



Australian Research Data Commons

Cross-NCRIS National Data Assets program 2020: Request for Proposal

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RFP opening date: July 20 2020

RFP closing date and time: August 10 2020 5pm AEST

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Project commencement: Q4 2020

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1. Background

1.1 ARDC

The Australian Research Data Commons (ARDC) was formed by the Federal Government in July 2018 through the merger of three existing National Collaborative Research Infrastructure Strategy (NCRIS) eInfrastructure capabilities (the Australian National Data Service (ANDS), National eResearch Collaboration Tools and Resources (Nectar) and Research Data Services (RDS)).

The ARDC is a transformational initiative that enables Australian research community and industry access to nationally significant, leading edge data intensive e-Infrastructure, platforms, skills and collections of high-quality data.

In partnerships with organisations, the ARDC leads facilitations that work towards a coherent research environment to enable researchers to find, access, contribute to and effectively use services to maximise research quality and impact.

1.2 Cross-NCRIS program vision

Over and above such systemic support for NCRIS facilities, the ARDC now proposes to establish a special set of data partnerships with clusters of NCRIS facilities targeting the establishment and development of cross-NCRIS national data assets. ARDC will co-invest with a consortium of facilities, and will also bring other resources to the table, such as underpinning storage and cloud support, information services, specialist consultancies, as well as developing capability and communities of practice. These special cross-NCRIS data partnerships will target shared, aggregated, or federated data assets that

- Would not naturally develop from the independent work plans of facilities
- Would not reach the same scale or effectiveness in separate facilities
- Would provide better value to end-users (research, industry, public policy) as combined, coherent, and standardised assets.

2. Open call details

2.1 Eligibility

The program has been designed to partner with groups of [National Collaborative Research Infrastructure Strategy \(NCRIS\)](#) facilities to establish cross-NCRIS national-scale data assets to support leading edge research.

Please read [the full program description](#).

2.2 Selection criteria

1. Project includes at least 2 NCRIS facilities as project partners.
2. Project establishes or improves a cross-NCRIS data asset that includes data from at least 2 NCRIS facilities.
3. Project establishes or improves a cross-NCRIS data asset that includes data from at least 2 NCRIS facilities.
4. Cross-NCRIS national data asset combine the data for added value through means such as: <ul style="list-style-type: none"> a. more integrated or more integratable data across facilities b. complementary data types from facilities being more usable together c. similar data from distributed facilities being available in a larger, unified, more usable asset
5. Proposed cross facility data assets: <ul style="list-style-type: none"> a. will support new research programs, insights or efficiencies; AND b. have impactful application beyond research; AND c. meet FAIR and quality standards appropriate to the discipline and application targeted in the project.
6. Co-investment can be attained (Note: 1:1 co-investment is required).

2.3 Proposal evaluation and selection

Proposals will be evaluated by a selection panel, to be appointed by the ARDC (composed of ARDC and external members), and scored according to the selection criteria and the assessment rubric. The decision to invest in proposals will not just be based on the results of the evaluation process. The ARDC is looking to fund a balanced portfolio of projects, and this will be a factor in the final decisions. The final decision to award funding to Proposals rests with the ARDC Chief Executive Officer.

In addition to ARDC monetary investment, successful Platforms projects are eligible to receive access to ARDC-funded Cloud Compute and Storage resources during the lifetime of the project.

2.4 ARDC investment and support

The NCRIS funding rules establish a set of principles in ARDC for the investment of funds. ARDC requires at least an equivalent level of co-investment (1:1) to ARDC funding, over the total period of the project. That is, the ARDC will only fund up to a maximum of half of the cost of each project.

Proposals should also not assume that they will be allocated the full amount of funding they request - project scope variations may be requested to ensure balance across the investment portfolio.

