ARC

Australian Government

Australian Research Council

Linkage Projects
Instructions to Applicants
for funding applied for in 2024

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1. Introduction

The *Linkage Projects Instructions to Applicants for funding applied for in 2024* (hereafter referred to as the Instructions) provides information to participants on how to complete and apply online in the Research Management System (RMS). The Instructions provide explanatory information to assist with the preparation of the application.

2. Additional information - before completing the application form

In addition to the Instructions, participants should familiarise themselves with associated documentation such as the Grant Guidelines, Sample Form, and Draft Grant Agreement which can be found on GrantConnect. Other information such as the Grants Calendar, Important Dates and various RMS User guides, can be found on the ARC website.

2.1 Assessment rounds

There will be two assessment rounds for applications for Linkage Projects for funding applied for in 2024. Draft applications will carry over in RMS between rounds (e.g. a draft application started during assessment Round 1 can be submitted in assessment Round 2 without the need to restart the application).

LP24 draft applications will not carry over into future Linkage Projects scheme rounds (e.g. funding applied for in 2025), however applicants will continue to have access in RMS to draft applications from previous scheme rounds, allowing previous content to be accessible.

2.2 Research Office – Further Application Assistance/Guidance

The Research Office of the Administering Organisation should be contacted in the first instance to assist with queries on how to complete an application form.

2.3 Eligibility

The Administering Organisation is responsible for confirming all eligibility requirements for the candidate have been met.

For an Administering Organisation performing internal checks, information regarding how many current projects a named participant holds is available in Question B7.

Important: The ability to submit a valid application form to the ARC does not mean that participants have met all eligibility requirements.

2.4 Application Certification

The application form must be certified and submitted online through RMS by an authorised officer of the Administering Organisation. The authorised officer must have the role of 'Research Office Delegate' in RMS. Only the Administering Organisation can certify and submit applications.

Certification for:

- named individual participants is included within the application form at Question B18.
- the delegate via an additional Deputy Vice Chancellor, Research (DVCR)/Pro Vice-Chancellor (Research) or equivalent certification clause in RMS prior to submission (delegate certification).
- Partner Organisations is provided using a certification proforma and uploaded at Question G2 for each organisation– see Appendix A for the proforma template or GrantConnect.

2.5 PDF Application

All questions, except where identified, will render to the PDF generated from the RMS application form. The generated PDF is accessible to assessors who are assigned to the application.

Ensure that your PDF text is readable both online and in print (it is recommended that 12pt font is used). This includes ensuring readability of text within figures and tables (where 10pt font is recommended).

The PDF should:

- Only use webpage addresses/URLs and hyperlinks in limited circumstances such as where research outputs are only available online. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the application.
- Participants should only include information which is pertinent to the research and note that colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white and should both be necessary and appropriate.
- Additional text uploaded as a PDF may appear slightly reduced in size due to the RMS formatting of the attachments to include page numbers. Additional text uploaded in the PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- Participants should avoid using advanced PDF editing functionality such as the addition of textboxes, as this may not be supported in RMS. Applicants should carefully check that any changes made to a PDF document appear correctly in the application PDF in RMS.
- The ARC reserves the right to seek an original electronic copy of documents uploaded into the application to determine that the text meets these requirements.

2.6 Preprints

Preprints or comparable resources can be included in any part of an application.

If preprints or comparable resources are cited, these should be explicitly identified in the reference list by including [PREPRINT OR COMPARABLE] after the reference. The reference should include a DOI (digital object identifier), URL or equivalent, version number and/or date of access, as applicable. This indication is only required in the reference list and not in the project description itself.

Recognising that preprints or comparable resource citation can be a crucial part of research discourse, the suitability and relevance of citations and research outputs are best considered by the assessors and panels in determining the quality and novelty of the proposed research.

A preprint or comparable resource is a scholarly output that is uploaded by the authors to a recognised publicly accessible archive, repository, or preprint service (such as, but not limited to, arXiv, bioRxiv, medRxiv, ChemRxiv, Peer J Preprints, Zenodo, GitHub, PsyArXiv and publicly available university or government repositories etc.). This will include a range of materials that have been subjected to varying degrees of peer review from none to light and full review. Ideally, a preprint or comparable resource should have a unique identifier or a DOI.

Inclusion of preprints or comparable resources within the body of the application should comply with standard disciplinary practices for the relevant field.

2.7 Information required in the budget form

In the budget table at D1, individual items are to be entered only in the Personnel and Teaching Relief sections. All other sections (Travel, Field Research etc.) should provide a one-line budget figure giving the total funding request and contributions for that category. Details regarding the items making up this total amount should be provided in D2 (Justification of funding required from the ARC) and D3 (Details of non-ARC contributions) as appropriate. Please see Part D Project Cost of this document for further information.

3. Creating a new application in RMS

To create a new application, login to RMS and select **Linkage Projects 2024** from the drop-down list and click on 'Create Draft Application'.

There are 7 Parts (A-G) in the LP24 application form. Questions that are mandatory will be indicated in the instructional text. All parts must be valid before the application can be submitted. A form part that is not valid will appear red. Valid will appear green.

RMS does not autosave your application. It is important to periodically save all changes. The 'Save' button is located at the top of the page next to the Adobe PDF file icon.

> **Note:** In many cases, further help text is provided within the form to assist in completing questions. To access this information, click on the ℹ icon.

Part A – Administrative Summary

All questions in this form part must be answered

A1 Application Title

Provide a short title (up to 75 characters, approximately 10 words).

1. The Application Title should be an accurate reflection of the research and will be visible to assessors.
2. **Avoid** the use of acronyms and quotation marks.

- **Do not** use all upper-case characters.
- The **Application Title** may be modified and used for public release.

A2 Person Participant Summary

Each participant added to this application must be listed as a Chief Investigator (CI) or Partner Investigator (PI). The first named CI will be the Project Leader.

The Project Leader must:

- at the grant commencement date be an employee for at least 0.2 FTE at the Administering Organisation or be a holder of an honorary academic appointment at the Administering Organisation;
- not be undertaking a Higher Degree by Research during the project; and
- reside for more than 50 per cent of their time in Australia for the project activity period.

A CI who is not the Project Leader must, at the grant commencement date and for the project activity period, meet at least one of the following criteria:

- be an employee for at least 0.2 full-time equivalent (FTE) at an Eligible Organisation; or
- be a holder of an honorary academic appointment at an Eligible Organisation.

CIs at the grant commencement date, and for the project activity period must:

- not be undertaking a Higher Degree by Research during the project activity period; and
- reside for more than 50 per cent of the project activity period in Australia.

A Partner Investigator:

- must not meet the eligibility criteria for a CI at the grant commencement date and, if successful, at any time during the project activity period.
- can be an employee of an Eligible Organisation who will not reside in Australia for more than 50 per cent of the project activity period.

Honorary Academic Appointments:
An honorary academic appointment for eligibility purposes means a position that gives full academic status to the researcher, as certified by the Deputy Vice-Chancellor (Research) (or equivalent) in the application. The researcher must have access to research support comparable to employees e.g., an emeritus appointment. The researcher is not eligible to be a Chief Investigator using their honorary academic appointment if they are employed by an organisation other than an Eligible Organisation for more than 0.2 FTE.

Please Note: To assist in identifying the appropriate role type for a participant, please refer to the decision tree at Appendix B.

'Person Profile' details (personal details, qualifications, and employment) will be automatically populated into the application form and must be current at the time of submitting the application. It is important that each participant has updated their details in RMS before completing this question.

Select the relevant 'Participation Type' and enter the participant's email address, then click on 'Add'. Repeat this action for the rest of the participants. Once a participant has accepted in RMS, a form part B will be created for the participant.

Note:

- If the participant did not create the application, after a participant has been added to the application, they will receive an automated email invitation and will be required to accept this invitation to participate on the application.
- When adding a participant, it is important to use the email address associated with their RMS account. If an email address other than that associated with RMS is used the participant will not receive an invitation to participate on the application.
- If the proposed participant does not have an RMS user account, they can request one by using the link on the RMS Homepage.
- For instructions on how to provide access to the application form for a non-participant see the RMS User Guide – Submitting an Application in RMS on the ARC website.
- If a participant fills out the application form and then returns to Question A2 and changes their role (e.g. from Chief Investigator to Partner Investigator), this will result in some questions in the form being made inactive to suit the new role, and other questions which were formerly inactive now being made active and requiring a response.
- Participants should carefully check the application including the PDF version (especially Part B Participant Details including ROPE) following any role change made at Question A2, as data is not automatically removed when a role type is changed.

A3 Organisation Participant Summary

Add all organisations participating in this application. The following as per the Grant Guidelines can be added to the application noting that the application must:

Add one Administering Organisation:	The Administering Organisation is responsible for the administration of the grant if approved for funding. The Administering Organisation is an Eligible Organisation as listed in the Grant Guidelines.
Add at least one Partner Organisation:	A Partner Organisation is an Australian or overseas organisation, other than an Eligible Organisation, which satisfies the eligibility requirements for a Partner Organisation and is to be a cash and/or in-kind or other material resources contributor to the project.
Optional to add Other Eligible Organisation(s)	An Other Eligible Organisation is an Eligible Organisation (refer to the Grant Guidelines for details of Eligible Organisations) which is listed on an application as a contributor to the project but is not the Administering Organisation.
Optional to add Other Organisation(s)	An Other Organisation is an organisation which is listed on an application and is not an Eligible Organisation (not listed in the Grant Guidelines) and not a Partner Organisation that contributes to the research project.

Adding a participating organisation:

- Select the Organisation Role from the drop-down list.
- Enter the name of the organisation in the search box and click 'Search'.
- Select the relevant organisation from the list of search results and click 'Add'.

