Alert 2: ARC Discovery Projects 2016

This Bulletin is the second of the alerts that will be issued by the Grants Management Office throughout the round. Your DP16 application toolkit and additional information can be found at the DP16 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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<tr>
<th>Date</th>
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<tr>
<td>Monday 13 October 2014</td>
<td>Funding Rules released</td>
</tr>
<tr>
<td>Thursday 11 December 2014</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>
</tr>
<tr>
<td>To access RSO support, contact</td>
<td>Strategic Support (Research Strategy Office) - email <a href="mailto:dp.rso@unsw.edu.au">dp.rso@unsw.edu.au</a> as early as possible for strategic support/advice.</td>
</tr>
<tr>
<td>Wednesday 4 February 2015</td>
<td>Internal Deadline for Compliance Advice (GMO) - Details of your Compliance Advisor will be advised shortly after the internal close.</td>
</tr>
<tr>
<td>Monday 16 February 2015</td>
<td>Request not to Assess Due - Submit your RNTA Form to the GMO (<a href="mailto:mygrants.gmo@unsw.edu.au">mygrants.gmo@unsw.edu.au</a>) by 16 February for submission to the ARC by Wednesday 18 February 2015.</td>
</tr>
<tr>
<td>Wednesday 4 March 2015</td>
<td>ARC External Close - Finalise and submit applications on RMS 2.0.</td>
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2. Changes to Instructions to Applicants from the Previous Round

Part A- Administrative Summary

- **A2- Person Participant Summary**: New method of adding CIs and PIs to your proposal- select the participation type (CI or PI), and enter the person’s email address. This will send an automatic email to this person inviting them to be on your proposal. Note that each Participant needs to update their own ‘Person Profile’ (personal details and qualifications) in RMS before you submit the final proposal, as these details will be automatically populated into other areas of the Proposal form.

- **A3- Organisation participant summary**: New method of adding organisations to your proposal- select the organisation role (Administrating, Other Eligible or Other) and enter the organisation name in the search field. If the Australian organisation you are looking for is not listed on RMS, applicants can now directly request to add the organisation by pressing the “please add the organisation for use with RMS” button and inputting the ABN.
You can look up the ABN of any Australian organisation at http://abr.business.gov.au/. If the Organisation you wish to add does not have an ABN (such as an overseas Organisation), email the RMS Help Desk - rms@arc.gov.au with the Organisation details and the ARC will action your request to add the Organisation to RMS.

- **A4- Proposal Summary:** Additional guidelines for how to write the summary provided:
  - Summarise the aims of the Project first. Next, provide the broader context for the research.
  - Use aspirational terms (for example, The Project aims to.../The intended outcome of the Project is.../The anticipated goal of the Project is...) rather than definitive terms (The Project will.../This will ensure.../The Project will guarantee...).

- **A5- Impact statement:**
  - A character limit of 500 (approx. 75 words) has been introduced.
  - Instructions now specifically advise applicants to address the objectives of the scheme: “provide a statement outlining the intended impact of the proposed research which addresses the objectives of the scheme” (see objectives in the Funding Rules, Section C2, pg. 30)

**Part B – Classification & Other Statistical Information**

- **Removal of Keywords Section:** The ARC no longer needs keywords to match Proposals with Assessors, as RMS 2.0 automatically identifies keywords from the Project Description. These new keywords, along with the Field of Research codes nominated by the applicant, and used to select appropriate Assessors. Applicants are encouraged to seek advice on their Project Description from the Research Strategy Office- email dp.rso@unsw.edu.au as early as possible for review and advice on potential keywords that will be identified for your project.

**Part C - Project Description**

- **Research Project-** A criteria in this section has been amended to: “Describe how the anticipated outcomes will advance the knowledge base of the discipline and how the Proposal aims and concepts are novel and innovative.” This emphasises the need to provide evidence-based, non-speculative responses, proving the innovation of your project.

- **References-** This heading has been re-added to the formal documentation, with the instructions: “Include a list of all references, including relevant references to the Participant’s previous work” and “References may be in 10 point Times New Roman or equivalent font”. References will count towards the 10 page limit.

**Part D – Project Cost**

- **The order of budget item headings has changed.** The new heading order is as follows:
  - Personnel
  - Teaching Relief (will only appear if you select ‘yes’ at Question F9)
  - Travel
  - Field Research
  - Equipment
  - Maintenance
  - Other

Applicants should ensure they are also using the new order in the Budget justification sections.

**Resources are available to help you craft a clear and transparent application budget and available on the DP16 Resource Page.**
Entering items into the RMS 2.0 Budget Table - The appearance of the budget table has changed with the RMS upgrade, however the method of entering information is fundamentally the same. For guidance on adding item categories, see the DP16 Budget Table Example.

Part F – Personnel and ROPE

- **NEW:** F2- Are any of the organisations you are associated with providing cash or in-kind contributions or other resources to the Project? This question is only applicable to PIs and will not be activated for CIs. Answers should correspond to information provided in your Project Cost and Budget Justification.

