ARC Centres of Excellence

commencing in 2023

Expressions of Interest

Instructions to Applicants

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Australian Research Council
ARC Centres of Excellence
commencing in 2023

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Instructions to Applicants

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The *ARC Centres of Excellence commencing in 2023 Instructions to Applicants* (hereafter referred to as the **Instructions**) provides information to applicants on how to complete and electronically submit an ARC Centres of Excellence Expression of Interest (EOI) application.

The completed EOI application form, including the PDF attachments, must comply with the Linkage Program Grant Guidelines – ARC Centres of Excellence commencing in 2023 (hereafter referred to as the **Grant Guidelines**).

The information in this document is underpinned by the Grant Guidelines. Please read the Grant Guidelines before preparing the EOI application available on GrantConnect.

Please also read the draft Linkage Program Grant Agreement – ARC Centres of Excellence commencing in 2023 and the ARC Centres of Excellence Establishment Toolkit (available on the ARC Centres of Excellence page on the ARC website) as these documents contain important information on the establishment and expectations of an ARC Centre of Excellence.

1. Before completing the EOI application

This document provides scheme-specific information to applicants on how to complete and submit an EOI application for an ARC Centre of Excellence. For general instructions on how to use the Research Management System (RMS), refer to the RMS User Guide available on the ARC website.

An EOI application must be submitted as a summary of the proposed ARC Centre of Excellence.

The EOI application must contain all the information necessary for assessment of the EOI application without the need for further written or oral explanation, or reference to additional documentation including the Internet. All details in the EOI application must be current at the time of submission.

1.1 RMS User Profile and auto-populating Research Outputs

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

Research outputs can be added to a user's profile through any of the following methods:

• Link an RMS account with an ORCID (Open Researcher and Contributor ID) account and import the research outputs from the Works section of the user's ORCID profile;

• Add a research output citation by using a valid Digital Object Identifier (DOI);

- Upload a BibTeX file to RMS and perform a bulk upload of the research outputs contained within it; or

- Manually create an individual record per research output within the RMS user profile

Pre-print publications **should not** be included in **any** part of the EOI application form.

> **NOTE**: RMS will not prevent the entry of duplicate or pre-print records and it is the responsibility of applicants to manage this. Users will have the flexibility to choose research outputs for listing in their grant applications.

For instructions on how to add your ORCID to your RMS profile, refer to Appendix A. For instructions on how to add research outputs to your profile in RMS, refer to the User Guide: Research Outputs in RMS—Instructions for adding Research Outputs to your RMS Profile available on the ARC website.

1.2   Accuracy of Information

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

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. 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.

The grant guidelines state that applications must meet specific format requirements listed in the Instructions; the inclusion of webpage addresses/URLs and hyperlinks other than for circumstances as specified above will be considered an eligibility matter. Contact the Administering Organisation's Research Office for further information.

1.3   Key Documents

Key documents for the ARC Centres of Excellence scheme are available on GrantConnect.

It is important that the completed ARC Centres of Excellence EOI application form complies with the Grant Guidelines.

1.4   Key Dates – *ARC Centres of Excellence* commencing in 2023

Refer to the Grants Calendar and Important Dates for ARC Grant Application Process pages on the ARC website for key calendar, important dates and updates relevant to the grant guidelines, including the EOI application submission due date

1.5   Research Office

Please contact the Administering Organisation's Research Office if you have any queries regarding ARC funding schemes and questions on how to complete an EOI application form prior to your submission. The Research Office should be able to answer any questions participants might have and can seek clarification from the ARC if necessary.

1.6   Eligibility in RMS

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

1.7   EOI Application Certification

The EOI application 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 the EOI application.

The Administering Organisation must obtain the agreement of all the relevant people and organisations named on the EOI application. This does not include the employing organisations of Partner Investigators located overseas or any participant's current employing organisation, which is not their relevant organisation for the purposes of the EOI. Formal written evidence of agreement is not required at the EOI stage, but must be obtained by the Administering Organisation should they be invited to submit a full application.

