Alert 2: ARC Discovery Projects 2015

This Bulletin is the second of the alerts that will be issued by the Grants Management Office in the lead-up to the DP15 close. Your DP15 application toolkit, past alerts and additional information can be found at the DP15 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
2. Application Templates for PDF Upload
3. Changes to DP15 Instructions to Applicants
4. Resources and Support

1. Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday 8 January 2014</td>
<td>Funding Rules Released</td>
</tr>
<tr>
<td>Wednesday 15 January 2014</td>
<td>Applications open in RMS</td>
</tr>
<tr>
<td>To access RSO support, contact <a href="mailto:DP.rso@unsw.edu.au">DP.rso@unsw.edu.au</a></td>
<td>Strategic Support (Research Strategy Office)- email the Research Strategy Office (<a href="mailto:dp.rso@unsw.edu.au">dp.rso@unsw.edu.au</a>) as early as possible for strategic support/advice.</td>
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<tr>
<td>Tuesday, 4 February 2014</td>
<td>RSO DP15 Information Session</td>
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<td>Time &amp; Venue: 10am-12pm, Webster Theatre A</td>
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<td>Register Now: <a href="https://www.surveymonkey.com/s/FPZYH3B">https://www.surveymonkey.com/s/FPZYH3B</a></td>
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<tr>
<td>Monday, 10 February 2014</td>
<td>RSO Strategy Workshop- Completing your DP15 Application</td>
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<td></td>
<td>Time &amp; Venue: 10am-12pm, Rupert Myers Theatre</td>
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<td></td>
<td>Register Now: <a href="https://www.surveymonkey.com/s/FZRJDGD">https://www.surveymonkey.com/s/FZRJDGD</a></td>
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<tr>
<td>Wednesday, 19 February 2014</td>
<td>Internal Deadline for Compliance Advice (GMO)- Please click &quot;submit proposal to research office&quot; in RMS so your Compliance Advisor can review your application. Details of your Compliance Advisor will be advised after the internal deadline.</td>
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<tr>
<td>Monday, 3 March 2014</td>
<td>Request not to Assess Due- Submit your Request not to Assess Form to the GMO (<a href="mailto:mygrants.gmo@unsw.edu.au">mygrants.gmo@unsw.edu.au</a>) by 12 noon, Monday 3 March for submission to the ARC by Wednesday 5 March 2014.</td>
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<tr>
<td>Wednesday, 19 March 2014</td>
<td>ARC External Close- Applicants finalise &amp; submit applications on RMS by 12 noon.</td>
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2. Application Templates for PDF Upload

The Grants Management Office has made available templates which comply with the ARC formatting requirements for sections of the application requiring PDF upload. These are available to download as Word documents from the list below, and from the DP15 Resource Page.

- **C1 - Project Description**
- **E1 - Justification of funding requested from the ARC**
- **E2 - Details of non-ARC contributions**
- **F12.2 - Recent significant research outputs**
- **F12.3 - Ten career-best research outputs**
- **G1 - Research Support**
- **H1 - Statements on Progress**
3. Changes to DP15 Instructions to Applicants

Part A- Administrative Summary

- **A2- Proposal Working Title**: The character/word limit for the Proposal Working Title has been reduced to a maximum of 75 characters (approx. 10 words).
- **A5- Proposal Summary**: As well as summarising the aims, significance and expected outcomes, *project benefits* should also be included at A5. The ARC may modify this section and use for public release.
- **A6- Impact Statement (NEW)**: Applicants must outline the intended impact of their research. Research impact is defined as “the demonstrable contribution that research makes to the economy, society, culture, national security, public policy or services, health, the environment, or quality of life, beyond contributions to academia.”

Sections Removed from Part A: “Summary of project for public release”

Part B- Classification and other Statistical Information

- **B1.1/B1.2- Strategic Research Priorities**: Applicants should indicate ‘yes’ or ‘no’ to the new question- “Does this proposal fall within one of the Strategic Research Priorities?” These are significantly different from the National Research Priorities used in the past, focusing on societal challenges:
  - Living in a changing environment
  - Promoting population health and wellbeing
  - Managing our food and water assets
  - Securing Australia’s place in a changing world
  - Lifting productivity and economic growth

Applicants can select only one SRP, then one or more Priority Goals within each area. More information on the Australian Government’s new strategic research priorities can be found at [http://innovation.gov.au/research/Pages/StrategicResearchPriorities.aspx](http://innovation.gov.au/research/Pages/StrategicResearchPriorities.aspx).

