Alert 1: ARC Discovery Projects 2017

This Bulletin is the first of the alerts that will be issued by the Grants Management Office throughout the round. Your DP17 application toolkit and additional information can be found at the DP17 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

<table>
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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday 10 September 2015</td>
<td>Funding Rules and Changes to Funding Rules released</td>
</tr>
<tr>
<td>Wednesday 9 December 2015</td>
<td>Applications open 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 and Partnerships Office (RSPO) 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 RSPO support,</td>
<td>Strategic Support (Research Strategy and Partnerships Office) - email</td>
</tr>
<tr>
<td>contact <a href="mailto:dp.rso@unsw.edu.au">dp.rso@unsw.edu.au</a></td>
<td><a href="mailto:dp.rso@unsw.edu.au">dp.rso@unsw.edu.au</a> as early as possible for strategic support/advice.</td>
</tr>
<tr>
<td>Tuesday, 2 February 2016</td>
<td>Internal Deadline for Compliance Advice (GMO) - Details of your Compliance Advisor will be advised shortly after the internal close.</td>
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<tr>
<td>12 noon, Monday 15 February 2016</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 12 noon, 15 February.</td>
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<tr>
<td>Thursday, 3 March 2016</td>
<td>ARC External Close- Applications must be submitted to the GMO by 12 noon, for submission to the ARC by the strict 5pm deadline.</td>
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2. Templates for Completing the Application

The Grants Management Office has made available templates which comply with the ARC formatting requirements for PDF sections of the application. These also provide strategic points for consideration.

Download your set of DP17 application templates as Word documents from the list below:

- C1 Project Description
- E1 Justification of Funding Requested from the ARC
- E2 Details of non-ARC contributions
- F13 ROPE – Recent Significant Research Outputs and ARC Grants
- F14 ROPE – Recent Significant Research Outputs – Ten Career Best
- G1 Research Support
- G2 Statements on Progress

All DP17 application templates are also available to download from the DP17 Resource Page.
3. Key Changes to DP17 Funding Rules

Below is a summary of key rule changes for Discovery Projects 2017. All intending applicants should read the rules in full prior to commencing an application.

**Scheme Objectives**
- Reference to the previous Strategic Research Priorities has been updated to the new National Science and Research Priorities (Food, Soil and Water, Transport, Cybersecurity, Energy, Resources, Advanced Manufacturing, Environmental Change, and Health).

**Selection Criteria - Feasibility and Benefit**
- Researchers should now address the commercial benefits of the completed project to the Australian International Community, in addition to economic, environmental, social and/or cultural benefits.

**Budget Items Supported**
- Chief Investigators may now request up to $50,000 in teaching relief costs per year of the project. In previous years the maximum supported amount was $40,000.
- **Note:** Publication & dissemination costs plus web hosting costs are still allowable but have been moved to the general Budget Items Supported section of the rules (A5.2).

**Salary On-Costs**
- The amount of ARC salary on-costs that may be requested has been raised from 28% to 30%.
- For details of UNSW rates for academic, professional and casual salaries, see the Salary Scales for Grant Budgeting.

**Eligibility for Partner Investigators (PIs)**
- Partner Investigator eligibility requirements no longer require Partner Investigators to secure cash or in-kind contribution or other resources from their own organisation.

4. Key Changes to DP17 Instructions to Applicants

**Part A- Administrative Summary**

**A4- Proposal Summary**
- 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 and public or commercial. This may include some text from the Impact Statement.
- Ensure project benefits are described in a way that is consistent with the ARC Medical Research Policy.

**A5- Impact Statement**
- It is particularly important to consider indicators from the objectives of Research Impact Principles and Framework and to ensure that both “outcomes” and “benefits” are included in your statement. Examples of research impact or the path to impact could include broader job creation (this does not include employment of a research team), revenue earned, or evidence of research advice or methodologies being successfully adopted by industry or government.

