



Forest & Wood
Products Australia
Knowledge for a sustainable Australia

Project Proposal

Proposal submitted by

Type here



Part A – Project Information and Contact Details

Proposal Number: *For FWPA use only*

Project Title

Project Title *(should be brief, self contained & explicit)*

Project Description *(Up to 30 words to indicate the proposed activity and benefit)*

Proposed Start date

Proposed Completion date

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Contact Information

Researcher Details

Name of Organisation

Australian Business Number (ABN) *if applicable*

Contract Manager's Name

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Address:

Telephone

Fax

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E-mail

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Principal Researcher Details

Name of Organisation *(if different from above)*

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Australian Business Number (ABN) if applicable

Principal Researcher's Name

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Address:

Telephone

Fax

	E-mail	

Summary of proposed investments in the project¹ (All amounts are exclusive of GST)

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

¹ All amounts referred to in this proposal are exclusive of GST



Part B – Project Specification

Project Information

Executive Summary *(no more than 400 words)*

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

Objective *(Key (principal) objective)*

Potential Impacts *(Expected outcomes, Benefits, How will impacts & benefits be measured?)*

Background



Literature Review *(State of science/technology)*

Outputs *(Science/Technological)*

Referees

Means of take-up by industry & Communication Plan



Part C – Project Delivery Mechanism

Project Delivery Mechanism

Objectives *(Maximum of 3)*

Literature review *(Broader than in Part B)*

Methodology

Linkages with other projects

Skills

Suggested external referees *(Name, affiliation, email, phone & address)*



Deliverables and Milestones

Deliverable 1 Description	Delivery Date

Milestones leading to achievement of output <i>(Description & link to deliverable)</i>	Achievement Date

Add rows if you have more milestones for this deliverable

Deliverable 2 Description	Delivery Date

Milestones leading to achievement of output <i>(Description & link to deliverable)</i>	Achievement Date

Add rows if you have more milestones for this deliverable

Deliverable 3 Description	Delivery Date

Milestones leading to achievement of output <i>(Description & link to deliverable)</i>	Achievement Date

Add rows if you have more milestones for this deliverable

Milestone payment summary (All amounts are exclusive of GST)

Milestone No:	Achievement Date	Milestone Description	Total Cost for Milestone (\$)	FWPA Payment for Milestone (\$)
1		Signing of Contract		<20% FWPA contrib
2				
3				
4				
5		Final Report and AFFR		
		TOTAL		

Add rows if you have more milestones for this deliverable



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 ²					
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					

Insert rows as required

² Provide Contact details for each collaborator



Actual investments in project (All amounts are exclusive of GST)

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

Insert rows as required

Justification of budget items (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)
<i>List all staff members by name. Insert rows as required</i>			
Totals			
Travel (<i>Brief justification</i>)			\$
Capital (<i>Brief justification</i>)			\$
Operating (<i>Brief justification</i>)			\$

Risk Assessment

Project Management System

D – 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 FWPA 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 FWPA].

Organisation³

Date

Authorised Signature

Total cash contribution to project

Total in-kind contribution to project

Name *(Please print if entering by hand)*

Title

Organisation

Date

Authorised Signature

Total cash contribution to project

Total in-kind contribution to project

Name *(Please print if entering by hand)*

Title

³ Provide full contact details for each collaborator

Organisation

Date

Authorised Signature

Total cash contribution to project

Total in-kind contribution to project

Name *(Please print if entering by hand)*

Title

Duplicate a section as required

Attachment 1

Guidelines for completing Project Proposals

The guidelines below have been amended to incorporate the new project proposal guidelines endorsed by the FWPA R&D Investment Committee (21-Dec-2009).

Project Proposal is recognised as being "Commercial-In-Confidence" and will only be distributed to the Company's advisory bodies and referees on this basis.

GENERAL GUIDELINES

- i. Forest and Wood Products Australia (FWPA) has streamlined the project application process and has replaced the separate *Preliminary-* and *Detailed Project Application* forms with 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 and primarily for those with interest in identified FWPA research priority areas (see the [R&D themes and investment priorities table](#)).
- iii. For new project proposals, expressions of interest and submissions in response to Research Opportunity Announcements (ROA) only Part A and B of the *Project Application* form are to be completed.
- iv. Only highly rated submissions will be invited to submit the full application by completing Part C of the *Project Application* form.
- v. An invitation to submit a full application does not guarantee that it will be recommended for funding. Where appropriate, applications will be refereed externally and assessed competitively by FWPA.
- vi. Preference will be given to proposals that demonstrate value for money through leveraging, and industry/stakeholder engagement. Please note that FWPA has a policy of providing up to 50% of the total proposed budget. 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 utilization 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 (by closing date for submissions)

