LINKAGE INFRASTRUCTURE, EQUIPMENT AND FACILITIES

Instructions to Applicants for funding commencing in 2020
Table of Contents

1. Before completing the application form ................................................................. 3
   1.1 RMS User Profile ......................................................................................... 3
   1.2 Accuracy of Information ............................................................................ 4
   1.3 Key Documents ......................................................................................... 4
   1.4 Key Dates .................................................................................................. 4
   1.5 Research Office ......................................................................................... 4
   1.6 Eligibility in RMS ...................................................................................... 4
   1.7 Application Certification ............................................................................ 4

2. Creating a new application in RMS ...................................................................... 5

3. Completing the application form .......................................................................... 5
   Part A – Administrative Summary ................................................................. 7
   Part B – Classifications and Other Statistical Information ............................ 14
   Part C – Project Description .......................................................................... 19
   Part D – Personnel and ROPE ........................................................................ 22
   Part E – Project Cost ...................................................................................... 33
   Part F – Budget Justification .......................................................................... 38
   Part G – Research Support and Statements on Progress .............................. 41
   Part H – Additional Details ........................................................................... 44

4. Submitting an application to the Research Office ......................................... 47

Appendix A – Format ............................................................................................. 48
Australian Research Council

Linkage Infrastructure, Equipment and Facilities (LIEF)

Instructions to Applicants
dfor funding commencing in 2020

The Linkage Infrastructure, Equipment and Facilities Instructions to Applicants for funding commencing in 2020 (hereafter referred to as the Instructions) provides information to applicants on how to complete and electronically submit a Linkage Infrastructure, Equipment and Facilities application for funding commencing in 2020 (LE20).

The completed application form, including the PDF attachments, must comply with the Grant Guidelines for the Linkage Program (2018), Linkage, Infrastructure, Equipment and Facilities For funding commencing in 2020 (hereafter referred to as the grant guidelines).

The information in this document is underpinned by the grant guidelines. Review the grant guidelines on GrantConnect before preparing the application.

1. Before completing the application form

For general instructions on how to use the Research Management System (RMS), refer to the User Guides (RMS User Management Guide and Submitting a Proposal in RMS) available on the ARC website. You or Your refers to the Administering Organisation.

1.1 RMS User Profile

Ensure the Personal Details, Qualifications and Employment sections of the participant RMS Person Profile contain up-to-date information, as some of these details will be auto-populated into the application form.

Research outputs can be added to a user’s profile through any of the following methods:

- Link an RMS account with an ORCID (Open Researcher and Contributor ID) account and import the research outputs from the Works section of the user’s ORCID profile.
- Upload a BibTeX file to RMS and perform a bulk upload of the research outputs contained within it.
- Use a Digital Object Identifier (DOI) to automatically harvest research output metadata and create a research output record.
- Manually create an individual record per research output within the RMS user profile.

Note: RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this. Users will have the flexibility to choose research outputs for listing in their grant applications.

For instructions on how to add research outputs to a user’s RMS, refer to the User Guides (RMS Auto-population of Research Outputs) available on the ARC website.
1.2 Accuracy of Information
Check carefully that all information contained in the application form is accurate prior to submission. Changes cannot be made once the application form has been submitted. Format requirements for uploaded PDFs are at Appendix A.
For Your internal checking purposes, information regarding how many current applications and projects a participant holds is available in parts D8 and G1.

1.3 Key Documents
Key documents for the Linkage Infrastructure, Equipment and Facilities grant opportunity are available on GrantConnect or via links on the ARC website.

1.4 Key Dates
Refer to the grant calendar page on the ARC website for key dates and updates relevant to the grant guidelines, including the closing dates for ‘Requests Not to Assess’, application submission and rejoinder.

1.5 Research Office
The participant should contact the Research Office in the first instance if they have any questions regarding how to complete an application form or about ARC grant opportunities. The Research Office should be able to answer any questions the participant might have, and can seek clarification from the ARC if necessary.

1.6 Eligibility in RMS
RMS contains new functionality in application forms that will determine whether key eligibility requirements have been met by participants.

The application form will prevent any participant from submitting an application where they have an overdue Final Report for any ARC-funded projects. You will be able to see the Project ID of the overdue Final Report and the application form part will be invalid.

Where project and application limits have been breached, the relevant part of the application form will be invalid and submission to the ARC will not be possible.

IMPORTANT: The ability to submit a valid application form to the ARC does not mean that participants have met all eligibility requirements. You will still need to ensure that comprehensive checks have been made so that participants comply with all eligibility requirements set out in the grant guidelines.

1.7 Application Certification
The application form must be certified and submitted online in RMS by an authorised officer of Your Organisation.

The authorised officer must have the role of ‘Research Office Delegate’ in RMS. Only the Administering Organisation certifies and submits applications online.

You must obtain the agreement, attested to by written evidence of all the relevant persons and organisations to allow the proposed project to proceed as specified in the grant guidelines. This excludes the employing organisations of overseas Partner Investigators (PIs) and any participant’s current organisation which is not their relevant organisation for the application. This written evidence must be retained by You and must be provided to the ARC if requested.
2. Creating a new application in RMS

To create a new application:

- Login to RMS

- Select Linkage, Infrastructure Equipment and Facilities 2020 Round 1 from the drop down list and click on ‘Create Draft Proposal’.

3. Completing the application form

There are eight Parts (A-H) in the LE20 application form:

A) Administrative Summary
B) Classifications and Other Statistical Information
C) Project Description
D) Personnel and ROPE (Note: This section will not appear until the participant has been added/accepted in Part A.)
E) Project Cost
F) Budget Justification
G) Research Support and Statements on Progress
H) Additional Details

When the application has been created, the application form parts will be displayed at the top of the screen. The colour of these parts will be red indicating that the part is incomplete (invalid) and when completed they will turn green (valid).

Click on the relevant form part at the top of the screen to navigate between form parts (Part A to Part H).

Click on Part A to start completing the application form.
Linkage Infrastructure, Equipment and Facilities for funding commencing in 2020
Instructions to Applicants

It is important to periodically save all changes. The ‘Save’ button is located at the top of the page next to the Adobe PDF file icon:

![Save](image)

**Note:** In many cases, further help text is provided within the form to assist in completing questions. To access this information click on the `i` icon.
Part A – Administrative Summary

A1 Application Title
This question must be answered.
Provide a short title - no more than 75 characters, approximately 10 words.
- The title should be an accurate reflection of the research infrastructure and will be visible to assessors.
- Avoid the use of acronyms and quotation marks.
- Do not use all upper case characters.
- This title should include the name of the infrastructure, equipment or facility to be acquired.
- This title may be modified and used for public release.

A2 Person Participant Summary
This question must be answered.
Each participant added to this application must be listed as a Chief Investigator (CI) or Partner Investigator (PI).
A CI must:
- not be undertaking a Higher Degree by Research during the project;
- reside predominately (greater than 50 per cent of their time) in Australia for the project activity period; and
- be an employee for at least 0.2 full-time equivalent (FTE) at an Eligible Organisation, or be a holder of an honorary academic appointment at an Eligible Organisation (see sections 6.25, 6.27 and 6.26 of the grant guidelines).
A person's RMS email address must be used to invite them to participate in this application.
‘Person Profile’ details (personal details, qualifications and employment) will be automatically populated into the application form and must be current at the time of submitting the application.
The current organisation is populated from the employment details from the person’s profile, and the relevant organisation is populated from question D13.
Each participant must have updated details in RMS before completing this question.
Add all people participating in this application as a CI or PI.
Select the relevant ‘Participation Type’ and enter the participant’s RMS email address, then click on ‘Add’. Repeat this action for the rest of the participants.

**Note:**
- When a participant is added to the application they will receive an automated email invitation and will be required to accept this invitation in RMS to participate on the application. When adding a participant, it is important to use the email address associated with their RMS account. If an email address other than that associated with RMS is used the participant will receive an email, however they will not receive an invitation in RMS to participate on the application.
- If the proposed participant does not have an RMS user account, they can request one by using the link found on the RMS Homepage.

For instructions on how to provide access to the application form for a non-participant (i.e. a person who is not a CI or a PI on this application) see the [RMS User Guide - Submitting a Proposal in RMS](https://www.arc.gov.au) on the ARC website.

**A3 Organisation Participant Summary**
This question must be answered.
Add all organisations participating in this application.

