



# Australian Government

## Australian Research Council

### Early Career Industry Fellowships Instructions to Applicants for funding commencing in 2024

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## 1. Introduction

The Early Career Industry Fellowships (IE24) Instructions to Applicants (hereafter referred to as the Instructions) provides information to participants on how to complete and apply electronically in the Research Management System (RMS). The Instructions provide explanatory information to assist with the preparation of the application.

**Note:** It is important, and an expectation of the ARC, that the candidate will work closely with the Key Industry Partner and Other Industry Partners in the drafting of the application, which includes the National Interest Test statement.

## 2. Additional information - before completing the application form

In addition to the Instructions, applicants should familiarise themselves with associated documentation including:

Document name	Location
Grant Guidelines	<a href="#">GrantConnect</a>
Draft Grant Agreement	<a href="#">GrantConnect</a>
National Interest Test	<a href="#">'How do I write a National Interest Test statement'</a>
Important Dates	Grants Calendar and <a href="#">Important Dates for ARC Grant Application Process</a> on the ARC website
RMS User Management Guide and Submitting an Application in RMS Guide	RMS user guides are available on the <a href="#">ARC website</a>

### 2.1 Research Office – Further Application Assistance/Guidance

The Research Office of the Administering Organisation should be contacted in the first instance to assist with queries on how to complete an application form.

### 2.2 Eligibility

The Administering Organisation is responsible for confirming that all eligibility requirements for the candidate have been met.

**Important:** The ability to submit a valid application form to the ARC does not mean that the candidate has met all eligibility requirements.

### 2.3 Application Certification

The application form must be certified and submitted online through RMS by an authorised officer of the Administering Organisation. The authorised officer must have the role of 'Research Office Delegate' in RMS. Only the Administering Organisation can certify and submit applications.

Certification for:

- the named candidate is included within the application form at Question E11.
- the delegate via an additional Deputy Vice Chancellor, Research (DVCR)/Pro Vice-Chancellor (Research) or equivalent certification clause in RMS prior to submission (delegate certification).

- Key Industry Partner and Other Partner Organisations is provided using a certification proforma and uploaded at Question G3 for each organisation— see [Appendix A](#) for the proforma template or [GrantConnect](#).

## 2.4 PDF Application

All questions, except where identified, will render to the PDF generated from the RMS application form. The PDF is provided to assessors who are assigned to the application. All information relevant to the application must be contained within the application.

Ensure that your PDF text is readable both online and in print (it is recommended that 12pt font is used), this includes ensuring readability of text within figures and tables (it is recommended that 10pt font is used).

The PDF should:

- Only use webpage addresses/URLs and hyperlinks in limited circumstances such as where research outputs are only available online. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the application.
- Applicants should only include information which is pertinent to the research and note that colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white and should both be necessary and appropriate.
- Additional text uploaded as a PDF may appear slightly reduced in size due to the RMS formatting of the attachments to include page numbers. Additional text uploaded in the PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- Applicants should avoid using advanced PDF editing functionality such as the addition of textboxes, as this may not be supported in RMS. Applicants should carefully check that any changes made to a PDF document appear correctly in the application PDF in RMS.
- The ARC reserves the right to seek an original electronic copy of documents uploaded into the application if required.

## 2.5 Career Interruptions

In-depth details of the applicant's career interruptions are not required within the application form, instead applicants should provide the total FTE of research time, taking interruptions into account in the relevant section/s of the application form.

Types of career interruptions include but are not limited to:

- Caring and parental responsibilities
- Disaster management and recovery
- Limited or no access to facilities and resources—such as through workplace interruptions
- Medical condition/disability/misadventure
- Non-research employment
- Unemployment
- Community obligations including Aboriginal and/or Torres Strait Islander cultural practices and protocols

## 2.6 Preprints

Preprints or comparable resources can be included in any part of an application.

If preprints or comparable resources are cited, these should be explicitly identified in the reference list by including [PREPRINT OR COMPARABLE] after the reference. The reference

should include a DOI (digital object identifier), URL or equivalent, version number and/or date of access, as applicable. This indication is only required in the reference list and not in the project description itself.

Recognising that preprints or comparable resource citation can be a crucial part of research discourse, the suitability and relevance of citations and research outputs are best considered by the assessors and panels in determining the quality and novelty of the proposed research.

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*A preprint or comparable resource is a scholarly output that is uploaded by the authors to a recognised publicly accessible archive, repository, or preprint service (such as, but not limited to, arXiv, bioRxiv, medRxiv, ChemRxiv, Peer J Preprints, Zenodo, GitHub, PsyArXiv and publicly available university or government repositories etc.). This will include a range of materials that have been subjected to varying degrees of peer review from none to light and full review. Ideally, a preprint or comparable resource should have a unique identifier or a DOI.*

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Inclusion of preprints or comparable resources within the body of the application should comply with standard disciplinary practices for the relevant field.

### 3. Creating a new application in RMS

To create a new application, login to RMS select Early Career Industry Fellowships 2024 round 1 from the drop-down list and click on 'Create Draft Application'.

There are 7 Parts (A-G) in the IE24 application form. Questions that are mandatory will be indicated in the instructional text. All parts must be valid before the application can be submitted. A form part that is not valid will appear red, valid will appear green.

**RMS does not autosave your application. It is important to periodically save all changes. The 'Save' button is located at the top of the page next to the Adobe PDF file icon.**

**Note:** In many cases, further help text is provided within the form to assist in completing questions. To access this information, click on the  icon.

## Part A – Administrative Summary

**All questions in this form part must be answered.**

### **A1** Application Title

Provide a short title (up to 75 characters, approximately 10 words).

The Application Title should be an accurate reflection of the research and will be visible to assessors.

- **Avoid** the use of acronyms and quotation marks.
- **Do not** use all upper-case characters.
- The **Application Title** may be modified and used for public release.

