LINKAGE—INFRASTRUCTURE EQUIPMENT AND FACILITIES

Instructions for applicants for funding commencing in 2004

24/02/2003
This document is intended to be a practical guide to assist you as an applicant to complete the application form and associated documentation as fully and accurately as possible.

The information in this document is underpinned by the *ARC Linkage–Infrastructure Equipment and Facilities Funding Rules for funding commencing in 2004*, which contain further details on ARC Linkage–Infrastructure Equipment and Facilities funding. You must read the Funding Rules (available from [www.arc.gov.au](http://www.arc.gov.au)) before you start preparing your application.

**Matters to note before completing the application form**

**Accuracy of information**
Check carefully before you submit your application that all the information contained in the application form is accurate.

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

**Confidentiality**
All information contained in applications is regarded as confidential unless otherwise stated and will be received and treated as confidential by institutions, the ARC, application assessors and members of the LIEF Advisory Committee.

**Privacy**
Information on this form is collected in order to make recommendations to the Minister for Education, Science and Training on the allocation of financial assistance under the Australian Research Council Act 2001 and for post award reporting. The information collected may be passed to assessors for the purposes of obtaining a peer review assessment of the application. It may also be passed to the National Health and Medical Research Council, the National Occupational Health and Safety Commission, the Department of Foreign Affairs and Trade, the Department of Industry, Tourism and Resources, the Department of the Environment and Heritage, the Department of Education, Science and Training, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans’ Affairs for the purpose of checking eligibility. In other instances, information on this form can be disclosed without your consent where authorised or required by law.
The ARC is bound by the provisions of the Privacy Act 1988. Section 14 of the Privacy Act 1988 contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information. In brief, the ARC should ensure that:

- personal information is collected in accordance with IPPs 1-3;
- suitable storage arrangements, including appropriate filing procedures are in place;
- suitable security arrangements exist for all records containing personal information;
- access to a person’s own personal information held by the organisation is made available to the person at no charge;
- records are accurate, up-to-date, complete and not misleading;
- where a record is found to be inaccurate, the correction is made;
- where the person contends that a record is inaccurate, and it is found to be accurate, the details of the request for amendment are noted on the record;
- the personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by IPP 10;
- personal information is only disclosed in accordance with IPP 11.

**Closing date**

The closing date for LIEF applications is close of business (AEST) **Friday 2 May 2003**. However, institutions may have an internal closing date several weeks before 2 May 2003 as the ARC requires institutional research offices to provide certifications, electronic data and other information. Please check with the administering institution’s research office about internal deadlines.

*Note carefully*

- If you are applying through a university, submit your application through the research office of the administering institution by that institution’s closing date.
- Applicants must complete application forms through the Grant Application Management System (GAMS) at [http://www.arc.gov.au/ncgp/gams_info.asp](http://www.arc.gov.au/ncgp/gams_info.asp). If you are applying through an administering organisation other than a university, your organisation should identify a GAMS contact person who should contact the ARC at ncgp@arc.gov.au for assistance with a GAMS submission.
- Because of the volume of material that is processed, additions, deletions or modifications will not be accepted after the date of submission.
- Applications received after 5 pm (AEST) 2 May 2003 will not be accepted.
Preparing a LIEF application

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

Table 1  LIEF APPLICATION CYCLE 2003

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 2 May</td>
<td>2003</td>
<td>Closing date for LIEF applications</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>NOTE</strong> Each institution may set its own internal closing date. Please consult with the institution’s research office.</td>
</tr>
<tr>
<td>July</td>
<td>2003</td>
<td>LIEF Advisory Committee meets to consider applications and develop funding recommendations for the ARC Board and the Minister for Education, Science and Training.</td>
</tr>
<tr>
<td>September/October</td>
<td>2003</td>
<td>Minister announces LIEF funding. ARC provides advice on outcomes to applicants via research offices.</td>
</tr>
<tr>
<td>28 days following date of advice to applicants</td>
<td>2003</td>
<td>Closing date for appeals</td>
</tr>
<tr>
<td>4-6 weeks after closing date for appeals</td>
<td>2003</td>
<td>Appeals are considered and applicants advised</td>
</tr>
</tbody>
</table>

Application format

Applications consist of three parts:

1. **Application form.** You complete a LIEF application form in GAMS (available through the ARC website at [http://www.arc.gov.au/ncgp/gams_info.asp](http://www.arc.gov.au/ncgp/gams_info.asp)). To complete the application, you are required to access GAMS to create and enter application summary information into an electronic GAMS application form. Once summary information has been entered into the application form, GAMS will allow you to print a hard copy version of the form.

