



**Australian Government**  

---

**Australian Research Council**

**Linkage Infrastructure,  
Equipment and Facilities**

---

**Instructions to Applicants  
for funding commencing in 2011**

## Table of Contents

<b>THE PROCESS</b> .....	<b>4</b>
Key Dates .....	4
The Proposal .....	4
Requests Not to Assess.....	5
Format .....	5
Proposal Certification and Authorisation.....	5
<b>GETTING STARTED WITH THE ARC ONLINE APPLICATION SYSTEM</b> .....	<b>6</b>
Important things to note whilst in the ARC online application system .....	6
<b>CREATING A NEW ONLINE PROPOSAL</b> .....	<b>7</b>
Start with the Title and Summary .....	7
Adding Participants.....	8
Adding Organisations .....	9
Giving access to non-participating editors .....	10
Part A—Administrative Summary .....	10
A1 <i>If this Proposal is successful, which organisation will it be administered by?</i> .....	10
A2 <i>Peak Body – Is the Proposal being submitted by a Peak Body?</i> .....	10
A3 <i>Proposal Title</i> .....	11
A4 <i>Person Participant Summary</i> .....	11
A5 <i>Chief Investigator Manager Summary</i> .....	11
A6 <i>Single-Organisation Proposal</i> .....	11
A7 <i>International Facility</i> .....	12
A8 <i>Summary of Proposal</i> .....	12
A9 <i>Summary of Project for Public Release</i> .....	12
Part B—Classifications and other Statistical Information .....	12
B1 <i>National Research Priorities</i> .....	12
B2 <i>Field of Research</i> .....	13
B3 <i>Socio-Economic Objective (SEO-08)</i> .....	13
B4 <i>Keywords</i> .....	13
B5 <i>If the proposed research involves international collaboration, please specify country/ies involved.</i> 13	
Part C—Project Description .....	13
<i>Statement addressing selection criteria</i> .....	13
<i>Infrastructure, equipment or facilities arrangements</i> .....	14
<i>Role of personnel</i> .....	14
<i>References</i> .....	14
Part D—Project Cost .....	14
D1 <i>What is the proposed budget for your Project?</i> .....	14
Part E—Budget justifications .....	18
E1 <i>Summary of Project Cost</i> .....	18
E2 <i>Justification of funding requested from the ARC</i> .....	18
E3 <i>Details of non-ARC contributions</i> .....	19
E4 <i>Summary of Quotes</i> .....	19
Part F—Personnel .....	20
F1 <i>Personal Details</i> .....	20
F2 <i>Postal Address</i> .....	20
F3 <i>Qualifications</i> .....	20
F4 <i>Current and Previous appointment(s)/position(s) –during the past 10 years</i> .....	20
F5 <i>Research Record Relative to Opportunities</i> .....	20
F6 <i>Organisational affiliations for eligibility purposes for this Proposal.</i> .....	21
F7 <i>Are you a current member of the ARC or its selection or other advisory committees?</i> .....	22
F8 <i>Please name any of your relatives or close social/professional associates that are members of the ARC or its selection or other advisory committees.</i> .....	22
F9 <i>Partner Organisation Affiliations</i> .....	22
Part G—Partner Organisation Details .....	22
G1 <i>Organisation contact details</i> .....	22
G2 <i>Organisation postal address</i> .....	22
G3 <i>Other organisation details</i> .....	23
Part H—Research Support .....	23

<i>H1 Research Support</i> .....	23
Part I—Statements on progress of ARC Funded LIEF Projects.....	24
<i>I1 Statements of Progress of ARC Funded LIEF Projects</i> .....	24
<b>PART J - ADDITIONAL DETAILS</b> .....	<b>25</b>
<i>J1 Summary of use of infrastructure, equipment or facility</i> .....	25
<i>J2 Equipment Located Outside of the Administering Organisation</i> .....	25
<i>J3 Prior Commonwealth funding</i> .....	25
<i>J4 Other agency submission</i> .....	25
<i>J5 Similar infrastructure, equipment or facilities available at another Eligible Organisation</i> .....	26
<i>J6 Integrated research facilities</i> .....	26
<b>SUBMITTING A PROPOSAL TO THE RESEARCH OFFICE</b> .....	<b>26</b>
Notes for Research Offices .....	27
<b>POINTS TO ASSIST APPLICANTS AVOID COMMON SUBMISSION ERRORS</b> .....	<b>27</b>
<b>APPENDIX 1</b> .....	<b>29</b>
Matters to note before completing the application form .....	29
Accuracy of information .....	29
Incomplete or misleading information .....	29
Confidentiality .....	29
Privacy .....	29
<b>APPENDIX 2</b> .....	<b>31</b>
Troubleshooting – ARC Online Application System.....	31

## THE PROCESS

This document is intended to be a practical guide to assist Applicants in the completion and electronic submission of ARC *Linkage Infrastructure, Equipment and Facilities* (LIEF) Proposals for funding commencing in 2011. The information in this document is built upon by the ARC *Linkage Infrastructure, Equipment and Facilities* Funding Rules for funding commencing in 2011 (hereafter referred to as the Funding Rules). References made in this document to particular sections of the Funding Rules are intended as a guide only. **It is very important that you read the entire Funding Rules ([http://www.arc.gov.au/ncqp/lief/lief\\_fundingrules.htm](http://www.arc.gov.au/ncqp/lief/lief_fundingrules.htm)) before preparing your Proposal.**

### Key Dates

Event	Date
Closing date for submission of Proposals	Wed 26 May 2010 (5:00 pm AEST)
Deadline for letters requesting non-use of an assessor	Wed 26 May 2010 (5:00 pm AEST)
LIEF Selection Advisory Committee meets to consider Proposals and develop funding recommendations for the Minister.	September 2010
Minister announces LIEF funding. ARC provides advice on outcomes to Participants via research offices.	November 2010
Closing date for appeals.	28 days following date of advice to Participants.
Appeals outcomes. Applicants are advised of the outcome as soon as possible thereafter	8-10 weeks after closing date for appeals.

### The Proposal

- The Proposal must be created using the ARC online application system (RMS) accessed through the ARC website at <http://www.arc.gov.au>.
- The Proposal must be submitted by an Eligible Organisation. This Eligible Organisation is identified as the Administering Organisation. The Administering Organisation must be one of the organisations listed in Appendix C of the Funding Rules. In some circumstances a Peak Body may submit a Proposal containing a request for funding for subscriptions or other payments in respect of participation in and use of international research facilities (including international facilities located in Australia). Refer to Section 7.1 of the Funding Rules for further information regarding Eligible Organisations.
- If applying through an Australian university, the Proposal must be electronically submitted through the ARC online application system to the research office or equivalent administration unit (RO) of the Administering Organisation designated in the Proposal. The research office will then electronically certify the Proposal in accordance with Section 11.6 of the Funding Rules and will then submit it to the ARC. See “Proposal certification and authorisation” below.
- If you are applying through an Eligible Organisation other than an Australian university, please contact [rms@arc.gov.au](mailto:rms@arc.gov.au) for assistance with Proposal submission through the ARC online application system.
- Administering Organisations have internal closing dates in advance of the ARC closing date.
- Do not rely on the ARC online application system to indicate accuracy and validity of each Part of the Proposal. Responsibility for checking the accuracy and validity of information in the Proposal remains with Administering Organisation assisted by the investigators.

- Note: Proposals are no longer to be submitted to the ARC in paper form.

## Requests Not to Assess

- To make a request for non-use of a potential assessor, complete a **Request Not to Assess Form** available on the ARC website at [http://www.arc.gov.au/applicants/request\\_notassesform.htm](http://www.arc.gov.au/applicants/request_notassesform.htm).
- The completed form is submitted to the ARC via the Administering Organisation's Research Office by the due date as outlined in the “Key Dates” section above.

## Format

Write in plain English and comply strictly with the Proposal format and submission requirements. All pages of additional text are uploaded into the Proposal in PDF format must be as follows:

- Black type and single column;
- White A4 paper size with all margins (each side, top and bottom) at least 0.5cm. Please note the margin size has changed from previous years;
- 12 point highly legible font type such as Times New Roman, Arial, Courier, Palatino, or Helvetica subject to it being equivalent to Times New Roman 12 point font. Variants such as mathematical typesetting languages may also be used.
- References (in Part C – Project Description) may be produced in 10 point font;
- Adhere strictly to page limit designated for each Part of the Proposal;
- Colour graphs or colour photographs should not be included however if the applicant feels the Proposal will be disadvantaged without this capability they may be included. Applicants need to note however that Proposals may be printed in black and white for assessment purposes so insertion of colour graphs or colour photographs may be done at their own risk; and
- Attached PDFs should be directly generated rather than scanned to maximise the quality of any reproductions the ARC may make for assessment and other purposes.

