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| --- | --- | --- | --- | --- | --- |
| **Application ID number:** | FT21010 | Grants Officer: |  | Grants Officer: |  |
| **Applicant Name:** |  | Date Checked |  | Date Checked |  |
| Time Taken |  |  |  |

Deakin University Internal and External Certification Forms - Scanned copies MUST be received by **Wednesday 11 November 2020**. If completed Certification forms are not provided, proposals **cannot** be submitted to the ARC.

|  |  |  |  |
| --- | --- | --- | --- |
| FT and their Organisation | No. Required | No. Received | FT Level |
| **1** |  |  |

| **SECTION AND REFERENCE** | **IMPORTANT NOTES / HINTS / TIPS** | **COMMENTS/CORRECTIONS/AMENDMENTS REQUIRED** | **Check if error** | **CI comments** |
| --- | --- | --- | --- | --- |
| **PART A - Administrative Summary** | | | |  |
| **A1. Application Title** | **No more than 75 characters ~ 10 words** Precise - avoid use of acronyms, quotation marks. DO NOT use all upper case |  |  |  |
| **A2. Person Participant Summary** | Only 1 FT candidate may be added. |  |  |  |
| **A3. Organisation Participant Summary** | Only Deakin University to be added as the admin org |  |  |  |
| **A4. Application Summary**  ITA pg 8 | **No more than 750 characters ~ 100 words** You MUST follow this format – refer ITA for example phrases:  *Aims, Significance, Expected Outcomes, Benefits*  Use aspirational terms. Avoid acronyms, quotation marks, all upper case and 1st person, use Australian English spelling, can use  Examples provided on ARC website <https://dataportal.arc.gov.au/NCGP/Web/Grant/Grants>  DOES THIS LOOK LIKE MEDICAL / DENTAL RESEARCH?  If so, check C4/C5 Medical Research and advise applicant accordingly. |  |  |  |
| **A5. List Objectives**  ITAs pg 9 | List each objective - 500 characters (approximately 70 words) per objective. This is for post-award reporting purposes if Proposal is successful. |  |  |  |
| **A6. National Interest Test Statement**  ITA pg 9 | No more than 1125 characters ~ 150 words Write clearly, plain English.  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.  GO note - will not read through to PDF form |  |  |  |
| **PART B - Classifications and Other Statistical Information** | | | |  |
| **B1. Does this Proposal fall within one of the Science and Research Priorities?**  ITA pg 9 | Select ‘Yes’ or ‘No’  If yes, strategic area selected – check against project proposal for fit  Only one Science and Research Priority may be selected, more than one challenge may be selected |  |  |  |
| **B2. Field of Research (FOR)**  ITA pg 10 | Prioritise highest to lowest %, avoid 50-50 splits. Up to 3  Check against project proposal for fit  Only use XXXX99 be used as a last resort |  |  |  |
| **B3. Socio-Economic Objective (SEO)** pg 11 | Prioritise highest to lowest %, avoid 50-50 splits. Up to 3  Check against project proposal for fit |  |  |  |
| **B4. Interdisciplinary Research**  ITA pg 12 | Select ‘Yes’ or ‘No’  If yes, specify ways and indicate the nature 375 characters (approx. 50 words). |  |  |  |
| **B5. International collaboration?** | Select ‘Yes’ or ‘No’ |  |  |  |
| **B6. Nature of collaboration?** | Only if yes selected at B5. Check option chosen |  |  |  |
| **B7. Countries involved** | Only if yes selected at B5. |  |  |  |
| **B8. Number PhDs/Masters/Honours** | Check number entered against proposal (budget and D1) |  |  |  |
| **PART C - Project ELIGIBILITY** | | | |  |
| **C1. Medical Research**  ITA pg 14 | Select ‘Yes’ or ‘No’  Does project contain content which requires a statement?  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> |  |  |  |
| **C2. Medical Research Statement**  ITA pg 14 | **750 characters ~ 100 words** DOES THIS LOOK LIKE MEDICAL RESEARCH? If so, 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.  Note new ARC advise that proposal must contain all info required for ARC to evaluate if proposal is eligible under the medical policy- candidates will no longer be able to justify eligibility post submission. |  |  |  |
| **C3. Current Funding**  ITA pg 14 | Select ‘Yes’ or ‘No’. Does this application request funding for similar or linked research activities, infrastructure, other project?  If ‘Yes’, provide a brief explanation.  2000 characters ~ 285 words |  |  |  |
| **C4. Other Application(s) for Funding**  ITA pg 14 | Select ‘Yes’ or ‘No’  If ‘Yes’, provide a brief explanation |  |  |  |
| **PART D - Project DESCRIPTION** | | | |  |
| **D1. Project Description** ITA pg 15  Template provided  ***Weighting***  ***Future Fellowship Candidate 50%***  ***Project Quality & Innovation 25%***  ***Feasibility & Strategic alignment 10%***  ***Benefit 15%***  Refer page 41-42 of the Grant Guidelines | **Maximum 10 A4 pages.**  PDF uploaded,  12 point Times New Roman font / 0.5 margins.  See ITA pg 44 Appendix B Format.  Correct Headings must be used in the following 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 Instructions to Applicants (Tas) has been addressed and that all requested information has been included such that applicants have made the strongest possible case for funding. * Formatting requirements (p44 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 aim and background of the application  Include information about nation and international progress in this field of research and its relationship to this application.  Refer only to research outputs that are accessible to the national and international research communities |  |  |  |
