

# Helpsheet for VicLIEF online EOI submission

**Submission Deadline: 5pm, 29 January 2021**

## Introduction

Each year the Victorian Universities (see participating universities below) run a combined Expression of Interest (EOI) process for the LIEF scheme to strengthen the competitiveness of submissions and eliminate duplication of applications for similar infrastructure/equipment. Accordingly, the DVCR's request that EOIs are submitted for any potential LE22 bids where either:

- a VIC-based university is leading, or
- a VIC-based CI is participating on a bid led by an interstate university.

The EOI form is available via the [Survey Monkey Apply](#) system which this year is hosted by Monash University on behalf of the following participating universities: Australian Catholic University, Deakin University, Federation University, La Trobe University, Monash University, RMIT University, Swinburne University, University of Melbourne, University of Tasmania and Victoria University.

## Key Dates

20 November 2019	Grant Guidelines released ( <a href="#">Grant Connect</a> )
9am, 7 December 2020	LIEF Eoi system opens <a href="https://monashedu.smapply.io">https://monashedu.smapply.io</a>
27 January 2021	Proposals open in <a href="#">RMS</a> .
5pm, 29 January 2020	EOIs for ARC LIEF 2022 Round close.
29 January – 8 February 2021	Each participating University's Research Office will collate and review EOIs led by their institution, contacting lead CI's for clarification where necessary.
8 February 2021	Meeting of all Victorian-based university DVCRs (or equivalent) to review EOIs.
17 March 2021	Request not to Assess due to ARC.
31 March 2021	ARC Close for full proposals.

## Should I submit an EOI?

The following should help you to decide if you should submit a LE22 EOI:

		Your Role in the proposal	
		Lead CI	Non-Lead CI
Administering Organisation	Based in Victoria	Complete and submit an EOI on behalf of the bid team.	Do not submit an EOI. The lead CI will do this.
	Based interstate	-	Complete and submit an EOI*

\*For interstate-led bids, there could be more than one VIC-based CI participating. Ideally only one EOI should be submitted to represent the bid and so if possible agree with your VIC-based co-CI's who should enter the EOI. If in doubt, please submit an EOI anyway. Duplicate bids will be detected and combined prior to the DVCR meeting.

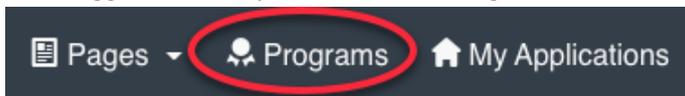
## Instructions to Applicants

### STEP ONE – log into the Survey Monkey Apply portal or register for a Survey Monkey Apply account:

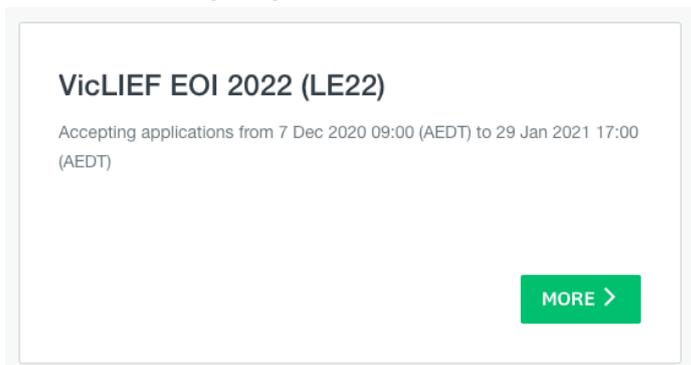
- Go to <https://monashedu.smapply.io>
  - If you have a Survey Monkey Apply account already - Click on 'Log in' in the black bar at the top of the screen and select 'Survey Monkey Apply'.
  - If you have never used Survey Monkey Apply before – Click on the green 'Register' button.

### STEP TWO – create Expression of Interest

- Once logged into the portal, click on 'Programs' in the black menu at the top of the screen



- Find the following Program Card and click 'MORE>'



- When the EOI round is open (7 Dec 2021 onwards), you can then click on 'Apply'.
- You can save a partially completed EOI and return to it another time by logging in and clicking on 'My Applications' in the black menu bar at the top of the screen.
- A Survey Monkey Apply FAQ for completing an application is [here](#).

