2025 ARC Discovery Indigenous (IN25)

Research Office – Guide to Building Your Application

Version 1 – January 2024

Overview

- This document has been prepared by the Research Office to assist in the writing and submission of ARC Discovery Indigenous (IN) for funding in 2025

- The advice below has been provided in an effort to help applicants understand key sections and develop their application

- The guide details key sections of the application, providing advice on how these should be approached, as well as including a selection of examples from past successful applications and from the Research Office (RO)

- The guide should be used in conjunction with [UQ's templates](#) and the [documentation provided by the ARC](#)

- Applicants must fully familiarise themselves with the **ARC Discovery Program Grant Guidelines** and **Instructions to Applicants.**

IN25 Scheme Overview

Discovery Indigenous grants include support for Discovery Australian Aboriginal and Torres Strait Islander Awards (DAATSIAs) which are fellowships available to eligible Aboriginal and/or Torres Strait Islander researchers.

The Discovery Indigenous scheme objectives are to:

a) support the retention of excellent Aboriginal and/or Torres Strait Islander researchers in higher education institutions to expand research capacity in Australia;

b) support excellent pure basic, strategic basic and applied research and research training, across all disciplines excluding clinical and other medical research, by Aboriginal and/or Torres Strait Islander researchers as individuals and as teams;

c) enhance the scale and focus of research in Australian Government priority areas and create economic, commercial, environmental, social and/or cultural benefits for Australia; and

d) support national and international research collaboration.

IN25 Scheme Overview

- The grant commencement date is **1 January 2025**.

- Your application must nominate at least one Chief Investigator (CI) or DAATSIA candidate. The first named CI on the application will be the Project Leader. The **Project Leader must be an Aboriginal and/or Torres Strait Islander researcher**.

  - Individuals nominated for DAATSIA must be an Aboriginal and/or Torres Strait Islander researcher and meet the eligibility criteria to apply as a CI. An individual who has previously been awarded a DAATSIA may apply for another DAATSIA but can only hold one at a time.

- ARC funds **of $30,000 to $500,000 per year**, per project. Project funding duration is for up to **five consecutive years**. You can request a minimum level of funding of $30,000 per year in project costs. This must be requested in addition to the DAATSIA salary (if requested). The $500,000 maximum level of funding per year includes the DAATSIA salary.

Assessment Criteria	Weighting
Investigator(s)/Capability	35%
Project Quality and Innovation	40%
Benefit	15%
Feasibility	10%

ARC – Preprints or comparable resources

Preprints or comparable resources <u>can</u> be included in any part of an application.

Definition: A preprint or comparable resource is a <u>scholarly output that is uploaded by the authors to a recognised publicly accessible archive, repository, or preprint service</u> (such as, but not limited to, arXiv, bioRxiv, medRxiv, ChemRxiv, Peer J Preprints, Zenodo, GitHub, PsyArXiv and publicly available university of government repositories etc.). They may have been <u>subjected to varying degrees of peer review from none to light and full review</u>.

Identifying preprints:

- Any citation of a preprint or comparable resource should be <u>explicitly identified</u> as such in any reference list (e.g., in the Project Description's reference list, ROPE and Research Outputs Listing) by including "[PREPRINT OR COMPARABLE]" at the end of the reference. The reference should include a DOI (digital object identifier), URL or equivalent, version number and/or date of access, as applicable.

- Indication of preprints (as per above) is only required in the reference list and not in the project description itself.

- Preprints list in the 10 Career-Best Research Outputs (Section B14) must be included under 'Additional research outputs' and should be explicitly identified as such by including "[PREPRINT OR COMPARABLE]" at the end of the reference.

Inclusion of preprints or comparable resources within the body of the application should comply with standard disciplinary practices for the relevant field.

Further preprint information is detailed in the ARC's *Instructions to Applicants* available on GrantConnect.

UQ Conflict-of-Interest disclosure

UQ upholds a strong position that we are stewards of public money and public trust.
We require our staff to register interests via three registers:

- Conflict of Interest (Disclosure and Management of Interests Register)
- Secondary Employment Register
- Sensitive Research Register
- Foreign Influence and Interference Disclosure

All staff are required to complete the registers even if you have nothing to disclose.

To complete your disclosures:
1. Go to your UQ dashboard
2. Click on My Requests
3. Click on New Request
4. Select the register you need from the list and complete.

This should be done annually, and whenever there is a change to circumstances.

ARC Discovery Indigenous 2025

Preparing your application and writing to sell yourself

Major changes since IN24

- The ARC has made significant updates to the application in this round.

- Changes include:
    - Increased weighting of the Project Quality and Innovation assessment criteria (35% in IN24 to 40% in IN25).
    - Reduced weighting of the Feasibility assessment criteria (15% in IN24 to 10% in IN25).
    - Change to the order of sections
    - C1 Project Description reduced to **7 pages** (was 10 pages in IN24).
    - ROPE sections streamlined, sections to be uploaded as text into RMS.
    - Budget categories (other than personnel) are a **single line per year**

- *Please keep these changes in mind when referring to previous applications in the UQ Grants Library*

Starting your application

Step 1. RMS updates and scheme reading

- Update your full profile in RMS 'Person Profile'. If you are new to RMS and need a login/password, start early.

- Familiarise yourself with the key ARC and UQ documentation.

Step 2. Completing the application

- Log into RMS and complete the application. As the online system manages many of the compliance and eligibility requirements of the application, we recommend applicants draft their application online rather than offline (e.g. in a Word or PDF document). Our office will only carry out internal review of applications entered into and validated by RMS.

- Make sure UQ is listed as the Administering Organisation to link the application to the Research Office.

*Please note that RMS **does not** alert the Research Office when you create or submit an application in RMS. Please email ARC-Discovery@research.uq.edu.au when you are ready for review.*

ARC Discovery Indigenous 2025

Application Form

Part A – Administrative Summary

Part A – Administrative Summary

Use this section as your first chance to stand out

- Be clear and concise – this section needs to appeal to the assessors, the ARC, the minister, and the general public

- Follow the ARCs formatting requirements
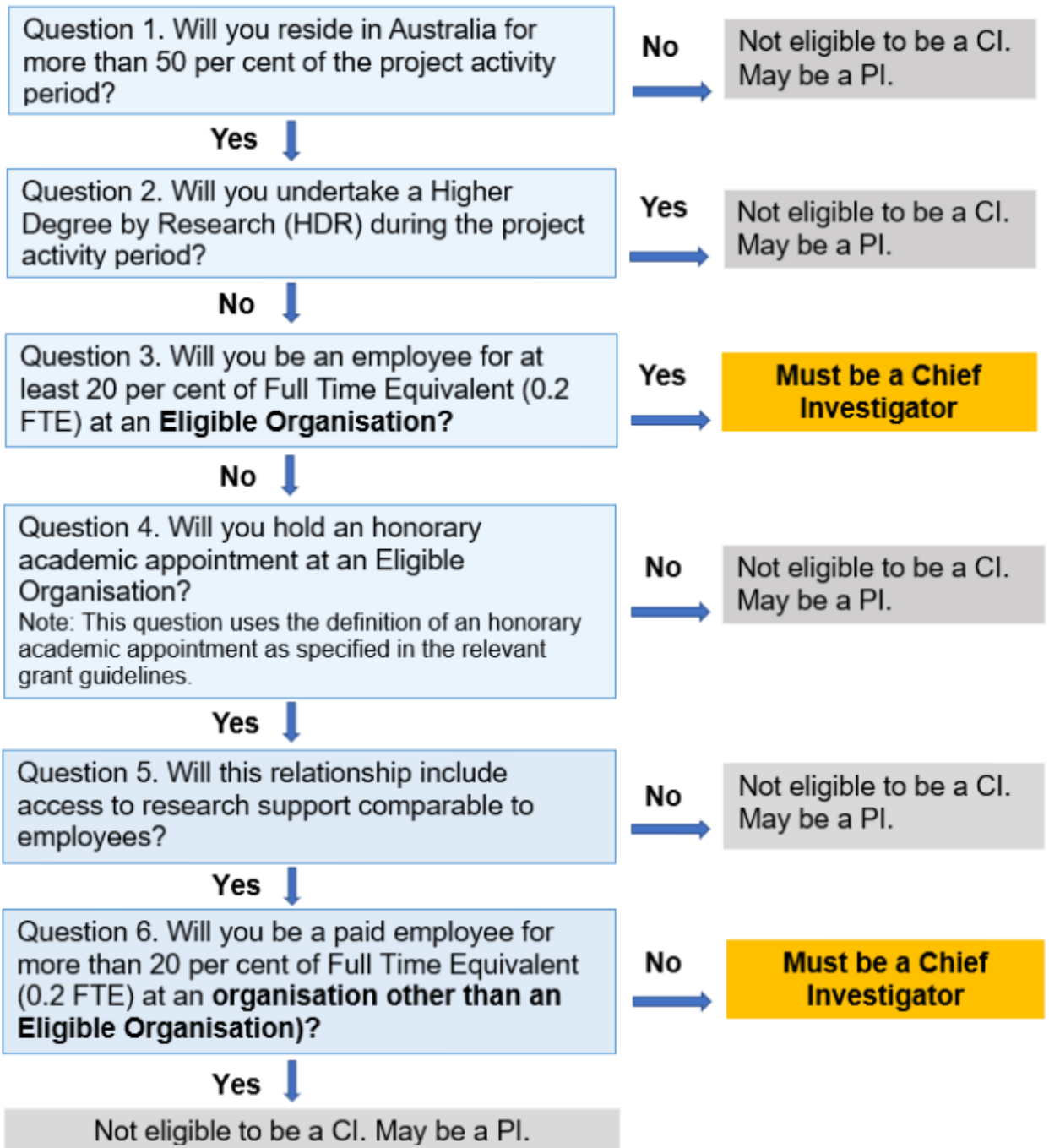

A1: Application Title

- Short title (up to 75 characters, approx. 10 words).

