



Australian Government
Australian Research Council

INDUSTRIAL TRANSFORMATION RESEARCH HUBS

Instructions to Applicants

for funding commencing in 2024

Contents

1. Introduction	2
2. Additional information – before completing the application form	2
2.1 RMS User Profile	2
2.2 Accuracy of Information	2
2.3 Key Documents	2
2.4 Key Dates	3
2.5 Research Office – further application assistance/guidance	3
2.6 Eligibility in RMS	3
2.7 Application certification	3
2.8 PDF application	3
3. Creating a new application in RMS	4
Part A – Administrative Summary	5
Part B – Participant Details including ROPE	9
Part C – Project Description	21
Part D – Project Cost.....	25
Part E – Classifications and Other Statistical Information.....	35
Part F – Project Eligibility	38
Part G – Partner Organisation Details.....	40
4. Submitting the application to the Research Office.....	41
Appendix A – Preprints or Comparable Resources.....	42
Appendix B – Format	43
Appendix C – Partner Organisation letter of support template	44
Appendix D – Chief Investigator/Partner Investigator role decision tree.....	46
Appendix E – Career Interruption Examples.....	47

1. Introduction

The Industrial Transformation Research Hubs Instructions to Applicants (hereafter referred to as the Instructions), provides information to participants on how to complete and electronically submit an Industrial Transformation Research Hubs application for funding commencing in 2024 (IH24).

The completed application form, including the PDF attachments, must comply with the Industrial Transformation Research Program Grant Guidelines (2023 edition). The information in this document is underpinned by the grant guidelines. You should read the grant guidelines on the [GrantConnect](#) website before preparing the application.

2. Additional information – before completing the application form

For general instructions on how to use the Research Management System (RMS), refer to the User Guides (RMS User Management Guide and Submitting an Application in RMS) available on the [ARC website](#).

2.1 RMS User Profile

Ensure the Personal Details, Qualifications and Employment History sections of the participant's RMS Person Profile contain up-to-date information, as some of these details will be auto populated into the application form.

2.2 Accuracy of Information

Carefully check that all information contained in the application is accurate prior to submission, as you cannot make changes once the application form is submitted and the application period has closed.

Preprints or comparable resources should be explicitly identified by including **[PREPRINT OR COMPARABLE]** at the end of the reference. See [Appendix A](#) which includes the definition of preprints or comparable resources.

Format requirements for uploaded PDFs are provided in [Appendix B](#).

The inclusion of webpage addresses/URLs and hyperlinks is only permitted under certain circumstances such as publications that are only available online (such as preprints and comparable resources). Webpage addresses/URLs and hyperlinks must not be used to circumvent page limits, nor should they provide information that is not contained in the application. All information relevant to the application must be contained within the application.

For Administering Organisation internal checking purposes, information regarding how many current projects a participant holds is available at Question B7.

2.3 Key Documents

Key documents for IH24 are available on [Grant Connect](#).

2.4 Key Dates

Refer to the [Grants Calendar](#) and [Important Dates for ARC Grant Application Process](#) on the ARC website for key calendar and important dates and updates relevant to the grant guidelines, including the closing dates for 'Request Not to Assess', application submission and rejoinder.

2.5 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.

2.6 Eligibility in RMS

To assist applicants, RMS has automated eligibility checking for key requirements as noted below. You are still responsible for confirming all eligibility requirements have been met by all participants.

The application form will prevent an Administering Organisation from submitting an application where any participant has an overdue Final Report for any ARC-funded projects. You will be able to see the Project ID where there is an overdue Final Report, and the form part will be 'invalid'.

Where project and application limits have been breached, the relevant part of the application form will be invalid and submission to the ARC will not be possible.

A participant on an ITRP- IH application must meet the project limit requirements at the grant opportunity closing date.

Important: The ability to submit a valid application form to the ARC does not mean that participants have met all eligibility requirements. The Administering Organisation will still need to ensure that comprehensive checks have been made so that participants comply with all eligibility requirements set out in the grant guidelines.

2.7 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 online.

Please note that the process has been updated and simplified as follows:

- Certification for named individual participants is now captured within the application form (at Question B17)
- An additional DVCR certification clause in RMS prior to submission (delegate certification)
- A sample letter of support is provided in [Appendix C](#).

2.8 PDF application

All questions, except where identified, will render to the PDF generated from the RMS application form. The generated PDF is accessible 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). Format requirements for uploaded PDFs are provided in [Appendix B](#).

3. Creating a new application in RMS

To create a new application:

- login to [RMS](#),
- select **Industrial Transformation Research Hubs 2024** from the drop-down list and click on 'Create Draft Application'.

There are 7 Parts (A-G) in the IH24 application form.

Part A – Administrative Summary

Part B – Participant Details including ROPE

Part C – Project Description

Part D – Project Cost

Part E – Classifications and Other Statistical Information

Part F – Project Eligibility

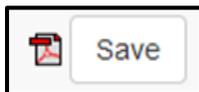
Part G – Partner Organisation Details

When the application has been created the application form parts will be displayed at the top of the screen. The colour of these parts will be red indicating that the part is incomplete (invalid). When the application form parts have been completed, they will turn green (valid).

Click on the relevant form part at the top of the screen to navigate between form parts (Part A to Part F).

Click on Part A to start filling in the application form.

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

A1 Application Title

Provide a short title beginning with "ARC Research Hub for/in..." (Up to 150 characters, approximately 20 words).

The Application Title should be an accurate reflection of the research outcome 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 by the ARC and used for public release.

A2 Person Participant Summary

Add **all** named participants who will be participating in this application.

These named participants must be the Research Hub Director, Chief Investigator (CIs) or Partner Investigator (PIs). Only one participant can be listed as a Research Hub Director.

Once named participants are added to the form, a part will be generated for each named participant. The Research Hub Director and those named participants identified as key personnel will be required to complete additional questions in Part B of the application form. Details about eligibility requirements for these roles can be found at Section 4.11 to 4.28 of the grant guidelines.

Select the relevant 'Participant Type' and enter the participant's RMS account linked email address, then click on 'Add'. Repeat this action for the rest of the participants. 'Person Profile' details (personal details, qualifications and employment) will be automatically populated into the application.

Note:

- To assist in identifying the appropriate role type for a participant, please refer to the decision tree at [Appendix D](#).
- A **person's RMS email address must be used to invite them to participate** in this application. When a participant is added to the application, they will receive an automated email invitation and will be required to accept this invitation to participate on the application.
 - If the proposed participant does not have an RMS user account, they can request one by using the link found on the RMS Homepage.
- Any changes or updates on the 'Person Participant Summary' may result in some questions already answered related to Research Opportunity and Performance Evidence being cleared and/or made inactive. Participants should check the application thoroughly following any change.

The following participants are required for Research Hubs as a minimum, as stated in the grant guidelines:

- one Research Hub Director who is an eligible CI from the Administering Organisation
- at least one other CI from the Administering Organisation
- at least one CI from each Other Eligible Organisation
- at least one PI from each Partner Organisation

A3 Organisation Participant Summary

Add all organisations participating in this application. Only RO staff with appropriate access at the AO will be able to view this draft application.

Select the relevant 'Organisation Role', from the drop-down list:

- **Administering Organisation (AO)** means an Eligible Organisation (listed in the grant guidelines) which submits an application for grant, and which will be responsible for the administration of the grant if the application is approved for funding. One AO must be added to the application.
- **Other Eligible Organisation** means an Eligible Organisation (listed in the grant guidelines) which is listed on an application as a contributor to the project but is not the AO.
- **Partner Organisation (PO)** means an Australian or overseas organisation, other than an Eligible Organisation, which satisfies the eligibility requirements for a PO and is to be a cash and/or in-kind or other material resources contributor to the project.
- **Other Organisation** means an organisation which is listed on an application and is not an Eligible Organisation (not listed in the grant guidelines) and not a PO that contributes to the research project.

