



Australian Government

Australian Research Council

Discovery Projects
Instructions to Applicants
for funding commencing in 2025

Full Application Instructions to Applicants

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1. Introduction

The Discovery Projects Instructions to Applicants (DP25) (hereafter referred to as the Full Application Instructions) provides information to participants on how to complete and apply online in the Research Management System (RMS). The Full Application Instructions provide explanatory information to assist with the preparation of the application.

2. Additional information - before completing the Full Application form in RMS

In addition to the Full Application Instructions, participants should familiarise themselves with 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 Expression of Interest (EOI) auto-populated information to the Full Application Form

IMPORTANT:

A range of information included in the EOI application form will auto-populate into the Full Application form.

Each question in the Full Application Instructions and the Full Application Sample Form will clearly indicate if the question is new or has been populated from the EOI Application Form and if the information will be locked from further editing. For those questions that are auto-populated from the EOI form, the Full Application Instructions will only list the question text, please refer to the EOI Instructions to Applicants for information specific to that question.

2.3 Eligibility

The Administering Organisation is responsible for confirming that all eligibility requirements for the participants 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.

2.4 Application Certification

The application 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.

Certification for:

- the named participant is included within the application form at Question B18.
- the delegate via an additional Deputy Vice Chancellor, Research (DVCR)/Pro Vice-Chancellor (Research) or equivalent certification clause in RMS prior to submission (delegate certification).
- A certification proforma is available on GrantConnect for obtaining written evidence for all parties excluding named participants as this is now captured in the application form. Certification is not required from employing organisations of overseas Partner Investigators (PIs) and any participant's current organisation which is not their relevant organisation for the application.

Note: A certification proforma for obtaining written evidence is available on [GrantConnect](#). However, the use of the ARC certification pro forma is not mandatory. The Administering Organisation may determine the format for written evidence.

2.5 PDF Application

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

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

The PDF should:

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

2.6 Preprints

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

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

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

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

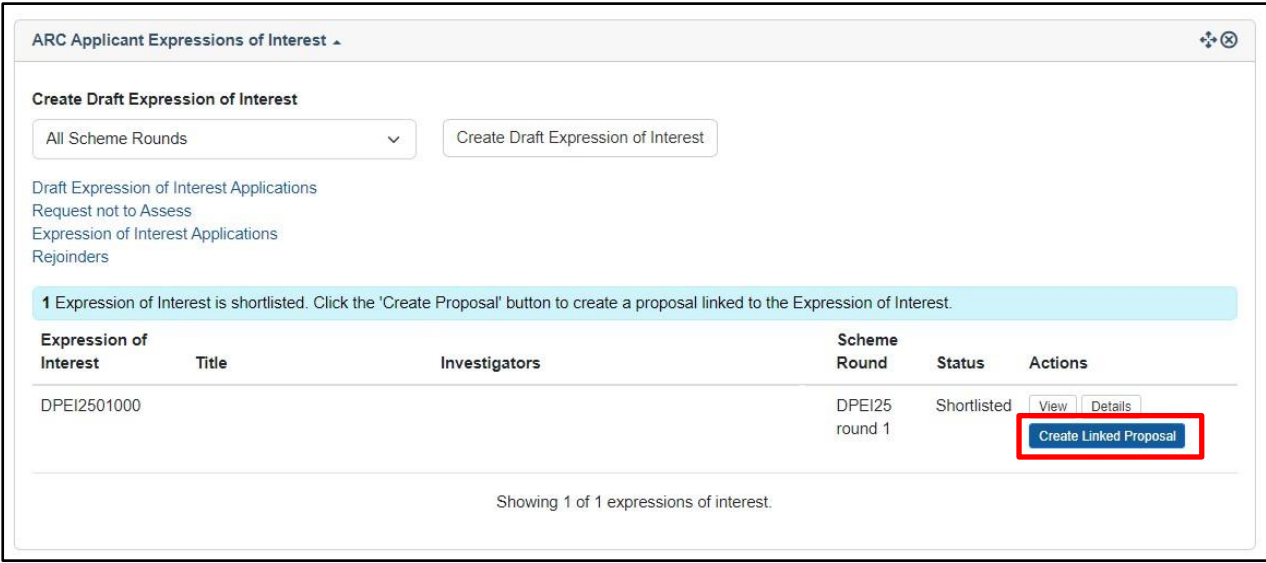
Inclusion of preprints or comparable resources within the body of the application should comply with standard disciplinary practices for the relevant field.

