

Taken from page 25-27 in Call Text

Phase 1 Submission Checklist

Institutional Submission

4.6 Each Institution must submit the following:

Institutional Cover Letter: Institutions are required to submit a cover letter confirming acceptance of the terms and conditions of the PRTL I cycle 5 which must be signed by the head of the institution.

Volume 1: Institutional Strategy

- 1a. Overall Institutional Strategy (public domain document)
- 1b. Where relevant, explanatory note on institutional strategy up to 2014.

Volume 2: Supplementary Strategy Statements

2a: *Using the template provided* submit supplementary strategy statements on:

- Executive summary of Institutional strategy [1 page max]
- Research Strategy [2 pages max]
- Teaching and Learning Strategy [2 pages max]
- Knowledge Transfer and Innovation Strategy [2 pages max]
- Structured Ph.D. Education statement [2 pages max]
- Strategic Collaboration Statement [1 page max]

2b. List of Projects (*using EXCEL template provided*). List of all projects in which the institution will be involved for Phase 2. **If over 5 projects are listed they must be ranked in priority order.**

Project Submission

4.7 Only the Administrative Coordinator for each project is required to submit a completed Expression of Intent which incorporates the following information as outlined in the *templates provided*:

Project Cover Letter: For collaborative projects, the heads of the partner institutions must sign their agreement to the proposed collaboration.

Volume 3: Expression of Intent (EOI)

Section A: To be completed by the Administrative Coordinator

Section B: (to be no more than 150 words for each description).

Please give a brief description of each Work Package

Section C: (to be no more than 1 page for each partner)

For the Administrative Coordinator and for each relevant partner, please provide a brief outline of the role in the relevant work package(s) as indicated above, infrastructure/capability sought, and the deliverables.

Please note this information will facilitate peer-reviewer selection for Phase 2.

Volume 4: EOI templates (Using EXCEL templates provided)

- 4a. Indicative Costing
- 4b. Indicative Recurrent-funded Human Infrastructure
- 4c. Indicative Physical Infrastructure
- 4d. Details of relevant contact people for this project

Phase 2 Submission Checklist

Project Submission

- 4.8 Only the Administrative Coordinator for each project is required to submit a full project proposal regardless of the number of partners involved. Please use the *templates provided for the relevant strand* (i.e. strand 1, 2 or 3) under which you are applying. Each project submission will include:

Project Cover Letter: Institutions are required to submit a cover letter confirming acceptance of the terms and conditions of the PRTL cycle 5 which must be signed by the head of the institution. Where appropriate the heads of the partner institutions must indicate their agreement to the proposed collaboration.

Volume 5: Project Information

Contents Page

Section A—To be completed by Administrative Coordinator

1. Project Details
2. Executive Summary

Section B— To be completed by Administrative Coordinator

1. Research Performance
 - i. Past Performance (To be completed by each relevant partner and given to the Administrative Coordinator to submit in the full project proposal.)
 - ii. Research Plan
 - iii. Sustainability Statement
2. Collaboration and Partnering
 - i. Governance/Management Strategies and Implementation
 - ii. Strategy for Managing Access to Research Infrastructure/Capability and Integrating Activities
 - iii. Added Value of Partners/Collaboration
3. Need for and Description of Infrastructure/Capability
4. Potential Benefit/Impact/Value for Money

Appendices—To be completed by each relevant partner and given to the Administrative Coordinator to submit in the full project proposal.

1. Summary table listing core researchers for each work package
2. CVs of core researchers listed in summary table

Volume 6: Recurrent Information (*using EXCEL templates provided*)

Volume 7: Capital Information (*using EXCEL templates provided*)

Volume 8: Campus Development Plan(s) (where relevant; required for projects with a capital element).

This should include an Executive summary of the Campus Development Plan for relevant institution(s) and an A4 copy of relevant Campus Development Plan(s) with projects identified.

Institutional Submission

4.9 Each Institution must submit the following:

Volume 9: List of Projects (*using EXCEL template provided*)

List of all projects in which the institution is involved in for Phase 2. **If over 5 projects are listed they must be ranked in priority order**

Volume 10: Matching Funding Requirements (where necessary). Including signoff from the Head of Institution and an Auditor's Certificate