

## SUGAR INDUSTRY TRAVEL AND LEARNING AWARD (STLA) APPLICATION KIT

### Introduction

Sugar Research Australia (SRA) invests in and manages a portfolio of research, development and adoption (RD&A) projects that drive productivity, profitability and sustainability for the Australian sugarcane industry.

SRA was established in 2013 as a sugarcane grower- and miller-owned company and the declared Industry Services Body for the Australian sugarcane industry. The SRA vision is to deliver valued solutions for a growing Australian sugar industry. To achieve this vision, SRA collaborates with levy payers, industry representative bodies, government, productivity services, extension providers, other industry stakeholders, researchers and international peers and partners. SRA works to facilitate and deliver innovative technology and best practice to the sugar industry through a disciplined RD&A investment program and practical and effective knowledge exchange that translates our research activities into practice.

The [SRA Strategic Plan 2017/18-2021/22](#) describes the future direction for sugar industry investment in RD&A activities and is available on the SRA website. The Strategic Plan was developed through consultation within the industry and is aligned with the National Sugarcane Industry Research, Development and Extension (RD&E) Strategy, the Commonwealth Government's Science and Research Priorities and Rural RD&E Priorities, and the Queensland Government's Strategic Objectives for investment in the sugarcane industry.

As a component of SRA investment in industry capability, SRA provides opportunities for industry personnel via Sugar Industry Travel and Learning Awards (STLAs). These awards encourage innovative thinking and activities which can clearly demonstrate benefits to the Australian sugarcane industry and which align with the outcomes and strategies of the current SRA Strategic Plan.

These guidelines are provided to assist applicants in preparing their STLA application. This document provides information on:

1. STLA information and eligibility criteria
2. Selection criteria
3. Guide to completing the application
4. Closing dates and selection timelines
5. Contact details

### 1. STLA information and eligibility criteria

The purpose of the STLA is to encourage innovative thinking in our industry people by undertaking a learning activity that has the potential to bring significant benefit to the Australian sugarcane industry. Anyone with a concept that aligns to the purpose of these awards may apply for support.

Funding is available as follows:

*Individual travel awards to a maximum of \$7,500 – travel, study tours or conference attendance*

- The award can support travel to conferences, seminars, workshops or other organisations, and cover expenses including fares, accommodation, other living costs and registration fees.
- For conference or workshop travel support, there is a clear expectation that applicants are presenting or co-authoring a paper (or poster for junior researchers) or have been invited to chair a session.
- A copy of the abstract, paper, poster or letter of invitation must be attached if available.
- An individual will be restricted to one conference travel award every two years.

*Group travel awards to a maximum of \$10,000 – study tours*

- The award can support travel by groups of growers and/or advisors to learn from activities in other regions or other agricultural industries, to improve industry productivity, profitability or sustainability.

*Inviting subject experts to visit our industry to a maximum of \$10,000*

- The award can cover the costs involved in inviting subject matter experts (preferably with an international and/or national reputation) to conduct an event such as a workshop and /or seminar, or to share and provide expertise needed for a particular high priority project or subject area.

Funds cannot be spent on capital items, salaries for researchers or industry participants, or on organisational overheads. Funds are for the specified activity and must be used for that purpose only. All successful applicants will be required to submit a financial reconciliation at the end of the activity.

Payments will be made in two stages as noted in Section 3. The final payment by SRA may be varied from that requested in the application such that the total SRA contribution does not exceed actual expenditure as detailed in the financial reconciliation.

Applicants are encouraged to consult the SRA Strategic Plan (available on the SRA website) and focus on innovative applications which align with at least one of the eight Key Focus Areas of investment and will demonstrate benefit to our industry.

## **2. Selection Criteria**

STLA awards are competitive and applications will be assessed on the quality of the applicant and the likelihood of the award resulting in benefits to the sugar industry. Applications will be assessed against the following questions:

- Does the proposed travel benefit the Australian sugar industry and are those benefits significant and well explained?
- Will the activities proposed enhance the skills and capacity of the applicant?
- Is there an appropriate and clear plan for knowledge dissemination?
- Is the proposal value for money, taking into account any cash and/or in-kind co-contribution to the proposal by the applicant and other parties?

### 3. Guide to completing the application

The STLA application form is available from the SRA website. Text boxes will expand to accommodate the amount of text added to them, but the application should be concise, and the form when completed must not exceed four pages. Do not change any formatting within the form (font size, layout borders, etc.).

The following points should be noted when completing the application form:

- STLAs will usually have two milestones during the course of the project, the signing of the agreement (Milestone 1) and the submission of the final report (Milestone 2).
- Payments will be split across the two milestones and at least 25% of the SRA contribution must be allocated to Milestone 2. If this is impractical then this should be discussed with the SRA Research Funding Unit before submission.
- The Final Report is required within 6 weeks of the completion of the activities. The report should describe the key findings and implications for the industry, describe professional benefits to the applicant(s) and the sugar industry, and provide a financial reconciliation.
- You need to nominate a Project Contact Person and an Administration Person, but they may be the same person. The Project Contact Person is responsible for managing the conduct of the project. The Administration Person will receive correspondence from SRA about the Project Agreement and Tax Invoices, and payments will be sent to them.
- All participants in the project must be listed in the application form. If support for the project is being provided by other organisations in addition to the signatory organisation, SRA will require confirmation of that support by letter or email before the Project Agreement is finalised.

### 4. Closing dates and selection timelines

STLA Application Forms must be submitted by email to [fundingunit@sugarresearch.com.au](mailto:fundingunit@sugarresearch.com.au) by **1 September 2019**. The Award must be completed (including submission of the Final Report) within 12 months of the agreement execution date.

Activity	Key Dates
STLA Applications due	1 September 2019
Notification of outcome	1 November 2019
Earliest commencement of travel	1 January 2020

### 5. Contact details

For any queries related to STLAs, please contact the SRA Research Funding Unit on (07) 3331 3333 or by email at [fundingunit@sugarresearch.com.au](mailto:fundingunit@sugarresearch.com.au).