



Australian Government  
Australian Research Council

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# INDUSTRIAL TRANSFORMATION RESEARCH HUBS

Instructions to Applicants  
for funding commencing in 2022

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## 1. Introduction

The *Industrial Transformation Research Hubs for funding commencing in 2022 Instructions to Applicants* (hereafter referred to as the Instructions) provides information to participants on how to complete and electronically submit an Industrial Transformation Research Hubs application for funding commencing in 2022 (IH22).

The completed application form, including the PDF attachments, must comply with the Grant Guidelines for the Linkage Program (2021 edition) (grant guidelines). The information in this document is underpinned by the grant guidelines. Applicants should read the grant guidelines on the [GrantConnect](#) website before preparing the application.

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## 2. Before completing the application form

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

### 2.1 RMS User Profile and populating Research Outputs

Ensure the Personal Details, Qualifications and Employment History sections of each participants' RMS Person Profile contains up-to-date information, as some of these details will be auto-populated into the application form.

Research outputs (including preprints or comparable resources) 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.
- 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.

Preprints or comparable resources must only be entered manually as an additional research output. They should be explicitly identified by including [PREPRINT OR COMPARABLE] at the end of the reference. See [Appendix E](#) which includes the definition of preprints or comparable resources and details on how to add these outputs into your RMS profile.

For instructions on how to add your ORCID 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 is 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 is only permitted under certain circumstances such as publications that are only available online (such as preprints and comparable resources) 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 and necessary to the application must be contained within the application.

For Administering Organisation internal checking purposes, information regarding how many current applications and projects a participant holds is available in questions F5 and F9.

### **2.3 Key documents**

Key documents for [IH22](#) are available on [GrantConnect](#).

**NOTE:** Section 1 of the grant guidelines provides general rules for schemes under the Linkage Program; Part A of the grant guidelines provides specific rules for Industrial Transformation Research Hubs for funding commencing in 2022.

### **2.4 Key dates**

Refer to the [Grants Calendar](#) and [Important Dates for ARC Grant Application Process](#) pages on the ARC website for key calendar and important dates, and updates relevant to the grant guidelines, including closing dates for 'Request Not to Assess', application submission and rejoinder.

### **2.5 Research Office – further application assistance/guidance**

Contact the Research Office in the first instance if you have any queries regarding ARC funding schemes 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 other eligibility requirements have been met by participants.

The application form will prevent an Administering Organisation from submitting an application where any participant has an overdue Final Report for any ARC-funded projects. Participants will be able to see the Project ID where there is an overdue Final Report and the form part will be 'invalid'.

A named participant on a successful ITRP application must meet the project limit requirements as stated in the grant guidelines before the project can start. Project limits can be met by relinquishing existing project(s), or relinquishing role(s) on existing projects, or withdrawing application(s) that would exceed the project limits.

Where project and application limits have been exceeded, a warning will be given within the application form and the participant will need to indicate which projects/roles/applications will be relinquished/withdrawn if the ITRP application is successful.

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

## 2.7 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:

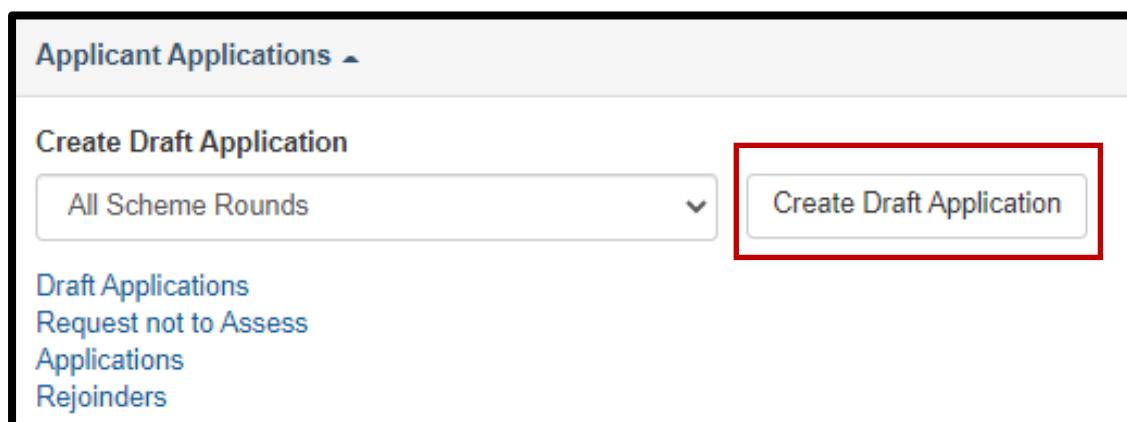
- participant certification within the RMS application form (question F21)
- an additional DVCR certification clause in RMS prior to submission (delegate certification)
- organisation certification template (Appendix D – letter of support)

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## 3. Creating a new application in RMS

To create a new application:

- Login to [RMS](#)



The screenshot shows the 'Applicant Applications' section of the RMS interface. At the top, there's a dropdown menu labeled 'All Scheme Rounds'. To its right is a prominent button labeled 'Create Draft Application', which is highlighted with a red rectangular border. Below this, there's a sidebar with links: 'Draft Applications', 'Request not to Assess', 'Applications', and 'Rejoinders'.

- Select **Industrial Transformation Research Hubs 2022 round 1** from the drop-down list and click on ‘Create Draft Application’.

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## 4. Completing the application form

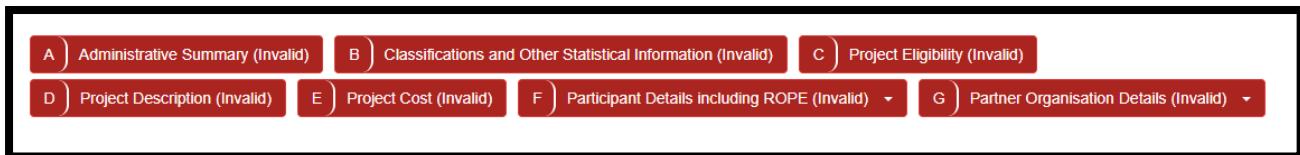
There are seven Parts (A-G) in the IH22 application form:

- A) Administrative Summary
- B) Classifications and Other Statistical Information
- C) Project Eligibility
- D) Project Description
- E) Project Cost
- F) Participant Details including ROPE (*This section will not appear until a participant has been added/accepted in Part A.*)
- G) Partner Organisation Details (*This section will not appear until a Partner Organisation has been added/accepted in Part A.*)

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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 G).



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 you in completing questions. To access this information click on the icon.
- The PDF version of the form is used by assessors and therefore any questions that do not render to the PDF will not be viewable by assessors.

## Part A – Administrative Summary

### A1 Application Title

(This question must be answered)

Provide a short title beginning with "ARC Research Hub for/in..." as this will be the official title used for all corporate and marketing purposes, if funded. (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 by the ARC and used for public release

### A2 Person Participant Summary

(This question must be answered)

Add **all** named participants who will be participating in this application. These will include the Research Hub Director, Chief Investigator (CIs) or Partner Investigator (PIs). Only one participant can be listed as a Research Hub Director.

The first-named participant will be considered to be the Research Hub Director. The Research Hub Director must be entered first on the 'Administrative Summary' page. Key personnel should be entered next, followed by other CIs and PIs.

The Research Hub Director and up to 4 other named participants identified as key personnel will be required to complete additional questions in Part F of the application form.

The Research Hub Director must:

- meet the eligibility criteria to apply as a CI
- be employed by the Administering Organisation a minimum of 50 per cent of Full Time Equivalent (0.5 FTE)
- commit a minimum of 0.5 FTE to the activities of the Research Hub.

A Chief Investigator must:

- not be undertaking a Higher Degree by Research during the project activity period
- reside for more than 50 per cent of their time in Australia for the project activity period
- 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 at an Eligible Organisation.

An honorary academic appointment for eligibility purposes means a position that gives full academic status to the researcher, as certified by the Deputy Vice-Chancellor (Research) (or equivalent) in the application. The researcher must have access to research support comparable to employees e.g., an emeritus appointment. The researcher is not eligible to be a CI using their honorary academic appointment if they

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are employed by an organisation other than an Eligible Organisation for more than 0.2 FTE.

