

Programme Call – Concept Papers Guidelines

How to format your concept paper

- Page count: up to 3 pages (3 sides of A4), (including diagrams but excluding references) single line spacing, standard character spacing (neither expanded nor condensed).
- Font: Arial. Colour: black: Size: 11-point font or larger
- Margins: At least 0.5" margins all around
- File Type: PDF

Section 1: Concept paper

You'll select which Technical Area you seek to pursue (you will simply be required to select one or more of the tick boxes within the application portal).

The concept paper should include:

- A brief summary of the proposed research project, and how it supports the programme objectives, bearing in mind the [Section 3: Technical Metrics](#).
- An overview of the proposed activity of work, any key metrics and milestones and any dependencies and assumptions, along with potential risks and mitigations.
- An overview of the proposed project team including information about the expertise of the research team, relevant experience, skills, and capabilities.

Feel free to construct the concept paper in whatever way you feel best conveys the proposal. You don't necessarily need to provide answers for every bullet-point listed under [Section 3: Technical Metrics](#), but bear in mind that we will be looking to understand how your proposal addresses those and also the [Section 8: Evaluation Criteria](#).

Supporting data, journal articles, blogs, code or other materials may be referenced and/or hyperlinked if they support or clarify your proposal. However, don't assume that these will all be read – essential information must be contained within the concept paper.

Technical aspects will be rigorously reviewed at full application stage. Here, we want to understand what you are trying to do, why it's important, and how it advances the programme goals. We encourage you to write as clearly and non-technically as possible.

We want to get a sense that you have thought your proposal through in detail, including the key risks and bottlenecks, even though you won't have space to go through those details here. Ideally we want you to convince us that you have assembled the right team to make this work. If you have concerns, e.g. that your current team lacks particular expertise, please tell us about those. If we otherwise like the project, we will aim to help you address these at full application. Likewise if a key risk could potentially kill the project, tell us about it - it won't necessarily kill your application, because we have a high tolerance for technical risk. Both here and throughout the programme, candour and a clear-eyed assessment of strengths and weaknesses will be highly valued.

Remember

- You will probably need to briefly summarise the relevant background and problems, but make sure to include a clear statement of how you propose to address them. What exactly are you going to do?
- Tell us how your proposed approach represents an advance on the current state of the art and/or is differentiated from other approaches

Section 2: Timeline, Budget and Additional questions

In completing your application you must also provide answers to the following questions. Answers to these questions are not included in the page limit for the concept paper. You will complete these questions in the application portal so there is no need to format these in a specific way.

Budget: How much funding do you need?

Please complete the table below providing an estimate in GBP (inclusive of VAT where applicable and all other costs) of what you consider a reasonable funding amount for your project. It's ok if you're not sure – give your best estimate. Note that the total budget affects the page limit for the concept paper, as specified above.

Cost Type	Budget (£ Inc VAT)
Labour	
Materials	
Subcontract	
Equipment & Facilities	
Travel	
Other	
Subtotal	
Indirect Costs	

Cost Type	Budget (£ Inc VAT)
Labour	
Total	

At the full proposal stage we will ask you to complete a summary cost template which can be downloaded [here](#).

Prior to contract signature when the scope of work has been agreed we will ask for a detailed cost breakdown which can be found [here](#).

Timeline and additional questions:

Question	Guidance
Are you proposing to contribute funding?	<p><i>(Where you or your organisation are proposing to contribute funding to the project please let us know. If yes, tell us how much funding you/your organisation plan to contribute.</i></p> <p><i>ARIA will fund 100% of project costs and contribution of funding is not essential however, we welcome proposals that contribute funding in cases when such funding will strengthen the potential success. In these cases, this funding contribution will be considered as part of the overall strength of the project proposal)</i></p>
How many months will you need to work on your proposed project?	<p><i>(There is no minimum length for a proposed project. The maximum length is 54 months)</i></p>
Are you planning to give a portion of the work to external subcontractors?	<p><i>(If yes, let us know what work you plan to give to a subcontractor, and name or describe the subcontractor. Subcontractors are any proposed third parties that you plan to enter into a contract or agreement with for services necessary for the delivery or management of the project)</i></p>

<p>Are there any other factors or restrictions that might impact your freedom to operate and deliver the project?</p>	<p><i>(Please provide a short description of any import/export restrictions; security, ethical, legal and regulatory restrictions that you are aware of)</i></p>
<p>Are you proposing to perform the majority of the proposed project outside of the UK?</p>	<p>Our primary focus is on funding those who are based in the UK. For the vast majority of applicants, we therefore require the majority of the project work to be conducted in the UK (i.e. >50% of project costs and personnel time).</p> <p>However, we can award funding to applicants whose projects will primarily take place outside of the UK, if we believe it can boost the net impact of a programme.</p> <p>In these instances, you must outline any proposed plans or commitments in the UK that will contribute to the programme within the project's duration (note the maximum project duration is 54 months).</p> <p><i>Please provide a brief summary of your proposed plans or commitments</i></p>
<p>Additional questions about you/your organisation that can be found in the application portal.</p>	