



Australian Government

Australian Research Council

LINKAGE INFRASTRUCTURE, EQUIPMENT AND FACILITIES

Instructions to Applicants
for funding commencing in January
2009

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Australian Research Council
Linkage Infrastructure, Equipment and Facilities

Instructions to Applicants
for funding commencing in 2009

This document is intended to be a practical guide to assist you to complete the 2009 ARC *Linkage Infrastructure, Equipment and Facilities* (LIEF) Application Form and associated documentation as fully and accurately as possible.

The information in this document is underpinned by the ARC *LIEF Funding Rules for funding commencing in 2009*, which contains further details on ARC LIEF funding. You must read the *LIEF Funding Rules for funding commencing in 2009* (available on the ARC's Web Site) before preparing your Proposal.

1. Matters to note before completing the LIEF Proposal

Proposals are the prime source of information available to the College of Experts and the Selection Advisory committee members, and must be submitted as mature research plans ready for implementation. The Proposal must contain all the information necessary for its assessment 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.

Authorship

Please note that while all researchers nominated on a Proposal may view the LIEF Application Form, only the originating author may edit or complete the LIEF Application Form.

Accuracy of information

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

Incomplete or misleading information

If your 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, and it may constitute an offence under Commonwealth criminal law.

Confidentiality

Information contained in Proposals is regarded as confidential unless otherwise stated and will be received and treated as confidential by the ARC, and by third parties who assess, evaluate or verify the accuracy of the Proposal. See Section 14.2 of the LIEF *Funding Rules for funding commencing in 2009* 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 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 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.

The process – items to note:

- LIEF Application Forms must be produced using the ARC's online Grant Application Management System (GAMS) accessed through the ARC's Web Site.
- The LIEF Application Form should be saved and validated regularly, and may be closed and updated as many times as required prior to submission.
- Once the LIEF Application Form has been completed on GAMS, the Research Office or administration unit must validate the LIEF Application Form, print the original (see printing instructions on page 11) and include additional sections as required.

- All Proposals must be signed by the appropriate organisational delegate at Part A12 of the LIEF Application Form.
- The Research Office (or equivalent) must forward the original and one identical copy of the Proposal to the ARC by the due time/date 5.00pm (AEST) **Friday 16 May 2008**.
- See also the checklist at the end of these Instructions.
- Requests not to Assess Forms (for requests for non-use of a potential assessor) must be submitted to the ARC via the Research Office (or equivalent) by the due dates outlined in the “Key Dates” section at the beginning of the *LIEF Funding Rules for funding commencing in 2009* on a form available on the ARC’s Web Site.
- Key dates within the LIEF cycle are listed in Table 1.

Table 1: LIEF Cycle 2008

Month	Year	Event
Friday 16 May 5.00pm (AEST)	2008	Closing date for LIEF Proposals Note: Each Administering Organisation may set its own internal closing date. Please consult with the Administering Organisation’s Research Office. Closing date for Request not to Assess form
September	2008	LIEF Selection Advisory Committee meets to consider Proposals and develop funding recommendations for the Minister.
October/November	2008	Minister announces LIEF funding. ARC provides advice on outcomes to participants via research offices.
28 days following date of advice to participants.	2008	Closing date for appeals.
8-10 weeks after closing date for appeals.	2008	Appeals are considered. Applicants are advised of the outcome as soon as possible thereafter.

Note carefully

- If you are applying through an Australian university, submit your LIEF Proposal through the Research Office of the Administering Organisation by that organisation’s closing date.
- If you are applying through an Administering Organisation other than an Australian university, your organisation should identify a GAMS Contact who should contact the ARC by emailing GAMSIDS@arc.gov.au for assistance with a GAMS submission.

- You must submit your proposal through the Research Office (or equivalent) of an Eligible Organisation. (See Appendix 1 of the LIEF Funding Rules for funding commencing in 2009).
- Because of the volume of material that is processed by the ARC, additions, deletions or modifications to Proposals will not be accepted after the date of submission unless invited by the ARC.
- Proposals must be both electronically submitted in GAMS and full paper copies received by the ARC by 5pm (AEST), **Friday 16 May 2008** at the ARC premises. Proposals received after close of business 5.00pm (AEST), **Friday 16 May 2008** will not be accepted. The ARC may, at its absolute discretion, and only in exceptional circumstances, accept late Proposals.

Format

Write in plain English and comply strictly with the Proposal format and submission requirements.

Submit all pages of additional text as follows:

- Black type
- Use a single column
- Use 12 point font
- White A4 paper
- Printed on one side only
- Unbound with at least a 2 cm margin on each side and at top and bottom
- As Proposals are scanned electronically, please use a highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used.
- References may be reproduced in at least 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 not be optimal.
- The Application Form should be submitted with the additional text interleaved appropriately and the pages numbered consecutively starting at the beginning of the Proposal (page numbering may be handwritten).

Please note: Fine graphics and grey scale may not be precisely reproduced due to low resolution scanning of PDFs.

The LIEF Application Form should be submitted with the additional text interleaved appropriately and the pages numbered consecutively starting at the beginning of the Proposal (page numbering may be handwritten).

Number of copies

Forward to the ARC **two copies** of the entire Proposal, one **original** and one **identical** copy. The Proposal must not be stapled but it may be clipped. The copy of the Proposal is scanned electronically for assessors and it is the responsibility of the Applicant to ensure that the original and the copy are identical and that both are consistent with the data submitted in GAMS.

