



**Australian Government**  

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**Australian Research Council**

**Linkage Infrastructure,  
Equipment and Facilities**

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**Instructions to Applicants  
for funding commencing in 2012**

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## THE PROCESS

This document is intended to be a practical guide to assist Applicants in the completion and electronic submission of ARC *Linkage Infrastructure, Equipment and Facilities* (LIEF) Proposals for funding commencing in 2012. The information in this document is built upon by the ARC *Linkage Infrastructure, Equipment and Facilities* Funding Rules for funding commencing in 2012 (hereafter referred to as the Funding Rules). References made in this document to particular sections of the Funding Rules are intended as a guide only. **It is very important that you read the entire Funding Rules ([http://www.arc.gov.au/ncgp/lief/lief\\_fundingrules.htm](http://www.arc.gov.au/ncgp/lief/lief_fundingrules.htm)) before preparing your Proposal.**

### Key Dates

Event	Date
Closing date for submission of Proposals	Wednesday 22 June 2011 (5:00 pm AEST)
Deadline for letters requesting non-use of an assessor	Wednesday 22 June 2011 (5:00 pm AEST)
Withdrawal deadline for LE12 Proposals	Tuesday 20 September 2011 (5:00 pm AEST)
LIEF Selection Advisory Committee meets to consider Proposals and develop funding recommendations for the Minister.	October, 2011
Minister announces LIEF funding. ARC provides advice on outcomes to Participants via research offices.	December 2011
Closing date for appeals.	28 days following date of advice to Participants.
Appeals outcomes. Applicants are advised of the outcome as soon as possible thereafter	8-10 weeks after closing date for appeals.

### The Proposal

The Proposal must be created using the ARC online application system (RMS) accessed through the ARC website at <http://www.arc.gov.au>.

The Proposal must be submitted by an Eligible Organisation. This Eligible Organisation is identified as the Administering Organisation. The Administering Organisation must be one of the organisations listed in Appendix A of the Funding Rules. Refer to Section 6.1 of the Funding Rules for further information regarding Eligible Organisations.

If applying through an Australian university, the Proposal must be electronically submitted through RMS to the research office or equivalent administration unit (RO) of the Administering Organisation designated in the Proposal. The RO will then electronically certify the Proposal in accordance with Section 9.4 of the Funding Rules and will then submit it to the ARC. See "Proposal certification and authorisation" below.

If you are applying through an Eligible Organisation other than an Australian university, please contact [rms@arc.gov.au](mailto:rms@arc.gov.au) for assistance with Proposal submission through RMS.

Administering Organisations have internal closing dates in advance of the ARC closing date.

Responsibility for checking the accuracy and validity of information in the Proposal remains with Administering Organisation assisted by the investigators. Do not rely on RMS' validation checks to indicate accuracy in each Part of the Proposal.

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

## Requests Not to Assess

To make a request for non-use of a potential assessor, complete a **Request Not to Assess Form** available on the ARC website at [http://www.arc.gov.au/applicants/request\\_notassessform.htm](http://www.arc.gov.au/applicants/request_notassessform.htm).

The completed form is submitted to the ARC via the Administering Organisation's RO by the due date as outlined in the “Key Dates” section above.

## Format

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

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

## Proposal Certification

- The Proposal must be certified and submitted online through RMS by an authorised officer of the Administering Organisation. **Note:** The authorised officer must have the role of ‘Research Office Delegate’ in RMS.
  - Only the Administering Organisation certifies online.
  - The Administering Organisation must obtain the agreement, attested to by written evidence of all the relevant persons and organisations necessary to allow the Project to proceed. This written evidence should be retained by the Administering Organisation and must be provided to the ARC if requested.
  - Written evidence of agreement is required for all relevant persons and organisations named on the Proposal, excluding the employing organisations of overseas PIs and excluding any Participant’s Current Organisation which is not their Relevant Organisation for the Proposal.
  - The ARC has provided a proforma for obtaining written evidence at: [http://www.arc.gov.au/ncgp/lief/lief\\_certification.htm](http://www.arc.gov.au/ncgp/lief/lief_certification.htm). **Please note:** The use of the ARC
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proforma is **not** mandatory, each Administering Organisation may determine their own required format for written evidence.

## Further Assistance

Participants should click on the Help link (located on the top left corner of the RMS screen) or contact the Administering Organisation's RO or equivalent in the first instance for assistance with RMS. If you still require assistance the ARC has the following help desk options:

- For queries about user accounts, RMS functions, organisations updates and technical issues:
  - send an email to [rms@arc.gov.au](mailto:rms@arc.gov.au) outlining your problem and providing your RMS details, or
  - Telephone the RMS Help Desk on +61 2 6287 6789. Please note: the RMS Help Desk is staffed from 9am to 5pm Monday to Friday (AEDT). For after hours queries please send an email to [rms@arc.gov.au](mailto:rms@arc.gov.au) and the ARC will respond to your email as soon as possible.
- For queries about the Funding Rules, eligibility or proposal content, email:  
[arc-linkageinfrastructureequipmentandfacilities@arc.gov.au](mailto:arc-linkageinfrastructureequipmentandfacilities@arc.gov.au)

## GETTING STARTED WITH RMS

To access and/or amend Proposal information, all Proposal Participants, including all Chief Investigators (CIs), Partner Investigators (PIs) and support staff involved in the preparation of a Proposal require an ARC online application system User ID and password.

