



Australian Government



Office of
National Intelligence

NATIONAL INTELLIGENCE AND SECURITY DISCOVERY
RESEARCH GRANTS
(Intelligence Challenges)

Instructions to Applicants Expression of Interest for funding commencing in 2024

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1. Introduction

The Australian Research Council (ARC), on behalf of the Office of National Intelligence (ONI), is conducting a grant opportunity for National Intelligence and Security Discovery Research Grants (NISDRG) focusing on the National Intelligence Challenges.

Expression of Interest (EOI) applications for the NISDRG Grant Opportunity must be prepared and submitted through the ONI specific portal of the Research Management System (RMS). Applicants and participants cannot use the standard ARC RMS portal for this Grant Opportunity.

The RMS portal for ONI (hereafter referred to as RMS) is very similar to the ARC RMS in look and functionality but has been specifically designed for ONI. Participants can use their ARC RMS login ID and password to access this portal. The information currently stored in a participant's 'Person Profile' will be utilised across all RMS portals for auto-populating sections of the EOI application form. 'Person Profile' information can be edited by a participant in any RMS portal and will be reflected in the others (i.e. if 'Person Profile' information is changed in the ONI portal of RMS these changes will be automatically reflected in the 'Person Profile' part of ARC RMS) and vice versa.

The National Intelligence and Security Discovery Research Grants (Intelligence Challenges) Expression of Interest for funding commencing in 2024 Instructions to Applicants (hereafter referred to as the Instructions) provides information to participants on how to complete and electronically submit a National Intelligence and Security Discovery Research Grants (Intelligence Challenges) EOI application for funding commencing in 2024 (EINI24).

The completed EOI application form, including PDF attachments, must comply with the Grant Guidelines for the National Intelligence and Security Discovery Research Grants (NISDRG) for funding commencing in 2024 (Grant Guidelines). The information in this document is underpinned by the Grant Guidelines. You must read the Grant Guidelines on the GrantConnect website before preparing the EOI application.

2. Before completing the Expression of Interest form

For general instructions on how to use RMS, refer to the User Guides (RMS User Management Guide; and Submitting an Application in RMS) available on the [ARC website](#).

2.1 Accuracy of information

Carefully check that all information contained in the EOI application is accurate prior to submission as you cannot make changes once the EOI application form has been submitted and the EOI application period has closed.

Format requirements for uploaded PDFs are provided in [Appendix A](#).

The inclusion of webpage addresses/URLs and hyperlinks in the EOI application is only permitted under certain circumstances such as publications that are only available online, and letters of support. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the EOI application. All information relevant to the EOI application must be contained within the EOI application.

2.2 Key documents

Key documents for EINI24 are available on [GrantConnect](#).

2.3 Key dates

Refer to the Key Dates for the NISDRG Program on the [NISDRG](#) page (through the [Research Grants Services](#) website) for key dates, including closing dates for EOI submission.

2.4 Research Office – further application assistance/guidance

Contact your Research Office in the first instance if you have any queries regarding the NISDRG Program and questions on how to complete an application form. The Research Office should be able to answer any questions participants might have and can seek clarification from the ARC if necessary.

2.5 Eligibility in RMS

To assist applicants, RMS has automated eligibility checking for key requirements as noted below. You are still responsible for confirming all eligibility requirements have been met by participants.

There are several questions within the EOI application form where responses will determine if the EOI application form will validate for submission:

- Question A2
- Question A3
- Question B1
- Question B2
- Question D1
- Question D2

IMPORTANT: The ability to submit a valid EOI application form to ONI does not mean that participants have met all eligibility requirements. You will still need to ensure that comprehensive checks have been made so that participants comply with all eligibility requirements set out in the Grant Guidelines.

2.6 Form questions not displayed in PDF

The EOI application form in RMS includes a number of questions where a response must be entered by a participant, but the response will not be visible to other participants and will not render to the EOI application PDF for privacy and security reasons. Staff in the Research Office at the Administering Organisation will be able to see all responses. Assessors will not be able to see the responses as they are not visible in the EOI application PDF.