A Partner Investigator:

- must not meet the eligibility criteria for a CI as at the grant commencement date or during the project activity period
- can be an employee of an Eligible Organisation who will not reside in Australia for more than 50 per cent of the project activity period.

**Please Note:** To assist in identifying the appropriate role type for a participant, please refer to the decision tree at [Appendix C](#).

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

'Person Profile' details (personal details, 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 RMS email address, then click on 'Add'. Repeat this action for the rest of the participants.

A2. Person Participant Summary 

Add all named participants who will be participating in this application. These will include the Research Hub Director, Chief Investigator (CIs) or Partner Investigator (PIs). Refer to the Grant Guidelines for personnel eligibility requirements.

#	Name	Participant Type	Current Organisation(s)
		-- Select Participation Type --	<input type="text" value="Enter email address"/> Add
		Chief Investigator	Role
		Partner Investigator	Role
		Hub Director	Role

**NOTE:**

- There must be minimum 1 participant
- There must be maximum 10 participants
- There must be 1 person per role

**NOTE:**

- When a participant is 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 found 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 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.

## Industrial Transformation Research Hubs for funding commencing in 2022 Instructions to Applicants

The following participants are required for IH22, as stated in the grant guidelines:

- one Research Hub Director who is an eligible CI from the Administering Organisation
- at least one other CI from the Administering Organisation
- at least one CI from each Other Eligible Organisation
- at least one PI from each Partner Organisation

### **A3 Organisation Participant Summary**

(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 (listed in the grant guidelines) which submits an application for funding 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.
- **Partner Organisation** means an Australian or overseas organisation, other than an Eligible Organisation, which satisfies the eligibility requirements for a Partner Organisation and is to be a cash and/or in-kind or other material resources contributor to the project.
- **Other Organisation** means an organisation which is listed on an application and is not an Eligible Organisation (not listed in the grant guidelines) and not a Partner Organisation that contributes to the research project.

#### **Adding a participating organisation:**

- Select the Organisation Role from the drop-down list.
- Enter the name of the organisation in the search box and click 'Search'.
- Select the relevant organisation from the list of search results and click 'Add'.

**A3. Organisation Participant Summary**

*Please add all organisations participating in this proposal*  
*(This question must be answered)*

#	Name	Participant Type
		<div style="border: 1px solid red; padding: 2px; width: 150px;">-- Select Organisation Role --</div>
		<div style="border: 1px solid red; padding: 2px; width: 150px; background-color: #e0f2e0;">-- Select Organisation Role --</div>
		<div style="border: 1px solid red; padding: 2px; width: 150px; background-color: #e0f2e0;">Administering Organisation</div>
		<div style="border: 1px solid red; padding: 2px; width: 150px; background-color: #e0f2e0;">Other Eligible Organisation</div>
		<div style="border: 1px solid red; padding: 2px; width: 150px; background-color: #e0f2e0;">Partner Organisation</div>
		<div style="border: 1px solid red; padding: 2px; width: 150px; background-color: #e0f2e0;">Other Organisation</div>

For the Australian Business Number please add the  
it the ARC for assistance.

• This item must be answered  
• There must be 1 organisation on the proposal with the Administering Organisation role  
• There must be a minimum of 1 organisation on the proposal with the Partner Organisation role

**NOTE:**

- All participating organisations added in question A3 will be automatically added to 'Part E – Project Cost'.
- The Application must include at least one Australian Partner Organisation.
- Partner Organisations (POs) that are added in question A3 will be automatically added to 'Part G – Partner Organisation Details' and will have their own section in the application form.
- Select 'Add' prior to saving. If the application form is saved without 'Adding' all information selected will be lost.
- If the organisation is not listed but the Australian Business Number (ABN) is known, click on the link 'please add the organisation for use in RMS' to add the organisation.
- If the organisation is not listed, or any information is incorrect or incomplete, contact the Research Office.

**A4 Application Summary**

(This question must be answered)

Provide an Application Summary (a paragraph of text which is used by the Minister to consider the application), 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. (Up to 750 characters, approximately 100 words).

Examples of Application Summaries for funded projects can be found on the [ARC website](#).

The Application Summary 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 transform industry by...generating new knowledge in the area of... using the innovative approach/using interdisciplinary approaches/utilising new techniques...strongly align with the industry priority area/s as identified...with success achieving...**)

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

**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 for example scholarly, public or commercial.
- The Application Summary may be modified by the ARC and used for public release.

- When describing benefits ensure that the description is consistent with the *ARC Medical Research Policy*, and specific to the research being proposed.
- 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.

**A5 List the objectives of the proposed project**

List each objective separately by clicking ‘add answer’ to add the next objective (up to 500 characters, approximately 70 words per objective).

The information will be used for future reporting purposes if this application is funded, including reporting on these objectives in the Research Hub’s Final Report. Objectives listed in this question are auto-populated into the Final Report template.

**A6 National Interest Test Statement**

(This question must be answered)

Outline the extent to which the research contributes to Australia’s national interest through its potential to have economic, commercial, environmental, social or cultural benefits to the Australian community.

Write the description of the national interest simply, clearly and in plain English between 750 and 1125 characters (between approximately 100 and 150 words).

**NOTE:**

- The National Interest Test Statement may also be publicly released by the ARC.
- **This question and the corresponding answer will not appear in the PDF version of the form.**

## Part B – Classifications and Other Statistical Information

### **B1 Does this application fall within one of the Science and Research Priorities?**

(This question must be answered)

This is a ‘Yes’ or ‘No’ question.

Select ‘Yes’ to indicate if the application falls within a Science and Research Priority area.

- If you select ‘Yes’, you will be required to choose one of the Science and Research Priority areas from the drop-down list.
- Then select one or more Practical Research Challenges from the drop-down list. Each Science and Research Priority area has a number of associated Practical Research Challenges.

Select ‘No’ if not applicable. If ‘No’ is selected, the Science and Research Priorities will remain greyed out.

#### **Note:**

- RMS will allow only one of the Science and Research Priorities to be selected. Choose the most appropriate one from the list. The application may, however, indicate more than one Challenge within the chosen Science and Research Priority.
- Information regarding the [Science and Research Priorities](#) is available via a link on the [Department of Industry, Science, Energy and Resources](#) website.

## B2 Field of Research (FoR-2020)

(This question must be answered)

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

The FoR classification defines research according to [disciplines](#). The FoR codes selected should reflect the nature of the research in this application, particularly if it is interdisciplinary. The choice of FoR codes and their proportions will assist in assigning appropriate assessors to the application and should be as accurate as possible.

- Select up to 3 six-digit FoR codes 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-2020 Codes and definitions by Division link](#)

Or visit the ARC website for [FoR Codes and definitions by Division, 2020](#).

A maximum of 3 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 code.
- 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 (%).

**NOTE:** The maximum percentage can only be entered for one FoR code (for example, 50 cannot be entered for 2 FoR codes).

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B2. Field of Research (FoR-2020) 

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.

1. Select up to three classification codes that relate to this application. If the code is known, start entering the FoR-2020 code number. A filtered list will appear, once the FoR code is chosen, 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-2020 Codes and definitions by Division](#) link or visit the ARC website for the full list of FoR codes.
- Note: The ARC recommends that 'XXX99' (not elsewhere classified) codes be used only as a last resort when there is no other appropriate code within the classification.

2. 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 3 classification codes that relate to the application. Note that the percentages must total 100.  
(This question must be answered)

Classification Code	Description	Percentage (%)	Action
400101 - Aerospace materials	400101 - Aerospace materials	<input type="text"/> %	
40	40 - ENGINEERING	<input type="text"/> %	
	4001 - Aerospace engineering		
	400101 - Aerospace materials		
	400102 - Aerospace structures		

Once you have entered the FoR code, select 'Add'. This will add the FoR code to the table above

 • Code 400101 must be entered  
• The total percentage must total 100

### **B3 Socio-Economic Objective (SEO-2020)**

(This question must be answered)

Select up to 3 classification codes that relate to your application. Note that the percentages must total 100.

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

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

#### **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](#):

[Click SEO-2020 Codes link](#)

A maximum of 3 six-digit SEOs can be entered per application.

- Enter a percentage for each SEO code.
- Prioritise the SEO codes from highest to lowest percentage - note RMS does not automatically sort from highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).