- RMS access is available through the ARC website at <https://rms.arc.gov.au/RMSExternal/pages/main.jsf>
- Previous GAMS IDs remain valid. Researchers can log onto RMS using their old GAMS ID in **uppercase** but they need to request a new password if RMS has not been accessed previously by selecting the "Reset Password" hyperlink and following the prompts.
- If you are unsure of your User ID, it can be retrieved through the RMS Login screen detailed above and by using the "Retrieve User Name" hyperlink. This will only work if your email address in RMS is current.
- Previously allocated ARC online application system User IDs remain valid. Researchers or Assessors **DO NOT** have to apply for a new User ID each year or if they move institutions.
- A User ID must be applied for online by contacting an Eligible Organisation's RO in the first instance, or through the RMS Login Screen by selecting the "Request New Account" hyperlink and completing the "Request New Account Form". The Organisation selected to manage your account will approve the request and you will be advised by email of your new User ID.
- Participants who are not currently academic staff members of Eligible Organisations should seek their RMS User ID from the Administering Organisation nominated in the Proposal or through the RMS Login Screen by selecting the "Request New Account" hyperlink as detailed above. Instructions to assist in this process are available using the "Help" link on the 'Request New Account' screen.
- Participants should contact their own organisation's RO for assistance with RMS. ROs are routinely advised by the ARC of current ARC online application system matters and will often have knowledge of RMS compatibility with their organisation's systems so can more effectively advise researchers when concerns arise.
- Once logged into RMS it is important for all Participants who are named on a Proposal to fully complete/update the "My Details" section before proceeding to "Proposals" as this information is used to pre-populate various Parts of the Proposal form.

**Note:** RMS requires Adobe flash player installed. Participants will be prompted by the system if it is not detected. However if you do not have it installed, you may download it from <http://get.adobe.com/flashplayer/> if you wish.

## Important things to note whilst in RMS

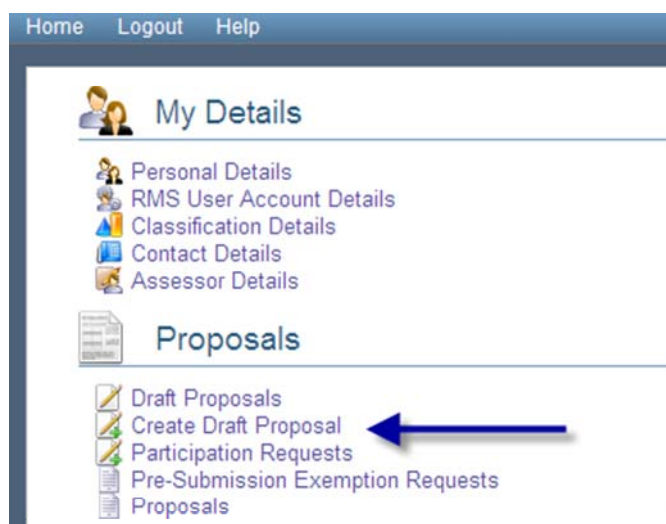
The Proposal name is the applicant's "working title" and not the formal Proposal title.

The Proposal Form is a series of components accessed via the "Draft Proposal Summary Screen", it is not a single form updated and saved in one session, so it is important to save regularly. Do not navigate away from the screen without saving and **do not use the back button on your browser**.

After 20 minutes of inactivity RMS will timeout and any unsaved data will be lost. The Parts of a Proposal form should be completed **sequentially** to assist with pre-population of subsequent Parts of the form.

## CREATING A PROPOSAL IN RMS

- A new draft Proposal is created from the applicant's homepage (under 'Proposals' in RMS).
- Participants must have the role of "Participant" in their ARC online application system User Account profile to be able to create a Proposal or participate in a Proposal. An Eligible Organisation's RO can update the role to include "Participant" if needed.
- Once logged on via RMS login screen, select "Create Draft Proposal" under "Proposals".



- Next select the appropriate scheme and round. For *ARC Linkage Infrastructure, Equipment and Facilities Funding Rules* for funding commencing in 2012, select "LE12 Round 1"; insert a draft Proposal name, (this is the applicant's working title not the formal Proposal title) and then select "Create Proposal". **Note:** This working title cannot be changed once the Proposal is created.
- A draft Proposal will be created and a Proposal ID automatically allocated by the system. This Proposal and other Proposals, to which you have access, will be listed under "Draft Proposals" on the applicant's ARC online application system homepage.
- Once saved the "Draft Proposal Summary Screen" will appear. From this screen the Proposal is managed and validation checked as each component of the Proposal Form is selected and completed.

## Proposal Title and Summary

Before completing all details in the “Draft Proposal Summary Screen” enter a proposal Title and Summary.

- Under “Application Form” select the link “**Part A - Administrative Summary**”. Enter a formal Proposal title in Part A2.
  - The title should include the name of the item of infrastructure, equipment or facility to be acquired.
  - The title should be precise, informative and, as far as possible, should use language that is comprehensible and accessible to the general public.
  - The title should not include acronyms, quotation marks or use all upper case characters.
- Enter a summary of the Proposal in Part A8, Summary of Proposal.
- Save changes to Part A with “Save” option at the bottom of the screen.
- Return to “Draft Proposal Summary Screen” using the link at the top of the page.

Proposal Title and Summary provides information to invited participants and might help them decide whether to accept.

## **Adding Participants**

**Do not add individuals who will only be minor users of the infrastructure, equipment and facilities.** Regardless of whether they satisfy Sections 7.2 or 7.3 of the Funding Rules, researchers are not eligible to be CI's or PI's if they are NOT significant and regular users of the infrastructure, equipment and facilities (see subsection 7.1.5 of the Funding Rules).

A Proposal must nominate at least one CI and may nominate **no more than a total of 30** CIs and PIs. See subsections 7.1.2 and 7.1.3 of the Funding Rules.

**No more than five CIs from each Eligible Organisation** may be nominated on a Proposal. See subsection 7.1.3 of the Funding Rules.

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

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

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

Home Logout Help

**Personal Details**

Details | Citizenship | Organisation Details | Qualifications

Person ID 45706595

Title: Dr | Family Name: Example | First Name: Example | Second Name:

With the exception of the Project Leader who must always be listed first, enter the Participants in order of their estimated level of use of the proposed infrastructure, equipment, or facility i.e. from highest hours of use per month on average, to lowest hours of use per month.

The order that individual researchers are entered in the “Draft Proposal Summary Screen” is the order that these researchers appear in the “Person Participant Summary”.