Questions where the response will not be displayed in the PDF:

- Question D1 – Collection of data
- Question D2

Note: Responses to question D1 are automatically populated from the participant's '*Person Profile*' in RMS.

2.7 EOI application certification

The EOI 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 online.

The Certification Proforma document which was previously available on [GrantConnect](#) has been replaced with a simplified process through RMS. The process includes:

- participant certification within the RMS application form (question D2)
- an additional DVCR certification clause in RMS prior to submission (delegate certification).

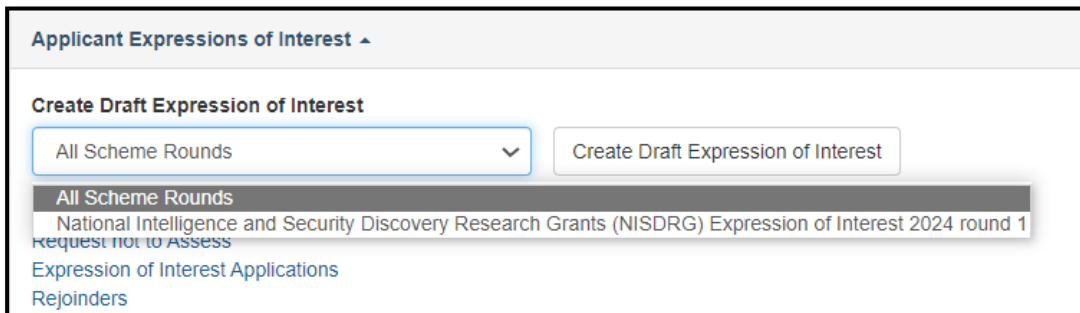
3. Creating a new Expression of Interest in RMS

To create a new Expression of Interest (EOI):

- Login to [RMS](#)



- Select National Intelligence and Security Discovery Research Grants Expression of Interest from the drop-down list and click on 'Create Draft Expression of Interest'.



4. Completing the Expression of Interest

There are four Parts (A - D) in the EINI24 application form:

- A) Administrative Summary
- B) Classifications, Challenges and Statistical Information
- C) Project Description
- D) Participant Details.

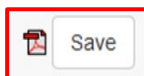
When the EOI has been created the EOI application form parts will be displayed at the top of the screen. The colour of these parts will be red indicating that the part is incomplete (invalid). When the EOI form parts have been completed, they will turn green (valid).


- Click on the relevant form part at the top of the screen to navigate between the form parts (Part A to Part D).



- Click on Part A to start filling in the EOI application form.

PLEASE NOTE: RMS does not autosave your EOI application form. 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  icon.

Part A – Administrative Summary

A1 Application Title

(This question must be answered)

Provide a short title for your Application (up to 150 characters, approximately 20 words).
The *Project Title* is contained in Part C.

A1. Application Title ⓘ

Provide a short title. (Up to 150 characters, approximately 20 words).
(This question must be answered)

0 characters. 150 characters maximum.

A2 Person Participant Summary

(This question must be answered)

Only one Chief Investigator (CI) should be added to the EOI application form. Additional investigators can be added if and when you are invited to submit a full application form.

The CI must:

- have the capacity to manage the project;
- be engaged by the Administering Organisation for the period of project activity, including any post project reporting period;
- not be undertaking a Higher Degree by Research during the project;
- reside in Australia for more than 50 per cent of the project activity period; and
- be an Australian citizen, Australian permanent resident or New Zealand Special Category Visa holder.

A2. Person Participant Summary ⓘ

Only one Chief Investigator (CI) should be added to this Expression of Interest (EOI) application. Additional investigators can be added if and when you are invited to submit a full application form.

