2016 ARC Discovery Project – Budget Advice

Download Funding Rules, Instruction to Applicants and FAQs: http://www.arc.gov.au/ncgp/dp/dp_default.htm

Part D – Project Costs
Part E – Budget Justifications

What you can apply for:

- Access to national and international research and infrastructure
- Access to workshop services
- Expenditure on Field Research essential to the Project, including technical and logistical support, and travel and accommodation costs
- Expert services of a third party
- Equipment (and its maintenance) and consumables
- Personnel: for example postdoctoral research associates, research assistants, technicians and laboratory attendants (include 28% on-costs)
- Higher degree by research stipends at a rate of $25,406 per year
- Publication, dissemination and outreach costs
- Specialised computer equipment and software
- Teaching relief for CIs up to a total of $40,000 per year per project
- Travel costs essential to the Project, including economy travel costs for domestic and/or international travel, up to $50,000 over the life of the Project. Funding is permitted for CIs, PIs and research support personnel. Travel costs related to carrying out Field Research are not included in this $50,000 limit on travel
- Discovery International Awards (DIAs) – travel, accommodation and living expenses for up to 2 researchers (either CIs or PIs) per proposal. For a CI to work overseas on the Project with an overseas based PI and/or a PI based overseas to work in Australia on the Project
- Web hosting and development
- Workshops, focus groups and conferences – travel costs can be requested for CIs, PIs and other research personnel who will directly contribute towards the Project
- Total ARC request between $30k and $500k p.a. for up to 5 years

What you can't apply for:

- Bench fees or laboratory access fees
- Capital works and general infrastructure costs
- Costs not directly related to research or the Project
- Fees for international students or the Higher Education Contribution Scheme (HECS) and Higher Education Loan Program (HELP) liabilities for students
- Salaries and/or on-costs, in whole or in part, for CIs or PIs

What MQ is expected to provide:

- Access to a basic library collection
- Access to film or music editing facilities
- Accommodation (for example, laboratory and office space, suitably equipped and furnished)
- Provision of basic computer facilities and standard software
- Standard reference materials or funds for abstracting services
DP budget categories and justification of items:

1. Personnel
   - Show salaries for Chief Investigators (CIs) and Partner Investigators (PIs) in the relevant columns (Administering, Other Eligible or Other Organisation only, not ARC column), only for the proportion of time estimated that will be spent on the project.
   - Salaries must include a 28% loading to contribute to salary-related on-costs (note the MQ salaries at the link above already have the 28% included).
   - Do not build indexation into the amounts, but you may increase the salary step annually.
   - Salary calculation (fractional) = applicable salary rate x time fraction = total salary cost.
     - E.g. Research Assistant (H05,1), 1 day per week = $84,020 x 0.2FTE = $16,804
   - Salary calculation (casual):
     - For long periods of employment:
       - Estimate full-time equivalent time fraction if to be employed for a lengthy period; then calculate as for fractional.
         - 1.0FTE = Full time; 0.8FTE = 4 days per week; 0.6FTE = 3 days per week; 0.4FTE = 2 days per week; 0.2FTE = 1 day per week.
         - For example: Level 5 for 3 days per week for 26 weeks = H05,1, $84,020 x 0.6 = $50,412 pa divided by 2 (26 weeks) = $25,206
     - For short period: use an hourly rate:
       - Example: $57.51 (H05,1) x 70 hours = $4,025.70
   - HDR stipends requested from ARC are set at $25,406 per annum.
   - MQRES’s to be provided by MQ entered under Administering Institution column as cash.

   **Justification:**
   - Justify level of expertise, qualifications and experience required.
   - If you have a person in mind for the position, justify the position rather than the person.
   - Justify the time required.
   - What will be their activities and responsibilities?
   - Teaching relief to maximise the opportunity for the CI to conduct research. Justify with specific reasons related to the project why it is needed (i.e. not by simply saying you have a heavy teaching load and need the time off to do the research).
2. Travel

- Itemise origins and destinations
- All flights must be economy class
- Includes accommodation, incidentals, transfers, taxis, trains, conference registration, etc
- Detail daily allowances
- Travel costs must not exceed $50,000 over the life of the project
- Travel and accommodation costs related to carrying out fieldwork are not included in this total
  - Detail these in “Field Research”
- Purpose of travel may be for conferences or collaborations
- Conference and international travel must be very well justified
- Detail each individual case of travel as a different item, for example:
  - *Airfares, Sydney-LAX, ABC Conference, $1,800*
  - *Accommodation, LA, 6 days @ $200 per day, ABC Conference, $1,200*
  - *Registration, ABC Conference, $3,000*

