Australian Laureate Fellowships Instructions to Applicants for funding commencing in 2024

1.   Introduction

The Australian Laureate Fellowships (FL24) Instructions to Applicants (hereafter referred to as the Instructions) provides information to participants on how to complete and apply online in the Research Management System (RMS). The Instructions provide explanatory information to assist with the preparation of the application.

2.   Additional information - before completing the application form

In addition to the instructions, applicants should familiarise themselves with associated documentation such as the Grant Guidelines and Draft Grant Agreement which can be found on [Grant Connect](). 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 candidate have been met.

> **Important:** The ability to submit a valid application form to the ARC does not mean that the candidate 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 candidate is included within the application form at Question B15.
- 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).

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 (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.
- Applicants 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.

- Applicants should avoid using advanced PDF editing functionality such as the addition of textboxes, as this may not be supported in RMS. Applicants 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.

2.5   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.

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.

2.6   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 required 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 new application in RMS

To create a new application, login to RMS, select **Australian Laureate Fellowship 2024 round 1** from the drop-down list and click on 'Create Draft Application'.

There are 6 Parts (A-F) in the FL24 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, or 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 'Australian Laureate Fellowship' as the 'Participation Type' and enter the candidate's email address, then click on 'Add'. Once the candidate has been added to the form, a form part will be generated for the candidate. If the candidate did not create the application, the candidate 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 D1. It is a requirement that 2 x PDRAs for five years and 2 x PGRs for four years are requested. Question D1 provides further information on adding these personnel to the budget table.

A3   **Organisation Participant Summary**

One Administering Organisation must be added to the application.

- Select Administering Organisation 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'.

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.

A4   **Application Summary**

Write a summary of the project up to 750 characters, or approximately 100 words. Specifically state what problem will be solved. This text is provided to the Minister when considering the application for funding and may be modified by the ARC for public release.

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.

	Example
Aims	**This project aims to** *address/investigate/review …; by utilising/advancing/conceptualising …*
Significance	**This project expects to** *generate new knowledge in the area of … using an innovative approach/ using interdisciplinary approaches/ utilising new techniques …*
Expected outcomes	**Expected outcomes of this project** *include…/enhanced capacity to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques…*
Benefits	**This should provide significant benefits,** such as … When describing benefits ensure that the description is consistent with the *ARC Medical Research Policy*, 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 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 that 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 considerations above and must also consider whether the statement is written in plain English and for its intended 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, including examples of well written NITs and where to seek support and guidance, see the ARC website.

Part B – Participant Details including ROPE

All questions in this form part must be answered.

Applicants should ensure that information provided in this Form Part addresses the assessment criteria 'Investigator/Capability' as detailed in the Grant Guidelines (clause A4.1), noting the relevant weighting of the criteria.

B1 Personal Details

Questions in Personal Details can be answered only by the candidate. The Administering Organisation will not be able to edit the material personal interest information on behalf of the candidate.

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 information is updated.

Note: Only the Participation Type, Title, First, Middle and Last name of the candidate 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 following data is automatically populated from the candidate'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 candidate 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.

B2   Current country of residence

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

Enter the candidate'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 candidate is not an Australian citizen, they must obtain a legal right to work and reside in Australia.

B3   Qualifications

This data is automatically populated from the candidate's RMS profile.

To update any qualifications, the candidate 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 candidate's profile.

B4   Research Load (non-ARC Grants and Research)

Provide details of all research funding from non-ARC sources (in Australia and overseas), involving the Australian Laureate Fellowship candidate for funding for the years 2023 to 2029 inclusive, making sure to list all projects/applications/awards/fellowships awarded, or requests submitted.

Use the table format below to create a list of relevant projects and/or applications in descending date order.

Note:
- Funding amounts are to be in thousands and in Australian dollars.
- The table meets the formatting requirements outlined in Section 2.4 of the Instructions.