<p>Send an electronic copy either by: Email: (info@fwpa.com.au) as MS WORD or PDF attachments</p>		<p>Send one (1) signed hard copy to: Dr Chris Lafferty R & D Manager, FWPA</p>
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	or	<p>Level 4, 10-16 Queen Street Melbourne, Vic, 3000 Tel 03 9927 3220 Fax 03 9927 3288</p>
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Please remove Attachment 1 when submitting the proposal to FWPA

Part A – Project Information and Contact details

Project Title

Concise self contained and explicit project overview

Project Description

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

Researcher refers to the organisation that will be a party to a formal contract with the Company – the **Contract Manager** refers to a person responsible for managing the project administratively and for providing regular project updates requested by FWPA, 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 – the total funding in this summary should equal the total project cost as per the Project Budget. All amounts referred to in the proposal are exclusive of GST.

Part B – Project Specification

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

Executive summary

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 Company's website and in publications it produces from time to time (See also **Certifications** page)

Project deliverables

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

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 C of the proposal will seek specific components.

Potential impacts

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

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

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. A more detailed literature review is provided in the

Project delivery mechanism (Part C).

Outputs

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

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

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

- How will the outcomes and benefits of the research be communicated to FWPA 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 C – Project delivery mechanism

Objectives:

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:

Needs to address the following:

- 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).

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:

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:

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 Company 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 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:

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:

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 FWPA will pay up to 20% of its total agreed investment if required.

2. General Project Milestones

Project performance will be measured by progress towards specified outputs achieved by milestones. The FWPA 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.

3. 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 FWPA and returned to the researcher for amendment as required (Amended final report).

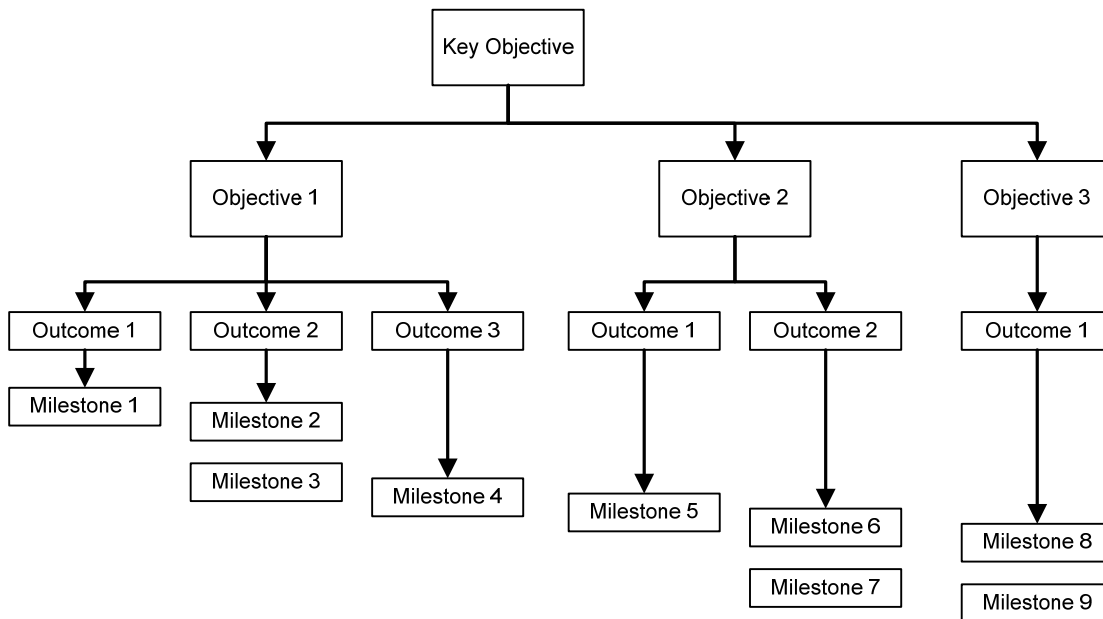
4. Last milestone

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 Company’s R&D Manager.

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 FWPA’s AAD milestone timing schedule.



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 FWPA’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 C); and
- All milestones must be linked to a payment and they must align with the AAD delivery schedule.

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 Company with detailed salary information if requested to do so. The Company 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:

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

Justification of budget items:

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 FWPA'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):

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:

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

Part D Certification for project Co-investors

Certifications of collaborator cash and in-kind contributions (Co-investment):

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. Please note that the FWPA has a policy of providing only up to 50% of the total budget for a project. 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 FWPA for processing]