



Australian Government

Australian Research Council

LINKAGE INFRASTRUCTURE, EQUIPMENT AND FACILITIES

Instructions to Applicants
for funding commencing in
2007

Table of Contents

Matters to note before completing the proposal form	3
Accuracy of information	3
Incomplete or misleading information	3
Confidentiality	3
Privacy	3
Closing date	4
Submission of proposals	5
Proposal format	6
Proposal authorisation	7
Printing the proposal form	7
Number of copies	7
Preparing the proposal	7
Completing the proposal form	8
Part A	9
Part B	14
Part C	15
Part D	16
Part E	17
Part F	17
Proposal checklist	18

This document is intended to be a practical guide to assist you as a participant to complete the Proposal form and associated documentation as fully and accurately as possible.

The information in this document is underpinned by the *ARC Linkage Infrastructure, Equipment and Facilities Funding Rules for funding commencing in 2007* (henceforth referred to as the Funding Rules), which contain further details on the *ARC Linkage Infrastructure, Equipment and Facilities* (LIEF) funding. You must read the Funding Rules (available from <http://www.arc.gov.au>) before you start preparing your Proposal.

Matters to note before completing the proposal form

Accuracy of information

Check carefully before you submit your Proposal that all the information contained in the Proposal form is accurate.

Incomplete or misleading information

If your Proposal is incomplete or contains information that is considered false or misleading, it may be excluded from any further consideration for funding, and may constitute an offence under Commonwealth criminal law.

Confidentiality

Information contained in applications is regarded as confidential unless otherwise stated, and, subject to the need to provide applications to assessors, and statutory requirements for the ARC to provide information to Parliament and other organisations, applications will be received and treated as confidential. As stated in the Funding Rules, summary information about successful applicants may be publicly released by the ARC.

Privacy

Personal information is collected in order to make recommendations to the Minister for Education, Science and Training 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 assessors for the purposes of obtaining a peer review assessment of the Proposal. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade, the Department of Industry, Tourism and Resources, the Department of the Environment and Heritage, the Department of Education Science and Training, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans' Affairs for the purpose of checking eligibility. The personal information of successful participants in the LIEF scheme may be publicly disclosed, unless the individual requests that his/her personal information be withheld. In other instances, personal information 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.

Closing date

The closing time for LIEF Proposals is 5.00 pm (AEST) **Friday 26 May 2006**. However, Administering Organisations may have an earlier closing date, as the ARC requires institutional research offices to provide certifications, electronic data and other information. Please check with the Administering Organisation's Research Office about their internal deadlines.

Note carefully

You should submit your Proposal through your Administering Organisation's Research Office by their internal closing date.

Major additional requirements for LIEF submissions are:

- a. **Part A12.1** - Certification by the Deputy/Pro Vice-Chancellor or equivalent in the Administering Organisation; and
- b. **Part D2** - Statements on progress of ARC-funded LIEF projects in 2005.

Submission of Proposals

Proposals under LIEF consist of three parts:

- a. **Online form** which must be completed and submitted in the ARC online Grants Application Management System (GAMS), accessible via the ARC website at <http://www.arc.gov.au>.
- b. **Additional text (Part F1)**, submitted as part of the paper version of the Proposal. Additional text addresses the Selection Criteria (see Funding Rules 8.1.1) and includes:
 - i. a detailed budget justification that states the amount required for each item and the priority afforded each item;
 - ii. details of staff, students and resources involved in the proposed research activities;
 - iii. the arrangements proposed for the purchase of, construction of, or access to the infrastructure, equipment or facility, its location, installation, day-to-day management and operation, maintenance, and the sharing of time and resources to maximise use; and
 - iv. in the case of library or research information infrastructure Proposals, the additional information specified in Appendix 4.
- c. **Curricula vitae and supporting documentation**, required as part of the paper version of the Proposal:
 - i. a curriculum vitae (CV) for each Chief Investigator, each no more than one A4 page in length (including publication details);
 - ii. summary of quotes for items to be purchased, each no more than one A4 page in length; and
 - iii. where the infrastructure, equipment or facility is to be located outside an Eligible Organisation, a copy of an agreement on access, use and maintenance between the organisations involved.

