

# UNSW



GRANTS MANAGEMENT OFFICE – DIVISION OF RESEARCH

## GMO ALERT 3: ARC LIEF 2010

This Bulletin has been issued by the Grants Management Office to provide information on emerging issues in relation to the above round. Further Alerts will be issued on an 'as needs' basis.

### TOPICS COVERED

1. Reminder of deadlines for LIEF submission: and what we'll do and when
2. RMS Developments
3. Please note: We can't easily check your pdf formatting!
4. How to complete your RMS budget
5. Tip for Section C: Project Description

### 1. Reminder of deadlines for LIEF submission

<b>Friday 08 May, 5pm</b>	<p><b>This was our closing date for editorial read.</b></p> <p>If you have not already done so, please "local submit" your application via RMS components and notify us that you have done so by emailing <a href="mailto:mygrants.gmo@unsw.edu.au">mygrants.gmo@unsw.edu.au</a>. The GMO will work with the Analytical Centre to provide you with strategic feedback. If you have attachments still pending and all other sections are complete, please let us know that you are ready for review by email and we will download a pdf from RMS on your behalf.</p> <p><b>Who is doing what and when:</b> Sally Doran is providing RMS checks and advice throughout the round. Janice Besch will be providing editorial advice – Those submitted for review this week (commencing Monday 11 May) will hear from us by Monday 18 May at latest. Other staff may become involved once Linkage Projects are submitted next week.</p>
<b>Friday 15 May, 5pm</b>	<p><b>This is our closing date if you are looking for a compliance check only.</b></p> <p>If you have not requested an editorial read and would like to have your proposal compliance checked please locally submit your application in RMS by this date. Please email <a href="mailto:mygrants.gmo@unsw.edu.au">mygrants.gmo@unsw.edu.au</a> to let us know your application is ready for review.</p>
<b>Thursday 21 May, 5pm</b>	<p><b>Final submission date. Applications will not be checked by GMO after this deadline. All applications must be submitted to the ARC by 5pm Wednesday 27 May.</b></p> <p>Submitting your application is via RMS electronically. No hard copies needed.</p>

Further information on LIEF as well as a [slideshow covering the major points on the scheme](#) can be found at the [Grants Management Office LIEF](#) site.

## 2. RMS Developments

The ARC is very aware that its new RMS system is proving difficult to use. We have received verbal assurances that those researchers who have not been able to complete parts of the RMS application form for technical reasons will not have their applications ruled ineligible. We are expecting a more formal ARC announcement shortly.

If you have not already done so, please alert us (by email to [mygrants.gmo@unsw.edu.au](mailto:mygrants.gmo@unsw.edu.au) – subject line LEXXXXXX: RMS Issues) of the specific problems you are experiencing, for example:

- Browser problems: Mac users please note that your default browser is usually Safari, and that Safari users have had problems working in RMS. We recommend you swap to Internet Explorer or Firefox when using RMS 'just in case...'
- Unable to load CIs / PIs
- Difficulties in changing the order of CIs /PIs once loaded (Note: RMS requires you to delete the team and start again, including going through the invitation process once more. For further information on how to do this, contact Sally at [s.doran@unsw.edu.au](mailto:s.doran@unsw.edu.au))
- Details of CIs / PIs not appearing correctly in the application once loaded
- Unable to upload all details of the grants held by your CIs and PIs
- Difficulties in entering equipment budgets (see below for advice on this)

Please report to us these and any other difficulties you are experiencing, and inform us if you believe you will not be able to get over these problems by the submission date. Note that we are reporting these problems to the ARC this week so that they are fully apprised of the extent of the problems. Further, any remaining RMS problems at submission time will be thoroughly detailed in a covering letter to the ARC, as a means to ensure that the ARC takes these difficulties into account when making compliance rulings.

## 3. Please note: We can't easily check your PDF formatting!

When working on your pdf attachments to RMS, please ensure you follow the ARC's specifications for formatting your documents. This is particularly important because the PDF produced of the whole application reduces the text size and makes compliance checking almost impossible. As per the old GMS specifications, these are the things you need to remember:

- Documents must be uploaded in PDF format into the RMS form. Attached PDFs should be directly generated rather than scanned to maximise the quality of reproduction.
- Text must be in black type, use a single column and 12-point font size and with all margins being at least 2 cm. As Proposals may be scanned electronically, a highly legible font type must be used, such as 12 point Times New Roman, Arial, Courier, Palatino, and Helvetica subject to their being equivalent to Times New Roman 12 point font. Variants such as mathematical typesetting languages may also be used.
- References may be reproduced in 10-point font size.
- Colour graphs or colour photographs should not be included as they will be reproduced in black and white and the reproduction quality may not be optimal.
- Finely detailed graphics and grey scale may also not be precisely reproduced.