The CI must:

- have the capacity to manage the project;
- be engaged by the Administering Organisation for the period of project activity, including any post project reporting period;
- not be undertaking a Higher Degree by Research during the project;
- reside in Australia for more than 50 per cent of the project activity period; and
- be an Australian citizen, Australian permanent resident or New Zealand Special Category Visa holder.

#	Name	Participant Type	Current Organisation(s)
		-- Select Participation Type --	Enter email address <input type="button" value="Add"/>

- There must be 1 person on the application with the Chief Investigator role

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A3 Organisation Participant Summary

(This question must be answered)

- Add the Administering Organisation participating in this application.
- Select the 'Organisation Role' from the drop down list.

A3. Organisation Participant Summary ⓘ

Add all organisations participating in this application. Refer to the Instructions to Applicants for further information.

#	Name	Participant Type	
		<input type="text" value="-- Select Organisation Role --"/>	<input type="text" value="Search"/>

Can't find the organisation you are looking for? If you know the Australian Business Number please add the organisation for use with RMS. If you know it is an International Organisation and still can't find it, please request it to be created in RMS. Once the request is processed by the ARC, you will be notified by email. Otherwise, please contact the ARC for assistance.

- There must be 1 organisation on the application with the Administering Organisation role

A4 Application Summary

(This question must be answered)

Provide an Application Summary (a paragraph of text which is used by the National Intelligence Community to consider the application) of up to 1,000 characters (approximately 150 words) focusing on the aims, significance, expected outcomes and benefits of this project.

Write the Application Summary simply, clearly and in plain English.

The Application Summary will be used to provide the ONI and the National Intelligence Community an overview of the research. Avoid the use of acronyms, quotation marks and upper-case characters.

A5. Application Summary ⓘ

Provide an Application Summary (a paragraph of text which is used by the Minister to consider the application), focusing on the aims, significance, expected outcomes and benefits of this project. Write the Application Summary simply, clearly and in plain English. If the application is successful, the Application Summary will be used to give the general community an understanding of the research. Avoid the use of acronyms, quotation marks and upper case characters. Refer to the Instructions to Applicants for further information. (Up to 1000 characters, approximately 150 words)

(This question must be answered)

Enter summary

0 characters. 1000 characters maximum.

- This item must be answered

Part B – Classifications, Challenges and Statistical Information

B1 Intelligence Challenges

(This question must be answered)

The selected Challenge(s) and accompanying explanation(s) will be considered by the National Intelligence Community and ONI.

- Select one or more Intelligence Challenges from the drop-down list. Select as many as are appropriate to the proposed research.

Each selected Intelligence Challenge will require an explanation of how the proposed project addresses the selected Intelligence Challenge. The explanation text should be in plain English, and clearly identify the relevance of the proposed project to the selected Challenge (Up to 750 characters approximately 100 words).

B1. Intelligence Challenges ⓘ

*The selected Challenge(s) and accompanying explanation(s) will be considered by the Intelligence Community and ONI.
(This question must be answered)*

Does this Application fall within the National Intelligence Community Science and Technology Challenges

Yes ▾

Add one or more Intelligence Challenges, select a challenge from the drop down list and provide an explanation, up to a maximum of 750 characters, of how the proposed project will address that Challenge.

Challenge ×

▾

- This item must be answered

Explanation

0 characters. 750 characters maximum.

- This item must be answered

B2 Technological Readiness

(This question must be answered)

- Select the appropriate Technological Readiness level as outlined by ONI. If the application falls between two Technological Readiness levels, this should be noted in the explanation.

Include information on your assessment of the Project's technological readiness level based on the Technological Readiness Levels and Descriptions available at [TRL Explanations 1.pdf \(defence.gov.au\)](#).

