

Helpsheet for online LIEF 2021 Round EOI submissions

Submission Deadline: 5pm, 29 January 2020

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 LE21 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 SmartyGrants system <https://ricunimelb.smartygrants.com.au/EOILIEF2021>

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	Funding Rules released
4 December 2019	LIEF Eoi system opens https://ricunimelb.smartygrants.com.au/EOILIEF2021
29 January 2020	Proposals open in RMS .
5pm, 29 January 2020	EOIs for ARC LIEF 2021 Round close.
29 January – 10 February 2020	Each participating University's Research Office will collate and review EOIs led by their institution, contacting lead CI's for clarification where necessary.
11 February 2020	Meeting of all Victorian-based university DVCRs (or equivalent) to review EOIs.
4 March 2020	Final applications to be submitted to Deakin Research Office via RMS for compliance checking
18 March 2020	Request not to Assess due to ARC.
1 April 2020	ARC Close for full proposals.

Should I submit an EOI?

The following should help you to decide if you should submit a LE21 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. In if doubt, please submit an EOI anyway. Duplicate bids will be detected and combined prior to the DVCR meeting.

Instructions to Applicants

STEP ONE – register for a SmartyGrants account

- Go to <https://ricunimelb.smartygrants.com.au/EOILIEF2021>
- Click on 'Log in' in the blue bar at towards the top of the screen. On the following screen you can either log in using your existing SmartyGrants account, or register for an account. To get started click 'Register Here' (left menu) and you will be sent a system-generated password.
- Click on the 'Forgotten your password?' link on the Log in screen to change your password and follow the instructions.

STEP TWO – create Expression of Interest

- Once logged into the portal, click on 'Start New Submission' and complete the requested information (your EOI will be given a system-generated ID number).
- You can save and return to complete the EOI at a later date.
- The 'Save Progress' and 'Save and Close' buttons are at the bottom of each page.
- Click on 'My Submissions' (top menu) to find your EOI form/s.
- Only the creator of an EOI form can access, view and amend the EOI. As the lead CI, please gather the information from your collaborators to complete the EOI fully.

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

Administering Organisation	Enter the name of the University that is leading the proposal and who will administer the grant.
Project Summary	Complete: <ul style="list-style-type: none"> • Project Title • Brief description of the infrastructure to be purchased (500 words) • Start and End dates for the project • Which Domain the infrastructure relates to • Information on the availability of same/similar infrastructure in Australia or Victoria • Whether it can be accommodated into existing platforms or not.
Existing Platforms or Facilities	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"> • Which platform or facility • Whether or not the platform/facility manager has been consulted • The name of the platform/facility manager
Participants	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.
Proposal Description	Provide information on the significance, need and use, nature of alliance, access and governance arrangements for the infrastructure (500 words per section)
Budget	Indicate: <ul style="list-style-type: none"> • The purchase cost of each element of the infrastructure requested and where it will be located after purchase • The contributions to the purchase of the infrastructure from each organisation • The dispersement of ARC grant funding if successful (if known)
Additional Resource Considerations	Provide information of additional costs associated with the installation or commissioning of the infrastructure, which is not being covered by the grant.

STEP THREE – finalise and submit to Research Office

- When the EOI submission is complete, you will find a 'Review and Submit' button at the bottom of the navigation panel. Once you have reviewed your EOI, you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. **Once you have submitted your EOI, no further editing or updating is possible.** You will receive an automated confirmation email with a copy of your EOI attached.
- If you need to make changes, please contact arc-lief@unimelb.edu.au to have it released back. Please submit your EOI by **5pm, 29 January 2020**.

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

Further information on the scheme and Deakin process can be accessed from the [Deakin LIEF 2021 webpage](#).

If you have any question seragrdign hti sinformatino please contact the Deakin ARC team at research-grants@deakin.edu.au