

Project Proposal

Gippsland Centre

Round 3

Proposal submitted by

# Part A – Project Information and Contact Details

|  |  |
| --- | --- |
| Proposal Number: For NIFPI use only |  |

## [Project Title](#_Project_Title)

#### [Project Title](#_Project_Title) (should be brief, self contained & explicit)

|  |
| --- |
|  |

#### [Project Description](#_Expanded_project_title) (Up to 30 words to indicate the proposed activity and benefit)

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| --- |
|  |

#### Project Value Creation (Up to 30 words to indicate the value creation in dollars to industry for this project)

|  |  |
| --- | --- |
|  | |
| Proposed Start date | Proposed Completion date |
|  |  |

## Contact Information

### [Researcher Details](#Researcher)

#### Name of Organisation

|  |  |  |
| --- | --- | --- |
|  | | |
| Australian Business Number (ABN) if applicable | Contract Manager’s Name | |
|  |  | |
| Address: | Telephone | Fax |
|  |  |  |
| E-mail | |
|  | |

### 

### [Principal Researcher Details](#PrincipalInvestigator)

#### Name of Organisation (if different from above)

|  |  |  |
| --- | --- | --- |
|  | | |
| Australian Business Number (ABN) if applicable | Principal Researcher’s Name | |
|  |  | |
| Address: | Telephone | Fax |
|  |  |  |
| E-mail | |
|  | |

### [Summary of proposed investments in the project](#ProposedInvestment)[[1]](#footnote-1) (All amounts are exclusive of GST)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Source | Cash\* ($) | In-kind ($) | Total ($) | % by source |
| NIFPI |  |  |  |  |
| Researcher |  |  |  |  |
| Collaborators |  |  |  |  |
| TOTAL |  |  |  | 100% |

\* Cash represents total invoiced funds received from NIFPI or other project partners by the researcher.

**Applicant’s proposal justification in relation to the** [**Gippsland Centre Priorities Statement**](https://nifpi.org.au/applications/)**.**

If not directly applicable to the specified priorities, please describe. **(no more than 100 words)**

**Noting that Priority will be given to projects that are Gippsland-based and supported and have emphasis on building research and educational capacity in the Gippsland region.**

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### Declaration of compliance with Eligibility Criteria

In submitting this application for funding from the NIFPI Gippsland Centre, I certify that I have reviewed the eligibility criteria for this program and confirm that my company meets each of the program requirements:

* have an Australian Business Number
* have (or be able to partner with and/or acquire) the demonstrated operational capability and expertise to successfully deliver and operate the project
* not be subject to any legal disability, including bankruptcy or liquidation
* identify governance arrangements for project delivery where more than one entity is involved in project delivery (– append additional information as necessary)
* have evidence of support from Victorian industry partners.

Signature Position Date

Name.

# Part B – Certification for Project Co-Investors

### Certifications of collaborator cash and in-kind contributions (All amounts are exclusive of GST)

I/We declare that:

1. information given in this Application is, to the best of our knowledge and after diligent enquiry, true at the date below;
2. we have the necessary infrastructure to undertake the project within the time proposed;
3. items of equipment or plant for which funds are sought on this project are essential and dedicated to this project;
4. we agree to provide the financial, human and other resources and/or contributions specified for our organisation under “Financial Contributions” in this Application; and
5. if the proposal is successful we agree to NIFPI publishing the **Executive summary, Potential impacts,** and **Summary of Proposed Investments in Project** from this proposal. [If it is desired to omit any of the information from the Executive summary for commercially sensitive reasons please advise NIFPI].

|  |  |  |
| --- | --- | --- |
| Organisation[[2]](#footnote-2) |  | Total invoiced cash contribution |
|  |  |  |
| Date |  | Total in-kind contribution |
|  |  |  |
| Authorised Signature |  | Name (Please print if entering by hand) |
|  |  |  |
|  | Title |
|  |  |

|  |  |  |
| --- | --- | --- |
| Organisation |  | Total invoiced cash contribution |
|  |  |  |
| Date |  | Total in-kind contribution |
|  |  |  |
| Authorised Signature |  | Name (Please print if entering by hand) |
|  |  |  |
|  | Title |
|  |  |

### Summary Response Against Program Evaluation Criteria.

Details of the evaluation criteria are provided in the program briefing document accessible from [www.nifpi.org.au](http://www.nifpi.org.au) .