**Note:** The Administering Organisation (You) will be able to view this draft application.

- Select the relevant ‘Organisation Role’ from the drop down list.
  - **Administering Organisation** means an Eligible Organisation (an organisation listed in Section 6.9 of the grant guidelines) which submits an application for a grant and which will be responsible for the administration of the grant if the application is approved for funding. One Administering Organisation must be added to the application.
  - **Other Eligible Organisation** means an Eligible Organisation (listed in Section 6.9 of the grant guidelines) which is listed on an application as a contributor to the project but is not the Administering Organisation.
  - **Partner Organisation** means an Australian or overseas organisation, other than an Eligible Organisation, which satisfies the eligibility requirements for a Partner Organisation and is to be a cash and/or in-kind or other material resources contributor to the Project.
Linkage Infrastructure, Equipment and Facilities for funding commencing in 2020
Instructions to Applicants

- **Other Organisation** means an organisation which is listed on an application and is not an Eligible Organisation and not a Partner Organisation, and that contributes to the research project.

- Select Administering Organisation from the drop down list.
- Enter the name of the organisation in the search box and click ‘Search’.
- Select the relevant organisation from the list of search results and click ‘Add’.

Note:
- Select ‘Add’ prior to saving Your progress. If You save without ‘Adding’ all information selected will be lost.
- If the organisation You are looking for is not listed and You know the Australian Business Number (ABN), click on the link labelled ‘please add the organisation for use with RMS’ to add the organisation.
- All participating organisations added in Part A3 will be automatically added to ‘Part E – Project Cost’.
- If the participant cannot find the organisation they are looking for, or any information on the organisation is incorrect or incomplete, contact the Research Office.

**A4 Application Summary**
This question must be answered.

Provide an Application Summary (which is used by the Minister to consider the application), focusing on the aims, significance, expected outcomes and benefits of this project. Clearly state the name of the facility in the summary (e.g. ‘a mass cytometer’).

Write the Application Summary simply, clearly and in plain English. If the application is successful, the Application Summary is used to give the general community an understanding of the research. Avoid the use of acronyms, quotation marks and upper case characters. (No more than 750 characters, approximately 100 words)
Application Summaries must follow this format:

**Aims:**
- (For example: This project aims to address/investigate/review ...; by utilising/advancing/conceptualising ...)

**Significance:**
- (For example: This project expects to generate new knowledge in the area of ... using an innovative approach/using interdisciplinary approaches/utilising new techniques...)

**Expected Outcomes:**
- (For example: Expected outcomes of this project include..../enhanced capacity/build institutional/disciplinary collaborations/theory development/refined methods/improved techniques...)

**Benefits:**
- (For example: This should provide significant benefits, such as ...)

Examples of Application Summaries for funded projects can be found on the ARC website.

**Important**
- In following the format above, the summary will outline the aims of the project, provide the significance of the research, outline expected outcomes and benefits, including scholarly, public or commercial. This summary may include some text from the National Interest Test Statement.
- The Application Summary may be modified by the ARC and used for public release.
- When describing benefits ensure that the description is consistent with the ARC Medical Research Policy.
- Use aspirational terms (for example, This project aims to.../The intended outcome of the project is.../The anticipated goal of the project is.../rather than definitive terms (The project will.../This will ensure.../This project will guarantee...).
- Do not use first person language. Use ‘The project aims to...’ rather than ‘I aim to’ ‘We aim to’ or ‘They aim to’ in the summary.
- Use plain English and avoid the use of terminology unique to the area of study.
- **Avoid** the use of quotation marks and acronyms.
- **Do not** use all upper case characters in the text.
- Use Australian English spelling.

**List the objectives of the proposed project**
This question must be answered.

List each objective separately by clicking ‘add answer’ to add the next objective. This information will be used for future reporting purposes if this application is funded. (No more than 500 characters, approximately 70 words per objective).
**A6 National Interest Test Statement**

This question must be answered.

Outline the extent to which the research contributes to Australia’s national interest through its potential to have economic, commercial, environmental, social or cultural benefits to the Australian community. Write your description of national interest simply, clearly and in plain English. (No more than 1125 characters, approximately 150 words).

In accordance with Section 10 of the grant guidelines:

- On the application form, applicants must provide a separate response on the national interest of the research proposal.
- The SAC makes recommendations to the CEO on which applications should be approved for funding, which applications should not be approved for funding, and the level of funding and duration of each grant.
- In making recommendations to the Minister the CEO will:
  - consider the recommendations from the SAC;
  - consider the applicant's response to the National Interest Test;
  - seek information from Administering Organisations on applications where there is concern about how they meet the National Interest Test based on the information provided in the application form; and
  - make grant recommendations to the Minister that satisfy the National Interest Test and which are eligible for funding.

*Note:* The National Interest Test Statement may also be modified and used for public release by the ARC.

**A7 Single Eligible Organisation application**

This question must be answered.

**A7.1: Is this application being submitted as a Single Eligible Organisation application?**

This question is to indicate whether the application involves only one Eligible Organisation (as listed at 6.9 of the grant guidelines). Single Eligible Organisation applications may include applications submitted by one Eligible Organisation without industry or government Partner Organisations/Other Organisations, as well as applications that involve a number of industry or government Partner Organisations/Other Organisations but only one Eligible Organisation.

This is a ‘Yes’ or ‘No’ question.

- If you select ‘Yes’ you will be required to provide a statement as to why broader collaboration is not practicable.

*Note:* A Single Eligible Organisation application is an application which includes only one Eligible Organisation (the Administering Organisation).

**A7.2: If yes, provide a statement which provides justification of why broader collaboration is not practicable. (No more than 750 characters, approximately 100 words)**
Is this application for costs associated with multi-year construction of research infrastructure, multi-year subscription or coordinated access to international facilities and major national facilities?

This question must be answered.

This is a ‘Yes’ or ‘No’ question.

Note subsection 6.3(c) of the grant guidelines. Your application must:

c. have a duration of one year, or one or more years (maximum of five years). You may apply for one or more years if it is for:

- the construction of research infrastructure, which may include (for example) building equipment or facilities, or the development of an online archive; or
- subscription or coordinated access to international facilities and major national facilities.

An application must request ARC funding in all years of the project and each year must be fully justified.

National Facility

This question must be answered.

A9.1: Is this application for a subscription or coordinated access to a major national facility.

This is a ‘Yes’ or ‘No’ question.

A9.2: If your answer to A9.1 is yes, upload a one page PDF detailing the following:

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 using the template below, which shows the sources and amounts of major funding support for the facility.
## Template: Financial support for the major national facility

<table>
<thead>
<tr>
<th>Funding Year</th>
<th>Organisation</th>
<th>Contribution Amount (approximate)</th>
<th>Total amount for year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Example University</td>
<td>$130,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Example Industry Organisation</td>
<td>$100,000</td>
<td>$230,000</td>
</tr>
<tr>
<td>2021</td>
<td>Example University</td>
<td>$130,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Example Industry Organisation</td>
<td>$100,000</td>
<td>$280,000</td>
</tr>
<tr>
<td></td>
<td>Example Museum</td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>Example Industry Organisation</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Example Museum</td>
<td>$50,000</td>
<td></td>
</tr>
</tbody>
</table>

### A10 - International Facility

This question must be answered.

#### A10.1. Is this application for a subscription or coordinated access to a major international facility?

This is a ‘Yes’ or ‘No’ question.

#### A10.2. If your answer to A10.1 was yes, upload a one page PDF detailing the following:

i. Does the international facility currently exist?

ii. In what year did the international facility commence operations?

iii. What is the name of the international facility?

iv. What is the name of the organisation which owns/coordinates the international facility?

v. What is the name and address of the organisation at which the international facility is located?

vi. Financial support for the international facility. This information must be presented in a table with columns titled ‘Funding Year’, ‘Organisation’, ‘Contribution Amount’ and ‘Total Amount for the Year’, as shown in the template above for A9.2.

#### A10.3. If there is an agreement with the international facility in place or under negotiation, describe the nature of the agreement and/or provide details regarding where the negotiations are up to. (No more than two A4 pages)

This question is to indicate whether the application has an agreement with the international facility in place or under negotiation.
A11  Application Facility Details
This question must be answered.

Describe the details of the facility as they will be recorded in the ARC LIEF Register located on the ARC website if the application is successful. (No more than 150 characters, approximately 20 words)

Refer to the LIEF Register on the **ARC website** for examples of the details given for previous projects.

A12  Existing Research Infrastructure which is the same as or similar to the requested Research Infrastructure

A12.1. Is the same or similar research infrastructure listed on the ARC LIEF Register located on the ARC website?
This question must be answered.
This is a ‘Yes’ or ‘No’ question.
A12.2. Does the same or similar research infrastructure already exist in Australia?
This question must be answered. This is a ‘Yes’ or ‘No’ question.
A12.3. If you have answered ‘Yes’ at A12.1 or A12.2, provide a statement justifying why collaborative use of the existing research infrastructure is not practicable (if you answered 'No' for both A12.1 and A12.2, you should state 'Not Applicable'). No more than 750 characters.

