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**Research Project Proposal Version 6 Aug 2014**

**If approved by the CRC-LCL Board, Parts 1 (including the Project Budget Planning spreadsheet) and 2 of this proposal will form Schedule 1 of the Project Agreement.**

Part 1 - Project Details Project Summary, Plan, Contributions & Budget

[Program Leader / Project leader to complete this Schedule]

# Project Identification

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| 1. Project Number (Project Number allocated by CRC for Low Carbon Living)
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1. Project Title (20 words maximum)

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1. CRC Program Area

Select the CRC Program(s) where this Project is based.

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| R1 - Integrated Building Systems 🞏 | R2 - Low Carbon Precincts 🞏 | R3 - Engaged Communities 🞏 |

1. Project Leader

Name & Email Address Organisation & Department

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| Name:E-mail:Phone Number: | Org:Dept: |

1. Project Dates

Commencement Date Planned Completion Date Duration (years/months)

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# Project Plan and Objectives

Where required, attach a detailed business case and project plan, providing supplementary information to that below.

*[Item 22, The Project Plan should include as a minimum the details specified in clause 17.4 of the Participants Agreement. Complete each item as applicable]*

1. Plain English Description (100 words)

Provide a description of the project suitable for publishing on the CRC Web site or in publications.

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1. Project Context

**Why is the project necessary?**

Explain how the project helps end-users develop policy and industry models (Uses) that deliver the CRC-LCL’s specified Impacts. Describe the relationship between this Project and other CRC-LCL projects. Identify the research area and objectives of the Project as well as the key research question(s) being asked and/or potential challenges to be addressed.

Include information about recent international progress in the field of research and its application in relevant areas. Refer only to publications that are widely available.

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1. Project Strategy (summary of approach)

**How will you do the project?**

Outline the research methodology, including as appropriate experimental design, techniques and methods to be used.

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1. Project Activities

**What activities will the project team do?**

1. Describe each of the major activities and tasks (or project stages) that need to be completed for this research.
2. Describe the relationship and dependencies between this Project’s activities and other activities in the CRC-LCL Program(s).

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1. Project Schedule

**When will the Activities happen?**

Where required, attach a detailed project Plan.

Major Milestone Completion by Month & Year

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1. Project Outputs

**What items will the project deliver and in what format?**

Specify the Project Outputs (deliverables), their scope, format, timing and relationship to Output Milestones in Schedule 2 of the CRC-LCL’s Australian Government Funding Agreement.

* Where appropriate, give details of the planned student enrolments associated with the Project, and/or training and educational outputs such as vocational (trade) training, professional development or community education.
* Examples of Outputs include PhD graduates, publications, reports, surveys, training courses, computer models, test results, prototype products.
* An example of an Output scope and format is “a 10 page report (in Word format, using the template provided by the User) describing the lab test results for widgets using the gadget testing kit”.

*Where required, attach an Appendix outlining the Business Case for the project.*

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| Output including scope | Format | Date [Month & Year] | Relationship to other CRC projects & CRC Milestones |
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1. Outcomes (usage & impacts) for the CRC-LCL. How does the project help the CRC meet its contracted business objectives?

**What are the benefits that will arise directly from this project?**

Specify how the Project Outputs contribute to the CRC’s Activities, Outputs, Usage and Impacts as defined in the CRC-LCL’s Australian Government Funding Agreement, CRC-LCL Impact Tool, CRC-LCL Constitution and Participant Agreement. Briefly describe how this Project will contribute to the public good, extending beyond low carbon outcomes where appropriate.

Where required, attach an Appendix outlining the Business Case for the Project, explaining the benefits of the project, to whom they will accrue and when.

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| Usage and Impacts | Description | Timing |
| CRC Milestones supported  |  |  |
| Carbon savings expected |  |  |
| Economic benefits expected and by whom |  |  |
| Policy or industry change anticipated |  |  |
| Educational and training  |  |  |
| Other |  |  |

1. Risk Analysis

**What may prevent the project from achieving its Objectives?**

Identify the major risks associated with this research, including Project-related risks.

* *For example, risks may include low engagement of project participants, conflict of interest with project participants.*

Description of Risk Rating (High, Med, Low) Strategies for mitigation

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1. Budget

Complete the Project Budget Spreadsheet, covering both cash and in-kind Inputs contributions to the project]

The attached Project Budget Planning Spreadsheet specifies the following items, defined in this Agreement:

* **Project Budget**, both cash and in-kind
* **Project Contributions** *“Project Contributions” are both the cash and the non-cash (e.g.: people, equipment, etc) contributions being made by the Project Party. Project Contributions does not include Background Intellectual Property* Item 6 – (18.2)
* **Project Funds** (CRC Cash funds to be made available to the Project)

*“Project Funds” are the monies to be paid by Centre to the relevant Project Parties, for carrying out the activities and tasks. Specify which Project Participants the Company will pay the Project Funds to, and in what amounts.* Item 5 – (18)

* **Project Personne**l (FTE)
* **Third party subcontractors**

If this project is approved by the CRC-LCL Board, The Budget Planning Spreadsheet will be Schedule, Part 1 of this Project Agreement.

