|  |  |  |  |
| --- | --- | --- | --- |
| **Application ID number:** |  | Grants Officer: |  |
| **Applicant Name:** |  | Date Checked |  |
| Time Taken |  |

Deakin University Internal and External Certification Forms - Scanned copies MUST be received by **Monday 23 November 2020**. If completed Certification forms are not provided for all participants and their organisations, proposals **cannot** be submitted to the ARC.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CIs and their Organisation | No. Required | No. Received | PIs and their Organisations | No. Required | No. Received |
|  |  |  |  |

| **SECTION** | **IMPORTANT NOTES / HINTS / TIPS** | **COMMENTS/CORRECTIONS/AMENDMENTS REQUIRED** | **Check if error** | **CI checklist** |
| --- | --- | --- | --- | --- |
| **PART A - Administrative Summary** | | | | |
| **A1. Application Title** | **No more than 150 characters ~ 20 words** Precise - avoid use of acronyms, quotation marks. DO NOT use all upper case |  |  |  |
| **A2. Person Participant Summary** | Each participant added to this application must be listed as a Chief Investigator or Partner Investigator. The first named CI will be the Project Leader. | **All** **named** (CI and PIs) and **unnamed** (for example, post-docs, PhD students) **participants** must be an Australian citizen or Australian resident (Australian permanent resident or New Zealand Special Category Visa holder). | **X** |  |
| **A3. Organisation Participant Summary** | Admin Org, Other Eligible Org or Other Org. All Orgs must have CI or PI associated. |  |  |  |
| **A4. Additional Organisation Information** | Organisations participating in the application must be **Australian organisations**. Australian organisations are defined as organisations with:  • headquarters in Australia  • a majority of board members are Australian citizens or Australian residents and  • an Australian Business Number (ABN). |  |  |  |
| **A5. Application Summary** | **No more than 750 characters ~ 100 words** You MUST follow this format – refer ITA for example phrases:  *Aims, Significance, Expected Outcomes, Benefits*  Use aspirational terms. Avoid acronyms, quotation marks, all upper case and 1st person, use Australian English spelling. |  |  |  |
| **A6. List Objectives** | List each objective - 500 characters (approximately 70 words) per objective. This is for post-award reporting purposes if Proposal is successful. |  |  |  |
| **PART B – Classifications, CHALLENGES and Other Statistical Information** | | | |  |
| **B1. Intelligence/National Security Challenges** | Select one or more from drop down list  Each challenge requires an explanation, 750 characters in plain English |  |  |  |
| **B2. Field of Research (FOR)** | Prioritise highest to lowest %, avoid 50-50 splits. Up to 3  Check against project proposal for fit  Only use XXXX99 be used as a last resort |  |  |  |
| **B3. Socio-Economic Objective (SEO)** pg 11 | Prioritise highest to lowest %, avoid 50-50 splits. Up to 3  Check against project proposal for fit |  |  |  |
| **B4. Interdisciplinary Research**  ITA pg 12 | Select ‘Yes’ or ‘No’  If yes, specify ways and indicate the nature 375 characters (approx. 50 words). |  |  |  |
| **B5. International collaboration?** | Select ‘Yes’ or ‘No’ |  |  |  |
| **B6. Nature of collaboration?** | Only if yes selected at B5. Check option chosen |  |  |  |
| **B7. Countries involved** | Only if yes selected at B5. |  |  |  |
| **B8. Number PhDs/Masters/Honours** | Check number entered against proposal (budget and D1) |  |  |  |
| **PART C - Project ELIGIBILITY** | | | |  |
| **C1. Current Funding** | Select ‘Yes’ or ‘No’. Does this application request funding for similar or linked research activities, infrastructure, or a project previously or currently funded with Australian Government funding?  If ‘Yes’, provide a brief explanation.  2000 characters ~ 285 words |  |  |  |
| **C2. Other Application(s) for Funding** | Select ‘Yes’ or ‘No’  If ‘Yes’, provide a brief explanation |  |  |  |
| **PART D - Project DESCRIPTION** | | | |  |
| **D1. Project Description**  ***Weighting***  ***Project Quality and Benefit 60%***  ***Investigator(s)/Capability 25%***  ***Feasibility and Commitment 15%***  Refer page 14-15 of the Grant Guidelines | **Maximum 10 A4 pages.**  PDF uploaded,  12 point Times New Roman font / 0.5 margins.  See ITA pg 46 Appendix B Format.  Correct Headings must be used in the following order: | Please note that the Grant Office will no longer be reading this section in detail.  Applicants will be responsible for   * Ensuring that each dot point in Instructions to Applicants (ITAs) has been addressed and that all requested information has been included such that applicants have made the strongest possible case for funding. * Formatting requirements (p46 of ITAs) have been met including margins of at least 0.5cm and **all** font equivalent in size to 12 point times new roman (references may be 10 point times new roman).   The Grants Office will check that all required headings have been used. | **?**  **?** |  |
| **Project Title** – may differ from title in A1 and may exceed 20 words |  |  |  |
| **PROJECT QUAILTY AND BENEFIT**  Demonstrate this through identifying the:  - contribution to an important gap in knowledge or significant problem  - novelty/originality and innovation of the proposed research (including any new methods, technologies, theories or ideas that will be developed)  - clarity of the hypothesis, theories and research questions  - cohesiveness of the project design and implementation plan (including the appropriateness of the aim, conceptual framework, method, data and/or analyses)  - new or advanced knowledge resulting from the outcomes of the research  - extent to which the project would build research capacity and  - potential to enhance Australian intelligence and national security capabilities. | As per comment above, I have not checked this section in detail. Please ensure all required information has been included. | **X** |  |