- **NEW:** F3- Will you be residing predominantly in Australia for the duration of the Project? Respond yes or no. An answer of ‘no’ is an eligibility issue- contact the GMO in this case.

- **NEW:** F5- Are you currently undertaking a Higher Degree by Research which will be conferred after 1 January 2016? Respond yes or no. An answer of ‘no’ is an eligibility issue- contact the GMO in this case.

- **NEW:** F7- Employment Details relevant to this proposal: Enter the organisation you will be associated with at 1 Jan 2016, your appointment type and full-time-equivalent. You can request non-listed organisations to be added to RMS using the ABN.

- **NEW:** F9- Are you applying for Teaching Relief? This question will only appear for CIs. Where you answer ‘yes’, a ‘Teaching Relief’ heading will appear in the budget table in ‘Project Costs’.

- **F14**- ROPE- Further evidence in relation to research impact and contributions to the field, including reference to those most relevant to this proposal:
  - The character limit has been increased from 7500 to 11,250 (now have approx. 1,500 words)
  - The response is no longer limited to the last 10 years- you may discuss any time frame.
  - An additional instruction has been added- “Describe how your research has led to a significant change or advance of knowledge in your field, and outline how your achievements will contribute to this Proposal.”

- **NEW:** F15- Currently held ARC projects: will be automatically populated. If you have any concerns with the information listed here, contact the GMO.

Part G – Research Support

- **G1**- Research Support from Sources other than the ARC:
  - This section previously included all sources of funding, including ARC grants.
  - List proposals where the applicant participated on that proposal as a CI or PI
  - Include the Proposal/Project ID for all grants, not just ARC or NHMRC grants.

- **G2**- Statements on Progress for ARC-funded projects:
  - You must provide statements for all projects listed in F15, where a Final Report has not been submitted to the ARC by Wednesday 4 March 2015.

3. Budgeting for Travel- Collaboration, Conferences, Fieldwork, DIA

There are four main types of travel that you can request in your DP16 application- travel for conferences, collaboration, fieldwork and a Discovery International Award. A well-justified travel budget supports your project aims and strengthens the feasibility of your project.

The GMO has created the DP16 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?

- **Travel for Collaboration**
  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, such as training project personnel (including PhD students) in performing specific experiments, participant surveys or lab work
  - Workshopping the design of experiments
  - Clarifying issues with formulation of research problems
  - Reviewing analytical results
  - Undertaking sub-studies
  - Presentation and discussion of results
  - Planning for dissemination or policy design

  If requesting travel for non-named personnel from the ARC, making an especially clear case is vital:
  - What unique expertise does this person offer that cannot be obtained locally?
  - Why does this person need to travel, as opposed to other methods of interaction/collaboration?

- **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.
  - Where funds for fieldwork are provided by UNSW/Other Org., this would be considered a cash contribution.
  - The $50,000 limit on general travel over the life of the project does NOT apply to fieldwork costs.

- **Discovery International Award (DIA)**
  When making a case for a DIA, it is important to show that there is real substance to the international relationship; that it is meaningful and already in existence. You would need to show ‘evidence’ such as joint publications or details of activities you have already done together. The idea is to make an existing relationship more viable – that a DIA will deepen the relationship further and produce not just the project outputs but a benefit beyond the project itself. Requests for DIAs must fully demonstrate how the award will assist researchers to collaborate on the project and justify the reason for the length in the Justification of Funding Requested from the ARC.
  If you decide to proceed with a DIA, the Research Strategy Office will be able to assist with framing the argument/justification- email dp.rso@unsw.edu.au as early as possible.
4. Addressing Communication of Results

Researchers are to address “Communication of Results” in the Project Description. The GMO has created the Addressing “Communication of Results” document, which contains relevant advice and examples.

Quick Tips:
Include methods of communication & 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 communication/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.

5. 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.

What should I cover in this section?

- How the project’s research materials and data will be stored and managed in accordance with the Australian Code for the Responsible Conduct of Research (as implemented in UNSW Policy and Procedures). In most cases, this means that electronic research data will be held on secure networked servers which are backed-up on a daily basis.
- Whether internal (i.e. UNSW researchers) access to electronic data will be facilitated through the UNSW Research Long Term Data Store Interface (RDSI) which is currently being rolled out.
- Whether large and significant data sets will be shared with researchers outside of UNSW, including through infrastructure such as the RDSI facility (or in specific ANDS and NECTAR projects).
- What arrangements will be in place to deal with specific requirements of the research data (e.g. privacy, confidentiality, commercial sensitivity)

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.

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 DP16 Resource Page.
6. 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 dp.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 in 2015:*
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 Discovery")
3. Scheduling requirements, if any (e.g. "Tuesday, Wednesday or Friday mornings").

**Discovery Projects 2016 Resource Page**
The DP16 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.

**DP16 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. Subscribe with your UNSW email address.