



**Australian Government**  
**Australian Research Council**

**Industry Laureate Fellowships  
Instructions to Applicants  
for funding commencing in 2025**

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## 1. Introduction

The Industry Laureate Fellowships (IL25) Instructions to Applicants (hereafter referred to as the Instructions) provides information to participants on how to complete and apply electronically in the Research Management System (RMS). The Instructions provide explanatory information to assist with the preparation of the application.

**Note:** It is important, and an expectation of the ARC, that the participant will work closely with the Key Industry Partner and Other Partner organisations in the drafting of the application, which includes the National Interest Test Statement.

## 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 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.

### 2.2 Eligibility

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

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

### 2.3 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:

- the named participant is included within the application form at Question E10
- 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).
- Key Industry Partner and Other Partner Organisations is provided using a certification proforma and uploaded at Question G3 for each organisation– see [Appendix A](#) for the proforma template or [GrantConnect](#).

### 2.4 PDF Application

All questions, except where identified, will render to the PDF generated from the RMS application form. The PDF is provided to assessors who are assigned to the application. All information relevant to the application must be contained within 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 (it is recommended that 10pt font is used).

The application 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.
- 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.
- Avoid using advanced PDF editing functionality such as the addition of textboxes, as this may not be supported in RMS. Participants 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 if required.

## 2.5 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.

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*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.*

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

## 3. Creating a new application in RMS

To create a new application, login to RMS select Industry Laureate Fellowship 2025 round 1 from the drop-down list and click on 'Create Draft Application'.

There are 7 Parts (A-G) in the IL25 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  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).

The Application Title should be an accurate reflection of the research and will be visible to assessors.

- **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

Select 'Industry Laureate Fellowship' as the 'Participation Type' and enter the participant's email address, then click on 'Add'. Once the participant has been added to the form, a form part will be generated for the participant. If the participant did not create the application, the participant will receive an automated email and will be required to accept the invitation.

**Note:** This question will not be validated until the required number of Postdoctoral Research Associates (PDRAs) and Postgraduate Researchers (PGRs) are entered in the Budget Table in Question F1. It is a requirement that 2 x PDRAs for four to five years and 2 x PGRs for four years each are requested. Question F1 provides further information on adding these to the budget table.

### A3 Organisation Participant Summary

Add all organisations participating in this application. The following as per the Industry Fellowships Program Grant Guidelines (2024 edition) (hereafter referred to as 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 one Key Industry Partner organisation:	The Key Industry Partner is an organisation other than an Eligible Organisation and must be one of the following as per the Grant Guidelines: an organisation with an Australian Company Number (ACN) or an Australian government entity (Commonwealth, State/ Territory or Local) or an Australian not-for-profit/ charity registered on the Australian Government's Australian Charities and Not-for-profits Commission Charity Register.
Optional to add Other Industry Partner(s)	An Other Industry Partner organisation as per the Grant Guidelines means an Australian (other than an Eligible Organisation) or international organisation that provide Industry Fellows with additional or complementary support, facilities and/or networking opportunities.

Adding a participating organisation:

- Select 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'.

#### **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 ARC Accountable Authority when considering the application for funding and may be modified by the ARC for public release. If the application is successful, 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.

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

## **A5** National Interest Test Statement

Write a 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 ARC Accountable Authority.

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

## Part B – Classifications and Other Statistical Information

**All questions in this form part must be answered.**

For reporting purposes, the ARC is capturing relevant Australian Government priority areas and policies for your application (in questions B1, B2 and B3). If your application does not align with an announced Australian Government priority area or policy in the relevant question below (B1, B2 and B3), please select 'No' at that question. If your application aligns with one or more announced Australian Government priority areas or policies in the relevant question, please select 'Yes' at that question and select all relevant priority areas or policies from the dropdown list in the question.

The ARC collects data on alignment to government policies and priority areas to assist in promoting the value of ARC-funded research across government. This data helps demonstrate the broad diversity of research funded by the ARC and its contribution to Australian Government economic, social, environmental and cultural policies.

The information collected in questions B1, B2 and B3 will not be visible in the PDF version of this form provided to assessors.

### **B1 Does this Application align with any of the National Science and Research Priorities?**

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

If 'Yes', for reporting purposes, select which of the National Science and Research Priorities the application aligns with.

