Programme Call – Concept Papers Guidelines

How to Format your proposal

- Page count: a maximum of 3 pages, including diagrams but excluding references
- 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

Section 1: Technical concept

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

- Which Technical Area (or Areas) you seek to pursue (TA1,2,3)
- A brief summary of the scientific question you are setting out to answer, the proposed idea / solution, and how it supports the objectives of the technical area and the programme as a whole.
- A description of the approach or methodology that will be employed to address the research objectives. Including:
    - A description of the idea / solution proposed and why you have not been able to realise it previously.
    - 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, but do not necessarily have to be your own work.
    - Identification of the technical challenges or obstacles that must be overcome to achieve the research goals. This includes potential risks and mitigation strategies.
- If your proposal includes research in TA1 or TA2, explain which variable(s) from Table 1 of the solicitation call the project will target, define the parameters in the Improvement Ratio metric for the project and explain how the >100-fold increase will be delivered.
- 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.

ARIA
Advanced Research + Invention Agency

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?	*(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.*

	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)
How many months will you need to work on your proposed project?	(There is no minimum length for a proposed project. The maximum length is 60 months)
Are you planning to give a portion of the work to external subcontractors?	(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)
Are there any other factors or restrictions that might impact your freedom to operate and deliver the project?	(Please provide a short description of any import/export restrictions; security, ethical, legal and regulatory restrictions that you are aware of)
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 as detailed in the Solicitation Call proposal evaluation process and criteria. In these instances, you must outline any proposed plans or commitments in the UK that will contribute to the programme or engage directly with the Greenland community within the

	project's duration (note the maximum project duration is 48 months). *Please provide a brief summary of your proposed plans or commitments.*
Does your proposed research require the support and use of a [NERC facility](#)?	**If so, please list the facility(ies).** *(You should also contact the NERC facility, service or High Performance Computing (HPC) consortia lead before submitting your concept paper. You should contact Marine Planning directly if your proposal requires use of NERC's marine facilities. Details and facility costs do not have to be included at concept paper stage.)*
Additional questions about you/your organisation that can be found in the application portal.	