To add a Participant to the Proposal:

- Select the “Add Person Participant” link on the “draft Proposal Summary screen”.
- Insert the “Person ID” of the researcher you wish to invite to participate on the Proposal. If the person who initiates the Proposal is the Project Leader, select the "Populate Person ID and Family Name with my details" hotlink and the details will auto fill.
- Insert the “Family Name”.
- Select “Participation Type” to choose the role for that Participant. It is important to select the role with care, ensuring that the researcher being invited is eligible for that role.
- Press the “Add Participant” button. RMS will automatically send an email message to the invited Participant stating:

*Dear Prof Sample Example,*

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

*Scheme Round: LE12 round 1*

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

*Proposal ID: LE123456789*

*Proposal Title: How to complete an LE12 Proposal*

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

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

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

*Regards*

*Research Management System (RMS)*

Repeat the steps above until all Participants are invited.

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

The order of Participants may be adjusted using the up or down arrows in the last column of the Participants list.

**Note:** To reallocate ownership of the proposal use “Transfer Ownership of this Draft” on Draft Proposal Summary screen. Remember that the Project Leader must remain at the top of the list. To withdraw a participant from a proposal use the “Withdraw” option next to the participant’s name on “Draft Proposal Summary” screen. When you are certain the Participant should be removed entirely from the proposal, use the “remove” option.

See Section 7 in the Funding Rules for more information on roles and eligibility for researchers.

## Adding Organisations

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

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

- Organisations can be added from the Draft Proposal Summary page under “Organisation Participants”.
- Selecting “Add Organisation Participant” will open a new window in which participation type can be selected.
- Selection of Participation Type opens an option in which Organisation is selected. Use the “Set Organisation” link in this window to find and select eligible organisations.
- Select “Add Participant to copy the organisation details to the Draft Proposal. This information will auto-populate into Part A1 of the Proposal form. Other participatory organisations can be added as either “Partner Organisation” or “Other Eligible Organisation” by the same process.
- Before selecting an organisation type ensure that the chosen “Organisation Participant” is eligible for that organisation type under Section 6 of the Funding Rules.
- Repeat the steps above until all “Organisation Participants” are invited.

## Giving access to non-participating editors

Access to a Draft Proposal can be given to non-participants who have an RMS account through the “Draft Proposal Summary” page. To give access and editing rights to non-participants:

Select “Give access to non-participant”

Insert Person ID and family name of the non-participant to be invited to access the proposal.

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

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## PART A—ADMINISTRATIVE SUMMARY

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

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

### **A2 Proposal Title**

The title inserted at A2 should include the name of the item of infrastructure, equipment or facility to be acquired.

The title should be precise, informative and, as far as possible, should use language that is comprehensible and accessible to the general public.

The title should not include acronyms, quotation marks or use all upper case characters.

### **A3 Person Participant Summary**

This information will be auto-populated once Participants have been added in the “Draft Proposal Summary Screen” and the Participants have “accepted” the request to participate on the Proposal.

**Note:** If a Participant’s information is incorrect or incomplete, that Participant must update their personal information in “Personal Details” through their own RMS login homepage. All personal information should be up to date, including “Organisation Details” and employment type. This is accessed through the “Edit” function in Organisation Details. Updated personal information will auto-populate in the proposal when the Proposal Owner resaves Part A.

### **A4 Investigator Manager Summary**

See the Funding Rules for requirements and eligibility of CI Managers.

To nominate a CI Manager enter his/her family name, first name and the organisation that CI will be associated with as at 1 January 2012.

List CI Managers in order of management importance from highest to lowest.

A single Partner Investigator (PI) manager from each Partner Organisation may also be listed but listing is not mandatory.

### **A5 Single-Organisation Proposal**

Select yes or no to indicate whether the Proposal is one in which only one Eligible Organisation is involved. If yes, provide a justification in the box.

### **A6 Major National Facility**

Answers at A6 identify Proposals supporting coordinated access to major national facilities (see 5.2.f in the LE12 Funding Rules).

Question A6.1: ‘*Is this Proposal for a subscription for coordinated access to a major national facility*’. This must be answered yes or no.

Question A6.2: If the answer to the previous question was yes, please create and upload a PDF with the following information:

- (i) Does the major national facility currently exist?
- (ii) In what year did the major national facility commence operations?
- (iii) What is the name of the major national facility?
- (iv) What is the name of the organisation which owns/coordinates the major national facility?
- (v) What is the name and address of the organisation at which the major national facility is located?
- (vi) Financial support for the major national facility.  
This information must be presented in a table with columns entitled Funding Year, Organisation, Contribution Amount and Total Amount for the Year, as shown below in Table Format 1.

Table Format 1: Major National Facility

<b>Funding Year</b>	<b>Organisation</b>	<b>Contribution Amount (approximate)</b>	<b>Total amount for year</b>
2011	Example University	\$130,000	\$230,000
2011	Example Industry Organisation	\$100,000	
2012	Example University	\$130,000	\$280,000
2012	Example Industry Organisation	\$100,000	
2012	Example Museum	\$50,000	
2013	Example Industry Organisation	\$100,000	Include future years if information is available
2013	Example Museum	\$50,000	

### **A7 International Facility**

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

### **A8 Summary of Proposal**

Use clear plain English with minimal use of specialised terminology.

Avoid the use of quotation marks, acronyms and do not use all upper case characters in the text.

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

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

Use clear plain English and make the summary comprehensible and accessible for the general public as far as possible.

Avoid the use of quotation marks, acronyms and do not use all upper case characters in the text.

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

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

## **PART B—CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION**

### **B1 National Research Priorities**

If applicable, indicate whether this Proposal falls within one of the four designated National Research Priorities.

Select from the drop down list under National Research Priority. Each priority has a number of associated priority goals – to add, select from the drop down list under Goals.

**Note:** Only one of the National Research Priorities can be selected; please choose the most appropriate one from the list. The Proposal may, however, indicate more than one Goal within the chosen National Research Priority. See the ARC website for further information

(<http://www.arc.gov.au/applicants/default.htm>).

### **B2 Field of Research**

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

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

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

### **B3 Socio-Economic Objective**

The Socio-Economic Objective (SEO) classification indicates the sectors that are most likely to benefit from the project.

Select each classification code that relates to the Proposal by clicking on ‘Add SEO code’. Indicate the importance of each classification by using a percentage.

Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.

### **B4 Keywords**

Enter between one and ten keywords to describe the proposed research. **The ARC recommends entering no more than four keywords per proposal.** The keywords are (along with FoR Codes) important for the ARC in identifying and assigning assessors.

