**PART F1 – JUSTIFICATION OF FUNDING REQUESTED FROM THE ARC**

* Part F1 must **not exceed two A4 pages**.
* Font must be **san serif** (Arial, Calibri etc.), size 11 point, 0.5cm margins
* Part F1 **must use the same headings as in the budget table**.
* Each page should be titled ‘F1 Justification of funding requested from the ARC’.
* **Delete instructions prior to saving and uploading the final version**

**Fully justify each budget item requested in terms of need and cost.** In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as $X. Rather, the budget justification should state, for example, that a full-time research assistant or technician with a specific level of expertise is required for ‘x’ months. The same level of explanation is required for all items being requested.

**Justify any funding being requested for Teaching Relief or other duties for any named CI of the research team.**

**Justify any funding being requested for major items of equipment.** Requests for any major items of equipment are considered on merit. Participants should plan to use existing equipment wherever possible. If participants are seeking funding for new equipment, please describe how the equipment will be used and provide details of the manufacturer, supplier, cost and installation based on quotations obtained. Do not supply the quotations. For expensive pieces of equipment, participants must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. The Administering Organisation would be expected to contribute part of the funding required for expensive items of equipment.

***Budget Table Headings are shown in the correct order below. Delete where not applicable.***

**PERSONNEL**

**TEACHING RELIEF**

**EQUIPMENT**

**MAINTENANCE**

**TRAVEL**

**FIELDWORK EXPENSES**

**OTHER**

***Additional Justification Tips***

*Your Justification should make it clear that you have systematically and carefully considered all aspects of this project. A well-defined budget justification will enhance the evaluation of the project by the assessors and panel.*

* *Put forth a detailed case for the resources required, showing what alternatives have been considered and rejected, providing a cost-benefit appraisal where appropriate.*
* *Everything mentioned in the Project Description that would incur cost needs to be explained in the Budget Justification and conversely everything included in the budget needs to correlate with the Project Description.*
* *Concentrate on why you need the item rather than repeating the budget descriptions and figures.*
* *Make reference to the project methodology/approach to justify need.*
* *Don’t assume assessors know why certain budget items are required.*
* *This section is about the ‘why’, and not simply about repeating the budget table.*
* *If you think that a request for equipment might be questioned by reviewers then spend some time explaining the need for it.*