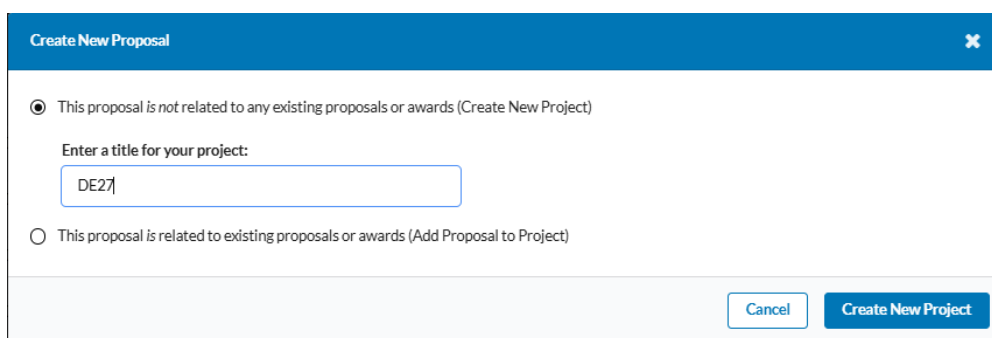


Cayuse EOI for ARC DE27: Quick Guide

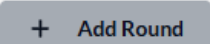
Discovery Early Career Researcher Award (DECRA) 2027 DE27

Guidance provided here is specific to the ARC Discovery Project Expression of Interest 2027 round. For more general guidance see the [Cayuse - Complete the Notice of Intent NOI](#) on the University's Knowledge Base.

1. Open Cayuse – [Linked here](#)
2. Click the  button, located 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 do not yet know the title of your project, feel free to enter the following:
ARC DE27
 - a. **Note: Select the first option; “This Proposal is not related to any existing proposals or awards (Create New Project)” for your DE27, even if you are reapplying.**



5. Click ‘Create Project’.
6. Once you have created the record the following sections can be filled out. Where text is **Bolded** you can copy and paste exactly this into the relevant Cayuse text box.

Section	Enter/Select
Select type of funding opportunity	Research grants (ARC, NHMRC, MRFF)
Project title	Your project title or DE27 (This will be updated to your title on RMS after submission.)
Funder	Australian Research Council (ARC)
Funding Scheme	Discovery Early Career Researcher Award (DECRA)
Round	Click  and enter MAR , select MAR - 2026
Administering department	In most cases this will match the Lead CI's Internal Association. <u><i>This is the department completing the work, NOT the 'admin' department of the faculty.</i></u> i.e. If a CI is from Maths & Stats, they would select: “School of Mathematics and Statistics (D)” - Not “Faculty of Science – Admin”

7. Your application should now be ready to update status. if you scroll back to the top there should be a green tick next to ‘notice of intent’ on the left of your screen.

If other sections are visible, they do not need to be completed at the EOI stage.

Diagram illustrating the acceptable status of sections at the EOI stage. The left panel shows a list of sections: 'Notice Of Intent' (checked), 'Proposal Details' (4), 'Financial Details' (2), and 'Compliance & Reporting' (3). The right panel shows only 'Notice Of Intent' (checked). Arrows point from the text 'Either of these are acceptable' to both panels.

8. You can now scroll to the top of your page and change the status to 'Under review' using the drop-down menu.

Diagram illustrating the 'My Actions' panel. The panel contains two buttons: 'Complete Review' and 'Route for Review'. The 'Route for Review' button is highlighted with a mouse cursor. Below the panel are tabs for 'Proposal Form', 'Routing', 'History', and 'Ac'.

9. If prompted for a comment, enter your name and click 'Save'.
Your application status should now be 'Under Review'.

No further steps are necessary at this time. Once your Cayuse application is under review it will be visible to the RIC team responsible for that sponsor and scheme. The Lead UOM CI in your application will be included in RIC's ARC communication for this round, using the email attached to your Cayuse account.

TROUBLESHOOTING:

- **No Green tick.** If you don't have a green tick next to 'Notice of Intent', one of the compulsory sections is likely not complete.
These sections are marked with a red asterisk*. Review these sections and ensure that none are blank.