2.7 Change to the information in the budget form

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

3. Creating a Full Application linked to a successful EOI in RMS


To create a Full Application linked to a shortlisted EOI application, login to [RMS](#) under ARC Applicant Expressions of Interest, shortlisted EOIs will be listed, click on the 'Create Linked Proposal' button.



The screenshot shows the 'ARC Applicant Expressions of Interest' page. At the top, there is a dropdown menu for 'All Scheme Rounds' and a 'Create Draft Expression of Interest' button. Below this, there are links for 'Draft Expression of Interest Applications', 'Request not to Assess', 'Expression of Interest Applications', and 'Rejoinders'. A light blue notification bar states: '1 Expression of Interest is shortlisted. Click the 'Create Proposal' button to create a proposal linked to the Expression of Interest.' Below the notification is a table with columns: 'Expression of Interest', 'Title', 'Investigators', 'Scheme Round', 'Status', and 'Actions'. The table contains one row with 'DPEI2501000' in the 'Expression of Interest' column, 'DPEI25 round 1' in the 'Scheme Round' column, and 'Shortlisted' in the 'Status' column. In the 'Actions' column, there are 'View' and 'Details' buttons, and a 'Create Linked Proposal' button which is highlighted with a red box. At the bottom of the table, it says 'Showing 1 of 1 expressions of interest.'

There are 6 Parts (A-F) in the DP25 Full application form. Questions that are mandatory or auto-populated into the Full Application from the EOI 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

The answer to this question is auto-populated from the EOI application and is a locked field.

A2 Person Participant Summary

The answer to this question is auto-populated from the EOI application and is a locked field.

A3 Organisation Participant Summary

The answer to this question is auto-populated from the EOI application and is a locked field.

A4 Application Summary

The answer to this question is auto-populated from the EOI application and is a locked field.

A5 National Interest Test Statement

This question was not included in the EOI application and must be answered.

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 three above considerations. The DVCR must also consider whether the statement is written in plain English and for the specified audience – the general public.

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

For more information see '*How do I write a National Interest Test statement*' available here on the [ARC website](#) (including examples of well written NITs).

Part B – Participant Details including ROPE

All questions in this form part must be answered.

B1 Personal Details

The answer to this question is auto-populated from the EOI application and is a locked field, except five additional question fields regarding material personal interests that were not included in the EOI form and must be answered.

These fields will auto-populate from the 'Personal Details' section of a 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 information on behalf of the participant.

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

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

The specific material personal interest questions that were not included in the EOI application form and must be answered are 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. Please note: 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: while RMS users can update their Personal Details at any time, any changes made after the submission of the DP25 EOI application will not update to the DP25 Full Application for locked fields, except for the material personal interests fields indicated above.

B2 Qualifications

The answer to this question is auto-populated from the EOI application and is a locked field.

B3 Research Load (non-ARC Grants and Research)

The answer to this question is auto-populated from the EOI application and is a locked field.

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

The answer to this question is auto-populated from the EOI application and is a locked field.

B5 Employment Details as at the grant commencement date

The answer to this question is auto-populated from the EOI application and is a locked field.

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

The answer to this question is auto-populated from the EOI application and is a locked field.

B7 Currently held ARC Projects

The answer to this question is auto-populated from the EOI application and is a locked field.

B8 Research Opportunity and Performance Evidence (ROPE) – Current and previous appointment(s)/position(s) – during the past 10 years

The answer to this question is auto-populated from the EOI application and is a locked field.

B9 Research Opportunity and Performance Evidence (ROPE) – Career Interruptions

The answer to this question is auto-populated from the EOI application and is a locked field.

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

The answer to this question is auto-populated from the EOI application and is a locked field.

