

✓ **DECRA 2016 Resource Page**
The DECRA 2016 Resource Page contains information and tools for completing your application. This page is continually updated throughout the round as information is released and new resources become available.

✓ **DECRA 2016 Alerts**
If you have received this Alert by other means and wish to have it emailed to you directly, email grantsnews@unsw.edu.au with 'subscribe grant-news' in the body of the message.