1. Project Management and Reporting.

All Centre projects must comply with the Centre’s Project Management and Reporting Policy.

Specify here any additional requirements to be met by Project Parties, roles & responsibilities within the project team and strategies for effective communication and management to ensure effective and timely completion of the project.

1. Dissemination and publication of results

**What is the communication plan for the project deliverables?**

Explain how the results of the work in this Project will be disseminated, including any embargos that may be needed to protect the Project IP created.

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1. Ethics Approval

Indicate here if ethics approval is required for this project, and if so, how that is intended to be managed.

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1. Project Participants

**What organisations will be involved in this project?**

List the CRC industry, government and research partners who are associated with this Project, adjusting the number of rows in the table as required.

Also add any Third Parties (non-CRC participants who are associated with the Project)

Item 2 - Project Participants (1.1); Item 4 – Specified Division (19.6); Item 3 –Project Party Responsibilities (1.1, 18, 19)

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| --- | --- | --- | --- |
| Project Participant | Specified Division or Department  | Contact Details of Authorised Representative | Responsibilities |
| *[Organisation name]* | *[Name of division/department, or ‘Not applicable’]* | *[Name and full contact Details and address for notices]* | *[Describe/list the tasks this organisation is responsible for delivering under this Project]* |
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1. Project Steering Committee

**The committee has been created to assist in achieving the Program Agreement objectives set out between the research project participants and the CRCLCL. The Project Steering Committee is voluntary and shall consist of a minimum of three members, comprising representatives from:**

* **End user project participant(s)**
* **Research provider (if applicable)**
* **Project Leader**
* **Independent stakeholder (i.e. not a project participant). This could be a subject matter expert (if needed).**

**PLEASE NOTE: Project Steering Committee is not compulsory for projects that are less than 12 months in length (e.g. a scoping study) and for projects that are singularly student focus (e.g. PhD student project).**

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| Project Steering Committee Member | Specified Division or Department  | Contact Details of Authorised Representative | Responsibilities |
| *[Organisation name]* | *[Name of division/department, or ‘Not applicable’]* | *[Name and full contact Details and address for notices]* | *[Describe/list the tasks this organisation is responsible for delivering under this Project]* |
|  |  |  | *Chairperson* |
|  |  |  | *Member* |
|  |  |  | *Member* |

1. Background Intellectual Property (BIP) Item 7 – (16)

*[Detail all Background Intellectual Property that is in the possession/control of any Project Party, which will be used for the purposes of this Project]*

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| **Project Party providing the Background Intellectual Property** | **Background Intellectual Property type and description** (eg. Patents, proprietary software, data sets & confidential materials) | **Terms on which Background Intellectual Property is made available**[Detail any limitations on use specified by the Project Party providing the BIP; eg. for project use only; general use; and/or utilisation; Also, specify any exceptions to representations and warranties made in accordance with Clause 16.3 of Participants Agreement] |
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1. Project Shares Item 8 – (23.1)

*[As specified in accordance with clause 23 of the Participants Agreement]*

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| Project Participant | Contributions | Project Share |
| The Company  | [$ amount Project Funds paid by the Centre] | [share]% |
| Name | [$ value] | [share]% |
| Name | [$ value] | [share]% |
| Total: | *[$ value]* | *100%* |

Note that Project Shares may be recalculated at the end of each financial year, under clause 23.2, using actual values of Project Party contributions to the project, at the discretion of the Governing Board.

1. No authority Item 17- (12.3)

[If applicable, specify how the rights and obligations under clause 12.3 are altered by the Project Parties]

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1. Confidential information Item 18 - (23.1(c), 45.2)

[If applicable, specify how the rights and obligations under clause 23.1(c), 45.2 are altered by the Project Parties]

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1. No dealing with Non-Project Centre Item 19- (23.5)

[If applicable, specify how the rights and obligations under clause 23.5 are altered by the Project Parties]

1. Protection of outcomes Item 20 (23.7)

[If applicable, specify how the rights and obligations under clause 23.7 are altered by the Project Parties]

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1. Restrictions on Company's right to use Centre IP Item 21- (23.14)

 [If applicable, specify how the rights and obligations under clause 23.14 are altered by the Project Parties]

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Part 2 – Use and Commercialisation after the end of the Project

1. Utilisation Plan Item 9 – (17.7(b),17.9, 23.13(c), 23.15)

**What is the implementation plan for the project deliverables?**

Describe the implementation plan for how project Outputs (in item j above) will be used by the Utilisation Party (item k above).

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1. Utilisation Party Item 10 – (24.1)

 **Who will use the project Outputs?**

Specify which CRC Participants (as defined in the CRC-LCL Participant Agreement) will use the Outputs (in item j above) to achieve the Uses and Impacts (in item l below).