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

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

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

## **PART C—PROJECT DESCRIPTION**

The Project description must not exceed ten A4 pages. Upload a single PDF document which has the heading ‘Part C Project Description’ and sub-headings in the order below to explain the Proposal and its expected outcomes in a way that can be appreciated by all assessors. Please observe the format requirements below and on page 5 of this document.

### *1. Statement addressing selection criteria*

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

- Significance of research to be supported with the proposed infrastructure, equipment and facilities;
- Need and use of the proposed infrastructure, equipment and facilities;
- Nature of the alliance and commitment between organisations named on the proposal; and
- Investigator(s).

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

Outline the arrangements proposed for the purchase of, construction of or access to the infrastructure, equipment and facilities, its location, installation, day-to-day management and

operation, maintenance, access by users to the facility, and the sharing of time and resources to maximise their use.

The Funding Rules also require that the Proposal set out, as agreed by each organisation named on the Proposal:

- a. the terms and conditions of access; and
- b. details of the arrangements and costs of managing the infrastructure, equipment and facilities (including any recurrent expenditure) and how any costs will be distributed.

### 3. *Role of personnel*

Summarise the role, responsibilities and contributions of each investigator named in the “Person Participant Summary” at Part A4 of the form beginning with “Participant Managers” from the “Chief Investigator Manager Summary” at Part A5; and

Also summarise the roles and levels of involvement, if any, of Participants/users not named in Part A4 of the form (including any technical staff).

### 4. *References.*

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

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

## PART D—PROJECT COST

Please refer to Section 5 of the LE12 Funding Rules for information regarding the following:

- Level of funding.
- Duration of funding
- Budget items supported
- Research / activities not supported

Salaries of support or academic staff and the cost of buildings or other infrastructure may be included as in-kind contributions.

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

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

The ARC reserves the right to determine a level of funding for a Project which may differ from those requested.

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

*Getting started:* You must first enter the organisations which will be contributing to this Project. Select the “Set Other Organisation Contributors” link. Organisation Participants that were entered in the Draft Proposal Summary screen will be listed in a text box.

**Note:** It is important that the names of all organisations contributing to the proposal either with cash or in-kind contributions have been added through the Draft Proposal Summary screen before trying to complete the budget.

Part D - Project Cost (LE129900010)

**D1. What is the proposed budget for your project?**  
 Please provide details of the budget proposed for your project. *(This question must be answered)*

- The Proposal has not requested any monies from the ARC.

[Set Other Organization Contributors...](#) ←

Year 1   Year 2   Year 3   Year 4   Year 5

Description		ARC	
			Cash
▼ Direct Cost			0
ARC LIEF Funding	+		0
Other	+		0

Check all the boxes next to each contributing organisation and “Set Contributors”.

**Set Contributors**

- The Testing University
- Test Pty Ltd
- The Australian University of Proposal Testing

←

When contributors have been identified the original table will expand to include ARC contribution, Administering Organisation contribution, Eligible Organisation(s) contribution and Partner Organisation(s) contributions.

Below the main budget table (Table 1) will appear a table listing Other Eligible Organisations (Table 2) and below that will be a table of any Partner Organisations (Table 3).

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

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

- The Proposal has not requested any monies from the ARC.

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

Year 1   Year 2   Year 3   Year 4   Year 5

Description		ARC			AdminOrg		Other Eligible Orga...		PO	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind		
▼ Direct Cost		0	0	0	0	0	0	0	0	
ARC LIEF Funding	+	0	0	0	0	0	0	0	0	
Other	+	0	0	0	0	0	0	0	0	

**Other Eligible Organisation**

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
The University of	0	0	0	0	0	0	0	0	0	0
The University of	0	0	0	0	0	0	0	0	0	0
The University of	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Partner Organisation**

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Test Pty Ltd	0	0	0	0	0	0	0	0	0	0
The Testing Unive	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

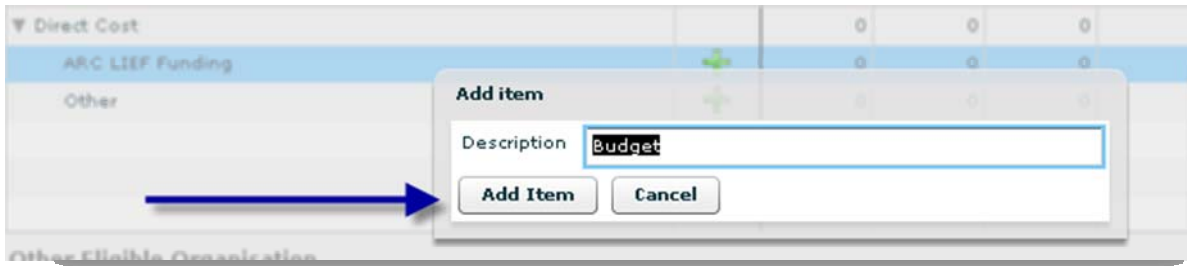
Fill out the main budget table first. Be aware that there are two goals in completing this table. These are described below.

*Table 1. Goal 1:* The first goal of the Primary Table is to summarise funding structure for all contributing parties for all years of funding. This is done on a single line, showing the amount committed from the Administering Organisation, the total committed from Other Eligible Organisations and the total amount committed from Partner Organisations.

Add a budget item by clicking the green Plus sign next to ARC LIEF Funding.

Description		ARC			AdminOrg		Other Eligible Orga...		PO	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind		
▼ Direct Cost		0	0	0	0	0	0	0	0	
ARC LIEF Funding	+	0	0	0	0	0	0	0	0	
Other	+	0	0	0	0	0	0	0	0	

This opens a text box allowing the item name to be entered. This line will summarise the entire budget, and can be called Budget to reflect this. Select “Add Item”



Enter the amount requested from the ARC for the project in the column ARC.

Description		ARC		AdminOrg			Other Eligible Orga...		PO	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind		
		▼ Direct Cost	150,000	0	0	0	0	0	0	0
▼ ARC LIEF Funding	+	150,000	0	0	0	0	0	0	0	
Budget	✖	150,000	0	0	0	0	0	0	0	
Other	+	0	0	0	0	0	0	0	0	

On the same line, in the column AdminOrg, enter the amount committed to the Proposal by the Administering Organisation.

