

Programme Call – Full Proposal Guidelines

How to format your proposal

- Page count: 10 pages, (including diagrams, excluding references and the labour table) 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 10 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, its goals, and how it fits within the broader programme. This should include:

- A brief summary of the scientific question you are setting out to answer, a detailed explanation of the proposed idea/solution, how it supports the objectives of the programme and how the project would interface with the other technical areas and/or cross cutting themes. This should be supported by visual aids, data and/or strong scientific rationale for why what you are proposing would work.
- If your proposal includes research in TA1 or TA2, you should:
 - + Explain which variable(s) from Table 1 of the solicitation call the project will target,
 - + Define the parameters in the Improvement Ratio metric for the project and explain how the >100-fold increase will be delivered,
 - + Provide an assessment of the environmental impacts of producing and deploying the full sensing system.
- A comprehensive list of the known technical risks/unknowns standing in the way of achieving the stated goals.
- How the proposed approach is differentiated, e.g. 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/or assumptions.
- 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.
- A description of how you will engage with standardisation, calibration and validation activities in cross cutting theme 1, either within your own project, or how you could contribute to such activities in the broader programme.

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 (we usually prefer any lead or key researchers to be spending at least 50%, ideally 80%, of their time on the project)
- You could include short bios about each team member if they are already in post (we discourage you from submitting CVs). We particularly encourage applications from Greenland and groups typically under-represented in scientific research.
- If you intend to collaborate with or rely on any third parties, sub contractors/grantees, outline who they are and which elements of the project they will support/deliver.
- How you intend to coordinate and manage the team, including any collaborations with third parties.
- Any potential gaps in your core competency that should 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.
- A statement describing how you will support the types of activities highlighted in cross cutting theme 2, either within your own project, or how you could contribute to such activities in the broader programme.

In addition to the above the following table should be completed and attached as an annex to your proposal

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 (TA1.2)</i>	<i>Currently assigned to a different project but could transfer to this project with 6 weeks notice</i>	<i>80%</i>	<i>28</i>
<i>Unknown</i>	<i>Expert in plant tissue culture and transformation (TA1.3)</i>	<i>To be recruited, aiming to start within 3 months</i>	<i>100%</i>	<i>33</i>
<i>Magnus Formaggio</i>	<i>Plant geneticist advising on synthetic unit design (TA1.1)</i>	<i>Yes</i>	<i>40% during months 1-12, 20% during months 13-36</i>	<i>10</i>
<i>Etc</i>	<i>Etc</i>	<i>Etc</i>	<i>Etc</i>	<i>Etc</i>

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, any perceived conflicts of interest and for non-UK applicants how the proposed project may benefit the UK.

In completing your application you must also provide answers to the following questions. Answers to these questions are not included in the 10 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
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<p>How much funding do you need?</p>	<p><i>(Please provide a cost breakdown by completing the spreadsheet here.</i></p> <p><i>Prior to completing this template you should review ARIA's Eligible cost guidance here.</i></p> <p><i>The completion of a more detailed costing template will be required prior to contract/grant signature)</i></p>
<p>Are you proposing to contribute funding?</p>	<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>
<p>Does your proposal depend on background IP (pre existing)?</p>	<p><i>(If Yes, give us an Indication of: What background IP is required, Whether you currently have rights to that IP)</i></p>

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?	<i>(If yes, tell us more about the funding you already have or are applying for)</i>
Any other factors or restrictions that might impact your freedom to operate and deliver the project?	<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>
How do you envision commercialisation of the proposed project?	<i>(Please complete and upload a commercial hypothesis for your project using the guidelines here)</i>
Are you proposing to perform the majority of the proposed project outside of the UK?	<p><i>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).</i></p> <p><i>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 as detailed in the Solicitation Call proposal evaluation process and criteria. In these instances, you must outline any proposed plans or commitments in the UK that will contribute to the programme or engage directly with the Greenland community within the project's duration (note the maximum project duration is 60 months).</i></p>

	<p><i>Please provide a detailed description of any proposed plans (including a timeline) or commitments)</i></p>
<p>Does your proposed research require the support and use of a NERC facility?</p>	<p>If yes, please provide details of the facilities you require to support the project.</p> <p><i>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:</i></p> <ul style="list-style-type: none"> - <i>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.</i> - <i>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 prior agreement from the facility that your request is</i>

	<p><i>feasible and deliverable in the timeline indicated in your proposal, this should be submitted to ARIA no later than 19th November 2024. 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> <p><i>Further discussion may be needed with any successful projects requiring marine or polar facilities, or use of the Facility for Airborne Atmospheric Measurements (FAAM), in order to determine the most effective usage for delivery of the fieldwork aspects of the programme.</i></p>
<p>Has a suitably authorised member of your Organisation approved the submission of this proposal?</p>	<p><i>(In the application portal, please select the option that best describes your situation and provide details where required).</i></p>
<p>Additional questions about you/your organisation that can be found in the application portal.</p>	