

## 2020/21 RESEARCH INVESTMENTS – TENDERS AND EXPRESSIONS OF INTEREST APPLICATION KIT

Sugar Research Australia (SRA) supplies this application kit to assist applicants with tenders and EOIs in response to SRA's research project call.

Applications will be assessed by SRA's Research Funding Panel (RFP) which will provide investment recommendations to the SRA Board. The assessment process is highly competitive, and it is important that applications are as detailed and validated as possible. Therefore, it is strongly suggested that, as the applicant, you should: -

1. Read and comply with the contents of this application kit.
2. Provide detailed references for reports, books and/or journals that support your arguments for the innovation, background, and methods to be used within your project, using either the Harvard or Vancouver referencing system.
3. Identify and describe objectives and achievement criteria for milestones that are S.M.A.R.T (Specific, Measurable, Achievable, Realistic, and Time related) and demonstrate progress towards the delivery of project outcomes.
4. Provide details (names, positions, phone numbers and email addresses) of industry people consulted in the preparation of your application or who will be consulted during the project.
5. Fully justify all aspects of the funding requested, but especially detail your salary requests: include a rationale for the requested FTEs (their intended role as well as their expertise) of all staff allocated to the project. If travel funds are requested, include a rationale for how the travel will support the achievement of project objectives. No international conference travel should be included in the budget. Describe the major inclusions in the requested operating costs and justify the expenditure required in terms of the delivery of project outputs and outcomes.
6. Describe in detail the outcomes achieved in your past or current projects that may form a basis or background for this application.

### Instructions for completing the application through SugarNet

Applications must be submitted through the online application system SugarNet <https://grants.sugarresearch.com.au>. If assistance is required, please email [SugarNetHelpDesk@sugarresearch.com.au](mailto:SugarNetHelpDesk@sugarresearch.com.au)

From the main page, you can download the Activity and Milestone Timeline Template, the Milestone Budget Calculator Template and the Intellectual Property Standard Operating Protocol (SOP) document to assist you with completion of the application (these are also available directly from the SRA website under 'Research Investment'). IP disclosures are entered directly into the IP Portal (<https://sugarresearch.com.au/research-investment/intellectual-property/>.)

#### Activity and Milestone Timeline Template

This template will assist you to identify and list the various project activities and their duration. It can also provide a basis for identifying critical dates during each financial year where meaningful milestones (usually two per year) can be inserted and supported by assessable achievement criteria. Milestones should involve key project stages and/or deliverables. Milestone achievement criteria should be in dot point form and enable the assessment of progress towards Project Objectives, Outputs and Outcomes in the context of that milestone. The template can be downloaded from <https://sugarresearch.com.au/research-investment/2020-21-research-project-investments/> or from SugarNet. This template must be completed and uploaded as an attachment through SugarNet.

#### Milestone Budget Calculator Template and the Budget

During the assessment of application, project budgets will be examined and assessed in the context of proposed activities. It is important that reasonable estimates of costs are used to develop project budgets which provide value-for-money research investments for SRA. The budget calculator is to facilitate your budget preparation and assist the project review process. The template can be downloaded from <https://sugarresearch.com.au/research-investment/2020-21-research-project-investments/> or from SugarNet. This template must be completed and uploaded as an attachment through SugarNet.

#### The Intellectual Property (IP) Register

The IP Register is an important document for all projects. The objective of the IP Register is to list all IP required for the project (Background IP (BIP) and Third-Party IP (TPIP)) as well as IP which will be developed within the project (Project IP (PIP)), including project data and documents. Failure to adequately disclose this information or providing incomplete/false information will affect SRA's investment decision. The IP Register must also include details of IP rights and any restrictions which may apply for the use of any IP to deliver project outcomes.

To create efficiencies in recording, tracking and reporting IP elements, SRA has implemented the software package ‘Inteum’ to manage IP. To allow researchers and their collaborating partners to enter details of a project and related IP items, an online IP Record Portal is available. This Portal allows access to an online IP Disclosure form that includes all key requirements of the SRA IP Register as well as an outline of proposed adoption and commercialisation plans.

The IP SOP document has been provided to help complete the IP Disclosure form. This document can be downloaded from the SugarNet main page. Access to the portal and instructions including an instructional video can be found at <https://sugarresearch.com.au/research-investment/intellectual-property/>.

The completed IP Register is available as a PDF file from the IP Portal **and should be uploaded as an attachment to the SugarNet application**. If you have any queries or problems with the IP Portal, please contact the Research Funding Unit at [IPportal@sugarresearch.com.au](mailto:IPportal@sugarresearch.com.au)

#### Timelines for the 2020/21 Project Call

The table below outlines the timeline for the current stage of the Project applications. These dates may be subject to minor changes but should not change significantly.

Activity	Key Dates – 2020-21
Completed applications lodged within SugarNet	12 Dec 2020
Notification of outcome	Jan 2021
Contracted project to commence	Feb 2021