### **A2** Person Participant Summary

Select 'Early Career Industry Fellowship' as the 'Participation Type' and enter the candidate's email address, then click on 'Add'. Once the candidate has been added to the form, a form part will be generated for the candidate. If the candidate did not create the application, the candidate will receive an automated email and will be required to accept the invitation.

### **A3 Organisation Participant Summary**

Add all organisations participating in this application. The following as per the Industry Fellowships Program Grant Guidelines (Variation No. 1, 2022 edition) (hereafter referred to as the grant guidelines) can be added to the application noting that the application must:

Add one Administering Organisation:	The Administering Organisation is responsible for the administration of the grant if approved for funding. The Administering Organisation is an Eligible Organisation as listed in the grant guidelines.  <b>Note:</b> Clause 4.1 of the grant guidelines incorrectly states that Appendix A lists the Eligible Organisations. The Eligible Organisations are listed in Appendix B.
Add one Key Industry Partner organisation:	The Key Industry Partner is an organisation other than an Eligible Organisation and must be one of the following as per the grant guidelines: an organisation with an Australian Company Number (ACN) or an Australian government entity (Commonwealth, State/ Territory or Local) or an Australian not-for-profit/ charity registered on the Australian Government’s Australian Charities and Not-for-profits Commission Charity Register.
Optional to add Other Industry Partner(s)	An Other Industry Partner organisation as per the grant guidelines means an Australian (other than an Eligible Organisation) or international organisation that provide Industry Fellows with additional or complementary support, facilities and/or networking opportunities.

**RMS Tip:** Make sure ‘Add’ is selected prior to saving the application as information will be lost if the organisation is not added first and then click save.

### **A4 Application Summary**

Write a summary of the project in up to 750 characters (approximately 100 words). Specifically state what problem will be solved. This text is provided to the Minister when considering the application for funding and may be modified by the ARC for public release. The summary will also be used, along with the National Interest Test statement to give the public an understanding of the research. Examples of Summaries for funded projects can be found on the [ARC website](#).

The Application Summary should follow this format and:

- Use plain English.
- Do not use first person language. Use ‘The project aims to...’ rather than ‘I aim to’ ‘We aim to’ or ‘They aim to’ in the summary.
- Avoid the use of quotation marks and acronyms.
- Do not use all upper-case characters in the text or dot points.

	<b>Example</b>
<b>Aims</b>	<b>This project aims to <i>address/investigate/review ...; by utilising/advancing/conceptualising ...</i></b>

<b>Significance</b>	<b>This project expects to</b> <i>generate new knowledge in the area of ... using an innovative approach/ using interdisciplinary approaches/ utilising new techniques ...</i>
<b>Expected outcomes</b>	<b>Expected outcomes of this project</b> <i>include.../enhanced capacity to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques...</i>
<b>Benefits</b>	<b>This should provide significant benefits</b> , such as ...  When describing benefits ensure that the description is consistent with the <a href="#">ARC Medical Research Policy</a> , and specific to the research being proposed.

#### **A5 National Interest Test Statement**

Write the description of national interest addressing the three considerations, simply, clearly and in plain English, as a single cohesive statement directed towards a member of the public up to 1,500 characters (up to 200 words).

*What must the NIT address?*

The considerations are:

1. What is the project about and what research gap is it addressing for Australia?
2. How could the research benefit Australians (economically, socially, environmentally, commercially, or culturally)?
3. How might you promote your research outcomes beyond academia to maximise understanding, translation, use, and adoption of the research in the future?

Note: The NIT statement is read in its entirety and the answers to the questions above can be across various sentences within the statement.

NIT statements will be certified by the DVCR of the Administering Organisation as addressing the above 3 considerations. The DVCR must also consider whether the statement is written in plain English and for the audience – the general public.

The DVCR’s certification is final, and the ARC will not review or make requests for changes to a NIT. The NIT will be provided to assessors as an input to their assessment of the application. The ARC will include the NIT with other elements of an application recommended for funding for final consideration by the Minister.

For more information see the [ARC Website](#) including examples of well written NITs.

### **Part B – Classifications and Other Statistical Information**

**All questions in this part of the form must be answered.**

#### **B1 Australian Government Priority areas**

Does this application align with an announced Australian Government policy?

- If you select ‘Yes’, you may identify one or more announced Australian (Commonwealth) Government policies that your application aligns with. List each separately by clicking 'Add answer' to add the next Australian Government policy. Please provide the full name of the current Australian Government policy and, if known, the year of announcement of this policy.

- If your application does not align with an announced Australian Government policy, please select 'No'.

### **B2 ANZSIC Codes**

Select 1 Australian and New Zealand Standard Industrial Classification code (ANZSIC code) at the 3-digit level that best represents the proposed research. Visit the [ARC website](#) for the full list of ANZSIC 2006 codes.

### **B3 Field of Research (FoR-2020)**

Select up to 3 Field of Research classification codes (FoR codes) at the 6-digit level that relate to the application. Note that the percentages must total 100.

The FoR classification defines research according to [disciplines](#). The FoR codes selected should reflect the nature of the research in this application, particularly if it is interdisciplinary. The choice of FoR codes and their proportions will assist in assigning appropriate assessors to the application and should be as accurate as possible.

**Note:** The ARC recommends that 'XXXX99' (not elsewhere classified) codes be used only as a last resort and when there is no other appropriate code within the classification.

- Enter the percentage for each FoR code.
- Prioritise the FoR codes from highest to lowest percentage – note RMS does not automatically sort by highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).

**Note:** The highest percentage can only be entered for one FoR code (for example, 50 cannot be entered for 2 FoR codes).

### **B4 Socio-Economic Objective (SEO-2020)**

Select up to 3 Socio-Economic Objective classification codes (SEO codes) at the 6-digit level that relate to the application. Note that the percentages must total 100.

