



**Australian Government**  


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**Australian Research Council**

**Discovery Projects Expression of Interest  
 Instructions to Applicants  
 for funding commencing in 2025**

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## 1. Introduction

The *Discovery Projects Expression of Interest Instructions to Applicants for funding commencing in 2025* (hereafter referred to as the EOI Instructions) provides information to participants on how to complete and apply online in the Research Management System (RMS). The EOI Instructions provide explanatory information to assist with the preparation of the EOI.

## 2. Additional information - before completing the EOI form in RMS

In addition to the EOI Instructions, participants should familiarise themselves with associated documentation such as the Grant Guidelines, Sample Form, and Draft Grant Agreement which can be found on [GrantConnect](#). Other information such as the Grants Calendar, Important Dates and various RMS User guides, can be found on the [ARC website](#).

### 2.1 Research Office – Further Application Assistance/Guidance

The Research Office of the Administering Organisation should be contacted in the first instance to assist with queries on how to complete an EOI.

### 2.2 Information contained in the Expression of Interest (EOI) and the Full Application

#### **IMPORTANT:**

A range of information included in the EOI will be auto-populated to the Full Application if the EOI is shortlisted.

Each question in the EOI Instructions and Sample Form will clearly indicate if a question will auto-populate the information into the Full Application and if the information will be locked from further editing at the Full Application stage.

A range of questions use information from the participant's RMS profile, and participants should ensure their information is up to date.

### 2.3 Eligibility

The Administering Organisation is responsible for confirming that all eligibility requirements for the participant(s) have been met.

For an Administering Organisation performing internal checks, information regarding how many current projects a participant holds is available at Question B7.

**Important:** The ability to submit a valid EOI to the ARC does not mean that the participant has met all eligibility requirements.

### 2.4 Application Certification

The EOI 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 EOIs online.

Certification for:

- the named participant is included within the application form at Question B17.
- the delegate via an additional Deputy Vice Chancellor, Research (DVCR)/Pro Vice-Chancellor (Research) or equivalent certification clause in RMS prior to submission (delegate certification).

### 2.5 PDF Application

All questions, except where identified, will render to the PDF generated from the RMS EOI

application form. The generated PDF is accessible to assessors who are assigned to the EOI. Ensure that your PDF text is readable both online and in print (it is recommended that 12pt font is used). This includes ensuring readability of text within figures and tables (where 10pt font is recommended).

The PDF should:

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

## 2.6 Preprints

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

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

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

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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 or government repositories etc.). This will include a range of materials that have been subjected to varying degrees of peer review from none to light and full review. Ideally, a preprint or comparable resource should have a unique identifier or a DOI.*

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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.

## 3. Creating a new EOI in RMS

To create a new EOI application, login to [RMS](#), and select **Discovery Projects 2025 – Expression of Interest round 1** from the drop-down list and click 'Create Draft Expression of Interest'.

There are 3 Parts (A-C) in the DPEI25 application form. Questions that are mandatory will be indicated in the instructional text. All parts must be valid before the application can be submitted. A form part that is not valid will appear red. Valid will appear green.

RMS does **not** autosave your application. It is important to periodically save all changes. The 'Save' button is located at the top of the page next to the Adobe PDF file icon.

**Note:** In many cases, further help text is provided within the form to assist in completing questions. To access this information, click on the  icon.

## Part A – Administrative Summary

All questions in this form part must be answered.

### **A1** Application Title

**[This question will auto-populate into the full application and will be locked.](#)**

Provide a short title (up to 75 characters, or approximately 10 words).

The Application Title should be an accurate reflection of the research and will be visible to assessors.

- **Avoid** the use of acronyms and quotation marks.
- **Do not** use all upper-case characters.
- The **Application Title** may be modified and used for public release.

### **A2** Person Participant Summary

**[This question will auto-populate into the full application and will be locked.](#)**

Each participant added to this application must be listed as a Chief Investigator (CI) or Partner Investigator (PI). Note that the first named CI will be the Project Leader.