*You may select more than one priority:*

- Transitioning to a net zero future
- Supporting healthy and thriving communities
- Elevating Aboriginal and Torres Strait Islander knowledge systems
- Protecting and restoring Australia's environment
- Building a secure and resilient nation

### **B2 Does this Application align with any of the National Reconstruction Fund priority areas?**

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

If 'Yes', for reporting purposes, select which of the priority areas for the National Reconstruction Fund the application aligns with.

*You may select more than one priority:*

- 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.

### **B3 Does this Application align with any other Australian Government Priority areas?**

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

If 'Yes', for reporting purposes, select which announced Australian Government policy other than the above this application aligns with.

You may select one or more of the options below, considering that ARC funded research can align with a range of Australian Government economic, social, environmental and cultural policies.

- A Future Made in Australia (2024)
- Closing the Gap (2008)
- Other

If Other is selected, type in the full name of the current Australian Government policy and, if known, the year of announcement.

200 characters maximum.

**B4 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 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 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 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.

**B5 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.

**B6 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 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).

#### **B7**      **Socio-Economic Objective (SEO-2020)**

Select up to 3 Socio-Economic Objective 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 code is known, start entering the SEO-2020 code number. A filtered list will appear, 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).

#### **B8**      **Does the proposed research involve international collaboration?**

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

If 'Yes', question B9 will be enabled, if 'No' B9 will be greyed out.

#### **B9**      **If the proposed research involves international collaboration, specify the country/ies involved.**

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

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

#### **B10**      **How many PhD, Masters and Honours positions 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 proposed project is funded.

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

Indicate the number of:

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

## Part C – Project Eligibility

All questions in this part of the form must be answered.

### **C1** Medical Research

(This question must be answered)

Does this application contain content which requires a statement to demonstrate that the proposed research complies with the eligible research requirements set out in the [ARC Medical Research Policy](#) located on the ARC website?

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](#).

### **C2** Medical Research Statement

(This question must be answered if 'Yes' is selected at Question C1)

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 as 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.

### **C3** Experimental Development

This is a 'Yes' or 'No' question. Will ARC funds awarded under this Scheme be used for activities classified as 'experimental development' according to the definition in the Grant Guidelines?

(This question must be answered)

Does this application only contain content that is compliant with the requirements set out in the [ARC Experimental Development Policy](#), located on the ARC website?

As defined in the Grant Guidelines, experimental development is systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or to improving existing products or processes.

*Research activities that could be considered 'experimental development' cannot be funded by the ARC.*

## Part D – Project Description

All questions in this part of the form must be answered.

### **D1** Upload your response to the assessment criteria in no more than 5 A4 pages.

All text in the PDF, including text within figures and tables, must be in the format described in Section 2.4 of these Instructions.

**The PDF should use the use the headings below and in this order:**

- PROJECT TITLE
- PROJECT AIMS AND BACKGROUND
- PROJECT QUALITY AND INNOVATION
- BENEFIT
- MENTORING AND CAPACITY BUILDING
- REFERENCES (IF REQUIRED)
- ACKNOWLEDGEMENTS (IF REQUIRED)

Participants should ensure that information provided under these headings addresses the assessment criteria as detailed in the Grant Guidelines, taking into account both their weighting and the overarching scheme specific objectives and aims of the Industry Fellowship Program as outlined in the Grant Guidelines.

Participants can provide further information addressing the assessment criteria, including Investigator/Capability in Part E (Participant Details including ROPE), and Feasibility in Parts E (Participant Details including ROPE) and F (Project Cost) of the application form.

### **PROJECT TITLE**

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

### **PROJECT AIMS AND BACKGROUND**

- Briefly outline the aims and provide the background of this application.
- Include information about national and international progress in this field of research and its relationship to this application.
- Refer only to research outputs that are accessible to the national and international research communities.

### **PROJECT QUALITY AND INNOVATION**

- Contribution of the project to address an important gap in knowledge or significant problem identified by the Key Industry Partner;
- Innovation and significance of the proposed program of research in the context of recent international research in the area, and its potential to transform current bodies of knowledge and practices for the Key Industry Partner and research end-users;
- Cohesiveness and clarity of the design and implementation plan for the program of research (including the appropriateness of the aim(s), conceptual framework, method, data and/or analyses); and
- Clear involvement of the Key Industry Partner in the design, method and delivery of the research, and relationship to previous collaborative projects between the participant and the Key Industry Partner.