Note:

- For Linkage Projects applications, it is not mandatory for a PI's organisation to be listed as a participating organisation, unless the organisation is providing cash or in-kind contributions.
- Select 'Add' prior to saving your progress. If you save without 'Adding' all information selected will be lost.
- If the organisation you are looking for is not listed and you know the Australian Business Number (ABN), click on the link labelled 'please add the organisation for use in RMS' to add the organisation.
- All participating organisations added in Question A3 will be automatically added to 'Question D1 – Project Cost'.
- If the participant cannot find the organisation they are looking for, or any information is incorrect or incomplete, contact the Administering Organisation's Research Office.

A4 Application Summary

Write a summary of the project in up to 750 characters, approximately 100 words. Specifically state what problem will be solved. This text is provided to the Minister when considering the application for funding and may be modified by the ARC for public release.

The summary will also be used, along with the National Interest Test statement, to give the public an understanding of the research. Examples of Application Summaries for funded projects can be found on the ARC website.

The Application Summary should follow this format and:

- Use plain English

- Do not use first person language. Use ‘The project aims to…’ rather than ‘I aim to’ ‘We aim to’ or ‘They aim to’ in the summary.
- Avoid the use of quotation marks and acronyms.
- Do not use all upper-case characters in the text or dot points.

	Example
Aims	**This project aims to** *address/investigate/review …; by utilising/advancing/conceptualising …*
Significance	**This project expects to** *generate new knowledge in the area of … using an innovative approach/ using interdisciplinary approaches/ utilising new techniques …*
Expected outcomes	**Expected outcomes of this project** *include…/enhanced capacity to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques…*
Benefits	**This should provide significant benefits,** such as … When describing benefits ensure that the description is consistent with the *ARC Medical Research Policy*, and specific to the research being proposed.

A5 National Interest Test Statement

Write the description, of up to 1500 characters (up to 200 words), of the project’s national interest addressing the three considerations as a single cohesive statement directed towards a member of the public. The description should be simple, clear and use plain English.

What must the NIT address?

The considerations are:

1. What is the project about and what research gap is it addressing for Australia?
2. How could the research benefit Australians (economically, socially, environmentally, commercially, or culturally)?
3. How might you promote your research outcomes beyond academia to maximise understanding, translation, use, and adoption of the research in the future?

Note: the NIT statement is read in its entirety and the answers to the questions above can be across various sentences within the statement.

NIT statements will be certified by the DVCR of the Administering Organisation as addressing the above 3 considerations. The DVCR must also consider whether the statement is written in plain English and for the specified audience – the general public.

The DVCR’s certification is final, and the ARC will not review or make requests for changes to a NIT. The NIT will be provided to assessors as an input to their assessment of the application. The ARC will include the NIT with other elements of an application recommended for funding for final consideration by the Minister.

For more information see the ARC Website (including examples of well written NITs).

Part B – Participant Details including ROPE

All questions in this form part must be answered.

> **Note:** This is the largest section in the application form. Ensure that you **save regularly** while completing this section.
>
> Ensure that your **RMS profile is up to date** as some personal details automatically populate into this Form Part.
>
> All information contained in Part B is visible to the Administering Organisation on this application.

Participants should ensure that information provided in this Form Part addresses the assessment criteria ‘Investigator(s’) capability and quality of team’ as detailed in the Grant Guidelines (section 6.1), noting the relevant weighting of the criteria.

B1 Personal Details

Questions in Personal Details can only be answered by the participant. The Administering Organisation will not be able to edit the material personal interest information on behalf of the participant.

To update the ‘Personal Details’ section, click on the ‘Manage Personal Details’ link in Part B of the form. This will open a new browser tab where you can update the relevant information. Refresh the page once you return to the form to ensure the updated information from your profile appears.

> **Note:** Only the Participation Type, Title, First name and Family name of the participants from Question B1 will appear in the PDF version of this form provided to assessors. All other information will not be provided to assessors but may be shared with other Commonwealth Entities. All information contained in Part B is visible to the Administering Organisation on this application.

The following data is automatically populated from the candidate’s RMS profile into the application form:

Title, First Name, Family Name, Date of Birth, Country of Birth, Indigenous Status and Material personal interest questions as follows:

- Are you currently receiving any financial support (cash or in-kind) for research related activities from a country other than Australia?
- Are you currently, or have you previously been, associated or affiliated with a talent recruitment program from a country other than Australia?
- Are you currently associated or affiliated with a government, intelligence organisation, government owned enterprise, military or police organisation in a country other than Australia?
- Have you identified and disclosed any conflicts of interests in accordance with your Institution’s conflict of interest policies and procedures?
- Has the candidate acknowledged the collection of personal information by the ARC?
- The statement in the Personal Profile reads:
    - By ticking the box, I acknowledge that personal information collected in my profile, including country of birth, date of birth, foreign relationships and conflict of interest declarations will be visible to staff who have administrative roles at both my

administering organisation, and the administering organisation of any applications that I am named on; and the ARC may disclose this information to other government agencies for the purposes of grant administration and legislative compliance.

  - If this box is not ticked and the statement acknowledged, you will not be able to be a named participant on an ARC grant application.

B2 Qualifications

This data is automatically populated from the participant's RMS profile.

To update any qualifications, the individual participant must amend their profile in RMS by clicking the 'Manage Qualifications' link in the application form. This will open a new browser tab. When returning to the form ensure to 'Refresh' the page to capture the changes made to the participant's profile.

B3 Research Load (non-ARC Grants and Research)

Provide details of research funding from non-ARC sources (in Australia and overseas).

For research funding from non-ARC sources, list all projects/applications/awards/fellowships awarded or requests submitted involving that participant for funding for the years 2023 to 2029 inclusive.

- Use the table format below 'Funding from non-ARC sources' to create a list of relevant projects and/or applications in descending date order. Refer to the formatting requirements in section 2.5. Once completed, upload the list as a PDF.
- Support Statuses (third column) are 'R' for requested, 'C' for current support and 'P' for past support.
- Funding amounts are to be in thousands and in Australian dollars.

Template with examples:

Funding from non-ARC sources

Description (All named investigators on any application or grant/fellowship in which a participant is involved, project title, source of support, scheme, and round)	**Same Research Area** (Yes/No)	**Support Status** (Requested/Current/Past)	**Application/ Project ID** (for NHMRC applications only)	**2023** $'000	**2024** $'000	**2025** $'000	**2026** $'000	**2027** $'000	**2028** $'000	**2029** $'000
Prof Joe Example, Prof Jane Sample	Y	C	n/a	205	100					
Dr Mary Test, Prof Joe Example	Y	C	n/a	175						

B4 What will your time commitment be to research activities related to this project?

Enter the participant's time commitment to this project as a full-time equivalent (FTE). Note that an FTE of 1.0 represents a full-time commitment (i.e. 5 days per week).

B5 Employment Details as at grant commencement date

Confirm the participant's employment status at all organisations that they will be associated with as at the grant commencement date. Enter the relevant appointment type and full time equivalent (FTE) for each organisation.

The options available for relevant appointment type are:

- Employee
- Honorary Academic Appointment
- Other

Please Note: By selecting Honorary Academic Appointment you are confirming that you meet the definition of an honorary academic appointment as specified in the Grant Guidelines. If you do not meet this definition, please select either the Employee or Other appointment type as appropriate.

- The grant commencement date for Linkage Projects for funding applied for in 2024 Round 1 applications will be 1 January 2025
- The grant commencement date for Linkage Projects for funding applied for in 2024 Round 2 applications will be 1 July 2025.

- If you are adding employment at an Eligible Organisation, select the organisation name which matches the relevant organisation name in Appendix B of the Grant Guidelines.
- If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number or contact the RMS Support team at RMSSupport@arc.gov.au for assistance.
- If the participant will not be employed or associated with any organisation at the grant commencement date, click in the Search bar and type 'Not Employed'. A record of the same name will be available for selection. Select 'Not Employed', the appointment type 'Other' and enter an FTE of 0.
- There are several automatic validations built into B6 to assist participants to ensure their employment details fit the role they have selected at A2.

  - If a CI role has been selected at Question A2, and at Question B5:
    - the CI has not selected an Employee role at an Eligible Organisation for 0.2 FTE or more OR
    - an honorary academic appointment role at an Eligible Organisation

    the participant will receive a validation error regarding their eligibility to be a CI.

  - If a CI role has been selected at Question A2 and at Question B5:
    - an honorary academic appointment role at an Eligible Organisation has been entered AND
    - an Employee role for more than 0.2FTE at an organisation other than an Eligible Organisation has been entered

    the participant will receive a validation error regarding their eligibility to be a CI.

Please Note: To assist in identifying the appropriate role type for a participant, please refer to the decision tree at Appendix B.

B6 Relevant Organisation for this application as at grant commencement date for this project

- Enter the organisation that is relevant to the participant's inclusion on this application, and that they will be associated with as at the grant commencement date.
- The grant commencement date for Linkage Projects for funding applied for in 2024 Round 1 applications will be 1 January 2025.
- The grant commencement date for Linkage Projects for funding applied for in 2024 Round 2 applications will be 1 July 2025.
- The 'relevant organisation' is the primary organisation that will be supporting the participant's involvement in this project if it is funded.

Note: The organisation must be listed in Question B5 for this question to validate.

- If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number (ABN).

B7 Currently held ARC Projects

This data is automatically populated from the participant's RMS profile and will include any active project which has not yet had a Final Report approved and the project file closed by the ARC.

For definitions of terms such as ‘active project’ and ‘active project assessment date’ please refer to the Definitions section of the Grant Guidelines.

B8 Project Relinquishment or Application Withdrawal

This question and the corresponding answer will not appear in the PDF version of the form.

ARC Grant Guidelines specify the limits on the number of applications and projects per named participant.