**NOTE:** The highest percentage can only be entered for one SEO code (for example, 50 cannot be entered for 2 SEO codes).

**B4 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.

A screenshot of a user interface element. It shows a dropdown menu with a red border. Inside the dropdown, there is a list of four items: 'Investigatory Team', 'Methodology', 'Design', and 'Other'. To the right of the list is a light pink rectangular area. In the top right corner of the dropdown, there is a small button labeled 'Add' with a downward arrow icon.

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

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

**B5 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 (B6 and B7) will be enabled:

- What is the nature of the proposed international collaboration activities?
- If the proposed research involves international collaboration, please specify the country(ies) involved.

## B6 What is the nature of the proposed international collaboration activities?

This question will only be required if 'Yes' is chosen in question B5.

- Choose all options which will apply to this application if it is funded.
- Select a category and click 'Add'.

B6. What is the nature of the proposed international collaboration activities?

- This question must be answered if 'Yes' is chosen in B5.
- Choose all options which will apply to this application if it is funded.
- Select a category and click 'Add'.

(This question must be answered)

The screenshot shows a dropdown menu with the following items:

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

An 'Add' button is visible in the top right corner of the dropdown.

B7. If the proposed research involves international collaboration, specify the country/ies involved.

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

## B7 If the proposed research involves international collaboration, specify the country/ies involved

(This question must be answered)

This question will only be required if 'Yes' is chosen in question B5.

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.

B7. If the proposed research involves international collaboration, specify the country/ies involved.

Commence typing in the search box and select from the drop-down list the name of the country/ies of collaborators who will be involved in the proposed project. Note that Australia is not to be listed and is not available to be selected from the drop-down list.

(This question must be answered)

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

sw|

- Swaziland
- Sweden
- Switzerland

Add

Click 'Add' to add the country to the application

## **B8 Industrial Transformation Priorities**

(This question must be answered)

- Select one or more of the Industrial Transformation Priorities the proposed research will address.
- Select an Industrial Transformation Priority from drop down list and click on 'Add'.
- If the proposed research program will address more than one Industrial Transformation Priority, list the most relevant Priority first.

**NOTE: New Industrial Transformation Priority areas have been added to the drop-down list.**

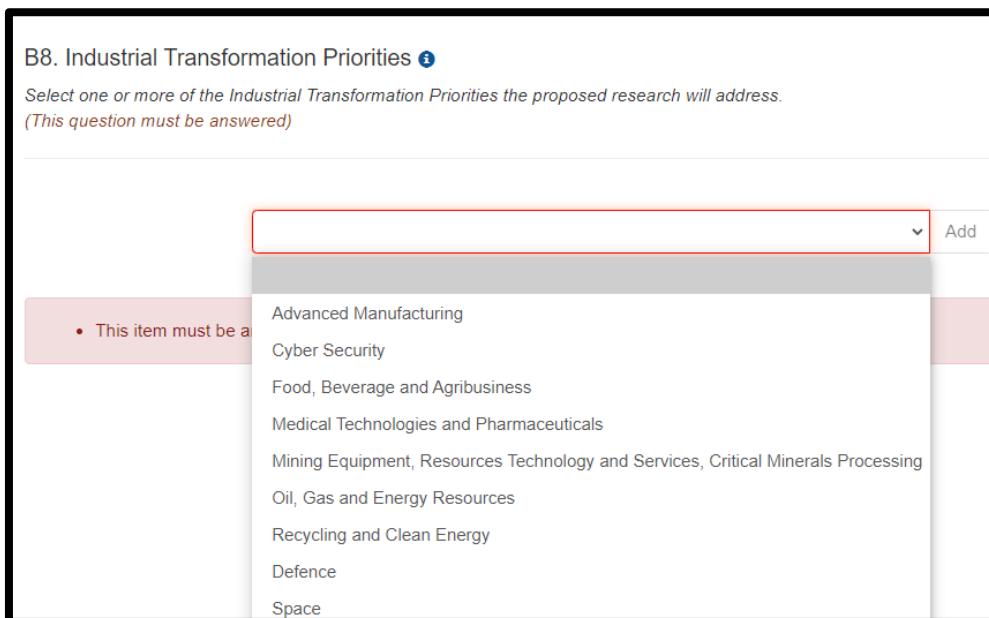
B8. Industrial Transformation Priorities 

Select one or more of the Industrial Transformation Priorities the proposed research will address.  
*(This question must be answered)*

• This item must be answered

Advanced Manufacturing  
Cyber Security  
Food, Beverage and Agribusiness  
Medical Technologies and Pharmaceuticals  
Mining Equipment, Resources Technology and Services, Critical Minerals Processing  
Oil, Gas and Energy Resources  
Recycling and Clean Energy  
Defence  
Space

Add



## Part C – Project Eligibility

### C1 Medical Research

(This question must be answered)

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

Select ‘Yes’ or ‘No’ from the drop-down list as appropriate. If ‘Yes’ is selected question C2 will be activated.

The *ARC Medical Research Policy* provides examples of both eligible and ineligible research areas. Supporting documentation can also be found on the ARC website including ARC Medical Research Policy Frequently Asked Questions and ARC Medical Research Policy Eligibility Examples.

**NOTE:** Industrial Transformation Research Hubs may include a medical research-related priority (for example, ‘Medical Technologies and Pharmaceuticals’). Applications addressing that priority must take the *ARC Medical Research Policy* into consideration as well as addressing the objectives of the scheme. More information is also available in the ITRP Frequently Asked Questions document on [GrantConnect](#).

### C2 Medical Research Statement

(This question must be answered if ‘Yes’ is selected at question C1)

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

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

### C3 Current Funding

(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 ARC 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.

**C4 Other Application(s) for funding**

(This question must be answered)

Are you applying for funding from the Australian Government (ARC 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. 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 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 will 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 by the ARC.

**D2 Project Description**

(This question must be answered)

Upload a Project Description as outlined below in no more than 15 A4 pages and in the required format.

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 AIMS AND BACKGROUND
- INVESTIGATOR(S)/CAPABILITY
- PROJECT QUALITY AND INNOVATION
- FEASIBILITY AND COMMITMENT
- BENEFIT
- COMMUNICATION OF RESULTS
- REFERENCES
- ACKNOWLEDGEMENTS (IF REQUIRED)

Applicants should ensure that information provided under these headings addresses the assessment criteria as stated in the grant guidelines, noting the relevant weighting of the criteria.

### **PROJECT TITLE**

This must be the same title as the Application Title in question A1 of the application form, and must not exceed 20 words.

### **PROJECT AIMS AND BACKGROUND**

Briefly outline the aims of the proposed Research Hub.

Include information about national and international progress in this field of research and its relationship to the proposed Research Hub.

Refer only to research outputs that are accessible to the national and international research communities.

## **INVESTIGATOR(S)/CAPABILITY**

Describe the:

- demonstrated Research Opportunity and Performance Evidence (ROPE) of the proposed team including:
  - evidence of experience in managing distributed and/or collaborative industrial and end-user focussed research
  - evidence of significant outcomes on industry related projects
  - evidence of experience in and capacity to provide effective supervision, support and mentoring for HDR candidates and postdoctoral researchers over the life of the Research Hub
- appropriateness of the team research track record to achieve the Research Hub's goals
- time and capacity of the team to undertake and manage the proposed research in collaboration with the Partner Organisation(s).

## **PROJECT QUALITY AND INNOVATION**

Describe the:

- aims, concepts, methods and outcomes will drive growth, productivity and competitiveness within relevant sectors
- conceptual/theoretical framework is genuinely integrated, cross-disciplinary, innovative and original
- project draws together high quality innovative national and international partnership(s) into an integrated Research Hub.

Address the alignment of the research program with one or more of the Industrial Transformation Priorities and how this will transform the industry.

## **FEASIBILITY AND COMMITMENT**

Describe the:

- extent to which the Research Hub represents value for money
- appropriateness of the design of the Research Hub and the expertise of the participants to ensure the project can be completed within the proposed budget and timeframe (including identified risks and mitigation strategies)
- proposed level of collaboration to support the research project, including national and international networks and linkages
- high-quality intellectual support provided for the Research Hub by the research environment of the participating organisations
- availability of and access to the necessary facilities required to support the proposed research (physical, technical, access to infrastructure, etc)
- commitment by each Partner Organisation(s) to collaboration in the Research Hub
- adequacy of the budget, including cash and in-kind Contributions pledged by participating organisations
- extent to which the proposed Research Hub engages, and will continue to engage, meaningfully with the relevant industry experts including Industry Growth Centres.