The CI (including the Project Leader) must:

- at the grant commencement be an employee for at least 0.2 FTE at the Administering Organisation or be a holder of an honorary academic appointment at the Administering Organisation.
- not be undertaking a Higher Degree by Research during the project; and
- reside for more than 50 per cent of their time in Australia for the project activity period.

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.

### **Honorary Academic Appointments:**

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 EOI. The researcher must have access to research support comparable to employees e.g., an emeritus appointment. The researcher is not eligible to be a Chief Investigator using their honorary academic appointment if they are employed by an organisation other than an Eligible Organisation for more than 0.2 FTE.

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

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

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

**Note:**

- If the participant did not create the EOI, after a participant has been added to the EOI they will receive an automated email invitation and will be required to accept this invitation to participate on the EOI.
- When adding a participant, it is important to use the 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 EOI.
- If the proposed participant does not have an RMS user account, they can request one by using the link on the RMS Homepage.
- If a participant fills out the EOI and then returns to Question A2 and changes their role (e.g., from Chief Investigator to Partner Investigator), this will result in some questions in the form being made inactive to suit the new role, and other questions which were formerly inactive now being made active and requiring a response.

**A3 Organisation Participant Summary**

[This question will auto-populate into the full application and will be locked.](#)

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 the draft EOI.

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

**Other Eligible Organisation** means an Eligible Organisation (refer to the Grant Guidelines for details of Eligible Organisations) which is listed on an application (including an EOI) as a contributor to the project but is not the Administering Organisation.

**Other Organisation** means an organisation which is listed on an application (including an EOI) and is not an Eligible Organisation (not listed in the Grant Guidelines).

**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'.

**Note:**

- For Discovery Projects applications, it is not mandatory for a PI's organisation to be listed as a participating organisation, unless the organisation is providing cash or in-kind contributions.
- Select 'Add' prior to saving your progress. If you save without 'Adding' all information selected will be lost.
- If the organisation you are looking for is not listed and you know the Australian Business Number (ABN), click on the link labelled 'please add the organisation for use in RMS' to add the organisation.

- If the participant cannot find the organisation they are looking for, or any information is incorrect or incomplete, contact the Administering Organisation’s Research Office.

#### **A4** Application Summary

**This question will auto-populate into the full application and will be locked.**

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

**Note:** The Full Application will include the National Interest Test statement question and together with the summary will be used to give the public an understanding of the research. Examples of Application Summaries for funded projects can be found on the [ARC website](#).

The Application Summary should follow this format and:

- Use plain English.
- Do not use first person language. Use ‘The project aims to...’ rather than ‘I aim to’ ‘We aim to’ or ‘They aim to’ in the summary.
- Avoid the use of quotation marks and acronyms.
- Do not use all upper-case characters in the text or dot points.

	<b>Example</b>
<b>Aims</b>	<b>This project aims to</b> <i>address/investigate/review ...; by utilising/advancing/conceptualising ...</i>
<b>Significance</b>	<b>This project expects to</b> <i>generate new knowledge in the area of ... using an innovative approach/ using interdisciplinary approaches/ utilising new techniques ...</i>
<b>Expected outcomes</b>	<b>Expected outcomes of this project</b> <i>include.../enhanced capacity to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques...</i>
<b>Benefits</b>	<b>This should provide significant benefits,</b> such as ...  When describing benefits ensure that the description is consistent with the <a href="#">ARC Medical Research Policy</a> , and specific to the research being proposed

#### **A5** Field of Research (FoR-2020)

**This question will auto-populate into the full application and will be locked.**

Select up to 3 Field of Research classification codes (FoR codes) at the 6-digit level that relate to the application. Note that the percentages must total 100.

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

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

- Enter the percentage for each FoR code.

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

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

## Part B – Participant Details

### **B1** Personal Details

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

**[This question will auto-populate into the full application and will be locked.](#)**

Questions in Personal Details can only be answered by the participant.

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

**Note:** Only the Participation Type, Title, First, Middle, and Last name of the participant from Question B1 will appear in the PDF version of this form provided to assessors, all other information will not be provided to assessors but may be shared with other Commonwealth Entities.

