

Programme Call – Concept Papers Guidelines

How to Format your proposal

- Page count: a maximum of three pages, (including diagrams, excluding references) 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

Section 1: Technical concept

You'll select which Technical Area you seek to pursue (you will simply be required to select one or more of the tick boxes within the application portal).

Proposers are required to provide a concept paper no longer than 3 pages in length that outlines:

- A brief summary of the proposed research project, and how it supports the technical objectives of the chosen pathway.
- A description of the technical approach or methodology that will be employed to address the research objectives. Including:
 - A description of the technology proposed.
 - Any data or scientific rationale to support your proposed concept - supporting data, journal articles, blogs, code or other materials may be referenced or linked to in the submission if they directly support your paper.
 - Identification of the technical challenges or obstacles that must be overcome to achieve the research goals. This includes potential risks and mitigation strategies.
- An overview of the proposed activity of work, any key metrics and milestones and any dependencies and assumptions.
- An overview of the proposed project team including information about the expertise of the research team, relevant experience, skills, and capabilities and any potential gaps in your core competency which would be required in order to achieve the overall goals.

Section 2: Timeline, Budget and Additional questions

In completing your application you must also provide answers to the following questions. Answers to these questions are not included in the 3 page cap. You should complete these questions in the application portal so there is no need to format these in a specific way.

Budget: How much funding do you need?

Please complete the table below providing an estimate in GBP (inclusive of VAT where applicable and all other costs) of what you consider a reasonable funding amount for your project. It's ok if you're not sure – give your best estimate.

Cost Type	Budget (£ Inc VAT)
Labour	
Materials	
Subcontract	
Equipment & Facilities	
Travel	
Other	
Subtotal	
Indirect Costs	
Total	

At the full proposal stage we will ask you to complete a summary cost template which can be downloaded [here](#).

Prior to contract signature when the scope of work has been agreed we will ask for a detailed cost breakdown which can be found [here](#).

Timeline and additional questions:

Question	Guidance
Are you proposing to contribute funding?	<i>(Where you or your organisation are proposing to contribute funding to the project please let us know. If yes, tell us how much funding you/your organisation plan to contribute.</i>

	<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>
How many months will you need to work on your proposed project?	<i>(There is no minimum length for a proposed project. The maximum length is 48 months)</i>
Are you planning to give a portion of the work to external subcontractors?	<i>(If yes, let us know what work you plan to give to a subcontractor. Subcontractors are any proposed third parties that you plan to enter into a contract or agreement with for services necessary for the delivery or management of the project)</i>
Do you intend to use animals as part of your proposed project (even if you don't intend for us to cover the costs of such research)	<i>(If yes, what type of animal do you foresee using and roughly how many? Why do you think there is a need to use animals as part of your proposal?)</i>
Are you planning on including a clinical trial as part of your proposal?	<i>(If yes, please describe any expected timeline implications, required regulatory approvals, or other resultant dependencies which may have an impact on your proposal)</i>
Are there any other factors or restrictions that might impact your freedom to operate and deliver the project?	<i>(Please provide a short description of any import/export restrictions; security, ethical, legal and regulatory restrictions that you are aware of)</i>
Are you proposing to perform the majority of the proposed project outside of the UK?	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. >50% of project costs and personnel time).

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.

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 4 years).

Please provide a brief summary of your proposed plans or commitments

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