

ARC Linkage Infrastructure, Equipment and Facilities (LIEF) for funding commencing 2012

UQ Instructions to Applicants

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DEADLINE – due at Office of Deputy Vice-Chancellor (Research): Monday 6 June 2011

See [step 7](#) for submission information.

IMPORTANT: Certification Proformas

The Administering Organisation will certify through the ARC online application system that they have obtained the written agreement of all parties necessary to allow the proposed project to proceed. The ARC reserves the right to seek the evidence from the Administering Organisation to support the certification of Proposals. It is important to start early in obtaining these certifications. See [step 5](#) below for further information

- **UQ Led Proposals:** Please obtain signatures of all CI/PI/Organisations on the template form available at http://www.uq.edu.au/research/rid/files/grants/schemes/arc/linkage-infrastructure/ARCLIEF12_CertificationForm.docx. All completed forms are to be provided to the ODVCR by **Monday 20 June 2011**
- **UQ Collaborating Proposals:** Each Administering Institution may either use the ARC template proforma or they may choose to have their own proforma. Investigators at UQ involved on bids being submitted through other institutions should seek advice from that institution on their requirements for certification. Certification of the organisation (for UQ) is undertaken by the Deputy Vice-Chancellor (Research). The template from the Administering Organisation must be provided to Janine Richards (email to j.richards@research.uq.edu.au or drop off to room 375, Brian Wilson Chancellery) by **Wednesday 8 June 2011** to enable the institutional signature to be obtained.

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Step 1: Join the UQ ARC Updates Mailing List

Please subscribe to the UQ ARC Updates Mailing List by following this link: <http://www.uq.edu.au/research/rid/mailling-lists>. Official announcements and updates regarding the scheme will be sent via the mailing list. Information regarding available training sessions is also distributed via this mailer.

Step 2: Familiarise yourself with the key information documents

- [Funding Rules](#) (FR)
- [Instructions to Applicants](#)

Applicants are advised to carefully read the relevant *Funding Rules* and *Instructions to Applicants* that they have obtained above. You will need to read both to understand your eligibility for the scheme and application process.

It is also helpful to read the Application Form in its entirety prior to completing it. A sample application form is available from http://www.arc.gov.au/ncgp/sample_forms.htm.

Step 3: Ensure intended Proposal Participants can access the ARC Research Management System (RMS)

Ensure you can access the ARC [Research Management System](#) (RMS) now. Information on accessing the system is available from <http://www.uq.edu.au/research/rid/grants-gams-rms>. Note that all investigators (including those overseas) must have an RMS account.

It is recommended that intended Proposal Participants obtain an RMS User ID as soon as possible to prevent potential delays due to an anticipated increase in requests close to the due date for proposals. Remember if you have had a previous GAMS ID prior to January 2009 then you will automatically have an RMS account. In this case you will need to reset the RMS password using the link available on the [RMS Homepage](#).

Step 4: Ensure Personal Details are correct in RMS

Ensure all your Personal Details are correct in RMS. **Some of the components of the application are drawn directly from information contained within investigators Personal Details section so it is important these details are complete, accurate and up to date.**

Step 5: Ensure Certification Proformas are completed

To meet the ARC requirements to obtain the written agreement of all parties necessary to allow the proposed project to proceed will require written evidence from each investigator and organisation.

UQ Led Proposals

Please obtain signatures of all CI/PI/Organisations on the template form available at http://www.uq.edu.au/research/rid/files/grants/schemes/arc/linkage-infrastructure/ARCLIEF12_CertificationForm.docx.

All completed forms are to be provided to the ODVCR by COB 20 June 2011

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Signed certifications are acceptable as either: signed originals or facsimiles/scanned PDFs of signed originals. A scanned PDF that has been emailed to you must be accompanied by a print out of the email in which it was received. (i.e. electronic signatures are not acceptable)

Do not forward each certification to the ODVC(R) separately. As the ODVC(R) deals with significant numbers of proposals these may be lost. Please submit all Certification Proformas in one email or as one complete hard copy submission. These Certification Proformas must be provided to the ODVC(R) by COB 20 June 2011 to ensure your application can be certified and submitted to the ARC.

UQ Collaborating Proposals

Each Administering Institution may either use the ARC template proforma or they may choose to have their own proforma. Investigators at UQ involved on bids being submitted through other institutions should seek advice from that institution on their requirements for certification.

