Alert 2: ARC Future Fellowships 2017

Your FT17 application toolkit and additional information can be found at the FT17 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. Process for Part D2: Statement by the Administering Organisation............................................1
3. Process for Part C8: Academic Level Justification.....................................................................2
4. Submit your Proposal for a Compliance and Eligibility Review ..................................................2
5. Key Changes to FT17 Instructions to Applicants........................................................................2
6. Resources for Completing your Final Draft..............................................................................4
7. Contacts and Support........................................................................................................................5

1. Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday 22 September 2016</strong></td>
<td>Funding Rules and Changes to Funding Rules released</td>
</tr>
<tr>
<td><strong>Tuesday 18 October 2016</strong></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, strategic and compliance support throughout the round.</td>
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<tr>
<td><strong>12 noon, Monday 21 November 2016</strong></td>
<td>Request not to Assess Due- Submit your Request Not to Assess form to the GMO by 12 noon, Monday 21st November for submission to the ARC by Wednesday 23rd November.</td>
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<tr>
<td><strong>5pm Wednesday 23 November 2016</strong></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><strong>9am Monday 28 November 2016</strong></td>
<td>Deadline for submission of D2 statements- email your completed D2 statement to <a href="mailto:dp.rso@unsw.edu.au">dp.rso@unsw.edu.au</a> for review and signoff by the PVC (R).</td>
</tr>
<tr>
<td><strong>9am Monday 28 November 2016</strong></td>
<td>Deadline for submission of C8 statements- email your completed C8 statement to <a href="mailto:dp.rso@unsw.edu.au">dp.rso@unsw.edu.au</a> for review and signoff by the PVC (R).</td>
</tr>
<tr>
<td><strong>12 noon Wednesday 7 December 2016</strong></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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</table>

2. Process for Part D2: Statement by the Administering Organisation

All applicants who have commenced applications in RMS have been contacted and provided with a D2 statement template. If you have commenced a FT17 application in RMS and are yet to receive the template, please contact Annette McLaren (email annette.mclaren@unsw.edu.au) as soon as possible.

Your D2 statement should be completed in conjunction with your Head of School. Email your completed template to the Research Strategy and Partnerships Office- email dp.rso@unsw.edu.au, by 9am, Monday 28 November for review and signoff by the PVC (R).
3. Process for Part C8: Academic Level Justification

Applicants who have chosen a salary level in Part E which does not align with their academic level will need to provide justification at Part C8. Email your completed C8 statement to dp.rso@unsw.edu.au, by 9am, Monday 28 November for review and certification by the PVC (R).

A salary that does not align with your academic level can be claimed under the following circumstances:
- 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.
- Because you are unemployed, not employed at an Australian university, or are an international researcher.

Download the C8 Academic Level Justification Template, also available on the FT17 Resource Page.

4. Submit your Proposal for a Compliance and Eligibility Review

The Grants Management Office internal deadline for submission of FT17 applications for compliance and eligibility review is 5pm Wednesday 23 November. Submitting by this date allows time for your Compliance Advisor to complete a thorough eligibility review, work with you on any issues and help finalise the application.

How to submit your proposal via RMS:
1. Complete and save all the sections of your proposal (parts A-G). Once this is done, all the section headings at the top of your proposal should appear green. If any appear red, something still needs to be completed in this section.
2. Click the “Save” button in the top right hand corner of your screen.
3. Return to the Action Centre (click “Action Centre”, next to your FT number at the top of the proposal screen).
4. Look at “Applicant Draft Proposals”, where your proposal is listed. In the “Actions” column, click the “Submit to Research Office” button.
5. Your Compliance Advisor will receive your application and respond with feedback.

The Grants Management Office is available to assist with any enquiries. Please email mygrants.gmo@unsw.edu.au.

5. Key Changes to FT17 Instructions to Applicants

Part A- Administrative Summary
A1- Proposal Working Title
- The ARC has made specific note that all working titles should be an accurate reflection of the proposed research.

A2- Person Participant Summary
- Inclusion of a mobile phone number in the applicant’s RMS Personal Profile is now a compulsory requirement, and is needed in order for Part C to validate. This phone number will not be visible to assessors but will enable the ARC to contact participants if required.

NEW: 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 Future Fellowships 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
Applications 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- Personnel and ROPE
C10- Research Opportunity and Performance Evidence (ROPE) – Significant Research Outputs
Applications should not include forthcoming publications or works under contract unless the pre-publication version has been accepted.

NEW: C16- Currently held ARC Projects
There have been significant changes to FT17 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. Further eligibility considerations for Future Fellow candidates are detailed in FT17 Alert 1. All applicants are encouraged to engage with the Grants Management Office to confirm eligibility early on. Email mygrants.gmo@unsw.edu.au.

NEW: C17- Project Relinquishment
Applicants must provide Project IDs for the project(s) which they have nominated to relinquish in the event of the success of the Future Fellowship application.
NEW: C20-C22 Extension to the eligibility period due to a significant career interruption

– Applicants who have received an extension to the eligibility period from the Deputy Vice-Chancellor (Research) will need to detail the type(s) of career interruption claimed and the total period of the extension claimed.

Part D- Project Description

D1- Project Description
Significance and National Benefit

– The applicant’s description of how the Future Fellowship and the project might result in economic, environmental, social, and/or cultural benefits to Australia should align with the Impact Statement.

D4- 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: D5- 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 E- Project Cost

NEW: E1- What is the proposed budget for your Project?

– Travel costs may now include 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.

6. Resources for Completing your Final Draft

The following resources are available to assist you in finalising your proposal in the lead-up to submission. Additional tools and information is provided on the FT17 Resource Page.

✓ FT17 Compliance Advice Spreadsheet- Comprehensive workbook detailing compliance and eligibility requirements.
✓ Advice for Addressing Communication of Results- Suggestions for addressing Communication of Results in the Project Description.
✓ Travel Budget Advice for FT17- Rules and guidance on how to budget for travel in the relevant areas of a FT17 application. The 2016/2017 ATO Rates can act as a guide for sourcing travel rates and indicate the maximum amount permitted.
✓ FT17 Budget Table Example - Budget items taken from previous successful Future Fellowship 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. 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 Future Fellowship 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 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.

**FT17 Resource Page**
The FT17 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.

**FT17 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.