



**Australian Government**

**Australian Research Council**

# **LINKAGE INFRASTRUCTURE, EQUIPMENT AND FACILITIES**

**Instructions to Applicants**  
for funding commencing in January  
**2010**

## TABLE OF CONTENTS

MATTERS TO NOTE BEFORE COMPLETING THE APPLICATION FORM.....	3
PREPARING THE PROPOSAL.....	6
CREATING A NEW PROPOSAL IN RMS.....	7
ADDING PARTICIPANTS.....	7
FILLING IN THE PROPOSAL FORM.....	10
PART A—ADMINISTRATIVE SUMMARY.....	10
PART B - CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION.....	12
PART C—PROJECT DESCRIPTION.....	13
PART D—PROJECT COST.....	14
PART E—BUDGET JUSTIFICATIONS.....	17
PART F—PERSONNEL.....	18
PART G—PARTNER ORGANISATION DETAILS.....	19
PART H—RESEARCH SUPPORT.....	19
PART I—STATEMENTS ON PROGRESS OF ARC-FUNDED LIEF PROJECTS.....	21
PART J - ADDITIONAL DETAILS.....	22
SUBMITTING A PROPOSAL TO THE RESEARCH OFFICE.....	23
ADDITIONAL POINTS TO ASSIST APPLICANTS TO AVOID COMMON ERRORS IN SUBMISSIONS.....	24
TROUBLESHOOTING - RMS.....	25

# Australian Research Council Linkage Infrastructure, Equipment and Facilities for funding commencing in 2010

## Instructions to Applicants on how to Submit Proposals online via RMS

This document is intended to provide information to assist Applicants in the completion and electronic submission of ARC *Linkage Infrastructure, Equipment and Facilities* (LIEF) Proposals for funding commencing in 2010. The associated Proposal documentation must comply with the *ARC Linkage Infrastructure, Equipment and Facilities* Funding Rules for funding commencing in 2010 (hereafter referred to as the Funding Rules).

The information in this document is underpinned by the Funding Rules, which contain further details on ARC LIEF funding. You must read the Funding Rules (available on the ARC Web Site at <http://www.arc.gov.au/>) before preparing your Proposal.

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

Proposals are the prime source of information available to the ARC for evaluation purposes, and must be submitted as mature research plans ready for implementation. The Proposal 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 ARC. All details in the Proposal must be current at the time of submission.

Proposals are to be completed through the ARC Research Management System (RMS) and submitted by an Eligible Organisation. See Appendix C in the Funding Rules for more information on Eligible Organisations.

### **ACCURACY OF INFORMATION**

Check carefully that all the information contained in the Proposal is accurate before submission of the Proposal.

### **INCOMPLETE OR MISLEADING INFORMATION**

If the Proposal is incomplete, inaccurate or contains information that is considered false or misleading, the ARC may, in its absolute discretion decide to not recommend the Proposal for approval. Submission of such Proposals may constitute an offence under Commonwealth criminal law.

### **CONFIDENTIALITY**

Information contained in the Proposal is regarded as confidential unless otherwise stated and will be received and treated as confidential by the ARC. Third parties selected by the ARC to assess, evaluate or verify the accuracy of the Proposal will be required by the ARC to also treat the Proposal as confidential. See Appendix A in the Funding Rules for more information on confidentiality.

## PRIVACY

Information contained in the Proposal is collected in order to make recommendations to the Minister 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 third parties for assessment purposes. It may also be passed to the National Health and Medical Research Council, the Department of Foreign Affairs and Trade, the Department of Innovation, Industry, Science and Research, the Department of the Environment, Water, Heritage and the Arts, the Department of Education, Employment and Workplace Relations, the Department of Agriculture, Fisheries and Forestry and the Department of Veterans' Affairs for the purpose of checking eligibility. In other instances, information in this Proposal 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.

## THE PROCESS – ITEMS TO NOTE:

1. The Proposal must be created using the ARC online RMS accessed through the ARC Web Site at <http://www.arc.gov.au>.
2. The Proposal must be electronically submitted through the RMS by the Administering Organisation. The Administering Organisation's Research Office or equivalent must electronically certify the Proposal submission in accordance with Section 11.6 of the Funding Rules. **Note that Proposals are no longer to be submitted to the ARC in paper form.**
3. *Request Not to Assess* Forms (for requests for non-use of a potential assessor) must be submitted to the ARC via the Administering Organisation's Research Office or equivalent by the due date as outlined in the "Key Dates" section at the beginning of the Funding Rules. The *Request Not to Assess* Forms are available on the ARC Web Site at [http://www.arc.gov.au/applicants/request\\_notassesform.htm](http://www.arc.gov.au/applicants/request_notassesform.htm).
4. Key dates within the *Linkage, Infrastructure, Equipment and Facilities* cycle are listed in Table 1 below.

**Table 1. LIEF PROPOSALS CYCLE FOR FUNDING IN 2010**

Month	Year	Event
<b>ROUND 1</b>		
Wednesday 20 May (5:00 pm AEST)	2009	Closing date for LIEF Proposals
Wednesday 20 May (5:00 pm AEST)	2009	Deadline for letters requesting non-use of an assessor
September	2009	LIEF Selection Advisory Committee meets to consider Proposals and develop funding recommendations for the Minister.
October/November	2009	Minister announces LIEF funding. ARC provides advice on outcomes to participants via research offices.
28 days following date of advice to participants.	2009	Closing date for appeals.
8-10 weeks after closing date for appeals.	2009 - 2010	Appeals are considered. Applicants are advised of the outcome as soon as possible thereafter.

## FORMAT

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

### All pages of additional text must be as follows:

- Black type;
- Single column;
- White A4 paper size with 2cm margin on each side and at top and bottom;
- 12 point highly legible font type such as Times New Roman, Arial, Courier, Palatino, or Helvetica. Variants such as mathematical typesetting languages may also be used. References may be produced in 10 point font;
- Colour graphs or colour photographs may be included but they may be printed in black and white for assessment purposes; and
- Attached PDFs should be directly generated rather than scanned to maximise the quality of reproduction.

