All participants should read the Discovery Program Grant Guidelines (2023 edition): Discovery Indigenous available on GrantConnect and specific Instructions to Applicants documents available on Grant Connect as they contain important information for Research Office staff and individual participants preparing applications.

The Australian Research Council (ARC) does not respond to queries from individual participants. Individual participants should direct all queries regarding ARC grant opportunities to their Administering Organisation’s Research Office (or equivalent). If further information regarding the National Competitive Grants Program (NCGP) is required, the Research Office should contact the NCGP at arc-nCGP@arc.gov.au

Information regarding the Research Management System (RMS) is available at the ARC website, or by contacting arc-systems@arc.gov.au for assistance.

This Frequently Asked Questions document will be updated as required.
Frequently Asked Questions

1. Timing of Grant Opportunities

1.1 Where are the key dates for upcoming ARC Grant Opportunities advised?
Dates of all upcoming ARC Grant Opportunities are published on the NCGP scheme timelines on the ARC Grants Calendar.

1.2 When will the Funding Outcomes be announced?
The ARC now publishes anticipated Funding Announcement dates. Please refer to the Scheme Calendar PDF on the ARC Grants Calendar.

2. Application information

2.1 Can I include requests for domestic and international travel in my application?
Yes. You can include requests for domestic and international travel in accordance with the requirements set out in the relevant Grant Guidelines, noting that researchers should include a realistic plan of how their research will be undertaken. Where an application is successful, any changes to the proposed travel plans due to the impact of environmental factors (e.g., natural disasters, pandemics, etc.) will be managed as a post award issue.

2.2 What font size can I use for figures, tables, or pictures in my application to comply with ARC submission requirements?
Applicants should ensure that the text is readable both online and in print as detailed in the Instructions to Applicants. It is recommended that to ensure readability 12pt font is used and it is recommended that for the readability of text within figures and tables 10pt font is used.

2.3 How should I complete the Question D1 ‘What is the proposed budget for your project’?
The ARC strongly recommends entering a simplified budget into the Budget Table at Question D1. Rather than list every item, each category (e.g., Travel, Field Research, Equipment) should have a one-line budget figure.

For example, if you are requesting two sets of Travel in Year 1, one at a cost of $5000 and another at a cost of $1500, the Budget Table should show only the total amount of funding requested for travel in Year 1: i.e., $6500. The
request will need to be justified in Question D2 ‘Justification of funding requested from the ARC’.

![Budget Table]

**Note:** You will not be able to enter all ‘Personnel’ as a one-line budget figure, as IN25 DAATSIA salaries and other stipends are automatically entered into the Budget Table and will require its own budget line.

3. Career Interruption

3.1 COVID-19 has affected my academic record. Is this considered a career interruption as part of the Research Opportunity and Performance Evidence (ROPE) – Career Interruptions?

Yes. The Research Opportunity and Performance Evidence (ROPE) assessment criterion allows inclusion and consideration of any career interruption, which has affected a participant’s ability to undertake and contribute to research.

Career interruptions arising from COVID-19 can be included under ROPE.

3.2 How do I enter my career interruptions in the Application Form? Will assessors be able to see the details of my interruptions?

Information on how to enter the participant’s career interruptions can be found in Question B9 ‘Research Opportunity and Performance Evidence (ROPE) – Career Interruptions’ of the Instructions to Applicants (ITAs). Examples of how career interruptions can be entered can be found in the Appendix of the ITAs.

Assessors will not be able to see the details of the entered career interruptions, nor will they be made visible in the PDF.

Assessors will only see the total period which RMS will automatically calculate using the entered career interruptions. The following question and answers from Question B9 will be viewable:

**Question:** Has the participant experienced a significant interruption that has impacted on research opportunity?

**Answer:** ‘Yes’ or ‘No’

If answered ‘Yes’ and career interruptions are entered, the following statement will appear:

**Question:** Total Period of Career Interruptions

**Answer (auto-fill):** ‘Researcher [Participant Name] has reported a career interruption of [duration] since [Year of earliest interruption]’
4. **Certification**

4.1 **Does the certification within RMS replace the ARC written evidence document (certification proforma) on GrantConnect for all named participants and their organisations?**

No. The certification in RMS is for the participant only. The simplified process through RMS includes:

1. participant certification within the RMS application form
2. an additional DVCR certification clause in RMS prior to submission (delegate certification).
3. A certification proforma is available on GrantConnect for obtaining written evidence for all parties excluding named individual participants as this is now captured in the application form.