2. Creating a new Expression of Interest application in RMS

To create a new EOI application:

- Login to RMS

- Under 'Create Draft Proposal' select "ARC Centres of Excellence Expression of Interest 2023 round 1" from the drop-down menu

- Click on 'Create Draft Proposal'.

3. Completing the EOI application form

There are four Parts (A-D) in the EOI application form:

A) Administrative Summary

B) Classification and Other Statistical Information

C) Centre Research Program

D) Participant Details

When the EOI application has been created, Parts A, B, and C of the form will be displayed at the top of the screen. Part D will not be displayed until a name has been added to question A2 (Person Participant Summary). Please note that initially the colour of these Parts will be red, indicating that the Part is incomplete (invalid). When the Part(s) of the form have been completed they will become

green (valid). Click on the relevant Part at the top of the screen to navigate between Parts of the form (Part A to Part D).

A) Administrative Summary (Invalid)	B) Classification and Other Statistical Information (Invalid)	C) Centre Research Program (Invalid)
D) Participant Details (Invalid) ▾		

Click on Part A to start completing the EOI application form.

Please remember to save all changes. There is **no** autosave function. The 'Save' button is located at the top of the page next to the Adobe PDF file icon:

🔴 Save

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

PART A – Administrative Summary

A1   Proposal Working Title

(This question must be answered)

Provide a short working title beginning with '**ARC Centre of Excellence**…'. Do not use acronyms, quotation marks and/or upper-case characters. (Up to 100 characters, approximately 15 words)).

The text will turn red if the number of characters exceeds the maximum allowed.

- The Working Title will be visible to assessors

- The Working Title should be short and meaningful

- The words 'ARC Centre of Excellence' should be followed by 'in' or 'for', not a colon or dash

- **Do not use acronyms** or quotation marks. An acronym should not form part of the Centre's formal title

- Do not use colons, dashes, full stops, brackets, etc. Commas can be used

- Do not use all upper case characters

- Ensure all text in the title is correctly spelt

A2   Person Participant Summary

(This question must be answered)

Add **all** named participants who will be participating in the Centre. These will include the Centre Director and up to 6 key personnel, who may be Chief Investigators (CIs) or Partner Investigators (PIs). Named participants may be nominated for the following roles: Centre Director, CIs and PIs.

The Centre Director and the 6 other named personnel identified as key personnel will be required to complete additional questions in Part D of the EOI application form.

As stated in the grant guidelines, for an EOI application to be eligible it must:

- nominate a Centre Director, who is the first named CI on an EOI application;
- include at least one other CI; and
- include at least one PI.

The first-named participant will be considered to be the Centre Director. The Centre Director must be entered first on the 'Administrative Summary' page. Key personnel should be entered next, followed by other CIs and PIs.

The Centre Director must:

- commit a minimum of 70 per cent (0.7 FTE) of their time to the activities of the proposed Centre;
- be employed by the Administering Organisation for at least 70 per cent of Full Time Equivalent (0.7 FTE) as at the grant commencement date, and, if successful, for the project activity period;
- have a demonstrated capacity to manage the research program and operations of the Centre.

In addition, the Centre Director must:

- reside in Australia for more than 50 per cent of the project activity period; and
- not be undertaking a Higher Degree by Research during the project activity period.

CIs must:

- be an employee for at least 0.2 FTE at an Eligible Organisation, or
- be a holder of an honorary academic appointment at an Eligible Organisation; and
- commit a minimum of 0.2 FTE of their time to the activities of the proposed Centre.

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

In addition, CIs must:

- reside in Australia for more than 50 per cent of the project activity period; and
- not be undertaking a Higher Degree by Research during the project activity period.

PIs must not meet the eligibility criteria for CIs as at the grant commencement date if successful, or at any time during the project activity period.

Note: A person's RMS email address must be used to invite them to participate in this EOI application.

A2. Person Participant Summary ⓘ

Add all named participants who will be participating in the Centre. These will include the Centre Director and up to 6 key personnel, who may be Chief Investigators (CIs) or Partner Investigators (PIs). Refer to the Grant Guidelines for personnel eligibility requirements.

