IMPORTANT DEADLINES

ARC Opens: 16 October 2019
Statement due to Research Office: 5 February 2020
UON deadline for Final Application*: 5 pm 5 March 2020
ARC deadline for Final Submission: 5 pm 12 March 2020

* 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.

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.

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.

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.

Submit Statement by the Administering Organisation to Research Grants Office – due 5 February 2020
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.

Insert your Statement into RMS
Your signed Statement will be returned to you as a PDF 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 50%**
      - Research opportunity and performance evidence (ROPE); and
      - Capability of candidate to build collaborations nationally and internationally.

   b. **Project Quality and Innovation 25%**
      - Does the research address a significant problem?
      - Is the conceptual/theoretical framework innovative and original?
      - Are the hypothesis, theory and research questions explained clearly?
      - Are the project design and implementation plan cohesive?
      - Will the research enhance international collaboration?

   c. **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 capacity in the Australian Government’s National Science and Research or other priorities?

   d. **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?
      - Is the research cost-effective and provide value for money?

3. Check section C6.1 of the Grant Guidelines for critical aspects which should be incorporated in your statement:

   a. indicates whether 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. If relevant, 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. 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.

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**Faculty Contacts**

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<tr>
<th>Faculty</th>
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<tr>
<td>Business and Law</td>
<td>Patrick Filmer-Sankey&lt;br&gt;E: <a href="mailto:Patrick.Filmer-Sankey@newcastle.edu.au">Patrick.Filmer-Sankey@newcastle.edu.au</a>&lt;br&gt;T: (02) 4921 7865</td>
</tr>
<tr>
<td>Education and Arts</td>
<td>Catherine Oddie&lt;br&gt;E: <a href="mailto:Catherine.Oddie@newcastle.edu.au">Catherine.Oddie@newcastle.edu.au</a>&lt;br&gt;T: (02) 4921 7929</td>
</tr>
<tr>
<td>Engineering and Built Environment</td>
<td>Jo Midwinter&lt;br&gt;E: <a href="mailto:Jo.Midwinter@newcastle.edu.au">Jo.Midwinter@newcastle.edu.au</a>&lt;br&gt;T: (02) 4921 2051</td>
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<tr>
<td>Health and Medicine</td>
<td>Shirley Savy&lt;br&gt;E: <a href="mailto:Shirley.Savy@newcastle.edu.au">Shirley.Savy@newcastle.edu.au</a>&lt;br&gt;T: (02) 4921 5603</td>
</tr>
<tr>
<td>Science</td>
<td>Katrina King&lt;br&gt;E: <a href="mailto:FSCI-Research@newcastle.edu.au">FSCI-Research@newcastle.edu.au</a>&lt;br&gt;T: (02) 4033 9332</td>
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