Alert 2: ARC DECRA 2016

This Bulletin is the second of the alerts that will be issued by the Grants Management Office throughout the round. Your DECRA application toolkit and additional information can be found at the DECRA 2016 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. New ARC Process- Eligibility Exemption Request ................................................................. 1
3. Addressing Dissemination & Promotion of Research Outcomes ........................................ 2
4. Budgeting for Travel- Research Visits, Collaboration, Conferences, Fieldwork ................ 3
5. Contacts and Support .................................................. 4

1. Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 13 October 2014</td>
<td>Funding Rules released.</td>
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<tr>
<td>Tuesday 2 December 2014</td>
<td>ARC Frequently Asked Questions and Eligibility Exemption Request Instructions to Applicants released.</td>
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<tr>
<td>Wednesday 14 January 2015</td>
<td>Eligibility exemption requests open in RMS.</td>
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<tr>
<td>Friday 23 January 2015</td>
<td>Eligibility exemption requests must be submitted to the GMO via RMS for approval and submission to the ARC by 28 January 2015.</td>
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<tr>
<td>Wednesday 4 February 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 Office (RSO) and Grants Management Office (GMO) to provide you with key information and strategic and compliance support throughout the round.</td>
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To access RSO support, contact deca.rso@unsw.edu.au

Strategic Support (Research Strategy Office) - email deca.rso@unsw.edu.au as early as possible for strategic support/advice.

| Thursday, 5 March 2015        | Internal Deadline for Compliance Advice (GMO) - Details of your Compliance Advisor will be advised shortly after the internal close. |
| Monday, 9 March 2015          | Request not to Assess Due- Submit your RNTA Form to the GMO (mygrants.gmo@unsw.edu.au) by 9 March for ARC submission by 11 March 2015. |
| Wednesday, 25 March 2015      | ARC External Close- Finalise and submit applications on RMS 2.0.       |

2. New ARC Process- Eligibility Exemption Request

NEW to DECRA 2016 is an Eligibility Exemption Request process for recognition of (1) research experience equivalent to having been awarded a PhD and (2) timing of PhD outside eligible period.

DECRA Candidates who do not have a PhD or are outside the timing requirements must submit an Eligibility Exemption Request via RMS to the Grants Management Office by 23 January 2015. Failure to submit a request where one is required will make you ineligible to submit a full application.

Types of DECRA Eligibility Exemption Requests:
You must submit an eligibility exemption request if you fall into either of the categories.

1. **Recognition of research experience**: Candidate does not hold a PhD but seeks recognition of research experience equivalent to having been awarded a PhD on or after 1 March 2010.
2. **Outside Timing Requirements:** Candidate was awarded a PhD on or after 1 March 2006; however had periods of significant career interruption between their PhD award date and 25 March 2015, which if taken into account would be commensurate with a PhD being awarded on or after 1 March 2010.

- **What qualifies as a career interruption?**
  Career interruptions of less than one month will not be considered. The following types of interruption will be considered by the ARC:
  a. Carer’s responsibility
  b. Disruption due to international relocation for post-doctoral studies or other research employment not exceeding three months per international relocation;
  c. Illness
  d. Maternity or parental leave
  e. Unemployment and/or
  f. Non-research employment not concurrent with research employment

- **Do I need to provide supporting documentation?**
  For a ‘recognition of prior research experience’ request, supporting documentation is mandatory. For a career interruption, you should provide documentation in support of your case wherever possible. Each Eligibility Exemption Request is permitted up to five A4 pages of supporting documentation.

- **When do I submit my request?**
  Eligibility Exemption Requests open in RMS on Wednesday 14 January 2015. You should submit your request via RMS by Friday, 23 January 2015, to allow time for the GMO to review and submit to the ARC by the deadline of 28 January. The GMO will provide step-by-step instructions when RMS opens.

- **When will I know the outcome of my request?**
  The ARC will advise the Grants Management Office as to whether your request has been granted as early as possible, or shortly after the full round opens on Wednesday, 4 February 2015.