If the project involves Aboriginal and/or Torres Strait Islander research, additional criteria include:

- The project's level of collaboration, engagement, relationship building and benefit sharing with Aboriginal and Torres Strait Islander Peoples, and First Nations Organisations and Communities;
- The project's strategy and mechanisms for Indigenous research capacity building within the project;
- The project's adherence to the [Australian Indigenous Data Sovereignty Principles](#); and
- The project's understanding of, and proposed strategies to adhere to, the [AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research](#) and NHMRC's guidelines on [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities](#).

## **BENEFIT**

- Strength of engagement between the participant and the Key Industry Partner, including previous projects (where applicable), and interactions to date on the proposed project;
- The extent to which all parties demonstrate a commitment to the success of the project, and to developing and expanding a collaborative relationship, including the necessary facilities, resources and development opportunities that the organisations will provide for the participant;
- The feasibility of the research in terms of the project's design, participants, requested duration, required resources/facilities, risk management, and appropriateness of the budget; and
- The cost-effectiveness of the research and its value for money.

## **MENTORING AND CAPACITY BUILDING**

- Extent to which the participant demonstrates exceptional leadership and organisational skills to ensure successful completion of the program of research;
- Extent to which the participant will provide exceptional leadership for supervision and mentoring of HDR students and ECRs, to enable their development of industry-focused and industry-based collaboration, translation and/or commercialisation skills, and careers;
- The extent to which the program of research will build new teams and create world-class research capacity, collaboration and innovation across the relevant industry setting(s);
- The extent to which all parties demonstrate a commitment to establish enduring Australian and international research collaborations or links between academia and industry; and
- Evidence of the participants' potential to attract sustained financial resources to continue and expand the capacity of the program of research, including beyond completion of the Fellowship.

## **REFERENCES (if required)**

- Include a list of all references, including relevant references to the previous work of the participants.
- 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, URL or equivalent, version number where available

and/or date of access, as applicable. This indication is only required in the reference list and not in the project description itself.

### **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 your response to the assessment criteria Project Description if it is not required.

## **Part E – Participant Details including ROPE**

Ensure that your **RMS profile is up to date** as some personal details automatically populate into this Form Part.

All information contained in Part E is visible to the Administering Organisation on this application.

The participant listed in Question A2 will have a copy of this section automatically generated. If the participant has not created the draft application themselves, they will automatically receive an email directing them to accept or reject the invitation to participate on an application via RMS.

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 logging into RMS and updating the participant's 'Person Profile' details.

**All questions in this form part must be answered.**

### **E1 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 E 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.

**Note:** The date of birth, country of birth, citizenship, material personal interests and Indigenous status sections will not be visible in the PDF version of this form provided to assessors but may be shared with other Commonwealth Entities.

All information contained in Part E is visible to the Administering Organisation on this application.

**The following data is automatically populated from the participant's RMS profile into the application form:**

Title, First Name, Middle Name, Second Name, Family, Date of Birth, Country of Birth, Citizenship, Australian Permanent Resident, Australian Temporary Resident, 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 participant 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.

**Note:** These questions and the corresponding answers will not appear in the PDF version of this form.

## **E2** Current country of residence

Enter the participant's current country of residence. To choose the country first start typing the name into the text box and the list of countries will appear in the drop-down list. Click on the appropriate country name and then click 'Add'.

**Note:** If the participant is not an Australian citizen, they must obtain a legal right to work and reside in Australia. This questions and the corresponding answers will not appear in the PDF version of this form.

## **E3** Qualifications

This data is automatically populated from the participant's RMS profile and is not required to be duplicated in the CV at question E8.

To update any qualifications, the 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.

## **E4** In which sector is the participant primarily employed at the time of the application's submission?

**Note:** This question is for reporting purposes only, the ARC is capturing the information on employment sector the participant is employed in at the time of the application's submission.

The employment sector that can be selected from the drop-down menu are:

- University
- Industry
- Not-for-Profit
- Government
- Start-up
- Non-employed
- Other

### **E5** Current and previous appointment(s)/position(s) – during the past 10 years

This data is automatically populated from the participant's RMS profile and is not required to be duplicated in the CV at question E8.