Template with examples:
Funding from non-ARC sources

Description (All named investigators on any application or grant/fellowship in which the Australian Laureate Fellowship candidate is involved, project title, source of support, scheme and round)	Same Research Area [Yes (Y)/No (N)]	Support Status [Requested (R)/Current (C)/Past(P)]	Application/Project ID (for NHMRC applications only)	2023 $'000	2024 $'000	2025 $'000	2026 $'000	2027 $'000	2028 $'000	2029 $'000
Prof Joe Example, Prof Jane Sample	Y	C	N/A	205	100					
Dr Mary Test, Prof Joe Example	Y	C	N/A	175						

B5 **Research Opportunity and Performance Evidence (ROPE) - Current and previous appointment(s)/position(s) – during the past 10 years**

This data is automatically populated from the Australian Laureate Fellowship candidate's RMS profile.

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, 'Refresh' the page to capture changes made to the candidate'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 2013.

B6 **Research Opportunity and Performance Evidence (ROPE) – Career Interruptions**

Read the ROPE Statement on the ARC website before filling out this section.

Has the Australian Laureate Fellowship candidate experienced a significant interruption that has impacted on research opportunity?

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 the Appendix 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), their delegate, or equivalent, in the Administering Organisation. The DVCR does not need to provide any additional certification for this question.

B7   Research Opportunity and Performance Evidence (ROPE) - Career Highlights

Using no more than 1500 characters (approximately 200 words), outline up to 10 career highlights, including a short context statement for each, where relevant.

Content may include prizes, awards, industry engagement, keynote and speaker addresses, research income, discipline specific accolades, intellectual property, supervision, non-traditional research outputs – any career or research opportunity highlight.

Do not include information provided elsewhere in the application.

B8   Research Opportunity and Performance Evidence (ROPE) - Details of the Australian Laureate Fellowship candidate's career, evidence of research impact and contributions to the field, including those most relevant to this application as well as evidence of leadership, mentoring and research training or supervision.

Upload a PDF of up to one A4 page and in the format described in Section 2.4 of these instructions. The PDF must provide the following information as relevant to the Australian Laureate Fellowship candidate's career.

EVIDENCE OF RESEARCH IMPACT AND CONTRIBUTIONS TO THE FIELD
Provide a statement outlining evidence of the Australian Laureate Fellowship candidate's research impact and significant contributions to the field. Describe how the Australian Laureate Fellowship candidate's research has led to a significant change or advance of knowledge in their field and outline how this will contribute to this application.

Note: Question B10 provides an opportunity to describe the significance of the Australian Laureate Fellowship candidate's research outputs. Question B8 should be devoted to other evidence of research impact and contributions to the field.

EVIDENCE OF LEADERSHIP, MENTORING AND RESEARCH TRAINING OR SUPERVISION
Provide a statement outlining any evidence of the Australian Laureate Fellowship candidate's leadership, mentoring and research training or supervision. Describe how the Australian Laureate Fellowship candidate has provided mentorship to nurture early-career researchers.

Note: Question B9 provides an opportunity to document how many PhDs, Masters and Honours students the Australian Laureate Fellowship candidate has supervised to completion. This section should be devoted to other contributions or leaderships roles.

B9   Research Opportunity and Performance Evidence (ROPE) - How many PhDs, Masters and Honours students that the Australian Laureate Fellowship candidate has supervised have completed their degree?

As a whole number, provide the total under each category for completions where the Australian Laureate Fellowship candidate has been the principal supervisor:

- PhD student completions as principal supervisor:
- Masters student completions as principal supervisor:
- Honours student completions as principal supervisor:

B10   **Research Opportunity and Performance Evidence (ROPE) - Research Outputs Context**

Research context: Provide clear information that explains the relative importance of different research outputs and expectations in the Australian Laureate Fellowship candidate's discipline/s (up to 3,750 characters, or approximately 500 words).

The information should help assessors understand the context of the Australian Laureate Fellowship candidate's research achievements, but not repeat information already provided in this application.

