



Australian Government



Office of
National Intelligence

NATIONAL INTELLIGENCE AND SECURITY DISCOVERY RESEARCH GRANTS (Intelligence Challenges)

Instructions to Applicants
for funding commencing in 2024 (NI24)

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1. Introduction

The Australian Research Council (ARC), on behalf of the Office of National Intelligence (ONI), is conducting a grant opportunity for National Intelligence and Security Discovery Research Grants (NISDRG) focusing on ONI's National Intelligence Challenges. This grant opportunity is only open to applicants who were successful in the recent Expression of Interest (EOI) for NISDRG Round 4: EINI24.

If you have been advised that your Expression of Interest application has been successful, you will be invited, via RMS, to submit a full application in the NISDRG NI24 funding round.

Some questions that were answered at the EOI stage will auto-populate into the application form. If required, these answers can be edited and updated.

Full applications for the NISDRG grant opportunity NI24R1 must be prepared and submitted through the ONI specific portal of the Research Management System (RMS). Applicants and participants cannot use the standard ARC RMS portal for this grant opportunity.

The [RMS portal for ONI](#) (hereafter referred to as RMS) is very similar to the ARC RMS in look and functionality but has been specifically designed for the Office of National Intelligence (ONI) grants. Participants can use their ARC RMS login ID and password to access this portal. The information currently stored in a participant's 'Person Profile' will be utilised across all RMS portals for auto-populating sections of the application form. 'Person Profile' information can be edited by a participant in any portal and will be reflected in the others (i.e. if 'Person Profile' information is changed in the ONI portal of RMS these changes will be automatically reflected in the 'Person Profile' part of ARC RMS).

The NISDRG Intelligence Challenges grants for funding commencing in 2024 Instructions to Applicants (hereafter referred to as the Instructions) provides information to participants on how to complete and electronically submit an NISDRG Intelligence Challenges grant application for funding commencing in 2024 (NS24).

The completed application form, including PDF attachments, must comply with the *Grant Guidelines for the National Intelligence and Security Discovery Research Grants (NISDRG) for funding commencing in 2024* (grant guidelines). The information in this document is underpinned by the grant guidelines. You must read the grant guidelines on the [GrantConnect](#) website before preparing the application.

2. Before completing the Application form

For general instructions on how to use RMS, refer to the User Guides (RMS User Management Guide and Submitting an Application in RMS) available on the [ARC website](#).

2.1 RMS Person Profile and auto-populating research outputs

Ensure the 'Personal Details', 'Expertise and Fields of Research', 'Qualifications', 'Relationships' and 'Employment' sections of each participant's RMS 'Person Profile' contain up-to-date information, as some of these details will be auto-populated into the application form. Note that 'Person Profile' updates made for ARC grant applications will populate into 'Person Profiles' for NI24 grant applications and vice-versa.

Research outputs can be added to a user's profile through any of the following methods:

- Link an RMS account with an ORCID (Open Researcher and Contributor ID) account and import the research outputs from the Works section of the user's ORCID profile;
- Add a research output citation by using a valid Digital Object Identifier (DOI);
- Upload a BibTeX file to RMS and perform a bulk upload of the research outputs contained within it; or

- Manually create an individual record per research output within the RMS user profile.

Note: RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this. Users will have the flexibility to choose research outputs for listing in their grant applications.

For instructions on how to add your ORCID ID to your RMS profile, refer to [Appendix A](#). For instructions on how to add research outputs to your profile in RMS, refer to the User Guide: *Research Outputs in RMS – Instructions for adding Research Outputs to your RMS Profile* available on the [ARC website](#).

2.2 Accuracy of information

Carefully check that all information contained in the application is accurate prior to submission as you cannot make changes once the application form has been submitted and the application period has closed.

Format requirements for uploaded PDFs are provided in [Appendix B](#).

The inclusion of webpage addresses/URLs and hyperlinks in the application is only permitted under certain circumstances such as publications that are only available online and letters of support. 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. All information relevant to the application must be contained within the application.

2.3 Key documents

Key documents for NI24 are available on [GrantConnect](#).

2.4 Key dates

Refer to the Key Dates for the NISDRG Program on the [NISDRG](#) page (through the [Research Grants Services](#) website), including closing dates for Full Application Submission, 'Request Not To Assess' and rejoinder.

2.5 Research Office – further application assistance/guidance

Contact the Research Office in the first instance if you have any queries regarding the NISDRG Program and questions on how to complete an application form. The Research Office should be able to answer any questions participants might have and can seek clarification from the ARC if necessary.

2.6 Eligibility in RMS

To assist applicants, RMS has automated eligibility checking for key requirements as noted below. You are still responsible for confirming all eligibility requirements have been met by participants.

There are several questions within the application form where responses will determine if the application form validates for submission:

- Question A3
- Question B1
- Question B2
- Question D1
- Question F1
- Question F2
- Question F22

IMPORTANT: The ability to submit a valid application form to ONI does not mean that participants have met all eligibility requirements. You will still need to ensure that comprehensive checks have been made so that participants comply with all eligibility requirements set out in the grant guidelines.

2.7 Form questions not displayed in PDF

The application form in RMS includes a number of questions where a response must be entered by a participant, but the response will not be visible to other participants and will not render to the application PDF for privacy and security reasons. Staff in the Research Office at the Administering Organisation will be able to see all responses. Assessors will not be able to see the responses as they are not visible in the application PDF.

Questions where the response will not be displayed in the application:

- Question F1 – Date of Birth; Country of Birth; Indigenous Status; Material Personal Interests
- Question F2
- Question F3
- Question F4
- Question F5
- Question F22

Note: Responses to question F1, F4 & F5 are automatically populated from the participant's 'Person Profile' in RMS.

2.8 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 online.

The Certification Proforma document which was previously available on [GrantConnect](#) has been replaced with a simplified process through RMS. The process includes:

- participant certification within the RMS application form (question F22)
- an additional DVCR certification clause in RMS prior to submission (delegate certification).

3. Creating a new application in RMS

If you have been invited to submit a full application in the NI24 funding round, the Research Office will create the application in RMS ready for completion.

To access the NI24 draft full application:

- Login to [RMS](#)

Australian Government
Office of National Intelligence

oni

Research Management System - Login (RMS)

By logging on to RMS and through your use of the system, you acknowledge that you have read and understood the [Privacy Policy](#).

Email Address

Password

[Login](#)

[Request New Account](#) [Reset Password](#)

- The Draft application will be located under Applicant Applications

Applicant Applications

Create Draft Application

All Scheme Rounds

[Draft Applications](#)
[Request not to Assess Applications](#)
[Rejoinders](#)

Application	Title	Investigators	Scheme Round	Status	Actions
NI2301000000	Application Title	Prof Chief Investigator	NI23 Round 1	Draft	Edit Details Delete Access

Showing 1 of 1 applications.

- Select Edit to complete the application.

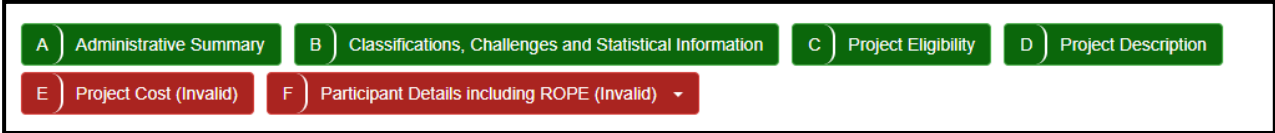
4. Completing the application form

There are six Parts (A-F) in the NI24 application form:

- Administrative Summary
- Classifications, Challenges and Statistical Information
- Project Eligibility
- Project Description
- Project Cost
- Participant Details including ROPE (*This section will not appear until a participant has been added/accepted in Part A.*)

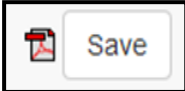
When the application has been created the application form parts will be displayed at the top of the screen. The colour of these parts will be red indicating that the part is incomplete (invalid). When the application form parts have been completed, they will turn green (valid).


Click on the relevant form part at the top of the screen to navigate between form parts (Part A to Part F).



Click on Part A to start filling in the application form.

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

A1 Application Title

This question will be copied from the Expression of Interest application form. This answer can be edited.

(This question must be answered)

Provide a short title (up to 150 characters, approximately 20 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

This question will be copied from the Expression of Interest application form. This answer can be edited.

