Alert 1: ARC Discovery Projects 2018

This Bulletin is the first of the alerts that will be issued by the Grants Management Office throughout the round. Your DP18 application toolkit and additional information can be found at the DP18 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.

Topics Covered
1. Key Dates ........................................................................................................................................ 1
2. Templates for Completing the Application ....................................................................................... 1
3. Key Changes to DP18 Funding Rules ................................................................................................. 2
4. Key Changes to DP18 Instructions to Applicants .............................................................................. 3
5. Eligibility Criteria for Chief Investigators ....................................................................................... 4
6. Resources for Commencing your Proposal ....................................................................................... 5
7. Adding your ORCID ID to your RMS account .................................................................................. 5
8. Contacts and Support ....................................................................................................................... 6

1. Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 22 September 2016</td>
<td>Funding Rules and Changes to Funding Rules released</td>
</tr>
<tr>
<td>Wednesday 7 December 2016</td>
<td>Applications open in RMS. All intending applicants should initiate an application in RMS 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>Wednesday, 1 February 2017</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>12 noon, Monday 13 February 2017</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, 13 February.</td>
</tr>
<tr>
<td>Wednesday, 1 March 2017</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>
</tr>
</tbody>
</table>

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 helpful tips for consideration. All templates are also available on the DP18 Resource Page.

Download your set of DP18 application templates as Word documents from the list below:

- 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

Templates for part C1, F12 and F15 containing strategic advice from the Research Strategy and Partnerships Office are available with zID login. Visit the DP18 Additional Strategic Documents page.
3. Key Changes to DP18 Funding Rules

Below is a summary of key rule changes for Discovery Projects 2018. All intending applicants should read the rules in full prior to commencing an application.

**Selection Criteria and Weightings**

- **Project Quality and Innovation** now weighted at 35% of total score, where previously 25%.
- **Feasibility and Benefit** has been split into two separate criteria. **Feasibility** is weighted at 10% of total score, and **Benefit** is weighted at 15% of total score.
- **Project Research Environment** is no longer a selection criterion for ARC Discovery Projects, and selection points that previously fell under this heading have been moved to sit within other criteria as per below.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Investigator(s)</td>
<td>40%</td>
</tr>
<tr>
<td>- Research opportunity and performance evidence (ROPE); and</td>
<td></td>
</tr>
<tr>
<td>- Time and capacity to undertake the proposed research.</td>
<td></td>
</tr>
<tr>
<td>b. Project Quality and Innovation</td>
<td>35%</td>
</tr>
<tr>
<td>- Does the research address a significant problem?</td>
<td></td>
</tr>
<tr>
<td>- Is the conceptual/theoretical framework innovative and original?</td>
<td></td>
</tr>
<tr>
<td>- What is the potential for the research to contribute to the Science and Research Priorities?</td>
<td></td>
</tr>
<tr>
<td>- Will the aims, concepts, methods and results advance knowledge?</td>
<td></td>
</tr>
<tr>
<td>- What is the potential for the research to enhance international collaboration?</td>
<td></td>
</tr>
<tr>
<td>- <strong>Are there adequate strategies to encourage dissemination, commercialisation, if appropriate; and promotion of research outcomes?</strong> (previously under ‘Project Research Environment’)</td>
<td></td>
</tr>
<tr>
<td>c. Feasibility</td>
<td>10%</td>
</tr>
<tr>
<td>- Do the Project’s design, participants and requested budget create confidence in the timely and successful completion of the Project?</td>
<td></td>
</tr>
<tr>
<td>- Is there an existing, or developing, supportive and high quality environment for this Project and for Higher Degree by Research students where appropriate? (previously under ‘Project Research Environment’)</td>
<td></td>
</tr>
<tr>
<td>- <strong>Are the necessary facilities available to complete the Project?</strong> (previously under ‘Project Research Environment’)</td>
<td></td>
</tr>
<tr>
<td>d. Benefit</td>
<td>15%</td>
</tr>
<tr>
<td>- Will the completed Project <strong>produce significant new knowledge (NEW) and/or innovative economic, commercial, environmental, social and/or cultural benefit to the Australian and international community?</strong></td>
<td></td>
</tr>
<tr>
<td>- Will the proposed research be cost-effective and value for money?</td>
<td></td>
</tr>
</tbody>
</table>

**Budget Items Supported**

- Addition of provision for reasonable essential costs to allow a researcher who is a carer, or who themselves require care or assistance, to undertake travel essential to the Project.

**Cross-Scheme Project Limits and Eligibility**

- Revised eligibility for all schemes to be considered in terms of the life of an active project, rather than the years set out in the original Funding Agreement. See the Special Alert: ARC eligibility limits on Projects and Proposals for advice on the change, as well as how to check your active projects in RMS.
Eligibility Requirements - Progress and Final Reports for ARC Projects

- At the time of submission, all obligations regarding previously funded ARC projects involving the participants named on a DP18 proposal must have been fulfilled. This includes the RMS submission of Progress and Final reports to the ARC, and ARC approval of those reports.

4. Key Changes to DP18 Instructions to Applicants

Part A- Administrative Summary

A4- Proposal Summary

- As well as summarising the aims, significance, expected outcomes and benefits, applicants should also discuss impacts of the project.