B2. Technological Readiness ⓘ

Include information on your assessment of the project's technological readiness level based on the Technological Readiness Levels and Descriptions. Click this link to see definition of Technological Readiness. This self-assessment will be used by ONI to understand the maturity of the proposed research. ×

Select the appropriate Technological Readiness level for the application and provide a justification for the level selected. If the application falls between two Technological Readiness levels this should be noted in the explanation.
(This question must be answered)

Technological Readiness Level

• This item must be answered

Explanation (Up to 250 characters, approximately 40 words)

0 characters. 250 characters maximum.

• This item must be answered

B3 Field of Research

(This question must be answered)

Select up to 3 classification codes at the 6-digit level that relate to the EOI application. Note that the percentages must total 100.

The Fields of Research (FoR-2020) 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-2020 codes and their proportions will assist in assigning appropriate assessors to the application and should be as accurate as possible.

- Select up to three (3) FoR-2020 codes at the 6-digit level that relate to the application. Once you choose the FoR code click on the 'Add' button.

Tips for searching and entering FOR codes

Click on the ⓘ icon to search the full list of FoR codes.

[Click FoR Codes and definitions by Division link](#)

or visit the ARC website for [FoR Codes and definitions by Division](#).

A maximum of three (3) FoR codes can be entered in an application.

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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 the percentage for each FoR classification.

Prioritise the classification 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 two FoR codes, they must be entered as 51 and 49).

B3. Field of Research  Select the help icon and click the link below to view the full list of FoR Codes.   

The Field of Research (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.

- Select up to three classification codes that relate to the application. Once you choose the FoR code click on the 'Add' button.
 - Select the six-digit FoR codes from the list of the FoR Codes carefully, as they contribute to the identification of the most appropriate assessors for the application.
 - Click [FoR Codes and definitions by Division](#) link or visit the [ARC website](#) for the full list of FoR codes.
 - Note:** The ARC recommends that 'XXXX99' (not elsewhere classified) codes be used only as a last resort when there is no other appropriate code within the classification.
- Enter in the percentage for each FoR classification.
 - Prioritise the classification codes from highest to lowest percentage.
 - Ensure that the percentages total 100.
 - Enter a whole number, do not use the percentage sign (%).
 - The highest percentage can only be entered for one FoR code (for example, 50 cannot be entered for two FoR codes).

Select up to three classification codes that relate to the application. Note that the percentages must total 100.
(This question must be answered)

400101 - Aerospace materials	<input type="text" value=""/>	%	
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Enter the percentage for each FoR Classification

4

Add

Once you have entered the FoR Code, select 'Add'. This the FoR Code to the table above

- Code 400101 must
- The total percentage

40 - ENGINEERING

4001 - Aerospace engineering

400101 - Aerospace materials

Part C – Project Description

C1 Project Description

Upload a brief Project Description as detailed below in no more than 1 A4 page and in the required format.

Ensure that the Project Description has regard to the Assessment Criteria listed in the Grant Guidelines. The Project Description will be used to provide the ONI and the National Intelligence Community an understanding of the research.

(This question must be answered)

All text in the PDF, including text within figures and tables, must be in the format described in [Appendix A](#) of these instructions.

The PDF must provide the following information using the headings below and in this order:

- Project Title
- Project Description

Applicants should ensure that information provided under these headings addresses the assessment criteria as detailed in the Grant Guidelines, 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 20 words.

PROJECT DESCRIPTION

Describe your project and how it will advance the Intelligence Challenges selected. When describing your project, consider the following Project Quality and Benefit criteria:

- contribution to an important gap in knowledge or significant problem
- novelty/originality and innovation of the proposed research (including any new methods, technologies, theories or ideas that will be developed)
- clarity of the hypothesis, theories and research questions
- cohesiveness of the project design, metrics and implementation plan (including the appropriateness of the aim, conceptual framework, method, data and/or analyses)
- potential impact of the new or advanced knowledge resulting from the outcomes of the research
- extent to which the project would build research capacity, and
- potential to enhance Australian intelligence and national security capabilities.