Adding a participating organisation:

- Select the Organisation Role from the drop-down list.
- Enter the name of the organisation in the search box and click 'Search'.
- Select the relevant organisation from the list of search results and click 'Add'.

Note:

- All participating organisations added in question A3 will be automatically added to 'Part D1 – Project Cost'.
- The Application must include at least one Australian PO.
- POs that are added in question A3 will be automatically added to 'Part G – Partner Organisation Details' and will have their own section in the application form.
- Select 'Add' prior to saving. If the application form is saved without 'Adding' all information selected will be lost.

- If the organisation is not listed but the Australian Business Number (ABN) is known, click on the link 'please add the organisation for use in RMS' to add the organisation.
- If the organisation is not listed, or any information is incorrect or incomplete, contact the RO.

A4 Application Summary

The Application Summary is assessed by peer reviewers and used by the Minister to consider the application. It should focus on the projects aims, significance, expected outcomes, and benefits of this project. It should be written in clear and plain English. Avoid the use of acronyms, quotation marks, and upper-case characters (up to 750 characters, approximately 100 words).

If the application is successful, the Application Summary will be released to the public as a description of the research. The Application Summary will also be used, along with the National Interest Test statement, to give the public an understanding of the research. Examples of Application Summaries for funded projects can be found on the [ARC website](#).

The Application Summary must follow the format outlined below:

- **Aims** (e.g. "This project aims to *address/investigate/review...*; by *utilising/advancing/conceptualising... .*").
- **Significance** (e.g. "This project expects to *transform industry by...generating new knowledge in the area of... using the innovative approach/using interdisciplinary approaches/utilising new techniques...strongly align with the industry priority area/s as identified in... with success achieving... .*").
- **Expected outcomes** (e.g. "Expected outcomes of this project *include... enhanced capability and capacity to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques... industry engagement with research in areas of/students trained to understand and work with... .*").
- **Benefits** (e.g. "This should provide significant benefits, such as industry products, improved processes, new technologies,").

The scheme objectives and benefits should support/include future research workforce focus.

Important things to note regarding the Application Summary:

- The Application Summary may be modified by the ARC before public release.
- If your project aligns with the *Medical Science* priority area, when describing the project benefits, ensure the description is consistent with the [ARC Medical Research Policy](#) and specific to the research being proposed.
- Do not use first person language. Use 'This project aims to...' rather than 'I aim to' 'We aim to' or 'They aim to' in the summary.
- Use plain English and avoid describing research methodologies and the use of terminology unique to the area of study.

A5 List the objectives of the proposed project

Objectives listed in this question are auto populated into the Final Report template.

List each objective separately by clicking 'add answer' to add the next objective (up to 500 characters, approximately 70 words per objective).

A6 National Interest Test Statement

Outline the extent to which the research contributes to Australia's national interest through its potential to have economic, commercial, environmental, social or cultural benefits to the Australian community.

Write a description, of up to 1500 characters (up to 200 words), of national interest addressing the three considerations as a single cohesive statement directed towards a member of the public. The description should be simple, clear and use plain English.

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: that 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 three considerations above and must also consider whether the statement is written in plain English and for its intended 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, including examples of well written NITs and where to seek support and guidance, see the [ARC Website](#).

Part B – Participant Details including ROPE

Note: This is the largest section in the application form. Ensure that you **save regularly** while completing this section.

Key personnel must complete their individual Part B in the same order that their names are listed in question A2.

Ensure that participants' RMS profiles are up to date as some personal details automatically populate into this Form Part.

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

Participants who are listed in Question A2 will have a copy of this section automatically generated for them, including the role type selected at A2. If the participant 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. As specified at question A2, ensure the correct role type has been selected. To assist please refer to the decision tree at [Appendix D](#).

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

B1 Personal Details

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

Questions in Personal Details can only be answered by the participant. The AO will not be able to edit the material personal interest information on behalf of the participant.

To update the "Personal Details" section, click on the "Manage Personal Details" link in Part B 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, material personal interests and Indigenous status information will not be visible to assessors but may be shared with other Commonwealth Entities.

Are you currently receiving any financial support (cash or in-kind) for research related activities from a country other than Australia?

Information about financial support received from each country will be required. Foreign financial support can come in many forms and can include cash, research funding, research and laboratory personnel, laboratory space, scientific materials, career advancement opportunities, promised future compensation or other types of remuneration.

Note: The response to this question is not displayed in RMS to other participants on the application. Any changes to the answers to this question can be done in your RMS profile.

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

Are you currently, or have you previously been, associated or affiliated with a talent recruitment program from a country other than Australia?

Note: The response to this question is not displayed in RMS to other participants on the application. Any changes to the answers to this question can be done in your RMS profile. This question and the corresponding answer will not appear in the PDF version of this form.

Are you currently associated or affiliated with a government, intelligence organisation, government owned enterprise, military, or police organisation in a country other than Australia?

Note: The response to this question is not displayed in RMS to other participants on the application. Any changes to the answers to this question can be done in your RMS profile. This question and the corresponding answer will not appear in the PDF version of this form.

Have you identified and disclosed any conflicts of interests in accordance with your institution's conflict of interest policies and procedures?

This question serves as a declaration that:

1. You have one or more Conflicts of Interest (COIs) and have disclosed them to your employing institution, and if relevant, AO(s) of ARC grant applications as required by the institution(s)'s COI policies and procedures, or
2. You do not have any COIs and have followed the relevant institution's(s') COI policies and procedures (which may include reporting you have nil COIs).

In both cases you should answer 'Yes' to this question.

A 'No' answer to this question indicates that you have a COI that you have not disclosed to your employing institution or relevant AO(s) of ARC grant applications. In this case you will be prevented from participating on an ARC grant application.

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

Has the participant acknowledged the collection of personal information by the ARC?

Provide a response to the acknowledgement of data collection question found within the Personal Profile of the participant.

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 viable to staff who have administrative roles at both my AO, and the AO 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: This question and the corresponding answer will not appear in the PDF version of this form.

B2 **Qualifications**

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

To update any qualifications, the individual participant must amend their profile in RMS by clicking the 'Manage Qualifications' link. 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.

B3 **Research load (non-ARC Grants and Research)**

Provide details of research funding from non-ARC sources (in Australia and overseas). For research funding from non-ARC sources list all projects/ applications/ awards/ fellowships awarded or requests submitted for funding for the years 2023 to 2029 inclusive.

Use the example table format below 'Funding from non-ARC sources' to create a list of relevant projects and/or applications in descending date order. Ensure that the text entered is 12 size font as stated on the formatting requirements in [Appendix B](#). Once completed upload the list as a PDF.

- Support Statuses (third column) are 'R' for requested support, 'C' for current support and 'P' for past support.
- Funding amounts are to be in thousands and in Australian dollars.
- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.
- The project/application ID only applies to applications, current and past projects (including fellowships) funded by the National Health and Medical Research Council (NHMRC)
- Details should be provided for all non-ARC sources of funding.

ITRP24 Research Hubs Instructions to Applicants

Example template with examples:

Funding from non-ARC sources										
Description (All named investigators on any application or grant/fellowship in which a participant is involved, project title, source of support, scheme and round)	Same Research Area (Yes/No)	Support Status (Requested/Current/Past)	Application/ Project ID (for NHMRC proposals only)	2023 (\$'000)	2024 (\$'000)	2025 (\$'000)	2026 (\$'000)	2027 (\$'000)	2028 (\$'000)	2029 (\$'000)
Prof Susan Example	Y	R	n/a		200	200	200	200	200	
Dr Mary Test, Prof Joe Example	Y	C	n/a		250	300	250			
Prof John Example	N	C		45	22					

B4 Eligibility - What is your time commitment to this project?

Enter your time commitment to this Project as a Full-Time Equivalent (FTE).

