**DECRA 2025 APPLICATION - PART D BUDGET**

**Salary top-up**

As the ARC fellowship is below the salary for a post-doctoral researcher, your School / Institute or Deakin Research will be providing a salary top-up. The salary top-up is considered to be a cash contribution by Deakin.

The salary top-up is calculated at 28.56% on-cost rate based on your salary as at 7th December 2023. The below table can be used to determine the annual top-up to be included in the Admin Org cash column.

If you are not sure what your salary level is, please contact HR or your School / Institute administration.

**DECRA Salary for DE25: $112,897 (including 30% on-costs)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  | | --- | --- | --- | |  | **DU salary ($)** | **DU Top-up ($)** | | **LEVEL A/Research** | | | | Step 6 \* | 124,197 | 11,300 | | Step 7 | 128,627 | 15,730 | | Step 8 | 133,050 | 18,794 | | **LEVEL B/Research** | | | | Step 1 | 139,878 | 26,981 | | Step 2 | 144,989 | 32,092 | | Step 3 | 150,097 | 37,200 | | Step 4 | 155,220 | 42,323 | | Step 5 | 160,325 | 47,428 | | Step 6 | 165,442 | 52,545 | | **LEVEL C/Research** | | | | Step 1 | 170,552 | 57,655 | | Step 2 | 175,670 | 62,773 | | Step 3 | 180,775 | 67,878 | | Step 4 | 185,894 | 72,997 | | Step 5 | 190,999 | 78,102 | | Step 6 | 196,118 | 83,221 | |
|  |

The top-up will include the step increments for each year, unless your salary is already, or will be, at the top of its level. In addition, the newly implemented EBA also including 4% indexation over the next two years this will also need to be factored into the top-up being calculated in years 2 and 3 of the budget. For indexed rates, refer to columns I and L in the salary calculator (found on Deakin’s DECRA page).

Example 2:

Applicant’s salary is Level A Step 7.

Salary top-ups to be included are:

Year 1 – $15,730

Year 2 – $25,475

Year 3 – $31,010

Example 1:

Applicant’s salary is Level A Step 6.

Salary top-ups to be included are:

Year 1 – $11,300

Year 2 – $20,875

Year 3 – $31,010

**Example 1 – table in RMS**

Your name will be automatically added to the budget table with (Discovery Early Career Researcher Award) after it.

The amount for the ARC funding will be automatically added to the ARC column. Add the salary top-up in the Admin Org column.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | **Description** | **Australian Research Council** | **Administering Organisation** |
|  |  | **Cash** | **In-kind** |
| Year 1 | Dr Mary Poppins (DECRA) | 112,897 | 11,300 |
| Year 2 | Dr Mary Poppins (DECRA) | 112,897 | 20,875 |
| Year 3 | Dr Mary Poppins (DECRA) | 112,897 | 31,010 |

**PART D BUDGET JUSTIFICATION**

**Setting Out**

We recommend setting the budget justification out in paragraphs rather than inserting tables as this allows more space to discuss the justification of the costs.

**Changes from previous years – budget table:**

Previous DECRA rounds have required breakdowns of all items listed in the budget table in the first section of the budget. For this round, the ARC introduced a simpler budget table where they request that all items for each budget line be consolidate into one line for each year – e.g.,

First example: you may have two separate periods of field research in year 1 of the project, but this would be consolidated into one line in the table at D1 and simply called ‘fieldwork’, with the total costs request reflecting both trips.

Second example: you may have to purchase 3 different pieces of equipment in year 1, using a combination of ARC and Admin org funding, but this would be shown as one line in the budget table.

|  |  |  |
| --- | --- | --- |
| **Year 1** | | |
| **Description** | **ARC** | **Administering Org** |
| **FIELD RESEARCH** |  |  |
| Field Research | 4,500 |  |
| **EQUIPMENT** |  |  |
| Equipment | 10,000 | 2,000 |

In D2 and/or D3 you would break down the costs to the individual trips. Using Field Research as the example:

**Budget Item heading e.g. – Field Research**

Context – explanation including the need and cost. Why is the item (e.g. Field Research) essential for the project? Include the source of costs, such as websites for accommodation, flights, and car hire. Use bullet points if it makes it easier to read the costs if there are a number of different items.

**Year 1** Trip 1 to Far North Queensland 8 Days ($2,500) [breakdown of individual costs].

Trip 2 to southern Queensland 6 days ($2,000) [breakdown of individual costs].

**Year 2 – xxxx**

**Year 3 - xxxx**

**Year 1 $4,500 Year 2 - $xxxx Year 3 - $xxxx**

**Other examples of how to write budget requests:**

**Personnel**

A research assistant (RA) is requested to provide support for the preparation of ethics approval, development of surveys and organising of fieldwork (travel, accommodation and car hire) and workshops (invitations, hire of facilities, workshop catering and printing of pamphlets). The RA support will allow the DECRA fellow to maximise their time in the field, analyse the data and prepare publications and posters for conferences. The salary is based on the Deakin University Research Assistant Grade 1 Step 1 – 3 salary plus 30% on-costs. The RA will be required for 1 day per week (0.2FTE) for three years.

**Year 1 - $18,337; Year 2 - $18,913; Year 3 - $20,016 Total - $57,266**

**Travel**

Travel to the XYZ conference in New Zealand in year 3 will provide the DECRA candidate with the opportunity to present their findings, network with leaders in their field and meet with collaborators. The XYZ conference is the premier conference for this field of research. Flights, transfers, accommodation and meals are requested for three days:

* Flights (Qantas) – Melbourne to Auckland return: $525 each way = **$1,050**
* Transfers from and to airport to hotel (Auckie bustlelines): $50 each way = **$100**
* Accommodation (hotel.com) – Auckland Lucky Sands Hotel: $180 per night = **$540**
* Meals (based on 70% of ATO rates\*): $119 per day = **$357**

**Year 3 - $2,047 Total - $2,047**

\* Rates can be found [here](https://www.ato.gov.au/law/view/document?DocID=TXD/TD202210/NAT/ATO/00001). For candidate information only, link does not need to be included in your application.

**Please note: a justification for the DECRA salary request is not required in E2.**

**But a statement explaining the Deakin salary top-up is required in E3.**