DECRA- Getting Started Guide 2015

Are you considering applying for a DECRA through the University of New South Wales?
This ‘How To’ guide will help you to get started as soon as possible.

Step 1: Review Eligibility

Read the ARC DECRA Funding Rules and ensure you are eligible.

Some eligibility points to consider are:
- You may only apply for one DECRA per funding round.
- DECRA candidates may only hold/apply for one Project within the Discovery Program (Discovery Projects or Discovery Indigenous).
- FT14 applicants are not eligible to apply for a DECRA.
- An ARC Fellowship recipient cannot concurrently hold a fellowship from another Commonwealth funding agency.
- To be eligible to apply for DE15, you must have been awarded a PhD on or between 1 March 2009 and 2 April 2014 (exception can only be made if you had an eligible career disruption between 1 March 2005 and 2 April 2014).
- You may only apply for up to two DECRAs over the life of the scheme.
- Medical and dental research is not supported.
- The ARC external closing date for DECRA is Wednesday, 2 April 2014.

Step 2: Obtain Head of School/Centre Approval

Discuss your intention to submit a DECRA proposal with your Head of School/Centre Director in the first instance to ensure their support is given.

Please see http://www.hr.unsw.edu.au/employee/acad/hos.html for a list of all Head of Schools. Head of School sign off will be required before you application is submitted to the ARC. In addition, the support must be outlined in section D2 “Organisational statement in respect to the Research Environment” of your DECRA application.

If you have not already discussed your DECRA application with your relevant Head of School/Centre Director, please start discussions now. You may do this directly with your Head of School/Centre or through your UNSW “champion/mentor” – the person who is supporting your application to join a UNSW research group.

Step 3: Initiate the Application on RMS

Start your application on RMS. Even if you do not have much detail to put in your application yet, registering the proposal and adding UNSW as your Administering Organisation is what allows the Grants Management Office (GMO) and Research Strategy Office (RSO) to see that you are intending to apply. We will then be able to communicate with you directly and provide you with additional support, which includes confidential advice for completing your D2 Statement.
To Acquire an RMS ID:

Go to the RMS homepage and click the link- “Request new account”. For a walk through of the account creation process, please see Instructions for applying for RMS login pages 15-29.

Please note:

- You will create your own individual RMS User ID
- You should select The University of New South Wales as the “Organisation that will administer this RMS Account”. This allows the GMO to provide you with technical RMS support.
- For “Organisation that is this users current principal affiliation”, select your current organisation or if you don’t have one, select UNSW.
- Once the form has been submitted, you will get an email from RMS asking you to validate your account and proceed. You may need to add rms@arc.gov.au to your list of trusted email addresses to prevent the emails being marked as spam.
- The GMO will also receive an email from RMS, which we will validate. This triggers another email to you from the GMO - you can then set your password and login to RMS.

Step by Step Guides for Creating a Proposal on RMS:

- Starting a DE15 Proposal on RMS
- Adding yourself to the DECRA proposal on RMS
- Adding UNSW to your proposal on RMS

Step 4: Access Information, Tools and Resources

Access the DECRA 2015 Resource Page and review the GMO Application Toolkit. The following information and tools to assist you in completing your application are already available, and the page is updated throughout the round as new information and resources are released:

- Key Dates
- Information on Medical and Dental Research
- D2 Strategic Statement Process
- DECRA 2015 Alert 1
- Advice for Addressing Management of Data - Details of UNSW’s resources for research data management and data archiving, including suggestions for statements to include in Part D of the application.
- Salary Scales for Grant Budgeting - This spreadsheet contains details of UNSW Salary Scales. Use the worksheets to budget academic, professional and casual salaries with appropriate on-costs.
- 2013/2014 ATO Rates – Use to estimate accommodation/ per diem costs fully accurate and transparent budget. For pricing airfares, speak to the school administrator who normally organises travel for your school. It is also acceptable to source information from online sites such as Expedia, Webjet, Qantas, Virgin, or for multi destination trips, a quote from a local travel agent such as Flight Centre.
- UNSW Central Web Unit (CWU) - Contact the UNSW Central Web Unit (CWU) for web design, web development and or web hosting costs quotes, assistance and recommendations. Contact web@unsw.edu.au.
- The Mark Wainwright Analytical Centre has provided Advice for Applications, which covers important information on facilities, access charges and budgeting for 2015 ARC and NHMRC major rounds. Please note, this document was prepared for a different scheme, however the principle remains the same.
- Advice for making use of the Australian National Fabrication Facility (ANFF).

Please note, the above 2 documents were prepared for different schemes; however the principle remains the same.

DECRA Application Templates

- Part C2 - Significant Research Outputs
- Part C3 - Statement on your contributions to the research field of this Proposal
- Part D1 - Project Description
Part D2 - Organisational Statement in respect of the Research Environment (also see D2 section below)
Part F1 - Justification of funding requested from the ARC
Part H1 - Research support for the DECRA Candidate
Part I1 - Statements on progress of ARC Funded Projects

Step 5: Engage with the RSO and GMO

Work on your application and engage support from colleagues, School/Centre staff, the Research Strategy Office and the Grants Management Office

- **UNSW Research Strategy Office (RSO)**

The RSO is available for strategic advice on the scope, nature and suitability of any proposed project, how to address the selection criteria including track record, FoR codes and keywords and general grantsmanship advice. Researchers are encouraged to discuss their project with the RSO 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 decra.rso@unsw.edu.au.

The RSO will provide advice on applications which could be perceived as being in the area of medical or dental research. The ARC does not fund Medical and Dental Research, and panels enforce very strict interpretations of this rule. If you have any concerns about your project, email decra.rso@unsw.edu.au.

- **UNSW Grants Management Office (GMO)**

The GMO undertakes a compliance review of each application to ensure it meets the ARC's requirements and is eligible for submission. The process for compliance review is:

- Applicant prepares proposal to a near-draft completion stage in RMS and clicks “Submit Proposal to Research Office” by the internal close- **Wednesday 5 March 2014**.
- The GMO assigns a Compliance Advisor who will review your application and send you details of any eligibility or similar issues within 48 hours, after which they will desubmit your application.
- Applicant makes changes and resubmits their application for a second review, until your application is complete from an eligibility/compliance point of view.

**Note on Internal Close:** As UNSW submits a significant number of DECRA applications each year, the internal close date ensures our support is equitable. Applicants who do not have their proposal in a near-complete stage of drafting by the internal close risk submission without ensuring the proposal is compliant and eligible.

If you have questions about compliance, eligibility, interpretation of funding rules and/or instructions to applicants, prior to submitting your application to the research office, email the GMO on mygrants.gmo@unsw.edu.au. Please quote your DECRA number in the subject line.

Step 6: Complete Final Submission

Finalise your application and click “Submit Proposal to Research Office” in RMS no later than **12:00pm, Wednesday 2 April 2014**. The GMO needs to receive your application by this time in order to certify and submit to the ARC.

The GMO will:
- Certify your application
- Ensure you have completed all required paperwork
- Submit your application to the ARC
- Send you an email confirming submission