2. **Additional text.** You submit Part F1 (‘Additional Text’) of your application as additional text, that is, as text separate from the application form.

3. **Supporting documentation.** You submit Part F2 ‘Curriculum Vitae’ and Part F3 ‘Supporting Documentation’ of your application as further additional text, that is, as text separate from the application form.

All the documents listed below are mandatory. They are **not** included in the quota of pages for the additional text identified in Section 6.1.3.1 of the LIEF Funding Rules.

- Each curriculum vita is to be no more than **one** page in length (including publication details) for each Chief Investigator.
- A **one page** summary of quotes for items to be purchased must be attached, behind the additional text and curriculum vitae. Quotes **must** include all supplier discounts on equipment. If items are costed in overseas currency, the quote **must** include the exchange rate at the time of applying.
- If equipment is to be located outside an eligible higher education institution (as listed at Appendix 1 of the Funding Rules), a copy of an agreement on access, use and maintenance between collaborators must be attached, behind the additional text and curriculum vitae.
- Please observe strictly the page quotas identified above. Pages in excess of the stipulated limits for each part of the application will be removed from the application before it is assessed.
As the application is the primary source of information available to the LIEF Advisory Committee, applicants must submit their projects as mature research plans ready for implementation. The application must contain all the information necessary for assessment of the project without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web, unless requested by the Committee. All details in the application, particularly concerning any successful grants, must be current.

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

Submit all pages in black type, use a single column and 12 point font size on white A4 paper, printed on one side only and unbound with at least a 2 cm margin on each side. As applications are scanned electronically, applicants must use a highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used. References may be reproduced in 10 point font size. Colour graphs or colour photographs may be included but they will be reproduced in black and white.

Application authorisation

All applications must be signed by a Chief Investigator and delegate from each collaborating institution or organisation at Part A12 of the application form. A separate page must be provided for each collaborating institution or organisation. Part A12 ‘Certifications’ does not appear on the GAMS electronic screen but will print when the GAMS entry has been completed. This part can only be completed by hand.

Printing the application form

GAMS will allow the originating author to print the application from the applicant home page. To print the application, select print to the right of the GAMS application record. A dialogue box will open and invite the applicant to save the file to the computer. Click on the save button to download the application. When the download is completed, select open and this will convert the file from Rich Text Format (RTF). The form can now be printed.

Do not alter the RTF. All changes must be made in GAMS before printing.

Number of copies

Send two copies, one original and one identical copy to the ARC. The application must be clipped with NAL clips, not stapled. The application form should be submitted with the pages of the additional text, curriculum vitae and supporting documentation in the correct order and numbered consecutively, starting from page one of the additional text. Page numbering may be handwritten. Page numbering must be consecutive - do not number pages 7a, 7b etc.
Filling out application form

Electronic and hard copy forms

Applicants must fill out an electronic version of the application form in GAMS.

NOTE: To save time in completing the electronic application form, please save and validate frequently. Saving additions to the application, alone, does not inform the applicant of validation errors.

The GAMS logon can be found at http://www.arc.gov.au/ncgp/gams_info.asp

To enter GAMS, an applicant must have a valid GAMS ID and password. Both the GAMS ID and password are available from the relevant Research Office or administration unit of the applicant’s university. University GAMS Contacts are listed at the GAMS logon page mentioned above.

Applicants who are not currently academic staff members of Australian universities must seek their GAMS ID directly from the ARC (GAMSIDS@arc.gov.au) providing full personal details including name, date of birth, current organisation and address information. The ARC will then respond to the request with both a GAMS ID and password.

