Helpsheet for VicLIEF online EOI submission
Submission Deadline: 5pm, 21 Decemeber 2023

Introduction

Each year the Victorian Universities (see participating universities below) run a combined Expression of Interest (EOI) process for the LIEF scheme to strengthen the competitiveness of submissions and eliminate duplication of applications for similar infrastructure/equipment. Accordingly, the DVCR's request that EOIs are submitted for any potential LE25 bids where either:

- a VIC-based university is leading the application, or
- a VIC-based CI is participating on a bid led by an interstate university.

The EOI form is available via the Smarty Grants system which this year is hosted by the University of Melbourne on behalf of the following participating universities: Monash University, Deakin University, Federation University Australia, La Trobe University, RMIT University, Swinburne University, University of Melbourne, University of Tasmania and Victoria University.

Key Dates

7 Novemeber 2023, 12 noon	Notices of Intent (NoI) due to Research Funding research.funding@federation.edu.au
13 November 2023, 9am	VicLIEF EOI opens in Smarty Grants: https://ricunimelb.smartygrants.com.au/LIEF_2025_EOI
21 December 2023, 5pm	EOIs for VicLIEF 2025 due
15 January 2024, 9am	VicLIEF system hard close
24 January 2024, 10am	Meeting of all Victorian-based university DVCRs/Research Directors (or nominees) to review EOIs.
24 January 2024	ARC LE25 Applications open in RMS.
TBA see ARC calender for updates	Request not to Assess due to ARC.
12 March 2024, 12 noon	Internal Application Compliance and Budget Review
2 April 2024, 12 noon	Final Internal Submission for LE25 DVCRI approval
9 April 2024, 5pm	ARC Close for full LE25 applications.

Should I submit an EOI?

The following should help you to decide if you should submit a LE25 VicLIEF EOI:

		Your Role in the proposal	
		Lead CI	**Non-Lead CI**
Administering Organisation	**Based in Victoria**	Complete and submit an EOI on behalf of the bid team.	Do not submit an EOI. The lead CI will do this.
	Based interstate	-	Complete and submit an EOI*

*For interstate-led bids, there could be more than one VIC-based CI participating. Ideally only one EOI should be submitted to represent the bid and so if possible agree with your VIC-based co-CI's who should enter the EOI. If in doubt, please submit an EOI anyway. Duplicate bids will be detected and combined prior to the Research Directors meeting.

Instructions to Applicants

STEP ONE – log into the Smarty Grants portal or register for a Smarty Grants account:

- Go to Smarty Grants VicLIEF EOI Portal at https://ricunimelb.smartygrants.com.au/LIEF_2025_EOI
- Click on 'Start a Submission' at the top of the screen

Victorian LIEF 2025 Expression of Interest Portal

Start a submission   Preview the form   Download preview form
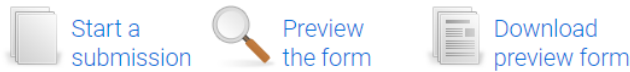
Submissions are now being accepted. Submissions close at 9:00AM 15 January 2024 (AEDT).

IMPORTANT: Please read the information below to assist you in completing your application online.

BEFORE YOU BEGIN

Welcome to the **Victorian ARC LIEF 2025 Expression of Interest Portal**, powered by SmartyGrants.

- You will then be prompted to Login or Register
  - If you have a Smarty Grants account already – Fill in your details and click on 'Log in'
  - If you have never used Smarty Grants before – Click on the green 'Register' button
    - You will be asked to confirm your email address before being granted access to the EOI Form

STEP TWO – create Expression of Interest

- Once logged into the portal, click on 'Next Page' to start your Expression of Interest
- Remember to save your progress as Smarty Grants may log you out after 20 minutes of inactivity
- You can save a partially completed EOI and return to it another time by logging in and clicking on your submission under 'Forms in Progress' under your Smarty Grants account, or by clicking on the LE2025 EOI link provided above and clicking on 'Continue your Submission'

Detailed instructions for competing the online form for Victorian-led proposals

Administering Organisation	Enter the name of the University that is leading the proposal and who will administer the grant.
Project Summary	Complete: - Project Title - Is this a re-bid from a previous round? - Brief description of the infrastructure to be purchased (500 words) - LIEF grant duration in years and start and end dates - Primary and secondary 2020 FOR Division(s) - Information on the availability of same/similar infrastructure in Australia or Victoria - Whether it can be accommodated into existing platforms or not.
Existing Platforms or Facilities	If you have selected 'Yes' to the question on whether it can be accommodated into an existing platform or facility, this section will require completion with: - Which platform or facility - Whether or not the platform/facility manager has been consulted - The name of the platform/facility manager
Proposal Description	Provide information on the significance, need and use, nature of alliance, access and governance arrangements for the infrastructure (500 words per section)

Investigator Teams	Complete names of all CI's and PI's participating, including those from other universities, and whether or not discussions about the intended LIEF application have been initiated.
Sharing of EOI details	Please indicate if you give permission for your EOI to be shared with prospective CIs.
Budget	Indicate: • The purchase cost of each element of the infrastructure requested and where it will be located after purchase • The contributions to the purchase of the infrastructure from each organisation • The dispersement of ARC grant funding if successful (if known) • Details of any additional cost associated with the installation or commissioning of the infrastructure, which is not being covered by the grant.

STEP THREE – finalise and submit to Research Office
- When the EOI submission is complete, you will find a 'Review and Submit' button at the side of the navigation panel. Once you have reviewed your EOI, you can submit it by clicking on 'Submit'. **Once you have submitted your EOI, no further editing or updating is possible.** You will receive an automated confirmation email.
- If you need to make changes, please contact research.funding@federation.edu.au and the Research Funding Team will arrange to have it released back to you.
- You can preview and/or download your EOI once you have submitted the form by clicking on 'Download PDF' at the top of the screen.

- Please submit your EOI by **5pm, 21 December 2023**. The Portal will remain open during the year-end break, and will have a hard close time of **9am on 15 January 2024**.

Further information on the LIEF EOI process
Further information on the scheme and Federation University processes can be found on our ARC and NHMRC due dates webpage.

If you have any queries about LIEF please contact Tina D'Urbano, Team Leader, Research Funding or Jane Tuppen Coordinator, Research Funding at research.funding@federation.edu.au.