**D2. Justification of funding requested from the ARC**

**DELETE HIGHLIGHTED INSTRUCTIONS BEFORE SAVING FINAL VERSION**

* **PAGE LIMIT = 3 A4 pages**
* **It is recommended that 12pt font is used to ensure readability as per the formatting requirements in section 2.5 (ITA).**
* **Do not change the headings or amend the formatting**

The ARC budget justification must not exceed **three** A4 pages. The uploaded PDF must:

* Use the same headings as in the Description column in the budget at Question D1 of the application (headings not required can be deleted).
* Fully justify each budget item requested in terms of **need** and **cost**. In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as $X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for ‘x’ months. The same level of explanation is required for all items being requested. Why is the request essential to the project?
* Justify any funding being requested for major items of equipment. Requests for any major items of equipment are considered on merit. The participant should plan to use existing equipment wherever possible. If participant is seeking funding for new equipment, describe how the equipment will be used and provide details of the manufacturer, supplier, cost and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, the participant must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.
* Requests for funding to cover the costs of domestic and international travel, including for reasons of fostering and strengthening collaborations in Australia and overseas, must be justified in full.
* Justify requests for teaching relief. This should include a brief explanation of the nature of the relief, for example, relevant teaching duty or FTE buyouts, why it is required and how it will benefit the project.

**Personnel**

**Teaching Relief**

**Travel**

**Field Research**

**Equipment**

**Maintenance**

**Other**