

## ARC Discovery Seminar Notes and Helpful Tips

### GENERAL POINTS

- \* As the ARC panel members will likely not be from your specific field, applications should be written for the intelligent and interested non-specialist (e.g outside the usual academic discourse you would use for journals).
- \* Read other successful applications from outside of your area to get ideas on how to effectively tailor areas such as national benefit, budget justification, layout etc. The Research Office and your Divisional grant person have repositories of these applications available
- \* Write for the reader's convenience. Make it as easy as possible for a person who is reading many late in the evening. Bold is useful for example with subheadings or providing a skeleton of your main points (be careful not to 'shout'), and tables and bullet points may be effective also.

### SECTION A

#### A2 Proposal Title

- \* 20 words without acronyms, quotation marks or upper case characters
- \* Must be nice, clear and unpretentious. Need not include every aspect of project; just get out what it is about.
- \* Ask a layperson if they understand what you mean by it

#### A3 Participants

- \* ECR = PhD awarded in last 5 years (i.e. for the 2008 round must be on or after 6/3/2003)
- \* APD = PhD awarded in last 3 years (i.e for the 2008 round must be on or after 6/3/2005)
- \* Initial ARF/QEII = PhD awarded on or after 6/3/2000
- \* Subsequent ARF/QEII = PhD awarded on or after 6/3/1995

#### A4.1 Requested Support

- \* Fellowship applicants select both fellowship and research costs

#### A5.1 Summary of Project (100 words)

- \* As well as being the first thing that assessors will read, this section is also used to find readers for your proposal so it is very important.
- \* Set up topic and get your message across. Address in plain language, avoiding jargon, all of the areas asked for; AIMS, SIGNIFICANCE and EXPECTED OUTCOMES
- \* Often because of the word limit, you will not be able to give all of your aims, outcomes etc., so select the ones that have the broadest appeal to the widest audience.
- \* Understand the distinction between outputs and outcomes (outputs contain the outcomes i.e publication (output) which advances knowledge (outcome))

#### A5.2 Summary of National Benefit (100 words)

- \* As with 5.1 should be text not bullet points. This section appears on the ARC website, so you need to demonstrate how the research you are doing is relevant
- \* Reflect the DEST national research priority areas, if your project fits into one [http://www.dest.gov.au/sectors/research\\_sector/policies\\_issues\\_reviews/key\\_issues/national\\_research\\_priorities](http://www.dest.gov.au/sectors/research_sector/policies_issues_reviews/key_issues/national_research_priorities)
- \* What are the potential benefits of your research in the best possible case scenario? (not necessarily what you are certain to achieve, but what you will achieve if all goes well)
- \* Specifics go into the text of section E5. Here you want to address the broader national benefit, but it needs to speak to the later section E5, which will substantiate your claims here
- \* Advancing knowledge is a valid claim, so if that is what your outcome/benefit is, state it.

