

ARC DECRA (DE20) STATEMENT BY THE ADMINISTERING ORGANISATION

IMPORTANT DEADLINES

ARC Opens:	15 October 2018
Statement due to Research Office:	6 February 2019
UON deadline for Final Application*:	5 pm 27 February 2019
ARC deadline for Final Submission:	5 pm 6 March 2019

HAVE A QUESTION?

E: Research-Applications@newcastle.edu.au

T: 02 492 17733

W: [UON DECRA webpage](#)

* **Please note:** The UON deadline for final application requires provision of final, submission-ready proposals submitted via RMS and all required documentation including a fully signed Application Coversheet submitted to Research Grants. We will be unable to provide applicants who do not meet this deadline with any further advice on their application once this date has passed.

Step 1

Gather Relevant Information

Download Grant Guidelines, Instructions to Applicants and other relevant documents from [GrantConnect](#). You will need to sign in or create a User Registration account in [GrantConnect](#) to access all relevant documentation.

Step 2

Draft your Statement

Work with your School, Faculty and PRC (if applicable) to write your Statement by the Administering Organisation (see Faculty contacts at the end of the document). You must use the template provided. Start this process early as there are often significant delays for this step! Refer to 'Essential Elements' over the page for key information to include.

Step 3

Faculty Review

Send your Statement by the Administering Organisation (3 A4 pages max) to your Faculty contact for review. **Note:** some Faculties may have their own internal deadline.

Step 4

Submit Statement by the Administering Organisation to Research Grants Office – due 6 February 2019

Your final Statement, ready for DVCRI signature, must be provided to the Research Grants Office by your Faculty PVC or ADR (or their office representative) indicating it has been reviewed and is fully supported. The Research Grants Office will not accept Statements forwarded directly by applicants. The Research Grants Office will obtain signature by the DVCRI on your behalf.

Step 5

Insert your Statement into RMS – due 27 February 2019

Your signed Statement will be returned to you as a PDF (before 20 February 2019) for you to upload into your application in RMS prior to the UON Deadline for Final Application.

Essential elements to include in your Administering Organisation Statement

1. **Important! Your Statement should be an individualised response to the requirements outlined in the Grant Guidelines and the Instructions to Applicants.**
2. Check section **C5** of the *Discovery Program Grant Guidelines* for the Selection Criteria and Targeted Priority Areas that should be incorporated in your statement, particularly:

C5.1 Proposals will be assessed and ranked using the following selection criteria:

 - a. **DECRA Candidate 40%**
 - Research opportunity and performance evidence (ROPE); and
 - Time and capacity to undertake the proposed research.
 - b. **Project Quality and Innovation 35%**
 - Does the research address a significant problem?
 - Is the conceptual/theoretical framework innovative and original?
 - What is the potential for the research to contribute to the Australian Government's Strategic Research Priorities?
 - Will the aims, concepts, methods and results of the research advance knowledge?
 - c. **Feasibility 10%**
 - Do the Project's design, participants and requested budget create confidence in the timely and successful completion of the Project?
 - Is there an existing, or developing, supportive and high quality environment for this Candidate, their Project and for Higher Degree by Research students where appropriate?
 - Are the necessary facilities available to complete the Project?
 - d. **Benefit 15%**
 - Will the completed Project produce significant new knowledge and/or innovative economic, commercial, environmental, social and/or cultural benefit to the Australian and international community?
 - To what extent will the DECRA Candidate build collaborations across research organisations and/or industry and/or with other disciplines both within Australia and internationally?
 - Will the proposed research be cost-effective and value for money?
3. Check section C6.1 of the *Grant Guidelines* for critical aspects which should be incorporated in your statement:
 - a. indicates that this area is a core or emerging research strength and describes the level of resources to be provided to support the successful DECRA candidate (for example, project costs, PhD students, or salary top-up);
 - b. details opportunities for the DECRA Candidate to demonstrate the level of independence required to be competitive for research and/or research and teaching pathways at the Administering Organisation during and after the Project; and
 - c. is signed by the Deputy Vice-Chancellor (Research & Innovation) or equivalent.
4. Additionally, there is an expectation that every application will be supported with appropriate Faculty/School/Centre contributions. Please include all School/Faculty/PRC contributions and other support (i.e., internal schemes/initiatives). All University commitments listed in the application other than those outlined above will require approval from a person authorised to commit the funds (e.g. DVCRI, HoS, Centre Director).

5. The Statement by Administering Organisation and/or responses to the selection criteria on **Institutional Support/Research Environment/Strategic Alignment** should be developed to reflect the specific project and should include items such as:
 - a. Strategic directions of the Faculty's research and how the proposal complements this direction;
 - b. The existing and or emerging research strengths of the University, generally at the School/Faculty level, particularly within the area in which the research proposal is situated;
 - c. If an applicant is aligned with a field of research (FoR) that performed strongly in the most recent Excellence in Research Australia (ERA) assessment, this should also be highlighted as an aspect of research environment. If you do not know if you contributed to ERA, email rps@newcastle.edu.au and ask them to provide you with this information;
 - d. A statement about the applicant's immediate research environment/research group highlighting research colleagues, mentors within the University and external collaborators of the research group.

6. Additionally, applicants can promote the research environment by detailing relevant items as follows:
 - a. The provision of major equipment;
 - b. Access to databases and other infrastructure that support the research (e.g. a mass spectrometer or access to the Hunter Cohort);
 - c. Availability of support services such as workshops, library facilities, the Animal Services Unit etc, where appropriate;
 - d. If a research proposal is aligned with a PRC and/or the Newcastle Institute for Energy and Resources (NIER)/Hunter Medical Research Institute (HMRI), then applicants should also detail the advantage brought about by affiliations with these centres and institutes, in particular opportunities for rapid translations of their research outcomes;
 - e. Applicants should also consider highlighting the people resources around them, especially colleagues within the same/similar research fields.

Faculty Contacts

Faculty

Business and Law

Contact

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