2.5 Co-investment

Co-investment must be in an auditable form (in accordance with reporting and accountability requirements as specified by the Commonwealth Department of Education) and can be cash (from project partners or other grants), investment from other NCRIS Projects, or effort/labour. NOTE: if contributing effort/labour, work on the project must be a significant amount of the person's time, i.e. 0.25 FTE or more).

2.6 Proposal enquiries

Proposing organisations are encouraged to seek clarification if the RFP document is unclear or they identify issues not covered by the provided documentation. Questions can be submitted via this [form](#).

Questions and corresponding responses will be deidentified and published in the [frequently asked questions](#).

2.7 Submitting a proposal

Proposals must be submitted using the online form that will be available from [Cross-NCRIS Open Call 2020](#).

Submissions open on July 20 2020 and close at 5pm AEST August 10 2020.

3. Project requirements

3.1 Enabling FAIR

The [NCRIS guidelines](#) require that data funded through NCRIS be made available according to the FAIR Principles. As an NCRIS facility ARDC expects the adoption of the FAIR Principles to make data outputs from projects more reusable. The [FAIR Data Guidelines for Project Data Outputs](#) translates these principles into a practical set of actions for ARDC projects that will make the data more FAIR. These guidelines will form part of the project requirements and reporting.

3.2 Post-project reporting on research outcomes

Typical projects in this program have the following elements:

Inputs →	Activity →	Outputs →	Outcome →	Impact
Resources from: - NCRIS facilities - ARDC Requirements from: - Research community	Bringing together complementary or distributed data into a combined asset to produce - more integrated data - more integratable data	Cross-NCRIS data asset	Increased use of NCRIS data in research	Improvements to: - research - policy - environmental, social, economic consequences

← Formal Project Phase →

← Post project benefit realisation →

The formal project would typically finish after the “Output” stage above. However, it is assumed that after this stage the new capability will be maintained by the NCRIS facilities as part of a new ‘business as usual’ footing. The project partners will remain in formal communication beyond the Output stage to monitor and report Outcomes (research usage of the data) and Impacts (improvements to research and operations efficiency as well as broader positive societal consequences).

To ensure that these strategic goals are achieved, the ARDC requires all funded projects to plan, implement and report on research outcomes and impact from funded activities. Please refer to ARDC’s [Research outcomes reporting, planning and implementation: Guidelines for Projects](#). These guidelines will form part of the project requirements and reporting.

4. Proposal terms

1. The Proposer must inform the ARDC promptly in writing of any material change to any of the information contained in their submitted Proposal, and of any material change in circumstance that may affect the truth, completeness or accuracy of any of the information provided in, or in connection with the Proposal.
2. The Proposer acknowledges and agrees that:
 - 2.1 to the maximum extent permitted by law, neither the ARDC nor its employees, advisers or agents will in any way be liable to any person or entity for any cost, expense, loss, claim or damage arising out of or in connection with this RFP;
 - 2.2 they have not relied on any express or implied warranty or representation made by or on behalf of the ARDC other than as expressly contained in this RFP or an addendum to this RFP;
 - 2.3 they have not received improper assistance from any staff member of the ARDC;

- 2.4 they have not colluded with other organisations to inflate funding estimates;
- 2.5 they have no actual, perceived or potential conflict of interest in relation to the Proposal.
3. The Proposer acknowledges that the ARDC may alter this RFP, including its specifications / requirements, structure and timing, at any time and for any reason.
4. The Proposer understands that proposals will be treated as confidential by ARDC and that ARDC will not disclose Proposal contents and Proposal information, except:
 - 4.1 as required by law (including, for the avoidance of doubt, as required under the Freedom of Information Act 1982 (Vic) (FOI Act);
 - 4.2 for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction;
 - 4.3 to external consultants and advisers of ARDC engaged to assist with the Proposal Selection Process;
 - 4.4 to the Department of Education, Skills and Employment, at its request and if required, to enable transparency and accountability; and/or
 - 4.5 general information from Proposers required to be disclosed by government policy and as part of the RFP approval process.

