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2025 ARC DECRA

Research Office – Guide to Building Your Application

Version 1

October 2023

Overview

- This document has been prepared by the Research Office to assist in the writing and submission of ARC Discovery Early Career Researcher Awards (DECRA) for funding in 2025
 - The advice below has been provided in an effort to help applicants understand key sections and develop their application
 - The guide details key sections of the application, providing advice on how these should be approached, as well as including a selection of examples from past successful applications and from the Research Office (RO)
- The guide should be used in conjunction with [UQ's templates](#) and the [documentation provided by the ARC*](#)
 - Applicants must fully familiarise themselves with the **ARC Discovery Program Grant Guidelines and Instructions to Applicants.**

DE25 Scheme Overview

The DECRA scheme objectives are to:

- a) support outstanding early-career researchers with demonstrated capacity for high-quality research and emerging capability for leadership and supervision;
- b) foster collaboration, with national or international researchers;
- c) support excellent and innovative research that addresses a significant problem or gap in knowledge and represents value for money;
- d) create new or advanced knowledge resulting from the outcomes of the research with economic, commercial, environmental, social and/or cultural benefits for Australia; and
- e) advance promising early career researchers and promote enhanced opportunities for diverse career pathways in high-quality and supportive environments.

Up to 200 DECRAAs may be awarded funding in a grant opportunity.

DE25 Scheme Overview

- DECRA Candidate must have received their PhD on or after 1 March 2019; or with periods of significant and not overlapping career interruption.
- ARC funding to cover the Candidate's salary (\$112,897 including 30% on-costs) and \$50,000 project costs for **three consecutive years on a full-time basis**.

Assessment Criteria	Weighting
Investigator/Capability	35%
Project Quality and Innovation	35%
Benefit	15%
Feasibility	15%

UQ Amplify: Introduction for DE25 Applicants

- Successful DE25 applicants will have the opportunity to apply for an optional **two-year** post-fellowship appointment under [UQ Amplify](#) at the conclusion of their Fellowship.
- UQ Amplify is a strategic funding initiative that offers a centrally co-funded salary.
- It fosters greater career stability for researchers and access to the UQ teaching program.
- Those wishing to apply must undertake teaching activities during their fellowship including developing a teaching plan with a relevant School, undertaking any required professional development, and teaching at 20% of their FTE (from year two of the fellowship).

Applicant Benefits

- UQ Amplify is available for those who aren't on a continuing appointment and don't have another commitment to post-Fellowship transition
- UQ Amplify may not necessarily be the best fit for every eligible researcher.
- Standard UQ Amplify text in the UQ Letter of Support template marks UQ as a supportive research environment
- More information is available on RO [website](#) or via internalschemes@research.uq.edu.au.

DE25 – UQ Letter of Support (See C2)

It acts as a Letter of Introduction from UQ DVCRI's to the ARC's CEO

- Introduces you as a compelling person with a compelling research vision
- Outlines alignment to area/s of **core or emerging research strength**.
- Describes the **level of resources to be provided** to support the successful Candidate, including any in-kind contributions.
- Outlines the **opportunities the DECRA will have to demonstrate independence** required to be competitive for future research positions.
- Where the DECRA Candidate is an existing employee of UQ, describes how the **salary that was previously provided by UQ will be used**.
- (For proposals proposing 0.8-0.99 FTE on research activities,) Detail how the time allocated to the administering institution over the life of the DECRA will be used to **develop the candidate's career skills**.

ARC – Preprints or comparable resources

Preprints or comparable resources can be included in any part of an application.

- **Definition:** *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 of government repositories etc.). They may have been subjected to varying degrees of peer review from none to light and full review.*
- **Identifying preprints:** *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.*
 - Preprints should be explicitly identified in (e.g., in the Project Description's reference list, ROPE and Research Outputs Listing) by including [PREPRINT OR COMPARABLE] at the end of the reference.
 - Preprints list in the Research Outputs Listing must be included under 'Additional research outputs'.

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

Further preprint information is detailed in the ARC's *Instructions to Applicants*.

DECRA Scheme Overview – UQ Conflict of Interest

UQ upholds a strong position that we are stewards of public money and public trust. We require our staff to register interests via three registers:

- [Conflict of Interest \(Disclosure and Management of Interests Register\)](#)
- [Secondary Employment Register](#)
- [Sensitive Research Register](#)
- [Foreign Influence and Interference Disclosure](#)

All staff are required to complete the registers even if you have nothing to disclose.

To complete your disclosures:

1. Go to your [UQ dashboard](#)
2. Click on My Requests
3. Click on New Request
4. Select the register you need from the list and complete.

This should be done annually, and whenever there is a change to circumstances.



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ARC DECRA 2025

Preparing your application and writing to sell yourself

Major changes since DE24

- The ARC has made significant updates to the application in this round.
- Changes include:
 - Change to the order of sections
 - C1 Project Description reduced to 7 pages (was 10 pages)
 - ROPE sections streamlined, including one-page upload
 - Budget categories (other than personnel) are a **single line per year**
- *Please keep these changes in mind when referring to previous applications in the UQ Grants Library*

Starting your application

Step 1. RMS updates and scheme reading

- Update your full profile in RMS 'Person Profile'. If you are new to RMS and need a login/password, start early.
- Familiarise yourself with the key ARC and UQ documentation.

Step 2. Completing the application

- [Log into RMS](#) and complete the application. As the online system manages many of the compliance and eligibility requirements of the application, we recommend applicants draft their application online rather than offline (e.g. in a Word or PDF document). Our office will only carry out internal review of applications entered into and validated by RMS.
- Make sure UQ is listed as the Administering Organisation to link the application to the Research Office.



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ARC DECRA 2025

Application Form

Part A – Administrative Summary

Part A – Administrative Summary

This are your first chance to stand out

- Be clear and concise – this section needs to appeal to the assessors, the ARC, the minister, and the general public
- Follow the ARCs formatting requirements

A1: Application Title

- Short title (up to 75 characters, approx. 10 words).
- Should be easily accessible to the general public.
- **Avoid** acronyms and quotation marks
- **Do not use** all upper-case characters.

A4 Application Summary

This section may be read by the Minister in conjunction with A5 when considering recommendations for funding.

The **Application Summary** should be written simply, clearly and in plain English (Australian Spelling) using aspirational terms ('the project aims to...') rather than definitive terms ('the project will...') for the aims sentence/s of your application summary.

You should not use quotation marks, acronyms, all upper-case letters, or dot points. Please use first person language.

We recommend your A4 follow the ARC required format:

- **Aims** (What do you plan to do?)
- **Significance** (Why is it important?)
- **Expected outcomes** (What will the project achieve once completed?)
- **Benefits** (Who/ what will benefit?)

Do not list medical benefits unless it is clear that they are downstream/beyond the scope of the DECRA.

A4 Application Summary – Example

A4 - Application Summary

- Is used by the Minister, ARC and Assessors – you need **speak to these audiences**
- Must follow the order of: **Aims** **Significance** **Expected outcomes** **Benefits**

Example (Dr Alain Wuethrich – DE20):

This project aims to develop a suite of innovative nanotechnologies to study extracellular vesicles with unprecedented depth of analysis and single particle resolution. This project expects to generate new knowledge in the emerging field of extracellular vesicle (EV) biology, as well as cell biology, using advanced nanofabrication and nanoscopic fluid flows to advance understanding of EV heterogeneity and how phenotypic variations affect their role in cellular processes. Expected outcomes include a universal technology platform to study extracellular vesicles and other bioparticles, with potential to deliver valuable intellectual property of commercial interest and economic benefit through technological advancements.

Underlined text: denotes well-signposted sentences

A5 National Interest Test (NIT) Statement

On 1 December 2022, the ARC announced significant changes to the way the NIT would be administered. Unlike previous rounds, the Statement will now be seen by assessors as they consider the benefit and impact of the proposed research.

NIT should be written simply, clearly and in plain English as a single cohesive statement directed towards a member of the public.

The ARC has provided a list of considerations for what the NIT must 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?

Applicants should address these considerations as a single cohesive statement. Applicants should take particular care in addressing each element concisely - the statement must be no more than 200 words and must be understood by a member of the general public.

A5 NIT Statement – Enhancing Australia’s Reputation

NIT must articulate the benefit **beyond the intrinsic research value/discipline reputation.**

Examples include:

- Development of a new/better product, process, industry or market (which then has a described value, savings or worth);
- Relating the work to existing or proposed policies and the issues they are focussed on addressing (e.g., education, public health, social welfare) perhaps in reports, commissions, data;
- Applications of the work, which then have a benefit;
- Increased understanding of something (event, tradition, cultural relations, social cohesion) – which then has a described benefit that ensues;
- Better capacity to address a current problem (e.g., climate, numeracy) – with what this alleviates or solves described.
- Skill development that would support industry/society (**not** training/upskilling researchers)

A5 NIT Statement – Enhancing Australia’s Reputation

Discuss your research in terms of the broader social benefit. These outcomes might be potential translation somewhere down the track, or an increase in knowledge that will lead to the development of new devices or practices.