It is helpful to include the importance/esteem of specific journals in their field; specific indicators of recognition within their field such as citations and/or authorship order conventions, or the significance of non-traditional research outputs.

In addition to information about field specific markers of importance/esteem this section should also provide clear information regarding the research impact of the Australian Laureate Fellowship candidate's chosen ten career-best research outputs (listed in B11) (up to 50 words for each of the career-best research outputs, up to 3,750 characters, or approximately 500 words in total).

B11   **Research Opportunity and Performance Evidence (ROPE) – 10 Career-Best Research Outputs**

Provide a list of the Australian Laureate Fellowship candidate's 10 career-best research outputs, marking those that are most relevant to this application categorised under the following headings: Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs and preprints or comparable resources). CVs and theses should not be included in this list.

Include **up to 10 research outputs** and fully reference each research output listed.

The data will be populated from the 'Research Outputs' section within the Australian Laureate Fellowship candidate's RMS profile. The Australian Laureate Fellowship candidate will have the flexibility to choose and select which 10 outputs to include in the application.

Research Output – includes all products (including preprints or comparable resources) of a research project that meet the ARC definition of Research. For information on what the ARC defines as a Research Output, refer to the *ARC Open Access Policy*.

For instructions on how to add research outputs to a user's profile in RMS, refer to the User Guide - *Research Outputs in RMS Instructions for adding Research Outputs to your RMS Profile*. For instructions on how to add preprints or comparable resources see Section 2.6 of these Instructions.

> **Note:** Mathematical and other symbols will not be displayed in the Research Outputs sections of RMS. You can however preview the citations by clicking the PDF link which will display the symbols correctly.
>
> Preprints or comparable resources can be included in the Research Output list but must be entered manually in participant's RMS profile as the category "additional research output". Preprints or comparable resources should be explicitly identified as such by including **[PREPRINT OR COMPARABLE]** at the end of the reference.

Research output listing: To indicate the order of the 10 career-best research outputs from the highest rank being number 1, enter numbers 1 up to 10 in the 'Rank' column.

To add research outputs to the application:

- To import all research outputs, click on the 'Search' button. Use the drop-down list to select the specific category and/or source to import only.

> **Note:** RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this.

- To add research outputs, tick the 'Select' checkbox or the 'Select all' button. Click on 'Add selected' button. To remove the research output from the listing click on the 'Remove' button.

> **Note:** On saving, the ranked outputs will appear first and in order of rank.

- Research outputs relevant to the application can be indicated by ticking the 'Relevant' checkbox. This will add an asterisk against that research output in the PDF.

> **Note:** The asterisk only appears in the Research Outputs PDF and application PDF.

- ARC funding details are added to the research output in the Australian Laureate Fellowship candidate's profile or can be added by clicking on the 'Additional Details' button.

- To view the Research Outputs PDF, click on the 'View generated Research Outputs PDF'.

> **Note:** The author display is automatically defaulted to show 5 authors against each Research Output. The number of authors displayed can be increased to a maximum of 40. To increase the number of authors to be displayed, enter in the desired number under 'Maximum number of authors displayed in each reference'.

B12 **Does the Australian Laureate Fellowship candidate wish to be considered for a Kathleen Fitzpatrick Australian Laureate Fellowship or a Georgina Sweet Australian Laureate Fellowship?**

This is a 'Yes' or 'No' question. The Kathleen Fitzpatrick Australian Laureate Fellowship is awarded to a highly ranked female Australian Laureate Fellow from the humanities, arts and social science disciplines. The Georgina Sweet Australian Laureate Fellowship is awarded to a highly ranked female Australian Laureate Fellow from the science and technology disciplines.

If 'Yes' provide an outline of the activities that the candidate 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 4000 characters, or approximately 570 words).

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 to promote women in research and to mentor early career researchers, particularly women, to encourage them to enter and establish careers in research in Australia.

Note: If answering 'Yes' to this question, it is required that a budget line be added into the Budget Table (Question D1) in order to support the proposed activities, as the award amount will not automatically be added. While answering 'Yes' will automatically add the line into the Budget Table, you must enter between a minimum of $1 and a maximum of $20,000 per annum of funding for the Budget Table to validate.

