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**PROJECT PLAN APPLICATION**

***INDUSTRY LEAD PARTICIPANT TO COMPLETE AND SUBMIT APPLICATION***

1. **Project Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project title** |  | | | |
| **Brief Project Description**  ***(In 150 words or less, briefly describe your project, including the problem to be solved, the proposed participants and the manufacturing outcomes)***  *This will be used to give the IMCRC board an understanding of your research, and may be used to announce the project to the general community after a project agreement is in place.* | | | | |
|  | | | | |
| **Project Start Date:** | |  | **End Date:** |  |

1. **Industry Lead Details**

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| --- | --- | --- | --- | --- |
| **Industry Lead** | Organisation: |  | | |
| ABN number: |  | | |
| Website: |  | | |
| Brief company description (150 words or less) |  | | |
| **Industry Lead Contact details** | Name, position: |  | | |
| Phone: |  | Mobile: |  |
| Email: |  | | |

1. **Proposed IMCRC Research Organisation Partner(s)**

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| --- | --- | --- |
| **Research Organisation**  ***Rows to be added as required*** | 1 |  |
| 2 |  |

1. **Other Proposed Project Partners (if applicable, eg other industry partners)**

|  |  |  |
| --- | --- | --- |
| **Project Partners**  ***Rows to be added as required*** | 1 |  |
| 2 |  |

1. **Summary Financial Details**

* *Note this is summary information* *extracted from the IMCRC ‘activate’ Project plan Budget spreadsheet, which is to be completed separately and included with the overall Project Plan Application*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Requested from IMCRC for Term of Project (QTR = 3 month period)** | | | | | | | |
| **IMCRC Cash Contributions** | QTR 1 | QTR 2 | QTR 3 | QTR 4 | QTR 5 | QTR 6 | **TOTAL** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total Participant Contributions for Term of Project** | | | | | | | |
|  | QTR 1 | QTR 2 | QTR 3 | QTR 4 | QTR 5 | QTR 6 | **TOTAL** |
| Cash |  |  |  |  |  |  |  |
| In-kind (staff) |  |  |  |  |  |  |  |
| In-kind (non-staff) |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Staff In-kind (FTE)** |  |  |  |  |  |  |  |
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| **Endorsement by Authorised Industry Lead Officer** | Name, Position: |  | | |
| Signed: |  | Date |  |

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| ***IMCRC Use Only*** | *Date received* |  | *Date reviewed* |  |

1. **Project Proposal**

Important notes:

* *This Project Proposal section is the critical element of the application for IMCRC ‘activate’ funding support. Quality of answers to the questions is more relevant than quantity of information.*
* *Should the project plan application be successful, the Project Proposal details below will be included within the Project Agreement that is a legal agreement between project participants that includes funding arrangements, milestones, terms and conditions and other arrangements.*
* *Research activities should be focused ideally on progressing projects through Manufacturing Readiness Levels (MRL). Refer APPENDIX A for detailed information on MRLs. IMCRC’s funding decisions will be focused on projects that can evidence progress through to the next MRL stage or stages.*
* *Additional documentation may be provided as supporting information however may not be considered as part of the review process by IMCRC.*
* *Applicants must note IMCRC key criteria and compliance requirements, summarised as follows:*