| **INVESTIGATOR / CAPABILITY**  **\***Describe the Future Fellowship Candidate’s research opportunity and performance evidence (ROPE) (Levels1-3). LEVEL 1 – ROPE including high quality research outputs; evidence of training, mentoring, supervision; evidence of leadership and national standing; capability to build collaborations.  LEVEL 2 – ROPE including high quality research outputs; evidence of training, mentoring, supervision; evidence of leadership and national and **emerging international standing**; capability to build collaborations.  LEVEL 3 – ROPE including outstanding research outputs; **evidence of experience in initiating and managing large research projects**; evidence of **international standing**; evidence in training, mentoring, supervision; capability to build collaborations. | . |  |  |
| **PROJECT QUALITY and Innovation**  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**  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 AND STRATEGIC ALIGNMENT**  Describe the   * Cost effectiveness and value for money * Extent to which candidate aligns with and/or complements Deakin’s core or developing research strengths and staffing profile * Availability of necessary facilities * Resources provided to candidate * Capacity with Deakin to transition candidate at end of the fellowship to a continuing position   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** (part of the 10 pages)  May be in 10 point Times New Roman |  |  |  |
| **ACKNOWLEDGEMENTS**  Acknowledge any significant contributions to this application in terms of ideas and authorship, by persons not already named in this Proposal. | Note that this heading does not need to be included in your Project Description if it is not required. |  |  |
| **D2 Statement by Admin Org outlining Strategic Alignment**  Template provided  Refer ITA pg 17 | **Maximum 3 A4 pages**  PDF uploaded  To be written by applicant and Faculty/SRC and sent as a **word** document to [arc-submissions@deakin.edu.au](mailto:arc-submissions@deakin.edu.au). Include area is core/emerging area of strength, describe level of resources to be provided to support applicant, outlines plans to retain fellow, use of salary for existing employee, etc. |  |  |  |
| **PART E - Project Cost** (Refer part 5 AND section b4 of GRANT GUIDELINES; AND PagE 18-25 of the ITA) | | | |  |
| ***In-kind contributions are not included in the budget*** | **No in-kind contributions.** Cash only to be included from Admin Org (in-kind can be described in D2 and E3)  Cash contribution from admin org can include re-purposing of FT candidate’s salary | **NOTE CHANGES TO HOW THE INFORMATION IS TO BE ENTERED – GROUPING DETAILS INSTEAD OF SEPARATE LINES** |  |  |
| ***Participants and Organisations*** | Do not commence entering budget items until participant administering organisation and FT candidate have been confirmed |  |  |  |
| ***Non-salary funding*** | Up to $60,000 pa  *Do not include GST in costs. Do not build indexation into the amounts.* |  |  |  |
| **Personnel** |  |  |  |  |
| * **Future Fellow Salary Level** | Candidate is auto populated. Select level (1, 2 or 3) relating to candidate's current salary level. |  |  |  |
| * **HDR stipends** | Select appropriate level from drop down menu – check against B8. Rate ARC stipend **$28,106 pa**. |  |  |  |
| * **Other Personnel** | Add any other personnel to be employed on the proposal. Please use Deakin Salary Calculator.  Request at appropriate level for DU at time of submission.  **Group by institution or role** (do not list each individual separately)  **30%** on-costs to be included for **ARC** funded personnel.  **27.32%** on-costs to be included for **DU** personnel  If proposal requires **DU-funded PhD** student this must be entered manually in other personnel and funded by Deakin cash contributions set at **$28,600 pa**. |  |  |  |
| **Travel** | **Maximum of $100,000 over the life of the project**  Include airfares, accommodation, incidentals (per diems), conference registration.  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. |  |  |  |
| **Field research** | Costs related to field research including domestic / international travel, accommodation and living costs for the Future Fellow 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 E of the proposal form. |  |  |  |
| **Equipment** | Include 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** | Include consumables and equipment maintenance. |  |  |  |
| **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 pg 24 | **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. |  |  |  |