## PROPOSAL AUTHORISATION

- The Proposal must be certified online and submitted online through RMS by an authorised officer of the Administering Organisation. Note: The authorised officer must have the role of 'Research Office Delegate' in RMS.
- Only the Administering Organisation certifies online, all other certifications are completed using forms available from the ARC Web Site.

- The Administering Organisation must also ensure that:
  - For each contributing organisation (excluding the Administering Organisation) "Certification Form for Organisations" are obtained and contain hand-written signatures by authorised officers of each organisation. All signed certification forms must be merged into a single PDF document to be included in the Proposal (please see Question J7 for further information). "Certification Form for Organisations" are available for this purpose on the ARC Web Site at: [http://www.arc.gov.au/ncgp/lief/lief\\_certification.htm](http://www.arc.gov.au/ncgp/lief/lief_certification.htm); and
  - For each CI and/or PI nominated in the Proposal, a completed and signed "Certification Form for Investigators" must be obtained and held by the Administering Organisation. The Administering Organisation must obtain hand-written signatures using the "Certification Form for Investigators" which are available for this purpose on the ARC Web Site at [http://www.arc.gov.au/ncgp/lief/lief\\_certification.htm](http://www.arc.gov.au/ncgp/lief/lief_certification.htm). This form is retained by the Administering Organisation and must be made available to the ARC upon request. **This form is not submitted with Proposal.**

See Section 11.6 in the Funding Rules for more information on certification.

## PREPARING THE PROPOSAL

The Proposal is prepared and submitted online through RMS. For more information visit the ARC Web Site at <http://www.arc.gov.au>.

- To access and/or amend Proposal information, all Proposal participants, including all Chief Investigators (CIs), Partner Investigators (PIs) and support staff involved in the preparation of a Proposal require an RMS User ID.
- Both the RMS User ID and password should be applied for online via the RMS Home Page or the administration unit of the participant's organisation in the first instance.
- Previously allocated RMS User IDs remain valid. Researchers **DO NOT** have to apply for a new RMS User ID each year, neither do people with assessor-only logons.

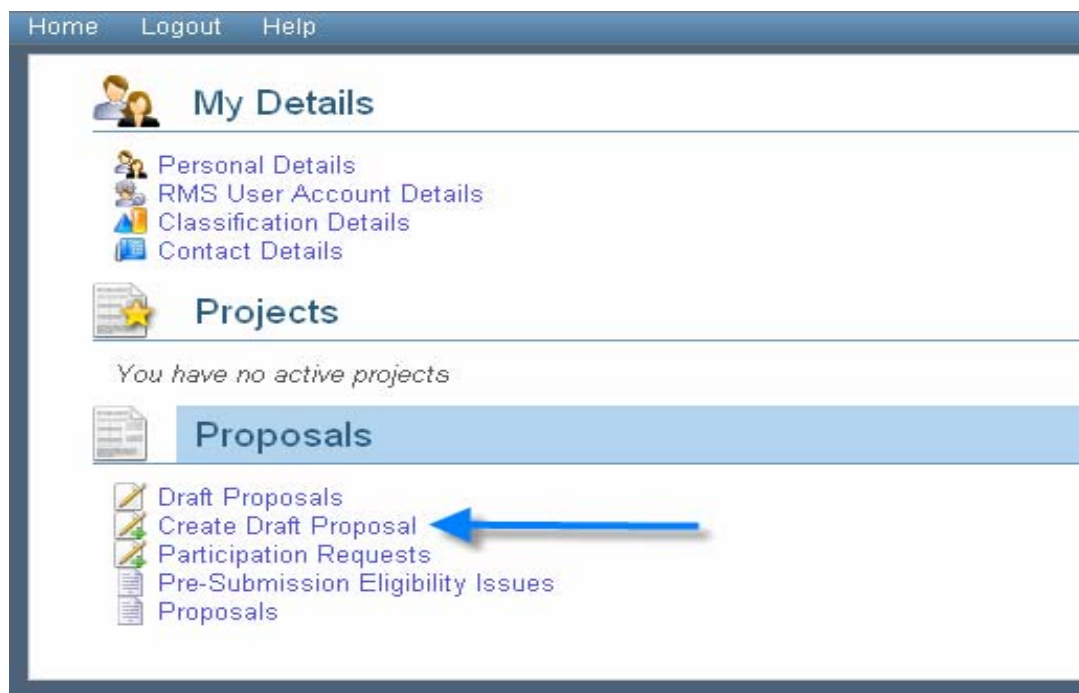
Participants should contact their own organisations Research Office in the first instance for assistance with RMS.

Participants who are not currently academic staff members of Eligible Organisations should seek their RMS User ID and password from the nominated Eligible Administering Organisation. Alternatively, participants may request an account through RMS Login Page (Request New Account link) at: <https://rms.arc.gov.au/RMSEExternal/pages/main.jsf>. Instructions to assist participants in this process are available using the 'Help' link on the 'Request New Account' page.

<p><b>Please Note:</b> If you had a GAMS user account prior to January 2009, your GAMS ID and profile have been copied to RMS. Your RMS User ID will be the <b>same as your GAMS ID with all letters capitalised</b>, and the password reset in RMS only.</p>
---

## CREATING A NEW PROPOSAL IN RMS

- A new draft Proposal is created from the applicant's homepage (under 'Proposals') in RMS.



- A new draft Proposal cannot be created in RMS unless the applicant has the role of 'Participant' in RMS. If an applicant does not have the role of 'Participant' the applicant must contact the Research Office to add this role. A new draft Proposal can then be created.
- Once in RMS, click on the 'Create Draft Proposal' link and select the appropriate scheme and round. For ARC *Linkage, Infrastructure, Equipment and Facilities for funding commencing in 2010*, select 'LE10 round 1'.
- Enter a Proposal name and click on 'Create Proposal' to create a draft.
- Please note that the Proposal name is the applicant's personal identifier and not the Proposal title. Once saved the 'Draft Proposal Summary' page will appear. Further details are added into each Part of the Proposal Form from this page.
- Once a draft Proposal has been created a Proposal ID will be automatically allocated by RMS.
- To return to your Draft Proposal at a later date, click on the 'Draft Proposals' link via your RMS Homepage.
- **Please note:** The Proposal Form is a series of Parts accessed via the 'Draft Proposal Summary' page it is not a single form updated and saved in one session.