Description		ARC		AdminOrg			Other Eligible Orga...		PO	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind		
		▼ Direct Cost	150,000	25,000	0	0	0	0	0	0
▼ ARC LIEF Funding	+	150,000	25,000	0	0	0	0	0	0	
Budget	✖	150,000	25,000	0	0	0	0	0	0	
Other	+	0	0	0	0	0	0	0	0	

Do the same for total contribution of Other Eligible Organisations and for total contribution from Partner Organisations.

Any in-kind contributions should also be added on this Budget line.

This Budget line will be automatically generated in subsequent funding years. If the proposal is for an International Facility or National Facility running over multiple years, fill out the Budget line for all years of funding.

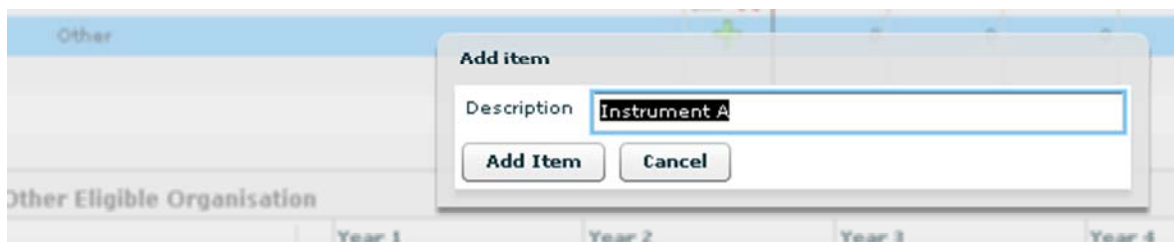
*To make corrections:* To delete a number in a cell and leave it blank, replace the figure with a zero and click on another cell. This will refresh that cell value to zero.

*Table 2. Goal 2:* The second aim of the Primary Table is to name each item (of equipment etc) required by the Proposal. The cost of each item is NOT included in this section. The cost of each item will be entered in Section E4: Table of Quotes.

Add a Proposal item by clicking the green Plus sign next to “Other”.

Description		ARC		Admin Org		Other Eligible Orga...		PO	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	
		Year 1	Year 2	Year 3	Year 4	Year 5			
▼ Direct Cost		150,000	25,000	0	25,000	0	10,000	0	0
▼ ARC LIEF Funding		150,000	25,000	0	25,000	0	10,000	0	0
Budget	+	150,000	25,000	0	25,000	0	10,000	0	0
Other	+	0	0	0	0	0	0	0	0

This opens a text box allowing the item name to be entered. Write in this text box the name of the most expensive item on the Proposal. Select “Add Item”.



Repeat this until all Proposal items to be funded are listed in descending order of cost, as shown below.

Description		ARC		Admin Org		Other Eligible Orga...		PO	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	
		Year 1	Year 2	Year 3	Year 4	Year 5			
▼ Direct Cost		150,000	25,000	0	25,000	0	10,000	0	0
▼ ARC LIEF Funding		150,000	25,000	0	25,000	0	10,000	0	0
Budget	+	150,000	25,000	0	25,000	0	10,000	0	0
▼ Other	+	0	0	0	0	0	0	0	0
Instrument A	✎ ✖	0	0	0	0	0	0	0	0
Instrument B	✎ ✖	0	0	0	0	0	0	0	0
Instrument C	✎ ✖	0	0	0	0	0	0	0	0
Infrastructure A	✎ ✖	0	0	0	0	0	0	0	0
Infrastructure B	✎ ✖	0	0	0	0	0	0	0	0

Note that these values must be zero

*To make corrections:* To edit items select the pencil and notepad icon. To delete items select the red cross. To reset the value to zero, replace the number with a zero and click on another cell. This will refresh that cell value to zero.

**Table 2: Other Eligible Organisation contributions**

The amount committed from each contributing Eligible Organisation (excluding the Admin. Org.) should be listed in Table 2. The total amount should balance with the total amount shown in Table 1.

		Year 1	Year 2	Year 3	Year 4	Year 5			
Description		ARC		AdminOrg		Other Eligible Orga...		PO	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	
▼ Direct Cost		150,000	25,000	0	0	25,000	0	10,000	0
▼ ARC LIEF Funding	+	150,000	25,000	0	0	25,000	0	10,000	0
Budget	⊗	150,000	25,000	0	0	25,000	0	10,000	0
▼ Other	+	0	0	0	0	0	0	0	0
Instrument A	⊗	0	0	0	0	0	0	0	0
Instrument B	⊗	0	0	0	0	0	0	0	0
Instrument C	⊗	0	0	0	0	0	0	0	0
Infrastructure A	⊗	0	0	0	0	0	0	0	0
Infrastructure B	⊗	0	0	0	0	0	0	0	0

**Total contribution Table 1 = sum of individual contributions Table 2**

Organisation	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
The University of	10,000	0	0	0	0	0	0	0	0	0
The University of	10,000	0	0	0	0	0	0	0	0	0
The University of	5,000	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 3: Similar to Table 2, the amount committed by each Partner Organisation should be listed in Table 3. The total amount should balance with the total amount shown in Table 1.

		Year 1	Year 2	Year 3	Year 4	Year 5			
Description		ARC		AdminOrg		Other Eligible Orga...		PO	
		Cash	Cash	In-kind	Cash	In-kind	Cash	In-kind	
▼ Direct Cost		150,000	25,000	0	0	25,000	0	10,000	0
▼ ARC LIEF Funding	+	150,000	25,000	0	0	25,000	0	10,000	0
Budget	⊗	150,000	25,000	0	0	25,000	0	10,000	0
▼ Other	+	0	0	0	0	0	0	0	0
Instrument A	⊗	0	0	0	0	0	0	0	0
Instrument B	⊗	0	0	0	0	0	0	0	0
Instrument C	⊗	0	0	0	0	0	0	0	0
Infrastructure A	⊗	0	0	0	0	0	0	0	0
Infrastructure B	⊗	0	0	0	0	0	0	0	0

**Total contributions in Table 1 = Sum of individual contributions in Tables 2 and 3**

Organisa...	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
The University	10,000	0	0	0	0	0	0	0	0	0
The University	5,000	0	0	0	0	0	0	0	0	0
The University	10,000	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Organisa...	Year 1		Year 2		Year 3		Year 4		Year 5	
	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
Test Pty Ltd	5,000	0	0	0	0	0	0	0	0	0
The Testing Ur	5,000	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Important:** The ARC online system does limited validation checks but cannot detect every possible error. It is the Administering Organisation’s responsibility to ensure that the Funding Rules budget requirements are met before submission to the ARC.

