

Cayuse NOI for ARC Future Fellowships 2027 (FT27)

Quick Guide

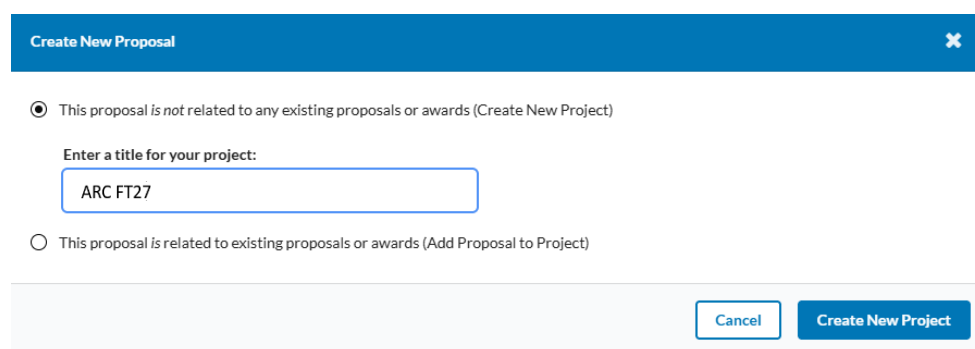
This guide provides instructions specific to the **ARC Future Fellowships 2027 (FT27)** round.

****External Applicants:** Please refer to the **External Applicants** section below.

For general guidance on completing a Notice of Intent (NOI) see the University Knowledge Base article: [Cayuse - Complete the Notice of Intent NOI](#).

Creating your FT27 NOI:

1. Open [Cayuse](#)
2. Click the **+ Start New Proposal** in the top right corner of the screen.
3. Select **"This proposal is not related to any existing proposal or awards (Create New Project)"**.
4. Enter your project title. If you have not yet finalized the title of your project, enter: **ARC FT27**
 - a. **Note:** Select **"This Proposal is not related to any existing proposals or awards (Create New Project)"** even if you are submitting a reapplication.



5. Click 'Create Project'.

Completing the NOI

Once the project is created, complete the fields below.

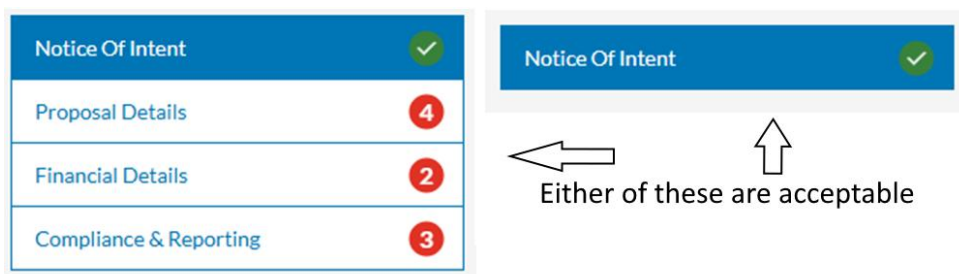
Where text is shown in bold it can be copied and pasted directly into the corresponding Cayuse field.

<u>Section</u>	<u>Enter/Select</u>
Select type of funding opportunity	Research grants (ARC, NHMRC, MRFF)
Project title	Your project title or ARC FT27 (This will be updated to your title on RMS after submission.)
Funder	AUSTRALIAN RESEARCH COUNCIL (ARC)
Funding Scheme	Future Fellowships
Round	Click + Add Round and enter NOV , select NOV - 2026
Administering department	In most cases this will be the same as the Lead CI's Internal Association. Select the department responsible for conducting the research , not the Faculty. For example, a researcher from Maths & Stats should select: "School of Mathematics and Statistics (D)" – rather than "Faculty of Science – Admin"

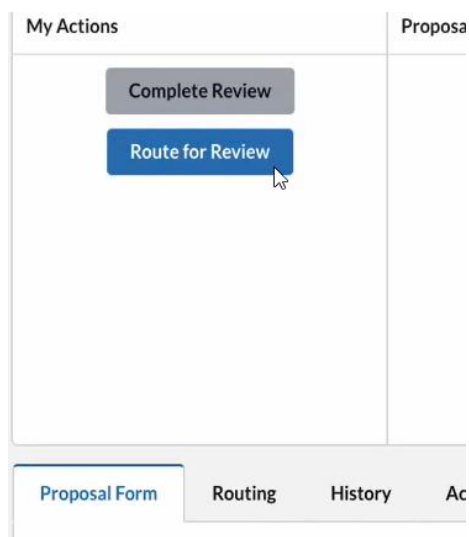
Submitting the NOI

1. Once all required NOI fields have been completed, scroll to the top of the page.
2. Check that a **green tick** appears beside **Notice of Intent** in the navigation panel.

If additional sections are visible, they do **not** need to be completed at this stage.



3. Change the project status on top right corner to **Under Review** using the status drop-down menu.



4. If prompted for a comment, enter your name and click **Save**.

What Happens Next?

Once your NOI is marked **Under Review**, it will be visible to the MRE team. The Lead UoM CI listed in the application will receive FT27 communications from MRE via the email address associated with their Cayuse account.

Troubleshooting:

No Green tick?

If a green tick does not appear beside the **NOI**, one or more mandatory fields may be incomplete.

Required fields are marked with a red asterisk (*). Review the NOI and ensure all required fields have been completed.

External Applicants

All FT27 applicants must submit a **Cayuse NOI**.

Individuals who do not have a UoM staff or Graduate Researcher account will require a **Cayuse Guest Account** to access Cayuse.

Guest account requests must be submitted via the [Cayuse Guest Account Form](#) by either:

- the Head of Department (HoD) of the administering unit; or
- a member of the administering Faculty Research Office.

Please contact your intended Faculty Research Office for assistance:

Faculty of Architecture, Building and Planning (ABP)	abp-research@unimelb.edu.au
Faculty of Arts (ARTS)	jeanette.wrench@unimelb.edu.au
Faculty of Business and Economics (FBE)	fbe-research@unimelb.edu.au
Faculty of Education (FoE)	foe-research@unimelb.edu.au
Faculty of Engineering and Information Technology (FEIT)	FEIT-research@unimelb.edu.au
Faculty of Fine Arts and Music (FFAM)	fineartsmusic-research@unimelb.edu.au
Melbourne Law School (MLS)	law-research@unimelb.edu.au
Faculty of Medicine, Dentistry and Health Sciences (MDHS)	mdhs-grants@unimelb.edu.au
Faculty of Science (FoS)	science-research@unimelb.edu.au