

CRC CARE Project Proposal

**CRC CARE RESEARCH PROPOSAL/PLAN CHECK LIST**

**Please complete the checklist on completion of your proposal and ensure all items have been addressed. The proposal including this checklist must be sent to the relevant Program Leader for endorsement prior to submission to CRC CARE.**

**CHECKLIST**

* Research and Utilisation Milestones listed.
* Milestones clearly defined and allocated realistic time frames.
* Deliverables aligned to quarterly payment schedules
* Value screen section completed including clear articulation of the potential uses of the end results in terms of utilisation by industry, regulators and government
* All background IP declared and confirmation of freedom to operate provided if background IP has owners who are not CRC CARE Participants.
* Budget checked for accuracy
* Budgeted in-kind salaries claimed at correct rates – currently being:
1. Program Leader/Senior Manager $ 400,000 per annum
2. Key Researcher/Manager/Project Leaders $ 270,000 per annum
3. Researcher/Professional $ 210,000 per annum
4. Other (support staff – technical, admin etc) $ 170,000 per annum
* **All sections completed thoroughly**

**Proposal checked by Project Leader:**

Name:

Signature:

Date:

**Proposal checked and endorsed by Program Leader:**

Program Number:

Name:

Signature:

Date:

**CRC CARE PROJECT PROPOSAL/PLAN**

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| **Project Title: (Must be less than 10 words)** | Proposal Number (Office Use Only) |
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| **Research Organisation(s):** | **CRC CARE Program:** |  |
|  | **Sub-program:** |  |
| **Commonwealth Research Milestones:** List allCommonwealth Research Milestones *[to be completed in consultation with the Program Leader]* |
| **Milestone Number** | **Description** | **% Milestone Contribution** |
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| **Commonwealth Utilisation Milestones:** |
| **Milestone Number** | **Description** |
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| **SOURCE OF FUNDS** | **PARTICIPANTS & OTHER SOURCES** | **CRC CARE** | **TOTAL** |
| **Cash** | **In-Kind** | **Cash** |
| Non-scholarship | $0.00 | $0.00 | $0.00 | $0.00 |
| Scholarship | $0.00 | $0.00 | $0.00 | $0.00 |
| **TOTAL** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |
| **Project Commencement Date:** | **Project Completion Date:** |
| (date the agreement is executed)  |  |
| **Date submitted:** | Date Registered CRC CARE: (Office Use Only) |
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| ADMINISTRATION CONTACT DETAILS |
| **Title:** | **First name:** | **Last name:** |
|  |  |  |
| **Mailing Address:**  |  |
| **Telephone number:** | **Facsimile number:** | **Email address:** |
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| PROJECT LEADER’S CONTACT DETAILS |
| **Title:** | **First name:** | **Last name:** |
|  |  |  |
| **Mailing Address:**  |  |
| **Telephone number:** | **Facsimile number:** | **Email address:** |
| PROJECT LOCATION DETAILS |
| **Project Location(s):** |  |
| **Post Code(s):** |  |
| **Electorate(s):**  |  |
| Project Executive Summary – Plain English |
| Include full project title: *(if different from above)* |  |
| *[Guidelines: Must cover the following in short form:** *Market need*
* *Proposed solution*
* *Benefit to end-user*
* *Project scope & outcomes*
* *Budget & timeline*

*200 words max]* |
| Context / Background / Market Need |
| *[Describe the background to the project (history & context) and the market need that it is addressing, 500 words max]* |
| Proposed Solution/Technology |
| *[Describe the proposed solution/technology to address the market need, 200 words max]* |
| Project Objectives / Deliverables |
| *[Clearly describe what the project intends to achieve/prove, 200 words max]* |
| Project Approach |
| *[What general methodology will the project utilise to achieve its outcomes, 2 pages max]* |