More comprehensive instructions on using the GAMS system can be accessed at http://www.arc.gov.au/ncgp/instructions/instructions.htm

The hard copy form requires that the applicant record the total number of sheets contained in the application as shown in example form below:

| Total number of sheets contained in this application | 35 |

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

Completing the form

The LIEF GAMS form is divided into six headings:

Part A: Administrative Summary
Part B: Personnel
Part C: Project Cost
Part D: Research Support
Part E: Collaborating Institution/ Organisation Details
Part F: Project Description

Part F is the only part of the application completed outside GAMS. All other parts are to be completed by the applicant using the electronic GAMS form.

These instructions describe the kind of details to enter under each of the form headings, and give you some examples of how to fill in the form.
PART A—ADMINISTRATIVE SUMMARY

A1 ORGANISATION TO ADMINISTER GRANT

Name | University of XX

Please enter the name of the organisation that will administer the grant. The organisation that will administer the grant must be the eligible higher education institution where the first-named Australian Chief Investigator will be employed during the period of the grant. A list of eligible institutions is provided at Appendix 1 of the LIEF Funding Rules for 2004.

A2 PARTICIPANT SUMMARY

<table>
<thead>
<tr>
<th>Person number</th>
<th>Family name</th>
<th>Initials</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Smith</td>
<td>J</td>
<td>The Australian National University</td>
</tr>
<tr>
<td>2</td>
<td>Jones</td>
<td>A</td>
<td>University of Canberra</td>
</tr>
</tbody>
</table>

In Part A2, enter information about applicants participating in the application. You must include the project Chief Investigator as person 1. The first-named Chief Investigator will be the ARC’s reference for the application and must be from the administering institution.

You do not need to enter your institution into part A2. This information will be filled automatically when you click on the button marked “participant details” then confirm your participant details. Please note that you must enter a project title before you can confirm your details by clicking “participant details”.

Set out information about participants in the same order throughout the grant application. All persons named in part A2 must complete Part B and provide Curriculum Vitae as described at Part F2.

A3 SINGLE UNIVERSITY APPLICATION

A single university application is an application in which only one eligible higher education institution (as listed in Appendix 1 of the Funding Rules) is involved. Single university applications may include applications submitted by one eligible higher education institution without collaborating partners, as well as applications that involve a number of industry or government partners but only one eligible higher education institution.

If you are submitting an application as a single university application, click on the box marked “Yes”. If you are not submitting an application as a single university application, click on the box marked “No”.

A4 PROJECT TITLE

Provide a descriptive title of no more than 20 words which includes the title of the item of infrastructure or equipment to be acquired (eg, “UV Raman Spectroscopy System”). The title should be precise, but as informative as possible. Do not capitalise the entire title. Do not use quotation marks as they create information-storage problems. If you attempt to use quotation marks you will not be able to validate your application.
A5 FUNDING SUMMARY
This part of the application will be filled in automatically from information provided in Part C (“Project Cost”).

A6 PROJECT SUMMARY
Write a summary of your proposed project, in no more than 100 words, in plain English using the minimum of terminology unique to the area of study. Bear in mind that your application may be read by members of the LIEF Advisory Committee who are not experts in your field. It is important that you communicate this information as clearly and succinctly as possible. The project summary may be used by the ARC in press releases and publicity material, and for evaluation purposes.

A7 PARTICIPANT USAGE OF EQUIPMENT AND FACILITIES
A7.1 Provide the number of researchers who will use the facility and the number of days in each month that they will collectively use the equipment.

A7.1 Summary of use of equipment or facility

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Number of users</th>
<th>Estimated use of equipment or facility by the Organisation (days per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Australian National University</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>University of Canberra</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

A7.2 List the member/s of staff who will manage the equipment or facility, including their Department/ School/ Faculty.