This question will be activated only where a participant will exceed ARC project limits at the grant opportunity closing date, if this application is successful. While the application can be submitted, project limits must be met under the Grant Guidelines before the project can start. Project limits can be met by relinquishing existing active project(s), or relinquishing role(s) on existing active projects or withdrawing application(s) that would exceed the project limits. This does not need to occur until all applications are announced.

Please refer to the Grant Guidelines for more information regarding the limits on the number of applications and projects per named participant.

Provide applications/Project ID(s) for the applications/projects the participant has nominated to meet the project limits and what is intended (application withdrawal, project relinquishment, role relinquishment on project, project end date amendment). Provide applications/Project IDs and the intention for each separated by a comma.

To be eligible to apply, the participant must have met all obligations, including submitting satisfactory progress and final reports, for previously funded projects.

If this question is not applicable to the participant, the question will be greyed out and is not required to be completed.

Failing to provide this information will jeopardise the eligibility of the applications.

B9 Research Opportunity and Performance Evidence (ROPE) - Current and previous appointment(s)/position(s) - during the past 10 years

This data is automatically populated from the participant’s RMS profile.

To update any details in this table, click on the ‘Manage Employment Details’ link in this question. This will open in a new browser tab. When returning to the form ensure to ‘Refresh’ the page to capture changes made to the participant’s profile. Provide details of academic, research, professional and industry experience during the past 10 years. Specify start date and end date of each position (if known). Select an organisation for each position.

> **Note:** ‘During the past 10 years’ is from 1 January 2014.

B10 Research Opportunity and Performance Evidence (ROPE) – Career Interruptions

Read the [ROPE Statement] on the ARC website before filling out this section.

Has the participant experienced a significant interruption that has impacted on research opportunity?

If ‘Yes’, you will be required to add the periods of interruption by clicking ‘Add Answer’ and completing the following fields **(the fields listed below and their corresponding answers will not appear in the PDF version of the form that is visible to assessors)**:

- From when
- To when
- FTE of career interruption (enter a value up to 1)
- Interruption category

The interruption categories that can be selected from the drop-down menu are:

- Caring and parental responsibilities
- Disaster management and recovery
- Limited or no access to facilities and resources—such as through workplace interruptions
- Medical condition/disability/misadventure
- Non-research employment
- Unemployment
- Community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols
- Other

Add each period of interruption separately. Click ‘Add answer’ to include additional interruptions.

Please ensure that interruption periods are not overlapping.

RMS will automatically calculate the total career interruption in the field ‘Total Period of Career Interruptions’ and in the following format:

> “Researcher [Participant Name] has reported a career interruption of [duration] since [Year of earliest interruption].”

The ‘Total Period of Career Interruptions’ will be visible to assessors.

Please see the Appendix C of these Instructions for examples of different interruption scenarios.

Note: All applications submitted to the ARC must be certified by the Deputy Vice-Chancellor (Research) (DVCR) or their delegate or equivalent in the Administering Organisation. The DVCR does not need to provide any additional certification for this question.

B11 Research Opportunity and Performance Evidence (ROPE) – Career Highlights

Using no more than 1500 characters (approximately 200 words), outline up to 10 career highlights, including a short context statement for each, where relevant.

Content may include prizes, awards, industry engagement, keynote and speaker addresses, research income, discipline specific accolades, intellectual property, supervision, non-traditional research outputs – any career or research opportunity highlight.

Do not include information provided elsewhere in the application.

B12 Research Opportunity and Performance Evidence (ROPE) – Details of participant’s career and contributions to the field, including evidence of high-quality outputs, collaboration and excellence in research training and mentoring (where appropriate).

The total word count available in this section is approximately 200 words (up to 1500 characters).

Provide details of the participant's career and contributions to the field, including evidence of high-quality outputs, collaboration and excellence in research training and mentoring (where appropriate). This should not include information provided elsewhere in the application.

Note: Question B14 provides an opportunity to describe the significance of the participant's research outputs. Question B12 should be devoted to other evidence of research impact and contributions to the field.

B13 Research Opportunity and Performance Evidence (ROPE) – How many PhDs, Masters and Honours students that participant has supervised have completed their degree?

As a whole number, provide the total under each category for completions where the participant has been the principal supervisor:

- PhD student completions as principal supervisor:
- Masters student completions as principal supervisor:
- Honours student completions as principal supervisor:

B14 Research Opportunity and Performance Evidence (ROPE) – Research Output Context

Using no more than 1,500 characters (approximately 200 words), provide clear information that explains the relative importance of the participant's research outputs in disciplinary context. This can include publication and citation metrics and other context relevant to the researcher's discipline.

It is helpful to include the importance/esteem of specific journals in the participant's specific indicators of recognition within their field such as citations and/or authorship order conventions, or the significance of non-traditional research outputs.

The information should help assessors understand the context of the participant's research achievements, but not repeat information already provided in this application.

B15 Research Opportunity and Performance Evidence (ROPE) – 10 Career-Best Research Outputs

Provide a list of up to 10 career-best outputs for the participant and provide clear information regarding the research impact of the participant's chosen career-best outputs (up to 150 characters, approximately 20 words annotation per research output). Mark those that are most relevant to this project categorised under the following headings: Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs and preprints or comparable resources). CVs and theses should not be included in this list. Include **up to 10 research outputs** and fully reference each research output listed.

The data will be populated from the 'Research Outputs' section within the participant's RMS profile. The participant will have the flexibility to select which 10 outputs to include in the application.

Research Output – includes all products (including preprints or comparable resources) of a research project that meet the ARC definition of Research. For information on what the ARC defines as a Research Output, refer to the ARC Open Access Policy.

For instructions on how to add research outputs to a user's profile in RMS, refer to the User Guide - Research Outputs in RMS Instructions for adding Research Outputs to your RMS Profile.

For instructions on how to add preprints or comparable resources see Section 2.6 of these Instructions.

Note: Mathematical and other symbols will not be displayed in the Research Outputs sections of RMS. You can however preview the citations by clicking the PDF link which will display the symbols correctly.

Preprints or comparable resources can be included in the Research Output list but must be entered manually in participant's RMS profile as the category "additional research output". Preprints or comparable resources should be explicitly identified as such by including **[PREPRINT OR COMPARABLE]** at the end of the reference.

Research output listing: To indicate the order of the career-best research outputs from the highest rank being number 1, enter numbers 1 up to 10 in the 'Rank' column.

To add research outputs to the application:

- To import all research outputs, click on the 'Search' button. Use the drop-down list to select the specific category and/or source to import only.

Note: RMS will not prevent the entry of duplicate records and it is the responsibility of participants to manage this.

- To add research outputs, tick the 'Select' checkbox or the 'Select all' button. Click on 'Add selected' button. To remove the research output from the listing click on the 'Remove' button.
- **Note:** Participants will receive an error message in RMS if more than 10 research outputs are added to Question B15. Although research outputs listed for this question that exceed the limit of 10 will appear in the PDF if the 'generate PDF' option is selected and the error message will not show on the PDF, the application will not be able to be submitted through RMS until the error is resolved and the participant has listed no more than 10 research outputs.
- To provide the research impact for each of the career-best outputs enter information in the research outputs context box under each output (up to 1,500 characters, approximately 20 words per output).

Note: On saving, the ranked outputs will appear first and in order of rank.

- Research outputs relevant to the application can be indicated by ticking the 'Relevant' checkbox. This will add an asterisk against that research output in the PDF.

Note: The asterisk only appears in the Research Outputs PDF and application PDF.

- ARC funding details are added to the research output in the participant's profile or can be added by clicking on the 'Additional Details' button.
- To view the Research Outputs PDF, click on the 'View generated Research Outputs PDF'.

Note: The author display is automatically defaulted to show up to 5 authors against each Research Output. The number of authors displayed can be increased to a maximum of 40. To increase the number of authors to be displayed, enter in the desired number under 'Maximum number of authors displayed in each reference'.

B16 Is the participant applying for Teaching Relief?

(This question must be answered if the participant is a Chief Investigator)

Teaching Relief can be requested per CI for up to a total of $50,000 per year, per project.

If you select 'Yes', you will be prompted to enter in the amounts requested in this question. Once saved this will populate to the Budget Table at Part D, you must enter between a minimum of $1 and a maximum of $50,000 per annum of funding. To complete the request please refer to Question D1 for further instructions to add the populated Teaching Relief request(s) to the budget table.

Note that if the Teaching Relief needs to be removed from the budget at Question D1, the request for Teaching Relief MUST be changed to 'No' at Question B16.

Note: CIs may request funding for teaching relief to maximise the opportunity for the CI to conduct research. This question is only relevant for CIs and will not be activated for PIs.

B17 Partner Investigator – upload a CV in no more than one A4 page

(This question must be answered by Partner Investigators only)

Provide a CV of up to one A4 page relevant to this project noting that Partner Investigators are not required to complete Research Opportunity and Performance Evidence (ROPE) questions B11 to B15.

The PDF should not include qualifications, current and previous appointment(s) / position(s) or career interruptions as this is included at questions B2, B9 and B10.

B18 Certification by Participants

Only the participant named in this form part will be able to provide a response to this question.

This question and the corresponding answer will not appear in the PDF version of this form.

This question replaces the participant certification previously required as part of certification documentation sourced and held by the Administering Organisation.

The application form will not validate if 'No' is selected.

The participant must review and confirm the accuracy of all information contained in this application, including information entered within their RMS profile to be eligible to participate on this application.