The SEO classification indicates the sectors that are most likely to benefit from the project if funded.

If the code is known, start entering the SEO-2020 code number. A filtered list will appear, once the SEO code is chosen, click on the 'Add' button.

- Enter a percentage for each SEO code.
- Prioritise the SEO codes from highest to lowest percentage – note RMS does not automatically sort from highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number; do not use the percentage sign (%).

**Note:** The highest percentage can only be entered for one SEO code (for example, 50 cannot be entered for 2 SEO codes).

### **B5 Does the proposed research involve international collaboration?**

If 'Yes', 2 additional questions (B6 and B7) will be enabled, if 'No' these will be greyed out.

**B6** What is the nature of the proposed international collaboration activities?

Select all options which will apply to this application if it is funded.

**B7** If the proposed research involves international collaboration, please specify the country/ies involved.

Commence typing in the search box and select from the drop-down list the name of the country/ies of collaborators who will be involved in the proposed project.

Note that Australia is not to be listed and is not available to be selected from the drop-down list.

**B8** How many PhD, Masters and Honours positions will be filled as a result of this project?

For reporting purposes, the ARC is capturing the number of Research Students that would be involved if the proposed project is funded.

Enter the number of all student places (full-time equivalent - FTE) that will be filled as a result of this project, not just those requested as part of the one-line budget project costs in the application form.

Indicate the number of:

- Research Student Places (FTE) – PhD
- Research Student Places (FTE) – Masters
- Research Student Places (FTE) – Honours

**Part C – Project Eligibility**

All questions in this part of the form must be answered.

**C1** Medical Research

Does this application contain content which requires a statement to demonstrate that the proposed research complies with the eligible research requirements set out in the [ARC Medical Research Policy](#) located on the ARC website? If 'Yes' is selected Question C2 will be activated.

The [ARC Medical Research Policy](#) provides descriptions of both eligible and ineligible research areas. Additional information can also be found on the ARC website including [ARC Medical Research Policy Frequently Asked Questions](#) and [ARC Medical Research Policy Eligibility Examples](#).

**C2** Medical Research Statement

In up to 750 characters (approximately 100 words), justify why this application complies with the eligible research requirements set out in the [ARC Medical Research Policy](#) located on the ARC website. Eligibility will be based solely on the information contained in this application. This is your only chance to provide justification as the ARC will not seek further clarification.

- Be clear as to the main aim of the application, which may include well identified, big picture and long-term intent beyond the scope of the application.
- Address why areas of research which may appear to be medical are required, for example, to provide proof-of-concept, demonstrate a platform technology and are many years from medical application.
- Avoid simply quoting the policy in your response and provide sufficient detail for the ARC to properly understand the intent and limits of the research aims.



## Part D – Assessment Criteria

All questions in this part of the form must be answered.

**D1** Upload your response to the assessment criteria in no more than 5 A4 pages.

Upload your response to the assessment criteria in no more than 5 A4 pages and in the required format listed below.

The PDF should use the use the headings below and in this order:

- PROJECT TITLE
- PROJECT AIMS AND BACKGROUND
- CRITERION 1: IMPACT
- CRITERION 2: COMMITMENT AND ALIGNMENT
- CRITERION 3: CANDIDATE CAPABILITY
- CRITERION 4: RESEARCH QUALITY AND INNOVATION
- REFERENCES (IF REQUIRED)
- ACKNOWLEDGEMENTS (IF REQUIRED)

Applicants should ensure that information provided under these headings addresses the assessment criteria as detailed in the grant guidelines, noting the weighting of the criteria.

### PROJECT TITLE

This title may differ from that shown in Question A1 of the application form and may exceed 10 words.

### PROJECT AIMS AND BACKGROUND

- Briefly outline the aims and provide the background of this application.
- Include information about national and international progress in this field of research and its relationship to this application.
- Refer only to research outputs that are accessible to the national and international research communities.

### CRITERION 1: IMPACT

- The significance of the industry challenge or opportunity being addressed in the research project and its relevance to industry partners;
- The potential for short-, medium- or long-term outcomes, translation, adoption and/or commercialisation beyond Fellowship completion; and
- The appropriateness, completeness and effectiveness of proposed pathways to impact, and related activities to support research translation, adoption and/or commercialisation, including IP management.

### CRITERION 2: COMMITMENT AND ALIGNMENT

- Demonstration of the mutual benefit to the Fellow and Key Industry Partner including potential to lead to longer-term collaboration;
- Strength of engagement between the Fellow and the Key Industry Partner, including previous projects (where applicable), and interactions to date on the proposed project; and
- The extent to which all parties demonstrate a commitment to the success of the project and to expanding a collaborative relationship.

### **CRITERION 3: CANDIDATE CAPABILITY**

- The extent to which the candidate's skills and experience, relative to opportunity, are aligned to the project;
- The candidate's demonstrated capability to undertake research projects in collaboration with industry and/or other research end-user groups; and
- The appropriateness and effectiveness of the proposed career development plans for the Fellow, including to enhance their research translation and/or commercialisation skills.

### **CRITERION 4: RESEARCH QUALITY AND INNOVATION**

- The clarity and novelty of the aim and conceptual framework and the innovativeness of the research method(s) to the industry challenge or opportunity;
- The novelty of the research in the context of previous research in the area;
- The clear presence of the Key Industry Partner in the design, method and delivery of the research; and
- The feasibility of the research in terms of the project's design, participants, requested duration, required resources/facilities, risk management and appropriateness of the budget.

If the project involves Aboriginal and/or Torres Strait Islander research, additional criteria include:

- The project's level of collaboration, engagement, relationship building and benefit sharing with Aboriginal and Torres Strait Islander Peoples, and First Nations Organisations and Communities;
- The project's strategy and mechanisms for Indigenous research capacity building within the project;
- The project's adherence to the [Australian Indigenous Data Sovereignty Principles](#); and
- The project's understanding of, and proposed strategies to adhere to, the [AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research](#) and NHMRC's guidelines on [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities](#).