## Proposal Certification and Authorisation

- The Proposal is certified online through the ARC online application system by an authorised officer of the Administering Organisation. **Note: The authorised officer must have the role of “Research Office Delegate” in the ARC online application system.**
- The Administering Organisation is no longer required to upload signed certifications of all investigators or organisations to allow the Proposal to proceed. However, the Administering Organisation must obtain signed certifications from all parties, with the exception of organisations of overseas Partner Investigator’s who are not employed by the Administering Organisation, and keep this documentation as evidence.
- Separate pro forma Certification Forms are available for investigators and for organisations on the ARC website at [http://www.arc.gov.au/ncgp/lief/lief\\_certification.htm](http://www.arc.gov.au/ncgp/lief/lief_certification.htm)
- Signed certifications which are acceptable are either: signed originals or facsimiles/scanned PDFs of signed originals.
- Note: Supporting evidence is not submitted with the Proposal.
- The ARC reserves the right at any time to seek this evidence from the Administering Organisation to support the certification of Proposals. See Section 11.6 in the Funding Rules for more information on certification.

## GETTING STARTED WITH THE ARC ONLINE APPLICATION SYSTEM

- To access and/or amend Proposal information, all Proposal Participants, including all Chief Investigators (CIs), Partner Investigators (PIs) and support staff involved in the preparation of a Proposal require an ARC online application system User ID and password.
- ARC online application system access is available through the ARC website at <https://rms.arc.gov.au/RMSEExternal/pages/main.jsf>
- Previous GAMS IDs remain valid. Researchers can log onto the ARC online application system using their old GAMS ID in **uppercase** but they need to request a new password if the ARC online application system has not been accessed previously by selecting the “Reset Password” hyperlink and following the prompts.
- If you are unsure of your User ID, it can be retrieved through the ARC online application system Login screen detailed above and by using the “Retrieve User Name” hyperlink.
- Previously allocated ARC online application system User IDs remain valid. Researchers or Assessors **DO NOT** have to apply for a new User ID each year.
- A User ID must be applied for online by contacting an Eligible Organisation's Research Office in the first instance, or through the ARC online application system Login Screen by selecting the “Request New Account” hyperlink and completing the “Request New Account Form”. The Organisation selected to manage your account will approve the request and you will be advised by email of your new User ID.
- Participants who are not currently academic staff members of Eligible Organisations should seek their the ARC online application system User ID from the Administering Organisation nominated in the Proposal or through the ARC online application system Login Screen by selecting the “Request New Account” hyperlink as detailed above. Instructions to assist in this process are available using the “Help” link on the 'Request New Account' screen.
- Participants should contact their own organisations' research office (ROs) for assistance with the ARC online application system. ROs are routinely advised by the ARC of current ARC online application system matters and will often have knowledge of the ARC online application system' compatibility with their organisations' own systems so can more effectively advise researchers when concerns arise.
- Once logged into the ARC online application system it is important For ALL Participants who are to be named on a Proposal to fully complete/update the “My Details” section before proceeding to “Proposals” as this information is used to pre-populate various Parts of the Proposal form.
- **Note:** The ARC online application system requires Adobe flash player installed. Participants will be prompted by the system if it is not detected. However if you do not have it installed, you may download it from <http://get.adobe.com/flashplayer/> if you wish.

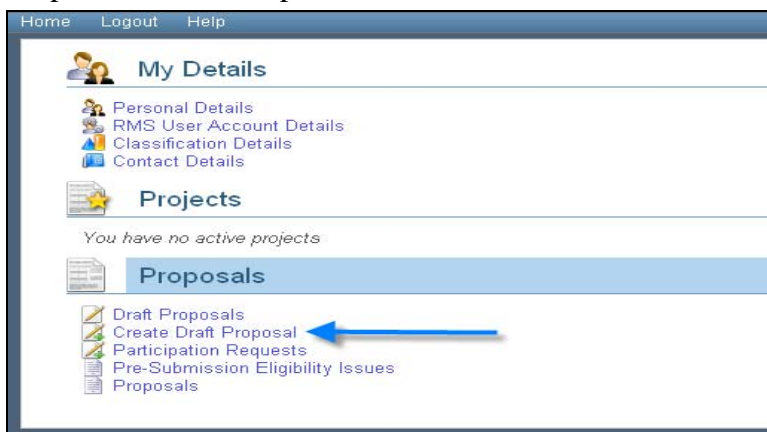
### Important things to note whilst in the ARC online application system

- The Proposal name is the applicant's “working title” and not the formal Proposal title.
- The Proposal Form is a series of components accessed via the “Draft Proposal Summary Screen”; it is not a single form updated and saved in one session, so it is important to save regularly. Do not navigate away from the screen without saving and **do not use the back button on your browser**.
- After 20 minutes of inactivity the ARC online application system will timeout and any unsaved data will be lost. The Parts of a Proposal form should be completed **sequentially** to assist with pre-population of subsequent Parts of the form.
- For additional help using the ARC online application system please refer to the **online help** by selecting “Help” through the top navigation bar available on every screen. Selecting Help

will send you to the relevant help topic (it is context sensitive) with links to other relevant help embedded in each help screen.

## CREATING A NEW ONLINE PROPOSAL

- Participants must have the role of “Participant” in their ARC online application system User Account profile to be able to create a Proposal or participate in a Proposal. An Eligible Organisation's Research Office can update the role to include “Participant” if needed.
- Once logged on via the ARC online application system login screen, select “Create Draft Proposal” under “Proposals”.



- Next select the appropriate scheme and round. For *ARC Linkage Infrastructure, Equipment and Facilities* Funding Rules for funding commencing in 2011, select “LE11 Round 1”; insert a draft Proposal name, (this is the applicant’s working title not the formal Proposal title) and then select “Create Proposal”. **Note:** This title cannot be changed once the Proposal is created.
- A draft Proposal will be created and a Proposal ID automatically allocated by the system. This Proposal and other Proposals, to which you have access, will be listed under “Draft Proposals” on the applicant's ARC online application system homepage.
- Once saved the “Draft Proposal Summary Screen” will appear. From this screen the Proposal is managed and validation checked as each component of the Proposal Form is selected and completed.

### Start with the Title and Summary

Before inviting Participants via the “Draft Proposal Summary Screen”:

- go to Part A3 by selecting the link “**Part A - Administrative Summary**” near the bottom of the screen and on the screen which then appears enter the Proposal Title.
- go further down the same screen to Part A8 and complete the “Summary of Proposal”.
- go straight to the bottom of the same screen and save.
- go back to the “Draft Proposal Summary Screen” using the link at the top of the screen.

Adding this information first will enable the Participants who will be invited to participate (using the next set of instructions) to identify the Proposal and consider their acceptance.

## Adding Participants

**Do not add individuals who will only be minor users of the infrastructure, equipment and facilities** Regardless of whether they satisfy subsection 8.1.7 of the Funding Rules, researchers are not eligible to be CI's or PI's if they are only casual, intermittent, or occasional users of the infrastructure, equipment and facilities (see subsection 8.1.10 of the Funding Rules).

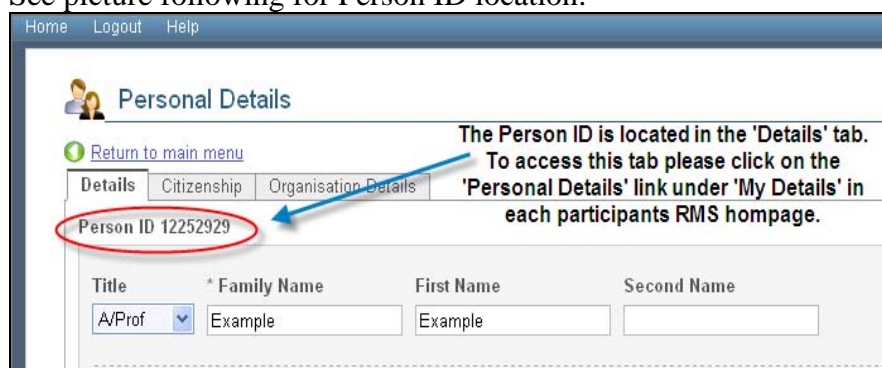
A Proposal must nominate at least one CI and may nominate **no more than a total of 30 CIs** and PIs. See subsection 8.1.2 of the Funding Rules.

**No more than five CIs from each Eligible Organisation** may be nominated on a Proposal. See subsection 8.1.5 of the Funding Rules.

The person who created the Proposal is the default owner of the Proposal. The owner of the Proposal is the only person able to invite additional Participants, grant further “access rights” to those Participants, and submit the completed Proposal to the Research Office.

Participants and Organisations are added via the “Draft Proposal Summary Screen”. When a Participant’s name is added via the “[Add Person Participant](#)” link on this screen the system will automatically send an email inviting her/him to participate and she/he may either accept or reject the invitation by logging on to RMS using his/her own User ID and selecting “Participation Requests” in his/her home page.