Note: FTE of 1.0 represents a full-time commitment (i.e., 5 days per week). A Research Hub Director must have a minimum time commitment of 0.5 FTE.

B5 Employment Details as at the Grant Commencement Date of Project

This question will be used to determine your eligibility. Your eligibility will be based solely on the information contained in this application.

Confirm the participant's employment status at all organisations that you will be associated with as at 1 January 2024. Enter the relevant appointment type and FTE for each organisation.

The options available for relevant appointment type are:

- Employee
- Honorary Academic Appointment
- Other

Note: By selecting Honorary Academic Appointment you are confirming that you meet the definition of an honorary academic appointment as specified in the Grant guidelines. If you do not meet this definition, please select either the Employee or Other appointment type as appropriate.

If you are adding employment at an Eligible Organisation, select the organisation name which matches the relevant organisation name in section 4.7 of the Grant guidelines.

If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number (ABN) or contact the ARC Systems Support team on their [email](#) or call 02 6287 6789 for assistance.

B6 Relevant Organisation for this application as at the grant commencement date of this Project

Enter the Organisation that is relevant to your participation on this application, and that you will be associated with as of 1 January 2024.

- The 'relevant organisation' is the primary organisation that will be supporting your involvement in this project if it is funded.

Note: that the Organisation must be listed in question B5 for this question to validate

- If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number (ABN).

B7 Eligibility – Currently held ARC Projects

This data is auto populated from the participant’s RMS profile and will include any active project which has not yet had a Final Report approved and the project file closed by the ARC. If there are any concerns with the information recorded here, contact the Administering Organisation’s Research Officer.

- 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.
- Active projects are determined based on the project End Date in RMS at the time of the submission of an application. This date will be used to determine whether it is an active project for eligibility purposes.

Currently held ARC Projects can provide an indication of research performance and capacity and assist with your ROPE.

- All active projects at the scheme-specific active project assessment date are taken into consideration for the purpose of determining if ITRP participants’ eligibility to apply for new funding. The active project assessment date means the date on which current project eligibility will be considered for project and application limits per named participant.
- The list of current ARC projects includes all projects on which the participant is named that have not been fully financially acquitted (via an End of Year Report), and/or projects that have not had the Final Report submitted to the ARC.

While an ITRP application will not be ruled ineligible if they contravene the Linkage Project limits, the participant will be required to nominate the applications they wish to withdraw or existing project(s) or role(s) to be relinquished should this application be successful, in question B8.

B8 Eligibility - Project Relinquishment or application withdrawal

- ARC grant guidelines specify the limits on the number of applications and projects for each named participant.
- This question will be activated where a participant will exceed ARC project limits, if this application is successful. In this case, while the application can be submitted, project limits must be met under 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.
- Please refer to the grant guidelines for more information regarding the limits on the number of applications and projects per named participant.
- Provide applications/Project ID(s) for the applications/projects the participant has nominated in order to meet the project limits and what is intended (application withdrawal, project relinquishment, role relinquishment on project, project end date amendment). Provide applications/Project IDs and the intention for each separated by a comma.

- If this question is not applicable to the participant, the question will be greyed out and is not required to be completed.
- Failing to provide this information will jeopardise the eligibility of the applications.

B9 Key Personnel

Are you one of the key personnel participating in this application?

Up to 5 named participants listed in question A2 may be identified as key personnel. Key personnel will be asked to provide additional information regarding their Research Opportunity and Performance Evidence (ROPE).

B10 Research Opportunity and Performance Evidence (ROPE) – Current and previous appointment(s)/position(s) - during the past 10 years (to be answered by Key Personnel only)

This data is automatically populated from the participant’s RMS profile.

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, refresh to capture changes made to the participant’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; and
- Select an organisation for each position.

Note: ‘During the past 10 years’ is from 1 January 2013.

B11 Research Opportunity and Performance Evidence (ROPE) – Career Interruptions

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

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

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**):

- I. From when
- II. To when
- III. FTE of career interruption (enter a value up to 1)
- IV. Interruption category

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

1. Caring and parental responsibilities
2. Disaster management and recovery
3. Limited or no access to facilities and resources—such as through workplace interruptions
4. Medical condition/disability/misadventure
5. Non-research employment
6. Unemployment
7. Community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols
8. 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 E](#) 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), their delegate, or equivalent, in the Administering Organisation. The DVCR does not need to provide any additional certification for this question.

B12 Research Opportunity and Performance Evidence (ROPE) – Career Highlights

Using no more than 1500 characters (approximately 200 words), outline up to 10 career highlights, including a short context statement for each, where relevant.

Content may include prizes, awards, industry engagement, keynote and speaker addresses, research income, discipline specific accolades, intellectual property, supervision, non-traditional research outputs – any career or research opportunity highlight.

Do not include information provided elsewhere in the application.

- B13** **Research Opportunity and Performance Evidence (ROPE) – Details of participant's career, evidence of research impact and contributions to the field, including those most relevant to this application and evidence of leadership, mentoring and research training or supervision.**

Upload a PDF of up to 1 A4 page and in the format described in Section 2.8 of these instructions. The PDF must provide the following information as relevant to the ITRP participant's career.

EVIDENCE OF RESEARCH IMPACT AND CONTRIBUTIONS TO THE FIELD

Provide a statement outlining evidence of the ITRP -Research Hub participant's research impact and significant contributions to the field. Describe how the ITRP -Research Hub participant's research has led to a significant change or advance of knowledge in their field and outline how this will contribute to this application.

EVIDENCE OF LEADERSHIP, MENTORING AND RESEARCH TRAINING OR SUPERVISION

Provide a statement outlining any evidence of the ITRP - Research Hub participant's leadership, mentoring and research training or supervision.

- B14** **Research Opportunity and Performance Evidence (ROPE) – How many PhDs, Masters and Honours students have you supervised have completed their degree?**

As a whole number, provide the total under each category for completions where the participant has been the principal supervisor:

- PhD student completions as principal supervisor:
- Master's student completions as principal supervisor:
- Honours student completions as principal supervisor:

- B15** **Research Opportunity and Performance Evidence (ROPE) - Research Outputs Context**

The total word count available in this section is approximately 500 words (up to 3,750 characters):

- **Research Context** -200 words (up to 1,500 characters): Provide clear information that explains the relative importance of different research outputs and expectations in the ITRP participant's discipline.

The information should help assessors understand the context of the ITRP participant's research achievements, but not repeat information already provided in this application.

It is helpful to include the importance/esteem of specific journals in the participant's field; specific indicators of recognition within their field such as citations and/or authorship order conventions, or the significance of non-traditional research outputs.

- **Annotation on 10-best publications** - 300 words (up to 2,250 characters): Provide up to 30 words for each of the ten selected career-best outputs, providing clear information about its research impact.

B16 Research Opportunity and Performance Evidence (ROPE) - 10 Career-Best Research Outputs

Provide a list of the participant's 10 career-best research outputs, marking those that are most relevant to this application categorized under the following headings: Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs and preprints or comparable resources). CVs and theses should not be included in this list.

Include **up to 10 research outputs** and fully reference each research output listed.

The data will be populated from the 'Research Outputs' section within the participant's RMS profile. The participant will have the flexibility to choose and select which 10 outputs to include in the application.

Research Output – includes all products (including preprints or comparable resources) of a research project that meet the ARC definition of Research. For information on what the ARC defines as a Research Output, refer to the [ARC Open Access Policy](#).

For instructions on how to add research outputs to a user's profile in RMS, refer to the User Guide - [Research Outputs in RMS Instructions for adding Research Outputs to your RMS Profile](#). For instructions on how to add preprints or comparable resources see Appendix A of these Instructions.

Note: Mathematical and other symbols will not be displayed in the Research Outputs sections of RMS. You can however preview the citations by clicking the PDF link which will display the symbols correctly.