Proposals must be written in plain English and should comply strictly with the format and submission requirements.

As information provided in the Proposal is the primary source of information available to the LIEF Advisory Committee, participants must submit their projects 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, particularly concerning any successful grants, must be current at the time of submission..

Because of the volume of material that is processed, additions, deletions and modifications will not be accepted after the date of submission.

Key dates within the LIEF application cycle are listed in Table 1.

Month	Year	Event
Friday 26 May	2006	Closing date for LIEF Proposals Note: Each Administering Organisation may set its own internal closing date. Please consult with the organisation's Research Office.
July	2006	LIEF Advisory Committee meets to consider Proposals and develop funding recommendations for the Minister for Education, Science and Training
September/October	2006	Minister announces LIEF funding. ARC provides advice on outcomes to participants via research offices.
28 days following date of advice to participants	2006	Closing date for appeals

Table 1: LIEF Proposal cycle 2006

Proposal format

Additional text, including additional information for library or research information infrastructure Proposals, is to be no longer than 10 A4 pages.

All pages of additional text should be in black type, use a single column and 12-point font size on white A4 paper, be printed on one side only and unbound, with at least 2 cm margins on each side. As Proposals are scanned electronically, a highly legible font type must be used, such as Arial, Courier, Palatino, Times New Roman and Helvetica. Variants such as mathematical typesetting languages may also be used. References may be reproduced in 10-point font size. Colour graphs or colour photographs may be included but they will be reproduced in black and white and the reproduction quality may be degraded. Finely detailed graphics and grey scale may also not be precisely reproduced.

The pages of the Proposal, including additional text, curricula vitae and supporting documentation, should be numbered consecutively starting from page one.

Proposal authorisation

Proposals must be signed by the Deputy/Pro Vice-Chancellor or equivalent, and an Investigator and delegate from each Collaborating/Partner Organisation in Part A12 (Certifications). A separate page is printed for each Collaborating/Partner Organisation. The 'Certifications' page does not appear on the GAMS electronic screen but will print after the GAMS Proposal form has been completed. This part can be completed manually.

Printing the proposal form

GAMS will allow the originating author to print the Proposal from the participant home page.

To print the Proposal:

Click the 'Print' button/link to the right of the GAMS Proposal record. A dialogue box will open and invite the participant to save the file to the computer. Click the 'Save' button to download the Proposal. When the download is completed, click the 'Open' button to open the file in RTF (Rich Text Format) for printing.

Note carefully

Do not alter the RTF. All changes must be made in GAMS before printing. Changes in the RTF create differences between the RTF and the online GAMS form. If this occurs the ARC may, in its absolute discretion, decide not to recommend the Proposal for approval.

Number of copies

In addition to the online form, a paper version of the Proposal must be submitted in duplicate (one original and one identical copy). The paper versions must be clipped, not stapled. The paper versions of the Proposal must be submitted with any additional pages interleaved or added appropriately.

Preparing the proposal

The participant must fill out an electronic version of the Proposal form in the ARC's Grant Application Management System (GAMS) found at <http://www.arc.gov.au>. When completed, GAMS will allow the participant to print a hard copy of the Proposal.

GAMS

- To enter GAMS, a participant must have a valid GAMS UserId and password.
- All participants in a Proposal require a GAMS UserId.
- Both the GAMS UserId and password are normally provided by the research office or administration unit of the participant's organisation. A list of Administering Organisation's GAMS contacts may be found on the ARC website at <http://www.arc.gov.au>.
- Previously allocated GAMS UserIds remain valid. Participants DO NOT have to apply for a new GAMS UserId each year, neither do people with assessor logons.

Participants should contact their organisation's Research Office for assistance with GAMS. Participants who are not currently academic staff members of Australian universities should also seek their GAMS UserId from the nominated Administering Organisation. Alternatively, complete the 'Request for GAMS User Account' form available from the ARC website at http://www.arc.gov.au/gams_login or email GAMSIDS@arc.gov.au. The ARC will then respond to the request by emailing both a GAMS UserId and password within two working days.