(This question must be answered)

Each participant added to this application must be listed as a Chief Investigator, NISDRG Fellowship, or Partner Investigator. The first named CI or NISDRG Fellowship holder will be the Project Leader.

A Chief Investigator (CI) must:

- be an Australian citizen, Australian permanent resident or New Zealand Special Category Visa holder
- be engaged, employed or be a holder of an honorary academic appointment (as defined in the Glossary of the grant guidelines) at an Eligible Organisation (the Project Leader must be at the Administering Organisation);
- not be undertaking a Higher Degree by Research during the project;
- reside predominantly (greater than 50 per cent of their time) in Australia for the project activity period.

NISDRG Fellowship:

You may request an NISDRG Fellowship for a named participant, including the Project Leader who fulfils the following criteria:

- NISDRG Fellowship can only be requested for one named participant with less than 10 years since the award of their earliest PhD, including Allowable Career Interruptions as defined in the grant guidelines.
- Fellowship holders must be Australian citizens, Australian Permanent Residents or New Zealand Special Category Visa holders.
- If You are requesting an NISDRG Fellowship, the 'Participant Type' must be selected in this section (A2). Otherwise, You will not be able to request the funding for the Fellowship in the budget (Part E).
- A Fellowship cannot be requested for a Partner Investigator.

At least one CI on the application must be an employee for at least 0.2 full-time equivalent (FTE) at an Eligible Organisation, or be a holder of an honorary academic appointment (as defined in

the Glossary of the grant guidelines) at an Eligible Organisation. If there is only one CI on the application, they must fulfill this criterion.

A Partner Investigator (PI) must:

- be an Australian citizen, an Australian permanent resident or New Zealand Special Category Visa holder but must not otherwise meet the eligibility criteria for CIs.

Note that a person's RMS email address must be used to invite them to participate in this application.

'Person Profile' details (personal details, expertise, field of research, qualifications and employment) will be automatically populated into the application form and must be current at the time of submitting the application. It is important that each participant has updated their details in RMS before completing this question.

Select the relevant 'Participant Type' and enter the participant's email address, then click on 'Add'. Repeat this action for the rest of the participants.

A2. Person Participant Summary ⓘ

Add all people participating in this application as a Chief Investigator or Partner Investigator. The Chief Investigator/s must: not be undertaking a Higher Degree by Research during the project activity period; reside predominantly in Australia for the project activity period; and be an employee for at least 0.2 FTE at an Eligible Organisation, or be a holder of an honorary academic appointment (defined in the Glossary of the grant guidelines) at an Eligible Organisation.

#	Name	Participant Type	Current Organisation(s)	Relevant Organisation	
		<div style="border: 1px solid #ccc; padding: 2px;"><p>-- Select Participation Type --</p><p>• ELIGIBILITY ISSUE: T</p><p>Chief Investigator</p><p>NISDRG Fellowship</p><p>Partner Investigator</p></div>		<input type="text" value="Enter email address"/>	<input type="button" value="Add"/>

with the Chief Investigator role

Note:

- If the participant did not create the application, after a participant has been added to the application, they will receive an automated email invitation and will be required to accept this invitation to participate on the application.
- When adding a participant, it is important to use the registered email address associated with their RMS account. If an email address other than that associated with RMS is used the participant will not receive an invitation to participate on the application.
- If the proposed participant does not have an RMS user account, they can request one by using the link on the RMS Homepage.
- Any changes or updates on the 'Person Participant Summary' may result in some questions already answered related to Research Opportunity and Performance Evidence (ROPE) being cleared and/or made inactive. Participants should check the application thoroughly following any change.
- For instructions on how to provide access to the application form for a non-participant (i.e. a person who is not a CI or a PI on this application), see the *RMS User Guide – Submitting an Application in RMS* on the [ARC website](#).

A3 Organisation Participant Summary

This question will be copied from the Expression of Interest application form. This answer can be edited.

(This question must be answered)

Add all Organisations participating in this application. Note that only Research Office staff with appropriate access at the Administering Organisation will be able to view this draft application.

Select the relevant 'Organisation Role' from the drop-down list

Administering Organisation means an Eligible Organisation (refer to the grant guidelines for details of Eligible Organisations) which submits an application for a grant and which will be responsible for the administration of the funding if the application is approved for funding. One Administering Organisation must be added to the application.

Other Eligible Organisation means an Eligible Organisation (listed in the grant guidelines) which is listed on an application as a contributor to the project but is not the Administering Organisation.

Other Organisation means an organisation which is listed on an application and is not an Eligible Organisation (not listed in the grant guidelines). Each Other Organisation named on the application must have at least one named PI associated with it.

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'.

A3. Organisation Participant Summary ⓘ

Add all organisations participating in this application. Refer to the Instructions to Applicants for further information.
(This question must be answered)

#	Name	Participant Type	
		<div style="border: 1px solid red; padding: 2px;"><p>-- Select Organisation Role --</p><ul style="list-style-type: none"><li style="background-color: #007bff; color: white; padding: 2px;">-- Select Organisation Role --<li style="padding: 2px;">Administering Organisation<li style="padding: 2px;">Other Eligible Organisation<li style="padding: 2px;">Other Organisation</div>	<input type="text" value=""/> <small>if you know the Australian Business Number please add the ABN to the ARC for assistance.</small>

- This item must be answered
- There must be 1 organisation on the proposal with the Administering Organisation role

Note:

- Select 'Add' prior to saving. If you save without 'Adding' all information selected will be lost.
- If the organisation you are looking for is not listed and you know the Australian Business Number (ABN), click on the link labelled 'please add the organisation for use in RMS' to add the organisation.
- All participating organisations added in question A3 will be automatically added to question E1 'Project Cost'.
- If the participant cannot find the organisation they are looking for, or any information is incorrect or incomplete, contact the **Research Office**.
- All listed organisations must also have at least one listed participant. A validation message will show in question A3 until at least one participant from each organisation has been added in question A2 and completed question F10.**

A4 Additional Organisation Information

(This question must be answered)

Under the grant guidelines, organisations participating in the application must be Australian organisations. Australian organisations are defined as organisations with:

- headquarters in Australia
- a majority of board members are Australian citizens or Australian permanent residents or New Zealand Special Category Visa Holders and
- an Australian Business Number (ABN).

You will need to confirm that each participating organisation meets the definition in the guidelines. The form will not validate for submission if a named organisation does not meet this definition.

Each organisation listed in question A3 and its ABN will be auto-populated into question A4. Additional questions addressing the remaining organisation requirements will be generated.

A4. Additional Organisation Information ⓘ

For each organisation participating on this application, please answer the following questions. For further information, please refer to the Instructions to Applicants

Organisation: Example Organisation
ABN: XX XXX XXX XXX

Is the company headquarters in Australia?

• This item must be answered

Are the majority of Board members Australian citizens?

• This item must be answered

A5 Application Summary

This question will be copied from the Expression of Interest application form. This answer can be edited.

(This question must be answered)

Provide an Application Summary (a paragraph of text which is used by the Delegate to consider the application) of up to 1000 characters (approximately 150 words) focusing on the aims, significance, expected outcomes and benefits of this project. Write the Application Summary simply, clearly and in plain English. If the application is successful, the Application Summary will be used to give the general community an understanding of the research. Avoid the use of acronyms, quotation marks and upper-case characters.

Application Summaries must follow this format:

Aims:

(For example: **This project aims to address/investigate/review ...; by utilising/advancing/conceptualising ...**)

Significance:

(For example: **This project expects to generate new knowledge in the area of ... using an innovative approach/using interdisciplinary approaches/utilising new techniques ...**)

Expected outcomes:

(For example: **Expected outcomes of this project include.../enhanced capacity to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques...)**

Benefits:

(For example: **This should provide significant benefits**, such as ...)

Important things to note regarding the Application Summary:

- In following the format above, the summary will outline the aims of the project, provide the significance of the research, outline expected outcomes and benefits, including scholarly, public, or commercial.
- The Application Summary may be modified by the ARC and used for public release.
- Use aspirational terms (for example, This project aims to.../The intended outcome of the project is.../The anticipated goal of the project is...) rather than definitive terms (The project will.../This will ensure.../This project will guarantee...).
- Do not use first person language. Use 'This project aims to...' rather than 'I aim to' 'We aim to' or 'They aim to' in the summary.
- Use plain English and avoid the use of terminology unique to the area of study.
- **Avoid** the use of quotation marks and acronyms.
- **Do not** use all upper-case characters in the text.
- **Do not** use dot points
- Use Australian English spelling.