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

**The following data is automatically populated from the participant’s RMS profile into the EOI:**

Title, First Name, Middle Name, Family Name, Date of Birth, Country of Birth and Indigenous Status.

### **B2** Qualifications

**[This question will auto-populate into the full application and will be locked.](#)**

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

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

### **B3** Research Load (non-ARC Grants and Research)

**[This question will auto-populate into the full application and will be locked.](#)**

Provide details of all 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 involving the participant for funding for the years 2024 to 2030 inclusive.

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

**Note:**

- Funding amounts are to be in thousands and in Australian dollars.
- The table meets the formatting requirements outlined in Section 2.5 of the EOI Instructions.

Template with examples:

**Funding from non-ARC sources**

Description (All named investigators on any application or grant/fellowship in which the participant is involved, project title, source of support, scheme, and round)	Same Research Area [Yes (Y)/No (N)]	Support Status [Requested (R)/Current (C)/Past(P)]	Application/Project ID (for NHMRC applications only)	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000
Prof Joe Example, Prof Jane Sample	Y	C	N/A	205	100					
Dr Mary Test, Prof Joe Example	Y	C	N/A	175						

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

(This question must be answered)

[This question will auto-populate into the full application and will be locked.](#)

Enter the participant’s 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).

**B5 Employment Details as at grant commencement date**

(This question must be answered)

[This question will auto-populate into the full application and will be locked.](#)

- Confirm the participant’s employment status at all organisations that they will be associated with as of 1 January 2025. 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 Appendix B of the Grant Guidelines.



- If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number or contact the RMS Support team at [RMSsupport@arc.gov.au](mailto:RMSsupport@arc.gov.au) for assistance.
- If the participant will not be employed or associated with any organisation at the grant commencement date, click in the Search bar and type 'Not Employed'. A record of the same name will be available for selection. Select 'Not Employed', the appointment type 'Other' and enter an FTE of 0.
- There are several automatic validations built into B5 to assist participants to ensure their employment details fit the role they have selected at A2.
  - If a CI role has been selected at Question A2, and at Question B5:
    - the CI has not selected an Employee role at an Eligible Organisation for 0.2 FTE or more OR
    - an honorary academic appointment role at an Eligible Organisation
 the participant will receive a validation error regarding their eligibility to be a CI.
  - If a CI role has been selected at Question A2 and at Question B5:
    - an honorary academic appointment role at an Eligible Organisation has been entered AND
    - an Employee role for more than 0.2FTE at an organisation other than an Eligible Organisation has been entered
 the participant will receive a validation error regarding their eligibility to be a CI.

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

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

(This question must be answered)

[This question will auto-populate into the full application and will be locked.](#)

- Enter the Organisation that is relevant to the participant's inclusion on this application, and that they will be associated with as of 1 January 2025.
- The 'relevant organisation' is the primary organisation that will be supporting the participant's involvement in this project if it is funded.

**Note:** The Organisation must be listed in Question B5 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).

**B7 Currently held ARC Projects**

[This question will auto-populate into the full application and will be locked.](#)

This data is automatically 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.

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

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

**[This question will auto-populate into the full application and will be locked.](#)**

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

To update any details in this table, click on the ‘Manage Employment Details’ link in this question. This will open in a new browser tab. When returning to the form, ‘Refresh’ the page to capture changes made to the participant’s profile. Provide details of academic, research, professional and industry experience during the past 10 years. Specify start date and end date of each position (if known). Select an organisation for each position.

**Note:** ‘During the past 10 years’ is from 1 January 2014.

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

**[This question will auto-populate into the full application and will be locked.](#)**

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

**Has the participant experienced a significant interruption that has impacted on research opportunity?**

If ‘Yes’, you will be required to add the periods of interruption by clicking ‘Add Answer’ and completing the following fields (**the fields listed below, and their corresponding answers will not appear in the PDF version of the form that is visible to assessors**):

- From when
- To when
- FTE of career interruption (enter a value up to 1)
- Interruption category

The interruption categories that can be selected from the drop-down menu are:

- Caring and parental responsibilities
- Disaster management and recovery
- Limited or no access to facilities and resources—such as through workplace interruptions
- Medical condition/disability/misadventure
- Non-research employment
- Unemployment
- Community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols
- Other

Add each period of interruption separately. Click ‘Add answer’ to include additional interruptions.