For additional help in using RMS please refer to the online help by clicking on the available help link.

## ADDING PARTICIPANTS

**Note:** Before inviting participants, whether Chief or Partner Investigators, please enter the Proposal Title (Question A3) and Summary of Proposal (Question A7) in Part A. Adding this information first will enable the invited participants to identify the Proposal for acceptance. If this information is not entered, the invited participants will only be able to identify the Proposal by the Proposal Author name.

Participants and organisations are added via the 'Draft Proposal Summary' page. Each participant must be specifically invited to participate and may either accept or reject the invitation. The invited participant will automatically be sent an email directing them to accept or reject via RMS.

Each organisation participating/contributing to the proposed infrastructure, equipment or facilities must be listed, including the Administering Organisation. Organisations do not need to be invited in RMS or to accept or reject in RMS. However, written agreement from all organisations (excluding the Administering Organisation) must be included in the Proposal, further instructions are detailed at Question J7 (Organisation Certification).

Add participants as follows:

- **Please ensure that the Project Leader is entered first.** The order that you enter individual researchers in the 'Draft Proposal Summary' page is the order that these researchers appear at Question A4.
- **Do not add individuals who will only be minor users of the infrastructure, equipment and facilities** (Regardless of whether they satisfy subsection 8.1.5 of the Funding Rules, researchers are not eligible to be CI's or PI's if they are only casual, intermittent, or occasional users of the infrastructure, equipment and facilities).
- **Individual Participant**
  - Click on 'Add Person Participant' and enter the Person ID, Family name and select the type of role. **Note:** Successfully inviting a person to participate requires their **Person ID** (this is not their User ID) and their family name **please obtain this directly from the participant** who will be able to find their Person ID in their own personal details in RMS. The invited participant will automatically be sent an email directing them to accept or reject the invitation via RMS.

If a person does not have a personal profile in RMS, this must be created by the Research Office at an Eligible Organisation. If a participant does not have a Research Office or equivalent unit, he/she should email rms@arc.gov.au for assistance.

- **Administering Organisation**

The Administering Organisation means an Eligible Organisation which submits a Proposal for funding under LIEF and which will receive and be responsible for the administration of the funding if the proposed project is approved for funding.

**Note:** after clicking on 'Add Organisation Participant', the dialogue box may appear at the very top of the screen - if the screen greys, it may be necessary to scroll to the top of the page.

Click on 'Add Organisation Participant' and select Administering Organisation from the drop down menu. Click on the 'Set Organisation' link and select the organisation that will be the Administering Organisation from the drop down menu. Click on 'Select Organisation' and then click on 'Add Participant'. This will auto-populate to Question A1 of the Proposal Form.

**Note:** If a Peak Body is applying and is not listed on the drop-down menu please contact the ARC at rms@arc.gov.au to arrange for the Peak Body to be created in RMS.

- **Other Participating Organisations**

Click on 'Add Organisation Participant' and select either 'other Eligible Organisation' or 'Partner Organisation' type.

**Select - 'other Eligible Organisation'**

A Collaborating Organisation which is an Eligible Organisation (not the Administering Organisation) and is identified in the Proposal as a contributor to the project, must meet the

requirements specified in Section 7.2 and Appendix D of the Funding Rules. For example, a Collaborating Organisation would usually be an Australian university.

Click on 'Add Organisation Participant' and select 'other Eligible Organisation' from the drop down menu. Click on the 'Set Organisation' link and select the organisation that will be the Collaborating Organisation from the drop down menu. Click on 'Select Organisation' and then click on 'Add Participant'.

### **Select - 'Partner Organisation'**

Organisations, other than an Eligible Organisation, which are identified in the Proposal as a contributor to the project, must meet the requirements specified in Section 7.3 and Appendix D of the Funding Rules. For example, a Partner Organisation may be an industry body or an international university.

Click on 'Add Organisation Participant' and select 'Partner Organisation' from the drop down menu. Next click on the 'Set Organisation' link and search for the Organisation by typing the name of the Organisation in the box labelled 'Organisation Name' and then click 'Search'. From the list of results select the correct name of the Partner Organisation then click on the 'Select Organisation' button. Next click on 'Add Participant', this will add the Partner Organisation to the organisation list in the Proposal.

### **Organisation Not Listed?**

If an organisation is not listed for selection and is required to be added to either the drop-down menu of Eligible Organisations, or to create a new organisation, please contact the ARC at rms@arc.gov.au. To ensure a smooth process please include organisational details in the email request. For Partner Organisations the following information is required - Name, Short Name, ABN, Organisation Type, Email Address, Contact Details (postal, email and phone contacts) and ANZSIC classification details.

- **Person Access Rights**
  - Click the 'Edit access rights' link for the person.
- **Additional non-participating editors**
  - Click on 'Give access to non-participant'.

Further information about adding participants (people and organisations) is available from the help link on the 'Draft Proposal Summary' page.

## Filling in the Proposal Form

**IMPORTANT: After 20 minutes of inactivity RMS will timeout and any unsaved data will be lost please save regularly to avoid this. Proposal forms should be completed sequentially to assist with pre-population of subsequent sections.**

### PART A—ADMINISTRATIVE SUMMARY

#### **A1** If this Proposal is successful, which Organisation will it be administered by?

This information will be auto-populated from the 'Draft Proposal Summary' page.

The Proposal must be submitted by an Eligible Organisation. This organisation will administer the project and be identified as the Administering Organisation.

The Administering Organisation is generally one of the organisations listed in Appendix C of the Funding Rules. However, a Peak Body may submit a Proposal containing a request for funding only for subscriptions or other payments in respect of participation in and use of international research facilities (including international facilities located in Australia). Refer to Section 7.1 of the Funding Rules for Eligible Organisations for further information.

