

## Programme Call – Full Proposal Guidelines

### How to format your proposal

- Page count: 8 pages, (including diagrams) 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

Applicants are required to provide a proposal no longer than 8 pages in length that outlines:

### Section 1: Programme & Technical

The aim of this section is to gain in-depth, technical information about the project being proposed. This should include:

- A detailed explanation of the proposed idea/solution, and how it supports the objectives of the programme. This should be supported by visual aids, data and/or strong scientific rationale for why what you are proposing would work and/or how it would add to the programme.
- A comprehensive examination of the known technical and non-technical risks/unknowns standing in the way of achieving the stated goals, including potential mitigation strategies.
- Where appropriate, how the proposed approach is differentiated from commercial or emerging technologies being funded or developed elsewhere.
- A description of the proposed activity of work, key metrics and milestones and any dependencies and assumptions.
- Where physical experiments are proposed, project teams will need to convince the reviewers as to why the measurements/perturbations that they intend to make are the right things to measure/perturb, and how the results would substantially advance the validation or invalidation of the approach on the grounds of practicality, scalability, safety or impacts.
- Proposers suggesting outdoor experiments will be required to indicate briefly how they plan to comply with the principles for outdoor experiments outlined in the

programme thesis and/or flag areas in which they anticipate that they will require support or additional resources in order to comply.

- Estimated timelines - applicants should provide a Project Plan for the lifecycle of the project, showing what you plan to achieve for each period of the project.
- A detailed description of any perceived regulatory, legal and ethical risks along with plans on how these risks might be managed.

## Section 2: The Team

This section includes information about the proposed individuals or teams that will conduct the research and management structures. This must include:

- Details of the project team - we want to know who will be doing the work (not just the principal investigator or project lead) and what portion of their time will be dedicated to this project. You could include short bios about each team member (we discourage you from submitting CVs).
- If you intend to collaborate with or rely on any third parties, sub contractors/grantees, provide details on who they are and which elements of the project they will support/deliver.
- How you intend to coordinate and manage the teams, including any collaborations with third parties.
- Any potential gaps in your core competency which would need to be filled in order to achieve the overall goals.
- We also want to know what motivates you or the team to want to do this project and why you are the right person/team to work on this project.

In addition to the above the following table should be completed in a spreadsheet format (excel) and uploaded in response to the 'upload your labour table here' question in Section 1 + 2 Programme & Technical on the application portal.

Individual	Role / expertise	Already in place? If not, how long after project kickoff are they likely to start?	FTE	Total time on project (months, rounded)
<i>Sophia Fleissig</i>	<i>Synthetic biologist, project lead</i>	<i>Currently assigned to a different project but could transfer to this project with 6</i>	<i>80%</i>	<i>28</i>

	(TA1.2)	weeks notice		
Unknown	Expert in plant tissue culture and transformation (TA1.3)	To be recruited, aiming to start within 3 months	100%	33
Magnus Formaggio	Plant geneticist advising on synthetic unit design (TA1.1)	Yes	40% during months 1-12, 20% during months 13-36	10
Etc	Etc	Etc	Etc	Etc

**Labour table to be completed for all individuals working on the proposed project**  
(filled here with hypothetical examples).

### Section 3: Administrative Response

This section includes information about the budget, intellectual property that you intend to rely on, and any perceived conflicts of interest.

In completing your application you must also provide answers to the following questions. Answers to these questions are not included in the 8 page cap. You should complete these questions in the application portal so there is no need to format these in a specific way.

Application	Guidance
How much funding do you need?	<p>(Please provide a cost breakdown by completing the spreadsheet <a href="#">here</a>.</p> <p>Prior to completing this template you should review ARIA's Eligible cost guidance <a href="#">here</a>.</p>

	<i>The completion of a more detailed costing template will be required prior to contract/grant signature)</i>
<b>Are you proposing to contribute funding?</b>	<p><i>(Where you or your organisation are proposing to contribute funding to the project please let us know how much funding you plan to contribute, who is contributing the funding, is the funding already secured and any other relevant details.</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>
<b>Does your proposal depend on background IP (pre existing)?</b>	<i>(If Yes, give us an Indication of: What background IP is required, Whether you currently have rights to that IP)</i>
<b>Have you already secured funding for a similar project or are you currently in the process of seeking support from other funding sources for the same project?</b>	<i>(If yes, tell us more about the funding you already have or are applying for)</i>
<b>Any other factors or restrictions that might impact your freedom to operate and deliver the project</b>	<i>(Please provide a detailed description of any perceived conflicts of interest with the programme director, import/export or security restrictions that you are aware of)</i>

Does your proposed research require the support and use of a NERC facility?

If yes, please provide details of the facilities you require to support the project.

*You should contact the NERC facility, service or HPC consortia lead as soon as possible to discuss your research proposal, and where applicable to complete any necessary HPC or facility form/application process as requested by the facility/marine planning, following the facility's normal access request procedures. As part of this process, NERC will provide a costed quotation for the services. NERC have advised that quotations may not be able to be finalised in time for the deadline for submission of proposals. As such, in submitting your full proposal you should:*

- *Note the potential use of the NERC facilities in your proposal by completing the specific question included in the full proposal application portal by providing a brief overview of the facilities/services you require.*
- *For proposals that are assessed as compliant and in scope (in accordance with our project review process) you will be asked to submit a quotation from the HPC Consortia lead or facility, and evidence of prior agreement from the facility that your request is feasible and deliverable in the timeline indicated in your proposal. This should be submitted to ARIA no later than 16th January*

	<p><i>2025. You will be notified by email that this information is required to be submitted via the grant application portal.</i></p> <p><i>In any case you must ensure that you have discussed your proposal with the facility in good time prior to full application submission.</i></p>
Are you proposing to perform substantial parts of the proposed project outside of the UK?	<p><i>If yes, please provide a brief summary of your proposed plans and the countries involved. How will the parts of your project taking place outside of the UK be delivered?</i></p>
Has a suitably authorised member of your organisation approved the submission of this proposal?	<p><i>(In the application portal, please select the option that best describes your situation and provide details where required).</i></p>
Additional questions about you/your organisation that can be found in the application portal.	