|  |  |  |  |
| --- | --- | --- | --- |
| **Application ID number:** |  | Grants Officer: |  |
| **Applicant Name (lead CI)** |  | Date Checked |  |
| **Participant’s Name** |  | Time Taken |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART F – Participant Details including ROPE** | | | | |
| **SECTION** | **IMPORTANT NOTES / HINTS / TIPS** | **COMMENTS/CORRECTIONS/AMENDMENTS REQUIRED** | **Check if error** | **CI / PI checklist** |
| **F1. Personal Details** | **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. | Note: Foreign refers to non-Australian.  Please ensure that you have read this section carefully and that you have answered the questions accurately. |  |  |  |
| **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 question serves as a declaration that:  1. You have one or more Conflicts of Interest (COIs) and have disclosed them to your employing institution, and if relevant, Administering Organisation(s) of grant applications submitted to the ARC as required by the institution(s)'s COI policies and procedures, or  2. You do not have any COIs and have followed the relevant institution(s)'s COI policies and procedures (which may include reporting you have nil COIs).  In both cases you should answer 'Yes' to this question. |  |  |  |  |
| **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. New Zealand Special Category Visa** | Select ‘Yes’ or ‘No’ from the drop down list as appropriate.  This question will generate if you are not an Australian citizen or Australian permanent resident as recorded in your ‘Person Profile’.  If you select ‘No’ the form will not validate for submission. |  |  |  |  |
| **F3. Fields of Research** | This data is automatically populated from the participant’s RMS profile.  Will not appear in the PDF version of the form. |  |  |  |
| **F4. Expertise Text** | This data is automatically populated from the participant’s RMS profile.  Will not appear in the PDF version of the form. |  |  |  |
| **F5. Qualifications** | This data is automatically populated from the participant’s RMS profile. Should show highest qualification at a minimum. |  |  |  |
| **F6. Research Load** | Use template provided.  For research funding from non-ONI/Defence sources, list all projects/ applications/ awards/ fellowships awarded or requests submitted for funding for the years 2020 to 2023 inclusive. |  |  |  |
| **F7. Participant’s time commitment** | Enter the participant’s time commitment to this project as a full-time equivalent (FTE). Cross check with D1, E1 and E3. |  |  |  |
| **F8. Employment details at Grant Commencement Date** | Confirm the participant’s employment status at all organisations that they will be associated with as at 1 July 2021. Enter the relevant appointment type and full-time equivalent (FTE) for each organisation.  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’.  CIs must be employed at least 0.2 FTE at an Eligible Org at the grant commencement date. |  |  |  |
|  |  |  |  |  |
| **F9. Relevant Org** | Enter the Organisation that is relevant to the participant’s inclusion on this application, and that they will be associated with as at 1 July 2021.  The ‘relevant organisation’ is the primary organisation that will be supporting the participant’s involvement in this project if it is funded. |  |  |  |
| **F10. Residing in Australia** | Indicate whether the participant will be residing predominantly (greater than 50 per cent of their time) in Australia for the project activity period, taking into account any international travel.  The project activity period means the period during which a project is receiving funding according to the original grant offer, or has any carryover funds approved by the ARC, or an approved variation to the project’s end date. |  |  |  |
| **F11. Undertaking an HDR** | Yes or No  A CI cannot be undertaking a higher degree by research (HDR) during the project activity period. Participants must have their HDR conferred by the project start date. The HDR Conferral Date is the date of the conferral of the HDR, not the date of submission of the thesis, nor the date on which the thesis was accepted by the examination board. |  |  |  |
| **F12. Further Details on PI status** | This question is mandatory ONLY FOR PIs WHO:   * at F10 confirmed that they will reside predominantly (greater than 50 per cent of their time) in Australia for the project activity period of the proposed project AND * at F11 confirmed that they are not currently undertaking a Higher Degree by Research which will be conferred after 1 July 2021 AND * at F8 indicated that at the Grant Commencement Date they would hold either: * an appointment at an Eligible Organisation equal or greater than 0.2 FTE OR * an honorary academic appointment at an Eligible Organisation.   You do not need to answer these questions if it was indicated in question F10 that the participant will be living predominantly overseas OR if they have indicated in question F11 that they will be undertaking a Higher Degree by Research. |  |  |  |
| **F13. Is participant providing research input on the project** | ‘Yes’ or ‘no’ question **for PIs only**. If the participant answers ‘Yes’, the ROPE questions will be activated. If ‘No’, they will be asked to upload a two page CV to support the PI’s involvement in the proposed project.  The two page CV must be relevant to the application and can include significant career interruptions. It is up to the participant to determine the appropriate information to include in the CV. |  |  |  |
| **F14. Current and previous appointments/positions** | This data is automatically populated from the participant’s RMS profile. Provide details of academic, research, professional and industry experience during the past 10 years (from 1 July 2011). |  |  |  |
