

ARC Discovery Projects (DP25) Expressions of Interest Frequently Asked Questions

Important notes

1. Participant details, including employment and career interruptions cannot be changed between the EOI, full application and announcement of successful applications.
2. **All information entered in RMS must be accurate at the time of EOI submission** and evidence provided to the Research Grants office to support if requested.
3. Certification from other Eligible Organisations (Australian Universities) is not required at the EOI.
4. If an EOI is successful, Certification from all participating organisations must be provided to the Research Grants office before submission of the full application is approved.
5. Any changes in employment between submission of the EOI and the announcement of full application outcomes can be managed through a variation at post-award.

CI Eligibility—Employment

Question: Is an investigator eligible to be listed as a CI if they will not be employed for at least 0.2 FTE on 1 January 2025 (grant commencement date) at the time of EOI submission?

ARC Instruction:

1. Section 4.14 of the DP25 EOI Guidelines require CIs to meet:
 - *at least one of the following criteria as at the grant commencement date, and, if successful, for the project activity period:*
 - *be an employee for at least 0.2 FTE at an Eligible Organisation; or*
 - *be a holder of an honorary academic appointment (as defined in the Glossary) at an Eligible Organisation*
2. Question B9 of the current Instructions to Applicants (ITAs) includes:
 - *all applications submitted to the ARC must be certified by the Deputy Vice-Chancellor (Research) (DVCR), their delegate, or equivalent, in the Administering Organisation.*

The DVCR certification is part of the application submission in RMS.

Research Grants advice:

3. As part of the application form in RMS:
 - all participants must certify the accuracy of the details provided in the application when submitting to Research Grants in RMS.
 - the University delegate must certify the application at final submission to the ARC in RMS.
4. All participants should ensure that their employment details, within their RMS profile, are current and correct as at Tuesday 27 February 2024, noting eligibility is assessed as of 1 January 2025 .

5. At the time of submission (27/2/24) **participants who do not hold a contract for at least 0.2 FTE employment (or honorary appointments) on 1 January 2025 are not eligible to be listed as a CI.**
If you do not have an existing contract but have assured employment beyond 1 January 2025, please contact research-applications@newcastle.edu.au for advice.
6. Participants who are unable to provide employment evidence may be:
 - listed as a Partner Investigator; or
 - included in the budget as a named Research Associate to receive a salary from the grant noting that they aren't eligible to be a CI or PI in this scenario at the time of application; or
 - added as a CI in a post-award variation if they become eligible, and are not funded by the grant.
7. **We strongly recommend all lead CIs seek confirmation of eligibility from all participants when preparing their EOI.**
8. **If a grant is successful, all participating organisations must sign a collaboration agreement before the project can commence.**

Career Interruptions

Question: Do I need to provide the Research Grants office with evidence of my career interruptions?

ARC instruction:

- *All periods of career interruption must be significant and not overlapping, occur after the conferral of a participant's PhD, or equivalent, and be certified by the DVCR, or equivalent (6.3 FAQs).*
- *The Administering Organisation needs to keep evidence. The type of evidence is up to the DVCR as they will need to certify that the information is correct in the application (6.7 FAQs).*

Research Grants office advice:

- Applicants are responsible for ensuring all listed career interruptions meet requirements listed at B9 of the ITAs.
- If an EOI is successful, the Research Grants office may request evidence of career interruptions before submission of the full application to the ARC.

Coversheets

Question: The EOI does not include a budget, do I need to include University of Newcastle contributions on the coversheet at the EOI stage?

Research Grants office advice:

- You must submit a completed and signed coversheet to the Research Grants office before the internal deadline. This applies to applications being led by UON and those led by other universities on which you are participating.
- You do not need to complete sections of the coversheet related to budget or UON contributions at the EOI stage.

Request not to Assess:

Question: When should I submit a Request not to Assess (RNTA)?

ARC Instruction:

- ***RNTA should be submitted to the Research Grants office in RMS by Friday 9 February 2024.***
- *An accepted RNTA for an EOI application will be used for any subsequent full application (8.12 Guidelines)*
- *Only one request containing the names of up to three individual assessors may be submitted per EOI application (8.17 Guidelines)*

Helpful links

- ARC Webinars
 - [How to pitch an EOI](#)
 - [Info Session on the two-stage process](#)
- University of Newcastle Webinar - [Research Advantage Resource Hub](#).
- [The Research Performance, Excellence & Impact](#) SharePoint page has information to assist you to answer the ROPE questions.