



FUTURE FELLOWSHIPS for funding commencing in 2010

FREQUENTLY ASKED QUESTIONS

(FAQ Release Date: 31 March 2010)

ARC online application system

My User ID and password within the ARC online application system appear to be incorrect. What do I do?

User IDs and passwords are case sensitive, so check that your capitalisation is correct. You can reset your password using the 'Reset Password' link on the login page or retrieve a forgotten User ID using the 'Retrieve User Name' link on the login page. If you are still experiencing difficulties contact your research office in the first instance; failing that, please email rms@arc.gov.au or call the helpdesk on (02) 6287 6789 for assistance.

My User ID and password are both correct, but I am having trouble getting into the ARC online application system. Why is this?

During times of heavy usage (for example, in the period leading up to the deadline for Proposals) it may be difficult to log into the ARC online application system. Please exercise patience and try to log in again at a time when there are likely to be fewer users. You should also check for information on maintenance periods, as well the ARC online application system compatibility with various combinations of hardware and browser software and minimum system requirements on the ARC website.

I need to change my Organisation in My Personal Details. How can I change this?

To change which organisation administers your account in the ARC online application system, perform the following steps:

- ✓ After logging into the ARC online application system, click on the 'Personal Details' under the 'My Details' heading.
- ✓ Under the 'Organisation Details' tab, click on the 'Request Transfer' link.
- ✓ Choose the relevant organisation from the list and press the 'Request Transfer' button.

After the transfer has been requested, your new nominated organisation must approve the transfer before it will be processed on the system.

Please note that if your organisation does not appear on the list, please contact the Research Office of your new nominated organisation. If the organisation does not have a Research Office (or equivalent) please contact the ARC helpdesk for assistance on 02 6287 6789 or by email at rms@arc.gov.au.

Future Fellow Eligibility

Under subsection 8.2.7 *Future Fellowships Funding Rules for funding commencing in 2010 (the Funding Rules)* does the term “relinquish” mean that a successful candidate must give up or resign from a position to take up a Future Fellowship?

Subsection 8.2.7 of the Funding Rules is designed to avoid a successful candidate holding more than one fellowship or another appointment in addition to the Future Fellowship. It is also intended to ensure that a successful Future Fellow does not carry out duties other than those permitted under the Funding Rules. For example, the successful candidate must spend no more than 0.05 FTE of their time on teaching activities; and must give up all pre-existing administrative and management responsibilities and focus on research associated with the Future Fellowship. In effect this means that successful applicants in the University and APS sectors do not have to give up tenure but can be transferred out of their existing positions into the Fellowship and operate as if they are on Leave Without Pay from their tenured position.

I am currently at Academic Level C, but due to the increments within my salary range at my university, my current salary is above Future Fellowship Level 1, and closer to Future Fellowship Level 2. Does this mean that I have to apply for the Future Fellowships Level 2 despite the fact that my experience and expertise is more appropriate for the Future Fellowship Level 1?

The intention of subsection 8.5.3 of the Funding Rules is that Future Fellowship candidates must apply within or above the current *academic level* that is relevant to their current salary.

The current classification and current salary of the Future Fellowship candidate must be entered in the Proposal. The candidate will also be required to provide a justification for the salary level requested in the Proposal.

The table below is a general guide to the Future Fellowship level a candidate should consider applying at based on their current academic level.

	Future Fellowship Salary Level 1 (\$98,935)	Future Fellowship Salary Level 2 (\$119,764)	Future Fellowship Salary Level 3 (\$140,592)
Academic Level*	C	D	E

*At Australian Universities

If a candidate's current salary is well above the relevant Future Fellowship salary for the academic level applied at (e.g. the candidate may receive loading for a specialised expertise, or for certain additional skills), this could be an indication that an application at a higher Future Fellowship level may be more appropriate.

The ARC understands that institutions may have different salary levels attached to academic levels, and that variations may exist within these salary levels. Increments within academic levels may be applied to some salaries, as may loadings, and these additional amounts should be included as part of the candidate's current salary in the Proposal.

My current salary is greater than the highest Future Fellowship level, does this mean that I cannot apply for a Future Fellowship for funding commencing in 2010?

You may still apply for a Future Fellowship, although only at Future Fellowship Level 3. As Future Fellowship Level 3 (\$140,592) is the highest level of funding for the *Future Fellowships* for funding commencing in 2010, an application from a Future Fellowship candidate whose salary is higher than the Level 3 rate is within the guidelines, as long as the candidate meets all other eligibility criteria.

