**Enter project title**

**CRCSI Major Project Proposal Template**

**(for cash requests over $50k and/or total project cost over $150k)**

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# Submission of Research Project Proposals

The Research Investment Committee (RIC) of the CRCSI considers new project proposals and makes recommendations to the Board for funding. Projects submitted to the RIC must:

* Align with the strategic objectives of the CRCSI and its partners
* Have a well-articulated utilisation and/or commercialisation strategy
* Produce outputs that have a high probability of utilisation and/or commercialisation
* Deliver outcomes that have the potential for high impact
* Have the strong likelihood of producing high quality science outcomes
* Articulate a competitive position in relation to relevant local and international research
* Bring together a high quality research team
* Have a well-developed project methodology
* Contribute to Commonwealth Agreement milestones or the sustainable future of CRCSI
* Demonstrate, where appropriate, a productive relationship with other CRCSI activities
* Include original spatial research

In preparing a proposal, proponents should use the following template, taking into account the review and approval process described below.

Questions should be addressed to the relevant Science Director and/or the Research Director. Please refer to <http://www.crcsi.com.au/about/our-people/> for contact details.

**Hints for submission:**

* Do not duplicate information in different parts of the template
* Explain the original research components carefully
* Be concise and clear
* Use diagrams where appropriate

# Review and Approval of Major Research Project Proposals

The process described below applies to research projects where the cash request from CRCSI exceeds $50k and/or the total project cost (cash + in-kind) exceeds $150k.

## STAGE 1 – Initial review

**The Proponent will:**

* Ensure the relevant Science Director and Program Manager are aware of the proposal and supportive of the planned research
* Provide the Research Director with an early draft for comment
* Complete all sections of the proposal template

## STAGE 2 – Executive review and Program Board approval

**The Proponent will:**

* Submit a mature draft of the proposal to the Research Director

**The Research Director will:**

* Present the proposal to the CRCSI Executive for review
* Ask the Program Manager to secure Program Board approval
* Provide feedback to the proponent from the Executive and Program Board
* Work with the proponent to undertake any required revisions

## STAGE 3 – RIC and Board approval

**The Proponent will:**

* Submit the revised proposal to the Research Director at least three weeks prior to the next RIC meeting

**The RIC will:**

* Receive the proposal at least ten days prior to its next meeting, accompanied by a briefing paper prepared by the Executive and an overview of the project in the context of the Program prepared by the Science Director
* Consider the proposal on its merits
* Make a decision as to whether the proposal should be:
  1. Endorsed for Board approval
  2. Revised and re-submitted to RIC
  3. Externally reviewed and re-considered by RIC
  4. Rejected outright

**Should a proposal be endorsed by RIC, the Board will:**

* Consider the recommendation from RIC regarding the proposal
* Determine whether to approve the project

**The Research Director will:**

* Advise the Proponent of the outcome of the RIC and/or Board deliberations
* Work with the Proponent to undertake revisions based on feedback from the RIC and/or the Board

# Project overview

|  |  |  |
| --- | --- | --- |
| **Project leader** |  | |
| **Project title** |  | |
| **Program** |  | |
| **Commencement** |  | |
| **Completion** |  | |
| **Participants** | *Partner organisations* | *Third party organisations* |
|  |  |  |
| **Project summary** *(200 words)* | | |
|  | | |

# Budget overview

|  |  |  |
| --- | --- | --- |
| **Budget** | | |
| **CRCSI cash request** | *Financial year* | *Amount* |
|  | 20xx - xx | $ 0 |
|  | 20xx - xx | $ 0 |
|  | 20xx - xx | $ 0 |
|  | **A. Total (CRCSI cash)** | **$ 0** |
| **Participant cash support** | *Source* | *Amount* |
|  |  | $ 0 |
|  |  | $ 0 |
|  |  | $ 0 |
|  | **B. Total (Participant cash)** | **$ 0** |
| **Participant (staff in-kind)** | *Source* | *Amount[[1]](#footnote-1)* |
|  |  | $ 0 |
|  |  | $ 0 |
|  |  | $ 0 |
|  | **C. Total (Participant in-kind)** | **$ 0** |
| **Participant (other in-kind)** | *Source* | *Amount* |
|  |  | $ 0 |
|  |  | $ 0 |
|  |  | $ 0 |
|  | **D. Sub-total (Other in-kind)** | **$ 0** |
| **Total tangible cost** | A+B+C = | **$ 0** |
| **Total project cost** | A+B+C+D = | **$ 0** |
| **Funding ratio**[[2]](#footnote-2) | (B+C)/A = |  |