**Part B- Classification & Other Statistical Information**

**B4- Interdisciplinary Research**
- **NEW:** Answer YES or NO to the question ‘does the proposed research involve interdisciplinary research?’ An answer of YES will require a selection from the drop-down menu (investigatory team, methodology, design or other) and a 50 word explanation of the nature of the interdisciplinary research involved.
Part C - Project Description

Research Project
- The ARC has added three additional descriptors added to the following guideline (underlined below):
  “Describe how the Proposal might result in national or international economic, commercial, environmental, social and/or cultural benefits”

Part E - Budget Justifications

E2 - Details of non-ARC contributions
- An additional point on CI contributions provided: “For each CI, provide details including what the CI will contribute to the project in relation to her/his time and any other contribution of her/his organisation.”

Part F - Personnel and ROPE

NEW: F7 - Further Details Regarding Partner Investigator Status - Do you hold a remunerated appointment at an Eligible Organisation? (PIs only)
This question will only appear for Partner Investigators who have indicated they hold a remunerated position of least 0.2 FTE, or an Emeritus appointment at an Eligible Organisation. These participants would normally be expected to participate as a CI. Partner Investigators do not need to answer this question if they will be living predominantly overseas or are undertaking a Higher Degree by Research.
- Where an answer of YES is provided, PIs must provide a 500-word justification for participation on the Project as a Partner Investigator rather than a Chief Investigator.

F12 - ROPE - Details of your career and opportunities for research
- The limit on discussing items only over the last ten years has been removed. You may now discuss career and opportunities for research in any timeframe.

F13 - ROPE - Significant research outputs and ARC grants
- The limit on discussing outputs only over the last ten years in part (i) has been removed. You may now list outputs from any stage in your career, within the limit of 20 pages. Please note, the ten-year restriction in part (ii) still applies.
- A new heading has been added- “Edited research books, including prestigious reference works”. Please note, edited books should no longer be included under the ‘scholarly books’ heading.
- Applicants are reminded to number outputs continuously, provide full details of any co-authors/co-editors, including their order on the output. (If in your discipline you don’t follow first/last author convention, include a note, i.e., “in my discipline, the senior author is usually the second author”.)
- Applicants are reminded to include the acceptance date if any in-press publications or programmed creative presentations are listed in this section. Please note, forthcoming outputs without an acceptance date should not be included in section F13.

F15 - ROPE - Further evidence in relation to research impact and contributions to the field, including those most relevant to this Proposal
- As well as patents, IP licences, other research support income and other professional activities, applicants are reminded that prizes, honours, awards, and invited keynote and speaker addresses should also be discussed in this section.

F16 - Currently held ARC Projects
- Where any of your currently held projects (DP, DECRA, LP, ITRP, Discovery Indigenous, Discovery Indigenous Researchers Development, or any ARC Fellowship scheme) are listed, you will be required to provide a progress statement in G2. Note that some newly funded projects may at first not appear in F16, but the ARC has advised the section will be updated in RMS in early 2016.
- If you have any concerns with the information listed here, please contact the GMO.
Part G - Research Support

G1- Currently held ARC Projects

- Include details of currently submitted ARC proposals (for which the outcome has not yet been announced — e.g. ITRP, CE17, LP16) AND details of any newly funded ARC Projects which are not yet showing at question F16 (currently held ARC projects) at the time of submission.
- Research funding from sources other than the ARC (in Australia and overseas) for the years 2015-2021 inclusive should also be listed.
- NEW: the G1 table has been split into an ARC and non-ARC section. Please ensure you are using the G1 Template provided by the Grants Management Office, also available to download from the DP17 Resource Page.

G2- Statements on Progress for ARC-funded projects

- Industrial Transformation Research Hubs and Industrial Transformation Training Centres are now included on the list of ARC projects that statements must be provided for where applicable.
- The ARC has indicated that where a Final Report for a project listed in F16 (currently held ARC projects) has been submitted to the ARC but is not yet approved; provide a short explanation in G2, such as “Final Report has been submitted to the ARC on dd/mm/yyyy”.