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.

### **E6** 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 an interruption that has impacted on research opportunity?**

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

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 [Appendix B](#) 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.

**E7 Research Opportunity and Performance Evidence (ROPE) - Career Narrative**

Provide an overview of the participant's career opportunities for research, including any periods of research only employment, access to periods of research leave, and proportions of time allocated for research in an industry setting and/or in relation to research, teaching and administrative responsibilities in the administering organisation (up to 565 characters, approximately 75 words).

**E8 Upload a CV in no more than 2 A4 pages.**

Provide a CV of no more than 2 A4 pages relevant to this application noting that it is not required to include qualifications or current and previous appointment(s) / positions(s) as this will be automatically populated from your RMS profile at questions E3 and E5.

Participants should include evidence of research performance to demonstrate a track record of high-quality research outputs and their capability to undertake research projects in collaboration with industry and/or other research end-user groups. Participants may also include activities they have undertaken to support research translation and impact (this may include actions to achieve translation and impact directly, or to build related skills in others).

A full list of publications or outputs is not required.

**E9 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 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 in order to meet the project limits and what is intended (application, withdrawal, project relinquishment, role relinquishment on project, project end date amendment). Provide applications/Project ID(s) 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.

All active projects at the scheme-specific active project assessment date are taken into consideration for the purpose of determining a participant's eligibility to apply for new funding. While an application will not be ruled ineligible if the participant contravenes the Linkage Program limits, the participant will be required to nominate (in Question E9) the applications



they wish to withdraw or existing project(s) or role(s) to be relinquished should this application be successful.

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 application.

#### **E10 Certification by the Participant**

**Only the participant named in this form part can provide a response to this question.**

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 your RMS profile to be eligible to participate on this application.

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

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 enquiries 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, potential 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 personal details in my ARC Research Management System profile ensuring that all conflicts of interests 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;
- viii) I understand that information on this form and its attachments is collected in order to make recommendations to the ARC Accountable Authority on the allocation of financial assistance under the Australian Research Council Act 2001 (Cth) and for post award reporting. The information collected may be passed to third parties, including being sent

to overseas parties for assessment purposes. It may also be passed to any other Australian Government Department or Agency, and noting information contained in this application can be disclosed without my consent where authorised or required by law and for post award reporting;

- ix) as a participant on this application, if currently employed by the Eligible Organisation, I am not concurrently an owner or Director, or hold any other paid position, within the Key Industry Partner or Other Industry Partner and,
- x) to the best of my knowledge, the Industry Partner (Key Industry Partner and/or Other Industry Partner) 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 in its absolute discretion decide to recommend that the application not be approved for funding.

## Part F – Project Cost

All questions in this form part must be answered.

**F1** What is the proposed budget for the project?

### **POINTS TO NOTE BEFORE COMMENCING TO ENTER IN THE BUDGET:**

- The Industry Laureate Fellow salary contribution is auto-populated on selection (4 or 5 years)– the participant needs to have been added at Question A2.
- Two categories are available: ‘Project Costs’ and ‘Ambassadorial Costs’. Enter the total cost amount being requested in each year for each category from the ARC and entered in the ARC column. **Do not enter in further detailed categories. This is a one-line budget request for the total request of project funding.** Details of the project costs and ambassadorial costs requested are to be provided in Question F2 (Details of non-salary funding requested from the ARC).
- If additional personnel costs are being requested from the ARC or are contributions from the administering organisation or industry partner, these should be included in project costs and included under relevant columns in F1. The Fellowship, Postdoctoral Research Associates (PDRA) and Postgraduate Researchers (PGR) salary are the only items that are to be included under the ‘Personnel’ category. Do not enter other costs under the Personnel category.
- Grant funds can be used for expenditure that is a direct cost of the research proposed or training to build the participant’s research commercialisation, translation and/or collaboration.
- Grant funds cannot be used for ineligible grant activities. Refer to the Grant Guidelines for more information.
- Ensure the Administering Organisation and any other organisation participating in this application has been added at Question A3 prior to entering information in the budget table.
- Cash or in-kind contributions from the Administering Organisation, the Key Industry Partner Organisation and Other Industry Partner Organisation(s) may also be included at Question F1 within the relevant columns. **Do not enter in further detailed categories.** Details of the contributions are described in Question F3 (Details of non-ARC contributions).
- 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.
- You must apply using the salary and stipend rates specified in the Grant Guidelines and RMS. Updated salary and stipend rates will be available on the ARC website.