#### **A Proposal submitted by a Peak Body:**

If a Proposal is being submitted by a Peak Body the Proposal **must**:

- Include one of the Eligible Organisations listed in Appendix C of the Funding Rules as a Collaborating Organisation; and
- Meet the requirements specified in Appendix D of the Funding Rules.

#### **A2** Peak Body

A Peak Body is an organisation which is recognised by the ARC as effectively representing a significant grouping or section of the higher education research community. A Peak Body may submit a Proposal containing a request for funding only for international subscriptions or other payments in respect of participation in and use of international research facilities (including international facilities located within Australia).

Funding for subscriptions or other payments in respect of major international research facilities would normally occur under an international agreement that is approved by the ARC. The ARC will approve such agreements only if there are significant benefits to Australia by way of access to a facility not otherwise available to Australian researchers.

#### **Is the Proposal being submitted by a Peak Body?**

Select yes or no.

If yes has been selected the following information must be entered:

- Provide a statement of no more than 750 characters (approximately 100 words) which briefly describes the grouping/section of the higher education research community that the Peak Body represents.

### **A3 Proposal Title**

Provide a short descriptive title of no more than 150 characters (approximately 20 words).

- **The title should include the name of the item of infrastructure, equipment or facility to be acquired;**
- Ensure that the title is precise, informative and, as far as possible, should use language which is comprehensible and accessible to the general public; and
- **Avoid the use of acronyms, quotation marks and do not use all upper case characters.**

### **A4 Person Participant Summary**

This information will be auto populated with the list of participants previously entered via the 'Draft Proposal Summary' page ('Add Person Participant') and Part F (Personnel).

The first-named participant at Question A4 who is a CI candidate will be considered the Project Leader. The order that you enter participants in the 'Draft Proposal Summary' page is the order that participants appear in Question A4. Please ensure that the Project Leader is entered first.

#### **Important:**

Do not include the names of persons who will only be minor users of the infrastructure, equipment and facilities (regardless of whether they satisfy subsection 8.1.5 of the Funding Rules, researchers are not eligible to be CI's or PI's if they are only to be casual, intermittent or occasional users of the infrastructure, equipment and facilities).

Refer to Section 8 of the Funding Rules for further information on roles and eligibility for researchers.

Note: If a participant's 'Current Organisation' is not showing, that participant must ensure that the 'Position is currently held' box is ticked in their 'Personal Details' in RMS.

### **A5 Single-Organisation Proposal**

A Single-Organisation Proposal means a Proposal in which there is only one Eligible Organisation listed as a contributor to the project. There may, however, be Partner Organisations involved.

Chief Investigators on Single-Organisation Proposals would usually be expected to be associated with the Administering Organisation. However, CIs from other Eligible Organisations may be nominated in the Proposal. If these other Eligible Organisations are contributing cash or in-kind resources to the project then the project is **not** considered to be a Single-Organisation Proposal and the contributions of the CIs' organisations should be detailed in Part D of the LIEF Proposal Form.

#### **Is this Proposal being submitted as a Single-Organisation Proposal?**

Select yes or no.

If yes has been selected the following information must be entered:

- Provide a statement in no more than 750 characters (approximately 100 words) which provides justification of why broader collaboration is not appropriate.

### **A6 International Facility**

Funding for subscriptions or other payments in respect of major international research facilities would normally occur under an international agreement that is approved by the ARC. The ARC will approve such agreements only if there are significant benefits to Australia by way of access to a facility not otherwise available to Australian researchers.

**Is this Proposal for a subscription to or other payments in respect of participation in and use of a major international facility/ies?**

Select yes or no.

**Is there an international agreement in place approved by the ARC?**

Select yes or no.

Refer to subsection 6.2.2 of the Funding Rules for further information regarding Proposals for a subscription to or other payments in respect of participation in and use of a major international facility/ies.

**A7 Summary of Proposal**

Provide a written Proposal summary of no more than more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the project.

- Use clear plain English and use the minimum of terminology unique to the area of study; and
- **Avoid the use** of quotation marks, acronyms and **do not** use all upper case characters in the text.

**Note:** This summary may be used for public release.

**A8 Summary of National/Community Benefit (for Public Release)**

Provide a written summary of national/community benefit of no more than 750 characters (approximately 100 words) summarising the national/community benefits expected to arise from the research supported by the purchase of the equipment, infrastructure or facility.

- Use clear plain English and make the summary comprehensible and accessible for the general public as far as possible; and
- **Avoid the use** of quotation marks, acronyms and **do not** use all upper case characters in the text.

**Note:** This summary may be used for public release.

## **PART B - CLASSIFICATIONS AND OTHER STATISTICAL INFORMATION**

**B1 National Research Priorities**

If applicable, indicate whether this Proposal falls within one of the four designated National Research Priorities.

Select from the drop down list under National Research Priority area. Each priority has a number of associated priority goals, to add select from the drop down list under 'Goals'.

**Note:** RMS will allow only one of the National Research Priorities to be selected so please choose the most appropriate one from the list. Applicants may, however, choose more than one goal within the chosen National Research Priority area. If the Proposal does not fall within one of the four designated National Research Priorities please leave blank.

Refer to Appendix E of the Funding Rules or the ARC Web Site for further information regarding National Research Priorities.

## **B2 Field of Research**

The Field of Research (FOR) classification defines the research according to disciplines.

Select each classification code that relates to the Proposal by clicking on 'Add FOR code'. Indicate the importance of each classification by using a percentage. Select the FOR codes carefully, as they are considered when assessors are being selected to read the Proposal.

**Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.**

## **B3 Socio-Economic Objective**

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

Select each classification code that relates to the Proposal by clicking on 'Add SEO code'. Indicate the importance of each classification by using a percentage. The ARC recommends no more than three SEOs per Proposal, though more may be used.

**Please prioritise the classification codes from highest percentage to lowest percentage and ensure that the percentages sum up to 100%.**

## **B4 Keywords**

Enter between one and ten keywords to describe the proposed research and its application in industry.

The keywords should be of the kind normally required for submitting an article to a major refereed journal.

Please note that these keywords are for the ARC's guidance only.

