



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

# 2025 ARC Discovery Projects (DP25)

UQ Research Office How-to Guide to completing your full application

Version 1 - April 2024

# How-to Guide Overview

- This document has been prepared by the Research Office to assist in the writing and submission of ARC Discovery Projects (DP) 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.**
- Some examples are included from successful DP applications with applicant permission. Please note these are examples only, each application should be tailored to the unique project and team

# DP25 Scheme Overview

- Funding for research projects undertaken **by individual researchers or research teams**
- ARC funds of **\$30,000 to \$500,000 per year**, per project
- Project duration **up to five consecutive years (\$250,000-\$2.5 Million)**

The Discovery Projects scheme objectives are to:

- a) support excellent pure basic, strategic basic and applied research, and research training, across all disciplines excluding clinical and other medical research, that addresses a significant problem or gap in knowledge and represents value for money;
- b) expand research capacity in Australia by supporting excellent researchers and teams;
- c) foster national and international research collaboration;
- d) create new knowledge with economic, commercial, environmental, social and/or cultural benefits for Australia; and
- e) enhance the scale and focus of research in Australian Government priority areas.

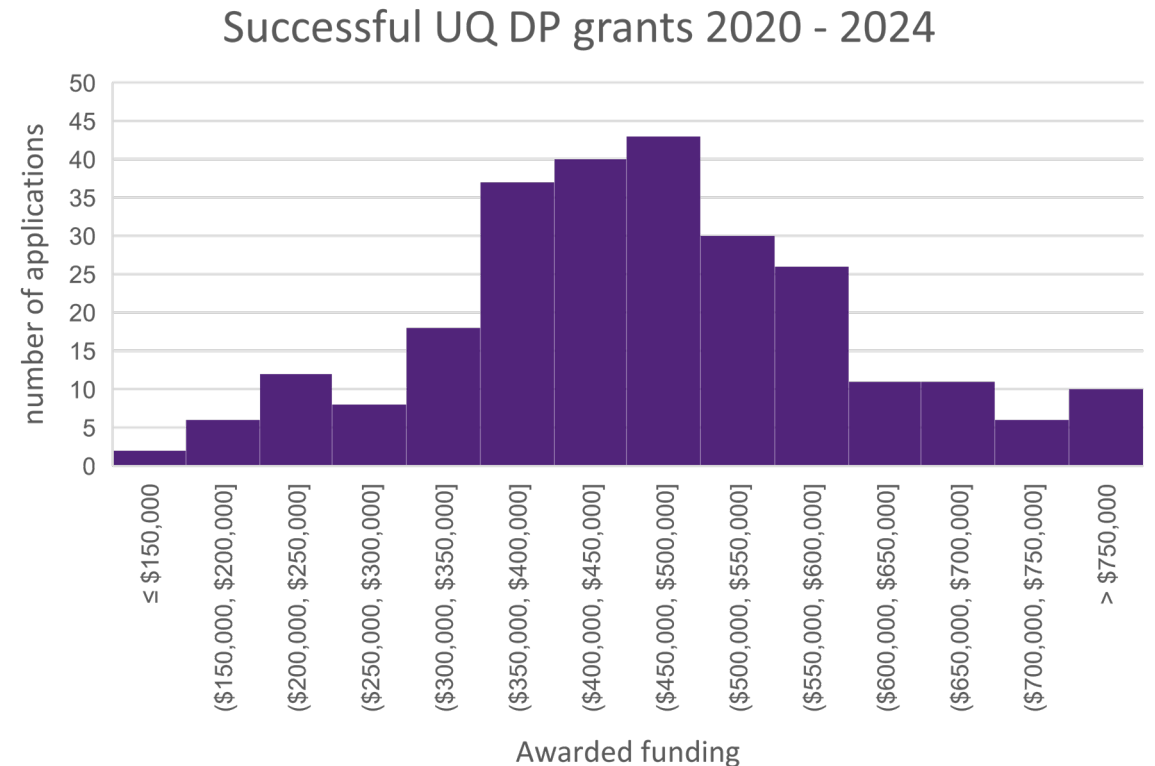
# DP25 Scheme Overview

- Discovery Projects for funding commencing in 2025 will be run in a two-stage application process, commencing with an Expression of Interest (EOI).
- Shortlisted applicants will need to complete the Full Application when invited.
- The project start date for successful projects must be between **1 January - 31 December 2025**

Assessment Criteria for Full applications	Weighting
Investigator(s)/Capability	30%
Project Quality and Innovation	45%
Benefit	15%
Feasibility	10%

# Key Findings (Data to assist with applications)

- For the last 5 years most successful grants at UQ have been between \$350,000 and \$600,000 (Average \$465,000)
- In the DP24 round, of UQs successful applications, one was funded for two years, 33 were funded for three years and five were funded for four years.
- The ARC provides useful data summaries by panel and discipline here: [Selection Report](#) and [Round Statistics](#)



# 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 in any reference list (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. The reference should include a DOI (digital object identifier), URL or equivalent, version number and/or date of access, as applicable.
- Indication of preprints (as per above) is only required in the reference list and not in the project description itself.

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* available on [GrantConnect](#).