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| *Advisory notes for applicants:**The following should be considered before completing the next sections:** Project outputs/deliverables must be tangible and identified throughout the life of the project. Describe each deliverable for the project, the timing of the delivery and the format of the deliverable; e.g. data, literature review, software, guidance document, website, proof of concept, prototype, Exit Report, Final Research Report, Technical Report.
* Project leaders are required to report on each project basis on a quarterly basis. In particular, the key submission dates are 10th January/April/July/October
* An EXIT Report summarises the key results, outcomes, benefits of the project, publication listing and provides a forward looking perspective on future opportunities and risks if further work were to be pursued – around 10 pages. A template for the Exit Report is provided. The template can be downloaded at <http://www.crccare.com/about/resources-for-staff-and-researchers>.
* A FINAL RESEARCH Report provides a complete account of the project including an executive summary, approach/methodology, key findings and publication listing. The length of the Final Research Report will vary depending on the nature of the project and its outcomes. Authors are required to use CRC CARE’s Final Research Report template and adhere to CRC CARE’s style guide and referencing style (both downloadable at <http://www.crccare.com/about/resources-for-staff-and-researchers>). If a PhD thesis results from the project, this will be regarded as meeting the requirements of a Final Research Report, and a separate Final Research Report does not need to be written. A PhD thesis does not need to follow CRC CARE’s style guide. The Final Research Report template can be downloaded at <http://www.crccare.com/about/resources-for-staff-and-researchers>.
* A TECHNICAL Report may be derived from the Final Research Report, or may be a stand-alone report that is generated as a project output (this is usually the case for policy-related projects under CRC CARE Program 1). It is aimed at those people and organisations that will use the results of the research (e.g. environmental consultants, contaminated site owners or government agencies). The content of a Technical Report may be the same as that of the Final Research Report, or the Technical Report may be written in manner that is more understandable for a broader audience. As Technical Reports are commissioned and funded by CRC CARE, their authorship is attributed to CRC CARE and they are branded as a CRC CARE Technical Report (see the Technical Report branding and attribution guidelines, downloadable at <http://www.crccare.com/about/resources-for-staff-and-researchers>). Contributors receive acknowledgement on the reverse title page of the Technical Report. The CRC CARE style guide and referencing style must be followed (both downloadable at <http://www.crccare.com/about/resources-for-staff-and-researchers>). The potential additional costs required to publish a Technical Report means that they follow an additional approval process – refer to the flowchart in Appendix A.
* A PUBLICATION is a written account of the project findings, procedures and/or outcomes that have been cleared from an intellectual property viewpoint and can be shared openly. The most common format is a journal article however conference presentations, radio interviews etc. are further examples of public formats that also require approval. All Publications must be approved via the online CRC CARE Publication Approval and Collection System (PACS), which is accessed at <https://www.pacs.crccare.com>. Guidelines on the publication approval process are available on the PACS website.
* All projects are required to complete an EXIT report.
* All projects are required to complete a FINAL RESEARCH report, unless a PhD thesis is produced.
* Projects may be required to complete a TECHNICAL Report. Where possible, this requirement will be specified in this Agreement and in the project Research Proposal/Plan.
* Permission to use any copyrighted material (including but not limited to figures, tables and text) must be obtained by the report author(s). Most of the time, acknowledging the original source will suffice. However, in some cases (e.g. reproducing the original figure from another publication), permission is required unless stated otherwise in the original publication. As CRC CARE is the copyright holder of all reports mentioned herein, authors from external organisations must seek usage permission for CRC CARE, not for their employer organisation.
* Program Leaders and Demonstration Coordinators are required to inform the CRC CARE Communications Team of the approximate delivery date of Technical Reports as early as possible.
* These reports are to be included in the following list of project deliverables.

**Technical Report approval criteria**Technical Reports are only approved for publication on the CRC CARE website if:* Their content is truly finalised by its contributors (with the exception of minor stylistic and copyediting corrections that the communication team will handle).
* They have been created in the CRC CARE template. Note that this means that template formatting (including fonts, type size, margins and heading styles) must not be altered by its contributors.
* They adhere to the CRC CARE style guide (including reference style).
* The executive summary is 2 to 4 pages maximum (with 2 pages the preferred length).
* They are written for the intended end-user audience (e.g. they should not include reference to CRC CARE administrative concepts such as Commonwealth Milestones or ‘CARE I’ and ‘CARE II’).