#	Name	Participant Type	Current Organisation(s)	Relevant Organisation
		-- Select Participation Type --	Enter email address	Add

- There must be minimum of 1 person on the application with the Chief Investigator role
- There must be minimum of 1 person on the application with the Partner Investigator role
- There must be 1 person on the application with the Centre Director role

Select the relevant 'Participation Type' and enter the participant's email address, then click on 'Add'. Repeat this action for each participant.

When a participant has been added to the EOI application, they will receive an automated email invitation and will be required to accept this invitation to participate on the EOI application.

When adding a participant, it is important to use the email address associated with their RMS account. If an email address other than that associated with RMS is used the participant will not receive an 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. For instructions on how to provide access to the application form for a non-participant (i.e. a person who is not a CI or a PI on this application), see the [RMS User Guide - Submitting an Application in RMS.](#)

The message below will be displayed in the EOI application until the participants have accepted the invitation.

- There must be minimum of 1 person on the application with the Chief Investigator role
- There must be minimum of 1 person on the application with the Partner Investigator role
- There must be 1 person on the application with the Centre Director role

The Administrative Summary tab will remain red until all participants have accepted the invitation to participate.

Please refer to Part 4 of the Grant Guidelines for further information on roles and eligibility for participants.

It is important that each participant has their 'Person Profile' details (personal details, qualifications and employment) updated in RMS and that these details are current at the time of submitting the EOI application, as they will be automatically populated into the EOI application form.

A3   Organisation Participant Summary

(This question must be answered)

Add **all** organisations participating in this EOI application. Please note that the Administering Organisation will be the only organisation able to view the full draft EOI application.

- Select the relevant Organisation Role (Administering Organisation, Other Eligible Organisation or Partner Organisation) from the drop down list

      o **Administering Organisation** means an Eligible Organisation listed in section 4.9 of the grant guidelines which submits an application for funding and which will be responsible for the administration of the Centre if the application is approved for funding. One Administering Organisation must be added to the application.

      o **Other Eligible Organisation** means an Organisation listed in section 4.9 of the grant guidelines which is not the Administering Organisation on an application.

      o **Partner Organisation** means an Australian or overseas organisation, other than an Eligible Organisation, which satisfies the eligibility requirements for a Partner Organisation and is to be a cash and/or in-kind or other material resources contributor to the Centre.

- 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'

A3. Organisation Participant Summary ⓘ

Add all organisations participating in this application. Refer to the Instructions to Applicants for further information.
(This question must be answered)

#	Name	Participant Type

-- Select Organisation Role -- | Search |

Can't find the organisation you are looking for? If you know the Australian Business Number please add the organisation for use with RMS. If you know it is an International Organisation and still can't find it, please request it to be created in RMS. Once the request is processed by the ARC, you will be notified by email. Otherwise, please contact the ARC for assistance.

- This item must be answered
- There must be 1 organisation on the application with the Administering Organisation role
- There must be a minimum of 1 organisation on the application with the Other Eligible Organisation role
- There must be a minimum of 1 organisation on the application with the Partner Organisation role

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Note:

- Select 'Add' prior to saving. If the application 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 with RMS' to add the organisation.

- If the organisation is not listed, or any information is incorrect or incomplete, please contact the RMS Help Desk at rms@arc.gov.au.

A4   Application Summary

(This question must be answered)

Provide a summary of the Centre focusing on the aims, significance, expected outcomes, benefits and research impact of this project. (Up to 750 characters, approximately 100 words).

Examples of Application Summaries for funded projects can be found on the ARC website.

The Application Summary must follow this format:

Aims:

(For example: **This Centre aims to** address/investigate/review...; by utilising/advancing/conceptualising...)

