**DECRA 2022 APPLICATION**

**PART E 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 27.32% on-cost rate based on your salary as at 1 March 2020. 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 DE22: $106,194**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  | | --- | --- | --- | |  | **DU salary ($)** | **DU Top-up ($)** | | **LEVEL A/Research** | | | | Step 6 \* | 112308 | 6114 | | Step 7 | 116313 | 10119 | | Step 8 | 120314 | 14120 | | **LEVEL B/Research** | | | | Step 1 | 126487 | 20293 | | Step 2 | 131109 | 24915 | | Step 3 | 135729 | 29535 | | Step 4 | 140362 | 34168 | | Step 5 | 144976 | 38782 | | Step 6 | 149605 | 43411 | | **LEVEL C/Research** | | | | Step 1 | 154226 | 48032 | | Step 2 | 158854 | 52660 | | Step 3 | 163471 | 57277 | | Step 4 | 168100 | 61906 | | Step 5 | 172716 | 66522 | | Step 6 | 177345 | 71151 | |
|  |

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.

Example 2:

Applicant’s salary is Level A Step 7.

Salary top-ups to be included are:

Year 1 – 10119

Year 2 – 14120

Year 3 – 14120

Example 1:

Applicant’s salary is Level A Step 6.

Salary top-ups to be included are:

Year 1 – 6114

Year2 – 10119

Year 3 – 14120

**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** | **Cash** |
| Year 1 | Dr Mary Poppins (DECRA) | 106194 | 6114 |
| Year 2 | Dr Mary Poppins (DECRA) | 106194 | 10119 |
| Year 3 | Dr Mary Poppins (DECRA) | 106194 | 14120 |

**PART E BUDGET JUSTIFICATION**

**Setting Out**

Previous DECRA rounds have required the justifications for the ARC requested funds and the Administering Organisation contributions to be set out in tables. The DE22 round does not stipulate this and we request that paragraph style be used instead of the tables.

This reduces the repetition of text as well as providing more space for better detailed and explained justifications.

However, in setting out your justification we recommend the following format:

**Budget item heading**

Context – explanation including the need and cost. Why is this item essential for the project? Include the source of the costs, such as the website for flights or accommodation, quotes obtained for equipment or materials. Use bullet points if it makes it easier to read the costs where there is a number of different items.

**Year 1 - $xxxxx; Year 2 - $xxxxx; Year 3 - $xxxxx Total - $xxxxx**

**Example:**

**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 - $16,743; Year 2 - $17,269; Year 3 - $18,276 Total - $52,289**

**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 (webjet) – 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\*): $80 per day = **$240**

**Year 3 - $1,865 Total - $1,930**

\* Rates can be found [here](https://www.ato.gov.au/law/view/document?src=hs&pit=99991231235958&arc=false&start=1&pageSize=10&total=1&num=0&docid=TXD%2FTD201911%2FNAT%2FATO%2F00001&dc=false&stype=find&tm=phrase-basic-TD%202019%2F11). 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.**