Any exceptions to the above reporting requirements need to be clearly stated and agreed to by the Program Leader. |

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| Project Gantt chart |
| *The Gantt chart is to help us better manage projects in terms of time and budget. If timelines vary in accordance to your best guess expectations then Project Leaders are requested to advise of the variations offering an explanation so that the Gantt chart may be reconfigured to the new criteria.**The base principle is to provide good practices project management.**To support this outcome describe all key projects tasks and deliverables in the following timeline chart according to Start and End dates for each task.**Report on tasks that occur within Quarterly timeframes and make project reporting consistent with the Budgets in terms of funding across the Whole-of-Life budget.**In the last row indicate the percentage of the whole-of-life (WOL) budget that will be spent each quarter. This should add up to 100% over the life of the project.* *Project leaders are required to report on each project basis on a quarterly basis. In particular, the key submission dates are 10th January/April/July/October* |

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| PROJECT Gantt Chart | Completion in accordance to Tasks with their Start and Completion Date. |
| Project commencement date | Start Date |
| Description | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Task | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Task | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Deliverable 1 | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Task | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Task | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Deliverable 2 | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Task | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Deliverable 3 | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Task | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Deliverable 4 | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Exit Report | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |

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| Project Deliverable summary |
| Deliverables | Date of Delivery (approx) | Format/Form |
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| Final Report (Yes/No) |  |  |
| Technical Report (Yes/No) |  |  |
| Exit Report\* (all reports) |  | Report Format |

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| Project Team Roles and Responsibilities |
| Please provide summary details relating to the skills and expertise of the proposed team (including role statements) to achieve the objectives of the research project. Attach CVs of all key team members. |
| **Role titles (Technical):*** Program Leader

Key Researcher* Project Leader
* Researcher
* Other (Technical support)
 | **Role titles(Administrative):*** Senior Manager
* Manager
* Professional
* Other (Administration support)
 |
| Name | Role Title | FTE | Total FTE (currently committed to other CRC CARE Projects) | Organisation | Responsibilities |
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| CRC CARE Value Screen  |
| *[2 pages maximum]*Note:All CRC CARE R&D projects must address each and every one of the following evaluation criteria: |
| 1. **The contribution of the project to the aims of the CRC and the program to which it relates, including the extent to which it contributes to the program outputs, targets and milestones. Particular reference should be made to the quality and significance of the research.**  *Please refer to the Participants Agreement Schedule 3. Both research and utilisation outcomes must be addressed. Discussion with the MD and Program Leader is encouraged prior to submission.*
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| **Objective** | **Scientific Output** | **Application/Utilisation** | **CRC CARE Cwlth Milestones** |
| *Briefly state the objective of the research proposed* | *State the type of scientific output that will be produced by the research.* | *State how the information produced will be used.* | *Address both Commonwealth research and utilisation milestones (see Schedule 3 Participants’ Agreement)* |
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| 1. **Opportunity Description**
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| *Describe the addressable market** *Existing or emerging*
* *Scale of the market (number of potential customers / sites, domestic and global)*
* *Propensity of the market to adopt the proposed solution / barriers to adoption*

*300 words* |
| 1. **Competitive Environment / Market Failure**
 |
| *Describe the alternative solutions (if any) and why the proposed solution will be better**Is the market likely to independently develop your proposed solution, if not, why not**200 words* |
| 1. **Potential Value Created**
 |
| *Via direct reference, describe the importance of the proposed research to CRC CARE’s partners in industry and government.* *Describe the potential economic (and other) benefits (e.g. cost savings) to an end-user of the proposed solution**If possible, relate the economic benefit to the likely cost to implement for the end-user, is there a good return on capital?**200 words* |
| 1. **Collaboration / Industry Support**
 |
| *Identify collaboration with at least one industry partner, technology incubator, or other mentor to assist in performing the R&D and bringing the technology successfully to market.**What discussions have been held in preparing this project proposal to identify the end-user needs?* *Describe participant / co-funder involvement:* |
| *Partner* |  |
| *Role / Involvement* |  |
| *Cash Contribution* |  |
| *Estimated In-kind Contribution* |  |

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| 1. **Public Significance**
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| *Describe the significance of the project to the Australian community in terms of environmental policy, public health, safety, cost and environmental amenity.* |
| 1. **Intellectual Property (all maters in relation IP generation need discussion with CRC CARE Business Manager)**
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| Has an IP scan or patent search been done? | Yes |  | No |  |
| If **NO**, is one planned (and budgeted for)? | Yes |  | No |  |
| Explain what IP will be created through the project: |
| Provide an understanding of what IP will be created - Indicate when contact will be made with CRC CARE Business Manager -  |
| Outline the IP strategy of the research project *i.e. how the IP would be protected or defended* in conjunction with CRC CARE Business Manager |
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| List any background IP to be brought to the project by Participants or Third Parties |
| Description of Background IP(Be explicit) | Owner | Use in the project | Permission to use the Background IP (Y/N)\* |
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**\*If yes, please provide documentary proof of permission.**