### **REFERENCES (if required)**

- Include a list of all references, including relevant references to the previous work of the participants.
- If preprints or comparable resources are cited, these should be explicitly identified in the reference list by including [PREPRINT OR COMPARABLE] after the reference. The reference should include a DOI, URL or equivalent, version number where available and/or date of access, as applicable. This indication is only required in the reference list and not in the project description itself.

### **ACKNOWLEDGEMENTS (if required)**

- Acknowledge any significant contributions to this application in terms of ideas and authorship by persons not already named in this application.
- Note that this heading does not need to be included in your response to the assessment criteria Project Description if it is not required.

## Part E – Participant Details including ROPE

Ensure that your **RMS profile is up to date** as some personal details automatically populate into this Form Part.

All information contained in Part E is visible to the Administering Organisation on this application.

The candidate listed in Question A2 will have a copy of this section automatically generated. If the candidate has not created the draft application themselves, they will automatically receive an email directing them to accept or reject the invitation to participate on an application via RMS.

Some questions are automatically populated from the personal details in the candidate's RMS profile. If the information in the profile needs updating, it can be amended by logging into RMS and updating the candidate's 'Person Profile' details.

### **E1** Personal Details

(This question must be answered)

Questions in Personal Details can only be answered by the candidate. The Administering Organisation will not be able to edit the Material Personal Interest information on behalf of the candidate.

To update the 'Personal Details' section, click on the 'Manage Personal Details' link in Part F of the form. This will open a new browser tab where you can update the relevant information. Refresh the page once you return to the form to ensure information is updated.

**Note:** The date of birth, country of birth, citizenship, material personal interests and Indigenous status sections will not be visible in the PDF version of this form provided to assessors, but may be shared with other Commonwealth Entities.

All information contained in Part E is visible to the Administering Organisation on this application.

### **The following data is automatically populated from the candidate's RMS profile into the application form:**

Title, First Name, Middle Name, Second Name, Family, Date of Birth, Country of Birth, Citizenship, Australian Permanent Resident, Australian Temporary Resident, Indigenous Status and Material Personal Interest questions as follows:

- Are you currently receiving any financial support (cash or in-kind) for research related activities from a country other than Australia?
- Are you currently, or have you previously been, associated or affiliated with a talent recruitment program from a country other than Australia?
- Are you currently associated or affiliated with a government, intelligence organisation, government owned enterprise, military, or police organisation in a country other than Australia?
- Have you identified and disclosed any conflicts of interests in accordance with your Institution's conflict of interest policies and procedures?
- Has the candidate acknowledged the collection of personal information by the ARC?

The statement in the Personal Profile reads:

- By ticking the box, I acknowledge that personal information collected in my profile, including country of birth, date of birth, foreign relationships and conflict of interest declarations will be visible to staff who have administrative roles at both my administering organisation, and the administering organisation of any applications that I am named on; and the ARC may disclose this information to other government agencies for the purposes of grant administration and legislative compliance.
- If this box is not ticked and the statement acknowledged, you will not be able to be a named participant on an ARC grant application.

**Note:** These questions and the corresponding answers will not appear in the PDF version of this form.

## **E2** Current country of residence

(This question must be answered)

Enter the candidate's current country of residence. To choose the country first start typing the name into the text box and the list of countries will appear in the drop-down list. Click on the appropriate country name and then click 'Add'.

**Note:** If the candidate is not an Australian citizen, they must obtain a legal right to work and reside in Australia. This question and the corresponding answer will not appear in the PDF version of the form.

## **E3** Fields of Research (FoR-2020)

(This question must be answered)

This data is automatically populated from the candidate's RMS profile.

To update the Field of Research (FoR) codes, the candidate must amend their profile in RMS by clicking the 'Manage Expertise and Fields of Research' link in the application form. This will open a new browser tab. When returning to the form ensure to 'Refresh' the page to capture the changes made to the profile.

The candidate must have one or more (up to a maximum of 10) FoR codes in their profile to validate this question. The FoR codes in the candidate's profile must reflect that person's research expertise and may differ from the FoR codes listed for the application which is provided at Question B3. Information in this question is not used for the purpose of allocating peer reviewers to this application, it is to ensure your RMS profile is up to date.

**Note:** This question and the corresponding answer will not appear in the PDF version of the form.

## **E4** Expertise Text

(This question must be answered)

This data is automatically populated from the candidate's RMS profile (between 375 and 4000 characters, approximately 50 to 500 words).

To update the Expertise Text, the candidate must amend their profile in RMS by clicking the 'Manage Expertise and Fields of Research' link in the application form. This will open a new

browser tab. When returning to the form ensure you 'Refresh' the page to capture the changes made to your profile.

**Note:** This question and the corresponding answer will not appear in the PDF version of the form. It is to ensure your RMS profile is up to date.

**E5 Eligibility – Does the Early Career Industry Fellowship candidate hold a Higher Degree by Research?**

(This question must be answered)

This is a 'Yes' or 'No' question.

If the candidate does not hold a Higher Degree by Research, select 'No' from the drop-down menu. Holding a Higher Degree by Research is an eligibility requirement for applying for an Early Career Industry Fellowship. If you select 'No', you will not be able to proceed with the submission of the application.

**E6 Qualifications**

(This question must be answered)

This data is automatically populated from the candidate's RMS profile and is not required to be duplicated in the CV at question E10.

To update any qualifications, the candidate must amend their profile in RMS by clicking the 'Manage Qualifications' link in the application form. This will open a new browser tab. When returning to the form ensure to 'Refresh' the page to capture the changes made to the candidate's profile.

