Alert 3: ARC Discovery Projects 2016

This Bulletin is the third 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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<th>Date</th>
<th>Description</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 who have not commenced in RMS should do so immediately. This allows 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><a href="mailto:dp.rso@unsw.edu.au">dp.rso@unsw.edu.au</a></td>
</tr>
<tr>
<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>
<td></td>
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<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>
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<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. Ensure your Qualifications are Complete in RMS 2.0

As you may be aware, the recent ARC system upgrade to RMS 2.0 required users to update the ‘Qualifications’ section of their person profile. Qualifications entered into the old version of RMS were not transferred across to new RMS 2.0 accounts.

This means users who previously held accounts in the old RMS need to check Qualifications listed in their RMS 2.0 profile are complete and up to date, and re-enter information if necessary.

How to Access and Update your Personal profile:

1. Login to RMS 2.0
2. On your home screen, known as the ‘Action Centre’, find the ‘Person Profile’ section
3. Click on ‘Qualifications’, and enter details where necessary
4. You can still view all the details you previously entered in the old RMS - under the ‘Personal Profile’ section, click on ‘RMS legacy information’ to log in your old RMS account
3. DP16 Certification for CIs, PIs and Organisations

It is a UNSW requirement that you obtain written certification from investigators and organisations participating in your project prior to submission to the ARC. Download the [UNSW DP16 Certification Form](#), also available on the [DP16 Resource Page](#).

**Who does this include?**

- Each Chief Investigator (except for the lead-investigator)
- The Collaborating Organisation of each CI. The form should be signed by the DVCRI or delegate (e.g. Director, Research Office, DVCRI) of the University. **NOT required for CIs from UNSW.**
- Each Partner Investigator
- The Organisation of each PI. The form should be signed by the CEO or delegate of the Organisation. **NOT required for overseas organisations.**
- Other Organisations named on the proposal at ‘A3-Organisation Participant Summary’. The form should be signed by the CEO or delegate of the Organisation. **NOT required for overseas organisations.**

4. Part G: Research Support- is it really complete?

RMS 2.0 shows the different sections of a DP16 application at the top of the application screen as red or green, to indicate a section as being complete or incomplete- see example below:

A) Administrative Summary  B) Classifications and Other Statistical Information  C) Project Description (invalid)

A) Complete  B) Complete  C) Incomplete

This however, does NOT apply to Part G: Research Support. This section appears green in RMS regardless of whether it is complete.

D) Project Cost  E) Budget Justification (invalid)  F) Personnel and ROPE (invalid)  G) Research Support

D) Complete  E) Incomplete  F) Incomplete  G) Could be complete OR incomplete

**Ask yourself the following to check whether Part G is really complete:**

- **G1:** Have any Investigators received any non-ARC funding for the years 2014 to 2018 inclusive?  
  If **YES**: download the [G1- Research Support Template](#), complete and upload to G1 in RMS.

- **G2:** Do any Investigators have currently held ARC Projects listed in question F15 of the application?  
  If **YES**, download the [G2- Statements on Progress Template](#), complete a Progress Report for each ARC Project listed and upload to G2 in RMS.

  If **YES (but a final report has recently been submitted to the ARC)**: upload a PDF stating ‘Project complete and Final Report submitted to the ARC on DD/MM/YYYY’ - currently under review’. 
5. Grants Management Office Frequently Asked Questions

Budget

Q: Can I request ARC travel costs to fund attendees traveling to a conference or seminar I am putting on?
A: No. Travel costs can only be requested for personnel specifically working on the project. Personnel must be involved in the core research activities. Attendance at a seminar regarding your research is not classified as a contribution to the research itself, and travel requests for such purpose are ineligible.

Q: Would a dinner taking place after a whole-day workshop be considered ‘reasonable hospitality costs’?
A: No. Reasonable hospitality costs consist of requests such as a working lunch, morning or afternoon tea, which would occur throughout the course of the day whilst the workshop is taking place. Any requests for meals taking place outside of regular working hours (such as before or after a workshop), would be considered entertainment costs, and are disallowed.

Q: Should I use the UNSW rate of 14.9% on-costs for casuals in my budget, or the ARC rate of 28%?
A: You should use the UNSW rate of 14.9% when requesting casual salaries from the ARC. This is the rate set by UNSW on the hire of casuals. Requesting a higher rate is not in line with UNSW requirements and does not accord with the ‘value for money’ argument you would be trying to make in your budget justification.

Q: Do I have to use the ATO rates to work out my per diem or hotel accommodation?
A: No. The ATO rates act as a guide and indicate the maximum amount permitted. You should only request what you know you need in order to undertake the travel. ATO rates are primarily aimed at business travel and as such, may seem high for some destinations. Common sense should prevail and if you have experience travelling to certain areas and thus know what a realistic figure would be, this should be used in place of the ATO rates. Detail how your figures were selected in the Budget Justification- this can go to show experience undertaking similar research projects, adding to a ‘value for money’ proposition and the idea of your track record and hands-on knowledge in this research area.

For example: “The accommodation (10 days at $XXX per day) and per diem rates (10 days at $XXX per day) requested for my fieldwork travel to XXX are based on my extensive experience working and living in this location whilst collecting sample data for XXX, and are significantly lower than the ATO published rate of $XXX for this region.”

Completing the Application- Other Organisations

Q: When an ‘other organisation’ or ‘other eligible organisation’ is added to the project in A3, should it also be added in B7?
A: B7 is for other organisations not listed in A3. You can include organisations that will play a part in the completion of the project. This could include but is not limited to an organisation that is hosting an aspect of the research. If an org is listed in A3, it does not need to be added at B7. The question should really read “If the Proposed research involves collaboration with organisations other than those listed at A3, please specify those organisations.”

Completing the Application- Talking about Collaborators

Q: If a CI cannot be included on a DP16 application, as he would exceed the limit allowed, can this person be included as a consultant on the proposal?
A: Yes, you can include this person as a collaborator on your proposal, however we recommend you use the term ‘collaborator’ and not ‘consultant’. As you have mentioned, they cannot be a named CI, however there are certainly no issues with you referencing this person and their contribution to the project in the
Project Description under ‘Role of Personnel’, within the methodology/approach, and other relevant areas. However, if you make their role too critical for the project to be feasible, some assessors have been known to question why the researcher was not added as an investigator and/or raise concerns about the feasibility, as there are fewer guarantees that the person will be available to collaborate. Strong evidence of prior successful collaboration can help overcome this.

**Eligibility - CIs**

**Q:** Is a postdoctoral researcher whose salary is currently, partially (50%) paid by an existing ARC Discovery Project eligible to be a CI on a new ARC Discovery Project?

**A:** As long as you meet the other eligibility requirements for CIs listed under C6.2 and the limits on projects and proposals listed under A6.2 (max 2 within the Discovery Program), then yes, they would be eligible to be a CI. Please note that as a CI on a DP16 application, you are unable to receive salary payments from the grant should the application be successful (as per Funding Rule A5.3.1e). If the application is successful and your contract is due to end within the life of the project but is not renewed, then you would need to be removed as a CI from the project at that point. This may have impacts on the viability of the project and any post-award changes in team structure are subject to the approval of the ARC.

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 later 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:**

Email your request to mygrants.gmo@unsw.edu.au at least 2-3 days in advance of your visit.

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.