Appendix 1: Proposal form, assessment criteria and rubric

This document is intended to provide guidance as to the questions that will be asked in the online form, in relation with the related selection criteria and assessment rubric.



Australian Research Data Commons

Cross-NCRIS National Data Assets program 2020: Proposal Questions, Selection Criteria, and Assessment Rubric

The following document is intended to provide guidance as to the questions that will be asked in the online form, in relation with the related selection criteria and assessment rubric. The proposal form will be made available on the ARDC website once the RFP period opens on July 20th, 2020. It is not anticipated at this point that the form might vary from this indicative template, but the ARDC reserves the right to make enhancements to the form before the RFP period opens.

Proposals will be evaluated by a selection panel, to be appointed by the ARDC (composed of ARDC and external members), and scored according to the selection criteria and the assessment rubric. The selection panel will be composed of experts of varying backgrounds. Applicants should therefore avoid the use of acronyms, technical jargon and domain specific language. The selection panel process will result in ranked evaluations of proposals. The decision for ARDC to co-invest in proposals rests with the ARDC Chief Executive Officer.

It is expected that successful applications achieve at least “satisfactory” on all questions.

Information provided in this form will be made available to ARDC staff and the selection committee and will otherwise be treated as confidential. The summary description in question 5 will be published by ARDC if the application is successful. Any personal information collected will be managed according to the ARDC’s privacy policy.

Selection Criteria

- **Project includes at least 2 NCRIS facilities as project partners.**

- **Project includes identified beneficiaries as project partners or active stakeholders.**
- **Project establishes or improves a cross-NCRIS data asset that includes data from at least 2 NCRIS facilities.**
- **Cross-NCRIS national data asset combine the data for added value through means such as:**
 - **more integrated or more integratable data across facilities**
 - **complementary data types from facilities being more usable together**
 - **similar data from distributed facilities being available in a larger, unified, more usable asset**
- **Proposed cross facility data assets:**
 - **will support new research programs, insights or efficiencies; AND**
 - **have impactful application beyond research; AND**
 - **meet FAIR and quality standards appropriate to the discipline and application targeted in the project.**
- **Co-investment can be attained (Note: 1:1 co-investment is required).**

Proposal questions

1. Proposal title

Provide a title of no more than 75 characters (approximately 10 words). (75 characters)

2. Proposal short title

This can be an acronym or 2-3 words title used to refer to the project. (50 characters)

3. Lead NCRIS facility

- [NCRIS](#) Facility title
- First name
- Last name
- Job title

- State
- Email
- Phone number
- ORCID (optional)
- Project Involvement (200 words)

4. Partner NCRIS Facility

- [NCRIS](#) Facility title
- First name
- Last name
- Job title
- State
- Email
- Phone number
- ORCID (optional)
- Project Involvement (200 words)

+ **NCRIS Facility (Several NCRIS facilities can be added here.)**

Criteria: Project includes at least 2 NCRIS facilities identified as project partners.

Assessment rubric: Are two NCRIS facilities committed to the project?
Satisfactory/ Unacceptable

5. Proposal summary

Provide a summary of the aims, significance (or context), and expected outputs of the Project. Ensure the data asset is the focus. (400 words)

Write your Proposal Summary simply, clearly and in plain English. Avoid the use of acronyms and specialised terminology associated with a particular domain. If your proposal is successful, the Proposal Summary is published to the general public as part of ARDC announcements.

6. Collaborators

List all collaborators who will be actively involved in the project, including NCRIS facilities other than those listed above. Collaborators have some responsibility for project activities, outputs, and deliverables.

- Organisation
- Group/Department
- First name
- Last name
- Job title
- State
- Email
- Phone number
- ORCID (optional)
- Project role: Project manager; Work package lead; Data contributor; Requirements provider; Use case participant; Project team member; Adviser; Steering Committee member; Other

+ **Collaborator (Several Collaborators can be added here.)**

All listed collaborators will be emailed a link asking to confirm commitment to the project. The form will ask for: Title, First Name, Last Name, Job Title, Organisation, Group/Dept, Alternative Affiliation (optional), Alternative Job Title (optional), State, Email, Phone Number, ORCID (optional), Project Role.

