

## Guidelines for CRC Student Project Proposals (Honours and Ph.D)

This document provides explanatory text to support project teams in developing student project proposals for the CRC for National Plant Biosecurity. Explanations are provided against text fields from the CRC's project proposal template, below, and further information about the Centre's proposal selection process is provided at the end of this document. It is the Centre's expectation that student project proposals will be developed in consultation with the Education and Training Program Leader, and potential proponents should consult with the Education and Training Program Leader with any questions they have about the proposal template or selection process.

### 1. Project Overview

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#### 1.1 Project Aim/Objectives

What is the single overarching goal that this project is trying to achieve?

What (other) specific goals will this project target in order to achieve its primary aim?

#### 1.2 Project Rationale

What is the need for this project, and how does the project align with the CRC's strategic objectives?

#### 1.3 Biosecurity Problem

What is the biosecurity problem that this project seeks to address?

#### 1.4 Project Outcomes

Research: What is the potential impact of this project from a research perspective, that is, what contribution will this project make to the field of study?

Industry: What is the potential impact of this project from an industry perspective, that is, what contribution will this project make to improve industry practices, outcomes or competitive advantage?

Capacity: What is the potential impact of this project from a capacity perspective, that is, what contribution will this research make to build capacity in biosecurity areas, or raise awareness and understanding of biosecurity issues?

National: What is the potential impact of this project from a national perspective, that is, what contribution will this project make to enhance Australia's biosecurity?

## 2. Research Strategy

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### 2.1 Research Question

What is the research question, problem or hypothesis that this project will try to answer?

### 2.2 Research Strategy

What steps will this project follow in an attempt to answer the research question?

### 2.3 Research Innovation

What contribution will this research make to the field?

### 2.4 Research Milestones

No	Description	Team Member Responsible	Start	End
#			DD/MM/YYYY	DD/MM/YYYY

Please note that the following compulsory milestones must be included –

1. Signing of contract and commencement of student
2. Completion of first draft of literature review (at 6 months)
3. Completion of program of study/confirmation (at 6 months)
4. Three Annual reports (annually, on anniversary of commencement date. Note - a copy of the university annual report is all that is required).
5. Date of submission (3 years from date of commencement).

## 3. Delivery Strategy

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### 3.1 Potential Employers of the Student

### 3.2 End-Users

Who would be the specific end-users of this new research or knowledge?

### 3.3 Project Risk

Considering the research context of this project, what factors present a risk to successful completion of this research?

## 4. Project Resources

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### 4.1 Project Team Members – please place an asterisk \* next to those people who will directly supervise the student

# STUDENT PROJECT PROPOSAL GUIDELINES

Name	Organisation	(A) FTE Contribution
<b>CRC Members</b>		
<i>E.g. Dr Karl Mooney</i>	<i>DPI NSW (DPI contribution)</i>	<i>0.3</i>
<i>Dr Karl Mooney</i>	<i>DPI NSW (CRC contribution)</i>	<i>0.4</i>
<i>E.g. Dr David Rupert</i>	<i>CSIRO</i>	<i>0.7</i>
<b>Non-CRC Members</b>		
<i>E.g. Mr Bert Holestein</i>	<i>NSW Department of Health (post doctorate)</i>	<i>1.0</i>
<b>End-Users</b>		
<i>E.g. Mrs Catherine Vines</i>	<i>NSW Farmers Association</i>	<i>0.4</i>
		Total: <i>2.5</i>

Please note that for CRC members such as Dr Karl Mooney, who are being funded by two different organisations, both contributions need to be listed separately.

#### 4.2: In-kind Staff Resources (CRC member contributions)

Name (from 4.1)	Staff Category	(B) Staff Category Value	(C) In-kind Value (A x B x 2.8)
<i>E.g. Dr David Rupert</i>	<i>Senior Manager</i>	<i>\$170,000</i>	<i>\$333,200</i>
			Total:

This section is used to allocate a value for the FTE's.

1. Insert the names from section 4.1 into the table. A staff category and subsequent value must be allocated to each person using the four main categories below.

*Senior Manager: \$170,000*

*Key Researcher: \$120,000*

*Researcher: \$90,000*

*Support: \$70,000*

2. The staff category value is then used to calculate the "In-kind Value". This is done by multiplying the FTE contribution by the category value and then by 2.8.