B11 Research Opportunity and Performance Evidence (ROPE) – Details of the participant’s career and contributions to the field, including evidence of high-quality outputs, collaboration and excellence in research training and mentoring (where appropriate).

The answer to this question is auto-populated from the EOI application and is a locked field.

B12 Research Opportunity and Performance Evidence (ROPE) - How many PhDs, Masters and Honours students that the participant has supervised have completed their degree?

The answer to this question is auto-populated from the EOI application and is a locked field.

B13 Research Opportunity and Performance Evidence (ROPE) – Research Outputs Context

The answer to this question is auto-populated from the EOI application and is a locked field.

B14 Research Opportunity and Performance Evidence (ROPE) – 10 Career-Best Research Outputs

The answer to this question is auto-populated from the EOI application and is a locked field.

B15 Is the participant applying for Teaching Relief?

[This question was not included in the EOI application and must be answered if the participant is a Chief Investigator.](#)

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

If you select ‘Yes’, you will be prompted to enter in the amounts requested in this question. Once saved this will populate to the Budget Table at Part D. You must enter between a minimum of \$1 and a maximum of \$50,000 per annum of funding.

Please refer to Question D1 for further instructions to add the populated Teaching Relief request to the budget table.

Note that if the Teaching Relief needs to be removed from the budget at Question D1, the request for Teaching Relief MUST be changed to ‘No’ at Question B15.

Note: A CI may request funding for teaching relief to maximise the opportunity for the CI to conduct research. This question is only relevant for CIs and will not be activated for PIs. The dollar value of the teaching relief requested should be determined according to the costing policies of the relevant University. The nature of the teaching relief and how it will assist the research should be documented in the Budget Justification (D2).

B16 Project Relinquishment or Application Withdrawal

The answer to this question is auto-populated from the EOI application and is a locked field.

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

The answer to this question is auto-populated from the EOI application and is a locked field.

B18 Certification by Participants

[The answer to this question was not auto-populated from the EOI application and must be answered.](#)

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

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

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

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

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

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

I certify that:

- i) all the details in this application are accurate and complete, including information contained in my ARC Research Management System personal profile;
- ii) proper 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 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 subsequent to the submission of the application. I will update my personnel details in my ARC Research Management System profile, ensuring that all conflicts of interest and/or foreign funding, talent programs, affiliations/associations reported to the ARC are current; 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 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 Minister on the allocation of financial assistance under the *Australian Research Council Act 2001* 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.

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 C – Project Description

All questions in this form part must be answered.

This question was not included in the EOI Application and must be answered.

Shortlisted participants invited to Full Application will be required to submit a Project Description that aligns with the assessment criteria for Full Application in the Grant Guidelines.

C1 Project Description

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

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

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

- PROJECT TITLE
- PROJECT QUALITY AND INNOVATION
- BENEFIT
- COMMUNICATION OF RESULTS
- REFERENCES
- ACKNOWLEDGEMENTS (IF REQUIRED)

Participants should ensure that information provided under these headings addresses the assessment criteria as detailed in the Grant Guidelines (subsection 6.4), noting the relevant weighting of the criteria.

PROJECT TITLE

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

PROJECT QUALITY AND INNOVATION

1. How does the aim of the research contribute to an important gap in knowledge, or address a significant problem?
2. How is the research innovative in the context of recent international advances in research in this area?
3. What are the major research questions?
4. Describe the project design, including conceptual framework and methods.
5. Does the project involve research pertaining to Aboriginal and/or Torres Strait Islander communities? If yes, describe the strategies for enabling collaboration, engagement, relationship and capacity building, and benefit sharing.
6. To what extent will the research enhance national and/or international collaboration?

BENEFIT

1. What new or advanced knowledge will result from the research?
2. What are the potential economic, commercial, environmental, social and or/cultural benefits for Australia and/or international communities of the research?

COMMUNICATION OF RESULTS

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

REFERENCES

- Include a list of all references, including relevant references to the previous work of the participants.
- For more information on how pre-prints or comparable resources should be identified, please refer to Section 2.5 of these Instructions.
- References may be in 10-point font.