In the Funding Rules sub-sections (8.5.9, 8.5.10 & 8.5.11) there are references to an applicant's years of experience, but when deciding on which level to apply for, my experience falls into two levels. Which one do I choose?

The subsections 8.5.9, 8.5.10 & 8.5.11 are only a general guide to which Future Fellowship level you should apply for. When determining which Future Fellowship level to apply for, this guide should be taken into consideration, in combination with your current academic level and your current salary. Within the Proposal, you will be required to enter your current classification (i.e. academic level) and current salary, including a justification for the salary level requested in the Proposal.

I currently hold an ARC or NHMRC Fellowship. Can I apply for a Future Fellowship?

You can only apply for a Future Fellowship if you are in the final or penultimate year of your current fellowship at the closing time of submission for *Future Fellowships* Proposals.

Can you please clarify whether an NHMRC Career Development Award (CDA) is classified as an NHMRC fellowship?

The ARC's definition of a fellowship is when a researcher's salary is wholly or partly funded by any organisation and where the researcher has been nominated in a Proposal to hold a fellowship. According to the NHMRC *Career Development Awards Funding Policy for funding commencing in 2011*, the Career Development Award payments include salary, salary on-costs, maintenance and travel. Therefore, the ARC has determined that the NHMRC Career Development Award is considered to be a fellowship.

Can I be nominated on more than one Proposal in this funding round of *Future Fellowships*?

You can only be nominated on one *Future Fellowships* Proposal, and you can only submit a Proposal from one Administering Organisation. These limits are applied at the closing time of submission of Proposals for this funding round, regardless of any subsequent change in, or withdrawal of Proposals. Submitting Proposals that exceed this limit will result in all Proposals involving the Future Fellowship candidate not being recommended or approved for funding.

Can I apply for more than one Future Fellowship salary level on my Proposal?

No. You may only apply for **ONE** Future Fellowship salary level within the Proposal.

How many times can I apply for a Future Fellowship?

As per subsection 6.6.2 of the Funding Rules, "Future Fellowship candidates may not submit more than two Future Fellowship Proposals in the funding rounds between 2009 and 2013. This includes Proposals that have been withdrawn after the closing time of submission of Proposals. Submitted Proposals that exceed this limit will not be recommended or approved for funding." Successful Future Fellows cannot apply for a subsequent Future Fellowship.

Can I apply for a part-time Future Fellowship?

Future Fellowships are initially awarded on a full-time basis only. Future Fellows with family and/or carer responsibilities may convert to a part-time fellowship between 0.5 – 1.0 FTE at any time after the award. The part-time fellowship option for up to six years is available to enable Future Fellows to continue to fulfil family and/or carer responsibilities.

Even though I was awarded my PhD before 21 April 1995 I wish to apply for a Future Fellowship. I have experienced a number of career interruptions. Is it sufficient to note these in Part C1 of the Proposal?

No. You should seek an Eligibility Exemption from the ARC. An Eligibility Exemption Request Form is available on the ARC website. (Note: closing date for Eligibility Exemption Requests was 5.00pm (AEDT) Friday 19 February 2010).

I received my PhD before 21 April 1995 and I have had carer responsibilities but I have continued working throughout, should I apply for an Eligibility Exemption?

No. Eligibility Exemptions relating to such circumstances will only be granted where applicants have had significant career interruptions due to these responsibilities. Applicants that were able to continue working while undertaking their carer responsibilities are not considered to have had significant career interruption that would have affected their research outputs.

I received my PhD before 21 April 1995 and I have had significant career interruptions. Is there a limit to how many years prior to 21 April 1995 that I can apply for an Eligibility Exemption?

Yes. As per subsections 8.3.1.b.ii and 10.1.7.e of the Funding Rules, the ARC will **NOT** approve any applications for an Eligibility Exemption where the applicant was awarded their PhD more than 22 years ago (21 April 1988).

As an overseas researcher, can I apply for a Future Fellowship to work in Australia if I do not have permanent resident status?

Yes, but you must obtain temporary resident status from the Department of Immigration and Citizenship before the ARC will commence payments for the Future Fellowship, as per subsection 8.2.5 of the Funding Rules.

I hold a position at an Eligible Organisation, but will not be residing in Australia for much of the duration of the project. Am I still eligible to apply for a Future Fellowship?

No. Future Fellows must reside predominantly in Australia for the duration of the Future Fellowship, except where ARC approval has been granted (subsections 7.2.4 and 8.1.3 of the Funding Rules).