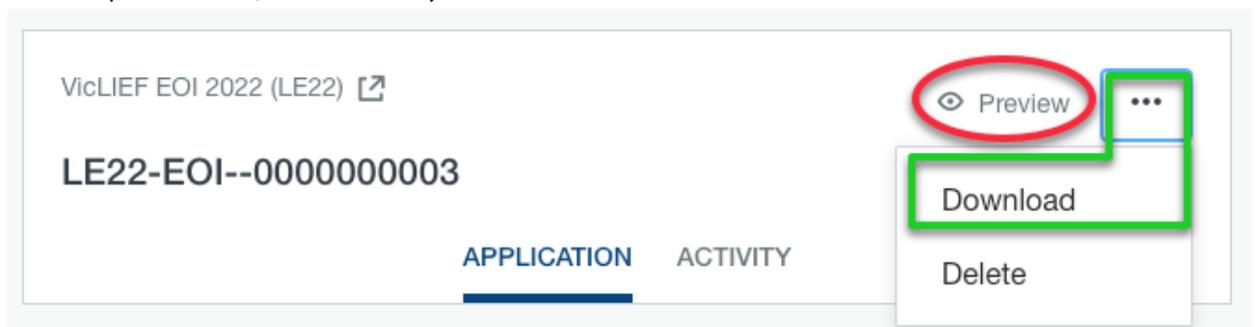
### Detailed instructions for competing the online form for Victorian-led proposals

<b>Administering Organisation</b>	Enter the name of the University that is leading the proposal and who will administer the grant.
<b>Project Summary</b>	Complete: <ul style="list-style-type: none"> <li>• Project Title</li> <li>• Brief description of the infrastructure to be purchased (500 words)</li> <li>• LIEF grant duration in years</li> <li>• Which Domain the infrastructure relates to</li> <li>• Information on the availability of same/similar infrastructure in Australia or Victoria</li> <li>• Whether it can be accommodated into existing platforms or not.</li> </ul>
<b>Existing Platforms or Facilities</b>	If you have selected 'Yes' to the question on whether it can be accommodated into an existing platform or facility, this section will require completion with: <ul style="list-style-type: none"> <li>• Which platform or facility</li> <li>• Whether or not the platform/facility manager has been consulted</li> <li>• The name of the platform/facility manager</li> </ul>
<b>Participants</b>	Complete names of all CI's and PI's participating, including those from other universities, and whether or not discussions about the intended LIEF application have been initiated.
<b>Proposal Description</b>	Provide information on the significance, need and use, nature of alliance, access and governance arrangements for the infrastructure (500 words per section)
<b>Budget</b>	Indicate:

	<ul style="list-style-type: none"> <li>• The purchase cost of each element of the infrastructure requested and where it will be located after purchase</li> <li>• The contributions to the purchase of the infrastructure from each organisation</li> <li>• The dispersement of ARC grant funding if successful (if known)</li> <li>• Details of any additional cost associated with the installation or commissioning of the infrastructure, which is not being covered by the grant.</li> </ul>
--	---

**STEP THREE – finalise and submit to Research Office**

- When the EOI submission is complete, you will find a ‘Review and Submit’ button at the side of the navigation panel. Once you have reviewed your EOI, you can submit it by clicking on ‘Submit’. **Once you have submitted your EOI, no further editing or updating is possible.** You will receive an automated confirmation email.
- If you need to make changes, please contact [research-grants@deakin.edu.au](mailto:research-grants@deakin.edu.au) to have it released back.
- You can preview and/or download your EOI:



- Please submit your EOI by **5pm, 29 January 2020**.

**Further information on the LIEF EOI process for Deakin researchers**

- Deakin Research Office LIEF intranet page: <https://www.deakin.edu.au/research/support-for-researchers/find-funding/arc-funding/linkage-infrastructure-equipment-facilities>
- Deakin Research Office contact: [research-grants@deakin.edu.au](mailto:research-grants@deakin.edu.au)