

## Programme Call – Full Proposal Guidelines

### How to Format your proposal

- Page count: 10 pages, including diagrams but excluding references
- Format: 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. This should include:

- Which Technical Area you seek to pursue in Phase One (TA1 or TA2).
- If TA1, whether you propose to work on synthetic chromosomes or synthetic chloroplasts.
- A detailed explanation of the proposed idea/solution, and how it supports the technical objectives of the chosen Technical Area. This should be supported by visual aids, data and/or strong scientific rationale for why what you are proposing would work.
- A comprehensive list of the known technical risks/unknowns standing in the way of achieving the stated goals.
- How the proposed approach is differentiated from commercial or emerging technologies being funded or developed elsewhere.
- Description of the proposed activity of work, key metrics and milestones and any dependencies and 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.

- Optional: if seeking to pursue TA1, and interested in progressing to Phase Two of the programme, you may choose to include up to 2 pages detailing proposed work for Phase Two (up to 3 of TAs 3-5). These 2 pages should be included within the 10 page limit.

## 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, 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 be required 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 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</i>	<i>To be recruited, aiming to start within 3 months</i>	<i>100%</i>	<i>33</i>

	<i>and transformation (TA1.3)</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
How much funding do you need?	<i>(Please provide the total amount of funding you need (in GBP, inclusive of VAT where applicable and all other costs))</i>
Please provide a breakdown of the funding you need	<i>(Please provide a cost breakdown by completing the spreadsheet <a href="#">here</a>.)</i>

	<p><i>Please provide the total amount of funding you need (in GBP, inclusive of VAT where applicable and all other costs)</i></p> <p><i>Prior to completing this template you should review ARIA's Eligible cost guidance <a href="#">here</a>.</i></p> <p><i>The completion of a more detailed costing template will be required prior to contract/grant signature)</i></p>
<p><b>Are you proposing to contribute funding?</b></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><b>Does your proposal depend on background IP (pre existing)?</b></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>

<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?</p>	<p><i>(If yes, tell us more about the funding you already have or are applying for)</i></p>
<p>Any other factors or restrictions that might impact your freedom to operate and deliver the project?</p>	<p><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></p>
<p>How do you envision commercialisation of the proposed project?</p>	<p><i>(Please complete and upload a commercial hypothesis for your project using the guidelines <a href="#">here</a>)</i></p>
<p>Are you proposing to perform the majority of the proposed project outside of the UK?</p>	<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. &gt;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.</i></p> <p><i>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 36 months).</i></p> <p><i>Please provide a detailed description of any proposed plans (including a timeline) or commitments.</i></p>

Has a suitably authorised member of your Organisation approved the submission of this proposal?

*(In the application portal, please select the option that best describes your situation and provide details where required).*

Additional questions about you/your organisation that can be found in the application portal.