By selecting 'Yes', the participant agrees to the following statements regarding their application:

I certify that:

i) all the details in this application are accurate and complete, including information contained in my ARC Research Management System personal profile;

ii) proper inquiries have been made and I am satisfied that I meet the eligibility criteria as specified in the Grant Guidelines;

iii) as a participant listed on the application, I have responsibility for the authorship and intellectual content of this application, and have appropriately cited sources and acknowledged significant contributions, including third parties, where relevant.

iv) I have complied with the Grant Guidelines, and the scheme specific Instructions to Applicants and if the application is successful, I agree to abide by the relevant Commonwealth Grant Agreement;

v) I understand and agree that all statutory requirements must be met before the proposed research can commence;

vi) I have notified the Administering Organisation of all material personal and financial interests and actual or perceived Conflicts of Interest I may have in relation to the application. I will notify the Administering Organisation of any personal material interests or Conflicts of Interest which arise after the submission of the application. I will update my personnel details in my ARC Research Management System profile, ensuring that all conflicts of interest and/or foreign funding, talent programs, affiliations/associations reported to the ARC are current;

vii) I will notify the Administering Organisation if there are any changes in my circumstances which may impact on my eligibility to participate in, or ability to perform, the project after the submission of this application; and

viii) To the best of my knowledge, the Partner Organisation(s) involved in this application are solvent at the time of submission of this application.

Important: If the ARC considers that an application is incomplete, inaccurate or contains false or misleading information, the ARC may at its absolute discretion decide to recommend that the application not be approved for funding.

Part C – Project Description

All questions in this part of the form must be answered

C1 Project Description

Upload a Project Description of no more than 7 A4 pages and in the required format, as detailed below.

All text in the PDF, including text within figures and tables, must be in the format described in Section 2.5 of these Instructions.

The PDF should answer the following questions using the headings below and in this order:

- PROJECT TITLE
- PROJECT QUALITY AND INNOVATION
- IMPACT
- STRENGTH OF THE PROPOSED RESEARCH ALLIANCE
- COMMUNICATION OF RESULTS
- REFERENCES
- ACKNOWLEDGEMENTS (IF REQUIRED)

Participants should ensure that information provided under these headings addresses the assessment criteria as detailed in the Grant Guidelines (Section 6), noting the relevant weighting of the criteria.

PROJECT TITLE
This title may differ from that shown in Question A1 of the application form and may exceed 10 words.

PROJECT QUALITY AND INNOVATION

1. How is the research significant and innovative in the context of previous research in the area?
2. What are the major research questions?
3. Describe the project design, including conceptual framework and methods.
4. Describe the adequacy and appropriateness of the budget, including cash and in-kind contributions pledged by the participating organisations, and value for money considerations.

5. Does the project involve research pertaining to Aboriginal and Torres Strait Islander communities? If yes, describe the strategies for enabling collaboration, and the extent of relationships and personal affiliations with such communities.

IMPACT

1. What is the mutual benefit for participating organisations now and into the future?
2. How will the research advance/address the Partner Organisation(s)'s core strategy?
3. Will the project contribute to Australian Government priority areas?
4. What are the potential economic, commercial, environmental, social and/or cultural benefits of the research for Australia?
5. What are the strategies for adoption, commercialisation, promotion, and/or dissemination of research outcomes, including IP management arrangements?

STRENGTH OF THE PROPOSED RESEARCH ALLIANCE

1. What is the extent and nature of commitment to the project, including provision of research environment, facilities and personnel (where relevant), relative to the scale of the project and the capacity of the participating organisations?
2. Describe the extent and appropriateness of proposed governance, structures and processes to support the project.
3. What is the capacity and intent of the Partner Organisation(s) to use the outcomes of the research? and
4. What is the potential of partnership to lead to long-term collaborations?

COMMUNICATION OF RESULTS

1. How will the results of the research program be communicated?

REFERENCES

- Include a list of all references, including relevant references to the previous work of the participants.
- For more information on how pre-prints or comparable resources should be identified, please refer to Section 2.6 of these Instructions.

ACKNOWLEDGEMENTS (if required)

- Acknowledge any significant contributions to this application in terms of ideas and authorship, by persons not already named in this application.
- Note that this heading does not need to be included in the Project Description if it is not required.

C2 Capability Statement

Describe the investigator(s') or team's capability in up to 3,000 characters, approximately 400 words, to deliver the project described in this application. Consider the alignment between skills and project design, capacity to deliver outcomes, and composition of the team (if relevant).

Please note the Investigator(s') capability and quality of team assessment criterion in the Grant Guidelines, as provided below.

6.1.c Investigator(s') capability and quality of team

- quality of the named participant(s)' skills and experience, relative to opportunity, including evidence of potential to engage in collaborative research;
- experience in research training, mentoring and supervision;
- capability and capacity of the team to undertake and manage the project; and

- evidence of previous history of successful collaboration between the named participant(s) and this or other Partner Organisation(s).

Part D – Project Cost

All questions in this form part must be answered.

D1 What is the proposed budget for the project?

Outline the budget proposed for the project.

Ensure that your budget complies with the requirements of the Grant Guidelines. It is important that the Administering Organisation and any other organisations participating in this application have been added at Question A3 prior to entering information in the budget table.

- In the Budget Table at Questions D1, individual items are to be entered only in the Personnel sections. All other categories (Travel, Field Research etc.) should have a one-line budget figure giving the total funding request and contributions for that section. Details regarding the items making up this total amount should be provided in Question D2 (Justification of funding required from the ARC) and Question D3 (Details of non-ARC contributions) as appropriate.
- Do not commence entering information in the budget table until all participants and all organisations have been requested and subsequently confirmed their participation on the proposed project.
- Do not include GST in your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.
- Government related entities generally do not pay GST on the funding transaction with the ARC, however, non-government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.
- If your organisation is registered for GST and therefore able to claim input tax credits for the GST component in the cost of goods and services purchased while carrying out the project, then the GST component of these costs should not be included in the project costs.
- An Administering Organisation may be awarded project funding from $50,000 and up to $300,000 per annum (for between 2 and 5 consecutive years).
- Ensure that funding is requested at the correct level as the ARC will not be able to provide additional funds to cover a budget that has not been planned adequately.
- Budget items requested from the ARC must not be ineligible costs under section 5.4 of the Grant Guidelines.
- Section 5.3 of the Grant Guidelines has a list of eligible expenditure items. Please note that this list is not exclusive of other costs, if they are items that directly support the project and are not excluded under section 5.4. Eligible costs could also include items such as:
  - expert services of a third party if the services are directly related to and essential for the project. Such services include, but are not limited to: language translation services, transcribing services; purchase of bibliographical or archival material (electronic or hard copy); and data collection and analysis services;
  - access to national and international research and infrastructure facilities including specialist archives, collections and databases;

- access to technical workshop services linked to and justified explicitly against the project (for example, machine tools and qualified technicians);
- publication and dissemination of project research outputs and outreach activity costs;
- web hosting and web development specific to the project; and
- workshops, focus groups and conferences that are essential for the conduct of the project (including reasonable hospitality costs such as morning tea, lunch, and afternoon tea).

- Partner Organisation cash contributions cannot be a contribution to salaries for CIs and/or PIs on the application.

Note:

- The ARC reserves the right to determine the level of funding allocated to a project.
- Cash and in-kind contributions from the Administering Organisation, Other Eligible Organisation(s) and/or Other Organisation(s) may also be entered in Question D1, including the dollar value of the salary for CIs and PIs who are receiving a (non-ARC) salary. Salaries are to be shown only for the proportion of time estimated that will be spent on the project.
- Do not build indexation into the amounts. Payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.
- Full details and justification of costings for each budget item must be included in Question D2 and D3 as appropriate.

HOW TO ENTER INFORMATION IN THE BUDGET TABLE

The information required in the LP24 budget form at D1 has been simplified
Only the Personnel and Teaching Relief sections should have itemised lines in the budget form. The Travel, Field Research, Equipment, Maintenance and Other headings should all only have **one** line each, showing the total amount requested from the ARC and being contributed by participating organisations.

Enter in a **one-line budget** request including organisational contributions by aggregating all items under each of the category types for each year. Please see the example screenshot below, showing that a single line has been added under the Travel, Field Research, Equipment, Maintenance and Other headings (with an automatically generated total line shown against each of the headings).

Year 1 | Year 2 | Year 3 | Year 4 | Year 5

Description	Australian Research Council	Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
	Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total	267,500	20,000	30,000	5,000	40,000	195,000	125,000	10,000	20,000
Personnel	60,000		15,000		15,000		15,000		10,000
Example Personnel 1	20,000	0	15,000	0	0	0	0	0	0
Example Personnel 2	20,000	0	0	0	15,000	0	0	0	10,000
Example Personnel 3	20,000	0	0	0	0	0	15,000	0	0
Teaching Relief	12,500								
Teaching Relief for Prof Example Example	12,500	0	0	0	0	0	0	0	0
Travel	20,000	5,000				20,000			
(Example) Total request and Contributions	20,000	5,000	0	0	0	20,000	0	0	0
Field Research	15,000					35,000	25,000	5,000	
(Example) Total request and Contributions	15,000	0	0	0	0	35,000	25,000	5,000	0
Equipment	120,000	5,000	15,000	5,000	10,000	40,000	20,000		10,000
(Example) Total request and Contributions	120,000	5,000	15,000	5,000	10,000	40,000	20,000	0	10,000
Maintenance	30,000				15,000	50,000	15,000		
(Example) Total request and Contributions	30,000	0	0	0	15,000	50,000	15,000	0	0
Other	10,000	10,000				50,000	50,000	5,000	
(Example) Total request and Contributions	10,000	10,000	0	0	0	50,000	50,000	5,000	0

1) Participating organisations must be first added in question A3

All participating organisations must be added to the application in Question A3 'Organisation Participant Summary' before filling out the budget. Columns for the different organisation types will be created within the budget.

Year 1 | Year 2 | Year 3 | Year 4 | Year 5

Description	Australian Research Council	Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
	Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total									
Personnel									
Teaching Relief									
Travel									
Field Research									
Equipment									
Maintenance									
Other									

Columns and Organisation Table(s) for different organisation types will be created within the Budget table (please note this is dependent on the organisations that are entered in Part A3 Organisation Participant Summary)

Other Eligible Organisation

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Example Org	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0
Committed Total										

Partner Organisation

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Example PO	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0
Committed Total										

Other Organisation

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Example Org	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0
Committed Total										

Any budget validation error messages will appear at the bottom of the page.