ACKNOWLEDGEMENTS (if required)

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

C2 Capability Statement

This question was not included in the EOI application and must be answered.

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

Part D – Project Cost

All questions in this form part must be answered.

D1 What is the proposed budget for the project?

This question was not included in the EOI application and must be answered.

Outline the budget proposed for the project.

Ensure that your budget complies with the requirements of the Grant Guidelines. Budgets should be completed with reference to the Administering Organisation and any other organisation participating included at Question A3.

- In the Budget Table at Question D1, individual items are to be entered only in the Personnel sections. All other categories (Travel, Field Research etc.) should have a one-line budget figure giving the total funding request and contributions for that section. Details regarding the items making up this total amount should be provided in Question D2 (Justification of funding required from the ARC) and Question D3 (Details of non-ARC contributions) as appropriate.
- Do not commence entering information in the budget table until the participants and all organisations have been requested and have subsequently confirmed their participation on the proposed project.
- Do not include GST in your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.
- Government-related entities generally do not pay GST on the funding transaction with the ARC, however, non-government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.
- If your organisation is registered for GST and therefore able to claim input tax credits for the GST component in the cost of goods and services purchased in the course of carrying out the project, then the GST component of these costs should not be included in the project costs.
- An Administering Organisation may be awarded project funding from \$30,000 and up to \$500,000 per annum (for up to 5 consecutive years).

- You must apply using the salary and stipend rates which are available on the [ARC website](#).
- Ensure that funding is requested at the correct level as the ARC will not be able to provide additional funds to cover a budget that has not been planned adequately.
- Budget items requested from the ARC must not include ineligible costs under section 5.3 of the Grant Guidelines.
- Section 5.1 – 5.2 of the Grant Guidelines has a list of eligible expenditure items. Please note that this list is not exclusive of other costs, if they are items that directly support the project and are not excluded under Section 5.3.
- Note that if the Teaching Relief is to be removed from the budget at Question D1, the request for Teaching Relief MUST be changed to 'No' at Question B15.

Note:

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

HOW TO ENTER INFORMATION IN THE BUDGET TABLE

Information required in the DP25 budget form has been simplified.

Only the Personnel section should have itemised lines in the budget form. The Travel, Field Research, Equipment, Maintenance and Other categories should all have only **one** line each, showing the total amount requested from the ARC and being contributed by participating organisations. Enter in a **one-line budget figure** request including organisational contributions by aggregating all items under each of the category types for each year.

1) How to Add the Higher Degree by Research Stipends

Higher Degree by Research Stipend (HDR) requests are entered in the personnel budget category by choosing from the drop-down list under 'Add Participant type' above the budget table.

When selecting the HDR choose the appropriate level and commencement year from the drop-down menu.

The Level refers to the duration of the stipend being requested which will be paid at a rate of \$32,212 (2024\$) each year:

- Level 1 - applies to a 3-year stipend request at \$32,212 (2024\$) per year.
- Level 2 - applies to a 2-year stipend request at \$32,212 (2024\$) per year.
- Level 3 - applies to a 4-year stipend request at \$32,212 (2024\$) per year.

Click 'Add' and the Higher Degree by research Stipend will be added to the budget table.

Project funding can be requested to support the HDR's salary in line with the ARC standard salary and stipend rates. The correct amount will populate in the budget once the HDR is selected in RMS. Any top-up HDR salary support in order to comply with the institutional appropriate salary level must be provided by institutional contributions, not from ARC funds.

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

Note: To remove a Higher Degree by Research stipend request from the budget table click on the ‘x’ under the Remunerated Participants.

2) How to Add Teaching Relief

Note: All CIs applying for Teaching Relief must answer ‘Yes’ at Question B15 in their own Part B and add the requested amount (only add via this method).

- Only CIs are eligible to request funding for teaching relief up to a total value of \$50,000 per CI per requested year.
- CIs who have answered ‘Yes’ at Question B15 must then enter the requested amount of teaching relief per year from Years 1 to 5 appearing below the question (see picture below).