## **B5 If the proposed research involves international collaboration, please specify country/ies involved.**

Select the names of the country or countries of participants and/or other parties who will collaborate on this Proposal from the drop down list. To add additional lines please click 'Add Country'

# **PART C—PROJECT DESCRIPTION**

## **C1 Project Description**

Do **not** upload a PDF of more than ten A4 pages. Entitle each page of the PDF as Question C1. The PDF **must** provide the following information in the required format using the headings below, and in this order:

- **STATEMENT ADDRESSING SELECTION CRITERIA**
- **INFRASTRUCTURE, EQUIPMENT OR FACILITIES ARRANGEMENTS**
- **ROLE OF PERSONNEL**
- **REFERENCES**

### **STATEMENT ADDRESSING SELECTION CRITERIA**

Using the below headings, address each of the selection criteria listed in Section 4.3 of the Funding Rules. (Researcher's who will not be Chief or Partner Investigators may be named in this section.)

- Significance

- Need
- Strengths and benefits of collaboration
- Investigator(s)

### **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.

## **PART D—PROJECT COST**

### **D1 What is the proposed budget for your project?**

To select the organisations who will be contributing to this project click on 'Set Other Organisation Contributor' link and check the boxes next to each contributing organisation.

**Note:** If an organisation is not listed which will be contributing to this project please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page ('Add Organisation Participant').

The Administering Organisation must be selected as well as any other contributing organisations. RMS will then update the budget component by providing budget tables for each contributing organisation.

- The ARC reserves the right to determine the level of funding allocated to a project.
- Do not include GST in your costs.
- The ARC will make GST adjustments to payments depending on whether the funding has been provided to a government-related or non-government-related entity.
- Government-related entities 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 your organisation is registered for the GST and therefore is 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 cost.

Please note that when a PDF is generated, the system will automatically generate a summary table of **all** proposed contributions (ARC, Administering Organisation, other Eligible Organisations, and Partner Organisations) which will appear at the beginning of this Part D. This table is for ARC purposes only and does not assist in determining whether the proposed budget complies with the Funding Rules for Collaborating Organisation contributions.

## ENTERING THE ARC BUDGET

Enter the amount of funding being sought from the ARC in the table entitled 'ARC Budget'.

The budget table lists from Year 1 to Year 5. Projects may be funded for 1 year only, except in the case of subscriptions or other payments in respect of major international research facilities where up to 5 years of funding may be provided. Refer to Section 6 of the Funding Rules for further information on funding.

### ADDING ITEMS

Enter each item into the 'ARC Budget' table in order of priority, that is enter the items with the highest priority first and the lowest last.

In addition to being listed in overall order of priority, each item must also be given a priority sub category: A, B, or C (with A being the highest sub category).

Enter items under 'Other' in RMS as follows:

- Click 'Add Item' and enter the item description followed by A, B or C in brackets (please see the example in the screenshot below).
- Click 'Add', this will add the item description to the 'ARC Budget' under 'Other' category. Enter in the budget request amount against each item in Year 1 only (except in the case of subscriptions or other payments in respect of major international research facilities) and save. The 'Direct Cost' will display the sum of all items added.

Home Logout Help

[Return to draft proposal summary screen](#)

### Part D - Project Cost (LE100400003)

**D1. What is the proposed budget for your project?**  
*Please provide details of the budget proposed for your project. (This question must be answered)*  
[Set Other Organisation Contributor...](#)

**ARC Budget** **Add item description, priority and (\$)** amounts under 'Other'

Total Requested Cash

Description		Year 1	Year 2	Year 3	Year 4
☐ Direct Cost		750,000	0	0	0
☐ Other	<a href="#">Add Item</a>	750,000	0	0	0
└─ Mass Spectrometer (A)	<a href="#">Edit</a> <a href="#">Remove Item</a>	500,000	0	0	0
└─ Antenna (A)	<a href="#">Edit</a> <a href="#">Remove Item</a>	200,000	0	0	0
└─ Software (B)	<a href="#">Edit</a> <a href="#">Remove Item</a>	50,000	0	0	0

**ENTERING ADMINISTERING ORGANISATION, ELIGIBLE ORGANISATION AND PARTNER ORGANISATION CONTRIBUTIONS**

Enter the contributions by the Administering Organisation and the Eligible and Partner Organisations in their self titled budget tables. Enter only the total amount of contribution against 'Unspecified Contribution' under the category of 'Other'.

**Note:** Tables for each contributing organisation must be added by clicking on "Set Other Organisation Contributor" and adding the organisation. **An organisation will only be available if they have been added to the Proposal via the 'Draft Proposal Summary' page ('Add Organisation Participant').**

**Important: Do not breakdown an organisation's contribution against specific items. Please enter the full amount of the contribution against 'Unspecified Contribution' only.**

Sample University Budget

Total Contribution (cash)

**Enter contributions against 'Unspecified Contribution' only.**

Description	Year 1		Year 2		Year 3	
	Cash	In-kind	Cash	In-kind	Cash	In-kind
Direct Cost	<input type="text" value="500,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unspecified Contribution	<input checked="" type="text" value="500,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unspecified Contribution	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Mass Spectrometer (A)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Antenna (A)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Software (B)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**CONCERNING COSTS - PLEASE NOTE:**

- Only costs directly relevant to the proposed project are taken into account as eligible contributions. The contributions from each of the Administering and Collaborating Organisations must be specific to the project and, in the case of Collaborating Organisations, not part of a broader contribution to an Eligible Organisation.
- The ARC will only fund up to 75% of the total direct cost of the facility over the life of the project. Cash contributions from the Administering Organisation and Collaborating Organisations must make up the rest as a minimum.
- Salaries of support or academic staff and the cost of buildings or other infrastructure may not be counted as cash contributions. Such items may be included only as in-kind contributions.
- If a vendor or supplier of an item of equipment, infrastructure or facilities which is the subject of the Proposal is nominated as a Partner Organisation in the Proposal, the cash contribution of that Partner Organisation will be considered as a discount towards the infrastructure, equipment or facilities, unless otherwise approved by the ARC upon the provision of sufficient justification.