I am employed at an ARC Centre of Excellence, would I be eligible for a Future Fellowship?

You would be eligible to apply for a Future Fellowship, but you would have to ensure that all eligibility criteria for a Future Fellowship are met. Section 8 of the Funding Rules outlines the role and eligibility for Future Fellows. Furthermore, you must ensure that there is no duplication of Commonwealth funding, as described in Section 9 of the Funding Rules.

Organisations

I am employed at an organisation that is not listed as an Eligible Organisation in Appendix C of the Funding Rules. Can I still apply through this organisation?

No. Only Eligible Organisations listed in Appendix C of the Funding Rules can apply for a Future Fellowship.

Is there a limit on the number of Proposals which can be submitted by an Administering Organisation in this round of *Future Fellowships*?

No, the number of Proposals per Administering Organisation is not limited by the ARC.

Targeted Research Areas

My research area is not listed amongst the targeted research or discipline areas listed in the Funding Rules. Am I still eligible to apply?

Whilst targeted discipline and targeted research areas do exist, the ARC will still welcome and accept any eligible Proposals from all discipline and research areas.

All Proposals submitted for a Future Fellowship will be assessed and ranked based on the selection criteria listed in the Funding Rules. All funding recommendations made to the Minister will be based on merit.

Is there a quota for the targeted research or discipline areas?

No. Quotas are not set for Future Fellows in the targeted discipline or targeted research areas.

Submission Requirements

I am having trouble adhering to the page limit stipulated. Is it okay to use 10 point font size?

No. The Funding Rules clearly state that, with the exception of Part D2 (of the application form) References, an appropriate 12 point font should be used. Subsection 11.3.2 of the Funding Rules outlines font types that may be used. Failure to comply with the required format may result in the Proposal not being recommended for approval.

I hold an ARC project that was awarded 3 years of funding commencing in 2006. Due to a delayed start some of the project funds for 2008 were carried forward into 2009. Do I need to list this project in Part J1?

No. Only list projects where funds were **awarded** for the calendar years 2009 and beyond. Please refer to subsection 6.6.3 of the Funding Rules and Part J1 of the Instructions to Applicants.

I hold a number of ARC projects, but am unsure for which ones I need to provide a statement in Part J1.

You must provide statements on progress for any ARC *Discovery Projects, Discovery Indigenous Researchers Development, Linkage Projects, Federation Fellowships* or *Australian Laureate Fellowships* grants which were awarded funding in 2009. You do not need to provide statements for projects funded as part of other schemes, such as *Linkage International (LX), Linkage Infrastructure, Equipment and Facilities (LIEF)*. Statements on Progress must also be provided for any NHMRC scheme in which you were awarded funding for 2009. If you do not provide statements on progress for the required grants you hold, you may be deemed ineligible. Please refer to Part J1 of the Instructions to Applicants.

I'm involved in a Centre of Excellence, do I have to report this on the Proposal?

Yes. Information relating to your Centre of Excellence should be reported in Parts G6 and I1 of the Proposal form.

I have a current project that was approved for funding commencing in 2009, but commencement was delayed. As a result, there has been little progress to report. Do I still need to provide a statement on progress of this project as per Part J1 of the Proposal?

Yes. Statements on progress for ARC-funded projects and fellowships are important elements in ensuring accountability and good management of public funding for research. Reports also assist in drawing our attention, and the attention of the Research Office staff, to concerns and problems that participants face. If you do not provide statements on progress for the required grants you hold, you may be deemed ineligible. Please refer to Part J1 in the Instructions to Applicants.

Can I make changes/alterations to my Proposal once it has been submitted?

No. Proposals may be withdrawn but additions, deletions and modifications will not be accepted after submission to the ARC, unless invited by the ARC. Please refer to subsections 10.2.1 and 11.5.2 of the Funding Rules.

My project is in the area of medical and dental research. Can I apply for funding under the *Future Fellowships* scheme?

Yes. In contrast to the other ARC schemes, the *Future Fellowships* scheme supports research in the area of medical and dental research.

However, as per sub-section 8.2.7 of the Funding Rules, "Future Fellows must relinquish any fellowships or the duties of any existing appointments prior to the commencement of the Future Fellowship. The ARC will allow Future Fellows to hold honorary or non-remunerated fellowships where the fellowship does not impair the capacity of the Future Fellow to complete the proposed Future Fellowship project." Therefore, a successful Future Fellow with duties in a clinical practice would have to relinquish said duties prior to the commencement of the Future Fellowship. Future Fellows are expected to spend the majority of their time on research activities related to the proposed fellowship.