# UQ Conflict-of-Interest disclosure

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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# 2025 ARC Discovery Projects

Preparing your application and writing to sell yourself



# Major changes since DP24

- Discovery Projects for funding commencing in 2025 will be run in a two-stage application process, commencing with an Expression of Interest (EOI). Shortlisted applicants will need to complete the Full Application. Parts of the full application will be auto-populated from the EOI application and cannot be changed.
- The ARC has made significant updates to the application in this round. *Please keep these changes in mind when referring to previous applications in the UQ Grants Library.* Changes include:
  - Reduced weighting to Investigator(s)/Capability assess assessment criteria (35% in DP24 to 30% in DP25).
  - Increased weighting of the Project Quality and Innovation assessment criteria (40% in DP24 to 45% in DP25).
  - Changes to the order of application sections
  - C1 Project Description reduced to **7 pages** (was 10 pages in DP24) and addition of a new section C2 – Capability Statement.
  - Budget categories (other than personnel) are a **single line per year** in budget table

# HDR stipends

***Due to changes in the UQ Graduate School programs, ARC Discovery projects are no longer eligible for Earmarked Stipends.***

- *If you wish to include a PhD stipend in your project, it should be requested as part of your budget from the ARC or funding sought through other means.*
- If you request an PhD stipend from the ARC, you will need to confirm additional funding available to cover the gap between the ARC stipend rate (\$32,212) and the UQ stipend rate (\$35,000).

# Starting your application

## Step 1. RMS updates and scheme reading

- Create a Full application by [Logging into RMS](#), go to 'ARC Applicant Expressions of Interest' and select 'Create Linked Proposal' on your shortlisted EOI.
- Familiarise yourself with the key ARC and UQ documentation.

## Step 2. Completing the application

- 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.

*Please note that RMS **does not** alert the Research Office when you create or submit an application in RMS. Please email [ARC-Discovery@research.uq.edu.au](mailto:ARC-Discovery@research.uq.edu.au) when you are ready for review.*



# 2025 ARC Discovery Projects

Full Application Form

Part A – Administrative Summary

# 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.

NITs 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 of 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 writing Guide on our website:** <https://www.uq.edu.au/research/research-support/research-management/funding-schemes/australian-research-council-arc/arc-discovery-projects>
- **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/2023-10/DP24\\_NIT%20Statements.pdf](https://www.arc.gov.au/sites/default/files/2023-10/DP24_NIT%20Statements.pdf)



# 2025 ARC Discovery Projects

Full Application Form

Part B – Participant details including ROPE



## Part B – Participant details including ROPE

- Project Participants' ROPE formed a large part of the DP EOI (DPEI) application.
- Shortlisted applications will have these details auto-populated from their DPEI application.
- Most Part B sections will be locked for editing.
  
- In the Full Application, each participant must complete:
  - B1 - Personal Details (Conflict of Interest)
  - B15 - Teaching relief
  - B18 - Certification by Participants

# B1 - Personal Details (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.
- **Researchers will need to update their RMS User Profile when applying for ARC research funding** 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.

## B15 – Teaching Relief

*This question must be answered if the participant is a Chief Investigator.*

- A CI may request funding for teaching relief to maximise the opportunity for the CI to conduct research.
- Teaching Relief can be requested for CIs for up to a total of \$50,000 per CI per year per project.
- You must enter between a minimum of \$1 and a maximum of \$50,000 per annum of funding if you select 'Yes'.
- Entered teaching relief amounts in **B15** can be auto-populated into the Budget Table at **D1**.



# 2025 ARC Discovery Projects

Full 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.
- 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.

# Project description and Assessment criteria

- It is important to note that the Assessment criteria for Discovery Projects are each assessed across the whole of your application.
- While some of the criteria align largely with C1 with related headings (i.e. Project Quality and Innovation; and Benefit), they will be assessed over multiple parts of your application and lack of these headings does not mean they won't be assessed in C1.
- We recommend you familiarise yourself with how each Assessment Criteria is considered. This is outlined in the [Grant Guidelines](#) and differ from those of the EOI stage.

Assessment Criteria	Weighting	Primary points of consideration (examples only)
Investigator(s)/Capability	30%	ROPE (Part B), C1, C2, Part D (funding for additional staff and students)
Project Quality and Innovation	45%	A4, A5, C1, E6-7
Benefit	15%	A4, A5, C1, Part E
Feasibility	10%	All sections (see next slide)

# Project Feasibility

- *Part C1 Project Description* no longer has a required feasibility heading. The feasibility should be considered throughout your application
- Assessors tend to comment on the following points:
  - Investigators/collaborators area of expertise aligning with project. Align ROPE, C1 and C2.
  - Do the investigators have the time and capacity to complete the project? Discuss in C2.
  - Timeline:
    - Can the project be done in the proposed timeframe? Consider adding a timeline in project description (C1).
    - Is the project length requested (up to 5 years) justified in terms of budget? Address this in D2.
  - Budget (Part D)
    - Is the requested funding enough to complete the project? Is it appropriate?
    - Does the budget represent good value-for-money?
  - Resources/facilities and institutional support
    - Are the facilities and resources necessary to complete the project available to the project team?
    - If you are including HDR students, will they be provided a suitable environment for training and contribution to the project? What will the students' role in the project be?

