|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Application ID number:**  | DE2201 | Grants Officer: |  | Grants Officer: |  |
| **Applicant Name:**  |  | Date Checked |  | Date Checked |  |
| Time Taken |  | Time Taken |  |

The following MUST be received by **Monday 26th October**: Deakin University Certification Forms (scanned copies). *If completed Certification form(s) are not provided proposals* ***cannot*** *be submitted to the ARC.*

D2 Statement (as a Word document).¶

|  |  |  |
| --- | --- | --- |
| **DECRA Candidate Certification Form** | Received | Yes/No |
| **D2 Statement (as Word doc)** | Received | Yes/No |

**ITA** – Instructions to Applicants (for funding commencing in 2022) **GG** – Grant Guidelines for the Discovery Program (2019)

| **Section and Reference** | **Important Notes and Hints** | **Comments / Amendments required** | **Check if error** | **CI comments** |
| --- | --- | --- | --- | --- |
| **PART A - Administrative Summary** |
| **A1. Application Title**ITA p6 | **No more than 75 characters ~ 10 words**Precise - avoid acronyms, quotation marks, DO NOT use all caps.  |  |  |  |
| **A2. Person Participant Summary**ITA p6 | Select ‘Discovery Early Career Researcher Award’ as the Participant type |  |  |  |
| **A3. Organisation Participant Summary**ITA p7 | Add the Administering Organisation – Deakin University |  |  |  |
| **A4. Application Summary** ITA p8 | **No more than 750 characters ~ 100 words**Use plain English and Australian English spelling, use aspirational terms. No first person language, avoid acronyms. CHECK carefully the Medical Research definition. Must follow format:AimsSignificanceExpected OutcomesBenefitsSummary should outline the aims of the project, provide the significance of the research, outline expected outcomes and benefits, including scholarly, public or commercial. May include text from National Interest Test (A6). **Benefits should be specific to the research being proposed.**Examples from funded projects can be found [here](https://dataportal.arc.gov.au/NCGP/Web/Grant/Grants#/20/1///(scheme%3D%22Discovery%20Early%20Career%20Researcher%20Award%22)%20AND(year-from%3D%222018%22)%20AND(year-to%3D%222020%22))  | This summary is used by the Minister to consider your application and, if successful, will be used to give the general community an understanding of the research – please ensure the summary is written simply, clearly in plain English. |  |  |
| **A5. List the objectives of the proposed project**ITA p9 | **No more than 500 characters ~ 70 words per objective.**List each objective separately. Will be used for post-award reporting purposes if application is successful. |  |  |  |
| **A6. National Interest Test (NIT) Statement**ITA p9 | **750 - 1125 characters, 100 - 150 words**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**.Ensure NIT is written **simply** and **in plain English**.GO note, will not read through to PDF form |  |  |  |
| **PART B - Classifications and Other Statistical Information** |  |
| **B1. Science and Research Priorities**([link to priorities](https://www.industry.gov.au/data-and-publications/science-and-research-priorities)) ITA p9 | Select ‘Yes’ or ‘No’ - It is recommended to **not try to make** a priority fit your proposal. If ‘yes’, select **one** priority area and **one or more** Practical Research ChallengesIf health priority selected, check for compliance with Medical Research Policy. |  |  |  |
| **B2. Field of Research (FOR)**([link](https://www.arc.gov.au/grants/grant-application/classification-codes-rfcd-seo-and-anzsic-codes)) ITA p10 | Prioritise highest to lowest %, MUST not be 50-50 split, limited to three.Avoid use of the XXXX99 (not elsewhere classified).Check for medical FORsFOR(s) selected should reflect the nature of the research in this application, particularly if it is interdisciplinary. The choice of FOR and their proportions will assist the ARC in assigning appropriate assessors to the application. |  |  |  |
| **B3. Socio-Economic Objective (SEO)**([link](https://www.arc.gov.au/grants/grant-application/classification-codes-rfcd-seo-and-anzsic-codes)) ITA p11 | Prioritise highest to lowest %, MUST not be 50-50 split, limited to three.SEO(s) indicates the sector(s) that are most likely to benefit from the project if funded. |  |  |  |
| **B4 Interdisciplinary Research** ITA p12Information regarding interdisciplinary research can be found [here](https://www.arc.gov.au/policies-strategies/policy/arc-statement-support-interdisciplinary-research)  | Select ‘Yes’ or ‘No’If yes – select ways in which research is interdisciplinary from drop down list, and indicate the nature of the interdisciplinary research 375 characters (approx. 50 words). |  |  |  |
| **B5. Does the proposed research involve international collaboration?**ITA p12 | Select ‘Yes’ or ‘No’If yes, check this is mentioned in D1 Project Description |  |  |  |
| **B6. Nature of proposed international collaboration** ITA p12 | Only if yes selected at B5 - Choose all options applicable |  |  |  |
| **B7. Countries involved**ITA p13 | Only if yes selected at B5 - Enter the relevant countries |  |  |  |
| **B8. Number of PhD, Masters and Honours places filled as a result of this project**ITA p13 | Include FTE – cross check with budget.If Masters and Honours students mentioned here, cross reference with project description – if they are not mentioned suggest this is addressed at D1 |  |  |  |
| **PART C – Project Eligibility** |  |
| **C1. Medical Research**ITA p 14 | Select ‘Yes’ or ‘No’Refer to the ARC Medical Research Policy for examples of both eligible and ineligible research areas - <http://www.arc.gov.au/arc-medical-research-policy>If ‘Yes’ this will be flagged with Senior Grants Officer (SGO)If ‘No’ but the research has a medical component – this will be flagged with SGO. This is the only opportunity for candidate to justify that the research complies with the policy. |  |  |  |
| **C4. Medical Research Statement**ITA p 13 | In no more than **750 characters ~ 100 words**, justify why this project complies with the eligible research requirements set out in the ARC Medical Research Policy.\*Be clear as possible, 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 (i.e. the medical benefits of the research are outside the scope of this application). |  |  |  |
| **C3. Current Funding**ITA p 13 | Select ‘Yes’ or ‘No’If ‘Yes’, provide the Project ID(s) and brief explanation (no more than 2000 characters ~ 285 words) of how this project does not duplicate or overlap existing funded projects. |  |  |  |
| **C4. Other Application(s) for Funding**ITA p 14 | Select ‘Yes’ or ‘No’If ‘Yes’, provide the Project ID(s) and a brief explanation (no more than 2000 characters ~ 285 words) of why more than one application for similar / linked research has been submitted.  |  |  |  |
| **PART D – Project Description** |  |
| **D1. Project Description**ITA p 14-16GG C.5Template provided***Weighting******Investigator/Capability 50%******Project Quality and Innovation 25%******Benefit 15%******Feasibility 10%*** | **Maximum 10 A4 pages**PDF uploaded12 point Times New Roman font, 0.5 marginsSee ITA p 41 Appendix B FormatCorrect headings used in this 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 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 (p41 of ITAs) have been met including margins of at least 0.5cm and **all** font equivalent in size to 12 point times new roman. This includes all text included in figures, tables, pictures and graphs.