A6 List the objectives of the proposed project

List each objective separately by clicking 'add answer' to add the next objective. This information will be used for future reporting purposes if this application is funded, including reporting on these objectives in the Final Report. Objectives listed in this question are auto populated into the Final Report template (Up to 500 characters, approximately 70 words per objective).

Part B – Classifications, Challenges and Statistical Information

B1 Intelligence Challenges

This question will be copied from the Expression of Interest application form. This answer can be edited.

(This question must be answered)

Select one or more Intelligence Challenge from the drop-down list. Select as many as are appropriate to the proposed research.

Each selected Intelligence Challenge will require an explanation of how the proposed project addresses the selected Intelligence Challenge. The explanation text should be in plain English, and clearly identify the relevance of the proposed project to the selected Challenge. (Up to 750 characters approximately 100 words)

The selected Challenge(s) and accompanying explanation(s) will be considered by the assessors and will also be provided to ONI as part of the grant approval process.

The Intelligence Challenges are:

- Covert collection challenges
- Space-based challenges
- Identity management challenges
- Emerging biological and material science exploitation challenges
- Cyber security, protective security and offensive cyber challenges
- Human behaviour and influence challenges
- Data-driven and real-time analytical challenges
- Situation awareness and multi-source assessment challenges.

B1. Intelligence Challenges ⓘ
(This question must be answered)

Does this Application fall within the Intelligence Challenges

Select one or more Intelligence Challenge from the drop down list. Select as many as are appropriate to the proposed research. Each selected Intelligence Challenge will require an explanation of how the proposed project addresses the selected Intelligence Challenge. The explanation text should be in plain English, be no more than 750 characters, and clearly identify the relevance of the proposed project to the selected Challenge.

Challenge

Explanation

Note:

- RMS will allow one or more of the Intelligence Challenges to be selected.
- If no Intelligence Challenge is selected, the form will not validate for submission.


B2 Technological Readiness


This question will be copied from the Expression of Interest application form, this answer can be edited.

(This question must be answered)

Select the appropriate Technological Readiness level as outlined by the Department of Defence. If the application falls between two Technological Readiness levels, this should be noted in the explanation.

Include information on your assessment of the project's technological readiness level based on the Technological Readiness Levels and Descriptions available at [TRL Explanations_1.pdf \(defence.gov.au\)](#). This self-assessment will be used by ONI to understand the maturity of the proposed research.

B2. Technological Readiness 

Click this link to see definitions of Technological Readiness. 

Select the appropriate Technological Readiness level for the application and provide a justification for the level selected. If the application falls between two Technological Readiness levels this should be noted in the explanation
(This question must be answered)

Technological Readiness Level

• This item must be answered

Explanation (Up to 250 characters, approximately 40 words)

0 characters. 750 characters maximum.

• This item must be answered

B3 Fields of Research (FoR-2020)

This question will be copied from the Expression of Interest application form. This answer can be edited.

(This question must be answered)

Select up to 3 classification codes at the 6-digit level that relate to the application. Note that the percentages must total 100.

The Fields of Research (FoR-2020) 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-2020 codes and their proportions will assist in assigning appropriate assessors to the application and should be as accurate as possible.

- Select up to 3 FoR-2020 codes at the 6-digit level that relate to the application. Once you choose the FoR code click on the 'Add' button.

Tips for searching and entering FOR codes

Click on the  icon to search the full list of FoR codes.

[Click FoR Codes and definitions by Division link](#)

or visit the ARC website for [FoR Codes and definitions by Division](#).

A maximum of three FoR codes can be entered in an application.

Note: The ARC recommends that 'XXXX99' (not elsewhere classified) codes be used only as a last resort and when there is no other appropriate code within the classification.

- Enter the percentage for each FoR classification.
- Prioritise the classification 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 (%).
- List the FoR Codes in order of percentage (highest to lowest).

Note: The highest percentage can only be entered for one FoR code (for example, 50 cannot be entered for two FoR codes, they must be entered as 51 and 49).

B3. Field of Research Select the help icon and click the link below to view the full list of FoR Codes.

The Field of Research (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.

- Select up to three classification codes that relate to the application. Once you choose the FoR code click on the 'Add' button.
 - Select the six-digit FoR codes from the list of the FoR Codes carefully, as they contribute to the identification of the most appropriate assessors for the application.
 - Click [FoR Codes and definitions by Division](#) link or visit the [ARC website](#) for the full list of FoR codes.
 - Note:** The ARC recommends that 'XXXX99' (not elsewhere classified) codes be used only as a last resort when there is no other appropriate code within the classification.
- Enter in the percentage for each FoR classification.
 - Prioritise the classification codes from highest to lowest percentage.
 - Ensure that the percentages total 100.
 - Enter a whole number, do not use the percentage sign (%).
 - The highest percentage can only be entered for one FoR code (for example, 50 cannot be entered for two FoR codes).

Select up to three classification codes that relate to the application. Note that the percentages must total 100.
(This question must be answered)

400101 - Aerospace materials	<input type="text" value=""/>	%	<input type="button" value="x"/>
------------------------------	-------------------------------	---	----------------------------------

- Code 400101 must
- The total percentage

40 - ENGINEERING

- 4001 - Aerospace engineering
- 400101 - Aerospace materials

B4 Socio-Economic Objective (SEO-2020)

(This question must be answered)

Select up to 3 classification codes at the 6-digit level that relate to the application. Note that the percentages must total 100.

The Socio-Economic Objective (SEO-2020) classification indicates the sectors that are most likely to benefit from the project if funded.

If the code is known, start entering the SEO-2020 code number. A filtered list will appear, once the SEO code is chosen click on the 'Add' button.

Tips for searching and entering SEO-2020 codes

- Click on the icon or visit the ARC website to search the full list of [SEO-2020 codes](#).

[SEO-2020 Codes link](#)

A maximum of 3 SEOs can be entered per application.

- Enter a percentage for each SEO classification code.
- Prioritise the classification 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 (%).
- List the Codes in order of percentage (highest to lowest).

Note: The highest percentage can only be entered for one SEO code (for example, 50 cannot be entered for two SEO codes).

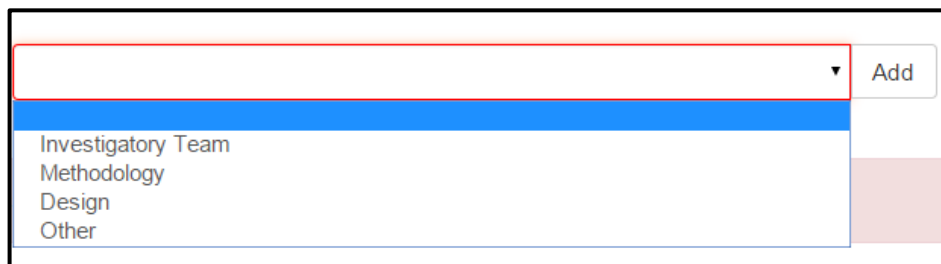
B5 Interdisciplinary Research

(This question must be answered)

Does this application involve interdisciplinary research?

This is a 'Yes' or 'No' question. If you select 'Yes' two 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'.

A screenshot of a web form element. It features a dropdown menu with a white background and a blue border. The menu is currently open, showing a list of options: 'Investigatory Team', 'Methodology', 'Design', and 'Other'. The top option, 'Investigatory Team', is highlighted with a blue background. To the right of the dropdown is a small white button with the text 'Add' and a downward-pointing arrow. The entire form element is enclosed in a black rectangular border.

- Indicate the nature of the interdisciplinary research involved. (up to 375 characters, approximately 50 words)

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

B6 Does the proposed research involve international collaboration?

(This question must be answered)

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

If you select 'Yes', two additional questions (B7 and B8) will be enabled:

- What is the nature of the proposed international collaboration activities; and
- If the proposed research involves international collaboration, specify the country/ies involved.

B7 What is the nature of the proposed international collaboration activities?

This question will only be required if 'Yes' is chosen in question B6.

Select all options which will apply to this application if it is funded.

Select a category and click 'Add'.