Preprints or comparable resources can be included in the Research Output list but must be entered manually in participant's RMS profile as the category "additional research output". Preprints or comparable resources should be explicitly identified as such by including **[PREPRINT OR COMPARABLE]** at the end of the reference.

Research output listing: To indicate the order of the 10 career-best research outputs from the highest rank being number 1, enter numbers 1 up to 10 in the 'Rank' column.

To add research outputs to the application:

- To import all research outputs, click on the 'Search' button. Use the drop-down list to select the specific category and/or source to import only.

Note: RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this.

- To add research outputs, tick the 'Select' checkbox or the 'Select all' button. Click on 'Add selected' button. To remove the research output from the listing click on the 'Remove' button.

Note: On saving, the ranked outputs will appear first and in order of rank.

- To view the Research Outputs PDF, click on the 'View generated Research Outputs PDF'.

B17 Certification by Participants

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

Only the participant named in this form part will be able to provide a response to this question.

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

The participant must review and confirm the accuracy of all information contained in this application, including information entered within their 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 participant agrees to the following statements regarding their participation on the 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 inquiries 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 project 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 also, will notify the Administering Organisation of any personal material interests or Conflicts of Interest which arise subsequent to the submission of the application and 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; and
- 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 subsequent to the submission of this application.

ITRP24 Research Hubs Instructions to Applicants

Important: If the ARC considers that an application is incomplete, inaccurate, and 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 C – Project Description

C1 Project Description

Upload a Project Description as detailed below in no more than 15 A4 pages (continuous or double sided) and in the required format.

All text in the PDF, including text within figures and tables, must be in the format described in [Appendix B](#) of these instructions.

The PDF must provide the following information using the headings below and in this order:

- PROJECT TITLE
- PROJECT AIMS AND BACKGROUND
- INVESTIGATOR(S)/CAPABILITY
- PROJECT QUALITY AND INNOVATION
- FEASIBILITY AND COMMITMENT
- BENEFIT
- COMMUNICATION OF RESULTS
- REFERENCES
- ACKNOWLEDGEMENTS (IF REQUIRED)

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

PROJECT TITLE

This must be the same title as the Application Title in question A1 of the application form and must not exceed 20 words.

PROJECT AIMS AND BACKGROUND

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

INVESTIGATOR(S)/CAPABILITY

Describe the:

- demonstrated Research Opportunity and Performance Evidence (ROPE) of the proposed team including:
 - evidence of experience in managing distributed and/or collaborative industrial and end-user focussed research;
 - evidence of significant outcomes on industry related projects; and

- evidence of experience in and capacity to provide effective supervision, support and mentoring for HDR candidates and postdoctoral researchers over the life of the Research Hub.
- appropriateness of the team research track record to achieve the Research Hub's goals; and
- time and capacity of the team to undertake and manage the proposed research in collaboration with the PO(s).

PROJECT QUALITY AND INNOVATION

Describe the extent to which:

- the aims, concepts, methods and outcomes will drive growth, productivity and competitiveness within relevant sectors;
- the project builds skills and capacity in end-user focussed research;
- the conceptual/theoretical framework is genuinely integrated, cross-disciplinary, innovative and original; and
- how the Training Centre has a wide level of collaboration, including the development of national and international networks and linkages.

Address the alignment of the research program with one or more of the Industrial Transformation Priorities and how this will transform the industry.

FEASIBILITY AND COMMITMENT

Describe the:

- extent to which the proposed Research Hub represents value for money;
- practicality of the proposed project objectives, budget and timeframe (including identified risks and mitigation strategies);
- proposed level of collaboration to support the research project;
- high-quality intellectual support provided for the Research Hub by the research environment of the participating organisations;
- availability of and access to the necessary facilities required to support the proposed research (physical, technical, access to infrastructure, etc);
- capacity and commitment of each PO(s) to support the Research Hub (including the plan for student placements);
- extent to which the proposed Research Hub will engage, and will continue to engage, meaningfully with the relevant industry experts;
- PO(s) facilities and personnel contribution to the effective supervision, on-site training, support and mentoring for the HDR candidates and postdoctoral researchers over the life of the project.

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 level of internal leadership of Indigenous research;
- 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](#).

BENEFIT

Describe:

- the extent to which the research clearly addresses one or more of the Industrial Transformation Priorities;
- the economic, commercial, environmental, social and/or cultural benefits for relevant Australian research end-users (including relevant industry and manufacturing sectors);
- the extent to which the proposed Research Hub supports clearly identified market opportunity(ies) and intended transformation for Australian industry or other end users;
- the extent to which the proposed Research Hub will build the ability to exploit research outcomes in the PO(s);
- the extent to which there are adequate strategies to encourage disseminations and promotion of research outcomes;
- the potential contribution of the proposed research to addressing the needs of industries and communities as articulated in Australia's National Reconstruction Fund;
- where relevant, the extent to which the applicants have identified the freedom to operate in the Intellectual Property and patent landscape to enable future benefits to industry.

COMMUNICATION OF RESULTS

- Outline plans for communicating the research results to other researchers and the broader community, including but not limited to scholarly and public communication and dissemination.

REFERENCES

- Include a list of all references, including relevant references to the participants' previous work.
- References may be in 10-point font.

ACKNOWLEDGEMENTS (if required)

Acknowledge any significant contributions directly associated with this application in terms of ideas and authorship, by persons not already named in this application. This heading does not need to be included in your Project Description if it is not required.

Part D – Project Cost

D1 What is the proposed budget for your project?

Outline the budget proposed for your project.

Ensure that your budget complies with the requirements of the grant guidelines. It is important that the Administering Organisation and any other organisations participating in this application have been added at Question A3 prior to entering information in the budget table.

- For IH24, the budget form at D1 only requires individual line items to be entered in the Personnel section. All other sections (Travel, Field Research, Teaching Relief etc) should enter **one line** only giving the total amount for that section per year. Details regarding the requested budget items and contributions making up this total amount should be provided in D2 (Justification of funding required from the ARC) and D3 (Details of non-ARC contributions) as appropriate.
- Do not commence entering information in the budget table until all participants and all organisations have been requested and subsequently confirmed their participation on the proposed project.
- 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.
- Enter the amount of funding requested from the ARC in the ARC column. Funding must not be requested for items that are excluded. Refer to section 5 of the grant guidelines for further information on budget items supported and not supported.
- Cash or in-kind contributions from the Administering Organisation, Partner Organisation(s), Other Eligible Organisation(s) and/or Other Organisation(s) may also be included at Question D1 and described in Question D3 (Details of non-ARC contributions). Please note that Partner Organisation cash contributions cannot be a contribution to salaries for CIs and/or PIs on the application.
- Ensure that funding is requested at the correct level as the ARC will not be able to provide additional funds to cover a budget that has not been planned adequately.
- Budget items requested from the ARC must not be ineligible costs under section 5.6 of the grant guidelines.
- Section 5.3 of the grant guidelines has a list of eligible expenditure items. Please note that this list is not exclusive of other costs, if they are items that directly support the project and are not excluded under section 5.6. Eligible costs could also include items such as:

ITRP24 Research Hubs Instructions to Applicants

- expert services of a third party if the services are directly related to and essential for the project. Such services include, but are not limited to language translation services, transcribing services; purchase of bibliographical or archival material (electronic or hard copy); and data collection and analysis services;
- access to national and international research and infrastructure facilities including specialist archives, collections and databases;
- access to technical workshop services linked to and justified explicitly against the project (for example, machine tools and qualified technicians);
- publication and dissemination of project research outputs and outreach activity costs;
- web hosting and web development specific to the project; and
- workshops, focus groups and conferences that are essential for the conduct of the project (including reasonable hospitality costs such as morning tea, lunch, and afternoon tea).

Note:

- The ARC reserves the right to determine the level of funding allocated to a project.
- Cash and in-kind contributions from the Administering Organisation, Other Eligible Organisation(s) and/or Other Organisation(s) may also be entered in Question D1, including the dollar value of the salary for CIs and PIs who are receiving a (non-ARC) salary. Salaries are to be shown only for the proportion of time estimated that will be spent on the 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.

