

## ARC LINKAGE – Tip Sheet

The **Australian Research Council (ARC) Linkage Projects** scheme is for 2–5-year projects that initiate or develop long term strategic research alliances with industry and other research end-users in order to apply advanced knowledge to problems.

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

Engage with Partner Organisations early to secure the minimum funding contribution and input on the project

### **ARC RMS user account**

- All Chief Investigators (CIs) and Partner Investigators (PIs) must create an account for the ARC Research Management System (RMS) and complete their profile.
- All new accounts are to be approved by the Administering Organisation, so complete this early – CIs must select their University, **PIs must select the ARC**.
- If CI/PIs already have an ARC RMS account, ensure profiles are updated.
- Sections from Part F of the application are pre-populated from the RMS profile, including research outputs.

### **ORCID ID**

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

### **Application Essentials**

- Must include at least **one** Partner Organisation (PO)
- Must include commitment from Partner Organisation(s) to provide total eligible cash contributions of **at least 25%** of the total funding requested from the ARC (unless the PO(s) is exempt from the cash requirement)
- Must include commitment from Partner Organisation(s) to provide total combined eligible cash and/or in-kind that **at least matches** the total funding requested from the ARC
- A CI can only apply for and be named on a **maximum of four** Linkage Program projects (not including ARC LIEF)
- Formatting: Refer to section 2.5 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.
- Preprints or comparable resources can be included in any part of an application.
- **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.

### **Investigator & Organisation types:**

- Nominating a person as a CI or PI is determined based on eligibility criteria not their role on the project. A decision tree is available at [Appendix B of the Instructions to Applicants](#).
- You do not need to include a PI from every PO, but can if you choose to

- **Eligible Organisations** generally only includes Australian higher education institutions
- **Partner Organisations** must participate in the project and make a cash and/or in-kind contribution
- **Other Organisations** are organisational participants that are not required to make a cash or in-kind contribution

**Letter of Partner Organisation certification (G2):** please provide PO's with the [template](#). The formatting and minimum content requirements for this letter of support have been detailed in the template and must be adhered to. Provide this template and [standard ARC funding agreement](#) early so that the PO has plenty of time to familiarise themselves and raise any concerns.

### Budget

- Contact your School Finance Coordinator for assistance.
- Ensure Partner Organisation contributions at least match the total funding requested from the ARC.
- In-kind contributions must be essential and central to the application
- Budget items **MUST** be grouped into relevant headings and entered as a **one-line budget item per heading** in the budget table, however, then must be itemised and fully justified in the justification.
- Personnel Salary costs are the only exception to the above rule therefore please itemise each salary request as well as salaries for CIs and PIs as separate lines.
- HDR Stipends – these must be set at an appropriate level for the Admin Org or the relevant industry.
- Travel – these costs are limited to \$20,000 per year (not including travel costs relating to field work)

### Budget Justification – see Justification examples

- ARC funding requested – ensure you have justified all 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.
- Include both cash and in-kind contribution details for all participating investigators and organisations
- Ensure you use the same headings as those used in the budget table.

### Research Opportunity and Performance Evidence (ROPE)

- Career Interruptions - 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.
- **For PIs**, ROPE questions will only be activated if they are providing research input, otherwise they will be directed to provide a 2 page CV.
- 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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