



Australian Government
Rural Industries Research and
Development Corporation

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Please note that some sections of this form are ‘protected’ and may not be changed.

**To enter text into the document, click in the grey cell to type.
Use the Tab key to move between cells.**

Project Summary Details

Dates - Enter the proposed start and finish dates for your project. (Please avoid completing your project on 30 June).

RIRDC:-

To choose the **RIRDC Program** that you believe your project contributes to, please refer to “Doing Business with RIRDC” (www.rirdc.gov.au/research) to familiarise yourself with RIRDC’s 22 R&D programs and strategic priorities.

To choose the **Program Goal** that you believe your project contributes to, please refer to the relevant Industry R&D Plan.

DO NOT TRY TO COMPLETE “**Summary of Project Participant Contributions**” table. This table is protected and details will automatically be entered into this table when “Part 5 – Budget Details” is completed.

Project Team Details - Please list all team members.

Detailed Project Plan

NOTE: SECTION 2 IS COMPULSORY. IF ITEMS ARE NOT COMPLETED, YOUR PROPOSAL WILL BE RETURNED.

Not all sections of the application form are relevant to every proposal. If the question is irrelevant to you please put a "not applicable" in the box.

Milestones are clearly definable goals or decision points within a project. They mark either the completion of a task defined in the project or the achievement of a critical step within a continuing task. They should be outcome oriented and linked to reporting dates and defined performance indicators. To complete the Risk Analysis column, please tick the rating that most applies to the objective.

Character limits must be strictly adhered to.

Adoption and Commercialisation:-

Please provide answers to these six questions.

Not all sections of the application form are relevant to every proposal. If the question is irrelevant to you please put a "not applicable" in the box.

Intellectual Property:-

RIRDC:-

The RIRDC requires that details concerning Intellectual Property and Commercial interests to be fully and openly disclosed.

Intellectual Property (IP) means:-

"RIRDC claims a stake in the IP of all RIRDC-funded projects. During the project phase, the level of ownership will be allocated to RIRDC, the research organisation and the industry body proportional to the amount of investment each contributes (excluding overheads and in kind contributions by research organisation). These figures will be recorded in the Research Agreement. When any resulting intellectual property is fully identified, negotiations may take place to modify ownership proportions if regarded as necessary for the effective adoption of the research outcomes".

Budget Details

Please refer to the accompanying excel spreadsheet to complete the Budget Details for your proposal.



RESEARCH PROJECT APPLICATION

Project Summary Details

Project Title:

Proposed Start Date:

Proposed Finish Date:

RIRDC Portfolio:

RIRDC Program:

Program Goal:

Research Organisation Name:

Administration Contact Name:

Ph

Fax

Email

Role	Name	Telephone	Email	Organisation	% time
Principal Researcher					
Other Researcher/s					
Supervisor/s					
Technical Staff					
Student(s)					
Other					

Detailed Project Plan

Reviews

Have literature reviews been undertaken?

In 250 words or less please provide a summary and analysis of your results.

Project Summary

Please provide a detailed summary of project here.

Project Objectives

Please provide the objectives of project here.

Project Background

What is the background to the research?

Please explain why this research is needed.

Project Method

Provide an outline of the proposed method(s) for this research.

Provider Capability (word limit of 250 words applies here)

Principal Investigator Track Record (word limit of 250 words applies here)

Goals & Objectives

Explain how this project will contribute to the RIRDC program goals and objectives

Industry / Community Significance

Explain the significance of the project to the industry and the community

Potential Benefits

What are the potential economic, environmental and/or social impacts/benefits for industry and the community from this research?

Market Opportunity

What is the specific market opportunity being targeted by this research? (word limit of 250 words applies here)

Sustainability & Biodiversity

What are the impacts of this research on ecological sustainability and biodiversity?

Provide details of the location of the research Provide details of the location of the research

City/Town/Suburb:
State:
Postcode:

Industry / Stakeholder Consultation and Support

Consultation and Support

In 250 words or less describe the industry and stakeholder consultation you have undertaken and provide evidence of the level of industry support for the proposed work.

Nominate two other experts who could be consulted in confidence if the Corporation so desires to review your proposal.

Title: First Name: Last Name: Position: Organisation: Contact Number:	Title: First Name: Last Name: Position: Organisation: Contact Number:
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Please identify all collaborating parties on this project

Examples include other researchers team members, expert reviewers, steering committee members etc.

Title: First Name: Last Name: Position: Organisation: Contact Number:	Title: First Name: Last Name: Position: Organisation: Contact Number:
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Title: First Name: Last Name: Position:	Title: First Name: Last Name: Position:
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Organisation:
Contact Number:

Organisation:
Contact Number:

Expected Outcomes and Outcomes

Describe the expected outcomes of the project.

In 250 words or less describe what will be the benefit/consequences of this work (e.g. expanded export opportunity, lower production costs, etc)?

Expected Outputs

Describe the expected outputs of this project.

In 250 words or less describe what will be the goods/services produced by this work (eg new variety, book, industry fact sheet, pesticide regimen, etc)?