**Note:** The ARC reserves the right to determine the level of funding allocated to a 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. The ARC salary contribution includes 30% on-costs. On-costs that exceed 30% and other costs (such as costs associated with or incurred as a result of extended leave and severance pay) must be met by the Administering Organisation.

## **HOW TO ENTER INFORMATION INTO THE BUDGET TABLE:**

### **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.

### **Example budget screenshot:**

		Year 1	Year 2	Year 3	Year 4	Year 5				
Description		Australian Research Council		Administering Organisation		Key Industry Partner		Other Industry Partner		
		Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	
Total		616,354			10,000		15,000		30,000	20,000
Personnel	+	496,354								
Prof Example (Industry Laureate Fellowship)		193,868	0	0	0	0	0	0	0	0
IL-PGR (IL Postgraduate Researcher)		32,212	0	0	0	0	0	0	0	0
IL-PGR (IL Postgraduate Researcher)		32,212	0	0	0	0	0	0	0	0
IL-PDRA (IL Postdoctoral Research Associate)		119,031	0	0	0	0	0	0	0	0
IL-PDRA (IL Postdoctoral Research Associate)		119,031	0	0	0	0	0	0	0	0
Project Costs	+	100,000			10,000		15,000		30,000	20,000
Project Costs example		100,000	0	0	10,000	0	15,000	0	30,000	20,000
Ambassadorial Costs	+	20,000								
Ambassadorial Costs example		20,000	0	0	0	0	0	0	0	0

#### **Key Industry Partner**

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
KIP	15,000	0	0	0	0	0	0	0	0	0
Total	15,000	0	0	0	0	0	0	0	0	0
Committed Total	15,000									

#### **Other Industry Partner**

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
OIP1	10,000	10,000	0	0	0	0	0	0	0	0
OIP2	20,000	10,000	0	0	0	0	0	0	0	0
Total	30,000	20,000	0	0	0	0	0	0	0	0
Committed Total	30,000	20,000								

The above example budget screenshot shows:

- Year 1 has been selected and \$100,000 has been requested from the ARC for 'Project Cost example' under the 'Project Cost' category.
- \$20,000 has been requested from the ARC for 'Ambassadorial Cost example' under 'Ambassadorial Costs' category.
- The Administering Organisation will be providing \$10,000 of in-kind support for 'Project Cost example'.
- The Key Industry Partner organisation contribution for 'Project Cost example' is \$15,000 cash.
- The Combined Other Industry Partner organisation contribution for 'Project Cost example' will be \$30,000 cash and \$20,000 of in-kind support.

The above example budget screenshot also shows:

- The contribution from the Key Industry Partner organisation and each Other Industry Partner organisation (OIP1 and OIP2) and the 'Committed Total', which equals the combined Other Industry Partner organisation contribution.

## **SELECTING THE LEVEL OF FUNDING FOR THE FELLOWSHIPS SALARY CONTRIBUTION:**

**IMPORTANT:** The budget table automatically defaults to populate requested funding for the salary of the Industry Laureate Fellowship for 4 years. If an Industry Laureate fellowship for 5 years is being requested, please ensure that this is selected so the budget is updated.

The Level descriptions available in the drop-down menu are:

- For a 4-year request select - Level 1 starting in year 1
- For a 5-year request select - Level 2 starting in year 1

### **ADDING INDUSTRY LAUREATE FELLOWSHIP (IL) - POSTDOCTORAL RESEARCH ASSOCIATES (PDRA) AND IL - POSTGRADUATE RESEARCHERS (PGR)**

- Using the drop-down menu list above the budget table:
  - Select 'IL-Postdoctoral Research Associate' and click the 'Add' button to populate the PDRA to the budget. Repeat this step to complete the requirement of requesting 2 x PDRAs in the budget.
  - Select 'IL-Postgraduate Research' and select the starting year. The PGR can start in either Year 1 or Year 2 which is selected using the Starting Year and then click the 'Add' button. Repeat this step to complete the requirement of requesting 2 x PGRs in the budget.
- Project funding can be requested to support the PDRA's salary in line with the ARC standard salary and stipend rates. The correct amount will populate in the budget once the PDRA or PGR is selected in RMS. Any top-up PDRA salary support in order to comply with the institutional appropriate salary level must be provided by institutional contributions, not from ARC funds.