Not Acceptable:

- Academic benefit;
- Reputation of the discipline;
- Publication of research outputs;
- Training researchers.

TIP: You can give academic and discipline benefits in your Project Description.

Please see:

- UQs NIT Guide on our website: <https://www.uq.edu.au/research/research-support/research-management/funding-schemes/australian-research-council-arc/discovery-early-career-researcher-awards>
- ARC Articulating NIT website: <https://www.arc.gov.au/news-publications/media/network-messages/articulating-national-interest-grant-applications>
- NITs from previous applications: https://www.arc.gov.au/sites/default/files/2022-09/DE23_nit_statements.pdf



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ARC DECRA 2025

Application Form

Part B – Participant details including ROPE

Part B - Conflict of Interest

- The [ARC Conflict of Interest and Confidentiality Policy](#) has been updated to clarify the types of personal interests that researchers are required to identify and disclose.
- The update now includes *material personal interest* within this Policy.
- **Researchers will need to update their RMS User Profile when applying for ARC research funding** (Part B of the application form) to address the following questions:
 - Are you receiving any foreign financial support (cash or in-kind) for research related activities?
 - Are you currently, or have you previously been, associated or affiliated with a foreign sponsored talent recruitment program?
 - Are you currently associated or affiliated with a foreign government, foreign political party, foreign state-owned enterprise, foreign military or foreign policy organisation?
 - Have you identified or disclosed any conflicts of interests in accordance with your Institution's conflict of interest policies and procedures?
- A researcher may choose not to respond but will not be able to participate or submit an application to the ARC.
- The questions are designed to support transparency for the administering institution.

Part B – Participant Details including ROPE

- **Time Commitment**
 - DECRA Recipient must spend a minimum of 80% of their time dedicated to research activities related to the proposed DECRA. The Funding Rules for DE25 permit up to 20% for teaching, service, and/or additional project activities.
- **B1 – Personal Details**
 - Please ensure that you have answered YES in the Conflict of Interests section you have declared a conflict of interest to UQ.
- **B3 – Qualifications**
 - This is automatically populated from the candidate's RMS profile.
- **B4 – Research Load (non-ARC Grants and Research)**
 - Please use the [UQ B4 template](#).

B4 Research Load Example – with Grants

B4 Research Load (non-ARC Grants and Research)

Funding from non-ARC sources

Description (All named investigators on any application or grant/fellowship in which the DECRA candidate is involved, project title, source of support, scheme and round)	Same Research Area [Yes (Y)/No (N)]	Support Status [Requested (R)/Current (C)/Past(P)]	Application/Project ID (for NHMRC applications only)	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000
Prof Joe Example, Prof Mary Test, Project Title, University of Example Research Grant, 2024	Y	C	N/A	205	100			
Prof Joe Example Project Title, NHMRC Project Grant, 2022	Y	APP XXX XX	N/A	175				

Use the UQ R&I [template](#) to ensure you build on the correct format required for this document.

Note: Only NHMRC applications require an APP ID

B4 Research Load Example – no Grants

Use the UQ R&I [template](#) to ensure you build on the correct format required for this document.

This is all you need to do to note you have no grants.

Even if you have no grants you must still submit this table in this format to comply with the ARC Instructions to Applicants

B4 Research Load (non-ARC Grants and Research)

Funding from non-ARC sources

Description (All named investigators on any application or grant/fellowship in which the DECRA candidate is involved, project title, source of support, scheme and round)	Same Research Area [Yes (Y)/No (N)]	Support Status [Requested (R)/Current (C)/Past(P)]	Application/Project ID (for NHMRC applications only)	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000
N/A								

B6 ROPE - Career Interruptions

Career interruptions must be significant and not overlapping, occur after the conferral of PhD (or equivalent) for a period of greater than a month, **and certified by DVC(R) – See B14**. Please use the [RO Interruptions calculator](#).

Eligible career Interruptions	Period of time that can be claimed
Disruption due to international relocation	A period of time commensurate with the interruption, not exceeding 3 months per international relocation.
Caring responsibilities Disability Disaster management and recovery Limited or no access to facilities and resources (e.g. workplace interruptions) Medical conditions Non-research positions, not concurrent with research employment Parental leave Unemployment	A period of time commensurate with the interruption.
Primary carer of a dependent child	Up to two-years, inclusive of parental leave, for each dependent child. If required, an additional period of time commensurate with the interruption.

If you need a career interruption approved, please contact UQ R&I (ARCFellowships@research.uq.edu.au) as soon as possible. Eligibility Exemption Requests are due to UQ R&I by the internal close date (2 Nov 2023).

B7 ROPE - Career Highlights

- Outline up to **5 career highlights**, including a short context statement for each, where relevant.
- **750-character (~100 words) limit**. Do not include information provided elsewhere in the application (e.g., [B8](#)).
- Content may include:
 - Prizes,
 - Awards,
 - Industry engagement,
 - Keynote and speaker addresses,
 - Research income,
 - Discipline-specific accolades,
 - Intellectual property,
 - Supervision,
 - Non-traditional research outputs

B8 ROPE - PDF Upload

The RO provides a [template](#) that complies with the ARC's requirements.

B8 must be a maximum of **one A4 page**. The ARC heading must be used.

EVIDENCE OF RESEARCH IMPACT AND CONTRIBUTIONS TO THE FIELD

- *Note: This section should be devoted to evidence of research impact and contributions to the field that are not research outputs as this is covered in [B10](#) and [B11](#).*
- Provide a statement outlining evidence of the DECRA candidate's research impact and significant contributions to the field.
- Describe how the DECRA candidate's research has led to a significant change or advance of knowledge in their field and outline how this will contribute to this application.

B8 ROPE - PDF Upload - Writing Tips

- This section should be written in a way that best tells your story and focuses on your strongest points.
- Writing your ROPE for a Fellowship is not the same as writing ROPE for a Discovery Project.
- Use white space strategically. Use sub-headings to direct the assessor's attention.
- Outline your achievements and significant contributions to the field and explain how your research has led to a **significant change or advance of knowledge** in your field.
- Include commentary on how your achievements and contributions will contribute to the current DECRA application, demonstrating your **capacity to deliver**.
- Use **evidence-based** answers accessible to the intelligent non-specialist.

EVIDENCE OF RESEARCH IMPACT AND CONTRIBUTIONS TO THE FIELD

Describe to the assessor:

- What was the state of play before and after your research?
- What did *you* do that was novel?
- What outcomes/impact has been seen, and/or is there evidence for translation/uptake of your research (evidence base)

B10 ROPE – Research Outputs Context

The total word count for this section is approximately 400 words (up to 3,000 characters):

Research Context (200 words, up to 1500 characters):

- Contextualise the importance of different research outputs and expectations in the DECRA candidate's discipline.
- Be careful not to repeat information provided elsewhere in the application (e.g., [B8](#)).
- **Outline your publication track record:** Highlight first/last authorship, esteem of journals where you published in your field, specific indicators of recognition within your field (citations, authorship order conventions, hot papers, metrics indicators).
- **Include other highlights** (e.g., international collaboration, cross discipline working, significance of non-traditional research outputs etc.).

The UQ Library has an updated [Research Impact and Metrics page](#), with information on various aspects of bibliometrics to source information and data for inclusion into your application. We recommend using as many of the libraries' tools as possible to ensure you include, and reference metrics to the best of your ability.

B10 ROPE – Research Outputs Context

Annotation on 10 career-best publications (200 words, up to 1500 characters):

- Provide up to **20 words** for each of the ten selected **career-best outputs listed in B11**.
- Contextualise each output in terms of **research impact**.
- We suggest considering research impact alongside a balanced demonstration of your expertise and feasibility for the proposed the project when choosing your top 10 career-best research outputs.

<Paragraph addressing research context – 200 words maximum>.

Annotation on 10 career-best publications:

[1]: This publication showed <X>. This has been adopted in/by <Y>.

[2]: This paper demonstrates capacity in <X> and has been cited <Z> times.

[3]: This <non-traditional research output> has been adopted into <Y>, where it has had <X impact>.

[4]: This publication showed <X>. This work has been cited <Z> times in <Y> disciplines. ...Etc...

Formatting

You cannot format your text in this section. Consider your use of white space in this section to guide your reader.