Proposal authorisation

All LIEF Proposals must be signed by the appropriate organisational delegate at Section A12 of the LIEF Application Form. The Administering Organisation is also required to obtain the agreement and relevant certifications/hand written signatures of all parties necessary to allow the proposed research to proceed. A pro forma certification form is available for this purpose on the ARC Web Site. The pro forma certification form is not submitted with the Proposal and is to be retained by the Administering Organisation. The pro-forma must be made available to the ARC upon request.

Closing date

The ARC closing time for LIEF Proposals is 5.00 pm (AEST) **Friday 16 May 2008**. However, Administering Organisations may have an earlier closing time/date, as the ARC requires Administering Organisation Research Offices and administration units to provide certifications, electronic data and other information. Please check with the Administering Organisation's Research Office about their internal deadlines.

2. Preparing the LIEF Proposal

Electronic Application Forms – Grant Application Management System (GAMS)

The Applicant must fill out the electronic version of the LIEF Application Form in the ARC's Grant Application Management System (GAMS) found on the ARC's Web Site.

IMPORTANT: It is important to save and validate your application regularly. After 60 minutes of inactivity GAMS will lock an idle LIEF Application Form, the program will be aborted and any unsaved data will be lost.

Using GAMS

- All Chief Investigators (CIs) and Partner Investigators (PIs) listed in Section A3.1 of the Application Form (“nominated researchers”) require a GAMS User ID and password.
- To enter GAMS, a researcher must have a valid GAMS User ID and password.
- Both the GAMS User ID and password should be sought from the relevant Research Office or administration unit of the researcher's organisation in the first instance. A listing of Eligible Organisation's GAMS Contacts may be found on the ARC's Web Site. See also Appendix 1 of the *LIEF Funding Rules for funding commencing in 2009* for a list of Eligible Organisations.
- Previously allocated GAMS User IDs remain valid. Researchers DO NOT have to apply for a new GAMS User ID each year, neither do people with assessor-only logons.

Researchers should contact their organisations' Research Office in the first instance for assistance with GAMS.

Researchers who are not currently academic staff members of Administering Organisations should also seek their GAMS User ID from the nominated Administering Organisation. Alternatively, complete the “Request for GAMS User Account” form available from the ARC's Web Site at: http://www.arc.gov.au/gams_login and email GAMSIDS@arc.gov.au. The ARC will then respond to the request by emailing both a GAMS User ID and password within 2 working days.

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

Hard copy forms

In addition to the electronic LIEF Application Form submitted via GAMS, an original and identical paper copy of the Proposal must be provided.

The following additional sections must be incorporated into the hard copy as required:

- i. Section A12, “Certification by Administering Organisation and, if applicable, Collaborating and/or Partner Organisations”;

- ii. Section F1 “Statement Addressing Selection Criteria”;
- iii. Section F2 “Detailed Budget Justification”;
- iv. Section F3 “Infrastructure, Equipment or Facilities Arrangements”;
- v. Section F4 “Role of Personnel”;
- vi. Section F5 “References”;
- vii. Section F6 “Curriculum Vitae(s)”;
- viii. Section F7 “Summary of Quotes”; and
- ix. if applicable, Section D2 “Statements on Progress of ARC-funded LIEF Projects”.

The **total number** of sheets contained in the LIEF Proposal must be recorded (including all the pages of the Application Form, additional text, and any required supporting documentation) on the first page of the hard copy Application Form, as shown in the example below:

Total number of sheets contained in this Proposal	35
--	----

Please number every page on the Proposal Original and Proposal Copy and:

1. check the number on the Original and the Copy correspond; and
2. check the total number of pages in the entire Proposal equals the total of pages entered on the first page of the Proposal (as shown above).

The ARC uses this as a verification tool for scanning and image storing purposes.

Validating the LIEF Application Form

To check for validation errors in the LIEF Application Form you need to Save and Exit from the Form, then while you are in the historical list of proposals, look for the new LIEF Application Form at the bottom of the list, and on the right side of the screen, you will see the word “Validate”. Click on this and it will give you the list of validation errors.

Example:

13:18 12/03/2008

User: A00622
APPLICANT

Home
Logout
Your Say
My Details

Applications
Forms

Admin...

Australian Government
Australian Research Council

Form Validation Errors

[LE0983613](#)

[A10.3](#) RFCD and SEO codes must be listed in order of highest percentage to lowest percentage.
[A10.3](#) RFCD and SEO percentage weights must be multiples of 10.
[B4.1 \(Dr F W Stahl\)](#) Must indicate "Yes" or "No" to ARC membership.
[B4.2 \(Dr F W Stahl\)](#) Must indicate "Yes" or "No" to relatives/social/professional associates "ARC membership".
[B5.1 \(Dr F W Stahl\)](#) Must enter Organisation.
[B5.1 \(Dr F W Stahl\)](#) Must enter Type of Affiliation.
[C1](#) The minimum amount of funds sought from the ARC must be \$100,000.
[C1.2](#) Comments must be entered if in-kind contribution made.

[Back to search results](#)

You will not be able to submit a LIEF Application Form until the form is “Valid”. Once the LIEF Application Form is “Valid” the validation page will display a valid message and the Proposal will be updated to a bright yellow “Valid” status:

Example:


13:29 12/03/2008

User: A00622
APPLICANT

Home
Logout
Your Say
My Details

Applications
Forms

Admin...

Australian Government
Australian Research Council

Form Validation Errors

[LE0983613](#)

[LE0983613](#) is a valid Linkage Infrastructure Scheme Application.

[Back to search results](#)

To save time in completing the LIEF Application Form, please save and validate frequently. Saving additions to the LIEF Application Form alone does not inform the researcher of validation errors which need to be corrected.