**Part B – Classifications and Other Statistical Information**

B1  Does this application fall within one of the Science and Research Priorities?
This question must be answered.
This is a ‘Yes’ or ‘No’ question.
- Select ‘Yes’ to indicate if the application falls within a Science and Research Priority area.
- If You select ‘Yes’ You will be required to select one of the Science and Research Priority areas from the drop down list. You will then need to select one or more Practical Research Challenges from the drop down list. Each Science and Research Priority area has a number of associated Practical Research Challenges.
- Select ‘No’ if not applicable. If You select ‘No’ the Science and Research Priorities will remain greyed out.
Note:

- RMS will allow only one of the Science and Research Priorities to be selected. Choose the most appropriate one from the list. The application may, however, indicate more than one Challenge within the chosen Science and Research Priority.
- Information regarding the Science and Research Priorities is available via a link on the science.gov.au website.

### B2 Field of Research (FOR)

This question must be answered.

Select up to three classification codes that relate to the application. Note that the percentages must total 100.

The Field of Research (FOR) classification defines research according to disciplines. The FOR codes selected should reflect the nature of the research in this application, particularly if it is interdisciplinary. The choice of FOR codes and their proportions will assist in assigning appropriate assessors to the application and should be as accurate as possible.

Select up to three classification codes that relate to the application. Once you choose the FOR code click on the ‘Add’ button.

**Tips for searching and entering FOR codes**

Click on the icon to search the full list of FOR codes

[Click FOR Codes and definitions by Division link](#)

Or visit the ARC website for FOR Codes and definitions by Division.

A limit of three FOR codes can be entered in an application.

**Note:** The ARC recommends that ‘XXXX99’ (not elsewhere classified) codes be used only as a last resort and when there is no other appropriate code within the classification.

- Enter in the percentage for each FOR classification.
- Prioritise the classification codes from highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).

**Note:** The highest percentage can only be entered for one FOR code (for example, 50 cannot be entered for two FOR codes).
B3 Socio-Economic Objective (SEO-08)

This question must be answered.

Select up to three classification codes that relate to the application. Note that the percentages must total 100.

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

If the code is known, start entering the SEO-08 code number. A filtered list will appear, once the SEO code is chosen click on the ‘Add’ button.

**Tips for searching and entering SEO-08 codes**

- Click on the [icon or visit the ARC website to search the full list of [SEO-08 codes](https://www.arc.gov.au)]

A limit of three six-digit SEOs can be entered per application.

**Note:** The highest percentage can only be entered for one SEO code (for example, 50 cannot be entered for two SEO codes).

- Enter a percentage for each SEO code.
- Prioritise the classification codes from highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).
**B4** Interdisciplinary Research

This question must be answered.

**Does this application involve interdisciplinary research?**

This is a ‘Yes’ or ‘No’ question. If You select ‘Yes’ two additional questions will be enabled:

- **Specify the ways in which the research is interdisciplinary by selecting one or more of the options below.**

  ![Options](image)

  - Investigatory Team
  - Methodology
  - Design
  - Other

- **Indicate the nature of the interdisciplinary research involved.** (No more than 375 characters, approximately 50 words)

**B5** Does the proposed research involve international collaboration?

This question must be answered.

This is a ‘Yes’ or ‘No’ question.

- If You select ‘Yes’, questions B6 and B7 will be enabled and You will then be able to specify the nature of the proposed international collaboration activities and the country or countries of the international collaborators who will be involved in the proposed project.
- If you select ‘No’ questions B6 and B7 will remain greyed out.

**B6** What is the nature of the proposed international collaboration activities?

- This question will only be required if ‘Yes’ is chosen in B5.
- Choose all options which will apply to this application if it is funded.
- Select a category and click ‘Add’.

**B7** If the proposed research involves international collaboration, list the country or countries of the international collaborators who will be involved in the proposed project. Note that Australia is automatically selected.

- Correspondence: eg email, telephone, or video-conference
- Face to face meetings
- Attendance at and/or hosting of workshop or conference
- Collaborative fieldwork
- Hosting international collaborator: short-term (less than 4 weeks)
- Hosting international collaborator: long-term (more than 4 weeks)
- Travel to international collaborator: short-term (less than 4 weeks)
- Travel to international collaborator: long-term (more than 4 weeks)
### Instructions to Applicants

#### B7

If the proposed research involves international collaboration, specify the country/ies involved.

- This question will only be required if ‘Yes’ is chosen in B5.
- Commence typing in the search box and select from the drop-down list the name of the country/ies of collaborators who will be involved in the proposed project.

**Note:** Australia is not to be listed and is not available to be selected from the drop-down list.

<table>
<thead>
<tr>
<th>Country/ies of Collaborators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
</tr>
<tr>
<td>Aland Islands</td>
</tr>
<tr>
<td>Albania</td>
</tr>
<tr>
<td>Adelie Land (France)</td>
</tr>
</tbody>
</table>

Click “Add” to add the country to the application.

(This question must be answered)
Part C – Project Description

C1 Project Description
This question must be answered.

- Upload a Project Description as detailed below and in the required format. Ensure that the Project Description responds to the Assessment Criteria listed in the grant guidelines. (No more than ten A4 pages)
- The PDF must be in the format described in Appendix A of these Instructions. The PDF must provide the following information using the headings below and in this order:
  - PROJECT TITLE
  - PROJECT QUALITY AND INNOVATION
  - FEASIBILITY
  - INVESTIGATOR(S)
  - BENEFIT
  - COMMUNICATION OF RESULTS
  - MANAGEMENT OF DATA
  - RESEARCH INFRASTRUCTURE ARRANGEMENTS
  - REFERENCES
  - ACKNOWLEDGEMENTS (IF REQUIRED)

- Applicants should ensure that information provided under these headings addresses the Assessment Criteria as detailed in the grant guidelines.

PROJECT TITLE
- This title may differ from that shown in Part A1 of the application form, and may exceed ten words.

PROJECT QUALITY AND INNOVATION
- Describe the nature of the research, including aims and significance of research to be supported with the proposed research infrastructure.
- Describe the relevance of the proposed research infrastructure to the needs of ARC and other competitively funded research projects/programs.
- Describe how the proposed research infrastructure will enhance the support for areas of existing and/or emerging research strength.
- Describe how the proposed research infrastructure will demonstrate national or international focus for large scale cooperative initiatives.

FEASIBILITY
- Describe the relevance of the research to the strategic priorities of the organisations.
- Describe the evidence that each of the organisations is genuinely committed to, and prepared to collaborate in, the project.
- Describe the existing or planned strategic research alliances between the higher education organisation(s) and other organisation(s).
• Describe the effectiveness of cooperative arrangements for the management and sharing of the proposed research infrastructure, including arrangements for ongoing operational expenditure where applicable.

INVESTIGATOR(S)
• Summarise the role, responsibilities and contributions of each CI and PI.
• Describe the track record of investigators relevant to the use of the proposed research infrastructure, with consideration given to Research Opportunity and Performance Evidence (ROPE).
• For CIs and PIs who will manage the purchase, design, manufacture, installation, maintenance and coordination of access to the proposed research infrastructure, describe a demonstrated record in these activities.
• Describe evidence of research training, mentoring and supervision experience for each participant listed on the application.
• Describe the relevance of the research infrastructure to the research capacity and planned activities of each CI and PI on the application and, where relevant, to the research groups represented on the application.

BENEFIT
• Describe the availability of and access to similar research infrastructure at organisational, regional, national and/or international level.
• Describe the demonstrated needs from the researchers and/or research projects that they will utilise the proposed research infrastructure, including level of demand and likely measurable impact on the research program, including beyond the project activity period.
• Describe the value for money and budget justification for cash and in-kind contributions, and the expected rate of use of the proposed research infrastructure.
• Describe the planned use of the proposed research infrastructure, including proposed arrangements for broader access to individuals not named on the application and the alignment of this planned use with other similar existing infrastructure within Australia and/or internationally.
• Describe the plans to ensure that publicly funded research data generated from LIEF infrastructure is made open.
• Describe the special needs for regional or otherwise remote institutions.
• Describe the benefit of the proposed research infrastructure to the national research community.
• Describe the capacity for freedom to operate in the Intellectual Property and patent landscape to enable future benefits to industry (where relevant).

COMMUNICATION OF RESULTS
• Outline plans for communicating the research results to other researchers and the broader community, including but not limited to scholarly and public communication and dissemination.
MANAGEMENT OF DATA

- Outline plans for the management of data produced as a result of the proposed research, including but not limited to storage, access and re-use arrangements.
- It is not sufficient to state that the organisation has a data management policy. Researchers are encouraged to highlight specific plans for the management of their research data.