Details

In 250 words or less provide any additional details regarding your output.

Target Audience/s

Eg: Minister/Politicians, current industry participants, potential entrants to industry, lifestyle farmers, farm consultants/advisors, industry association, policy makers, research community. (word limit of 250 words applies here)

Delivery Mechanism/s

Eg: website announcement, short report, field days, stakeholder copies, advertising (please provide budgets where applicable. (word limit of 250 words applies here)

Risk Management

All projects have some risks associated with them. Show how the following risks will be managed.

In 250 words or less describe what will you do if a key member of the team resigns, dies or leaves the Organisation?

In 250 words or less describe what will you do if a key piece of equipment is not delivered on time, or does not perform satisfactorily?

In 250 words or less describe what will you do if a weather or climatic event occurs that destroys or renders some work invalid?

In 250 words or less describe detail any other major risks and your strategies to manage them.

Intellectual Property

RIRDC Intellectual Property to be used in this project

In 250 words or less identify any Intellectual Property from existing or past RIRDC projects that may be used in this project

Researcher Intellectual Property to be used in this project

In 250 words or less identify any Intellectual Property that the Research Provider will be bringing to this project

Third Party Intellectual Property to be used in this project

In 250 words or less identify any Intellectual Property from third parties that will be used in this project

Project Intellectual Property

In 250 words or less describe the Intellectual Property, if any, that will be produced from this project

Adoption & Commercialisation

In 250 words or less describe how the product/service you create in this project be made available to users?

Who is your target audience?

(Farmers generally, farmers within a particular industry, extension workers, NRM facilitators, policy makers, scientists, other) (250 word limit applies here)

Communications Strategy?

In 250 words or less briefly describe the current communications/adoption processes in your target population. Is diffusion of innovations likely to be slow or fast?

What level of financial and human resources will you need to achieve your desired rate of adoption?

If your innovation is profitable, incremental, simple and cheap to implement then less effort and resources will be required to convince the majority of the target audience to adopt it (i.e if a cheaper more effective pesticide). Conversely the reverse is true for expensive, complex innovations which do not have short term financial benefits (eg modifying a whole farm to meet farm health and safety requirements). (250 word limit applies)

Are there external risks to the successful adoption of your innovation?

For instance, is there a cohesive industry organisation? Do all the stakeholders necessary to implementation have ownership of the project? Are you reliant on government policy to achieve adoption? Is the target industry in a downturn? How do you propose to manage these risks? (250 word limit applies)

Have you identified any potential commercial partners and if so, who are they? (250 word limit applies)

Milestones & Tasks

Please provide detail of the objectives, and performance indicators to be achieved in the project.

Milestone No.	Tasks	Performance Indicator	Due Date (mm/yyyy)
1 - Agreement Signed			
2 - Annual Progress Report			
3 - Annual Research in Progress			
4- Annual Progress Report			
5- Annual Research in Progress			
6- Annual Progress Report			
7- Annual Research in Progress			
8- Annual Progress Report			
9- Annual Research in Progress			
10 - Final Report			

Please note: all necessary reports must be submitted in a form complying with Rural Industries R&D Corporation's requirements, and sent to Rural Industries R&D Corporation. This is generally a final report and the final research compendium summary.

Example

Milestone No.	Tasks	Performance Indicator	Due Date (mm/yyyy)
1 Agreement Signed	Exchange of contract	Contract Executed	1 Sept 06
2 Annual Progress Report	1 Secure participation of project partners and establishment of project advisory committee 2 Commence primary research to identify supply chain issues to be addressed to improve industry ability to meet export customer requirements	Progress report submitted on project stages 1 Advisory committee formation 2 Primary research on supply chain and 3 Primary research mapping exports	30 Nov 08
3 Annual Research in Progress Report	Research in progress report (07-08)	200 word summary of past 12 months project activity for annual RIRDC corporate document	31-May-09
4 Annual Progress Report	Progress report on the following stages, 1. Liaise with overseas buyers to identify market education requirements 2. Map exports 3. Develop and implement market education program 4. Facilitate inbound visit by technical/business experts 5. Facilitate outbound visit by Australian producers 6. Develop export guidelines	1. Supply chain mapping completed 2. Market education program completed. 3. Inbound and outbound project partner visits facilitated. 4. Export guidelines devised and supply chain activities for the industry to collaborate in the production and logistics activities associated with exporting facilitated.	30-Nov-09

5 Final Report	Final report submitted in RIRDC or JVAP final report template, and sent to Rural Industries R&D Corporation. Research compendium also submitted.*	Final Report Accepted by RIRDC	30-Mar-10
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* All necessary reports must be submitted in a form complying with Rural Industries R&D Corporation's requirements, and sent to Rural Industries R&D Corporation. This is generally a final report and the final research compendium summary.

** No final reports should be due in May or June, and all final reports should have a minimum of 25% of the annual funding allocation

I/We confirm that we are authorised to lodge this application on behalf of the proponent organisation(s) and all information is true and correct.

Authorised Persons Name: _____

Authorised Persons Signature: _____ **Date:** _____