National Intelligence and Security Discovery Research Grants (Intelligence Challenges) for funding commencing in 2024 – Instructions to Applicants

B7. What is the nature of the proposed international collaboration activities?
Select all options from the drop down list which apply to this application by clicking on the 'Add' button each time an option is selected. (This question must be answered)

• This item must be a

Correspondence: eg email; telephone; or video-conference
Face to face meetings
Attendance at and/or hosting of workshop or conference
Collaborative fieldwork
Hosting international Partner Investigator: short-term (less than 4 weeks)
Hosting international Partner Investigator: long-term (more than 4 weeks)
Travel to international collaborator: short-term (less than 4 weeks)
Travel to international collaborator: long-term (more than 4 weeks)

B8. If the proposed research involves international collaboration, please 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 that Australia is not to be listed and is not available to be selected from the drop-down list.

B8 If the proposed research involves international collaboration, specify the country/ies involved

This question will only be required if 'Yes' is chosen in question B6.

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

B8. If the proposed research involves international collaboration, please 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 that Australia is not to be listed and is not available to be selected from the drop-down list.

Commence typing country name and select country from the list by clicking the country name

Add

Click 'Add' to add the country to the application

B9 How many PhD, Masters and Honours that will be filled as a result of this project?

(This question must be answered)

For reporting purposes, the ARC on behalf of ONI is capturing the number of Research Students that would be involved in this application if it is funded.

Enter the number of student places (full-time equivalent - FTE) that will be filled as a result of this project.

Indicate the number of:

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

B10 Global leaders regarding the proposed work

Provide a short comment in no more than 2000 characters, referencing where and how the application fits within the international scene regarding the enhancement of Australian Intelligence and National Security Capabilities, and Building Research. Avoid the use of acronyms, quotation marks and upper-case characters.

Part C – Project Eligibility

C1 Current Funding (Australian Government sources only)

(This question must be answered)

Does this application request funding for similar or linked research activities, infrastructure or a project previously funded, or currently being funded, with Australian Government funding (from the ARC, ONI or elsewhere)?

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

If you answer 'Yes', provide the Project ID(s) and briefly explain how funding this project would not duplicate Australian Government funding or overlap with existing projects.

Text response must be no more than 2000 characters, approximately 285 words.

C2 Other Application(s) for funding (Australian Government sources only)

(This question must be answered)

Are you applying for funding from the Australian Government (ARC, ONI or elsewhere) for similar or linked research?

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

If you answer 'Yes', provide the application ID(s) and briefly explain why more than one application for similar or linked research has been submitted and should all applications be successful, how they will be managed to avoid duplication of Australian Government funding.

Text response must be no more than 2000 characters, approximately 285 words.

Part D – Project Description

D1 Please confirm that risks have been taken into consideration for the proposed project, including the potential impacts of COVID-19.

(This question must be answered)

This question is a 'Yes/No' question.

The application form will not validate if "No" is selected. Please note that if this application is successful a research contingency plan may be required before the project starts and any changes in circumstances that affect the proposed research project will be managed as a post award issue.

D2 Project Description

Upload a Project Description as detailed below in no more than 10 A4 pages and in the required format.

Ensure that the Project Description responds to the Assessment Criteria listed in the grant guidelines. (This question must be answered)

All text in the PDF, including text within figures and tables, must be in the format described in [Appendix B](#) of these instructions.

The PDF must provide the following information using the headings below and in this order:

- Project title
- Project quality and benefit
- Investigator(s)/capability
- Feasibility and commitment
- Communication of results
- References
- Acknowledgements (if required)

Applicants should ensure that information provided under these headings addresses the assessment criteria as detailed in the grant guidelines, 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 20 words.

PROJECT QUALITY AND BENEFIT

Demonstrate this through identifying the:

- contribution to an important gap in knowledge or significant problem
- novelty/originality and innovation of the proposed research (including any new methods, technologies, theories or ideas that will be developed)
- clarity of the hypothesis, theories and research questions
- cohesiveness of the project design and implementation plan (including the appropriateness of the aim, conceptual framework, method, data and/or analyses)
- new or advanced knowledge resulting from the outcomes of the research

- extent to which the project would build research capacity and
- potential to enhance Australian intelligence and national security capabilities.

INVESTIGATOR(S)/CAPABILITY

Demonstrate this through identifying:

- Research Opportunity and Performance Evidence (ROPE)
- time and capacity to undertake the research
- evidence of experience in research training, mentoring and supervision (where appropriate) and
- the capability of the investigator or team to build collaborations both within Australia and internationally.

FEASIBILITY AND COMMITMENT

Demonstrate this through identifying the:

- cost effectiveness of the research and its value for money
- suitability of the environment for the research team and their project, and for HDR students where appropriate
- availability of the necessary facilities to complete the project and
- extent to which the project's design, participants and requested budget create confidence in the successful completion of the proposed research on time.

COMMUNICATION OF RESULTS

- Outline plans for communicating the research results to other researchers and the broader community, including but not limited to scholarly and public communication and dissemination.

REFERENCES

- Include a list of all references, including relevant references to the previous work of the participants.
- 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.

Note: Only references may be in 10-point font.

Part E – Project Cost

E1 What is the proposed budget for the project?

(This question must be answered)

Outline the budget proposed for the project.

Ensure that your budget complies with the requirements of the grant guidelines. It is important that the organisations participating in this application have been added at question A3 prior to entering information in the budget table.

- 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 on behalf of ONI 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 ONI, however, non-government-related entities which are liable to pay GST on the transaction with the ONI 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.
- Enter the amount of funding requested from ONI in the Office of National Intelligence column. Funding must not be requested for items that are excluded. Refer to Section 5 of the grant guidelines for further information on budget items supported and not supported.
- Funding from ONI will **not** be indexed. You must include any expected increases/indexation for costs including salaries or personnel over the life of the project when you prepare your budget.
- Ensure that funding is requested at the correct level as ONI will not provide additional funds to cover a budget that has not been planned adequately.
- An Administering Organisation may be awarded the below project funding.
- Maximum and minimum annual requested funding amounts:
 - Minimum – \$100,000 per year
 - Maximum – \$400,000 per year
- Maximum and minimum requested funding across grant period (over three years):
 - Minimum – \$400,000 over three years
 - Maximum – \$800,000 over three years

If your budget requests any figures below the minimum amount or above the maximum amount (either annual or life of grant), the form will not validate for submission.

Note: The ARC on behalf of ONI 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 E1, including the dollar value of the salary for CIs and PIs who are receiving a salary from their organisation. CI and PI salaries are to be shown only for the proportion of time estimated that will be spent on the project and should be listed in the relevant organisation 'in-kind' column.

ENTERING INFORMATION IN THE BUDGET TABLE

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

1) Adding Teaching Relief

Note: All CIs applying for Teaching Relief must answer ‘Yes’ at question F21 in their own Part F (only add via this method).

See the screenshots below for the questions in Part F and Part E covering Teaching Relief.

Question F21

F20. 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 percentage of Teaching Relief for each requested year (25, 50, 75 or 100 per cent).
- The percentage of Teaching Relief will be automatically calculated and the request will be generated in the Form Part E.
- Note: CIs may request funding for teaching relief or other duties in order to maximise the opportunity for the CI to conduct research. This question is only relevant for CIs and will not be activated for PIs.

(This question must be answered)

• This item must be answered

Question E1

E1. What is the proposed budget for your project? ⓘ

*There are rules around what funds can be requested. 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	Status	
Prof Example Example	\$12,500	\$12,500	\$12,500	Added	Add Remove

Year 1 Year 2 Year 3

Description	Department of Defence		Administering Organisation		Other Eligible Organisation	
	Cash		Cash		In-kind	In-kind
Total	12,500					
Personnel	+					
Teaching Relief	+	12,500				
Teaching Relief for Prof Example Example		12,500	0	0	0	0
Travel	+					
Field Research	+					
Equipment	+					
Maintenance	+					
Other	+					

Only CIs are eligible to request funding for teaching relief up to a total value of \$50,000 per CI per year.

- CIs who have answered ‘Yes’ at question F21 will have their name automatically uploaded to the budget summary in the ‘Teaching Relief’ section.

Teaching relief must be requested at one of the following levels

- 25 per cent
- 50 per cent
- 75 per cent
- 100 per cent

For example, if the CI is seeking teaching relief for half their teaching load in a year, the Teaching Relief budget will be \$25,000 (i.e. 50 per cent of the maximum teaching relief budget per year). The budget you request for teaching relief must be one of the following amounts.