RESEARCH INFRASTRUCTURE ARRANGEMENTS

- Outline the arrangements proposed for the purchase of, construction of or access to the research infrastructure, 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 including arrangements for ongoing operational expenditure where applicable.
- The grant guidelines also require that the application set out the agreement between You and each organisation named in Your application for the following:
  a) the terms and conditions of access for participants named on the application;
  b) the terms and conditions of access for researchers not associated with the application; and
  c) details of the arrangements and costs of managing the research infrastructure (including any recurrent expenditure) and how any costs will be distributed.

REFERENCES

- Include a list of all references, including relevant references to the participants’ previous work.
- References only may be in 10-point font.

ACKNOWLEDGEMENTS (if required)

- Acknowledge any significant contributions to this application in terms of ideas and authorship, by persons not already named in this application.

Note:

- The Acknowledgements heading does not need to be included in the Project Description if it is not required.
- Only references may be in 10-point font.
Medical Research

This question must be answered.

Does this project contain content which requires a statement to demonstrate that it complies with the eligible research requirements set out in the [ARC Medical Research Policy](https://arc.gov.au) located on the ARC website?

Select ‘Yes’ or ‘No’ from the drop down list as appropriate. If ‘Yes’ is selected question C3 will be enabled.

The [ARC Medical Research Policy](https://arc.gov.au) provides examples of both eligible and ineligible research areas.

Medical Research Statement

This question must be answered if ‘Yes’ is selected at question C2.

If applicable, justify why this project complies with the eligible research requirements set out in the [ARC Medical Research Policy](https://arc.gov.au) located on the ARC website. Eligibility will be based solely on the information contained in this application. This is your only chance to provide justification and the ARC will not be writing to seek further clarification. (No more than 750 characters (approximately 100 words)

- Be as clear as to the main aim of the application, which may include well-identified, big picture and long-term intent beyond the scope of the application.
- Address why areas of research, which may appear to be medical, are required, for example, to provide proof of concept, demonstrate a platform technology and are many years from medical application.
- Avoid quoting the policy in the response and provide sufficient detail for the ARC to understand the intent and limits of the research aims.

Part D – Personnel and ROPE

**Note:** This is the largest section in the application form. Ensure that You and participants on the application save regularly while completing this section.

Participants who have accepted an invitation to participate on an application via RMS will have a copy of this part automatically generated. Once participants are invited, they will automatically receive an email directing them to accept or reject the invitation to participate on an application via RMS.

Some questions are automatically populated from the personal details in the participant’s RMS profile. If the information requires correction, it can be amended by logging into RMS and updating participants’ ‘Person Profile’ details.

Personal Details

This data is automatically populated from the participant’s RMS profile.

To update personal details, the individual participant must amend their profile in RMS by clicking the ‘Manage Personal Details’ link in the application form.

**Note:** This will open a new browser tab. When returning to the form ensure You ‘Refresh’ the page to capture the changes made to the participant’s profile.
**D2 Fields of Research**

This data is automatically populated from the participant’s RMS profile.

This question and the corresponding answer will not appear in the PDF version of the form. To update the field of research (FOR) codes, the individual participant must amend their profile in RMS by clicking the ‘Manage Personal Details’ link.

*Note:* This will open a new browser tab. When returning to the form ensure you ‘Refresh’ the page to capture the changes made to the participant’s profile.

A minimum of one FOR code and a maximum of 10 FOR codes must be entered in the participant’s profile so that the question will validate. The FOR codes must be a reflection of the participant’s research expertise and may differ from the FOR codes selected for the application at question B2. See the [ARC website](#) for FOR Codes and definitions by Division.

**D3 Expertise Text**

This data is automatically populated from the participant’s RMS profile.

This question and the corresponding answer will not appear in the PDF version of the form. To update the expertise text, the individual participant must amend their profile in RMS by clicking the ‘Manage Personal Details’ link.

*Note:* This will open a new browser tab. When returning to the form ensure you ‘Refresh’ the page to capture the changes made to the participant’s profile.

A minimum of 375 characters (50 words) must be entered in the participant’s profile so that the question will validate. The text entered must be a reflection of the participant’s research expertise and may also include areas of expertise which differ from the research area of the application.

An example of the expertise text that could be entered into the individual’s profile is; “My major area of research expertise is in areas x, y, and z and I have research experience in the areas of a, b, and c. In addition, I have a good working knowledge of p, q and r and would be able to assess in these areas”.

**D4 Qualifications**

This data is automatically populated from the participant’s RMS profile.

To update any qualifications, the individual participant must amend their profile in RMS by clicking on the ‘Manage Qualifications’ link in this question.

*Note:* This will open a new browser tab. When returning to the form ensure You ‘Refresh’ the page to capture the changes made to the participant’s profile.

**D5 Research Opportunity and Performance Evidence (ROPE) – Current and previous appointment(s) / position(s) – during the past 10 years**

This data is automatically populated from the participant’s RMS profile.

To update any details in this table, click on the ‘Manage Employment Details’ in this question.
Note: This will open a new browser tab. When returning to the form ensure you ‘Refresh’ the page to capture the changes made to the participant’s profile.

- Provide details of academic, research, professional and industry experience during the past 10 years.
- Specify start date and end date of each position (if known).
- Select an organisation for each position.

Note: ‘During the past 10 years’ is from 1 January 2009.

D6 Research Opportunity and Performance Evidence (ROPE) – Academic Interruptions

This question must be answered.

Has the participant experienced an interruption that has impacted on their academic record?

Read the ROPE Statement on the ARC website before filling out this section.

This is a ‘Yes’ or ‘No’ question.

If you answer ‘Yes’ to this question, you will be prompted to provide the dates and details for each academic interruption in no more than 500 characters (approximately 75 words).

Add each period of interruption separately. Click ‘Add Answer’ to include additional interruptions.

Question D6 is provided to enable a participant to state the specific timeframe of their academic interruptions.

Academic interruptions are significant disruptions to a participant’s opportunities for research, due to both employment and personal reasons. They may include:

- time spent employed in other sectors
- relocation of a participant and her/his research laboratory or other similar circumstances
- pregnancy
- major illness/injury
- carer responsibilities
- for Aboriginal and Torres Strait Islander participants, community obligations including ‘sorry business’.

The response does not need to elaborate on any personal or confidential details.

Question D7 provides an opportunity for you to describe the impact of these interruptions, and other circumstances, on the participant’s academic career.
Research Opportunity and Performance Evidence (ROPE) – Details of the participant’s academic career and opportunities for research, evidence of research impact and contributions to the field, including those most relevant to this application

This question must be answered.

Upload a PDF of no more than five A4 pages and in the format described in Appendix A of these instructions. The PDF must provide the following information that is relevant to the participant’s circumstances and opportunities in the order set out below:

- AMOUNT OF TIME AS AN ACTIVE RESEARCHER
- RESEARCH OPPORTUNITIES
- RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS

**AMOUNT OF TIME AS AN ACTIVE RESEARCHER**

Provide:

- The number of years since the participant graduated with their highest educational qualification.
- A total FTE figure for periods of unemployment, part-time employment or interruptions for childbirth, carers’ responsibilities, misadventure, or debilitating illness during that period.
For example, ‘I was awarded my PhD (x) years ago in (year) and in that period I have experienced a total of two years (at X.X FTE) of academic interruptions.’

**RESEARCH OPPORTUNITIES**

Provide details, relative to the participant’s specific opportunities considerations (both negative and positive) and the effect this has had on their research. This may include:

- Any additional explanation required of the response to question D6.
- The research opportunity the participant has had in the context of their employment situation, including employment outside academia, any unemployment or part-time employment they may have experienced, and the research component of their employment conditions.
- A description of the participant’s role:
  - If the participant is university based, indicate as appropriate the percentage of their current role/s in research-only, teaching and research, teaching-only, teaching and administration, research and administration, administration-only academic, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand their situation. Give an indication of what percentage of time they have spent in those roles; or
  - If the participant is industry based, indicate as appropriate the percentage of their current role in industry, research and administration, researcher in business, program or project manager or other business role, giving any additional information (for example, part-time status) needed to understand their situation. Give an indication of what percentage of time they have spent in those roles.
- The research mentoring and research facilities that have been available to the participant during their career.
- Any other aspects of the participant’s career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this application (e.g. any circumstances that may have slowed down their research and Research Outputs or affected the time they have had to conduct and publish their research).

