**IMPORTANT NOTES:**

Your C2 Letter of Support must be unique and specific to the candidate and project in order to have impact and to strengthen your case. Deakin Research does not issue standard C2 letters and Faculties, Institutes, SRCs and Schools should avoid generic statements.

The points provided on the following pages provide guidance only and not all aspects will be applicable to all applicants. Work closely with your Faculty / SRC / Institute to draft this. Think creatively – it is redundant to simply repeat information that you have provided in other sections of your application. The statement is, ostensibly, written by the DVCR and clear repetition is picked up immediately by readers and will lessen the statement’s impact and worth.

Key points of distinction that directly address the major criteria and what is sought in this scheme should be included and with reference to objective verifiable evidence. The latter should include external marks of recognition where available.

Before drafting your C2, please do the following:

1. Read the following sections of the ARC documentation as these are directly relevant to the content requirements of the Strategic Statement:
	1. Grant Guidelines:
		1. Pages 24-25, Section B5 re assessment criteria
	2. Instructions to Applicants:
		1. Page 15-16 – Administering Organisation Letter of Support
	3. Read the DU tips and information below.
2. Use the formatted C2 letter provided here on the final page to draft your statement.
3. Get a senior member from your Faculty, Institute or SRC to read it and edit it so it does not sound like your ‘voice’. Word it actively!
4. Name the document using your unique ARC reference number and the following naming convention
	1. FT24xxxxxxx-[YOUR SURNAME]-C2-FINAL [date]
5. Send a word version of the statement to research-grants@deakin.edu.au by **Thursday 26th October 2023** for review**.**
	1. Deakin Research – Grants will review the letter as part of our usual compliance check
		1. Letters that require extensive editing will be returned to the applicant with a cc to the Faculty ADR or /SRC/Institute Director to review and edit further.
		2. Once the letter is finalised candidates should convert the word doc to pdf and upload the final version into the application via RMS