Before adding Participants to the Proposal, the Project Leader will need to obtain the Person ID of the researchers they wish to invite to participate on the Proposal. The Person ID is not the same as the User ID. Each client’s Person ID may be found when she/he logs on using her/his own User ID. The Person ID directly beneath the “Details” Tab in “Personal Details” which are accessible from his/her own home page. The Person ID must be provided to the Project Leader by each Participant. See picture following for Person ID location.



- The Project Leader must be entered first.
- **With the exception of the Project Leader who must always be listed first, enter the Participants in order of their estimated level of use of the proposed infrastructure, equipment, or facility i.e. from highest hours of use per month on average, to lowest hours of use per month.**
- The order that individual researchers are entered in the “Draft Proposal Summary Screen” is the order that these researchers appear in the “Person Participant Summary”.
- To add a Participant to the Proposal:
  1. Select the “[Add Person Participant](#)” link on the “draft Proposal Summary screen”.
  2. Then insert the “Person ID” of the researcher you wish to invite to participate on the Proposal. If the person who initiates the Proposal is the Project Leader, select the “[Populate Person ID and Family Name with my details](#)” hotlink and the details will auto fill.

3. Then insert the “Family Name”.
4. Then select “Participation Type” to choose the role for that Participant. It is important to select the role with care, ensuring that the researcher being invited is eligible for that role.
5. Then press the “Add Participant” button. The ARC online application system will automatically send an email message to the invited Participant stating:

*Dear Prof Joe Smith,*

*Your participation in the following draft proposal has been requested.*

*Scheme Round: LE11 round 1*

*Draft Proposal Name : Test Proposal for Instructions to Applicants*

*Proposal ID: LE110300004*

*Proposal Title: How to complete an LE11 Proposal*

*To view additional proposal details, and accept or decline this participation request, please log in to RMS ([rms.arc.gov.au](http://rms.arc.gov.au)) and navigate to Participation Requests.*

*Acceptance of this request will give you read access to the draft proposal, and edit access to your own user details and participant specific questions.*

*If you require further assistance, please contact [rms@arc.gov.au](mailto:rms@arc.gov.au).*

*Regards*

*Research Management System (RMS)*

- Repeat the steps above until all Participants are invited.

Once a Participant has accepted their role, the Proposal owner may “Edit Access Rights”. These can be updated by selecting the appropriate hyperlink. Participants on Proposals need “edit” rights to update their part of the document in the ARC online application system.

Participants may be re-ordered by using the up or down arrows in the last column of the Participants list.

**Note:** Do not move the Project Leader using the down arrow. If the Project Leader is removed from the role or the Proposal, the original Project Leader must “Transfer Ownership of this Draft Proposal” to the new Project Leader. This link is found on the “Draft Proposal Summary Screen”.

**Note:** If you wish to withdraw a Participant, select the “withdraw” link adjacent to her/his name on the draft “Draft Proposal Summary Screen” and when you are certain the Participant needs to be deleted, select “remove” link.

See Section 8 in the Funding Rules for more information on roles and eligibility for researchers.

## **Adding Organisations**

Each organization which is participating/contributing to the proposed infrastructure, equipment or facilities must be listed, including the Administrating Organisation. Organisations do not need to be “invited” nor do the organisations “accept” participation. However, signed certifications from all organisations (excluding the Administering Organisation) must be obtained before the Proposal can proceed. A certification proforma for organisations may be found on the ARC website at [http://www.arc.gov.au/ncgp/lief/lief\\_certification.htm](http://www.arc.gov.au/ncgp/lief/lief_certification.htm) See Section 11.6 in the Funding Rules for more information on certification.

There can only be one Administering Organisation and it must be listed first. If the Proposal is successful, the Eligible Organisation responsible for the administration of the Project will be referred to as the Administering Organisation. Refer to Appendix C of the Funding Rules for a list of Eligible Organisations.

- To add organisations to the Proposal, select the “[Add Organisation Participant](#)” link in the “Draft Proposal Summary screen” and select the “Participant Type” in the drop down box as “Administering Organisation”.
- Then press the “[Set Organisation](#)” link and find the organisation that will serve as the Administering Organisation. Once found, press the “Add Participant” button. This information will auto-populate into Part A1 of the Proposal Form.
- Next to add the other organisations on the Proposal select “Add Organisation Participant” again, and select the type of participation from either “Other Eligible Organisation” or “Partner Organisation”. Before selecting an organisation type ensure that the chosen “Organisation Participant” is eligible for that organisation type under Section 7 of the Funding Rules.
- Repeat the steps above until all “Organisation Participants” are invited.
- Note: If the Administering Organisation is a Peak Body and it is not listed on the drop-down menu please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au) to arrange for the Peak Body to be created in the ARC online application system.

## Giving access to non-participating editors

If an assistant or another non-participating party needs to access and update the Proposal:

- Select “Give access to non-participant” from the “Draft Summary Proposal” screen.
- Next insert the **Person ID** and the family name of the non-participant to be invited to access on the Proposal (please note these are case sensitive).
- Next “Allocate Rights” as appropriate.

Further information about adding people and/or organisations is available from the “[help](#)” link on the “Draft Proposal Summary Screen”.

## Part A—Administrative Summary

### ***A1 If this Proposal is successful, which organisation will it be administered by?***

This information will be auto-populated once the relevant of “Organisations” have been added in “Organisation Participants” in the “Draft Proposal Summary Screen”.

### ***A2 Peak Body – Is the Proposal being submitted by a Peak Body?***

A Peak Body may submit a Proposal only if it is a request for funding for subscriptions or other payments in respect of participation in and use of international research facilities (including international facilities located within Australia).

Funding for subscriptions or other payments in respect of major international research facilities would normally occur under an international agreement that is approved by the ARC. The ARC will approve such agreements only if there are significant benefits to Australia by way of access to a facility not otherwise available to Australian researchers. If a Proposal is being submitted by a Peak Body the Proposal **must**:

- Include at least one of the Eligible Organisations listed in Appendix C of the Funding Rules as an “Other Eligible Organisation” (instructions on how to add organisations are on page 9); and
- Meet the requirements specified in Appendix D of the Funding Rules.

Refer to Section 7 of the Funding Rules for further information on eligible organisations including Peak Bodies.

### **A3 Proposal Title**

- The title inserted at A3 should include the name of the item of infrastructure, equipment or facility to be acquired.
- The title should be precise, informative and, as far as possible, should use language which is comprehensible and accessible to the general public; and
- The title should not include acronyms, quotation marks or use all upper case characters.

### **A4 Person Participant Summary**

This information will be auto-populated once “Participants” have been added in the “Draft Proposal Summary Screen” **and** the Participants have “accepted” the request to participate on the Proposal. **Note:** Each Participant’s “Relevant Organisation” will be auto filled when the “Personnel” (Part F6) of the Application Form is completed.

**Note:** If a Participant’s information is incorrect or incomplete, that Participant must log onto the ARC online application system using their own User ID and then go to their “Personal Details” section and update their information. If a Participant’s “Current Organisation” is not showing in the Proposal at Part A4, that Participant must log on using his/her User ID and go to his/her “Personal Details” select the “Organisation Details” tab, edit the current position and ensure that the “Position is currently held” box is ticked. Once this has occurred the Proposal owner must resave Part A of the Proposal and the updated information will auto-populate into the Proposal.

### **A5 Chief Investigator Manager Summary**

One of the (up to five) Chief Investigators (CIs) from each Eligible Organisation nominated in accordance with subsection 8.1.5 of the Funding Rules must be identified on the Proposal as a CI Manager from that Organisation who is to manage the purchasing, upgrading, construction, transportation, installation and maintenance of and/or manage access to the proposed research infrastructure, equipment and or facilities. See subsection 8.1.6 of the Funding Rules.

- To nominate a CI Manager enter his/her family name, first name and the organisation that CI will be associated with as at 1 January 2011.
- **List these “CI Managers” in order of management importance from highest to lowest with the Project Leader first.**
- Do not list Partner Investigators (PIs).
- Please remove blank “boxes” where not used with the “[remove answer](#)” link or add where necessary with the “[add answer](#)” link.

### **A6 Single-Organisation Proposal**

A Single-Organisation Proposal means a Proposal in which there is only one Eligible Organisation listed as a contributor to the Project. There may, however, be Partner Organisations involved.

CIs on Single-Organisation Proposals would usually be associated with the Administering Organisation. However, CIs from other Eligible Organisations may be nominated in the Proposal in some circumstances (see Section 8 of the Funding Rules). It should be noted that if these other Eligible Organisations are contributing cash or in-kind resources (like time) to the Project then the Project is **not** considered to be a Single-Organisation Proposal and the contributions of the CIs’ organisations should be detailed in Part D “Project Cost” of the Proposal Form.