**E7 In which sector is the candidate employed at more than 0.5 FTE at the time of the application's submission?**

(This question must be answered)

**Note:** This question is for reporting purposes only, the ARC is capturing the information on employment sector the candidate is employed in at the time of the application's submission.

The employment sector that can be selected from the drop-down menu are:

- University
- Industry
- Not-for-Profit
- Government
- Start-up
- Non-employed
- Other

**E8 Current and previous appointment(s)/position(s) – during the past 10 years**

(This question must be answered)

This data is automatically populated from the candidate's RMS profile and is not required to be duplicated in the CV at Question E10.

To update any details in this table, click on the 'Manage Employment Details' link in this question. This will open in a new browser tab. When returning to the form ensure to 'Refresh'

the page to capture changes made to the candidate's profile. Provide details of academic, research, professional and industry experience during the past 10 years. Specify start date and end date of each position (if known). Select an organisation for each position.

**Note:** 'During the past 10 years' is from 1 January 2013.

**E9 Research Opportunity and Performance Evidence (ROPE) – Career Interruptions**

(This question must be answered)

Read the [ROPE Statement](#) on the ARC website before filling out this section.

**Has the candidate experienced an interruption that has impacted on research opportunity?**

This is a 'Yes' or 'No' question.

If 'Yes', you will be required to add the periods of interruption by clicking 'Add Answer' and completing the following fields (**the fields listed below, and their corresponding answers will not appear in the PDF version of the form that is visible to assessors**):

- From when
- To when
- FTE of career interruption (enter a value up to 1)
- Interruption category

The interruption categories that can be selected from the drop-down menu are:

- Caring and parental responsibilities
- Disaster management and recovery
- Limited or no access to facilities and resources—such as through workplace interruptions
- Medical condition/disability/misadventure
- Non-research employment
- Unemployment
- Community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols
- Other

Add each period of interruption separately. Click 'Add answer' to include additional interruptions.

**Please ensure that interruption periods are not overlapping.**

RMS will automatically calculate the total career interruption in the field 'Total Period of Career Interruptions' and in the following format:

"Researcher [Participant Name] has reported a career interruption of [duration] since [Year of earliest interruption]."

**The 'Total Period of Career Interruptions' will be visible to assessors.**

Please see [Appendix B](#) of these Instructions for examples of different interruption scenarios.

**Note:** All applications submitted to the ARC must be certified by the Deputy Vice-Chancellor (Research) (DVCR) or their delegate or equivalent in the Administering Organisation. The DVCR does not need to provide any additional certification for this question.

### **E10 Upload a CV in no more than 2 A4 pages**

Provide a CV of no more than 2 A4 pages relevant to this application noting that it is not required to include qualifications or current and previous appointment(s) / positions(s) as this will be automatically populated from your RMS profile at Questions E6 and E8.

Candidates should include:

- No more than ten research, innovation, translation or commercialisation outputs, or outcomes most relevant to the project, for example publications, patents, policy documents, process changes, datasets, or copyrights.
- Activities they have undertaken to support research translation and impact (this may include actions to achieve translation and impact directly, or to build related skills in others).

A full list of publications or outputs is not required.

### **E11 Certification by the Candidate**

**Only the candidate named in this form part can provide a response to this question.**

This question replaces the participant certification previously required as part of certification documentation sourced and held by the Administering Organisation.

The application form will not validate if 'No' is selected.

The Candidate must review and confirm the accuracy of all information contained in this application, including information entered within your RMS profile to be eligible to participate on this application.

This question and the corresponding answer will not appear in the PDF version of this form.

By selecting 'Yes', the Candidate agrees to the following statements regarding their application:

I certify that:

- i) all the details in this application are accurate and complete, including information contained in my ARC Research Management System personal profile;
- ii) proper enquiries have been made and I am satisfied that I meet the eligibility criteria as specified in the grant guidelines;
- iii) as a participant listed on the application, I have responsibility for the authorship and intellectual content of this application, and have appropriately cited sources and acknowledged significant contributions, including third parties, where relevant;
- iv) I have complied with the grant guidelines, and the scheme specific Instructions to Applicants and if the application is successful, I agree to abide by the relevant Commonwealth grant agreement;
- v) I understand and agree that all statutory requirements must be met before the proposed research can commence;
- vi) I have notified the Administering Organisation of all material personal and financial interests and actual or perceived Conflicts of Interest I may have in relation to the application. I will notify the Administering Organisation of any personal material interests or Conflicts of Interest which arise after the submission of the application. I will update my personnel details in my ARC Research Management System profile ensuring that all conflicts

of interests and/or foreign funding, talent programs, affiliations/associations reported to the ARC are current;

vii) I will notify the Administering Organisation if there are any changes in my circumstances which may impact on my eligibility to participate in, or ability to perform, the project after the submission of this application; and

viii) To the best of my knowledge, the Industry Partner (Key Industry Partner and/or Other Industry Partner) involved in this application are solvent at the time of submission of this application.

**Important:** If the ARC considers that an application is incomplete, inaccurate or contains false or misleading information, the ARC may in its absolute discretion decide to recommend that the application not be approved for funding.