Additional information on using GAMS can be found at http://www.arc.gov.au/gams_login/default.htm

When completing the electronic Proposal form, please save and validate frequently. Saving additions to the form alone does not inform the participant of validation errors.

After 30 minutes GAMS will lock an idle Proposal, the program will be aborted and any unsaved data will be lost.

The hard copy form requires that the participant record the total number of pages contained in the Proposal as shown in the example below:

Total number of sheets contained in this Proposal	56
---	----

To do this, enter the total number of pages contained in the Proposal, including all the pages of the application form, additional text and any required supporting documentation. The ARC uses this as a verification tool for scanning and image storing purposes.

Completing the Proposal form

The LIEF GAMS form is divided into six major parts:

- PART A: ADMINISTRATIVE SUMMARY
- PART B: PERSONNEL
- PART C: PROJECT COST
- PART D: RESEARCH SUPPORT
- PART E: PARTNER ORGANISATION DETAILS
- PART F: PROJECT DESCRIPTION

In addition to the signature pages, Parts D2 and F are completed outside GAMS.

Please read the following instructions carefully before completing your Proposal.

PART A – ADMINISTRATIVE SUMMARY

Project ID (eg “LE07010000”): This is generated automatically by GAMS.

A1 ORGANISATION TO ADMINISTER FUNDING

Name

Please select the name of the organisation that will administer the funding by clicking on the ‘List’ button. The organisation that will administer the funding must be an Eligible Organisation (as listed at Appendix 2 of the Funding Rules). If the organisation is a Peak Body select ‘Peak Bodies’. If the Peak Body organisation is not listed in the list for Peak Bodies select ‘Other Peak Body’, close the window and overtype the name of the organisation in the text box.

A1.1 Is the Proposal being submitted by a peak body?

A Peak Body is an established organisation which is recognised as effectively representing a significant grouping or section of the higher education community. A Peak Body may submit a Proposal containing a request for funding only for international subscriptions or other payments in respect of participation in and use of international research facilities (including international facilities located within Australia). Normally such arrangements occur only under an international agreement 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 Peak Body submits such a Proposal, the Proposal must identify at least one of the Eligible Organisations listed in Appendix 2, Item 1 of the Funding Rules, as a Collaborating Organisation.)

A2 PROPOSAL TITLE

The title should be precise, but as informative as possible. Please do not use all capitals for the title.

A3 PARTICIPANT SUMMARY

Please enter information about participants in the Proposal. You **must** include the project Lead Investigator as person 1, whose role must be Chief Investigator (CI). The first-named Chief Investigator will be the ARC’s reference for the Proposal.

You do not need to enter your organisation. This information will be filled automatically when you click on the button marked ‘Participant details’. You can

then confirm your details. Please note that you must enter a Proposal title before you can confirm your details.

Set out information about participants in the same order throughout the Proposal. All persons named here must complete Part B and provide curricula vitae as described at Part F2.

A4 YEARS FOR WHICH SUPPORT IS BEING SOUGHT

Indicate the years for which support is being sought. Funding is normally for one year only. However, funding for up to five years may be considered in the case of subscriptions to or other payments in respect of major international research facilities.

A5 SINGLE ORGANISATION PROPOSAL

Indicate here if the Proposal is a single-organisation Proposal (i.e. one in which there is only one Eligible Organisation listed as a contributor to the project). There may be Partner Organisations involved, however.

If the Proposal is a single-organisation proposal, justification must be provided in the Proposal why broader collaboration is not appropriate.

Note: Chief Investigators on single-organisation Proposals would usually be expected to be associated with the Administering Organisation. However, CIs from other Eligible Organisations may be nominated in the Proposal. If these other Eligible Organisations are contributing resources to the project then the project is not considered to be a single-organisation Proposal.

A6 INTERNATIONAL FACILITY

This section will indicate if your Proposal relates to a major international facility/ies. Normally this would occur only under an international agreement 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.

