**Note:** – If successful this page will be removed from the final project documentation

Australian National Low emissions coal research & development



DETAILED APPLICATION for

ANLEC R&D funding

TARGETED Program

This document provides the format for the information you need to supply for a project for which you are seeking ANLEC R&D funding support. It is not a form. IT MUST BE READ CAREFULLY AND THOROUGHLY.

Your response should answer the questions and take into account the GUIDELINES explaining the information required under each heading.

**ALL PROPOSALS TO ANLEC R&D ARE EVALUATED ACCORDING TO THE QUALITY OF THE SUBMISSION. FAILURE TO PROVIDE THE INFORMATION REQUESTED IN THE GUIDELINES CAN RESULT IN A REJECTION OF THE PROPOSAL OR EXTENDED DELAYS IN APPROVAL. ANLEC R&D RESERVES THE RIGHT TO REFUSE PROPOSAL ASSESSMENT UNLESS ALL INFORMATION REQUESTED IS SUPPLIED TO AN ADEQUATE QUALITY.**

The proposal should not exceed twenty (20) pages.

Please send ***electronic copies***, 1 each in MSWORD and PDF format to [admin@anlecrd.com.au](mailto:admin@anlecrd.com.au) for the attention of:

The Managing Director

Australian National Low Emissions Coal Research & Development

P.O. Box 3391

Manuka

A.C.T. 2603

*Successful filing of this proposal is the responsibility of the Researcher. ANLEC R&D does not accept responsibility for failure of any electronic delivery mechanisms.*

**Enquires to**

Australian National Low Emissions Coal Research & Development

Ph: 02 6175 6400

Fax: 02 6103 9109

Email: [admin@anlecrd.com.au](mailto:admin@anlecrd.com.au)

Certification

*A COMPLETED CERTIFICATION MUST ACCOMPANY YOUR PROPOSAL.*

*Copy this page and attach it to your proposal or reproduce the wording exactly as it appears below.*

**Certification by Project Manager**

I declare that:

1. the information given is, to the best of my knowledge, true at the date below;
2. the participating organisations have the necessary infrastructure to undertake the project within the time proposed; and
3. the items of equipment or plant for which funds are sought on this project are essential and dedicated to this project.

I acknowledge that:

By applying for funding I give ANLEC R&D permission to seek, where necessary, an external opinion or review of this proposal for assessment and selection purposes.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**—————————————————————————————————————————**

Schedule 1 - Project Plan

1. Research Project

***[Title: please keep under 13 words]***

1.1 Description of the Research Project

**Executive Summary**

*[Do not provide general information. Please refer to the Project Proposal Guidelines when completing this section*]

**Why is this Research Project needed?**

*[Do not provide general information. Please refer to the Project Proposal Guidelines when completing this section*]

**What is the technical basis of the Research Project?**

*[Do not provide general information. Please refer to the Project Proposal Guidelines when completing this section*]

**Funding History**

*Please list those applications and funding agencies to which all or part of this application has been submitted to in the last 5 years. This information will not be used in direct assessment of your application. Rather, this information may be useful to ANLEC R&D in developing a coordinated response to your proposed area of research.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Application Title** | **Funding sought** | **Duration** | **Agency** | **Date** | **Status** |
|  |  |  |  |  | **Declined** |
|  |  |  |  |  | **Accepted** |
|  |  |  |  |  | **Under Assessment** |

1.2 Timeframe for the Research Project

*[Insert commencement date and Research Project duration]*

1.3 Outcomes

*[Please refer to the Project Proposal Guidelines when completing this section]*

* 1. Budget *(for the total cost of the project- from ANLECR&D budget spreadsheet summary)*

Provide a project budget table in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| **Heads of Expenditure** | **ANLEC R&D Cash Contribution ($)** | **Other Project Contributions**  **($)** | **TOTAL Project Expenditure**  **($)** |
|
| **Personnel** | **-** | **-** | **-** |
| **General Overheads (Personnel)** | **-** | **-** | **-** |
| **Equipment** | **-** | **-** | **-** |
| **Materials** | **-** | **-** | **-** |
| **Travel** | **-** | **-** | **-** |
| **Subcontract** | **-** | **-** | **-** |
| **Other Project Expenditure** | **-** | **-** | **-** |
| **TOTAL** | **-** | **-** | **-** |

**Justification of budgeted total costs**

*[Please refer to the Project Proposal Guidelines when completing this section*]

**N.B.** *A fully completed ANLEC R&D Budget Spreadsheet must accompany every research proposal application.*

1.5 Wind-Up Cap

**Important Note:** In the event of termination of the project, ANLEC R&D’s liability is limited to the Wind-Up Cap. This is the maximum amount payable at any one time towards the reasonable costs of termination.  ANLEC R&D may also recover unspent funds which are in excess of the reasonable costs of termination.  The amount of the Wind-Up Cap must be agreed and inserted in the following table.  The Wind-Up Cap may vary for different stages of a project, but must be defined in advance.