B13   **Currently held ARC Projects**

This data is automatically populated from the Australian Laureate Fellowship candidate's RMS profile and will include any active project which has not yet had a Final Report approved and the project file closed by the ARC.

For definitions of terms such as 'active project' and 'active project assessment date' please refer to the Definitions section of the Grant Guidelines.

B14   **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 only where an Australian Laureate Fellowship candidate will exceed ARC project limits 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 Australian Laureate Fellowship candidate 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 Australian Laureate Fellowship candidate 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 an Australian Laureate Fellowship candidate's eligibility to apply for new funding. While an Australian Laureate Fellowship application will not be ruled ineligible if the candidate contravenes the Discovery Program limits, the Australian Laureate Fellowship candidate will be required to nominate (in Question B14) 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 applications.

B15   **Certification by the Australian Laureate Fellowship candidate**

Only the Australian Laureate Fellowship candidate 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.

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

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

By selecting 'Yes', the Australian Laureate Fellowship candidate 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, and I undertake to notify the Administering Organisation of any personal material interests or Conflicts of Interest which arise after the submission of the application and will update my personnel details in my ARC Research Management System profile; 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.

> **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

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.

Applicants should ensure that information provided under these headings addresses the assessment criteria as detailed in the Grant Guidelines (clause A4.1), noting the relevant weighting of the criteria.

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

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

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 program contribute to an important gap in knowledge, or address a significant problem?
2. How is the research program 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 Torres Strait Islander communities? If yes, describe the strategies for enabling collaboration, and the extent of relationships and personal affiliations with such communities.
6. To what extent will the research program enhance scale and focus through collaboration with the international research community and/or other research end-users?

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?

MENTORING AND CAPACITY BUILDING
1. How will the project build new teams, and create world-class research capacity, in an environment suitable for postgraduate students and postdoctoral researchers?

COMMUNICATION AND 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 Australian Laureate Fellowship candidate.
- 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   **Administering Organisation Letter of Support**

Provide a letter of support from the Administering Organisation confirming its commitment to the appointment of the Australian Laureate Fellow, and the application (upload a PDF of up to 2 A4 pages).

- The letter of support from the Administering Organisation, where possible on the organisation's letterhead, must include the following information:

   a. Details of the facilities that will be available for the proposed project/program of research under an Australian Laureate Fellowship
   b. Why the Administering Organisation is a particularly suitable location for the candidate to undertake the proposed program of research
   c. Details of how the proposed Australian Laureate Fellowship will align with the Administering Organisation's strategic plan
   d. Any other details relevant to this application

- The Administering Organisation may include a confirmation of the Level E professorial appointment salary and any in-kind contributions in the letter of support.

Part D – Project Cost

All questions in this form part must be answered

D1 **What is the proposed budget for the project?**

Outline the budget proposed for the project.

Ensure that your budget complies with the requirements of the Grant Guidelines. It is important that the Administering Organisation participating in this application has been added at Question A3 prior to entering information in the budget table.

- In the Budget Table at Questions 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.
- If you are applying for a Georgina Sweet Australian Laureate Fellowship or a Kathleen Fitzpatrick Australian Laureate Fellowship, you must select 'Yes' in Question B12 before filling out the budget.
- Do not commence entering information in the budget table until the candidate and the Administering Organisation 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.
- 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.

- An Administering Organisation may be awarded project funding of up to $300,000 per annum (for 5 consecutive years). Requests for project funding may include additional postdoctoral and postgraduate researchers.
- A project must be applied for and awarded funding for 5 years on a full-time basis.
- 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](#).
- The salary provided by the ARC contributes to the Professorial Level E (or equivalent) salary required to be paid to an Australian Laureate Fellow. It is not additional funds to be provided on top of the Australian Laureate Fellow's salary.
- Budget items requested from the ARC must not be ineligible costs under Section 5.4-5.5 of the Grant Guidelines.
- Section 5.1-5.3 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 5.4-5.5.