7. Confirmed data from each NCRIS facility

Describe the existing data collections that are identified and confirmed as in scope for this project. “Confirmed data” here refers to specific data collections that can be identified now and will definitely be included as a project input in the project plan. Describe each in scope data collection separately. “Provisional data” (any data inputs that need an environmental scan, further consultation, or feasibility analysis) should be described in Q8.

Collection title/s and unique identifier/s:	Associated NCRIS:	Association with the NCRIS facility: Producer; Custodian; Funder; Other
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Originating source (30 words)(person/group/project who collected the data):	
Current licence (30 words):	
Current access arrangements (30 words) (who can and how to access the data):	
Related information, such as formats, provenance, volume and other attributes (100 words):	
Describe how this data collection provides value to the new asset (100 words):	
<p>+ Data Collection (Several data collections can be added here.)</p>	
<p>Criteria: Project establishes or improves a cross-NCRIS data asset that includes data from at least 2 NCRIS facilities.</p>	<p>Assessment rubric: Are the data collections in scope described well, specifying the data collection clearly and addressing the requested properties? Unacceptable: It is not clear or somewhat clear which input data collection are in scope for this project; the data proposed is a vague category of unspecified data collections; it is not possible to establish a verifiable scope for the project. Satisfactory: It is clear which input data collections are in scope for this project; whether they will be available; how they are relevant to the new cross facility asset. Excellent: The data collection inputs for this project are precisely identified; their availability and suitability inspire a great deal of confidence that the project will proceed without hitch and will have verifiable scope.</p> <p>Does the project have input data from at least 2 NCRIS facilities? Satisfactory/ Unacceptable</p>
<p>8. Provisional data from NCRIS facility (optional) Describe any other data collections that are in scope during the project, but which are not yet confirmed, specified, or precisely identified. “Provisional data” here includes any data collections that need an environmental scan, further consultation, or feasibility analysis before they can be specifically identified as a project input.</p>	

Include a brief description of the plan or process to include or confirm this data collection in the project. Data to be brought on board after the project are described in Q11 (and not here). Describe each provisional data collection separately.

Collection title/s and unique identifier/s:	Associated NCRIS:	Association with the NCRIS facility (producer, custodian, funder, other):
Originating source (30 words)(person/group/project who collected the data):		
Current licence (30 words):		
Current access arrangements (30 words) (who can and how to access the data):		
Related information, such as formats, provenance, volume and other attributes (100 words):		
Describe how this data collection provide value to the new asset (100 words):		
Describe plan to include this data collection (100 words):		

+ Data collection (Several data collections can be added here.)

Criteria: Project establishes or improves a cross-NCRIS data asset that includes data from at least 2 NCRIS facilities.

Assessment rubric: Are the provisional data collections described well and is there a credible process for further specifying and confirming their availability?

Unacceptable: It is not clear or somewhat clear what the targeted data inputs are for this project; there is a risk that sufficient data inputs will not be available; it is not possible to properly establish a verifiable scope for the project; the described data collections are not relevant to the cross facility purpose.

Satisfactory: The data inputs targeted for the project are clear and appropriate to the proposed cross facility asset; a credible process has been identified for specifying them and confirming their availability.