- Should be easily accessible to the general public.

- **Avoid** acronyms and quotation marks

- **Do not use** all upper-case characters.

Part A – Administrative Summary

A2: Person Participant Summary

- Each participant must be listed as a Chief Investigator (CI), or a Discovery Australian Aboriginal and Torres Strait Islander Award (DAATSIA) candidate or a Partner Investigator (PI). See below for eligibility criteria.

- The Project Leader (PL) must be listed as the first named CI or DAATSIA candidate in A2.

Participant Type	Eligibility Criteria
Project Leader (PL), and DAATSIA Nominees	❑Must be an Aboriginal and/or Torres Strait Islander researcher; ❑Must be an employee for at least 0.2 FTE at the Administering Organisation or be a holder of an honorary academic appointment at the Administering Organisation at the grant commencement date; ❑Must not be undertaking a Higher Degree by Research during the project; and ❑Must reside for more than 50 per cent of their time in Australia for the project activity period.
CI (Not PL)	❑Must be an employee for at least 0.2 full-time equivalent (FTE) at an Eligible Organisation; or hold an honorary academic appointment at an Eligible Organisation. ❑Must not be undertaking a Higher Degree by Research during the project activity period; and ❑Must reside for more than 50 per cent of the project activity period in Australia.
PI	❑Must not meet the eligibility criteria for a CI (see above) at the grant commencement date and at any time during the project activity period. ❑Can be an employee of an Eligible Organisation who will not reside in Australia for more than 50 per cent of the project activity period.

Question 1. Will you reside in Australia for more than 50 per cent of the project activity period?

No → Not eligible to be a CI. May be a PI.

↓ **Yes**

Question 2. Will you undertake a Higher Degree by Research (HDR) during the project activity period?

Yes → Not eligible to be a CI. May be a PI.

↓ **No**

Question 3. Will you be an employee for at least 20 per cent of Full Time Equivalent (0.2 FTE) at an **Eligible Organisation?**

Yes → **Must be a Chief Investigator**

↓ **No**

Question 4. Will you hold an honorary academic appointment at an Eligible Organisation?
Note: This question uses the definition of an honorary academic appointment as specified in the relevant grant guidelines.

No → Not eligible to be a CI. May be a PI.

↓ **Yes**

Question 5. Will this relationship include access to research support comparable to employees?

No → Not eligible to be a CI. May be a PI.

↓ **Yes**

Question 6. Will you be a paid employee for more than 20 per cent of Full Time Equivalent (0.2 FTE) at an **organisation other than an Eligible Organisation)?**

No → **Must be a Chief Investigator**

↓ **Yes**

Not eligible to be a CI. May be a PI.

Part A – Administrative Summary

A2: Person Participant Summary

Please use this decision tree to identify if a named participant should be a CI or a PI in your IN25 application.

Part A – Administrative Summary

A3: Organisation Participant Summary

- **Administering Organisation** means an Eligible Organisation which submits an application for a grant and which will be responsible for the administration of the grant if the application is approved for funding. One Administering Organisation must be added to the application.

- **Other Eligible Organisation** means an Eligible Organisation which is listed on an application as a contributor to the project but is not the Administering Organisation.

- **Other Organisation** means an organisation which is listed on an application and is not an Eligible Organisation.

Please refer to the <u>grant guidelines</u> for details of Eligible Organisations.

A4 Application Summary

*This section may be read by the Minister in conjunction with A5 when considering **recommendations for funding**. Consider addressing your A4 to these audiences.*

The ***Application Summary*** should be written simply, clearly and in plain English (Australian Spelling) using aspirational terms ('the project aims to...') rather than definitive terms ('the project will...') for the aims sentence/s of your application summary.

You should not use quotation marks, acronyms, all upper-case letters, or dot points. Please use first person language.

We recommend your A4 follows the ARC required format:

- **Aims** (What do you plan to do? E.g. "This Project aims to...")
- **Significance** (Why is it important? E.g. "This project expects to...")
- **Expected outcomes** (What will the project achieve once completed? E.g. "Expected outcomes of this project include...")
- **Benefits** (Who/ what will benefit? E.g. "This should provide significant benefits such as...")

Do not list medical or health benefits unless it is clear that they are downstream/beyond the scope of the proposed project (E.g. "The knowledge attained from this project is likely be applied in future technologies to provide *X* medical benefits").

A4 Application Summary – Example

A4 - Application Summary

- Is used by the Minister, ARC and Assessors – you need **speak to these audiences**

- Must follow the order of: Aims   Significance   Expected outcomes   Benefits

Example (Dr Alain Wuethrich – DE20):

This project aims to develop a suite of innovative nanotechnologies to study extracellular vesicles with unprecedented depth of analysis and single particle resolution. This project expects to generate new knowledge in the emerging field of extracellular vesicle (EV) biology, as well as cell biology, using advanced nanofabrication and nanoscopic fluid flows to advance understanding of EV heterogeneity and how phenotypic variations affect their role in cellular processes. Expected outcomes include a universal technology platform to study extracellular vesicles and other bioparticles, with potential to deliver valuable intellectual property of commercial interest and economic benefit through technological advancements.

Underlined text: denotes well-signposted sentences

A5 National Interest Test (NIT) Statement

On 1 December 2022, the ARC announced significant changes to the way the NIT would be administered. Unlike previous rounds, the Statement will **now be seen by assessors** as they consider the benefit and impact of the proposed research.

NITs should be written simply, clearly and in plain English as a single cohesive statement directed towards a member of the public.

The ARC has provided a list of considerations for what the NIT <u>must</u> address.

The considerations are:

1. What is the project about and what research gap is it addressing for Australia?
2. How could the research benefit Australians (economically, socially, environmentally, commercially, or culturally)?
3. How might you promote your research outcomes beyond academia to maximise understanding, translation, use, and adoption of the research in the future?

Applicants should address these considerations as a single cohesive statement. Applicants should take particular care in addressing each element concisely - the statement must be no more than 200 words and must be understood by a member of the general public.

A5 NIT Statement – Enhancing Australia's Reputation

NIT must articulate the benefit **beyond the intrinsic research value/discipline reputation.**

Examples include:

- Development of a new/better product, process, industry or market (which then has a described value, savings or worth);

- Relating the work to existing or proposed policies and the issues they are focussed on addressing (e.g., education, public health, social welfare) perhaps in reports, commissions, data;

- Applications of the work, which then have a benefit;

- Increased understanding of something (event, tradition, cultural relations, social cohesion) – which then has a described benefit that ensues;

- Better capacity to address a current problem (e.g., climate, numeracy) – with what this alleviates or solves described.

- Skill development that would support industry/society (***not*** training/upskilling researchers)

A5 NIT Statement – Enhancing Australia's Reputation

Discuss your research in terms of the broader social benefit. These outcomes might be potential translation somewhere down the track, or an increase in knowledge that will lead to the development of new devices or practices.

Not Acceptable:

- Academic benefit;

- Reputation of the discipline;

- Publication of research outputs;

- Training researchers.

TIP: You can give academic and discipline benefits in your Project Description.

Please see:
- UQs NIT Guide on our website: https://www.uq.edu.au/research/research-support/research-management/funding-schemes/australian-research-council-arc/arc-discovery-indigenous
- ARC Articulating NIT website: https://www.arc.gov.au/news-publications/media/network-messages/articulating-national-interest-grant-applications
- NITs from previous applications: https://www.arc.gov.au/sites/default/files/2023-09/IN24%20NIT_Statements.pdf

ARC Discovery Indigenous 2025

Application Form

Part B – Participant details including ROPE

Part B - Conflict of Interest

- The *ARC Conflict of Interest and Confidentiality Policy* has been updated to clarify the types of personal interests that researchers are required to identify and disclose.

- The update now includes *material personal interest* within this Policy.

- **Researchers will need to update their <u>RMS User Profile</u> when applying for ARC research funding** to address the following questions:

  - Are you receiving any foreign financial support (cash or in-kind) for research related activities?

  - Are you currently, or have you previously been, associated or affiliated with a foreign sponsored talent recruitment program?

  - Are you currently associated or affiliated with a foreign government, foreign political party, foreign state-owned enterprise, foreign military or foreign policy organisation?

  - Have you identified or disclosed any conflicts of interests in accordance with your Institution's conflict of interest policies and procedures?

- A researcher may choose not to respond but will not be able to participate or submit an application to the ARC.

- The questions are designed to support transparency for the administering institution.

Part B – Participant Details including ROPE

The following data is <u>automatically populated</u> from the participant's RMS profile into the application form.

To update these details, please click on the 'Manage X Details' links in Part B of the form. This will open a new browser tab where you can update the relevant information. **Refresh the page** once you return to the form to ensure the information is updated.

B1 – Personal Details

- Please ensure that you have answered YES in the Conflict of Interests section. You must declare a conflict of interest to UQ before submission.

B2 – Qualifications

B3 Research Load Example – with Grants

Use the UQ R&I [template](#) to ensure you build on the correct format required for this uploaded document.