#### 4. How to complete your RMS budget

You may be surprised to find that RMS does not provide the opportunity to list the equipment cost in the budget tables. Please follow these steps:

1. Add all your contributing organisations so that budget tables are generated for them. Note – UNSW as administering organisation must be added here as well as all other partners to your LIEF bid.
2. In the ARC table, under direct costs, under “other contribution” add your various equipment items, in priority order
3. In Year 1 of the ARC table, add the dollar amount of the ARC contribution only (not the total item cost) eg if your financial ask from the ARC is 60% of the total cost, put 60% of each item’s cost in the budget Year 1 column.
4. Moving to the first contributing organisation table, enter **only the total amount of contribution** against 'Unspecified Contribution' under the category of 'Other'. And then do the same with each contributing organisation table. **Do not list individual equipment items in these tables.**
5. In-kind contributions are to be entered as a ‘one line’ cost beside the cash contribution. Do **not** break these costs down to items like staffing, equipment etc. Use E2: Details of non-ARC contributions to fully detail your in-kind contributions.

**Do not** put any costs in years 2,3,4, and 5 of the budget (unless you are applying for a major international research facility). The ARC advises this would amount to a contravention of the Funding Rules, which state that funding is for one year only.

**Note:** The ARC no longer requires information on indirect costs to be added.

The ARC has advised that the Panel will be looking to E3 for full details of the cost of items. You are strongly advised to put the details of several quotes into E3 and to ensure that you list a quote from the best known supplier of your equipment, even if this is not a competitive quote. Doing so will demonstrate you have expertise in the area, know your suppliers, and have done your homework well. Make sure you use the table formatting below (which can be uploaded in landscape format if you find this is necessary). List your items in the same order that they appear in the budget.

**Set out the Summary of Quotes table as follows:**

Item No	Quote	Supplier Name	Equipment Included	Discount %	Amount \$AUD	Date of Quote	Exchange Rate at time of Quote	Priority (A,B,C)

**Please note:** If the uploaded summary of quotes PDF is longer than three A4 pages the additional pages may not be assessed as part of the Proposal. Please ensure all pages for Question E3 (Summary of Quotes) are merged into a single PDF document for upload into RMS.

#### 5. Tip for Section C: Project Description

We have received one or two draft applications where the ARC's Section C headings have not been used. Even though the Section is beautifully presented and argued, the Panel will be at a disadvantage because they will not be able to directly compare your application with others (and hence your application will be at a disadvantage in the round).

The headings you should use are:

## STATEMENT ADDRESSING SELECTION CRITERIA

### Significance

Relates to Selection Criterion 1, worth 20%:

- Significance of research to be supported with the proposed infrastructure, equipment and facilities
- relevance of the proposed infrastructure, equipment or facility to research needs; and
- enhancement of support for areas of existing or potential research strength.

### Need

Relates to Selection Criterion 2, worth 30% - Need for **excellent** Australian researchers to access the proposed infrastructure, equipment and facilities:

- a. availability of and access to similar infrastructure, equipment or facility at organisational, regional or national level;
- b. national benefit of the research infrastructure, equipment or facility; and
- c. value for money and budget justification, including where appropriate any cash or in-kind financial contributions to be made from non-ARC sources, and the expected rate of use.

### Strengths and benefits of collaboration

Relates to Selection Criterion 4.3.3 Strength and benefits of collaboration between Eligible Organisations and/or other organisations (30%)

- a. commitment of the Administering Organisation and, where applicable, Collaborating Organisations and Partner Organisations. The Proposal must provide clear justification for the extent of financial and other support of these organisations, and must be consistent with the organisations' research management plans;
- b. effectiveness of cooperative arrangements between both CIs and PIs and/or organisations, including access and resource sharing; and
- c. past collaborative performance.

### Investigator(s)

Relates to Selection Criterion 4.3.4: Investigator(s) (20%)

- a. for CIs and PIs who are to manage the purchase, upgrading, construction, transportation, installation and/or maintenance of and/or access to the proposed infrastructure, equipment and facilities, **a demonstrated track record relative to opportunity in the aforementioned activities**; and/or
- b. for CIs or PIs who are to be significant and regular users of the proposed infrastructure, equipment and facilities, **a demonstrated capacity to undertake**

**high quality research using the proposed infrastructure, equipment and facilities.**

### **INFRASTRUCTURE, EQUIPMENT OR FACILITIES ARRANGEMENTS**

Outline the arrangements proposed for the purchase of, construction of or access to the infrastructure, equipment and facilities, its location, installation, day-to-day management and operation, maintenance, access by users to the facility, and the sharing of time and resources to maximise their use.

### **ROLE OF PERSONNEL**

Summarise the role, responsibilities and contributions of each investigator named in Question A4 (Person Participant Summary), and other users of the proposed infrastructure, equipment or facilities who are not named investigators. Also identify those investigators named in Question A4 who will only be users of the proposed infrastructure, equipment or facilities.

### **REFERENCES**

Include a list of all references.

**Note:** References only, may be in 10 point font.

ANY OTHER QUESTIONS?

Email [mygrants.gmo@unsw.edu.au](mailto:mygrants.gmo@unsw.edu.au)

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