C1. Project Description 

Upload a Project Description as detailed in the Instructions to Applicants and in the required format. Ensure that the Project Description responds to the Assessment Criteria listed in the grant guidelines. (Up to 1 A4 pages)
(This question must be answered)

No file chosen

• This item must be answered

Part D – Participant Details

The Participant listed in question A2 will have a copy of this section automatically generated.

Some questions are automatically populated from the personal details in the participant's RMS profile. If the information in the profile needs updating, it can be amended by accessing the Person Profile from the RMS Action Centre and updating the participant's 'Person Profile' details (further details provided below).

D1 Personal Details

(This question must be answered)

Data for this question is automatically populated from the participant's RMS profile.

Questions in Personal Details can only be answered by the participant.

The Administering Organisation will not be able to edit the Material Personal Interest questions within a person's profile, on behalf of the participant.

- To update the '*Personal Details*' section, click on the '*Manage Personal Details*' link in Part D 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 information is updated.

Family Name

Has the participant acknowledged the collection of personal information by the ARC? ⓘ

Provide a response to the acknowledgement of data collection found within the Personal Profile of the participant.

*Note: This question and the corresponding answer will not appear in the PDF version of the form.
This data is automatically populated from your RMS profile ([Manage Personal Details](#))*

- The researcher has not acknowledged ARC's advice in relation to handling of personal information within their RMS profile.

D2 Certification by Participants

(This question must be answered)

I certify that:

- i) all the details in this application are accurate and complete, including information contained in my RMS 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) I am an Australian citizen, Australian Permanent Resident or New Zealand Special Category Visa holder;
- iv) 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 and I undertake that I will notify the Administering Organisation of any personal material interests or Conflicts of Interest which arise subsequent to the submission of the application and will update my personnel details in my ARC Research Management System profile; and

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 subsequent to the submission of this application.

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

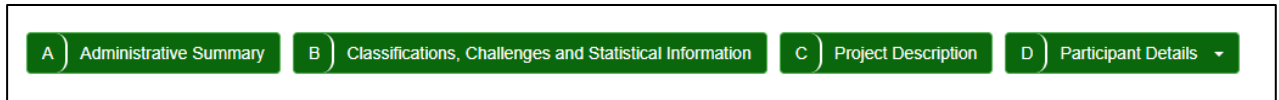
The application form will not validate if 'No' is selected.

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

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

5. 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 Chief Investigator 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'.

Scheme Round	Status	Actions
EINI24 round 1	Ready to Submit	Edit Details Delete Access Submit to Research Office

PLEASE 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: 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 copy of the submitted application may generate a PDF by selecting the PDF icon next to the 'Save' button (top right).



6. Appendix A – Format

Write in plain English and comply strictly with the application format and submission requirements.

All pages of additional text (uploaded in PDF form) must be as follows:

- Black type, or occasional coloured type for highlighting purposes.
- Single column.
- White A4 size paper with at least 0.5 cm margin on each side and at top and bottom.
- A highly legible font type must be used before converting to PDF such as: Arial, Helvetica, Palatino and Times New Roman subject to them being an equivalent sized font to 12 point Times New Roman. Variants such as mathematical typesetting languages may also be used.
- Text included in figures, tables or pictures must also be equivalent sized font to 12 point Times New Roman.
- Only references can be in equivalent sized font to 10 point Times New Roman.
- Adhere strictly to page limits designated for each part of the application.
- The inclusion of webpage addresses/URLs and hyperlinks in the application should only be used under certain circumstances such as publications that are only available online and letters of support. 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. All information relevant to the application must be contained within the application.
- Applicants 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 be both necessary and appropriate.
- Additional text uploaded as PDF may appear slightly reduced in size due to the RMS formatting of the attachments to include page numbers. Additional text uploaded in PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- The ARC on behalf of ONI reserves the right to seek an original electronic copy of documents uploaded into the application to determine that the text meets these requirements.

Note: Information such as citations or public recognition may be considered for inclusion in relevant sections if suitable.