B3 Research Load (non-ARC Grants and Research)

Funding from non-ARC sources									
Description (All named investigators on any application or grant/ fellowship in which a participant is involved, project title, source of support, scheme name and round)	**Same Research Area (Yes/No)**	**Support Status (Requested/Current/Past)**	**Application/ Project ID (for NHMRC applications only)**	**2024** $'000	**2025** $'000	**2026** $'000	**2027** $'000	**2028** $'000	**2029** $'000
E.g. Prof Joe Example, Project title, source of support, scheme name, 2020…	Y	C	n/a	205	100				
E.g. Dr Mary Test, Prof. Joe Example, Project title, source of support, scheme name, 2019…	Y	C	n/a	175					

Note: Only NHMRC applications require an APP ID

B3 Research Load Example – no Grants

Use the UQ R&I template to ensure you build on the correct format required for this uploaded document.

This is all you need to do to note you have no grants.

Even if you have no grants you must still submit this table in this format to comply with the ARC Instructions to Applicants.

B3 Research Load (non-ARC Grants and Research)

Funding from non-ARC sources									
Description (All named investigators on any application or grant/ fellowship in which a participant is involved, project title, source of support, scheme name and round)	**Same Research Area (Yes/No)**	**Support Status (Requested/Current/Past)**	**Application/ Project ID (for NHMRC applications only)**	**2024** $'000	**2025** $'000	**2026** $'000	**2027** $'000	**2028** $'000	**2029** $'000
N/A									

Part B – Participant Details including ROPE

B4 – Time Commitment

- Enter the participant's time commitment to this project as a full-time equivalent (FTE).

B5 – Employment Details as at the grant commencement date

- Enter the participant's participant's employment status at all organisations that they will be associated with as of 1 January 2025, including appointment type and full-time equivalent (FTE) for each organisation.

B6 – Relevant Organisation

- Enter the Organisation that will be supporting the participant's involvement in this project (if it is funded), and that they will be associated with as of 1 January 2025. This organization must be listed in B5.

Part B – Participant Details including ROPE

*Note: Data in the following sections are **automatically populated from the participant's RMS profile** into the application form. To update these details, please click on the 'Manage X Details' links in Part B of the form. This will open a new browser tab where you can update the relevant information. Refresh the page once you return to the form to ensure the information is updated.*

B7 – Currently held ARC Projects

B8 – ROPE: Current and previous appointment(s)/position(s).

- Please list all appointments **from 2 January 2014**.

B9 ROPE - Career Interruptions

Career interruptions must be **evidenced**, **significant** (>10 working days) and **not overlapping**, occur after the conferral of PhD (or equivalent)**.** RMS will automatically calculate the total career interruption, which will be visible to assessors.

Eligible career Interruptions	Period of time that can be claimed
Disruption due to international relocation	A period of time commensurate with the interruption, not exceeding 3 months per international relocation.
Caring responsibilities Disability Disaster management and recovery Limited or no access to facilities and resources (e.g. workplace interruptions) Medical conditions Non-research positions, not concurrent with research employment Parental leave Unemployment	A period of time commensurate with the interruption.
Primary carer of a dependent child	Up to two-years, inclusive of parental leave, for each dependent child. If required, an additional period of time commensurate with the interruption.

Please email evidence of all interruptions to UQ R&I (ARC-discovery@research.uq.edu.au) alongside your request for review. All applications submitted to the ARC must be certified by the DVCRI.

B10 ROPE - Career Highlights

- Outline up to **10 career highlights**, including a short context statement for each, where relevant.

- **1500-character (~200 words) limit**. Do not include information provided elsewhere in the application (e.g., B11).

- Content may include:

  - Prizes,

  - Awards,

  - Industry engagement,

  - Keynote and speaker addresses,

  - Research income,

  - Discipline-specific accolades,

  - Intellectual property,

  - Supervision,

  - Non-traditional research outputs

  - Any career or research opportunity highlight

B11 ROPE - Details of the participant's career and contributions to the field, including evidence of high-quality outputs, collaboration and excellence in research training and mentoring (where appropriate).

- **1500-character (~200 words) limit**. Do not include information provided elsewhere in the application (e.g., B10, B13 and B14).

- *Note: This section should be devoted to evidence of research impact and contributions to the field that are not research outputs as this is covered in B13 and B14.*

- Provide a statement outlining evidence of the Discovery Indigenous candidate's career and contributions to the field, including evidence of high-quality outputs, collaboration and excellence in research training and mentoring.

- Describe how the Discovery Indigenous candidate's research contributions, collaboration and training/mentoring contributed to and lends to the success of this application.

B11 ROPE - Writing Tips

- This section should be written in a way that best tells your story and focuses on your strongest points.
- Use white space strategically to guide the reader's eye.
- Use sub-headings to direct the assessor's attention. Some suggestions are:
  - CAREER AND CONTRIBUTIONS
  - COLLABORATION AND TRAINING/MENTORSHIP
- Outline your achievements and significant contributions to the field and explain how your research has led to a **significant change or advance of knowledge** in your field.
- Include commentary on how your achievements and contributions will contribute to the current Discovery Indigenous application, demonstrating your **capacity to deliver**.
- Use **evidence-based** answers accessible to the intelligent non-specialist.

EVIDENCE OF RESEARCH IMPACT AND CONTRIBUTIONS TO THE FIELD

Describe to the assessor:
- What was the state of play before *your novel research*, and what outcomes/impact has been seen, and/or is there evidence for translation/uptake of your research (evidence base).
- What collaborations have you been involved in, and how will this lend to the success of the proposal?
- *Noting that the number of supervised and completed degrees are indicated in B12,* How many students are you currently mentoring/supervising? What has your mentorship provided to your students, and where are they now? What have you added to their learning experience?

B13 ROPE – Research Outputs Context

The total word count for this section is approximately 200 words (up to 1,500 characters):

Research Context (200 words, up to 1500 characters):

- Contextualise the importance of different research outputs and expectations in the Discovery Indigenous candidate's discipline to an intelligent non-specialist.

- Be careful not to repeat information provided elsewhere in the application (e.g., B11).

- **Outline your publication track record:** Highlight first/last authorship, esteem of journals where you published in your field, specific indicators of recognition within your field (citations, authorship order conventions, hot papers, metrics indicators).

- **Include other highlights** (e.g., international collaboration, cross discipline working, significance of non-traditional research outputs etc.).

The UQ Library has an updated Research Impact and Metrics page, with information on various aspects of bibliometrics to source information and data for inclusion into your application. We recommend using as many of the libraries' tools as possible to ensure you include, and reference metrics to the best of your ability.

B13 ROPE – Research Output Context Example

My research seeks to understand and inform the design, implementation and governance of environmental policy instruments. I have a particular interest in the use of market-based instruments for biodiversity conservation and climate change mitigation and adaptation. My research spans both natural and social sciences, hence my publication record reflects a combination of scholarly norms and indicators of research excellence. I use an interdisciplinary and mixed methods approach, and have published in the fields of conservation science, public policy, and environmental economics.

My publication record is exceptional for a researcher at my career stage (PhD conferred 1.3 years ago, December 2017). My h-index is 15 (according to SciVal, March 2019), and I have accrued 551 citations since 2011 (SciVal, March 2019). My papers have a Field-Weighted Citation Impact of 3.41, meaning they are being cited 3.41 times more than the world average for publications of the same age and discipline . All of my peer-reviewed contributions that have been published for at least 6 months have been cited.

Show your citations in the context of your discipline

Dr Megan Evans

B13 ROPE - Research Output Context Example 2

I have published 21 peer-reviewed articles in internationally renowned journals. 90.5% of these papers are in journals rated in the top 25% of their field by ISI impact factor, and 9 papers are in the top 5% cited papers (field weighted). My publications feature in Conservation Letters (IF 7.279, 2/57 in ISI Biodiversity Conservation), Conservation Biology (IF 5.89, 3/57 in ISI Biodiversity Conservation), Current Opinion in Environmental Sustainability (IF 4.186, 43/242 in ISI Environmental Sciences), Methods in Ecology and Evolution (IF 6.36, 9/158 in ISI Ecology) and Frontiers in Ecology and the Environment (IF 8.302, 5/242 in ISI Environmental Sciences). I have also published 4 journal editorials and comments, including two lead author Correspondence pieces in Nature (IF: 41.5, 1/64 in ISI Multidisciplinary Sciences) and Nature Ecology & Evolution.

Contextualise the esteem of journals you published in in relation to your field

It is good to highlight hot-papers, especially where you are the lead/last author

B13 ROPE - Research Output Context Example 3

I am the lead author on 8 of my 21 peer-reviewed articles . Two of these contributions are single-authored, which is uncommon in the natural sciences, but an indicator of scholarly maturity and esteem in the social sciences. Of the papers where I am not lead author, I am usually second or third author (10 papers) due to my extensive intellectual and methodological contributions to the projects. I am the senior author on one peer-reviewed article. Co-authors on my publications span four continents (North America, Europe, Africa, and Australia). My research frequently generates considerable interest in traditional and social media outlets. Fourteen (14) of my publications are in the top 5% of all research outputs scored by Altmetric, including my recent article in Palgrave Communications which has an Altmetric score of 563, is the top-rated contribution in that journal, has been tweeted 933 times, and featured in 6 online blogs and news sites since July 2018. My work has been featured in Nature News, Radio National, ABC News, Brisbane Times, SBS News, the London School of Economics Impact Blog and the online science news site Particle. I have published 9 articles in The Conversation which have attracted 61,504 readers across Australia, the United States, France, the UK, and Canada since 2011.

Demonstrate leadership of projects

Highlight international collaboration

Demonstrate commitment to non-traditional outputs and the value/reach of these outputs

B14 ROPE – 10 Career-best Research Outputs

- The data will be populated from the 'Research Outputs' section your RMS profile. Instructions for adding research outputs to your RMS profile can be found at: Research Outputs in RMS Instructions for adding Research Outputs to your RMS Profile.