ENTERING INFORMATION IN THE BUDGET TABLE

1) 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.

ITRP24 Research Hubs Instructions to Applicants

		Year 1	Year 2	Year 3	Year 4	Year 5					
Description		Australian Research Council		Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
		Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total											
Personnel	+										
Teaching Relief	+										
Travel	+										
Field Research	+										
Equipment	+										
Maintenance	+										
Other	+										

Columns and Organisation Table(s) for different organisation types will be created within the Budget table (please note this is dependent on the organisations that are entered in Part A3 Organisation Participant Summary)

Other Eligible Organisation		Year 1		Year 2		Year 3		Year 4		Year 5	
Organisation		Cash	In-kind								
Example Org		0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0	0	0
Committed Total											

Partner Organisation		Year 1		Year 2		Year 3		Year 4		Year 5	
Organisation		Cash	In-kind								
Example PO		0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0	0	0
Committed Total											

Other Organisation		Year 1		Year 2		Year 3		Year 4		Year 5	
Organisation		Cash	In-kind								
Example Org		0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0	0	0
Committed Total											

Any budget validation error messages will appear at the bottom of the page.

2) The information required in the IH24 budget form at D1 has been simplified.

Only the Personnel section should have itemised lines in the budget form. The Travel, Field Research, Equipment, Maintenance and Other headings should all only have **one** line each, showing the total amount requested from the ARC and being contributed by participating organisations.

Enter in a **one-line budget** request including organisational contributions by aggregating all items under each of the category types for each year. Please see the example of screenshot below, showing that a single line has been added under the Travel, Field Research, Equipment, Maintenance and Other headings (with an automatically generated total line shown against each of the headings).

ITRP24 Research Hubs Instructions to Applicants

Year 1 Year 2 Year 3 Year 4 Year 5										
Description		Australian Research Council	Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total		267,500	20,000	30,000	5,000	40,000	195,000	125,000	10,000	20,000
Personnel	+	60,000		15,000		15,000		15,000		10,000
Example Personnel 1	✎ 🗑	20,000	0	15,000	0	0	0	0	0	0
Example Personnel 2	✎ 🗑	20,000	0	0	0	15,000	0	0	0	10,000
Example Personnel 3	✎ 🗑	20,000	0	0	0	0	0	15,000	0	0
Teaching Relief	+	12,500								
Teaching Relief for Prof Example Example		12,500	0	0	0	0	0	0	0	0
Travel	+	20,000	5,000				20,000			
(Example) Total request and Contributions	✎ 🗑	20,000	5,000	0	0	0	20,000	0	0	0
Field Research	+	15,000					35,000	25,000	5,000	
(Example) Total request and Contributions	✎ 🗑	15,000	0	0	0	0	35,000	25,000	5,000	0
Equipment	+	120,000	5,000	15,000	5,000	10,000	40,000	20,000		10,000
(Example) Total request and Contributions	✎ 🗑	120,000	5,000	15,000	5,000	10,000	40,000	20,000	0	10,000
Maintenance	+	30,000				15,000	50,000	15,000		
(Example) Total request and Contributions	✎ 🗑	30,000	0	0	0	15,000	50,000	15,000	0	0
Other	+	10,000	10,000				50,000	50,000	5,000	
(Example) Total request and Contributions	✎ 🗑	10,000	10,000	0	0	0	50,000	50,000	5,000	0

3) Budget layout examples

Example 1: Selecting the Year, and entering one line for total request and contributions

The example below shows that Year 1 has been selected and indicates the location to enter one line for the total request and contributions for all budget categories except Personnel and Teaching Relief.

Year 1 Year 2 Year 3 Year 4 Year 5 Click on a Year to enter the budget										
Description		Australian Research Council	Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total		267,500	20,000	30,000	5,000	40,000	195,000	125,000	10,000	20,000
Personnel	+	60,000		15,000		15,000		15,000		10,000
Example Personnel 1	✎ 🗑	20,000	0	15,000	0	0	0	0	0	0
Example Personnel 2	✎ 🗑	20,000	0	0	0	15,000	0	0	0	10,000
Example Personnel 3	✎ 🗑	20,000	0	0	0	0	0	15,000	0	0
Teaching Relief	+	12,500								
Teaching Relief for Prof Example Example		12,500	0	0	0	0	0	0	0	0
Travel	+	20,000	5,000				20,000			
(Example) Total request and Contributions	✎ 🗑	20,000	5,000	0	0	0	20,000	0	0	0
Field Research	+	15,000					35,000	25,000	5,000	
(Example) Total request and Contributions	✎ 🗑	15,000	0	0	0	0	35,000	25,000	5,000	0
Equipment	+	120,000	5,000	15,000	5,000	10,000	40,000	20,000		10,000
(Example) Total request and Contributions	✎ 🗑	120,000	5,000	15,000	5,000	10,000	40,000	20,000	0	10,000
Maintenance	+	30,000				15,000	50,000	15,000		
(Example) Total request and Contributions	✎ 🗑	30,000	0	0	0	15,000	50,000	15,000	0	0
Other	+	10,000	10,000				50,000	50,000	5,000	
(Example) Total request and Contributions	✎ 🗑	10,000	10,000	0	0	0	50,000	50,000	5,000	0

Annotations:

- The Total sum of all categories for the year selected (points to the Total row)
- Do not use the + to add Teaching Relief. See point 4) of these instructions on how to add Teaching Relief. (points to the Teaching Relief row)
- For each of these categories enter one line for the total request and contributions (points to the 'Total request and Contributions' rows for Travel, Field Research, Equipment, and Maintenance)
- Click here to enter in ARC request (points to the ARC Cash column for Maintenance)
- Click here to enter in contributions (points to the Partner Cash and In-kind columns for Maintenance)

Example 2: Entering one line request and contributions, and matching the total Partner Organisation contributions in the budget table to the totals in the Partner Organisation table

The example below shows that Year 1 has been selected and that \$267,500 has been requested from the ARC. The example shows that the Administering Organisation will be providing \$20,000

ITRP24 Research Hubs Instructions to Applicants

of cash and \$30,000 in-kind support and the Combined Partner Organisation contribution for will be \$195,000 in cash and \$125,000 of in-kind support.

The example shown for 'Equipment' shows how a one-line budget request for total request and contributions is entered.

The example below also shows the contribution from each Partner Organisation (PO1 and PO2) and the 'Committed Total', which equals the combined Partner Organisation contribution.

Year 1 Year 2 Year 3 Year 4 Year 5										
Description	Australian Research Council		Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total	267,500		20,000	30,000	5,000	40,000	195,000	125,000	10,000	20,000
Personnel	60,000			15,000		15,000		15,000		10,000
Example Personnel 1	20,000		0	15,000	0	0	0	0	0	0
Example Personnel 2	20,000		0	0	0	15,000	0	0	0	10,000
Example Personnel 3	20,000		0	0	0	0	15,000	0	0	0
Teaching Relief	12,500									
Teaching Relief for Prof Example Example	12,500		0	0	0	0	0	0	0	0
Travel	20,000		5,000				20,000			
(Example) Total request and Contributions	20,000		5,000	0	0	0	20,000	0	0	0
Field Research	15,000						35,000	25,000	5,000	
(Example) Total request and Contributions	15,000		0	0	0	0	35,000	25,000	5,000	0
Equipment	120,000		5,000	15,000	5,000	10,000	40,000	20,000		10,000
(Example) Total request and Contributions	120,000		5,000	15,000	5,000	10,000	40,000	20,000	0	10,000
Maintenance	30,000					15,000	50,000	15,000		
(Example) Total request and Contributions	30,000		0	0	0	15,000	50,000	15,000	0	0
Other	10,000		10,000				50,000	50,000	5,000	
(Example) Total request and Contributions	10,000		10,000	0	0	0	50,000	50,000	5,000	0

Partner Organisation										
Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
PO 1	75,000	35,000	0	0	0	0	0	0	0	0
PO 2	120,000	90,000	0	0	0	0	0	0	0	0
Total	195,000	125,000	0	0	0	0	0	0	0	0
Committed Total	195,000	125,000								

Other Eligible Organisation										
Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind								
Other Elig Org	5,000	40,000	0	0	0	0	0	0	0	0
Total	5,000	40,000	0	0	0	0	0	0	0	0
Committed Total	5,000	40,000								

Other Organisation										
Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind								
Other Org	10,000	20,000	0	0	0	0	0	0	0	0
Total	10,000	20,000	0	0	0	0	0	0	0	0
Committed Total	10,000	20,000								

4) How to enter information in the Australian Research Council column

- Enter the amounts in the ARC column against the relevant items for each year you will be seeking funding from the ARC.
- Use the budget table as a summary, using the broad categories listed. Details and justification of specific budget items must be provided in Question D2.

