Discovery Early Career Researcher Award

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Office for Research

29th & 30th March 2011
Discovery Early Career Researcher Awards for 2012

- Overview
- Key Dates
- RMS (Research Management System)
- Selection Criteria
- Application Format
- Submission Process
Overview

- *Discovery Early Career Researcher Awards (DECRAs)* aim to support promising, individual early career researchers.

- DECRA candidates must have been awarded a PhD on or after 18 May 2006. Candidates with a PhD awarded on or after 18 May 2003 may apply if there has been significant career interruption.

- DECRAs are awarded to a single investigator, the DECRA candidate.

- Funds up to $125,000pa for three years (or six years part time).

- Does not fund near-term medical or dental research.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>23rd March 2011</td>
<td>Release of Instructions to Applicants and opening of DE12 round in RMS</td>
</tr>
<tr>
<td>27th April 2011</td>
<td>4.00pm Internal deadline for submission to OR (submit via RMS)</td>
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<td></td>
<td>DVCR approval required before late applications can be accepted by OR</td>
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<tr>
<td>18th May 2011</td>
<td>External deadline for OR submission of applications to the ARC</td>
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<td>External deadline for OR submission of Request Not to Assess forms</td>
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RMS (Research Management System)

- RMS is a web-based system used to:
  - Submit a proposal during a grant round
  - Update personal information and expertise

- New Users - Get your RMS ID now
  - contact the Office for Research:
    - Email: ore-grants@griffith.edu.au
    - Phone: Ext 57378

- Update your Personal details
  - Log in & enter/update your personal details
RMS (Research Management System)
## Selection Criteria

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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<tbody>
<tr>
<td>30% DECRA CANDIDATE</td>
<td>Research opportunity and performance evidence</td>
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<td></td>
<td>Capacity to undertake proposed research</td>
</tr>
<tr>
<td>50% PROJECT QUALITY</td>
<td>Significance, Innovation, Methods</td>
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<td>Benefit to Australia, National Research Priorities</td>
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<tr>
<td>20% INSTITUTIONAL SUPPORT</td>
<td>Is there a supportive &amp; high quality research environment? Research facilities</td>
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<td></td>
<td>Strategies for dissemination and promotion of research outcomes</td>
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Application format

- **General Format**
  The ARC takes formatting and submission requirements very seriously. We advise that you refer to the Instructions to applicants as you prepare each section of the application.

  **Note:**
  - All text must be black (no blue hyperlinks)
  - Times New Roman is the preferred font (Arial, Courier, Palatino, Helvetica ok)
  - All text must be 12pt font (References in the Project Description may be 10pt)
  - All margins must be **at least 0.5cm**

- **Parts A and B**
  **Administrative summary and statistical information**
  - Title and proposal summaries should be clear and in simple language
  - Fields of Research and Keywords are important, these ensure that your proposal goes to the most appropriate panel
Application format

- Part C

  Research Opportunity and Performance Evidence

  » C1: a one page pdf detailing factors affecting your career and research opportunities. e.g. teaching load, part-time employment

  » C2: a four page pdf listing your significant research publications (no date limit).  
    **Note:** Use the prescribed headings, number all publications, enter in reverse chronological order, add the date of acceptance for papers that are “in press”, asterisk relevant publications

  » C3: a one page pdf detailing your contributions to the field.  
    **Note:** Use appropriate headings e.g. AWARDS, GRANTS, MEMBERSHIPS, CITATIONS, INVITED PRESENTATIONS, CONFERENCE ORGANISATION
Application format

- **Part D**

  **Project Description**
  
  **D1:** a *six page pdf* that must address each of these headings:
  
  » **Project Title**
  
  » **Project**
  
  » **Institutional Support**
  
  » **References** (can be 10pt font)

**Note:**

Address all Selection Criteria detailed in the Funding Rules (use subheadings).

Keep the project description simple → the ARC Expert reading your grant is unlikely to be an expert in your field.

