**2025 ARC DECRA Grant Development and Submission Process**

***For INTERNAL Macquarie University applicants:***

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| **Date** | **Milestone** |
| 14 Sept 2023 |[ ]  Submit Expression of Interest by **12 pm**. |
| 12 Oct 2023 |[ ]  DECRA scheme opens. |
|  |[ ]  Download DE25 grant opportunity documents from [GrantConnect](https://www.grants.gov.au/Go/ViewDocuments?GoUuid=88114631-fd2f-4f6c-9986-ee3c73dd0154), such as i) Grant Guidelines and ii) Instructions to Applicants. If you are a new user of GrantConnect you will need to register for an account. |
|  |[ ]  Download DE25 Macquarie University resources from [DECRA information webpage](https://staff.mq.edu.au/research/grants-and-funding/fellowship-and-grant-opportunities/arc/arc-discovery-early-career-researcher-award) such as i) Advice Toolkit and ii) Budget Calculator. 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. |
|  |[ ]  Create DECRA application in [RMS](https://rms.arc.gov.au/) (the ARC Research Management System) if you are invited to full application by your Faculty Research Office. If you do not already have an RMS account, click on “Request New Account”. |
|  |[ ]  If your PhD was awarded before 1 March 2019, you must complete an [[Eligibility Exemption Request Form](https://staff.mq.edu.au/__data/assets/word_doc/0011/547049/Career-Interruption-Eligibility-Exemption-Request-Template.docx)](https://www.mq.edu.au/__data/assets/word_doc/0011/547049/Career-Interruption-Eligibility-Exemption-Request-Template.docx). The eligibility exemption request form must be complete and well-justified with evidence (as required) to support your request for an eligibility exemption request. Incomplete forms, or forms lacking supporting evidence, will be returned to applicants. It is the responsibility of the applicant to complete this form. |
|  |[ ]  Create draft application record in the Macquarie University Research Management System, Pure. (see [Quick Reference Guide](https://wiki.mq.edu.au/pages/viewpage.action?pageId=272106472)). |
|  |[ ]  Select an **optional** strategic review deadline in [this booking calendar](https://outlook.office365.com/owa/calendar/MQStrategicGrantReview%40mq.edu.au/bookings/s/RWcfij__-EipvndZnfEpfQ2). |
|  |[ ]  Select a **mandatory** compliance and eligibility check deadline [in this booking calendar](https://outlook.office365.com/owa/calendar/MQComplianceEligibilityGrantReviewBookingCalendar%40mq.edu.au/bookings/s/oXdXDdfUsUaNaL3VG66FVw2). |
| 16 Oct 2023 |[ ]  Attend webinar “Developing your Research Opportunity and Performance Evidence for the DECRA Scheme” ([register](https://macquarie.zoom.us/meeting/register/tZApfuGupz4vGdJfMQeF2UVVrKhydISmv09I)). |
| 18 Oct 2023 |[ ]  Attend webinar “Developing your DECRA Project Description and Letter of Support” ([register](https://macquarie.zoom.us/meeting/register/tZctdeihrDkiEtXSBrjhom5Zj86agj3YdXJP)). |
| 23 Oct 2023 |[ ]  Attend webinar “Building your DECRA Budget” ([register](https://macquarie.zoom.us/meeting/register/tZ0uduCopj8tHdLbFNy63nyhsgSJ2CLTop5Y)). |
| 2 to 9 Nov 2023Select 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/RWcfij__-EipvndZnfEpfQ2) |[ ]  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 in person. |
|  |[ ]  Upload any required confirmations from the Faculty or Department/School for any cash or in-kind financial contributions (other than the DVCR contributions) by adding approval emails to your Pure record. You must upload to Pure approvals for salary gap contributions from your Faculty or Department/School. |
| 16 Nov 2023 |[ ]  Submit any [requests not to assess](https://www.arc.gov.au/funding-research/apply-funding/grant-application/request-not-assess) to the Research Office in RMS. Use this to exclude up to 3 people from assessing your application. |
| 16 to 23 Nov 2023Select 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/oXdXDdfUsUaNaL3VG66FVw2) |[ ]  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. |
|  |[ ]  Upload any required confirmations from the Faculty or Department/School for any cash or in-kind financial contributions (other than the DVCR contributions) by adding approval emails to your Pure record. You must upload to Pure approvals for salary gap contributions from your Faculty or Department/School. |
|  |[ ]  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. |
| 23 Nov 2023 |  | *Research Services submits requests not to assess to the ARC.* |
| 30 Nov 2023 |[ ]  Finalise all documentation in your Pure record (e.g. current PDF of your application, 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 Head of Department/School and Deputy Dean, Research and Innovation, which are required before your application can be submitted to the ARC. |
| 4 Dec 2023 |[ ]  By **11:59 pm** you must submit the final version of your application to the Research Office in RMS. Ensure HOD/HOS and DDRI approvals have been completed in Pure. |
| 7 Dec 2023 |  | *ARC deadline: Research Services will submit your application to ARC by 5 pm.* |
| 8 Dec 2023 |[ ]  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. |
| 28 Mar 2024 |[ ]  Rejoinder period opens. |
| 15 Apr 2024 |[ ]  Rejoinder period closes. |

***For EXTERNAL Macquarie University applicants:***

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|  |[ ]  Download DE25 Macquarie University resources from [Dropbox](https://www.dropbox.com/sh/vcnpghm99n5yw81/AABvrOBvjsZahc7x1wVD9f8xa?dl=0), such as i) Advice Toolkit and ii) Budget Calculator. |
|  |[ ]  Create DECRA application in [RMS](https://rms.arc.gov.au/) (the ARC Research Management System) if you are invited to full application by your Faculty Research Office. If you do not already have an RMS account, click on “Request New Account”. |
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|  |[ ]  Email grant.development@mq.edu.au to request they create a draft application record in the Macquarie University Research Management System, Pure. |
|  |[ ]  Select an **optional** strategic review deadline in [this booking calendar](https://outlook.office365.com/owa/calendar/MQStrategicGrantReview%40mq.edu.au/bookings/s/RWcfij__-EipvndZnfEpfQ2). |
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| 16 Nov 2023 |[ ]  Submit any [requests not to assess](https://www.arc.gov.au/funding-research/apply-funding/grant-application/request-not-assess) to the Research Office in RMS. Use this to exclude up to 3 people from assessing your application. |
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|  |[ ]  Source any required confirmations from the Faculty or Department/School for any cash or in-kind financial contributions to your project (other than the DVCR contributions) and request grant.development@mq.edu.au add the email approvals to your Pure record. You must obtain approvals for salary gap contributions from your Faculty or Department/School. |
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