Certification of the organisation (for UQ) is undertaken by the Deputy Vice-Chancellor (Research). The template from the Administering Organisation must be provided to Janine Richards (email to j.richards@research.uq.edu.au or drop off to room 375, Brian Wilson Chancellery) by Wednesday 8 June 2011 to enable the institutional signature to be obtained. A copy of the form signed by the UQ CIs must also be provided.

Step 6: Complete the Application form in RMS

The following links will assist you with completing your application:

- [Codes and classifications \(FOR and SEO codes\)](#)
- [Tips on using RMS \(FAQs\)](#)
- [National Research Priorities](#)
- [National Innovation Priorities](#)

The following sections of the application must be uploaded to RMS as separate PDF documents. Please ensure you follow the ARC instructions for each section.

- **A6.2 – Major National Facility** (if applicable);
- **C1 - Project Description (ten A4 Pages)**: note the heading structure required as outlined on pages 13 – 14 of the [Instructions to Applicants](#);
- **E1 – Summary of Project Cost (one A4 page)**: note the required structure on page 20 of the [Instructions to Applicants](#);
- **E2 – Justification of funding requested from the ARC (two A4 pages)**: note the required structure on pages 20 - 21 of the [Instructions to Applicants](#);
- **E3 – Details of non-ARC contributions (one A4 page)**: note the required structure on page 21 of the [Instructions to Applicants](#);
- **E4 – Summary of Quotes (three A4 pages)**: note the required structure on page 21 of the [Instructions to Applicants](#);
- **H1 – Research Support from ARC and Other Agencies**: note the required structure on pages 25 of the [Instructions to Applicants](#);
- **I1 – Statements of Progress of ARC Funding LIEF Projects**: note that a table listing all LIEF projects using the table structure on page 26 of the [Instructions to Applicants](#) is required. Then one A4 page per report.

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- **J1 – Summary of use of infrastructure, equipment or facility (one A4 page):** note the required structure on pages 26 - 27 of the [Instructions to Applicants](#).

Formatting requirements for the PDF documents are strictly applied by the ARC. Please ensure you adhere to these requirements, which are outlined on Page 5 in the [Instructions to Applicants](#).

Templates for a number of these sections is available from:

<http://www.uq.edu.au/research/rid/grants-arc-lief-templates> (UQ Login Required)

All other questions are completed directly within RMS.

Step 7: Submit to the Office of the Deputy Vice-Chancellor (Research) by the Internal Deadline

Step 7a: Submit the Proposal to the Research Office within RMS

Once all components of the Proposal are completed and saved, return to the "Draft Proposal Summary Page". Before electronically submitting to the ODVCR, the Project Leader should:

- Review all components to ensure the information to be submitted is complete, and save each page once more (this is to ensure that all information is captured in the PDF);
- Ensure all components are complete and valid (indicated by a green tick on the "Draft Proposal Summary Page");
- Generate a PDF (whole Proposal document PDF). This is found near the top of the "Draft Proposal Summary Page". This may take a minute or two. An email is sent to the 'Proposal Owner' once the PDF is available for viewing in RMS.
- To submit to the ODVCR please select "Submit Proposal to Research Office" at the bottom of the page. Note that only the Proposal "owner" can submit a Proposal.

Step 7b: Email the ODVCR to advise the application has been submitted

Email Janine Richards at j.richards@research.uq.edu.au to advise that you application has been submitted in RMS. Ensure you attach the [UQ Coversheet](#) to the email.

Note that you are not required to drop any hard copy documentation to the ODVCR at this stage.

You may also choose to submit the Certification Forms and Request not at Assess forms at this stage, however these can be submitted when you submit your final version.

Step 8: Final Submission

Following an initial review of your application you will be provided with feedback regarding eligibility and/or compliance issues that require correction. The ODVCR will request resubmission of your finalised application, generally within 3 days of feedback being provided.

- Certification Forms for ARC Proposals: see [Step 5](#) above;
- Request not to Assess: If required, the completed [Request not to Assess](#) form should be emailed to j.richards@research.uq.edu.au

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Useful Documentation

ARC Application Documentation

- [Funding Rules](#)
- [Instructions to applicants](#)
- [Sample Application Form](#)
- [Request not to assess](#)
- [Classification Codes – FOR, RFCD, SEO and ANZSIC](#)

Further Information

Should you require any further information please contact Janine Richards, Executive Officer (Research), Office of the Deputy Vice-Chancellor (Research) at j.richards@research.uq.edu.au or ext. 54445.