**2025 ARC Discovery Project Full Application Grant Development and Submission Process**

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

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| **Date** | **Milestone** |
| 11 Apr 2024 |[ ]  Discovery Project full applications open in RMS. |
|  |[ ]  Download DP25 full application grant opportunity documents from [GrantConnect](https://www.grants.gov.au/Fo/Show?FoUuid=ac0ce025-45f2-47bb-aee1-da67495d2c93), such as i) Grant Guidelines and ii) Instructions to Applicants. |
|  |[ ]  Download Macquarie University resources for DP25 full applications from the [Discovery Projects information webpage](https://www.mq.edu.au/research/our-research/funding-and-grants/fellowship-and-grant-opportunities/arc/arc-discovery-projects), such as i) Advice Toolkit, ii) Budget Calculator and iii) [Certification Form](https://www.mq.edu.au/__data/assets/word_doc/0010/1270864/MQ-Certification-Form-for-ARC-Grants.docx). View the [successful grants library](https://www.mq.edu.au/research/our-research/funding-and-grants/training-and-support/successful-grants-library) for examples of past awarded projects. |
|  |[ ]  Create Discovery Project application in the ARC Research Management System, [RMS](https://rms.arc.gov.au/). |
|  |[ ]  In the Macquarie University Research Management System, Pure, a full application Pure record will be created from your EOI Pure record. |
|  |[ ]  Select an **optional** strategic review deadline in this [booking calendar](https://outlook.office365.com/owa/calendar/MQStrategicGrantReview%40mq.edu.au/bookings/s/h2DF9ssK-kiZef2BdFhNWA2). |
|  |[ ]  Select a **mandatory** compliance and eligibility check deadline in this [booking calendar](https://outlook.office365.com/owa/calendar/MQComplianceEligibilityGrantReviewBookingCalendar%40mq.edu.au/bookings/s/pbK96eS1DUG9zY80t-Osgw2). |
| 24 Apr to3 May 2024Select a date and time for an **optional strategic review** in the [booking calendar](https://outlook.office365.com/owa/calendar/MQStrategicGrantReview%40mq.edu.au/bookings/s/h2DF9ssK-kiZef2BdFhNWA2) |[ ]  Submit a first complete draft of your application in the ARC RMS by clicking on “Submit to Research Office” in RMS (this will require all Parts to be green in RMS). Your application will be returned to you in RMS within 2 business days so you can continue to work on your application. The Grant Development Team will complete a strategic review of your application and provide feedback via Pure within 10 business days. You do not attend your booking. |
|  |[ ]  Upload to your full application Pure record (created from your EOI Pure record) any approval emails of all Faculty or Department/School cash or in-kind financial contributions (other than the DVCR contributions). |
| 15 to 22 May 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/pbK96eS1DUG9zY80t-Osgw2) |[ ]  Upload to your full application Pure record (created from your EOI Pure record) any approval emails of all Faculty or Department/School cash or in-kind financial contributions (other than the DVCR contributions). |
|  |[ ]  Upload to your Pure record signed [MQ certification forms](https://www.mq.edu.au/__data/assets/word_doc/0010/1270864/MQ-Certification-Form-for-ARC-Grants.docx) for all organisations named on your project (note that employing organisations of overseas PIs are not required to complete a certification form). |
|  |[ ]  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. |
| 29 May 2024 |[ ]  Finalise all documentation in your Pure record (e.g. current PDF of your application and approvals of any Faculty or Department/School financial support). Click on “Send for internal approval” in Pure. This will initiate institutional approvals of your application by your HOD/DDRI, which are required before your application can be submitted to the ARC. |
| 4 Jun 2024 |  | *ARC deadline: Research Services will submit your application to ARC by 5 pm.* |
| 5 Jun 2024 |[ ]  Complete anonymous survey on the quality of support and feedback you received from Macquarie University staff during the development and submission of your application. This will assist us in identifying resources and operations that worked well and ways in which we can improve our service to researchers in the future. |
| 7 Aug 2024 |[ ]  Rejoinder period opens. |
| 20 Aug 2024 |[ ]  Rejoinder period closes. |

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|  |[ ]  In the Macquarie University Research Management System, Pure, a full application Pure record will be created from your EOI Pure record. If you did not create an EOI Pure record, create a draft full application record. |
| 14 May 2024 |[ ]  Upload a PDF of the penultimate draft (i.e. a complete draft with all Parts finished in RMS) of your full application from RMS to your Pure record. |
|  |[ ]  Upload to your Pure record any approval emails of Faculty or Department/School cash or in-kind financial contributions. |
|  |[ ]  Complete Administering Organisation Certification Form and upload to Pure for MQ DVCR sign-off. This will be signed and returned to you ASAP once approved by your HOD/HOS and DDRI in Pure. If the Administering Organisation has requested the form by a specific date, note this is the history and comments section of Pure. |
|  |[ ]  In Pure, click “Send for internal approval”. This will initiate institutional approvals of your application by your HOD/HOS and DDRI. |
|  |[ ]  If you 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. |
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