Significance:

(For example: **This Centre expects to** generate new knowledge in the area of... using the innovative approach/using interdisciplinary approaches/utilising new techniques…)

Outcomes:

(For example: **Outcomes of this Centre are expected to include**... transformation of the research field/development of innovative theories or methodologies/well-informed evidence-based policy/building a highly skilled future research workforce/strong national and international collaborations…)

Benefits:

(For example: **This should provide significant benefits**, such as... improvements to policy development/enhanced employment opportunities/increased capability in the research field/new technologies to improve community well-being…)

Note:

Important things to note regarding the Application Summary:

- In following the format above, the summary will outline the aims of the Centre, provide the significance of the research, outline expected outcomes and benefits, including scholarly, public or commercial.

- When describing benefits ensure that the description is consistent with the ARC Medical Research Policy.

- Use aspirational terms (for example, This Centre aims to…/The intended outcome of this project is…/The anticipated goal of this project is…) rather than definitive terms (The Centre will…/This will ensure…/This Centre will guarantee…).

- Do not use first person language. Use 'This Centre aims to…' rather than 'I aim to' 'We aim to' or 'They aim to' in the summary.

- Use plain English and avoid the use of terminology unique to the area of study (jargon).

- Avoid the use of quotation marks and acronyms.

- Do not use all upper case characters in the text.

- Do not use dot points.

- Use Australian English spelling.

PART B – Classification and Other Statistical Information

B1 **Does this application fall within one of the Science and Research Priorities?**

(This question must be answered)

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

- Select 'Yes' to indicate within which of the Science and Research Priorities this Centre falls.

- If you select 'Yes' you will be required to select one of the Science and Research Priority areas from the drop down list. You will then need to select one or more Practical Research Challenges from the drop down list. Each Science and Research Priority area has a number of associated Practical Research Challenges.

- Select 'No' if not applicable. If you select 'No' the Science and Research Priorities will remain greyed out.

Note:

- RMS will allow only one of the Science and Research Priorities to be selected. Choose the most appropriate priority from the list. The EOI application may, however, indicate more than one Challenge within the chosen Science and Research Priority.

- Information regarding the Science and Research Priorities is available via a link on the Department of Industry, Science, Energy and Resources website.

B2 **Field of Research (FoR)**

(This question must be answered)

Select up to 4 individual classification codes at the 6-digit level that relate to the application. Note that the percentages must total 100.

The Field of Research (FoR) classification defines research according to disciplines. The FoR codes selected should describe the research in this Centre as accurately as possible.

1) Enter each FoR classification code that relates to the Centre. Once you enter the FoR code click on the 'Add' button.

   Select the 6-digit FoR codes from the list of the FoR Codes carefully, as they contribute to the identification of assessors for your EOI application and may be used to indicate multidisciplinary proposals.

   Tips for searching and entering FoR codes

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

   Click here for Fields of Research codes reference

or visit the ARC website for FoR Codes and definitions by Division.

A limit of 4 individual FoR codes at the 6-digit level can be entered in the EOI application.

Note: The ARC recommends that 'XXX99' (not elsewhere classified) codes be avoided except when there is no other appropriate code within the classification.

2) Enter in the percentage for each FoR classification.

- Prioritise the classification codes from highest percentage to lowest percentage

- Ensure that the percentages total 100%

- Enter a whole number, do not use the percentage sign (%)

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

PART C – Centre Research Program

C1   **Please upload the Research Program for the proposed Centre**

(This question must be answered)

Describe the Research Program for the proposed Centre. The research description should address the items listed in the assessment criteria for Expressions of Interest.

The uploaded Centre Research Program document must not exceed **10 A4 pages** and must be in the format stated in Appendix B.

In the uploaded PDF you must use the headings below. You must ensure that detailed information provided under these headings specifically addresses the Assessment Criteria as stated in section 6 of the Grant Guidelines, focusing on criteria 'a' and 'b'.

C1.1   Centre Title

C1.2   Aims and objectives of the Centre

C1.3   Research Program

C1.4   Investigators

C1.5   References

The objectives of the ARC Centres of Excellence scheme (see section 2 of the Grant Guidelines) must be taken into consideration when completing this Part, particularly in C1.3 Research Program.

C1.1   Centre Title

This must be the same title as the Proposal Working Title as listed in question A1 of the EOI application form.