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

**PART E—BUDGET JUSTIFICATIONS**

**E1 Summary of Project Cost**

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

Using Table Format 2 (below) as a template, create a summary of Project cost over all funding years.

These figures should reconcile with those in the Budget line, Table 1, Part D – Project Cost.

Use the same row and column headings and no others.

When complete save the table as a PDF and upload it onto RMS.

- Column One: ARC contribution per year
- Column Two: Cash contribution from Admin Org per year
- Column Three: Cash contribution from all Other Eligible Organisations per year
- Column Four: Cash contributions from all Partner Organisations per year
- Column Five: Calculate and insert the total cash cost as one figure per year, i.e. this is the sum of all contributions from the ARC, the Admin Org, Other Eligible Orgs and Partner Orgs.
- Column Six: Total contribution requested from the ARC as a percentage of the total cash cost, i.e. the ratio of column one and column five expressed as a percentage. This figure will show you if the ARC funding requested is more than 75% of the total direct (cash) cost of the infrastructure, equipment or facility (subsection 5.1.3 of the funding rules).

Table Format 2: Summary of Project Cost

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

\* Only International and Major National Facilities can apply for multi-year funding.

**E2 Justification of funding requested from the ARC**

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

The uploaded PDF **must**:

- Use the same item (equipment etc) names as in the “Proposed Budget” table
- Fully justify each item in terms of need, cost and priority.

**Note:** The items entered in Part D1 in the “Proposed Budget” table should have been **listed in order of priority with highest first**.

**E3 Details of non-ARC contributions**

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

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

**E4 Summary of Quotes**

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

Using Table Format 3 (below) as a template, create a summary of quotes.

Use the same row and column headings and no others.

When complete save the table as a PDF and upload it onto RMS.

The uploaded PDF **must:**

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

Table Format 3: Summary of Quotes

Item Number in priority order	Quote number	Preferred quote	Item name	Supplier name	Discount	Amount \$AUD	Date of quote	Exchange rate at time of quote
1	1	*	Microscope	Example Co	Nil	500,000	1/02/2011	0.94USD
1	2		Microscope	ABC Co	5%	499,999	1/02/2011	0.94USD
1	3		Microscope	Testing Co	Nil	600,000	1/02/2011	0.94USD
2	1	*	Detector	Example Co	Nil	15,000	1/02/2011	0.94USD
2	2		Detector	ABC Co	5%	20,000	1/02/2011	0.94USD
2	3		Detector	Testing Co	Nil	20,000	1/02/2011	0.94USD

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

**PART F—PERSONNEL**

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

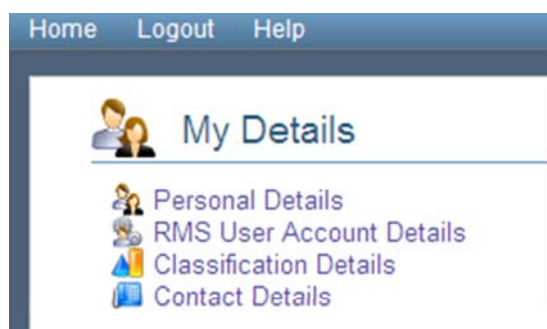
This is the largest Part of the Proposal. Please ensure that you save regularly while completing this Part.

### **F1 Personal Details**

(This question will automatically populate from the details held in RMS for each Participant.)

To update personal details, the individual Participant must amend their profile in their own RMS homepage using the ‘My Details’ section before proceeding to ‘Proposals’ via the RMS Home Page.

Updating all the details in the “My Details” section will ensure that each Participant’s data will be correct when it is auto-populated into a Proposal.



### **F2 Postal Address**

(This question will automatically populate from the details held in RMS for each Participant.)

To update a postal address, the individual Participant must amend their profile in their own RMS homepage using ‘My Details’ section.

### **F3 Qualifications**

This Part of the form will auto populate from the details held in ARC online application system for each Participant.

To check or update qualifications, individual Participants must log on using their own User ID and amend their own details in their own RMS homepage by using the instructions F1 above.

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

This Part of the form will auto populate from the details held in ARC online application system for each Participant.

To check or update Current or Previous appointments/positions, individual Participants must log on using their own User ID and amend their own details in their own RMS homepage by using the instructions F1 above.

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

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

All Participants must complete this Part of the form. Write a maximum of 2500 characters (approximately 330 Words), listing the Participant’s recent publications relevant to this Proposal. Include refereed journal articles and refereed conference papers.

Ensure this listing is limited to the last five years only.

If you do not have any publications over the past five years mark this Part of the form with “not applicable”.

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

All Participants must complete this Part of the form. Write a maximum of 2500 characters (approximately 330 Words).

Include grant number, if an ARC grant, the title of the grant, the years for which the grant was awarded, the amount funded, and briefly what part you played in the Project.

If you have not had any competitive funding over the past five years mark this Part of the form with “not applicable”.

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

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

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

Please enter the name of the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role.

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

F6. Organisational affiliations for eligibility purposes for this Proposal

Name of the organisation you will be associated with for the purposes of satisfying the eligibility requirements for your nominated role in undertaking the proposed research. (i.e. for a CI and Supervisors this will usually be the Eligible Organisation at which they will be employed or hold an adjunct appointment as at 1 January 2012 and beyond; for Fellowship candidates it will be the Host Organisation). (This question must be answered)

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

Organisation

[Search for Organisation](#)

Affiliation Type

Select an affiliation type

The answer for 'Organisation Name' is empty but mandatory.