A7 SUMMARY DESCRIPTIONS

A7.1 Funding summary

This part of the Proposal will be filled in automatically from information provided in Part C, Project Cost. It will appear only in the printed form.

A7.2 Summary of Proposal

Write the summary in no more than 750 characters (approx. 100 words). Note: GAMS counts characters in a different way to word processing software. Write it in clear, plain English, avoid formatting text or using quotation marks, and use a

minimum of terminology unique to the area of study. This summary may be used by the ARC in the selection process, and may be used for publicity purposes.

A7.3 Summary of National/Community Benefit (for publicity purposes)

Write the summary in no more than 750 characters (approx. 100 words). Write it in clear, plain English, describing the expected national benefits to arise from the research for the Australian community. This summary may be used for publicity purposes.

A8 PARTICIPANT USAGE OF INFRASTRUCTURE, EQUIPMENT AND FACILITIES

A8.1 Summary of use of infrastructure, equipment or facility

Provide the number of researchers from each organisation who will use the facility and the average number of days in each month that they will collectively use the infrastructure, equipment or facility.

A8.2 Member(s) of staff who will manage the infrastructure, equipment or facility

List the member/s of staff who will manage the equipment or facility, including their Department/School/Other.

A8.3 Proposed physical location of infrastructure, equipment or facility (if applicable)

Identify the proposed location of the equipment or facility. Note that if you propose to locate the equipment or facility outside an Eligible Organisation's campus then the terms of access must be guaranteed and agreed to by the parties in a contract prior to submission of the Proposal in accordance with Section 3.7.2 of the Funding Rules.

Building A4, Department of Physics, The University of XXX

A9 LIBRARY OR INFORMATION INFRASTRUCTURE PROPOSAL

Further information that will assist you in completing library and information infrastructure Proposals can be found at Appendix 4 of the Funding Rules.

A10 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

A10.1 National Research Priorities

There are four National Research Priorities and each priority has a number of associated Priority Goals. Click the 'National Research Priorities' button to see the list of National Research Priorities and their associated goals. GAMS will allow only one of the National Research Priorities to be selected so please choose the most appropriate one from the list. You may select as many Goals in that category as necessary to reflect the scope of your Proposal.

A more detailed description of the National Research Priorities is available on the ARC website (<http://www.arc.gov.au>) and in Appendix 1 of the Funding Rules.

To save your selection, click the 'Save' button at the bottom of the National Research Priority page. This action automatically returns you to the Proposal form. If an incorrect Priority selection is saved do not clear the form by using the back button. Open the list again, change the Priority selected, and 'Save'. Do not use the 'Save' button on the left margin when in this page as this will not save the selected goals.

A10.2 Keywords

Enter up to six unique keywords to describe the proposed research. Select the keywords carefully. The keywords should be of the kind normally required for an article prepared for a major refereed journal. Ensure that you use English spelling variants and include a range of details from general to very specific within the sub-discipline. Keywords and Research Fields, Courses and Disciplines (RFCDD) codes will be used by the ARC as part of the selection process.

A10.3 Research classifications (list from highest % to lowest %)

Select at least one code from both the RFCDD codes and Socio-Economic Objective (SEO) classifications. Codes can be accessed by clicking on the 'List' button. If you use multiple codes, please select the most relevant code first. Other codes should be entered in order of decreasing percentage of importance.

The RFCDD codes define the research according to discipline. Indicate the relative importance of each code by using a percentage (rounded to the nearest multiple of 10). Identify codes from more than one discipline if the Proposal is multi-disciplinary.

The SEO classification indicates the sectors that are most likely to benefit from the research. Indicate the relative importance of each code by using a percentage (rounded to the nearest multiple of 10).

A10.4 Country/ies of international collaboration

Select the names of the country/ies, if any, which will collaborate with researchers using this equipment or facility.

A11 ADDITIONAL DETAILS

A11.2 Have you submitted a similar Proposal to any other agency?

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.

If you have submitted a similar application to any other agency, click on the 'Yes' box, otherwise click on the box marked 'No'. If you clicked the 'Yes' box you will need to identify the agency/ies from which you have sought support. Do not include details of other ARC proposals.