1. Level of Innovation

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| --- |
|  |

1. Economic Benefits

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| --- |
|  |

1. Financial Capacity

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| --- |
|  |

1. Project Feasibility

|  |
| --- |
|  |

1. Value for Money

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# Part C – Project Specification

### Project Information

#### [Executive Summary](#_Executive_summary) (no more than 400 words)

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| --- |
|  |

#### [Project Deliverables](#_Project_deliverables) (identify/list [what the project will actually produce])

|  |
| --- |
|  |

#### [Objective](#_Objective) (Key (principal) objective)

|  |
| --- |
|  |

#### [Potential Impacts](#_Potential_impacts) (Expected outcomes, Benefits, How will impacts & benefits be measured?)

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| --- |
|  |

#### [Background](#_Background)

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| --- |
|  |

#### [Literature Review](#_Literature_review) (State of science/technology)

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| --- |
|  |

#### [Outputs](#_Outputs) (Science/Technological)

|  |
| --- |
|  |

#### [Referees](#_Referees_1)

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| --- |
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#### [Means of take-up by industry](#_Means_of_take) & [Communication Plan](#_Communication_Plan)

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# Part D – Project Delivery Mechanism

### Project Delivery Mechanism

#### [Objectives](#_Objectives:) (Maximum of 3)

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| --- |
|  |

#### [Methodology](#_Methodology:)

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#### [Linkages with other projects](#_Linkages_with_other)

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#### [Skills](#_Skills:)

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#### [Suggested external referees](#_Suggested_external_referees:) (Name, affiliation, email, phone & address)

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### [Milestone payment summary](#_Milestone_payment_summary:) (All amounts are exclusive of GST)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone No: | Achievement Date | Milestone Description | Total Cost for Milestone ($) | NIFPI Payment for Milestone ($) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
|  |  | TOTAL |  |  |

### [Detailed project budget](#_Detailed_project_budget:) (All amounts are exclusive of GST)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cost Item / Year | Year ending 30 June 201\_\_ $ | Year ending 30 June 201\_\_ $ | Year ending 30 June 201\_\_ $ | Year ending 30 June 201\_\_ $ | TOTAL $ |
| Salaries |  |  |  |  |  |
| Researcher |  |  |  |  |  |
| Collaborator 1**[[3]](#footnote-3)** |  |  |  |  |  |
| Collaborator 2 |  |  |  |  |  |
| On costs: |  |  |  |  |  |
| Researcher |  |  |  |  |  |
| Collaborator 1 |  |  |  |  |  |
| Collaborator 2 |  |  |  |  |  |
| Total Salaries |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Researcher |  |  |  |  |  |
| Collaborator 1 |  |  |  |  |  |
| Collaborator 2 |  |  |  |  |  |
| Total Travel |  |  |  |  |  |
| Capital |  |  |  |  |  |
| Researcher |  |  |  |  |  |
| Collaborator 1 |  |  |  |  |  |
| Collaborator 2 |  |  |  |  |  |
| Total Capital |  |  |  |  |  |
| Other Operating |  |  |  |  |  |
| Sub-contractors |  |  |  |  |  |
| Strategy Adoption |  |  |  |  |  |
| Researcher |  |  |  |  |  |
| Collaborator 1 |  |  |  |  |  |
| Collaborator 2 |  |  |  |  |  |
| Other costs |  |  |  |  |  |
| Researcher |  |  |  |  |  |
| Collaborator 1 |  |  |  |  |  |
| Collaborator 2 |  |  |  |  |  |
| Total Other Operating |  |  |  |  |  |
| GRAND TOTAL |  |  |  |  |  |

### [Actual investments in project](#_Actual_investments_in) (All amounts are exclusive of GST)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Source | Cash ($) | In-kind ($) | Total ($) | % By Source |
| NIFPI |  |  |  |  |
| Researcher |  |  |  |  |
| Collaborators |  |  |  |  |
| Collaborator 1 |  |  |  |  |
| Collaborator 2 |  |  |  |  |
| TOTAL |  |  |  | 100% |