### **A7 International Facility**

Select yes or no to this question. If yes is selected, you will also need to select yes or no to advise of the existence of an international agreement.

Funding for subscriptions or other payments in respect of major international research facilities would normally occur under an international agreement that is approved by the ARC. The ARC will approve such agreements only if there are significant benefits to Australia by way of access to a facility not otherwise available to Australian researchers.

### **A8 Summary of Proposal**

- Provide a written Proposal summary of no more than more than 750 characters (approximately 100 words) focusing on the aims, significance and expected outcomes of the Project.
- Use clear plain English and use the minimum of terminology unique to the area of study.
- **Avoid the use** of quotation marks, acronyms and **do not** use all upper case characters in the text.

**Note:** This summary may be used for public release.

### **A9 Summary of Project for Public Release**

*In no more than 350 characters (approx 50 words), please provide a two-sentence descriptor of the purpose and expected outcome of the project which is suitable for media or other publicity material. Do not duplicate or simply truncate the "Summary of Proposal".*

- Provide a short summary of the project (suitable for publicity or media), describing the purpose and outcome that is expected to arise from the research supported by the proposed of the equipment, infrastructure or facility.
- Use clear plain English and make the summary comprehensible and accessible for the general public as far as possible.
- **Avoid the use** of quotation marks, acronyms and **do not** use all upper case characters in the text.

**Note:**This summary may be used for public release.

At the end of Part A, "**Save**", or "**Save and continue**" to go to the next screen or to return to the "**Draft Proposal Summary Screen**" use the link at the top of the screen.

## **Part B—Classifications and other Statistical Information**

### **B1 National Research Priorities**

- Indicate whether this Proposal falls within one of the four designated National Research Priorities.
- Select from the drop down list under National Research Priority area. Each priority has a number of associated priority goals, to add select from the drop down list under "Goals".
- If the Proposal does not fall within one of the four designated National Research Priorities please leave blank.

**Note:** the ARC online application system will allow only one of the National Research Priorities to be selected; please choose the most appropriate one from the list. Applicants may however, choose more than one goal within a chosen National Research Priority area. Refer the ARC website for further information regarding National Research Priorities (<http://www.arc.gov.au/applicants/default.htm>).

## **B2 Field of Research**

The Field of Research (FOR) classification defines the research according to disciplines (more information on FOR codes is at (<http://www.arc.gov.au/applicants/codes.htm>)).

- Select each classification code that relates to the Proposal by selecting “Add FOR code”.
- Next indicate the importance of each classification by using a percentage. Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.

**Note:** Select the FOR codes of the Proposal carefully, as they are considered when assessors are being selected to read the Proposal. The codes chosen should relate directly to the field of the proposed Infrastructure, Equipment or Facility not to the field to which the outcomes of the research, as conducted, will be applied.

## **B3 Socio-Economic Objective (SEO-08)**

The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the Project (see <http://www.arc.gov.au/applicants/codes.htm>).

- Select each classification code that relates to the Proposal by selecting “Add SEO code”.
- Next indicate the importance of each classification by using a percentage. The ARC recommends no more than three SEOs per Proposal, though more may be used. Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.

## **B4 Keywords**

- Enter between one and ten keywords to describe the proposed research and its application in industry.
- The keywords should be of the kind normally required for submitting an article to a major refereed journal.

**Note:** These keywords are for the ARC's guidance only.

## **B5 If the proposed research involves international collaboration, please specify country/ies involved.**

- Select the names of the country or countries of Participants and/or other parties who will collaborate on this Proposal from the drop down list. To add additional lines please select “Add Country”.

At the end of Part B, “**Save**”, or “**Save and continue**” to go to the next screen or “**Previous and Save**” to go to the previous screen or to return to the “**Draft Proposal Summary Screen**” use the link at the top of the screen.

## **Part C—Project Description**

The Project description must not exceed ten A4 pages. Upload a single PDF document which uses the headings in the order below to explain the Proposal and its expected outcomes in a way that can be appreciated by all assessors. Please observe the [format](#) requirements below and on page 5 of this document.

### **Statement addressing selection criteria**

Using the headings below, address each of the selection criteria listed in Section 4.3 of the Funding Rules:

- Significance of research to be supported with the proposed infrastructure, equipment and facilities;

- Need for excellent Australian researchers to access the proposed infrastructure, equipment and facilities;
- Strength and benefits of collaboration between Eligible Organisations and/or other organisations; and
- Investigator(s).

### ***Infrastructure, equipment or facilities arrangements***

Outline the arrangements proposed for the purchase of, construction of or access to the infrastructure, equipment and facilities, its location, installation, day-to-day management and operation, maintenance, access by users to the facility, and the sharing of time and resources to maximise their use.

### ***Role of personnel***

- Summarise the role, responsibilities and contributions of each investigator named in the “Person Participant Summary” at Part A4 of the form beginning with “Participant Managers” from the “Chief Investigator Manager Summary” at Part A5; and
- Also summarise the roles and levels of involvement, if any, of Participants/users not named in Part A4 of the form (including any technical staff).

### ***References***

Include a list of all references within the page limit of ten A4 pages. References only may be in 10 point font.

At the end of Part C, “**Save**”, or “**Save and continue**” to go to the next screen or “**Previous and Save**” to go to the previous screen or to return to the “**Draft Proposal Summary Screen**” use the link at the top of the screen.

## **Part D—Project Cost**

### ***D1 What is the proposed budget for your Project?***

The budget has tables for Year 1 to Year 5. You should only put figures in Year 1 unless your Proposal is for a **major international research facility** where up to 5 years of funding may be provided. Refer to Sections 6.2-6.5 of the Funding Rules for information, including that concerning limits on ARC funding and permissible types of ARC funding.

Only costs directly relevant to the proposed Project are taken into account as eligible contributions. The contributions from each of the Administering and Collaborating Organisations must be specific to the Project and, in the case of Collaborating Organisations, not part of a broader contribution to an Eligible Organisation (Appendix D of Funding Rules).

The ARC will only fund up to 75% of the total direct cost of the facility over the life of the Project. Cash contributions from the Administering Organisation and Collaborating Organisations’ must make up the rest as a minimum (Funding Rules Section 7).

**All items entered in Part D1 “Project Cost” table must be listed in descending priority order.**

Salaries of support or academic staff and the cost of buildings or other infrastructure may not be counted as cash contributions. Such items may be included only as in-kind contributions (Funding Rules Appendix D).

If a vendor or supplier of an item listed in the budget is nominated as a Partner Organisation in the Proposal, the cash contribution of that Partner Organisation will be considered as a discount towards the infrastructure, equipment or facilities, unless otherwise approved by the ARC upon the provision of sufficient justification (Funding Rules Appendix D).

Do not include GST in the costs. The ARC will make GST adjustments to payments depending on whether the funding has been provided to a government-related or non-government-related entity.

**It is important to save regularly** whilst in the Budget section of the Application form.

Please refer to Appendix D of the Funding Rules for further information regarding contributions by organisations. The ARC reserves the right to determine a level of funding for a Project which may differ from those requested (Funding Rules Section 6).

- First enter the items to be funded by pressing the green cross

Description	ARC	Admin Org			Other Eligible Or...		PO	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind
▼ Direct Cost		0	0	0	0	0	0	0
▼ Other	+	0	0	0	0	0	0	0
Unspecified Funding		0	0	0	0	0	0	0

**Add item**

Description

- A dialogue box appears where items may be added for funding. Please add items strictly **in order of priority starting with the most important item** and adding items each time by pressing the green cross until all items are added.
- Enter a full description of each item and “Add Item”.
- To enter the organisations which will be contributing to this Project by use the “Set Other Organisation Contributor” link.

**Part D - Project Cost (LE110100001)**

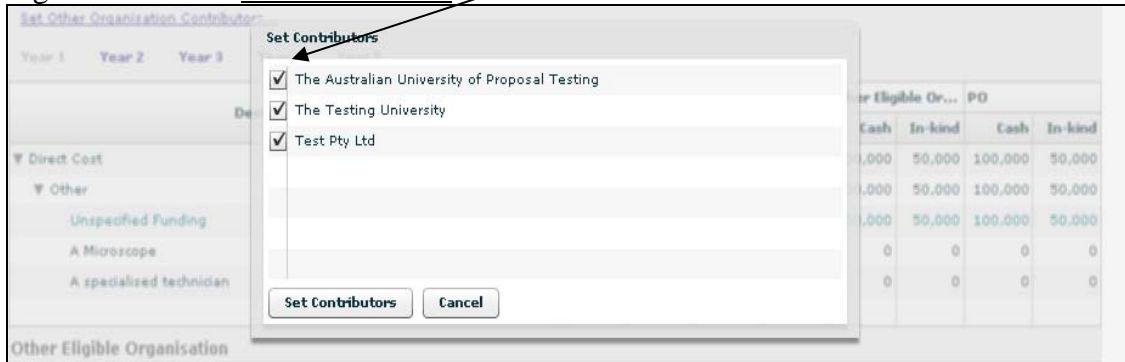
**D1. What is the proposed budget for your project?**

Please provide details of the budget proposed for your project. *(This question must be answered)*

[Set Other Organisation Contributors...](#)

Year 1   Year 2   Year 3   Year 4   Year 5

- The “Set Contributors” box appears. Check all the boxes next to each contributing organisation and “Set Contributors”.



