



ARC DISCOVERY PROJECTS

FREQUENTLY ASKED QUESTIONS

GAMS

1. My GAMS User ID and password appear to be incorrect. What do I do?

User IDs and passwords are case sensitive, so check that your capitalisation is correct. If you continue to experience problems, contact the ARC and they will reissue a password for you. For password and logon difficulties, please email gamsids@arc.gov.au for assistance.

2. My User ID and password are both correct, but I am having trouble getting into GAMS. Why is this?

During times of heavy usage (for example, in the period leading up to the deadline for Proposals) it can be difficult to log into GAMS. We ask that you exercise patience and try to log in again at a time when there are likely to be fewer users. You should also check for information on GAMS compatibility with various combinations of hardware and browser software. For example, GAMS is not always compatible with MAC computers/software. For details on minimum system requirements, and other information about using GAMS, go to: http://www.arc.gov.au/applicants/gams/gams_default.htm.

3. I need to change my Organisation in My Personal Details, but the system won't allow me to do so. How can I change this?

Either ask your Research Office to send a request to the ARC for this to be changed or email the ARC at gamsids@arc.gov.au.

Investigator Roles, Eligibility and Organisations

4. How do I calculate the total number of DP proposals/projects on which I am a CI?

Include all DP projects that you currently hold which will continue in 2009 as well as those which will commence in 2009 (i.e. the one/s for which you are submitting an application), excluding projects which were scheduled to be completed in December 2008 but will have carryover funds in 2009. For example, if you are a sole CI on a 3-year project that commenced in 2007, you are ineligible to apply as a sole CI for a DP09 proposal (see subsection 6.6.1.2). You may, however, apply if the project will involve another CI/Fellow.

5. I am currently involved in a DP project with another researcher, who recently had his role changed from CI to PI as a result of a change in employment. I wish to apply as a sole CI for a DP09 project. Am I able to do so?

No, as this would mean that you are sole CI on more than one DP project (see subsection 6.6.1.2b). If you wish to be sole CI on the DP09 proposal, you will need to arrange for another CI to be added to the earlier DP project. This request for a post-award variation will have to be approved by the ARC **before 7 March 2008** or the DP09 proposal will be declared ineligible.

6. I am a PI on 4 current projects and will be included as a PI on a Proposal in the current round. Is it sufficient that I relinquish my role on one of the existing projects only if this Proposal is successful?

No. You are already at the limit of the number of projects with which you can be involved. You will need to withdraw from one of the projects before submitting the Proposal in the current round. As is the case with Question 5, this request for a post-award variation will have to be approved by the ARC before 7 March 2008.

7. I hold an emeritus position at a university. Am I eligible to apply as a CI?

An emeritus position counts as an Adjunct Appointment (see Section 3 of the Funding Rules for a definition of Adjunct Appointment). You are, therefore, eligible to apply as a CI, provided that you do not contravene 8.3.2.b of the Funding Rules.

8. How do I complete the Application Form if, apart from my current place of employment, I hold an Adjunct Appointment and am eligible to apply as a CI?

In Part A3.1 insert the name of your Current Organisation (i.e. current place of employment) and select your role as CI. This role will auto-populate B8.2. In Part B8.2, list the organisation where you hold or will hold an Adjunct Appointment and select your affiliation in the drop-down box. Once you have completed B8.2, A3.2 will auto-populate. The 'Relevant Organisation for this Proposal Organisation' in A3.2 will be the same as the 'Organisation' in B8.2.

9. I hold a position at an Eligible Organisation, but will not be resident in Australia for much of the duration of the project. Am I still eligible to be a CI?

No. Subsection 8.3.3 of the Funding Rules states that a CI "must reside predominantly in Australia for the full term of her/his participation in the project". In this instance you may be able to apply as a PI.

10. What is the difference between 'Current Organisation' (A3.1 and A3.2) and 'Relevant Organisation for this Proposal' (A3.2)?

'Current Organisation' is the place where you are currently employed. If you choose PI as your role in the DP proposal, 'Current Organisation' will be the same as 'Relevant Organisation for this Proposal'. This will also be the case if you are an employee at an Eligible Organisation (e.g. an Australian university) and choose CI as your role. If, however, you are not employed by an Eligible Organisation, but hold an Adjunct Appointment at an Eligible Organisation and are therefore eligible to be a CI (as is the case in Question 8 above), the name of your 'Current Organisation' will be different to the 'Relevant Organisation for this Proposal'. This may also be the case for Fellowship candidates who are not currently employed by an Eligible Organisation.

Commonwealth-funded Research Centres

11. The Commonwealth-funded Research Centre with which I am associated is currently up for renewal. As a result, it is unclear whether I will continue to have an association beyond 31 December 2008. How do I answer B4.3? Do I need to include a letter from the Centre Director?

You should answer "yes" in question B4.3, and indicate 31 December 2008 as the cessation date. Include a letter from the Centre Director which indicates that the Centre is up for renewal in 2009.

12. I am a CI on a proposal and am associated with a Commonwealth-funded Research Centre that will not commence until late in 2009. Do I still need to provide a letter from the Centre Director?

You should provide a letter from your Centre Director providing the date that the Centre will commence and explaining the relationship between the proposed research and the research undertaken by the Centre.

