

# How to apply?

Navigating ANZIC's grant application software



This software helps ANZIC efficiently manage applications, progress of grants, and track outcomes safely and securely.

It also helps our ANZIC Science Committee review applications in a fair, unbiased, and transparent manner.

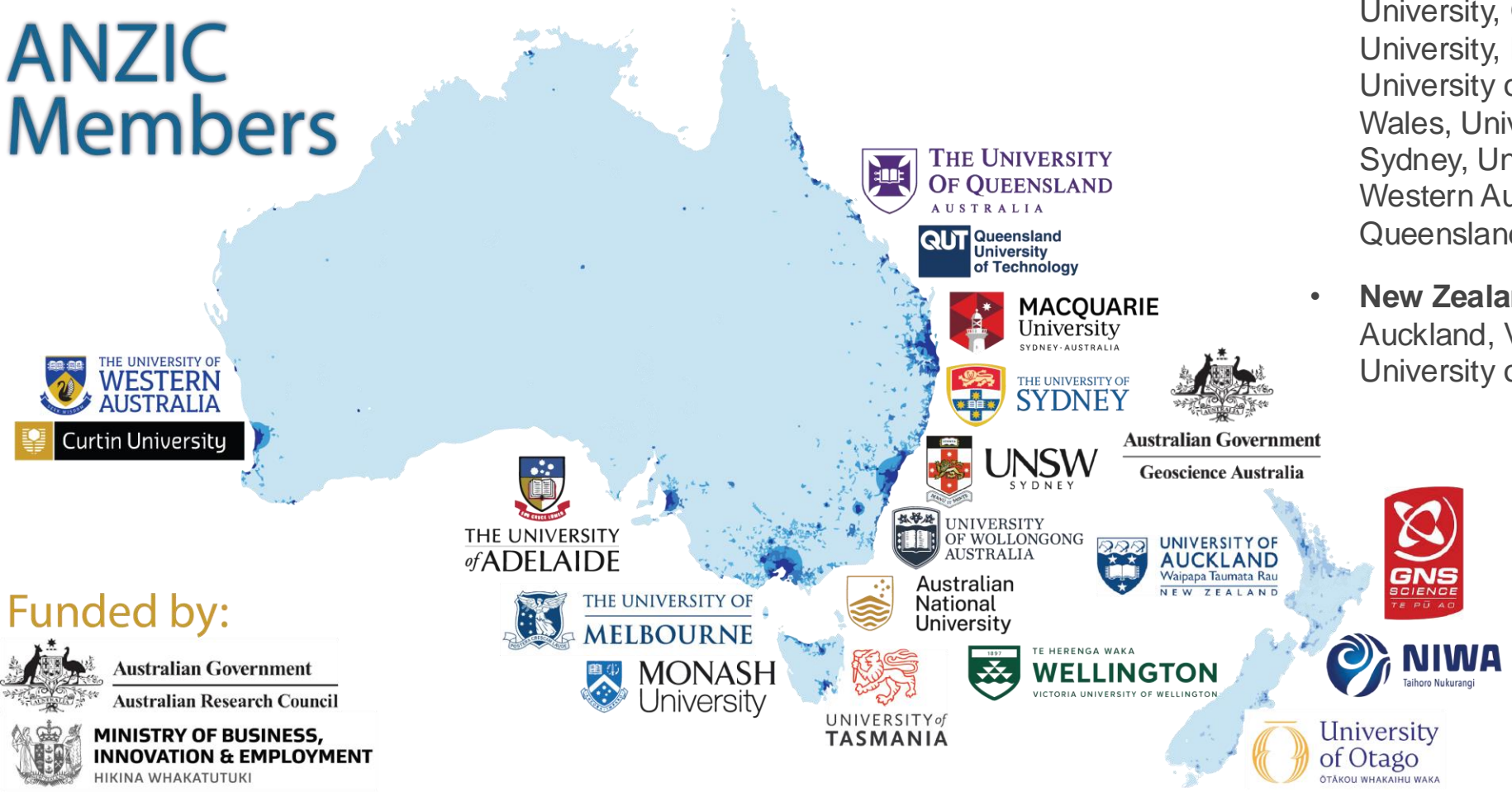


# ELIGIBILITY

To be eligible to apply, you must:

- Be employed or enrolled in an **ANZIC member institute** for the duration of the project you are proposing.
- **ANZIC Members**
  - **Australia:** Australian National University, Curtin University, Geoscience Australia, Macquarie University, Melbourne University, Monash University, University of Adelaide, University of New South Wales, University of Queensland, University of Sydney, University of Tasmania, University of Western Australia, University of Wollongong, Queensland University of Technology
  - **New Zealand:** GNS Science, University of Auckland, Victoria University of Wellington, NIWA, University of Otago