## Part F – Project Cost

### **F1**      **What is the proposed budget for the project?**

(This question must be answered)

#### **POINTS TO NOTE BEFORE COMMENCING TO ENTER IN THE BUDGET:**

- The Early Career Industry Fellow salary contribution is auto-populated on selection (2, 3 or 4 years) – the candidate needs to have been added at Question A2.
- One category is available ‘Project Costs’ to enter the total cost amount being requested in each year from the ARC and entered in the ARC column. **Do not enter in further detailed categories this is a one-line budget request for the total request of project funding.** Details of the project costs requested are to be provided in Question F2 (Details of non-salary funding requested from the ARC).
- If additional personnel costs are being requested from the ARC or are contributions from the administering organisation or industry partner, these should be included in project costs and included under relevant columns in Question F1. The Fellowship salary is the only item that is to be included under the ‘Personnel’ category. Do not enter other costs under the Personnel category.
- Grant funds can be used for expenditure that is a direct cost of the research proposed or training to build the Industry Fellowship candidate’s research commercialisation, translation and/or collaboration.
- Grant funds cannot be used for ineligible grant activities. Refer to the grant guidelines for more information.
- Ensure the Administering Organisation and any other organisation participating in this application has been added at Question A3 prior to entering information in the budget table.
- Cash or in-kind contributions from the Administering Organisation, the Key Industry Partner Organisation and Other Industry Partner Organisation(s) may also be included at Question F1 within the relevant columns. **Do not enter in further detailed categories.** Details of the contributions are described in Question F3 (Details of non-ARC contributions).
- Do not include GST in your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.



- Government related entities generally do not pay GST on the funding transaction with the ARC, however, non-government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.
- If your organisation is registered for GST and therefore able to claim input tax credits for the GST component in the cost of goods and services purchased while carrying out the project, then the GST component of these costs should not be included in the project costs.
- You must apply using the salary and stipend rates specified in the grant guidelines and RMS. Updated salary and stipend rates will be available on the ARC website.

**Note:** The ARC reserves the right to determine the level of funding allocated to a project. Do not build indexation into the amounts. Payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project. The ARC salary contribution includes 30% on-costs. On-costs that exceed 30% and other costs (such as costs associated with or incurred as a result of extended leave and severance pay) must be met by the Administering Organisation.

## **HOW TO ENTER INFORMATION INTO THE BUDGET TABLE:**

### **Participating organisations must be first added in Question A3**

All participating organisations must be added to the application in Question A3 ‘Organisation Participant Summary’ before filling out the budget. Columns for the different organisation types will be created within the budget.

### **Example budget screenshot:**

		Year 1	Year 2	Year 3	
Description	Australian Research Council	Cash	Cash	In-kind	
	Administering Organisation	In-kind	Cash	In-kind	
		Key Industry Partner		Other Industry Partner	
		Cash	In-kind	Cash	
		In-kind	Cash	In-kind	
Total		212,897	10,000	15,000	
Personnel		112,897		30,000	
Early Career				20,000	
Industry Fellowship)		112,897	0	0	
Project Costs		100,000	10,000	15,000	
Project Costs Example		100,000	10,000	15,000	
				30,000	
				20,000	
<b>Key Industry Partner</b>					
Organisation	Year 1	Year 2	Year 3		
	Cash	In-kind	Cash	In-kind	
Key Industry Partner Example		15,000	0	0	
Total		15,000	0	0	
Committed Total		15,000			
<b>Other Industry Partner</b>					
Organisation	Year 1	Year 2	Year 3		
	Cash	In-kind	Cash	In-kind	
Other Industry Partner Example 1		10,000	10,000	0	
Other Industry Partner Example 2		20,000	10,000	0	
Total		30,000	20,000	0	
Committed Total		30,000	20,000		

The above example budget screenshot shows:

- Year 1 has been selected and \$100,000 has been requested from the ARC for ‘Project Cost example’ under the ‘Project Cost’ category.

- The Administering Organisation will be providing \$10,000 of in-kind support for 'Project Cost example'
- The Key Industry Partner organisation contribution for 'Project Cost example' is \$15,000 cash
- The Combined Other Industry Partner organisation contribution for 'Project Cost example' will be \$30,000 cash and \$20,000 of in-kind support.

The above example budget screenshot also shows:

- The contribution from the Key Industry Partner organisation and each Other Industry Partner organisation (Other Industry Partner Example 1 and Other Industry Partner Example 2) and the 'Committed Total', which equals the combined Other Industry Partner organisation contribution.

### **SELECTING THE LEVEL OF FUNDING FOR THE FELLOWSHIPS SALARY CONTRIBUTION:**

**IMPORTANT:** The budget table automatically defaults to populate requested funding for the salary of the Early Career Industry Fellowship for 2 years. If more than 2 years is being requested, please ensure that this is selected so the budget is updated.

The Level descriptions available in the drop-down menu are:

- For a 1-year request select - Level 1 starting in year 1
- For a 2-year request select - Level 2 starting in year 1
- For a 3-year request select - Level 3 starting in year 1

### **HOW TO ENTER IN THE PROJECT COSTS:**

In the Australian Research Council column, enter in a one-line budget against the Project Cost category for each year. Select the plus sign against the category.

You will be asked to enter in a text description please only enter in:

- Costs.
- Enter in the total amount of funding being requested per year.
- Project costs may be requested up to a maximum of \$150,000 over the duration of the grant. There is no maximum yearly limit for the Project Costs.

### **HOW TO ENTER IN ADMINISTERING ORGANISATION CONTRIBUTIONS:**

The Administering Organisation must be added to the application at Question A3 'Organisation Participant Summary' before filling out budget contributions. Enter in the relevant year(s) that the Administering Organisation will be providing. Additional detailed information is not required in the budget table. Enter the total contributions against each budget category.

**Important:** RMS only performs limited validation checks of budget compliance with the grant guidelines. It is the Administering Organisation's responsibility to ensure that the budget requirements are met before submission to the ARC.

### **HOW TO ENTER IN KEY INDUSTRY PARTNER CONTRIBUTIONS:**

- Enter in the amount of contributions in the relevant years that the Key Industry Partner Organisation will be providing against each budget line.
- A separate summary table titled 'Key Industry Partner' will be populated underneath the budget table. The Key Industry Partner Organisation's name will be listed within that table.