<b>A5.2 Summary of National Benefit (100 words) Continued.....</b>	<p>* Consider avoiding overused terms (e.g in humanities 'multicultural or 'understanding others'). Be as specific as possible</p> <p>* Think laterally. E.g. perhaps you can convert your benefit into a quantifiable value?</p>						
<b>A6.1 National Research Priorities</b>	<p>* Is the NRP you have selected feasible? It is best to select none rather than to squeeze into one which is unrealistic</p>						
<b>A6.2 Keywords</b>	<p>* Very important for finding readers. Use all 6 (4 specific and 2 reasonably generic).</p> <p>* You can use this section to strategically direct your application away from people you don't want to be assessed by</p> <p>* Be careful about cross/interdisciplinary projects. Unless you really work in 2 disciplines, keep this until section E text. Only use cross-disciplinary keywords if you are confident your application can be read and appreciated by all)</p> <p>* The order of priority for boxes in the application is as follows:</p> <table border="1" data-bbox="680 451 884 548"> <tr> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> </tr> </table>	1	2	3	4	5	6
1	2						
3	4						
5	6						
<b>A7.1 Other agencies</b>	<p>* If yes then say so</p>						
<b>A7.3 IP (100 words)</b>	<p>* Yes. Standard IP Clause available on MQ research office website, and provided in applicant kits which come from the research office to registered applicants</p>						
<b>A8 Students</b>	<p>* The vast majority will have some involvement of students, so this should no be empty. MQ gives all applicants one PhD scholarship. This should be included here.</p> <p>* Asking for realistic approximation of # of students involved/enrolled as a result of the project.</p> <p>* Include even if supervising in the area. Research training is important to the ARC.</p>						
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<b>A9 Certification</b>	<p>* DVC only to sign. Researchers sign coversheet and pro forma</p>						
<b>SECTION B</b>							
<b>B9.5 Fellow Mobility</b>	<p>* Theoretically the ARC wants to encourage mobility. If you are not moving, you MUST explain in B10.6</p>						
<b>B9.6 APD funding split</b>	<p>* The University can pay for the 4<sup>th</sup> year of an APD, encouraging ECRs to get some teaching experience.</p> <p>* Research office recommend 4 year option, but you need to speak to your Division before selecting it to discuss whether they are able to fund it.</p>						
<b>B9.8 If Unsuccessful Fellow</b>	<p>* Unusual to select option A (implies you have a source of salary)</p> <p>* You can only select option B when there is another CI on the application</p>						
<b>B9.9 Eligibility Exemption</b>	<p>* ARC deadline for receipt of form for eligibility exemption request in 2008 is 18/1/2007 (RO deadline will be a week or so earlier – this must be submitted through them)</p> <p>* Exemptions allowed for fellows who did not work in research in the period of eligibility or where personal circumstances have been an issue (e.g. children)</p>						
<b>B10.1 Most Significant Contributions (1/2 page)</b>	<p>* Most significant related to THIS application/field. Chance to show how what you've done leads into this project, and also demonstrates your capacity to do this project</p> <p>* Be realistic and don't pad.</p>						

	<ul style="list-style-type: none"> <li>* A summary CV is not appropriate here. Rather than discussing publication numbers, use this section to provide a narrative of how and why what you have done is significant</li> </ul>
<b>B10.2 Significant Publications last 5 years</b>	<ul style="list-style-type: none"> <li>* Do not go outside period (in 2008 it includes 2003 onwards) . If something very relevant is from prior to this period, include in B10.5</li> <li>* ECRs can include all years</li> <li>* Asterisk all relevant to this project (again showing your ability to do the project)</li> <li>* Use the subheadings (in order) which are on the application form (Books, Book Chapters, Ref Journal Articles, Ref Conference Papers). If you have others you want to include, include them at the end after these sections.</li> </ul>
<b>B10.3 10 Career-Best Publications</b>	<ul style="list-style-type: none"> <li>* No limit, but stick to 1 page and make them relevant to this proposal</li> <li>* Include brief statement under each as to why each has been chosen ("represents expertise in xyz")</li> </ul>
<b>B10.4 Other Evidence of Contributions (1/2 page)</b>	<ul style="list-style-type: none"> <li>* Bullet points ok and effective in this section</li> <li>* As well as things listed as appropriate in form, includes things which relates to discipline/area of research in general (e.g. journal readers; conference org; ARC assessor)</li> <li>* If using quotes (here or elsewhere), don't just use ones saying "XYZ is great", use the ones which distinguish why</li> </ul>
<b>B10.5 Aspects relevant not detailed (1/2 page)</b>	<ul style="list-style-type: none"> <li>* Traditionally career interruption. If so, brief and not starting w/ negative</li> <li>* The only free text section where you decide what you'd like to discuss...so if anything which you think is relevant to assessment, include it (e.g. invitations that you were unable to accept)</li> <li>* Can include publications outside period of other section</li> </ul>
<b>B10.6 Fellowship Applicants (1 page)</b>	<ul style="list-style-type: none"> <li>* a) Be specific e.g PC, language or skills developed in honours/PhD which fit</li> <li>* b) Can include existing centres/staff; areas of excellence; tools (i.e. databases etc.); Other internal funds for expenses</li> <li>* Show that you compliment the environment, not just that you are doing something already done, and also that you have the capacity to manage the project</li> </ul>
<b>SECTION C</b>	
<b>Budget</b>	<ul style="list-style-type: none"> <li>* Research office will provide you with a calculation spreadsheet</li> <li>* Ask yourself, do you need X to successfully complete the project? Start with a wishlist and cut accordingly. Budget must reflect the the approach and methodology EXACTLY.</li> <li>* Some readers use the budget to get an indication of what the project is about (and also to get an indication of the scale of the project)</li> <li>* Familiarise with the restricted items in the funding rules (in 2008 page 16)</li> <li>* On costs for personnel 28 %</li> <li>* Senior research associates are problematic, as they may be seen as a fellow by another name.</li> </ul>