# C1 - Project Quality and Innovation

Consider starting with a **preamble** giving the **big picture vision and goals** of your Discovery Project. Some suggested sub-headings are below:

## **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 Discovery Project application to addressing that problem/delivering those breakthroughs.

**Aims:** we recommend having aims clearly visible on the first page!

- What are the major research questions/aims?
- 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

*Suggested sub-headings continued:*

## **Significance:**

- **How** is the work novel? **What** makes the work ground-breaking?
- **why** is the work important, **why** is the project essential to progress the field, **what** impact will the project have on the field/generation of new knowledge, **how** will others benefit from the project?

## **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?
- why the project is **original** and **innovative**; **what** new methods are you employing? **How** will it push boundaries?
- Try to avoid incremental language (expand, advance, build) and instead use transformational language
  - E.g. how will your project transform, synthesise, change the direction, or introduce a step change in this area?

**Note:** Articulate and differentiate the **significance** (why is the work/problem important?) and the **innovation** (how will the project advance the knowledge base?)

# C1 - Project Quality and Innovation

*Suggested sub-headings continued:*

## **Project Design:**

- Describe key aspects of the project design, including conceptual framework and methods, and why this approach was selected.
- Ensure your project design and implementation plan is clear and cohesive, and links back to your aims
- 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 cost-effectiveness and feasibility of the project design. Timelines are a great visual tool for this.

Tip: Make sure your Hypothesis and/or research questions are clearly stated in your project description.

# C1 - Benefit

Consider what benefits your project might bring:

**New or advanced knowledge:** Start by highlighting what new knowledge the Discovery Project 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.
- Unlike A5 academic benefits can be included here: research training and opportunities for students and early-career researchers (ECRs), forming strong research collaborations and networks (be they national or international).

**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 – Benefit – Example 1

## BENEFIT

Expected outcomes of this project include the creation of new knowledge and potentially valuable IP on new designs of solar rechargeable flow batteries. The outputs of this project will benefit Australia and international communities in the following ways:

**Advancing the knowledge base:** This project will advance knowledge in a number of disciplines, including materials science, chemical engineering, photoelectrochemistry, and nanotechnology, and make significant contributions to the field of solar energy storage technology. The fundamental knowledge that will be acquired by operando studies on the solar charging process will enable us to understand the influence of device structure on the charge transfer process, providing guidance for the design of other energy devices. Thus, the scope of this project is expected to deliver impact far beyond the proposed aims, and will lay the groundwork for other applications and advance the knowledge base in green photochemistry, emerging nanomaterials, and advanced nanotechnology.

**Technological development:** A key goal of this project is to develop next-generation solar rechargeable energy storage devices using easily available and cheap materials as well as low-cost manufacturing technologies. In this way, the resultant products will have strong commercial potential and will help to position Australia at the forefront of solar energy storage device development. The strategy of integrated energy conversion and storage process in this solar rechargeable system can be adapted for use in other solar battery designs. The facile fabrication of photoelectrode and electrocatalysts has strong commercialisation potential in energy and environmental systems beyond the solar battery. These efforts are likely to lead to a significant breakthrough in clean energy storage technology and boosting industrial technology development and cooperation.

**National Science and Research Priorities:** Australia is an energy-intensive country, in terms of both production and consumption per capita. Energy has been and will continue to be a key economic driver for our nation in the future. This project aims to develop “*new clean energy sources and storage technologies that are efficient, cost-effective and reliable*”, which aligns with the national strategic research priorities of “*Energy*” and “*Advanced Manufacturing*”.

**Environmental Benefits:** The proposed research delivers advantages that are not available through existing

Use of subheadings for different types of benefits

Includes Academic benefits

Links to national priorities  
- Note only add these if they clearly align with your project

*Dr Bin Luo, successful DP23*

# C1 – Benefit Example 2

## BENEFIT

This project should provide an important increase to scientific knowledge, in that it challenges conventional thinking about the drivers and processes that underlie motor learning. The paradigm of sensorimotor adaptation is a cornerstone of our current understanding of motor learning and skill acquisition (i.e. a Pubmed search using the terms: "sensorimotor adaptation" or "motor adaptation", yields almost 4000 articles in the last 15 years), but there remain debates and inconsistencies in how this work should be interpreted and applied to real-world settings. Our hypothesis that there are two fundamentally distinct types of adaptive process that underlie motor learning would shed new light on the extensive literature on sensorimotor adaptation and identify new approaches to reveal how the brain mediates our remarkable ability for flexible and efficient movement.

In addition to its basic science focus, the project should generate information of practical relevance to industry, defence, sport, and health. By identifying the fundamental distinctions between different adaptive brain processes, this project may identify new strategies for motor skill acquisition that are widely applicable. For example, since rehabilitation is essentially a process of relearning to associate neural states with desired actions, the project may ultimately contribute to improved treatment strategies for a wide range of neurological and musculo-skeletal disorders. Similarly, understanding the mappings between neural signals available from EEG and corresponding actions has implications for the design of brain-machine interfaces and their associated training procedures. The work is also crucial for practical contexts in which new associations between sensory information and motor commands must be learned (e.g. remote operation of machinery and medical devices, aircraft and air-traffic control). Many required perception-action associations are difficult to acquire and can lead to catastrophic outcomes if performed incorrectly. CI Carroll works in the Centre for Sensorimotor Performance at UQ, which has strong links with Boeing Australia, including an ARC Linkage project on pilot training, PI Shadmehr works in the Johns Hopkins Medical School, and has a strong track record of translating basic work on sensorimotor adaptation to clinical practice (e.g. <sup>22</sup>). The applicants are therefore ideally placed to leverage the outcomes of this work to a range of applied settings.