Printing the LIEF Application Form

GAMS must be used to create a LIEF Application Form and enter information. Once information has been entered, GAMS will permit printing of a hard copy of the LIEF Application Form.

Only the originating author may print the LIEF Application Form from their home page in GAMS.

Once the LIEF Application Form is complete and valid it should be printed as an rtf. Ensure that all changes are done in GAMS before printing the form as the rtf must not be altered.

To print the LIEF Application Form, select print to the right of the GAMS application record. A dialogue box will open and invite the researcher to save the file to the computer. Click on the save button to download the LIEF Application Form. When the download is completed, select open and this will convert the file to Rich Text Format (rtf).

NOTE: 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 to not recommend the Proposal for approval.

3. Filling in the LIEF Application Form

The following instructions describe the type of details to enter under each of the headings in the LIEF Application Form and provide some examples of how to fill in the form.

NOTE: LIEF Application Forms should be completed sequentially, i.e. Part A, Part B, Part C, Part D, then Part E.

Once an Administering Organisation (A1) has been selected, the Proposal Title (A2) and first named researcher entered (A3.1), and the LIEF Application Form saved, a Project ID will be automatically allocated to the LIEF Application Form by the GAMS system.

The LIEF proposal 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: ADDITIONAL TEXT

In addition to the certification pages (A12), Parts D2 and F1 to F8 are completed outside GAMS.

Please read the following instructions carefully before completing your Proposal.

PART A – ADMINISTRATIVE SUMMARY


A1 ORGANISATION TO ADMINISTER FUNDING

Eligible Organisations, listed in Appendix 1 of the *LIEF Funding Rules for funding commencing in 2009*, are eligible to apply for, receive and administer funding under LIEF scheme. Refer to Section 7.1 of the *LIEF Funding Rules for funding commencing in 2009* for organisations which are eligible to apply for funding.

The Administering Organisation of a Proposal is the organisation which is primarily responsible for administering the ARC project funding. Administering Organisations are generally the organisations listed in Appendix 1, Item 1 of the *LIEF Funding Rules for funding commencing in 2009*. However, a Peak Body may submit a Proposal containing a request for funding only for subscriptions or other payments in respect of participation in and use of international research facilities (including international facilities located in Australia).

A Proposal submitted by a Peak Body must include one of the Eligible Organisations listed in Appendix 1, item 1 of the *LIEF Funding Rules for funding commencing in 2009* as a Collaborating Organisation and meet the requirements specified in Appendix 2 of the *LIEF Funding Rules for funding commencing in 2009*.

Select from the drop-down list the name of the Eligible Organisation that will administer the funding by clicking on the “List” button. 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.

When the Organisation “List” button is selected, it opens a new window titled “Organisation Lookup List”. This window remains open until the “Close Window” button is clicked. It is recommended that the “Organisation Lookup List” window be closed using the “Close Window” button, and not the  button following each Organisation selection.

Note: The “Organisation Lookup List” window can become hidden behind the LIEF Application Form window if you click on the LIEF Application Form before closing the “Organisation Lookup List” window.

A1.1 Is the Proposal being submitted by a Peak Body?

A Peak Body is an established organisation which is recognised by the ARC as effectively representing a significant grouping or section of the higher education research 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).

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.

Select “Yes” or “No” to indicate whether the Proposal is being submitted by a Peak Body.

If you select “Yes”, you must use the text box to provide a statement, in no more than 100 words (approx. 750 characters), which briefly describes the grouping/section of the higher education research community that the Peak Body represents.

A2 PROPOSAL TITLE

Insert a short descriptive title of no more than 20 words (210 character limit) which includes the title of the item of infrastructure, equipment or facility to be acquired. The title should be precise, but as informative as possible. Avoid the use of acronyms, quotation marks and do not use all upper case characters.

A3 PARTICIPANT SUMMARY

A3.1 Participant Details – Current Organisations

Enter the family name of each researcher and then select their role as CI or PI from the drop-down list. The eligibility requirements for each role are specified in Section 8 of the LIEF Funding Rules for funding commencing in 2009. The first names participant at A3.1 will be considered the Project Leader of the LIEF project.

Example:

A3 PARTICIPANT SUMMARY

A3.1 Participant Details - Current Organisations

Enter details of the lead Chief Investigator at Person number 1.

Chief Investigators (CI), Partner Investigators (PI).

Person number	Family Name *	Initials	Current Organisation	Role ^
1	Flintstone	F	Charles Sturt University	CI
2	Bowie	D	University of Western Sydney	CI
3				

Extra Participant Participant Details

The order in which you enter the researchers at Part A3.1 dictates the order that they appear in Part B. You should use the same order for Part F6 “Curriculum Vitae” (Additional Text). The order in Part A3.1 can be changed by editing the corresponding numbers in the “Person number” column. When these changes are saved, the order will also be changed in Part B of the form, however you will still need to ensure that the order in Part F6 corresponds to Part A3.1.

Remaining information in the Participant Summary Table (Initials and Organisation) will be auto-filled once you complete Section B of the LIEF Application Form.

On Proposals with more than one researcher, the first-named researcher would normally be from the Administering Organisation at A1 (in the rare event that this is not the case, please contact the ARC for advice).

A3.2 Participant Summary – Organisations Applicable To This Proposal

This table is “read only” and provides a summary of organisational affiliations for nominated researchers as relevant to this Proposal. This table will auto populate once B5.1 is completed for each nominated researcher.

Example:

A3.2 Participant Summary - Organisations Applicable To This Proposal

(This table is 'read only' and provides a Summary of Organisational Affiliations for Participants. This table will populate once B5.1 is completed for each participant.)