**Note:** 2 PDRAs and 2 PGRs must be added by using the drop-down menu list above the budget table. These PDRAs and PGRs will be specifically funded components as outlined in section 3.1 of the Grant Guidelines. **If you incorrectly request PDRAs and PGRs by manually entering them instead of using the drop-down menu list, Question A2 of the Form will not validate.**

### **HOW TO ENTER IN THE PROJECT COSTS:**

In the Australian Research Council column, enter in a one-line budget against the Project Cost category for each year. Select the plus sign against the category.

You will be asked to enter in a text description please only enter in:

- Costs.
- Enter in the total amount of funding being requested per year.
- Project costs may be requested up to a maximum of \$1,500,000 over the duration of the grant. There is no maximum yearly limit for the Project Costs.

### **HOW TO ENTER IN THE AMBASSADORIAL COSTS:**

In the Australian Research Council column, enter a one-line budget against the Ambassadorial Costs category for each year. Select the plus sign against the category. Note requesting Ambassadorial Costs is optional.

You will be asked to enter in a text description. Please only enter in:

- Costs.
- Enter in the total amount of funding being requested per year.
- Ambassadorial costs may be requested up to a maximum of \$20,000 per year.

### **HOW TO ENTER IN ADMINISTERING ORGANISATION CONTRIBUTIONS:**

The Administering Organisation must be added to the application at question A3 'Organisation Participant Summary' before filling out budget contributions. Enter in the relevant year(s) that

the Administering Organisation will be providing. Additional detailed information is not required in the budget table. Enter the total contributions against each budget category.

**Important:** 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.

#### **HOW TO ENTER IN KEY INDUSTRY PARTNER CONTRIBUTIONS:**

- Enter in the amount of contributions in the relevant years that the Key Industry Partner Organisation will be providing against each budget line.
- A separate summary table titled 'Key Industry Partner' will be populated underneath the budget table. The Key Industry Partner Organisation's name will be listed within that table.
- Enter the total amount that a Key Industry Partner Organisation is contributing against that Organisation's name in each year(s). The total amounts entered in the summary table must match the total amount showing in the 'Key Industry Organisation' columns for each year.
- Ensure that the total contributions provided match the totals provided for each organisation at Question G3 (Key Industry Partner/Other Industry Partner Organisation certification).

#### **HOW TO ENTER IN OTHER INDUSTRY PARTNER(S) CONTRIBUTION:**

- Enter in the amount of contributions in the relevant years that the Other Industry Partner Organisation(s) will be providing against each budget line. This is the total amount being contributed for all Other Key Industry Partner Organisation(s).
- To enter each organisations contributions a separate summary table titled 'Other Industry Partner' will be populated underneath the budget table. Each Other Industry Partner Organisation's name will be listed within that table.
- Enter the amount each Other Industry Partner Organisation will be contributing to the relevant year(s) against that organisation's name. The amounts entered against all Other Industry Partner organisations must match the total amount showing in the 'Other Industry Partner Organisation' column for each year in the main budget table.
- Ensure that the total contributions provided match the totals provided for each organisation at Question G3 (Key Industry Partner/Other Industry Partner Organisation certification).

**Important:** If the total amount in the 'Other Industry Partner Organisation' summary table does not match the total amount in the 'Other Industry Partner Organisation' column for each year of the primary table, the Administering Organisation will see a budget validation error. This error must be resolved before any other validation errors. As a rule, resolve any validation errors from the first dot point down.

#### **F2 Justification of non-salary funding requested from the ARC.**

The ARC budget justification information must not exceed 2 A4 pages. The uploaded PDF must:

- Fully justify in terms of need and cost the requested project costs. 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.
- If the participant is requesting ambassadorial costs, fully justify in terms of need and detail the requested ambassadorial costs. Provide an outline of the activities that the participant proposes to undertake to fulfil this ambassadorial role. This may include activities such as workshops, presentations, seminars, short courses, focus groups, outreach activities, etc.