### [Justification of budget items](#_Justification_of_budget) (All amounts are exclusive of GST)

|  |  |  |  |
| --- | --- | --- | --- |
| Salaries – Personnel to work on the project Name and role in project | % time on project | Salary for time on project $ | Recruited for this Project? (Yes/No) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Totals |  |  |  |
| Travel (Brief justification) | | | $ |
| Capital (Brief justification) | | | $ |
| Operating (Brief justification) | | | $ |

#### [Risk Assessment](#_Risk_Assessment_(Social)

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|  |

#### [Project Management System](#_Project_management_system:)

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|  |

Attachment 1

## Guidelines for completing Project Proposals

Project Proposal is recognised as being “Commercial-In-Confidence” and will only be distributed to the Institute’s advisory bodies, The State of Victoria as represented by it Department of Jobs, precincts and Regions and the Australian Government Department of Agriculture and Water Resources, and referees on this basis.

GENERAL GUIDELINES

i. The National Institute for Forest Products Innovation (NIFPI) has a single *Project Application* form. Guidelines for information being sought under the various headings are hyperlinked to the guidelines part of the *Project Application* form at **Attachment 1**.

ii. The *Project Application* form is to be used for all project applications..

vi. Preference will be given to proposals that demonstrate value for money through leveraging, and industry/stakeholder engagement. Leveraging can be in the form of cash, in-kind contribution or a combination of both.

vii. Preference will be given to proposals that maximize the utilisation of skills, capacities and expertise of the scientific, general community and the industry through effective collaboration or joint ventures.

viii. Submissions for continuing projects, Workshops and Postgraduate Scholarships are not sought via the *Project Application* form.

**Lodgement (closing date for submissions) by 11 November 2022**

Send an electronic copy to [funding.gippsland@nifpi.org.au](mailto:funding.gippsland@nifpi.org.au)

as MS WORD or PDF attachments

**Please remove Attachment 1 when submitting the proposal to NIFPI.**

Part A – Project Information and Contact Details

#### [Project Title](#_Project_Title_1)

Concise self-contained and explicit project overview.

#### [Project Description](#_Project_Description_)

Expanded project description up to 30 words to indicate the proposed activity and benefit.

**[Researcher](#_Researcher_Details)** refers to the organisation that will be a party to a formal contract with the Institute or a company acting as the agent of the institute – the **Contract Manager** refers to a person responsible for managing the project administratively and for providing regular project updates requested by NIFPI, during the project

**Principal Researcher** refers to the person responsible for carrying out and coordinating the research to be undertaken during the project - **Name of organisation** refers to principal researcher’s employer

**[Summary of Proposed Investment in Project](#_Summary_of_proposed)** – the total funding in this summary should equal the total project cost as per the Project Budget.

Note: Cash represents total invoiced funds received from NIFPI or other project partners by the researcher. All amounts referred to in the proposal are exclusive of GST.

Part B - Certification for Project Co-Investors

#### [Certifications of collaborator cash and in-kind contributions (Co-investment):](#_Certifications_of_collaborator_1)

This is an important section and must be provided before a proposal will be considered. It must provide signatures and full contact details from all collaborators who intend to co-invest in the project.

* Preference will be given to applications that demonstrate co-investment. Co-investment can be in the form of cash, in-kind contribution or a combination of both;
* Collaboration or joint ventures; and
* Preference will also be given to applications that maximise utilisation of the skills and resources of the research community and industry through effective collaboration or joint ventures.
* For each collaborator, clearly set out the contribution of their skills to the project,
  + why including them in the application will be beneficial to achievement and adoption of the outputs.
  + Letters of commitment from each of the nominated collaborators should be provided and submitted with the proposal; and
* Information about linkages to other investment opportunities in which the Researcher is involved, or other bids for investment in the same area that are currently under consideration, should be provided.

[Note: The proposal must include signatures from all the co-investors (via signed Certification sheets) before submission to NIFPI for processing]

Part C – Project Specification

Supplied by addressing the following series of headings: Some aspects of the project will be sought in greater detail in Part D of the proposal.