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| --- | --- |
| **Criteria** | **Requirement** |
| Valuation | For eligible project expenditure, IMCRC matches industry cash contributions on a dollar for dollar basis (ie IMCRC co-funds up to 50% of the total cash value of the project).  Research organisations are not required to contribute cash (already Essential Participants in IMCRC). |
| Eligible applicants (industry participant) | Australian registered business/manufacturers, with particular focus on supporting small and medium businesses. |
| Eligible partner research organisations – projects must be undertaken with one or more of these | IMCRC partner research organisations (Essential Participants in IMCRC), which include:   * CSIRO * Royal Melbourne Institute of Technology (RMIT) * Swinburne University of Technology (SUT) * Deakin University * University of South Australia * Flinders University * University of Technology Sydney (UTS) * University of Sydney * Queensland University of Technology (QUT) * Griffith University |
| Manufacturing Readiness Level (MRL) eligible project range | MRL 2-10 (project to move up at least 1 MRL Level, ideally 2)  Refer **Appendix A** for MRL table and descriptions |
| Commercialisation / implementation timeframe | As early as practical, and ideally within 1 year from the end of the project (or continue to invest in next MRL steps) |
| Project topics | Key enabling manufacturing and Industry 4.0 technologies, including:   * Additive Manufacturing (3D printing) * Advanced materials * Sensors and data analytics * Robotics, assistive and automated technologies * Virtual, augmented and mixed reality * Machine learning and Artificial Intelligence (AI) * High value product development * Digital business models * Sustainable manufacturing and supply chains |
| Additional merit considered | * Projects that deliver outcomes aligned with Australian national / sovereign priorities, including COVID-19. * Projects that deliver environmental and sustainability outcomes. |
| Project (new) Intellectual Property | Owned by the Industry lead participant (unless otherwise agreed), noting IMCRC takes no ownership in new Project IP created. |
| Eligible project expenditure | The cost of research organisation project expenditure, including researcher salaries and operating costs. Refer table below. |
| Ineligible expenditure | Refer table below, however all Industry participant project expenses are ineligible for IMCRC matched cash funding – ie IMCRC only provides funding for costs incurred at eligible partner research organisations and not for project costs incurred by the industry participants. Industry costs are valued as in-kind contributions. |
| IMCRC matching cash contribution | $50,000 - $100,000 per project, up to a maximum of $150,000 where a strong fit to IMCRC criteria. |
| Project term | Ideally between 6-12 months, up to a maximum 15 months. |
| In-kind contribution | IMCRC requires in-kind contributions to be determined and valued by the project parties, and typically the total project in-kind (staff in-kind and other in-kind) to be in the order of 3 x the value of IMCRC matching cash contribution. |
| Cost of research organisation staff | $ actual salary +35% on costs, capped at ≤ 2x base salaries. |
| Operational expenses (opex) cap | Maximum 33% of total project cash cost. |

* *Applicants must note IMCRC cash matching criteria and eligibility, summarised as follows:*

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| **Research Organisation Expenditure Description** | **Eligible for IMCRC cash matching?** |
| Cost of employee salaries plus up to 35% on costs (to allow for superannuation and other employment costs, including internships, where directly related and relevant to research project(s) and undertaking research activities).  Subject to agreement, a maximum of 65% for facility investment recovery costs, which requires detail and justification from the Research Organisation.  The total maximum on-cost is therefore an additional 100% to the base salary, and the employed staff must be paid through the research organisation’s payroll. | Yes |
| Operating costs including for example the cost for consumables, materials, prototypes, prototype tooling, software licenses, rental or hire of dedicated tools or systems, energy and utilities. | Yes |
| Operating and ‘out of pocket’ costs for directly related and relevant Project Management | Yes |
| Operating and ‘out of pocket’ costs for directly related and relevant travel, marketing, communications, etc | Yes |
| Costs for initial intellectual property protection and utilisation / commercialisation planning | No Only considered as  Other In-Kind |
| Cost for buildings and facilities, or any purchase cost of capital equipment or production tooling | No  Only considered as Other In-Kind |
| Costs for Management / Senior staff / Key Researcher who are directly employed by the Research Organisation involvement in Project | No  Only considered as Staff In-Kind |