Person number	Family Name	Initials	Current Organisation	Relevant Organisation for this Proposal	Role
1	Flintstone	F	Charles Sturt University	Charles Darwin University	CI
2	Bowie	D	University of Western Sydney	Geoscience Australia (GA)	CI

A4 YEARS FOR WHICH SUPPORT IS BEING SOUGHT

Funding is for 1 year only, except in the case of subscriptions or other payments in respect of major international research facilities where up to 5 years of funding may be provided.

A4.1 Years for which support is being sought

Select the relevant boxes to indicate the years in which the Proposal is seeking support from the ARC.

Note: For further information in relation to the period of funding refer to Section 6.2 of the LIEF *Funding Rules for funding commencing in 2009*.

A5 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.

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 cash or in-kind resources 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 C of the LIEF Application Form.

Is this Proposal being submitted as a Single-Organisation Proposal?

Select “Yes” or “No” to indicate whether the Proposal is a Single-Organisation Proposal.

If you select “Yes”, you must use the text box to provide a statement, in no more than 750 characters (approx. 100 words), which provides justification of why broader collaboration is not appropriate.

A6 INTERNATIONAL FACILITY

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.

A6.1 Is this Proposal for a subscription to, or other payment in respect of, participation in, and use of, a major international facility/ies?

Select “Yes” or “No” to indicate whether the Proposal is for a subscription to, or other payments in respect of, participation in and use of, a major international facility/ies.

A6.2 Is there an international agreement in place approved by the ARC?

Select “Yes” or “No” to indicate there is an international agreement in place approved by the ARC.

Note: For further information in relation to Proposals for a subscription to or other payments in respect of participation in and use of a major international facility/ies refer to Section 6.2.3 of the *LIEF Funding Rules for funding commencing in 2009*.

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 the summary in clear, plain English using 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. This summary may be used by the ARC in the selection process.

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

Write the summary focussing on national/community benefit 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 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. 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

In the table, provide the names of the organisations that will use the infrastructure, equipment or facility, including 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.

The number of users and estimated use can be entered as free text directly into the table. To enter the Organisation click on the “List” button and then select the organisation from the “Organisational Lookup List” window. If the organisation does not appear in the “Organisational Lookup List” window click on “Other”, then click on the “Close Window” button. Once you have returned to the LIEF Application Form, type over “OTHER” with the name of the organisation.

The table at A8.1 of the LIEF Application Form will initially display three rows to enter information. However, once information has been entered into all displayed rows of the table and the LIEF Application Form is saved, an additional row will appear on screen and is available to enter additional organisation information. To add further organisations to the table, complete the available row and again save the LIEF Application Form.

Example:

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

Organisation	Number of users	Estimated use of infrastructure, equipment or facility by the Organisation (average number of days per month)
University of Ballarat <input type="button" value="List"/>	<input type="text" value="5"/>	<input type="text" value="10"/>
University of Tasmania <input type="button" value="List"/>	<input type="text" value="8"/>	<input type="text" value="2"/>
OTHER <input type="button" value="List"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
<input type="button" value="List"/>	<input type="text"/>	<input type="text"/>
TOTAL	16	

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

List the names of the member/s of staff who will manage the infrastructure, equipment or facility and their Department/School/Other and Organisation.

Names and Department/School/Other can be entered as free text directly into the text box. To enter the Organisation click on the “List” button and then select the staff member’s organisation from the “Organisational Lookup List” window. If the staff member’s organisation does not appear in the “Organisational Lookup List” window click on “Other”, then click on the “Close Window” button. Once you have returned to the LIEF Application Form, type over “OTHER” with the name of the staff member’s organisation.

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

Name	Department/School/Other	Organisation
Mrs Smith	School of Rock Exploration	University of XXX <input type="button" value="List"/>
Mrs Flintstone	Drilling Division	Bedrock Enterprises <input type="button" value="List"/>
Mr Smith	Centre for Mineral Extraction	<input type="button" value="List"/>
<input type="button" value="Extra member of Staff"/>		

A8.3 Is any or all of the infrastructure, equipment or facility to be located outside the Administering Organisation's premises?

Select "Yes" or "No" to indicate whether any or all of the infrastructure, equipment or facility is to be located outside the Administering Organisation's premises.

If you select "Yes", you must use the text boxes to provide the proposed physical location of the infrastructure, equipment or facility, as well as a statement, in no more than 750 characters (approx. 100 words), providing justification for the location of the infrastructure, equipment or facility.

Note: For further information in relation to the ownership and location of infrastructure, equipment and facilities refer to Section 6.7 of the *LIEF Funding Rules for funding commencing in 2009*.

A8.4 Does the Administering Organisation have arrangements to manage intellectual property and facilitate commercialisation of research?

Subsection 14.4.4 of the *LIEF Funding Rules for funding commencing in 2009* states: "Except with written approval from the ARC, all Proposals and ARC-funded research projects must comply with the *National Principles of Intellectual Property Management for Publicly Funded Research* (available on the ARC's Web Site) and accord with any intellectual property policies of the Administering Organisation."

Select "Yes" or "No" to indicate whether the Administering Organisation has arrangements to manage intellectual property and facilitate commercialisation of research.

If you select "Yes", you must use the text box to provide a summary, in no more than 750 characters (approx. 100 words) which summarises the general arrangements the Administering Organisation has in place to manage intellectual property and commercialisation of research.

Note: Information gathered in this question will not be used for selection or assessment purposes.

A9 LIBRARY OR INFORMATION INFRASTRUCTURE PROPOSAL**A9.1 Is this proposal a Library or Information Infrastructure proposal?**

Select "Yes" or "No" to indicate whether this proposal is a Library or Information Infrastructure proposal.