Excellent: The data inputs targeted for this project are obvious, considerable and highly relevant to the new cross-facility data asset. The process for confirming these

		data collections for the project guarantees that there will be sufficient relevant data available for the project and the scope of the project will be verifiable.
<p>9. Data from other collaborator/s (Optional) Describe the confirmed data collections to be contributed by other collaborators (non-NCRIS project partners). These collaborators should be mentioned above in question 6. Describe each data collection separately.</p>		
Collection title/s and unique identifier/s:	Collaborator:	Current custodian:
Originating source (30 words)(person/group/project who collected the data):		
Current licence (30 words):		
Current access arrangements (30 words) (who can and how to access the data):		
Related information, such as formats, provenance, volume and other attributes (100 words):		
Describe how this data collection provide value to the new asset (100 words):		
<p>+ Data Collection (Several data collections can be added here.)</p>		
		<p>Question 9 will not be assessed but will be given to assessors to give them the broader context.</p>
<p>10. Project Outputs (New data asset) Describe how the data in Q7-9 will be brought together to create the proposed cross facility data asset. Consider the examples given under the criteria. (400 words)</p>		
<p>Criteria: Cross-NCRIS national data asset combine the data for added value through means such as:</p> <ul style="list-style-type: none"> more integrated or more integratable data across facilities 		<p>Assessment rubric: Is it clear how the proposed data asset will be built based on the data collections from each facility described in Q7-9 to create new value?</p>

<ul style="list-style-type: none"> ● complementary data types from facilities being more usable together ● similar data from distributed facilities being available in a larger, unified, more usable asset. 	<p>Unacceptable: The approach for bringing together the input data into a new integrated data asset is unclear or unconvincing; the value-add of the combined asset is not obvious.</p> <p>Satisfactory: The approach for bringing together the new proposed integrated data asset is clear and the value-add from the integration across the facilities is convincing.</p> <p>Excellent: The proposal describes how the input data will be brought together into a coherent data asset (with eg common services and information standards, harmonised ontologies or simplified user access); the combined data asset has clearly demonstrated value-add in terms of scale, usability and/or integration of the combined asset.</p>
<p>11. Extensibility plans How do you plan to extend the data asset beyond the life of the project? Questions 7-9 asked for specific data collections as an indicator of concrete outputs of the project. This question asks about how the cross facility infrastructure established in this project might serve as a platform for new data in the future, enabling an enduring broader change in practice and capability (300 words).</p>	
<p>Criteria: Cross-NCRIS national data asset combines the data for added value.</p>	<p>Assessment rubric: Unacceptable: There is no plan or no convincing plan to extend the data asset after this project, or the plan is not presented clearly. Satisfactory: There is a feasible plan to secure community or organisation buy-in to extend the asset after the end of the project. Excellent: Project activities and outputs include ‘pipelines’ to extend the data asset after the end of the project.</p>
<p>12. Beneficiaries</p> <p>List beneficiaries who will be involved in the project. “Beneficiaries” are research groups, or others, who will use the created data asset. They are also groups who stand to be positively impacted by the asset or research done with it (e.g. govt, industry, patient, or study participant groups). Beneficiaries do not necessarily need to be responsible for delivering activities of the project (if they are, repeat them here from Q6). The proposal should show pathways or mechanisms for representative research users and broader beneficiaries to influence the project. The listed beneficiary does not have to be an individual, it may be a committee, association, group, network, or organisation, but an initial contact should be provided. Provide the following details for each identified beneficiary:</p>	

- Organisation
- Group/Department
- First name
- Last name
- Job title
- State
- Email
- Phone number
- ORCID (optional)
- How will this beneficiary be involved as an active stakeholder or project partner in the project? (50 words)

+ Beneficiary (Several beneficiaries can be added here.)

All listed beneficiaries will be emailed a link asked to confirm commitment to the project. The form will ask for: Title, First Name, Last Name, Job Title, Organisation, Group/Dept, Alternative Affiliation (optional), Alternative Job Title (optional), State, Email, Phone Number, ORCID (optional), Project Involvement.

Criteria: Proposal includes identified beneficiaries as project partners or active stakeholders.

Assessment rubric:

Unacceptable: No beneficiaries; irrelevant beneficiaries; unrepresentative beneficiaries; inadequate mechanisms for involvement.

Satisfactory: Adequate beneficiaries; some mechanisms for project involvement.