A7.2 Member(s) of staff who will manage the equipment or facility

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/school/other</th>
<th>Organisation</th>
</tr>
</thead>
</table>

A7.3 Identify the proposed location of the equipment or facility(if applicable). Note that if you propose to locate the equipment or facility outside a university campus then you must complete an Agreement on Access and Usage in accordance with Section 4.2.3 of the Funding Rules.

A7.3 Proposed location of the equipment or facility(if applicable)

| Building A4, School of Chemistry, Australian National University |

A8 NATIONAL RESEARCH PRIORITIES

<table>
<thead>
<tr>
<th>National Research Priority</th>
<th>Priority Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safeguarding Australia</td>
<td>Protecting Australia from terrorism and crime</td>
</tr>
</tbody>
</table>

There are four National Research Priorities and each priority has a number of associated priority goals. The National Research Priorities and their associated Priority Goals are listed on the menu at Part A8. More detailed descriptions of these areas are available on the ARC website (http://www.arc.gov.au).
You must indicate if your application falls within one of the four designated National Research Priorities. You may select a National Research Priority by choosing one or more of the associated Priority Goals. To save your selection, press the Save button at the bottom of the Priority Goals page. This action automatically returns you to the application form.

NOTE: If an incorrect Priority selection is saved, do not clear the form using the Backspace Button on the keyboard. Open the list again, change the Priority selection, and save as above. Do not use the ‘Save’ button in the left margin when in the Priority Goals page as this will not save the selected Goals.

A9 LIBRARY OR INFORMATION INFRASTRUCTURE APPLICATION

Indicate if you wish your application to be assessed as a Library or Information Infrastructure application. If you wish your application to be assessed as a Library or Information Infrastructure application, click on the box marked “Yes”. If you do not wish your application to be assessed as a Library or Information Infrastructure application, click on the box marked “No”. Further information that will assist you in completing Library and Information Infrastructure applications are at Appendix 2 of the Funding Rules.

A10 CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION

A10.1 Keywords

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

A10.2 Research classifications

<table>
<thead>
<tr>
<th>Research Fields, Courses and Disciplines (RFCD)</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>280104</td>
<td>60</td>
</tr>
<tr>
<td>280305</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Socio-Economic Objective (SEO)</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>700103</td>
<td>70</td>
</tr>
<tr>
<td>700104</td>
<td>30</td>
</tr>
</tbody>
</table>

Select at least one code under each of the Research Fields, Courses and Disciplines (RFCD) codes and Socio-Economic Objective (SEO) classifications. If you use multiple codes, please select the most relevant code first. Other codes should be entered in order of decreasing percentage of importance.

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

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

A10.3 If the proposed research involves international collaboration, please specify country/ies.

Select the names of the countries, if any, that will collaborate with researchers using this equipment.
or facility.

A11 ADDITIONAL DETAILS

A11.1 Prior ARC funding

LIEF funding is normally for one year only and is not recurrent, except where international agreements and national facilities are involved. All applicants must apply for funding each year. Where the ARC has accepted a case for continuing funding, the applicant will be required to submit an application each year until review.

If you have been previously provided with funding from the ARC towards the equipment or facility for which you are currently seeking ARC support, please indicate this at Part A11.1. If the equipment/ facility has been funded previously by the ARC, click on the box marked “Yes”. If the equipment/ facility has not been funded previously by the ARC, click on the box marked “No”.

If you click the “Yes” button, you will need to answer the second and third parts of A11.1. You will need to supply any previous project ID numbers, then outline how additional funding will enhance or add to the previous grant/s.

EXAMPLE:  In 1999 you were provided with $100,000 from the ARC’s then Research Infrastructure Equipment and Facilities (RIEF) program to develop a database of works by Australian composers. Your current application seeks a further $150,000 to upgrade and enhance the database.

You will need to click “Yes” then:

1. Identify your previous project ID (eg R00003456).
2. Indicate how additional funding will enhance the previous grant. Refer to the instructions for part A6 (above) for guidance in completing this part of the form.

A11.2 Have you submitted a similar application to any other agency? If Yes, which agency?

