

# APPLICATION GUIDELINES

NATIONAL IMAGING FACILITY  
DELIVERING IMAGING RESEARCH INFRASTRUCTURE  
CAPABILITY

NOVEMBER 2020

Enabled by

## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION</b> .....	<b>3</b>
<b>2</b>	<b>OBJECTIVES</b> .....	<b>3</b>
<b>3</b>	<b>ELIGIBILITY</b> .....	<b>3</b>
3.1	WHO CAN APPLY .....	3
3.2	WHAT YOU CAN APPLY FOR.....	3
3.2.1	<i>Instrumentation purchase/upgrade</i> .....	3
3.2.2	<i>Capital works</i> .....	4
3.2.3	<i>Capitalised maintenance</i> .....	4
3.2.4	<i>Personnel</i> .....	4
<b>4</b>	<b>FUNDING</b> .....	<b>4</b>
4.1	AVAILABLE FUNDS .....	4
4.2	CO-INVESTMENT EXPECTATIONS.....	4
<b>5</b>	<b>APPLICATION AND REVIEW PROCESS</b> .....	<b>4</b>
<b>6</b>	<b>ADMINISTRATION</b> .....	<b>5</b>
6.1	LEGAL AGREEMENTS .....	5
6.2	PROCESS FOR DISBURSEMENT OF FUNDS.....	5
<b>7</b>	<b>DUTIES AND RESPONSIBILITIES</b> .....	<b>5</b>
7.1	REPORTING REQUIREMENTS .....	5
7.2	ACKNOWLEDGEMENT REQUIREMENTS .....	5
7.3	BRANDING.....	6
<b>8</b>	<b>KEY DATES</b> .....	<b>6</b>
<b>9</b>	<b>KEY DOCUMENTS</b> .....	<b>6</b>
9.1	EXPRESSION OF INTEREST TEMPLATE.....	6
9.2	INVESTMENT PROPOSAL AND BUSINESS CASE TEMPLATE .....	6
9.3	BUDGET TEMPLATE.....	6

## 1 INTRODUCTION

Established in 2007, the Australian National Imaging Facility ([NIF](#)) is funded by the Australian Government, under the National Collaborative Research Infrastructure Strategy (NCRIS).

Identified by the 2016 National Research Infrastructure Roadmap as one of the nine focus areas, characterisation research infrastructure plays an essential role in enabling National Science and Research Priorities (NSRP) and ensuring Australia remains at the forefront of international developments. As a key platform technology within characterisation, NIF provides state-of-the-art biomedical imaging capability to enable world-leading research and address global challenges. NIF's network of imaging facilities spreads across Australia, providing a range of cutting-edge imaging instrumentation and highly-specialised expertise in the optimal use of imaging technology to national and international users.

In 2018, NIF was awarded substantially, through the 2018 federal budget (NCRIS2018\*), to expand the national biomedical imaging through a number of approved investments. Due to change of circumstances and needs, NIF has decided to reprioritise its planned investments and open a call to new ideas that meet the current needs of the research community.

*\*The NCRIS2018 funding provides capital and operational support over 2018-2022 (for capital) and 2018-2023 (for operational) financial years.*

## 2 OBJECTIVES

NIF is committed to enabling nationally-significant research and meeting the unmet needs of the Australian scientific community for imaging infrastructure. NIF provides next generation technologies and highly specialised expertise to enable innovative research that address global challenges.

The purpose of this funding call is to increase Australia's capability in imaging through development of leading-edge imaging infrastructure, next generation imaging experts and workforce, and imaging data management and analysis and machine learning. The decisions will be informed by gaps and opportunities, including the ones identified by national consultations.

## 3 ELIGIBILITY

### 3.1 Who can apply

All applicants must be able to adhere to [NCRIS Principles](#), commit to NIF and NCRIS ongoing activities, and commit to the NIF joint venture and its participants. Applicants can be

- Universities
- Medical Research Institutes
- Public Funded Research Organisations

### 3.2 What you can apply for

To be eligible, your application must seek to address objectives listed in section 2. NIF funding can only be used to implement the investment described in your application. Funding cannot be used for purposes other than the ones approved.

Eligible funding requests are:

1. Instrumentation purchase/upgrade
2. Capital works
3. Capitalised maintenance
4. Personnel building a national capability
5. Personnel supporting the proposed capability. This must be a minor (<20%) part of the project budget.

#### 3.2.1 Instrumentation purchase/upgrade

Applications must clearly outline the total value of all items of infrastructure being applied for.

### 3.2.2 Capital works

Costs for capital works associated with the investment can be included in your application. These costs need to be clearly outlined in your application. Please note that the cost of new buildings or refurbishments are not eligible costs.

