

**UNSW GRANTS MANAGEMENT OFFICE
COMPLIANCE CHECK LIST FOR 2010 ARC LIEF APPLICATIONS**

Requirement	Yes	No	N/A	Comments
Are all sections valid and complete? NB some sections can be validated, but still have errors, or are incomplete				

PDF Formatting Requirements (Instructions p5)

	Yes	No	N/A	Comments
Black type				
Single column				
White A4 paper size				
2cm margin all round (left right top bottom)				
12 point				
Can be Arial, Courier, Palatino, Times New Roman or Helvetica				
Mathematical typesetting languages may also be used				
References ONLY may be in 10 point				

PART A

Q	Requirement	Yes	No	N/A	Comments
A3	Does NOT use all upper case characters				
A3	Includes the name of the item of infrastructure, equipment or facility to be acquired				
A4	Have participants selected correct roles (CI, PI)? (s8 funding rules)				
A7	Does NOT use all upper case characters				
A7	Summary makes sense; plain English				
A8	Does NOT use all upper case characters				
A8	Summary makes sense; plain English				

PART B

Q	Requirement	Yes	No	N/A	Comments
B2	Prioritised from highest to lowest %				
B2	% add to 100				
B3	Prioritised from highest to lowest %				
B3	% add to 100				
B4	Between one and 10				

PART C

Q	Requirement	Yes	No	N/A	Comments
	No more than 10 A4 pages				
	Each page entitled 'Question C1'				
	Single pdf document				
	Uses these Headings AND in this order: <ul style="list-style-type: none"> • Statement Addressing Selection Criteria <ul style="list-style-type: none"> ○ Significance of research ○ Need for access ○ Strengths and benefits of collaboration ○ Investigators • Infrastructure, Equipment or Facilities Arrangements • Role of Personnel • References 				
	Compliant with PDF formatting requirements				

PART D

Q	Requirement	Yes	No	N/A	Comments
TOTAL Budget (this table only appears when you produce pdf)	TOTAL BUDGET should equal TOTAL Quote (E1)				
Project cost – ARC table	IF more than one year requested, complies with Section 6 Funding rules – ie major international facility, annual costs				
Project cost – ARC table	Each item is listed under ‘other’ in the ARC table				
Project cost – ARC table	Each item has been given a priority sub-category (A, B or C)				
Project cost – ARC table	Each item listed in order of priority sub-category (A is highest)				
Organisation contributions	Full amount of the contribution is entered under ‘Unspecified Contribution’ only				
Organisation contributions	Total cash contribution from Admin and Collaborating Organisations is equal to 25% or more of amount requested from ARC.				
Organisation contributions	Salaries, cost of buildings and other infrastructure , if included, are ‘in-kind’ only				
Prohibited Items	None of the items are prohibited items (See Funding Rules s6.4 and 6.5)				
Organisation contributions In kind support	Do not list in-kind contributions over multiple years – the ARC stipulates the budget must not include funding for more than one year (unless a major international facility)				
	UNSW contribution is as per approved NOI – if not, have relevant people approved changes and advised GMO (eg HoS for in-kind or school commitment, DVCR or delegate (via GMO) for Central contribution)?				

PART E

Q	Requirement	Yes	No	N/A	Comments
E1	Does not Exceed 2 A4 pages				
	Each page entitled ‘Question E1’				
	Includes the same headings as in the ARC requested budget table and items are discussed in the same order as they appear in the budget				
	Fully justifies each budget item in terms of need, cost and priority in respect of priority as shown by order of entry of items of priority sub-category (A, B or C)				
	Meets pdf formatting requirements				
E2	Does not Exceed one A4 page				
	Each page entitled ‘Question E2’				
	Provides an explanation of how non-ARC contributions will support the proposal				
	IF a PI is named in the proposal, provides details of the contribution of his/her organization, including what the PI will contribute to the project in relation to his/her time and any other contribution of his/her organisation				
	Meets pdf formatting requirements				

PART E (continued)

Q	Requirement	Yes	No	N/A	Comments
E3	Does not exceed 3 A4 pages				
	Each page entitled 'Question E3'				
	Provides a summary of quotes for all items purchased (preferably includes quotes from more than one supplier – if only one supplier, explains why)				
	Summary set out as per the table and Headings p18 of Instructions				
	Each item in the table is entered in the same order as the item has been entered in the ARC Budget Table				
	Single pdf document				
	Meets pdf formatting requirements				

PART F

Q	Requirement	Yes	No	N/A	Comments
	(Applies to each Sect F for each Applicant)				
	NB A researcher may not be nominated as a CI on more than two LIEF Proposals in the same funding round				
F5	If 'yes', describes conflict of interest and how it will be managed				
F6	Satisfies organisational eligibility requirements for nominated role				
F7	Does not Exceed one A4 page				
	Includes the following details <ul style="list-style-type: none"> • Name • Qualifications and current appointment • Relevant employment history • List of most significant publications <ul style="list-style-type: none"> ○ Relevant to the proposal ○ Last 5 years • Total number of peer reviewed research publications over the last 5 years • Brief details of all competitive funding for the last 5 years 				

PART G (This section is automatically generated, with exception of G1)

Q	Requirement	Yes	No	N/A	Comments
	Has G1 been completed?				

PART H

Q	Requirement	Yes	No	N/A	Comments
	CAUTION: this can show as 'valid' on summary screen even if no information entered				
H1 and H2	Details must be provided for EACH participant over the years (2008 – 2012)				
H1	Current proposal listed first, 'R' as 'support type'				
H1	Lists only Projects or Proposal requests for LIEF, or other ARC schemes which only involve research programs which would use or involve similar infrastructure, equipment or facilities to that being requested in the proposal				
	If projects come to light in H1 that are similar or could reasonably expected to serve the same purpose as the LIEF requested in this application, ensure the reasons why there is no duplication are covered off in Part C "Need" and in Part E1: Justification of request from ARC				
H1	ARC only proposals or ARC only current or past projects involving that participant				
H2	Does not include proposals submitted to, or Projects funded by, the ARC – (2008 – 2012)				

PART I

Q	Requirement	Yes	No	N/A	Comments
	CAUTION: this can show as 'valid' on summary screen even if no information entered				
I1	Provided for EACH participant who has been awarded or received funding in 2008 under the LIEF scheme only . Note: No LE09s need to be reported on here – the 'or received' refers to multi-year LIEFs funded prior to LE09.				
	Includes the following information for each participant on this proposal who has been awarded or received funding in 2008 under the LIEF scheme only : Project ID First named investigator Uploaded pdf (Cross check with H1)				
	Pdf no more than one A4 page for each funded Project				
	Each page entitled 'Question I1'				
	PDF meets formatting requirements				

PART J

Q	Requirement	Yes	No	N/A	Comments
	CAUTION: this can show as 'valid' on summary screen even if no information entered				
J7	Certification provided by each contributing organisation (cross check with Part D)				
J7	\$ amounts (cash and in-kind) for each organisation are same as entered in Part D				
J7	Merged into Single pdf and uploaded				