Note: This question is purely for statistical purposes.

A10 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

A10.1 National Research Priorities

Researchers are asked to indicate if their Proposal falls within one of the four designated 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.

Note: GAMS will allow only one of the National Research Priorities to be selected so please choose the most appropriate one from the list. To select a National Research Priority, select one or more of the goals under the relevant National Research Priority.

To save your selection, click the “Save” button at the bottom of the National Research Priority page. This action automatically returns you to the LIEF Application Form. **DO NOT CLEAR THE FORM BY USING THE BACK BUTTON.** If an incorrect selection is saved, open the list again, change the Priority selected, and “Save”.

Example:

Research Priority 3: Frontier Technologies for Building and Transforming Australian Industries

- Breakthrough sciences
- Frontier technologies
- Advanced materials
- Smart information use
- Promoting an innovation culture and economy

Research Priority 4: Safeguarding Australia

- Critical infrastructure
- Protecting Australia from invasive diseases and pests
- Protecting Australia from terrorism and crime
- Transformational defence technologies
- Understanding our region and the world

Note: More detailed descriptions of these areas are available on the ARC’s Web Site, and in Appendix 3 of the LIEF *Funding Rules for funding commencing in 2009*.

A10.2 Keywords

Enter between one and six unique keywords to describe the Proposal.

Select the keywords carefully as they are considered when assessors are being selected to assess your Proposal. 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 (RFCD) codes will be used by the ARC as part of the selection process.

A10.3 Research classifications (list from highest % to lowest % to the nearest multiple of 10%)

Research classifications are available on the ARC's Web Site. Select from the drop-down lists at least one code under each of the Research Fields, Courses and Disciplines (RFCD) classifications and Socio-Economic Objective (SEO) classifications.

The RFCD classification defines the research according to disciplines. There is provision for up to three codes on the Application Form.

The SEO classification indicates the sectors that are most likely to benefit from the project. There is provision for up to three codes on the LIEF Application Form.

Indicate the relative importance of each code by using a percentage (rounded up to the nearest multiple of 10). **Please prioritise the order in descending order and place the most important first (see example below).** These weightings must total 100% each for RCFDs and for SEOs.

Identify codes from more than one discipline if the Proposal is multi-disciplinary.

Example:

A10.3 Research classifications (list from highest % to lowest %, to the nearest multiple of 10%)

Research Fields, Courses and Disciplines (RFCD)*	%
260104	50
430204	30
291205 List	20

Socio-Economic Objective (SEO)*	%
610101	40
650303	30
650199 List	30

A10.4 Country/ies of international collaboration

From the drop down list, select the names of the country or countries of researchers and/or other parties you will collaborate with on this Proposal. Up to six countries can be entered. If you are collaborating with more than six countries, list the six main countries. Other countries can be referenced in the additional text of the Proposal.

Example:

A10.4 If the proposed project involves international collaboration, please specify country/ies.

Korea
USA
Kenya
Zambia
<input type="button" value="List"/>

A11 ADDITIONAL DETAILS**A11.1 Prior Commonwealth funding**

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

Select “Yes” or “No” to indicate whether the infrastructure, equipment or facility has been funded (in full or part) by the Commonwealth in previous years.

If you select “Yes”, you must use the text boxes to provide relevant Project IDs and a statement specifying how the additional funding through LIEF would enhance or add to the previous funding.

If you select “Yes”, but the prior Commonwealth funding was not derived from the ARC and does not have a relevant Project ID, type “Other” into the “Relevant Project IDs” text box and provide an explanation within the additional funding text box.

Example:

A11.1 Prior Commonwealth funding

Has the infrastructure/equipment facility been funded (in full or part) by the Commonwealth in previous years? Yes No

If funded previously, please include this information.

Relevant Project IDs

LE044444		
<input type="button" value="Extra Project ID"/>		

In no more than 100 words (approx 750 characters) specify how additional funding through LIFE would enhance or add to the previous funding.

A11.2 Have you submitted or do you intend to submit a similar Proposal to any other agency? (e.g. DEST/DIISR - NCRIS funding)

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 select “Yes”, you must identify the agency/ies from which you have sought support. Do not include details of other ARC proposals.

A11.3 Is similar infrastructure, equipment or facilities available at another Eligible Organisation?

Select “Yes” or “No” to indicate whether similar infrastructure, equipment or facilities available at another Eligible Organisation.

If you select “Yes”, you must use the text boxes to provide details of the location of the available infrastructure, equipment or facility/ies and a statement, in no more than 750 characters (approx. 100 words), justifying why collaborative use of the existing infrastructure, equipment or facilities is not practicable.

A11.4 INTEGRATED FACILITY PROPOSAL

Select “Yes” or “No” to indicate whether the Proposal is a request for an integrated facility.

If you select “Yes”, you must use the text box to provide a statement, in no more than 750 characters (approx. 100 words), providing justification that an integrated facility is necessary to support the research activities outlined in this Proposal.

Note: For further information in relation to integrated facilities refer to subsection 6.3.2 of the LIEF *Funding Rules for funding commencing in 2009*.

A12 CERTIFICATIONS

Certification pages do not appear on the electronic GAMS form. They are produced when the RTF of the Proposal is printed (see page 11, **Printing the Application Form**).

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

Completing this section is the responsibility of the Administering Organisation. (The Administering Organisation is also required to obtain the agreement and relevant certifications/hand written signatures of all parties necessary to allow the proposal research to proceed. A pro-forma certification form is available for this purpose on the ARC’s Web Site – this form is not submitted with the Proposal but must be made available to the ARC upon request. It is to be retained by the Administering Organisation.)