Example 1: Selecting the Year, and entering one line for total request and contributions

The example below shows that Year 1 has been selected and indicates the location to enter one line for the total request and contributions for all budget categories except Personnel and Teaching Relief.

Year 1 Year 2 Year 3 Year 4 Year 5 Click on a Year to enter the budget

The Total sum of all categories for the year selected

Do not use the + to add Teaching Relief. See point 4) of these instructions on how to add Teaching Relief.

For each of these categories enter one line for the total request and contributions

Click here to enter in ARC request

Click here to enter in contributions

Description	Australian Research Council	Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
	Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total	267,500	20,000	30,000	5,000	40,000	195,000	125,000	10,000	20,000
Personnel	60,000		15,000		15,000		15,000		10,000
Example Personnel 1	20,000	0	15,000	0	0	0	0	0	0
Example Personnel 2	20,000			0	15,000	0	0	0	10,000
Example Personnel 3	20,000			0	0	0	15,000	0	0
Teaching Relief	12,500								
Teaching Relief for Prof Example Example	12,500	0	0	0	0	0	0	0	0
Travel	20,000	5,000				20,000			
(Example) Total request and Contributions	20,000	5,000				20,000	0	0	0
Field Research	15,000					35,000	25,000	5,000	
(Example) Total request and Contributions	15,000	0	0	0	0	35,000	25,000	5,000	0
Equipment	120,000	5,000	15,000	5,000	10,000	40,000	20,000		10,000
(Example) Total request and Contributions	120,000	5,000	15,000	5,000	10,000	40,000	20,000	0	10,000
Maintenance	30,000				15,000	50,000	15,000		
(Example) Total request and Contributions	30,000			0	15,000	50,000	15,000	0	0
Other	10,000	10,000				50,000	50,000	5,000	
(Example) Total request and Contributions	10,000	10,000	0			50,000	50,000	5,000	0

Example 2: Entering one line request and contributions, and matching the total Partner Organisation contributions in the budget table to the totals in the Partner Organisation table

The example below shows that Year 1 has been selected and that $267,500 has been requested from the ARC. The example shows that the Administering Organisation will be providing $20,000 of cash and $30,000 in-kind support and the Combined Partner Organisation contribution for will be $195,000 in cash and $125,000 of in-kind support.

The example shown for 'Equipment' shows how a one-line budget request for total request and contributions is entered.

The example below also shows the contribution from each Partner Organisation (PO1 and PO2) and the 'Committed Total', which equals the combined Partner Organisation contribution.

Year 1 | Year 2 | Year 3 | Year 4 | Year 5

Description	Australian Research Council	Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
	Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total	267,500	20,000	30,000	5,000	40,000	195,000	125,000	10,000	20,000
Personnel	60,000		15,000		15,000		15,000		10,000
Example Personnel 1	20,000	0	15,000	0	0	0	0	0	0
Example Personnel 2	20,000	0	0	0	15,000	0	0	0	10,000
Example Personnel 3	20,000	0	0	0	0	0	15,000	0	0
Teaching Relief	12,500								
Teaching Relief for Prof Example Example	12,500	0	0	0	0	0	0	0	0
Travel	20,000	5,000				20,000			
(Example) Total request and Contributions	20,000	5,000	0	0	0	20,000	0	0	0
Field Research	15,000					35,000	25,000	5,000	
(Example) Total request and Contributions	15,000	0	0	0	0	35,000	25,000	5,000	0
Equipment	120,000	5,000	15,000	5,000	10,000	40,000	20,000		10,000
(Example) Total request and Contributions	120,000	5,000	15,000	5,000	10,000	40,000	20,000	0	10,000
Maintenance	30,000				15,000	50,000	15,000		
(Example) Total request and Contributions	30,000	0	0	0	15,000	50,000	15,000	0	0
Other	10,000	10,000				50,000	50,000	5,000	
(Example) Total request and Contributions	10,000	10,000	0	0	0	50,000	50,000	5,000	0

Partner Organisation

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
PO 1	75,000	35,000	0	0	0	0	0	0	0	0
PO 2	120,000	90,000	0	0	0	0	0	0	0	0
Total	195,000	125,000	0	0	0	0	0	0	0	0
Committed Total	195,000	125,000								

Other Eligible Organisation

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Other Elig Org	5,000	40,000	0	0	0	0	0	0	0	0
Total	5,000	40,000	0	0	0	0	0	0	0	0
Committed Total	5,000	40,000								

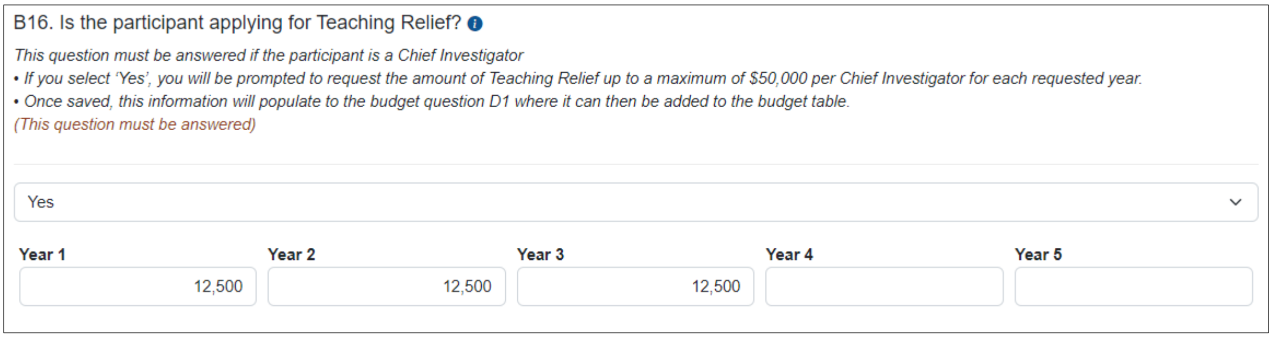
Other Organisation

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Other Org	10,000	20,000	0	0	0	0	0	0	0	0
Total	10,000	20,000	0	0	0	0	0	0	0	0
Committed Total	10,000	20,000								

2) How to Add Teaching Relief

All CIs applying for Teaching Relief must answer ‘Yes’ at Question B16 in their own Part B and add the requested amount (only add via this method).

- Only CIs are eligible to request funding for teaching relief up to a total value of $50,000 per CI per year.
- CI participants who have answered ‘Yes’ at Question B16 must then enter the requested amount of teaching relief per year from Years 1 to 5 appearing below the question (see screenshot below).


B16. Is the participant applying for Teaching Relief?

This question must be answered if the participant is a Chief Investigator

• If you select ‘Yes’, you will be prompted to request the amount of Teaching Relief up to a maximum of $50,000 per Chief Investigator for each requested year.

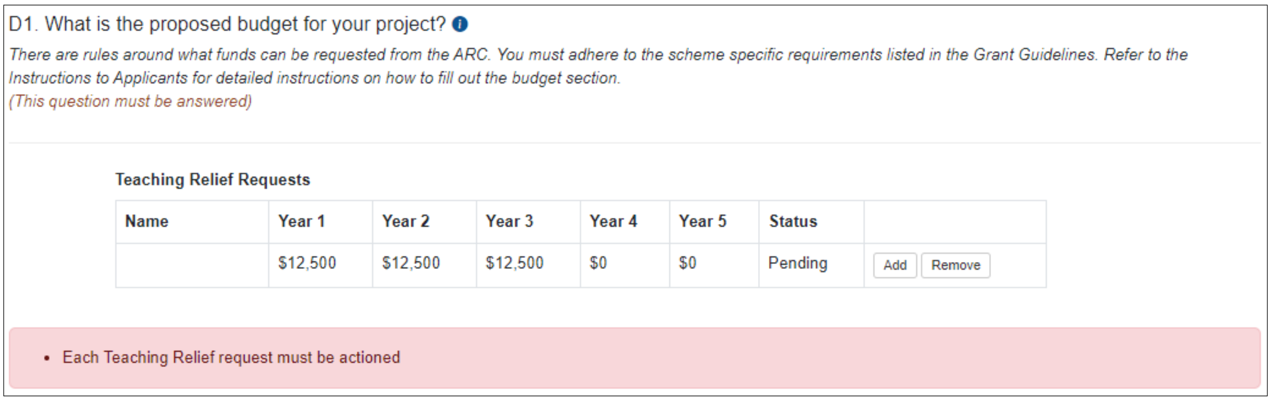
• Once saved, this information will populate to the budget question D1 where it can then be added to the budget table.

(This question must be answered)

Yes

Year 1	Year 2	Year 3	Year 4	Year 5
12,500	12,500	12,500		

- Once Teaching Relief has been requested by the participant at Question B16 and dollar amounts entered, a Teaching Relief request will appear at the top of Question D1.
- The Teaching Relief request will automatically copy over the dollar amounts entered at Question B16 and must be added to the budget at Question D1 by the participant.
- Click on the ‘Add’ button against the Teaching Relief request to add to the budget table. **Note** that only the participants with full edit access can ‘Add’ the Teaching Relief requests to the budget table.


D1. What is the proposed budget for your project?

There are rules around what funds can be requested from the ARC. You must adhere to the scheme specific requirements listed in the Grant Guidelines. Refer to the Instructions to Applicants for detailed instructions on how to fill out the budget section.

(This question must be answered)

Teaching Relief Requests

Name	Year 1	Year 2	Year 3	Year 4	Year 5	Status	
	$12,500	$12,500	$12,500	$0	$0	Pending	Add Remove

- Each Teaching Relief request must be actioned

- If the Teaching Relief needs to be removed from the budget at Question D1, select the Reject button for the item in the budget at D1, and then the CI requesting the Teaching Relief will have to change the answer to ‘No’ at Question B16 in the relevant CI’s participant details.
- Refer to subsection 5.3.c of the Grant Guidelines for further information regarding Teaching Relief.