E.g., Have 1 paragraph for your Research Context, then one lines for each of your top 10 career-best publications.

B10 ROPE – Research Output Context Example

My research seeks to understand and inform the design, implementation and governance of environmental policy instruments. I have a particular interest in the use of market-based instruments for biodiversity conservation and climate change mitigation and adaptation. My research spans both natural and social sciences, hence my publication record reflects a combination of scholarly norms and indicators of research excellence. I use an interdisciplinary and mixed methods approach, and have published in the fields of conservation science, public policy, and environmental economics.

My publication record is exceptional for a researcher at my career stage (PhD conferred 1.3 years ago, December 2017). My h-index is 15 (according to SciVal, March 2019), and I have accrued 551 citations since 2011 (SciVal, March 2019). My papers have a Field-Weighted Citation Impact of 3.41, meaning they are being cited 3.41 times more than the world average for publications of the same age and discipline . All of my peer-reviewed contributions that have been published for at least 6 months have been cited.

Show your citations in the context of your discipline

**Dr Megan Evans*

B10 ROPE - Research Output Context Example 2

I have published 21 peer-reviewed articles in internationally renowned journals. 90.5% of these papers are in journals rated in the top 25% of their field by ISI impact factor, and 9 papers are in the top 5% cited papers (field weighted). My publications feature in Conservation Letters (IF 7.279, 2/57 in ISI Biodiversity Conservation), Conservation Biology (IF 5.89, 3/57 in ISI Biodiversity Conservation), Current Opinion in Environmental Sustainability (IF 4.186, 43/242 in ISI Environmental Sciences), Methods in Ecology and Evolution (IF 6.36, 9/158 in ISI Ecology) and Frontiers in Ecology and the Environment (IF 8.302, 5/242 in ISI Environmental Sciences). I have also published 4 journal editorials and comments, including two lead author Correspondence pieces in Nature (IF: 41.5, 1/64 in ISI Multidisciplinary Sciences) and Nature Ecology & Evolution.

Contextualise the esteem of journals you published in in relation to your field

It is good to highlight hot-papers, especially where you are the lead/last author

B10 ROPE - Research Output Context Example 3

I am the lead author on 8 of my 21 peer-reviewed articles . Two of these contributions are single-authored, which is uncommon in the natural sciences, but an indicator of scholarly maturity and esteem in the social sciences. Of the papers where I am not lead author, I am usually second or third author (10 papers) due to my extensive intellectual and methodological contributions to the projects. I am the senior author on one peer-reviewed article. Co-authors on my publications span four continents (North America, Europe, Africa, and Australia). My research frequently generates considerable interest in traditional and social media outlets. Fourteen (14) of my publications are in the top 5% of all research outputs scored by Altmetric, including my recent article in Palgrave Communications which has an Altmetric score of 563, is the top-rated contribution in that journal, has been tweeted 933 times, and featured in 6 online blogs and news sites since July 2018. My work has been featured in Nature News, Radio National, ABC News, Brisbane Times, SBS News, the London School of Economics Impact Blog and the online science news site Particle. I have published 9 articles in The Conversation which have attracted 61,504 readers across Australia, the United States, France, the UK, and Canada since 2011.

Demonstrate leadership of projects

Highlight international collaboration

Demonstrate commitment to non-traditional outputs and the value/reach of these outputs

B11 ROPE – 10 Career-best Research Outputs

- The data will be populated from the ‘Research Outputs’ section your RMS profile. 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](#).
- **List 10 career-best outputs.** These can include Authored books; Edited books; Book chapters; Refereed Journal articles; Fully refereed conference proceedings; Additional research outputs. CVs and theses should not be included. For information on what the ARC defines as a Research Output, refer to the [ARC Open Access Policy](#).
 - Select which 10 outputs to include in the application: click on the ‘Search’ button. 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.
 - Ensure each output is fully referenced.
 - Rank your top 10 outputs by entering 1 (highest rank) to 10 (lowest rank) in “Rank” column.
 - Identify those most relevant to your application by ticking the “relevant” checkbox.
 - CVs and theses should not be included in this list.

We suggest considering research impact alongside a balanced demonstration of your expertise and feasibility for the proposed the project when choosing your top 10.

B11 ROPE – 10 Career-best Research Outputs

- [Preprints or comparable resources](#) can be included in the Research Output list but must be entered as “additional research output”.
- If preprints or comparable resources are cited, these should be **explicitly identified in B11** by including [PREPRINT OR COMPARABLE] after the reference.
- Preprints or comparable resources must be added **manually** in your RMS profile. Refer to the User Guide - [Research Outputs in RMS Instructions for adding Research Outputs to your RMS Profile](#).
- The reference should include a DOI, URL or equivalent, version number where available and/or date of access, as applicable.

Brief instructions for manually adding a preprint or comparable resource in your RMS profile:

1. Navigate to RMS user profile → Manage Research Outputs. Select Additional Research Output, then select “Yes” under “Free Form Citation”.
2. Enter relevant text and date (Month and Year). The citation text will allow up to 4000 characters.
3. A preprint or comparable resource should be explicitly identified [PREPRINT OR COMPARABLE] Click “Save”.

The citation will display in the Manage Outputs list.

B14-16 - Career Interruption Extension Requests

B14 will be triggered if your B13 lists a relevant qualification awarded prior to 1 March 2019.

If you need a career interruption approved, please contact UQ R&I (ARCFellowships@research.uq.edu.au) as soon as possible. [Eligibility Exemption Requests](#) are due to UQ R&I by **2 November 2023.**

Career interruption extensions must be **certified by UQ's DVC(R)**. Career interruptions must be significant and not overlapping, occur after the conferral of PhD (or equivalent) for a period of greater than a month.

If "Yes" is indicated at B15 and B16 will be enabled.

Eligible career Interruptions	Period of time that can be claimed
Disruption due to international relocation	A period of time commensurate with the interruption, not exceeding 3 months per international relocation.
Caring responsibilities Disability Disaster management and recovery Limited or no access to facilities and resources (e.g. workplace interruptions) Medical conditions Non-research positions, not concurrent with research employment Parental leave Unemployment	A period of time commensurate with the interruption.
Primary carer of a dependent child	Up to two-years, inclusive of parental leave, for each dependent child. If required, an additional period of time commensurate with the interruption



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Application Form

Part C – Project Description

C1 - Project Description

ARC has a strict 7-page limit.

The RO provides a [template](#) that complies with the ARC's requirements for this document. **Use the UQ template for required headings, order, and formatting.**

Please consider the following points when crafting your Project Description:

- The **ARC heading structure must be retained**; subheadings may be useful to direct assessors' attention.
- Prominence of your Aims on the first page may engage assessors' interest early in your Project Description.
- Consider the assessment criteria weightings alongside the length of sections in your C1.
- Think about readability for assessors who are reviewing a lot of applications, and panel members who may be given 5 minutes to familiarise themselves with your proposal.
 - Consider using sub-headings to direct the assessors' attention
 - Utilise 'white space' to break up large blocks of text
 - ARC recommends minimum 12 pt body font and 10 pt font in figure/tables/references.
 - A timeline is a good way to visually represent feasibility.

C1 - Project Quality and Innovation

Consider starting with a **preamble** giving the **big picture vision and goals** of your DECRA.

- **Background:**
 - Explain the problems that your project is trying to address – why should the reader want these problems solved?
 - Outline the relevant key national and international progress to date, position your work (works/major papers you have been involved in) in that landscape
 - Explain the breakthroughs needed to solve the problem and clearly link your DECRA application to addressing that problem/delivering those breakthroughs.
- **Aims:** we recommend having aims on the first page!
 - give your aims appropriate prominence early on so that reviewers understand what you are hoping to achieve and can read the rest of your proposal with that context in mind.
 - How does the aim of the research program contribute to/address an important gap in knowledge, or problem?
 - Consider placing a box or shaded area around your aims to draw reviewers' attention to them.

C1 - Project Quality and Innovation

Project Design:

- Describe key aspects of the project design, including conceptual framework and methods.
- Does the project involve research pertaining to Aboriginal and Torres Strait Islander communities? If yes, describe the strategies for enabling collaboration, and the extent of relationships and personal affiliations with such communities.
- To what extent will the research enhance international collaboration?
- Demonstrate the feasibility of the project design. Timelines are a great visual tool for this.

Innovation:

- How will the innovation of the project lead to better outcomes for the problem/gap in knowledge?
- How is the research program innovative in the context of recent international advances in research in this area?