Example:

Signature of DVC/PCV(R) or delegate or equivalent (in black ink)	Name and Title (please print)	Date
<i>Marilyn Smyth-Allan</i>	Marilyn Smyth-Allan PVC (R)	01/05/2009

A12.2 Contributing Organisation(s) Certification

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 LIEF Proposal, including those who are only making in-kind contributions to the project.

The "Proposal Title" and "Contributing Organisation" will appear automatically from the details provided at Parts A2 and C of the LIEF Application Form.

Example:

A12.2 Contributing Organisation(s) Certification

Complete and attach one copy of this certification for the Administering Organisation and each Collaborating Organisation and Partner Organisation.

Proposal Title

Facility for Extracting Bedrock

Contributing Organisation

The Australian National University

A12.3 Certification by the Deputy/Pro-Vice-Chancellor (Research), CEO or delegate for each Collaborating and Partner Organisation

The cash and/or in-kind contributions of the contributing organisation will appear automatically from the details provided at Part C.

A signature is required from the Deputy/ProVice-Chancellor (Research), CEO or delegate or equivalent of each contributing organisation (including the Administering Organisation) to certify that the specified contribution will be made available to the project.

Use black ink only when signing.

Example:

A12.3 Certification by the Deputy/Pro-Vice-Chancellor (Research), CEO or delegate for each Collaborating and Partner Organisation

The contribution by the Administering Organisation and, where relevant, Collaborating or Partner Organisation(s) to the proposed infrastructure, equipment or facility is:

Year	\$ Cash	\$ In-kind	\$ Total
Year 1	30000	4000	34000
Total	30000	4000	34000

I certify that the above contribution will be made available to the Project

Signature of DVC/PVC(R) or delegate or equivalent (in black ink)	Name and Position (please print)	Date

PART B – PERSONNEL

Part B must be completed for each nominated researcher listed in Section A3

The ARC gathers information you have provided in order to communicate with you, determine your eligibility, and conduct data and statistical analysis in relation to equity and other issues.

Researchers' personal details in GAMS should be kept up-to-date, even after submission of the Proposal. For information on updating your GAMS details go to

http://www.arc.gov.au/gams_login/default.htm

B1 PERSON NUMBER

The Person Number for each researcher nominated in Section A3.1 will be automatically filled from that section. If you need to change the order, simply change the person's number at A3.1 and save, and the new order will then be presented in Parts A and B.

Example:

[Dr Fred Flintstone](#) [Rev David Bowie](#)

B1 PERSON NUMBER 2

B2 CURRENT DETAILS

The family name and role of each researcher will be automatically filled from the data you entered at question A3.1.

Example:

B2 CURRENT DETAILS	
GAMS ID:	
J48936	Fetch Client Details
Family Name :	Role :
Bowie	CI
First Name :	Second Name :
Title :	
Current Department/school/other :	
Current Organisation :	

A GAMS User ID will be required for all nominated CIs and PIs on the LIEF Application Form. See page 9 for information on obtaining GAMS IDs.

The relevant GAMS User ID for each nominated researcher must be entered into the GAMS User ID box before clicking the "Fetch Client Details" button. The abbreviated details for the researcher including postal information to be captured in Sections B2 and B3 will be displayed. The person entering data into the LIEF Application Form will be required to confirm that the abbreviated

details are correct before the information is entered into Section B2 and B3 of the LIEF Application Form.

Example:

GAMS ID: J48936			
Family Name : Bowie		First Name : David	
Second name :		Title : Rev	
Department/school/other : Food and Eating		Organization : Murdoch University	
Postal address line 1 :		Postal address line 2 :	
Locality : Perth	State : WA	Postcode : 6001	Country : Australia
Gender : M	Date Of Birth : 01/01/1960	Phone : 08 7894 4612	Email : bowie@murdoch.edu.au

GAMS information	
Are these details correct?	
By clicking on CORRECT you will be including the details of this person as an participant on the current proposal.	

The entry of the researchers' details into the LIEF Application Form is a "snapshot" of their client record at that time. If any future changes are made to the researchers' details in GAMS, these changes will not be updated in the LIEF Application Form unless the "Fetch Client Details" button is clicked again, prior to submission to the ARC. The form will not validate if client record details have been changed without being re-fetched into the form. Once the "Correct" button has been selected, the information is auto-populated into Sections B2 and B3.

If the information is incorrect, clicking the incorrect button will bring you back to the top of Part B. If the information needs correction only the researcher to whom the details belong can amend them. This user must log into GAMS and select the "My Details" button from the left hand side menu, update the details, save and exit.

Details must be up-to-date and correct at the time of submission of the Proposal.

The Initials and Current Organisation fields in A3.1 will be auto-populated once the participant details have been fetched in Section B2.

Example:

A3 PARTICIPANT SUMMARY
A3.1 Participant Details - Current Organisations
 Enter details of the lead Chief Investigator at Person number 1.
 Chief Investigators (CI), Partner Investigators (PI).

Person number	Family Name *	Initials	Current Organisation	Role *
1	Flintstone	F	Charles Sturt University	CI
2	Bowie	D	University of Western Sydney	CI
3				

B3 POSTAL ADDRESS

This section is auto-populated when the GAMS User ID is entered and details are fetched.

B4 MEMBERSHIPS/ASSOCIATIONS

B4.1 Are you a current member of the ARC or its selection or other advisory committees?

Select Yes or No. This question relates only to the above stated associations and does not include staff of ARC-funded projects or centres.