#### [Executive summary](#_Executive_Summary_(no)

Provide a summary of the research proposed in no more that 400 words – The summary should include a clear indication what the research project will produce with reference to the following:

* a brief background;
* an outline of the experimental approach to be used; and
* the expected outcomes and significance of the work.

For a successful contracted project, this summary will be published on the Institute’s website and in publications it produces from time to time (See also **Certifications** page).

#### [Project deliverables](#_Project_Deliverables_(identify/list)

Outputs the research project will actually produce or create. A deliverable is a research product or service created and transferred to or developed for industry/stakeholder adoption and or use, e.g., a decision support system package, process, new sensor etc. Describe each deliverable separately and state clearly the product or service being provided

#### [Objective](#_Objective_(Key_(principal))

Statement of the key (principal) project purpose. The key objective must be a precise statement of scientific or technical intent linked to project outputs explicitly and free of impact statements (Impact statements are provided separately). The objective must be realistic and achievable. Part D of the proposal will seek specific components.

#### [Potential impacts](#_Potential_Impacts_(Expected)

Provide a statement in point-form of the potential impacts and benefits to be gained and how the benefits are going to be measured and over what time frame the proposed benefits will be achieved.

* The expected outcomes (results) – what the project is expected to provide;
* Benefits to be gained from the project or that will be accrued if/when the outputs are adopted. The benefit must be a net benefit from the achievement of the project’s objectives assuming the results are adopted by industry. They should accrue as:
  + Direct costs and benefits – include assumptions (with justification) on rate of adoption, e.g., savings per m3 log, estimate savings to industry at assumed rate of adoption;
  + National economic costs and benefits, for example, increasing existing or creating new export markets; decreasing imports; increasing employment; lowering business costs by forest and wood products savings or reducing forest and wood products costs;
  + National environmental costs and benefits, for example, reducing emissions (local and/or global); reducing toxic wastes; reducing land and/or water degradation;   
    (The description should include how the benefit will be obtained (e.g. product sales, licenses, forest and wood products savings, etc.) and reasonable quantitative information such as the present size of existing markets; where such markets are; and what the economic and environmental benefits may be if a reasonable penetration of these markets is assumed.
* A means of measuring the benefits with an inclusion of justified assumptions. Show what anticipated costs and benefits will result if the outcomes of the research project reach commercial use, and indicate the time frame in which such commercialisation may be achieved.

#### [Background](#_Background:)

Positioning the project in the context of the industry. Identify and describe the following:

* Issues and difficulties experienced currently from industry perspective;
* Size of the problem;
* Economic or social threats (if any), their impacts together with potential opportunities;
* Feasibility/likelihood of the project’s success; and
* Barriers to achieving these benefits.

#### [Literature review](#_Literature_Review_(State)

* Provide a concise statement of what is known or the state of science/technology/issue and identify any gaps in the knowledge which are relevant to the project.
* State of knowledge of the science/technology/process); and
* Gaps in the knowledge – What do we know? What do we need to know? Current state of Science-, Technology- or Policy (with valid citations from the literature and other sources).

#### [Outputs](#_Outputs_(Science/Technological))

Indicate the Science & Technological outputs expected from the project. The outputs should be linked to the project objectives and should indicate what the project aims to achieve rather than specific product or activity that will be produced.

#### [Referees](#_Referees)

The names, addresses and other contact information (phone, email & Fax) for at least two referees competent to assess:

* Scientific/Technical merit
* Industry benefit of the project deliverables
* The capacity of the project proponent to deliver the outputs

#### [Means of take up by industry](#_Means_of_take-up)

Explain how the deliverables and technology residing in them will be taken up by or transferred to industry (using the following dot points as a guide)

* How will the results be adopted, by whom, over what time? Identify clearly who are the targeted users for the outputs of the research;
* Outline the strategy to enable the research results to be adopted and give details of end user involvement in the project;
* Indicate the capability of the organisation(s) to achieve successful adoption of the results;
* What is the most appropriate form to deliver project outputs to user(s)? (technical report, software, fact sheet(s) etc, demonstration plant or equipment; and
* Indicate how the deliverables and technology residing in them will be taken up by or transferred to industry.

