# Australian Biological Resources Study

# National Taxonomy Research Grant Program

## Questions and Answers

1. **What is the closing time and date for applications?**

   The application form must be submitted by **11.00pm (AEDT) on 11 December 2019**. It is recommended that you submit your application **well before the closing time and date**.

2. **If I am not able to submit my application by the due time and date, can I be granted an extension?**

   No, extensions will not be given.

   If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date the late application policy available on the Community Grants Hub website will apply.

3. **How much funding is available for this program?**

   For this grant opportunity $665,000 (GST exclusive) is available in the first year (2020-21) for new grants commencing on 1 July 2020.

4. **Have there been any changes from last year's grant opportunity?**

   Yes. A number of changes have been made to the National Taxonomy Research Grant Program since 2018. These include more flexible funding rules, a new grant category (the Early Career Research Grant) and the re-scoping on the Research Grant Program Top-up Grant as the PhD Scholarship Support Grant.

   Full change details can be found within the Grant Opportunity Guidelines.

## Eligibility

1. **Can an application be submitted on a previous year's application form?**

   No. To ensure that questions, guidelines and eligibility are current you should use the application form provided on the Community Grants Hub website. Applications submitted on previous year's or incorrect forms will be ineligible.

**2. I am a scientist based at an overseas institution. May I apply for an ABRS Research Grant as a Principal Investigator?**

No, to be eligible to apply as a Principle Investigator on a NTRGP Research Grant, you must be based in an Australian Host Institution.

**3. May I apply for an ABRS grant with a permanent residency application that is pending?**

Yes. Research Grant, Early Career Research Grant, Non-salaried Researcher Grant or Postdoctoral Fellowship applicants do not need to be Australian citizens or permanent residents of Australia. However, PhD Scholarship Support Grant, Honours Scholarship or Masters Scholarship applicants must be Australian citizens or permanent residents of Australia at the time of submitting their grant application.

**4. May I apply for an Honours Scholarship or a Masters Scholarship if I have already commenced my study?**

Yes, as long as there is a minimum of one year remaining on your study and you meet all of the other eligibility criteria listed in the application form and guidelines.

**5. May I apply as a Principal Investigator on a research grant, if I have completed my Masters degree?**

Yes, if you have completed your Master's degree you can apply as Principal Investigator on a research grant, but you cannot apply for a Postdoctoral Fellowship Grant.

**6. May I submit an application for a Postdoctoral Fellowship grant if I have not yet graduated with my PhD?**

Researchers applying for a Postdoctoral Fellowship Grant must have submitted their PhD thesis and have received notification from their institution that it has been accepted for examination, prior to submitting an application as Principal Investigator. A copy of this notification must be included with the submission of the application (i.e. a letter from the administering institution stating that the thesis has been accepted for examination). In addition, researchers who are successful in receiving a Postdoctoral Fellowship Grant must have been awarded their PhD by the time an offer of a grant is made in order to be eligible to accept that offer. Notification from the institution that the student has been awarded their PhD must be provided at or before the time the recipient is offered the grant.

### 7. May I apply for an Honours Scholarship, Masters Scholarship or PhD Scholarship Support Grant as a supervisor?

No. Applications must be submitted by potential grant recipients (that is, students only).

### 8. May I apply for a PhD Scholarship Support Grant if I have already started my PhD Scholarship?

Yes. PhD Scholarship Support Grants are available to PhD students who have successfully secured a Research Training Program (RTP) Scholarship. Applicants must have secured an RTP Scholarship that commenced in the current calendar year (for example, the applicant of a PhD Scholarship Support Grants application submitted by December 2019 must have received an RTP Scholarship that commenced in 2019).

### 9. May the administering Host Institution for my PhD Scholarship Support Grant be an institution other than a university?

No. A university must be the administering Host Institution for any PhD Scholarship Support Grant application.

### 10. Am I eligible for an ABRS Honours or Masters Scholarship if I have an existing Scholarship?

No. Scholarship holders may not be receiving another equivalent major award, scholarship or salary to undertake the same project.

### 11. May I apply for a Non-salaried Researcher Grant if I am employed on a part-time contract or non-ongoing/tenured appointment as a biologist?