- **List 10 career-best outputs.** These can include Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs. CVs and theses should not be included.

  Research Output – includes all products (including preprints or comparable resources) of a research project that meet the ARC definition of Research. For information on what the ARC defines as a Research Output, refer to the ARC Open Access Policy.

  - Select which 10 outputs to include in the section:
    - Search your output using the 'Search' button. Tick the 'Select' checkbox or the 'Select all' button.
    - Click on 'Add selected' button. To remove the output from the list click on the 'Remove' button.
  - Ensure each output is fully referenced.
  - Rank your top 10 outputs by entering 1 (highest rank) to 10 (lowest rank) in "Rank" column. Save the form to re-order.
  - Identify those most relevant to your application by ticking the "relevant" checkbox.
  - ARC funding details can be added by clicking on the 'Additional Details' button.
  - Enter a brief annotation regarding the research impact of the participant's chosen career-best outputs (**150 characters, or ~20 words, maximum**).

We suggest considering **research impact** alongside a balanced **demonstration of your expertise and feasibility** for the proposed the project when choosing your top 10.

B14 ROPE – Preprints

- Preprints or comparable resources can be included in the Research Output list but must be entered as "additional research output".

- If preprints or comparable resources are cited, these should be **explicitly identified in B14** by including [PREPRINT OR COMPARABLE] after the reference.

- Preprints or comparable resources must be added **manually** in your RMS profile. Refer to the User Guide - Research Outputs in RMS Instructions for adding Research Outputs to your RMS Profile.

- The reference should include a DOI, URL or equivalent, version number where available and/or date of access, as applicable.

Brief instructions for manually adding a preprint or comparable resource in your RMS profile:

1. Navigate to RMS user profile → Manage Research Outputs. Select Additional Research Output, then select "Yes" under "Free Form Citation".

2. Enter relevant text and date (Month and Year). The citation text will allow up to 4000 characters.

3. A preprint or comparable resource should be explicitly identified [PREPRINT OR COMPARABLE] Click "Save".

The citation will display in the Manage Outputs list.

B13-14 Research Output Context – Non-traditional outputs

Example 1: Over the years, I have been a major advocate of open access software, and have formally published 5 R packages to CRAN, the major repository for high-quality R software. Together across my Github page and those of my collaborators, we have also made most of our research software output open access and ready to be used by academic and industry practitioners.

Dr Hien Nguyen, successful DP23

B15 – Teaching Relief

This question must be answered if the participant is a Chief Investigator or DAATSIA candidate.

- A CI or DAATSIA candidate may request funding for teaching relief to maximise the opportunity for the CI to conduct research.

- Teaching Relief can be requested for CIs or DAATSIA candidates for up to a total of $50,000 per CI or DAATSIA candidate per year per project.

- Note that an awarded DAATSIA will not be awarded teaching relief.

- You must enter between a minimum of $1 and a maximum of $50,000 per annum of funding

- Entered teaching relief amounts in B15 can be auto-populated into the Budget Table at D1.

B16 – DAATSIA

This question will be available for DAATSIA candidates only.

- Upload a PDF of no more than **1 A4 page.** The [UQ R&I webpage](UQ%20R&I%20webpage) has a correctly formatted template with example/prompt text for this document.

- This document should address the following DAATSIA assessment criteria:

  - potential to enhance and expedite a high-quality project;

  - location within a suitable research environment that will support the candidate and project.

- *Note: The recommendation to award the DAATSIA is made separately from the overall application. If the project is funded but the DAATSIA is not awarded, the researcher will remain as a CI on the project.*

B18 – Partner Investigator

This question must be answered by Partner Investigators only. Note that PIs will not need to complete B10-B17.

- Upload a CV of no more than **1 A4 page**, detailing relevant experience/skills to the project.

- This CV should not detail information included elsewhere, such as:

  - Qualifications (included at B2);

  - current and previous appointment(s)/position(s) employment (included at B8); or

  - career interruptions (included at B9)

ARC Discovery Indigenous 2025

Application Form

Part C – Project Description

C1 - Project Description

ARC has a strict 7-page limit.

The RO provides a [template](#) that complies with the ARC's requirements for this document. **Use the UQ template for required headings, order, and formatting.**

Please consider the following points when crafting your Project Description:

- The **ARC heading structure must be retained**; subheadings may be useful to direct assessors' attention.
- Prominence of your Aims on the first page may engage assessors' interest early in your Project Description.
- Consider the assessment criteria weightings alongside the length of sections in your C1.
- Think about readability for assessors who are reviewing a lot of applications, and panel members who may be given 5 minutes to familiarise themselves with your proposal.
  - Consider using sub-headings to direct the assessors' attention
  - Utilise 'white space' to break up large blocks of text
  - ARC recommends minimum 12 pt body font and 10 pt font in figure/tables/references.
  - A timeline is a good way to visually represent feasibility.

C1 - Project Quality and Innovation

*Consider starting with a **preamble** giving the **big picture vision and goals** of your Discovery Indigenous project. Some suggested sub-headings are below:*

- **Background:**
  - Explain the problems that your project is trying to address – why should the reader want these problems solved?
  - Outline the relevant key national and international progress to date, position your work (works/major papers you have been involved in) in that landscape
  - Explain the breakthroughs needed to solve the problem and clearly link your Discovery Indigenous application to addressing that problem/delivering those breakthroughs.
- **Aims:** we recommend having aims clearly visible on the first page!
  - What are the major research questions/aims?
  - Give your aims appropriate prominence early on so that reviewers understand what you are hoping to achieve and can read the rest of your proposal with that context in mind.
  - How does the aim of the research program contribute to/address an important gap in knowledge, or problem?
  - Consider placing a box or shaded area around your aims to draw reviewers' attention to them.

C1 - Project Quality and Innovation

Suggested sub-headings continued:

- **Project Design:**
  - Describe key aspects of the project design, including conceptual framework and methods, and why this approach was selected.
  - Does the project involve research pertaining to Aboriginal and Torres Strait Islander communities?   If yes, describe the strategies for enabling collaboration, and the extent of relationships and personal affiliations with such communities.
  - To what extent will the research enhance international collaboration?
  - Demonstrate the cost-effectiveness and feasibility of the project design. Timelines are a great visual tool for this.

- **Innovation:**
  - How will the innovation of the project lead to better outcomes for the problem/gap in knowledge?
  - How is the research program innovative in the context of recent international advances in research in this area?

C1 - Benefit

Consider what benefits your project might bring:

- **New or advanced knowledge:** Start by highlighting what new knowledge the Discovery Indigenous will generate.

- **Expected benefits:**

  - Benefits can be relevant to the Australian, or international communities of research: economic, commercial, environmental, social and/or cultural.

  - These are the same categories as at A5; however, here you can expand to include international benefits, advancing Australia's intellectual leadership/position in the discipline itself, providing research training and opportunities for students, and forming strong collaborations and networks.

- **Australian Government Priorities**: If appropriate, describe the potential contribution to capacity in an announced Australian Government's priority area. This should align with E1 where relevant.

C1 - Communication of Results

- How will the results of the research program be communicated?

  - Do you plan to communicate findings to the research field?

  - How will your findings be communicated to the general public, industries, or relevant sectors?

  - Consider pathways to translation. How will you foster translation during your Fellowship?

  - This section should demonstrate how you will communicate results to both research/academic communities, and the wider public.

  - Ensure any costs claimed for communication of results in Part D Project Cost is reflected here in C1.

C1 References

Include a list of all references, including relevant references to the previous work of the participants. References may be in **10-point font**.

Preprints or comparable resources can be cited C1 but must be **explicitly identified** by including [PREPRINT OR COMPARABLE] after the reference.

- This reference should include a DOI, URL or equivalent, version number where available and/or date of access, as applicable. This indication is only required in the reference list and not in the project description itself.

- This reference should include a DOI, URL or equivalent, version number where available and/or date of access, as applicable.

- This indication is only required in the reference list and not in the project description itself.

- *A preprint or comparable resource is a scholarly output that is uploaded by the authors to a recognised publicly accessible archive, repository, or preprint service (such as, but not limited to, arXiv, bioRxiv, medRxiv, ChemRxiv, Peer J Preprints, Zenodo, GitHub, PsyArXiv and publicly available university of government repositories etc.).*

C1 - Project Description Example

Note: Headings shown here are from previous rounds. Please use the IN25 headings per the UQ C1 template.

Example document (left column):

D1 Project Description

PROJECT TITLE

Lorem ipsum dolor sit amet ut nonummy.

PROJECT AIMS AND BACKGROUND

Aims

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Pharetra nonummy pede. Mauris et orci. Proin pharetra nonummy pede. Proin pharetra nonummy pede.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue

1. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies
2. Proin pharetra nonummy pede.
3. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Background

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna…

INVESTIGATOR/CAPABILITY

Research Opportunity and Performance Evidence

Research outputs

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Evidence of research training, mentoring and supervision

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National/international research standing

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.
Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

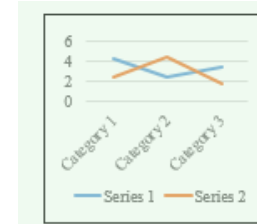Capability of Candidate to Build Collaboration in Australia and Internationally

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.
Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Middle column:

PROJECT QUALITY AND INNOVATION

Conceptual Framework, Design and Methods

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Significance

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Innovation

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Collaborations

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Figure 1: Lorem Ipsum

BENEFIT

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

FEASIBILITY

Evidence of Supportive Environment

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Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Cost Effectiveness

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Timeline

	Year 1	Year 2	Year 3
Aim 1			
Aim 2			
Aim 3			

COMMUNICATION OF RESULTS

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Right column:

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

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REFERENCES

1. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.
2. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.
3. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.
4. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Annotations:
- Aims up front, box for emphasis
- Sub-headings used to direct assessors' attention
- Use of 'white space' so assessor isn't faced with a wall of text
- Figure captions and text inside figure meets font size (10pt) requirement
- Timeline included
- References are one column, can be size 10 pt
- Acknowledgements heading removed when unneeded

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C2 – Capability Statement

- Describe the investigator or team's capability in up to **3,000 characters** (approximately 400 words), to deliver the project described in this application.