- Up to \$20,000 can be requested each year in the Project Cost part of the application to be used by successful recipients to undertake an ambassadorial role in promoting industry-university collaboration.

### **F3** 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 should provide details including what the contribution of the Administering, Key Industry Partner and Other Industry Partner Organisations will contribute to the project.

## **Part G – Partner Organisation Details**

This section will automatically be generated for the Key Industry Partner and if any Other Industry Partner Organisations are added to the application at Question A3. Participants must ensure that the name of the organisation is correct.

### **G1** Organisation contact details

Please provide a contact name, a physical and email 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** Key Industry Partner/Other Industry Partner Organisation details

Information required for this question depends on the role type of the organisation (Key Industry Partner or Other Industry Partner).

For the Key Industry Partner:

- Select the Key Industry Organisation Type:
  - Australian Registered Company
  - Australian Government Entity, or
  - Australian not-for-profit/ACNC Charity
- If an Australian Registered Company is selected, you must provide the Australian Company Number (ACN). Enter in the 9-digit number in the required format 999 999 999 and note the spaces. For example, if you enter in 123456789 this will not be valid it must be entered in as 123 456 789.
- The Australian Business Number (ABN) field is not mandatory, however if the ABN is known enter in the 11-digit number in the required format 99 999 999 999 and note the spaces. For example, if you enter in 12345678910 this will not be valid it must be entered in as 12 345 678 910.
- The Australian Business Number (ABN) may also be populated from information stored in RMS against the organisation. If the ABN is not correct this can be overwritten with the correct ABN number in the required format as mentioned above.
- If Australian Government Entity or Australian not-for-profit/ACNC Charity is selected, providing the ACN and ABN is optional.

If the Organisation Role is Other Industry Partner, there is no further information required to be inputted and the fields Key Industry Organisation Type, Australian Company Number (ACN) and Australian Business Number (ABN) will be greyed out.

### **G3** Key Industry Partner/Other Industry Partner Organisation certification

Provide the 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)

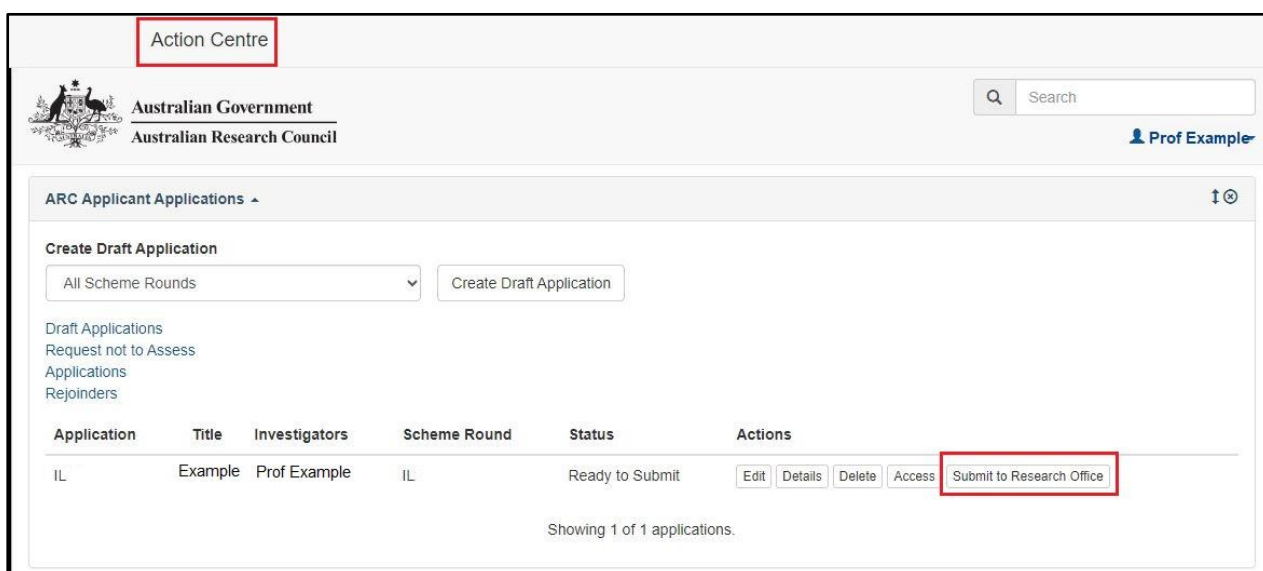
**Important:** You must use the proforma provided in [Appendix A](#) and convert the Microsoft Word document into PDF format before uploading into your application in RMS.

