

## Programme Call – Full Proposal Guidelines

### How to format your proposal

- Page count: The page limit is 6 pages, with an additional 3 pages allowed for each technical area, up to a maximum of 12 pages. For example, if you apply for a single technical area, the limit is 6 pages. If you apply for two technical areas, the limit is 9 pages, and so on, up to a total of 12 pages. You can allocate the pages as you prefer, as long as the total does not exceed 12 A4 pages in a PDF, including diagrams but excluding references and the labour table (required as an annex to the proposal).
- Format: 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

Within the application portal you should identify 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)

Applicants are then required to provide a proposal that outlines:

### Section 1: Programme & Technical

The aim of this section is to gain in-depth, technical information about the project being proposed. This should include:

- A detailed explanation of the proposed idea/solution, how it supports the technical objectives of the chosen pathway. This should be supported by visual aids, data and/or strong scientific rationale for why what you are proposing would work.
- Applicants should also consider major risks, likely failure modes of the project, and any proposed mitigations or alternative routes (including associated costs) standing in the way of achieving the stated goals.
- How the proposed approach is differentiated from commercial or emerging technologies being funded or developed elsewhere.

- Description of the proposed activity of work, key metrics and milestones and any dependencies and assumptions.
- Estimated timelines - applicants should provide a Project Plan for the lifecycle of the project, showing what you plan to achieve for each period of the project.
- A detailed description of any perceived regulatory, legal and ethical risks along with plans on how these risks might be managed.

## Section 2: The Team

This section includes information about the proposed individuals or teams that will conduct the research and management structures. This must include:

- Details of the project team.
  - + We want to understand quickly who will be doing the work and what portion of their time will be dedicated to this project. Accordingly, we'd like you to provide a labour table like the example below, listing every individual costed into the project.
  - + We usually prefer project leads or other key researchers to be spending at least 50%, ideally 80%, of their time on the project. The project lead is not required to have any particular degree of seniority, though we do want to see that they have the requisite skills, expertise and motivation.
  - + You could include short bios about each team member, though we discourage you from submitting CVs.
  - + For complex proposed projects you may also wish to name individuals with responsibility for particular workstreams.
  - + Named individuals do not necessarily need to be in place already but should have agreed to come on board if funded.

In addition to the above the following table should be completed and attached as an annex to your proposal

Individual	Role / expertise	Already in place? If not, how long after project kickoff are they likely to start?	FTE	Total time on project (months, rounded)
<i>Sophia Fleissig</i>	<i>Mechatronics engineer, project lead</i>	<i>Currently assigned to a different project but could transfer to this project with 6</i>	<i>80%</i>	<i>19</i>

		<i>weeks notice</i>		
<i>Unknown</i>	<i>Expert in AI/RL</i>	<i>To be recruited, aiming to start within 3 months</i>	<i>100%</i>	<i>24</i>
<i>Magnus Formaggio</i>	<i>Robotics prof advising on force control</i>	<i>Yes</i>	<i>30% during months 1-12, 20% during months 13-24</i>	<i>6</i>

**Labour table to be completed for all individuals working on the proposed project** (filled here with hypothetical examples).

- Other team/collaboration information
  - + If you intend to collaborate with or rely on any third parties, sub contractors/grantees, who they are and which elements of the project they will support/deliver.
  - + How you intend to coordinate and manage the teams including any collaborations with third parties.
  - + Any potential gaps in your core competency which would be required in order to achieve the overall goals.
  - + We also want to know what motivates you or the team to want to do this project and why you are the right person/team to work on this project.

You will be required to answer additional questions about the themes and use cases that most align with your project, which can be found in the application portal.

### Section 3: Administrative Response

This section includes information about the budget, intellectual property that you intend to rely on, any perceived conflicts of interest and for non-UK applicants how the proposed project may benefit the UK.

In completing your application you must also provide answers to the following questions. Answers to these questions are not included in the page limit. You will complete these questions in the application portal so there is no need to format these in a specific way or include them in the 12 page proposal above.

Application	Guidance
<p><b>How much funding do you need?</b></p>	<p><i>(Please provide a cost breakdown by completing the spreadsheet <a href="#">here</a>.</i></p> <p><i>Prior to completing this template you should review ARIA's Eligible cost guidance <a href="#">here</a>.</i></p> <p><i>The completion of a more detailed costing template will be required prior to contract/grant signature)</i></p>
<p><b>Are you proposing to contribute funding?</b></p>	<p><i>(Where you, your organisation or a third party are proposing to contribute funding to the project please let us know how much funding you plan to contribute, who is contributing the funding, is the funding already secured and any other relevant details.</i></p> <p><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></p>
<p><b>Does your proposal depend on background IP (pre existing)?</b></p>	<p><i>(If Yes, give us an Indication of: What background IP is required, Whether you currently have rights to that IP)</i></p>

<p>Have you already secured funding for a similar project or are you currently in the process of seeking support from other funding sources for the same project?</p>	<p><i>(If yes, tell us more about the funding you already have or are applying for)</i></p>
<p>What is your collaboration approach?</p>	<p><i>(In the application portal, please select the option that best describes your situation</i></p> <p><i>a) a consortium with a lead applicant</i></p> <p><i>b) applicants who apply separately but plan to collaborate as part of the programme.</i></p> <p><i>c) a standalone applicant and open to collaboration but currently have no plans with other applicants.</i></p> <p><i>c) a standalone applicants who have no current plans to collaborate with other applicants.</i></p> <p><i>If you answer yes to options a or b please ensure you describe this in section 2 of your proposal and ensure any costs are detailed in the cost template.)</i></p>
<p>Any other factors or restrictions that might impact your freedom to operate and deliver the project?</p>	<p><i>(Please provide a detailed description of any perceived conflicts of interest with the programme director, import/export or security restrictions that you are aware of)</i></p>
<p>How do you envision commercialisation of the proposed project?</p>	<p><i>(Please complete and upload a commercial hypothesis for your project using the guidelines <a href="#">here</a>)</i></p>

<p><b>Are you proposing to perform the majority of the proposed project outside of the UK?</b></p>	<p>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. &gt;50% of project costs and personnel time).</p> <p>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.</p> <p>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 54 months).</p> <p><i>Please provide a detailed description of any proposed plans (including a timeline or commitments)</i></p>
<p><b>Has a suitably authorised member of your Organisation approved the submission of this proposal?</b></p>	<p><i>(In the application portal, please select the option that best describes your situation and provide details where required)</i></p>
<p><b>Additional questions about you/your organisation that can be found in the application portal.</b></p>	