C1.2   Aims and objectives of the Centre

Describe the aims and objectives of the Centre.

- Include information about national and/or international progress in the field and its relationship to this Centre.

- Include information about the importance and value of this research program with reference to national/international progress in the field/s.

- Explain how the Centre and its research program will contribute to further developments in knowledge, techniques and/or other applications.

- Refer only to refereed papers or other significant publications that are widely available to the national and international research communities.

C1.3   Research Program

Outline the proposed research program of the Centre, showing how it addresses Assessment Criterion 'a' and the objectives of the ARC Centres of Excellence scheme in your response.

- Describe the integrated and innovative nature of the research and its significance.

- Indicate expected translation of outcomes, likely impact, potential benefits both nationally and internationally as appropriate, and how these will be achieved.

- Describe the collaborative arrangements and critical mass that will be enhanced or formed.

- Outline the Centre framework, design, resources and planning and demonstrate that these are adequately developed and integrated and appropriate to the aims of the Centre.

- Indicate how the formation of a Centre in the research field will lead to important advances on an international scale and/or international recognition.

- Indicate how the Research Program will build capacity and capability for the future.

C1.4   Investigators

Briefly describe the roles, responsibilities and contributions of critical personnel involved in the Centre, addressing Assessment Criterion 'b' in your response.

- Include the Centre Director and key personnel as listed in question A2 of the EOI application form.

- Include any other people listed in question A2 of the EOI application form if they will be undertaking an important role in the Centre in addition to their role in the Research Program.

- Include any significant administrative positions, such as Chief Operating Officers.

C1.5   References

Relevant references should be listed, but must be included in the page limit stated above.

- References may be in 10-point font.

- Acknowledge any significant contributors to this EOI application (other than listed researchers) and the nature of their contribution.

C2   Eligibility - Medical Research

(This question must be answered)

Does this Centre have 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 C3 will be activated.

The ARC Medical Research Policy provides examples 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.

C3   Eligibility - Medical Research Statement

(This question must be answered if 'Yes' is selected at question C2)

In up to 1000 characters (approximately 150 words), justify why the Centre's Research Program 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.

- Be clear as to the main aim of the Centre which may include well identified, big picture and long term intent beyond the scope of the application.

- Address why areas of research which may appear to be medical are required, for example to develop proof of concept, demonstrate a platform technology or are many years from medical application.

- Avoid simply quoting the policy in your response and provide sufficient detail for the ARC to understand the intent and limits of the research aims.

PART D – Participant Details

Note: This is the largest Part in the EOI application form. Please ensure that you **save regularly** while completing this Part; note that it may take longer to save this Part than other Parts of the form.

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

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

Participants who have accepted an invitation to participate on an application via RMS will have a copy of this section automatically generated. Once participants are invited, they will automatically receive an email directing them to accept or reject the invitation to participate on an application via RMS.

Some questions are automatically populated from the personal details 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.

Please ensure that Part D is saved prior to the generation of the EOI application PDF to ensure that any updated details of Person Participants are included.

Important Note:

• **All named participants** must complete questions up to and including question D4.

• **Only** the Centre Director will see questions D5 and D6.

• **Only** the Centre Director is required to complete questions D5 and D6.

• Named participants who are **not** the Centre Director must answer question D7.

• **Up to 6 participants** only may be considered key personnel (e.g. Program Leaders, Theme Leaders, or Node Directors) and must answer 'Yes' to question D7.

• **Only** key personnel are required to complete questions D8 and D9.

D1   Personal Details

(This question must be answered)

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

Questions in Personal Details can only be answered by the participant. The Administering Organisation 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 D 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 in the PDF version of this form provided 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?

Provide details of the country and brief summary of the type of financial support received. Details regarding multiple countries can be added by clicking 'Add' after each entry. Financial support includes: cash, research funding, research and laboratory personnel, laboratory space, scientific materials, and other types of remuneration. Provide the name of the funding program, the years the funding relates to, and the type of financial or other support received. (Do not include any funding or other financial support, such as use of facilities, that is part of an ARC project).:

> **Note:**
>
> The response to this question is not displayed in RMS to other participants on the application due to ARC privacy obligations.
>
> 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?