If the project involves research pertaining to Aboriginal and/or Torres Strait Islander communities describe:

- the strategies for enabling collaboration with Aboriginal and/or Torres Strait Islander communities (for example, dialogue/collaboration with an Indigenous cultural mentor)
- any existing or developing, supportive and high-quality relationships with Aboriginal and/or Torres Strait Islander communities
- any personal affiliations with local Aboriginal and/or Torres Strait Islander communities that can facilitate the proposed research.

## **BENEFIT**

Describe:

- the extent to which the research clearly addresses one or more of the Industrial Transformation Priorities
- the economic, commercial, environmental, social and/or cultural benefits for relevant Australian research end-users (including relevant industry and manufacturing sectors)
- the extent to which the proposed Research Hub supports clearly identified market opportunity(ies) and intended transformation for Australian industry or other end users
- the extent to which the proposed Research Hub will build research capacity in the Partner Organisation(s)
- the extent to which there are adequate strategies to encourage dissemination, promotion, and the commercialisation of research outcomes
- the potential contribution of the proposed research to addressing the needs of industries and communities as articulated in Australia's Industrial Transformation Priorities
- where relevant, the extent to which the applicants have identified the freedom to operate in the Intellectual Property and patent landscape to enable future benefits to industry.

## **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 participants' previous work.
- If preprints or comparable resources are cited, these should be explicitly identified in the reference list by including [PREPRINT OR COMPARABLE] after the reference. This reference should include a DOI, URL or equivalent, version number where available and/or date of access, as applicable. This indication is only required in the reference list and not in the project description itself. Please see [Appendix E](#) for more information.
- References may be in 10-point font.

**Industrial Transformation Research Hubs for funding commencing in 2022**  
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**ACKNOWLEDGEMENTS (if required)**

- Acknowledge any significant contributions directly associated with this application in terms of ideas and authorship, by persons not already named in this application.
- Note that this heading does not need to be included in your 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 your project.

Ensure that your budget complies with the requirements of the grant guidelines. It is important that all organisations participating in this application have been added at question A3 and participants requesting teaching relief have indicated this at question F21 prior to entering information in the budget table.

- Do not commence entering information in the budget table until all participants and all organisations have been requested and have subsequently confirmed their participation on the proposed project.
- Do not include GST in your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.
- Government-related entities generally do not pay GST on the funding transaction with the ARC, however, non-government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.
- If your organisation is registered for GST and therefore is 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 the ARC in the ARC column. Funding must not be requested for items that are excluded. Refer to section 5 and section A4.1 of the grant guidelines for further information on budget items supported and not supported.
- Ensure that you request funding at the correct level as the ARC will not be able to provide additional funds to cover a budget that has not been planned adequately.

Other cash or in-kind contributions from the Administering Organisation, Partner Organisation, Other Eligible Organisation(s) and/or Other Organisation(s) that are not CI or PI salaries may also be included in the budget table and described in question E3 (Details of non-ARC contributions).

**NOTE:** The ARC reserves the right to determine the level of funding allocated to a project.

Cash and in-kind contributions from the Administering Organisation, Partner Organisation, Other Eligible Organisation(s) and/or Other Organisation(s) may also be entered in Part E, including the dollar value of the salary for CIs and PIs who are receiving a (non-ARC) salary. Salaries are to be shown only for the proportion of time estimated that will be spent on the project.

**Industrial Transformation Research Hubs for funding commencing in 2022**  
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## **ENTERING INFORMATION IN THE BUDGET TABLE**

### **1) Participating organisations must be first added in question A3**

All participating organisations must be added to the application in question A3 ‘Organisation Participant Summary’ before filling out the budget. Columns for the different organisation types will be created within the budget.

	Year 1	Year 2	Year 3	Year 4	Year 5							
Description	Australian Research Council		Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation			
	Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	
Total												
Personnel	+ +											
Teaching Relief	+ +											
Travel	+ +											
Field Research	+ +											
Equipment	+ +											
Maintenance	+ +											
Other	+ +											
<b>Partner Organisation</b>												
Organisation	Year 1 Cash	Year 1 In-kind	Year 2 Cash	Year 2 In-kind	Year 3 Cash	Year 3 In-kind	Year 4 Cash	Year 4 In-kind	Year 5 Cash	Year 5 In-kind		
Example PO	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0
Committed Total												
<b>Other Eligible Organisation</b>												
Organisation	Year 1 Cash	Year 1 In-kind	Year 2 Cash	Year 2 In-kind	Year 3 Cash	Year 3 In-kind	Year 4 Cash	Year 4 In-kind	Year 5 Cash	Year 5 In-kind		
Example Org	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0
Committed Total												

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

### **2) Teaching Relief requests must be indicated in question F21**

All CIs seeking teaching relief must indicate this by answering ‘Yes’ in question F21. Once this has been entered and saved, a budget line for each person requesting teaching relief will be created in the budget.

E1. What is the proposed budget for your project? 																
<small>There are rules around what funds can be requested from the ARC. You must adhere to the scheme specific requirements listed in the Grant Guidelines. Refer to the Instructions to Applicants for detailed instructions on how to fill out the budget section. (This question must be answered)</small>																
<b>Teaching Relief Requests</b>																
<table border="1"> <thead> <tr> <th>Name</th> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Prof Example Example</td> <td>\$12,500</td> <td>\$12,500</td> <td>\$25,000</td> <td>\$50,000</td> <td>\$37,500</td> <td>Pending</td> <td> </td> </tr> </tbody> </table>	Name	Year 1	Year 2	Year 3	Year 4	Year 5	Status		Prof Example Example	\$12,500	\$12,500	\$25,000	\$50,000	\$37,500	Pending	 
Name	Year 1	Year 2	Year 3	Year 4	Year 5	Status										
Prof Example Example	\$12,500	\$12,500	\$25,000	\$50,000	\$37,500	Pending	 									
<ul style="list-style-type: none"> <li>Each Teaching Relief request must be actioned</li> </ul>																

**Industrial Transformation Research Hubs for funding commencing in 2022**  
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Teaching Relief Requests							
Name	Year 1	Year 2	Year 3	Year 4	Year 5	Status	
Prof Example Example	\$12,500	\$12,500	\$25,000	\$50,000	\$37,500	Added	<a href="#">Add</a> <a href="#">Remove</a>

Year 1	Year 2	Year 3	Year 4	Year 5			
Description	Australian Research Council	Administering Organisation	Other Eligible Organisation	Partner Organisation			
Total	Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind

Personnel	<a href="#">+</a>						
Equipment	<a href="#">+</a>						
test	<a href="#">+</a>	0	0	0	0	0	0
Maintenance	<a href="#">+</a>						
Travel	<a href="#">+</a>						
Teaching Relief	<a href="#">+</a>	12,500					
Teaching Relief for Prof Example Example		12,500	0	0	0	0	0
Other	<a href="#">+</a>						
Fieldwork Expenses	<a href="#">+</a>						

### 3) ‘Australian Research Council’ column

Enter the amounts in the ARC column against the relevant items for each year you will be seeking funding from the ARC.

Use the budget table as a summary, using broad categories. Full details and justification of specific budget items must be provided in question E2.

### 4) Budget Categories

Budget items requested must be eligible costs under sections 5 and A4.1 of the grant guidelines.

Part E - Project Cost							
E1. What is the proposed budget for your Project? <a href="#">?</a>							
<i>There are rules around what funds you can request from the ARC. You must adhere to the scheme specific requirements listed in the Funding Rules. Refer to the Instructions to Applicants for detailed instructions on how to fill out the Budget section.</i> <i>(This question must be answered)</i>							
Year 1	Year 2	Year 3	Year 4	Year 5			
Description	Australian Research Council	Administering Organisation					
Total		Cash	Cash				
Personnel	<a href="#">+</a>						
Teaching Relief	<a href="#">+</a>						
Travel	<a href="#">+</a>						
Field Research	<a href="#">+</a>						
Equipment	<a href="#">+</a>						
Maintenance	<a href="#">+</a>						
Other	<a href="#">+</a>						

### Personnel

- Show salaries for CIs and PIs in the relevant in-kind columns (Administering Organisation, Other Eligible Organisation, Partner Organisation or Other Organisation only, not ARC column), only for the proportion of time estimated that will be spent on the project.
- When a Research Hub Manager salary is being requested, it should be in the ‘Personnel’ section and should be at an appropriate level for the Administering Organisation or relevant industry.

