



## Alert 1: ARC DECRA 2018

Your DECRA application toolkit and additional information can be found at the [DECRA 2018 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](mailto:mygrants.gmo@unsw.edu.au).

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### 1. Key Dates

Thursday 22 September 2016	<a href="#">Funding Rules</a> and <a href="#">Changes to Funding Rules</a> released
Monday, 16 January 2017	Applications open in <a href="#">RMS</a> . <b>All intending applicants should initiate an application in RMS as soon as practical.</b> This will allow Research Strategy Partnerships and the Grants Management Office (GMO) to provide you with key information and strategic and compliance support throughout the round.
Thursday, 2 March 2017	<b>Internal Deadline for Compliance Advice (GMO)</b> - Details of your Compliance Advisor will be advised shortly after the internal close.
Monday, 6 March 2017	<b>Eligibility Exemption Requests Due</b> - Submit your Eligibility Exemption Request to <a href="mailto:mygrants.gmo@unsw.edu.au">mygrants.gmo@unsw.edu.au</a> for review and signoff by the UNSW DVCR.
Monday, 6 March 2017	<b>D2 Statement Submission-</b> Email your D2 statement to <a href="mailto:dp.rso@unsw.edu.au">dp.rso@unsw.edu.au</a> for review and signoff by the UNSW DVCR.
Monday, 6 March 2017	<b>Request Not to Assess Due</b> - Submit your <a href="#">Request Not to Assess form</a> to the GMO by 6 March for Submission to the ARC by Wednesday 8 March.
Wednesday, 22 March 2017	<b>ARC External Close-</b> Finalise and submit applications on RMS by 12 noon for GMO submission to the ARC by the hard deadline of 5pm.

### 2. Obtain Head of School Support prior to Application Commencement

**All applicants must discuss their intention to submit a DECRA 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 a project-specific Organisational Statement within your DECRA application, so it is beneficial to start conversations early on.

**If you have not already discussed your DECRA application with your relevant Head of School/Centre Director, commence discussions now.** You may do this directly with your Head of School/Centre or through your UNSW mentor (the person who is supporting your application to join a UNSW research group). The HR [Heads of School Page](#) provides a list of all current Head of Schools.

### 3. 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 DE18 application templates as Word documents from the list below:*

- [C8 - ROPE - Significant Research Outputs](#)
- [C9 - ROPE - A statement of your Research Impact and contributions to the research field](#)
- [D1 - Project Description](#)
- [F1 - Justification of non-salary funding requested from the ARC](#)
- [G1 - Research Support](#)
- [G2 - Statements on Progress of ARC-funded Projects](#)

All DE18 application templates are also available to download from the [DECRA 2018 Resource Page](#).

### 4. D2 Organisational Strategic Statement

The D2 Organisational Statement in respect of the Research Environment details how UNSW will provide the foundation and environment that supports DECRA candidates, during and post award. The support and opportunities outlined in the D2 statement should be strongly aligned with the Scheme's objectives, and be drafted together with your Supervisor/Mentor.

The Research Strategy and Partnerships Office (RSPO) has prepared a strategic template to support researchers in preparing the D2 statement. The D2 Statement template will shortly be distributed to applicants who have commenced proposals on RMS.

**D2 statements must be provided to the RSPO by the deadline of Monday 6 March 2017 for review and signoff by the Deputy Vice Chancellor (Research). Email [dp.rso@unsw.edu.au](mailto:dp.rso@unsw.edu.au).**

### 5. Eligibility Considerations for DECRA Candidates

- You may only apply for 1 DECRA per funding round and up to 2 DECRA's over the life of the scheme.
- To be eligible to apply for DE18, you must have been awarded a PhD on or after **1 March 2012**. Exception can only be made if you have submitted an eligibility exemption request- *see section 6 of this Alert for full details.*
- DECRA candidates may only hold/apply for **one other Project within the Discovery Program** (*Discovery Projects, Discovery Indigenous, Future Fellowships and Laureate Fellowships*).
- Holders of ARC Fellowships cannot concurrently hold another Commonwealth funded fellowship. This does not preclude applicants from applying but if successful, the other Commonwealth Fellowship must be relinquished prior to commencing the DECRA.
- Medical and dental research is not supported - the [ARC Medical Research Policy](#) provides a list of eligible and ineligible research for ARC support.