## 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 participant 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'.



The screenshot shows the 'Action Centre' interface for the Australian Research Council. At the top, the 'Action Centre' label is highlighted with a red box. The page header includes the Australian Government logo and the user profile 'Prof Example'. A search bar is located in the top right. The main content area is titled 'ARC Applicant Applications' and features a 'Create Draft Application' section with a dropdown menu set to 'All Scheme Rounds' and a 'Create Draft Application' button. Below this, there are links for 'Draft Applications', 'Request not to Assess', 'Applications', and 'Rejoinders'. A table lists applications with columns for 'Application', 'Title', 'Investigators', 'Scheme Round', 'Status', and 'Actions'. The first application is 'IL' with title 'Example' and investigator 'Prof Example', with a status of 'Ready to Submit'. The 'Actions' column for this application includes buttons for 'Edit', 'Details', 'Delete', 'Access', and 'Submit to Research Office', with the 'Submit to Research Office' button highlighted by a red box. At the bottom of the table, it says 'Showing 1 of 1 applications.'

**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.

The participant 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 – Key Industry Partner/Other Industry Partner Certification Proforma

### Notes on completing the certification.

- This certification is to be completed by each Industry Partner (Key Industry Partner or Other Industry Partner) on the application.
- The completed certification must be uploaded at Part G3 of the IL25 application form in RMS and should not be provided directly to the ARC.
- The certification can be on the Industry Partner's 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 below, amended wording is not acceptable.**
- If the Industry 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 Industry Partner's 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 Industry Partner
  - Details regarding how the project aligns with the Industry Partner's strategic objectives.
  - Industry Partner's expectations about industry outcomes, products and/or market value, where relevant
  - Details/information of the Cash and/or In-Kind Contributions from the Industry Partner for the Fellowship.
  - Any other evidence of commitment other than cash or in-kind contributions.

## Letter of Industry Partner Certification

RMS Application ID:

*\*Note – **Industry Partner** means Key Industry Partner or Other Industry Partner, as applicable. Strike out, where not applicable.*

*[Additional non-mandatory information as appropriate]*

- A brief profile of the Industry Partner
  - Details regarding how the project aligns with the Industry Partner's strategic objectives.
  - Industry Partner's expectations about industry outcomes, products and/or market value, where relevant
  - Details/information of the Cash and/or In-Kind Contributions from the Industry Partner for the Fellowship
  - Any other evidence of commitment other than cash or in-kind contributions.
- I certify that our organisation will meet the requirements for Key Industry Partner/Other Industry Partner(s) as outlined in the Industry Fellowships Program (IFP) Grant Guidelines (2024 edition) and a standard ARC grant agreement, including the requirement to enter arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs.
  - 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 (\$)

- If a Cash Contribution is 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 certify that our organisation is solvent at the time of submission of this application.
- 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.

Key Industry Partner: in addition to the clauses listed above, the Key Industry Partner's letter must include the following clause:

- I certify that our organisation will ensure that the Fellow is supported to spend time working in an industry setting as well as in the Administering Organisation. Our organisation will provide appropriate facilities for project-related activities.

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

Industry Partner (organisation name):	
Partner ACN/ACNC/ABN (if applicable):	
Authorised representative (name):	
Authorised representative (signature):	
Position/role:	
Phone:	Email:
Date:	
<i>Ensure the Industry Partner organisation name and Partner ACN/ABN/ACNC match those provided in the application form. Electronic signatures are acceptable.</i>	

## Appendix B - 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 E6 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 has 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 E6 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 has reported a career interruption of 2 months since 2015."

**Example 3:**

Dr Ali was employed in non-research employment for the years of 2008 to 2012 and commenced research employment in 2013.

In this scenario, the interruptions should be entered into Question E6 as follows:

From when:	01/01/2008
To when:	31/12/2012
FTE of career interruption:	1
Interruption category:	Non-research employment

This will automatically calculate in RMS and show the final sentence "Researcher Dr Ali has reported a career interruption of 5 years since 2008."