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

If you have submitted a similar application to any other agency, click on the box marked “Yes”. If you have not submitted a similar application to any other agency, click on the box marked “No”. If you click the “Yes” button you will need to identify the agency/ies from which you have applied for support. Do not include details of other ARC applications.

A11.3 Is funding for this project contingent on support from elsewhere? If Yes, please provide details.

If funding for this project is contingent on support from other funding sources, click on the box marked “Yes”. If funding for this project is not contingent on support from other funding sources, click on the box marked “No”.

If you click the “Yes” button you will need to provide further information on the source of conditional funding support, how much of the projected collaborative funding is contingent, etc.
A12 CERTIFICATIONS

This page does not appear on the electronic GAMS form. One page for each of the project’s collaborating institutions or organisations will be produced when the form is completed and printed. All collaborating institutions or organisations must certify their involvement in the project, including those who are only making in-kind contributions to the project.

The completion of certifications is the responsibility of the administering institution. The administering institution must obtain one certification page from each collaborating organisation or institution that is contributing to the project, prior to submission of the application to the ARC.

A12.1 Project Title

The project title will appear automatically from the details provided at Part A3.

A12.2 Certification by a Chief Investigator from each Collaborating Institution or Organisation

One Chief Investigator from each institution named in Part A2 must sign. Use black ink. By signing this document, you are certifying that:

• all details provided are true and correct; and
• in submitting the application, you give consent for its referral for peer review by persons unknown to you and/or to other ARC sources.

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

<table>
<thead>
<tr>
<th>$ Cash</th>
<th>$ In-kind</th>
<th>$ Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>80,000</td>
<td>60,000</td>
<td>140,000</td>
</tr>
</tbody>
</table>

The PVCR or equivalent for each institution named at Part A2 must sign and enter the cash, in-kind and total contribution (in dollars) by this institution or organisation to the proposed equipment or facility. This must match the details provided at Part C1.2.

Signature of PVC(R) or CEO (or delegate)  Name and Institution/Organisation (please print)  Date
Hugo Chavez                               Hugo Chavez, University of XX         2/4/03

This part must be signed. By signing this document, the Pro Vice-Chancellor, CEO or delegate certifies that:

• all details provided on the application form are true and correct;
• the application form complies with the ARC Linkage–Infrastructure Equipment and Facilities Funding Rules for funding commencing in 2004 and, if successful, the institution or organisation will accept the associated Funding Agreement;
• she/he understands and agrees that all statutory and other requirements, as detailed in the Funding Agreement, must be met before the proposed research can commence.
The completion of this page is the responsibility of the administering organisation, which must obtain the required signatures prior to submission of the application to the ARC.

PART B—PERSONNEL

Part B must be completed for each participant listed in Part A2

Please notify the ARC through the research office of the administering institution if there are any changes to your details after the application has been submitted.

B1 PERSON NUMBER
GAMS will electronically fill in the person number from the details provided at Part A2. Please check that the person number corresponds with the number in the left-hand column of Part A2.

B2 ABBREVIATED DETAILS

| GAMS ID | G11223 |

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Jane</td>
</tr>
<tr>
<td>Second Name</td>
<td>Z</td>
</tr>
<tr>
<td>Department/school/other</td>
<td>Department of Multimedia</td>
</tr>
<tr>
<td>Organisation</td>
<td>Australian National University</td>
</tr>
</tbody>
</table>

GAMS will automatically fill in the family name of the person from the details provided in A2. Enter the unique GAMS ID for that person in the box provided. You can obtain your GAMS ID from your institution’s research office. GAMS will automatically fill Parts B2 and B3 using the person’s GAMS ID.

Please check the details for each person. If they are not correct, advise the person to update their own record in GAMS before you complete this section of the form. Once they have updated their record you should re-enter their GAMS ID.

Gender and date of birth are used only for statistical and identification purposes.

B3 POSTAL ADDRESS

This part will be automatically filled when a valid GAMS ID is entered in B3.

B4 MEMBERSHIP

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

If you are a current member of the ARC or its advisory committees, click on the box marked “Yes”. If you are not a current member of the ARC or its advisory committees, click on the box marked “No”.