Benefits at D2 can include basic science benefits

Benefits do not need to be within the scope of the proposal

*Professor Timothy Carroll, successful DP23*

# 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, government, 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.

## COMMUNICATION OF RESULTS

This project is expected to generate new fundamental knowledge in the rapidly growing but so far largely unexplored space between photoelectrochemistry and energy storage technology. This knowledge will be disseminated to both the academic world and industry through a variety of channels. Firstly, the findings will be communicated through publications in high-impact peer-reviewed journals (such as *Nature*, *Nature Energy*, *Advanced Materials*, *Advanced Energy Materials*, *Energy & Environmental Science*). We also plan to give regular presentations at domestic/international conferences/symposia and will be actively engaged in communicating my research to the public through press releases and public lectures. Where appropriate, new synthesis techniques and materials developed throughout the project will be patented with the assistance of UniQuest, UQ's main commercialisation company.

Ensure any costs claimed for communication of results in Part D - Project Cost is reflected here in C1.

# C1 References

Include a list of all references, including relevant references to the previous work of the participants. References may be in **10-point font**.

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.).*

Note: UQ eSpace is a publicly available university repository

# C1 - Project Description Example Layout

**Note:** Headings shown here are from previous rounds. Please use the [DP25 headings](#) per the [UQ C1 template](#).

**D1 Project Description**

**PROJECT TITLE**

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**PROJECT AIMS AND BACKGROUND**

**Aims**

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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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3. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.
4. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

**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**



## C2 – Capability Statement

- Information which may previously have been included under the **Investigator/Capability** heading of the Project Description.
- Describe the investigator or team's capability in up to **3,000 characters** (approximately 400 words), to deliver the project described in this application. Should mention all named CIs and PIs
  - Why is this team the best team to undertake this research?
  - How does the team's experience and collaboration create confidence in the **feasibility** of the project?
- Consider describing:
  - Alignment between team members' and collaborators' skills and the Project design
  - Each team members' capacity to deliver outcomes
    - Track record (high level overview – no need to repeat Part B in detail)
    - FTE available, and position it within the context of that persons existing commitments
    - Evidence of research training/mentoring/supervision
    - Evidence of capability to build collaborations
  - Composition of the team.

## C2 – Capability Statement

This is an example of an Investigator(s)/Capability section of a successful DP23 application. This may provide some examples for the contents of your C2 but should not be used as a direct comparison. This example is a small team (2) and is therefore able to use more detail for each person in the same amount of space than a larger team will be able to.

The proposed work represents an innovative extension to the core research themes of **CI Carroll** (Sensorimotor Neuroscientist, H-index = 40, 18 papers cited more than 100 times each) and **PI Shadmehr** (Biomedical Engineer, Johns Hopkins University, USA, H-index = 79, 6 papers cited more than 1000 times each), both of whom have made important contributions to shift traditional perspectives on the role or errors in motor learning in the last 10 years. The applicants developed the ideas for this proposal when **PI Shadmehr** visited UQ in 2018, and through interactions at scientific meetings over many the last 10 years. They worked together formally when **PI Shadmehr** served as the external discussant to the Panel session chaired by **CI Carroll** at the 2015 Neural Control of Movement conference. The current project represents an outstanding opportunity to expand this international and interdisciplinary collaboration to generate ground-breaking new knowledge about motor learning. **CI Carroll** will lead the project and train the postdoc and UQ-funded PhD scholar in the required experimental approaches. He has a strong record of successfully leading ARC projects to impactful outcomes (6 Discovery Projects, 1 Future Fellowship, 1 Linkage Project), in building research capacity, and in mentoring research trainees (13 HDR students and 6 postdocs). He has acquired the equipment and developed the technical expertise needed to conduct the proposed work at UQ, including the robotic virtual reality system, the 64-channel EEG system, the high-speed video-based eye tracking system. His existing grants end in 2022, and so he has capacity to work at 0.2 FTE on this project.

*Professor Timothy Carroll, successful DP23*

High-level overview of ROPE

Establishing relationships adds to feasibility

Individual roles are clear

Supervisory experience outlined

Capacity to undertake research positioned within the context of other commitments



# 2025 ARC Discovery Projects

Full Application Form

Part D – Project Cost

# D1 Project Costs

Please consider the following when developing your budget:

- Your ARC budget must be **between \$30,000 and \$500,000 per year** for up to 5 consecutive years.
- UQ R&I must receive confirmation in writing (email) from the Head of School/Centre/Institute or Organisational representatives for any cash contributions.
- Individual budget items can be split between ARC and UQ where needed (to remain in budget limits). Details and justification of this should be given in D2 and D3.
- When preparing your research budget, find up-to-date research infrastructure access costs:  
<https://research.uq.edu.au/research-infrastructure/guide-to-grants>
- Please refer to [Section 5 of the Grant guidelines](#) for lists of eligible and ineligible costs.
- Cash and in-kind contributions from the Administering Organisation, Other Eligible Organisation(s) and/or Other Organisation(s) should be entered in Question D1. This may include the dollar value of CI/PI salaries for the proportion of time committed to the Discovery Project as an in-kind contribution.
- **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** (total costs for the section) for each organisation.