5. Eligibility Criteria for Chief Investigators

As at 1 January 2017, a CI nominated on a DP17 proposal must meet at least one of the following criteria:

a. Be an employee for at least 0.2 (20 per cent of Full Time Equivalent (FTE) at an Eligible Organisation*; or
b. Be a holder of an Emeritus appointment at an Eligible Organisation.

Adjunct, Conjoint, Visiting Fellows, or equivalent appointments are not eligible to apply for Discovery Project funding as a CI. The ARC considers an employee as someone who is paid via the UNSW payroll.

An Emeritus appointment is defined as an honorary position that gives full academic status, typically held by former academic staff members that have an ongoing relationship with the institution. For ARC purposes, you should be able to demonstrate that you have access to research support, and also participate in postgraduate supervision. A person will not be considered to hold an Emeritus appointment if they are in paid employment elsewhere.

If you hold a formal Emeritus title, you are eligible to apply for DP17. If you hold an appointment equivalent to Emeritus, you will need to provide written confirmation of your employment status via your Head of School or Centre.

*Eligible Organisations are listed on Page 20 of the ARC Funding Rules.

Applicants who are unsure of their eligibility status are encouraged to discuss their individual circumstances with the GMO as soon as possible- contact mygrants.gmo@unsw.edu.au.
6. Cross-Scheme Eligibility Considerations

Researchers may be funded for up to two projects under the Discovery Program in 2017 (Discovery Projects, DECRA Discovery Indigenous, Future Fellowships and Laureate Fellowships), only one of which can be a fellowship or award.

You need to consider the original funding periods, including the official end dates of schemes. For example, a FT13 officially ends on 30 June 2017. As this is after the commencement date of DP17, it counts as one ‘slot’. Applicants should carefully consider future plans that may have an impact such as FT16 and DE17. Grants held or being applied for at other institutions also count toward your limits.

Cross-scheme eligibility limits on schemes under the Industrial Transformation Research Program and Centres of Excellence only apply to funded projects. This means, if you are CI on an Industrial Transformation Research Project (Hub or Centre) or a Centre of Excellence application, you are still able to apply for one or two DP17s (depending on whether you currently hold any other projects under the Discovery Program).

Similarly, you will be able to apply for future rounds of ITRP, Centres or Laureate Fellowships, even if both your Discovery Project slots are taken. Should you be funded for more than two concurrent projects under all schemes listed above, you will be required to relinquish one at the time of award.

All researchers are encouraged to run their individual holdings and ARC grant plans past the GMO for a tailored ruling on their eligibility to apply. This should be done as early as possible before the round gets underway and not left to the compliance review process. The GMO can also send specific scenario questions to the ARC for further clarification where not clear in the rules.

Email mygrants.gmo@unsw.edu.au for advice.

7. Adding your ORCID iD to your RMS account

RMS users are now able to link an ORCID iD to their RMS User Profile. The functionality will connect directly to ORCID, and will allow the user to link a current ORCID account or will provide them with the ability to create an ORCID account.

What is an ORCID iD?

- An ORCID iD is a digital identifier that distinguishes you from every other researcher and, through integration in research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities to ensure that your work is recognised. More information is available at http://orcid.org/.

IMPORTANT: At this stage it is not mandatory for researchers to list an ORCID iD, nor will your ORCID iD appear anywhere in the DP17 proposal or be used for assessment purposes. It is therefore important that all questions in the proposal are answered in full- assessors will not have access to your ORCID details.