The Grants Office will check that all required headings have been used. |  |  |
| **PROJECT TITLE –** may differ from title in A1 and may exceed 10 words.  |  |  |  |
| **PROJECT AIMS AND BACKGROUND**Briefly outline the aims and backgroundInclude information about progress in this field and its relationship to the application.Refer only to accessible research outputs. |  |  |  |
| **INVESTIGATOR / CAPABILITY (50%)**Describe the:* ROPE including record of high quality research outputs appropriate to the discipline/s
* Capability to build collaborations both within Australia and internationally
 | Why are you best placed to undertake this work? Explain this using evidence from your ROPE. |  |  |
| **PROJECT QUALITY AND INNOVATION (25%)**Describe the:* Contribution to an important gap in knowledge / significant problem
* Novelty/originality and innovation
* Clarity of hypotheses, theories and research questions
* Cohesiveness of project design and implementation plan (incl appropriateness of aim, conceptual framework, method, data and/or analyses)
* Extent to which research has potential to enhance international collaboration
 |  |  |  |
| **BENEFIT (15%)**Describe the potential benefits including:* New / advanced knowledge resulting from outcomes
* Economic, commercial, environmental, social and/or cultural benefits for Australia and international communities
* Potential contribution to capacity in Australian National Science and Research Priorities and other government priorities
 |  |  |  |
| **FEASIBILITY (10%)**Describe the:* Cost effectiveness and value for money
* Feasibility of the research (contribution of the project’s design, participants and resources to the timely completion of the project)
* Supportive environment for the DECRA candidate and this project, and for any HDR student(s), where appropriate.
* Availability of necessary facilities