#### [Communication Plan](#_Means_of_take-up)

* How will the outcomes and benefits of the research be communicated to NIFPI members, levy payers and key stakeholders;
* Identify appropriate opportunities for publicising project progress via Leading Edge and/or other media; and
* Is there a need for one or more end of project seminars for industry audience(s). At least one end of industry seminar should be costed as part of the proposal.

Part D – Project Delivery Mechanism

#### [Objectives:](#_Objectives_(Maximum_of)

More detailed statements of the project purpose. No more than three (3) objectives are to be included, as with the principal objective, they must also be precise and free of impact statements

#### [Literature review:](#_Literature_review_(Broader)

Needs to address the following:

#### [Methodology:](#_Methodology)

Specify the project methodology that will be used to achieve the project milestones and outputs. The methodology should provide:

* Links to project objectives and deliverables;
* Take into consideration technical/experimental risk;
* Feasibility of success;
* Comparison with state-of-art, in Australia and abroad;
* A description of innovative or new features being trialled/proposed; and
* A justification of how the proposed work differs from that being done elsewhere.

#### [Linkages with other projects:](#_Linkages_with_other_1)

Provide an indication of linkages to other related investment opportunities in which the Researcher is involved, or other bids for investment in the same area that are currently under consideration, should be provided

#### [Skills:](#_Skills)

Experience and capability of the personnel and their organisation(s) to achieve the milestones on time including intellectual property

The following should be provided:

* Provide the titles of 5 significant contributions of the principal researcher/investigator from
  + Recent peer-reviewed publications; and/or
  + Reports/Presentations; and/or
  + Consultancies/Other funded projects.
* Statement of Intellectual Property relevant for the project
  + Background intellectual property (BIP) – Identify any BIP owned by the Researcher to be used or improved by the project. Identify any impediments to its application to the project;
  + Third party intellectual property (TIP) – Identify TIP owned by the project collaborators or others likely to be used or improved by the project. The Institute will need to be assured that this IP can be used and that the Researcher has made suitable arrangements and has appropriate licenses in place; and
  + Project Intellectual Property (PIP) – Briefly indicate whether any commercially valuable IP is likely to be developed during the project and how this might be protected and subsequently commercialised.

Detail the relevant experience and capabilities of the personnel to work on the project. Indicate the experience and skills sought of new staff recruited specifically for this project

#### [Suggested external referees:](#_Suggested_external_referees)

Provide the name and affiliation, contact information (telephone and email) for at least two referees competent to assess the technical merit and industry benefit of the project deliverables and the capacity of the project proponent to deliver the outputs

#### [Deliverables and Milestones:](#_Deliverables_and_Milestones)

Deliverable = A research product or service created for use by the clients/customers, e.g., “a sensor for providing drying quality data during drying”

Milestone = A means of delivering the output/s

Output (Expected output) = what the project aims to provide e.g. “A means of improving lumber drying quality by 25%”

Project milestones are assigned by the researcher and should be structured to enable timely delivery of outputs for the smooth running and conclusion of the project.

Milestones

1. First milestone

The first milestone can be the signing of the research agreement (contract) upon which the NIFPI will pay up to 20% of its total agreed investment if required.

1. General Project Milestones

Project performance will be measured by progress towards specified outputs achieved by milestones. NIFPI will make payments only against the successful achievement of milestones demonstrating the clear link to outputs after endorsement by the project Steering Committee.

A project deliverable is equivalent to an output which is a research product or service created and transferred to or made available for organisations or individuals external to the research provider.

1. Penultimate milestone

Should include the draft final milestone report endorsed by the project Steering Committee, and any other deliverables specified contractually for which payment will be made. The draft final technical report will be sent for external peer review by NIFPI and returned to the researcher for amendment as required (Amended final report).

1. Last milestone

Upon receipt of the Amended final project report, and the Audited final financial report (AFFR) a non-technical report, final payment will be made after acceptance and approval by the NIFPI administrator.

An example of a large hypothetical project is shown in Figure 1 indicating the relationship between objectives, outcomes and milestones.

#### Figure 1 Example of Deliverables and Milestones

In this hypothetical example a large project has the maximum three objectives, each objective having: three, two and one outcome respectively and each outcome with its corresponding milestones. The timing of the milestones needs to be arranged to fit within a reasonable achievable timeframe consistent with NIFPI’s AAD milestone timing schedule.