<b>Budget continued.....</b>	<ul style="list-style-type: none"> <li>* Teaching relief needs to show what will be achieved in the period which otherwise wouldn't. Be specific. Mention if possible that HoD has approved teaching relief. Phrases such as "for completion of the project in the time specified"</li> <li>* Equipment: Ensure not claiming for things ARC expects Universities to fund (basic facilities or publication costs)</li> <li>* Travel per diems (subsistence) based on ATO 2006/43 and relevant salary/location <a href="http://law.ato.gov.au/atolaw/view.htm?docid=TXD/TD200643/NAT/ATO/00001">http://law.ato.gov.au/atolaw/view.htm?docid=TXD/TD200643/NAT/ATO/00001</a></li> </ul>
<b>C2 Budget Justification</b>	<ul style="list-style-type: none"> <li>* NOW 3 pages allowed. Use same headings as in the budget page.</li> <li>* Why is what you are asking for essential (must appear elsewhere in methodology also)</li> <li>* Costing – Where has it come from</li> <li>* Details for personnel should not just be their tasks (that is for section E7) it should outline why you have selected the level you have and specifics on the reason for amount of time you have asked for.</li> </ul>
<b>C3 Non ARC Contributions (1pg)</b>	<ul style="list-style-type: none"> <li>* One A4 page.</li> <li>* Investigator salary (time equiv. see RO calculation tool spreadsheet); Technical staff in Dept; Equipment;</li> <li>* Software and computer maintenance; Uni contribution towards PhD costs; Divisional Contribution (travel etc.)</li> </ul>
<b>SECTION E (10 pages)</b>	
	Use fonts for emphasis (italic, bold); and charts/tables/diagrams for breaking up text
<b>E2 Aims and Background</b>	<ul style="list-style-type: none"> <li>* Aims directly related to 100 word summary</li> <li>* Explain clearly what intend to do and why it is essential/important</li> <li>* Are aims Logical? Well defined? Reasonable? Achievable/not implausible?</li> <li>* Background should flow on from the aims. Map field of scholarship - demonstrating thorough understanding of state of knowledge</li> <li>* Is it clear where gaps in scholarship are, and how project fills them</li> </ul>
<b>E3 Significance and Innovation (30%)</b>	<ul style="list-style-type: none"> <li>* Significance - Does background provided justify the next step (this project)</li> <li>* Demonstrate how and why the work is important/advances knowledge in the field</li> <li>* Innovation - Interdisciplinary approaches?/Methods?/Innovative themes?/New sources information?</li> <li>* Is there a point to the innovation? (i.e. overcoming previous problems/issues in field)</li> </ul>
<b>E4 Approach and Methodology (20%)</b>	<ul style="list-style-type: none"> <li>* Can be more theoretical/discipline specific</li> <li>* Set out steps of project clearly. Clear and logical research timetable</li> <li>* Explain conceptual/theoretical approaches and resources needed</li> <li>* Recognise limitations and difficulties and how they may be circumvented</li> <li>* Needs to be a tight relationship with budget items/justification and aims</li> </ul>
<b>E5 National Benefit (10%)</b>	<ul style="list-style-type: none"> <li>* Advancement of knowledge nationally/internationally/How ideas are changed as a result of project</li> <li>* Theoretical/interpretive shifts/Development of new methodologies</li> <li>* Community outreach/industry take up/diffusion of research</li> <li>* Important groundwork for future research in your/other fields</li> </ul>
<b>E6 Communication of Results</b>	<ul style="list-style-type: none"> <li>* Where published? Conferences? Media? Teaching outcomes?</li> </ul>