Part C- Project Description

**IMPORTANT: References**
The header ‘references’ has been removed from the instructions to applicants as a compulsory heading. However, applicants are strongly encouraged to include references *under their own heading as per previous rounds*. It is anticipated that assessors will not be across this change and will be looking for references as per previous rounds. References and footnotes can be included in 10-point size Times New Roman font or equivalent.

Although the header has been removed, applicants should be aware that references **MUST** be included to support the Project Description regardless of whether a separate heading is used or not.

- **Project Title**: This title may differ from the working title in A2, and may also exceed 10 words. Previously the title had to match A2.
- **Research Project**: A new guideline has been added- “describe how the Proposal meets the objectives of the Discovery Projects scheme”.
- **Role of Personnel**: A new guideline has been added- “describe how you will ensure that you have the ‘time and capacity’ to undertake the proposed research, taking into account any other grants or roles that you hold”
• **Research Environment**: The guideline on addressing the research environment heading now focuses on improvement and development—“Outline the adequacy of the Research Environment in your department, school or research group, and the extent to which it will provide opportunities for knowledge growth, innovation, collaboration, mentoring and student training.”

• **Communication of Results**: This guideline previously fell under the “Research environment” heading, but should now be addressed separately—“Outline plans for communicating the research results to other researchers and the broader community, including scholarly and public communication and dissemination”. It is important that this section matches any funding requests (Part D) made for the purposes of communicating results.

• **Management of Data (NEW)**: Applicants should “Outline plans for the management of data produced as a result of the proposed research, including but not limited to storage, access and re-use arrangements.”

C2—Medical and Dental Research Statement (NEW)

• Applicants with projects “which could be considered to be in an area related to medical and dental research should provide justification in support of the eligibility of the Proposal with reference to the Medical and Dental Research definition on the ARC website [http://www.arc.gov.au/applicants/md_research.htm](http://www.arc.gov.au/applicants/md_research.htm)”. The justification is limited to 100 words—suggested framework for phrasing the answer below:

“This project has the overarching objective of XXXXXX. Therefore it is not primarily and substantially aimed at understanding, preventing or treating a human disease or health condition. Furthermore, in pursuing this objective through the use of YYYYYY, the project does not involve late pre-clinical or early human trials or other interventional research involving humans; it will not use material collected from human subjects or require the use of established animal or cell line models of disease. As such, the project is certified as eligible by UNSW.”

If the project uses animal models or cell lines for more fundamental questions (e.g. using a cancer cell line to understand the biological properties of a protein), a more customised statement will be required, and Applicants should consult the Research Strategy Office (dp.rso@unsw.edu.au) for advice in the first instance. Projects which are clearly outside this research area may enter “not applicable”.

**Part D- Project Cost**

• **Fieldwork Expenses (NEW)**: This is a new budget heading in RMS. All costs related to carrying out field or survey research should be added here instead of in the “Other” or “Travel” category (for example, flights, accommodation and living costs directly related to field research). Note: fieldwork expenses do not count towards the $50,000 limit to “Travel”.

**Part E- Budget Justifications**

• **E1- Justification of Funding Requested from the ARC**: The page limit for Part E1 has been increased from three to five A4 pages to accommodate potentially longer projects.

• **E2- Details of non-ARC contributions**: The page limit for Part E2 has been increased from one to two A4 pages to accommodate potentially longer projects. Further detail has been added to the guideline about PI contributions- For each PI named in the Proposal, provide details “of her/his organisation, including what the PI will contribute to the project in relation to her/his time and any other contribution of her/his organisation.”
Part F - Personnel

Note: In regards to questions in Part F relevant to Partner Investigators, the ARC has added a guideline: “If this question is not relevant to a participant, for example a PI with non-academic background, the participant should include a short explanatory statement as to why the question is not applicable to their background and role, or include any relevant information (for example, relevant outputs such as policy advice, and other professional publications).”

- **F10- Time commitment (%FTE) to this Project:** This question should be answered by PIs as well as CIs.