- \$12,500 (25%)
- \$25,000 (50%)
- \$37,500 (75%)
- \$50,000 (100%)

E1. What is the proposed budget for your project? [?](#)

There are rules around what funds can be requested. 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	Status	
Prof Example Example	\$12,500	\$12,500	\$12,500	Removed	<input type="button" value="Add"/> <input type="button" value="Remove"/>

- If the Teaching Relief is rejected in the budget at question E1, the CI requesting the Teaching Relief will have to change the answer to 'No' at question F21 in the relevant CI's participant details.

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 F21.

2) Adding Personnel


- Personnel other than CIs and PIs, including postdoctoral and postgraduate researchers and Higher Degree by Research students may be funded using project funding. Enter any personnel under 'Personnel' in the budget table by clicking the + and entering the description in the dialogue box.

3) 'Office of National intelligence column





- Enter the amounts in the Office of National Intelligence column against the relevant items for each year you will be seeking funding from ONI.
- Use the budget table as a summary, using the broad categories listed. Details and justification of specific budget items must be provided in question E2.









4) Budget Categories

Budget items requested must be eligible costs under section 5 of the grant guidelines.

E1. What is the proposed budget for your project? 

*There are rules around what funds can be requested. You must adhere to the program 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)*





       

Remunerated Participants

NIS	NISDRG Scholarship	Level 1 starting in year 1	✕
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Add Participant type

NISDRG Scholarship	Level 1 starting in year 1	Add
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Year 1 Year 2 Year 3    

Description		Office of National Intelligence		Administering Organisation	
		Cash		Cash	In-kind
Total					
Personnel	+				
NIS (NISDRG Scholarship)		0		0	0
Teaching Relief	+				
Travel	+				
Equipment	+				
Maintenance	+				
Other	+				

- The application has not requested any monies from the Office of National Intelligence
- The application requests less than \$400,000 across the life of the project. \$400,000 is the minimum request allowed.

Personnel

- All salaries for personnel listed for funding support from ONI in the Office of National Intelligence column must be for Australian citizens or Australian residents or Australian permanent resident or New Zealand Special Category Visa holders.
- 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 Office of National Intelligence column), only for the proportion of time estimated that will be spent on the project.
- Only one NISDRG Fellowship Award and one Scholarship Award can be requested per application. The Award and amount requested must be selected in Year One regardless of the year the award will be spent.
- Fellowship Award: Maximum request \$80,000, to support a named participant, with less than 10 years since the award of earliest PhD, including Allowable Career Interruptions.
- Scholarship Award: Maximum request \$60,000, to support a postgraduate researcher to participate in the project.
- Funding for Higher Degree by Research personnel must only be requested for students who will be enrolled at Eligible Organisations.
- Funding requests for salary support for personnel such as research associates and assistants, technicians and laboratory attendants must be requested at an appropriate salary level, including 30 per cent on-costs, at the employing organisation.
- Funding requests for personnel for 1.0 full time equivalent (FTE) HDR candidates must be requested at an appropriate level for the Administering Organisation or the relevant industry sector.

- These salary support requests 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 a 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.
- Where an honorary academic appointment is not financial, that participant does not need to be entered in the budget section.
- Details and justification of ‘Personnel’ and costings must be included in question E2 and question E3 as appropriate.

Travel

- Travel costs that are essential to the project can be supported, including economy travel costs for domestic and/or international travel, 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 subsection 5.5 of the grant guidelines for further information.
- Do not include individual flights, travel allowance, conference costs etc as line items. ‘Travel’ costs must be listed by trip only (e.g. Paris conference for 2 people) with full details and costings in question E2 and question E3 as appropriate.

Field Research

- Include costs associated with ‘Field Research’ that are essential to the project, including technical and logistical support, travel and accommodation costs. These costs must be fully justified in E2.
- Do not include individual ‘Field Research’ requests as line items. ‘Field Research’ costs must be listed by site visit only (e.g. Yass 10 days). Full details and justification and costings must be included in question E2 and question E3 as appropriate.

Equipment

- The National Intelligence and Security Discovery Research Grants program will not fund budget items that do not directly support a research project as stated in section 5 of the grant guidelines.
- Funding will also not be provided for equipment or consumables that are considered to be for broad general use.
- Include a budget line item for each piece of equipment including the cost of the equipment and installation.
- Details and justification of ‘Equipment’ requests (including computing hardware and software items) and costings must be included in question E2 and question E3 as appropriate.

Maintenance

- 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.
- Details and justification of ‘Maintenance’ requests (including consumables and items related to equipment maintenance) must be included in question E2 and question E3 as appropriate.

Other

- 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.
- Details and justification of requests in the 'Other' category must be included in question E2 and question E3 as appropriate.

5) Entering Contributions for Administering Organisations, Other Eligible Organisations, and Other Organisations

- 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 Direct 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.

E2 Justification of funding requested through ONI

(This question must be answered)

The ONI budget justification information must not exceed four A4 pages. The uploaded PDF must:

- Use the same headings as in the Description column in the budget at question E1 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 Teaching Relief for any named CI on the research team.
- 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 participating organisations 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.

E3 Details of non-ONI contributions

(This question must be answered)

Provide details of how non-ONI contributions will support the proposed project. Use the same headings as in the Description column in the budget at question E1 of the application (upload a PDF of up to two A4 pages and within the required format).

The uploaded PDF must:

- Use the same categories as in the Description column in the budget at question E1 of the application.
- Provide details including what the 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 F – Participant Details including ROPE

Note: This is the largest section in the application form. Ensure that you **save regularly** while completing this section.

Ensure that participants' RMS profiles are up-to-date as some personal details automatically populate into this form part.

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

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

Some questions are automatically populated from the personal details in the participant's RMS profile. If the information in the profile needs updating, it can be amended by logging into RMS and updating the participant's 'Person Profile' details.

F1 Personal Details

(This question must be answered)

Data for this question is automatically populated from the 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 on behalf of the participant.

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

Note: The date of birth, country of birth, material personal interests, and Indigenous Status information will not be visible to assessors but will be visible to Administering Organisations and may be shared with other Commonwealth Entities.

Are you currently receiving any financial support (cash or in-kind) for research related activities from a country other than Australia?

Note: The response to this question is not displayed in RMS to other participants on the application. Any changes to the answers to this question, can be done in your RMS profile.

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

Are you currently, or have you previously been, associated or affiliated with a talent recruitment program from a country other than Australia?

Note: The response to this question is not displayed in RMS to other participants on the application. Any changes to the answers to this question, can be done in your RMS profile.

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

Are you currently associated or affiliated with a government, intelligence organisation, government owned enterprise, military or police organisation in a country other than Australia?

Note: The response to this question is not displayed in RMS to other participants on the application. Any changes to the answers to this question, can be done in your RMS profile.

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

Have you identified and disclosed any conflicts of interests in accordance with your Institution's conflict of interest policies and procedures?

Note: A 'No' answer to this question indicates that you have a COI that you have not disclosed to your employing institution or relevant Administering Organisation(s) of grant applications submitted to the ARC. In this case you will be prevented from participating on a grant application to be submitted to the ARC.

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

Has the participant acknowledged the collection of personal information by the ARC?

Provide a response to the acknowledgement of data collection question found within the Personal Profile of the participant.

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 viable to staff who have administrative roles at both my administering organisation, and the administering organisation of any applications that I am named on, and the ARC may disclose this information to other government agencies for the purposes of grant administration and legislative compliance.

If this box is not ticked and the statement acknowledged you will not be able to be a named participant on this grant application.

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

F2 If you are not an Australian citizen or an Australian permanent resident, are you a holder of a New Zealand Special Category Visa?

(This question must be answered)

Select 'Yes' or 'No' from the drop down list as appropriate.

This question will generate if you are not an Australian citizen or Australian permanent resident as recorded in your 'Person Profile'.

If you select 'No' the form will not validate for submission.

Note: Along with the auto-populated information on Australian citizenship and Australian permanent resident in question F1, this question validates the residency eligibility requirement for CIs and PIs.

F3 Passport and Visa Details


The information entered in this question may be provided to other Commonwealth entities and will be used for the sole and exclusive purpose of confirming eligibility.

The information entered in this question will not be visible to other applicants, will not appear in the PDF version of the form and will not be visible to assessors.





Please ensure that you check the information entered in this question matches current identification documents. If details are not entered accurately the Research Office may be contacted to verify information.