If project involves Aboriginal and Torres Strait Islander research, describe the:* Strategies for enabling collaboration with Australian Aboriginal and Torres Strait Island communities
* Any existing / developing, supportive and high quality research communities.
 |  |  |  |
| **COMMUNICATION OF RESULTS**Plans for communicating research results to other researchers and broader community. |  |  |  |
| **REFERENCES**May be in 10 point Times New Roman  |  |  |  |
| **ACKNOWLEDGEMENTS (if required)**Acknowledge any significant contributions to this application in terms of ideas and authorship, by persons not already named in this application.Do not include heading in application if not required |  |  |  |
| **D2. Statement by the Admin Org**ITA p 17GG C6.1 | **Maximum 3 A4 pages**PDF uploadedTo be written by applicant and Faculty/SRC and sent as a **word** document to arc-submissions@deakin.edu.au.Ensure statement includes a description of how your research area is a core/emerging research strength, describes level of resources to be provided to support the applicant and outlines pathways for fellow during and after the project.All cash and in-kind contributions from Deakin should be included here. |  |  |  |
| **PART E – Project Cost** (REFER TO ITA PAGE 17-24, AND GG SECTIONS 3, 5 AND C2) |  |
| **Ensure DECRA candidate and admin org appear in budget table** |  |  |  |  |
| **Organisations selected** | Deakin must have been added at A3All ARC requests to be entered under ARC column **Cash** Contributions from Admin Org to be entered under Administration Organisation column. In-kind contributions should be outlined at D2.Check Deakin cash contributions do not exceed support provided. |  |  |  |
| **FUNDING LEVEL** | DECRA salary $106,194 + up to $50,000 pa Project Costs – no more than **$156,194** pa |  |  |  |
| **Personnel*** **DECRA candidate**
 | Salary auto populates from dropdown |  |  |  |
| **Personnel*** **HDR Stipends**
 | **ARC HDR stipends** added from drop down – stipends auto populated, $28,106 – check against B8If relevant, **Deakin PhD** stipend to be shown at $28,092 for 3 years |  |  |  |
| **Personnel*** **Additional Personnel**
 | **Group by institution or role** (do not list each individual separately)Use Deakin Salary Calculator – request at appropriate level for DU at time of submission.**30%** on-costs to be included for **ARC** funded personnel. **27.32%** on-costs to be included for **DU** funded personnelNo indexing of amounts or future EBA increases, **but** include annual increments for Steps. |  |  |  |
| **Travel**  | **Maximum $50,000 over the life of the project**Include airfares, accommodation, incidentals (per diems)Do not include fieldwork travel costs. Request as per DUs policies.**List travel costs by trip only** – do not include separate lines for each individual component of the trip (the cost of each component, eg. flights, accommodation, should be included at E2 or E3).. |  |  |  |
| **Field Research** | Costs related to field research including domestic / international travel, accommodation and living costs for the DECRA candidate and support personnel. **List by site visit only** – do not include separate lines for each item.These costs are not included in the limit for travel but must be fully justified in Part E2 of the proposal form. |  |  |  |
| **Equipment** | Includes hardware and software items directly related to the project. Indicate cost of equipment and installation. No consumables here. Base the cost of equipment and installation on the latest prices (excluding GST) obtained from the supplier at the time of submission and do not simply estimate cost. |  |  |  |
| **Maintenance** | Consumables and equipment maintenance.**Not** purchase of computer equipment or hiring of personnel for data preparation/programing |  |  |  |
| **Other** | E.g. Third party services such as transcription/translation services, publication and dissemination costs and web hosting and development specific to the Project. Carer costs are included in this section. |  |  |  |