Note: To remove any added Teaching Relief from the budget table you will need to select ‘No’ in the relevant participant details section at Question B16.

3) How to enter information in the Australian Research Council column

- Enter the amounts in the ARC column against the relevant items for each year you will be seeking funding from the ARC.
- Use the budget table as a summary, using the broad categories listed. Details and justification of specific budget items must be provided in Question D2.
- Applicants should not enter indexation amounts. All amounts for each year should be entered as 2024$. The ARC will calculate indexation on an annual basis and apply this to the funding amounts. Indexation does not represent additional funding; it is to cover the general annual increase in cost for funded items.

4) How to enter in information against the Budget Categories

- Budget items requested must be eligible costs under Section 5.3 of the Grant Guidelines.
- Each category, except for Personnel and Teaching Relief, should have one line only giving the total amount for that category per year. Details regarding the requested budget items and contributions making up this total amount should be provided in Questions D2 and D3 as appropriate.

Personnel

- Multiple line items can be entered in the Personnel section of the budget table.
- Show salaries for Chief Investigators (CIs) and Partner Investigators (PIs) in the relevant in-kind columns (Administering Organisation, Other Eligible Organisation, Partner Organisation or Other Organisation only, not the ARC column), only for the proportion of time estimated that will be spent on the project.
- Additional personnel including postdoctoral and postgraduate researchers and Higher Degree by Research stipends may be funded using project funding. Enter any additional personnel under 'Personnel' in the budget table by clicking the '+' and entering the description in the dialogue box. Then click 'OK'. You will then be able to enter the amount of funding requested.
- Funding requests for Higher Degree by Research stipends must only be requested for students who will be enrolled at Eligible Organisations.
- Funding requests for Senior Research Associates, Research Associates and all other personnel must be requested at an appropriate salary level for the employing organisation at the time of submission. These can be grouped by institution or role (e.g. '2 x Senior Research Associates at University X). Do not list each individual salary request on a separate line.
- Salaries must include a 30 per cent on-costs (excluding items such as extended leave and severance pay) to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation.
- For non-remunerated appointments or where there is no salary contribution for that participant from the participant's organisation, salary contributions for that participant should not be entered in the budget section. Non-salary contributions can be included as separate budget items.
- Details and justification of 'Personnel' and costings must be included in Question D2 and Question D3 as appropriate.

Travel

- Travel costs that are essential to the project can be requested including economy travel costs for domestic and/or international travel and accommodation, not exceeding an average of $20,000 per year over the project activity period. Travel and accommodation costs related to

carrying out field research or carers' costs are not included in this average $20,000 per year limit. Refer to subsection 5.3.e. of the Grant Guidelines for further information.
- Enter in a **one-line budget** figure for travel costs that are essential to the project. Details and justification of 'Travel' and costings must be included in Question D2 and Question D3 as appropriate, such as individual flights, travel allowance, conference costs etc.
- Contributions from participating organisations should be included on the same line as the **one-line** budget request from the ARC.

Field Research
- Enter in a **one-line budget** request for costs associated with 'Field Research' that are essential to the project.
- Contributions from participating organisations should be included on the same line as the **one-line** budget request from the ARC.
- Details and justification of 'Field Research' and costings must be included in Question D2 and Question D3 as appropriate , such as technical and logistical support, individual economy-class flights, accommodation, travel allowance, conference costs etc.

Equipment
- The Linkage Projects scheme will not fund budget items that do not directly support a research project as per Section 5 of the Grant Guidelines.
- Funding will also not be provided for equipment or consumables that are for broad general use.
- Enter a **one-line budget figure** for costs associated with equipment and installation.
- Contributions from participating organisations should be included on the same line as the **one-line** budget request from the ARC.
- Details and justification of 'Equipment' and costings must be included in Question D2 and Question D3 as appropriate.

Note: It may be more appropriate to seek funding from the Australian Government for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* (LIEF) scheme. Refer also to the LIEF Register.

Maintenance
- Enter in a **one-line budget figure** for Maintenance costs.
- Contributions from participating organisations should be included on the same line as the **one-line** budget request from the ARC.
- Details and justification of 'Maintenance' and costings must be included in Question D2 and Question D3 as appropriate.

Note: Include in this category consumables and items related to equipment maintenance. Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under 'Equipment' or 'Personnel' as appropriate.

Other
- Enter in a **one-line budget figure** for Other.
- Contributions from participating organisations should be included on the same line as the **one-line** budget request from the ARC.
- Details and justification of 'Other' and costings must be included in Question D2 and Question D3 as appropriate.

Note: Items which can be included in the 'Other' budget category are those that cannot be appropriately placed in another category. Some 'Other' items include, but are not limited to, expert services of a third party, publication and dissemination costs and web hosting and development specific to the project. Other costs may include reasonable essential extraordinary costs to allow a participant who is a carer, or who themselves require care or assistance, to undertake travel essential to the project.

5) How to Enter in Contributions for Administering Organisations, Other Eligible Organisations, and Other Organisations

- Enter the amounts the organisation will provide to the project in the appropriate column.
- For the Travel, Field Research, Equipment, Maintenance and Other categories, these amounts should be on the same line in the budget form as the aggregated request for ARC funding. In the Personnel section, the contribution should be listed against the appropriate line item.
- Eligible Organisations must ensure that organisational in-kind contributions in the budget section of the application do not include salary for any Commonwealth funded Fellowships, unless it is salary committed by the Eligible Organisation over and above the Commonwealth component. The inclusion of a Commonwealth Fellowship salary as an organisational in-kind contribution may lead to an application not being recommended for funding.
- Full details and justification must be made in Question D3 (Details of non-ARC contributions).

'Administering Organisation' column

- Enter in the dollar amounts that the Administering Organisation will be contributing to the project. The 'Total' line will sum the total of all categories.

'Other Eligible Organisation' and 'Other Organisation' columns

- If Eligible Organisations other than the Administering Organisation and Other Organisations are listed as participants in Question A3, their contribution may be listed in the relevant budget column(s) which will appear in the Budget table. These contributions must also be summarised in the table(s) below the Budget.

'Partner Organisation' column

Refer to subsections 4.3.c, 4.3.d, 4.8, 4.9 and 4.10 of the Grant Guidelines regarding Partner Organisation contribution requirements.

- Enter in a **one-line budget figure** in the relevant years that the Partner Organisation(s) will be providing against each budget line. This is the total amount being contributed if there is more than one Partner Organisation.
- A separate summary table entitled 'Partner Organisation' will be populated underneath the budget table. Each Partner Organisation's name will be listed separately within that table to enter the amount each Partner Organisation will be contributing to the relevant year(s). Enter the total amount that a Partner Organisation is contributing against that Organisation's name in each year(s). The amounts entered against all Partner Organisations must match the total amount showing in the 'Partner Organisation' column for each year.

Important: If the total amount in the 'Partner Organisation' table does not match the total amount in the 'Partner Organisation' column for each year of the primary table, the Administering Organisation will see a budget validation error. For example, "The in-kind totals of the primary budget table and the secondary budget table do not match up for the contributor

Partner Organisation (Summary) for Year 1". This error must be resolved before any other validation errors. As a rule, resolve any validation errors from the first dot point down.

RMS only performs limited validation checks of budget compliance with the Grant Guidelines. It is the Administering Organisation's responsibility to ensure that the budget requirements are met before submission to the ARC.

D2 Justification of funding requested from the ARC

The ARC budget justification information must not exceed **3 A4 pages**. **The uploaded PDF must:**

- Use the same headings as in the Description column in the budget at Question F1 of the application.
- Fully justify each budget item requested in terms of need and cost. In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as $X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for 'x' months. The same level of explanation is required for all items being requested.
- Justify any funding being requested for major items of equipment. Requests for any major items of equipment are considered on merit. The participant should plan to use existing equipment wherever possible. If the participant is seeking funding for new equipment, describe how the equipment will be used and provide details of the manufacturer, supplier, cost, and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, the participant must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.
- Requests for funding to cover the costs of domestic and international travel, including for reasons of fostering and strengthening collaborations in Australia and overseas, must be justified in full.

D3 Details of non-ARC contributions

Provide an explanation of how non-ARC contributions will support the proposed project (upload a PDF of up to 2 A4 pages and within the required format).

The uploaded PDF must:

- Use the same headings as in the Description column in the budget at Question D1 of the application.
- Provide details including what each participant will contribute to the project in relation to their time and any other contribution of their organisation.
- If there is no direct funding being provided by a participating organisation in cases where this could reasonably be expected, explain fully why no commitment has been made.

Part E – Classifications and Other Statistical Information

All questions in this form part must be answered

E1 National Reconstruction Fund priority areas

This is a 'Yes' or 'No' question.

Does this application align with one or more of the National Reconstruction Fund priority areas?

If ‘yes’, you may identify one or more National Reconstruction Fund priority areas that your application aligns with. List each separately by clicking 'Add answer' to add additional National Reconstruction Fund priority areas.

- renewables and low emissions technologies
- medical science
- transport
- value-add in agriculture, forestry and fisheries
- value-add in resources
- defence capability
- enabling capabilities.

Note: Information regarding the National Reconstruction Fund is available via a link on the Department of Industry, Science and Resources website.

E2 Australian Government priority areas

Does this application align with an announced Australian Government policy?

This is a ‘Yes’ or ‘No’ question.

If ‘Yes’, you may identify one or more announced Australian (Commonwealth) Government policies that your application aligns with. List each separately by clicking 'Add answer' to add additional Australian Government policies. Please provide the full name of the current Australian Government policy and, if known, the year of announcement of this policy.

E3 To what extent does your application align with each of the following types of research activity?

