

La Trobe University  
 Research and Graduate Studies Office  
**Hints for ARC Discovery Applications – 2010**

This document has been compiled from common feedback items in previous years, the ARC Discovery Instructions to Applicants and the ARC Discovery Funding Rules for funding to commence in 2010.

1. Read the ARC Discovery Instructions to Applicants and Funding Rules before starting to complete the application form. Refer to them continually as you complete the application form and prepare your proposal.
2. Start obtaining signatures on the ARC Certification page as soon as possible. Don't wait until the last minute in case your collaborators are away or her/his employer is not available. Your application will not be signed and sent to the ARC without all the named investigators and their employers' signatures on the ARC Certification page. The ARC Certification page may be obtained from the ARC Discovery Projects Scheme page at [http://www.arc.gov.au/ncgp/dp/dp\\_default.htm](http://www.arc.gov.au/ncgp/dp/dp_default.htm) or follow the link on the ARC Discovery Projects web page on the RGSO web site at <http://www.latrobe.edu.au/rgso/grants/arc-schemes-discovery.htm>
3. You will also need to submit the standard RGSO Grants Application Coversheet with your application (preferably with your draft). The RGSO Grants Application Coversheet may be obtained from the RGSO web page at: <http://www.latrobe.edu.au/rgso/grants/arc-schemes-discovery.htm> or <http://www.latrobe.edu.au/rgso/forms-resources.htm> This document will be updated shortly so please download it from one of these pages; don't use a version saved on your computer – it won't be accepted. Applications must be peer reviewed.
4. La Trobe University's address is: La Trobe University, Victoria 3086.
5. FOR and SEO codes may be found at <http://www.latrobe.edu.au/rgso/forms-resources.htm>. The codes must be listed in order of priority with the most important (highest percentages) first.  
 Percentages must be in multiples of 10.
6. It is strongly recommended that you use the salary calculator available from <http://www.latrobe.edu.au/rgso/grants/arc-schemes-discovery.htm> which will among other things help you to calculate Indirect Costs. These are calculated using the appropriate La Trobe University Multiplier for your Faculty.

<b>Faculty</b>	<b>Indirect Cost Multiplier</b>
Education	2.27
Health Sciences	2.18
Humanities & Social Sciences	1.9
Law & Management	2.25
Science, Technology & Engineering	2.39

Calculate the Indirect costs by multiplying the CI's salary (without on-costs) by the appropriate multiplier, by the time to be spent on the project. This multiplier is relevant to La Trobe University personnel only.

Indirect costs may be given for all Level A Researchers and above, including CIs, but not for Research Assistants.

It is recommended that when you request salaries from the ARC, you use rates one incremental level higher than you intend to pay to allow for the EBA increase due from June 2009, as new EBA amounts are not available.

7. Proposal titles should be memorable, short, precise and attention grabbing.

8. Project Summary – Regard the 100 word summary as promotional material rather than academic writing. It must have ZING! Examples of Project Summaries from successful ARC Discovery grants may be found on the La Trobe University ARC Schemes – Discovery Projects web page at: <http://www.latrobe.edu.au/rgso/grants/arc-schemes-discovery.htm>

9. National/Community Benefit Summary (for publicity purposes). This is very important and should accurately 'sell' the value of your project in terms of national and community benefit.

Note National Benefit counts for 10% of the overall score for your project, so it is important and both the summary and the NB section in Part E deserve careful thought and preparation time. 10% can be the difference between success and otherwise in this very competitive scheme.

Examples of National/Community Benefit Summaries from successful ARC Discovery grants may be found on the La Trobe University ARC Schemes – Discovery Projects web page at:

<http://www.latrobe.edu.au/rgso/grants/arc-schemes-discovery.htm>

10. Requests for teaching relief must be accompanied by a strong, strategic justification in terms of achieving a successful outcome for the project, to have a chance for success.

11. Additional text:

- Avoid using tentative or passive language; instead use confident and positive words and phrases.

- Keep in mind the weightings of the selection criteria: Investigator/s – 40%, Significance and innovation – 30%, Approach – 20% and National Benefit – 10%.

NOTE: Background is not given a % value, so keep it brief, perhaps no more than 2 pages. While important, it has no weighting.

12. Budget: ARC will pay salary loadings of 28%. A salary calculator suitable for calculating salaries of La Trobe University personnel only, is available on the La Trobe University ARC Schemes – Discovery Projects web page at:

<http://www.latrobe.edu.au/rgso/grants/arc-schemes-discovery.htm>. For colleagues at other Universities or overseas you will need to obtain an indication of what their salary service rates are, you must not use La Trobe University rates for non-La Trobe University personnel.

13. To print the form use the 'print' link in your account, after exiting the form. Note that it is better to print from a PC than from a Mac, which may reformat the form incorrectly.

14. Only one copy of the draft application is required. It is EXTREMELY helpful to us if you provide the RGSO Coversheet with the draft. The GAMS printout and text should be interleaved.

15. RGSO needs the original and two full copies of the Final Version of the application. Additional text must be interleaved as instructed and pages numbered consecutively.

16. Use the Checklist provided in the Instructions to Applicants (p24) before submitting the Final Version to RGSO.

17. If in doubt ring or e-mail the Research Grants Unit: Catherine Jaggs, [c.jaggs@latrobe.edu.au](mailto:c.jaggs@latrobe.edu.au) x 1836 or Louise Francis, [l.francis@latrobe.edu.au](mailto:l.francis@latrobe.edu.au) x 2043

GAMS:

1. The ARC Discovery Application form is available in GAMS. To access the form go to <http://www.arc.gov.au>, select GAMS LOGIN at the top right of the page, enter your GAMS ID and Password and select the appropriate application from the drop down menu under 'Applications' on the left blue/green panel of the screen.
2. Instructions for using GAMS may be obtained from:  
[http://www.arc.gov.au/applicants/gams/gams\\_default.htm](http://www.arc.gov.au/applicants/gams/gams_default.htm)
3. A GAMS ID and password may be obtained by sending an e-mail that includes your name, birthdate, title and contact details to one of the Research Grants Unit.
4. If you forget your password or GAMS ID please contact one of the Research Grants Unit.
5. If you update your address in GAMS, information on the form will not change until you press the "Fetch Client Details" button in Section B again.
6. Don't use the 'Back' button on top of your internet browser; use the button on the left panel of GAMS.
7. Save often. At LEAST every 10 minutes as it gets close to the submission date.
8. Validate regularly to check for problems. Validate your application before printing the draft and final versions to send to RGSO.
9. When you are happy everything is complete and have a 'Valid' application, press the Local Submit button. If you find an error after this give one of the Research Grants Unit a telephone call and we will be able to 'unsubmit' the application for you to correct.

Updated 7 January 2009