C1 - Benefit

Consider what benefits your project might bring:

- **New or advanced knowledge:** Start by highlighting what new knowledge the DECRA will generate.
- **Expected benefits:**
 - Benefits can be relevant to the Australian, or international communities of research: economic, commercial, environmental, social and/or cultural.
 - These are the same categories as at [A5](#); however, here you can expand to include international benefits, advancing Australia's intellectual leadership/position in the discipline itself, providing research training and opportunities for students, and forming strong collaborations and networks.
- **Australian Government Priorities:** If appropriate, describe the potential contribution to capacity in an announced Australian Government's priority area. This should align with [E1](#) where relevant.

C1 - Communication of Results

- How will the results of the research program be communicated?
 - Do you plan to communicate findings to the research field?
 - How will your findings be communicated to the general public, industries, or relevant sectors?
 - Consider pathways to translation. How will you foster translation during your Fellowship?
 - This section should demonstrate how you will communicate results to both research/academic communities, and the wider public.
- Ensure any costs claimed for communication of results in Part D Project Cost is reflected here.

C1 - Project Description Example

Note: Headings shown here are from previous rounds. Please use the DE25 headings per the [UQ C1 template](#).

D1 Project Description

PROJECT TITLE

Lorem ipsum dolor sit amet ut nonummy.

PROJECT AIMS AND BACKGROUND

Aims

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Pharetra nonummy pede. Mauris et orci. Proin pharetra nonummy pede. Proin pharetra nonummy pede.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies
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Background

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INVESTIGATOR/CAPABILITY

Research Opportunity and Performance Evidence

Research outputs

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Evidence of research training, mentoring and supervision

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National/international research standing

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Capability of Candidate to Build Collaboration in Australia and Internationally

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PROJECT QUALITY AND INNOVATION

Conceptual Framework, Design and Methods

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Significance

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Innovation

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Collaborations

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BENEFIT

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FEASIBILITY

Evidence of Supportive Environment

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Cost Effectiveness

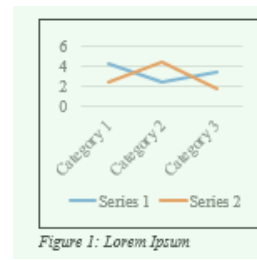
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Timeline

	Year 1	Year 2	Year 3
Aim 1			
Aim 2			
Aim 3			

COMMUNICATION OF RESULTS

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REFERENCES

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Aims up front, box for emphasis

Sub-headings used to direct assessors' attention

Use of 'white space' so assessor isn't faced with a wall of text

Figure captions and text inside figure meets font size (10pt) requirement

Timeline included

References are one column, can be size 10 pt

Acknowledgements heading removed when unneeded

C1 References - Citing Preprints

Preprints or comparable resources can be cited C1 but must be **explicitly identified** by including [PREPRINT OR COMPARABLE] after the reference.

- This reference should include a DOI, URL or equivalent, version number where available and/or date of access, as applicable. This indication is only required in the reference list and not in the project description itself.
- This reference should include a DOI, URL or equivalent, version number where available and/or date of access, as applicable.
- This indication is only required in the reference list and not in the project description itself.

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 of government repositories etc.).

C2 - UQ Letter of Support

Writing your Letter of Support

1. The RO provides a template containing prompts for content – max 2 pages. No “one size fits all” approach - must be about **you and your fit** to the UQ research strengths/research strategy.
2. DECRA Candidate is to **draft the body of Statement** (with input from School/Faculty/Institute).
3. **Full draft Statement** to be included when the application is submitted internally for RO review.
4. The RO will provide **comments** on the Statement, and any further suggestions for improvement.
5. The RO will arrange **final approval** and uploading of the PDF to your application.

C2 - UQ Letter of Support

The RO has provided a [template](#) that includes requirements for C2.

Part to the LoS	What to describe
1. Introduction	<ul style="list-style-type: none"> • An Executive Summary of the Candidate and their achievements • Crafted to emphasise how your work has been influential in its field • 2-3 paragraphs
2. Alignment with UQ Core or Emerging Research Strengths	<ul style="list-style-type: none"> • Fit of person with UQ's strategic vision • How does The Person and The Project fit with, and complement, The Place • What is the value-add? • Alignment with future plans/strategies for growth of research area at UQ



C2 - UQ Letter of Support

Part to the LoS	What to describe
3. Research Environment including support of the Candidate	<ul style="list-style-type: none"> • Positioning of the Fellow in a quality research environment (collaborative, intellectual and physical/infrastructural resources). • Alignment with specific expertise of UQ researchers and/or collaborators working in areas of strength. • How the Fellow will complement, enhance and extend UQ research capacity and profile? • Level of support for the Candidate (e.g., salary top-up, PhD students) with template text on UQ Capacity Building Package • How the salary that was previously provided UQ will be used where the candidate is an existing employee;
4. Opportunities for the DECRA candidate to demonstrate the level of independence required	<ul style="list-style-type: none"> • Evidence of institutional plan to integrate the Fellow into UQ's research development of this field • Describe the development opportunities available to the DECRA in their position at UQ • How will this Fellowship + post-fellowship employment develop the research capacity of the Candidate? • If you are a continuing UQ employee, strongly justify why award a Fellowship and why now (never 'more time to do more of the same') and describe how the salary previously provided by UQ is to be used.



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

ARC DECRA 2025

Application Form

Part D – Project Costs

D1 Project Costs

The RO has a [Budget Tool](#) to assist you to build your budget into RMS formatting.

Please consider the following when developing your budget:

- Your ARC budget must not exceed **\$162,897 in any year** (*\$112,897 salary + \$50,000 project costs*)
- Your UQ budget must not exceed **\$32,192** (1 x PhD stipend) + your salary gap in any year unless you have additional confirmed cash commitments;
- Individual budget items can be split between ARC and UQ where needed (to remain in budget limits);
- In-kind contributions, or contributions from other organisations should not be included at D1.
- **Do not include GST or indexation in your budget.**
- **Individual line items** are needed for **Personnel section only**. All other sections (Travel, Field Research 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 and D3
- The ARC may cut successful budgets so your budget justification is extremely important.

D1 Project Costs

Personnel

- Include job title, FTE/number-of-hours/number-of-weeks, salary level and “+ 30% on-costs”
- Add your salary gap on your DECRA salary line, against UQ funds, not ARC.
 - This salary gap should be incremented yearly across the life of the DECRA unless the level of appointment is at the top of that pay band (e.g. B.06) then you must include that salary level each year
 - **Your salary gap must be covered by your local faculty/school/centre/institute.**
- Include a 3-year PhD stipend contributed by UQ at \$32,192 per year (2023\$), and
- Note that support staff can be a good way to use additional funds if you can justify the position well.

Travel and Field Research

- Keep your *Travel* costs below \$50,000 over the life of the project, in accordance with the ARC requirements
- *Travel and Field Research* costs must be listed as a single-line budget item in D1
- D2/D3 should justify these items by trip or site visit breakdown. **e.g.:**
 - ‘International conference xx, Fellow and student, incl. airfare/accomm./per diem’;
 - ‘Western Australia field work 10 days, incl. flights, specially-kitted hire car, camping, accomm. and meals’.

D1 Project Costs

Equipment

- Enter in a one-line budget figure for costs associated with equipment and installation. Use quoted *Equipment* costs, not estimates and keep the quotes on file;
- Laptops are considered basic equipment and must not be requested from ARC funding.
- A UQ contribution would be expected for large items of equipment and will need to be confirmed in writing by an authorised person.

Maintenance

- Costs for consumables should be requested under Maintenance as a one-line budget figure.