**RESEARCH ACHIEVEMENTS AND CONTRIBUTIONS**

Provide a statement outlining any further evidence of the participant’s achievements and significant contributions to the field. This can include:

- Prizes, honours and awards
- Invited keynote and speaker addresses
- Research support income
- Commercial outcomes such as patents, IP licences and resulting benefits
- Identifiable benefits outside of academia
- Other professional activities
- Describe how the participant’s research has led to a significant change or advance of knowledge in their field, and outline how their achievements will contribute to this application.
Linkage Infrastructure, Equipment and Facilities for funding commencing in 2020
Instructions to Applicants

Note: D14 provides an opportunity to describe the contribution of significance of the participant’s Research Outputs. This section D7 should be devoted to other outputs.

Note: If D7 is not relevant to a participant (for example a PI with non-academic background), the participant could include a short explanatory statement as to why the question is not applicable to their background and role, or include any relevant information and experiences they can provide to the application (for example, relevant consultancies, policy advice and other professional activities).

D8 Research Opportunity and Performance Evidence (ROPE) - Currently held ARC projects

Note: You will no longer be able to submit an application to the ARC that involves a participant who has an overdue Final Report on an ARC-funded project. The application form will not validate if there is an outstanding Final Report on an ARC-funded project. If a Final Report is overdue, You will get an error message containing the project ID, and the relevant Administering Organisation for the overdue Final Report will need to submit the completed Final Report to the ARC in order to submit the application.

- Currently held ARC projects can provide an indication of research performance and assist with the participant’s ROPE.
- This data is automatically populated from the participant’s RMS profile and will include any active project which has not yet had a Final Report approved and the project file closed by the ARC. If there are any concerns with the information recorded here, contact the Administering Organisation’s Research Office.
- All active projects at the grant opportunity active project assessment date are taken into consideration for the purpose of determining a researcher’s eligibility to apply for new funding. The active project assessment date means the date on which active project eligibility will be considered for project and application limits per named participant.
- An active project means a project that is receiving funding according to the terms of the original Funding Agreement or grant agreement, or has any carryover funds approved by the ARC, or an approved variation to the project end date.
- Active projects are determined based on the project’s End Date in RMS at the time of the submission of an application. This will be used to determine whether it is an active project for eligibility purposes.
- To be eligible to apply, all CIs and PIs named in the application must have met all obligations, including submitting satisfactory progress and final reports, for previously funded projects. This question is automatically populated with the final report dates and statuses for all Currently held ARC projects to assist in determining a participant’s eligibility.
- The list of current ARC projects includes all projects on which the participant is named that have not been fully financially acquitted (via an End of Year Report),
and/or projects that have not had the Final Report submitted and approved by the ARC. You must ensure a progress statement is provided in G2 for any currently funded ARC LIEF Project.

- For any recently announced projects which are not yet active by the time of application submission, and therefore not yet appearing in the Currently Held ARC projects section of the application, include details of these projects in Part G1 – Research Support for all named participants. This only applies to projects for research infrastructure, or research funding where the research supported would use similar research infrastructure to that being requested on this application.

**Note:** Final report dates, statuses and information for all projects the participant is listed on will be visible to the Administering Organisation Research Office submitting the application. This Office may choose to share the data with Administering Organisations of listed projects for the purposes of adhering to eligibility requirements under the grant guidelines.

**D9 Eligibility - Will the participant be residing predominantly in Australia for the project activity period?**

This question must be answered.

This is a ‘Yes’ or ‘No’ question.

- Indicate whether the participant will be residing predominantly (greater than 50 per cent of their time) in Australia for the project activity period, taking into account any international travel.

- The **project activity period** means the period during which a project is receiving funding according to the original grant offer, or has any carryover funds approved by the ARC, or an approved variation to the project’s end date. During this period, the project is known as an active project.

- If the participant is applying as a CI and the answer to this question is ‘No’ the question will be become invalid and a prompt to contact the Research Office to check the participant’s eligibility will appear. Eligibility will be based solely on the information contained in this application.

- If the participant is a Foreign National, they must reside legally in Australia.

**D10 Eligibility - Are you currently undertaking a Higher Degree by Research which will be conferred after 1 January 2020?**

This question must be answered. This is a ‘Yes’ or ‘No’ question.

If the participant is applying as a CI and the answer to this question is ‘Yes’, they will be prompted to contact their Research Office and Part D will not validate. Eligibility will be based solely on the information contained in this application.

As described in Section 6.25 of the grant guidelines, a participant is not eligible to be nominated as a CI, if, as at the grant commencement date, or during the project activity period, the individual is undertaking an HDR. Individuals are eligible to be a CI if they are undertaking an HDR during the application period but the HDR is conferred prior to the grant commencement date.
Eligibility - Employment Details as at the grant commencement date of project

This question must be answered.

- This question will be used to determine the participant’s eligibility and the determination will be based solely on the information contained in the application. Confirm the participant’s employment status at all organisations that they will be associated with as at 1 January 2020. Enter the relevant appointment type and full time equivalent (FTE) for each organisation.

- If You are adding employment at an Eligible Organisation, select the organisation name which matches the relevant organisation name in Section 6.8 of the grant guidelines.

- If You cannot find the organisation you are looking for, you can add the organisation using the relevant Australian Business Number or contact the ARC’s RMS Help Desk at rms@arc.gov.au for assistance.

- If the participant will not be employed or associated with any organisation at the funding commencement date, click in the Search bar and type ‘Not Employed’. A record of the same name will be available for selection. Select ‘Not Employed’, the appointment type ‘Other’ and enter an FTE of 0.

Eligibility - Further Details Regarding Partner Investigator Status – Does the participant hold a remunerated appointment at an Eligible Organisation as at the grant commencement date for this project?

This is a ‘Yes’ or ‘No’ question.

At A2 Partner Investigator has been selected as the role type, but it appears that the participant meets the criteria of a Chief Investigator. Note: this question is mandatory ONLY FOR PIs WHO:

- at D9 confirmed that they will reside predominantly (greater than 50 per cent of their time) in Australia for the project activity period of the proposed project; AND

- at D10 confirmed that they are not currently undertaking a Higher Degree by Research which will be conferred after 1 January 2020; AND

- at D11 indicated that they would hold either:
  - an appointment at an Eligible Organisation that is equal or greater than 0.2 FTE; OR
  - an honorary academic appointment at an Eligible Organisation.

- You do not need to answer these questions if it was indicated in question D9 that the participant will be living predominantly overseas OR if they have indicated in question D10 that they will be undertaking a Higher Degree by Research.

Justification of PI Status

- Justify the participant’s inclusion on this application as a PI with reference to Sections 6.22 to 6.33 of the grant guidelines.

- If ‘Yes’ is selected to the question above, You will be asked to provide a justification for the participant’s inclusion on this project as a Partner Investigator. A researcher
who holds a remunerated position of at least 0.2 FTE at an Eligible Organisation, or holds an honorary academic appointment at an Eligible Organisation, would normally be expected to participate as a Chief Investigator. Refer to the grant guidelines for further information.

- A maximum of 3,750 characters (approximately 500 words) is allowed for the justification.

D13 Eligibility - Relevant Organisation for this application as at grant commencement date for this project

This question must be answered.

- Enter the organisation that is relevant to the participant’s inclusion on this application, and that they will be associated with as at 1 January 2020.

- The ‘relevant organisation’ is the primary organisation that will be supporting the participant’s involvement in this project if it is funded.

Note: The Organisation must be listed in question D11 for this question to validate.

- If you cannot find the organisation You are looking for, You can add the organisation using the Australian Business Number (ABN).

- If the participant will not be employed or associated with any organisation at the grant commencement date, click in the Search bar and type ‘Not Employed’. A record of the same name will be available for selection. Select ‘Not Employed’, the appointment type ‘Other’ and enter an FTE of 0.

D14 Research Opportunity and Performance Evidence (ROPE) – Research Outputs

This question must be answered.

Research context: Provide clear information that explains the relative importance of different research outputs and expectations in the participant’s discipline/s. The information should help assessors understand the context of the participant’s academic research achievements but not repeat information already provided in this application. It is helpful to include the importance/esteem of specific journals in the participant’s field; specific indicators of recognition within the participant’s field such as first authorship/citations, or the significance of non-traditional research outputs. If this question is not relevant to a participant, for example a PI with non-academic background, the participant should include a short explanatory statement as to why this question is not applicable. (No more than 3,750 characters, approximately 500 words)
D15  Research Opportunity and Performance Evidence (ROPE) – Research Outputs Listing including Ten Career-Best Research Outputs

This data is automatically populated from the ‘Research Outputs’ section within the participant’s RMS profile.