- Consider describing:
  - Composition of the team (if relevant).
  - Alignment between team members' and collaborators' skills
  - Project design
  - Team members' capacity to deliver outcomes

C3 - Letter of Community Support

Letters for Community Support must:

- Be uploaded as a PDF.
- Be no more than 1 A4 page.
- Be from an Aboriginal and/or Torres Strait Islander community or community organisation (this can be demonstrated through letterheads, and/or signature from an appropriate representative).
- Detail the benefits the grant activity will provide to that community or community organization.

Where the research involves multiple communities and/or organisations, additional letters may be provided by clicking 'Add answer', noting that each letter cannot exceed one A4 page.

ARC Discovery Indigenous 2025

D1 Project Costs

Please consider the following when developing your budget:

- Your ARC budget must be **between $30,000 and $500,000 per year** for 5 consecutive years. This limit **includes DAATSIA salary** requested.

- UQ R&I must receive confirmation in writing (email) from the Head of School/Centre/Institute or Organisational representatives for any cash contributions.

- Individual budget items can be split between ARC and UQ where needed (to remain in budget limits).

- Please refer to Section 5 of the Grant guidelines for lists of eligible and ineligible costs.

- Cash and in-kind contributions from the Administering Organisation, Other Eligible Organisation(s) and/or Other Organisation(s) may be entered in Question D1.

- **Do not include GST or indexation in your budget.**

- **Individual line items** are needed for **Personnel section only**. All other sections (Travel, Field Research etc) should **enter one line only** (total costs for the section) for each organisation.

D1 Project Costs

Personnel

- Include job title, FTE/number-of-hours/number-of-weeks spent on the project, salary level and "+ 30% on-costs".
- **DAATSIA Candidates:**
  - DAATSIA Candidate name should auto-populate in D1 (DAATSIA must be selected at Question A2).
  - The duration of the DAATSIA must be the same as the duration of the project.
  - Any salary gap on your DAATSIA salary must be against UQ funds, covered by the UQ Fellowship Salary Gap Fund.
- Note that support staff can be a good way to use additional funds if you can justify the position well.
- Group multiple salaries for the same role onto a single line.
- **ARC HDR Stipends:**
  - Project funding can be requested to support HDR's salary.
  - ARC-funded HDR students may be added to the budget table in RMS via "Add Participant Type".
  - ARC HDR Stipends will automatically input as $29,880 per year into RMS. ARC has confirmed that ARC-funded stipends will be indexed to the new rate of $32,212 when awarded.
- Additional personnel (e.g. staff, HDR students etc) can be added to the table by clicking the '+' and entering the description in the dialogue box.
  - Funding may be used to support stipends for Aboriginal and/or Torres Strait Islander Honours students.

D1 Project Costs

Teaching Relief

- Only CIs or DAATSIA candidates are eligible to request funding for teaching relief up to a total value of $50,000 per CI/DAATSIA per year.

- All CIs or DAATSIA candidates applying for Teaching Relief must answer 'Yes' at Question B15 in their own Part B and add the requested amount per year from Years 1 to 5. These values will automatically copy over into D1 as a "Teaching Relief Request". Click on the 'Add' button to add your request into the budget table.

- To remove any added Teaching Relief from the budget table you will need to select 'No' in the relevant participant details section at Question B15.

Travel and Field Research

- Keep your *Travel* costs below $50,000 over the life of the project, in accordance with the ARC requirements.

- *Travel* and *Field Research* costs must be listed as a single-line budget item in D1.

D1 Project Costs

Equipment

- Enter in a <u>one-line budget figure</u> for costs associated with equipment and installation. Use quoted *Equipment* costs, not estimates and keep the quotes on file;

- Laptops are considered basic equipment and must not be requested from ARC funding.

- A UQ contribution would be expected for large items of equipment and will need to be confirmed in writing by an authorised person.

Maintenance

- Costs for consumables and items related to equipment maintenance should be requested under Maintenance as a <u>one-line budget figure</u>.

Other

- Requests for Other items (those that cannot be placed in another category) as a <u>one-line budget figure</u>.

- May include reasonable essential extraordinary costs to allow a participant who is a carer, or who requires care/assistance, to undertake travel essential to the project; and

- May include publication/dissemination costs, third party services, web hosting, etc.

D1 Project Costs - Personnel

To calculate DAATSIA Salary Level

1. Use UQ IN25 Indicative salary scales tool (see next slide) to determine the UQ salary cost for the UQ academic level (e.g. C04) you will be at the application close date of the IN25 project (21 Feb 2024).

2. Determine the DAATSIA level which covers the entire annual salary of the chosen UQ academic level salary.

   For example: A CI is applying for DAATSIA over their three-year IN25 award. Their academic appointment at the close date is C03 ($196,712), equivalent $199,232 DAATSIA salary. Their salary increment is expected to increase to C4 in Year 2, and C5 for Year 3 which are equivalent to $239,078 DAATSIA salary. The CI must apply for a DAATSIA salary rate at a <u>minimum</u> of $199,232 p.a. for three years.

2. Add the DAATSIA salary by selecting the appropriate start year and level as a "Remunerated Participants" in RMS.

   For successful DAATSIA recipients in IN25 where the DAATSIA salary cannot meet their UQ salary scale, salary gaps will be covered by the UQ Fellowship Salary Gap Fund.

D1 Project Costs – Using IN25 Indicative salary scales tool

To calculate Academic staff (CIs) salaries

1. Go to the tab labelled "UQ Research Academic Staff".

2. Enter the FTE of DAASTIA or other academic CI on the IN25 project

3. Determine annual salary cost of CI from the table based on their academic level for that year.

For example: The salary for a CI at an academic level of C04 at the commencement of the project committing an FTE of 1.0, the annual salary (including 30% on-costs) will be $202,388.

D1 Project Costs

To calculate professional Salaries

If you are including additional professional staff, e.g. research assistants please use the following steps:

1. Go to the tab labelled "UQ Professional Staff".

2. Enter the FTE or number of hours per year of the professional staff to be on the IN25 project

3. Determine annual cost of professional staff from the table based on their HEW level for that year.

For example: The salary for a Research Assistant at an HEW level of 5.1 at the commencement of the project committing an FTE of 1.0, the annual salary (including 30% on-costs) will be $107,619.

HEW Level	Salary Point	Indicative 2025 Fraction FTE Including Rate per Annum, including 30% On-Costs	Total Cost of Casual by Number of Hours
Level 1	01	$79,182	$52
	02	$80,817	$53
	03	$82,446	$54
Level 2	01	$84,513	$56
	02	$86,544	$57
Level 3	01	$88,176	$58
	02	$91,207	$60
	03	$94,239	$62
	04	$97,274	$64
Level 4	01	$99,454	$66
	02	$101,494	$67
	03	$103,536	$68
	04	$105,578	$70
Level 5	01	$107,619	$71
	02	$111,703	$74
	03	$115,781	$77
	04	$119,866	$79
Level 6	01	$122,802	$81
	02	$125,836	$83
	03	$128,865	$85
	04	$131,899	$87
Level 7	01	$134,931	$89
	02	$138,973	$92
	03	$143,018	$95
	04	$147,123	$97
Level 8	01	$152,415	$101
	02	$158,659	$105
	03	$164,897	$109
	04	$171,141	$113
Level 9	01	$178,689	$118
	02	$182,017	$120
	03	$185,348	$122
	04	$189,090	$125

FTE Fraction (rate per annum); OR 1.00
Number of Hours (casual) 1.00

The University of Queensland - Professional Staff Salaries

UQ Research Academic Staff | UQ Professional Staff

D1 Project Costs – *Adding Remunerated Participants*

Remunerated Participants

| Ms Jessica von Pein | Discovery Australian Aboriginal and Torres Strait Islander Award | $132,821 from year 1 annually for 4 years ⌄ |

Your DAATSIA salary request will automatically appear here. Select your DAATSIA salary level to populate it into the table.

Add Participant type

| Higher Degree by Research stipend ⌄ | $29,880 from year 1 annually for 3 years ⌄ | Add |

Add an ARC-funded HDR stipend using this function which will populate it into the table

Year 1 | Year 2 | Year 3 | Year 4 | Year 5

Description		Australian Research Council	Administering Organisation	
		Cash	Cash	
Total		132,821		
Personnel	+	132,821		
Ms Jessica von Pein (Discovery Australian Aboriginal and Torres Strait Islander Award)		132,821	0	0
Teaching Relief	+			
Travel	+			
Field Research	+			
Equipment	+			
Maintenance	+			
Other	+			

D1 Project Costs – RMS entry

Toggle between years by click on the tabs

Use + to add Personnel
- Note: the item will now appear in all years with a $0 value. If you leave the value at $0, it will be visible to assessors in the PDF.