You must upload a copy of the document listed in this question - Australian passport, Permanent residency certification, New Zealand special visa or Australian birth certificate. If the document is not an Australian Passport or Australian Birth certificate, in addition you must upload a foreign passport showing place of birth and a photo.





National Intelligence and Security Discovery Research Grants (Intelligence Challenges) for funding commencing in 2024 – Instructions to Applicants

F3. Australian Citizenship, Australian Permanent residency or New Zealand special category Visa details 

Please provide details of your Australian Passport, Australian permanent residency certification, New Zealand Special category Visa or Australian citizenship details including the full name on the document below.
(This question must be answered)





Document Type    

• This item must be answered

Full name as listed on the document.    





0 characters. 200 characters maximum.





• This item must be answered





The document number.    

0 characters. 200 characters maximum.





• This item must be answered

Date of issue of the document.    

Date of expiry of the document.    

Please provide further details if you have selected 'other' including the name of the document.    

0 characters. 200 characters maximum.

Please upload a copy of the document listed above - Australian passport, Permanent residency certification, New Zealand special visa or Australian birth certificate. If the document is not an Australian Passport or Australian Birth certificate, in addition please upload a foreign passport showing place of birth and a photo.    

• This item must be answered

Note: Along with the auto-populated information on Australian citizenship and Australian permanent resident in question F1, this question validates the residency eligibility requirement for CIs and PIs.

The response to this question is not displayed in RMS to other participants on the application due to ARC privacy obligations.

F4 Fields of Research (FoR-2020)

To update the field of research (FoR-2020) codes, the individual participant must amend their profile in RMS by clicking the 'Manage Personal Details' link in the application form. This will open a new browser tab. When returning to the form ensure you 'Refresh' the page to capture the changes made to your profile.

Each participant must have one or more (up to a maximum of 10) FoR codes in the participant's individual profile to validate this question. The FoR-2020 codes in a participant's profile must be a

reflection of that person’s research expertise and may differ from the FoR-2020 codes listed for the application.

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

F5 Expertise Text

This data is automatically populated from the participant’s RMS profile (between 375 to 4000 characters (between approximately 50 to 500 words)).

To update the Expertise Text, the individual participant must amend their profile in RMS by clicking the ‘Manage Personal Details’ link in the application form. This will open a new browser tab. When returning to the form ensure to ‘Refresh’ the page to capture the changes made to the participant’s profile.

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

F6 Qualifications

This data is automatically populated from the participant’s RMS profile.

To update any qualifications, the individual participant must amend their profile in RMS by clicking the ‘Manage Qualifications’ link in this question. This will open a new browser tab. When returning to the form ensure to ‘Refresh’ the page to capture the changes made to the participant’s profile.

F7 Research Load (non-ONI Grants and Research)

(This question must be answered)

Provide details of research funding from non-ONI sources (in Australia and overseas).

For research funding from non-ONI sources, list all projects/applications/awards/fellowships awarded or requests submitted for funding for the years 2023 to 2026 inclusive.

- Use the template format below ‘Funding from non-ONI sources’ to create a list of relevant projects and/or applications in descending date order. Ensure that the text entered is still at 12 size font as per the formatting requirements in [Appendix B](#). Once completed, upload the list as a PDF.
- Support statuses (third column) options are ‘R’ for requested support, ‘C’ for current support and ‘P’ for past support.
- Funding amounts are to be in thousands and in Australian dollars.
- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.
- Details should be provided for all non-ONI sources of funding.

Template: Funding from non-ONI sources

National Intelligence and Security Discovery Research Grants (Intelligence Challenges) for funding commencing in 2024 – Instructions to Applicants

Description (All named investigators on any application or grant/fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Application/Project ID	2023 \$'000	2024 \$'000	2025 \$'000	2026 \$'000
Prof Joe Example, Prof Jane Sample	Y	C	n/a	90	205	100	
Dr Mary Test, Prof Joe Example	Y	C	n/a	120	175		

F8 Please upload a list and link to ALL publications by the Applicant

(This question must be answered)

A list of all publications produced by the Applicant must be uploaded in PDF format. Failure to upload a full list of publications could result in the Applicant being ineligible.

F9 What will your time commitment be to research activities related to this project?

(This question must be answered)

Enter your time commitment to this project as a full-time equivalent (FTE).

Note: FTE of 1.0 represents a full-time commitment (i.e. 5 days per week).

F10 Eligibility - Employment Details as at the Grant Commencement Date

(This question must be answered)

- This question will be used to determine the participant's eligibility and the determination will be based solely on the information contained in this application. Confirm the participant's employment status at all organisations that they will be associated with as at 1 July 2024. Enter the relevant appointment type and full-time equivalent (FTE) for each organisation.
- If you are adding employment at an Eligible Organisation, select the organisation name which matches the relevant organisation name in section 4.8 of the grant guidelines.
- If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number or contact the RMS Support team at RMSsupport@arc.gov.au for assistance.
- If the participant will not be employed or associated with any organisation at the grant commencement date, click in the Search bar and type 'Not Employed'. A record of the same name will be available for selection. Select 'Not Employed', scroll down to select the appointment type 'Other' and enter an FTE of 0.

F9. Eligibility - Employment Details as at grant commencement date ⓘ

This question will be used to determine your eligibility. Your eligibility will be based solely on the information contained in this application. Confirm your employment status at all organisations that you will be associated with as at 1 July 2023. Enter the relevant appointment type and Full-Time Equivalent (FTE) for each organisation.

(This question must be answered)

Name	
Aristotle University of Thessaloniki, Greece	<input type="button" value="Add"/>
University of Thessaly	<input type="button" value="Add"/>
University Museum, Department of Natural History University of Bergen	<input type="button" value="Add"/>
Inter-University Consortium for the Development of Large Interface Systems, University of Florence	<input type="button" value="Add"/>
University at Albany State University of New York	<input type="button" value="Add"/>

Australian Catholic University	Yes	<input type="text" value="Select appointment type"/>	<input type="text" value=""/>
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F11 Eligibility - Relevant Organisation for this application as at grant commencement date for this project

(This question must be answered)

- Enter the Organisation that is relevant to the participant's inclusion on this application, and that they will be associated with as at 1 July 2024.
- The 'relevant organisation' is the primary organisation that will be supporting the participant's involvement in this project if it is funded.

- If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number (ABN).

Note: The organisation must be listed in question F9 for this question to validate.

F12 Eligibility - Will the participant reside in Australia for more than 50 per cent of the project activity period?

(This question must be answered)

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

- Indicate whether the participant will reside in Australia for more than 50 per cent of the project activity period, taking into account any international travel.
- The **project activity period** means the period during which a project is receiving funding according to the original grant offer, or has any carryover funds approved by the ARC, or an approved variation to the project's end date. During this period, the project is known as an active project.
- If the participant is applying as a CI and the answer to this question is 'No', the question will become invalid and a prompt to contact the Research Office to check the participant's eligibility will appear. Eligibility will be based solely on the information contained in this application.

F13 Eligibility – Will the participant undertake a Higher Degree by Research during the project activity period?

(This question must be answered)

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

If the participant is applying as a CI and the answer to this question is 'Yes', they will be prompted to contact their Research Office and Part F will not validate. Eligibility will be based solely on the information contained in this application.

A CI cannot be undertaking a Higher Degree by Research (HDR) during the project activity period. Participants must have their HDR conferred by the Commencement Date of the project. The HDR Conferral Date is the date of the conferral of the HDR, not the date of submission of the thesis, nor the date on which the thesis was accepted by the examination board.

F14 Eligibility - Further Details Regarding Partner Investigator Status - Does the participant hold a remunerated appointment at an Eligible Organisation as at the grant commencement date for this project?

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

At question A2 'Partner Investigator' has been selected as the role type, but it appears that the participant meets the criteria of a Chief Investigator. **Note:** this question is mandatory ONLY FOR PIs WHO:

- at F12 confirmed that they will reside for more than 50 per cent of their time in Australia for the project activity period of the proposed project; AND
- at F13 confirmed that they are not currently undertaking a Higher Degree by Research which will be conferred after 1 July 2023; AND
- at F10 indicated that at the Grant Commencement Date they would hold either:

- an appointment at an Eligible Organisation equal or greater than 0.2 FTE; OR
- an honorary academic appointment at an Eligible Organisation
- You do **not** need to answer these questions if it was indicated in question F12 that the participant will be living predominantly overseas **OR** if they have indicated in question F13 that they will be undertaking a Higher Degree by Research.