# D1 Project Costs – RMS entry

Toggle between years by click on the tabs

Add any confirmed **UQ cash and in-kind contributions** into Administering Organisation columns

Add any confirmed cash, or in-kind contributions from Other Eligible Organisations (i.e Australian Unis)

Add any confirmed cash, or in-kind contributions from Partner Organisations

Add any confirmed cash, or in-kind contributions from 'Other Organisations' (e.g. Foreign Unis)

Year 1    Year 2    Year 3    Year 4    Year 5

Description		Australian Research Council	Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total										
Personnel	+									
Teaching Relief	+									
Equipment	+									
Maintenance	+									
Travel	+									
Fieldwork Expenses	+									
Other	+									

Columns will appear for you depending on the types of Participating Organisations listed in Part A3 of your EOI.

# D1 Project Costs

## ***Personnel***

- Include job title, FTE/number-of-hours/number-of-weeks spent on the project, salary level and “+ 30% on-costs”.
- Group multiple salaries for the same role onto a single line.
- Note that support staff can be a good way to use additional funds if you can justify the position well.
- **ARC HDR Stipends:**
  - Project funding can be requested to support HDR’s salary.
  - ARC-funded HDR students may be added to the budget table in RMS via “Remunerated Participants”.
  - Make sure the gap between ARC and UQ stipend rate is covered by UQ or a partner organisation.
- **Additional personnel** (e.g. research staff, non-ARC HDR students etc) can be added to the table by clicking the ‘+’ and entering the description in the dialogue box.

# D1 Project Costs – *Remunerated Participants*

## Remunerated Participants

HDR	Higher Degree by Research stipend	Level 1 starting in year 1	✕
-----	-----------------------------------	----------------------------	---

### Add Participant type

Higher Degree by Research stipend	Level 1 starting in year 1	Add
-----------------------------------	----------------------------	-----

Add an ARC-funded HDR stipend using this function which will populate it into the table

Year 1
  Year 2
  Year 3
  Year 4
  Year 5

Description		Australian Research Council	Administering Organisation		Other Eligible Organisation		Other Organisation	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total		32,212						
Personnel	+	32,212						
HDR (Higher Degree by Research stipend)		32,212	0	0	0	0	0	0
Teaching Relief	+							
Travel	+							
Field Research	+							
Equipment	+							
Maintenance	+							
Other	+							

# D1 Project Costs – RMS entry - Personnel

		Year 1	Year 2	Year 3	Year 4	Year 5		
Description		Australian Research Council	Administering Organisation		Partner Organisation		Other Organisation	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total		168,689						
Personnel	<input data-bbox="1006 639 1039 658" type="button" value="+"/>	168,689						
Research Associate (Level B2, 0.4FTE + 30% on-costs)	<input data-bbox="973 704 1006 722" type="button" value="✎"/> <input data-bbox="1031 704 1065 722" type="button" value="🗑️"/>	61,916	0	0	0	0	0	0
2x Research Assistants (HEW5.1, 0.5FTE + 30% on-costs)	<input data-bbox="973 801 1006 819" type="button" value="✎"/> <input data-bbox="1031 801 1065 819" type="button" value="🗑️"/>	106,773	0	0	0	0	0	0
Teaching Relief	<input data-bbox="1006 876 1039 895" type="button" value="+"/>							
Equipment	<input data-bbox="1006 925 1039 943" type="button" value="+"/>							
Maintenance	<input data-bbox="1006 973 1039 992" type="button" value="+"/>							
Travel	<input data-bbox="1006 1022 1039 1041" type="button" value="+"/>							
Fieldwork Expenses	<input data-bbox="1006 1071 1039 1089" type="button" value="+"/>							
Other	<input data-bbox="1006 1119 1039 1138" type="button" value="+"/>							

Use + to add Personnel  
- Note: the item will now appear in all years with a \$0 value. If you leave the value at \$0, it will be visible to assessors in the PDF.

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 a year, change the value to \$0 rather than deleting



# D1 Project Costs – Using UQ 2025 Indicative salary scales

## To calculate Academic staff (CIs) salaries

1. Go to the tab labelled “UQ Research Academic Staff”.
2. Enter the FTE of academic CI on the DP25 project
3. Determine annual salary cost of CI from the table based on their academic level for that year.