List the research outputs marking those that are most relevant to this application categorised under the following headings: Ten career-best research outputs; Authored books; Edited books; Book chapters; Referred Journal articles; Fully refereed conference proceedings; Additional research outputs (including non-traditional research outputs). CVs and theses should not be included in this list. The participant’s ten career-best research outputs should not be repeated under subsequent headings.

Include no more than 100 research outputs and:

- Fully reference each research output listed.
- Next to each research output, add the Project ID and years funded for any ARC grant on which they were a CI or Fellow from which the item originated.
- Indicate up to ten career-best research outputs by ranking from 1 up to 10.
- For research outputs that are relevant to the application indicate this by checking the ‘Relevant’ checkbox which will add an asterisk against that research output.
- A participant is only required to list ARC Grant(s) that they were named on. Co-authors’ grants are not required.

**Note:** If this question is not relevant to a participant, for example a PI with non-academic background, the participant can include if applicable relevant information (for example, relevant outputs such as policy advice, and other professional Research Outputs).

**To add research outputs to the application:**

- To import all research outputs click on the ‘Search’ button. Use the drop down menu to select the specific category and/or source to import only.

**Note:** RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this. Users will have the flexibility to choose research outputs for listing in their grant applications. For instruction on how to add research outputs to a user’s profile in RMS, refer to the User Guide: Research Outputs in RMS available on the [ARC website](#).
• To add research outputs tick the ‘Select’ checkbox or the ‘Select all’ button. Click on ‘Add selected’ button. To remove the research output from the listing click on the ‘Remove’ button.

• Research outputs that are the ten career-best research outputs are indicated by adding a numeric value from 1 up to 10. **Note:** On saving, the ranked outputs will appear first and in order of rank.

• Research outputs relevant to the application can be indicated by ticking the ‘Relevant’ checkbox. This will add an asterisk against that research output in the PDF. **Note:** The asterisk only appears in the Research Outputs PDF and Application PDF.

• ARC funding details are added to the research output in the participant’s profile or can be added by clicking on the ‘Additional Details’ button.

• To view the Research Outputs PDF click on the ‘View generated Research Outputs PDF’.
### Part E – Project Cost

#### E1 What is the proposed budget for the project?

This question must be answered.

Provide details of the budget proposed for the project.

**Note:** There are rules around the funding that can be requested from the ARC. You must adhere to the requirements that are specific to the grant opportunity as listed in the grant guidelines. It is important that the Administering Organisation participating in this application has been added at Part A3 prior to entering information in the budget table.

- Do not commence entering information in the budget table until all participants and all organisations have been requested and subsequently confirmed their participation on the proposed project.
- Do not include GST in Your costs. The ARC will make GST adjustments to successful projects depending on whether the funding has been provided to a government-related or non-government-related entity.
- Government-related entities generally 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 You are registered for GST and therefore able to claim input tax credits for the GST component in the cost of goods and services purchased in the course of carrying out the project, then the GST component of these costs should not be included in the project costs.
- The ARC is seeking full costing information for applications in order to enhance transparency and accountability and to help determine the actual contributions to be paid by the ARC and other parties.
- Enter the amount of funding requested from the ARC in the ARC column. It is not necessary to prioritise budget items. Funding must not be requested for items that are excluded. Refer to Section 7 of the grant guidelines for further information on budget items supported and not supported.
- Ensure that you request funding at the correct level as the ARC will not be able to provide additional funds to cover a budget that has not been planned adequately.
- Cash and in-kind contributions from the Administering Organisation, Other Eligible Organisation(s), Partner Organisation(s) and/or Other Organisation(s) may also be entered in Part E, including the dollar value of the salary for CIs and PIs who are receiving a (non-ARC) salary. Salaries are to be shown only for the proportion of time estimated that will be spent on the project.
- Other cash or in-kind contributions from the Administering Organisation, Other Eligible Organisation(s), Partner Organisation(s) and/or Other Organisation(s) that are not CI or PI salaries may also be included and described in question F4 (Details of non-ARC contributions).

Any budget validation error messages will appear at the bottom of the page.

**Note:** The ARC reserves the right to determine the level of funding allocated to a project.
**Note:** Do not build indexation into the amounts. Payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.

**LIEF application budget notes**

**Aggregate small items**

Instead of entering every small item as a separate line in the budget form at Part E, applications must aggregate smaller items into lines in the budget worth a minimum of $10,000. The budget justification at Part F3 must contain an explanation of the aggregated items. Single items requesting $10,000 or more ARC funding can still be entered as single lines in the budget.

There should not be any lines in the budget at Part E requesting ARC funding which are for less than $10,000, unless the application only has one small item under a particular heading in the budget, for example, if the application is only requesting one item in the Travel section for $3,000.

**Example**

Items to be requested from the ARC: Industrial Host Computer ($4,100), LCD Screens ($5,000), Misc. electronics, incl. DC supplies, relays, wiring, fans, etc. ($6,000), and Proximity Sensors ($1,300).

In the budget at Part E under the Equipment section, enter one line item called (e.g.) ‘IT equipment’, and then enter a total in Year 1 of $16,400 (as shown in the Equipment section in the screenshot below). In the budget justification at Part F3, provide justification for each of the four small items which were combined.

![Budget Table](image)

**Mark any indirect costs**

As part of the justification for non-ARC contributions (Part F4), all organisational contributions which are for indirect costs must be noted as such, and these contributions must not be included in the funding shown in the Project Direct Cost table at question F2, as the maximum level of funding provided by the ARC for a project under LIEF is up to 75 per cent of the total direct cost of the eligible budget items (grant guidelines Section 5.2).
It is the responsibility of the Administering Organisation to determine whether costs are direct or indirect. **Direct costs** are directly attributable to the cost of the project. Examples include, but are not limited to:

- Project staff or consultants (as allowed under grant guidelines Section 7.5.a and 7.5.b)
- Project supplies/equipment
- Travel
- Labour
- Raw materials

**Indirect costs** are not directly attributable to the cost of the project. Examples include, but are not limited to:

- Utilities/overheads
- Rent
- Audit and legal
- Electricity
- Security
- Telephone

**Example:**

Part F4 – Details of non-ARC contributions

The contribution from the X university is made up of:

- Project Manager: $100,000 cash
- Laboratory re-fit: $20,000 cash
- Building and services cost for one Laboratory: $40,000 cash (Indirect cost)

**Part F2 - Summary of Direct Project Cost.** The amount that should be listed for X university in this table is $120,000.

---

**THE BUDGET LAYOUT**

![Budget Layout Chart]

- **Click on the year to enter the budget**
- **Click on the plus sign in the respective line to add an item**
- **Click on the pen icon to edit an item**
- **Click on the trash icon to remove an item from the budget.**  
  **Note:** this will remove the item from all years
ENTERING INFORMATION IN THE BUDGET TABLE

Participating organisations must be first added in Part A3

All participating organisations must be added to the application in Part A3 ‘Organisation Participant Summary’ before filling out the budget. Columns for the different organisation types will be created within the budget.

1. ‘Australian Research Council’ column
   • Enter the amounts in the ARC column against the relevant items for each year You will be seeking funding from the ARC.
   • Use the budget table as a summary, and provide further details about budget items in ‘Part F – Budget Justification’.

2. Budget Categories
   • Budget items requested must be eligible costs under Section 7.5 of the grant guidelines.

Personnel
   • Show salaries of Chief Investigators (CIs), Partner Investigators (PIs) and support and/or academic staff in the relevant in-kind columns (Administering Organisation, Other Eligible Organisation, Partner Organisation or Other Organisation only, not ARC column), only for the proportion of time estimated that will be spent on the project. This contribution must only be for the time related to this LIEF project, for example in the construction of the research infrastructure, and not related to the use of the infrastructure, as per section 7.5.a and 7.5.b of the grant guidelines.
   • Funding requests for personnel as permitted under 7.5.a and 7.5.b must be requested at an appropriate salary level for the Administering Organisation at the time of submission.
   • Salaries must include a 30 per cent on-costs to contribute to salary-related on-costs, including payroll tax, workers’ compensation, leave loading, long-service leave, non-contributory and contributory superannuation. The 30 per cent on-costs excludes items such as extended leave and severance pay. Do not build indexation into the amounts. Project payments to the Administering Organisation will be automatically indexed at the time of payment for each year of the project.
Equipment

- Equipment, infrastructure and international or national facilities allowed under the grant guidelines as part of the ARC funding should be entered under the ‘Equipment’ section of the budget; add each item and amount required by the application, with smaller items aggregated into budget lines worth a minimum of $10,000.

Maintenance

- Include in this category maintenance for infrastructure and equipment required for the project.