**Note:** If there is an organisation that is contributing to the Proposal either with cash or in-kind that is not listed on the “contributors list” as shown in the table above then it has not been entered into the Proposal (but should have been). If this is the case it is important to select the “Return to draft Proposal summary screen” link at the top of the “Project Cost” screen and then select “Add Organisation Participant” and then add that organisation before returning to the “Project Cost” screen and continuing to complete the budget.

- Enter \$1 into the ARC column against each item requested. The \$1 acts as a placeholder in the online application system.
- Enter the total amount being sought from the ARC in the ARC column against “Unspecified Funding” minus the \$1 placeholders against items and “Save”.

Description	ARC		Admin Org		Other Eligible Or...		PO	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Direct Cost	600,000	200,000	50,000	100,000	50,000	100,000	50,000	0
Other	600,000	200,000	50,000	100,000	50,000	100,000	50,000	0
Unspecified Funding	599,998	200,000	50,000	100,000	50,000	100,000	50,000	0
Microscope	1	0	0	0	0	0	0	0
Installation Technician	1	0	0	0	0	0	0	0

- To edit items select the pencil and notepad icon. To delete items select the red cross.
- If you wish to delete a figure from a cell and leave it blank before moving to the next cell, replace the figure with a zero or you will be unable to move to another cell.
- Enter contributions from the Administering Organisation into the “Admin Org” column in the “Unspecified Funding” row. **Do not breakdown the contribution (cash or in-kind) from the Admin Org into figures against specific (equipment) items.**

Other Eligible Organisation										
Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
The Testing University	100,000	50,000	0	0	0	0	0	0	0	0
<b>Total</b>	<b>100,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Partner Organisation										
Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Test Pty Ltd	100,000	50,000	0	0	0	0	0	0	0	0
<b>Total</b>	<b>100,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

- Enter contributions from the Other Eligible Organisations and Partner Organisations in their corresponding organisation’s budget tables as shown above.
- Save

**D1. What is the proposed budget for your project?**

Please provide details of the budget proposed for your project. (This question must be answered)

[Set Other Organisation Contributors...](#)

Year 1   Year 2   Year 3   Year 4   Year 5

Description		ARC	AdminOrg		Other Eligible Or...		PO	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind
▼ Direct Cost		600,000	200,000	50,000	100,000	50,000	100,000	50,000
▼ Other	+	600,000	200,000	50,000	100,000	50,000	100,000	50,000
Unspecified Funding		599,998	200,000	50,000	100,000	50,000	100,000	50,000
A Microscope	✗	1	0	0	0	0	0	0
A specialised technician	✗	1	0	0	0	0	0	0

**Other Eligible Organisation**

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
The Testing University	100,000	50,000	0	0	0	0	0	0	0	0
<b>Total</b>	<b>100,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Partner Organisation**

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Test Pty Ltd	100,000	50,000	0	0	0	0	0	0	0	0
<b>Total</b>	<b>100,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Previous & Save   Save   Save & Continue

- Now enter the contributions in the “Total” row from the Other Eligible Organisations budget table and the Partner Organisations budget table against the “Unspecified funding” line under “Other” of the total proposed budget part of the form as shown above. **Do not breakdown the contributions (cash or in-kind) from each organisation into specific (equipment) items.**

Note: Details of non-ARC cash or in-kind contributions for specific (equipment) items can be placed in “Details of non-ARC Contributions” at E3 in the Proposal.

- Save.
- If the individual budgets for Other Eligible Organisations and Partner Organisations do not match the TOTAL budget table, a validation error may appear at the top of the document to remind you that the two budget tables do not match. See example below.

**D1. What is the proposed budget for your project?**

Please provide details of the budget proposed for your project. (This question must be answered)

- The in-kind totals of the primary budget table and the secondary budget table do not match up for the contributor 'Other Eligible Organisation (Summary)' for Year 1.
- The in-kind totals of the primary budget table and the secondary budget table do not match up for the contributor 'Partner Organisation (Summary)' for Year 1.

**Important:** The ARC online application system will not always give a validation error notification e.g. if the ARC funding requested exceeds 75% of the total cost of all items. The system does limited validation checks (as shown in the box above), however it is the Administering Organisation’s responsibility to ensure that the Funding Rules budget requirements are met before submission to the ARC.

At the end of Part D, “**Save**”, or “**Save and continue**” to go to the next screen or “**Previous and Save**” to go to the previous screen or to return to the “**Draft Proposal Summary Screen**” use the link at the top of the screen.

## Part E—Budget justifications

### E1 Summary of Project Cost

**In no more than one A4 page provide a Summary of Project Cost using the table template as detailed in the Instructions to Applicants. Entitle the page of the PDF as “E1 – Summary of Project Cost”.**

- Using the “Direct Cost” figures from the first table in the Project Cost Part (D1) please complete and upload a PDF of a “Summary of Project Cost” table as set out in the example template below using the same row and column headings and no others.
- In column one insert the Total contribution sought from the ARC per year
- In column two insert the Total of cash contribution from the Administering Organisation per year.
- In column three insert the Total of cash contributions from all Other Eligible Organisations per year.
- In column four insert the Total of cash contributions from all Partner Organisations per year
- In column five calculate and insert the Total cash cost of all the items requested as one figure per year i.e. this figure will be the total of columns 2, 3 and 4.
- In column six insert the Total contribution requested from the ARC as a percentage of the total cash cost of all items i.e. the ratio of column one and column five expressed as a percentage. This figure will show you if the ARC funding requested is more than 75% of the total direct (cash) cost of the infrastructure, equipment or facility (subsection 6.1.4 of the funding rules).
- The table below must be used as a template (with your own data inserted). The PDF which you upload into the Proposal must fit into the [format](#) requirements.

#### Summary of Project Cost

	Total Contribution sought from ARC \$	Total cash Administering Organisation \$	Total cash all Other Eligible Organisations \$	Total cash all Partner Organisations \$	Total cash cost Sum of all items sought \$	Total contribution sought from ARC as percentage of total cash cost of all items %
Year 1	600,000	200,000	100,000	100,000	1,000,000	60%
Year 2*	0	0	0	0	0	0%
Year 3*	0	0	0	0	0	0%
Year 4*	0	0	0	0	0	0%
Year 5*	0	0	0	0	0	0%
Total	600,000	200,000	100,000	100,000	1,000,000	60%

\* International Facilities only

### E2 Justification of funding requested from the ARC

**In no more than two A4 pages fully justify in terms of need and cost, each budget item requested from the ARC. (Use the requested budget items as headings). Entitle each page of the PDF as “E2 – Justification of funding requested from the ARC”.**

The uploaded PDF **must**:

- Use the same item names as in the “Proposed Budget” table; and
- Fully justify each item in terms of need, cost and priority. **Note:** The items entered in Part D1 in the “Proposed Budget” table should have been **listed in order of priority with highest first**.

### **E3 Details of non-ARC contributions**

**In no more than one A4 page provide an explanation of how non-ARC contributions will support the proposed project. Entitle the page of the PDF as “E3 – Details of non-ARC contributions”.**

The uploaded PDF **must**

- provide an explanation of how non-ARC contributions (cash and in-kind) will support the Proposal.

### **E4 Summary of Quotes**

**In no more than three A4 pages upload a Summary of Quotes for all items to be purchased, in the required format. Entitle each page of the PDF as “E4 – Summary of Quotes”.**

The uploaded PDF **must:**

- Enter all information as set out in the table template below using the same headings as those below.
- Enter each item in the Summary of Quotes table in the same order as each item has been entered in the first table in Part D1 “Project Cost” (i.e. in descending order with the highest priority item numbered 1, second priority item numbered 2 etc).
- If more than one quote for the same item has been obtained from different suppliers, repeat the same “Item No” for that item. Differentiate the first, second or third quote etc for that same item with a 1, 2 or 3 etc in the “Quote Number” column as illustrated below.
- Insert an asterisk into the “Preferred quote” column as indicated below against the quote you prefer to use.
- The single PDF which you upload into the Proposal must fit into the [format](#) requirements. This table may be landscape orientation provided the page limits are observed and the headings of the table are on the left.
- The amount shown in the “Amount \$AUD” should include the discount (if any).

