**2025 ARC Discovery Project EOI Grant Development and Submission Process**

***For CIs where Macquarie University is the Administering Organisation***

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| **Date** | **Milestone** |
| ASAP |[ ]  Complete a [Notification of Intent](https://mq.service-now.com/research?id=research_services&sys_id=44658fae1bfe2510cef642e7b04bcb39). This will generate a Pure application record. |
| 30 Oct 2023 |[ ]  Download DP25 Grant Guidelines and EOI Instructions to Applicants from [GrantConnect](https://www.grants.gov.au/Go/ViewDocuments?GoUuid=1f7e25e0-2e2e-4279-b714-d0a3cffbe997). |
|  |[ ]  Download DP25 EOI Macquarie University resources from the [Discovery Projects information webpage](https://staff.mq.edu.au/research/grants-and-funding/fellowship-and-grant-opportunities/arc/arc-discovery-projects), such as the Advice Toolkit. View the [successful grants library](https://staff.mq.edu.au/research/grants-and-funding/training-and-support/successful-grants-library) for examples of past awarded projects. |
| 29 Nov 2023 |[ ]  Attend webinar, “Information session on the 2025 ARC Discovery Projects scheme” ([register](https://macquarie.zoom.us/meeting/register/tZ0scuuhrjssGt3xCwCIq7WRSPh3r2VWOoO6)). |
| 22 Jan 2024 |[ ]  DP25 EOI stage opens. |
|  |[ ]  Download updated DP25 EOI grant opportunity documents from GrantConnect. |
|  |[ ]  Create DP25 EOI application in [RMS](https://rms.arc.gov.au/) (the ARC Research Management System). If you do not already have an RMS account, click on “Request New Account”. |
|  |[ ]  Check you and your CIs are not exceeding your Discovery Program application limits. See sections 4.18 to 4.24 of the Grant Guidelines. |
|  |[ ]  Enrich your Pure application record with more details of your application. |
|  |[ ]  Select a **mandatory** compliance and eligibility check deadline in this [booking calendar](https://outlook.office365.com/owa/calendar/MQComplianceEligibilityGrantReviewBookingCalendar%40mq.edu.au/bookings/s/nwg9JjoBBUSE4IU2Sxsmyw2). |
| 24 Jan 2024 |[ ]  Attend webinar, “Developing your ROPE for 2025 ARC Discovery Project EOI applications” ([register](https://macquarie.zoom.us/meeting/register/tZUqdeCupz0rG9L8wqebwInMNwOFFKv9SZnK)). |
| 30 Jan 2024 |[ ]  Attend webinar, “Developing your Project Description for 2025 ARC Discovery Project EOI applications” ([register](https://macquarie.zoom.us/meeting/register/tZEpd-mhrzwrGdTIduPM1MgzIs2CVp4BNO3D)). |
| 5 Feb 2024 |[ ]  Submit any [requests not to assess](https://www.arc.gov.au/grants/grant-application/request-not-assess) to the Research Office in RMS. Use this to exclude up to 3 people from assessing your application. |
| 12 Feb 2024 |  | *Research Services submits requests not to assess to the ARC.* |
| 14 to 20 Feb 2024Select a date and time for a **mandatory compliance and eligibility check** in the [booking calendar](https://outlook.office365.com/owa/calendar/MQComplianceEligibilityGrantReviewBookingCalendar%40mq.edu.au/bookings/s/nwg9JjoBBUSE4IU2Sxsmyw2) |[ ]  Submit a final draft (i.e. a complete draft with all Parts finished) of your application in RMS by clicking on “Submit to Research Office” by your booking date to receive a compliance and eligibility check. Your application will be returned to you in RMS within 2 business days so you can make any changes and corrections required once you receive the compliance and eligibility check. The Grant Development Team will complete a compliance and eligibility check and provide feedback via Pure within 3 business days. You do not attend your booking in person. |
|  |[ ]  If any investigators have been awarded ARC funding in the past, you must check you have met the obligations regarding previously funded projects, including the submission to the ARC of final reports by the due date shown in your Person Profile in RMS ([view guide to checking the final report due date and status in RMS](https://www.mq.edu.au/__data/assets/pdf_file/0008/1177037/Guide-to-Checking-the-Final-Report-Due-Date-and-Status-in-RMS.pdf)). It is the responsibility of the applicant to review this information. |
| 20 Feb 2024 |[ ]  Finalise all documentation in your Pure record. Click on “Send for internal approval” in Pure. This will initiate institutional approvals of your application which are required before your application can be submitted to the ARC. |
| 26 Feb 2024 |  | *ARC deadline: Research Services will submit your application to ARC by 5 pm.* |
| 8 to 10 Apr 2024 |  | *ARC announces outcomes of DP25 EOI stage. If your EOI is approved to full application, Research Services will be in touch with information on next steps.* |

***For CIs where Macquarie University is NOT the Administering Organisation***

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