**F2 Justification of non-salary funding requested from ARC**

Within no more than two A4 pages, describe how you will use the requested ARC non-salary funding in terms of both the need and cost for each item described at F1.

Please note that the only total cost amount being requested should be entered as a one-line item (*Project Costs*) in the budget table in F1.

Further details and categories should be included in this Section (F2). The Research Office suggests below two alternative template options that may be suitable for your budget justification depending on the complexity and detail required.

**OPTION 1**

*This format**allows you to group project costs across the different years and may be useful where similar items are requested across multiple years, or there is a need for additional space to provide a more fulsome justification of the item need and cost.*

**Personnel**

**Travel**

**Field Research**

**Equipment**

**Maintenance**

**Other**

**OPTION 2**

*This format allows you to clearly separate project costs across the different years of your project and may be more suitable for budgets with fewer items or less complex justifications. However, this may not be a space efficient option for some budgets. Repeat Year table for each year of the project, and include N/A if specific categories are not requested on a given project year.*

**Year 1**

|  |  |  |
| --- | --- | --- |
| **Item requested**  | **Cost** | **Justification** |
| ***Personnel*** |
| E.g. Research Assistant at HEW 5.1 for 0.5 FTE | $xxx | xxx |
| ***Travel*** |
|  |  |  |
| ***Field Research*** |
|  |  |  |
| ***Equipment*** |
|  |  |  |
| ***Maintenance*** |
|  |  |  |
| ***Other*** |
|  |  |  |
|  |  |  |

**Year 2**

|  |  |  |
| --- | --- | --- |
| **Item requested**  | **Cost** | **Justification** |
| ***Personnel*** |
| E.g. Research Assistant at HEW 5.1 for 0.5 FTE | $xxx | xxx |
| ***Travel*** |
|  |  |  |
| ***Field Research*** |
|  |  |  |
| ***Equipment*** |
|  |  |  |
| ***Maintenance*** |
|  |  |  |
| ***Other*** |
|  |  |  |

**Helpful tips**

For personnel requests provide specific detail around the skill set required and include the salary level, FTE and time period of employment. For accurate costing, use the [IE24 Salary Scales](https://www.uq.edu.au/research/research-support/research-management/funding-schemes/australian-research-council-arc/arc-industry-fellowships-program) guide when calculating salaries. Remember that the request for the **Fellow’s salary does not need to be justified.**

Economy domestic and international travel must be fully justified and explained in terms of price (e.g. return economy airfares, total nights’ accommodation and subsistence) and contribution to the research outcomes of the project. This could include justifying reasons for travel to foster and strengthen collaborations.

For equipment and consumables, a brief description of the item, its cost and why it is required for the project should be included. Details of the manufacturer, supplier, cost and installation based on quotes obtained (excluding GST) should be provided. For major items, applicants must justify the importance of the equipment and demonstrate that access to such equipment housed elsewhere is not practical. Please note: as the ARC expects the costs to be based on current quotes rather than estimates, figures rounded off to the nearest thousand may attract criticism from assessors.