**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 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’ on the next 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 30 October 2019
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 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 B5 and B6 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. **Investigator/Capability 50%**
      - **Future Fellowship Level 1**
        - Research opportunity and performance evidence (ROPE)
        - Evidence of research training, mentoring and supervision
        - Evidence of leadership capability and national research standing
        - Capability of the candidate to build collaborations across research organisation, industry and other disciplines both within Australia and internationally.
      - **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 experience in initiating and managing large research projects
          - Evidence of excellence in research training, mentoring and supervision

   b. **Project Quality and Innovation 25%**
      Describe the:
      - contribution to an important gap in knowledge or significant problem;
      - novelty/originality and innovation of the proposed research (including any new methods, technologies, theories or ideas that will be developed);
      - clarity of the hypothesis, theories and research questions;
      - cohesiveness of the project design and implementation plan (including the appropriateness of the aim, conceptual framework, method, data and/or analyses); and
      - extent to which the research has the potential to enhance international collaboration.

   c. **Benefit 15%**
      Describe the potential benefits including the:
      - new or advanced knowledge resulting from outcomes of the research;
      - economic, commercial, environmental, social and/or cultural benefits for Australia and international communities; and
      - potential contribution to capacity in the Australian Government’s National Science and Research Priorities and other priorities identified by government.

   d. **Feasibility and Strategic Alignment 10%**
      Describe the:
      - cost effectiveness of the research and its value for money;
      - extent to which the Future Fellowship candidate aligns with and/or complements the core or developing research strengths and staffing profile of Your organisation;
      - availability of the necessary facilities to conduct the research;
      - resources You will provide to support the Future Fellowship candidate during her/his Future Fellowship; and
      - capacity within Your organisation to transition the candidate at the end of the Future Fellowship to a continuing position.
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 B6.1 of the Grant Guidelines for critical aspects which should be incorporated in your statement:
   a) outlines the area of core or emerging areas of research strength and describes the level of resources to be provided to support the candidate (for example, include project costs, PhD students, or salary top-up);
   b) outlines plans to retain the successful Future Fellow in a continuing position, subject to appropriate performance during the Fellowship;
   c) describes how the salary that was previously provided by You to the candidate will be used where the Future Fellowship candidate is Your existing employee; and
   d) is signed by the Deputy Vice-Chancellor (Research) or equivalent.

4. 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.

7. The UON Engagement and Impact Toolkit is another useful resource to assist in the development of the Statement by Admin Org.
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<tr>
<th>Faculty</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Business and Law</td>
<td>Patrick Filmer-Sankey</td>
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<tr>
<td></td>
<td>E: <a href="mailto:Patrick.Filmer-Sankey@newcastle.edu.au">Patrick.Filmer-Sankey@newcastle.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>T: (02) 4921 7865</td>
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<tr>
<td>Education and Arts</td>
<td>Catherine Oddie</td>
</tr>
<tr>
<td></td>
<td>E: <a href="mailto:Catherine.Oddie@newcastle.edu.au">Catherine.Oddie@newcastle.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>T: (02) 4921 7929</td>
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<tr>
<td>Engineering and Built Environment</td>
<td>Jo Midwinter</td>
</tr>
<tr>
<td></td>
<td>E: <a href="mailto:Jo.Midwinter@newcastle.edu.au">Jo.Midwinter@newcastle.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>T: (02) 4921 2051</td>
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<tr>
<td>Health and Medicine</td>
<td>Shirley Savy</td>
</tr>
<tr>
<td></td>
<td>E: <a href="mailto:Shirley.Savy@newcastle.edu.au">Shirley.Savy@newcastle.edu.au</a></td>
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<tr>
<td></td>
<td>T: (02) 4921 5603</td>
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<tr>
<td>Science</td>
<td>Katrina King</td>
</tr>
<tr>
<td></td>
<td>E: <a href="mailto:FSCI-Research@newcastle.edu.au">FSCI-Research@newcastle.edu.au</a></td>
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<td>T: (02) 4033 9332</td>
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