A11.3 Is funding for this project contingent on support from elsewhere?

If funding for this project is contingent on support from other funding sources, click the box marked 'Yes', otherwise click on the box marked 'No'. If you click the 'Yes' button you will need to provide further information on the source of conditional funding support, how much of the projected collaborative funding is contingent, etc.

A12 CERTIFICATIONS

Certification pages do not appear on the electronic GAMS form. They are printed on paper copies when the RTF format of the Proposal is printed (see page 7, **Printing the Proposal form**).

A12.1 Certification by the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the Administering Organisation

This part must be signed by the Deputy/Pro Vice-Chancellor (Research) or delegate. By signing this document, the Deputy/Pro Vice Chancellor or delegate certifies that:

- all details provided on the Proposal form are true and correct;
- the Proposal form complies with the Funding Rules and, if successful, the organisation will accept the associated Funding Agreement;
- she/he understands and agrees that all statutory and other requirements, as detailed in the Funding Agreement, must be met before the proposed project can commence.

A12.2 Certifications by Investigators and Collaborating or Partner Organisations

The completion of this page is the responsibility of the Administering Organisation, which must obtain the required signatures prior to the submission of the Proposal to the ARC.

One page for each of the Proposal's Collaborating and Partner Organisations will be produced when the form is completed and printed. All Collaborating and Partner

Organisations must certify their involvement in the Proposal, including those who are only making in-kind contributions to the project.

The Proposal title will appear automatically from the details provided at Part A2.

One Chief or Partner Investigator from each organisation participating in the Proposal must sign and date at A12.3. A signature is required from the Deputy/ProVice-Chancellor (Research), CEO or delegate from each of the Collaborating and Partner Organisations at A12.4.

Use black ink only when signing.

PART B – PERSONNEL

Part B must be completed for each participant listed in Part A3
--

Please notify the ARC through the Research Office of the Administering Organisation if there are any changes to participants' details after the Proposal has been submitted.

B1 PERSON NUMBER

GAMS will electronically fill in the person number from the details provided at Part A3. Please check that the person number corresponds with the number in the left-hand column of Part A3.

B2 ABBREVIATED DETAILS

A GAMS UserID is required for all participants on the Proposal form. See page 8 for information on obtaining GAMS IDs. Enter the unique GAMS ID in the box provided. GAMS will automatically fill Parts B2 and B3 using the GAMS ID.

The person entering the data into the form will be required to confirm that the participant details are correct. Once the 'Correct' button is selected the information is auto-populated into Sections B2 and B3. If the information is not correct, clicking the 'Incorrect' button will bring you back to the top of Part B. The participant's details should then be amended in GAMS. To do this the participant should log into GAMS, select the 'My Details' button from the left hand side menu, update the details, then 'Save and Exit'. Once the record has been updated, the GAMS ID should be re-entered in the Proposal form.

B4.2 Are any of your relatives or close social/professional associates current members of the ARC or its advisory committees?

If any of the participants' relatives or close social/professional associates are current members of the ARC or its advisory committees, click on the box marked 'Yes', otherwise click on the box marked 'No'. If you click the 'Yes' button, you must enter the name of the ARC member/s. This information will assist the ARC in managing potential instances of conflict of interest. The ARC has procedures for declaring

conflicts of interest and for members to withdraw from consideration of particular Proposals.

B5 CURRENT ORGANISATION

B5.1 Current Organisation

This is the current organisation of the participant and will auto-populate from the participant's record in GAMS.

B5.2 Name of organisation you will be with for the purpose of satisfying eligibility requirements for your role in undertaking the proposed research

Participants need to indicate what organisation they will be with for the purpose of satisfying the eligibility requirements for the CI/PI role which they are to perform (see Sections 5.1, 5.2 and 5.3 of the Funding Rules for the eligibility criteria for the researcher roles). If they are nominated as a CI they need to indicate which Eligible Organisation (listed in Appendix2) they are/will be associated with (either as an employee, adjunct appointment or equivalent, or as a Federation Fellow or, in the case of a Peak Body, as a member or office holder) with effect 1 January 2007.