1
B4.2 Are any of your relatives or close social/professional associates current members of the ARC or its advisory committees? If Yes, please name the ARC member(s)

If any of your relatives or close social/professional associates are current members of the ARC or its advisory committees, click on the box marked “Yes”. If none of your relatives or close social/professional associates are current members of the ARC or its advisory committees, click on the box marked “No”.

If you click the “Yes” button, you must enter the name of the ARC member/s. This information will assist the ARC in managing potential instances of conflict of interest. The ARC has procedures for declaring conflicts of interest and for members to withdraw from consideration of particular applications.

PART C— PROJECT COST

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

C1 BUDGET DETAILS

C1.1 Cash cost of establishing the facility or purchasing the equipment

<table>
<thead>
<tr>
<th>Item no</th>
<th>Items and comments</th>
<th>Percentage discount (%)</th>
<th>Priority A, B, C</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>xxx Spectrometer model AA11</td>
<td></td>
<td>A</td>
<td>300 000</td>
</tr>
<tr>
<td>2</td>
<td>xxx Software interface</td>
<td></td>
<td>A</td>
<td>300 000</td>
</tr>
<tr>
<td>3</td>
<td>Technical assistance to install equipment</td>
<td></td>
<td>B</td>
<td>100 000</td>
</tr>
<tr>
<td></td>
<td><strong>Total cost of equipment or facility</strong></td>
<td></td>
<td></td>
<td><strong>70 000</strong></td>
</tr>
</tbody>
</table>

**Item no:** Number each item 1, 2, 3, 4 etc. This is for administrative simplicity.

**Items and comments:** Describe the item and comment as appropriate.

**Priority A, B, C:** Give each item a priority starting with ‘A’. The ARC may fund the project at less than the amount sought. Your priorities will assist better decision-making. If all items are essential to the basic functioning of the faculty then ensure that the Additional Text includes an explanation and full justification for each item.

**Amount:** Enter cash cost only. Do not include in-kind costs here. Do not include GST.

**Percentage discount:** If an item has received a supplier discount, indicate the percentage (%) discount obtained. All items in foreign currency must include the exchange rate at the time of applying.

C1.2 COLLABORATING INSTITUTIONS/ORGANISATIONS AND THEIR CONTRIBUTIONS

<table>
<thead>
<tr>
<th>Org. No.</th>
<th>Organisation</th>
<th>Cash ($)</th>
<th>In kind contrib</th>
<th>Comments on in-kind contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University of XX</td>
<td>80 000</td>
<td>60 000</td>
<td>Salaries of technical support staff, XXXXX equipment</td>
</tr>
</tbody>
</table>

The first listed organisation and the order of collaborating institutions or organisations must be the same as that listed at Part A1. The amounts entered here will appear on the automatically generated
PART D – RESEARCH SUPPORT

D1 RELATED GRANTS

<table>
<thead>
<tr>
<th>Description (All named investigators on any grant held by a participant, project title, source of support, scheme)</th>
<th>Sup type (C, R or P)</th>
<th>ARC Project ID</th>
<th>2002 ($’000)</th>
<th>2003 ($’000)</th>
<th>2004 ($’000)</th>
<th>2005 ($’000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Database of Polish Migrant Literature</td>
<td>R</td>
<td>LE034450</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones, Development of XX, ARC Discovery - Project</td>
<td>R</td>
<td>DP039999</td>
<td>60</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Detail other grants that will be supported by the acquisition of the equipment or facility sought in this LIEF application. Indicate where support is being provided to a Chief Investigator from other ARC grants, other Commonwealth competitive research schemes, the private sector and other sources.

Put an asterisk (*) after the description of any ARC-funded projects for which reports (including Progress and Final Reports) were required in the Funding Contract.