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| Utilisation Party | Additional obligations / Comments [24.1(d)(ii)] |
| [Organisation name] |  |
| [Organisation name] |  |

1. Conditions of use Item 11- Item 12- (1.1,23.15)

[Specify any fields or territories of exclusivity to be granted to the Utilisation Party of Project IP. Where applicable, specify the fields and territories in which a Project Participant can Commercialise following the expiry of the Project]

[Participants’ rights to Utilise Project IP will be in accordance with clause 23 of the Participants Agreement.]

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| Project Party | Purpose  | Use Field Conditions  |
| *[Organisation name]* | *[Specify the purpose for which each Project Participant may use the Project IP]* | [*Specify the conditions under which each Project Participant may use the Project IP].* |
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1. Commercialisation Income Item 13- (24.2)

[Complete if applicable]

[Specify arrangement for monitoring, receiving and sharing Commercialisation Income.]

1. Risk position where withdrawal from involvement in Utilisation

Item 14- (24.3, 24.4)

[State the position applying to a Project Participant in the event they withdraw from the Project, for example the withdrawing Project Participant might be required to indemnify the other Project Participants in respect of the Utilisation of Project IP.]

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1. Rights to Net Commercialisation Income where withdrawal from involvement in Commercialisation Item 15- (24.3, 24.4)

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Part 3- Commercialisation Potential *(maximum 1 page for each product)*

**Complete this section only if one or more outputs of this research project are likely to lead to commercial products. For each such commercial product, address the following issues.**

1. Description of Commercial Product

Succinct description of the product.

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1. Market Size & Return on Investment

Briefly outline the commercial potential of the product in terms of market and anticipated returns.

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1. Competition

Who are the likely competitors, including scale and influence?

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1. Risk analysis

Extend the table below to identify all the risks associated with the successful commercialisation of this product.

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Description of Risk Degree (High, Med, Low) Strategies for mitigation

1. Public Good Potential

Briefly describe how this project will contribute to the public good, extending beyond low carbon outcomes where appropriate.

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1. Usages

Identify who are expected to make use of the outputs of this project, how that usage will be manifested and the strategies to be adopted to drive adoption.

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Part 3 – Citation

1. ANZSRC Field of Research (FoR) classification (up to 4)

Identify **up to 4** appropriate 6-digit Field of Research codes for this project, based on Australian and New Zealand Standard Research Classification (ANZSRC), 2008. For details of ANZSRC FORs, visit the ABS website at [www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1297.02008?OpenDocument](http://www.abs.gov.au/AUSSTATS/abs%40.nsf/DetailsPage/1297.02008?OpenDocument).

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1. Keywords

Provide up to six keywords that describe the project.

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1. Project Summary (150 words maximum)

Provide a description of the project suitable for publishing on the CRC Web site or in publications.

Cover the addressed problem, relevance to identified industry partners and links to identified CRC outputs and milestones.

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Budget Support Statement *(maximum 1 page for this section)*

Please use this section explain the data in the Project Budget Planning template (Excel Spread sheet)

1. Budget Justification

Explain the reason for the level of resourcing requested, drawing attention to all significant components of the budget.

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1. Contributions from other sources

Identify the nature and level of support being provided from other sources external to the CRC and which are relevant to the work being undertaken for this project. Capability (maximum 1 page for this section)

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1. Track record of lead personnel

Briefly outline how the skill and knowledge of the research team members will serve the specific needs of this project. Are there any gaps where specific expertise may be required?

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1. Capacity of lead organisations to support project

Explain what infrastructure and resources are in place to support this project through its various industry and research partner organisations.

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1. Other funded projects (concurrent with this project)

List any projects by any of the team members that are likely to run in parallel with this project.

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Key Project Personnel

1. Key Project Personnel

Enter details of research and industry people who will contribute to the project, adjusting the number of rows in the table as required.

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| --- | --- |
| Name:E-mail: | Org:Dept: |
| Name:E-mail: | Org:Dept: |
| Name:E-mail: | Org:Dept: |

Name & Email Address Organisation & Department

CV’s for Key Project Personnel *(maximum 1 page for each person)*

1. Personal Details

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Title Given Names Family Name

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Describe your role in the project (key researcher, industry partner investigator, other?)

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Parent Organisation Department Name

1. Track Record – relationship with research and/or IP development

State your formal qualifications

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Degree Title, Institution, Country, Year awarded

1. Academic, research, professional experience:

Briefly describe your relevant experience over the past five years including: key positions held, roles and responsibilities, and achievements.

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1. Publications:

List up to 10 most relevant and recent publications. Use asterisks to identify publications relevant to this project (include books, book chapters, refereed journal articles and refereed conference papers).

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1. Other evidence of impact and contributions relevant to the CRC's field of interest:

List any other evidence that exemplifies your achievements and contributions relevant to the CRC's field of interest (for example: patents, major exhibitions, presentations, professional activities, honours and awards)

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