B15. Is the participant applying for Teaching Relief? ⓘ

*This is a 'Yes' or 'No' question.
(This question must be answered if the participant is a Chief Investigator)*

- If you select ‘Yes’, you will be prompted to request the amount of Teaching Relief up to maximum of \$50,000 per Chief Investigator for each requested year.
- Once saved, this information will populate to the budget question D1 where it can then be added to the budget table.

*Note - This question was not included in the EOI application and must be answered if the participant is a Chief Investigator. Teaching relief is not available for Partner Investigators.
(This question must be answered)*

Yes

Year 1	Year 2	Year 3	Year 4	Year 5
<input type="text" value="12,500"/>	<input type="text" value="12,500"/>	<input type="text" value="12,500"/>	<input type="text"/>	<input type="text"/>

- Once Teaching Relief has been requested by the participant at Question B15 and requested dollar amounts entered, a Teaching Relief request will appear at the top of Question D1.
- The Teaching Relief request will automatically copy over the dollar amounts entered at Question B15 and must be added to the budget at Question D1 by the participant.
- Click on the ‘Add’ button against the request to add to the budget table.

D1. What is the proposed budget for your project? ⓘ

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

Teaching Relief Requests							
Name	Year 1	Year 2	Year 3	Year 4	Year 5	Status	
	\$12,500	\$12,500	\$12,500	\$0	\$0	Pending	<input type="button" value="Add"/> <input type="button" value="Remove"/>

• Each Teaching Relief request must be actioned

- If the Teaching Relief needs to be removed from the budget at Question D1, the Chief Investigator requesting the Teaching Relief will have to change the answer to a ‘No’ at Question B15 in the relevant Chief Investigator’s participant details.
- **Note:** To change the requested amount after it has been added to the budget table, first click on ‘Remove’ then update the figures in the relevant Chief Investigator’s Form Part at Question B15 and save. The new figures will be updated, and the request can be actioned by re-adding back to the budget by clicking on ‘Add’.

- The dollar value of the teaching relief requested should be determined according to the costing policies of the relevant University. The nature of the teaching relief and how it will assist the research should be documented in the Budget Justification (D2).
- Refer to subsection 5.2.c. of the Grant Guidelines for further information regarding Teaching Relief.

Note: To remove any added Teaching Relief from the budget table you will need to select 'No' in the relevant participant details section at Question B15.

3) **How to Add Additional Personnel**

- Additional personnel including postdoctoral and postgraduate researchers, Higher Degree by Research stipends may be funded using project funding. Enter by clicking the '+' and entering the description in the dialogue box.
- Then click 'OK'. You will then be able to enter the amount of funding requested.

Note: HDR stipends should be entered as detailed at 2) Adding Higher Degree by Research Stipends at 2 above, not typed in manually.

4) **How to enter information in the Australian Research Council column**

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

5) **How to enter information against the Budget Categories**

- Budget items requested must be eligible costs under Section 5 of the Grant Guidelines.
- Each category, except for Personnel, should have one line only giving the total amount for that category per year. Details regarding the requested budget items and contributions making up this total amount should be provided in Questions D2 and D3 as appropriate.

Personnel

- Show salaries for Chief Investigators (CIs) and Partner Investigators (PIs) in the relevant in-kind columns (Administering Organisation, Other Eligible Organisation, or Other Organisation only, not ARC column), only for the proportion of time estimated that will be spent on the project.
- Funding for Higher Degree by Research stipends must only be requested for students who will be enrolled at Eligible Organisations.
- Funding requests for Senior Research Associates, Research Associates and all other personnel must be requested at an appropriate salary level for the employing organisation at the time of submission. These can be grouped by institution or role (e.g. '2 x Senior Research Associates at University X'). Do not list each individual salary request on a separate line.
- Salaries must include 30 per cent on-costs (excluding items such as extended leave and severance pay) to contribute to salary-related on-costs, including payroll tax, workers'

compensation, leave loading, long-service leave, non-contributory and contributory superannuation.

- For non-remunerated appointments or where there is no salary contribution for that participant from the participant's organisation, salary contributions for that participant should not be entered in the budget section. Non-salary contributions can be included as separate budget items.
- Details and justification of 'Personnel' and costings must be included in Question D2 and D3 as appropriate.