13. I receive 100% of my salary from a Commonwealth-funded Research Centre outside the higher education sector and hold an adjunct position at a university department. Can I apply as a CI for a *Discovery Projects* proposal with other researchers from my university?

No, you are not eligible to be a CI. Researchers cannot derive more than 50% of their Earnings from organisations outside the higher education sector that are funded predominantly from State/Territory or Commonwealth Government sources if the Government funding for their organisation is provided mainly for research activities.

Fellowships

14. If a 5-year project includes a request for an APD, is it possible for the APD candidate to commence work in the second or third year of the project?

No. The APD must commence in the first year of project funding.

15. Even though I was awarded my PhD before 6 March 2005, I wish to apply for an APD, as I have experienced a number of career interruptions. Is it sufficient to note these in Part B10.5 of the Proposal?

No. You must also seek an eligibility exemption ruling from the ARC.

16. If my Fellowship application is unsuccessful, can the proposal still be funded?

This depends upon how you answer B9.8. The application form provides you with three options:

- Remain as a Chief Investigator or Partner Investigator on the project. However you must meet the eligibility criteria for a CI or PI on a project.
- Be removed as a named Investigator so that a salary may be funded from the project. However, you should be mindful of the specific limits on the number of Proposals and funded projects you may be involved with. If there are no other CIs on the Proposal you cannot choose this option.
- Seek no further support for the project (no funding can be made). You must choose this option if you are the only investigator on this Proposal and you are not eligible to be a CI.

By choosing the third option project funding cannot be made if your request for a fellowship is unsuccessful.

17. I hold a continuing research-only position at professorial level. Can I apply for an APF?

Researchers who already hold a continuing research only position at a professorial level are not eligible to apply for an APF as they are already undertaking full-time research. If a researcher holds a continuing position at professorial level they may apply for an APF 50% salary option, but not the 100% salary option.

18. I have previously held an APF at 100% salary option and would like to apply for a subsequent APF at the 100% salary option. Is this possible?

You are not eligible for this option as you have already been awarded an APF at 100% salary option. You may apply for a subsequent APF, but only at the 50% salary option.

19. Is an APD who is requesting the 100% salary option allowed to supervise PhD students as part of their full-time research?

An APD may undertake teaching, research supervision or academic duties, but only where it enhances rather than detracts from their full-time research. Fellows other than those awarded the 50:50 salary option may not accept additional appointments or remuneration without the prior agreement of the administering organisation and the approval of the Minister.

Submission Requirements

20. I am worried that the graphs and diagrams will not be clear after my proposal has been scanned.

Due to low resolution scanning of PDFs, the reproduction of fine graphics may not be optimal. In addition, all colour diagrams and graphs are reproduced in black and white. It is, therefore, highly recommended that caution be exercised in the decision to include figures, illustrations or finely detailed graphics.

21. I am having trouble sticking to the page limit stipulated in Parts C, D and E. Is it okay to use 10 point font size?

No. The Funding Rules clearly state that, with the exception of Part E8 References, an appropriate 12 point font size should be used. Subsection 10.4.2.1 of the Funding Rules outlines font types that may be used. Failure to comply with the required format may result in the Proposal not being recommended for approval.

22. I hold a number of ARC grants, but am unsure for which ones I need to provide a statement in Part D2.

You must provide statements for any projects that have a DP, LP or FF prefix and which received funding in 2007. You do not need to provide statements for projects funded as part

of other schemes, such as *Linkage International (LX)* or *Linkage Infrastructure, Equipment and Facilities (LIEF)*.

23. If I tick B9.8(b), do I need to include a Research Associate salary in Part C1 Budget Details?

No. If you tick B9.8(b), you should indicate in Part C2 your request for funding for a Research Associate level position if the Fellowship is not awarded. The salary should not be included in Part C1, as this would constitute a request for double funding.

24. My Proposal has requested salary support for a Research Assistant. What kind of increments should I include in Part C1?

For personnel being funded within the project, such as Research Associates and Research Assistants, do not include CAF (Cost Adjustment Factor) indexation, as all project payments are automatically indexed by the ARC at the time of payment for each year of the project. However, do include incremental steps (such as salary/performance increments) as well as anticipated enterprise bargaining increases that are routinely applied within your organisation. See page 24 of this document for details about salary-related on-costs that should also be included.

25. I have a current project that was approved for funding, but commencement was delayed. As a result, there has been little progress to report. Do I still need to provide a Progress Report as per D2 of the Application Form?

If there has been progress of any sort, then you must provide a report at D2. Progress and Final Reports for ARC-funded projects and fellowships are important elements in ensuring accountability and good management of public funding for research. Reports also assist in drawing our attention, and the attention of the Research Office staff, to concerns and problems that researchers face.

26. Can I make changes/alterations to my Proposal once it has been submitted?

No. Proposals may be withdrawn but additions, deletions and modifications will not be accepted after submission, unless invited by the ARC.

27. My project is in the area of medical and dental research. Can I apply for funding to the ARC?

The ARC does not support Medical and Dental Research. However, in some instances, it may not be clear to the Administering Organisation whether or not a Proposal would fall within this area of research. In these cases an Eligibility Ruling Request may be submitted to the ARC. (DP Funding rules for 2009 section 9.4.2 and 10.1).