Add any confirmed UQ-funded salary gap/cash, or in-kind contributions into Administering Organisation columns

Add any confirmed cash, or in-kind contributions from Other Eligible Organisational Partners (e.g. Unis)

Add any confirmed cash, or in-kind contributions from Other Organisational Partners

| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |

Description			Australian Research Council	Administering Organisation		Other Eligible Organisation		Other Organisation	
			Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total			337,701	44,504	85,000	5,000	100,000	5,000	135,000
Personnel		+	162,701	34,504			100,000		50,000
Ms Jessica von Pein (Discovery Australian Aboriginal and Torres Strait Islander Award)			132,821	0	0	0	0	0	0
Research Associate (Level B2, 0.4FTE, + 30% on-costs)	✏	🗑	0	0	0	0	50,000	0	0
2 x Research Associate (Level B3, 0.4FTE, + 30% on-costs)	✏	🗑	0	0	0	0	50,000	0	50,000
UQ-funded HDR Stipend (3.5 Years)	✏	🗑	0	32,192	0	0	0	0	0
HDR (Higher Degree by Research stipend)			29,880	0	0	0	0	0	0

Use the pen to edit.
- Note: you will not be able to change the order of items within a category. To do so you will need to delete and re-add items

Use the bin to delete.
- Note: this will delete the item from all years. To remove costs from a year, change the value to $0 rather than deleting

D1 Project Costs – RMS entry

The information required in the IN25 budget has been simplified to a **one-line budget entry** for Travel, Field Research, Equipment, Maintenance and Other headings.

Your ARC budget must not exceed $500,000 in any year including DAATSIA salary)

Make sure to enter the costs in the appropriate category

One-line budget entries for each category. Specific expenses are explained and justified in D2.

Do not enter extra lines into Travel, Field Research, Equipment, Maintenance, or Other budget items.

Description		Australian Research Council	Administering Organisation		Other Eligible Organisation		Other Organisation	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total		337,701	44,504	85,000	5,000	100,000	5,000	135,000
Personnel	+	162,701	34,504			100,000		50,000
Ms Jessica von Pein (Discovery Australian Aboriginal and Torres Strait Islander Award)		132,821	0	0	0	0	0	0
Research Associate (Level B2, 0.4FTE, + 30% on-costs)	✏ 🗑	0	0	0	0	50,000	0	0
2 x Research Associate (Level B3, 0.4FTE, + 30% on-costs)	✏ 🗑	0	0	0	0	50,000	0	50,000
UQ-funded HDR Stipend (3.5 Years)	✏ 🗑	0	32,192	0	0	0	0	0
HDR (Higher Degree by Research stipend)		29,880	0	0	0	0	0	0
Teaching Relief	+							
Travel	+	50,000	10,000		5,000		5,000	
Total Travel requests and contributions	✏ 🗑	50,000	10,000	0	5,000	0	5,000	0
Field Research	+							
Total Field Research requests and contributions	✏ 🗑	0	0	0	0	0	0	0
Equipment	+	5,000		75,000				85,000
Total Equipment requests and contributions	✏ 🗑	5,000	0	75,000	0	0	0	85,000
Maintenance	+	70,000		10,000				
Total Maintenance requests and contributions	✏ 🗑	70,000	0	10,000	0	0	0	0
Other	+	50,000						
Total Other requests and contributions	✏ 🗑	50,000	0	0	0	0	0	0

D2 Justification funding requested from the ARC

The RO has provided a [template](#) that includes formatting requirements for D2. This document must:

- Be a maximum of **3 A4 pages.**

- Use the same headings in the same order as D1 (headings may be excluded if no line items are listed in D1).

Please consider the following points when crafting your D2:

- ***The ARC may cut successful project budgets; your budget justification is extremely important.***

- Make sure that D2 fully details <u>why the budget items are needed</u>, that the <u>cost is appropriate</u> and that you have the required facilities for the project.

- Line items should be presented *in the order that they are presented in the D1 budget* (when viewing your application PDF) to enable ease of cross referencing between D1 and D2 for the assessors.

- Noting the year each budget line is requested in (i.e., Year 1, Year 2, etc.) helps reviewers more easily cross reference with D1

D2 Justification funding requested from the ARC

Personnel:

- All personnel must be justified under *Personnel* (except the Discovery Indigenous salary). *Note: Justification of funding for a Discovery Australian Aboriginal and Torres Strait Islander Award (DAATSIA) should be addressed in the statement at B16.*
- Justify what the person will do and how that matches their level (PhD student, HEW level, academic level etc.)
- Note that 30% on-costs have been budgeted in line with the ARC's requirements

Travel and Field Research:

- Justify the need (how will the travel benefit the Discovery Indigenous project/candidate, what will the outcomes be)
- Justify the cost (breakdown how you can to your total trip cost)
- D2/D3 should justify these items by trip or site visit breakdown. e.g.:
  - 'International conference xx, Fellow and student, incl. economy airfare/accomm./per diem';
  - 'Western Australia field work 10 days, incl. economy flights, specially-kitted hire car, camping, accomm. and meals'.

Equipment:

- Justify why you need the equipment, not just the cost
- Make clear that the cost is quoted, not just an estimate, including supplier, quote price and make/model of the equipment where practicable.

D2 Justification funding requested from the ARC

Maintenance

- The Maintenance section should be used to detail need and cost <u>consumables</u>.

- Can includes consumables and items related to equipment maintenance.

- <u>Do not include</u> purchasing of computer equipment or hiring personnel for data preparation or programming, which should be included under '*Equipment*' or '*Personnel*'.

- Ensure no ineligible items are requested

  - E.g., bench fees or similar laboratory access fees; capital works and general infrastructure costs

Other

- For <u>publication fees</u> ensure these are consistent with planned communication outputs outlined in your Project Description.

D2 Example

Use the RO template to ensure you build on the correct format required for this document.

E2 Justification of non-salary funding requested from the ARC

Personnel

HDR (Higher Degree by Research Stipend) – Years 1, 2, 3
An ARC-funded PhD student will add significant value to the study, while also gaining unparalleled capacity building throughout the project. In the first half of Year 1, the student will be trained with necessary knowledge and learn the concepts and background of the project including gathering a strong understanding of the field work methodology required for this project. After this, the PhD student will be integral in leading work stream 4 and will carry out data collection in Years 1 and 2. The PhD candidate will be required to have a Masters or Honours degree in a related field, extensive experience in field work and a strong understanding of data analysis using R. The PhD student will gain further experience in field work methodology under the lead of the DECRA and will gain project leadership experience under the guidance of the DECRA candidate and the collaborating researcher from the University of Adelaide. The PhD student will be expected to submit at least one first-authored paper during the course of this DECRA and present their findings at one national conference.
Year 1: $28,870, Year 2: $28,9870, Year 3: $28,870
ARC Total: $86,610

Casual Research Assistant 1.0 FTE 12 weeks HEW5.1 + 30% on-costs – Year 3
A salary for a casual Research Assistant has been budgeted to provide support in data clean-up and analysis for work stream 4. It is estimated that eight weeks of full-time work is required in Year 3 to achieve project outcomes within the proposed timeframe. The appointee will require a combination of relevant experience and/or education/training that will equip them with the ability to perform data clean-up functions and run basic analysis in R under the supervision of the DECRA candidate. The skills required are commensurate with a Research Assistant (HEW Level 5) according to UQ's Classification Guidelines for Research-Related General Staff Positions (HEW Levels 1 - 9). 30% on-costs have been included in the budgeted cost.
Year 3: $23,251
ARC Total: $23,251

Ecological Statistician 0.2 FTE 2 months Level D4 + 30% on-costs – Year 3
A salary for an Ecological Statistician has been budged to provide statistical support for the analysis of Work Stream 3 during the final year. It is estimated that the statistician will be required for 2 months at 0.2FTE. The appointee will require extensive experience as in ecological modelling, conducting analyses on camera on behavioural and ecological data and the use of MARXAN. The skills required are commensurate with a Level D4. 30% on-costs have been included in the budgeted cost.
Year 3: $7,673
ARC Total: $7,673

Travel

DECRA travel to ICCB, France (registration, flights, accommodation, daily allowance) 14 days – Year 3
This is a significant conference; presentation and networking at ICCB provides me with the chance to improve my international collaborative network to directly benefit the project and improve Australia's research capacity. I will stay on for an extra 3 days after the conference (as budgeted) to ensure there is time for meetings with current and potential collaborators that will add value to this project, and my future research endeavours. Attendance will allow me to stay informed about current developments and trends within the field.
The cost breakdown is as follows:
1 x return airfare to Paris: $2,000
Conference registration: $500
Accommodation x 14 days ($150/day): $2,100
Food and incidentals allowance x 14 days ($100/day): $1,400
Year 3: $6,000
ARC Total: $6,000

Field Research

FNQ Data Collection (DECRA + 2 x PhD including flights, local transport) – Year 1 and Year 2
These funds will allow the three-person team to travel to our field site in FNQ to collect data for Work Streams 1, 2 and 3 (see D2 for methodology). Further, during this field trip we will be deploying a data logging weather station at the site to take continuous weather measurements between our first and second (final) field research trip. Without the data taken during this trip, we would be unable to get the required data to carry out these three work streams. The field trip will be a vital opportunity to capacity build for the two students as well as for an attending local research assistant (see E3). The cost breakdown is as follows:
3 x return airfares Brisbane to FNQ: $3,100
Field vehicle rental x 14 days ($250/day): $3,500
3 x camping fees x 14 days ($30pp/day): $1,260
3 x food and incidentals x 14 days ($pp/day): $3,570
Local guide and driver x 14 days ($100/day): $1,400
Sample transport fees: $2,170
Year 1: $15,000, Year 2: $15,000
ARC Total: $30,000