Other

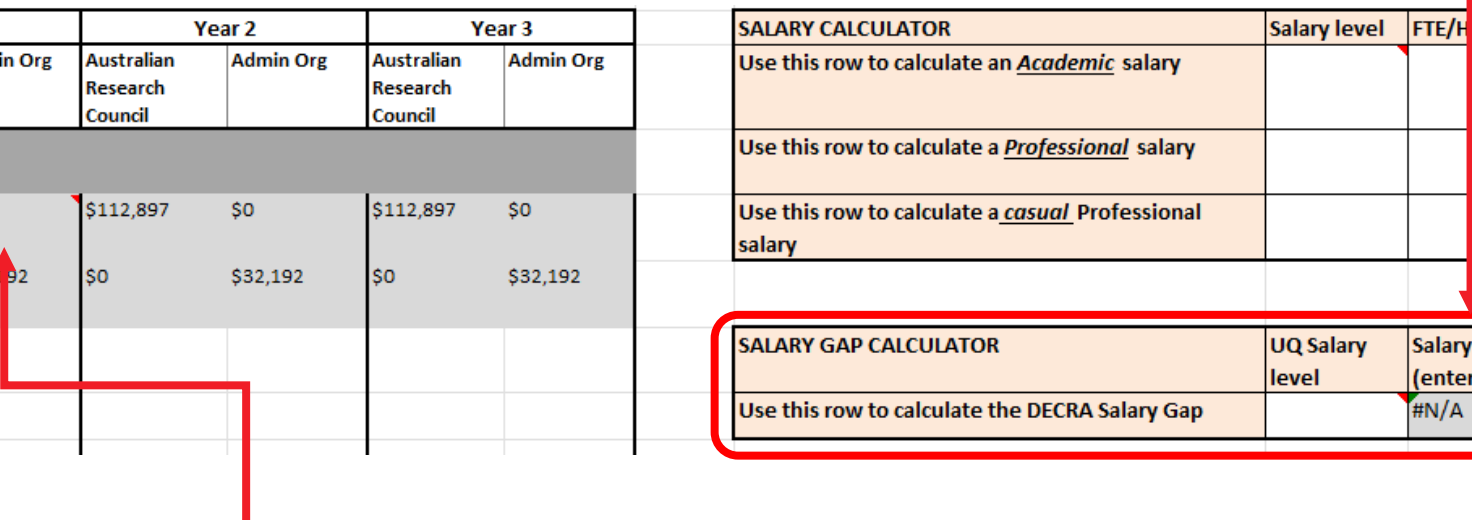
- Requests for Other items (those that cannot be placed in another category) as a one-line budget figure.
- May include reasonable essential extraordinary costs to allow a participant who is a carer, or who requires care/assistance, to undertake travel essential to the project; and
- May include publication/dissemination costs, third party services, web hosting, etc.

D1 Project Costs – RO Budget Tool

To calculate DECRA Salary Level

1. Select the Fellow's UQ Salary level (at time of application) to calculate the correct salary gap.

	Year 1		Year 2		Year 3			Salary level	FTE/Hours	Salary rate
	Australian Research Council	Admin Org	Australian Research Council	Admin Org	Australian Research Council	Admin Org				
PERSONNEL (all personnel lines to be entered in RMS)										
<RMS will add your name here> Discovery Early Career Researcher Award	\$112,897	\$0	\$112,897	\$0	\$112,897	\$0	Use this row to calculate an <i>Academic</i> salary			#N/A
Additional post-graduate researcher(s) (UQ Capacity Building Package)	\$0	\$32,192	\$0	\$32,192	\$0	\$32,192	Use this row to calculate a <i>Professional</i> salary			#N/A
<i>Format: Research Position (eg. Postdoctoral Research Associate), Appointment Level (A-E), FTE, incl. 30%</i>							Use this row to calculate a <i>casual</i> Professional salary			#N/A
							SALARY GAP CALCULATOR	UQ Salary level	Salary Gap (enter as UQ	#N/A
							Use this row to calculate the DECRA Salary Gap			



2. Enter calculated salary gap into Admin Org cash. Make sure to calculate this with appropriate increments each year. For example, someone starting at B01 in year 1 would move to B02 in year 2 and B03 in year 3. Someone starting at B05 in Year 1, would move to B06 in Year2, and then remain at that level for the duration of the grant.

D1 Project Costs – RO Budget Tool

To calculate additional staff salary

1. Use the Salary Calculator Tool.
2. Enter staff description and calculated salary rates into lines below the ARC personnel lines.

Note: Where applicable, additional ARC-funded HDR students may be added to the budget table in RMS via “Add Participant Type”. The ARC HDR stipend rate is \$29,880 per year (\$2023) and will need to be topped-up to the UQ rate of \$32,192 (\$2,312 pa). You will need to provide confirmation of this cash contribution to cover the gap from a UQ budget holder

	Year 1		Year 2		Year 3	
	Australian Research Council	Admin Org	Australian Research Council	Admin Org	Australian Research Council	Admin Org
PERSONNEL (all personnel lines to be entered in RMS)						
<RMS will add your name here> Discovery Early Career Researcher Award	\$112,897	\$0	\$112,897	\$0	\$112,897	\$0
Additional post-graduate researcher(s) (UQ Capacity Building Package)	\$0	\$32,192	\$0	\$32,192	\$0	\$32,192
<i>Format: Research Position (eg. Postdoctoral Research Associate), Appointment Level (A-E), FTE, incl. 30%</i>						

SALARY CALCULATOR	Salary level	FTE/Hours	Salary rate
Use this row to calculate an <i>Academic</i> salary			#N/A
Use this row to calculate a <i>Professional</i> salary			#N/A
Use this row to calculate a <i>casual</i> Professional salary			#N/A

SALARY GAP CALCULATOR	UQ Salary level	Salary Gap (enter as UQ)
Use this row to calculate the DECRA Salary Gap		#N/A

D1 Project Costs – RO Budget Tool

Populate remaining budget items under each category.

The totals in each category are the values you will insert into your RMS budget table (D1)

Check your yearly project costs do not exceed the ARC total of \$50,000.

TRAVEL (only enter the total line, blue below in RMS)						
Total Travel for the project	\$0	\$0	\$0	\$0	\$0	\$0
FIELD RESEARCH (only enter the total line, blue below in RMS)						
Total Field Research for the project	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT (only enter the total line, blue below in RMS)						
Total Equipment for the project	\$0	\$0	\$0	\$0	\$0	\$0
MAINTENANCE (only enter the total line, blue below in RMS)						
Total Maintenance for the project	\$0	\$0	\$0	\$0	\$0	\$0
OTHER (only enter the total line, blue below in RMS)						
Total Other costs for the project	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$112,897	\$32,192	\$112,897	\$32,192	\$112,897	\$32,192
Cells in this row will highlight red if the total project costs exceed the \$50,000 limit from the	\$0		\$0		\$0	

Travel Allowance Check (red = travel allocation of \$50,000 exceeded)
\$0

Check your Travel allowance does not exceed the \$50,000 limit over 3 years

Any UQ cash contributions will need to be confirmed in writing and provided to the Research Office

D1 Project Costs – Adding Remunerated Participants

Remunerated Participants

Dr Melissa Ilsley	Discovery Early Career Researcher Award	Level 1 starting in year 1 ▾	
HDR	Higher Degree by Research stipend	Level 2 starting in year 1 ▾	×

Add Participant type

Higher Degree by Research stipend ▾ Level 2 starting in year 1 ▾ Add



Your DECRA salary will automatically appear here as well as the table.

Only if required, add an ARC-funded HDR stipend using this function which will populate it into the table

Year 1

Year 2

Year 3



Description		Australian Research Council	Administering Organisation
		Cash	Cash
Total		162,777	104,062
Personnel	+	142,777	96,062
Dr Melissa Ilsley (Discovery Early Career Researcher Award)		112,897	61,558
UQ-funded HDR stipend	 	0	32,192
HDR (Higher Degree by Research stipend)		29,880	2,312

D1 Project Costs – RMS entry

Toggle between years by click on the tabs

Year 1 Year 2 Year 3

Use + to add an item
- Note: the item will now appear in all years with a \$0 value. If you leave the value at \$0, it will not appear in the PDF your assessors see

Description	Australian Research Council		Administering Organisation	
		Cash		Cash
Total		142,777		96,062
Personnel	+	142,777		96,062
Dr Melissa Hsley (Discovery Early Career Researcher Award)		112,897		61,558
UQ-funded HDR stipend	 	0		32,192
HDR (Higher Degree by Research stipend)		29,880		2,312
Travel	+			
Field Research	+			
Equipment	+			
Maintenance	+			
Other	+			

Add your UQ-funded salary gap into Administering Organisation Cash

Use the pen to edit.
- Note: you will not be able to change the order of items within a category. To do so you will need to delete and re-add items

Use the bin to delete.
- Note: this will delete the item from all years. To remove costs from year, change the value to \$0 rather than deleting

Add a UQ-funded HDR student scholarship into Administering Organisation Cash

If requested, add the \$2,312 HDR stipend gap into Administering Organisation Cash if appropriate.













D1 Project Costs – RMS entry

The information required in the DE25 budget has been simplified to a **one-line budget entry** for Travel, Field Research, Equipment, Maintenance and Other headings. Please use the [DE25 Budget tool](#) to calculate your expenses into single lines

Make sure to enter the costs in the appropriate category

One-line budget entries for each category. Specific expenses are explained and justified in D2.

Do not enter extra lines into Travel, Field Research, Equipment, Maintenance, or Other budget items.