Justification of PI Status

- Justify the participant's inclusion on this application as a PI with reference to section 4 of the grant guidelines.
- If 'Yes' is selected to the question above, you will be asked to provide a justification for the participant's inclusion on this project as a Partner Investigator. A participant who holds a remunerated position of at least 0.2 FTE at an Eligible Organisation, or holds an honorary academic appointment at an Eligible Organisation, would normally be expected to participate as a CI. Refer to the grant guidelines for further information.
- A maximum of 3750 characters (approximately 500 words) is allowed for the justification.

F15 Is the participant providing research input on this project?

(This question must be answered by Partner Investigators only)

This is a Yes/No question.

- If the participant answers 'Yes', the ROPE questions will be activated. You must read the [ROPE Statement](#) on the ARC website before filling out this section.
- If the participant answers 'No', they will be asked to upload a two-page CV to support the PI's involvement in the proposed project.
- The two-page CV must be relevant to the application and can include significant career interruptions. It is up to the participant to determine the appropriate information to include in the CV.

F16 Research Opportunity and Performance Evidence (ROPE) – Current and previous appointment(s)/position(s) – during the past 10 years

To update any details in this table, click on the 'Manage Employment Details' link in this question. This will open a new browser tab. When returning to the form ensure to 'Refresh' the page to capture the changes made to the participant's profile.

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

- Provide details of career, 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 July 2014.

F17 Research Opportunity and Performance Evidence (ROPE) – Academic Interruptions

(This question must be answered)

Have you experienced a significant interruption that has impacted on your research opportunity?

Read the [ROPE Statement](#) on the ARC website before filling out this section.

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

If the answer is 'Yes' to this question you will be prompted to provide the dates and details for each career interruption (up to 500 characters, approximately 75 words).

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
- 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.

Note: You do not need to provide personal or confidential information to ONI. This information can be provided to the Administering Organisation and certified by the DVCR or equivalent before submitting the application to ONI.

F16. Research Opportunity and Performance Evidence (ROPE) - Academic Interruptions ⓘ

You must read the ROPE Statement <http://www.arc.gov.au/arc-research-opportunity-and-performance-evidence-robe-statement> before filling out this section.
(This question must be answered)

Has the participant experienced an interruption that has impacted on their academic record? ⓘ

Yes

• This item must be answered

From when

To when

FTE of academic interruption

Enter FTE

Interruption Category

Details

0 characters. 500 characters maximum.

Add answer

F18 **Research Opportunity and Performance Evidence (ROPE) – Details of the participant’s career and opportunities for research, evidence of research impact and contributions to the field, including those most relevant to this application**

(This question must be answered)

Upload a PDF of up to five A4 pages and in the format described in [Appendix B](#) of these instructions. The PDF must provide the following information that is relevant to the participant’s circumstances and opportunities in the order set out below:

- AMOUNT OF TIME AS AN ACTIVE RESEARCHER
- RESEARCH OPPORTUNITIES
- RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS

AMOUNT OF TIME AS AN ACTIVE RESEARCHER

Provide:

- The number of years since the participant graduated with their highest educational qualification
- A total FTE figure for periods of significant career interruption during that period.

For example, ‘I was awarded my PhD (x) years ago in (year) and in that period I have experienced a total of two years (at X.X FTE) of career interruptions’.

RESEARCH OPPORTUNITIES

Provide details, relative to the participant’s specific opportunities considerations (both negative and positive) and the effect this has had on their research. This may include:

- The research opportunity the participant has had in the context of their employment situation, including employment outside academia, any unemployment or part-time employment they may have experienced, and the research component of their employment conditions.
- A description of the participant’s role:
 - If the participant is university based, indicate as appropriate the percentage of their current role(s) in research-only, teaching and research, teaching-only, teaching and administration, research and administration, administration-only academic, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand their situation. Give an indication of what percentage of time they have spent in those roles; or
 - If the participant is industry based, indicate as appropriate the percentage of their current role in industry, research and administration, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand their situation. Give an indication of what percentage of time they have spent in those roles.
- The research mentoring and research facilities that have been available to the participant during their career.
- Any other aspects of the participant’s career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this application (e.g. any circumstances that may have slowed down their research and publications or affected the time they have had to conduct and publish their research).

RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS

Provide a statement outlining any further evidence of the participant’s achievements and significant contributions to the field. This can include:

- Prizes, honours and awards
- Research supervision, mentoring and advice
- Invited keynote and speaker addresses
- Research income
- Commercial outcomes such as patents, IP licences and resulting benefits
- Identifiable benefits outside of academia
- Other professional activities
- Describe how the participant’s research has led to a significant change or advance of knowledge in their field, and outline how their achievements will contribute to this application.

Note that question F18 provides an opportunity to describe the contribution of significance of the participant’s publications. Question F17 should be devoted to other outputs.

Note: This should not include information presented in the following sections.

F19 Research Opportunity and Performance Evidence (ROPE) – Research Outputs Context

(This question must be answered)

Research context: Provide clear information that explains the relative importance of different research outputs and expectations in the participant’s discipline/s.

The information should help assessors understand the context of the participant’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 first authorship/citations, or significance of non-traditional research outputs.

If this question is not relevant to a participant, for example a PI with a non-academic background, the participant should include a short explanatory statement as to why this question is not applicable.

The response to this question must be up to 3750 characters, approximately 500 words.

F20 Research Opportunity and Performance Evidence (ROPE) – Research Outputs Listing including Ten Career-Best Research Outputs

This data is populated from the ‘Research Outputs’ section within the participant’s RMS profile. The participant will have the flexibility to choose and add which outputs to include in the application.

Note: Research Output – includes all products of a research project that meet the definition of Research. For information on what the ARC defines as a Research Output refer to the ARC Open Access Policy.

For instruction on how to add research outputs to a user’s profile in RMS, refer to the User Guides - [Research Outputs in RMS—Instructions for adding Research Outputs to your RMS Profile](#).

Provide a list of the research outputs marking those that are most relevant to this application categorised under the following headings: Ten career-best research outputs; Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs). CVs and theses should not be included in this list. The participant's ten career-best research outputs should not be repeated under subsequent headings. Include no more than 100 research outputs and fully reference each research output listed.

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.

Research output listing: To indicate the ten career-best outputs enter numbers 1 to 10 in the 'Rank' column. To indicate research outputs that are relevant tick the 'Relevant' checkbox which will add an asterisk against that research output.

To add research outputs to the application:

- To import all research outputs click on the 'Search' button. Use the drop down menu 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. Users will have the flexibility to choose research outputs for listing in their grant applications. For instruction 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* available on the [ARC website](#).

F19. Research Opportunity and Performance Evidence (ROPE) – Research Outputs Listing including Ten Career-Best Research Outputs ⓘ

Provide a list of research outputs relevant to this application categorised under the following headings: Ten career-best research outputs; Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs). CVs and theses should not be included in this list. The DECRA candidate's ten career-best research outputs should not be repeated under subsequent headings. (Up to 100 research outputs).

Research Outputs Listing

To indicate the ten career-best research outputs enter numbers 1 up to 10 in the 'Rank' column. To indicate research outputs that are relevant, tick the 'Relevant' checkbox which will add an asterisk against that research output.

Search for Research Outputs

Research output data is sourced from your RMS profile. (Manage Research Outputs) Note: after updating research output data, please refresh or save the data.

Search All Categories All Sources Search

- 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.

- 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'.

National Intelligence and Security Discovery Research Grants (Intelligence Challenges) for funding commencing in 2024 – Instructions to Applicants

List the research outputs marking those that are most relevant to this application categorised under the following headings: Ten career-best research outputs; Authored books; Edited books; Book chapters; Referred Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs). CVs and these should not be included in this list. The participant's ten career-best research outputs should not be repeated under subsequent headings. (No more than 100 research outputs).

Research Outputs Listing

To indicate the ten career-best research outputs enter numbers 1 up to 10 in the 'Rank' column. To indicate research outputs that are relevant, tick the 'Relevant' checkbox which will add an asterisk against that research output.

