

ARC FUTURE FELLOWSHIP (FT19) GUIDE TO STATEMENT BY ADMINISTERING ORGANISATION



IMPORTANT DEADLINES

ARC Opens:	15 October 2018
Statement due to Research Office:	21 November 2018
UON deadline for Final Application*:	5 pm 12 December 2018
ARC deadline for Final Submission:	5 pm 19 December 2018 (as University shutdown commences)

HAVE A QUESTION?

E: Research-Applications@newcastle.edu.au
T: 02 492 17733
W: [UON Future Fellowship 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 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 all relevant documentation.

Step 2

Draft your Statement

Work with your Faculty Research & Research Training Officer (R&RTO) 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' over the page for key information to include.

Step 3

Faculty Review

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

Step 4

Submit Statement to the Research Grants Office – due 21 November 2018

Your final Statement, ready for Deputy Vice Chancellor (Research and Innovation) (DVCRI) signature, must be provided to Research Grants by your Faculty PVC or Assistant Dean (Research) [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. Research Grants will obtain signature by the DVCRI on your behalf.

Step 5

Insert your Statement into RMS – due 19 December 2018

Your signed Statement will be returned to you as a PDF (before 5 December 2018) for you to upload into your application in RMS prior to our 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 B5 of the *Discovery Program Grant Guidelines* for the Selection Criteria and Targeted Priority Areas that should be incorporated in your statement, particularly:
B5.1 Proposals will be assessed and ranked using the following selection criteria:

- a. **Future Fellow Candidate 40%**
 - Future Fellowship Level 1
 - Research opportunity and performance evidence (ROPE)
 - Capacity and leadership to undertake the proposed research
 - Record of high quality Research Outputs appropriate to the discipline/s
 - Evidence of research training, mentoring and supervision
 - Evidence of national research standing.
 - Future Fellowship Level 2
 - As per Level 1, plus:
 - Evidence of emerging international research standing
 - Future Fellowship Level 3
 - As per Level 1, plus:
 - Evidence of international research standing
 - Evidence of excellence in research training, mentoring and supervision
 - Evidence of contribution to national and/or international public policy debates and initiatives
 - b. **Project Quality and Innovation 35%**
 - Does the research address a significant problem?
 - Is the conceptual/theoretical framework innovative and original?
 - Will the aims, concepts, methods and results advance knowledge?
 - Are the design and methods appropriate?
 - Will the proposed research maximise economic, environmental, social, and/or cultural benefit to Australia?
 - What is the potential for the research to contribute to the Science and Research Priorities?
 - Will the proposed Project involve interdisciplinary research?
 - Will the proposed Project push the boundaries of research?
 - Will the proposed Project open up new research opportunities?
 - Is there a contribution to public policy formulation and debate?
 - c. **Feasibility and Strategic Alignment 10%**
 - To what extent does the Future Fellowship Candidate align with and/or complement the core or developing research strengths and staffing profile of the Administering Organisation?
 - Are the necessary facilities available to conduct the proposed research?
 - What resources will be provided by the Administering Organisation to support the Future Fellowship Candidate during her/his Future Fellowship?
 - At the end of the Future Fellowship what capacity exists at the Administering Organisation to transition the Candidate to a continuing position?
 - d. **Benefit and Collaboration 15%**
 - How will the Future Fellowship Candidate build collaborations across research organisations and/or industry and/or with other disciplines both within Australia and internationally?
 - How will Host Organisations be utilised in the proposed Project?
 - 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?
 - Will the proposed research be cost-effective and value for money?
3. Check section **B6.1** of the **Grant Guidelines** for critical aspects which should be incorporated in your statement:
- outlines the area of core or emerging areas of research strength and describes the level of resources to be provided to support the successful candidate (for example, include project costs, PhD students, or salary top-up);
 - outlines plans to retain the successful Future Fellow in a continuing position, subject to appropriate performance during the Fellowship;
 - where the Future Fellowship candidate is an existing employee of the Administering Organisation, describe how the salary that was previously provided by the Administering Organisation will be used; and

- a. is signed by the Deputy Vice-Chancellor (Research), Chief Executive Officer or equivalent.
4. Additionally, there is an expectation 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 require approval from a person authorised to commit the funds (e.g. DVCRI/HoS/Centre Director).
 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;
 - 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	Contact
Business and Law	Patrick Filmer-Sankey E: Patrick.Filmer-Sankey@newcastle.edu.au T: (02) 4921 7865
Education and Arts	Catherine Oddie E: Catherine.Oddie@newcastle.edu.au T: (02) 4921 7929
Engineering and Built Environment	Jo Midwinter E: Jo.Midwinter@newcastle.edu.au T: (02) 4921 2051
Health and Medicine	Shirley Savy E: Shirley.Savy@newcastle.edu.au T: (02) 4921 5603
Science	Katrina King E: FSCI-Research@newcastle.edu.au T: (02) 4033 9332

