



# Australian Government

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## Australian Research Council

### FREQUENTLY ASKED QUESTIONS

#### Discovery Projects for funding commencing 2025 (DP25)

Version 1.0

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- All participants should read the *Discovery Program Grant Guidelines (2023 edition): Discovery Projects* (Grant Guidelines) available on [GrantConnect](#) and specific *Instructions to Applicants* documents available on Grant Connect as they contain important information for Research Office staff and individual participants preparing applications.
  - The Australian Research Council (ARC) does not respond to queries from individual participants. Individual participants should direct all queries regarding ARC grant opportunities to their Administering Organisation's Research Office (or equivalent). If further information regarding the National Competitive Grants Program (NCGP) is required, the Research Office should contact the NCGP at [arc-ncgp@arc.gov.au](mailto:arc-ncgp@arc.gov.au)
  - Information regarding the Research Management System ([RMS](#)) is available at the [ARC website](#), or by contacting [arc-systems@arc.gov.au](mailto:arc-systems@arc.gov.au) for assistance.

This Frequently Asked Questions document will be updated as required.

## Frequently Asked Questions

### 1. Timing of Grant Opportunities

#### 1.1 Where are the key dates for upcoming ARC Grant Opportunities advised?

Dates of all upcoming ARC Grant Opportunities are published on the NCGP scheme timelines on the [ARC Grant Calendar](#).

#### 1.2 When will the Funding Outcomes be announced?

The ARC now publishes anticipated Funding Announcement dates. Please refer to the Scheme Calendar PDF on the [ARC Grant Calendar](#).

### 2. Application information

#### 2.1 Can I include requests for travel both domestically and internationally in my application?

Yes. You can still include requests for travel both domestically and international in accordance with the requirements set out in the relevant grant guidelines, noting the above advice that researchers should include a realistic plan of how their research will be undertaken. Where an application is successful, any changes to the proposed travel plans due to the impact of environmental factors (e.g., natural disasters, pandemics, etc.) will be managed as a post award issue.

#### 2.2 What font size can I use for figures, tables, or pictures in my application to comply with ARC submission requirements?

Applicants should ensure that the text is readable both online and in print as detailed in the Instructions to Applicants. It is recommended that to ensure readability 12pt font is used and it is recommended that for the readability of text within figures and tables 10pt font is used.

#### 2.3 Can I use generative Artificial Intelligence (AI) tools in writing my application?

Please see the advice to applicants in *ARC's Policy on Use of Generative Artificial Intelligence in the ARC's grants programs* available on the [ARC website](#).

### 3. Certification

#### 3.1 Between the submission of the EOI and the invitation to complete a Full Application, if any of the project CIs change institution for employment purposes, how is that managed?

Any CI change of institution will be managed post-award if the application is successful via a variation to the change the researcher's organisation affiliation on the project.

#### 3.2 In the instance when someone changes institution between EOI and Full application, who should we get the org cert form from - the old (as shown in application) or the actual org they will be representing?

The ARC would suggest that the certification is sought from the new organisation where a researcher changes institution between the EOI and the Full application period. If the application is successful a variation can be submitted to change the researcher's organisation affiliation on the project.

### 3.3 Will the ARC require universities to obtain written agreement of all relevant organisation participants?

Yes. The Administering Organisation must obtain the written agreement of all relevant participants to allow the proposed project to proceed as specified in the Grant Guidelines. This excludes the employing organisations of overseas Partner Investigators (PIs) and any participant's current organisation which is not their relevant organisation for the application. A certification proforma is available on GrantConnect for obtaining written evidence. However, the use of the proforma is not mandatory, the Administering Organisation may determine the format for written evidence.

## 4. Budget

### 4.1 What are the expectations for non-mandated contributions in applications submitted for upcoming Grant Opportunities?

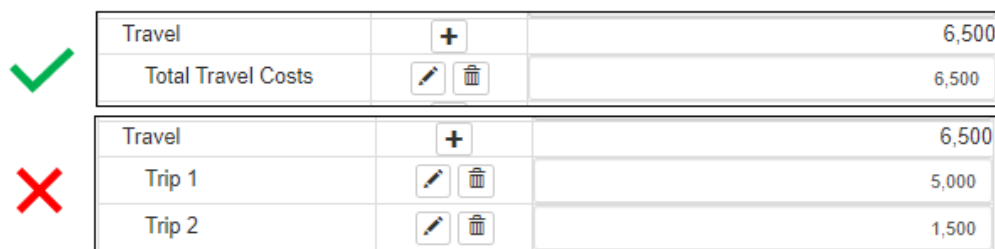
For those schemes where Grant Guidelines do not require minimum co-contributions by participating organisations, the ARC also understands that the level of cash and/or in-kind contributions pledged by Administering Organisations and other Participating Organisations to show support for a proposed research project may vary.



Noting that Administering Organisations still need to take into account the feasibility of the proposed research project if there are reduced contributions. ARC assessors will be instructed that they should not make assumptions about an Administering Organisation's level of commitment and support of an application solely based on lower levels of pledged additional cash and/or in-kind support than historically provided.

### 4.2 How should I complete the Question D1 'What is the proposed budget for your project?'


The ARC strongly recommends entering a simplified budget into the Budget Table at Question D1. Rather than list every item, each category (e.g., Travel, Field Research, Equipment) should have a one-line budget figure.

For example, if you are requesting two sets of Travel in Year 1, one at a cost of \$5000 and another at a cost of \$1500, the Budget Table should show only the total amount of funding requested for travel in Year 1: i.e., \$6500. The request will need to be justified in Question D2 'Justification of funding requested from the ARC'.



Travel	+	6,500
Total Travel Costs	 	6,500

Travel	+	6,500
Trip 1	 	5,000
Trip 2	 	1,500

**Note:** You will not be able to enter all 'Personnel' as a one-line budget figure, as stipends are automatically entered into the Budget Table and will require its own budget line.

### **4.3 Can I request more than one HDR stipend?**

Yes. More than 1 HDR stipend can be included per application. As per clause 5.2b of the Grant Guidelines, all HDR stipends in the application must be requested as full-time (1.0 FTE) at the rate specified on the [Salaries and Stipends](#) page of the [ARC website](#).

If an application is successful, stipends may be divided amongst more than one person, for example dividing 1 stipend between 2 students at 0.5 FTE each as per the Discovery Program Grant Agreement.

### **4.4 How do I calculate the level of Teaching Relief to request?**

Chief Investigators are eligible to request up to \$50,000 per year for up to 5 years. 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 provided in the question D2 Budget Justification.

## **5. The National Interest Test (NIT)**

### **5.1 What is the NIT statement and how is it assessed?**

Information regarding the requirements of the National Interest Test, including examples and detailed FAQs, can be found on the [ARC website](#).

## **6. Request Not to Assess?**

### **6.1 Do I need to submit a new Request Not to Assess?**

No. Where a request has been submitted during the EOI stage, this will automatically carryover to the Full Application stage.