#### [Milestone payment summary:](#_Milestone_payment_summary)

(This part becomes the contractual obligation for project delivery

Milestones for research projects are set at reasonable Researcher set intervals in accordance the AAD (April, August, December delivery schedule). This table provides a summary of milestone payments to be made during the life of the project. The payment dates and payment amounts entered in this table are used by the NIFPI’s electronic Project Management system.

NB Consistency of milestone dates throughout the proposal:

* Data for the milestone delivery dates provided here must to be consistent with the rest of the document notably the project Start and Completion shown in Part A, and the Project Deliverables & Milestones Table (Part D); and
* All milestones must be linked to a payment and they must align with the AAD delivery schedule.

#### [Detailed project budget:](#_Detailed_project_budget)

The Total Project Cost must identify all anticipated costs associated with the project including those that will be funded from “in-kind” and other contributions.

**Total Project Cost** – all costs are to be GST exclusive from all collaborators. NB: The project Total budget cost must equal the total Actual investments (the receipts for the project)

* Salaries – should be a total of all direct salaries paid pro rata to staff engaged on the project. Details of individuals participating in the project are sought later in the proposal (Personnel to Work on the Project). The Researcher must be prepared to provide the Institute with detailed salary information if requested to do so. The Institute may randomly audit this information;
* On-costs – Proponents may include actual or up to 25% of direct salaries as direct salary on-costs;
* Travel – comprises fares, accommodation, subsistence and related expenses. A sub-total against each of these categories should be shown;
* Capital items – Capital items are regarded as real or personal property items with an individual purchase price greater than $5,000. These should be itemised in the Total Project Cost; and
* Other Operating – Operating costs may include expendable laboratory and field items, and vehicle running costs. Items identified as required for the project may be consolidated into logical groupings similar to those shown – additional categories may be added. Other costs may include a proponent’s overheads but must be identified as such.

#### [Actual investments in project:](#_Actual_investments_in_1)

Summary of project investments. This is the same as the summary table in Part A.

#### [Justification of budget items:](#_Justification_of_budget_1)

Salaries – List the following for staff engaged on the project:

* Names;
* The percentage of time each member is to spend on the project;
* Their salary cost to the project for the proportion of time spent on the project per year; and
* Names of staff recruited for the project.

Travel

* Identify the travel required for the project and the basis of costing it; and
* Explain why travel is required.

Capital items (Costing >$5,000)

* Show the cost of each new item of equipment to be purchased; and
* Explain why this equipment is needed.

Other Operating

* Identify the materials that will be consumed during the life of the project and the basis of their cost;
* Explain why these materials are needed;
* Identify other equipment items (other than capital items listed above) to be purchased for the project
* Identify depreciation on existing equipment, lease costs, maintenance costs and basis of any charges for use of existing equipment;
* Identify all known overhead costs, or if using a formula, provide a justification for its use with full details of the factors used in its derivation;
* Identify any subcontractor(s) and the costs of engagement (N.B. certain clauses in NIFPI’s contract cover aspects of the responsibility by the Researcher for subcontracts;
* Explain why the subcontractor(s) would need to be engaged;
* Explain any other costs of the project not covered above;
* Technology transfer and adoption costs are particularly important, i.e. any expected costs related to transferring the project results to the next stage of commercialisation; and
* Explanation of why are these other expenses needed.

#### [Risk Assessment (Social /Environmental):](#_Risk_Assessment)

In the research project context, risk can be described as the chance of something occurring that will impact on the achievement of the objectives – risk can be measured in terms of the likelihood of the event occurring and its potential consequences. Identify any risks to achieving the project objectives and delivery of the outputs and provide strategies to minimise this risk.

#### [Project Management System:](#_Project_Management_System)

Provide details of the Project Management System you will use to ensure that the project outcomes will be delivered on time and within budget.

1. All amounts referred to in this proposal are exclusive of GST [↑](#footnote-ref-1)
2. Provide full contact details for each collaborator [↑](#footnote-ref-2)
3. Provide Contact details for each collaborator [↑](#footnote-ref-3)