		Year 1	Year 2	Year 3
Description		Australian Research Council		Administering Organisation
		Cash		Cash
Total		162,777		101,750
Personnel	+	142,777		93,750
Dr Melissa Ilesley (Discovery Early Career Researcher Award)		112,897		61,558
UQ-funded HDR stipend	 	0		32,192
HDR (Higher Degree by Research stipend)		29,880		0
Travel	+	5,000		5,000
Total requests and contributions	 	5,000		5,000
Field Research	+			3,000
Total requests and contributions	 	0		3,000
Equipment	+	5,000		
Total requests and contributions	 	5,000		0
Maintenance	+	8,000		
Total requests and contributions	 	8,000		0
Other	+	2,000		
Total requests and contributions	 	2,000		0

UQ cash must not exceed \$32,192 (1 x PhD stipend) + your salary gap in any year **unless you have additional confirmed cash commitments.**

Your ARC budget must not exceed \$162,897 in any year (\$112,897 salary + \$50,000 project costs)

D2 Justification of non-salary funding requested from the ARC

The RO has provided a [template](#) that includes requirements for D2.

This document must be a maximum of **3 A4 pages**.

Please consider the following points when crafting your D2:

- Make sure that D2 details why the budget items are needed, that the cost is appropriate and that you have the required facilities for the project
- Line items should be presented *in the order that they are presented in the D1 budget* (when viewing your application PDF) to enable ease of cross referencing between D1 and D2 for the assessors
- Noting the year each budget line is requested in (i.e., Year 1, Year 2, etc.) helps reviewers more easily cross reference with D1
- If you do not have a line item under a particular category (i.e., *Other*), you may delete the superfluous heading in the document

D2 Justification of non-salary funding requested from the ARC

Personnel:

- All personnel must be justified under *Personnel* except the DECRA salary (“Non-salary” just refers to not including your DECRA salary, not all personnel expenses)
- Justify what the person will do and how that matches their level (PhD student, HEW level, academic level etc.)
- Note that 30% on-costs have been budgeted in line with the ARC’s requirements

Travel and Field Research:

- Justify the need (how will the travel benefit the DECRA project/candidate, what will the outcomes be)
- Justify the cost (breakdown how you can to your total trip cost)

Equipment:

- Justify why you need the equipment, not just the cost
- Make clear that the cost is quoted, not just an estimate, including supplier, quote price and make/model of the equipment where practicable

D2 Justification of non-salary funding requested from the ARC

Maintenance

- The Maintenance section should be used to detail need and cost consumables.
- Can include consumables and items **related to equipment maintenance**.
- Do not include purchasing of computer equipment or hiring personnel for data preparation or programming, which should be included under '*Equipment*' or '*Personnel*'.
- Ensure no ineligible items are requested
 - E.g., bench fees or similar laboratory access fees; capital works and general infrastructure costs

Other

- For publication fees ensure these are consistent with planned communication outputs outlined in your Project Description.

D2 Example

Use the RO [template](#) to ensure you build on the correct format required for this document.

E2 Justification of non-salary funding requested from the ARC

Personnel

HDR (Higher Degree by Research Stipend) – Years 1, 2, 3

An ARC-funded PhD student will add significant value to the study, while also gaining unparalleled capacity building throughout the project. In the first half of Year 1, the student will be trained with necessary knowledge and learn the concepts and background of the project including gathering a strong understanding of the field work methodology required for this project. After this, the PhD student will be integral in leading work stream 4 and will carry out data collection in Years 1 and 2. The PhD candidate will be required to have a Masters or Honours degree in a related field, extensive experience in field work and a strong understanding of data analysis using R. The PhD student will gain further experience in field work methodology under the lead of the DECRA and will gain project leadership experience under the guidance of the DECRA candidate and the collaborating researcher from the University of Adelaide. The PhD student will be expected to submit at least one first-authored paper during the course of this DECRA and present their findings at one national conference.

Year 1: \$28,870. Year 2: \$28,9870. Year 3: \$28,870

ARC Total: \$86,610

Casual Research Assistant 1.0 FTE 12 weeks HEW5.1 + 30% on-costs – Year 3

A salary for a casual Research Assistant has been budgeted to provide support in data clean-up and analysis for work stream 4. It is estimated that eight weeks of full-time work is required in Year 3 to achieve project outcomes within the proposed timeframe. The appointee will require a combination of relevant experience and/or education/training that will equip them with the ability to perform data clean-up functions and run basic analysis in R under the supervision of the DECRA candidate. The skills required are commensurate with a Research Assistant (HEW Level 5) according to UQ's Classification Guidelines for Research-Related General Staff Positions (HEW Levels 1 - 9). 30% on-costs have been included in the budgeted cost.

Year 3: \$23,251

ARC Total: \$23,251

Ecological Statistician 0.2 FTE 2 months Level D4 + 30% on-costs – Year 3

A salary for an Ecological Statistician has been budgeted to provide statistical support for the analysis of Work Stream 3 during the final year. It is estimated that the statistician will be required for 2 months at 0.2FTE. The appointee will require extensive experience as in ecological modelling, conducting analyses on camera on behavioural and ecological data and the use of MARXAN. The skills required are commensurate with a Level D4. 30% on-costs have been included in the budgeted cost.

Year 3: \$7,673

ARC Total: \$7,673

Travel

DECRA travel to ICCB, France (registration, flights, accommodation, daily allowance) 14 days – Year 3

This is a significant conference; presentation and networking at ICCB provides me with the chance to improve my international collaborative network to directly benefit the project and improve Australia's research capacity. I will stay on for an extra 3 days after the conference (as budgeted) to ensure there is time for meetings with current and potential collaborators that will add value to this project, and my future research endeavours. Attendance will allow me to stay informed about current developments and trends within the field.

The cost breakdown is as follows:

1 x return airfare to Paris: \$2,000

Conference registration: \$500

Accommodation x 14 days (\$150/day): \$2,100

Food and incidentals allowance x 14 days (\$100/day): \$1,400

Year 3: \$6,000

ARC Total: \$6,000

Field Research

FNQ Data Collection (DECRA + 2 x PhD including flights, local transport) – Year 1 and Year 2

These funds will allow the three-person team to travel to our field site in FNQ to collect data for Work Streams 1, 2 and 3 (see D2 for methodology). Further, during this field trip we will be deploying a data logging weather station at the site to take continuous weather measurements between our first and second (final) field research trip. Without the data taken during this trip, we would be unable to get the required data to carry out these three work streams.

The field trip will be a vital opportunity to capacity build for the two students as well as for an attending local research assistant (see E3). The cost breakdown is as follows:

3 x return airfares Brisbane to FNQ: \$3,100

Field vehicle rental x 14 days (\$250/day): \$3,500

3 x camping fees x 14 days (\$30pp/day): \$1,260

3 x food and incidentals x 14 days (\$pp/day): \$3,570

Local guide and driver x 14 days (\$100/day): \$1,400

Sample transport fees: \$2,170

Year 1: \$15,000. Year 2: \$15,000

ARC Total: \$30,000

Equipment

Satellite Phone- Year 1

Due to remote field work, the team will require a satellite phone. The phone will be utilised for daily check-ins and in the event of emergency situations. An Iridium Extreme satellite phone has been quoted at \$1,750 from Amazon.

Year 1: \$1,750

ARC Total: \$1,750

Weather Station - Data Logger (Davis Instruments) – Year 1

To ensure the accurate collection of weather data at our field site we will be required to deploy a weather station with data logging capacity. The weather station will need to record hourly temperatures, rainfall, wind speed and direction and will need to have capacity for up to one year of data to be stored between downloads. As there are no weather stations within the proposed field site, we will need to purchase this equipment. A Davis Instruments Data Logging Weather Station has been quoted at \$2,785 (Davis Instruments), there will be no installation costs as the DECRA team will install it onsite during the FNQ Data Collection field trip in Year 1.

Year 1: \$2,785

ARC Total: \$2,785

Maintenance

Annual Subscription - Satellite Phone – Years 1, 2

As above, field work will be carried out in remote locations without cell reception. The subscription will be used to enable the team to check in daily (as required by our safety protocol) and to contact logistics or emergency services in times of emergency or other unplanned situations. A plan for the above-mentioned Iridium Extreme satellite phone has been quoted at \$1,000 per year and will be used in years 1 and 2.

Year 1: \$750. Year 2: \$750

ARC Total: \$1,500

Other

Publication Fees – Years 1, 2, 3

Considering the planned outputs (see D2), the budget includes one paid open-access journal publication in Year 1, two in Year 2 and four in Year 3. In the discipline, an average of \$1,000 is a conservative estimate of the per-publication cost of publishing in open access journals. Other outputs will be published in free to publish journals.

Year 1: \$1,000. Year 2: \$2,000. Year 3: \$4,000

ARC Total: \$7,000

D3 Details of non-ARC contributions

UQ R&I have provided a [template](#) detailing the requirements for this document.