Don’t cram the six pages full of text or the assessor will get fatigued. Use figures where appropriate, bold key points/sentences, use paragraph spacing.
Application format

- **Part D**
  
  **D1**: For **Institutional Support** (approx. ½ page) consider:
  - Research Centre/School mentoring
  - ERA rankings (if favourable)
  - Grants and research outputs in the your centre
  - Research centre/school facilities/equipment
  - External linkages/networks (including overseas collaborators)
  - Promotion of research outcomes, e.g. dissemination of results, commercialisation
  - General university support, e.g. specialised equipment, databases, library resources

  **D2**: a **two page Strategic Statement** that outlines the Institutional support (Griffith/School/Centre) for the applicant

  - **Existing/emerging research strengths** (see Griffith’s 8 Areas of Strategic Investment)
  - **The positioning of the applicant within a high quality research environment**
  - This section should be prepared with the assistance of your School/Centre and forwarded to OR by 27th April for DVC(R) sign off.
**Application format**

- **Institutional Support vs. Strategic Statement?**
  - There will be some overlap in terms of the research environment for the project
  
  - **Institutional support** should focus more on specific School/Centre facilities and achievements and also communication of research outputs (publications, workshops, seminars, commercialisation)

  - The **Strategic Statement** should be more about how Griffith/School/Centre will support your career progression and provide avenues to assist you in your research (and) teaching career

  - How this research aligns with Griffith’s research strengths
  - Highlight how the project will foster collaborations
  - How the applicant will integrate and sustain research in the field
  - Will Griffith provide any cash or *in kind* support?
  - PhD training and scholarships to support the research project
  - The opportunities for the applicant to develop leadership skills, management training, mentoring, exposure to international research experience and travel
Application format

- **Part E**
  Project Cost (Budget)
  » Add in the DECRA Candidate salary (fixed at $85,000)
  » Add in other costs up to $40,000 per year, e.g. equipment, maintenance, travel, PhD stipends, part time Research Assistants
  » The budget **must** add up to exactly $125,000 for it to validate

  **Note:** Salaries must include 28% oncosts, travel should be detailed and include origin, destination, daily allowances etc.

- **Part F**
  Budget Justification
  » A [one page pdf](#) explaining the need and cost of each item

  **Note:** List each budget item as a separate heading. Don’t just explain what the items are but explain why they are essential for the project. Travel should be clearly itemised.
Application format

- **Part G**
  
  **Personal details**
  
  » Parts of Part D auto populate from “My Details” in RMS.
  
  » **G7: Career interruption.** This may be due to parental leave, carer's responsibility, serious illness, international post-doctoral studies or non-research employment
  
  » If you are for example 18 months past the 5-year PhD cutoff, you need to demonstrate at least 18 months of career interruption

**Note:** Ensure undergraduate and postgraduate qualifications are added to RMS. The postal address should be your work address (not home address). Your PhD must be awarded by 18th May 2011 (not just submitted).
Application format

- **Part H**
  Research Support
  - **ALL** requested and awarded research support must be entered where there is funding requested/awarded for the years 2010 to 2014
  
  **Note:** This DECRA application should be the first entry, include internal grants, use the ARC’s table template, all text needs to be 12pt font

- **Part I**
  Progress Statements
  - Upload a statement detailing the progress of any of the applicant’s ARC Projects/Fellowships that have been awarded funding in 2010

- **Part J**
  Additional details
  - State here whether similar proposal has/will be submitted to another agency
Submission

Applicants:

- Prepare a Strategic Statement and forward a word doc to OR for review and DVC(R) signature

- Complete application in RMS, validate and submit
  - cannot submit unless all parts of application show ‘Complete & valid’
  - Generate a new pdf
  - press ‘Submit proposal to research office’ (by 4.00pm Wednesday 27th April)

- Send a hard copy of the research grants coversheet – signed by Head of School/Centre & Dean – to Office for Research

- Following an administrative review and provision of feedback, application is unsubmitted in RMS. Researcher then needs to:
  - enter RMS in order to make any necessary changes and to finalise the application
  - Generate a new pdf and resubmit to OR for final check

- The Office for Research submits your final application to the ARC
Office for Research Contacts

RMS Info                      373 57378     ore-grants@griffith.edu.au
Dr Nadia Hamilton             373 54116     n.hamilton@griffith.edu.au
  RGO (Discovery)              
Mary Meadowcroft              373 55129     m.meadowcroft@griffith.edu.au
  Manager, Research Grants & Centres