

Please use this guide to assist in the preparation of your proposal for an ARC Linkage Project commencing funding in 2019. Further useful information and links can be found [here](#).

The Role of Research Services

- Research Services' ARC grants team is your first point of contact on matters relating to ARC schemes (email: seapgrants@adelaide.edu.au)
- Before starting you MUST read and be familiar with the ARC's ARC Linkage Projects 2019 documents:
[Grant Guidelines](#) and [Instructions to Applicants](#).
- A summary of the [changes to the Guidelines](#) since the last round is also provided, so ensure you are familiar with them
- All Proposals must be submitted through the Research Services and the ARC expects grant enquiries to be directed via Research Services (email: seapgrants@adelaide.edu.au)
- We can provide copies of recent successful grant applications upon request seapgrants@adelaide.edu.au or 08 8313 5051
- When planning to submit a Linkage Project application you must complete a [Notification of Intent \(NOI\)](#). Once your application is nearing completion, and before we can submit it to the ARC, you will need to complete an electronic [Research Funding Request \(RFR\)](#) based on the NOI. Complete the forms by logging in to [Research Master](#).

University deadlines for 2018 Linkage Project applications

For LP19 applications to be submitted by:	Complete applications must be provided for review to Research Services by (internal deadline):
28 March, 2019	7 March, 2019
27 June, 2019	6 June 2019
26 September, 2019	5 September, 2019
19 December, 2019	28 November, 2019

- Request not to Assess forms – due with the Research Services by above **internal deadlines**

RMS Access

- Your Proposal is prepared via the ARC Research Management System – a link to key RMS documents and information is [here](#)
- If you do not have an existing RMS account, request an account [here](#), by completing all details and then clicking “Register” at the bottom of the form

Tips for Writing the Project Description

1. General Points

- Assessors are not likely to be experts in your particular field, since anyone with a conflict of interest will be excluded from the assessor pool for your application. These include any researchers who:
 - Are from the University of Adelaide,
 - Are named on your proposal,
 - Have a professional or personal tie to any of the participants, or
 - Are named on a 'Request not to Assess' form.

Approach your writing from the standpoint that your assessors will not understand all aspects of your work.

- Assessors are asked to read up to 100 applications each, hence make it easy for your assessors to score your application by using:
 - the format and headings expected (Instructions to Applicants)
 - white space to break up paragraphs and make reading easy
 - bold text to highlight key points, sparingly
 - concise statements, not long-winded explanations
 - enough information that the assessor is not forced to cross-refer to other sections at any given point.

2. The Purpose of the Project Description Sections

Project Title	Must be included
Aims & Background	What you hope to achieve & why. The landscape and context for your proposed aims.
Investigator(s)	How each Investigator will contribute to the Project. Ensure each has a distinct role which justifies their involvement.
Significance & Innovation	What your aims mean in relation to the landscape/context of your field. What new concepts/insights/methods/techniques will be created/used.
Approach & Training	What you are going to do and how. How your project provides research training opportunities appropriate to HDRs, if relevant. Includes why your research group/School/Faculty is the best place to achieve your aims (Facilities, mentoring, notable recent appointments, past success etc).
Feasibility	How the environment/facilities/budget within the Administering Organisation/Partner Organisation(s) is adequate to conduct the Project. How/why your Partners plan to engage in the Project and demonstrate genuine commitment.
Communication of Results	How will you communicate results not only to other researchers but the broader community?
Management of Data	What data will be produced by the Project, how it will be managed, and what the arrangements will be for re-use.