

## ARC Future Fellowship – Tip Sheet

The **Australian Research Council (ARC) Future Fellowship** scheme is a 4-year fellowship for mid-career researchers up to 5 years post PhD (or longer with eligible career interruption)

**Read the [ARC Future Fellowship Guidelines; Instructions to Applicants and FAQs](#)** (register with Grant Connect to log in and receive updates).

Start writing early and engage with your research mentor or colleagues.

### ARC RMS user account

- Create an account for the ARC Research Management System (RMS) and complete your profile.
- All new accounts are to be approved by the Administering Organisation (select ECU), so complete this early.
- If you already have an ARC RMS account, update your profile.
- Sections from Part F of the application are pre-populated from your RMS profile, including research outputs.

**ORCID ID:** Link your ORCID ID to RMS. See Appendix A and B of the '[Instructions to Applicants](#)' for guidance.

### Application Essentials

- Formatting: Refer to Appendix C of the '[Instructions to Applicants](#)'. Several templates are available on the ECU research intranet. These comply with the formatting requirements. Please use these and do not alter.
- Character count may not directly translate if working from a word document. We recommend you insert text into the sections of the online ARC RMS application form early to ensure you are within limits and have time to amend, if needed.
- Weblinks must only be used for publications that are only available online. Do not include them throughout the application for any other reason.
- **Save regularly!**

**National Interest Statement (NIT):** The intent of the NIT is to provide a statement in plain English to enable the community to understand the value of the Government's investment in research. The statement will be assessed by the ARC CEO and used to provide advice to the Minister (who may use the statement in making their decision). RAOs will arrange for draft NITs to be reviewed by ECU's Corporate Communications. Note - the NIT does not appear in the PDF version of the application therefore the assessors will not see this.

**Statement by the Administering Organisation (D3: Institutional Letter of Support):** are prepared on behalf of the DVCR, who reviews and approves all supporting statements by ECU. Drafts are prepared by the ADR/Research Mentor and reviewed by Research Services. The statement should highlight that the research area is a core or emerging research strength, describe the level of resources to be provided to support the applicant (cash and in-kind), plans to retain the successful applicant in a continuing position, and describe how the salary of the successful candidate will be used if the candidate is an existing employee at ECU. Template will be provided by Research Services.

### **Budget: see Project Cost and Budget Justification examples.**

- Check the grant guidelines to ensure you select the appropriate Future Fellowship Level (1-3) according to your Academic Salary Level at the grant opportunity closing date. The budget table defaults to Level 1 salary.
- Contact your School Finance Coordinator for assistance.
- Budget items can be grouped by type of expenditure, see templates for additional tips.
- Your budget should be realistic, value for money and needs to match the methodology.
- Do not aim for the maximum amount, keep it feasible. The ARC will assess for value for money.
- Do not enter in-kind contributions in the budget table.
- Future Fellowship Salary – The ARC salary (including 30% on-costs) does not cover the full cost of your salary. The ‘salary shortfall’ will be funded by ECU. The shortfall is entered as an ECU cash contribution in the budget table.
- Personnel Salary costs – are entered by role rather than individual position, e.g., you plan to hire 2 Research Assistants then enter ‘Research Assistant’ as a single line item with further detail in the budget justification.
- HDR Stipends – ARC funded stipends are at the [RTP rate](#). ECU funded stipends are listed as cash contributions and need to be approved by the School.
- Travel – travel costs for conference travel. For each trip include cost of airfares, accommodation and per diems in a single budget entry. Additional details will need to be provided in the budget justification.
- Field Research – travel costs for field work, e.g., data collection essential to the project. Costs include travel, accommodation, per diems. Costs must be listed by site visit, and then fully justified in budget justification.

### **Budget Justification – see Project Cost and Budget Justification examples**

- ARC funding requested – ensure you have justified all of the requested funding items. For travel costs ensure you provide a breakdown of flights, accommodation, per diems, conference registration, car hire, taxi fares, etc as appropriate.
- Separate conference travel and field research travel.
- Administering Organisation – explain what cash contributions ECU will make to support the Future Fellowship Candidate if successful.
- Ensure you use the same heading as the columns in the budget table.

### **Research Opportunity and Performance Evidence (ROPE) – see F20 ROPE Template**

- Career Interruptions – For eligibility purposes the DVCR is required to approve career interruptions – please note this needs to be approved prior to commencement of grant application.
- Within ROPE you need to explain how the interruption has limited your research activity. Keep the reason for your career interruption brief, no specific details should be provided.
- Outputs – remember to update your ARC RMS profile to ensure outputs are up to date.
- Need help with your publication metrics? [Library Research Services](#) provide workshops and one-on-one consultations to guide you through publication metrics relevant to your discipline.

**Submitting the Application:** After the RAO review and the application is ready to be submitted, you must click ‘submit to research office’ via ARC RMS online and ECU Research Services will then submit to the ARC.

### **Contact**

**For further assistance:** Please contact your school Research Administration Officer (RAO) or Coordinator Research Administration: Email: [research-preaward@ecu.edu.au](mailto:research-preaward@ecu.edu.au)

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