- It is of critical importance that researchers take care to ensure the proposal summary describes the research that is being undertaken, the expected outcomes of that research, and how those outcomes will be of benefit to Australia. The language used needs to be clear and easily understood by all of the Australian community.

Proposal Summaries must be structured using the format below:

Introductory statement:
For example: “this Project aims to address/investigate/review ...; by utilising/advancing/conceptualising...”

Context:
For example: “this Project expects to generate new knowledge in the area of ...using the innovative approach, is interdisciplinary, utilising new techniques ...”

Outcome statement:
For example: “expected outcomes of this Project include/enhanced capacity/build (these) institutional/disciplinary collaborations”

Benefit statement:
For example: “this should provide significant benefits, such as ...”

A5- Impact Statement

- When outlining the intended path to impact of the research proposed, applicants are asked to address the objectives of the Discovery Projects scheme as part of their response. Indicators from the Research Impact Pathway Table should be considered and included in the statement.

Part B- Classification & Other Statistical Information

B2- Field of Research (FoR)

- Applicants proposing interdisciplinary research should take particular care with ensuring the FOR codes chosen reflect the nature of the research.

- The Research Strategy and Partnerships Office can provide guidance and advice on FOR code selection—email dp.rso@unsw.edu.au.

Part C- Project Description

C1- Project Description

- The project description must be no longer than eight A4 pages. In previous rounds, the maximum was ten pages.

- The project description must be provided in black type, occasional coloured type can be used for highlighting purposes.
The headings in section C1 have changed to address the new selection criteria. Use the headings below and in this order:

- PROJECT TITLE
- AIMS AND BACKGROUND
- INVESTIGATOR(S)
- PROJECT QUALITY AND INNOVATION
- FEASIBILITY
- BENEFIT
- COMMUNICATION OF RESULTS
- MANAGEMENT OF DATA
- REFERENCES

Download the Part C1 template from the [DP18 Additional Strategic Documents page](#). Please note, zID login is required.

**C3 - Medical Research Statement**

The ARC has provided further guidance for this section as follows:

- Be as clear as possible in your response as to the main aim of the proposal. This may include well identified, big picture and long term intent beyond the scope of the proposal.
- Address why areas of research which may appear to be medical are required, for example, to provide proof of concept, demonstrate a platform technology and are many years from medical application.
- Avoid simply quoting the policy in your response and provide sufficient detail for the ARC to properly understand the intent and limits of the research aims.
- The ARC’s decision on eligibility may be made on the sole basis of the response provided here.

**NEW C4 - Please list the objectives of your proposed Project**

- List each objective of your proposed project separately, and provide a short response (approximately 70 words) explaining each objective.
- This information will be used for future post-award reporting purposes if the proposal is funded.

**Part F - Personnel and ROPE**

**F13 - ROPE - Significant research outputs and ARC grants**

- The page limit for F13 has been reduced to four pages, where 20 was the maximum in previous rounds.

**F16 - Currently held ARC Projects**

- There have been significant changes to DP18 eligibility around active projects this year. The ARC defines an active project as that which is receiving funding according to the terms of the original Funding Agreement, has any carryover funds approved by the ARC, or an approved variation to the Project’s end date. All applicants are encouraged to engage with the Grants Management Office to confirm eligibility early on. Email [mygrants.gmo@unsw.edu.au](mailto:mygrants.gmo@unsw.edu.au).

**5. Eligibility Criteria for Chief Investigators**

*As at 1 January 2018, a CI nominated on a DP18 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 DP18 as a Chief investigator. 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. Researchers undertaking a higher degree by research are not eligible to be CIs. Researchers must have their higher degree by research conferred by 1 January 2018 in order to be eligible.

*Eligible Organisations are listed on Page 23-24 of the [ARC Funding Rules](http://orcid.org/).

**Applicants who are unsure of their eligibility status are encouraged to discuss their individual circumstances with the Grants Management Office as soon as possible- contact mygrants.gmo@unsw.edu.au.**

6. **Resources for Commencing your Proposal**

The following resources are available to assist you in preparing your DP18 application. Additional tools and information is provided on the [DP18 Resource Page](http://orcid.org/).

- **Salary Scales for Grant Budgeting** - Details of UNSW Salary Scales. Use the worksheets to budget academic, professional and casual salaries with appropriate on-costs.
- **Advice for Addressing Communication of Results** - Suggestions for addressing Communication of Results in the Project Description.
- **Advice for Addressing Management of Data** contains full details of UNSW’s resources for research data management and data archiving, including suggestions for statements to include in the Project Description.
- **Travel Budget Advice for DP18** - Rules and guidance on how to budget for travel in the relevant areas of a DP18 application. The [2016/2017 ATO Rates](http://orcid.org/) can act as a guide for sourcing travel rates and indicate the maximum amount permitted.
- **DP18 Budget Table Example** - Budget items taken from previous successful Discovery Project applications, as well as rules and instructions for what can and can’t be included in your budget. Use the spreadsheet for ideas on items you may need, the appropriate sections to place the items in and how to clearly detail each line item.

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/](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 DP18 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 34-36 of the DP18 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. 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 early on 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 2 working days prior to the time you would like to visit.

Discovery Projects 2018 Resource Page
The DP18 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.

DP18 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.