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

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

For CIs, this is usually the Eligible Organisation at which you will be employed, or at which you hold an adjunct appointment, or at which you are an officeholder of, as at 1 January 2012 (see Sections 6 and 7 of the Funding Rules);

For PIs, this is usually your primary employer or a contributing organisation at which you are an officeholder (see Sections 6 and 7 of the Funding Rules).

Use the drop box at Part F6 labelled “Affiliation Type” to enter the type of your affiliation with the organisation.

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

This Part of the form will auto populate from the details held in ARC online application system for each Participant. If this information is incorrect, please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au).

**Note:** This Part only relates to the above stated associations and does not include Participants who are on ARC-funded Projects or in ARC funded Centres.

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

If you do have such associates, their name/s (Title, first name and family name) **must** be entered in the text box provided.

This information will assist the ARC in managing instances of potential Conflicts of Interest with ARC staff and potential assessors. The ARC has procedures for declaring Conflicts of Interest and for Selection Advisory Committee members to withdraw from consideration of particular Proposals for which there may be a Conflict of Interest.

**Note:** Examples of such committees are College of Expert members or members of a Selection Advisory Committee (SAC) or the ARC's Advisory Committee. This Part only relates to the above stated associations and does not include Participants who are on ARC funded Projects or in ARC funded Centres.

### **F9 Partner Organisation Affiliations**

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

If **yes** has been selected, in no more than 750 characters (approximately 100 words) of plain language, please describe the Conflict of Interest and how it will be managed.

To determine if a conflict of interest may exist please refer to the ARC website

[http://www.arc.gov.au/about\\_arc/coe\\_guidelines.htm#conflict](http://www.arc.gov.au/about_arc/coe_guidelines.htm#conflict) for further information.

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

## **PART G—PARTNER ORGANISATION DETAILS**

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

### **G1 Organisation contact details**

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

### **G2 Organisation postal address**

The postal address will be filled out automatically.

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

### **G3 Other organisation details**

Additional details for this organisation will be filled out automatically.

To update any of the additional details, the organisation's profile must first be amended. Once amended, these details will automatically update in this form.

**Note:** Only the ARC can update these information profiles, please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au).

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

## **PART H—RESEARCH SUPPORT**

### **H1 Research Support**

**For each Participant (Investigator) listed in the “Person Participant Summary” of A3 of this Proposal, please provide a table (in accordance to the Instructions to Applicants) of past, current or requested funding (from ARC and from other agencies) for calendar years 2010 to 2014 inclusive.**

**The table should only include past, current or requested:**

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

Part H1 should not show unsuccessful Proposals for funding to any agency.

Use Table Format 4 below to create the list of relevant Projects/Proposals.

Table Format 4: Research Support

Description	Support status	Project/Proposal ID (if applicable) & agency name	2010 (\$'000)	2011 (\$'000)	2012 (\$'000)	2013 (\$'000)	2014 (\$'000)
Eg: A Example, B Citizen, - Infrastructure A.	R	LE00010001 ARC					
Eg: B Citizen, C Person - Equipment B	P	LE00020002 ARC					
Eg: C Person, B Citizen, D Applicant - Facility C	C	LE00030003 ARC					

Column 1:

Description – all named investigators on any ARC Proposal/Project or other agency Proposal/Project which would use or involve similar infrastructure in which a Participant is involved. Please include Project title, source of support, scheme and round.

Column 2:

Support Status

- “R” for Requested support (Proposal outcome currently unknown)
- “C” Current support (Proposal currently funded i.e. from 2011 year onwards)
- “P” Past support (Proposal funded in year(s) previous to 2011 with funding ongoing into the current year and/or beyond.

Column 3:

Project ID and Agency name

Columns 4 – 8:

Funding amounts are to be shown in thousands and in Australian dollars.

Refer to Section 8.2.2 of the Funding Rules for further information on non-duplication of Commonwealth funding and on cross-scheme funding. Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.

The table template above must be used (with your data inserted). Please ensure that the single PDF uploaded into the Proposal is in the format required by the table and also on page 5.

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

## PART I—STATEMENTS ON PROGRESS OF ARC FUNDED LIEF PROJECTS

### ***J1 Statements of Progress of ARC Funded LIEF Projects***

Statements of Progress are required for Project(s) that received ARC LIEF scheme funding in 2010 that involved any nominated Participant on this Proposal.

A document should be prepared with a Summary Table listing each Project, followed by a descriptive Progress Statement for each Project listed. This should be uploaded as a PDF.

#### Summary Table

- Statements of Progress should be summarised in a table following Table Format 5, using the same column headings and no others.
- Statements of Progress are required for LIEF scheme Projects only.
- The Statements of Progress table must show the Project ID and Project Leader.

Table Format 5: Statements of Progress

Project ID	Project Title	Project Leader	Statement attached
LE111234567	LIEF Project ABC	A Citizen	Yes
LE112345678	LIEF Project DEF	B Example	Yes

#### Progress Statements:

- The Progress Statement should be 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 approval.

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

## PART J - ADDITIONAL DETAILS

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

Create a document headed “Part J1, Summary of use of infrastructure, equipment and facilities”.

Beneath this heading include the maximum number of researchers who can concurrently use the proposed infrastructure, equipment and facilities, as illustrated below.

Using Table Format 6 below, list the Organisations, the number of their users and the estimated use in hours per month.

This document should be uploaded as a PDF of no more than one A4 page.

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

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

Table Format 6: Summary of use

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

### ***J2 Equipment Located Outside of the Administering Organisation***

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

Under the LE12 Funding Rules, the infrastructure, equipment and facilities, where appropriate, will be located at the Administering Organisation and be listed in its assets register, unless otherwise approved by the ARC.

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

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

If **no** is selected at Part J2, insert NA or Not applicable into the text box to validate Part J2. Refer to subsections 6.4 of the Funding Rules for further information regarding funding, ownership and location of infrastructure, equipment and facilities.

**J3 Prior Commonwealth funding**

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

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

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

Your statement must contain the relevant Project IDs and specify how additional funding through LIEF would enhance or add to the previous funding.