| **E2. Justification of non-salary funding requested from the ARC** ITA p 23 | **Maximum 4 A4 pages**Fully justify **each** budget item in terms of **need** and **cost**. Use the same headings as in Part E1 budget table and in the same order.* Justify funding requested for major items of equipment. Candidate should plan to use existing equipment, but if new equipment is requested candidate must justify the importance of equipment to proposed research and demonstrate access to such equipment elsewhere is not practical. Admin Org is expected to contribute to the cost of major equipment. Ensure cost shown is based on quotes not estimation.
* Justify and explain the need and cost of economy domestic and international travel.
 |  |  |  |
| **E3. Details of non-ARC contributions**ITA p 24 | **Maximum 2 A4 pages**Use same headings as in part E1 budget table and in same order. * Detail cash contributions from Deakin and how these contributions will support the project
* If there is no funding provided by Deakin where it could be reasonably expected, explain fully why no commitment has been made
 |  |  |  |
| **PART F – Participant Details including ROPE** |  |
| **F1. Personal Details**ITA p 25 | **Auto populated from DECRA candidate’s RMS profile** – if responses are missing, please update your RMS profile.GO note, questions will not read through to PDF form |  |  |  |
|  | **Are you receiving any foreign financial support (cash or in-kind) for research related activities? If yes, specify the country/ies that you have received financial support from?**Provide details of the country and brief summary of the type of financial support received. Details regarding multiple countries can be added by clicking ‘Add’ after each entry. Note: Foreign financial support can come in many forms and can include cash, research funding, research and laboratory personnel, laboratory space, scientific materials, career advancement opportunities, promised future compensation or other type of remuneration. |  |  |  |
| **Are you currently, or have you previously been, associated or affiliated with a foreign sponsored talent recruitment program? If yes, specify the program/s and the country of origin for each program.**Provide details of each program by clicking ‘Add’ once the country is selected. Ensure that the program name, a short summary of the talent program/s, dates and financial or other support are provided for each country.Please provide information for past ten years. |  |  |  |
| **Are you currently associated or affiliated with a foreign government, foreign political party, foreign state owned enterprise, foreign military or foreign policy organisation? If yes, provide details about the association/affiliation.**Provide details of each association/affiliation by clicking ‘Add’ once the affiliation type is selected. An explanation for the nature of each association/affiliation is required for each selection. |  |  |  |
| **Have you identified and disclosed any conflicts of interests in accordance with your institution’s conflict of interest policies and procedures?**This is a Yes or No question. Please note that a negative response (‘No’) to this question will result in an inability to submit the application to the ARC for consideration. Even if you have no conflicts you must state that conflicts of interest have been managed in accordance with the policies and procedures of your institution by selecting ‘Yes’. |  |  |  |
| **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 DECRA candidate. 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. |  |  |  |
| **F2. Country of Residence**ITA p 27  | Select relevant country from list  |  |  |  |
| **F3. Fields of Research** ITA p 27 | Automatically populated from participant’s RMS profileMinimum of one FoR code and a maximum of 10 FoR codes must be entered for the question to validate. May differ from FOR codes at B2.See ARC website for [FoR Codes and definitions by Division](http://www.arc.gov.au/rfcd-seo-and-anzsic-codes) |  |  |  |
| **F4. Expertise Text**ITA p 27 | Auto populated from RMS profile. A minimum of 375 characters ~ 50 words must be entered in the individual’s profile for the question to validate. Text must be a reflection of participant’s research expertise and may include areas of expertise which differ from the research area of the proposal. |  |  |  |