| **F15. Career Interruptions** | Read the [ROPE Statement](http://www.arc.gov.au/arc-research-opportunity-and-performance-evidence-rope-statement) on the ARC website before filling out this section.  This is a ‘Yes’ or ’No’ question.  If the answer is ‘Yes’ to this question you will be prompted to provide the dates and details for each academic interruption (up to 500 characters, approximately 75 words).  Enter each interruption separately. | 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. |  |  |
| **F16. Details of the participant’s career and opportunities for research** | **Five A4 pages**  Must include mandatory headings.  **AMOUNT OF TIME AS AN ACTIVE RESEARCHER**  Provide:  • The number of years since the participant graduated with their highest educational qualification and  • A total FTE figure for periods of significant career interruption during that period.  For example, ‘I was awarded my PhD (x) years ago in (year) and in that period I have experienced a total of two years (at X.X FTE) of career interruptions’.  **RESEARCH OPPORTUNITIES**  Provide details, relative to the participant’s specific opportunities considerations (both negative and positive) and the effect this has had on their research. This may include:  • The research opportunity the participant has had in the context of their employment situation, including employment outside academia, any unemployment or part-time employment they may have experienced, and the research component of their employment conditions.  • A description of the participant’s role:  o If the participant is university based, indicate as appropriate the percentage of their current role(s) in research-only, teaching and research, teaching-only, teaching and administration, research and administration, administration-only academic, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand their situation. Give an indication of what percentage of time they have spent in those roles or  o If the participant is industry based, indicate as appropriate the percentage of their current role in industry, research and administration, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand their situation. Give an indication of what percentage of time they have spent in those roles.  • The research mentoring and research facilities that have been available to the participant during their career.  • Any other aspects of the participant’s career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this application (e.g. any circumstances that may have slowed down their research and publications or affected the time they have had to conduct and publish their research).  **RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS**  Provide a statement outlining any further evidence of the participant’s achievements and significant contributions to the field. This can include:  • Prizes, honours and awards  • Research supervision, mentoring and advice  • Invited keynote and speaker addresses  • Research income  • Commercial outcomes such as patents, IP licences and resulting benefits  Identifiable benefits outside of academia  • Other professional activities and  • Describe how the participant’s research has led to a significant change or advance of knowledge in their field, and outline how their achievements will contribute to this application.  Note that question F17 provides an opportunity to describe the contribution of significance of the participant’s publications. Question F16 should be devoted to other outputs. | 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. | **?**  **?** |  |
| **F17. Research outputs context** | Up to 3750 characters, approximately 500 words.  Provide clear information that explains the relative importance of different research outputs and expectations in the participant’s discipline/s.  The information should help assessors understand the context of the participant’s research achievements but not repeat information already provided in this application.  It is helpful to include the importance/esteem of specific journals in their field; specific indicators of recognition within their field such as first authorship/citations, or significance of non-traditional research outputs.  If this question is not relevant to a participant, for example a PI with a non-academic background, the participant should include a short explanatory statement as to why this question is not applicable | Suggestions of information to be included (GO to delete as necessary)  Research output trajectory (especially if CI has worked part time or had career interruptions)  Citations  Did the publication win a prize  Journal quality (eg. top journal in the field, journal ranking)  Authorship contribution  Number of outputs with students/postdocs  Translational impact of publications  Number of different authors/groups CI has published with, number of different countries/nationalities, number of times published with CIs and/or PIs on application  Library holdings and sales of books  Number and quality of book reviews  Significance of (some or all) ten career-best outputs |  |  |
| **F18. Research Outputs** | Research Output – includes all products (excluding Pre-prints) of a research project that meet the definition of Research.  Provide a list of the research outputs **marking those that are most relevant** to this application categorised under the following headings: Ten career-best research outputs; Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs). CVs and theses should not be included in this list.  Project ID and years funded for ARC grants not required. | IMPORTANT NOTE – CIs and PIs are responsible for ensuring 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 application may be deemed ineligible. |  |  |
| **F19. Teaching Relief** | This is a ‘Yes’ or ’No’ question.  If the answer to this question is ‘Yes’ you will be prompted to request the percentage of Teaching Relief for each requested year (25, 50, 75 or 100 per cent of the CI’s teaching load). Will automatically populate budget line at E1.  Only for CIs. |  |  |  |
| **F20. Accuracy of Information** | You 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. |  |  |  |