On termination of the project ANLEC R&D will require evidence of any reasonable termination costs, as well as full accounting for funds spent and unspent up to the notice of termination.

|  |  |
| --- | --- |
| **Wind-Up Cap** | **Period in which wind up-cap is applicable** |
|
| $ | e.g. From start of project to acceptance of milestone 2 |
| $ |  |
| $ |  |

1.6 Milestones

[ANLEC will make payments only against the successful achievement of Milestones. The proposed Milestones MUST be measurable and MUST reflect progress towards achievement of the Outcomes of the project. Milestones are NOT the project’s Outcomes, strategies, or the delivery of *progress* reports.

The first Milestone CAN be the signing of the contract upon which ANLEC R&D will typically pay up to 25% of its financial limit if required. ANLEC R&D will retain 30% of its financial limit until ALL finalisation requirements (including End of Project and financial reports) are met by the Researcher. [The table below can be copied from the completed ANLEC R&D Budget Spreadsheet.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Milestone**  **Number** | **Milestone**  **Description** | **Milestone Timeframe** | **Anticipated Milestone Date** | **Total cost to achieve EACH Milestone ($)** | **ANLEC R&D’s funding for EACH Milestone ($)** |
| **SAMPLE TABLE ONLY** | Signing of contract  •  •  •  ANLEC R&D finalisation  requirements met |  |  | **SAMPLE**  **TABLE**  **ONLY** | Up to 25% of ANLEC R&D Financial Limit  •  •  30% of ANLEC R&D’s  Financial Limit |
|  | **TOTAL** |  |  |  |  |

1.7 ANLEC R&D Confidential Material

[*Insert details of any ANLEC R&D Material, if appropriate, including any conditions or restrictions that may apply]*

1.8 Resourcing the Project

*[Do not provide general information. Please refer to the Project Proposal Guidelines when completing this section*]

1.9 Contributions by Source

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source** | **Cash**  **Contribution ($)** | **‘In-kind’**  **Contribution ($)** | **TOTAL ($)** | **% of Project Total** |
| **ANLEC R&D’s Financial Limit** | ***SAMPLE***  ***TABLE ONLY*** |  |  |  |
| **CSIRO** |  |  |  |  |
| **TOTAL** |  |  |  | **100%** |

**N.B.** *‘‘In-kind’’ contributions must be real costs to the provider of the ‘in-kind’ support. For example, salaries and associated overheads of people working on the project; usage of equipment costs; or other real costs necessary to enable project completion.*

**N.B.** *‘‘In-kind’’ contributions do NOT include sunk costs of background technology or intellectual property being brought to the project.*

1. Parties

2.1 ANLEC R&D

|  |  |
| --- | --- |
| **ANLEC R&D** | Australian National Low Emissions Coal Research and Development Ltd (ACN 135 762 533)  PO Box 3391  Manuka  ACT 2603 |
| **Project Manager** | General Manager - Research  Telephone: 02 6175 6400  Fax: 02 6103 9109  Email: [kevin.dodds@anlecrd.com.au](mailto:kevin.dodds@anlecrd.com.au) |
| **Authorised Person (for the purposes of resolving disputes pursuant to clause 15)** | Attention: Managing Director  Telephone: 02 6175 6400  Fax: 02 6103 9109  Email: [noel.simento@anlecrd.com.au](mailto:noel.simento@anlecrd.com.au) |