**Sup type:** Support types are ‘P’ for past support, ‘C’ for current support, ‘R’ for requested support for 2003.

**File number (Project ID number):** Enter the Project ID for current and past ARC grants only.

PART E – COLLABORATING INSTITUTION/ORGANISATION DETAILS

E1 COLLABORATING INSTITUTION/ORGANISATION CONTACT DETAILS

This part only needs to be completed if a collaborating institution or organisation is not an Australian university. If your collaborating institutions/organisations include an organisation that is not an Australian university, the organisation field in Part E will be pre-populated by GAMS.

PART F – PROJECT DESCRIPTION

F1 ADDITIONAL TEXT

The additional text is to be no longer than ten pages. It should, within the required format, address the selection criteria listed in Section 7.1 of the Funding Rules and include the following details:

- a description of the research activities to be supported, stating how the research will be enhanced and why it is important. Comments must be related to the research priorities of the institution/s involved;
- the need and level of demand for the proposed equipment in Australia and the availability of comparable infrastructure elsewhere in the country;
- a description of the collaborative arrangements proposed, including the involvement of each institution. A single university applicant must justify why collaborative arrangements are not feasible or appropriate;
• a detailed budget justification that states the amount required for each item and the priority afforded each item (A, B or C). Note that each budget item and its priority must be justified;
• funding from sources other than the applicant institutions;
• details of staff, students and resources involved in the research activities; and
• the arrangements proposed for the purchase or construction of the equipment, 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 its use.

Applicants for library or information infrastructure must also address the issues identified in Appendix 2 of the Funding Rules. Note that applicants must list the specific research projects that will use the resource created by this library or information infrastructure proposal.

F2 CURRICULUM VITAE

Supply a curriculum vita of no more than one page in length (including publication details) for each Chief Investigator named at A2, including the following details:
• name
• qualifications and current appointment
• relevant employment history
• a list of the ten most significant relevant publications for the last five years and the total number of peer-reviewed research publications over the last five years
• brief details of all competitive grant funding for the last five years.

Curriculum vitae longer than one page will be removed from the application before assessment. Curriculum vitae are not included in the quota of pages for the additional text.

F3 SUPPORTING DOCUMENTATION

Attach the following to the application form:
1. A one-page summary of quotes for items to be purchased
2. If required (refer to Section 6.1.3.2 of the Funding Rules) a copy of an agreement on access, use and maintenance between collaborators, if equipment is to be located outside an eligible higher education institution (as listed at Appendix 1 of the Funding Rules).

Completing the application

When you have completed the application form print from GAMS and attach Part F including F1 Additional Text, F2 Curriculum Vitae and F3 Supporting Documentation.
At the top of the first page of the printed application form enter the total number of sheets contained in the application including all pages of the application form, additional text, curriculum vitae and supporting documentation. The ARC uses this for scanning and image-storing purposes. The copy must contain the same number of sheets as the original.

### Application checklist

A complete application consists of the following components:

<table>
<thead>
<tr>
<th>Part A</th>
<th>Administrative summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Application form</td>
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<tr>
<td></td>
<td>A1-A11</td>
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<tr>
<td></td>
<td>A12 Certifications by DVC/PVC (R) or equivalent</td>
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<table>
<thead>
<tr>
<th>Part B</th>
<th>Personnel</th>
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<tbody>
<tr>
<td></td>
<td>Application form</td>
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<td>Complete Part B for each participant listed at A2.</td>
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<thead>
<tr>
<th>Part C</th>
<th>Project cost</th>
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<tbody>
<tr>
<td></td>
<td>Application form</td>
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<td></td>
<td>Complete C1 for each year of funding support sought</td>
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<tr>
<td></td>
<td>Additional text</td>
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<td>Quotes from equipment suppliers</td>
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<thead>
<tr>
<th>Part D</th>
<th>Research support</th>
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<tbody>
<tr>
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<td>Application Form</td>
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<td>Complete D1</td>
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<table>
<thead>
<tr>
<th>Part E</th>
<th>Collaborating institution/organisation details</th>
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<td>Application Form</td>
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<td>Complete Part E for each collaborating institution or organisation that is not an Australian University.</td>
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<tr>
<th>Part F</th>
<th>Project description</th>
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<tr>
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<td>Additional text</td>
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<td>No more than ten pages</td>
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