If you are unsure whether you need to submit an Eligibility Exemption Request, please contact the GMO for advice. Email mygrants.gmo@unsw.edu.au.

3. **Addressing Dissemination & Promotion of Research Outcomes**

In the **Project Description**, researchers are asked to address whether there are “adequate strategies to encourage dissemination, commercialisation (if appropriate) and promotion of research outcomes”.

The GMO has created the **Addressing “Dissemination and Promotion of Research Outcomes”** document, which contains ideas, advice and examples for discussing this criteria.

**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**.
4. Budgeting for Travel- Research Visits, Collaboration, Conferences, Fieldwork

There are three main types of travel that you can request in your DECRA application- travel for conferences, research visits/collaboration and fieldwork. A well-justified travel budget supports your project aims and strengthens the feasibility of your project.

The GMO has created the DECRA 2016 Travel Budget Advice document, which contains detailed strategic advice and example templates for putting together a strong justification for your travel budget.

Quick Tips for Travel Budgeting:

▪ Conference Travel

If requesting conference travel from the ARC, some things to make clear in your Justification include:

– The standing of the conference
– The audience/participants of the conference
– Benefits/importance to the project in attending that particular conference
– Why actual attendance is better than a cheaper alternative that doesn’t involve travel
– What additional activities you may be able to undertake in conjunction (meeting with other experts in the research field, side-trip to a University specialising in that research area, etc.)
– Any direct publication outputs as a result of the conference (i.e. a paper) and who will receive this
– Your role in the conference and the significance of that, for example, will you be submitting a paper or presenting a poster as a way to disseminate research results?

▪ Research Visits & Collaboration

You may request research visits & collaboration travel to visit specific people or teams. This kind of activity should be detailed in the relevant section of your Project Description. Keep in mind that a DECRA proposal is a sole-investigator project. When justifying travel for collaboration, ensure there is no question of you driving the project/providing the intellectual input into the project.

If requesting collaboration travel from the ARC, some things to make clear in your Justification include:

– Why is the collaboration essential to the project- i.e. why are you doing it?
– Why have you chosen this method of collaboration (i.e. face to face meetings) and not another?

Reasons for face-to-face collaboration may include:

– Expert knowledge sharing
– Workshopping the design of experiments/analysis

▪ Fieldwork travel

‘Field Research’ means the collection of information integral to the Project outside a laboratory, library or workplace setting and often in a location external to the researcher’s normal place of employment. Fieldwork can include visiting/making use of unique/specialised facilities in Australia or overseas that are not available locally (e.g. archives or specialised libraries) for the purpose of completing your research.

– Funding is permitted for the DECRA Candidate and research support staff required to assist with fieldwork.
– Costs related to carrying out field research are not considered general travel and therefore the $50,000 limit on travel over the life of the project does NOT apply to these costs.
5. Contacts and Support

✓ Strategic Advice (Research Strategy Office – RSO)
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 RSO at the early stages of the application process 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.

✓ Compliance & Eligibility Advice (Grants Management Office - GMO)
Your individual Compliance Advisor will be in touch shortly after the internal close. In the meantime, contact the GMO on 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 grant applications for ideas on structuring your proposal and for a better understanding of the level at which your proposal should be pitched. Email mygrants.gmo@unsw.edu.au to arrange access. Please note, you will need to bring your UNSW staff card, and applications may not be copied.

To arrange access:
Email your request to mygrants.gmo@unsw.edu.au, including the following information:
1. Name, position and school/Faculty (e.g. your UNSW email signature)
2. The scheme(s) you would like to view (e.g. "ARC DECRA")
3. Scheduling requirements, if any (e.g. "Tuesday, Wednesday or Friday mornings").

Please note, the majority of successful applications from the previous round (DE15) will become available in the library in January 2015, however successful DE14s are available now.

✓ DECRA 2016 Resource Page
The DECRA 2016 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.

✓ DECRA 2016 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.