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| **DO** | **DO NOT** |
| Use normal margins and keep the spacing, font style and font size provided in the template letter. White space conveys confidence and helps the reader – you have 2 pages.  | Crowd the statement with dense text with the narrowest of margins and minute line spacing |
| Write fluently, concisely and convincingly – the statement should be cogent. If English is not your first language, ask someone in your Faculty/Institute to read and edit it before submitting it for consideration. | Use acronyms, highlighted text |
| Read through the points to address listed in the ITA, page 15-16 and keep in mind the **objectives** and the **selection criteria** of the scheme and ensure that the letter reflects the requirements of the ARC guidelines and ITA (refer point #1 above) . | Jam in everything that you weren’t able to fit into other sections. It must meet the ARC’s requirements for the scheme (refer point #1 above) and reflect the tone that the DVCR would use |
| Convince the reader that DU is the ideal world class and uniquely appropriate environment for you and your project. The Feasibility and Strategic Alignment is weighted 10% of the selection criteria! Individually crafted statements with relevant evidence will build your case. | Copy generic statements from previous applicants or from your School/SRC/Institute. These indicate you are treating this as a “token” exercise and will weaken your argument especially if you list things that are not directly linked to you and your project.  |
| Include details of major grants and/or fellowships you have held, highlighting any ARC grants/awards |  |
| Refer to specific internal schemes (University, Faculty, School, Institute and or Centre) that offer research support as part of the environment; use their names or a phrase that indicates their intent if possible. Use dot points to avoid long sentences or paragraphs and assist the assessor. | Refer to having access to internal research support schemes without providing specifics. |
| Create the statement as a ‘stand-alone’ piece that an objective observer could read and understand and that substantiates why the Uni supports you and the project. This should include explanation and verifiable evidence that you and the project are leading, at the cutting edge of this field and/or utilising novel approaches and thinking that will generate breakthrough outcomes of major impact. | Refer to other sections of the application.  |
| Differentiate your statement and make it specific to YOU and YOUR project but write it from a Senior Executive level making sure you use an appropriate ‘tone’. | Substitute your name and details into the ‘better’ examples of statements provided below |
| Write in the 3rd person * *“Dr Judi Dench is a creative and energetic researcher who has established an enviable reputation as the global expert in xxxx as evidenced by prizes, competitive funding, and xxxx (refer to appln). In xxx, her seminal work ‘xxx’ resulted in her being awarded yyy and has markedly influenced the way xxxxx is now conducted as evidenced by citations generally and in key policies and guidelines or XXXX.”*
 | Write in the 1st person* *“I am an outstanding researcher who has established an excellent international reputation having spoken at numerous international conferences”*
 |
| Except in the first reference, use your title and surname when referring to yourself with appropriate personal pronouns* “*Dr Dench is primarily known for her work in xxx”*
 | Use your first name only* *“Judi does a lot of acting so she is highly experienced…”*
 |
| Keep the statement brief, professional and confident  | Provide too much detail that Deakin would not know or would be unlikely to list * “*Dr Dench won the high school award for best actress which inspired her to take up acting with the dramatic society in her local village before gaining her first bit part in an advertisement for specialised bandaids for the treatment of blisters.…”*
 |
| Describe, using internationally benchmarked performance, prizes, being named as leading in a field based on citations by external organisations, how you are amongst the leaders nationally or internationally in your field. | Simply state that you are a leader in the field. |
| Try using different adjectives – dig out that thesaurus! Engage the reader – try words like *‘compelling’ ‘accomplished’ ‘gifted’ ‘noteworthy’ ‘original’ ‘distinguished’ ‘pioneering’ ‘visionary’*  there are heaps of different but commonly used words that will keep the reader interested | Keep using the same adjectives throughout the statement *‘excellent’, ‘outstanding’, ‘innovative’* or use words that are antiquated or rarely used *‘meritorious’*  |
| Refer to the project and point out the innovative aspects in a broad sense (not minute detail) and the impact on knowledge, paradigms and impact through innovations to products, services or other on industry and communities. | Repeat what you have said elsewhere or go into minor details about methodology (unless there is something specifically noteworthy or original about the project design that would impress)  |
| Make statements about the students/ECRs you have supervised especially where you’ve had exceptional outcomes. * ‘*Dr Dench has supervised 6 HDR students to completion. Notably, 3 of these have subsequently gained ARC DECRA positions at the University of Sydney, Deakin University and RMIT’.*
 | List all the students you’ve supervised unless there are outstanding results for specific students that the DVCR/Deakin is likely to know.* *“Dr Dench is an accomplished PhD supervisor, most of the following doctoral recipients have disappeared into academic obscurity but you’ve got to admit it is a long list!”*
 |
| Mention the University support at every level being provided to support you and your project and explain how this be used so that assessors/panels recognise the value of the contribution.For FF this will include * Up to $40k pa research support,
* any salary savings being devoted to a post-doctoral academic to undertake your current duties including teaching if relevant and in a related research area (if confirmed by your hosting area),
* Deakin Research funding of any salary and on costs gap (subject to above)
* 2 HDR scholarships in addition to the general pool and
* Plans to retain the Fellow in an on-going position, after the term of the fellowship.

Emphasise that this will leverage ARC support to enable innovative breakthroughs and build capacity, enhancing and in addition to that already identified in the project proposal.Specific details of DVCR cash support are provided on the Deakin Research [Sharepoint site](https://deakin365.sharepoint.com/sites/ResearchandInnovation/SitePages/Deakin-University-Guidelines-on-Co%E2%80%90Investment-for-External-Research-Funding-Awards-and-Contracts.aspx)  | Just state that DU will provide $xxxx to support the project. Panels may cut the budget so you need to demonstrate you’ve thought about how much more you can do with DU support to provide value for ARC money |

**EXAMPLES OF OPENING STATEMENTS: Ordinary versus Engaging Styles**

NO - Deakin University strongly supports this Future Fellowship application by Dr AB and would welcome the opportunity to host him/her as an ARC Future Fellowship recipient. [says nothing about why DU supports this applicant/proposal and does not excite the reader]

*Versus*

YES - Deakin University strongly supports Dr AB whose innovative proposal, *X,* will provide important insights into ?. This will address our national priorities in xxx and yy and have direct national benefit as it addresses major gaps in knowledge needed to inform the development of strategies, policy and practice to improve ?. The application is therefore both timely and topical and has the potential to….