- **F12.1 Details on your career and opportunities for research over the last 10 years:** The ARC has provided further instruction on detailing career and opportunities over the last 10 years. For **University-based personnel,** “indicate as appropriate the percentage of your current role in research-only, teaching and research, teaching-only, teaching and administration, research and administration, administration-only academic, researcher in business, program or project manager or other business role, giving any additional information (e.g. part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last ten years in those roles”

  For **industry-based personnel,** “indicate as appropriate the percentage of your current role in industry, research and administration, researcher in business, program or project manager or other business role, giving any additional information (e.g. part-time status) needed to understand your situation. Give an indication of what percentage of time you have spent over the last ten years in those roles”

- **F12.2 Recent Significant Research Outputs and ARC grants:** The page limit for F12.2 has been reduced from forty to **twenty** A4 pages. The table at part 2 should now also include PIs. The reference to ‘publications’ has been changed to ‘research outputs’.

- **F12.3 Ten Career-Best Research Outputs:** The page limit for F12.3 has also been reduced from ten to **five** A4 pages. The reference to ‘publications’ has been changed to ‘research outputs’.

- **F12.4 Further evidence in relation to research impact and contributions to the field over the last 10 years most relevant to this Proposal:** Intellectual property licences have been added to the list of research outputs which can be discussed in the ROPE.

  The guideline on impact/opportunity in the context of discipline has also been simplified to “Describe your Research Impact relative to opportunity and in the context of discipline/end user benefits. Outline significant achievements and outcomes that have contributed to a tangible impact for end users.”

- **F12.5 a statement on your most significant contributions to the research field of this Proposal:**

  Additional guidelines have been provided for this question – “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.”

  Additional examples for non-academic PIs have been included: “for example, significant roles in initiatives, innovations or outcomes in the field, relevant consultancies, policy advice, and other professional activities”

**Sections Removed from Part F:** Applicants are no longer required to name any relatives or close social/professional associates that are members of the ARC or its selection or other advisory committees, and no longer required to list their awarded ARC fellowships or Awards.
Part G - Research Support

- The ARC no longer requires applicants to list projects/proposals in the G1 table where the applicant was a Partner Investigator. Only include projects/proposals where you were a CI or fellow.

Part H - Statements on progress of ARC funded Projects

- In addition to providing a progress statement for any awarded Discovery Project, Linkage Project or ARC fellowship, progress reports should also now be provided for any Discovery Indigenous or Discovery Early Career Researcher Award awarded funding for 2013. Projects funded as part of other schemes (i.e. Linkage International, Linkage Infrastructure, Equipment and Facilities or Centres of Excellence), do not require statements on progress
- The ARC has specified that “if there are circumstances in which no or minimal work has been undertaken on the Project, this must be described in the statement on progress.”

4. Resources and Support

Discovery Projects Resource Page

The DP15 Resource Page contains information and support to enable you to commence and refine your application, including your GMO Application Toolkit (DP15 Alerts, Salary Scales for Grant Budgeting, ATO rates for travel budgeting, application templates and additional help documents), ARC Documentation, RMS support information and additional useful links. A host of resources will be made available on this page throughout the round, including the Compliance Advice Spreadsheet and Budget Table Example.

Strategic Advice (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, and general grantsmanship advice. Researchers are encouraged to discuss their project with the RSO at the early stages of their 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 the Research Strategy Office (dp.rso@unsw.edu.au).

Compliance & Eligibility Advice (Grants Management Office - GMO)

You will be advised on the details of your individual Compliance Advisor shortly after the internal close (Wednesday, 19 February). In the meantime please contact the GMO on mygrants.gmo@unsw.edu.au. Note that the ARC will not respond directly to enquiries from researchers – they request and expect that enquiries are made through the Grants Management Office. For RMS technical issues, please contact the GMO Operations Team- operations.gmo@unsw.edu.au.

RSO Successful Grant Library

Consult the RSO’s library of successful grant applications for ideas on structuring your proposal and for a better understanding of the level at which your proposal should be pitched. Call (x55600) or email Scott Hoggan (s.hoggan@unsw.edu.au) to arrange access. Please note, you will need to bring your UNSW staff card, and applications may only be read in the library and may not be copied.