**Overview of the role, responsibilities and requirements of Partner Organisation(s) for participation on ARC Linkage Projects**

The Australian Research Council (ARC) Linkage Project (LP) scheme is a competitive grant scheme funded by the Commonwealth Government. It is designed to support research collaborations that benefit industry, researchers and the nation more broadly. The scheme requires cash and in-kind contributions from Partner Organisations to leverage Commonwealth funding. Projects must address specific industry problems that have national significance and importance.

This information sheet lists the key things you need to know about the scheme. The ARC utilises taxpayers’ money so there are some mandatory obligations associated with accepting ARC funding. It is important that participating organisations understand these requirements and that they establish mutually agreeable, shared expectations with all participating organisations prior to submission. If successful, this will expedite contract negotiations so the project can commence in a timely manner.

**Important Notes:** If agreements are not signed within 12 months of award, the project cannot commence and the ARC will withdraw funding. Each participant organisation listed on a proposal must certify it has read and understood the ARC funding rules and the ARC funding agreement. If an application is successful, all participants have to sign a multi-institutional agreement (MIA) which complies with the ARC’s funding agreement. A draft copy of Deakin University’s MIA is provided as part of this pack.

**Next steps for the Partner Organisation(s):**

Read the ARC Linkage Grant Guidelines (the latest version is attached)

* If this scheme does not suit your aims and aspirations, talk to the Project Leader and the relevant Commercial Manager (refer Attachment B) to discuss other options the University can offer.

If you decide to participate/collaborate:

* attend project meetings with all parties and engage in discussions on the scope and content of the research and how the project will be managed if it is successful. It is important that all participants have shared expectations regarding project management to minimise misunderstandings.
* discuss and agree on the major terms of the draft MIA – the Commercial Manager can advise where amendments can be made. Participants may have different expectations regarding IP management. All parties should understand this and agree on how IP will be managed if successful keeping in mind the requirements under the *National Principles of Intellectual Property Management for Publicly Funded Research* (the *National Principles*).
* actively participate in drafting and finalising the proposal – this is critical because, if an application is successful, the project must be conducted as outlined in the funding proposal.
* if a proposal is successful no work can commence until agreements are signed and executed – this process can take many months if initial discussions were not held and mutually agreeable decisions made and documented.
* note that, by agreeing to draft and submit a proposal, the University understands that your Organisation has read and understood the relevant ARC LP Grant Guidelines, the ARC Grant Agreement, the *National Principles* and the draft Deakin University MIA and is willing to enter into a formal agreement based on that MIA if the application is successful.