**Please ensure that interruption periods are not overlapping.**

RMS will automatically calculate the total career interruption in the field ‘Total Period of Career Interruptions’ and in the following format:

“Researcher [Participant Name] has reported a career interruption of [duration] since [Year of earliest interruption].”

**The ‘Total Period of Career Interruptions’ will be visible to assessors.**

Please see the [Appendix B](#) of these EOI Instructions for examples of different interruption scenarios.

**Note:** All applications submitted to the ARC must be certified by the Deputy Vice-Chancellor (Research) (DVCR), their delegate, or equivalent, in the Administering Organisation. The DVCR does not need to provide any additional certification for this question.

**B10 Research Opportunity and Performance Evidence (ROPE) - Career Highlights**

[This question will auto-populate into the full application and will be locked.](#)

Using no more than 1,500 characters (approximately 200 words), outline up to 10 career highlights, including a short context statement for each, where relevant.

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

Do not include information provided elsewhere in the application.

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

[This question will auto-populate into the full application and will be locked.](#)

The total word count available in this section is approximately 200 words (up to 1,500 characters).

Provide details of the participant's career and contributions to the field, including evidence of high-quality outputs, collaboration and excellence in research training and mentoring (where appropriate). This should not include information provided elsewhere in the application.

**Note:** Question B13 provides an opportunity to describe the significance of the participant’s research outputs. Question B11 should be devoted to other evidence of research impact and contributions to the field.

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

[This question will auto-populate into the full application and will be locked.](#)

As a whole number, provide the total under each category for completions where the participant has been the principal supervisor:

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

**B13 Research Opportunity and Performance Evidence (ROPE) - Research Outputs Context**

[This question will auto-populate into the full application and will be locked.](#)

Using no more than 1,500 characters (approximately 200 words), provide clear information that explains the relative importance of the participant’s research outputs in disciplinary context. This can include publication and citation metrics and other context relevant to the researcher’s discipline.

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

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

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

**This question will auto-populate into the full application and will be locked.**

Provide a list of up to 10 career-best outputs for the participant and provide clear information regarding the research impact of the participant's chosen career-best outputs (up to 150 characters, approximately 20 words annotation per research output). Mark those that are most relevant to this project categorised under the following headings: Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs and preprints or comparable resources). CVs and theses should not be included in this list. Include **up to 10 research outputs** and fully reference each research output listed.

The data will be populated from the 'Research Outputs' section within the participant's RMS profile. The participant will have the flexibility to select which 10 outputs to include in the application.

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

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

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

Preprints or comparable resources can be included in the Research Output list but must be entered manually in participant's RMS profile as the category "additional research output". Preprints or comparable resources should be explicitly identified as such by including **[PREPRINT OR COMPARABLE]** at the end of the reference.

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

**To add research outputs to the application:**

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

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

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

- **Note:** Participants will receive an error message in RMS if more than 10 research outputs are added to Question B14. Although research outputs listed for this question that exceed the limit of 10 will appear in the PDF if the 'generate PDF' option is selected and the error message will not show on the PDF, the application will not be able to be submitted through RMS until the error is resolved and the participant has listed no more than 10 research outputs.
- To provide the research impact for each of the career-best outputs enter information in the research outputs context box under each output (up to 150 characters, approximately 20 words per output).

**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 up to 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'.

## **B15** Project Relinquishment or Application Withdrawal

[This question will auto-populate into the full application and will be locked.](#)

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

ARC Grant Guidelines specify the limits on the number of applications and projects per named participant.

This question will be activated only where a participant will exceed ARC project limits if the Full Application is successful. While both the EOI and the Full Application (if shortlisted) can be submitted, project limits must be met under the Grant Guidelines before the project can start. Project limits can be met by relinquishing existing active project(s), or relinquishing role(s) on existing active projects or withdrawing application(s) that would exceed the project limits. This does not need to occur until all applications are announced.