- Please refer to Appendix D of the Funding Rules for further information regarding contributions by organisations.

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

## PART E—BUDGET JUSTIFICATIONS

### **E1 Justification of funding requested from the ARC.**

Do **not** upload a PDF of more than two A4 pages. Entitle each page of the PDF as Question E1.

The uploaded PDF **must**:

- Use the same item headings as in the ARC Requested Budget Table; and
- Fully justify each budget item in terms of need, cost and priority in respect of priority as shown by order of entry of items and in terms of priority sub category (A, B or C).

### **E2 Details of non-ARC contributions.**

Do **not** upload a PDF of more than one A4 page. Entitle each page of the PDF as Question E2.

The uploaded PDF **must**:

- Provide an explanation of how non-ARC contributions will support the Proposal; and
- If there is a PI named in the Proposal, provide details of the contribution of his/her organisation, including what the PI will contribute to the project in relation to his/her time and any other contribution of his/her organisation.

### **E3 Summary of Quotes**

Do **not** upload a PDF of more than three A4 pages. Entitle each page of the PDF as Question E3.

The uploaded PDF **must**:

- Provide a summary of quotes for all items to be purchased (if applicable include quotes from more than one supplier);
- Enter all information as set out in the sample below table using the same headings; and
- Enter each item in the Summary of Quotes table in the same order as the item has been entered in the ARC Budget Table.

**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.

## PART F—PERSONNEL

A copy of this section will automatically be generated for each participant who has been invited via the 'Draft Proposal Summary' page and who has subsequently accepted. Note: Once a participant is invited they will automatically receive an email directing them to accept or reject the invitation to participate on a Proposal via RMS.

### **F1 Personal Details**

This section will be auto populated from the details held in the RMS 'Personal Details' for each participant.

To check or update personal details, individual participants can access and amend their own details in RMS via their own personal RMS Home Page.

### **F2 Postal Address**

This section will be auto populated from the details held in the RMS 'Contact Details' for each participant.

To check or update a postal address, individual participants can access and amend their own details in RMS via their own personal RMS Home Page.

### **F3 Are you a current member of the ARC or its selection or other advisory committees?**

This section will auto populate from the details held in RMS for each participant. If this information is incorrect, please contact the ARC at [rms@arc.gov.au](mailto:rms@arc.gov.au).

**Note:** This question only relates to the above stated associations and does not include staff of ARC-funded projects or Centres.

### **F4 Please name any of your relatives or close social/professional associates that are members of the ARC or its selection or other advisory committees.**

If you do have such associates, their name/s **must** be entered in the text box provided.

This information will assist the ARC in managing instances of potential Conflicts of Interest with ARC staff and potential assessors. The ARC has procedures for declaring Conflicts of Interest and for Selection Advisory Committee members to withdraw from consideration of particular Proposals for which there may be a Conflict of Interest.

**Note:** Examples of such committees are College of Expert members or members of a Selection Advisory Committee (SAC) or the ARC's Advisory Committee. This question only relates to the above stated associations and does not include staff of ARC funded projects or Centres.

### **F5 Do you have an association with a Partner Organisation named in this Proposal which is, or may be perceived as, a Conflict of Interest?**

Select yes or no.

If yes has been selected, in no more than 750 characters (approximately 100 words) of plain language, please describe the Conflict of Interest and how it will be managed.

### **F6 Organisational affiliations for eligibility purposes for this Proposal.**

Enter the name of the organisation the participant will be associated with for the purposes of satisfying the eligibility requirements for the participant's nominated role in undertaking the

proposed research.

- CI – Eligible Organisation or Peak Body at which you will be employed, or hold an adjunct appointment with, as at 1 January 2010 and beyond; and
- PI – your primary employer as at 1 January 2010.

Search and select the organisation from the link 'Select an Organisation'. If a participant's organisation is not on the list please contact the ARC at rms@arc.gov.au.

### **F7 Curriculum Vitae**

Do **not** upload a PDF of more than one A4 page. Entitle the page as Question F7.

The uploaded PDF **must** include the following details:

- Name;
- Qualifications and current appointment;
- Relevant employment history;
- A list of the most significant publications for the last five years relevant to the Proposal and the total number of peer-reviewed research publications over the last five years; and
- Brief details of all competitive funding for the last five years.

## **PART G—PARTNER ORGANISATION DETAILS**

A copy of this section will automatically be generated for each Partner Organisation that has been added to the Proposal via the 'Draft Proposal Summary' page.

### **G1 Organisation contact details**

Enter the name, title and contact details of the person who will be the main contact in the named Partner Organisation. This person may be a Partner Investigator or another representative of the Partner Organisation.

### **G2 Organisation postal address**

The postal address will be filled out automatically.

To update an organisation's postal address details, the organisation's profile must first be amended. Once amended, these details will automatically update in the form. **Note:** Only the ARC can update these profiles.

### **G3 Other organisation details**

Additional details for this organisation will be filled out automatically.

To update any of the additional details, the organisation's profile must first be amended. Once amended, these details will automatically update in this form. **Note:** Only the ARC can update these profiles.

## **PART H—RESEARCH SUPPORT**

Please note that this Part may show as "Valid" on the main Proposal summary screen despite no information having been entered. Please review this Part carefully before submitting the Proposal.

**H1 For each participant on this Proposal, provide details of research funding from the ARC for the years specified.**

**Important:** Not all Projects or Proposal requests are required to be listed. List only Projects or Proposal requests for Linkage, Infrastructure, Equipment or Facilities or other ARC schemes which only involve research programs which would use or involve similar infrastructure, equipment or facilities to that being requested in this Proposal.

For each nominated participant listed in Question A4, provide the **dollar** amounts of research funding for the years specified in the table. That is, list all projects involving that participant awarded **by the ARC only** as well as any Proposals requesting funding involving that participant **from the ARC only**.

The current Proposal must be listed first, with “R” as the support type under “Support Status”.