| **F5. Qualifications**ITA p 28 | Auto populated – must be updated in RMS profile.Check PhD awarded **on or after 1 March 2016.** If prior, check answer at ‘yes’ at F10 and career interruptions listed at F11. |  |  |  |
| **F6. Research Load (non-ARC Grants and Research)**ITA p 28 - 29Template provided | Use template providedDetails of all non-ARC sources of funding – projects / applications / awards / fellowships awarded or requests submitted for the years 2021 to 2025 inclusive. Support status – R requested, C current, P pastAmounts are in thousands Australian dollarsList in descending date orderEnter project ID for NHMRC projects/fellowships only |  |  |  |
| **F7. Currently held ARC Projects**ITA p 29 | Auto populated from RMS profile.Check no final reports are overdue and eligibility limits – eligibility issue |  |  |  |
| **F8. DECRA candidate’s Time Commitment to this project**ITA p 30C7.2 c | Enter percentage of time candidate will be committing to the project. **Minimum 0.8**eg. A 0.5FTE who would be spending 80% of their time on the project would be entered as 80. |  |  |  |
| **F9. Eligibility – Relevant Qualification**ITA p 30GG C3.7 | This qualification data is automatically populated from the participant’s RMS profile. Select the qualification that is most relevant to this application by clicking on the check box next to the relevant qualification. Only one qualification can be chosen.If **either** PhD award date was prior to **1 March 2016**, evidence of career interruption required. |  |  |  |
| **F10. Eligibility – extension of eligibility due to career interruption?** ITA p 30GG C3.7 b | ‘Yes’ or ‘No’ questionIf your qualification was awarded prior to 1 March 2016 and you have had significant career interruption you will need to seek and extension to the eligibility period through your Deputy Vice-Chancellor (Research).If ‘Yes’ questions F11 and F12 will be enabled.Ensure you have provided Grants Office with relevant evidence. |  |  |  |
| **F11. Eligibility – Select category of career interruption** ITA p 31 | Enabled if ‘Yes’ at F10Dropdown menu of career interruptions available under GG C3.11 Add as many as applicable.Cross check with F16. |  |  |  |
| **F12. Eligibility – Total period of extension claimed?**ITA p 31 | Enabled if ‘Yes’ at D12Select the period of time which closely matches the total period of extension claimed.Cross check with F16. |  |  |  |
| **F13. Eligibility – Current Research Fellowship or Award funded by other Australian Government Agencies**ITA p 31 | Select ‘Yes’ or ‘No’ – only list Fellowships and Awards from other Australian Government agencies, not ARC Fellowships or Awards. ADPRF should not be listed here.If ‘yes’, check carefully as a participant cannot hold a fellowship or award from another Commonwealth funding Agency and DECRA |  |  |  |
| **F14. Project Relinquishment or Application Withdrawal** ITA p 32GG 4.14 | If a successful outcome for this proposal means that you will exceed the Discovery Program limits on Projects and/or Proposals and/or you have applied under the Australian Laureate Fellowships, Future Fellowships, ARC Centres of Excellence or Special Research InitiativesSchemes, list the Proposal(s) you wish to withdraw, or the existing Project (or role) that you wish to relinquish to remain eligible and adequately justify (no more than 100 characters).Failure to provide this information is an eligibility issueActive project assessment date: 1 July 2022 |  |  |  |
| **F15. ROPE - Current and****previous appointment(s) / position(s) – during the past 10 years**ITA p 32 | Auto populated – must be updated in RMS profile.**Note**: ‘During the last 10 years’ is from 1 January 2011 onwards |  |  |  |
| **F16. ROPE – Academic Interruptions** ITA 32See [ARC ROPE statement](http://www.arc.gov.au/arc-research-opportunity-and-performance-evidence-rope-statement)  | ‘Yes’ or ‘no’ question.Has the candidate experienced an interruption that has impacted on their academic record (interruption post-PhD)?IF ‘yes’, dates and details for each academic interruption are to be provided. * Each interruption to be added **separately**
* FTE of each interruption must be provided
* No more than 500 characters (75 words) per interruption