Travel

- Travel costs that are essential to the project can be requested up to \$50,000 over the project activity period. Travel and accommodation costs related to carrying out field research or carers' costs are not included in this \$50,000 limit. Refer to subsections 5.2.e. of the Grant Guidelines for further information.
- Enter a **one-line budget figure** for travel costs essential to the project. Details and justification of 'Travel' and costings must be included in Questions D2 and D3 as appropriate, such as individual economy-class flights, accommodation, travel allowance, conference costs etc.

Field Research

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

Equipment

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

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

Maintenance

- Enter a **one-line budget figure** request for maintenance costs.
- Details and justification of 'Maintenance' and costings must be included in Question D2 and Question D3 as appropriate.

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

Other

- Enter a **one-line budget figure** request for Other.
- Details and justification of requests in the 'Other' and costings must be included in Question D2 and Question D3 as appropriate.

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

6) **How to enter the Administering Organisations, Other Eligible Organisations, and Other Organisations Contributions**

- Enter the amounts the organisation will provide to the project in the appropriate column.
- Items must first be added to the budget table; the amounts can then be entered in the relevant columns.
- Eligible Organisations must ensure that organisational in-kind contributions in the budget section of the application do not include salary for any Commonwealth funded Fellowships, unless it is salary committed by the Eligible Organisation over and above the Commonwealth component. The inclusion of a Commonwealth Fellowship salary as an organisational in-kind contribution may lead to an application not being recommended for funding.

‘Administering Organisation’ column

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

‘Other Eligible Organisation’ and ‘Other Organisation’ Columns

- If organisations other than the Administering Organisation are listed as participants in Part A, their contribution may be listed in the relevant budget column(s) which will appear in the Budget table. These contributions must also be summarised in the table(s) below the Budget.

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.

D2 Justification of funding requested from the ARC

[This question was not included in the EOI application and must be answered.](#)

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

- Use the same headings as in the Description column in the budget at Question D1 of the application.
- Fully justify each budget item requested in terms of need and cost. In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as \$X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for ‘x’ months. The same level of explanation is required for all items being requested.
- Justify any funding being requested for major items of equipment. Requests for any major items of equipment are considered on merit. The participant should plan to use existing equipment wherever possible. If the participant is seeking funding for new equipment, describe how the equipment will be used and provide details of the manufacturer, supplier, cost and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, the participant must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.

- Requests for funding to cover the costs of domestic and international travel, including for reasons of fostering and strengthening collaborations in Australia and overseas, must be justified in full.
- Justify requests for teaching relief. This should include a brief explanation of the nature of the relief, for example, relevant teaching duty or FTE buyouts, why it is required and how it will benefit the project.

D3 Details of non-ARC contributions

This question was not included in the EOI application and must be answered.

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

The uploaded PDF must:

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

Part E – Classifications and Other Statistical Information

All questions in this form part must be answered.

E1 Australian Government Priority areas

This question was not included in the EOI application and must be answered.

Does this application align with an announced Australian Government policy?

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

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

E2 To what extent does your application align with each of the following types of research activity?

This question was not included in the EOI application and must be answered.

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.

E3 Field of Research (FoR-2020)

The answer to this question is auto-populated from the EOI application and is a locked field.

E4 Socio-Economic Objective (SEO-2020)

This question was not included in the EOI application and must be answered.

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

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

If the SEO code is known, start entering the SEO-2020 code number. A filtered list will appear, 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)

E5 Interdisciplinary Research

This question was not included in the EOI application and must be answered.

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

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

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

Information regarding interdisciplinary research can be found on the ARC website in the [ARC Statement for Support of Interdisciplinary Research](#).

E6 Does the proposed research involve international collaboration?

This question was not included in the EOI application and must be answered.

If 'Yes', an additional question (Question E7) will be enabled, if 'No' this will be greyed out.

E7 If the proposed research involves international collaboration, please specify the country/ies involved.

This question was not included in the EOI application and must be answered.

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

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

E8 How many PhD, Masters and Honours positions will be filled as a result of this project?
[This question was not included in the EOI application and must be answered.](#)

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

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

Indicate the number of:

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

Part F – Project Eligibility

All questions in this form part must be answered.