*For example: The salary for a CI at an academic level of C04 at the commencement of the project committing an FTE of 1.0, the annual salary (including 30% on-costs) will be \$202,388.*

1. FTE Fraction 1.00 2.

The University of Queensland - Research Academic Staff Salaries

LEVEL	CLASSIFICATION		Salary Level	Indicative 2025 Fraction FTE, including 30% On-Costs
HDR Stipend	HDR Student		HDR	\$32,192
E	Professorial Res. Fellow (U Qld) NHMRC Senior Principal Res. Fellow (NHMRC)		01	\$287,502
D	All the classifications in the following group can be appointed to any level of the adjacent salary range.		04	\$245,890
			03	\$238,324
			02	\$230,757
			01	\$223,192
C	All the classifications in each of the following groups can be appointed to any level of the corresponding salary range.		06	\$213,734
			05	\$208,061
			04	\$202,388
			03	\$196,712
			02	\$191,038
			01	\$185,363
B	Senior Res. Fellow (U Qld) All the classifications in each of the following groups can be appointed to any level of the corresponding salary range. Res. Fellow (U Qld) Senior Res. Officer Grade 1 (U Qld) NHMRC Res. Fellow (NHMRC) NHMRC Senior Res. Officer (NHMRC)	ARC SENIOR RESEARCH ASSOCIATE	06	\$179,689
			05	\$174,014
			04	\$168,340
			03	\$162,666
			02	\$156,991
			01	\$151,317
A	All the classifications in each of the following groups can be appointed to any level of the corresponding salary range. Res. Officer (U Qld) NHMRC Research Assistant Postdoctoral Research Fellows ** Entry level for PhD holders	ARC RESEARCH ASSOCIATE	08	\$143,861
			07	\$139,130
			06**	\$134,397
			05	\$129,667
			04	\$124,935
			03	\$119,111
			02	\$113,288
			01	\$107,518

3.

1. UQ Research Academic Staff

# D1 Project Costs

## To calculate professional Salaries

If you are including additional professional staff, e.g. research assistants please use the following steps:

1. Go to the tab labelled “UQ Professional Staff”.
2. Enter the FTE or number of hours per year of the professional staff to be on the DP25 project
3. Determine annual cost of professional staff from the table based on their HEW level for that year.

*For example: The salary for a Research Assistant at an HEW level of 5.1 at the commencement of the project committing an FTE of 1.0, the annual salary (including 30% on-costs) will be \$107,619.*

HEW Level	Salary Point	Indicative 2025 Rate per Annum, including 30% On-Costs	FTE Including Total Cost of Casual by Number of Hours
Level 1	01	\$79,182	\$52
	02	\$80,817	\$53
	03	\$82,446	\$54
Level 2	01	\$84,513	\$56
	02	\$86,544	\$57
Level 3	01	\$88,176	\$58
	02	\$91,207	\$60
	03	\$94,239	\$62
	04	\$97,274	\$64
Level 4	01	\$99,454	\$66
	02	\$101,494	\$67
	03	\$103,536	\$68
	04	\$105,578	\$70
Level 5	01	\$107,619	\$71
	02	\$111,703	\$74
	03	\$115,781	\$77
	04	\$119,866	\$79
Level 6	01	\$122,802	\$81
	02	\$125,836	\$83
	03	\$128,865	\$85
	04	\$131,899	\$87
Level 7	01	\$134,931	\$89
	02	\$138,973	\$92
	03	\$143,018	\$95
	04	\$147,123	\$97
Level 8	01	\$152,415	\$101
	02	\$158,659	\$105
	03	\$164,897	\$109
	04	\$171,141	\$113
Level 9	01	\$178,689	\$118
	02	\$182,017	\$120
	03	\$185,348	\$122
	04	\$189,090	\$125

UQ Research Academic Staff | **UQ Professional Staff**

# D1 Project Costs

## *Teaching Relief*

- Only CIs are eligible to request funding for teaching relief up to a total value of \$50,000 per CI per year.
- All CIs applying for Teaching Relief must answer 'Yes' at Question **B15** in their own Part B and add the requested amount per year from Years 1 to 5. These values will automatically copy over into D1 as a "Teaching Relief Request". Click on the 'Add' button to add your request into the budget table.
- To remove any added Teaching Relief from the budget table you will need to select 'No' in the relevant participant details section at Question **B15**.



# D1 Project Costs

## ***Travel***

- Keep your *Travel* costs below \$50,000 over the life of the project, in accordance with the ARC requirements.
- Travel and accom. costs associated with *Field research* is not included in this limit.
- Total *Travel* costs must each be listed as a single-line budget item for each year in D1.

## ***Field Research***

- Must meet the ARC definition of Field Research:
  - *the collection of information integral to the Project outside a laboratory, library or workplace setting and often in a location external to the participant's normal place of employment.*
- Total *Field Research* costs must each be listed as a single-line budget item for each year in D1.

# 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 project consumables as well as items related to equipment maintenance 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 – RMS entry

The information required in the DP25 budget has been simplified to a **one-line budget entry** for Travel, Field Research, Equipment, Maintenance and Other headings.

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.