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- Funding requests for Senior Research Associates, Research Associates and all other personnel must be requested at an appropriate salary level for the employing organisation at the time of submission. These can be grouped by institution or role (e.g. '2 x Senior Research Associates at University X). Do not list each individual salary request on a separate line.
- Salaries must include 30 per cent on-costs (excluding items such as extended leave and severance pay) to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation.
- Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.
- 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.

**NOTE:** The Administering Organisation must ensure that any organisational in-kind contributions in the budget section of the application do not include basic salary for any Commonwealth Fellowships, unless it is salary over and above the Commonwealth component supported.

### **Teaching Relief**

**NOTE:** All CIs requesting teaching relief must complete question F21 before any budget data can be added.

- Only CIs are eligible to request funding for teaching relief up to a total value of \$50,000 per CI per year where it is demonstrated that it will enhance engagement with the Partner Organisation(s).
- CIs who have indicated 'Yes' at question F21 'Are you applying for Teaching Relief', 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

of the CI's teaching load.

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%)

## **Travel**

- Travel costs essential to the project includes economy travel costs for domestic and/or international travel and accommodation.
- Economy domestic and international travel must not exceed an average of \$20,000 per year of the project.
- Do not include individual flights, travel allowance, or conference costs as line items. ‘Travel’ costs must be listed by trip only (e.g. Paris conference for 2 people) with full details and costings included in question E2 and question E3 as appropriate.

## **Field Research**

- Costs associated with ‘Field Research’ essential to the project, including technical and logistical support, travel and accommodation costs.
- These costs are not included in the average \$20,000 per year limit for travel but must be fully justified in question E2 and question E3 as appropriate.
- 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).
- Details and justification of ‘Field Research’ and costings must be included in question E2 and question E3 as appropriate.

## **Equipment**

- The Industrial Transformation Research Hubs scheme will not fund budget items that are deemed to be for general use. Funding will also not be provided for equipment or consumables which do not directly support a research project as stated in subsection 5.8.d and section 5.11 of the grant guidelines.
- Include a budget line 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.

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

## **Maintenance**

- 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) Enter contributions from organisations participating in this application**

- Enter contributions provided by the Administering Organisation, Other Eligible Organisations, Partner Organisations and Other Organisations.
- Enter the amounts (\$) the organisation will provide to the project in the appropriate column and year.
- Items must first be added to the budget table; the amounts can then be entered in the relevant columns.

**‘Administering Organisation’ column**

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

**‘Other Eligible Organisation’ column**

- 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. This is the total amount being contributed if there is more than one Other Eligible Organisation. These contributions must also be summarised in the table/s below the budget. The ‘Total’ line will sum the totals of all categories.

**‘Partner Organisation’ column**

- Enter the amount of funding in the relevant years that the Partner Organisation/s will be providing against each budget line. This is the total amount being contributed if there is more than one Partner Organisation.
- A separate summary table entitled ‘Partner Organisation’ will be populated underneath the budget table. Each Partner Organisation’s name will be listed separately within that table to enter the amount each Partner Organisation will be contributing in the relevant year/s. Enter the total amount that a Partner Organisation is contributing against that Organisation’s name in each year/s. The amounts entered against all Partner Organisations must match the total amount showing in the ‘Partner Organisation’ column for each year.

**‘Other Organisation’ column**

- Enter the amount of funding the ‘Other Organisation(s)’ will be providing. This is the total amount being contributed if there is more than one ‘Other Organisation’. A separate summary table entitled ‘Other’ will be populated with each organisation listed separately.
- In the ‘Other Organisation’ table, enter the total amount that each ‘Other Organisation’ will be contributing in the applicable year(s) against each organisation.

**Budget validation:** If the total amount in the ‘Partner Organisation’ table does not match the total amount in the ‘Partner Organisation’ column for each year of the primary table, you will see a budget validation error. For example, “The in-kind totals of the primary budget table and the secondary budget table do not match up for the contributor Partner Organisation (Summary) for Year 1”. This error must be resolved before any other validation errors. As a general rule, resolve any validation errors from the first dot point down.

**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.

## **E2 Justification of funding requested from the ARC**

(This question must be answered)

The ARC budget justification information must not exceed 4 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 items 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 or other duties 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. Participants should plan to use existing equipment wherever possible. If participants are 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, participants must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.
- Requests for funding to cover the costs of domestic and international travel for CIs, PIs and research support personnel associated with a project, including for reasons of fostering and strengthening collaborations between participants in Australia and overseas, must be justified in full.

## **E3 Details of non-ARC contributions**

(This question must be answered)

Provide details of how non-ARC contributions will support the proposed Research Hub. This information must not exceed 2 A4 pages.

**Industrial Transformation Research Hubs for funding commencing in 2022**  
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The uploaded PDF must:

- Use the same headings as in the Description column in the budget at question E1 of the application.
- For each PI named in the application, provide details of the contribution of her/his organisation, including the PI's contributions to the project in relation to her/his time and any other contribution of her/his organisation
- For each CI, provide details including the CI's contributions to the project in relation to her/his time and any other contribution of her/his organisation.
- If there is no direct funding being provided by a participating organisation or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made.
- Highlight Partner Organisations' contributions and attribute them to specific organisations.

## 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.

Key personnel must complete their individual Part F in the same order that their names are listed in question A2.

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 have accepted an invitation to participate on an application via RMS will have a copy of section F automatically generated for them, including the role type selected at question A2. Once participants are invited, they will automatically receive an email directing them to accept or reject the invitation to participate on an application via RMS.

As specified at question A2, ensure the correct role type has been selected. To assist please refer to the decision tree at [Appendix C](#).

Some questions are automatically populated from the personal details held in a participant's RMS profile. If the information in the profile needs updating it can be amended by logging into RMS and updating participants' '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 information 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 may be shared with other Commonwealth Entities.

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

**NOTE:** The response to this question is not displayed in RMS to other participants on the application due to ARC privacy obligations. 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 due to ARC privacy obligations. 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, political party, 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 due to ARC privacy obligations. 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?**

This question serves as a declaration that:

1. You have one or more Conflicts of Interest (COIs) and have disclosed them to your employing institution, and if relevant, Administering Organisation(s) of ARC grant applications as required by the institution(s)'s COI policies and procedures, or
2. You do not have any COIs and have followed the relevant institution(s)'s COI policies and procedures (which may include reporting you have nil COIs).

In both cases you should answer 'Yes' to this question.

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 ARC grant applications. In this case you will be prevented from participating on an ARC grant application.

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

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

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

**F2 Field of Research (FoR-2020)**

(This question must be answered)

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

To update the field of research (FoR) 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 to 'Refresh' the page to capture the changes made to the profile.

Each participant must have one or more (up to a maximum of 10) FoR codes in their profile to validate this question. The FoR codes in a participant's profile must be a reflection of that person's research expertise and may differ from the FoR codes listed for the application.

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

**F3 Expertise Text**

(This question must be answered)

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

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 you 'Refresh' the page to capture the changes made to the profile.

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

**F4 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. This will open a new browser tab. When returning to the form ensure to 'Refresh' the page to capture the changes made to the profile.

**F5 Research load (non-ARC Grants and Research)**

(This question must be answered)

Provide details of research funding from non-ARC sources (in Australia and overseas). For research funding from non-ARC sources, list all projects/applications/awards/fellowships awarded or requests submitted for funding for the years 2021 to 2027 inclusive.

Use the table format below 'Funding from non-ARC sources' to create a list of relevant projects and/or applications in descending date order. Ensure that the text entered is at

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12 size font as stated on the formatting requirements in [Appendix B](#). Once completed upload the list as a PDF.

- Support Statuses (third column) 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.
- The project/application ID only applies to applications, current and past projects (including fellowships) funded by the National Health and Medical Research Council (NHMRC)
- Details should be provided for all non-ARC sources of funding.