Please consider the following points when crafting your D3:

- It must not be more than **2 pages**.
- Use this section to address the Feasibility criterion; Make sure that D3 details how the items will contribute to the project, and that you have the required facilities for the project.
- The UQ Stipend is only to be budgeted for three years; the DECRA is only three years, so the budget can only reflect three years. However, you can still make mention that the scholarship includes funding for 3.5 years with one possible six-month extension
- As with D2, keep your **line items in order presented** in the D1 budget (when viewing your application PDF) to enable ease of cross referencing between D1 and D2 for the assessors.
- Noting the year each budget line is requested in (i.e. Year 1, Year 2, etc.) helps reviewers more easily cross reference with D1;
- If you do not have a line item under a particular category (i.e., *Other*), you may delete the superfluous heading in the document

D3 Details of non-ARC contributions

Personnel:

- All personnel must be justified under Personnel except the DECRA salary (“Non-salary” just refers to not including your DECRA salary, not all personnel expenses)
- justify what the person will do and how that matches their level (PhD student, HEW level, academic level etc.);
- note that 30% on-costs have been budgeted in line with the ARC’s requirements;

PhD stipends:

Use template PhD stipend text verbatim as follows:

“Demonstrating its commitment to capacity building for this Grant, UQ is pledging new central support in the form of one PhD scholarship for a suitably qualified student whose project is aligned with the successful application, subject to the standard UQ conditions for Earmarked PhD scholarships. The stipend has a cash value of \$32,192 per annum (2023\$) for 3.5 years, with one possible six-month extension.” [optional:] “This will <...*applicant to insert possible comments about likely topic area/s and how this builds capacity around the project and accelerates research etc...>*”

D3 Details of non-ARC contributions

Travel and Field Research:

- Justify the need (how will the travel benefit the DECRA project/candidate, what will the outcomes be)
- Justify the cost (breakdown how you can to your total trip cost).

Equipment:

- Justify why you need the equipment, not just the cost
- Make clear that the cost is quoted, not just an estimate, including supplier, quote price and make/model of the equipment where practicable.

D3 Example

E3 Details of non-ARC contributions

Personnel

The DECRA salary provision is below my current salary level. To account for this, the UQ will cover the salary shortfall between my current salary (including annual increments) and the ARC DECRA salary (\$116,624 total: Y1 \$33,562; Y2 \$38,875, Y3 \$44,187).

Demonstrating its commitment to capacity building for this Grant, UQ is pledging new central support in the form of one PhD scholarship for a suitably qualified student whose project is aligned with the successful application, subject to the standard UQ conditions for Earmarked PhD scholarships. As part of a framework of support for successful ECR Fellows and the PhD candidate, team supervisory arrangements would apply, with the Fellow participating as Principal Advisor in an appropriately-constituted PhD supervisory team. The stipend has a cash value of \$32,192 annum (2023\$) for 3.5 years, with one possible six-month extension. Part E1 reflects a 3-year cash budget for this commitment (\$96,576).

The student will contribute to the project by conducting field work in Year 1 and Year 2, as well as leading Work Stream C, as elaborated in D1. This student will be required to have already achieved a Masters or Honours degree in Conservation Biology, Ecology or a related Zoology field and will be required to have field experience and experience using statistical software, such as *R*, setting them up for success in leading this work stream and being a key data collection team member.

Travel

The School of Biological Science, UQ is contributing \$3,090 in Year 2 to enable this project to host the collaborator from University of Adelaide, Professor Meise, which will cover Professor Meise's flights (\$500), accommodation (\$1,650) and daily allowance (\$940). Professor Meise will travel to UQ to work with the DECRA team, including mentoring the applicant and PhD students, and provide vital input on the analysis of Work Stream 1. This will strengthen the collaboration between our two research groups, and between the University of Adelaide and the University of Queensland.

Field Research

N/A

Equipment

UQ will contribute cash for the purchase a Panasonic Toughbook (\$2,500) in Year 1 for data recording and analysis in the field, including bulk data downloads from the weather station. The conditions in which we will be working, including hiking and driving over rough terrain, means that a normal laptop computer will incur undue wear and tear. Thus, this piece of equipment will be vital in carrying out the field work for this DECRA.

Maintenance

N/A

Other

In terms of access to facilities and support, the DECRA program will benefit from office space for the team and Professor Smith (the visiting collaborator), storage for field work equipment and library access as in-kind support from UQ. Further, the project will benefit from being housed at UQ, giving us access to a highly sought after network of researchers including those from the Terrestrial Ecosystem Research Network, NESP Threatened Species Recovery Hub and the Centre for Biodiversity and Conservation Science, all based at UQ.

Use the RO [template](#) to ensure you build on the correct format required for this document.



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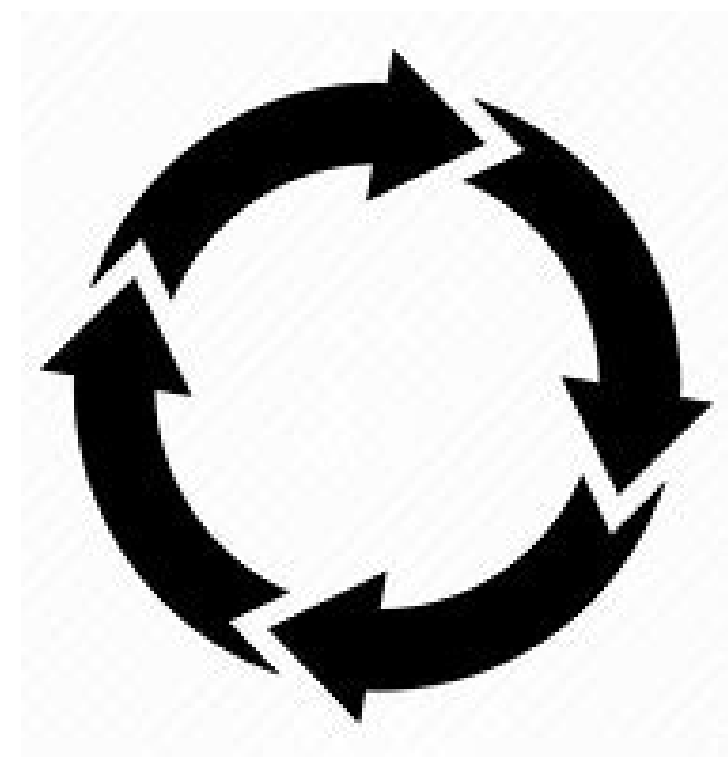
Application Form

Part E – Classifications and Other Statistical Information

Part E – Classifications and Other Statistical Information

Should link cleanly to your other applications sections e.g.

- If you have indicated at **E4** that your project is interdisciplinary, have you selected multidisciplinary FoRs in **E2**?
- If you have indicated at **E5/E6** that you will collaborate internationally, ensure this covered in your **D1** Budget and **C2** Project Description.



E1 - Priority Areas

- Your application does not have to align to a government priority. It will not impact your application if you select 'no' here
- If you select 'yes', this is a free text field
- Include full name of the current Australian Government policy and year of announcement of this policy
- Answer should be verifiable: is the policy/strategy identifiable? Could it be found using google and the information you have provided?
- Do not provide additional detail beyond the name and announcement year
- Should be current (not expired or superseded)

E2 - Field of Research (FoR-2020)

- Select up to 3 FoR codes at the 6-digit level that relate to the application.
 - Enter FoR codes from highest percentage to lowest percentage into RMS.
 - Note: The highest percentage can only be entered for one FoR code (for example, 50 cannot be entered for 2 FoR codes).
 - Total percentage must total 100.
 - Enter a whole number only. Do not include “%”.
- **FoR codes and their proportions are important in assigning assessors to your application.**
 - The FoR codes and proportions should reflect the nature of the research in this application, particularly if it is interdisciplinary. Assign codes and their proportions as accurately as possible.
 - Clinical/medical FoR codes may indicate concerns about Application eligibility under the [ARC's Medical Research Policy](#). The ARC has advised that the 'xxxx99' FoR code should only be used when there is no other appropriate code within the classification.

E3 - Socio-Economic Objective (SEO-2020)

- Select up to 3 SEO codes at the 6-digit level that indicates the sectors that are most likely to benefit from the project if funded.
 - Enter SEO codes from highest percentage to lowest percentage into RMS.
 - Note: The highest percentage can only be entered for one SEO code (for example, 50 cannot be entered for 2 SEO codes).
 - Total percentage must total 100.
 - Enter a whole number only. Do not include “%”.

