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

***\*\*****Do**not to exceed 3 pages\*\**

*• 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.*

*• 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 the 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.*

**Personnel**

*For all personnel please include:*

* *the role (eg. Postdoctoral Fellow/Research Assistant)*
* *FTE and salary level (eg. Full-time or 0.5FTE; ALEVB or HEW5.3)*
* *description of their specific level of expertise required*
* *duration required on project (eg. X number of months or years)*
* *total cost of salary*

**Travel**

*Travel costs must be itemised in this section in line with summarised trip cost in the budget table. For example ‘Sydney conference for 2 people’ in the budget will need to be detailed here to include $ for flights, accommodation, etc.*

**Field Research**

*As above, field research costs must be itemised in this section in line with summarised site visits in budget table. For example ‘Albany 10 days’ will need to be detailed here to include $ for flights, accommodation, car hire, boat hire, etc.*

**Equipment**

**Maintenance**

*Includes consumables and items related to equipment maintenance*

**Other**

*Items which can be included in the ‘Other’ budget category are those that cannot be appropriately placed in another category. Some ‘Other’ items include, but are not limited to, expert services of a third party, publication and dissemination costs and web hosting and development specific to the project.*