**Note:** If prior Commonwealth funding was not derived from the ARC and does not have a relevant Project ID please type "NOT ARC FUNDING" and provide the agency's name, the name of the funding scheme as well as an explanation.

**J4 Other agency submission**

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

If **yes** is selected at Part J4 the name of the other agency/ies must be added to the proposal. This is done using the drop down list. If the other agency is not on the list, select "Other" and type the name of the agency/ies in the box beneath.

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

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

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

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

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

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

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

**J6 Integrated research facilities**

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

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

Please refer to Section 5.2 of the Funding Rules for information on integrated facilities.

If **yes** is selected at Part J6, please write a statement of approximately 100 words justifying the necessity of an integrated facility as directed.

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

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

Only the Proposal “owner” (the Person who initiated the Proposal in RMS) can submit a Proposal to the RO.

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

Before electronically submitting to the RO, the Project Leader should:

- Review all form components to ensure the information to be submitted is complete and correct.
- Save each Part once more to ensure that updated information is captured in the PDF.
- Ensure all form parts are complete and valid on the Draft Proposal Summary screen (indicated by a green tick).
- Generate a PDF (whole Proposal document PDF). This is found near the top of the “Draft Proposal Summary Screen”. The generation of the whole document PDF may take a minute or two. Please be patient and refresh the screen after a couple of minutes to see if the icon has changed to show that the PDF has been generated;

Note: Additions, deletions or modifications to Proposals will not be accepted after the date of submission unless invited by the ARC.

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

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

### **Notes for Research Offices:**

- The PDF should be re-generated before submission to ensure all changes to the form parts by any Participants or the Research Officer staff are included.
- Only an authorised Research Office Delegate can certify a Proposal and submit to the ARC.
- Submission should not be delayed until the last possible moment. The time taken by your computer server to process Proposals may differ slightly from the ARC servers.
- After applications close, RMS will also automatically re-generate a PDF for each Proposal to ensure that all changes to the form are captured in the PDF.
- Participants and RO staff should use this final PDF as the final record of the submitted Proposal.

### Points to assist applicants avoid common submission errors

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

- Has the Project Leader been entered as the first CI on the Proposal? Please refer to subsection 7.1.2 of the Funding Rules.
- With the exception of the Project Leader who must always be listed first, are all of the other proposed Participants in Part A4 of the form listed in descending order by the level of use of the proposed infrastructure, equipment or facility?
- Are the proposed Participants significant and regular users of the proposed infrastructure, equipment and facilities?
- Have any of the proposed CIs exceeded the limits for Proposals on which they are named in this round? Refer to Section 8.1 of the Funding Rules.
- Is there only one Participant Manager (CI Manager) per Eligible Organisation (or only one PI manager per Partner Organisation) at Part A4 of the form? Refer to subsections 7.2.3 and 7.3.2 of the Funding Rules.
- Are there less than 5 CIs per Eligible Organisation on the Proposal at Part A4 of the form?
- Are there 30 Participants or less listed on the Proposal at Part A4 of the form? Is it likely duplicate Proposals have been submitted by any Participants?
- Do the proposed Participants meet the requirements for the relevant role for which they are nominated, and has the correct role been selected?
- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements and so on for uploaded PDF insertions.
- Are any items listed in the “Description” column in the Project Cost table (Part D1) prohibited?
- Have the items listed in the “Description” column in the Project Cost table (Part D1) been listed in descending order of priority? (i.e. highest priority first).
- Please ensure that all necessary information has been entered under Part H (Research Support) and Part J (Additional Details). Important Note: RMS cannot gauge how many entries are needed under these Parts and thus will consider these Parts valid even if you have not provided all necessary information. These parts may show as ‘Valid’ on the main Proposal summary screen regardless of the information entered.
- Has a statement of progress at Part I of the form been provided for all LIEF Projects that first received funding in 2010 in Statements on Progress of ARC Funded Projects (Part I), for any named Participant on the Proposal?
- Does the Proposal constitute Medical and Dental Research?

### Matters to note before completing the application form

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

## **Accuracy of information**

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

## **Incomplete or misleading information**

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

## **Confidentiality**

Information contained in the Proposal is regarded as confidential unless otherwise stated and will be received and treated as confidential by the ARC unless otherwise required by law. Third parties selected by the ARC to assess, evaluate or verify the accuracy of the Proposal will be required by the ARC to also treat the Proposal as confidential. See Section 13.3 in the Funding Rules for more information on confidentiality.

## Troubleshooting – RMS

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

## Frequently Asked Questions

- Q. What is the final date for withdrawal of LE12 proposals?  
 A. The final date for withdrawal of LE12 proposals is 5:00 pm AEST Tuesday 20 September.
- Q. Should items be listed on the budget ordered by expense or by importance to the Project?  
 A. Items should be listed on the budget in order of importance to the Project, ie: Items essential to the Project should be above non-essential items.
- Q. If the amount of ARC funding approved is less than that requested in the Proposal, are the collaborating organisations committed to the same level of contribution as stated on the Proposal?  
 A. The LIEF Funding Rules for 2012 do not specify that contributions by Eligible Organisations and/or Partner Organisations which are originally pledged in a Proposal must be treated in a particular manner after that Proposal is approved for ARC funding (whether or not the Proposal is approved at the originally requested level of ARC funding or at a lower level). The LIEF Funding Agreement will specify a number of conditions in respect of the treatment of contributions by participating organisations after approval.
- Q. Where should details of the arrangements proposed for the purchase and management of the infrastructure, equipment and facility be included in the Proposal?  
 A. Part C (Project Description C.2) of the Proposal will include the arrangements proposed for the purchase of, construction of or access to the infrastructure, equipment and facilities, its location, installation, day-to-day management and operation, maintenance, access by users to the facility, and the sharing of time and resources to maximise their use.
- The Funding Rules also require that the Proposal set out, as agreed by each organisation named on the Proposal:
- a. the terms and conditions of access; and
  - b. details of the arrangements and costs of managing the infrastructure, equipment and facilities (including any recurrent expenditure) and how any costs will be distributed.
- Q. Should unsuccessful Proposals be included in Part H1 Research Support?  
 A. No. Part H1 should not show unsuccessful Proposals for funding to any agency.