Other

- Include any items in the ‘Other’ budget category that cannot be appropriately placed in another category. Some ‘Other’ items include, but are not limited to, expert services of a third party, publication and dissemination costs and web hosting and development specific to the project.
- Other costs may include reasonable essential extraordinary costs to allow a participant who is a carer, or who themselves require care or assistance, to undertake travel essential to the project.

**IMPORTANT:** RMS only performs limited validation checks of budget compliance with grant guidelines. It is the Administering Organisation’s responsibility to ensure that the budget requirements are met before submission to the ARC.

3. Entering Contributions for Administering Organisations, Other Eligible Organisations, Partner Organisations and Other Organisations

- Enter the amounts the organisation will provide to the project in the appropriate column.
- Items must first be added to the budget table; the amounts can then be entered in the relevant columns.
- Eligible Organisations must ensure that organisational in-kind contributions in the budget section of the application do not include salary for any Commonwealth funded Fellowships, unless it is salary committed by the Eligible Organisation over and above the Commonwealth component. The inclusion of a Commonwealth Fellowship salary as an organisational in-kind contribution may lead to an application not being recommended for funding.

‘Administering Organisation’ column

- Enter in the dollar amounts that the Administering Organisation will be contributing to the project. The Direct Costs line will sum the total of all categories.

‘Other Eligible Organisation’, ‘Partner Organisation’ and ‘Other Organisation’ columns

- If organisations other than the Administering Organisation are listed as participants in Part A, their contribution may be listed in the relevant budget column(s) which will appear in the Budget table. These contributions must also be summarised in the table(s) below the Budget.

**Note:** If the totals in the ‘Other Eligible Organisation’, ‘Partner Organisation’ and ‘Other Organisation’ tables do not match the total contributions in the main budget table, a validation error will result.
Part F – Budget Justification

**F1** Percentage request from ARC
This information will automatically populate from the budget table in Part E.

**F2** Summary of Project Direct Cost
This question must be answered.

Using the below template, in no more than one A4 page provide a Summary of the Project Direct Cost over all funding years. Title the page of the PDF as 'F2 – Summary of Project Direct Cost'.

These figures should reconcile with the cash contribution columns in the budget table, Part E – Project Cost, minus any cash contributions for indirect costs. Use the same row and column headings and no others.

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

**Note:**
- Column Six: Calculate and insert the total cash for direct costs as one figure per year, i.e. this is the sum of all contributions from the ARC, the Administering Organisation, Other Eligible Organisations, Partner Organisations and Other Organisations.
- Column Seven: Total contribution requested from the ARC as a percentage of the total cash cost of all items, i.e. the ratio of column one and column five expressed as a percentage. This figure will show you if the ARC funding requested is more than 75 per cent of the total direct (cash) cost of the research infrastructure (Section 5.2 of the grant guidelines).

**Template with example data: Summary of Direct Project Cost**

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Contribution sought from ARC</th>
<th>Total cash for direct costs: Administering Organisation</th>
<th>Total cash for direct costs: all Other Eligible Organisations</th>
<th>Total cash for direct costs: all Partner Organisations</th>
<th>Total cash for direct costs. Sum of all items sought</th>
<th>Total contribution sought from ARC as percentage of total cash cost of all items %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>600,000</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>1,000,000</td>
<td>60%</td>
</tr>
<tr>
<td>Year 2*</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Year 3*</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Year 4*</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Year 5*</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total*</td>
<td>600,000</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>1,000,000</td>
<td>60%</td>
</tr>
</tbody>
</table>

*Delete the rows for Years 2-5 and the Total if the application has a duration of one year.*
Instructions to Applicants

F3 Justification of funding requested from the ARC

This question must be answered.

Fully justify, in terms of need and cost, each budget item requested from the ARC. (Upload a PDF of no more than four A4 pages and within the required format).

The ARC budget justification must:

- Use the same headings as in the Description column in the budget at Part E of the application.

- In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as $X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for ‘x’ months. The same level of explanation is required for all items being requested.

F4 Details of non-ARC contributions

This question must be answered.

Provide details of how non-ARC contributions will support the project. The information must not exceed two A4 pages. The uploaded PDF must:

- Use the same headings as in the Description column in the budget at Part E of the application.

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

- Administering Organisation/Other Eligible Organisation/Partner Organisation/Other Organisation contributions which are ongoing beyond the duration of an LE20 project must not be listed in the budget at Part E, but can be mentioned here in F4.

- Title the page of the PDF as ‘F4 – Details of non-ARC contributions’.

F5 Summary of Quotes

This question must be answered.

Using the below template, create a summary of quotes in no more than three A4 pages. 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 E1 ‘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, enter both quotes using the same item number. 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 PDF which you upload into the application 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).
- Title each page of the PDF as ‘F5 – Summary of Quotes’.

**Template with example data: Summary of Quotes**

<table>
<thead>
<tr>
<th>Item Number in priority order</th>
<th>Quote number</th>
<th>Preferred quote</th>
<th>Supplier name</th>
<th>Item name</th>
<th>Discount</th>
<th>Amount $AUD</th>
<th>Date of quote</th>
<th>Exchange rate at time of quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>*</td>
<td>Example Co</td>
<td>Item 1</td>
<td>Nil</td>
<td>150,000</td>
<td>1/02/2013</td>
<td>1.29USD</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>ABC Co</td>
<td>Item 1</td>
<td></td>
<td>5%</td>
<td>152,999</td>
<td>1/02/2013</td>
<td>1.29USD</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>Testing Co</td>
<td>Item 1</td>
<td></td>
<td>Nil</td>
<td>150,000</td>
<td>1/02/2013</td>
<td>1.29USD</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>*</td>
<td>Example Co</td>
<td>Item 2</td>
<td>Nil</td>
<td>100,000</td>
<td>1/02/2013</td>
<td>1.29USD</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>ABC Co</td>
<td>Item 2</td>
<td></td>
<td>5%</td>
<td>104,000</td>
<td>1/02/2013</td>
<td>1.29USD</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Testing Co</td>
<td>Item 2</td>
<td></td>
<td>Nil</td>
<td>110,000</td>
<td>1/02/2013</td>
<td>1.29USD</td>
</tr>
</tbody>
</table>

**F6 Does this application request funding for research activities, infrastructure or a project previously funded, or currently being funded, with Commonwealth funds (from the ARC or elsewhere)?**

This question must be answered.

- This is a ‘Yes’ or ‘No’ question.
- Indicate whether this application requests funding for research activities, infrastructure or a project previously funded, or currently being funded, with Commonwealth funds (from the ARC or elsewhere).
- If you answer ‘Yes’, provide the funded project ID(s) and outline the similarities and explain how these similarities will be managed if this application is funded. (No more than 2,000 characters, approximately 285 words).

**F7 Does this application request funding for research activities or infrastructure which are the subject of an application already submitted to the ARC?**

This question must be answered. This is a ‘Yes’ or ‘No’ question.

- Indicate whether this application requests funding for research activities or infrastructure already submitted to the ARC.
- If ‘Yes’, provide the application ID(s) outline the similarities and explain why more than one application has been submitted for the same research. (No more than 2,000 characters, approximately 285 words)
Part G – Research Support and Statements on Progress

G1 Research support for all participants

This question must be answered.

For each participant on this application, provide details of funding for research infrastructure, or research funding where the research supported would use similar research infrastructure to that being requested on this application:

i) current submitted ARC applications (i.e. for which the outcome has not yet been announced)

ii) any newly funded ARC projects which are not showing in the participant’s question (Currently held ARC projects); and

iii) research funding from non-ARC sources (in Australia and overseas). For research funding from non-ARC sources, list all projects/applications/awards/fellowships awarded or requests submitted involving that participant for funding for the years 2019 to 2025 inclusive.

- Use the table formats below to create a list of relevant projects/applications. Ensure that the text entered is still at 12 size font as per the formatting requirements in Appendix A. Once completed, upload the list as a PDF.
- Support Statuses are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support
- Funding amounts are to be in thousands and in Australian dollars
- The template table below has been formatted to fit the specified minimum margin requirement of 0.5cm.

**ARC applications and newly funded ARC projects**

- In the first part of the template (ARC applications and newly funded ARC projects) list the current submitted ARC applications – that is, applications submitted to any ARC grant opportunity as at the closing date for LE20 applications.
- Do not include applications that will still be in draft and will not be submitted by the closing date for LE20 (i.e. applications for grant opportunities that close at a later date).
- List the current application first.