- Enter the total amount that a Key Industry Partner Organisation is contributing against that Organisation’s name in each year(s). The total amounts entered in the summary table must match the total amount showing in the ‘Key Industry Organisation’ columns for each year.
- Ensure that the total contributions provided match the totals provided for each organisation at Question G3 (Key Industry Partner/Other Industry Partner Organisation certification).

### **HOW TO ENTER IN OTHER INDUSTRY PARTNER(S) CONTRIBUTION:**

- Enter in the amount of contributions in the relevant years that the Other Industry Partner Organisation(s) will be providing against each budget line. This is the total amount being contributed for all Other Key Industry Partner Organisation(s).
- To enter each organisations contributions a separate summary table titled ‘Other Industry Partner’ will be populated underneath the budget table. Each Other Industry Partner Organisation’s name will be listed within that table.
- Enter the amount each Other Industry Partner Organisation will be contributing to the relevant year(s) against that organisation’s name. The amounts entered against all Other Industry Partner organisations must match the total amount showing in the ‘Other Industry Partner Organisation’ column for each year in the main budget table.
- Ensure that the total contributions provided match the totals provided for each organisation at Question G3 (Key Industry Partner/Other Industry Partner Organisation certification).

**Important:** If the total amount in the ‘Other Industry Partner Organisation’ summary table does not match the total amount in the ‘Other Industry Partner Organisation’ column for each year of the primary table, the Administering Organisation will see a budget validation error. This error must be resolved before any other validation errors. As a rule, resolve any validation errors from the first dot point down.

### **F2 Justification of non-salary funding requested from the ARC**

(This question must be answered)

The ARC budget justification information must not exceed 2 A4 pages. The uploaded PDF must:

- Fully justify in terms of need and cost the requested project costs. In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as \$X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for ‘x’ months.

### **F3 Details of non-ARC contributions**

(This question must be answered)

Provide an explanation of how non-ARC contributions will support the proposed project (upload a PDF of up to 2 A4 pages and within the required format).

The uploaded PDF should provide details including what the contribution of the Administering, Key Industry Partner and Other Industry Partner Organisations will contribute to the project.

### **Part G – Key Industry/Other Industry Partner Organisation Details**

This section will automatically be generated for the Key Industry Partner and any Other Industry Partner Organisations added to the application at Question A3. Participants must ensure that the name of the organisation is correct.

### **G1 Organisation contact details**

(This question must be answered)

Please provide a contact name, a physical and email address, of the organisation including the country.

**Note:** This question and the corresponding answer will not appear in the PDF version of this form.

### **G2 Key Industry Partner/Other Industry Partner details**

Information required for this question depends on the role type of the organisation (Key Industry Partner or Other Industry Partner).

For the Key Industry Partner:

- Select the Key Industry Organisation Type
  - Australian Registered Company
  - Australian Government Entity, or
  - Australian not-for-profit/ACNC Charity
- If an Australian Registered Company is selected, you must provide the Australian Company Number (CAN). Enter in the 9-digit number in the required format 999 999 999 and note the spaces. For example, if you enter in 123456789 this will not be valid it must be entered in as 123 456 789.
- The Australian Business Number (ABN) field is not mandatory, however if the ABN is known enter in the 11-digit number in the required format 99 999 999 999 and note the spaces. For example, if you enter in 12345678910 this will not be valid it must be entered in as 12 345 678 910.
- The Australian Business Number (ABN) may also be populated from information stored in RMS against the organisation. If the ABN is not correct this can be overwritten with the correct ABN number in the required format as mentioned above.
- If Australian Government Entity or Australian not-for-profit/ACNC Charity is selected, providing the ACN and ABN is optional.

If the Organisation Role is Other Industry Partner, there is no further information required to be inputted and the fields Key Industry Organisation Type, Australian Company Number (ACN) and Australian Business Number (ABN) will be greyed out.

### **G3 Key Industry Partner/Other Industry Partner Organisation certification**

Provide the organisation certification using the mandatory proforma provided at [Appendix A](#). Please note that changes to the certification wording in the proforma are not permitted. (Upload a PDF of up to 2 A4 pages)

**Important:** You must use the proforma provided in [Appendix A](#) and convert the Microsoft Word document into PDF format before uploading into your application in RMS.

#### 4. Submitting the Application to the Research Office

Once all form components of the application are completed and saved, the application header should be validated and have changed from red (invalid) to green (valid).

Before submitting the application to the Research Office, the candidate must review all components to ensure the information to be submitted is complete and valid.

When you are ready to submit the application to the Research Office return to the Action Centre home page and click on 'Submit to Research Office'.

The screenshot shows the 'Action Centre' page for the Australian Government Australian Research Council. At the top, there is a search bar and a user profile 'A/Prof Example Example'. Below this is a section for 'Applicant Applications' with a 'Create Draft Application' button and a dropdown menu for 'All Scheme Rounds'. A table lists one application with the status 'Ready to Submit'. The 'Submit to Research Office' button in the 'Actions' column is highlighted with a red box.

Application	Title	Investigators	Scheme Round	Status	Actions
FL	Example	A/Prof Example Example	FL	Ready to Submit	Edit Details Delete Access <b>Submit to Research Office</b>

**Note:** Many users will be attempting to submit concurrently as the deadline approaches for each round. Allow sufficient time to complete and submit applications before the closing time. As the time on a computer server may differ slightly from the ARC servers, submission should **not** be delayed until the last possible moment. Note that Research Offices may impose their own internal deadlines on researchers to submit applications.

The candidate and Research Office staff who wish to generate a PDF so that they can keep a hard copy of the submitted application may generate a PDF by selecting the PDF icon next to the 'Save' button (top right).

