Alert 1: ARC Future Fellowships 2016

This Bulletin is the first of the alerts that will be issued by the Grants Management Office throughout the round. Your FT16 application toolkit and additional information can be found at the FT16 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>
<th>Details</th>
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<tr>
<td>Friday 12 February 2016</td>
<td>Funding Rules and Changes to Funding Rules released.</td>
</tr>
<tr>
<td>Tuesday 15 March 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 and the Grants Management Office (GMO) to provide you with key information and strategic and compliance support throughout the round.</td>
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<tr>
<td>Tuesday 19 April 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>Friday 22 April 2016</td>
<td>Request not to Assess Due - Submit your Request Not to Assess form to the GMO by 22 April for Submission to the ARC by Tuesday 26 April.</td>
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<tr>
<td>Tuesday 10 May 2016</td>
<td>ARC External Close - Finalise and submit applications on RMS by 12 noon for GMO submission to the ARC by the hard deadline of 5pm.</td>
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2. Obtain Head of School Support prior to Application Commencement

All applicants must discuss their intention to submit a Future Fellowship proposal with their Head of School/Centre Director in the first instance to confirm support of the application.

Head of School sign-off is required prior to ARC submission. In addition, the support provided by your individual school will need to be clearly detailed in the project-specific strategic statement within your FT16 application, so it is beneficial to start conversations early on.

Faculty Associate Deans of Research are required to approve all applications proceeding in their Faculty and will be liaising with the Research Strategy and Partnerships Office about their potential list of applicants. Applications that do not have the endorsement of the relevant Associate Dean Research will not be submitted to the ARC. The HR Heads of School Page provides a list of all current Heads of School.
3. Strategic Advice (Research Strategy and Partnerships Office)

The Research Strategy and Partnerships Office is available for strategic advice on the scope, nature and suitability of your project, how to address the selection criteria including track record, and general grantsmanship advice. Researchers are encouraged to contact the RSPO at the early stages of their application as fundamental issues are difficult to resolve late in the process. Please send any component of your proposal for strategic advice, as a Word file, to dp.rso@unsw.edu.au.

4. 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 FT16 application templates as Word documents from the list below:

- **Part C10**: ROPE - Significant research outputs
- **Part C11**: ROPE - Ten career-best research outputs
- **Part C13**: ROPE - Evidence of your capacity to conduct high quality, innovative research and evidence of national/international research standing
- **Part C14**: ROPE - Evidence of your capacity to build collaborations across industry and/or research institutions and/or with other disciplines
- **Part C15**: ROPE - A statement of your Research Impact and contributions to the research field of this Proposal
- **Part D1**: Project Description
- **Part D2**: Statement by the Administering Organisation outlining Strategic Alignment
- **Part F1**: Justification of Future Fellowship non-salary funding
- **Part F2**: Details of Administering Organisation contributions
- **Part G1**: Research support for the Future Fellowship Candidate
- **Part G2**: Statements on progress of ARC-funded projects

All FT16 application templates are also available to download from the **FT16 Resource Page**.

5. Eligibility Considerations for Future Fellow Candidates

- A researcher can only be funded concurrently for two grants under the Discovery Program (*Future Fellowships, Discovery Projects, Discovery Indigenous, DECRA and Laureate Fellowships*), only one of which can be a fellowship or award. Grants held or being applied for as at 1 July 2016, either through UNSW or other institutions, count toward your limits. Current DECRA awardees who will be funded after 1 July 2016 cannot apply for a FT16.
- A Future Fellow cannot apply for a subsequent Future Fellowship.
- Candidates can submit only one *Future Fellowship proposal in this round* and may only submit a maximum of two *Future Fellowships* over the life of the scheme (2009 to present), including proposals that were withdrawn or ineligible.
- To be eligible to apply for FT16, you must have been awarded a PhD on or between 1 March 2001 and 1 March 2011 (exception can only be made where an Eligibility Exemption Request has been approved by the ARC).
- 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 as well as a DP17 or IN17, you are still able to apply for a FT16 (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 or Centres, even if both your Discovery Program slots are taken. Should you be funded for more than two concurrent projects, you will be required to relinquish one at the time of award.

Applicants who are unsure of their eligibility status should discuss individual circumstances with the GMO as soon as possible. This should not be left to the compliance review process. The GMO can also send specific questions to the ARC for clarification where not clear in the rules. Contact mygrants.gmo@unsw.edu.au.

6. Changes to FT16 Funding Rules

All intending applicants should read the FT16 Rules in full prior to commencing an application.

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

Selection Criteria
- Evidence of mentoring has been added to the selection criteria for applicants at all salary levels.

Budget Items Supported
- Relocation costs are no longer a supported budget item, and should not be requested from the ARC.

Future Fellowship Salary Levels
- A new clause has been added for candidates who have experienced career interruptions in regards to choosing the FT salary level: “where the Future Fellowship Candidate has experienced significant interruptions to their academic career, due to family responsibilities as primary care giver and/or due to working with a relevant industry, they may choose the most appropriate salary level. The circumstances of the career interruption and chosen salary level must be justified and certified by the DVCR or equivalent.”

Salary On-Costs
- The amount of ARC salary on-costs that may be requested for supporting personnel 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.