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Template with examples:

Funding from non-ARC sources											
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 (for NHMRC proposals only)	2021 (\$'000)	2022 (\$'000)	2023 (\$'000)	2024 (\$'000)	2025 (\$'000)	2026 (\$'000)	2027 (\$'000)	
Prof Susan Example	Y	R	n/a		200	200	200	200	200		
Dr Mary Test, Prof Joe Example	Y	C	n/a		250	300	250				
Prof John Example	N	C		45	22						

**F6 Key Personnel**

Are you one of the key personnel participating in this application?

Up to 5 named participants listed in question A2 may be identified as key personnel. Key personnel will be asked to provide additional information regarding their Research Opportunity and Performance Evidence (ROPE).

**F7 Eligibility - Employment Details as at the Grant Commencement Date**

This question will be used to determine your eligibility and 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 January 2022. Enter the relevant appointment type and Full-Time Equivalent (FTE) for each organisation.

The options available for relevant appointment type are:

- Employee
- Honorary Academic Appointment
- Other

**Please Note:** By selecting Honorary Academic Appointment you are confirming that you meet the definition of an honorary academic appointment as specified in the grant guidelines. If you do not meet this definition, please select either the Employee or Other appointment type as appropriate.

If you are adding employment at an Eligible Organisation, select the organisation name which matches the relevant organisation name in section 4.7 of the grant guidelines.

If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number (ABN) or contact the ARC Systems Support team at [ARC Systems@arc.gov.au](mailto:ARC%20Systems@arc.gov.au) for assistance.

**F8 Eligibility - Relevant Organisation for this application**

(This question must be answered)

Enter the Organisation that is relevant to your participation on this application, and that you will be associated with as at 1 January 2022.

- The ‘relevant organisation’ is the primary organisation that will be supporting your involvement in this project if it is funded.
- Note that the Organisation must be listed in question F7 for this question to validate.
- If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number (ABN).

**F9 Eligibility - Currently held ARC Projects**

This data is auto populated from the participant’s RMS profile and will include any active project which has not yet had a Final Report approved and the project file closed by the ARC. If there are any concerns with the information recorded here, contact the Administering Organisation’s Research Office.

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- Currently held ARC Projects can provide an indication of research performance and capacity and assist with your ROPE.
- All active projects at the scheme-specific active project assessment date are taken into consideration for the purpose of determining if ITRP participants eligibility to apply for new funding. The active project assessment date means the date on which current project eligibility will be considered for project and application limits per named participant.
- An **active project** means a project that is receiving funding according to the terms of an existing Funding Agreement or grant agreement, or has any carryover funds approved by the ARC, or an approved variation to the project end date.
- Active projects are determined based on the project End Date in RMS at the time of the submission of an application. This date will be used to determine whether it is an active project for eligibility purposes.
- The list of current ARC projects includes all projects on which the participant is named that have not been fully financially acquitted (via an End of Year Report), and/or projects that have not had the Final Report submitted to the ARC.
- While an ITRP application will not be ruled ineligible if they contravene the Linkage Project limits, the participant will be required to nominate the applications they wish to withdraw or existing project(s) or role(s) to be relinquished should this application be successful, in question F14.

**F10 Eligibility - What is the participant's time commitment 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). A Research Hub Director must have a minimum time commitment of 0.5 FTE.

**F11 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 you will be residing in Australia for more than 50 per cent of the project (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 you are applying as a Research Hub Director or CI and you answer 'No' to this question you will be prompted to contact your Research Office to check your eligibility. Eligibility will be based solely on the information contained in this application.
- If you are a Foreign National, you must reside legally in Australia.

**F12 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 Research Hub Director or a CI and their answer is 'Yes' to this question they will be prompted to contact the Research Office. Eligibility will be based solely on the information contained in this application.

A Research Hub Director and/or CI cannot undertake 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.

**F13 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.

This question is mandatory ONLY FOR PIs WHO:

- at question F11 confirmed that they will reside in Australia for more than 50 per cent of the project activity period of the proposed project; AND
- at question F12 confirmed that they are not currently undertaking a Higher Degree by Research which will be conferred after 1 January 2022; AND
- at question F7 indicated that they would hold either:
  - an appointment at an Eligible Organisation equal or greater than 0.2 FTE; OR
  - an honorary academic appointment (as stated in the grant guidelines) at an Eligible Organisation

*You do **not** need to answer these questions if you have indicated in question F11 that you will be living predominantly overseas **OR** if you have indicated in question F12 that you will be undertaking a Higher Degree by Research.*

**Justification of PI Status**

- Justify your participation on this application as a PI with reference to sections 4.25 to 4.28 in the grant guidelines.
- If you answer 'Yes' to the question above, you will be asked to provide a justification for your participation on this project as a PI. 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.
- Up to 3750 characters (approximately 500 words) is allowed for the justification.

**F14 Eligibility - Project relinquishment or application withdrawal**

ARC grant guidelines specify the limits on the number of applications and projects for each named participant.

This question is activated where a participant will exceed ARC project limits, if this application is successful. In this case, while the application can be submitted, project limits must be met under the grant guidelines before the project start date. Project limits can be met by relinquishing existing project(s), or relinquishing role(s) on existing projects, or withdrawing application(s), or amending the end dates for existing projects, where allowed, that would exceed the project limits.

Provide applications/Project ID(s) for the applications/projects the participant has nominated in order to meet the project limits and what is intended (application withdrawal, project relinquishment, role relinquishment on project, project end date amendment). Provide applications/Project ID(s) and the intention for each separated by a comma.

**F15 Research Opportunity and Performance Evidence (ROPE) – Current and previous appointment(s)/position(s) - during the past 10 years (to be answered by Key Personnel only)**

Provide details of academic, research, professional and industry experience during the past 10 years.

In a table format, specify:

- Description (e.g. job title)
- Department
- Contract Type
- Employment Type
- Start date and end date of each position
- Organisation

**NOTE:** 'During the past 10 years' is from 1 January 2012'.

Template with examples

Description	Department	Contract Type	Employment Type	Start Date	End Date	Organisation
Professor	Engineering	Permanent	Full Time	01/01/2012	31/12/2015	University of Excellence
Professor	Physics	Contract	Part Time	01/01/2016	31/03/2018	ARC Centre of Excellence
Professor	Engineering	Permanent	Full Time	01/04/2018	-	Research Hub in Engineering

**F16 Research Opportunity and Performance Evidence (ROPE) – Career Interruptions (to be answered by Key Personnel only)**

**Has the participant experienced an interruption that has impacted their career record?**

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 significant 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 conditions/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 the ARC. This information can be provided to the Administering Organisation and certified by the DVCR or equivalent before submitting the application to the ARC.

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F16. Research Opportunity and Performance Evidence (ROPE) - Career Interruptions (to be answered by Key Personnel only) [?](#)

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

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

Yes

From when

- This item must be answered

To when

- This item must be answered

FTE of academic interruption

Enter FTE

- This item must be answered

Interruption Category

- This item must be answered

Details

0 characters. 500 characters maximum.

- This item must be answered

**F17**

**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 (to be answered by Key Personnel only)**

Upload a PDF of no more than 5 A4 pages and in the format described in [Appendix B](#) of these instructions. The PDF must provide the following information that is relevant to your 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) 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 the participant's 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 employment conditions.
- A description of the participant's role:
  - If the participant is university based, indicate as appropriate the percentage of the 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 the situation. Give an indication of what percentage of time has been spent in those roles.
  - If the participant is industry based, indicate as appropriate the percentage of the 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 the situation. Give an indication of what percentage of time the participant has 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 there they have been able to conduct and publish the research).

## **RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS**

Provide a statement outlining any further evidence of 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 the field, and outline how the participant's achievements will contribute to this application

Note that F18 provides an opportunity to describe the contribution of significance of the participant's publications. This section should be devoted to other outputs

**NOTE:** If this question is not relevant to a participant, for example a PI with non-academic background, the participant could include a short explanatory statement as to why the question is not applicable to their background and role, or include any relevant information and experiences they can provide to the application (for example, relevant consultancies, policy advice and other professional activities).

**F18 Research Opportunity and Performance Evidence (ROPE) – Research Outputs Context (to be answered by Key Personnel only)**

**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 preprints or comparable resources are cited, these should be explicitly identified by including [PREPRINT OR COMPARABLE] after the reference. This reference should include any unique identifiers, DOI, URL or equivalent, version number where available and/or date of access, as applicable. Please see [Appendix E](#) for more information.