Please refer to the Grant Guidelines for more information regarding the limits on the number of applications and projects per named participant.

Provide applications/Project ID(s) for the applications/projects the 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.

To be eligible to apply, the participant must have met all obligations, including submitting satisfactory progress and final reports, for previously funded projects.

All active projects at the scheme-specific active project assessment date are taken into consideration for the purpose of determining a participant's eligibility to apply for new funding. While an application will not be ruled ineligible if the participant contravenes the Discovery Program limits, the participant will be required to nominate (in Question B15) the applications

they wish to withdraw or existing project(s) (or role(s)) to be relinquished should the Full Application be successful.

If this question is not applicable to the participant, the question will be greyed out and is not required to be completed.

Failing to provide this information will jeopardise the eligibility of an application.

**B16 Partner Investigator – upload a CV in no more than one A4 page**

**This question will auto-populate into the full application and will be locked.**

(This question must be answered by Partner Investigators only)

Provide a CV of up to one A4 page relevant to the project noting that Partner Investigators are not required to complete Research Opportunity and Performance Evidence (ROPE) questions B10 to B14.

The PDF should not include qualifications, current and previous appointments(s)/positions(s), employment or career interruptions as this will be automatically populated from your profile at questions at B2, B8 and B9.

**B17 Certification by the participant**

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

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

**This question will not auto-populate into the full application, if the EOI is successful at full application stage participants will be required to re-certify.**

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.

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

I certify that:

- i) all the details in this Expression of Interest are accurate and complete, including information contained in my ARC Research Management System personal profile;
- ii) proper enquiries have been made and I am satisfied that I meet the eligibility criteria as specified in the Grant Guidelines;
- iii) as a participant listed on the Expression of Interest, I have responsibility for the authorship and intellectual content of this Expression of Interest, 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 Expression of Interest Instructions to Applicants and if the full 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 Expression of Interest application. I will notify the Administering Organisation of any personal material interests or Conflicts of Interest which arise after the submission of the Expression of Interest application. I will update my personnel details in my ARC Research Management System profile ensuring that all conflicts of interests and/or foreign funding, talent programs, affiliations/associations reported to the ARC are current;
- 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; and
- viii) I understand that information on this form and its attachments is collected in order to make recommendations to the Minister on the allocation of financial assistance under the *Australian Research Council Act 2001* and for post award reporting. The information collected may be passed to third parties, including being sent to overseas parties for assessment purposes. It may also be passed to any other Australian Government Department or Agency, and noting information contained in this Expression of Interest can be disclosed without my consent where authorised or required by law.

## Part C – Project Description

### **C1** Project Description

[This question will not auto-populate into the full application.](#)

[The instructions provided here are specific to the assessment criteria for the EOI. Shortlisted participants invited to Full Application will be required to submit a Project Description that aligns with the assessment criteria for Full Applications in the Grant Guidelines.](#)

This question must be answered.

Upload a Project Description of no more than 2 A4 pages and in the required format, as detailed below.

All text in the PDF, including text within figures and tables, must be in the format described in Section 2.5 of these EOI Instructions.

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

- PROJECT TITLE
- PROJECT QUALITY AND INNOVATION
- REFERENCES
- ACKNOWLEDGEMENTS (IF REQUIRED)

Participants should ensure that information provided under these headings addresses the assessment criteria for the Discovery Projects EOI application as detailed in the Grant Guidelines (clause 6.2), noting the relevant weighting of the criteria.

#### **PROJECT TITLE**

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

#### **PROJECT QUALITY AND INNOVATION**

1. How does the research aim to address a significant gap in knowledge or problem?
2. What are the key research questions of the project?
3. What methods and/or conceptual/theoretical framework will be used in the project?

4. What is the anticipated new knowledge that will be created by the project?
5. How might the research result in economic, environmental, social and/or cultural benefits to Australia?