NO -The Strategic Directions and goals of Deakin University directly align with the aims and goals of this project. The Universities Strategic Plan, ‘Live the Future: Agenda 2020’ realises the significance of global connections through ‘engagement and innovation “anywhere” and at “any time”’, facilitated by digital communication technologies. My research is focused on x, y and z. One of the key goals of ‘Live the Future’ is to strengthen communities through research that makes a difference. This goal aligns with the proposed project. [‘Zzzzzzz.’ Oh, sorry, written in the 1st person, contains typographical errors, is far too detailed for a statement from the DVCR and is not compelling. Also reads as though the writer is making DU’s strategic plan fit with their pet project rather than convincing the reader that their work is intimately aligned with national priorities and the directions of the University]

*Versus*

YES- Deakin University strongly supports the application from Dr AB who, in 2014, was awarded a highly prestigious XYZ Fellowship/Award by the University in recognition of their contribution to ? and any other external and internal noteworthy awards/prizes/fellowships/marks of recognition. The XYZ Fellowship is awarded to researchers undertaking cutting edge research in fields aligned to those national strategic priorities that are the focus of their Faculty/SRC/Institute; with a demonstrated performance and outcomes that has resulted in an on-going commitment to supporting x. (Where possible, reference external marks of recognition and distinction first before internal awards etc)

NO- Deakin University strongly endorses and recommends Dr B’s application for an ARC Future Fellowship. His/her project will contribute to an important established research strength at Deakin which is led by Prof. XY, and Prof. CD. State of the art facilities for ? are established at both campuses. The strong research effort in ? is supported through a number of ARC-funded grants. [It’s a mess and not coherent. A lot of this could be used but the case for each point needs to be built. Use full titles, not Prof. etc]

*Versus*

YES - Deakin University strongly endorses and recommends Dr AB’s application for an ARC Future Fellowship. Dr B has enormous drive, enthusiasm and motivation and is an energetic researcher, reflected in the quality and impact of their body of work, which has generated international recognition. His/her work has resulted in significant developments in ?. Dr B’s project is closely aligned to the internationally recognised and leading cutting edge research being undertaken within the ? Institute, Deakin University’s premier xx research facility, which hosts the externally funded strategic centres/ hubs of X, Y A and Z. His/her work directly links with one of the Institute’s key research themes and specifically with the work undertaken in the ? research group.

**TEMPLATE: C2 Administering Organisation Letter of Support**

**DELETE INSTRUCTIONS BEFORE SAVING FINAL VERSION**

**Page Limit**: 2 pages, 12 point font to be used throughout

**Statement must include the following information:**

a. outline the area of core or emerging research strength and describe the level of resources to be provided to support the Future Fellowship candidate (for example, include project costs, PhD students, or salary top-up);

b. outline plans to retain the successful Future Fellow in a continuing position, subject to appropriate performance during the Fellowship;

c. describe how the salary that was previously provided by Deakin to the candidate will be used where the Future Fellowship candidate is Deakin’s existing employee; and

d. detail how the 0.2 FTE allocated to the administering institution over the life of the Future Fellowship will be used to develop the candidate’s career skills.

• The Administering Organisation may include any in-kind contributions in the letter of support.

Suggested content tips: Start with a strong opening statement to engage the reader and have them wanting to read more about you and your program of research. Keep the first paragraph brief and targeted to explain why DU supports you. Don’t be afraid to use adjectives - have a look at some of the comparative examples above.

Provide evidence of alignment and consolidate the case by spending several paragraphs outlining “the area of core or emerging area of research strength” (don’t use dot points, these are here just to give you some guidance):

* How do you complement the core or emerging internationally recognised research strengths at DU?
* How do you complement or strengthen the existing staff profile in this area?
* How does your work complement the research being undertaken in this area?

Detail how you and your proposal meet the selection criteria (at a high level ie don’t go into the nitty gritty, think about things that reflect well on the University that the DVCR might know or is likely to mention). You’ll need a few paragraphs here but don’t go into too much depth regarding your project – this should be captured elsewhere. Concentrate on the ‘Investigator/Capability’ and ‘Strategic Alignment’ but do be conscious of the other criteria.