Excellent: A strong spread of relevant and representative beneficiaries with excellent mechanisms for consultation, user needs analysis, user acceptance, governance, etc.

13. Research Outcomes

Provide at least three use cases which demonstrate how the data asset will support new research programs, insights or efficiencies. Refer to any target research beneficiaries and pathways to their use of the data asset.

Use Case #1 *

- Relevant [FoR\(s\)](#): (restricted to two secondary level)
- Use case (max of 200 words)

Use Case #2 *

- Relevant [FoR\(s\)](#): (restricted to two secondary level)
- Use case (max of 200 words)

Use Case #3 *

- Relevant [FoR\(s\)](#): (restricted to two secondary level)
- Use case (max of 200 words)

+ **Use Case (Several use cases can be added here.)**

Criteria: Proposed cross facility data assets will support new research programs, insights or efficiencies.

Assessment rubric: An adequate demonstration of transformation would be: the status quo is clearly explained and contrasted with the proposed change in research practices, and the value of that change is clearly expressed.

Unacceptable: There is little or no evidence that the proposed data asset will be used in research or transform the kind of research conducted.

Satisfactory: The proposal adequately demonstrates that the data asset will be used in research and will enable improvements in research practices beyond what is currently possible.

Excellent: The proposal demonstrates that the data asset will enable radical positive changes in research practices and a broad set of research groups have credible buy-in to the project.

14. Broader Impact

- Describe how the use of the proposed data asset creates broader impact beyond research. Examples of such impacts are Industry application, Input into evidence based government policy, Contribution to the economy, society, environment or culture beyond the contribution to academic research. (200 words)

Criteria: Proposed cross facility data assets have impactful application beyond research.

Assessment rubric:

Unacceptable: There is little or no evidence that the proposed data asset will have impact beyond research; no pathway to that impact is evident.

	<p>Satisfactory: There is adequate evidence that the proposed data will expect to have impact beyond research, with examples stated, and some credible direction to impact is established.</p> <p>Excellent: There is strong evidence of the potential for impact beyond research; the pathway to impact has been identified; planning for impact is evident in project activities; translational research groups are involved in the project; connections to desired impact targets communities (industry, public policy, education, etc) are established within the project.</p>
<p>b. Confirm that you are aware of, and will comply with the ARDC’s Research outcomes reporting, planning and implementation: Guidelines for Projects. Yes/ No</p> <p>c. Will you be applying for the 5% supplementary funding to support post project outcome and impact monitoring and reporting? Yes/No</p>	
<p>15. FAIRness and quality of data outputs Confirm that the data outputs of this project (the cross-NCRIS data asset described in Q10) will be made FAIR in accordance with ARDC’s FAIR Data Guidelines for Project Data Outputs document.</p>	
<p>Criteria: Proposed cross facility data assets meet FAIR and quality standards appropriate to the discipline and application targeted in the project.</p>	<p>Assessment rubric: Does project agree to make data outputs FAIR according to ARDC guidelines? Satisfactory/ Unacceptable</p>
<p>16. Project Plan Describe how you will develop the proposed data asset. Describe each work package separately.</p> <p>For each project work package, identify:</p> <ul style="list-style-type: none"> • the objective of the work package, • the relationship between project components, • who is responsible for delivery, • the estimated effort involved in delivery, • who/what will determine the work package as complete and fit for purpose. 	