Description		Australian Research Council		Administering Organisation		Other Eligible Organisation		Partner Organisation		Other Organisation	
		Cash		Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Total		267,500		20,000	30,000	5,000	40,000	195,000	125,000	10,000	20,000
Personnel	+	60,000			15,000		15,000		15,000		10,000
Example Personnel 1	 	20,000		0	15,000	0	0	0	0	0	0
Example Personnel 2	 	20,000		0	0	0	15,000	0	0	0	10,000
Example Personnel 3	 	20,000		0	0	0	0	0	15,000	0	0
Teaching Relief	+	12,500									
Teaching Relief for Prof Example Example		12,500		0	0	0	0	0	0	0	0
Travel	+	20,000		5,000				20,000			
Total request and contributions	 	20,000		5,000	0	0	0	20,000	0	0	0
Field Research	+	15,000						35,000	25,000	5,000	
Total request and contributions	 	15,000		0	0	0	0	35,000	25,000	5,000	0
Equipment	+	120,000		5,000	15,000	5,000	10,000	40,000	20,000		10,000
Total request and contributions	 	120,000		5,000	15,000	5,000	10,000	40,000	20,000	0	10,000
Maintenance	+	30,000					15,000	50,000	15,000		
Total request and contributions	 	30,000		0	0	0	15,000	50,000	15,000	0	0
Other	+	10,000		10,000				50,000	50,000	5,000	
Total request and contributions	 	10,000		10,000	0	0	0	50,000	50,000	5,000	0

## D2 Justification funding requested from the ARC

The RO has provided a [template](#) that includes formatting requirements for D2. This document must:

- Be a maximum of **3 A4 pages**.
- **Must use the same headings in the same order as D1** (headings may be excluded if no line items are listed in D1).

Please consider the following points when crafting your D2:

- ***The ARC may cut successful project budgets; your budget justification is extremely important.***
- Make sure that D2 fully details why the budget items are needed, that the cost is appropriate and that you have the required facilities for the project.
- Noting the year each budget line is requested in (i.e., Year 1, Year 2, etc.) helps reviewers more easily cross reference with D1



# D2 Justification funding requested from the ARC

## ***Personnel:***

- All personnel must be justified under *Personnel*. Justify what the person will do and how that matches their level (PhD student, HEW level, academic level etc.)
- Refrain from naming specific personnel for roles. As per UQ's Recruitment and Selection policy, UQ aims to provide an equitable, systematic and consistent approach to recruitment and selection.
- Note that 30% on-costs have been budgeted in line with the ARC's requirements

## ***Teaching Relief:***

- Requests for Teaching Relief will be scrutinised closely by the ARC. In making a budget defence, it is important to justify the relief in terms of how it will allow you to achieve a successful outcome for the project (i.e. the 'value-add'), rather than in terms of the undesirability of a heavy teaching workload.
  - Examples might include a field site that can only be accessed at a specific time of year and for a specific period of time; or time critical aspects of the research program that would materially benefit from accelerated activity (enabled by the Teaching Relief).
- Ensure that the % of teaching relief requested is commensurate with the justification of time for the budget.

# D2 Justification funding requested from the ARC

## ***Travel and Field Research:***

- Justify the need (how will the travel benefit the Discovery Project, what will the outcomes be)
- Justify the cost (breakdown how you came to your total trip cost)
- D2/D3 should justify these items by trip or site visit breakdown. e.g.:
  - 'International conference xx, CI and student, incl. economy airfare/accomm./per diem';
  - 'Western Australia field work 10 days, incl. economy flights, specially-kitted hire car, camping, accomm. and meals'.
- Travel allowance rates are accessible at [UQ Travel](#)

## D2 Justification funding requested from the ARC

### ***Equipment:***

- Justify why you need the equipment for the project, not just the cost.
- Make clear that the cost is quoted and is not an estimate. Include the supplier, quote price and make/model of the equipment where practicable.
- In justifying your request for expensive equipment, it should be demonstrated:
  - UQ does not already have the equipment; or
  - If UQ does have the equipment, the user load being experienced on the equipment; or
  - Access to such equipment housed elsewhere is not practical.
- Be wary of introducing any concerns that the equipment may be for broad general use

# D2 Justification funding requested from the ARC

## ***Maintenance***

- The Maintenance section should be used to detail need and cost consumables.
- Can also include 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 such as 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.

## D2 Justification of 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

# D2 Example Justifications

## 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 Future Fellow. 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: \$26,458

ARC Total: \$26,458

## 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: \$7,009

ARC Total: \$7,009

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

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

This is a significant conference in the field. Presentation and networking at this conference 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

## Satellite Phone- Year 1

Due to the remote nature of the field work being carried out, the team will require a satellite phone for field work. The phone will be utilised for daily (or more frequent depending on the safety protocol) check-ins as well as to contact people for assistance in the event of unplanned occurrences and 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 not 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

## D3 Details of non-ARC contributions

The RO has provided a [template](#) that includes formatting requirements for D2. This document must:

- Be a maximum of **2 A4 pages**.
- **Must use the same headings in the same order as D1** (headings may be excluded if no line items are listed in D1).

Please consider the following points when crafting your D3:

- 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.
- You must detail what each participant will contribute to the project in relation to their time and any other contribution of their organisation.
- If there is no direct funding being provided where this could reasonably be expected of an organisation, explain fully why no commitment has been made.
- Noting the year each budget line is requested in (i.e. Year 1, Year 2, etc.) helps reviewers more easily cross reference with D1;

## D3 Details of non-ARC contributions

### ***Personnel:***

- Provide an explanation of how non-ARC contributions from personnel will support the proposed project.
- Justify what each 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, Field Research, Equipment, Maintenance and Other:***

- Explain all cash and in-kind contributions listed from Admin and partner organisations listed in D1.
- Highlight how contributions from UQ and Partners will add value and feasibility to the project.
- Be specific about the source of the funding, e.g. If receiving local school support, name the school and the value of support provided.