**Justification for conference travel:**
- Detail the standing or prestige of the conference
- The audience and participants
- Role(s) at the conference – oral or poster presentation essential for dissemination of research findings
- Benefits and importance of attending to the project
- Direct publications that will result from travel
- What additional activities will you be able to undertake in conjunction with travel to maximise opportunity?
  - Meeting with experts
  - Visit to a research institute specialising in discipline
  - Opportunity to learn new technique relevant to project
  - Build collaborations
  - Complete experiments

**Justification of travel for collaborations:**
- Why is actual travel better than cheaper alternatives like a conference call?
- Why is the collaboration essential to the project?
  - Expert knowledge sharing
- Why does it need to be face-to-face?
  - Discussions of experimental design and analysis with large group
- Include in Project Description
3. Field Research

- Costs associated with fieldwork
- Can include domestic and international travel, accommodation and living costs
- Must include the collection of information (i.e. research activities, not a conference) integral to the project
- Includes costs for personnel:
  - Travel
  - Accommodation
  - Living costs
  - Technical or logistical support
- These costs are not included in the $50,000 travel limit
- ARC definition:
  - ‘Field Research’ means the collection of information integral to the Project outside a laboratory, library or workplace setting and often in a location external to the researcher’s normal place of employment. If the applicant can justify the necessity for the work in relation to the proposed Project, and the Administering Organisation can certify the work undertaken by the applicant, then it can be considered as ‘Field Research’. It is the Administering Organisation’s discretion to consider what is determined as ‘Field Research’. The main purpose of any travel designated as Field Research must be to carry out the research, not to attend a conference or other related meetings.

- Justification:
  - Length of stay
  - Number of personnel (some fieldwork requires at least 2 people for safety reasons)
  - Each piece of fieldwork must be essential for the completion of a particular Aim

4. Equipment

- Specialised project-specific computing equipment (hardware and software)
- Specialist instruments
- Cost of equipment and installation
- Get a quote and list price excluding GST
- Do not just estimate a cost

- Justification:
  - Equipment must be specific to the project
  - If the model you specify costs more than the standard, specify the features vital for the project
  - Identify specific methods and/or experiments for which specialised instrumentation is required
  - Why is existing equipment not suitable or available?
  - Why can’t it be accessed elsewhere or what makes this difficult or impossible?
  - Provide details of manufacturer, supplier, cost and installation based on quotations (but do not include the quotations)
5. Maintenance
- Consumables and smaller equipment items
- Supplies
- Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under ‘Equipment’ or ‘Personnel’ as appropriate
- Sample analysis

- Justification:
  - Make sure that supplies requested match your methods
    Example:
    - Total nitrogen (TN) analyses by Sydney Water Analytical Services are essential in the completion of Aim 2
    - 5 treatments, 5 time points, 6 replicates = 150 samples
    - 150 TN analyses @ $12.06 per sample = $1890

6. Other
- Publication and dissemination costs
- Copying/archival expenses
- Participant payments

- Justification:
  - Detail journals that will be targeted and publishing costs – consider open access
  - Participant payments must be based on the number of people, their time and hourly rate

**Budget justification format:**

- Part E1 – Justification of funding requested from the ARC for the duration of the Project
  - Use the same subheadings as above (1-6)
  - Fully justify each budget item requested in terms of need and cost, don’t simply restate the amount for each item.
    [From ARC instructions] In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as SX. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for ‘x’ months. The same level of explanation is required for all items being requested
  - Max 5 pages

- Part E2 – Details of non-ARC contributions
  - Use the same subheadings as above (1-6)
  - Detail PI contributions: For each PI named in the Proposal, provide details of the contribution of her/his organisation, including what the PI will contribute to the project in relation to her/his time and any other contribution of her/his organisation
  - If there is no direct funding being provided by the Administering Organisation or other bodies in cases where this could reasonably be expected, explain fully why no commitment has been made
  - Max 2 pages
Questions? Contact:

1. Faculty Research Managers
   Arts: Gill Ellis ArtsRO@mq.edu.au
   Business and Economics: Kerry Todd-Smith fberu@mq.edu.au
   Human Sciences: Colm Halbert humansciencesresearch@mq.edu.au
   Medicine and Health Sciences: Kyle Ratinac kyle.ratinac@mq.edu.au
   MGMS: Kerry Daniel research@mgsm.edu.au
   Science and Engineering: Irina Zakoshanski sci.research@mq.edu.au

2. Research Office
   Strategic advice/examples of previously successful budgets and justifications: ross.hill@mq.edu.au
   Compliance checks/RO completes final submission to ARC: research.preaward@mq.edu.au