#### **Summary of Quotes**

<b>Item No in priority order</b>	<b>quote No.</b>	<b>Pref quote *</b>	<b>Supplier Name</b>	<b>Item Name</b>	<b>Discount %</b>	<b>Amount \$AUD</b>	<b>Date of quote</b>	<b>Exchange Rate at time of quote</b>
1	1	*	Example Co	Microscope	Nil	500,000	1/4/10	0.94USD
1	2		ABC Co	Microscope	5%	499,999	30/3/10	0.94USD
1	3		Testing Pty Ltd	Microscope with UV detector and Vis-US Scope	Nil	700,000	2/4/10	1.00AUD
2	1	*	Example Co	UV detector	Nil	15,000	1/4/10	0.94USD
2	2		ABC Co	UV detector	5%	17,000	30/3/10	0.94USD
3	1	*	Example Co	Vis-UV Source	Nil	7,000	1/4/10	0.94USD
3	2		ABC Co	Vis-UV Source	5%	10,000	30/3/10	0.94USD

At the end of Part E, “**Save**”, or “**Save and continue**” to go to the next screen or “**Previous and Save**” to go to the previous screen or to return to the “**Draft Proposal Summary Screen**” use the link at the top of the screen.

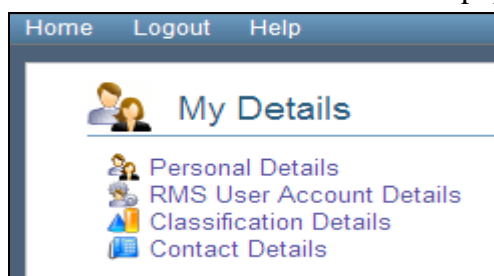
## Part F—Personnel

A copy of this Part of the form will automatically be generated for each Participant who has been invited via the “Draft Proposal Summary Screen” and who has subsequently accepted. If an invited Participant has not accepted the invitation no Personnel Part will appear for that Participant.

This is the largest Part of the Proposal. Please ensure that you save regularly while completing this Part.

### **F1 Personal Details**

- This Part of the form will be auto populated from the details held in the ARC online application system “Personal Details” for each Participant.
- To update their personal details, Participants must first log on using their own User ID and amend their profile in the system using the “My Details” section (which appears at the top of the screen after Participants logon to the ARC online application system). Updating all the details in the “My Details” section, will ensure that each Participant’s data will be correct when it is auto-populated into a Proposal.



### **F2 Postal Address**

- This Part of the form will be auto populated from the details held in the ARC online application system “Contact Details” for each Participant.
- To check or update a postal address, individual Participants must log on using their own User ID and amend their own details in the ARC online application system by using the instructions at F1 above.

### **F3 Qualifications**

- This Part of the form will auto populate from the details held in ARC online application system for each Participant.
- To check or update qualifications, individual Participants must log on using their own User ID and amend their own details in the ARC online application system by using the instructions F1 above.

### **F4 Current and Previous appointment(s)/position(s) –during the past 10 years**

- This Part of the form will auto populate from the details held in ARC online application system for each Participant.
- To check or update Current or Previous appointments/positions, individual Participants must log on using their own User ID and amend their own details in the ARC online application system by using the instructions F1 above.

### **F5 Research Record Relative to Opportunities**

**List the most significant publications over the last five years for the Participant which are relevant to the Proposal and also provide the total number of peer-reviewed research publications over the last five years**

- All Participants must complete this Part of the form. Write a maximum of 2500 characters (approximately 330 Words), listing the Participant’s recent publications relevant to this Proposal.

- Include refereed journal articles and refereed conference papers.
- Ensure this listing is limited to the last five years only.
- If you do not have any publications over the past five years mark this Part of the form with “not applicable”.

**Give brief details of all competitive funding for the last five years**

- All Participants must complete this Part of the form. Write a maximum of 2500 characters (approximately 330 Words).
- Include grant number, if an ARC grant, the title of the grant, the years for which the grant was awarded, the amount funded, and briefly what part you played in the Project.
- If you have not had any competitive funding over the past five years mark this Part of the form with “not applicable”.

**Describe any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal e.g., any circumstances that may have slowed down your research and publications over the last five years (e.g. career interruptions for childbirth, carer’s responsibilities, misadventure, or debilitating illness).**

- If applicable write a maximum of 1500 characters (approximately 200 words) with examples of the interruptions to your career or any other circumstances as detailed above.

**F6 Organisational affiliations for eligibility purposes for this Proposal.**

Please enter the name of the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role. Please ignore references to “supervisors” and “Fellowship Candidates” in this question as they are not relevant to LIEF.

- Select the “[Search for Organisation](#)” link to find the name of the organisation the Participant will be associated with for the purposes of satisfying the eligibility requirements for the Participant’s nominated role in undertaking the proposed research.

**F6. Organisational affiliations for eligibility purposes for this Proposal**

Name of the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role in undertaking the proposed research. (i.e. for a CI and Supervisors this will usually be the Eligible Organisation at which they will be employed or hold an adjunct appointment as at 1 January 2010 and beyond; for Fellowship candidates it will be the Host Organisation). (This question must be answered)

**Note:** you wish to create a new organisation, please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au)

Organisation

[Search for Organisation](#)

Affiliation Type

- Type part of the name of the organisation you will be associated with.

Search For Organisations

Organisation Name

		things that include really long test titles		444
C	UPT	The University of Proposal Testing	The University of Proposal Testing	10 100 100 100
C	PTUA	The Proposal Testing University of Australia	The Proposal Testing University of Australia	20 200 200 200
C	UUAT	The University of UA Testing	The University of UA Testing	

- If the organisation is not on the list, please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au).

- For CIs, this is usually the Eligible Organisation at which you will be employed, or at which you hold an adjunct appointment, or at which you are an officeholder of, as at 1 January 2011 (see Sections 7 and 8 of the Funding Rules);
- For PIs, this is usually your primary employer or a contributing organisation at which you are an officeholder (see Sections 7 and 8 of the Funding Rules).
- Use the drop box at Part F6 labelled “Affiliation Type” to enter the type of your affiliation with the organisation.

**F7 Are you a current member of the ARC or its selection or other advisory committees?**

- This Part of the form will auto populate from the details held in ARC online application system for each Participant. If this information is incorrect, please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au).
- **Note:** This Part only relates to the above stated associations and does not include Participants who are on ARC-funded Projects or in ARC funded Centres.

**F8 Please name any of your relatives or close social/professional associates that are members of the ARC or its selection or other advisory committees.**

- If you do have such associates, their name/s **must** be entered in the text box provided.
- This information will assist the ARC in managing instances of potential Conflicts of Interest with ARC staff and potential assessors. The ARC has procedures for declaring Conflicts of Interest and for Selection Advisory Committee members to withdraw from consideration of particular Proposals for which there may be a Conflict of Interest.
- **Note:** Examples of such committees are College of Expert members or members of a Selection Advisory Committee (SAC) or the ARC's Advisory Committee. This Part only relates to the above stated associations and does not include Participants who are on ARC funded Projects or in ARC funded Centres.

**F9 Partner Organisation Affiliations**

***Do you have an association with a Partner Organisation named in this Proposal which is, or may be perceived as a Conflict of Interest?***

- If **yes** has been selected, in no more than 750 characters (approximately 100 words) of plain language, please describe the Conflict of Interest and how it will be managed.
- To determine if a conflict of interest may exist please refer to the ARC website [http://www.arc.gov.au/about\\_arc/coe\\_guidelines.htm#conflict](http://www.arc.gov.au/about_arc/coe_guidelines.htm#conflict) for further information.

At the end of Part F, “**Save**”, or “**Save and continue**” to go to the next screen or “**Previous and Save**” to go to the previous screen or to return to the “**Draft Proposal Summary Screen**” use the link at the top of the screen.

## **Part G—Partner Organisation Details**

A copy of this Part of the form will automatically be generated for each Partner Organisation that has been added to the Proposal via the “Draft Proposal Summary Screen”.

**G1 Organisation contact details**

- Enter the name, title and contact details of the person who will be the main contact in the named Partner Organisation. This person may be a Partner Investigator or, other representative of the Partner Organisation.

**G2 Organisation postal address**

- The postal address will be filled out automatically.

- To update an organisation's postal address details, the organisation's profile must first be amended. Once amended, these details will automatically update into the Proposal.  
**Note:** Only the ARC can update these information profiles, please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au).

### **G3 Other organisation details**

- Additional details for this organisation will be filled out automatically.
- To update any of the additional details, the organisation's profile must first be amended. Once amended, these details will automatically update in this form.
- Note:** Only the ARC can update these information profiles, please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au).

At the end of Part G, “**Save**”, or “**Save and continue**” to go to the next screen or “**Previous and Save**” to go to the previous screen or to return to the “**Draft Proposal Summary Screen**” use the link at the top of the screen.