B4.2 Are any of your relatives or close social/professional associates current members of the ARC or its selection or other 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 instances of potential conflicts of interest with ARC staff and potential assessors. The ARC has procedures for declaring conflicts of interest and for College of Experts members to withdraw from consideration of 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 question only relates to the above stated associations and does not include staff or ARC funded projects or Centres.

B5.1 Name of the organisation you will be with for the purpose of satisfying eligibility requirements for your nominated 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 8.1, 8.2 and 8.3 of the *LIEF Funding Rules for funding commencing in 2009* for the eligibility criteria for the researcher roles).

If they are nominated as a CI they need to indicate which Eligible Organisation or Peak Body (listed in Appendix 1) they are/will be associated with (either as an employee, adjunct appointment or other) with effect 1 January 2009.

If they are nominated as a PI they need to indicate which "Other Organisation" they are/will be associated with (either as an employee, adjunct appointment or other) with effect 1 January 2009.

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

Type of Affiliation – “Employee”, “Adjunct Appointment” or “Other” may be selected from the drop down list.

Example:

B5.1 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.

Role	Organisation	Type of Affiliation
CI	Macquarie University <input type="button" value="List"/>	Employee <input type="button" value="v"/>

PART C – PROJECT COST

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

C1 BUDGET DETAILS

Do **not** include GST in your 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.

Government-related entities do not pay GST on the funding transaction with the ARC; however non government-related entities which are liable to pay GST on the transaction with the ARC will receive base-funding plus GST.

If your organisation is registered for the GST and therefore is 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, then the GST component of these costs should **not** be included in the Project cost.

A budget page is generated for each year that the Proposal seeks 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.

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

Prioritise by numbering each item in the list, using A, B, or C (with A being the highest priority). If an item has received a supplier discount, indicate the percentage (%) discount obtained. All items must be entered in Australian dollars and where relevant, include the exchange rate at the time of applying. (Do not include in-kind contributions in Part C1.1).

Item no	Items and comments	Percentage discount (%)	Priority A, B, C	Amount (\$)
Total cost of infrastructure, equipment or facility				

Click the “Add” button to create a new row of the table with the next Item Number.

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

The first listed organisation must be the Administering Organisation named at A1.

The **Administering Organisation** means an Eligible Organisation which submits a Proposal for funding under LIEF and which will receive and be responsible for the administration of the funding if the proposed project is approved for funding.

A **Collaborating Organisation** means an Eligible Organisation which is not the Administering Organisation but which is identified in the Proposal as a contributor to the project, and which meets

the requirements specified in Section 7.2 and Appendix 2 of the LIEF Funding Rules for funding commencing in 2009. For example, a Collaborating Organisation would usually be an Australian university whereas a Partner Organisation would be an industry body or an international university.

To add a Collaborating Organisation click the “Extra Organisation” button and then after a new line appears on the form click the “list” button on that line. From the “list” box which appears, select an Eligible Organisation and then close the “list” box. Repeat as necessary.

A **Partner Organisation** means an organisation, other than an Eligible Organisation, which is to be a contributor to the project, and which meets the requirements specified in Section 7.3 and Appendix 2 of the LIEF Funding Rules for funding commencing in 2009.

To add a Partner Organisation click the “Extra Organisation” button and then after a new line appears on the form click the “list” button on that line. In the “list” box which then appears select the organisation’s name from the list, or else select “OTHER”. If “OTHER” is selected, then overtype the word “OTHER” with the name of the Partner Organisation.

IMPORTANT NOTE

There are two cases where even though the Partner Organisation’s name appears in the “list” dialogue box you **MUST NOT** select that organisation’s name from the “list”. Instead you must select the “OTHER” box at the bottom of the dialogue box, and overtype “OTHER” with the name of the Partner Organisation. These cases are:

1. Where the organisation is “The Australian Wine Research Institute” in the “list” dialogue box; or
2. Any organisation listed under the “Eligible Research Institute” in the “list” dialogue box.

Only when Partner Organisations are entered in accordance with the above, will the names of the relevant Partner Organisations be auto-populated in Section E.

Enter the contributions by the Administering Organisation and the Collaborating/Partner Organisations. You must include a brief comment for each in-kind contribution entered.

Example:

Org. No.	Organisation	Cash (\$)	In-kind (\$)	Comments on In-kind contribution
	Total			

Concerning Costs - Please note:

- Only costs directly relevant to the proposed project are taken into account as eligible contributions. The contributions from each of the Administering, Collaborating and/or Partner Organisations must be specific to the project and, in the case of Collaborating and Partner Organisations, not part of a broader contribution to an Eligible Organisation.
- 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.
- 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.

- If applicable, supplier discounts on infrastructure, equipment or facilities must be detailed in the Proposal. Supplier discounts may not be identified as cash or in-kind contributions.
- If a vendor or supplier of an item of equipment, infrastructure or facility which is the subject of the Proposal 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 facility, unless otherwise approved by the ARC upon the provision of sufficient justification.
- Please refer to Appendix 2 of the *LIEF Funding Rules for funding commencing in 2009* for further information related to contributions by organisations.

C1. Summaries

The figures in this section will be auto-populated from the information entered in C1.1 and C1.2.

The ARC “Total Direct Cost” is calculated by subtracting the total cost of the infrastructure, equipment or facility (across all years) from the total of the cash contributions of contributing organisations (across all years).

DIRECT COSTS SUMMARY

Column 1	2	3		4
Source of funds	ARC	Contributing Organisation(s)		Total
		Cash	In-kind	
TOTAL DIRECT COSTS				

PART D – RESEARCH SUPPORT

D1 Research Support for all Participants

For each participant listed in Part A3, provide details of relevant Commonwealth research and infrastructure, equipment or facility funding for the years specified in the table below. That is, list all projects/proposals awarded and any requests submitted involving that participant for funding.