**Funding from non-ARC sources**

- In the second part of the template (Funding from non-ARC sources) list applications and/or projects in descending date order.
- Support statuses are ‘R’ for requested, ‘C’ for current support and ‘P’ for past support.
- The application/project ID applies only to applications, current and past projects (including fellowships) funded by the National Health and Medical Research Council (NHMRC).
- Details should be provided for all non-ARC sources of funding.
### Current ARC applications and newly funded ARC projects which are not yet active

<table>
<thead>
<tr>
<th>Description</th>
<th>Same Research Area (Yes/No)</th>
<th>Support Status (Requested/Current/Past)</th>
<th>Application/pr oject ID</th>
<th>2019 ($'000)</th>
<th>2020 ($'000)</th>
<th>2021 ($'000)</th>
<th>2022 ($'000)</th>
<th>2023 ($'000)</th>
<th>2024 ($'000)</th>
<th>2025 ($'000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Joe Example, Project title, LE20</td>
<td>N</td>
<td>R</td>
<td>LE2001XXXXX</td>
<td>400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Funding from non-ARC sources

<table>
<thead>
<tr>
<th>Description</th>
<th>Same Research Area (Yes/No)</th>
<th>Support Status (Requested/Current/Past)</th>
<th>Application/pr oject ID (for NHMRC applications only)</th>
<th>2019 ($'000)</th>
<th>2020 ($'000)</th>
<th>2021 ($'000)</th>
<th>2022 ($'000)</th>
<th>2023 ($'000)</th>
<th>2024 ($'000)</th>
<th>2024 ($'000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Joe Example, Prof Jane Sample</td>
<td>Y</td>
<td>C</td>
<td>n/a</td>
<td>205</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Mary Test, Prof Joe Example</td>
<td>Y</td>
<td>C</td>
<td>n/a</td>
<td>175</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
G2 Statements on Progress on ARC Funded LIEF projects

A progress statement must be provided for any currently funded ARC LIEF project that involves a participant on this application. (Upload a PDF of no more than one A4 page for each project)

- Currently funded ARC projects are listed in the auto-populated question D8 (Currently held ARC projects) in each participant’s Part D (Personnel and ROPE).
- If there are circumstances in which no work or minimal work has been undertaken on the project, this must be described in the statement on progress.
- A statement of progress is not required for completed projects following the submission of a Final Report to the ARC.
- Click ‘Add Answer’ to insert additional boxes for each relevant LIEF project.
- For each LIEF project:
  - Provide the project ID, First named investigator (Project Leader), and grant opportunity name
  - Upload a PDF of no more than one A4 page including a statement of progress for each project indicated in Part D8
  - A PDF is not required to be uploaded where a Final Report has been submitted to the ARC for that project
- This question only applies to funding held under the LIEF grant opportunity. You do not need to provide statements for projects funded as part of other grant opportunities, such as Discovery Projects or Linkage Projects.

Note: If the ARC considers that an application is incomplete, inaccurate or contains false or misleading information, the ARC may in its absolute discretion decide to recommend that the application not be approved for funding.
Is this application for a database or data acquisition facility?
This question must be answered.
This is a ‘Yes’ or ‘No’ question.
In cases where the research infrastructure comprises a database or data acquisition facility which may be available or capturing 24 hours a day, 7 days a week, a case should be made at H4 for significant usage by each CI or PI.

Availability and Usage of Research Infrastructure
This question must be answered.
Calculating the overall availability of the research infrastructure
The ARC realises that one size does not fit all when calculating the availability of research infrastructure. The following are some examples of calculating the total time the requested research infrastructure will be available; however, the participant should use whatever process is appropriate for their facility.

1) a facility available office hours = 40 h/wk.
2) a facility available day and night = 70-168 h/wk.
3) a high performance computing facility running in parallel = millions of hours per week.
4) a facility available for 10 weeks a year = 1 day/wk on average.

What is the total time the requested research infrastructure will be available?
This question must be answered.
Enter the total time available (the answer must be a number).

Units
This question must be answered.
Enter the units the facility will be available for in either days per year or hours per week.

Brief explanation of total time available
This question must be answered.
Provide a brief explanation of the total time available, similar to the wording in the examples 1) to 4) above. (No more than 100 characters, approximately 15 words)

Use of Research Infrastructure by participants
This question must be answered.
This question is auto-populated with the list of participants listed at Part A of the application

Note as per Section 6.20 of the grant guidelines, each CI and PI and/or their working group must be a significant and regular user of the research infrastructure, for a
minimum 10 per cent of the available time of the research infrastructure. Where there are more than 10 named participants on an application, the minimum usage is the pro-rate percentage of the available time.

- If this application is not for a data acquisition facility or a database and a CI or PI lists a usage figure less than as required at 6.20 of the grant guidelines, a validation error will occur.
- If this application is for a data acquisition facility or a database and a CI or PI lists a usage figure less than as required at 6.20 of the grant guidelines, then a case for significant usage may be made in the ‘Justification’ column of the table.
- The usage listed for a CI or PI can include the time that their working group will use the research infrastructure, however it cannot include the time that another CI or PI will use it (the application form will have a separate line for each CI and PI). For example, if CI Smith will use the equipment for one hour a week, and her team (which does not include any other CIs or PIs on the application) will use it for two hours, the line in this table for CI Smith would list three hours.
- If there are any additional explanatory comments about the usage, these can be entered in the ‘Comments’ column in the table.
- In cases where the research infrastructure comprises a database or a data acquisition facility, a brief explanation of the usage should be included in the Project Description (Part C).
- In cases where it is possible for multiple users to simultaneously use the research infrastructure, it is possible for the application to list a combined CI and PI usage of the research infrastructure that exceeds 100 per cent of the available time of the research infrastructure. For example, if the equipment is only available for ten hours per week, but multiple users can use it at the same time, all of the CIs may list their percentage as 50 per cent (five hours) of the available time.

H5  Research Infrastructure located outside of the Administering Organisation

H5.1  Is any or all of the research infrastructure to be located outside the Administering Organisation’s premises?

This question must be answered. This is a ‘Yes’ or ‘No’ question.

H5.2  If Yes, provide the proposed physical location of the research infrastructure.

A statement in no more than 200 characters (approximately 30 words) justification for the proposed location of the research infrastructure.

Refer to Section 9.5 of the grant guidelines for further information regarding funding, ownership and location of research infrastructure.

H5.3.  Provide a statement providing justification for the location of the research infrastructure. (In no more than 750 characters (approximately 100 words)

H6  Integrated research facilities

In special circumstances a LIEF application may be submitted for an integrated facility consisting of a number of small items. Such applications 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.

**H6.1 Is this application a request for an integrated facility?**

This question must be answered. This is a ‘Yes’ or ‘No’ question.

**H6.2 If this application is for an integrated facility, provide a statement, justifying why an integrated facility is necessary to support the research activities outlined in this application and how the overall research outcomes will be enhanced by this arrangement. (No more than 750 characters, approximately 100 words)**
4. Submitting an application to the Research Office

Once all necessary components of the application are completed and saved, each tab in the application header should be validated and have changed from red (invalid) to green (valid).

Before submitting the application form to the Research Office, the Project leader must:
• Review all components to ensure the information to be submitted is complete
• Ensure all components are complete and valid.

When the application is ready to be submitted to the Research Office, return to the Action Centre home page and click on ‘Submit to Research Office’.

Important Note: If You intend to bulk submit multiple applications to the ARC, please be aware that RMS may issue a validation alert if the submission would put one or more participants in breach of their eligibility limits.

Note: Many users will be attempting to submit concurrently as the deadline approaches for each round. Allow sufficient time to complete and submit applications before the closing time. As the time on a computer server may differ slightly from the ARC servers, submission should not be delayed until the last possible moment. Note that Research Offices may impose their own internal deadlines on researchers to submit applications.

• Participants and Research Office staff who wish to generate a PDF so that they can keep a hard copy of the submitted application may do so by selecting the PDF icon next to the ‘Save’ button (top right).
Appendix A – Format

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

All pages of additional text (uploaded in PDF form) must be formatted as follows:

- Black type, or occasional coloured type for highlighting purposes.
- Single column.
- White A4 size paper with at least 0.5 cm margin on each side and at top and bottom.
- A highly legible font type must be used before converting to PDF such as: Arial, Helvetica, Palatino, and Times New Roman subject to them being an equivalent sized font to 12-point Times New Roman. Variants such as mathematical typesetting languages may also be used.
- References can be in equivalent sized to 10-point Times New Roman font.
- Comply strictly to page limits designated for each part of the application.
- Applicants should only include information which is pertinent to the research and note that colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white and should be both necessary and appropriate.
- Additional text uploaded as PDF may appear slightly reduced in size due to the RMS formatting of the attachments to include page numbers. Additional text uploaded in PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- The ARC reserves the right to seek an original electronic copy of the application to determine that the text meets these requirements.

Note: Information such as citations or public recognition may be considered for inclusion in relevant sections if suitable.