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| **Risk Plan** |
| **Identify all project risks, their likelihood, impact and what treatment strategies you would use. Refer example risk plan:** [**www.crccare.com/http://www.crccare.com/research/resources\_for\_researchers.html**](http://www.crccare.com/http%3A//www.crccare.com/research/resources_for_researchers.html) |
| **Risk category** | **Risk Description** | **Likelihood**1 = rare to5 = almost certain | **Consequence**1 =negligibleto5 =severe | **Inherent Risk Level**Low to Very High | **Risk Treatment** | **Residual Risk Level**Low to Very High | **Responsibility**Program Leader(PgmL)Project Leader (PrjL) |
| **Competition***Don’t re-invent the wheel:** *is the project novel*
* *is there a customer*
* *is there competitive advantage*
 |  |  |  |  |  |  |  |
| **Technical***What technology issues need careful management* |  |  |  |  |  |  |  |
| **Funding***Is funding subject to any special conditions being met or concerns over costs to be aware of* |  |  |  |  |  |  |  |
| **Personnel***Are there dependencies on key individuals* *and/or* *concerns over collaboration with partners* |  |  |  |  |  |  |  |
| **Utilisation***If applicable, what will limit the project from being realised in the marketplace* |  |  |  |  |  |  |  |
| **Safety***What special precautions need to be taken* |  |  |  |  |  |  |  |

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| Education & Training |
| *Provide details of each PhD or Honours position to be offered by this project including intended study topic and supervisory arrangements including industry supervision and/or placements, and type of scholarship sought.* |
| Type of Scholarship | FTE | Topic | Supervisor 1 | Supervisor 2 | Total $ amount requested per year |
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| * *Full Scholarship = $28,500 per year Stipend + up to $5,000 (single amount) professional development.*
* *Partial Scholarship = $22,500 per year Stipend + up to $5,000 (single amount) professional development.*
* *PhD Top Up = Where part of the PhD funds are met by another institution, CRCCARE will bring Stipend to $28,500 per year and a $5,000 (single amount) for professional development.*
* *Honours Scholarship* ***=*** *$5,000 per year Stipend.*
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| CRC CARE Fellowships |
| Contributors who are fully funded by CRC CARE and have been awarded CRC CARE Fellowships in any of the following categories:

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| * Postdoctoral
 | * Professorial
 |
| * Research Associate
 | * Senior Research
 |
| * Research Assistant
 | * Research
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will be required to adhere to CRC CARE Fellowship criteria, branding guidelines, business protocols and any specific project requirements outlined in the associated Project Plan. Fellows are also encouraged:* have their CRC CARE name badge clearly shown when wearing laboratory coats
* establish an Email signature block that acknowledges their CRC CARE Fellowship role.
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| Communication Plan |
| Briefly identify the forum and mechanisms for communication/dissemination of research findings to CRC CARE and its members. Mechanisms could include (but are not limited to):* Exit Report (all projects)
* Final Research Report (all projects except for those providing a PhD thesis)
* Technical Report
* Workshop/training
* Journal publications
* Conference presentations
* Non-technical documents (e.g. articles for magazine/newsletter, media release, fact sheet)
* Material suitable for conference exhibit.
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| Note: No publication may be made of results of research without prior permission from CRC CARE Pty Ltd. Request for Publication Approval via <https://www.pacs.crccare.com>  |
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| Project Budget Details |
| *In addition to cash requests from CRC CARE, please also indicate any in-kind contribution that you would be requesting from CRC CARE.* **Note 1:** *Under the Commonwealth Agreement Capital Equipment cannot exceed $20,000. Capital Equipment is therefore for in-kind contributions only.***Note 2:** *If more than one research organisation is conducting the project, please identify all costs below in relation to the respective organisation (by copying and pasting the spreadsheet for each organisation).* |

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 If project longer than three years please continue with another budget year with additional page(s)

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| **Summary of Sources of Funds** |

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| **References** |
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**Appendix A: Procedure followed with Technical Reports**