> **Note:**
> - The ARC reserves the right to determine the level of funding allocated to a project.
> - Cash contributions from the Administering Organisation may also be entered in Part D.
> - 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 and 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 FL24 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) The Australian Laureate Fellowship candidate must be first added in Question A2

The Australian Laureate Fellowship candidate's name should automatically appear in the budget table once they have been added as a participant in Question A2 and accepted the invitation generated by RMS.

> **Note:** The Australian Laureate Fellowship candidate must appear in the budget table before filling out the budget.

2) Kathleen Fitzpatrick or Georgina Sweet Australian Laureate Fellowships

If the candidate has answered 'Yes' to Question B12 'Does the Australian Laureate Fellowships candidate wish to be considered for a Kathleen Fitzpatrick or Georgina Sweet Australian Laureate Fellowships', a line will automatically be added to the Budget Table to enter in the requested budget of up to $20,000 per year for five years. Please note that the budget will not validate until an amount has been entered against this line.

3) How to Add the ALF - Postdoctoral Research Associates (PDRA) and ALF – Postgraduate Researchers (PGR)

- Using the drop-down menu list above the budget table:
  - Select 'ALF-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 'ALF-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:** Two PDRAs and 2 PGRs must be added by using the drop-down menu above the budget table. These PDRAs and PGRs will be specifically funded components as outlined in section A2.3 (Table 3) of the Grant Guidelines. **If you incorrectly request PDRAs and PGRs by manually entering them instead of using the drop-down menu, Question A2 of the Form will not validate.**

4) <u>How to enter in information in the Australian Research Council column</u>
- 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.
- Applicants should not enter indexation amounts. All amounts for each year should be entered as 2023$. 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) <u>How to enter in information against the Budget Categories</u>
- Budget items requested must be eligible costs under sections 3, 5 and A2 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
- Multiple line items can be entered in the Personnel section of the budget.
- 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.

- Additional personnel including additional postdoctoral and postgraduate researchers and Higher Degree by Research stipends may be funded using project funding. Enter any additional personnel under 'Personnel' in the budget table 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.

Adding additional postdoctoral researchers or postgraduate researchers:

- Please use the following description for any additional postdoctoral researchers or postgraduate researchers being 'Additional Postdoctoral researcher – 1' or 'Additional Postgraduate researcher – 1' and so on. This is to assist the ARC in identifying those components being funded by project funding as outlined in the Grant Guidelines.

Travel

- Enter in 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 in 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 Questions D2 and D3 as appropriate, such as technical and logistical support, individual economy-class flights, accommodation, travel allowance, conference costs etc.

Equipment

- The Australian Laureate Fellowships scheme will not fund budget items that do not directly support a research project as per Section 5 of the Grant Guidelines.
- Funding will not be provided for equipment or consumables that are for broad general use.
- Enter in a **one-line budget figure** for costs associated with equipment and installation.
- Details and justification of 'Equipment' and costings must be included in Questions D2 and 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 in a **one-line budget figure** request for maintenance costs.
- Details and justification of 'Maintenance' and costings must be included in Questions D2 and 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 in a **one-line budget figure** request for Other.

- Details and justification of 'Other' and costings must be included in Questions D2 and 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 in the Administering Organisation's contributions

- Contributions from the Administering Organisation should be included in the same line as the one-line budget figure request from the ARC.
- The Administering Organisation budget should include only items that the Administering Organisation wishes to report that are above and beyond the requirements of the scheme.
- Do not enter in-kind contributions from the Administering Organisation in the budget table. Only cash contributions from the Administering Organisation may be entered into the budget table. If applicable, any in-kind contributions from the Administering Organisation may be referred to in the Letter of Support in Question C2 of the application.
- Note that the provision of the Level E professorial appointment salary by the Administering Organisation is an essential requirement of the Australian Laureate Fellowships scheme, and therefore must not be entered in the Administering Organisation budget in Part E. The Administering Organisation may include a confirmation of the Level E professorial appointment salary and any in-kind contributions in the letter of support in Question D3 of the application form.