No, your application would not be eligible as you are still employed in a professional capacity as a biologist.

### 12. May a foreign entity act as Host Institution for a Research Grant?

No. Overseas institutions cannot act as host institution on a Research Grant. However, they can partner with an Australian institution through Joint Investigators or other participants on the application, or through co-funding contributions.

### 13. May I apply for a grant with a project that was initiated before applying to ABRS?

No, ABRS grants will not be awarded for projects that have already received funding from another source. However, a new project proposal that follows on from previous research on the same subject matter may be considered.

### 14. Are there set guidelines for the curriculum vitae that need to accompany the application?

Yes. The eligibility criteria and guidelines state that the curriculum vitae must be in Arial 11 point font and no more than four (4) pages per person. However, there are no set guidelines in terms of content.

### 15. The Grant Opportunity Guidelines state that applicants for the Early Career Research Grant must have completed their tertiary studies no more than five years from the date of application submission. Is it possible to seek an extension beyond this five years for those who have taken maternity, paternity or carer's leave for an extended period of time?

Yes, providing you have sought and received written approval from the Community Grants Hub before submitting your application. This approval will need to be included as an attachment when you submit your application.

**New questions and answers added 26 November 2019**

### 16. Could I possibly enquire as to whether it is acceptable to be listed as a joint investigator on multiple ABRS applications in the current submission round?

It is acceptable to be listed as a joint investigator on multiple ABRS applications in the current submission round, as long as the total commitment across projects is not more than 1.0 FTE.

## Reporting

### 1. Do I need to submit outstanding reports associated with previous ABRS grants with my grant application?

Yes. All outstanding reports must have been submitted for an application to be considered. Outstanding reports on previous ABRS grants will be used as part of the assessment process for new applications. Outstanding reports must be submitted for any existing ABRS grant for the

principal and all joint investigators involved with the new application for it to be considered for assessment.

## Budget

1. **What is the appropriate rate for a postdoctoral salary to include in my ABRS grant application budget?**

   ABRS does not designate a postdoctoral salary rate. Rates will vary from institution to institution and the appropriate rate is that which is designated by your institution.

2. **Can my salary plus on-costs be included as co-funding?**

   Salary (plus on-costs) may be included as co-funding. However, in assessing applications, if two projects are of equal scientific merit, a project with cash co-funding from another source will be weighted more heavily than that with a salary co-funding contribution.

3. **Is it possible to use Australian Research Council Discovery Grant funding that pays my salary as a co-funding source for an ABRS postdoctoral fellowship grant?**
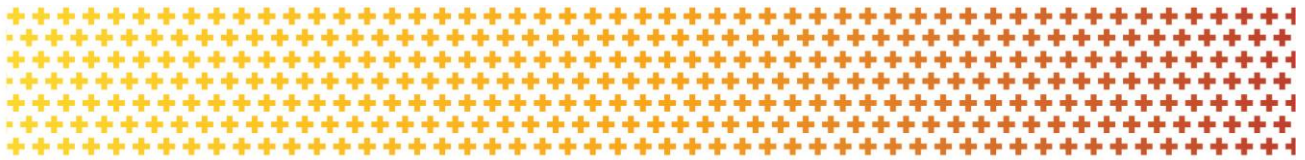
   Yes. However, it will be considered a salary contribution and the same qualifications outlined above will apply

4. **What is the minimum co-funding amount required for an ABRS Research Grant?**

   All Research Grant applicants are expected to provide a co-funding contribution worth at least 50 per cent of the grant funding being provided by the ABRS. Co-funding must be in the form of cash or salary. In-kind contributions can be provided but cannot be used to meet the minimum co-funding contribution.

5. **Do I need to provide co-funding contribution support letters for in-kind contributions?**

   No. The ABRS only requires co-funding contribution support letters for cash or salary co-funding. If an institution is providing cash or salary co-funding as well as in-kind contributions, the in-kind contribution can also be listed on the support letter.

## 6. Does the administering Host Institution provide the co-funding to the Community Grants Hub or the ABRS?

No. Co-funding is acquitted through the administering Host Institution. However, applicants must have obtained a commitment for the applicable amount of co-funding and have provided evidence of it to the Community Grants Hub with their application, for their application to be considered**.**

**New questions and answers added 5 December 2019**

## 7. Do I need a separate budget table in my application?

Inclusion of an additional budget table is not required, as all budget lines for the project should be included in the rows of the budget table in the application form.