The Administering Organisation must obtain the written agreement of all relevant organisational participants to allow the proposed project to proceed as specified in the Grant Guidelines. This excludes the employing organisations of overseas Partner Investigators (PIs) and any participant’s current organisation which is not their relevant organisation for the application. This written evidence must be retained by the Administering Organisation and must be provided to the ARC if requested.

The Certification Proforma document which was previously available on GrantConnect has been updated so that it can be used by the Administering Organisation to obtain written evidence from other participating organisations. However, the use of the ARC certification pro forma is not mandatory. The Administering Organisation may determine the format for written evidence.

5. **Logistics support for Antarctic research**

5.1 **What logistics advice should I seek if my proposed research project included Antarctic research?**

If your proposed research project includes Antarctic research that will require logistical support, please contact the Australian Antarctic Division for advice about available logistical support prior to submitting your application.

6. **Assessment of applications**

6.1 **Requests Not to Assess process**

A Request Not to Assess (RNTA) form is now submitted in RMS as detailed on GrantConnect and the ARC website.

6.2 **What is the maximum character limit for justification for RNTA?**

If a request includes the name of a current ARC College of Experts member, as listed on the ARC website, or in RMS at the time of submitting the RNTA form, the request must be accompanied by a justification (the new maximum character count for the justification has been increased to 2500).
7. The National Interest Test (NIT)

7.1 What is the NIT statement and how is it assessed?

Information regarding the requirements of the National Interest Test, including examples and detailed FAQs, can be found on the ARC website.

8. Budget

8.1 What are the expectations for non-mandated contributions in applications submitted for upcoming Grant Opportunities?

For those schemes where Grant Guidelines do not require minimum co-contributions by participating organisations, the ARC also understands that the level of cash and/or in-kind contributions pledged by Administering Organisations and other Participating Organisations to show support for a proposed research project may vary.

Noting that Administering Organisations still need to take into account the feasibility of the proposed research project if there are reduced contributions. ARC assessors will be instructed that they should not make assumptions about an Administering Organisation’s level of commitment and support of an application solely based on lower levels of pledged additional cash and/or in-kind support than historically provided.

8.2 Can I request more than one HDR stipend?

Yes. More than 1 HDR stipend can be included per application. As per clause 5.3(c) of the Grant Guidelines, all HDR stipends in the application must be requested as full-time (1.0 FTE) at the rate specified on the Salaries and Stipends page of the ARC website.

If an application is successful, stipends may be divided amongst more than one person, for example dividing 1 stipend between 2 students at 0.5 FTE each as per the Discovery Program Grant Agreement.

9. Project Role and Employment Type

9.1 Am I a Chief Investigator (CI) or Partner Investigator (PI)?

Whether a participant is a CI or PI is determined by meeting the eligibility requirements in the Grant Guidelines, not by the level of their intended involvement in the project. Please read the Grant Guidelines closely and refer to Appendix A of the IN25 Instructions to Applications for a decision tree to assist in determining whether a participant is eligible as a CI or as a PI.

A participant is not eligible to apply as a PI if they meet the requirements to be a CI.
9.2 When should I choose Honorary Academic Appointment at B5 ‘Eligibility - Employment Details as at the grant commencement date’?

Participants must only choose the honorary academic appointment role type at B5 if they meet the ARC’s definition of an ‘honorary academic appointment’ as specified in the Definitions section of the Grant Guidelines:

An honorary academic appointment for eligibility purposes means a position that gives full academic status to the researcher, as certified by the Deputy Vice-Chancellor (Research) (or equivalent) in the application. The researcher must have access to research support comparable to employees e.g., an emeritus appointment. The researcher is not eligible to be a Chief Investigator using their honorary academic appointment if they are employed by an organisation other than an Eligible Organisation for more than 0.2 FTE.

Where a participant is not an employee and does not meet the definition of an honorary academic appointment as specified above, they should select ‘other’ as their employment type.

9.3 I hold an honorary academic appointment only can I be a Project Leader?

A participant can be the Project Leader if they only hold an honorary academic appointment. In certifying the submission of an application, the Administering Organisation confirms that appropriate administrative controls will be in place to manage all governance risks should a participant with an honorary academic appointment act as the project leader for the duration of the project.

9.4 I hold an honorary academic appointment and I am employed by an organisation other than an Eligible Organisation for more than 0.2 FTE can I be a Chief Investigator (CI) on the application?

No. A participant cannot be a CI on the application as per the definition for Honorary academic appointment in the grant guidelines, a researcher is not eligible to be a CI using their honorary academic appointment if they are employed by an organisation other than an Eligible Organisation for more than 0.2 FTE.