Please supply in the fields provided:

- Proposal Title
- Investigators
- Whether the Proposal applies to the same research area
- Proposal/Project ID
- Support Status, by selecting one of three support types:
  - “R” for requested support for 2009 and/or 2010 (not yet approved)
  - “C” for current support
  - “P” for past support.

Please enter dollar amounts of funding approved by year, but not funds carried forward. For Proposals submitted in 2009 for funding commencing in 2010 note that:

- “Year of submission -1” means 2008
- “Year of submission” means 2009
- “Year of submission” means 2010
- “Year of submission +2” means 2011
- “Year of submission +3” means 2012

**Note:** Enter the funding amounts awarded (\$) in the appropriate year do not enter the year itself.

Home Logout Help

[Return to draft proposal summary screen](#)

### Part H - Research Support (LE100400003)

H1. For each participant on this Proposal, provide details of research funding from the ARC for the years specified.

[Add Answer](#)

Proposal Title	Sample Title
Investigators	Professor Example
Applies to Same Research Area	<input type="radio"/> Yes <input checked="" type="radio"/> No
Support Status	Current Support
Proposal/Project ID	Example123
Year of submission -1	150000
Year of submission	150000
Year of submission +1	150000
Year of submission +2	
Year of submission +3	

[Remove Answer](#)

Enter (\$) amounts in the appropriate year

Refer to Section 9.2 of the Funding Rules for further information on cross-scheme funding.

**Important Note:** This question only applies to ARC-related Proposals and current and past ARC-funded projects.

Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.

**H2 For each participant on this Proposal, provide details of research funding from agencies other than the ARC for the years specified**

For each nominated participant listed in Question A4, provide the dollar amounts of research funding for the years specified in the table. That is, list all Projects/Proposals awarded **from other agencies only** and any requests submitted involving that participant for funding **from other agencies only**.

**Important Note:** This question only applies to other agencies Proposals, including both current and past funded projects other than the ARC. **Do not include Proposals submitted to, or Projects funded by the ARC.**

Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.

## **PART I—STATEMENTS ON PROGRESS OF ARC-FUNDED LIEF PROJECTS**

**Please note that this section may show as "Valid" on the main Proposal summary screen despite not having been reviewed. Please review this section carefully before submitting the Proposal.**

**I1 Statements of Progress**

Statements on progress are required for each nominated participant on this Proposal who has been awarded or received funding in 2008 under the **ARC Linkage, Infrastructure, Equipment and Facilities scheme only**.

The following information **must** be provided:

- The Project ID and First named investigator for each participant on this Proposal who has been awarded or received funding in 2008 under the *ARC Linkage Infrastructure, Equipment and Facilities* scheme; and
- An uploaded PDF, entitled Question I1, of **no** more than one A4 page for each funded Project detailing the progress for each Project involving that participant.

Click 'Add Answer' to insert additional boxes for each relevant Project.

**Important: Incomplete or misleading information may result in the ARC, in its absolute discretion, deciding to not recommend the Proposal for approval.**

## **PART J - ADDITIONAL DETAILS**

Please note that this Part may show as "Valid" on the main Proposal summary screen despite no information having been entered. Please review this Part carefully before submitting the Proposal.

### **J1 Summary of use of infrastructure, equipment or facility**

Provide details of:

- All organisations which it is proposed will be using the facility including the number of users and the number of days they will use the infrastructure, equipment or facilities per month on average.

### **J2 Equipment Located Outside Administering Organisation**

**Is any or all of the infrastructure, equipment or facility to be located outside the Administering Organisation's premises?**

Select yes or no.

If yes has been selected the following information **must** be provided:

- The proposed physical location of the infrastructure, equipment or facilities; and
- A statement in no more than 750 characters (approximately 100 words) justification for the location of the infrastructure, equipment or facilities.

Refer to Section 6.8 of the Funding Rules for further information regarding ownership and location of infrastructure, equipment and facilities.

### **J3 Has the infrastructure, equipment or facility been funded (in full or part) by the Commonwealth in previous years?**

Select yes or no.

If yes has been selected the following information **must** be provided:

- The relevant Project IDs; and
- A statement in no more than 750 characters (approximately 100 words) specifying how additional funding through LIEF would enhance or add to the previous funding.

**Note:** If prior Commonwealth funding was not derived from the ARC and does not have a relevant Project ID please type "Other" and provide an explanation.

### **J4 Have you submitted or do you intend to submit a similar Proposal to any other agency?**

Select yes or no.

If yes has been selected the following information **must** be provided by either:

- Selecting from the organisations available in the drop down list; or
- Selecting 'Other' if your organisation is not in the drop down list and typing the name of the agency/ies in the box beneath.

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

**J5 Is similar infrastructure, equipment or facilities available at another Eligible Organisation?**

Select yes or no.

If yes has been selected the following information **must** be provided:

- Details in no more than 750 characters (approximately 100 words) of the location of the available infrastructure, equipment or facilities and justification why collaborative use of the existing infrastructure, equipment or facilities is not practicable.

Refer to subsection 6.3.2 of the Funding Rules for further information regarding integrated facilities.

**J6 Integrated Research Facilities**

**Is this Proposal a request for an integrated facility?**

Select yes or no.

If yes has been selected the following information **must** be provided:

- Provide a statement in no more than 750 characters (approximately 100 words) justification why an integrated facility is necessary to support the research activities outlined in this Proposal.

**J7 Organisation Certification**

Upload a PDF containing completed "*Certification Form for Organisations*" for each contributing organisation. The uploaded PDF **must**:

- Contain one form for each contributing organisation (excluding the Administering Organisation) using the *Certification Form for Organisations* available on the ARC Web Site at: [http://www.arc.gov.au/ncgp/lief/lief\\_certification.htm](http://www.arc.gov.au/ncgp/lief/lief_certification.htm). Ensure that all Collaborating Organisations certify their involvement in the LIEF Proposal, including those who are only making in-kind contributions to the project.
- Ensure that the Deputy/Pro Vice-Chancellor (Research), CEO or delegate or equivalent of each contributing organisation (excluding the Administering Organisation) certify that the specified contribution will be made available to the project (this is part of the *Certification Form for Organisations*.)