7. Changes to FT16 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
- Additional instructions have been added to section A5: For the purpose of the Future Fellowships scheme, provide a statement outlining the intended path to impact of the proposed research. It is particularly important to consider indicators from the Research Impact Principles and Framework and to ensure that both “outcomes” and “benefits” are included in your statement, keeping in mind that the table shows examples only and is not comprehensive. Examples of research impact or the path to impact could include such things as broader job creation (not employment of the 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 research involved.

**Part C - Personnel and ROPE**

**C7 - What is your current academic level?**

- Clarification has been added around what academic salary level applicants should request:
  - The candidate should choose the Future Fellowships Salary Level one step higher than the candidate’s current academic level. This means that in Part E:
    - Level A and B should choose Future Fellowship Level 1 Salary Level
    - Level C should choose Future Fellowship Level 2 Salary Level
    - Level D and E should choose Future Fellowship Level 3 Salary Level
  - Researchers who are unemployed, not employed at an Australian university, or are international:
    - Select “Other”
    - Provide your current equivalent salary per annum in the relevant currency in which you receive it (i.e. Euro, USD etc.)
    - Provide a complete position description of your current or most recent appointment in C8 in order to justify the requested Future Fellowships Salary Level in Part E
    - Note: If "Other" is chosen, the Salary level in Part E should be determined by the level of the Future Fellowship Candidate's most recent full time appointment.

**NEW: C8 - Academic Level Justification**

This is a new mandatory question ONLY for candidates who have:

- Selected “Other” at part C7 because you are unemployed, not employed at an Australian university, are an international researcher, OR
- Chosen a Salary level in Part E which does not align with your academic level because you have experienced significant interruptions to your academic career, due to family responsibilities as primary care giver and/or due to working with a relevant industry.

In either of the above cases, applicants must attach a letter (1 page maximum) from the DVCOR or equivalent justifying the salary level requested in Part E. Candidates should contact the Research Strategy and Partnerships Office (dp.rso@unsw.edu.au) for advice on constructing a response where applicable.

**C10 - ROPE - Significant research outputs**

- 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 should include the details of any outputs available online, before publication or programmed creative presentations.
- 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 C10.
- Applicants are reminded to number outputs continuously, asterisk outputs relevant to the FT proposal, and 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").*
Part D - Project Description

Project Quality and Innovation

As well as addressing the points previously listed under ‘approach’, researchers are asked to:

- Explain how the research addresses a significant problem.
- Explain how the aims, concepts, methods and results advance knowledge.

D4 - Medical Research Statement

- Applicants are advised to avoid simply quoting the policy, and instead provide sufficient detail for the ARC to properly understand the intent and limits of the research aims.
- Applicants who require a medical research statement are advised to contact the Research Strategy and Partnerships Office (dp.rso@unsw.edu.au) for advice on constructing a project-specific response.

Part F - Budget Justifications

F1 - Justification of Future Fellowship non-salary funding

- Justifications should now be provided in a table format. A separate table should be provided for each year with the heading; Year 1, Year 2, Year 3 and Year 4 respectively. Items requested across multiple years should be listed separately for each year.

Part G - Research Support and Statements on Progress

G1 - Research support for the Future Fellowship candidate

- Include details of currently submitted ARC proposals (for which the outcome has not yet been announced – e.g. DP17, LP16, LE17, IC16, IH15, CE17) AND details of any newly funded ARC Projects which are not yet showing at question C16 (currently held ARC projects) at the time of submission.
- The G1 table has been split into an ARC and non-ARC section, and research funding requested or awarded from sources other than the ARC (in Australia and overseas) for the years 2015-2020 inclusive should also be listed.

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 C16 (currently held ARC projects) has been submitted to the ARC; provide a short explanation in G2, such as “Final Report has been submitted to the ARC on dd/mm/yyyy”.

8. Addressing Communication of Results

In the Project Description, researchers are asked to outline plans for communicating results to other researchers and the broader community, including scholarly/public communication and dissemination.

Quick Tips:

Include methods of disseminations & promotion relevant to your discipline area, such as...

- publication in journals
- community and public engagement
- commercialisation
- outreach activities
- workshops/seminars
- informing curriculum
- websites
- policy documents
- newspaper and other related media
- professional memberships/networks
- presentation at domestic and international conferences
- general promotion of research outcomes

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

Download Advice for Addressing Communication of Results for ideas and examples for discussing this criteria. This resource is also available on the FT16 Resource Page.
9. 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 Advice for Addressing Management of Data 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 FT16 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.

10. Your FT16 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 FT16 proposal.

✓ Travel Budget Advice for FT16 - 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 and fieldwork.

✓ FT16 Budget Table Example - Items funded in previous successful Future Fellowship 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. Please note, this document was prepared for another scheme, however the principals remain the same.

11. 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 create a new 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 FT16 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 FT16 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.

### 12. Additional Contacts and Support

**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](mailto: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](mailto: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](mailto: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 Future Fellowships")
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.

**FT16 Resource Page**

The [FT16 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.

**FT16 Alerts**

If you have received this Alert by other means and wish to have it emailed to you directly, email [grantsnews@unsw.edu.au](mailto:grantsnews@unsw.edu.au) with 'subscribe grant-news' in the body of the message.