- The current Proposal is listed first and will be auto-populated into the table. List other Proposals and/or projects in descending date order.
- Asterisk (*) refers to any items that are in the same area of research as this Proposal.
- ARC-funded projects for which reports (including Progress and Final Reports) required in the *Conditions of Grant/Funding Contract/Funding Agreement* have been submitted should be indicated by a double asterisk (**) after the Description.
- Support types (**Sup type**) are ‘R’ for requested support, ‘C’ for current support, ‘P’ for past support.
- The ARC Project ID applies only to Proposals and current and past projects funded by the ARC.

Note:

Details should be provided for all sources of Relevant Commonwealth Project Funding, not just ARC-funded projects.

Please include allocations approved by year, but not funds carried forward.

Note: Refer to Section 9.2 of the LIEF *Funding Rules for funding commencing in 2009* for further details.

Example:

Description (All named investigators on any Proposal or grant/project/fellowship on which a participant is involved, project title, source of support, scheme)	(*)	Sup type	ARC Project ID (if applicable)	2007 (\$'000)	2008 (\$'000)	2009 (\$'000)	2010 (\$'000)	2011 (\$'000)
Cognitive processes in green tree frogs	*	R	LE0983613			150	0	
	<input type="checkbox"/>	<input type="button" value="v"/>						

Ensure that details are shown for:

- **all** researchers listed in Part A3.1 of the LIEF Application Form; and
- **all** funding agencies, not only the ARC.

Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.

D2 Statements on progress of ARC-funded LIEF projects

In accordance with the LIEF *Funding Rules for funding commencing in 2009* and the “Checklist for Part D2” (produced in the rtf of the LIEF Application Form), a summary list (D2.1) and statements on progress (D2.2) of ARC-funded LIEF projects should be prepared outside GAMS and interleaved in the paper version of the LIEF Proposal following Section D1.

Include with the LIEF Proposal a statement detailing progress for each project held by any of the researchers listed in Part A3 for which funds were allocated in 2007 under the ARC *Linkage Infrastructure, Equipment and Facilities* scheme.

D2.1 List of the projects that you are providing statements for.

E.g.

Project ID	First named investigator

D2.2 Provide the statements

Write no more than one A4 page for each funded project.

Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for funding.

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).

Partner Organisation contact

Family name				Title	
First name		Second name			
Position Title					
Phone			Fax		
Email					

Partner Organisation postal address (please abbreviate the State)

Organisation					
Postal address line 1					
Postal address line 2					
Locality		State		Postcode	
				Country	

PART F – ADDITIONAL TEXT

Pages of Additional Text should be prepared outside GAMS in accordance with the LIEF *Funding Rules for funding commencing in 2009* and the “Checklist for Part F” (produced in the rtf of the LIEF Application Form).

Provide the following information for parts F1 to F5, **in no more than ten A4 pages**, in the required format and addressing the headings below:

F1 STATEMENT ADDRESSING SELECTION CRITERIA

Using the following headings, address each of the selection criteria listed in subsection 11.1.1 of the LIEF *Funding Rules for funding commencing in 2009*.

- Investigator(s)
- Significance
- Need
- Strengths and benefits of collaboration

F2 DETAILED BUDGET JUSTIFICATION

Fully justify each budget item in terms of need, cost and priority (A, B or C, with A being the highest priority). Use the same headings as in Part C1.

Provide an explanation of how non-ARC contributions in Part C2 will support the Proposal.

F3 INFRASTRUCTURE, EQUIPMENT OR FACILITIES ARRANGEMENTS

Outline the arrangements proposed for the purchase of, construction of or access to the infrastructure, equipment and facility, 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.

F4 ROLE OF PERSONNEL

Summarise the role, responsibilities and contributions of each researcher named in Part A3. Summarise the roles and levels of involvement of other participants, such as technical staff.

F5 REFERENCES

Include a list of all references.

Provide the following information for parts F6 and F7 in the required format and within the page limits specified below;

F6 CURRICULUM VITAE

Attach one A4 page curriculum vitae (CV) for each researcher named in Part A3 that includes the following details:

- Name;
- Qualifications and current appointment;
- Relevant employment history;
- A list of the ten most significant relevant publications for the last five years and the total number of peer-reviewed research publications over the last five years; and
- Brief details of all competitive funding for the last five years.

If a CV is longer than one A4 page, the additional pages may be removed before the Proposal is assessed and not considered.

F7 SUMMARY OF QUOTES

Attach one A4 page containing a summary of quotes for all items to be purchased. If the summary of quotes is longer than one A4 page, the additional pages may be removed before the Proposal is assessed and not considered.

4. LIEF PROPOSAL CHECKLIST

A complete LIEF Proposal consists of the following components:

Part A	Administrative summary	
	Proposal form	A1-A11
	Additional text	A12.1 Certification by DVC/PVC(R) or delegate or equivalent
	Additional text	A12.2 and A12.3 Contributing Organisation(s) Certification by DVC/PVC(R), CEO or delegate 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
	Additional text	D2 Progress Reports (if applicable)
Part E	Partner Organisation details	
	Proposal form	Complete Part E for each Partner Organisation (if applicable)
Part F	Additional text	
	Additional text	In no more than 10 A4 pages provide information for: F1, F2, F3, F4 and F5.
	Additional text	F6 One A4 page per researcher named at A3.1
	Additional text	F7 One A4 page summary of quotes

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