## ANZIC Members



## Funded by:



# BEFORE YOU BEGIN

- Wait for the AILAF call to open
- You will find the link to SmartyGrants in the call
- Register yourself as a user
  - ANZIC uses SmartyGrants for all its funding and calls for participants on activities
  - You will only need to register yourself once for multiple activities



Australian and New Zealand  
IODP Consortium

Exploring the Earth under the Sea

Logged in: |

) My Submissions Log Out

## AUSTRALIA AND NEW ZEALAND IODP CONSORTIUM

### Rounds

There are no rounds available for Australia and New Zealand IODP Consortium at the moment.

Once you have logged in, you will  
see the new AILAF Call listed here

# COMPLETING AN APPLICATION IN A GROUP/TEAM

- A number of people can work on an application using the same log in details as long as only one person is working at a time.
- Ensure you save as you go.
- This is particularly useful for students or ECRs who want their supervisors or collaborators to contribute or edit their proposals before submission

# SAVING YOUR DRAFT APPLICATION

- If you wish to leave a partially completed application, press 'save and close' and log out. When you log back in and click on the '**My Submissions**' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.
- You can also download any application, whether draft or completed, as a PDF. Click on the 'Download PDF' button located at the bottom of the last page of the application form.

# NAVIGATING THROUGH THE APPLICATION FORM

**The 2024 AILAF Application will have 4 parts:**

- Project Objective
- Project Outcomes
- Budget
- CV



# NAVIGATING THROUGH THE APPLICATION FORM

## 1. PROJECT OBJECTIVE

- Provide a short description of your project - outlining the aim(s) of your project. *100 words recommended*
- Outline the background for the proposed project. *500 words max*
- Research plan including sampling and/or data acquisitions/processing intentions/personnel involved. Please explain how your project intends to advance ANZIC's research priorities. *500 words max*
- Provide an accurate (as possible) justification of the materials and activities you are seeking AILAF funding support for, and a project timeline that will ensure completion

# NAVIGATING THROUGH THE APPLICATION FORM

## 2. PROJECT OUTCOMES

- Outcome intentions:
  - Outline intended publications, database submissions, and any other research outputs or outreach activities you envisage will arise from this project
  - Indicate who will be the main users or beneficiaries of the outputs or products.



# NAVIGATING THROUGH THE APPLICATION FORM

## 3. BUDGET

- Outline the project's budget and detail individual item costs.

### You can request funds for:

- analytical or professional services
- consumables for analytical or educational work
- sample postage freight (note samples are normally sent free of charge to your institution from the core repositories, it is your responsibility to return them if not used or if material remains)
- access to specialist data services
- essential software licenses for the term of the project
- supercomputing time on national or web-based services
- open-software, model, program development services
- delivery of a specific training course
- site surveys for planned scientific drilling

### You cannot request funds for:

- employing someone to execute the project on your behalf
- your own salary
- travel
- conference attendances/registrations
- computers and other equipment
- bench fees

*Note: ANZIC funds cannot be used to employ staff directly for a project (academic or technical). It can be used to pay for the time of an existing staff member who will provide an analytical service. ANZIC is not responsible for on-costs/leave/other entitlements.*

# NAVIGATING THROUGH THE APPLICATION FORM

## 4. CURRICULUM VITAE

- **2 pages only!**
- Academic Qualifications
- Current Position
- Present research/specialty
- Awards/Grants
- Publications/citations and public data submissions: last three years. Please indicate if you have just returned from a career break and include older publications if they are relevant
- Optional: If you wish you can upload any documentation to support your application, e.g. figures

# SUBMITTING YOUR APPLICATION

- Once you have submitted your application, no further editing or uploading of support materials is possible.
- When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

# WHAT'S NEXT?

Our expert team on the ANZIC Science Committee will be available to help ensure your project's success

1. Applicants, successful and not successful, will be notified ~2 months after the AILAF close date.
2. Projects are expected to start at the end of the year, with the analytical work to be completed within two years.
3. The ANZIC Office will work with you and your research office to implement an agreement. If awarded over \$15,000, your payment will be split into two tranches.
4. You will be required to submit a short progress report after the first year and a final report and acquittal at the completion of the project.
5. Please note that completion of the AILAF project is when all the analytical work and spending is completed. We understand that publications or final educational products might take longer than the grant's lifetime. The ANZIC Office will follow-up with projects after they are completed to record outcomes.