## Appendix A – Key Industry Partner/Other Industry Partner Certification Proforma

### Notes on completing the certification

- This certification is to be completed by each Industry Partner (Key Industry Partner or Other Industry Partner) on the application.
- The completed certification must be uploaded at Part G3 of the IE24 application form in RMS and should not be provided directly to the ARC.
- The certification can be on the Industry Partner’s letterhead.
- The certification must be a maximum of 2 A4 pages and should include the Application RMS ID number.
- **The required certification text must be included as specified below, amended wording is not acceptable.**
- Ensure the Industry Partner’s name in the certification matches the name provided in the application form.
- Electronic signatures are acceptable.
- As well as the mandatory certification text in the proforma below, the certification can include additional information such as:
  - A brief profile of the Industry Partner
  - Details regarding how the project aligns with the Industry Partner’s strategic objectives
  - Industry Partner’s expectations about industry outcomes, products and/or market value, where relevant
  - Details/information of the Cash and/or In-Kind Contributions from the Industry Partner for the Fellowship.
  - Any other evidence of commitment other than cash or in-kind contributions.

## Letter of Industry Partner Certification

*\*Note – **Industry Partner** means Key Industry Partner or Other Industry Partner, as applicable. Strike out, where not applicable.*

*[Additional non-mandatory information as appropriate]*

- A brief profile of the Industry Partner
- Details regarding how the project aligns with the Industry Partner’s strategic objectives
- Industry Partner’s expectations about industry outcomes, products and/or market value, where relevant
- Details/information of the Cash and/or In-Kind Contributions from the Industry Partner for the Fellowship
- Any other evidence of commitment other than cash or in-kind contributions.

- I certify that our organisation will meet the requirements for Key Industry Partner/Other Industry Partner(s) as outlined in the Industry Fellowships Program Grant Opportunity Guidelines and a standard ARC grant agreement, including the requirement to enter arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs.
- I declare (subject to this application being successful) that our organisation will support and actively participate in the proposed project.
- I declare that our organisation will contribute (subject to this application being successful) the staff, funds and other resources indicated in the application and has obtained, or will obtain, the necessary authorisations to do so.

Total In-Kind Contribution (\$)	Total Cash Contribution (\$)

- If a Cash Contribution is being made, I certify that no part of our organisation’s Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory Government sources for the purposes of research, nor from funds previously used to leverage government research or research infrastructure funding.
- I declare the information contained in this application that relates to our organisation together with any statement provided, is to the best of my knowledge, true, accurate and complete. I also understand the giving of false or misleading information is a serious offence.
- I declare I am authorised to sign and submit this declaration on behalf of our organisation.

Key Industry Partner: in addition to the clauses listed above, the Key Industry Partner’s letter must include the following clause:

- I certify that our organisation will ensure that the Fellow is supported to spend significant time working in an industry setting (at least 20% of the project activity period) as well as in the Administering Organisation (at least 20% of the project activity period). Our organisation will provide appropriate facilities for project-related activities.

By signing below, I agree to the above declaration and confirm all the above statements to be true.

Industry Partner (organisation name):	
Partner ACN/ACNC/ABN (if applicable):	
Authorised representative (name):	
Authorised representative (signature):	
Position/role:	
Phone:	Email:
Date:	
<i>Ensure the Industry Partner organisation name and Partner ACN/ABN/ACNC match those provided in the application form. Electronic signatures are acceptable.</i>	



## Appendix B - Career Interruption Examples

### Example 1:

Dr Jones has worked one day a week (0.2 FTE) from 1 January 2010 to 30 June 2010 due to caring and parental responsibilities. Within this time, Dr Jones additionally had 4 weeks leave from 1 March 2010 to 29 March 2010 where they were unable to work at all due to a medical condition.

In this scenario, the interruptions should be entered into Question E8 as follows:

#### **Interruption 1:**

From when:	01/01/2010
To when:	28/02/2010
FTE of career interruption:	0.8
Interruption category:	Caring and parental responsibilities

#### **Interruption 2:**

From when:	01/03/2010
To when:	29/03/2010
FTE of career interruption:	1
Interruption category:	Medical condition/disability/misadventure

#### **Interruption 3:**

From when:	30/03/2010
To when:	30/06/2010
FTE of career interruption:	0.8
Interruption category:	Caring and parental responsibilities

This will automatically calculate in RMS and show the 'Total Period of Career Interruptions' "Researcher Dr Jones has reported a career interruption of 5 months since 2010."

### Example 2:

Prof Chen had an interruption of one day per week (0.2 FTE) from 1 January 2015 to 30 November 2015 due to caring and parental responsibilities. Additionally, Prof Chen had an interruption of one day per week (0.2 FTE) from 1 June 2015 to 31 July 2015.

As RMS will not allow two period of interruption to be entered for the same date range, in this scenario, the interruptions should be summed and entered as 'Other' into Question E8 as follows:

#### **Interruption 1:**

From when:	01/01/2015
To when:	31/05/2015
FTE of career interruption:	0.2
Interruption category:	Caring and parental responsibilities

#### **Interruption 2:**

From when:	01/06/2015
To when:	31/07/2015
FTE of career interruption:	0.4
Interruption category:	Other

#### **Interruption 3:**

From when:	01/08/2015
To when:	30/11/2015
FTE of career interruption:	0.2

Interruption category:           Caring and parental responsibilities

This will automatically calculate in RMS and show the 'Total Period of Career Interruptions'  
"Researcher Prof Chen has reported a career interruption of 2 months since 2015."

**Example 3:**

Dr Ali was employed in non-research employment for the years of 2008 to 2012 and commenced research employment in 2013.

In this scenario, the interruptions should be entered into Question E8 as follows:

From when:	01/01/2008
To when:	31/12/2012
FTE of career interruption:	1
Interruption category:	Non-research employment

This will automatically calculate in RMS and show the final sentence "Researcher Dr Ali has reported a career interruption of 5 years since 2008."

## **Changes to Document**

### **Page 17:**

- Screenshot updated to IE24 Budget Table

### **Page 18:**

- Project costs updated to maximum of \$150,000 over the duration of the grant