**ARC IE24 Grant Development and Submission Process**

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

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| **Date** | **Milestone** |
| 9 Aug 2023 |[ ]  Submit Expression of Interest by **12 pm**. |
| 6 Sep 2023 |[ ]  Early Career Industry Fellowships scheme opens. |
|  |[ ]  Download IE24 grant opportunity documents from [GrantConnect](https://www.grants.gov.au/Go/Show?GoUuid=6fb507ea-e549-4bb1-ae38-ff3bceeeac8f), (Grant Opportunity ID: ) such as i) Grant Guidelines and ii) Instructions to Applicants. If you are a new user of [GrantConnect](https://www.grants.gov.au/) you will need to register for an account.  |
|  |[ ]  Download IE24 Macquarie University resources from [Early Career Industry Fellowship information webpage](https://staff.mq.edu.au/research/grants-and-funding/fellowship-and-grant-opportunities/arc/arc-early-career-industry-fellowships) such as the Advice Toolkit. View the [successful grants library](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/training-and-support/successful-grants-library) for examples of past awarded projects. |
|  |[ ]  Create IE application in [RMS](https://rms.arc.gov.au/) (the ARC Research Management System) if you are invited to full application. If you do not already have an RMS account, click on “Request New Account”. |
|  |[ ]  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 your strategic review deadline in the** [**booking calendar**](https://outlook.office365.com/owa/calendar/MQStrategicGrantReview%40mq.edu.au/bookings/s/RpF63G0AxU6lIiU7J2rreQ2)**.** |
|  |[ ]  **Select your compliance and eligibility check deadline in the** [**booking calendar**](https://outlook.office365.com/owa/calendar/MQComplianceEligibilityGrantReviewBookingCalendar%40mq.edu.au/bookings/s/Zw-ftLNvrE6YZPJw82lYpA2)**.** |
| 2-5 Oct 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/RpF63G0AxU6lIiU7J2rreQ2) |[ ]  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 5 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. |
| 11 Oct 2023 |[ ]  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. |
| 16-19 Oct 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/Zw-ftLNvrE6YZPJw82lYpA2) |[ ]  Upload to your Pure record any approval emails of Faculty or Department/School cash or in-kind financial contributions (other than the DVCR contributions). |
|  |[ ]  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. |
| 18 Oct 2023 |  | *Research Services submits requests not to assess to the ARC.* |
| 25 Oct 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. |
| 29 Oct 2023 |[ ]  By **11:59 pm** you must submit the final version of your application to the Research Office in the ARC RMS. Ensure HOS/HOD and DDRI approvals have been completed in Pure. |
| 1 Nov 2023 |  | *ARC deadline: Research Services will submit your application to ARC by 5 pm.* |

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

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|  |[ ]  The Grant Development Team will email the IE24 Macquarie University resources to external applicants. |
|  |[ ]  Create IE24 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”. |
|  |[ ]  Email grant.development@mq.edu.au to request they create a draft application record in the Macquarie University Research Management System, Pure. |
|  | ☐ | **Select your strategic review deadline in the** [**booking calendar**](https://outlook.office365.com/owa/calendar/MQStrategicGrantReview%40mq.edu.au/bookings/s/RpF63G0AxU6lIiU7J2rreQ2)**.** |
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| 2-5 Oct 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/RpF63G0AxU6lIiU7J2rreQ2) |[ ]  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 to you within 5 business days. You do not attend your booking in person. |
|  |[ ]  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. |
| 11 Oct 2023 |[ ]  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.  |
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|  |[ ]  Submit a final draft (i.e. an updated complete draft with all Parts finished) of your application in RMS by clicking on “Submit to Research Office” 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. You will receive the compliance and eligibility check comments via email within 3 business days. You do not attend your booking in person.  |
| 18 Oct 2023 |  | *Research Services submits requests not to assess to the ARC.* |
| 25 Oct 2023 |  | *Your application will be sent for internal approvals to the Head of Department / School and Deputy Dean, Research and Innovation.* |
| 29 Oct 2023  |[ ]  By **11:59 pm** you must submit the final version of your application to the Research Office in RMS. |
| 1 Nov 2023  |  | ARC deadline: Research Services will submit your application to ARC by 5 pm. Ensure HOS/HOD and DDRI approvals have been completed in Pure. |