- Applicants should not enter indexation amounts. All amounts for each year should be entered as 2024\$. The ARC will calculate indexation on an annual basis and apply this to the funding amounts. Indexation does not represent additional funding; it is to cover the general annual increase in cost for funded items.

5) How to enter in information against the Budget Categories

- Budget items requested must not be ineligible costs under section 5.6 of the grant guidelines.

Personnel

- Multiple line items can be entered in the Personnel section of the budget table.
- Show salaries for CIs and PIs in the relevant in-kind columns (AO, Other Eligible Organisation, PO, or Other Organisation only, not ARC column), only for the proportion of time estimated that will be spent on the project.
- When a Research Hub Manager salary is being requested, it should be in the 'Personnel' section and should be at an appropriate level for the AO or relevant industry.
- Funding requests for Senior Research Associates, Research Associates and all other personnel must be requested at an appropriate salary level for the employing organisation at the time of submission. The stipend level should be relevant to ITRP scheme rates as listed on the [ARC website](#). These can be grouped by institution or role (e.g., '2 x Senior Research Associates at University X'). Do not list each individual salary request on a separate line.
- Salaries must include 30 per cent on-costs (excluding items such as extended leave and severance pay) to contribute to salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation.
- Do not build indexation into the amounts. Project payments to the AO will be automatically indexed at the time of payment for each year of the project.
- Where an honorary academic appointment is not financial, that participant does not need to be entered in the budget section.
- Details and justification of 'Personnel' and costings must be included in question D2 and question D3 as appropriate.

Note: The AO must ensure that any organisational in-kind contributions in the budget section of the application do not include basic salary for any Commonwealth Fellowships, unless it is salary over and above the Commonwealth component supported.

Travel

- Enter in a **one-line budget** request for travel costs that are essential to the project, including economy travel costs for domestic and/or international travel and accommodation, not exceeding an average of \$20,000 per year over the project activity period.
- Contributions from participating organisations should be included on the same line as the **one-line** budget request from the ARC.

- Details and justification of 'Travel' and costings must be included in Question D2 and Question D3 as appropriate, such as individual flights, travel allowance, conference costs etc.

Field Research

- Enter in a **one-line budget** request for costs associated with 'Field Research' that are essential to the project including technical and logistical support, travel, and accommodation costs.
- Contributions from participating organisations should be included on the same line as the **one-line** budget request from the ARC.
- Details and justification of 'Field Research' and costings must be included in Question D2 and Question D3 as appropriate.
- These costs are not included in the average \$20,000 per year limit for travel but must be fully justified in question D2 and question D3 as appropriate.

Equipment

- Enter in a **one-line budget** request for Equipment costs, including specialised computer computing hardware and software costs as supported under section 5.3.c.
- Contributions from participating organisations should be included on the same line as the **one-line** budget request from the ARC.
- Details and justification of 'Equipment' and costings must be included in Question D2 and Question D3 as appropriate.

Note: The scheme will not fund budget items that do not directly support a research project as per section 5 of the grant guidelines.

Funding will also not be provided for equipment or consumables that are for broad general use.

Note: It may be more appropriate to seek funding from the Australian Government for large or costly items of equipment through the ARC *Linkage Infrastructure, Equipment and Facilities* (LIEF) scheme (Link: [LIEF Program](#)).

Maintenance

- Enter in a **one-line budget** request for Maintenance costs.
- Contributions from participating organisations should be included on the same line as the **one-line** budget request from the ARC.
- Details and justification of 'Maintenance' and costings must be included in Question D2 and Question D3 as appropriate.
- Note: Include in this category consumables and items related to equipment maintenance. Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under 'Equipment' or 'Personnel' as appropriate.

Teaching Relief

- Enter in a **one-line budget** request for Teaching Relief.

- Only CIs are eligible to request funding for teaching relief up to a total value of \$50,000 per CI per year where it is demonstrated that it will enhance engagement with the Partner Organisation(s).
- Details and justification of 'Teaching Relief' and costings must be included in Question D2 and Question D3 as appropriate.
- CIs applying for Teaching Relief', will have their name automatically uploaded to the budget summary in the 'Teaching Relief' section.

Other

- Enter in a **one-line budget** request for Other.
- Contributions from participating organisations should be included on the same line as the **one-line** budget request from the ARC.
- Details and justification of 'Other' and costings must be included in Question D2 and Question D3 as appropriate.

Note: Items which can be included in the 'Other' budget category are those that cannot be appropriately placed in another category. Some 'Other' items include, but are not limited to, expert services of a third party, publication and dissemination costs and web hosting and development specific to the project. Other costs may include reasonable essential extraordinary costs to allow a participant who is a carer, or who themselves require care or assistance, to undertake travel essential to the project.

6) Enter contributions from organisations participating in this application

- Enter contributions provided by the AO, Other Eligible Organisations, PO and Other Organisations.
- Enter the amounts (\$) the organisation will provide to the project in the appropriate column and year.
- Items must first be added to the budget table; the amounts can then be entered in the relevant columns.

Administering Organisation column

- Enter the dollar amounts that the AO will be contributing to the project. The "Total" line will sum the total of all categories.

Other Eligible Organisation column

- If organisations other than the AO are listed as participants in Part A, their contribution may be listed in the relevant budget column(s) which will appear in the budget table. This is the total amount being contributed if there is more than one Other Eligible Organisation. These contributions must also be summarised in the table(s) below the budget. The "Total" line will sum the totals of all categories.

Partner Organisation column

- Enter the amount of funding in the relevant years that the PO(s) will be providing against each budget line. This is the total amount being contributed if there is more than one PO.

- A separate summary table entitled “Partner Organisation(s)” will be populated underneath the budget table. Each PO’s name will be listed separately within that table to enter the amount each PO will be contributing in the relevant year/s. Enter the total amount that a PO is contributing against that Organisation’s name in each year(s). The amounts entered against all POs must match the total amount showing in the “Partner Organisation” column for each year.

‘Other Organisation’ column

- Enter the amount of funding the “Other Organisation(s)” will be providing. This is the total amount being contributed if there is more than one “Other Organisation”. A separate summary table entitled “Other” will be populated with each organisation listed separately.
- In the “Other Organisation” table, enter the total amount that each “Other Organisation” will be contributing in the applicable year(s) against each organisation.

Budget validation: If the total amount in the “Partner Organisation” table does not match the total amount in the “Partner Organisation” column for each year of the primary table, you will see a budget validation error. For example, “The in-kind totals of the primary budget table and the secondary budget table do not match up for the contributor PO (Summary) for Year 1”. This error must be resolved before any other validation errors. As a general rule, resolve any validation errors from the first dot point down.

IMPORTANT: RMS only performs limited validation checks of budget compliance with the grant guidelines. It is the AO’s responsibility to ensure that the budget requirements are met before submission.

