**LINKAGE 23 – PROJECT DESCRIPTION – LEE’S TEMPLATE**

**MAX 8 PAGES** Times New Roman font size 12 (previous years it was 10 pages)

**SUGGEST WRITING THE GRANT IN THE THIRD PERSON**

**You must use the following headings – they have changed from previous rounds - suggested page allocation in brackets.**

* PROJECT AIMS AND BACKGROUND (1 ½ pages)
* PROJECT QUALITY AND INNOVATION (2 ½ pages)
* IMPACT (1 page)
* INVESTIGATOR(S’) CAPABILITY AND QUALITY OF TEAM (1 page)
* STRENGTH OF THE PROPOSED RESEARCH ALLIANCE (1 page)
* COMMUNICATION OF RESULTS (½ page)
* REFERENCES (½ page)

**The first page of the Project Description**

Think of the first page as an Executive Summary – the first 2-3 paragraphs must introduce the problem and say how you are going to solve it.

* In the first couple of paragraphs of any project description – define your space – set the parameters – otherwise your assessors will set them for you and it will not be the same as yours - outcome being misunderstandings and confusion.
* The opening paragraph must have an “OMG we must do something NOW” statement - a ‘call to arms/action’ so to speak.
* Don't let the references interrupt the flow of the prose. Instead, number the references at the end and insert the relevant numbers into the text at the appropriate point.
* Use subheadings to break up the prose and ensure that you remain focused on the grant application requirements and therefore the selection criteria!

**In the template below, the black font is ARC, comments boxes are the ARC instructions, and the blue font is Lee’s advice for each section.**

**REMINDER:**

**The grant must be written as an EQUAL PARTNERSHIP between the CIs and the Partner Organisations – the POs contribution must be noted in EVERY section so that the assessors see that the PO/PIs are ‘imbedded’ in the project.**

**You are requesting Australian taxpayers $$ - therefore the research must directly benefit the broader Australian community.**

**D1 PROJECT DESCRIPTION**

**PROJECT TITLE:**

**PROJECT AIMS AND BACKGROUND (1 ½ Pages)**

Have 2 introductory paragraphs, then a heading setting out the problem you are going to solve.

In this section you must mention the POs and why are they on board.

**Aims**

The aims are WHAT you are going to do - maximum 3 /4 aims – usually an overarching aim and then 3 specific aims on how you are going to deliver the overarching aim.

**Background (1 page)**

Include a SHORT critical literature review including *international* progress and what makes your contribution unique – it must link to the CI’s track records. CI’s track records can expand on the unique contribution. Note the literature review is not shopping list, so keep it very short. Outcome = proof that this team is at the cutting edge of research in this field.

Should include preliminary data/proof of concept. This shows you have the ability to undertake the research and have thought through feasibility.

Use subheadings to break up each section.

What is the POs experience of the problem? Why are they on board?

**Project quality and innovation (2 ½ pages)**

**Significance and Innovation**

This is the ‘SO WHAT’ section.

What is new? What is innovative about this project? For example, new methodologies or technologies, novel concepts, original thought.

How does this project advance the discipline knowledge base and concurrently address an important problem for industry/end users?

**Project - conceptual framework, design and methodology**

This section describes how are you going to deliver on the Aims.

You MUST link/map the approach, conceptual framework etc to each of the Aims.

Must include timeline Gant chart.

Training – suggest PIs co-Supervise PhD student/s. Graduates will be ‘industry ready and focused’. Include potential for industry secondment.

If asking for PhD stipend, then you MUST include/note suggested thesis topics in this section.

*Critically important in this section is your POs contributions to this project – what they doing to justify the in-kind calculation?*

**Budget and Partner Contributions**

Brief note on the ARC cash ask, PO total cash and in-kind contributions and value for money. Link to the delivery of the Aims above, industry ready post-graduates and Impact below.

**IMPACT (1 page)**

**Partner Organisations benefit and core business strategy.**

Detail how the outcome of the research will benefit both the discipline knowledge base and the business of the POs – i.e., why they are participating in this Linkage project – what is in it for them? What will the POs gain from the research?

**Contribution to Australian government priority areas**

**Economic, commercial, environmental, social and/or cultural benefits for relevant Australian research end-users**

**INVESTIGATOR(S’) CAPABILITY AND QUALITY OF TEAM (1 page)**

List all the CI’s and PIs and include a brief summary only including relevant items below per participant (cross refer to ROPEs where relevant).

* + quality of the named participant(s)’ skills and experience, relative to opportunity, including evidence of potential to engage in collaborative research;
	+ experience in research training, mentoring and supervision;
	+ capability and capacity of the team to undertake and manage the project; and
	+ evidence of previous history of successful collaboration between the named participant(s) and this or other Partner Organisation(s).

**STRENGTH OF THE PROPOSED RESEARCH ALLIANCE (1 page)**This section = 30% of the selection criteria – it is about how committed the POs are to this project.

**Partner Organisation Commitment to the Project**

Set out a history of the collaboration that has led to this project, e.g., preliminary data, past research projects/consultancies (any project not just ARC ones). Link this to the POs business plans or core strategy.

What are they contributing to the project in terms of facilities and personnel?

**Governance, structures, and processes supporting the project**

Governance – suggest a bi-monthly management committee meeting, cross-reference to the Gant chart linking the timeline and the structures /processes.

**Partner Organisations and project outcomes**What will happen once the project is completed? What use will the POs make of the outcomes? Link back to their core business strategy.

**Future collaborations**

‘The past is an excellent indicator of the future’ - detail the outcomes of any past collaborations and note that this will be expected to continue.

**COMMUNICATION OF RESULTS (½ page)**

Needs to include not only scholarly communication but must include plans for broader public communication and dissemination. Ideas:

* Presentations to industry bodies, policy think-tanks and interest groups may provide for better uptake of the project outcomes.
* Consider in-house seminars for your partner organisation or training in the University for partner organisation staff, postgraduate and undergraduate students.
* What about media interest? What about outreach (e.g. talks in Schools, etc.)? What about the potential products that may arise due to the study

**REFERENCES (½ page max)**

* References may be in 10 point font.

Only include recent references i.e., in the last 5 -10 years - it is not supposed to be a comprehensive list – just the most recent relevant ones.