**Applicants who are unsure of their eligibility status are encouraged to discuss their individual circumstances with the GMO as soon as possible- contact [mygrants.gmo@unsw.edu.au](mailto:mygrants.gmo@unsw.edu.au).**

## 6. Eligibility Exemption Request Process

If the qualification relevant to your DE18 proposal was awarded prior to 1 March 2012 you will need to submit evidence regarding your career interruption prior to the submission of your proposal. The following types of interruption will be accepted:

- i. international relocation for post-doctoral studies or other research employment not exceeding three months per international relocation
- ii. unemployment
- iii. non-research employment not concurrent with research employment
- iv. illness
- v. maternity or parental leave
- vi. carers' responsibility, including:
  - a. being the primary carer of a dependent child, two years per dependent child;
  - b. being the primary carer of a dependent child with extensive caring responsibilities due to reasons such as illness or disability of the child; and/or
  - c. other caring responsibility.

Career interruptions of less than one month will not be considered.

**Evidence of your career disruption should be emailed to [mygrants.gmo@unsw.edu.au](mailto:mygrants.gmo@unsw.edu.au) no later than Monday 6 March 2017 for review and signoff by the UNSW DVCR.**

## 7. Changes to DECRA 2018 Funding Rules

All intending applicants should read the [DECRA 2018 Funding Rules](#) in full prior to commencing an application.

### *Updated Selection Criteria*

<b>a. Project Quality and Innovation</b>	<b>40%</b>
– Does the research address a significant problem?	
– Is the conceptual/theoretical framework innovative and original?	
– What is the potential for the research to contribute to the Science and Research Priorities?	
– Will the aims, concepts, methods and results advance knowledge?	
<b>b. DECRA Candidate</b>	<b>35%</b>
– Research opportunity and performance evidence (ROPE); and	
– Time and capacity to undertake the proposed research.	
<b>c. Feasibility</b>	<b>10%</b>
– Do the Project's design, participants and requested budget create confidence in the timely and successful completion of the Project?	
– Is there an existing, or developing, supportive and high quality environment for this Candidate, their Project and for Higher Degree by Research students where appropriate?	
– Are the necessary facilities available to complete the Project?	
<b>d. Benefit</b>	<b>15%</b>
– Will the completed Project produce significant new knowledge and/or innovative economic, commercial, environmental, social and/or cultural benefit to the Australian and international community?	
– Will the proposed research be cost-effective and value for money?	

### **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 Exemption Request**

- Eligibility exemption requests will now be approved and certified by the Deputy Vice-Chancellor (Research), rather than the ARC. *See section 6 of this Alert for full details.*

## **8. Changes to DECRA 2018 Instructions to Applicants**

### **Part A- Administrative Summary**

#### **A1- Proposal Title**

- The ARC has highlighted that the proposal title **should be an accurate reflection of the intended research.**

#### **A2- Person Participant Summary**

- Inclusion of a mobile number in the applicant's personal profile is now a compulsory requirement.

#### **A4- Proposal Summary**

Your Proposal Summary must follow this format:

##### **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 DECRA scheme as part of their response. Indicators from the [Research Impact Pathway Table](#) should be considered and included in the statement.

### **Part C- Personnel and ROPE**

#### **C8- Research Opportunity and Performance Evidence (ROPE) - Significant Research Outputs**

- List all outputs under the following headings and in this order:
  - Scholarly books – do not include edited books under this heading
  - Edited research books, including prestigious reference works
  - Scholarly book chapters
  - Refereed journal articles

- Refereed conference papers only when the paper was published in full in the proceedings
- Non-traditional research, edited special editions of journals or encyclopaedia entries
- Other research outputs
- The ARC has specified that applicants should include the acceptance date if listing in-press publications or programed creative presentations. Do not include forthcoming publications or works under contract unless the pre-publication version has been accepted.

### **C9- Research Opportunity and Performance Evidence (ROPE) - A statement of your Research Impact and contributions to the research field of this Proposal**

- The page limit for this section has increased from one to four pages.
- The ARC has added a point to emphasise that applicants need to include a description of how their research has led to a significant change or advancement of knowledge in the field, and outline how their achievements will contribute to this DECRA Proposal.