| **E3. Details of non-ARC contributions**  ITA pg 25 | **Maximum 2 A4 pages**  Use same headings as in part E1 budget table and in same order.  May include in-kind here if applicable. Note that in-kind contributions must not be entered into the Part E budget table. |  |  |  |
| **PART F – Personnel and Research Opportunity and Performance Evidence (ROPE)** ITA 25-40 | | | |  |
| **F1. Personal Details** | Auto populated from personal profile |  |  |  |
| **NEW** | **Are you receiving any foreign financial support (cash or in-kind) for research related activities? If yes, then specify the country/ies that you have received financial support from.**  Provide details of the country and a brief summary of the type of financial support. Details regarding multiple countries can be added by clicking’ add’ after each entry. Foreign financial support can come in many forms, including 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 correctly. |  |  |
| **NEW** | **Are you currently, or have you previously been, associated or affiliated with a foreign sponsored talent recruitment program? If yes, then specify the program/s and the country of origin for each program.**  Provide details 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. |  |  |  |
| **NEW** | **Are you currently associated or affiliated with a foreign government, foreign political party, foreign state owned enterprise, foreign military or foreign policy organisation?**  Provide details of each association/affiliation by clicking ‘add’ once the affiliation is selected. Provide an explanation on the nature of each association/affiliation. |  |  |  |
| **NEW** | **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’. |  |  |  |
| **NEW** | **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 Future Fellowship 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** | Selected from drop down list |  |  |  |
| **F3. Fields of Research** | Auto populated from personal profile |  |  |  |
| **F4. Expertise Text** | Auto populated from personal profile |  |  |  |
| **F5. Qualifications** | Auto populated from personal profile  If PhD award date prior to **1 March 2006**, evidence of career interruption required. |  |  |  |
| **F6. Research Load (non-ARC Grants and Research)**  Template provided | Use template provided  Details of all non-ARC sources of funding – projects / applications / awards / fellowships awarded, or requests submitted for the years 2020 to 2025 inclusive.  Support status – R requested, C current, P past  Amounts are in thousands Australian dollars  List in descending date order  Enter project id for NHMRC projects/fellowships only |  |  |  |
| **F7. Currently held ARC projects** | Auto populated – any concerns check with the Grants Office  Check carefully for program limits and eligibility, cross check at F17. |  |  |  |
| **F8. Time commitment** | Enter time candidate will be committing to the project as a FTE, eg 1.0, 0.9. Must not be less than 0.8. Take into account other projects currently active. |  |  |  |
| **F9. Eligibility – Relevant Qualification** | This qualification data is automatically populated from the participant’s RMS profile. Select the qualification that is most relevant to this Proposal by clicking on the check box next to the relevant qualification. Only one qualification can be chosen.  If PhD award date prior to **1 March 2006**, evidence of career interruption required. |  |  |  |
| **F10. Eligibility – Hold a PhD as certified by admin org?** | Select ‘Yes’ or ‘No’.  Where the Future Fellowship Candidate does not hold a PhD, evidence must be provided to the Admin Org and they must certify that the Candidate holds a professional equivalent to a PhD. |  |  |  |
| **F11. Eligibility - Were you granted by your university an extension to the eligibility period due to a significant career interruption?** | If PhD is prior to eligible date and had a significant career interruption, provide evidence to the Grants Office. **Cross check this with answer with F18 and saved eligibility exemption spreadsheet and evidence provided to DR Grants.**  Select ‘Yes’ or ‘No’  \*If you select ‘Yes’ questions F12 and F13 will be enabled and you will be required to specify the type(s) of career interruption claimed and the total period of the extension claimed.  \*If you select ‘No’ questions F12 and F13 will remain greyed out. |  |  |  |
| **F12. Eligibility - Select the category of career interruption claimed** | This question will only be required if ‘Yes’ is chosen in F11.  \*The drop down menu lists all types of career interruption available under subsection B3.11 of the Grant Guidelines. Choose all types of career interruptions which have been claimed in the application for extension to your Deputy Vice-Chancellor (Research).  \*Select a type of career interruption and click ‘Add’.  **Cross check this with F18 and the saved eligibility exemption spreadsheet and evidence provided to DR Grants.** |  |  |  |