2.2 Researcher

|  |  |
| --- | --- |
| ***(Research) Organisation name*** | ***[Insert full entity name, ABN, address]*** |
| **Project Leader** | Attention: [*insert name*]  Telephone: [*insert*]  Fax: [*insert]*  Email: [*insert*] |
| **Authorised Person (for the purposes of resolving disputes pursuant to clause 15)** | Attention: [*insert name*]  Telephone: [*insert*]  Fax: [*insert]*  Email: [*insert*] |
| **Specified Personnel** | *[Insert specified/key personnel to work on the Research Project that will be contributed by the party, including any of the Chief Investigators /APDI Fellows/Partner Investigator as applicable. Details should include their role, their phone and email contact details and their organisational line manager. Only include personnel who cannot be replaced without changing the scope or details of the project e.g. a change in any of the personnel listed here would require signed agreement by both parties to the agreement.]*  *[Also include any restrictions that apply to Specified Personnel]* |
| **Will Students be involved?** | YES/NO (delete inapplicable choice) |
| **Other Project Obligations** | [*Insert as relevant. If no further obligations, insert “Nil”.]* |
| **Pre-Existing Material** | [*Identify of any Pre-Existing Material the Researcher will make available during the Research Project, including any use restrictions.]* |
| **Third Party Material** | *[Identify of any Third-Party Material the Researcher will make available during the Research Project, including any restriction]* |

1. Project Management

3.1 Project Leader

1. The Researcher must ensure that the Project Leader manages the day to day conduct of its obligations under this agreement.
2. The Project Leaders do not have the power to agree to variations of the Project Plan or the terms of this agreement and must refer any variations to the ANLEC R&D Authorised Person or their delegate appointed to approve any such variations.
3. Reporting

The Researcher accepts to adhere to the following ANLEC R&D reporting requirements:

4.1 Progress reports

1. The Researcher must provide:

progress reports by 28 April, 28 July, 28 October and 28 January of each Financial Year of the project; and

such additional reports at such other times and in respect of such period as ANLEC R&D requires.

1. Each progress report must include:
   * + 1. the name of the Researcher and any subcontractors;

the Research Project title;

the scope and nature of the Research Project;

the period to which the progress report relates;

details of any Assets valued at over $10,000 (excluding GST) acquired by the Researcher during the period to which the report relates;

a description and analysis of the progress of the Research Project, including:

* + 1. the Milestones achieved during the period to which the report relates and reasons why any Milestones have not been met, the effect this will have on the Research Project and the action the Researcher proposes to take to address this;
    2. progress on achieving the Outcomes;
    3. the activities being performed by the Research Project;
    4. any issues affecting the performance of the Research Project;
    5. any major issues or developments which have arisen and the effect they will have on the Research Project; and
    6. any proposed changes to the Research Project;

any other information which ANLEC R&D reasonably requires the Researcher to include in the Progress Report.

1. The Researcher must also provide a quarterly Financial Report on a template provided by ANLEC R&D by 28 April, 28 July, 28 October and 28 January of each Financial Year which includes:
   * + 1. a statement of the Funds received and spent during the preceding quarter, with the Funds spent divided between R&D Expenditure and other expenditure;
       2. a description of the activities carried out during the preceding quarter; and
       3. the amount of Funds remaining at the end of the quarter.

4.2 Final Report

1. Within 3 months after the final Milestone has been completed, the Researcher must provide a report which includes:
   * + 1. the name of the Researcher;
       2. the Research Project title;
       3. the amount of Funds paid under the agreement;
       4. a statement of the Funds received and spent with the Funds spent divided between R&D Expenditure and other expenditure;
       5. the amount (if any) of Funds remaining;
       6. a description and analysis of the progress of the Research Project, including:
     1. evidence that the Research Project has been completed, and the Milestones have been achieved;
     2. details of the extent to which the Research Project achieved the Outcomes;
     3. any highlights, breakthroughs or difficulties encountered; and
     4. conclusions or recommendations (if any) arising from the Research Project;

(vii) copies of any published reports, promotional material, media publicity, pamphlets or other documentation relevant to the Research Project.

4.3. Ad hoc reports

1. The Researcher must provide ad-hoc reports as required by ANLEC R&D from time to time at the time and in the manner reasonably required by ANLEC R&D in relation to any significant developments concerning the Research Project or any significant delays or difficulties encountered in undertaking the Research Project.
2. In addition to the obligation to provide Reports, the Researcher agrees to provide to ANLEC R&D with a written, confidential disclosure of any Registrable IPRs arising from the Research Project which are reported to the Researcher within 12 months of the completion of the Research Project.

**N.B.** *ANLEC R&D reserves the right to publish the reports in the public domain, except as otherwise agreed.*