Role is auto-populated from the information in Part A3.

Organisation – Select the organisation from the drop-down box. If your **organisation** is not on the drop down list, select “**Other**” from the end of the drop-down list and overtype the name of the organisation into the text box

PART C – PROJECT COST

The ARC reserves the right to determine the level of funding allocated to a project.

C1 BUDGET DETAILS

All budgeted costs should be GST **exclusive**.

Your organisation should be registered for the GST and therefore able to claim input tax credits for the GST component in the cost of goods and services purchased in the course of carrying out the project.

C1.1 Cash cost of establishing, purchasing or accessing the infrastructure/equipment/facility

A budget page is generated for each year if the Proposal seeks multiple years of support (refer Section A4.1). For example, if funding is sought for five years, the Proposal will include five separate pages for budget details, one for each year.

Click the ‘Add’ button to populate Item Number and the data entry field for Item and Comments.

C1.2 Administering Organisation, Collaborating Organisations and Partner Organisations and their contributions

The Administering Organisation is the Eligible Organisation which is submitting the Proposal and will receive and be responsible for administering the funding if the Proposal is successful.

A Collaborating Organisation means an Eligible Organisation listed in Appendix 2 of the Funding Rules, other than the Administering Organisation, who will be a contributor to the project. A Partner Organisation means any other organisation that is not listed in Appendix 2. For example, a Collaborating Organisation would usually be an Australian university whereas a Partner Organisation would be an industry body or an international university.

Enter the contributions by the Administering Organisation and the Collaborating/Partner Organisations. You must include a brief comment for each in-kind contribution entered. When a Partner Organisation is entered the name of the organisation will automatically be transferred to Section E.

Please note that each Eligible Organisation listed in Appendix 2, other than a Peak Body, must contribute (cash) at least 20% of the highest contribution (cash) made by any of the Eligible Organisations (including any contribution by the Administering Organisation or a Peak Body). For instance, if the highest cash contribution by either the Administering Organisation (even if it is a Peak Body) or any of the Collaborating Organisations is \$100,000 then the minimum cash contribution to be provided by the Administering Organisation/Collaborating Organisations (other than a Peak Body) is \$20,000 ($\$100,000 \times 0.20$).

Partner Organisations are not required to meet this minimum cash contribution level.

Please note that in all cases the ARC will only fund up to 75% of the total cost of the facility over the life of the project. Cash contributions from the Administering Organisation and Collaborating and Partner Organisations must make up, as a minimum, 25% of the cost.

PART D – RESEARCH SUPPORT

D2 Statements on progress of ARC-funded LIEF projects

Statements detailing progress for projects funded under the LIEF scheme in 2005 should be prepared outside GAMS and interleaved in the paper version of the Proposal following Section D1. Write no more than one A4 page for each funded project.

PART E – PARTNER ORGANISATION DETAILS

E1 Partner Organisation contact details

This part appears only if a Partner Organisation is listed in Part C. Please enter all details for each Partner Organisation (if applicable).

PART F – PROJECT DESCRIPTION

Pages of Additional Text, Curricula Vitae and Supporting Documentation should be prepared outside GAMS in accordance with the instructions provided in the Proposal form and attached to the Proposal following Section E.

PROPOSAL CHECKLIST

A complete Proposal consists of the following components:

Part A	Administrative summary	
	Proposal form	A1-A11 A12 Certification by DVC/PVC(R) or equivalent
Part B	Personnel	
	Proposal form	Complete Part B for each participant listed at A3
Part C	Project cost	
	Proposal form	Complete Part C for each year of funding sought
Part D	Research support	
	Proposal form	D1 D2 Additional pages where required
Part E	Partner Organisation details	
	Proposal form	Complete Part E for each Partner Organisation
Part F	Project description	
	F1 – Additional text F2 – Curricula Vitae F3 – Supporting documentation	Part F1: No more than 10 A4 pages Part F2: No more than one A4 page per CI Part F3: No more than one A4 page

On completion of the Proposal, remember to number every page and enter the total number of pages at the top of the Proposal form.