If this question is not relevant to a participant, for example a PI with 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 3,750 characters, approximately 500 words.

**F19 Research Opportunity and Performance Evidence (ROPE) – Research Outputs Listing including Ten Career-Best Research Outputs (to be answered by Key Personnel only)**

The 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.

Research Output – includes all products (including preprints or comparable resources) of an ARC-funded 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 on the ARC website. For instructions on how to add preprints or comparable resources see [Appendix E](#).

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, and preprints or comparable resources). 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 up to 100 research outputs and fully reference each research output listed.

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**NOTE:** Mathematical and other symbols will not be displayed in the Research Outputs sections of RMS. You can however preview the citations by clicking the PDF link which will display the symbols correctly.

Preprints or comparable resources can be included in the Research Output list but must be entered manually in the participant's RMS profile as the category "additional research output". Preprints or comparable resources should be explicitly identified as such by including [PREPRINT OR COMPARABLE] at the end of the reference. See [Appendix E](#) on how to add preprints or comparable resources into your RMS profile.

**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:**

**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 research outputs to a user's profile in RMS, refer to the User Guide: *Research Outputs in RMS* available on the [ARC website](#).

- 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.
- 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.
- Research outputs that are the ten career-best research outputs are indicated by adding a numeric value from 1 up to 10.

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

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

**NOTE:** The asterisk only appears in the Research Outputs PDF and Application PDF.

- ARC funding details are added to the research output in the participant's profile or can be added by clicking on the 'Additional Details' button.
- To view the Research Outputs PDF click on the 'View generated Research Outputs PDF'.

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

**F20 Research Opportunity and Performance Evidence (ROPE) – A statement on your most significant outcomes on industry-related projects including evidence of your experience in management and delivery of collaborative industrial and end-user focused research (to be answered by Key Personnel only)**

In approximately 400 words, provide a statement on the participant's most significant outcomes on industry-related projects including evidence of experience in management and delivery of collaborative industrial and end-user focused research.

**F21 Are you applying for Teaching Relief?**

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

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

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)

F21. Are you 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)*

Yes

Year 1

0%

Year 2

0%

Year 3

0%

Year 4

0%

Year 5

0%

Year 1

25%

Year 2

25%

Year 3

50%

Year 4

50%

Year 5

75%

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 above for more information on Teaching Relief budgets.

**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.

**F22 Certification by Participants**

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

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
- 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.

**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.

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

### **G1    Organisation contact details**

This section will automatically be generated for each Partner Organisation added to the application at question A3. Participants must ensure that the name of the organisation is correct and is the current name of their intended Partner Organisation.

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

### **G2    Letter of support for this application including Partner Organisation certification**

(This question must be answered)

Upload a PDF of no more than 2 A4 pages of the Partner Organisation letter of support, signed by the CEO or delegate.

As stated in the grant guidelines the application must include a letter of support from each Partner Organisation which must:

- include the official letterhead
- be no more than 2 A4 pages
- include a brief profile of the organisation, including the number of employees within the organisation
- provide details of the cash and/or in-kind contributions
- explain the source of its cash contribution (if a cash contribution is being made)
- certify that no part of its cash contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory Government sources for the purposes of research (if a cash contribution is being made)
- state its expectations about industry outcomes/products and market value
- provide details regarding how the application aligns with the Partner Organisation's strategic objectives
- certify that it will meet the requirements outlined in a standard ARC grant agreement, including the requirement to enter into arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs
- be signed by the Chief Executive Officer, or delegate.

**Note:** A Partner Organisation letter of support template has been provided at [Appendix D](#) for distribution and use by the Partner Organisation(s).

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**G3 Does this organisation have more than 100 employees?**

(This question must be answered)

As stated in section A3.7 of the grant guidelines, the combined Partner Organisation cash contributions are dependent on the number of employees at the Partner Organisation.

## **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).

A ) Administrative Summary	B ) Classifications and Other Statistical Information	C ) Project Eligibility	D ) Project Description	E ) Project Cost
F ) Participant Details including ROPE	G ) Partner Organisation Details			

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

When the application is ready to submit to the Research Office, return to the Action Centre home page and click on ‘Submit to Research Office’.

Application	Title	Investigators	Scheme Round	Status	Actions
IH000000X	Example Title	Dr Example Example	IHXX Round 1	Ready to Submit	<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a> <a href="#">Access</a> <a href="#" style="border: 2px solid red; padding: 2px;">Submit to Research Office</a>

Showing 1 of 1 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).



**NOTE:** Many users will be attempting to submit concurrently as the deadline approaches. 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:** Research Offices may impose their own internal deadlines on researchers to submit applications.

## Appendix A – Adding your ORCID iD to your RMS account

RMS users are now able to link an ORCID account 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 RMS at <https://rms.arc.gov.au>
- 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



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



Sign into ORCID or [Register now](#)

Personal account    Institutional account

Sign in with your ORCID account

Email or ORCID iD

ORCID password

[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.



**ARC Research Management System (RMS)**

has asked for the following access to your ORCID Record

---

Read your limited-access information

---

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](#).

[Authorize](#)

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



## **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 formatted 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.

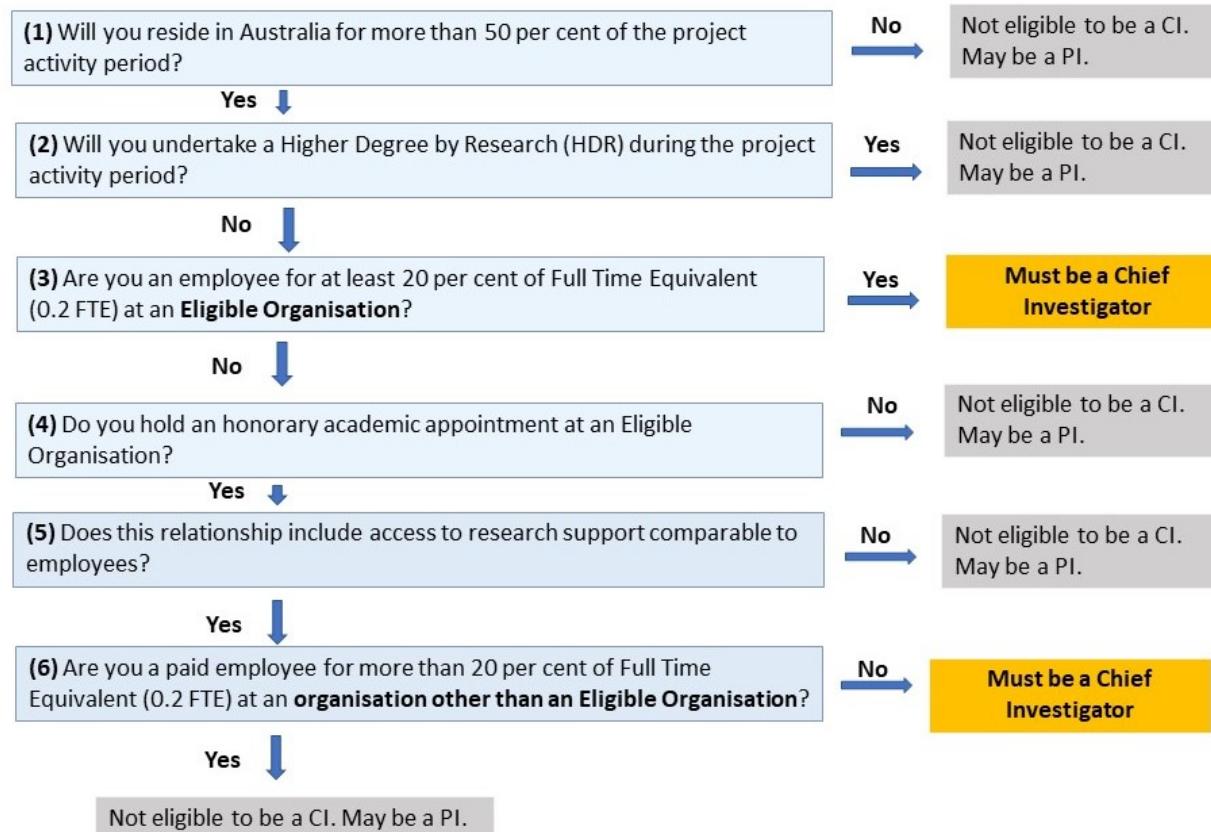
Note: In judging the equivalence (or otherwise) of text within figures, tables or pictures, keep in mind the intent behind this font size requirement, i.e. to ensure that no application is afforded a material advantage over other applications by inserting substantially more information into their applications through using text that is less than 12-point font. For example, a structural diagram that includes atom labels as part of the image would be acceptable, but images that contain lengthy descriptive text (e.g. paragraphs of small font information) would not comply with the font size requirements.