## REFERENCES

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

## ACKNOWLEDGEMENTS (if required)

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

### 4. Submitting the EOI Application to the Research Office

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

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

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

The screenshot shows the 'Action Centre' header. Below it is a section for 'ARC Applicant Expressions of Interest'. There is a dropdown menu for 'All Scheme Rounds' and a 'Create Draft Expression of Interest' button. Below that are links for 'Draft Expression of Interest Applications', 'Request not to Assess', 'Expression of Interest Applications', and 'Rejoinders'. A table lists one expression of interest with columns for 'Expression of Interest', 'Title', 'Investigators', 'Scheme Round', 'Status', and 'Actions'. The 'Status' is 'Ready to Submit' and the 'Actions' include 'Edit', 'Details', 'Delete', 'Access', and 'Submit to Research Office', which is highlighted with a red box. At the bottom, it says 'Showing 1 of 1 expressions of interest.'

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

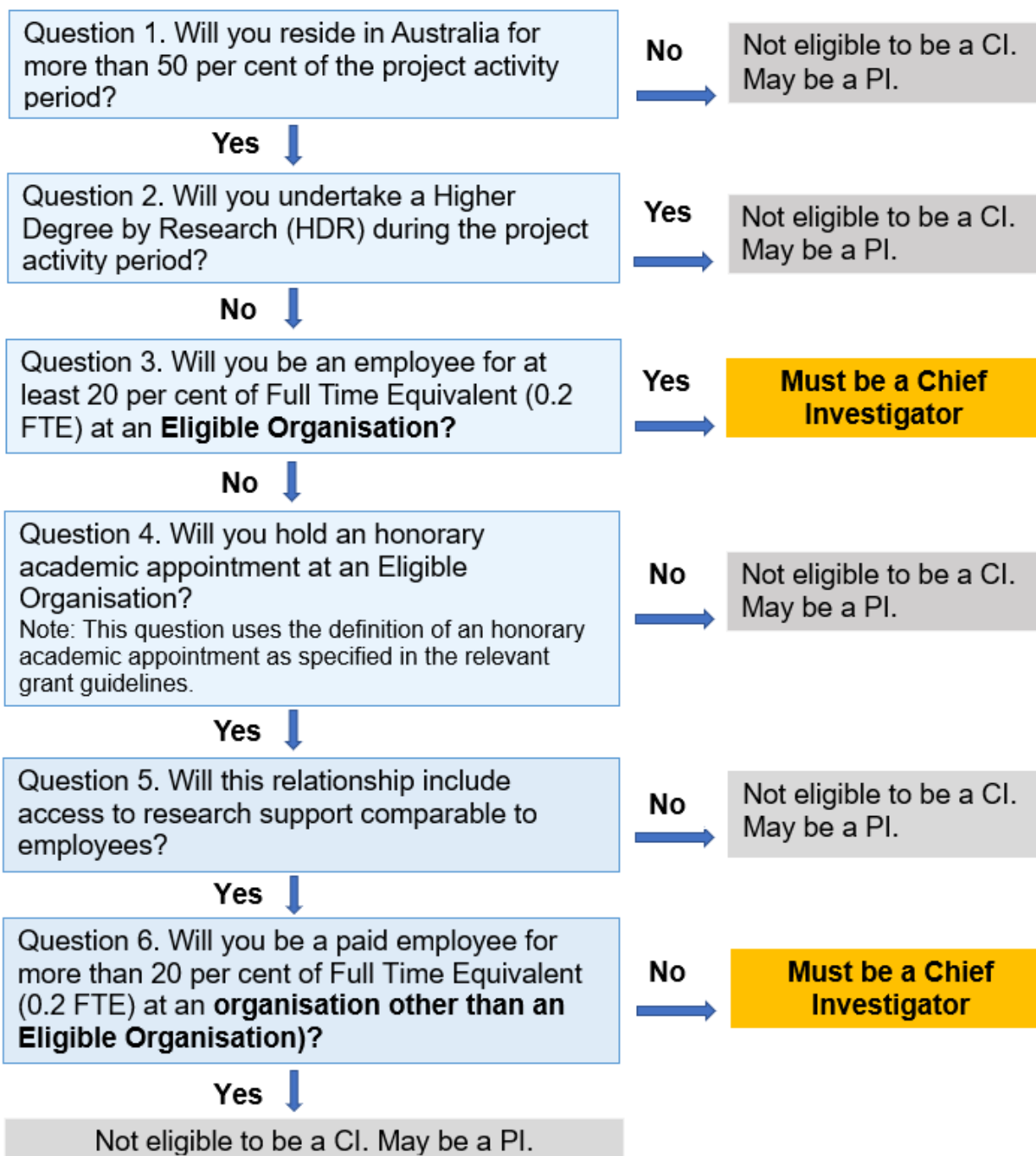
Participants and Research Office staff who wish to generate a PDF so that they can keep a hard copy of the submitted application may generate a PDF by selecting the PDF icon next to the 'Save' button (top right).