### **C10- Currently held ARC Projects**

- There have been significant changes to DE18 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).

### **NEW C13, C14, C15- Were you granted by your university an extension to the eligibility period due to a significant career interruption as outlined in subsection D9.1.2.b of the Funding Rules?**

- If your qualification relevant to this Proposal (listed in question C4) was awarded prior to 1 March 2012 and you have had a significant career interruption, you will need to seek an extension to the eligibility period. If you select 'Yes' at C13, questions C14 and C15 will be enabled and you will be required to specify the type(s) of career interruption claimed and the total period of the extension claimed.

## **Part D – Project Description**

### **D1- Project Description**

The headings in this section have changed to address the new selection criteria. Use the headings below and in this order:

PROJECT TITLE  
 AIMS AND BACKGROUND  
 PROJECT QUALITY AND INNOVATION  
 DECRA CANDIDATE  
 NEW FEASIBILITY  
 NEW BENEFIT  
 NEW COMMUNICATION OF RESULTS  
 MANAGEMENT OF DATA  
 REFERENCES

### **Updated - Aims and Background**

- Refer only to publications or non-traditional equivalents (outputs) that are accessible to national and international research communities.

#### **Updated - Project Quality and Innovation**

- Ensure that if the research has been nominated as focussing upon a topic or outcome that falls within one of the Science and Research Priorities, explain how it addresses one or more of the associated Practical Research Challenges (as selected in question B1).

#### **NEW - Feasibility**

- Explain how the design of the proposed project, the expertise of the participants and requested budget will be sufficient to ensure the project can be successfully completed within the proposed budget and timeframe.
- Describe whether there is an existing, or developing, supportive and high quality environment for this candidate, their project and for Higher Degree by Research students where appropriate.
- Describe the necessary facilities available to complete the project.

#### **NEW - Benefit**

- Outline how the completed project will produce significant new knowledge and/or innovative economic, commercial, environmental, social and/or cultural benefit to the Australian and international community.
- Describe how the proposed research will be cost-effective and value for money.

#### **NEW - Communication of Results**

- Outline plans for communicating the research results to other researchers and the broader community, including but not limited to scholarly and public communication and dissemination.

#### **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.

#### **Appendix B- Format**

- Before uploading PDF sections of your DECRA application in RMS, please ensure that electronic signatures are imbedded into documents and no changes have been made to a document which is already a PDF. If an electronic signature is placed on top of a PDF as opposed to being added to a Microsoft Word document and then converted to a PDF, then the edited text and/or signature will not appear in the RMS generated proposal form.

## 9. Addressing DECRA Candidate

In the **Project Description**, researchers are to describe “*how they will have the time and capacity to undertake the proposed research, taking into account any other grants or roles they may hold*”.

### Quick Tips:

- ✓ Focus on capacity, not capability. This section is not to be viewed as a revisiting of the track record and the capability of the applicant but rather the capacity of the applicant to deliver the DECRA project.
- ✓ Describe how this DECRA project will be balanced with other competing pressures and responsibilities, and how you will manage this. Some reaffirmation of your track record regarding how you have previously successfully delivered on other projects under similar circumstances would help.
- ✓ The DECRA scheme has amongst its objectives “*to promote enhanced opportunities for diverse career pathways*”, so it is not advisable to say that you will spend 100% of your time on the project.
- ✓ Your DECRA Candidate response should accord with the third section of the D2 statement. This does not mean cutting and pasting one into the other –there should simply not be any inconsistencies.

The [Advice for Addressing DECRA Candidate Document](#) contains full details on discussing this section.

This resource is also available to download from the [DECRA 2018 Resource Page](#).

## 10. 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 [Addressing Management of Data Advice 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 [DECRA 2018 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.*

## 11. Your DECRA 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 DE18 proposal.

- ✓ [Travel Budget Advice for DE18](#) - 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.
- ✓ [DE18 Budget Table Example](#) - Items funded in previous successful DECRA 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 DE18 Applications](#) - 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 2018 Funding](#) - Information on facilities, access charges and budgeting.



## 12. 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 [decra.rso@unsw.edu.au](mailto: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](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 DECRA 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 DECRA")
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 the Library.**

### ✓ DECRA 2018 Resource Page

The [DECRA 2018 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 2018 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.