D2 Justification of funding requested from the ARC

The ARC budget justification information must not exceed 4 A4 pages. The uploaded PDF must:

- Use the same headings as in the Description column in the budget at question D1 of the application.
- Fully justify each budget item requested in terms of need and cost. 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. The same level of explanation is required for all items being requested.
- For ICPD salaries, HDRs and ICHDRs, these candidates must be paid at a level appropriate to the employing organisation, which is no less than the level indicated on the salaries and stipends page of the [ARC website](#).
- Justify any funding being requested for major items of equipment. Requests for any major items of equipment are considered on merit. Participants should plan to use existing equipment wherever possible. If participants are seeking funding for new equipment, describe how the equipment will be used and provide details of the manufacturer, supplier,

cost and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, participants must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.

- Requests for funding to cover the costs of domestic and international travel for personnel associated with a project, including for reasons of fostering and strengthening collaborations between participants in Australia and overseas, must be justified in full.

D3 Details of non-ARC contributions

Provide details of how non-ARC contributions will support the proposed Research Hub. This information must not exceed 2 A4 pages. The uploaded PDF must:

- Use the same headings as in the Description column in the budget at D1 of the application;
- For each PI named in the application, provide details of their organisation's contribution, including the PIs' contributions to the project in relation to their time and any other contribution of her/his organisation;
- For each CI, provide details including the CI's contributions to the project in relation to her/his time and any other contribution of their organisation;
- If there is no direct funding being provided by a participating organisation or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made; and
- Highlight PO contributions and attribute them to specific organisations.

Part E – Classifications and Other Statistical Information

E1 Industrial Transformation Priorities

You must select one or more of the National Reconstruction Fund Priority areas from the drop-down list.

Note: Information regarding the [National Reconstruction Fund](#) is available via a link on the [Department of Industry, Science and Resources](#) website.

E2 Field of Research (FoR-2020)

Select up to 3 individual classification codes at the 6-digit level that relate to the application. 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 are used by the ARC to assign assessors to the application and should be as accurate as possible.

- Select up to 3 six-digit FoR codes that relate to the application. Once you choose the FoR code click on the 'Add' button.

Tips for searching and entering FoR codes

Click on the  icon to search the full list of FoR codes:

[Click FoR-2020 Codes and definitions by Division link](#)

Or visit the ARC website for [FoR Codes and definitions by Division, 2020](#).

A maximum of 3 FoR codes can be entered in an application.

- Enter the percentage for each FoR code.
- Prioritise the classification codes from highest to lowest percentage. 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 maximum percentage can only be entered for one FoR code (for example, 50 cannot be entered for 2 FoR codes)
- 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.

E3 Socio-Economic Objective (SEO-2020)

Select up to 3 classification codes that relate to your application. The percentages must total 100.

The Socio-Economic Objective (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.

Tips for searching and entering SEO-2020 codes

Click on the  icon or visit the ARC website to search the full list of [SEO-2020 codes](#):

[Click SEO-2020 Codes link](#)

A maximum of 3 six-digit SEOs can be entered per application.

- Enter a percentage for each SEO code.
- Prioritise the SEO codes from highest to lowest percentage. RMS does not automatically sort from highest to lowest percentage.
- Enter a whole number, do not use the percentage sign (%).

Note: The highest percentage can only be entered for one SEO code (e.g. 50 cannot be entered for two SEO codes).

E4 Interdisciplinary Research

Does this application involve interdisciplinary research?

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

If you select 'Yes' two additional questions will be enabled:

- Specify the ways in which the research is interdisciplinary by selecting one or more of the options below.
- Indicate the nature of the interdisciplinary research involved (Up to 375 characters (approximately 50 words)).

Information regarding interdisciplinary research can be found on the ARC website in the [ARC Statement of Support for Interdisciplinary Research](#).

E5 Does the proposed research involve international collaboration?

This is a 'Yes' or 'No' question. If you select 'Yes', 2 additional questions (E6 and E7) will be enabled.

E6 What is the nature of the proposed international collaboration activities?

Choose all options which will apply to this application if it is funded. Select a category and click 'Add'.

E7 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: Australia is not to be listed and is not available to be selected from the drop-down list.

Part F – Project Eligibility

F1 Medical Research

Does this application contain content which requires a statement to demonstrate that it complies with the eligible research requirements set out in the [ARC Medical Research Policy](#) located on the ARC website?

Select 'Yes' or 'No' from the drop-down list as appropriate. If 'Yes' is selected question F2 will be activated.

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

Note: Research Hubs may include a medical research-related priority (e.g. Medical Technologies and Pharmaceuticals). Applications addressing that priority must take the [ARC Medical Research Policy](#) into consideration, as well as addressing the objectives of the scheme.

More information is also available in the ITRP Frequently Asked Questions document on [GrantConnect](#).

F2 Medical Research Statement

(This question must be answered if 'Yes' is selected at question F1.)

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. The ARC will not seek further clarification.

Tips

- Clearly state the application's main aim. This can include identified, big picture, and long-term intent beyond the scope of the application.
- Address why this area of research, which may appear to be medical, is required. For example, to provide proof of concept or demonstrate a platform technology which are years from medical application.
- Provide sufficient detail for the ARC to understand the intent and limits of the research aims.
- Avoid quoting the [ARC Medical Research Policy](#) in your response.

F3 Current Funding

Does this application request funding for a project funded by the Australian Government (Either ARC or elsewhere) that meets the following criteria? Is the project a:

- similar or linked research activities,

- infrastructure, and or
- a project previously or currently being funded?

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

If you answer 'Yes', provide the Project ID(s) and briefly explain how funding this project would not duplicate Australian Government funding or overlap with existing projects.

Text response must be no more than 2000 characters, approximately 285 words.

F4 Other Application(s) for funding

Are you applying for funding from the Australian Government (ARC or elsewhere) for similar or linked research?

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

If you answer 'Yes', provide the application ID(s) and briefly explain why more than one application for similar or linked research has been submitted. Should all applications be successful, how they will be managed to avoid duplication of Australian Government funding.

Text response must be no more than 2000 characters, approximately 285 words.

Part G – Partner Organisation Details

G1 Organisation contact details

This section will automatically be generated for each PO added to the application at question A3. Participants must ensure that the name of the organisation is correct and is the current name of their intended PO.

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

G2 Letter of support for this application including Partner Organisation certification

Upload a PDF of no more than two A4 pages of the PO letter of support, signed by the CEO or delegate.

The grant guidelines at section 4.10c outlines the requirements of each Letter of Support each Partner Organisation must comply with.

Note: A PO letter of support template has been provided at [Appendix C](#) for distribution and use by the PO(s).

G3 Does this organisation have more than 100 employees?

(This question must be answered)

As stated in section A3.3 of the grant guidelines, the combined Partner Organisation cash contributions are dependent on the number of employees at the Partner Organisation.