## 5. Appendix A - 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.



## 6. Appendix B – Career Interruption Examples

### Example 1:

Dr Jones has worked one day a week (0.2 FTE) from 1 January 2010 to 30 June 2010 due to caring and parental responsibilities. Within this time, Dr Jones additionally had 4 weeks leave from 1 March 2010 to 29 March 2010 where they were unable to work at all due to a medical condition.

In this scenario, the interruptions should be entered into Question B6 as follows:

#### **Interruption 1:**

From when: 01/01/2010  
To when: 28/02/2010  
FTE of career interruption: 0.8  
Interruption category: Caring and parental responsibilities

#### **Interruption 2:**

From when: 01/03/2010  
To when: 29/03/2010  
FTE of career interruption: 1  
Interruption category: Medical condition/disability/misadventure

#### **Interruption 3:**

From when: 30/03/2010  
To when: 30/06/2010  
FTE of career interruption: 0.8  
Interruption category: Caring and parental responsibilities

This will automatically calculate in RMS and show the 'Total Period of Career Interruptions' "Researcher Dr Jones had reported a career interruption of 5 months since 2010."

### Example 2:

Prof Chen had an interruption of one day per week (0.2 FTE) from 1 January 2015 to 30 November 2015 due to caring and parental responsibilities. Additionally, Prof Chen had an interruption of one day per week (0.2 FTE) from 1 June 2015 to 31 July 2015.

As RMS will not allow two periods of interruption to be entered for the same date range, in this scenario, the interruptions should be summed and entered as 'Other' into Question B6 as follows:

#### **Interruption 1:**

From when: 01/01/2015  
To when: 31/05/2015  
FTE of career interruption: 0.2  
Interruption category: Caring and parental responsibilities

#### **Interruption 2:**

From when: 01/06/2015  
To when: 31/07/2015  
FTE of career interruption: 0.4  
Interruption category: Other

#### **Interruption 3:**

From when: 01/08/2015  
To when: 30/11/2015  
FTE of career interruption: 0.2  
Interruption category: Caring and parental responsibilities

This will automatically calculate in RMS and show the 'Total Period of Career Interruptions' "Researcher Prof Chen had reported a career interruption of 2 months since 2015."

**Example 3:**

Dr Ali was employed in non-research employment for the years of 2008 to 2012 and commenced research employment in 2013. Dr Ali's PhD was conferred on 5 September 2011.

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

From when:	05/09/2011
To when:	31/12/2012
FTE of career interruption:	1
Interruption category:	Non-research employment

This will automatically calculate in RMS and show the final sentence "Researcher Dr Ali had reported a career interruption of 1 year and 4 months since 2011."

**7. Changes to document from Preliminary DPEI25 ITAs**

- Section 3 – ‘Creating a new EOI in RMS’ updated.
- Question B11 - Updated to include Research Opportunity and Performance Evidence (ROPE) in the question title.
- Question B14 - Updated the reference from B11 to the correct reference B14.
- Question B14 - Updated reference to character limit from 1,500 to the correct limit of 150 characters.
- Question B17 - Certification by Participants includes an additional clause.
- Section 4 – ‘Submitting the EOI Application to the Research Office’ updated.