Academic interruptions are significant disruptions to a participant’s opportunities for research, due to both employment and personal reasons. Categories available are:* Medical condition/disability/misadventure
* Caring responsibilities
* Non-research career
* Unemployment
* Other.

Response does not need to elaborate on any personal or confidential details. **NOTE**: Question F17 provides an opportunity for you to describe the impact of these interruptions, and other circumstances, on your academic career. | Please ensure you have evidence (for example, employment contracts for non-research employment, written evidence from HR department for periods of maternity or paternity leave, medical certificate or written evidence from HR department for sick leave/medical condition) of all interruptions listed. This evidence may be requested by Deakin or the ARC. |  |  |
| **F17. ROPE - Details of the DECRA candidate’s career and opportunities for research**ITA p 34-35 | Maximum **5** A4 pages. Must follow formatting requirements as Appendix 2 of ITAs. PDF upload in the order set below:**AMOUNT OF TIME AS AN ACTIVE RESEARCHER*** Include “I was awarded my PhD (a) years ago in (year) and in that period I have experienced a total of y years (at X.X FTE) of academic interruptions.
* Check this fits with information provided at F16

**RESEARCH OPPORTUNITIES*** Provide any additional info required from F16
* Research opportunity candidate has had in context to their employment situation (employment outside academia, unemployment, part-time employment, etc.)
* Description of candidate’s role including % of time spent on research, admin, teaching etc.
* Research mentoring and research facilities available during candidate’s career
* Any other aspects as outlined in ITA p 34-35

**RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS**Describe candidate’s achievements and contributions to the field (non-publication contributions) including: * Prizes, honours and awards
* Research supervision, mentoring and advice
* Invited keynote and speaker addresses
* Research support income
* Commercial outcomes such as patents, PI licences and resulting benefits
* Identifiable benefits outside of academia
* Other professional activities
* Explain how the candidates research has led to significant change or advance of knowledge in the field and how their achievements will contribute to this application.

Significance of publications should be outlined at F18See also <https://www.arc.gov.au/policies-strategies/policy/arc-research-opportunity-and-performance-evidence-rope-statement> | 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 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 (p41 of ITAs) have been met including margins of at least 0.5cm and **all** font equivalent in size to 12 point times new roman.

The Grants Office will check that all required headings have been used. |  |  |
| **F18. ROPE – Research Output Context**ITA p 35 | **No more than 3,750 characters, approx. 500 words**.Provide clear information that explains the relative importance of different research outputs and expectations in the DECRA candidate’s discipline/s. Information should help assessors understand the context of the DECRA candidate’s academic research achievements, but not repeat information already provided. Include the importance/esteem of specific journals, specific recognition within candidate’s field such as first authorship/citations, or significance of non-traditional research outputs. | Suggestions of information to be included [grants officer to delete as relevant]Research output trajectory (especially if CI has worked part time or experienced career interruptions)CitationsJournal quality (eg. top journal in the field, journal ranking)Authorship contributionTranslational impact of publicationsNumber of different authors/groups CI has published with, number of different countries/nationalitiesLibrary holdings and sales of booksNumber and quality of book reviewsSignificance of ten career-best outputs |  |  |
| **F19. ROPE – Research Outputs including 10 career-best**ITA p 35-37[Guide to add research outputs to profile in RMS](https://www.arc.gov.au/grants/rms-information/rms-auto-population-research-outputs)  | Data automatically populated from ‘Research Outputs’ section within candidate’s profile.List the research outputs 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).**Up to 100 research outputs.**Tick the ‘relevant’ checkbox for outputs relevant to the application. | IMPORTANT NOTE - CIs are responsible to ensure your reference listing **does not contain duplicate entries** and **all outputs are shown under the correct headings**. The grants team will not be checking this. If such errors are made the ARC may deem the application ineligible for consideration.Please ensure you include the Project ID and years funded for any ARC grant on which you were a CI or Fellow from which the item originated, if relevant. | **X****X** |  |
| **F20. Have you reviewed and confirmed the accuracy of all information?**ITA p 37 | Yes or No. Application cannot be submitted if ‘No’ selected.  |  |  |  |

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