Provide details of each program participation during the past 10 years by clicking 'Add' once the country is selected. Ensure that the program name, a short summary of the talent program/s, dates and financial or other support are provided for each country.

A talent recruitment program includes a program where financial support, or the promise of financial support, is provided by a country other than Australia in exchange for you transferring knowledge or intellectual property to that other country now or in the future. Include details of the programs which have been offered to you but not accepted. Financial support from a talent program may include: cash, research funding, research and laboratory personnel, laboratory space, scientific materials, career advancement opportunities, promised future compensation and other types of remuneration.

> **Note:**
>
> The response to this question is not displayed in RMS to other participants on the application due to ARC privacy obligations.
>
> 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, political party, government owned enterprise, military or police organisation in a country other than Australia?

Provide details of each association/affiliation by clicking 'Add' once the affiliation type is selected. An explanation for the nature of each association/affiliation is required for each selection. Do not list any grants on which you are funded.

> **Note:**
>
> The response to this question is not displayed in RMS to other participants on the application due to ARC privacy obligations.
>
> 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, Administering Organisation(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 Administering Organisation(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 found within the Personal Profile of the participant.

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

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

D2   Eligibility – Employment Details as at grant commencement date

(This question must be answered)

This question will be used to determine your eligibility. Your eligibility will be based solely on the information contained in this application. Confirm your employment status at all organisations that you will be associated with as at the 1 January 2023. Enter the relevant appointment type and Full-Time Equivalent (FTE) for each organisation.

If you are adding employment at an Eligible Organisation, select the organisation name which matches the relevant organisation name as per the grant guidelines.

If you cannot find the organisation you are looking for, you can add the organisation using the Australian Business Number

D3 Eligibility - Relevant Organisation for this application as at grant commencement date for this project

(This question must be answered)

Enter the Organisation that is relevant to your participation on this application, and that you will be associated with as at 1 January 2023. The 'relevant organisation' is the primary organisation that will be supporting your involvement in this project if it is funded.

> **Note:**
>
> - The Organisation must be listed in question D2 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).

D4 Eligibility - What is your time commitment (FTE) to the Centre?

(This question must be answered)

Enter your time commitment to the Centre as a Full-Time Equivalent (FTE). Please refer to section 4 of the Grant Guidelines which outlines eligibility in relation to time commitment. Note that a FTE of 1.0 represents a full-time commitment (i.e. 5 days per week).

The time commitment of participants should be commensurate with their role within the Centre and their non-Centre workload (other grants/research (e.g. Laureate Fellows), administrative responsibilities, and/or teaching).

> **Note:**
>
> - The **Centre Director** is expected to have a minimum time commitment of 0.7 FTE on the activities of the Centre.
>
> - A **Chief Investigator** is expected to have a minimum time commitment of 0.2 FTE on the activities of the Centre. EOI applications or full applications where Chief Investigators are prepared to commit only the minimum FTE to the Centre may not be viewed favourably by the Selection Advisory Committee.

D5 Please upload a short *curriculum vitae* for the Centre Director

The uploaded *curriculum vitae* for the Centre Director must not exceed **4 A4 pages** and must be in the format stated in Appendix B.

The *curriculum vitae* should summarise the Centre Director's career, relevant publications and significant contributions to the field.

D6 Please upload a short statement of suitability for the Centre Director

The uploaded statement of suitability document must not exceed **one A4 page** and must be in the format stated in Appendix B.

The statement should address the capacity and suitability of the Centre Director to undertake the leadership role. The contribution he/she would make to the strategic management, administration

and research program of the Centre should be described. Leadership skills, expertise and suitability should be addressed. Evidence of research performance relative to opportunity (ROPE) should be briefly summarised.

D7   Key Personnel

(This question must be answered)

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

Up to 6 named participants listed in question A2 may be identified as key personnel. Key personnel will be asked to provide additional information regarding their track record and suitability for their proposed Centre role.

