



Australia-China Science and Research Fund Joint Research Centres

Formatting requirements

Failure to comply with formatting rules is considered to be a breach of eligibility requirements and as such an application may be deemed ineligible and withdrawn from further peer review.

Naming and Formatting of PDF Documents

- All documents to be uploaded must be in PDF format.
- The total file size of all attachments in the SmartForm should not exceed 20MB.
- PDF files must be named using the following convention:
Organisation Name_Document Type/Name.pdf
e.g. University X_Chinese Partner letter.pdf.
- Applicants are advised to retain a copy of each PDF file they submit.
- The assessment criteria must be addressed as a written proposal of no more than **ten** pages.

The formatting requirements for PDF files as listed in Table 1 must be strictly adhered to.

PDF formatting requirements

Component	Requirements
Header	<ul style="list-style-type: none">▪ Type of document (e.g. Assessment Criteria) must be included in the top left corner.▪ The header is allowed outside the margin rules but must be at least 1cm from the top of the page.
Footer	<ul style="list-style-type: none">▪ Page number must be included at the bottom right corner.▪ The footer is allowed outside the margin rules but must be at least 1cm from the bottom of the page.
Margins	<ul style="list-style-type: none">▪ All margins must be at least 2cm.
Font	<ul style="list-style-type: none">▪ Must be Arial.▪ At least 11 point.
Line Spacing	<ul style="list-style-type: none">▪ Line spacing must be set to single.
Character Spacing	<ul style="list-style-type: none">▪ Character spacing must be set to normal.▪ Scale must be set to 100%.
Diagrams, Graphics and Images	<ul style="list-style-type: none">▪ Colour diagrams, graphics and images may be included. However, you should keep in mind that the electronic file may be printed in black and white for distribution to the

Component	Requirements
	reviewing panel and there may be some loss of definition and colour in the images.
Labelling Graphs and Images	<ul style="list-style-type: none"> ▪ Labelling of graphs and images may be in a reduced font. ▪ The description and/or legends of all graphs and images must meet the font, line and character spacing above.
Tables	<ul style="list-style-type: none"> ▪ Tabulated information containing text is not considered to be an image or diagram. Text within tables must meet the font, line and character spacing above.

Applicants must not include links to additional information on an external website, apart from references to published or peer reviewed journal articles that are only available online.