Equipment

Satellite Phone- Year 1
Due to remote field work, the team will require a satellite phone. The phone will be utilised for daily check-ins and in the event of emergency situations. An Iridium Extreme satellite phone has been quoted at $1,750 from Amazon.
Year 1: $1,750
ARC Total: $1,750

Weather Station - Data Logger (Davis Instruments) – Year 1
To ensure the accurate collection of weather data at our field site we will be required to deploy a weather station with data logging capacity. The weather station will need to record hourly temperatures, rainfall, wind speed and direction and will need to have capacity for up to one year of data to be stored between downloads. As there are no weather stations within the proposed field site, we will need to purchase this equipment. A Davis Instruments Data Logging Weather Station has been quoted at $2,785 (Davis Instruments), there will be not installation costs as the DECRA team will install it onsite during the FNQ Data Collection field trip in Year 1.
Year 1: $2,785
ARC Total: $2,785

Maintenance

Annual Subscription - Satellite Phone – Years 1, 2
As above, field work will be carried out in remote locations without cell reception. The subscription will be used to enable the team to check in daily (as required by our safety protocol) and to contact logistics or emergency services in times of emergency or other unplanned situations. A plan for the above-mentioned Iridium Extreme satellite phone has been quoted at $1,000 per year and will be used in years 1 and 2.
Year 1: $750, Year 2: $750
ARC Total: $1,500

Other

Publication Fees – Years 1, 2, 3
Considering the planned outputs (see D2), the budget includes one paid open-access journal publication in Year 1, two in Year 2 and four in Year 3. In the discipline, an average of $1,000 is a conservative estimate of the per-publication cost of publishing in open access journals. Other outputs will be published in free to publish journals.
Year 1: $1,000, Year 2: $2,000, Year 3: $4,000
ARC Total: $7,000

D3 Details of non-ARC contributions

The RO has provided a [template](#) that includes formatting requirements for D2. This document must:

- Be a maximum of **2 A4 pages.**

- Use the same headings in the same order as D1 (headings may be excluded if no line items are listed in D1).

Please consider the following points when crafting your D3:

- Use this section to address the **Feasibility criterion**; Make sure that D3 details how the items will contribute to the project, and that you have the required facilities for the project.

- You must detail what each participant will contribute to the project in relation to their time and any other contribution of their organization. If there is no direct funding being provided where this could reasonably be expected of an organisation, explain fully why no commitment has been made.

- As with D2, keep your **line items in order presented** in the D1 budget (when viewing your application PDF) to enable ease of cross referencing between D1 and D2 for the assessors.

- Noting the year each budget line is requested in (i.e. Year 1, Year 2, etc.) helps reviewers more easily cross reference with D1;

D3 Details of non-ARC contributions

***Personnel*:**

- Provide an explanation of how non-ARC contributions from personnel will support the proposed project.

- Justify what each person will do and how that matches their level (PhD student, HEW level, academic level etc.).

***Travel* and *Field Research*:**

- Justify the need (how will the travel benefit the Discovery Indigenous project/candidate, what will the outcomes be)

- Justify the cost (breakdown how you can to your total trip cost).

Equipment:

- Justify why you need the equipment, not just the cost

- Make clear that the cost is quoted, not just an estimate, including supplier, quote price and make/model of the equipment where practicable.

D3 Example

E3 Details of non-ARC contributions

Personnel
The DECRA salary provision is below my current salary level. To account for this, the UQ will cover the **salary shortfall** between my current salary (including annual increments) and the ARC DECRA salary (**$116,624 total: Y1 $33,562; Y2 $38,875, Y3 $44,187**).

Demonstrating its commitment to capacity building for this Grant, UQ is pledging new central support in the form of one PhD scholarship for a suitably qualified student whose project is aligned with the successful application, subject to the standard UQ conditions for Earmarked PhD scholarships. As part of a framework of support for successful ECR Fellows and the PhD candidate, team supervisory arrangements would apply, with the Fellow participating as Principal Advisor in an appropriately-constituted PhD supervisory team. The stipend has a cash value of $32,192 annum (2023$) for 3.5 years, with one possible six-month extension. Part E1 reflects a 3-year cash budget for this commitment (**$96,576**).

The student will contribute to the project by conducting field work in Year 1 and Year 2, as well as leading Work Stream C, as elaborated in D1. This student will be required to have already achieved a Masters or Honours degree in Conservation Biology, Ecology or a related Zoology field and will be required to have field experience and experience using statistical software, such as R, setting them us for success in leading this work stream and being a key data collection team member.

Travel
The School of Biological Science, UQ is contributing **$3,090** in Year 2 to enable this project **to host the collaborator from University of Adelaide**, Professor Meise, which will cover Professor Meise's flights ($500), accommodation ($1,650) and daily allowance ($940). Professor Meise will travel to UQ to work with the DECRA team, including mentoring the applicant and PhD students, and provide vital input on the analysis of Work Stream 1. This will strengthen the collaboration between our two research groups, and between the University of Adelaide and the University of Queensland.

Field Research
N/A

Equipment
UQ will contribute cash for the purchase a **Panasonic Toughbook ($2,500)** in Year 1 for data recording and analysis in the field, including bulk data downloads from the weather station. The conditions in which we will be working, including hiking and driving over rough terrain, means that a normal laptop computer will incur undue wear and tear. Thus, this piece of equipment will be vital in carrying out the field work for this DECRA.

Maintenance
N/A

Other
In terms of access to facilities and support, the DECRA program will benefit from office space for the team and Professor Smith (the visiting collaborator), storage for field work equipment and library access as in-kind support from UQ. Further, the project will benefit from being housed at UQ, giving us access to a highly sought after network of researchers including those from the Terrestrial Ecosystem Research Network, NESP Threatened Species Recovery Hub and the Centre for Biodiversity and Conservation Science, all based at UQ.

Use the RO template to ensure you build on the correct format required for this document.
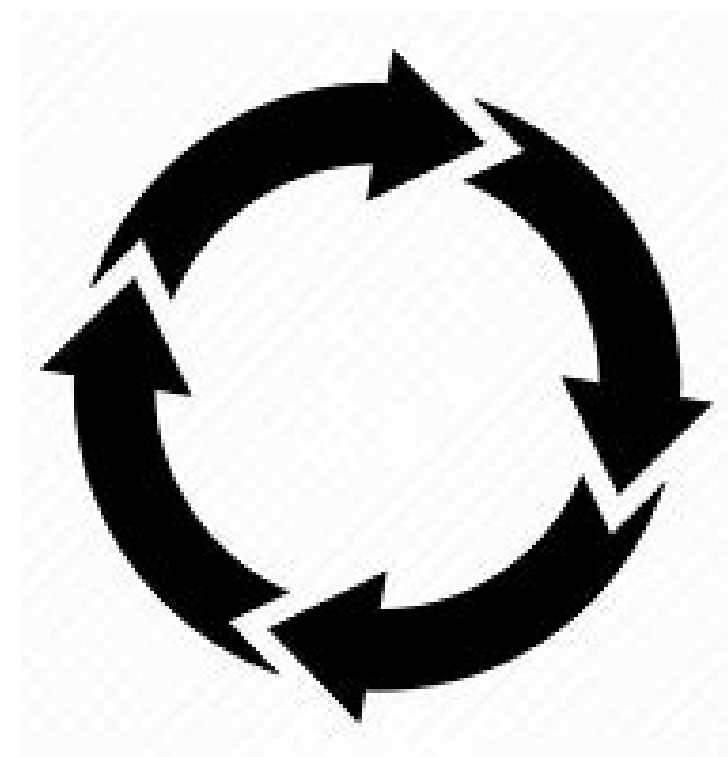
ARC Discovery Indigenous 2025

Application Form

Part E – Classifications and Other Statistical Information

Part E – Classifications and Other Statistical Information

Should link cleanly to your other applications sections e.g.

- If you have indicated at **E4** that your project is interdisciplinary, have you selected multidisciplinary FoRs in **E2**?

- If you have indicated at **E5/E6** that you will collaborate internationally, ensure this covered in your **D1** Budget and **C2** Project Description.

E1 - Australian Government Priority Areas

- Your application does not have to align to a government priority. It will not impact your application if you select 'no' here

- If 'Yes', you may identify one or more announced Australian (Commonwealth) Government policies that your application aligns with and year of announcement of this policy.

- Answer should be verifiable: is the policy/strategy identifiable? Could it be found using google and the information you have provided?

- Do not provide additional detail beyond the name and announcement year.

- Should be a current policy/strategy (not expired or superseded).

- Add multiple Policies/strategies using the 'Add answer' button.

E2 - Field of Research (FoR-2020)

FoR codes and their proportions selected here are important in assigning assessors to your application. The FoR codes and proportions should reflect the nature of the research in your application, particularly if it is interdisciplinary. Assign codes and their proportions as accurately as possible.

- Select **up to 3 FoR codes** at the 6-digit level that relate to the application.
  - Enter FoR codes from highest percentage to lowest percentage into RMS. *The highest percentage can only be entered for one FoR code (for example, 50 cannot be entered for 2 FoR codes).*
  - Total percentage must be 100.
  - Enter a whole number only. Do not include "%".
  - Clinical/medical FoR codes may indicate concerns about Application eligibility under the ARC's Medical Research Policy.
  - The ARC has advised that the 'xxxx99' FoR code should <u>only</u> be used when there is no other appropriate code within the classification.

E3 - Socio-Economic Objective (SEO-2020)

- Select **up to 3 SEO codes** at the 6-digit level that indicates the sectors that are most likely to benefit from the project if funded.