| **F13. Eligibility - What is the total period of extension that you claimed?** | This question will only be required if ‘Yes’ is chosen in F11.  \*Select the period of time which most closely equals the total period of extension claimed.  **Cross check this with F18 and the saved eligibility exemption spreadsheet and evidence provided to DR Grants.** |  |  |  |
| **F14. Eligibility- Current academic level** | Selected from drop down box – current salary added  ‘Other’ selected if unemployed or not employed at an Australian university, or are an international researcher  Level A and B = FT Level 1  Level C = FT Level 2  Level D and E = FT Level 3 |  |  |  |
| **F15. Eligibility - Academic level justification**  Template provided | **Maximum 1 A4 page**  PDF uploaded  To be written by applicant and Faculty/SRC and sent as a **word** document to [arc-submissions@deakin.edu.au](mailto:arc-submissions@deakin.edu.au)    Mandatory if ‘Other’ selected in F14 or FT candidate has chosen a salary level that does not align with their academic level. Must provide evidence to DRG to support statement. |  |  |  |
| **F16. Eligibility- Current Research Fellowship or Award** | Select ‘Yes’ or ‘No’.  Indicate whether or not you hold a current Research Fellowship or Award. This does not include ARC Fellowships or Awards. **Only list Fellowships and Awards from other Australian Government agencies.**  ‘Yes’ answer - provide name of Fship or award / funding agency/org of Fship or award, year awarded, expected completion date. If more than one Fship or Award, click on ‘Add answer’ to enter additional Fships / Awards.  NOTE: A participant cannot concurrently hold more than one ARC Award or Fellowship or, and a holder of an ARC Award or Fellowship cannot concurrently hold a Fellowship from another Commonwealth funding agency. |  |  |  |
| **F17. Project Relinquishment or Project Withdrawal** | Applicants will only be able to answer if they have exceeded the project/application limit.  Check cross scheme eligibility. If over the allowable number of held grants/applications, FT to nominate which Active Projects/proposals to be relinquished should this proposal be successful.  Provide project ID and the justification for each separated by a comma. |  |  |  |
| **F18. ROPE – Current and**  **previous appointment(s) / position(s) – during the past 10 years** | Auto populated from personal profile  **Note**: ‘Over During the last 10 years’ is from 1 January 2011 onwards |  |  |  |
| **F19. ROPE – Academic**  **Interruptions** | Interruptions that have impacted on your academic record.  Read the [ROPE Statement](https://www.arc.gov.au/policies-strategies/policy/arc-research-opportunity-and-performance-evidence-rope-statement) on the ARC website before filling out this section.  Select ‘Yes’ or ‘No’.  If ‘Yes’ provide the dates and details for each academic interruption in no more than 500 characters (approximately 75 words) **Add each period of interruption separately**.  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 F20 provides an opportunity for you to describe the impact of these interruptions, and other circumstances, on your academic career. |  |  |  |
| **F20. ROPE – Career opportunities for research**  ITA pg 36-38  Template provided | **Maximum 5 A4 pages**  PDF uploaded - use headings in correct order.  \*AMOUNT OF TIME AS AN ACTIVE RESEARCHER  \*RESEARCH OPPORTUNITIES  \*RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS | 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. | **?** |  |
| **F21. ROPE – Research Output Context**  ITA pg 38 | **Research context**  (Maximum 3,750 characters, approximately 500 words)  Provide clear information that explains the relative importance of different research outputs and expectations in the FT candidate’s discipline/s. Information should help assessors understand the context of the FT 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)  Citations  Journal quality (eg. top journal in the field, journal ranking)  Authorship contribution  Translational impact of publications  Number of different authors/groups CI has published with, number of different countries/nationalities  Library holdings and sales of books  Number and quality of book reviews  Significance of ten career-best outputs |  |  |
| **F22. ROPE – Research Outputs including 10 career-best** | Data automatically populated from ‘Research Outputs’ section within candidate’s profile. | 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** |  |
| **F23. ROPE – Number of students supervised last 5 years** | 350 characters ~ 50 words. Details of students supervised.  Up to 350 characters ~approx 50 words. Ensure this is consistent with what has been mentioned at D1 Investigator |  |  |  |
| **F24. Have you reviewed and confirmed the accuracy of all information contained in this application, including information entered within your personal profile?** | Applicant must review and confirm the accuracy of all information contained in this application, including information entered into your RMS profile. Form will not validate if ‘No’ is selected.  This question does not appear in the PDF version of the form. |  |  |  |