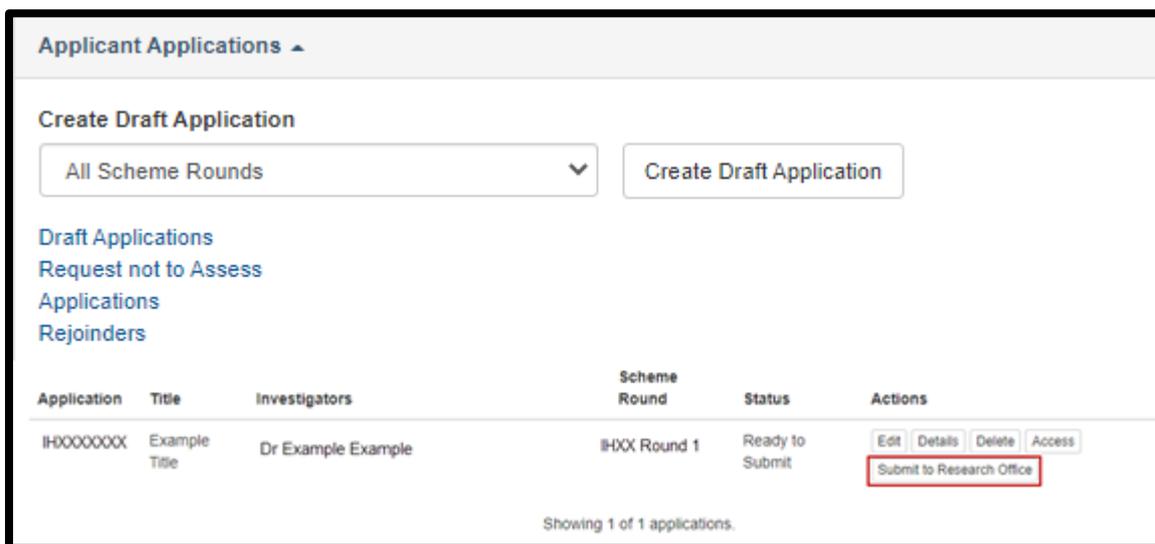
4. Submitting the application to the Research Office

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 RO, the Research Hub Director must review all components to ensure the information to be submitted is complete and valid.

When the application is ready to submit to the RO, return to the Action Centre home page and click on 'Submit to Research Office'.



Participants and RO 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).



Note: Many users will be attempting to submit concurrently as the deadline approaches. 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.

RO may impose their own internal deadlines on researchers to submit applications.

Appendix A – Preprints or Comparable Resources

Preprints or comparable resources can be included in any part of an application. This includes within the Question B16 and the body of an application.

An application will not be deemed to be ineligible for the citing and listing of preprints or comparable resources. Recognising that their 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.

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 (digital object identifier). Any citation of a preprint or comparable resource should be explicitly identified as such and listed in the references with a DOI, URL or equivalent, version number and/or date of access, as applicable.

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

Appendix B – Format

Write in plain English and comply strictly with the application format and submission requirements.

All pages of additional text (uploaded in PDF form) must be formatted as follows:

- Black type, or occasional coloured type for highlighting purposes.
- Single column.
- White A4 size paper with at least 0.5 cm margin on each side and at top and bottom.
- A highly legible font type must be used before converting to PDF such as: Arial, Helvetica, Palatino and Times New Roman subject to them being an equivalent sized font to 12-point Times New Roman. Variants such as mathematical typesetting languages may also be used.

Text included in figures, tables or pictures must also be equivalent sized font to 12-point Times New Roman.

Note: The intent behind this font size requirement is to ensure that no application is afforded a material advantage by inserting substantially more information into their applications through using text smaller than 12-point font.

E.g., a structural diagram that includes atom labels as part of the image would be acceptable, but images that contain lengthy descriptive text (i.e., paragraphs of small font information) would not comply with the font size requirements.

- Only references can be in equivalent sized to 10-point Times New Roman font.
- Adhere strictly to page limits designated for each part of the application.
- The inclusion of webpage addresses/ URLs and hyperlinks should be used only under certain circumstances such as publications that 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. All information relevant and necessary to the application must be contained within 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 be both necessary and appropriate.
- Additional text uploaded as PDF may appear slightly reduced in size due to the RMS formatting of the attachments to include page numbers. Additional text uploaded in 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 the application to determine that the text meets these requirements.

Note: Information such as citations or public recognition may be considered for inclusion in relevant sections if suitable.

Appendix C – Partner Organisation letter of support template

Please see the guidance template on the page below.

This template is for guidance only and is not a mandatory format. Ensure the Partner Organisation letter of support meets the requirements as set out in the grant guidelines and Instruction to Applicants, including the required formatting as outlined in Appendix B. Ensure that the required certification text is included as set out in the grant guidelines, amended wording is not acceptable.

ITRP24 Research Hubs Instructions to Applicants

[Partner Organisation official letterhead]

Director Linkage Grant Opportunities
Australian Research Council

[Date]

Dear Sir/Madam,

Re: Letter of support for application [Application RMS ID and title]

[A brief profile of the Partner Organisation. For Industrial Transformation Research Hubs applications, this must include the number of employees within the organisation]

[Details regarding how the Project aligns with the Partner Organisation's strategic objectives]

[Partner Organisation's expectations about industry outcomes, products and/or market value]

[Details/information of the Cash and/or In-Kind Contributions from the Partner Organisation for the project]

Total In-Kind Contribution (\$)	Total Cash Contribution (\$)	Source of Cash Contribution
\$	\$	Cash contribution will be sourced from..... / A Cash Contribution is not being made.

"I certify that no part of [Partner Organisation name]'s Cash Contribution is drawn from funds awarded or appropriated by the Commonwealth or Australian State or Territory Governments for the purposes of research, nor from funds previously used to leverage government research or research infrastructure funding." [This certification is not required if a Cash Contribution is not being made].

"I certify that [Partner Organisation name] will meet the requirements outlined in a standard ARC Grant Agreement, including the requirement to enter into arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs."

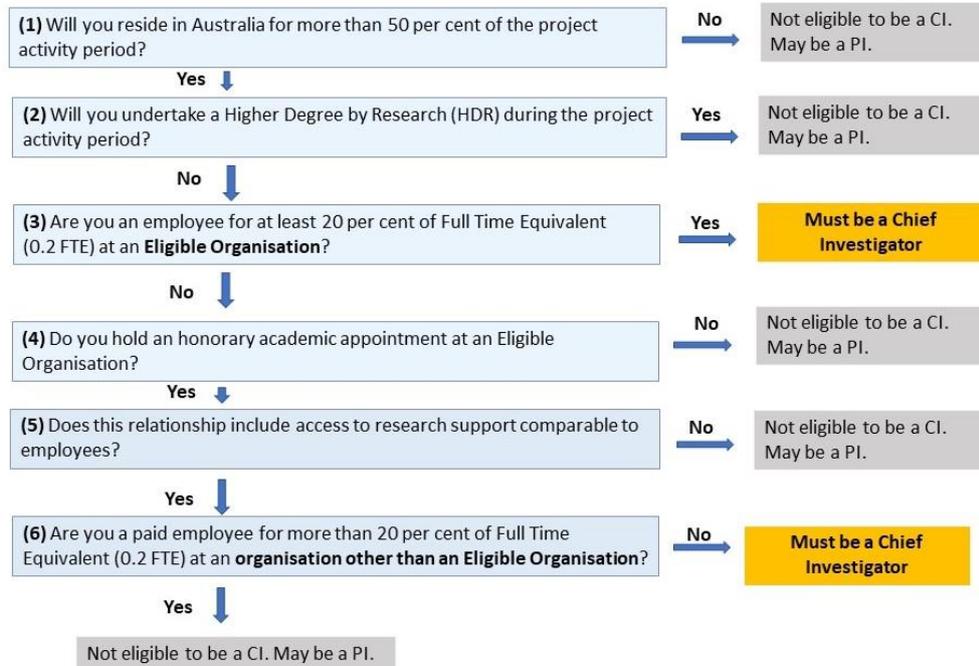
Yours sincerely,

[CEO/Delegate signature]

[CEO/Delegate signature block]

Appendix D – Chief Investigator/Partner Investigator role decision tree

Which role should I select – Chief Investigator (CI) or Partner Investigator (PI)?



Note: This decision tree is provided to assist participants to select the appropriate role for their circumstances. It is not a definitive assessment for all cases. Please refer to the Grant guidelines for detailed information regarding role eligibility, and discuss your circumstances with the RO.

Appendix E – 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 B6 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 had 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 B6 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 had 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. Dr Ali's PhD was conferred on 5 September 2011.

As only career interruptions that occurred after the participant's PhD conferral date should be included, in this scenario, the interruptions should be entered into Question B6 as follows:

From when: 05/09/2011
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 had reported a career interruption of 1 year and 4 months since 2011."