# 2025 ARC Discovery Projects

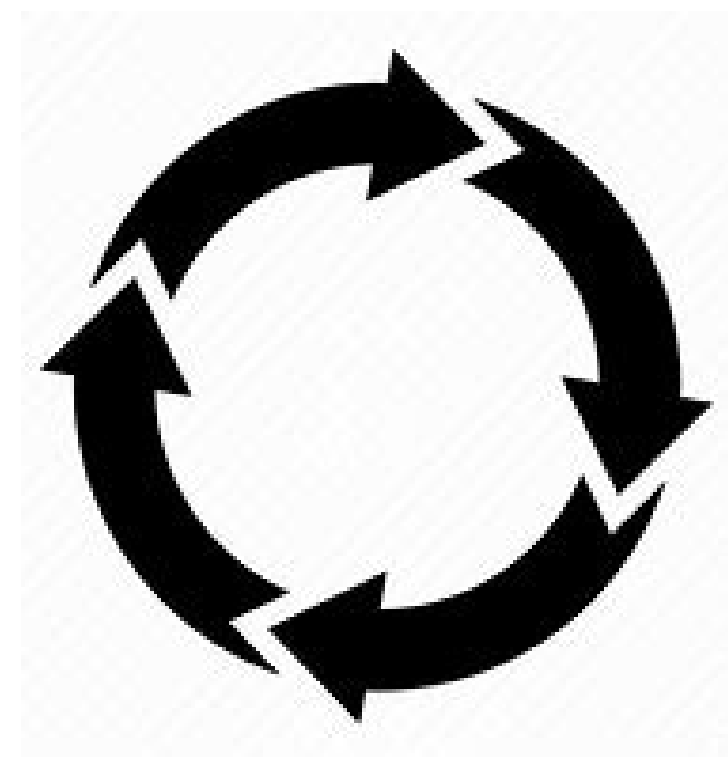
Full Application Form

Part E – Classifications and Other Statistical Information

# Part E – Classifications and Other Statistical Information

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

- Note: FoR codes were selected during EOI and cannot be changed in the Full Application.
- If have you selected multidisciplinary FoRs in **E3**, have you have indicated at **E5** that your project is interdisciplinary?
- If you have indicated at **E6/E7** that you will collaborate internationally, ensure this covered in your **D1** Budget and **C1** Project Description.



# E1 - Australian Government 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 'Yes', you may identify one or more announced Australian (Commonwealth) Government policies that your application aligns with 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 a current policy/strategy (not expired or superseded).
- Add multiple Policies/strategies using the 'Add answer' button.

## E2 - E3

### **E2: Types of Research Activity**

- Indicate the percentage of each Type of Research Activity that your project best aligns with.
- Total must equal 100%
- Make sure your response aligns with the Project Description in C1.

### **E3: Field of Research (FoR-2020)**

- This section will be auto-populated from the EOI application and cannot be changed.

## E4 - Socio-Economic Objective (SEO-2020)

The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the project if funded. If unsure which codes to choose we recommend consulting with an experienced peer.

- 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. *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 “%”.

## E5 – E8

### **E5 interdisciplinary research:**

- Do your FoR and SEO codes reflect that your project involves interdisciplinary research?
- If you select 'Yes', you must specify 1) the ways in which the research is interdisciplinary (by selecting an option) and 2) the nature of the interdisciplinary research involved (in 375 characters).

### **E6 – E7 international collaboration:**

- If you answer 'yes' here, ensure this is reflected in your C1 Project Description. You must also answer E7. *Note: Australia cannot be listed in E7.*
- If collaboration activities involve travel, ensure this is reflected in your budget (Section D).

### **• E8 PhD, Masters and Honours students**

- You can include more positions than just the students funded by the project, if appropriate.
- Ensure any students listed in Part D are reflected here.



# 2025 ARC Discovery Projects

Full 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 Discovery Project 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 **will rely solely on the Medical Research Statement to determine whether an application is eligible**. The ARC will not seek further clarification on this statement.
- 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](#). **750-character** limit.
  - 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.
  - 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.
  - 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.

## 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 Discovery 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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# 2025 ARC Discovery Projects

## Useful Information and Resources

# Where to go for DP application examples?

## Research Office Library of Successful Grants

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

## 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 for your application 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](http://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](mailto:data@library.uq.edu.au)

# DP25 – UQ R&I Useful Information

## UQ R&I DP Webpage

- <https://research.uq.edu.au/research-support/research-management/funding-schemes/australian-research-council-arc/arc-discovery-projects>

## UQ R&I Team

- [arc-discovery@research.uq.edu.au](mailto:arc-discovery@research.uq.edu.au)

## UQ Liaison Librarians

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

## UQ R&I 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>

## **Faculties**

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Work with your mentors and seek peer review.

The Research Office wishes you the best of luck!