E4 – E7

- **E4 interdisciplinary research:**
 - if your project involves interdisciplinary research, we suggest reflecting this in your choices of FoR and SEO codes
 - Interdisciplinary research may be characterised by; the composition of your investigator team (e.g. team members are from different disciplinary backgrounds); the proposed methodology (e.g. the tools/techniques outlined in your methodology are integrated from different disciplines); the project design (e.g. the perspectives/concepts/theories used to formulate the project are drawn from multiple disciplines); or other factors (e.g. the data used in your project is based on interdisciplinary research).
- **E5 – E6 international collaboration:**
 - If you answer ‘yes’ here, ensure this is reflected in your C1 Project Description.
 - If collaboration activities involve travel, ensure this is reflected in your budget
- **E7 PhD, Masters and Honours students:** numbers here can be more than just the students funded by the project



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Application Form

Part F – Project Eligibility

F1 Medical Research – UQ recommendations

- **If there is any potential that parts of your application may be considered medical in nature, you should answer ‘Yes’ to this question.**
- If your research is fundamental, but the next step would be health related/translation, be very careful not to let that bleed into your DECRA proposal. For example, this often tends to creep into the last aim/objective. In which case the whole application is ruled ineligible due to the last aim.
- If cell lines are needed, we strongly recommend selecting a non-human cell line. We have received informal advice that use of human cells lines may strongly impact your eligibility ruling.
- ARC Medical Policy: [ARC Medical Research Policy](#)
- Additional information: [ARC Medical Research Policy FAQs](#)
- ARC Medical Research Statement Examples: [ARC Medical Research Policy Eligibility Examples | Australian Research Council](#)

F2 Medical Statements – ARC requirements

- The ARC may rely solely on the **Medical Research Statement to determine whether an application is eligible**. The ARC will not seek further clarification.
- If applicable, justify why a project complies with the eligible research requirements set out in the ARC Medical Research Policy located on the [ARC website](#).
- Avoid simply quoting the policy in your response and provide sufficient detail for the ARC to properly understand the intent and limits of the research aims.
- Address why areas of research which may appear to be medical are required, for example, to provide proof of concept, demonstrate a platform technology and are many years from medical application. **(Up to 750 characters, approximately 100 words)**.
- A clear statement of the main aim of application, which may include well identified, big picture and long-term intent beyond the scope of the application.

F2 Medical Statements – UQ recommendations

Err on the side of caution, and include a F2 statement if there is any minor indication that your research could be deemed medical

It is important to provide sufficient detail for the ARC to properly understand the intent and limits of the research aims, including:

- A clear statement of the aim of your project
- Why the proposed research is eligible (quoting the policy on its own is not sufficient):
 - That your proposed research clearly aligns with one of the eligible research categories
 - and/or does not fall into an ineligible category
- That medical / health goals are not a *direct* outcome of the proposed research
- Why areas of research which may appear medical are needed

F2 Medical Statement Examples 1 - 3

The below examples come from previous successful DE/DP applications and represent strong F2 statements.

It is important to show:

- What the project aims to do - ensure statement is clear with respect to the main aim of application including big picture and long-term intent beyond the scope of the application;
- Why the proposed research is eligible, in line with the Medical Policy - it should avoid simply quoting the policy in response but respond to sections of the Policy that the project aligns with;
- That medical / health goals are not a direct outcome of the proposed research - provide sufficient detail for the ARC to properly understand the intent and limits of the research aims; and
- Why areas of research which may appear medical are needed - for example, to provide proof of concept, demonstrate a platform technology and are many years from medical application.

F2 Medical Statement - Example 1

This is an engineering project that uses health-related data (publicly available ICU data) in order to develop new models of machine learning on multisource multivariate time-series data. De-identified ICU patient data is ideal for this research to provide proof of concept because of its vastness and complexity, and the relationship between changes in a patient's status over time, interventions of medical staff and the patient outcomes. The research does not have health or medical aims but instead aims to provide a decision-support system capable of generating highly accurate and intuitively explainable prediction results for potential applications in multiple areas, including finance, sensor technology, and cyber-security.

* *Dr Sen Wang*

F2 Medical Statement - Example 2

This project seeks to understand the fundamental design and mechanics of healthy, human muscles. The aim is to explore the natural stresses and strain that muscles experience during contractions as well as how this is influenced by muscle structure and neural control. The project will achieve these goals by investigating the basic structure of healthy muscles and how they adapt to specific exercise. This research does not aim to understand or find treatment for any disease. While later and indirect applications of the findings of this project may have implications for a range of musculoskeletal conditions, the project will directly expend fundamental scientific knowledge about muscle structure and function.

* *Associate Professor Glen Litchwark*

F2 Medical Statement - Example 3

This DECRA project aims to contribute to the fundamental understanding of the link between the brain and behaviour. In particular, this research will inform our understanding of whether electrical stimulation to the prefrontal cortex can modulate its function. This is in line with the ARC's Medical Research Policy, as it falls under the eligible research category of "research where the aim is the fundamental understanding of biological processes". It is not interventional research, but it may have future potential other applications, however this is beyond the scope of this project.

** Dr Hannah Filmer*



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Useful Information and Resources

Where to go for DE examples?

Research Office Library of Successful Grants

- <https://www.uq.edu.au/research/research-support/research-management/uqri-grants-library-access-form>

This Research Office How-to Guide (selected examples of A4, Medical Statement, Project Description, ROPE)

- <https://www.uq.edu.au/research/research-support/research-management/funding-schemes/australian-research-council-arc/discovery-early-career-researcher-awards>

Faculty and Institute Research Managers

- <https://research.uq.edu.au/research-support/research-management/faculty-and-institute-research-managers>.

Peer review

- expert and cognate
- Mentors – researchers are often amazingly generous with their time – don't be afraid to ask.

Where to go for help with metrics

Workshops

- [Metrics for Grant Writing & Promotion](#)
- [Research Engagement and Impact evidence](#)

Online resources @ Metrics, Engagement & Impact

- [Online metrics tutorial](#) – guides researchers through how to gather metrics data from various sources to support your grant applications. Includes short ‘how to’ videos.
- Explore the [metrics](#), [engagement and impact](#) webpages.

Key messages from the UQ Library

1. Make metrics work for you...provide context, be descriptive (and ensure dates & sources are recorded).
2. Ensure online profiles and researcher identifiers are up-to-date - make sure you have a populated ORCID.
<https://web.library.uq.edu.au/library-services/services-researchers/orcid-id-and-researcher-identifiers>
3. Contact the library – via a workshop or your Liaison Librarian – *the earlier the better!*
<https://web.library.uq.edu.au/library-services/contact-faculty-services-librarians>
4. Prepare a [data management plan](#) to support your ARC grant.

Preparing a data management plan for your successful project

ARC requirements

- All successful applicants for ARC grants will now be **required to prepare a data management plan** before the project starts. The Administering Organisation [UQ] will be required to retain the data management plan and provide it to the ARC upon request.
- <https://research.uq.edu.au/research-support/research-management/establish-and-manage-your-project> - plans for ARC grants must be provided to UQ R&I (about half a page)

What is a data management plan?

- A plan describing how [research] data will be managed, preserved and shared with others (e.g. researchers, institutions, the broader public) as appropriate (NIH Data Management and Sharing Policy 2019)
- ARC/NHMRC – Code for the Responsible Conduct of Research
 - [Management of Data and Information in Research \(a Guide..\)](#)
 - Guide outlines the key elements that should be addressed in a DMP

RDM Tools and Support @ UQ Library

- UQRDM (rdm.uq.edu.au)
 - stores all your research data in line with funder requirements
 - Fill in the form and download a **data management plan**
 - Instructions on [Library website](#)
- Library website – [Manage Research Data](#)
- [Checklist – Data Management Plan](#)
- [Library Training](#)
 - Best Practice in Research Data Management (via Staff Development/Workday)
 - UQRDM for researchers (create a DMP)
 - Managing Sensitive Data
 - Publishing your datasets with UQRDM



Contact
data@library.uq.edu.au

DE25 – Research Office Useful Information

RO DECRA Webpage (for dates, templates, resources)

- <https://research.uq.edu.au/research-support/research-management/funding-schemes/australian-research-council-arc/discovery-early-career-researcher-awards>

RO Team

- ARCFellowships@research.uq.edu.au

UQ Liaison Librarians

- <https://web.library.uq.edu.au/library-services/liaison-librarians>

RO Library of Successful Grants

- <http://www.uq.edu.au/research/forms/render.php?form=grants-library/request>

Faculty and Institute Contacts

<https://research.uq.edu.au/research-support/research-management/faculty-and-institute-research-managers>

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Work with your mentors and seek peer review.

The Research Office wishes you the best of luck!