## **Part H—Research Support**

Please note that this Part may show as "Valid" on the “Draft Proposal Summary Screen” despite no information having been entered. Please review this Part carefully before submitting the Proposal keeping in mind that incomplete or misleading information may result in the ARC in its absolute discretion, deciding to not recommend the Proposal for approval (Funding Rules Appendix A).

### **H1 Research Support**

**For each Participant (Investigator) listed in the “Person Participant Summary” of Part A4 of this Proposal, please provide details of past, current or requested funding (from ARC and from other agencies) for calendar years 2009 to 2013 inclusive.**

**The list should only include past, current or requested: (1) LIEF or other agency infrastructure, equipment or facilities funding; and or (2) Research funding (from other ARC schemes or from other agencies) where the research supported would use similar infrastructure, equipment or facilities to that being requested on this Proposal.**

- For each nominated Participant listed in the “Person Participant Summary” (Part A4), provide the dollar amounts of research funding for the calendar years 2009 to 2013 inclusive.
- Using the table format below, create the list of relevant Projects/Proposals.

Description	Support Status	Project/ Proposal ID (if applicable) & agency name	2009 (\$'000)	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)
J Simms, A Smith, B Teale – Radiation detector for geological analysis. Intrepid Geophysics, Sydney	R				200		
G. Jones, A Smith – Mass Spectrometer Facility for coastal Queensland. ARC LE Round 1	P	LE090100100 ARC	700				
A, Smith, J Simms, G Jones – Effects of climate change on coastal geological formations. ARC LP Round 1	C	LP10010071 ARC		90	50	20	
A Tange, J Stone Effect of stratospheric water on global warming.	C	AGO1002354 Australian Greenhouse Office		1000			

- Description – all named investigators on any ARC Proposal/Project or other agency Proposal/Project which would use or involve similar infrastructure in which a Participant is involved. Please include Project title, source of support, scheme and round.
- Support Status
  - “R” for Requested support (Proposal outcome currently unknown)
  - “C” Current support (Proposal currently funded i.e. from 2010 year onwards)
  - “P” Past support (Proposal funded in year(s) previous to 2010 with funding ongoing into the current year and/or beyond.
- Funding amounts are to be shown in thousands and in Australian dollars.
- Refer to Section 9.2 of the Funding Rules for further information on non-duplication of Commonwealth funding and on cross-scheme funding. Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.
- The table template above must be used (with your data inserted). Please ensure that the single PDF uploaded into the Proposal is in the [format](#) required by the table and also on page 5.

At the end of Part H, “**Save**”, or “**Save and continue**” to go to the next screen or “**Previous and Save**” to go to the previous screen or to return to the “**Draft Proposal Summary Screen**” use the link at the top of the screen.

## Part I—Statements on progress of ARC Funded LIEF Projects

Please note that this Part of the form may show as "Valid" on the main Proposal summary screen despite not having been reviewed. Please review this Part carefully before submitting the Proposal.

### 11 Statements of Progress of ARC Funded LIEF Projects

Statements of Progress are required for Project(s) that have received funding in 2009 that involved any nominated Participant on this Proposal under the **ARC LIEF scheme only** (all these projects will have a Project ID commencing LE09). The following information **must** be provided:

- A table which shows the Project ID and Project Leader (even if the Participant on the Proposal being applied for was not the Project Leader) for Proposals that received funding in 2009 under the ARC LIEF scheme using the table format below.

**Statements of Progress**

Project ID	Project Title	Project Leader	Statement attached
LE090100100	The testing of Proposals and the difference it makes	Jones G; McTester T.	Yes
LE090100256	When old testers meet new systems	McTester T; Example J; Citizen P.	Yes

- **In addition** to the above table, please provide a Progress Statement for each Project on the above table detailing the progress of the Project.
- Uploaded these statements as a single PDF using **no more** than one A4 page for each funded Project on the list.
- Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.

At the end of Part I, “**Save**”, or “**Save and continue**” to go to the next screen or “**Previous and Save**” to go to the previous screen or to return to the “**Draft Proposal Summary Screen**” use the link at the top of the screen.

## Part J - Additional Details

Please note that this Part may show as “Valid” on the “Draft Proposal Summary Screen” despite no information having been entered. Please review this Part carefully before submitting the Proposal.

### J1 Summary of use of infrastructure, equipment or facility

**Provide usage information for all researchers (and/or their working groups) who will be using the facility. The number of hours they will use the infrastructure/equipment/facility should be estimated as the total hours per month (on average).**

- Upload a single PDF using the table template of no more than one A4 page.
- The PDF should be headed “Part J1 Summary of use of infrastructure, equipment and facilities”. Beneath this heading include the maximum number of researchers who can concurrently use the proposed infrastructure, equipment and facilities, as illustrated below.

#### Part J1 - Summary of use of infrastructure, equipment and facilities

Maximum number of researchers who can concurrently use the proposed infrastructure, equipment and facilities = ?

Organisation	Number of users (include Participants and their teams)	Estimated use of infrastructure, equipment or facility (hours per month)

### J2 Equipment Located Outside of the Administering Organisation

**Is any or all of the infrastructure, equipment or facility to be located outside the Administering Organisation's premises?**

If **yes** is selected at Part J2 the following information must also be provided:

- The proposed physical location of the infrastructure, equipment or facilities; and
- A statement in no more than 750 characters (approximately 100 words) justification for the proposed location of the infrastructure, equipment or facilities.

If **no** is selected at Part J2, insert NA or Not applicable into the text box to validate Part J2. Refer to subsections 6.3.2 and 6.3.3 and Section 6.8 of the Funding Rules for further information regarding funding, ownership and location of infrastructure, equipment and facilities.

### J3 Prior Commonwealth funding

**Has the infrastructure, equipment or facility been funded (in full or part) by the Commonwealth in previous years?**

If **yes** is selected at Part J3 the following information must also be provided:

**If the infrastructure/equipment/facility has been funded previously, include the relevant Project IDs and describe, in no more than 750 characters (approx. 100 words) how additional funding through LIEF would enhance or add to the previous funding the following information must also be provided:**

- Your statement must contain the relevant Project IDs and specifying how additional funding through LIEF would enhance or add to the previous funding.  
**Note:** If prior Commonwealth funding was not derived from the ARC and does not have a relevant Project ID please type “NOT ARC FUNDING” and provide the agency’s name, the name of the funding scheme as well as an explanation.

### J4 Other agency submission

**Have you submitted or do you intend to submit a similar Proposal to any other agency?**

If **yes** is selected at Part J4 the following information **must** be also provided by either:

- Selecting from the organisations available in the drop down list; or
- Selecting “Other”, if your organisation is not in the drop down list and typing the name of the agency/ies in the box beneath.

It is important that the ARC is aware of any concurrent applications for funding support (e.g. through other Commonwealth or State funding programs). You must also keep the ARC informed about the outcomes of these applications.

#### **J5 Similar infrastructure, equipment or facilities available at another Eligible Organisation**

*Is similar infrastructure, equipment or facilities available at another Eligible Organisation?*

- Answer Yes or no

*If yes, select the location of the infrastructure, equipment or facilities*

- To answer this question enter details of the location of the available infrastructure, equipment or facilities

*In no more than 750 characters (approx 100 words) of plain language, provide a statement to justify why collaborative use of the existing infrastructure, equipment or facilities is not practicable:*

- Justify why collaborative use of the existing infrastructure, equipment or facilities is not practicable.

Refer to subsections 6.3.2 and 6.3.3 and Section 6.8 of the Funding Rules regarding different types of facilities.

#### **J6 Integrated research facilities**

*Is this Proposal a request for an integrated facility?*

*In special circumstances a LIEF Proposal may be submitted for an integrated facility consisting of a number of small items (refer to the current Instructions to Applicants and LIEF Funding Rules). Such Proposals will be considered only where justification to the satisfaction of the ARC has been provided that an integrated facility is necessary to support research activities.*

If **yes** is selected at Part J6 the following information must also be provided:

- Provide a statement in no more than 750 characters (approximately 100 words) justification why an integrated facility is necessary to support the research activities outlined in this Proposal.

At the end of Part J, “**Save**”, or “**Previous and Save**” to go to the previous screen or “**Save and Finish**” to return to the “Draft Proposal Summary Screen”.

## **SUBMITTING A PROPOSAL TO THE RESEARCH OFFICE**

Only the Proposal “owner” (the Person who initiated the Proposal in the ARC online application system) can submit a Proposal to the research office.

Research Offices may impose their own internal deadlines on researchers to submit Proposals. Research Offices deadlines can be weeks in advance of the ARC closing date.

Before electronically submitting to the Research Office, the Project Leader should:

- Review all form components to ensure the information to be submitted is complete and **save each Part once more** (this is to ensure that all information is captured in the PDF) before the generating a copy of the final PDF.
- Ensure all form parts are complete and valid (indicated by a green tick);
- Generate a PDF (whole Proposal document PDF). This is found near the top of the “Draft Proposal Summary Screen”. The generation of the whole document PDF may take a minute or two. Please be patient and refresh the screen after a couple of minutes to see if the icon has changed to show that the PDF has been generated;
- **Note:** additions deletions or modifications to Proposals will not be accepted after the date of submission unless invited by the ARC.