Indicate which type(s) of research activity the project best aligns with by selecting a percentage weighting for each research type. You may proportion the research across one or more categories, but the percentages must total 100.

Pure basic research is defined as basic research carried out for the advancement of knowledge, without seeking long-term economic or social benefits or making any effort to apply the results to practical problems or to transfer the results to sectors responsible for their application.

Strategic basic research is defined as experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of practical discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.

Applied research is defined as original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific, practical aim or objective.

See https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/latest-release for further information regarding these definitions.

E4 ANZSIC Codes

Select 1 Australian and New Zealand Standard Industrial Classification code (ANZSIC code) at the 3-digit level that best represents the proposed research. Visit the ARC website for the full list of ANZSIC 2006 codes.

E5 Field of Research (FoR-2020)

Select up to 3 Field of Research classification codes (FoR codes) at the 6-digit level that relate to the application. Note that the percentages must total 100.

The FoR classification defines research according to disciplines. The FoR codes selected should reflect the nature of the research in this application, particularly if it is interdisciplinary. The choice of FoR codes and their proportions will assist in assigning appropriate assessors to the application and should be as accurate as possible.

Note: The ARC recommends that 'XXXX99' (not elsewhere classified) codes be used only as a last resort and when there is no other appropriate code within the classification.

- Enter in the percentage for each FoR code.
- Prioritise the FoR codes from highest to lowest percentage – note RMS does not automatically sort by highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).

Note: The highest percentage can only be entered for one FoR code (for example, 50 cannot be entered for 2 FoR codes).

E6 Socio-Economic Objective (SEO-2020)

Select up to 3 Socio-Economic Objective (SEO) classification codes (SEO codes) at the 6-digit level that relate to the application. Note that the percentages must total 100.

The SEO classification indicates the sectors that are most likely to benefit from the project if funded.

If the SEO code is known, start entering the SEO-2020 code number. A filtered list will appear, and once the SEO code is chosen click on the 'Add' button.

- Enter a percentage for each SEO code.
- Prioritise the SEO codes from highest to lowest percentage – note RMS does not automatically sort from highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).

Note: The highest percentage can only be entered for one SEO code (for example, 50 cannot be entered for 2 SEO codes).

E7 Interdisciplinary Research

Does this application involve interdisciplinary research?

This is a 'Yes' or 'No' question.

If you select 'Yes' 2 additional questions will be enabled.

- Specify the ways in which the research is interdisciplinary by selecting one or more of the options and click 'Add'.
- Indicate the nature of the interdisciplinary research involved (up to 375 characters, approximately 50 words).

Information regarding interdisciplinary research can be found on the ARC website in the ARC Statement for Support of Interdisciplinary Research.

E8 Does the proposed research involve international collaboration?

If 'Yes', an additional question (Question E9) will be enabled, if 'No' this will be greyed out.

E9 If the proposed research involves international collaboration, specify the country/ies involved

Commence typing in the search box and select from the drop-down list the name of the country/ies of collaborators who will be involved in the proposed project.

Note: Australia is not to be listed and is not available to be selected from the drop-down list.

E10 How many PhD, Masters and Honours places will be filled as a result of this project?

For reporting purposes, the ARC is capturing the number of Research Students that would be involved if the application is funded.

Enter the number of student places (full-time equivalent - FTE) that will be filled as a result of this project, not just those requested in the budget for funding in the application form.

Indicate the number of:

- Research Student Places (FTE) – PhD
- Research Student Places (FTE) – Masters
- Research Student Places (FTE) – Honours.

Part F – Project Eligibility

F1 Medical Research

(This question must be answered)

Does this application contain content which requires a statement to demonstrate that it complies with the eligible research requirements set out in the *ARC Medical Research Policy* located on the ARC website? If 'Yes' is selected Question F2 will be activated.

The *ARC Medical Research Policy* provides descriptions of both eligible and ineligible research areas. Additional information can also be found on the ARC website including ARC Medical Research Policy Frequently Asked Questions and ARC Medical Research Policy Eligibility Examples.

F2 Medical Research Statement

(This question must be answered if 'Yes' is selected at Question F1)

In up to 750 characters (approximately 100 words), justify why this application complies with the eligible research requirements set out in the *ARC Medical Research Policy* located on the ARC website. Eligibility will be based solely on the information contained in this application. This is your only chance to provide justification, the ARC will not seek further clarification.

- Be clear as to the main aim of the application, which may include well identified, big picture and long term intent beyond the scope of the application.
- 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.

Part G – Partner Organisation Details

All questions in this form part must be answered

This section will automatically be generated for each Partner Organisation added to the application at Question A3. Participants must ensure that the name of the organisation is correct.

G1 Organisation contact details

Please provide the address of the organisation, including the country.

Note: This question and the corresponding answer will not appear in the PDF version of this form.

G2 Letter of Partner Organisation Certification

Provide the Letter of Partner Organisation Certification using the mandatory proforma provided at Appendix A. Please note that changes to the certification wording in the proforma are not permitted. (Upload a PDF of up to 2 A4 pages)

G3 Is this a Partner Organisation whose funds are appropriated predominantly from Commonwealth or Australian State or Territory Government funding sources for the purposes of research?

This question must be answered 'Yes' or 'No'.

Note that of the required Partner Organisation contribution to match the total funding requested from the ARC, a maximum of 25% can be made up of cash and/or in-kind contributions from one or more Partner Organisations of this type. This maximum of 25% is the **combined** eligible contribution from Partner Organisations of this type and is not the maximum per individual Partner Organisation of this type. This type of Partner Organisation can contribute cash and/or in-kind which exceeds the value of 25% of the required Partner Organisation contribution, however the additional cash and/or in-kind will not count towards the required Partner Organisation contribution.

For example, if the **total** funding requested from the ARC (in 3 years) is $300,000 and this type of Partner Organisation is contributing $400,000 (cash and /or in-kind), only $75,000 will be counted towards matching the total funding requested from the ARC. The additional $325,000 will not count towards matching the total funding requested from the ARC. This means that another type of Partner Organisation will be required to participate on the application and make contributions (cash and/or in-kind) **to match** the total funding requested from the ARC.

Also note that **any cash** contribution cannot be sourced from funds awarded and appropriated by the Commonwealth or an Australian State or Territory Government for the purposes of research or from funds previously used to leverage government research or research infrastructure funding.

Refer to sections 4.9 and 4.10 of the Grant Guidelines for information regarding the cash and/or in-kind contribution from these types of organisations.

G4 Type of Partner Organisation

Is this Partner Organisation an Exempt Archive and Public Record Office, an Exempt Charity, an Exempt Herbarium, an Exempt Museum and Collecting Organisation, an Exempt Non-Profit Organisation, an Exempt Small Business, or an Exempt Start-up?

(Refer to section 4.3.d and Appendix A of the Grant Guidelines for further information.)

- If you select 'No' the list of Exempt Partner Organisation types will remain greyed out.
- If you select 'Yes', you will be required to select the type of exempt organisation from the drop-down list of Exempt Partner Organisation types.

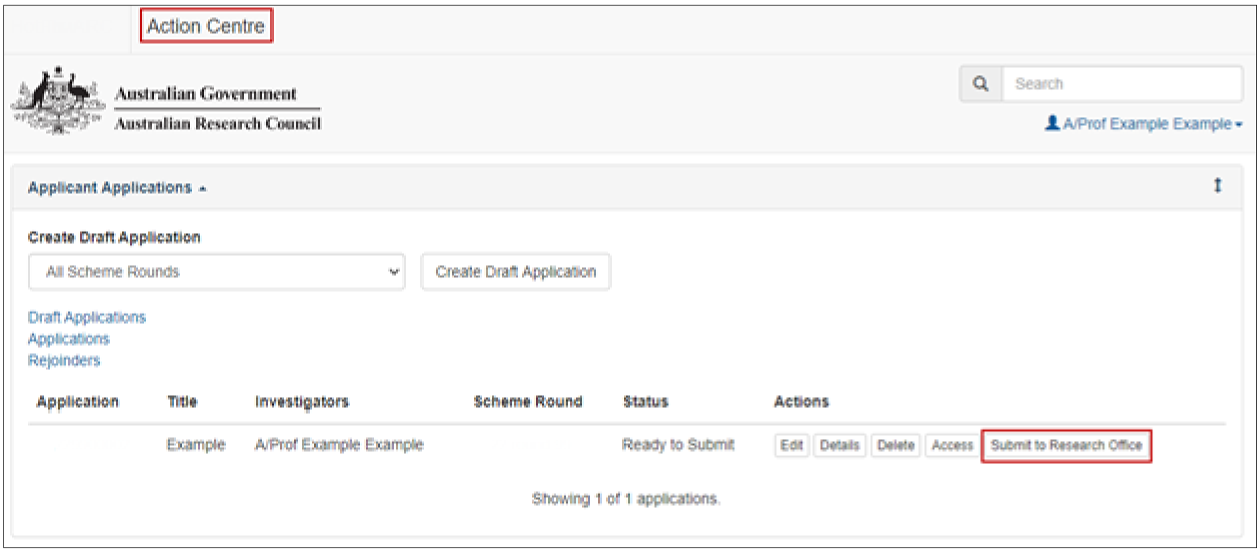
Note that as per section of 4.3.d of the Grant Guidelines, an application including only these types of Partner Organisations is exempt from the **cash contribution** requirements. Refer to sections 4.3.c and 4.3.d of the Grant Guidelines for information regarding the contribution requirements from these types of organisations.

4. Submitting the Application to the Research Office

Once all form components of the application are completed and saved, the application header should be validated and have changed from red (invalid) to green (valid).

Before submitting the application to the Research Office, the Project Leader must review all components to ensure the information to be submitted is complete and valid.

When you are ready to submit the application to the Research Office return to the Action Centre home page and click on 'Submit to Research Office'.