### 3.2.3 Capitalised maintenance

Costs for capitalised maintenance can be included in your funding request and needs to be added as a line item in your budget.

### 3.2.4 Personnel

Please provide details of staff salary expenses associated with the investment. Details such as FTE and partner institution co-investment need to be clearly outlined in your budget.

## 4 FUNDING

### 4.1 Available Funds

Approximately \$13m in capital funding is available for this funding call.

### 4.2 Co-investment Expectations

A minimum of 1:1 cash co-investment is expected.

## 5 APPLICATION AND REVIEW PROCESS

A two-page Expression of Interest (EOI), template provided, must be submitted to [admin@anif.org.au](mailto:admin@anif.org.au) before the closing date, outlined in Section 8.

The EOIs are shortlisted against the selection criteria, outlined in Investment Principle 5 of the NIF Investment Framework. During this stage, the NIF Board may choose to seek expert advice from the NIF Panel of International Scientific Reviewers (PISR) and NIF Operations Committee.

Shortlisted EOIs are announced and respective applicants are invited to submit a full business case (template provided) by the deadline, outlined in Section 8.

Business cases are evaluated by the Board, with external expert advice, received from the PISR. Investments with NIF contribution of more than \$2M are to be presented to the Board by the proposing organisation.

Successful cases will be announced.



## 6 ADMINISTRATION

### 6.1 Legal Agreements

Successful applicants will need to sign a legal agreement and join the NIF unincorporated joint venture (if not an existing partner). Applicable legal agreements will be provided to the successful applicant(s), following the announcement of the outcomes.

### 6.2 Process for Disbursement of Funds

Following execution of the relevant legal agreement, payment of capital funds will be liaised by the NIF central office. The following supporting documentations are required in order to process payments:

1. an approved invoice from the supplier of the relevant equipment to the successful applicant, showing the price of the equipment
2. evidence of confirmed required co-investment;
3. evidence of costs of any necessary capital works; and
4. an invoice to the University of Queensland for the approved funding.

Approved operational funds are paid in arrears quarterly.

## 7 DUTIES AND RESPONSIBILITIES

Successful applicants will have the following duties and responsibilities, failure to meet which will result in removal of financial support.

Successful applicants must:

1. have appropriate node management and administrative team to ensure effective and efficient management and operation of the NIF node.
2. have or establish an adequate record keeping system and reporting practices to meet the regular reporting requirements of NIF.
3. ensure all scientific and promotional publications that use the NIF infrastructure or expertise acknowledge NIF properly.
4. ensure NIF infrastructure carries NIF brand.

### 7.1 Reporting Requirements

NIF is required to report to DESE on all relevant activities, projects, infrastructure utilisation, outputs and outcomes through two project reports, one program report, and one financial report per year.

The high level performance measures, on which NIF must report, include: *(NB: reporting requirements change from time to time and are communicated to partners)*

- access to infrastructure including research activities, projects, users, and infrastructure utilisation
- promotional activities and collaborations, including industry engagement, national and international engagement, and public outreach
- educational and training activities
- publications, grants, and other outputs, outcomes, and impact
- infrastructure maintenance
- financial data and statement of income and expenditure

### 7.2 Acknowledgement Requirements

All promotional publications related to the infrastructure must acknowledge NIF as follows:

*“This infrastructure is part of the National Imaging Facility and received grant funding from the Australian Government through the National Collaborative Research Infrastructure Strategy.”*

All scientific publications that use the infrastructure must acknowledge NIF and NCRIS as follows:

*“The authors acknowledge the facilities and scientific and technical assistance of the National Imaging Facility, a National Collaborative Research Infrastructure Strategy (NCRIS) capability, at the [insert name of centre], [insert name of university/institute].”*

### 7.3 Branding

NIF signage must be placed on any instruments or equipment (or where it is not possible to place visible signage on instruments or equipment, near those instruments or items of equipment), partly or fully funded by NIF.

Personnel, partly or fully funded by NIF, must identify themselves as NIF Fellows and support and promote the national capability.

## 8 KEY DATES

Outline of key dates:

1. Release of the funding call and guidelines: 30/11/2020
2. Eol opens: 1/12/2020
3. Eol closes: 24/01/2021
4. Announcement of shortlisted Eols and invitation for submission of business case 22/02/2021
5. Deadline for submission of business case 28/03/2021
6. Announcement of the outcomes 17/05/2021

## 9 KEY DOCUMENTS

### 9.1 Expression of Interest Template

Please download Eol template [here](#).

### 9.2 Investment Proposal and Business Case Template

Please download business case template [here](#).

### 9.3 Budget Template

Please download budget template [here](#).