To submit to the Research Office please select “Submit Proposal to Research Office” the bottom of the screen.

Many users may be attempting to submit concurrently as the Administering Organisation’s internal deadline approaches so please allow sufficient time to complete and submit the Proposal.

## Notes for Research Offices

The PDF should be re-generated before submission to ensure all changes to the form parts by any Participants or the Research Officer staff.

Only an authorised Research Office Delegate can certify a Proposal and submit to the ARC.

The time taken by your computer server to process Proposals may differ slightly from the ARC servers, therefore submission should **not** be delayed until the last possible moment.

After applications close, the ARC online application system will also automatically re-generate a PDF for each Proposal to ensure that all changes to the form are captured in the PDF.

Participants and Research Office staff should use this final PDF as the final record of the submitted Proposal.

## POINTS TO ASSIST APPLICANTS AVOID COMMON SUBMISSION ERRORS

This list is provided as a guide and is not an exhaustive list of potential errors.

- Has the [Project Leader](#) been entered as the first CI on the Proposal? Please refer to subsection 8.1.4 of the Funding Rules.
- With the exception of the Project Leader who must always be listed first, are all of the other proposed Participants in Part A4 of the form listed in descending order by the level of use of the proposed infrastructure, equipment or facility?
- Are the proposed Participants significant and regular users of the proposed infrastructure, equipment and facilities? Refer to subsection 8.1.10 of the Funding Rules.
- Have any of the proposed CIs exceeded the limits for Proposals on which they are named in this round? Refer to Section 6.6 of the Funding Rules.
- Is there only one [Participant Manager](#) (CI Manager) per Eligible Organisation at Part A5 of the form? Refer to subsection 8.1.6 of the Funding Rules.
- Are there less than 5 CIs per Eligible Organisation on the Proposal at Part A4 of the form? Refer to Section 8.5 of the Funding Rules.
- Are there 30 [Participants](#) or less listed on the Proposal at Part A4 of the form? Refer to subsection 8.1.2 of the Funding Rules.
- Is it likely duplicate Proposals have been submitted by any Participants? Refer to Section 6.7 of the Funding Rules.
- Do the proposed Participants meet the requirements for the relevant role for which they are nominated, and has the correct role been selected? Refer to Section 8 of the Funding Rules.
- If the Proposal is being submitted by a [Peak Body](#), has at least one Eligible Organisation been identified at “Organisation Participants” on the “Draft Proposal Summary Screen”? Refer to subsections 7.1.4 and Appendix C of the Funding Rules.

- Does the Proposal meet [format](#) and submission requirements? Note especially page limits, font size, margin size requirements and so on for uploaded PDF insertions. Refer to Section 11.3 of the Funding Rules and in this document.
- Are any items listed in the “Description” column in the Project Cost table (Part D1) prohibited? Refer to Section 6.4 and 6.5 of the Funding Rules.
- Have the items listed in the “Description” column in the Project Cost table (Part D1) been listed in descending order of priority? (i.e. highest priority first).
- Please ensure that all necessary information has been entered under Part H (Research Support) and Part J (Additional Details). **Important Note:** RMS cannot gauge how many entries are needed under these Parts and thus will consider these Parts valid even if you have not provided all necessary information. These parts may show as ‘Valid’ on the main Proposal summary screen regardless of the information entered.
- Has a statement of progress at Part I of the form been provided for all LIEF Projects that first received funding in 2009 in [Statements on Progress of ARC Funded Projects](#) (Part I), for any named Participant on the Proposal?
- Does the Proposal constitute Medical and Dental Research? Refer to Section 9.3 of the Funding Rules.

## Matters to note before completing the application form

Proposals are the prime source of information available to the ARC for evaluation purposes, and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for assessment of the Project without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web, unless requested by the ARC. All details in the Proposal must be current at the time of submission.

Proposals are to be completed through the ARC online application system (RMS) and submitted by an Eligible Organisation. See Appendix C in the Funding Rules for more information on Eligible Organisations.

## Accuracy of information

Check carefully that all the information contained in the Proposal is accurate before submission of the Proposal.

## Incomplete or misleading information

If the Proposal is incomplete, inaccurate or contains information that is considered false or misleading, the ARC may, in its absolute discretion decide to not recommend the Proposal for approval. Submission of such Proposals may constitute an offence under Commonwealth criminal law.

## Confidentiality

Information contained in the Proposal is regarded as confidential unless otherwise stated and will be received and treated as confidential by the ARC unless otherwise required by law. Third parties selected by the ARC to assess, evaluate or verify the accuracy of the Proposal will be required by the ARC to also treat the Proposal as confidential. See Appendix A (and elsewhere) in the Funding Rules for more information on confidentiality.

## Privacy

Information contained in the Proposal is collected in order to make recommendations to the Minister on the allocation of financial assistance under the *Australian Research Council Act 2001* and for post award reporting. The information collected may be passed to third parties for assessment purposes. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade, the Department of Innovation, Industry, Science and Research, the Department of the Environment, Water, Heritage and the Arts, the Department of Education, Employment and Workplace Relations, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans' Affairs for the purpose of checking eligibility. In other instances, information in this Proposal can be disclosed without your consent where authorised or required by law.

The ARC is bound by the provisions of the *Privacy Act 1988*. Section 14 of the *Privacy Act 1988* contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information. In brief, the ARC should ensure that:

- personal information is collected in accordance with IPPs 1-3;
- suitable storage arrangements, including appropriate filing procedures are in place;
- suitable security arrangements exist for all records containing personal information;

- access to a person's own personal information held by the organisation is made available to the person at no charge;
- records are accurate, up-to-date, complete and not misleading;
- where a record is found to be inaccurate, the correction is made;
- where the person contends that a record is inaccurate, and it is found to be accurate, the details of the request for amendment are noted on the record;
- the personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by IPP 10; and
- personal information is only disclosed in accordance with IPP 11.

## Troubleshooting – ARC Online Application System

Reference	Problem	Solution
Login	Why can't I login to RMS?	To login you must use your <b>RMS User ID</b> and password (not your RMS Person ID). Note: GAMS user accounts prior to January 2009 were copied to RMS so you can use your old GAMS ID (in capitals) however a new password would need to be requested.
Participants	Why can't I assign a person to be a Participant successfully?	Ensure that you have the person's <b>RMS Person ID</b> (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant' in RMS.
	How do I get another Participant's Person ID?	Please obtain a Participant's RMS Person ID directly from that Participant.
	Why isn't an invited Participant showing in the Personnel Part of the form (Part F)?	A Personnel entry will only be generated and appear for an invited Participant after that Participant has accepted his/her invitation onto the Proposal. The invited Participant needs to log into the RMS system using his/her own User ID and accept the invitation.
	Why isn't my 'Current Organisation' showing in the Administrative Summary (Part A4)?	Please ensure that your organisation details are correct in the RMS system by logging on with your own User ID and confirming that your " <a href="#">Position is currently held box</a> " is checked. This can be confirmed by going to "My Details" selecting "Personal Details" and then selecting the 'Organisation Details' tab.
	Why can't I see an organisation when I search for it?	RMS only stores organisations previously involved on ARC Proposals. If an organisation does not appear ask the ARC (by emailing <a href="mailto:rms@arc.gov.au">rms@arc.gov.au</a> ) to create a record in RMS for this organisation. Once created the new organisation will appear in a search.
Budget	Why is there no table for other Eligible Organisations visible?	Select the " <a href="#">Set Other Organisation Contributor</a> " link in the Project Cost (Part D) and select the organization you want. RMS will then populate a budget table for that organisation.
	Why can't I see the organisation I want when I select "Set Other Organisation Contributor"?	Organisations must be added to the Proposal first before they are populated into Project Cost (Part D). Please ensure that the organisation has been added to the Proposal via " <a href="#">Add Organisations</a> " on the 'Draft Proposal Summary' screen.
Validation	I have completed one of the Parts of the Proposal, why is it still showing 'Incomplete' or 'Invalid'?	Please go into the Part and check for any validation errors (shown in red text) and update as required, also check that all information has been entered where required. Don't forget to Save.
	There are no validation errors in a Part but I still get an 'Incomplete' status for that Part?	If information has been updated in RMS (outside of the Proposal form) for say a Participant's address details, the Part that would auto-populate with these details would then need to be saved for the Part of the form to validate.
PDF	Why does the generated PDF not show information that I have updated in RMS?	If information has been updated in a situation like the above circumstances, the relevant Part must be saved and the PDF re-generated before this information is updated into a current version of the PDF. Note: Before submission please go into each Part and save.