9.5 I will be undertaking a HDR during the project activity period can I be a Chief Investigator (CI) on the application?

No. As per subsection 4.17 CIs must not undertake a Higher Degree by Researcher (HDR) during the project activity period and therefore the role should be a PI.
10. Project Limits

10.1 For eligibility purposes, how is the number of projects and applications with which I am involved counted?

As per subsections 4.25 and 4.26 of the Grant Guidelines, the ARC will calculate limits of projects and applications as at the closing time of submission of applications by totalling:

a) the number of Discovery Program CI roles or ARC Fellowships that the individual will hold on active projects on the grant opportunity’s active project assessment date;

b) whether the named participant will hold an ARC Centres of Excellence and/or Special Research Initiatives Director role on active projects on the grant opportunity’s active project assessment date;

c) the number of Discovery Projects EOI or full applications We are currently assessing which include that named participant as a CI; and

d) the number of Discovery Indigenous applications We are currently assessing which include that participant as a CI.

Applications for Australian Laureate Fellowships, Future Fellowships, DECRAs, ARC Centres of Excellence or Special Research Initiatives do not need to meet the project limit requirements at the grant opportunity closing date. If an Australian Laureate Fellowships, Future Fellowships, DECRA, ARC Centres of Excellence or Special Research Initiatives application is successful, named participants must meet the project limits under subsection 4.24 of the Grant Guidelines before the project can start. Project limits can be met by relinquishing existing active project(s), or relinquishing role(s) on existing active projects or withdrawing application(s) that would exceed the project limits. This does not need to occur until all applications are announced.

10.2 What is an active project?

An active project means a project that is receiving funding according to the terms of an existing funding agreement or grant agreement, or has any carryover funds approved by the ARC, or an approved variation to the project end date.

The active projects, which affect your eligibility to apply for funding, are determined based on the project’s end date in RMS.

The number of active projects that a researcher is considered to have is counted as at the active project assessment date.

10.3 What is the active project assessment date?

The active project assessment date is the date on which the active project eligibility will be considered for project and application limits per named participant. The active project assessment date is six months after the grant commencement date. The important dates on the ARC website lists the dates.
For Discovery Indigenous 2025:

- The grant commencement date for Discovery Indigenous grant opportunity for funding commencing in 2025 is 1 January 2025. This date is when grant funding may commence.
- The active project assessment for Discovery Indigenous grant opportunity for funding commencing in 2025 is 1 July 2025. This date is used to consider project and application limits per named participant.

10.4 **What is a project end date?**

The project end date means the expected date that the project activity is completed and by which all grant money will be spent.

10.5 **Can I withdraw a person from an application that is currently under assessment in order to meet the project and application limits?**

No. A named Participant cannot be removed from an application once it has been submitted.

10.6 **Can I relinquish my role on an active project in order to meet the limits?**

Yes. Researchers who have already reached the limit under the Discovery Program can submit a variation request to the ARC to either relinquish their role on a project or relinquish the project. As per 4.27 of the Grant Guidelines this must be submitted and approved by the ARC before the closing date for submission of applications for IN25. For example, a researcher may have 2 active Discovery Indigenous Projects, the researcher could not submit a 3rd application as they already hold 2 active Discovery Indigenous Projects. The researcher would need to vary one of the active projects (either relinquish their role or relinquish their project) to be able to submit an IN25 application.

**Examples:**

10.7 **I have two Discovery Projects (DP) with an End Date of March 2025 and September 2025. Can I apply for a Discovery Indigenous (IN25)?**

Yes. The active project assessment date for IN25 is 1 July 2025, and as only one DP project will be held as of 1 July 2025 the limits have not been met.

10.8 **I have no current Discovery Program (DP) grants how many Discovery Indigenous (IN25) applications can I submit?**

A total of two IN25 applications can be submitted as per section 4.24 of the Grant Guidelines a named participant can be concurrently funded through the Discovery Program for a maximum of:

- a. two projects as a CI; or
- b. one ARC Fellowship and one project as a CI; or
- c. one ARC Fellowship or project if the individual is also a Director on an active ARC Centre of Excellence and/or a Special Research Initiative project.
10.9 I have submitted an Australian Laureate Fellowship (FL24) application can I submit 2 x Discovery Indigenous (IN25) applications?

If you do not hold any other active Discovery Program projects or submitted applications, then yes you can submit 2 x IN25 applications. As per section 4.26 of the Grant Guidelines, applications for Australian Laureate Fellowships, Future Fellowships, DECRAs, ARC Centres of Excellence or Special Research Initiatives do not need to meet the project limit requirements at the grant opportunity closing date of IN25.