# Miscellaneous

## 1. If I have experienced a significant interruption to my research activities, may I list in my application publications published greater than five years previously?
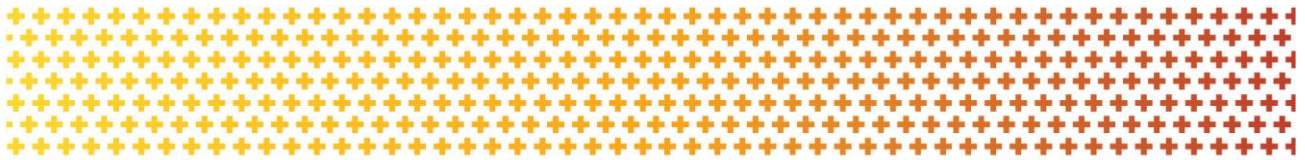
Permission may be sought from the Community Grants Hub to provide a publication list including material published greater than five years previously, with a justification.

## 2. When will I know the outcome of my application?

You will be notified of the outcome of your application at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.

## 3. How can I submit the application form?

The form is an online application form that you must submit electronically. The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post unless otherwise stated in the Grant Opportunity Documents.

## 4. Do word/character limits apply to my application?

Yes, the application for includes word/character limits for the application form fields – between 1,000 and 6,000 characters. Please note spaces are included in the character limit.

## 5. Where should I go for further information?

Please email your enquiries to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)

**New questions and answers added 25 November 2019**

## 6. If I am unable to provide publications for the past 5 years due to significant interruptions, am I able to provide previous publications?

Permission to submit publications beyond five years is permitted due to significant interruptions; the extent of time is based on the period of interruptions. Please provide detail as to the total length of these interruptions.

Please note that the online system will not allow for the listing of publications beyond five years, these publications will need to be listed in your curriculum vitae.

**New questions and answers added 5 December 2019**

## 7. There is no Attachments tab or place for me to upload my Letter of Support for co-funding. Where can I attach my evidence for co-funding support from my institution(s)?

All letters of support for co-funding must be emailed as PDFs to the Community Grants Hub [[support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)] within 24 hours of your application being submitted.
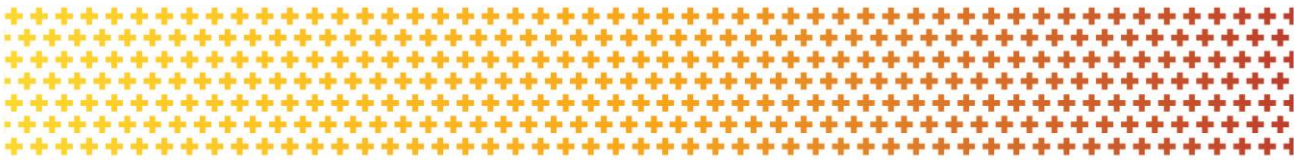
This timeframe may extend beyond the round close date for applications, and we will allow late submission of support letters ONLY (not applications) up to 24 hours after completion and submission of the application.

When sending attachments to support your application, title your email:

**ABRS – Submission Reference Number – Organisation Name – Letter of Support.pdf**

## 8. I have additional material for inclusion (e.g., a justification and approval email from the Community Grants Hub for including additional publications due to a significant career interruption). Where do I attach these PDFs?

All justifications and approvals must be emailed as PDFs to the Community Grants Hub [[support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)] within 24 hours of your application being submitted.

This timeframe may extend beyond the round close date for applications, and we will allow late submission of letters ONLY (not applications) up to 24 hours after completion and submission of the application.

Please note that the online system will not allow for the listing of publications beyond five years, these publications will need to be listed in your curriculum vitae.

When sending attachments to support your application, title your email:

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## 9. When asked to include a contact/phone number as an overseas Joint Investigator, the online form is not accepting international numbers. How can I continue with the online application?

For any overseas Joint-Investigators who do not have an Australian phone number, please use the contact phone number of the Host Institution.