**ARC DECRA (DE22)**

**STATEMENT BY THE ADMINISTERING ORGANISATION**

### IMPORTANT DEADLINES

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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>ARC Opens</td>
<td>16 September 2020</td>
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<tr>
<td>Statement due to Research Office</td>
<td>9 am 21 October 2020</td>
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<tr>
<td>UON deadline for Final Application*</td>
<td>9 am 18 November 2020</td>
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<tr>
<td>ARC deadline for Final Submission</td>
<td>25 November 2020</td>
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* 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 by 9am to research-applications@newcastle.edu.au. We are unable to provide applicants who do not meet this deadline with any further advice on their application once this date has passed and are unable to guarantee institutional approval can be obtained and the application submitted prior to the ARC deadline.

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Gather relevant information

Download the 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 documentation.

Draft your Statement

Work with your School, Faculty and PRC (if applicable) Manager to write your Statement (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’ on the next page for key information to include.

Faculty Review

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

Submit Statement to the Research Office – due by 9 am 21 October 2020

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

Insert your Statement into Application (RMS)

Your signed Statement will be returned to you as a PDF for you to upload into your application in RMS prior to our UON Deadline for Final Application.
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. **Investigator/Capability (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?

   If the project involves Aboriginal and Torres Strait Islander research describe:
   - the strategies for enabling collaboration with Australian Aboriginal and Torres Strait Islander communities where appropriate (for example, dialogue/collaboration with an Indigenous cultural mentor); and
   - any existing or developing, supportive and high-quality research communities.

3. Check section C6.1 of the Grant Guidelines for critical aspects which should be incorporated into 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. Refer to the Essential Instructions for the Research & Innovation Division (central) standard support package and include all School/Faculty/PRC/other contributions and support (i.e., internal schemes/initiatives). All University commitments listed in the application require approval from a person authorised to commit the funds (e.g. DVCRI/HOS/Centre Director). Evidence of approval from the authorised delegate must be provided to the Research Office by the internal deadline for contributions that do not align with the standard central support package or require approval from delegates other than HOS/ADR (provided via the coversheet).

5. The Statement 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 require assistance in identifying your contribution to ERA, log a request in serviceUON by selecting the ‘Strategy Planning and Performance’, ‘Request Services’, ‘Custom Request’, ‘Data Analysis or Service – Custom Request with the ‘Short Description’ of ERA contribution for ARC DECRA Fellowship application;
   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);
      a. Availability of support services such as workshops, library facilities, the Animal Services Unit etc, where appropriate;
      b. 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;
   c. Applicants should also consider highlighting the people resources around them, especially colleagues within the same/similar research fields.
   d. The UON Engagement and Impact Toolkit is another useful resource to assist in the development of the Statement by Admin Org.
### Faculty Contacts

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<th>Faculty</th>
<th>Contact</th>
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