|  |
| --- |
| **ELIGIBILITY**:  There are ‘eligibility requirements’ for proposals, organisations and those on the project team  **A proposal**   * must meet the objectives of the scheme and address the selection criteria * research that appears to constitute a ‘consultancy’ or ‘commissioned’ research e.g. projects that provide services or benefits for the ‘sole or preferred use’ of a specific organisation are not eligible   **Participants (Chief Investigators and Partner Investigators) must**   * maintain eligibility for the duration of the project (duration can vary from 2 – 5 years) * actively participate in drafting the proposal and conducting the research if successful   **Partner Organisations must**   * meet scheme eligibility criteria * participate for the duration of the project * provide cash and in-kind support that meets the Grant Guidelines requirements * provide a support letter from their CEO/authorised representative detailing the organisation’s contributions and certifying that they understand their obligations under the scheme and the ARC Funding agreement. There are precise statements that must be included and requirements that must be addressed. Please use the template provided * sign a certification form prior to application submission |
|  |
| **CASH CONTRIBUTIONS:**   * must be directed to Deakin University and managed via a University account for auditing purpose * Deakin University has a preferred payment schedule (refer to the MIA) * cannot be re-distributed back to Partner Organisations * must be specific to the project and provided to the University within the period of the project * there can be no duplication of Commonwealth funding for the research and/or the project activities |
|  |
| **IN-KIND CONTRIBUTIONS:**   * must be directly relevant to the project and costed at verifiable market rates * must be documented as the ARC can ask to see the calculations or ask for these to be audited * NB: contributions in the form of Chief Investigator and Partner Investigator salaries are ‘in-kind’ contributions – they cannot be listed as ‘cash’ contributions |
|  |
| **ARC REQUESTS AND AWARDED FUNDS:**   * There are restrictions on how ARC funds can be used * All requests relate to a direct cost of the research and must be strongly justified |
|  |
| **CONFLICT OF INTEREST:**   * Individual participants and organisations must declare all actual or perceived conflicts of interest to Deakin University prior to submission and at any time after submission or award if they arise. |
|  |
| **OTHER**:   * Deakin University cannot submit an application unless it is complete and compliant with ARC rules * An application cannot be submitted unless all signed certification forms have been received |
|  |
| **IF AN APPLICATION IS SUCCESSFUL:**   * The ARC is entitled to release information about the project and the parties involved in it * No work can commence until agreements are fully executed by all participating organisations and ethics approvals are in place * The research must be conducted as per the project plan and in accordance with the *Australian Code for the Responsible Conduct of Research* and any other relevant national principles or statements * Intellectual property must be treated in accordance with Deakin University’s IP policies which comply with the *National Principles of Intellectual Property Management for Publicly Funded Research* * Project outcomes (publication and dissemination) must comply with the *ARC Open Access Policy* * Strict reporting and auditing requirements must be adhered to and met * No variations can be made unless all participating individuals and organisations agree and the ARC approves |
|  |

|  |
| --- |
| **Working Title:** |
| **100 word Project Summary:** |

**Proposed Eligible Organisations (i.e., Australian Higher Education Providers)**

|  |  |  |
| --- | --- | --- |
| **Name of Institution** | **Name of Chief Investigator #1** | **Name of Chief Investigator #2 (if applicable)** |
| Deakin University | [Name of Deakin Lead CI] |  |
| E.g. University of xxx |  |  |
|  |  |  |
|  |  |  |

**Proposed Partner Organisations**

|  |  |
| --- | --- |
| **Name of Institution** | **Type of Partner Organisation eg. Industry Partner, Non Profit Organisation, Governmental Department** |
|  |  |
|  |  |
|  |  |
|  |  |

**Proposed ‘Other’ Organisations (eg. external research institutes, international universities)**

|  |
| --- |
| **Name of Institution** |
| E.g. CSIRO |
|  |
|  |
|  |

**DOCUMENTS IN THIS PACK:**

* Draft ARC Linkage Projects Agreement 2024 edition (i.e. ARC Grant Agreement) - for funding applied for in 2024
* [*National Principles of Intellectual Property Management for Publicly Funded Research*](http://www.arc.gov.au/national-principles-intellectual-property-management-publicly-funded-research)
* Deakin University Multi-Institutional Template Agreement – attached (based on 2022 version)
* Linkage Project Grant Guidelines (2023 edition) valid for 2024 submissions

*NB. These documents can change from time to time. Lead Chief Investigators must ensure they are using the most recent version relevant to the current funding round before providing the Partner Pack to Partner Organisations*

**QUESTIONS?**

General questions regarding the ARC scheme and Deakin’s submission process can be directed to the Research Funding Services ARC team at: [research-grants@deakin.edu.au](mailto:research-grants@deakin.edu.au)

Questions relating to partner organisation participation and negotiation can be forwarded to the Research Business Engagement and Impact (BEI) team at: [driinnovations@deakin.edu.au](mailto:driinnovations@deakin.edu.au)

**Deakin University (BEI) Commercial Managers:**

* Hasan Acar – Faculty of Arts and Education, Faculty of Business and Law, A2I2, ADI, IISRI, School of IT, Centre for Cyber Resilience and Trust (CREST)
* Matt Nussio – IFM, School of Architecture and Building, School of Engineering, School of Life and Environmental Sciences, CeRF
* Delyth Samuel – Faculty of Health: all schools and associated research institutes/centres.