<ul style="list-style-type: none"> ▪ Work package 1 (400 words) ▪ Work package 2 (400 words) ▪ Work package 3 (400 words) + Work package (Several work packages can be added here.) 	
<p>Criteria: Standard project requirements.</p>	<p>Assessment rubric: Are the work packages clear and appropriate i.e. aligned with project goals? Unacceptable: Work packages are unclear, inappropriate to or not feasible with the scale of resources, not granular enough, or do not deliver on project goals. Satisfactory: Work packages are well described and aligned with project goals. Excellent: Work packages are clearly articulated and feasible with and appropriate to the scale of resources allocated; together they are coherent and well-coordinated; they provide a high degree of confidence that project goals will be achieved.</p> <p>Do the work packages appear achievable by assigned partners in the given timeframe? Satisfactory/ Unacceptable</p>
<p>17. Known risk and mitigation strategies List high level dependencies that the project dependent on for success. (200 words) Include:</p> <ul style="list-style-type: none"> ● any dependencies between your proposal and other projects that are subject to competitive funding, ● provisional data collections where the data custodians has not yet agreed to be a project collaborator, ● resource constraints, such as availability and/or recruitment requirements, ● other dependencies and/or assumptions. <p>Describe the risk mitigation strategy for each dependency.</p>	

<p>Criteria: Standard project requirements.</p>	<p>Assessment rubric: Unacceptable: Proposal has not identified key risks; proposal has dependencies without mitigation strategies or dependencies with unconvincing or unclear mitigation strategies. Satisfactory: Proposal has identified important dependencies for project activities and has proposed mitigation methods to decrease the risk. Excellent: Proposal has a mature analysis of risks related to activities, outputs, outcomes and impacts; project contains specific project activities that effectively address the key risks.</p>
<p>18. Post project continuity Describe the post-project arrangements for continuity of operation and access to the data asset. (300 words)</p>	
<p>Criteria: Standard project requirements.</p>	<p>Assessment rubric: Unacceptable: The situation is unclear; or there is no ability to provide access to the data asset after this project. Satisfactory: The project identifies a credible pathway to continuity post project. Excellent: There is a pre-existing, strong community or organisation commitment to making the data asset available as part of the national research infrastructure.</p>
<p>19. Investment</p> <p>a. What is the investment requested from ARDC per year? (Only provide numbers for each calendar year that the project will run, leave blank otherwise.)</p> <ul style="list-style-type: none"> ● 2020 (6 months): ● 2021 (12 months): ● 2022 (6 months): <p>b. What is the amount of co-investment from partners and in what form?</p> <ul style="list-style-type: none"> ● Investor (NCRIS facility) ● Cash ● FTE dollar value (describe in more details below) ● Total (1:1 or more) 	

Note: 1:1 co-investment is a mandatory requirement in this open call.

Criteria: Co-investment can be attained (**Note: 1:1 co-investment is required**).

Assessment rubric: Does the co-investment match the requested ARDC investment?
Satisfactory/ Unacceptable

Appendix 2: Template of schedule to project contract

This document is a template schedule for the project contract.

Schedule 1 Activity Details

1. Term of this Agreement

- 1.1 The Commencement Date for the Agreement is the date of signature of this Agreement.
- 1.2 The Agreement End Date is [insert].
- 1.3 The Subcontractor is required to undertake the Activities and submit the Reports described in this **Schedule 1**.

2. Activity

Project Title

[insert details]

Project Aims

[insert details]

Project Team

[Insert details of key personnel]

Milestones and Deliverables

	Milestone or Deliverable	Target Milestone Date	ARDC funds (\$)
M1	Contract signed	Q4 2020	25%
M2	Project plan delivered and approved	3 months from Commencement Date	15%
M3	Approved progress report #1	6 months from Commencement Date	15%
M4	Approved progress report #2	12 months from Commencement Date	15%
M5	Approved progress report #3	18 months from Commencement Date	15%
M6	Approved Final Report	On Completion	15%

where applicable:

	Research Outcomes Work Package approved	3 months from Commencement Date	extra 5%
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3. Budget

Provide details of a high-level budget breakdown

Description of expenditure	ARDC investment \$	Co-investment \$	Total
[insert details]	[insert details]	[insert details]	[insert details]
[insert details]	[insert details]	[insert details]	[insert details]
[insert details]	[insert details]	[insert details]	[insert details]