In this scenario, question B17 on the application form, Project Relinquishment or Application Withdrawal, will be activated for the applicant to identify what action they would like to take to meet the project limits under section 4.24 of the Grant Guidelines. If the researcher was successful on all three applications, the researcher could not hold all three projects, the researcher can indicate that project limits will be met by relinquishing existing active project(s), relinquishing a role(s) on existing active projects or withdrawing application(s). This does not need to occur until all applications are announced.

10.10 I have submitted a Discovery Early Career Research Award (DE25) application, can I submit 2 x Discovery Indigenous (IN25) applications?

If you do not hold any other active Discovery Program projects or submitted applications, then yes you can submit 2 x IN25 applications. As per section 4.26 of the Grant Guidelines, applications for Australian Laureate Fellowships, Future Fellowships, DECRAs, ARC Centres of Excellence or Special Research Initiatives do not need to meet the project limit requirements at the grant opportunity closing date of IN25.

In this scenario, question B17 on the application form, Project Relinquishment or Application Withdrawal, will be activated for the applicant to identify what action they would like to take to meet the project limits under section 4.24 of the Grant Guidelines. If the researcher was successful on all three applications, the researcher could not hold all three projects, the researcher can indicate that project limits will be met by relinquishing existing active project(s), relinquishing a role(s) on existing active projects or withdrawing application(s). This does not need to occur until all applications are announced.

11. What has changed from last round? Summary of changes to the IN25 Application Form and IN25 Application Form and IN25 Instructions to Applicants (ITAs)

11.1 The Form Parts in the IN25 Application Form that have been re-ordered.

The Form Parts in the Application Form have been changed to the following order to assist assessors in finding the information most crucial to their assessments:

- Part A – Administrative Summary
• Part B – Participant Details including ROPE (previously Part F)
• Part C – Project Description (previously Part D)
• Part D – Project Cost (previously Part E)
• Part E – Classification and Other Statistical Information (previously Part B)
• Part F – Project Eligibility (previously Part C)

11.2 The Form Parts in the IN25 Application Form that have been modified or have had new questions introduced.

Part A – Administrative Summary

• Question A5 – ‘The National Interest Test Statement’ has been made visible to assessors as it now provides an input to the peer review assessment of the application. Character limit increased to 1500 characters or approximately 200 words.

Part B - Participant Details including ROPE

• Question B9 - ‘Research Opportunity and Performance Evidence (ROPE) - Career Interruptions’ has been rebuilt so that participants can enter all periods of career interruption and RMS will automatically calculate their total interruptions. Additionally, the question has been updated so that the assessors will not see the specific dates, full time equivalent and category of each interruption, nor will this information be populated into the application PDF. Assessors will only be able to see the total period of interruptions to help determine research opportunity.
• Question B10 – ‘Research Opportunity and Performance Evidence (ROPE) - Career Highlights’ is a new question intended to promote equity, recognising that applicants may have varied research opportunities and focusing the evaluation on the quality rather than quantity of an applicant’s research activities. An applicant can list up to 10 career highlights, such as prizes, awards, industry engagement, keynote and speaker addresses, research income, discipline specific accolades, intellectual property, supervision, non-traditional research outputs or any other career or research opportunity highlight.
• Question B11 – ‘Research Opportunity and Performance Evidence (ROPE) - Details of the participant’s career and contributions to the field, including evidence of high-quality outputs, collaboration and excellence in research training and mentoring (where appropriate)’ is a new question modified from previous question F18 linked to the 'Investigator/Capability' assessment criteria and intended to demonstrate an applicant’s capability, mentoring and capacity building skills and achievements.
• Question B12 – ‘Research Opportunity and Performance Evidence (ROPE) - How many PhDs, Masters and Honours students that the participant has supervised have completed their degree?’ is a new question linked to 'Investigator/Capability' selection criteria intended to demonstrate an applicant’s mentoring and capacity building skills and achievements in supervision.
• Question B13 – ‘Research Opportunity and Performance Evidence (ROPE) - Research Outputs Context’ has now decreased the character limit to 1,500 characters, or approximately 200 words. Participants are able to provide provide clear information that explains
the relative importance of the participant’s research outputs in
disciplinary context. This can include publication and citation metrics
and other context relevant to the researcher’s discipline. It is helpful to
include the importance/esteem of specific journals in the participant’s
specific indicators of recognition within their field such as citations
and/or authorship order conventions, or the significance of non-
traditional research outputs.