Note: Many users will be attempting to submit concurrently as the deadline approaches for each round. Allow sufficient time to complete and submit applications before the closing time. As the time on a computer server may differ slightly from the ARC servers, submission should **not** be delayed until the last possible moment. Note that Research Offices may impose their own internal deadlines on researchers to submit applications.

Participants and Research Office staff who wish to generate a PDF so that they can keep a hard copy of the submitted application may generate a PDF by selecting the PDF icon next to the 'Save' button (top right).

Appendix A – Letter of Partner Organisation Certification - Proforma

<u>Notes on completing the certification</u>

- This certification is to be completed by each Partner Organisation (PO) on the application.
- The completed certification must be uploaded at Part G2 of the LP24 application form in RMS and should not be provided directly to the ARC.
- The certification can be on PO letterhead.
- The certification must be a maximum of 2 A4 pages and should include the Application RMS ID number.
- **The required certification text must be included as specified in the proforma below, amended wording is not acceptable**.
- If the Partner Organisation is not making a Cash Contribution, it is acceptable to omit the following certification text only:
    - I certify that no part of our organisation's Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory Government sources for the purposes of research, nor from funds previously used to leverage government research or research infrastructure funding.
- Ensure the Partner Organisation name in the certification matches the name provided in the application form.
- Electronic signatures are acceptable.
- As well as the mandatory certification text in the proforma below, the certification can include additional information such as:
    - A brief profile of the Partner Organisation
    - Details regarding how the project aligns with the Partner Organisation's strategic objectives
    - Partner Organisation's expectations about industry outcomes, products and/or market value, where relevant
    - Details/information of the Cash and/or In-Kind Contributions from the Partner Organisation for the project
    - Any other evidence of commitment other than cash or in-kind contributions.

Letter of Partner Organisation Certification

[Additional non-mandatory information as appropriate]

- A brief profile of the Partner Organisation
- Details regarding how the project aligns with the Partner Organisation's strategic objectives
- Partner Organisation's expectations about industry outcomes, products and/or market value, where relevant
- Details/information of the Cash and/or In-Kind Contributions from the Partner Organisation for the project
- Any other evidence of commitment other than cash or in-kind contributions.

- I certify that our organisation will meet the requirements for Partner Organisations as outlined in the Linkage Program Grant Guidelines (2023 edition): Linkage Projects and a standard ARC grant agreement, including the requirement to enter into arrangements regarding Intellectual Property.

- I declare (subject to this application being successful) that our organisation will support and actively participate in the proposed project.
- I declare that our organisation will contribute (subject to this application being successful) the staff, funds and other resources indicated in the application and has obtained, or will obtain, the necessary authorisations to do so.

Total In-Kind Contribution ($)	Total Cash Contribution ($)	Source of Cash Contribution
		Cash contribution will be sourced from.…. / A Cash Contribution is not being made.

- I certify that no part of our organisation's Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory Government sources for the purposes of research, nor from funds previously used to leverage government research or research infrastructure funding.
- I declare the information contained in this application that relates to our organisation together with any statement provided, is to the best of my knowledge, true, accurate and complete. I also understand the giving of false or misleading information is a serious offence.
- I declare I am authorised to sign and submit this declaration on behalf of our organisation.

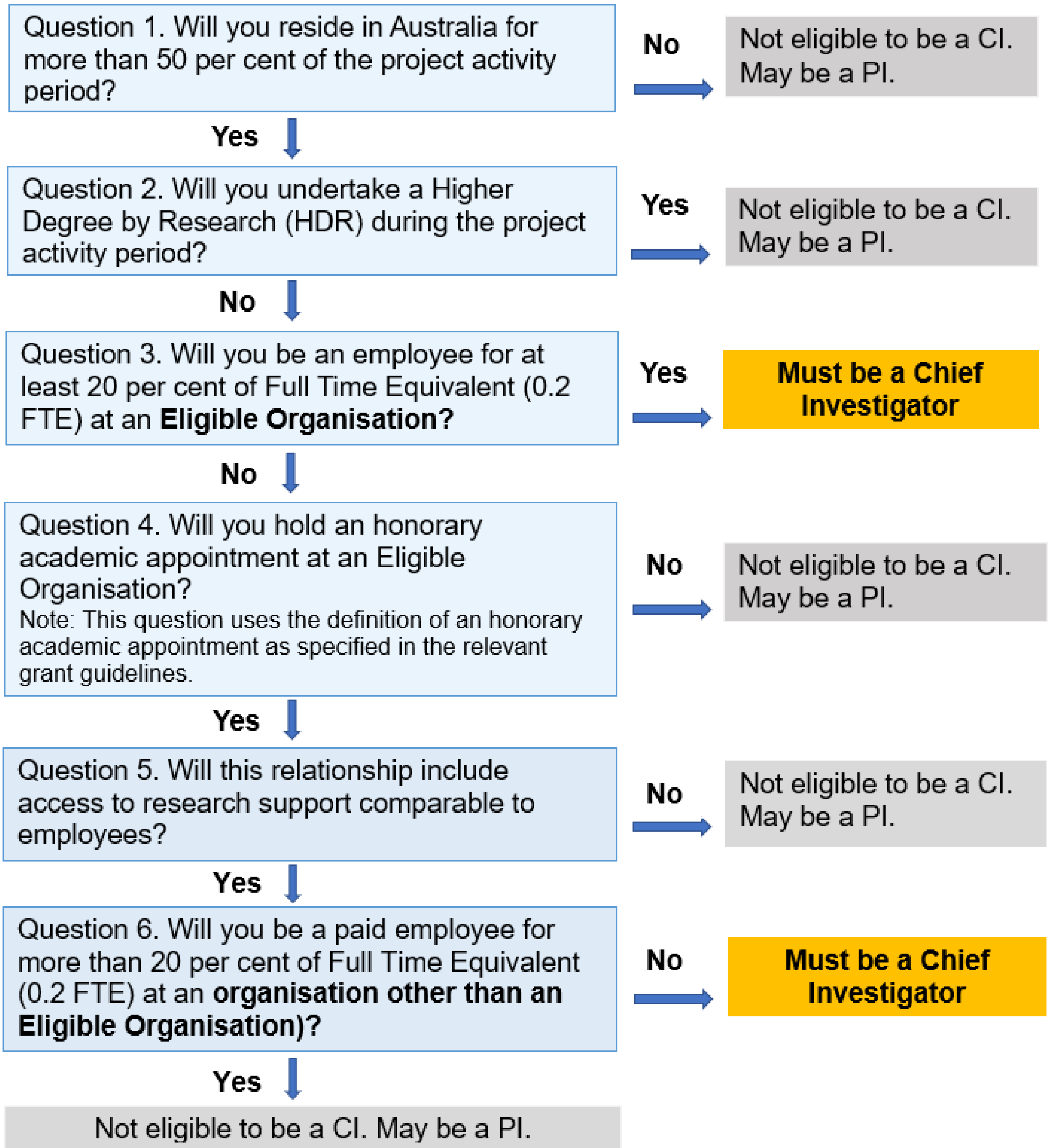
By signing below, I agree to the above declaration and confirm all the above statements to be true.

Partner Organisation (organisation name):	
Partner Organisation ACN/ACNC/ABN (if applicable):	
Authorised representative (name):	
Authorised representative (signature):	
Position/role:	
Phone:	Email:
Date:	
Ensure the Partner Organisation name matches the name provided in the application form. Electronic signatures are acceptable.	

Appendix B – Chief Investigator/Partner Investigator role decision tree

Which role should I select - Chief Investigator (CI) or Partner Investigator (PI)?

Please note: This decision tree is provided to assist participants to select the appropriate role for their circumstances. It is not a definitive assessment for all cases. Please refer to the relevant Grant Guidelines for detailed information regarding role eligibility and discuss your circumstances with the Research Office.



Appendix C - Career Interruption Examples

Example 1:

Dr Jones has worked one day a week (0.2 FTE) from 1 January 2010 to 30 June 2010 due to caring and parental responsibilities. Within this time, Dr Jones additionally had 4 weeks leave from 1 March 2010 to 29 March 2010 where they were unable to work at all due to a medical condition.

In this scenario, the interruptions should be entered into Question B10 as follows:

Interruption 1:

From when:	01/01/2010
To when:	28/02/2010
FTE of career interruption:	0.8
Interruption category:	Caring and parental responsibilities

Interruption 2:

From when:	01/03/2010
To when:	29/03/2010
FTE of career interruption:	1
Interruption category:	Medical condition/disability/misadventure

Interruption 3:

From when:	30/03/2010
To when:	30/06/2010
FTE of career interruption:	0.8
Interruption category:	Caring and parental responsibilities

This will automatically calculate in RMS and show the 'Total Period of Career Interruptions' "Researcher Dr Jones had reported a career interruption of 5 months since 2010.".

Example 2:

Prof Chen had an interruption of one day per week (0.2 FTE) from 1 January 2015 to 30 November 2015 due to caring and parental responsibilities. Additionally, Prof Chen had an interruption of one day per week (0.2 FTE) from 1 June 2015 to 31 July 2015.

As RMS will not allow two period of interruption to be entered for the same date range, in this scenario, the interruptions should be summed and entered as 'Other' into Question B10 as follows:

Interruption 1:

From when:	01/01/2015
To when:	31/05/2015
FTE of career interruption:	0.2
Interruption category:	Caring and parental responsibilities

Interruption 2:

From when:	01/06/2015
To when:	31/07/2015
FTE of career interruption:	0.4
Interruption category:	Other

Interruption 3:

From when:	01/08/2015
To when:	30/11/2015
FTE of career interruption:	0.2
Interruption category:	Caring and parental responsibilities

This will automatically calculate in RMS and show the ‘Total Period of Career Interruptions’ “Researcher Prof Chen had reported a career interruption of 2 months since 2015.”.