Select all Deselect all Remove selected

Select	Category	Rank	Relevant	Reference	Funding	Source	Actions
<input type="checkbox"/>	Fully Refereed Conference Proceeding	1	<input checked="" type="checkbox"/>	Example, A, 'Output 3', vol. 1, no. 1, pp. 1-10		RMS	Remove Edit Additional Details
<input type="checkbox"/>	Refereed Journal Article	2	<input type="checkbox"/>	Example, A 2005, 'Output 2', <i>Science</i> , vol. 1, no. 1, pp. 1-20		RMS	Remove Edit Additional Details
<input type="checkbox"/>	Authored Book	3	<input checked="" type="checkbox"/>	Example, A 2018, 'Output 1', vol. 1, no. 1		RMS	Remove Edit Additional Details

F21 Is the participant applying for Teaching Relief?

(This question must be answered if the participant is a Chief Investigator)

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

If the answer to this question is 'Yes' you will be prompted to request the percentage of Teaching Relief for each requested year (25, 50, 75 or 100 per cent of the CI's teaching load).

F19. 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 percentage of Teaching Relief for each requested year (25, 50, 75 or 100 per cent).
- The percentage of Teaching Relief will be automatically calculated and the request will be generated in the Form Part E1.
- Note: CIs may request funding for teaching relief or other duties in order to maximise the opportunity for the CI to conduct research. This question is only relevant for CIs and will not be activated for PIs.

(This question must be answered)

Yes

Year 1: 25% Year 2: 0% Year 3: 0%

The percentage of Teaching Relief will be automatically calculated and the request will be generated in Part E.

Refer to the Teaching Relief section outlined at question E1 for more information on Teaching Relief budgets.

Note: CIs may request funding for teaching relief in order to maximise the opportunity for the CI to conduct research. This question is only relevant for CIs and will not be activated for PIs.

F22 Certification by Participants

I certify that:

- i) all the details in this application are accurate and complete, including information contained in my RMS personal profile;
- ii) proper inquiries 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 that I will notify the Administering Organisation of any personal material interests or Conflicts of Interest which arise subsequent to 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 subsequent to the submission of this application.

viii) I acknowledge that personal information may be provided to other Commonwealth entities.

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

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

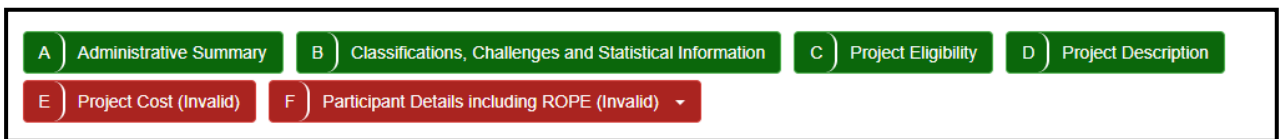
The participant must review and confirm the accuracy of all information contained in this application, including information entered within your RMS profile to be eligible to participate on this application.

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

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

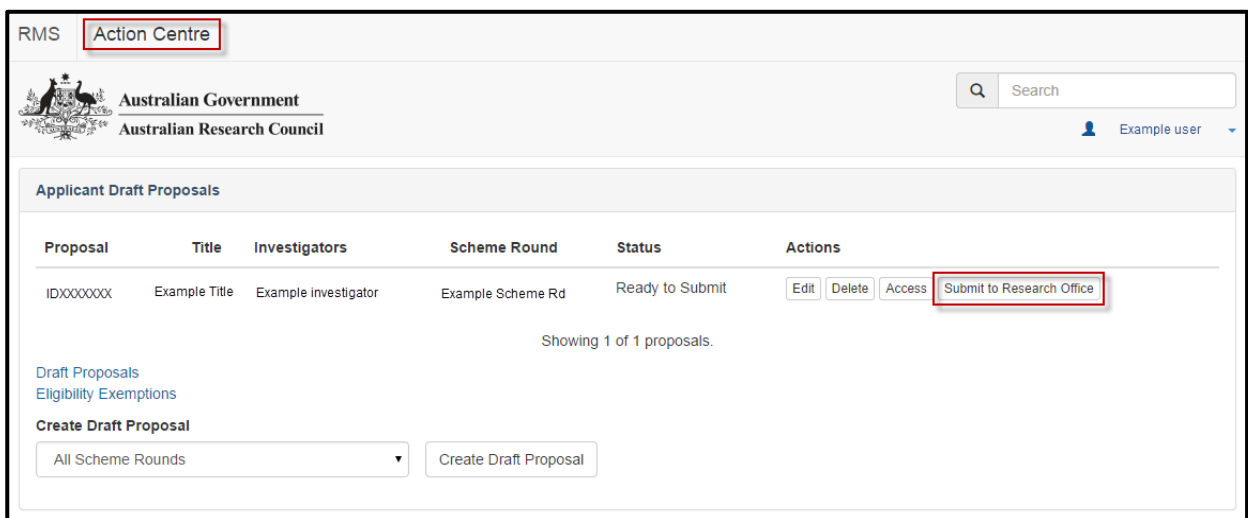
5. Submitting the application to the Research Office

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'.



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).



Appendix A – Adding an ORCID iD to an RMS account

RMS users are now able to link an ORCID iD to their RMS User Profile. The functionality will connect directly to ORCID, and will allow the user to link a current ORCID account or will provide them with the ability to create an ORCID account.

At this stage, it will not be mandatory for Applicants to have an ORCID iD listed within their RMS account. Additionally, this will simply link RMS to the user's ORCID account and will allow the ARC to view any Public Information. No information from the user's ORCID account will be utilised in other parts of RMS at this stage.

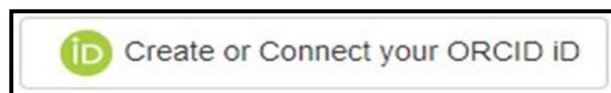
Your ORCID iD and information will not appear in the application form and will not be used for assessment purposes, therefore it is important that all questions in the application form are answered.

Instructions on how to add an ORCID iD to a user's account:

- Login to the relevant RMS instance.
- From the Person Profile section, select Personal Details.



- Under the ORCID iD section of the Personal Details page, Select the Create or Connect your ORCID iD button.



A new window will open, allowing the user to sign in to their ORCID account or to register for a new ORCID account.



The screenshot shows the ORCID login interface. At the top is the ORCID logo. Below it is the text "Sign into ORCID or Register now". There are two tabs: "Personal account" (selected) and "Institutional account". Underneath is the heading "Sign in with your ORCID account". There are two input fields: "Email or ORCID iD" and "ORCID password". A blue button at the bottom says "Sign into ORCID".

- Once the user has entered their account details, a message will prompt the user to authorise RMS to read their limited-access information.

The same function is available on the Research Output page in a user's RMS profile.



The screenshot shows an authorization prompt from the ARC Research Management System (RMS). The title is "ARC Research Management System (RMS) ?" and the text says "has asked for the following access to your ORCID Record". Below this is a green eye icon and the text "Read your limited-access information". A paragraph follows: "This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your account settings." At the bottom is a blue button labeled "Authorize".

- Once the user has authorised, RMS will confirm and the user can close the window.



The screenshot shows a confirmation message from the Australian Government Australian Research Council. It features the Australian Government crest and the text "Australian Government Australian Research Council". Below this is the text "Thank you **ARC RMS** for connecting your ORCID **iD**". A "Close" button is located in the bottom right corner.

Appendix B – Format

Write in plain English and comply strictly with the application format and submission requirements.

All pages of additional text (uploaded in PDF form) must be as follows:

- Black type, or occasional coloured type for highlighting purposes.
- Single column.
- White A4 size paper with at least 0.5 cm margin on each side and at top and bottom.
- A highly legible font type must be used before converting to PDF such as: Arial, Helvetica, Palatino and Times New Roman subject to them being an equivalent sized font to 12 point Times New Roman. Variants such as mathematical typesetting languages may also be used.
- Text included in figures, tables or pictures must also be equivalent sized font to 12 point Times New Roman.
- Only references can be in equivalent sized font to 10 point Times New Roman.
- Adhere strictly to page limits designated for each part of the application.
- The inclusion of webpage addresses/URLs and hyperlinks in the application should only be used under certain circumstances such as publications that are only available online and letters of support. 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. All information relevant to the application must be contained within the application.
- Applicants should only include information which is pertinent to the research and note that colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white and should be both necessary and appropriate.
- Additional text uploaded as PDF may appear slightly reduced in size due to the RMS formatting of the attachments to include page numbers. Additional text uploaded in PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- The ARC on behalf of ONI reserves the right to seek an original electronic copy of documents uploaded into the application to determine that the text meets these requirements.

Note: Information such as citations or public recognition may be considered for inclusion in relevant sections if suitable.