# Project details

|  |
| --- |
| **Problem statement** *(Maximum 200 words)* |
|  |
| **Research questions** *(Maximum 200 words)* |
|  |
| **Aims** *(Maximum 200 words)* |
|  |
| **Approach** *(Maximum 300 words)* |
|  |
| **Outputs** *(Maximum 100 words)* |
|  |
| **Uniqueness** *(Maximum 150 words)* |
|  |
| **Impact** *(Maximum 150 words)* |
|  |

|  |  |  |
| --- | --- | --- |
| **Risk analysis** | | |
| *Commercial risks* | *Degree* | *Mitigation strategy* |
|  |  |  |
|  |  |  |
| *Technical risks* | *Degree* | *Mitigation strategy* |
|  |  |  |
|  |  |  |
| *Other risks* | *Degree* | *Mitigation strategy* |
|  |  |  |
|  |  |  |

## Project plan

**Milestones (◼)** –These must be discrete events that involve minimal subjective or qualitative evaluation.

**Deliverables (**⚫**)** –These must be quantifiable achievements that involve minimal subjective or qualitative evaluation.

**Decision point** – The RIC requires every multi-year project to have a formal review and decision point part way through the project where an assessment will be made regarding project continuation, variation or termination.

Insert milestones (◼)and deliverables (⚫) as appropriate and use cell shading to show duration of each task.

| **Tasks, Milestones & Deliverables** | **Participants** | ***FY 20xx-xx*** | | | | ***FY 20xx-xx*** | | | | ***FY 20xx-xx*** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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# Strategic alignment

if relevant, identify which Commonwealth Agreement output and utilisation milestones this project will contribute to.

|  |  |  |
| --- | --- | --- |
| **Contribution to Commonwealth Agreement milestone delivery** | | |
| *Output milestones (Comm Ag number & description)* | *Comm Ag date* | *Forecast date* |
|  |  |  |
|  |  |  |
|  |  |  |
| *Utilisation milestones (Comm Ag number & description)* | *Comm Ag date* | *Forecast date* |
|  |  |  |
|  |  |  |
|  |  |  |

New projects will generally make some contribution to the longer term future of the CRCSI. If relevant, describe this contribution below.

|  |
| --- |
| **Contribution to a sustainable CRCSI future** *(Maximum 200 words)* |
|  |

**Utilisation or commercialisation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *What is the preferred utilisation or commercialisation strategy?* |  | | | | | |
| *Which organisations will utilise the research outputs and in what way?* | *Organisation name* | | *CRCSI Partner?* | *How will this organisation utilise the research outputs?* | | |
|  | |  |  | | |
|  | |  |  | | |
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|  | |  |  | | |
|  | |  |  | | |
| *What is the target market?* |  | | | | | |
| *In what way will the CRCSI realise a return on investment?* |  | | | | | |
| *Who are the competitors?* | *Organisation name* | *Location* | | | *Does this organisation have registered IP in this area?* | *What relevant activities are they engaged in?* |
|  |  | | |  |  |
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## 

## Background intellectual property from project participants

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Category of Work[[3]](#footnote-3)* | *Description of Work* | *Author(s)* | *Owner* | *Format* | *Comments[[4]](#footnote-4)* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Background intellectual property from non-project participants

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Category of Work3* | *Description of Work* | *Author(s)* | *Owner* | *Format* | *Commercial Arrangements4* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Budget

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Quarter ($k)** | | | | | | | | | | | |
| **Item** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Salaries |  |  |  |  |  |  |  |  |  |  |  |  |
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| Travel |  |  |  |  |  |  |  |  |  |  |  |  |
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| Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
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| Other |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |

## 

## Budget justification

*(a) Salary*

*(b) Travel*

*(c) Equipment*

*(d) Other*

## Cash contributions from project participants

| **Organisation** | **Planned use** | **Amount** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **Total $ value** |  | **$ 0** |

## Staff in-kind contributions from project participants

| **Resource** | **Start Date** | **End Date** | **FTE** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| **Total FTE** |  |  | **0 FTE** |
| **Total $ value[[5]](#footnote-5)** |  |  | **$ 0** |

## Other in-kind contributions from project participants

| **Resource** | **Start Date** | **End Date** | **Estimated $** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total $ value** |  |  | **$ 0** |

# Other

## Additional Information

## Program Board Endorsement

|  |  |
| --- | --- |
| Board Chair |  |
| Signature |  |
| Date |  |

1. *1. One FTE is valued at $250k/year.* [↑](#footnote-ref-1)
2. . The CRCSI generally expects the Funding Ratio to be around 2. [↑](#footnote-ref-2)
3. . Copyright Work, Patent, Trademark, Registered Design, Circuit Layout, Brand, Logo, etc. [↑](#footnote-ref-3)
4. . Include information on current assignments of or encumbrances to the Background IP [↑](#footnote-ref-4)
5. . 1 FTE is valued at $250k/year [↑](#footnote-ref-5)