**D2 Justification of non-salary funding requested from the ARC**

**DELETE HIGHLIGHTED INSTRUCTIONS BEFORE SAVING FINAL VERSION**

* **PAGE LIMIT = 3 (three) A4 pages**
* **Use 12 point font**
* **Do not change the formatting**
* **Use the same headings as in the Description column in the budget at D1 of the application**
* **Fully justify each budget item requested in terms of need and cost. Provide detailed explanations.**
* **There is no need to justify the ARC salary.**

**Personnel**

Personnel (other than the candidate) – include the FTE, level of expertise and the amount of time required

**Travel**

It is not sufficient to simply claim certain equipment or travel costs as $X. Rather, the budget justification should state, for example, that airfare related travel costs will cover return flights from ‘x’ location to ‘y’ location and other travel costs will cover accommodation in ‘y’ location for ‘z’ days at $X per day with travel allowance of $Y per day. Please include sources of quotes.

Example**:**

Return Economy Flights from Canberra to London

Flights (qantas.com.au) $2,100

Accommodation at Example Hotel for 14 nights at $150 per night (hotels.com) $2,100

Travel allowance for 14 days at $85 per day (based on 75% of ATO rates) $1,190

Requests for funding to cover the costs of domestic and international travel, including for reasons of fostering and strengthening collaboration in Australia and overseas, must be justified in full

**Field Research**

Include details of travel, accommodation and living costs, what the field work will entail and why it is required

**Equipment**

Provide a brief description of the item, how it will be used, manufacturer/supplier details, its cost and installation and why it is required for the project (hardware and software, equipment and installation)

Funding being requested for major items of equipment must be fully justified. Requests for any major items of equipment are considered on merit. The candidate should plan to use existing equipment wherever possible. If the candidate is seeking 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 items of equipment, the candidate must fully 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.

**Maintenance**

Provide a brief description of the item, its cost, how the cost has been determined, and why it is required for the project

**Other**

Include details of requested items that cannot be appropriately placed in another category. Fully justify need and cost of the items.