| **INVESTIGATOR / CAPABILITY**  Demonstrate this through identifying:  - Research Opportunity and Performance Evidence (ROPE)  - time and capacity to undertake the research  evidence of experience in research training, mentoring and supervision (where appropriate) and  - the capability of the investigator or team to build collaborations both within Australia and internationally. | .As per comment above, I have not checked this section in detail. Please ensure all required information has been included. | **X** |  |
| **FEASIBILITY AND COMMITMENT**  Demonstrate this through identifying the:  - cost effectiveness of the research and its value for money  - suitability of the environment for the research team and their project, and for HDR students where appropriate  - availability of the necessary facilities to complete the project and  - extent to which the project’s design, participants and requested budget create confidence in the successful completion of the proposed research on time. | As per comment above, I have not checked this section in detail. Please ensure all required information has been included. | **X** |  |
| **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** (part of the 10 pages)   * May be in 10 point Times New Roman |  |  |  |
| **ACKNOWLEDGEMENTS**  Acknowledge any significant contributions to this application in terms of ideas and authorship, by persons not already named in this Proposal. | Note that this heading does not need to be included in your Project Description if it is not required. |  |  |
| **PART E - Project Cost** | | | | |
|  | $10,000 - $400,000 pa, $400,000 - $600,000 over three years  Do not include GST in costs. Include indexation into the amounts.  Cash and in-kind contributions from Orgs listed on the application should be included at E1. | Funding from the ONI/Defence will **not** be indexed. You must include any expected increases/indexation for costs including salaries or stipends over the life of the project when you prepare your budget |  |  |
| ***Participants and Organisations*** | Ensure Admin Org, Other Eligible Org and Other Org are showing as appropriate |  |  |  |
| **Personnel - CIs and PIs** | Show salaries for Chief Investigators (CIs) and Partner Investigators (PIs) in the relevant in-kind columns (Administering Organisation, Other Eligible Organisation or Other Organisation only, not the ONI/Defence column), only for the proportion of time estimated that will be spent on the project.  Must not include salary for any Commonwealth funded Fellowships, unless it is salary committed by the Eligible Organisation over and above the Commonwealth component. The inclusion of a Commonwealth Fellowship salary as an organisational in-kind contribution may lead to an application not being recommended for funding. |  |  |  |
| **Personnel - Other Personnel** | Funding requests for Senior Research Associates, Research Associates Higher Degree by Research stipends 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 a 30 per cent on-costs.  HDR stipends should be listed as **$28,600**  Where honorary academic appointment is not financial, participant should not be entered into budget. | All salaries and stipends listed for funding support from the ONI/Defence must be for Australian citizens or Australian residents (Australian permanent resident or New Zealand Special Category Visa holder). |  |  |
| **Personnel – Teaching Relief** | CIs who have answered ‘Yes’ at question F19 will have their name automatically uploaded to the budget summary in the ‘Teaching Relief’ section. |  |  |  |
| **Travel** | Travel costs that are essential to the project can be supported, including economy travel costs for domestic and/or international travel, **up to $50,000 over the project activity period**. Travel and accommodation costs related to carrying out field research or carers’ costs are not included in this $50,000 limit. Refer to subsection 5.5 of the grant guidelines for further information.  Do not include individual flights, travel allowance, conference costs etc as line items. ‘Travel’ costs must be listed by trip only (e.g. Paris conference for 2 people) with full details and costings in question E2 and question E3 as appropriate. |  |  |  |
| **Field research** | Include costs associated with ‘Field Research’ that are essential to the project, including technical and logistical support, travel and accommodation costs. These costs must be fully justified in E2.  Do not include individual ‘Field Research’ requests as line items. ‘Field Research’ costs must by listed by site visit only (e.g. Yass 10 days). Full details and justification and costings must be included in question E2 and question E3 as appropriate. |  |  |  |
| **Equipment** | Must directly support research project, not for broad general use. Include cost of equipment and installation. |  |  |  |
| **Maintenance** | Consumables and items related to equipment maintenance.  Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under ‘Equipment’ or ‘Personnel’ as appropriate. |  |  |  |
| **Other** | Expert services of a third party, publication and dissemination costs and web hosting and development specific to the project, 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, etc. |  |  |  |
| **E2. Justification of funding requested through ONI/Defence** | **Must not exceed four A4 pages**  Use the same headings as in the Description column in the budget at question E1 of the application.  Fully justify each budget item requested in terms of need and cost. |  |  |  |
| **E3. Details of non-ONI/Defence contributions** | **Must not exceed two A4 pages**  Use the same categories as in the Description column in the budget at question E1 of the application.  Provide details including what the participant will contribute to the project in relation to their time and any other contribution of their organisation. |  |  |  |