- Enter SEO codes from highest percentage to lowest percentage into RMS. *The highest percentage can only be entered for one SEO code (for example, 50 cannot be entered for 2 SEO codes).*

- Total percentage must total 100.

- Enter a whole number only. Do not include "%".

E4 – E7

- **E4 interdisciplinary research:**

  Interdisciplinary research may be characterised by; the composition of your investigator team (e.g. team members are from different disciplinary backgrounds); the proposed methodology (e.g. the tools/techniques outlined in your methodology are integrated from different disciplines); the project design (e.g. the perspectives/concepts/theories used to formulate the project are drawn from multiple disciplines); or other factors (e.g. the data used in your project is based on interdisciplinary research).

  - if your project involves interdisciplinary research, we suggest reflecting this in your choices of FoR and SEO codes
  - If you select 'Yes', you must specify 1) the ways in which the research is interdisciplinary (by selecting an option) and 2) the nature of the interdisciplinary research involved (in 375 characters).

- **E5 – E6 international collaboration:**

  - If you answer 'yes' here, ensure this is reflected in your C1 Project Description. You must also answer E6. *Note: Australia cannot be listed in E6.*
  - If collaboration activities involve travel, ensure this is reflected in your budget (Section D).

- **E7 PhD, Masters and Honours students**

  - You can include more positions than just the students funded by the project, if appropriate.

ARC Discovery Indigenous 2025

Application Form

Part F – Project Eligibility

F1 Medical Research – UQ recommendations

- **If there is any potential that parts of your application may be considered medical in nature, you should answer 'Yes' to this question.**

- If your research is fundamental, but the next step would be health related/translation, be very careful not to let that bleed into your Discovery Indigenous proposal. *For example, this often tends to creep into the last aim/objective. In which case the whole application is ruled ineligible due to the last aim.*

- If cell lines are needed, we strongly recommend selecting a non-human cell line. We have received informal advice that use of human cells lines may strongly impact your eligibility ruling.

- ARC Medical Policy: ARC Medical Research Policy

- Additional information: ARC Medical Research Policy FAQs

- ARC Medical Research Statement Examples: ARC Medical Research Policy Eligibility Examples | Australian Research Council

F2 Medical Statements – ARC requirements

- The ARC **will rely solely on the Medical Research Statement to determine whether an application is eligible.** The ARC will not seek further clarification on this statement.

- If applicable, justify why a project complies with the eligible research requirements set out in the ARC Medical Research Policy located on the [ARC website](#). **750-character** limit.

  - A clear statement of the main aim of application, which may include well identified, big picture and long-term intent beyond the scope of the application.

  - 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.

  - Avoid simply quoting the policy in your response and provide sufficient detail for the ARC to properly understand the intent and limits of the research aims.

F2 Medical Statements – UQ recommendations

Err on the side of caution, and include a F2 statement if there is any minor indication that your research could be deemed medical

It is important to provide sufficient detail for the ARC to properly understand the intent and limits of the research aims, including:

- A clear statement of the aim of your project

- Why the proposed research is eligible (quoting the policy on its own is not sufficient):

  - That your proposed research clearly aligns with one of the eligible research categories

  - and/or does not fall into an ineligible category

- That medical / health goals are not a *direct* outcome of the proposed research

- Why areas of research which may appear medical are needed

F2 Medical Statement Examples 1 - 3

The below examples come from previous successful DE/DP applications and represent strong F2 statements.

It is important to show:

- What the project aims to do - ensure statement is clear with respect to the main aim of application including big picture and long-term intent beyond the scope of the application;

- Why the proposed research is eligible, in line with the Medical Policy - it should avoid simply quoting the policy in response but respond to sections of the Policy that the project aligns with;

- That medical / health goals are not a direct outcome of the proposed research - provide sufficient detail for the ARC to properly understand the intent and limits of the research aims; and

- Why areas of research which may appear medical are needed - for example, to provide proof of concept, demonstrate a platform technology and are many years from medical application.

F2 Medical Statement - Example 1

This is an engineering project that uses health-related data (publicly available ICU data) in order to develop new models of machine learning on multisource multivariate time-series data. De-identified ICU patient data is ideal for this research to provide proof of concept because of its vastness and complexity, and the relationship between changes in a patient's status over time, interventions of medical staff and the patient outcomes. The research does not have health or medical aims but instead aims to provide a decision-support system capable of generating highly accurate and intuitively explainable prediction results for potential applications in multiple areas, including finance, sensor technology, and cyber-security.

Dr Sen Wang

F2 Medical Statement - Example 2

This project seeks to understand the fundamental design and mechanics of healthy, human muscles. The aim is to explore the natural stresses and strain that muscles experience during contractions as well as how this is influenced by muscle structure and neural control. The project will achieve these goals by investigating the basic structure of healthy muscles and how they adapt to specific exercise. This research does not aim to understand or find treatment for any disease. While later and indirect applications of the findings of this project may have implications for a range of musculoskeletal conditions, the project will directly expend fundamental scientific knowledge about muscle structure and function.

* Associate Professor Glen Litchwark

F2 Medical Statement - Example 3

This Discovery Indigenous project aims to contribute to the fundamental understanding of the link between the brain and behaviour. In particular, this research will inform our understanding of whether electrical stimulation to the prefrontal cortex can modulate its function. This is in line with the ARC's Medical Research Policy, as it falls under the eligible research category of "research where the aim is the fundamental understanding of biological processes". It is not interventional research, but it may have future potential other applications, however this is beyond the scope of this project.

Dr Hannah Filmer

ARC Discovery Indigenous 2025

Useful Information and Resources

Where to go for IN examples?

Research Office Library of Successful Grants

- https://www.uq.edu.au/research/research-support/research-management/uqri-grants-library-access-form

Faculty and Institute Research Managers

- https://research.uq.edu.au/research-support/research-management/faculty-and-institute-research-managers.

Peer review

- expert and cognate
- Mentors – researchers are often amazingly generous with their time – don't be afraid to ask.

Where to go for help with metrics

Workshops
- Metrics for Grant Writing & Promotion
- Research Engagement and Impact evidence

Online resources @ Metrics, Engagement & Impact
- Online metrics tutorial – guides researchers through how to gather metrics data from various sources to support your grant applications. Includes short 'how to' videos.
- Explore the metrics, engagement and impact webpages.

Key messages for your application from the UQ Library
1. Make metrics work for you…provide context, be descriptive (and ensure dates & sources are recorded).
2. Ensure online profiles and researcher identifiers are up-to-date - make sure you have a populated ORCID. https://web.library.uq.edu.au/library-services/services-researchers/orcid-id-and-researcher-identifiers
3. Contact the library – via a workshop or your Liaison Librarian – *the earlier the better!* https://web.library.uq.edu.au/library-services/contact-faculty-services-librarians
4. Prepare a data management plan to support your ARC grant.

UQ Library metrics support

Visit Publication metrics for the Australian Research Council (ARC) Discovery Project grant for a guide to completing the Research Opportunity and Performance Evidence (ROPE) sections of the EOI application

Attend training and drop-in sessions (UQ login required):
- Publication metrics for your ARC Discovery Project EOI application
  Tuesday 30 January, 10:30–11:30am (online). This session will be recorded and made available via the guide above.

- Metrics drop-in session for your ARC Discovery Project EOI application
  Monday 5 February, 11am–12pm (St Lucia campus)

- Online metrics drop-in session for your ARC Discovery Project EOI application
  Thursday 8 February 2024, 10am–11am (online)

These support options are outlined on our metrics webpage and on the UQ ARC Discovery Projects webpage.

Preparing a data management plan for your successful project

ARC requirements

- All successful applicants for ARC grants will now be **required to prepare a data management plan** before the project starts. The Administering Organisation [UQ] will be required to retain the data management plan and provide it to the ARC upon request.

- https://research.uq.edu.au/research-support/research-management/establish-and-manage-your-project - plans for ARC grants must be provided to UQ R&I (about half a page)

What is a data management plan?

- A plan describing how [research] data will be managed, preserved and shared with others (e.g. researchers, institutions, the broader public) as appropriate (NIH Data Management and Sharing Policy 2019)

- ARC/NHMRC – Code for the Responsible Conduct of Research
  - Management of Data and Information in Research (a Guide..)
  - Guide outlines the key elements that should be addressed in a DMP

RDM Tools and Support @ UQ Library

- UQRDM ([rdm.uq.edu.au](rdm.uq.edu.au))
  - stores all your research data in line with funder requirements
  - Fill in the form and download a **data management plan**
  - Instructions on Library website
- Library website – Manage Research Data
- Checklist – Data Management Plan
- Library Training
  - Best Practice in Research Data Management (via Staff Development/Workday)
  - UQRDM for researchers (create a DMP)
  - Managing Sensitive Data
  - Publishing your datasets with UQRDM

Contact
data@library.uq.edu.au

IN25 – Research Office Useful Information

RO Discovery Indigenous Webpage (for dates, templates, resources)

- https://www.uq.edu.au/research/research-support/research-management/funding-schemes/australian-research-council-arc/arc-discovery-indigenous

RO Team

- ARC-Discovery@research.uq.edu.au

UQ Liaison Librarians

- https://web.library.uq.edu.au/library-services/liaison-librarians

RO Library of Successful Grants

- http://www.uq.edu.au/research/forms/render.php?form=grants-library/request

Faculty and Institute Contacts https://research.uq.edu.au/research-support/research-management/faculty-and-institute-research-managers

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QAAFI – Vanessa Stott
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SMI – Tash Winters
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Work with your mentors and seek peer review.

The Research Office wishes you the best of luck!