* E.g. check each criteria for the level of fellowship for which you are applying. NB: These examples reflect the Level 1 requirements only (if you are already performing above this level in some elements make sure to mention these): Mention things like your ROPE if you can keep it relatively brief and high level eg “*Dr X’s research output is particularly impressive in light of her having spent 2 of the last 5 years on maternity leave and working in a part time capacity since xxxx*” or LEADERSHIP “*Dr Y volunteered to represent the School of xxx on the Faculty Committee for x and initiated an early career researcher forum to encourage more junior researchers to share ideas and establish collaborations on x*” or notable OUTPUTS (that the DVCR might know) “*Dr H’s influential work has been well recognised by her international and national peers. She has been invited to present at x national conferences in the last 12 months / Her sole authored work ‘xxx’ was published in ‘Nature’ and generated in keen media interest regarding her findings regarding x*” or MENTORING. “*Dr G has successfully supervised xx PhD students. In 202x his dedication to this important role was recognised when he was awarded a Vice-Chancellor’s HDR Supervision Award. Dr G’s completion rates are exemplary with 90% of his students having completed within 3 years of commencement. Notably, xx of his students have successfully gained ongoing positions in leading organisations in the xyz industry which demonstrates his responsiveness to industry needs and the esteem in which his supervision is held by practitioners. ‘*

Talk about the research environment and what physical or other resources are available to ensure the successful conduct of the project.

* How will your work benefit from the environment provided at the local level (including external affiliates and international collaborators of the group/centre/institute; preferably identify their hosting institution and/or externally funded centre or hub as relevant and the extent to which it is a global leader in the relevant field)
* It is okay to list significant internal collaborators who work in your area but don’t just list everyone who works there – link the key personnel and if different, their area eg Deakin SRC, Institute, *externally funded centre/ hub*, to your work and explain how they are globally/ nationally leading and how their presence contributes to you and/or your work and If they hold prestigious awards eg Laureate fellow, Director of ARC COE and so on. There are ways of conveying the vibrant, local research community without making it look like a ‘Who’s Who’ list.
* Are there formal industry links, international collaborative arrangements or research partnerships that are of significant importance to your work, how will these contribute to or build your project and ensure its success? For example, Centres of Excellence, Commonwealth Research Centres, partnerships or other networks and/or access to expertise
* Is there specific equipment or other infrastructure available internally or through partnerships externally that will be critical to the success of the project; include new platforms under development (list available from Deakin Research)
* Are there support services that also contribute eg technical staff who are experts in use of equipment or statisticians who will contribute valuable assistance in certain aspects of your program of research
* Where appropriate, refer to ERA 2018 scores (if they are directly relevant to your area of research) and/or Engagement and Impact 2018 ratings for a Field of Research. If ERA scores are not particularly impressive ie ratings of well above world standard are worth noting, outline the changes / improvements that that particular area has made to strengthen its research profile and/or culture in the last three years or so
* Has there been investment in new buildings or technology or equipment that will aid the research culture or environment? This includes access to external infrastructure that Deakin University funds and subsidies; (include new platforms under development (list available from Deakin Research)
	+ Has there been any significant recruitment in recent times or planned that will build research capacity and capability (particularly if it relates directly to your project)?
	+ Has your area been supportive in developing career pathways or options to build/support research in your discipline or for you specifically? Refer to names or specific programs etc.

Summarise e.g. in a paragraph and/or use dot points, “the level of resources to be provided to support the successful Candidate (for example, include funding project costs, PhD students, salary top-up, use of salary savings where relevant and approved for recruitment of a post-doctoral academic to undertake your teaching as well as research in a related area)”

* Indicate if the support is being provided by your School/Faculty or Institute and/or Deakin Research; there would be University (Deakin Research) support mechanisms as well as Faculty, School and Institute/SRC mechanisms that will pre allocate support to you or that you have access to during your term as a fellow; list these.
* Make sure you differentiate between in-kind and cash contributions and clearly outline how any financial contribution will be spent.
	+ Do NOT just state that “Deakin University will provide $xxx to support this proposal” you need to convince the reader that you’ve factored in this funding and that it will substantially improve the design and result in outcomes – what you are trying to do is show that the ARC will be getting excellent value for money but you do not want an assessor to suggest they cut your ARC request in light of any DU provided funding.
	+ NB: PhD stipends are regarded as a ‘cash’ contribution ($33,500 pa each).

NB: For the final sections below, liaise with your supervisor or Associate Dean (Research) or SRC/Institute Director to confirm they approve your statements.

Put in a paragraph that outlines and reiterates the ‘plans to retain the successful Future Fellow in a continuing position, subject to appropriate performance during the Fellowship’ to further build capacity and capability in a national priority area for Deakin.

If you are an existing employee, ‘describe how the salary that was previously provided by the Administering Organisation will be used’ (should already have been listed but highlight again).

Finish the statement by reiterating why it is of critical importance to fund this proposal now and what tangible benefits it will provide and what its impact will be.