> **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

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 Australian Laureate Fellowship candidate should plan to use existing equipment wherever possible. If the Australian Laureate Fellowship candidate 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 Australian Laureate Fellowship candidate 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.

D3 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 must:
- Use the same headings as in the Description column in the budget at Question D1 of the application.
- Provide details including what the Australian Laureate Fellowship candidate 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 must be answered in this form part.

E1 Australian Government priority areas

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 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 in 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).

E2   Socio-Economic Objective (SEO-2020)

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, and 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).

E4   Interdisciplinary Research

Does this application involve interdisciplinary research?

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

If you select 'Yes' 2 additional question parts 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, or approximately 50 words).

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

E5   Does the proposed research involve international collaboration?

If 'Yes', an additional question (Question E6) will be enabled, if 'No' these will be greyed out.

E6   If the proposed research involves international collaboration, specify the country/ies involved

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.

E7   How many PhD, Masters and Honours positions will be filled as a result of this project?

For reporting purposes, the ARC records 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

F1 **Medical Research**

(This question 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 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.
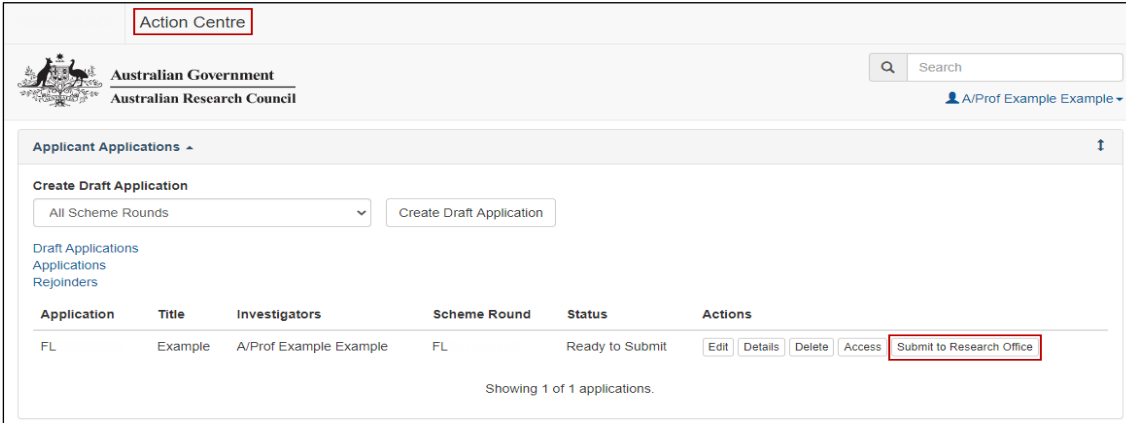
- Be clear as to the main aim of the application, which may include well identified, big picture and long-term intent beyond the scope of the application.

- 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 Australian Laureate Fellowship candidate 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'.

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.

Australian Laureate Fellowship candidates 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.   Appendix - Career Interruption Examples

<u>**Example 1:**</u>

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 B6 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 had reported a career interruption of 5 months since 2010.".

<u>**Example 2:**</u>

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 B6 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 had 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. Dr Ali's PhD was conferred on 5 September 2011.

As only career interruptions that occurred after the candidate's PhD conferral date should be included, in this scenario, the interruptions should be entered into Question B6 as follows:

From when:	05/09/2011
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 had reported a career interruption of 1 year and 4 months since 2011.".

6. Changes to document

B5 (page 8) - The date specifying the applicant's appointment(s) during the past 10 years has been amended to read as follows: 'During the past 10 years' is from 1 January 2013.

B10 (page 10) – Question's Research Outputs Context character limit of 1500 characters (or approximately 200 words) has been increased to 3750 characters (or approximately 500 words) and additional clarification provided.