The figure 2.8 is used as it was supplied to us by DEST as a standard multiplier for employment costs to include all on-costs plus infrastructure costs of employment.

#### 4.3: CRC funds requested for this project

Expenditure	06/07	07/08	08/09	09/10	10/11	11/12	Total
<b>Stipend</b>							

# STUDENT PROJECT PROPOSAL GUIDELINES

**Other  
Operating**

**Total**

The above section should record the breakdown of your expenditure budget for the project over the years of the project.

The total of the budgets should equal the total of the milestone payments.

**Justification of budget:**

In the above section please provide a brief justification of your budget. You may want to explain the level of staffing for the project, the amount of travel and why you need to spend money on capital items. The travel budget justification should include an estimate of the number of times national and international travel will be required.

**4.4: External (non-CRC) funds obtained for this project**

<b>Expenditure</b>	<b>06/07</b>	<b>07/08</b>	<b>08/09</b>	<b>09/10</b>	<b>10/11</b>	<b>11/12</b>	<b>Total</b>
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**Employee**

**Travel**

**Operating**

**Capital  
Expenditure**

**Total**

**Will these external funds be paid to the CRC or elsewhere (please specify)?:**

Section 4.4 requires a list of all funding being used in the project which is not coming from the CRC NPB to be documented. Whether the funding will be channelled through CRC NPB or go directly to the Project, the Researchers or the Participants must also be included.

**4.5: Other (non-staff) In-kind Resources**

<b>Expenditure</b>	<b>06/07</b>	<b>07/08</b>	<b>08/09</b>	<b>09/10</b>	<b>10/11</b>	<b>11/12</b>	<b>Total</b>
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**Travel**

**Operating**

**Capital  
Expenditure**

Section 4.5 requires you to record the dollar value of in-kind contributions made by CRC Members.

These items may include the value of providing a motor vehicle to allow staff to attend a CRC conference or the share of expenditure on a capital item partly purchased for the project. For example a microscope may be purchased which is partly used by the project but which remains the property of the CRC Member.

#### 4.6: Milestone Payment Schedule

Milestone No.	Payment Date	Organisation to be paid	Stipend Cost Component	Operating Cost Component	Other Cost Component	Total Milestone Value
#	DD/MM/YYYY					

**Totals:**

Section 4.6 requires you to list the milestones that require payment and the date on which that payment is due. Please note that for PhD projects, the first payment will be made on commencement of the student, and thereafter on January and July 1 each financial year, unless requested otherwise.

Milestone payments need to be broken down into stipend, operating and other costs and the total milestone payments should equal the total budgeted expenditures.

#### 4.7: Total Project Budget

Total:

Section 4.7 requires you to add the totals for table 4.2-4.5.

#### 4.8: Background IP (Intellectual Property)

What background intellectual property (technology owned by others) will be required to develop this new technology, who owns it, and what will arrangements will be implemented (on existing and new IP) as consideration for its use?

#### 4.9: List the areas of expertise for each supervisor

Identify the research supervisor/s and what expertise they bring to this research.

#### 5.0: Student requirement

If a student has already been identified please list their details

## What happens next to CRC project proposals?

The next step for project proposals is evaluation by the CRC’s Science Committee; however, before this can occur, the CRC’s Project Officer will refer the full project application to participating organisations on the project (that is, those Participants with in-kind staff nominated for involvement on the project) to ensure that the proposed in-kind contributions of project team members are endorsed by the member’s employing organisation.

After this step, final project proposals are put forward by the relevant Program Leader to the Centre’s Science Committee for evaluation. The Science Committee’s evaluation is a 2-part process, involving initial comments from Science Committee members to be addressed by Program/Project Leaders before final scoring from the committee. The table below indicates the criteria that is used by the CRC’s Science Committee in evaluating project proposals to the Centre. The full evaluation process would usually take between 4-6 weeks in total.

Projects that are recommended by the Science Committee are then considered by the CRC’s Board of Directors for approval before being contracted by the organisations involved on the project. These stages would usually take between 4-8 weeks in total. Research on the project would usually commence once the contract has been executed by all parties involved.

Evaluation Criteria	Scale: Low ..... High										
	Score	1	2	3	4	5	6	7	8	9	10
Strategic Fit:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Leadership:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Research:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential Outcomes:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery Strategy:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity Building:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Score:</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recommended to Board:**

**No:**

**Yes:**