Budget

Is it okay to enter amounts in the budget line for unspecified funding?

No. You must not use the 'Unspecified Funding' lines within the budget. Budget items must be added by entering a description of an item, followed by a monetary amount in the relevant column, as per Part E of the Instructions to Applicants.

My Administering Organisation wishes to provide some in-kind support for my Future Fellowship. Where can I detail any in-kind contributions from the Administering Organisation?

If applicable, you may detail any in-kind contributions in Part F2 of the Proposal. Do not enter in-kind contributions from the Administering Organisation in the Part E budget table. Only cash contributions from the Administering Organisation may be entered in the budget table. Part F2 should contain an explanation of how the Administering Organisation's contributions will support the proposed project, using the same headings in the Part E budget table. In addition, any in-kind contributions from the Administering Organisation may be referred to here.

If the Administration Organisation is proposing to fund personnel (eg. post doctoral researcher and PhD stipend) would these be cash contributions? Are they entered into the budget table under Personnel?

No. Personnel that are to be funded by the Administering Organisation on a proposed Future Fellowship project would be considered as in-kind contributions and are only to be added in Part F2 of the Proposal.

There have been changes made to the Funding Rules that now state that the ARC recognises that it may be necessary to obtain the expertise of a third party. Does this mean that I can employ a research assistant/PhD student, or pay for a visiting researcher to assist in my research?

No. Although the ARC does recognise that in order to complete some research projects it may be necessary to obtain the expertise of a third party, subsection 6.3.5 of the Funding Rules states "The ARC will only approve funding for such services where sufficient justification is provided that the services are related to and necessary for the project. Such services include, but are not limited to: translation services; transcription services; workshop services; data collection and analysis services; and the purchase of bibliographical or archival material (electronic or hardcopy)."

When making a decision, the ARC may approve (in combination with section 6.4 of the Funding Rules – "Restrictions on budget items") requests for funding for people who provide a service that is directly related to research outputs, but not for those who carry out the research.

I want to undertake travel as a part of my research. Is there a limit to how much I can request?

Yes. As per subsection 6.3.4 of the Funding Rules, "A limit of \$50,000 (from the total \$200,000 infrastructure funding) may be requested for travel and travel related costs by a Future Fellowship candidate over the life of the fellowship. ARC funding will only be approved for amounts exceeding this limit if the travel costs relate to substantial periods of time (at least three months) at a Host Organisation."

When travelling, are there set travel rates or am I able to make a personal judgement?

Domestic and international travel and meal allowance rates for the Fellow should be determined using the Australian Public Service rates recommended by the Australian Taxation Office.

These rates can be found at:

<http://www.ato.gov.au/businesses/content.asp?doc=/content/70617.htm>

Future Fellows (FT) Eligibility for Discovery Project (DP) funding

How can a Future Fellowship and Discovery Project proposal be related?

An awarded FT and DP proposal may be for the same research area, provided that the FT Proposal does not seek funding which has already been awarded in the DP or by the Commonwealth for that area/project. The ARC will not duplicate financial assistance for research already funded by the Commonwealth. Please refer to subsection 9.2 of the Funding Rules.

If I apply for an ARF in the Discovery Project 2011 (DP11) round, can I apply for a Future Fellowship in the 2010 (FT10) round as well? If I am successful in both, can I choose which one to accept?

As the closing date for submission of DP11 Proposals is 3 March 2010, and the closing date for submission of FT10 Proposals is 21 April 2010 (http://www.arc.gov.au/media/important_dates.htm), any DP11 application would not take into account a possible intended application to an ARC scheme closing after 3 March 2010, including *Future Fellowships*. If you do submit a DP11 Proposal, your eligibility to then apply for a Future Fellowship in 2010 would be reliant upon complying with the eligibility requirements in the Funding Rules.

If you are successful in being awarded a DP11 Fellowship and a FT10 Fellowship, you must select which fellowship to accept. If you choose to accept the Future Fellowship, you may be able to accept the DP, and submit a post award variation to relinquish the DP Fellowship component and become a CI on the project. At all times, the eligibility requirements for each funded award must be met, and researchers should particularly note the requirement that funding for a DP cannot decrease to below \$20,000 per year of funding in any year of the Project, or funding for the Project may be terminated (clause 15.5, Draft Funding Agreement for Discovery Projects for funding commencing in 2011).

No part of the Future Fellowship (either the salary or infrastructure funding) can be retained if the fellowship component of the Discovery Project is accepted.