F1 Medical Research

[This question was not included in the EOI application and must be answered.](#)

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

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

F2 Medical Research Statement

[This question was not included in the EOI application and must be answered if 'Yes' is selected at Question F1.](#)

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

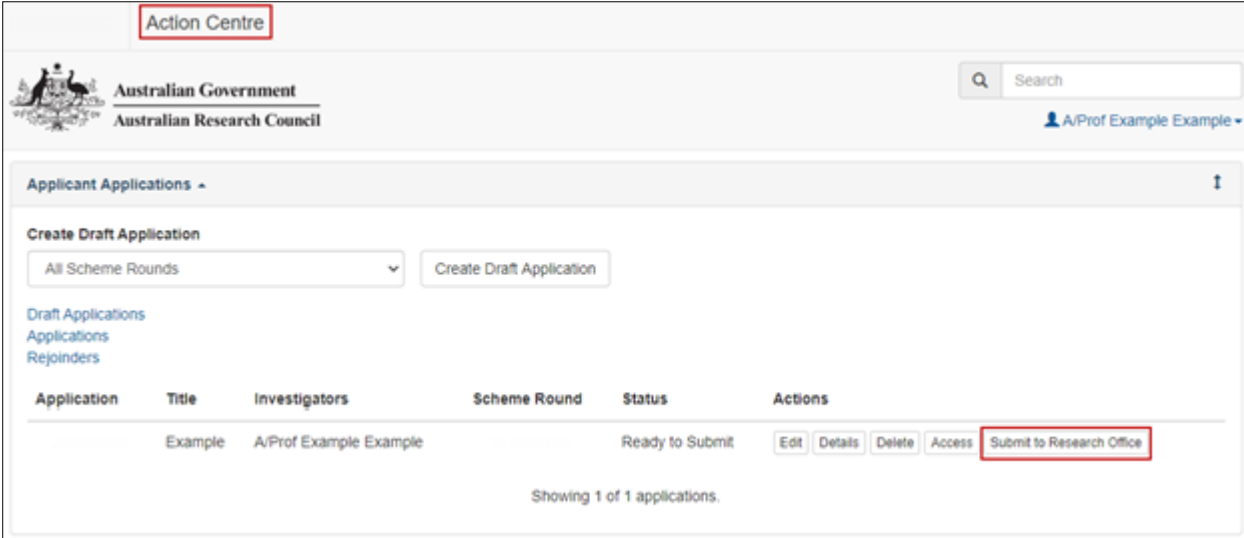
- Be clear as to the main aim of the application, which may include well identified, big picture and long-term intent beyond the scope of the application.
- Address why areas of research which may appear to be medical are required, for example, to provide proof-of-concept, demonstrate a platform technology and are many years from medical application.
- Avoid simply quoting the policy in your response and provide sufficient detail for the ARC to properly understand the intent and limits of the research aims.

4. Submitting the Application to the Research Office

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

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

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



The screenshot displays the 'Action Centre' interface for the Australian Government Australian Research Council. At the top, there is a search bar and a user profile for 'A/Prof Example Example'. Below this, the 'Applicant Applications' section is visible, featuring a 'Create Draft Application' button and a dropdown menu set to 'All Scheme Rounds'. A table lists one application with the status 'Ready to Submit'. The 'Actions' column for this application includes buttons for 'Edit', 'Details', 'Delete', 'Access', and 'Submit to Research Office', which is highlighted with a red box. The footer of the table indicates 'Showing 1 of 1 applications.'

Application	Title	Investigators	Scheme Round	Status	Actions
Example		A/Prof Example Example		Ready to Submit	Edit Details Delete Access Submit to Research Office

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

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

5. Changes to document from Preliminary DP25 Full Application Instructions

- Section 2.4 – Application Certification updated.
- Section 3 – 'Creating a Full Application linked to a successful EOI in RMS' updated.
- Part D – How to Add Teaching Relief further updated, including screenshots on functionality.
- Question E6 – update incorrect reference Question E6 to Question E7 instructional text.