4. Reports

Report	Details	Due date
Project Plan	Detail the milestones and deliverables, define the project team, budget breakdown and assess risks	3 months from Commencement date
Progress report #1	Details of progress against agreed deliverables, enabling FAIR, and project impact.	6 months from Commencement date
Progress report #2	Details of progress against agreed deliverables, enabling FAIR, and project impact.	12 months from Commencement date
Annual acquitted financial statement #1	Details of expenditure of ARDC funds and signed by the subcontractor's representative.	12 months from Commencement date
Progress report #3	Details of progress against agreed deliverables, enabling FAIR, and project impact.	18 months from Commencement date
Final project report	Details of progress against agreed deliverables, enabling FAIR, and project impact.	On completion
Acquitted financial statement	Details of expenditure of ARDC funds and signed by the subcontractor's representative.	On completion

5. Financial reports

Report	Details	Due date
Annual acquitted financial statement #1	Details of expenditure, using the financial report template provided by ARDC, of ARDC funds and signed by the subcontractor's representative.	12 months from Commencement date
Acquitted financial statement	Details of expenditure, using the financial report template provided by ARDC, of ARDC funds and signed by the subcontractor's representative.	On completion

6. Assets

6.1 For the purposes of clause 17 of **Schedule 2**, the relevant amount is \$50,000.00 (excluding GST).

6.2 The format of the asset register is:

Item Number	Description	Funding Contributions	Other Contributions – Contractor	Other Contributions – Third Parties	Total Cost
<i>[insert reference]</i>	<i>[insert description of the Asset]</i>	<i>[insert amount of Funding contributed to this item]</i>	<i>[insert amount of Subcontractors own funds contributed to this item]</i>	<i>[insert amount of other sources of funding contributed to this item]</i>	<i>[insert total cost of the item]</i>

7. Party representatives and address for notices

7.1 For the purposes of this Agreement, the representative and address for notices of each Party is set out below.

ARDCL's representative and address

<i>[Name]</i>	<i>[insert details]</i>
<i>[Position]</i>	<i>[insert details]</i>
Postal/physical address(es)	<i>[insert details]</i>
Business hours telephone	<i>[insert details]</i>
Mobile	<i>[insert details]</i>
E-mail	<i>[insert details]</i>
<i>[Alternative contact]</i>	<i>[insert details]</i>

Subcontractor's representative and address

<i>[Name]</i>	<i>[insert details]</i>
<i>[Position]</i>	<i>[insert details]</i>
Postal/physical address(es)	<i>[insert details]</i>
Business hours telephone	<i>[insert details]</i>
Mobile	<i>[insert details]</i>
E-mail	<i>[insert details]</i>
<i>[Alternative contact]</i>	<i>[insert details]</i>

7.2 The Parties' representatives will be responsible for liaison and the day-to-day management of the Funding, as well as accepting and issuing any written notices in relation to the Funding.

7.3 The Parties may, by reasonable notice to the other party, update the details of their respective representatives.

8. Other insurance required

Not applicable

9. Subcontractors

[insert details]

10. Additional work Health and Safety Requirements

Not applicable

11. ARDC FAIR Data outputs

ARDCL is supportive of and encourages the adoption of the FAIR principles as a valuable way in making research outputs more reusable, both for humans and machines. As a consequence, ARDCL requires research outputs that enable it to be made FAIR (Findable, Accessible, Interoperable, Reusable) as per the NCRIS guidelines. It is expected that the Subcontractor will make the data outputs from the Activity FAIR. Also, the infrastructure that is developed in the Activity should enable making data and outputs FAIR during the Activity and beyond.

The ARDC FAIR Data Guidelines for Project Data Outputs [Link](#) provides the guidelines and resources for the Subcontractor to follow to ensure FAIR data principles are applied to Activity outputs.

12. Post-project reporting on research outcomes

ARDCL requires all funded projects to plan, implement and report on research outcomes and impact from funded activities. Please refer to ARDCL's [Research outcomes reporting, planning and implementation: Guidelines for Projects](#). These guidelines will form part of the project requirements and reporting.