Instructions on how to add an ORCID iD to your RMS account

(For screen-shots of the process, please see pages 43-45 of the DP17 Instructions to Applicants)

1. Login to RMS at https://rms.arc.gov.au
2. Click on Personal Details under the Person Profile section of the Action Centre
3. Click on the Create or Connect your ORCID iD button
4. A pop up box will appear for you to connect your ORCID iD (if you already have one), or simply complete your details within the pop up box to create an ORCID iD.
5. Click Authorise to link your ORCID iD to your RMS account.
8. Your DP17 Budget Toolkit

Based on assessment feedback and analysis of successful applications in previous rounds, the resources below are available to assist you in navigating budgeting for a DP17 proposal.

- **Travel Budget Advice for DP17** - A well-justified travel budget supports your project aims and strengthens the feasibility of your project. This document contains strategic advice and examples for justifying conferences, collaboration, fieldwork and a Discovery International Award.
- **DP17 Budget Table Example** - Items funded in previous successful Discovery Project applications, as well as instructions for what can and can’t be included in your budget. Use the spreadsheet for ideas on what you may need and how to clearly detail each line item.
- **Salary Scales for Grant Budgeting** - Details of UNSW Salary Scales. Use the worksheets to budget academic, professional and casual salaries with appropriate on-costs.
- **Mark Wainwright Analytical Centre Grant Application Advice for 2017 Funding** - Information on facilities, access charges and budgeting.

9. Addressing Communication of Results

Researchers are to address “Communication of Results” in the Project Description. See the [Addressing Communication of Results document](#) for relevant advice and examples.

**Quick Tips:**
- Include methods of communication & promotion relevant to your discipline area, such as...
  - publication in journals
  - websites
  - community and public engagement
  - policy documents
  - commercialisation
  - newspaper and other related media
  - outreach activities
  - professional memberships/networks
  - workshops/seminars
  - presentation at domestic and international conferences
  - informing curriculum
  - general promotion of research outcomes

A number of communication/promotion strategies incur cost, and should be budgeted for appropriately in the Project Cost section under “Other”, and categorised as publication and dissemination costs. These costs should then be discussed and fully justified in your Budget Justification.

10. Addressing Management of Data

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.

The [Addressing Management of Data Advice Document](#) contains full details of UNSW’s resources for research data management and data archiving, including suggestions for statements to include in the Project Description. This resource is also available to download from the [DP17 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.
11. Contacts and Support

Strategic Advice (Research Strategy and Partnerships Office – RSPO)
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 RSPO at the early stages of the application process as fundamental issues are difficult to resolve late in the process. Please send relevant components of your proposal for strategic advice, as a Word file, to dp.rso@unsw.edu.au.

Compliance & Eligibility Advice (Grants Management Office - GMO)
Your individual Compliance Advisor will be in contact shortly after the internal close. In the meantime, contact the GMO via mygrants.gmo@unsw.edu.au. Note that the ARC will not respond directly to enquiries from researchers – they request that enquiries are made through the Grants Management Office. For RMS technical issues, contact the GMO Systems Team - systems.gmo@unsw.edu.au.

GMO Successful Grant Library
Consult successful Discovery Project applications from previous rounds for ideas on structuring your proposal and for a better understanding of the level at which your proposal should be pitched.

Conditions for visiting the Grants Library
– Access is restricted to UNSW employees/affiliates and students. You must bring your current UNSW Staff ID card with you when you visit the library.
– The applications may only be viewed at the Grants Management Office. Grants will be viewed digitally, but no part of the application is permitted to be printed, digitally copied or photographed. You may take notes.

How to make an appointment:
1. Email your request to mygrants.gmo@unsw.edu.au, including the following information:
2. Name, position and school/Faculty (e.g. your UNSW email signature)
3. The scheme(s) you would like to view (e.g. "ARC Discovery Projects")
4. Scheduling requirements, if any (e.g. "I am available Tuesday or Friday mornings")

Note: To ensure availability, please contact us 3 working days prior to the time you would like to visit the Library.

Discovery Projects 2017 Resource Page
The DP17 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.

DP17 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.