- **Question B14** – ‘Research Opportunity and Performance Evidence (ROPE) – 10 Career-Best Research Outputs’ now has a validation so that applicants can only list up to 10 outputs and opportunity and now includes functionality to provide annotations for each output up to 150 characters or approximately 20 words. Please note - applicants will receive an error message in RMS if more than 10 research outputs are added to Question B14. Although research outputs listed for this question that exceed the limit of 10 will appear if the ‘generate PDF’ option is selected and the error message will not show on the PDF, the application will not be able to be submitted through RMS until the error is resolved and the applicant has listed no more than 10 research outputs.

- **Question B15** – ‘Is the participant applying for Teaching Relief?’ has now been changed to allow dollar amount inputs, instead of percentages as per previous rounds. A maximum of $50k per year per CI or DAATSIA candidate can be requested. By selecting ‘Yes’ at this question the participant can enter the dollar amounts in Years 1 to 5 below the question and the request will automatically be generated at Question D1 - ‘What is the proposed budget for your project’ for participants to add their requests into the budget table.

- **Question B17** – ‘Project Relinquishment and Application’ Withdrawal will no longer be viewable by assessors.

- **Question B18** – ‘Partner Investigator – upload a CV in no more than one A4 page’ is a new question modified from previous question F14 which has now been decreased to an upload of one A4 page in addition to ROPE questions B10 to B14 not needing to be answered by Partner Investigators.

**Part C – Project Description**

- **Question C1** – ‘Project Description’ has had the page limit reduced from 10 to 7 pages. The selection criteria covered elsewhere in the Application Form have been removed from the Project Description question. That is why the C1 questions addressing the assessment criteria have also been reduced.

For instance, instead of the former heading “Feasibility”, applicants are encouraged to address these selection criteria across the relevant sections of their application: including, ROPE (B10-B14); Project Quality and Innovation (C1 – Project Description); the Capability Statement (C2); and the Budget Justification (D2).

- **Question C2** – ‘Capability Statement’ is a new question to describe the investigator or team’s capability.

- **Question C3** – ‘Letter of Community Support’ is a new question allowing for letters from Aboriginal and/or Torres Strait Islander
community or community organisations to outline the benefits the grant activity will provide to that community or community organisation. **Note:** where there is more than one letter this can be combined into one PDF for upload into RMS noting the one A4 page requirement for each letter.

**Part D – Project Cost**

- **Question D1** - *What is the proposed budget for the project?* In the Budget Table at Question D1, individual items are to be entered only in the Personnel sections. All other categories (Travel, Field Research etc.) should have a one-line budget figure giving the total funding request and contributions for that section. Details regarding the items making up this total amount should be provided in Question D2 (Justification of funding required from the ARC) and Question D3 (Details of non-ARC contributions) as appropriate. Teaching Relief will appear in this question to be added to the budget table where participants have answered ‘Yes’ to question B15.

- **Question D2** – *Justification of funding requested from the ARC* has had the page limit reduced from 4 to 3 pages.

11.3 The following questions in the IN25 Application Form that have been removed.

The Application Form and Instructions to Applicants have been streamlined to reduce duplication and to eliminate collection of the information that is no longer required.

The below questions were removed. Note the question numbers relate to their position in the last scheme round (IN24). Some of the questions have been removed where requirements are met through certification, where they duplicate information provided elsewhere in the application, or where they do not align with scheme objectives or assessment criteria.

- **Question B6** – *‘What is the nature of the proposed international collaboration activities?’*
- **Question C3** – *‘Current Funding’*
- **Question C4** – *‘Other applications(s) for funding’*
- **Question D1** – *‘Please confirm that potential risks have been taken into consideration for the proposed project, including the impacts of COVID-19’*
- **Question F2** – *‘Fields of Research (FoR-2020)’* for the participant
- **Question F3** – *‘Expertise Text’*
- **Question F10** – *‘Eligibility - Will the participant reside in Australia for more than 50 per cent of the project activity period?’*
- **Question F11** – *‘Eligibility - Will the participant undertake a Higher Degree by Research during the project activity period?’*
- **Question F13** – *‘Eligibility – Further Details Regarding Partner Investigator Status – Will the participant hold either a remunerated or honorary academic appointment at an Eligible Organisation as at the grant commence date for this project?’*
• Question F14 – ‘Eligibility - Is the participant providing research input on this project?’ with new modified question B18 in section 11.2 above.

• Question F18 – ‘Research Opportunity and Performance Evidence (ROPE) - Details of the participant's career and opportunities for research, evidence of research impact and contributions to the field, including those most relevant to this application’ with new modified question B11 in section 11.2 above.