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

- If 'Yes' is selected, questions D8 and D9 will be activated.

- If 'No' is selected, questions D8 and D9 will remain greyed out.

D8   Please upload a short *curriculum vitae* for key personnel in the Centre (up to 6 key personnel in total)

Only the identified key personnel are required to complete this question. No more than 6 key personnel can be included.

These key personnel would hold significant roles within the Centre, such as Program Leaders, Theme Leaders, or Node Directors.

The uploaded *curriculum vitae* for the key personnel must not exceed **2 A4 pages** for each key personnel and must be in the format stated in Appendix B.

The *curriculum vitae* of key personnel should summarise their career, relevant publications and significant contributions to the field.

D9   Please upload a short statement of suitability for key personnel in the Centre (up to 6 key personnel in total)

The uploaded statement of suitability document must not exceed **one A4 page** and must be in the format stated in Appendix B.

The statement should address the expertise, suitability and capacity (including evidence of research performance relative to opportunity (ROPE)) of each person identified as key personnel for the role they will undertake in the Centre.

The contribution key personnel would make to the management, administration and Research Program of the Centre should be described. Evidence of ROPE should be briefly summarised.

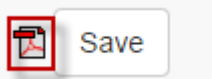## Submitting EOI applications to the Research Office

Once all form components of the EOI application are completed and saved, the proposal header should be validated and have changed from red (invalid) to green (valid).
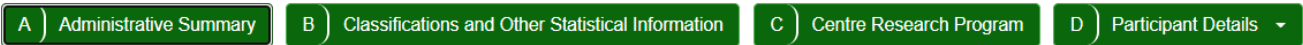
Before submitting the EOI application to the Research Office, the proposed Centre Director should:

- check that the EOI application meets format and submission requirements, as outlined in the EOI application form and these Instructions (especially page limits, font size and margin size requirements for uploaded PDFs);

- review all Parts to ensure the information to be submitted is complete and valid, and **save each Part once more** (this is to ensure that all information is captured in the PDF);

- Generate a PDF (whole EOI application document PDF).

To generate a PDF select the PDF icon next to the 'Save' button (top right).

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

Note: Additions, deletions or modifications to EOI applications will not be accepted after submission unless invited by the ARC.

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

Appendix A – Adding your ORCID iD to your RMS account

RMS users are now able to link an ORCID account to their RMS User Profile. The functionality will connect directly to ORCID, and will allow the user to link a current ORCID account or will provide them with the ability to create an ORCID account.

At this stage, it will not be mandatory for applicants to have an ORCID iD listed within their RMS account. Additionally, this will simply link RMS to the user's ORCID account and will allow the ARC to view any public information. No information from the user's ORCID account will be utilised in other parts of RMS at this stage.

Your ORCID iD and information will not appear in the application form and will not be used for assessment purposes, therefore it is important that all questions in the application form are answered.

Instructions on how to add an ORCID iD to a user's account:

- Login to RMS at https://rms.arc.gov.au

- From the Person Profile section, select Personal Details

- Under the ORCID ID section of the Personal Details page, Select the Create or Connect your ORCID ID button
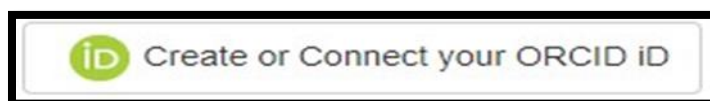
A new window will open, allowing the user to sign in to their ORCID account or to register for a new ORCID account.

- Once the user has entered their account details, a message will prompt the user to authorise RMS to read their limited-access information.

The same function is available on the Research Output page in a user's RMS profile.

- Once the user has authorised, RMS will confirm and the user can close the window.

Appendix B – Format

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

All pages of additional text (uploaded in PDF format) 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.

- Only references can be in equivalent size to 10 point Times New Roman font.

- Adhere strictly to page limits designated for each part of the EOI 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 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.

- The ARC reserves the right to seek an original electronic copy of the EOI 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.