**Note:** Please merge the completed and signed *Certification Form for Organisations* for each contributing organisation into one single PDF document for upload into RMS. This is the responsibility of the Administering Organisation, which must obtain the required signatures prior to the submission of the Proposal to the ARC.

## Submitting a Proposal to the Research Office

Once all Parts of the Proposal are completed and saved, return to the 'Draft Proposal Summary' page. **Before submitting to the research office, the Project Leader should:**

- Review all Form Parts to ensure the information to be submitted is complete and **save each Form Part before the generation of the final PDF;**
- Generate a PDF for his/her records (whole Proposal document PDF); and
- Ensure all Form Parts are complete and valid (indicated by a green tick).

To submit to the Research Office please click on 'Submit Proposal to Research Office'.

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

The PDF should be re-generated before submission to the ARC as an aid to checking that all changes made to any Form Parts are included. After applications close, the ARC will also automatically re-generate a PDF for each Proposal to ensure that all changes to the form are captured in the PDF. Researchers and Research Office staff should use this final PDF produced after the close of the round as the final record of the submitted Proposal.

**Note: Only the Proposal "Owner" (the participant who initiated the Proposal in RMS) can submit a Proposal to the Research Office, and only an authorised Research Office Delegate can certify a Proposal and submit it to the ARC.** If the participant who is the Project Leader is removed from the role or the Proposal, the original Project Leader must 'Transfer Ownership of this Draft Proposal' to the new Project Leader. This link is found on the 'Draft Proposal Summary' page.

## Additional points to assist applicants to avoid common errors in submissions

(This list is provided as a guide and is not an exhaustive list of potential errors)

- In Part I, for any named participant on the Proposal, has a statements of progress been provided for any Linkage Infrastructure, Equipment and Facilities Projects that received funding in 2008?
- Has the Project Leader been entered first and is a CI on the Proposal? Please refer to subsection 8.1.4 of the Funding Rules.
- Are the participant's significant and regular users of the proposed infrastructure, equipment and facilities? Refer to subsection 8.1.8 of the Funding Rules.
- Have any of the proposed participants exceeded the limits for Proposals in this round? Or is it likely duplicate Proposals have been submitted by any participants? Refer to subsections 6.6 and 6.7 of the Funding Rules.
- Do the proposed participants meet the requirements for the relevant role for which they are nominated, and has the correct role been selected? Refer to Section 8 of the Funding Rules.
- Does the Proposal meet format and submission requirements? Note especially page limits, font size, margin size requirements and so on for uploaded PDF insertions. Refer to subsection 11.3 of the Funding Rules.
- If the Proposal is being submitted by a Peak Body, has at least one Collaborating Organisation been identified? Refer to subsections 7.1.4 and Appendix C of the Funding Rules.
- Are the requisite certifications included? Refer to subsection 11.6 of the Funding Rules.
- Are any items in the budget prohibited? Refer to subsection 6.4 and 6.5 of the Funding Rules.
- Does the Proposal constitute Medical and Dental Research? Refer to subsections 6.5 and 9.3 of the Funding Rules.
- Please ensure that all necessary information has been entered under Part H (Research Support), Part I (Statements on progress of ARC Funded Projects) and Part J (Additional Details).  
**Important Note:** RMS cannot gauge how many entries are needed under these Parts and thus will consider these Parts valid even if you have not provided all necessary information. These parts may show as 'Valid' on the main Proposal summary page regardless of the information entered.

## Troubleshooting - RMS

Reference	Problem	Solution
<b>Login</b>	Why can't I login to RMS?	To login you must use your <u>RMS User ID</u> and password (not your RMS Person ID). Note: GAMS user accounts prior to January 2009 have been copied to RMS. Please use your GAMS ID (in capitals) and Password to login to RMS.
<b>Participants</b>	Why can't I assign a person to be a participant successfully?	Ensure that you have the person's <u>RMS Person ID</u> (not the User ID) and Family name (case sensitive). Also ensure that the invitee has the role of 'Participant' in RMS.
	How do I get another participant's Person ID?	Please obtain a participant's RMS Person ID directly from that participant. If the participant is from the same organisation your Research Office can search for their Person ID. If the participant is from a different organisation your Research Office will not be able to search for this participant.
	Why isn't an invited participant showing in the Personnel section (Part F)?	A Personnel Part will only be generated for an invited participant once that participant has accepted to be part of the Proposal. Please ensure that the participant has accepted the invitation.
	Why isn't my 'Current Organisation' showing in the Administrative Summary (Question A4)?	Please ensure that your organisation details are correct and that the 'Position is currently held' box is checked. This can be checked by going to your personal homepage and clicking on 'Personal Details' and then clicking on the 'Organisation Details' tab.
	Why can't I see an organisation when I search for it?	RMS only stores the various organisations previously involved on ARC Proposals. If an organisation does not appear you will have to ask the ARC to create a record in RMS for this organisation. Once created this organisation will appear in a search. To request the creation of a new organisation in RMS please contact the ARC at rms@arc.gov.au.
<b>Budget</b>	Why is there no table for contributing organisations visible?	A contributing organisation must be selected first to populate a table for that organisation. Click on 'Set Other Organisation Contributor' link and select the organisation. RMS will populate a budget table for that organisation.
	Why can't I see the contributing organisation when I click on 'Set Other Organisation Contributor'?	Organisations must be added to the Proposal first before they are populated for selection in Part D (Project Cost). Please ensure that the organisation has been added to the Proposal via the 'Draft Proposal Summary' page.
<b>Validation</b>	I have completed a Part why is it still showing 'Incomplete' or 'Invalid'?	Please go into the Part and check for any validation errors and update as required, also check that all information has been entered where required.
	There are no validation errors in a Part but I still get an 'Incomplete' status for that Part?	If any information has been updated for eg: a participants address details - the Part still needs to be saved to validate. Please go into the relevant Part and save.
<b>PDF</b>	Why does the PDF not show information that I have updated in RMS?	If information has been updated such as a participants address details that Part must be saved first before this information is updated in a generated PDF. Note: Before submission please go into each Part and save.