- Only references can be in equivalent sized to 10 point Times New Roman font.
- Adhere strictly to page limits designated for each part of the application.
- The inclusion of webpage addresses/URLs and hyperlinks should be used only under certain circumstances such as publications that are only available online. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the application. All information relevant and necessary 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.
- Applicants should avoid using advanced PDF editing functionality such as the addition of textboxes, as this may not be supported in RMS. Applicants should carefully check that any changes made to a PDF document appear correctly in the application PDF in RMS.
- The ARC reserves the right to seek an original electronic copy of 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.

## Appendix C – Chief Investigator/Partner Investigator role decision tree

Which role should I select - Chief Investigator (CI) or Partner Investigator (PI)?



Please note: This decision tree is provided to assist participants to select the appropriate role for their circumstances. It is not a definitive assessment for all cases. Please refer to the relevant grant guidelines for detailed information regarding role eligibility, and discuss your circumstances with the Research Office.

## **Appendix D — Partner Organisation letter of support template**

This template is for guidance only and is not a mandatory format. Ensure the Partner Organisation letter of support meets the requirements as set out in the grant guidelines and Instructions to Applicants, including the required formatting as outlined in Appendix B. Ensure that the required certification text is included as set out in the grant guidelines, amended wording is not acceptable.

*[Partner Organisation official letterhead]*

Director Major Investments  
Australian Research Council

*[Date]*

Dear Sir/Madam,

Re: Letter of support for application *[Application RMS ID and title]*

*[A brief profile of the Partner Organisation. For Industrial Transformation Research Hubs applications, this must include the number of employees within the organisation]*

*[Details regarding how the Project aligns with the Partner Organisation's strategic objectives]*

*[Partner Organisation's expectations about industry outcomes, products and/or market value]*

*[Details/information of the Cash and/or In-Kind Contributions from the Partner Organisation for the project]*

<b>Total In-Kind Contribution (\$)</b>	<b>Total Cash Contribution (\$)</b>	<b>Source of Cash Contribution</b>
\$	\$	Cash contribution will be sourced from... / A Cash Contribution is not being made.

"I certify that no part of *[Partner Organisation name]*'s Cash Contribution is drawn from funds awarded or appropriated by the Commonwealth or Australian State or Territory Governments for the purposes of research, nor from funds previously used to leverage government research or research infrastructure funding." *[This certification is not required if a Cash Contribution is not being made].*

"I certify that *[Partner Organisation name]* will meet the requirements outlined in a standard ARC Grant Agreement, including the requirement to enter into arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs."

Yours sincerely,

*[CEO/Delegate signature]*

*[CEO/Delegate signature block]*

## Appendix E – Preprints or comparable resources

Preprints or comparable resources can be included in any part of an application. This includes within the Research Outputs list and the body of an application.

An application will not be deemed to be ineligible for the citing and listing of preprints or comparable resources. Recognising that their citation can be a crucial part of research discourse, the suitability and relevance of citations and research outputs are best considered by the assessors and panels in determining the quality and novelty of the proposed research.

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*A preprint or comparable resource is a scholarly output that is uploaded by the authors to a recognised publicly accessible archive, repository, or preprint service (such as, but not limited to, arXiv, bioRxiv, medRxiv, ChemRxiv, Peer J Preprints, Zenodo, GitHub, PsyArXiv and publicly available university of government repositories etc.). This will include a range of materials that have been subjected to varying degrees of peer review from none to light and full review. Ideally, a preprint or comparable resource should have a unique identifier or a DOI (digital object identifier). Any citation of a preprint or comparable resource should be explicitly identified as such and listed in the references with a DOI, URL or equivalent, version number and/or date of access, as applicable.*

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

### How to add a preprint or comparable resource to the participant's RMS user profile

**NOTE:** Preprint or comparable resource format is only possible for the ‘Additional Research Output’ type

- To add a preprint or comparable resource select ‘Additional Research Output’, then select ‘Yes’ under ‘Free Form Citation’.

The screenshot shows a user interface for adding a research output. The 'Type' field is set to 'Additional Research Output'. The 'Free Form Citation' field is set to 'Yes'. The 'Citation' field is empty and has a red border, indicating it is required. A red error message 'Citation is required' is displayed below the citation field. The 'Date' field is empty. At the bottom are 'Save' and 'Close' buttons.

- Enter relevant text and date (Month and Year). The citation text will allow up to 4000 characters.

## Industrial Transformation Research Hubs for funding commencing in 2022 Instructions to Applicants

- A preprint or comparable resource should be explicitly identified [PREPRINT OR COMPARABLE] Click ‘Save’.
- The citation will display in the Manage Outputs list.

Category	Reference	Funding Details	Source	Actions
<input type="checkbox"/> Additional Research Output	Unspecific preprint or comparable resource citation text [PREPRINT OR COMPARABLE]	RMS	<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>	<a href="#">Delete Permanently</a>

**Note:** Only the citation text will display in the RMS outputs list or render into the PDF. To have the date display, include it within the citation text.

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 form to capture the latest data.

Search	Additional Research Output	All Sources	Search
<a href="#">Select all</a> <a href="#">Deselect all</a> <a href="#">Add selected ↑</a>			

Select	Category	Reference	Funding	Source	Actions
<input type="checkbox"/> Additional Research Output	unspecific preprint or comparable resource citation text [PREPRINT OR COMPARABLE]	RMS	<a href="#">Add</a> <a href="#">Edit</a> <a href="#">Details</a>		

- Once included the citation will appear in the ‘Additional Research Outputs’ list in the application as below.

Additional Research Outputs	
[1] Unspecific preprint or comparable resource citation text [PREPRINT OR COMPARABLE].	

### Edit a manually added Research Output

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, select Research Outputs
- Against the Research Output that you wish to edit, click on the Edit button
- Make the required edits and click the Save button

**Note:** Not all the fields available in manual entry will render into the application PDF, and not all fields are relevant to each output category. The ARC is applying the Harvard Author-Date style to format outputs into the PDF. (*The Style Manual for Authors, Editors and Printers* Sixth Edition page 188 has details.)

The Notes field renders into the application PDF for the ‘Additional Research Outputs’ Category. Although it is not available for “Unspecified Outputs”.

### How to add a preprint or comparable resource to an application

To add research outputs to the application:

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

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

- 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'.
- Research outputs that are the ten career-best research outputs are indicated by adding a numeric value from 1 up to 10.

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

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

**NOTE:** The asterisk only appears in the Research Outputs PDF and Application PDF.

- ARC funding details are added to the research output in the participant's profile or can be added by clicking on the 'Additional Details' button.
- To view the Research Outputs PDF click on the 'View generated Research Outputs PDF'.

## **Changes to document**

- 2.7 (page 5) Additional note about changes to Application Certification.  
(16 August 2021)
- Part F5 (page 35) Update to years in example table 'Funding from non-ARC sources'.  
(16 August 2021)
- F22 Additional note about certification by participants.
- Appendix D Amended certification text to clearly align with the grant guidelines.  
(16 August 2021)
- 2.1 (page 3) Information regarding pre-prints updated (27 September 2021)
- 2.2 (page 4) Additional note about the inclusion of preprints & comparable resources links (27 September 2021)
- D2 (page 22-23) Additional note about preprint and comparable resources references  
(27 September 2021)
- F1 (page 32-33) Update to text for material personal interest questions and notes (27 September 2021)
- F15 (page 40) Amendment to instructions on completing current and previous appointments (27 September 2021)
- F18 (page 44) Additional paragraph about citing preprints or comparable resources  
(27 September 2021)
- F19 (page 44-45) Additional text and notes about pre-prints and comparable resources included (27 September 2021)
- Appendix E Addition of Appendix E – Preprints or comparable resources (27 September 2021)