* *Please read the questions below carefully and ensure that the question is answered in every case as the quality of the answers form the primary basis upon which an application is considered by IMCRC. Please use bullet points and be concise.*

|  |  |
| --- | --- |
| **Why, what and how** | |
| 1. Problem description | What is the problem / gap / opportunity that this manufacturing R&D project is intending to solve / fill / create? |
|  |
| 2. Project outcome(s) | What will be the primary manufacturing outcome(s) of this project, and how will it solve the problem / fill the gap / create the opportunity? |
|  |
| 3. Project R&D plan and activities | What Manufacturing Readiness Levels (MRLs) will this project progress through (start MRL and end MRL)? Refer **Appendix A** for MRL Table and descriptions |
|  |
| What type of advanced technologies or innovative approaches will be adopted or created? What is unique about the project? |
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| What plans will be implemented to encourage effective collaboration between project partners (eg co-location), and also including with other small and medium businesses? |
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| **Project benefits** | |
| 4. Benefit to, and impact on, industry participant(s) | What significant benefits (eg value, uniqueness, competitive advantage, upskilling, new business model, further investment, etc) will this project bring to the industry participant(s)? |
|  |
| 5. Strategic opportunity | What are the benefits of this project for others, eg for other businesses, supply chains, research organisations? |
|  |
| What is the anticipated return on investment for the project (eg sales revenue, exports, jobs, growth, other revenue sources related to project-related commercial transactions and IP utilisation, etc)? |
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| What evidence can the industry participant(s) provide that this research project is a strategic priority within their organisation and will be championed accordingly (e.g. leadership buy-in, finances, resources, project management)? |
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| **Markets and competition** | |
| 6. Pathway to market | What is the opportunity this project enables to create new products and/or services, including accessing new markets, and what is the size/scale of the market opportunity? |
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| What are the barriers to entry to the target markets, and how can these barriers be overcome, including through this project? |
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| What opportunities are there to access global markets (eg exporting products and/or services)? |
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| Confidentiality and Intellectual Property (IP) | |
| 7. Background IP | What background IP exists (if any) that is relevant to the research and is subject to usage restrictions (if so, please describe)? What confidential information (if any) is applicable to the project? |
|  |
| 8. Project IP and availability | New Project IP is to be owned by the Industry Lead participant, unless otherwise specifically agreed. What arrangements have been agreed between the proposed project participants regarding ownership and utilisation of Project IP created (if any)? |
|  |

1. **Project Timing (Milestone, GANTT chart)**

Participants are encouraged to consider the use of manufacturing Readiness Levels (MRL) – similar to technology Readiness Levels (TRL) to both align research activities and industry (business) transformation initiatives, deliverables and outcomes with the IMCRC focus and strategy. These MRLs can be used to track project milestones accordingly. Refer **APPENDIX A - MANUFACTURING READINESS LEVELS**.

* *Please use the table below to describe the key activities and timeline for the project mapped to Manufacturing Readiness Levels (MRLs), or insert a chart here or append separately (use this table to summarise the primary activities and milestones as detailed in the Project Milestones tab of the separately completed IMCRC activate Project plan Budget spreadsheet)*

| **Project activity / milestone (rows to be added as required)** | | **Start date** | **End date** | **Start MRL** | **End MRL** |
| --- | --- | --- | --- | --- | --- |
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1. **Risk Analysis**

Please summarise in the table below the primary risks to this project and how they can be mitigated. Please use the following ratings in the table below

* Likelihood - Possible, Unlikely, Rare
* Impact - Minor, Moderate, Major
* Risk level - Low, Moderate, High

| **Project risk assessment**  **(rows to be added as required)** | | | **Project risk mitigation** | | |
| --- | --- | --- | --- | --- | --- |
| **Risk Description** | **Likelihood** | **Impact** | | **Level** | **Mitigation plan** |
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1. **Project Management and Governance**

The Project Management Committee (PMC) for the project will be responsible for project governance at the researcher and project team level, and will monitor the research progress against timelines and budgets. Project reporting will be done by the Project Participants using IMCRC’s cloud-based Salesforce platform. PMC meetings are to be held at least quarterly either in person or via teleconference or video call, and can be rolled into the research organisation’s weekly meeting. The IMCRC CEO can convene a meeting of a PMC at any time for the purposes of obtaining a report and to confirm the status of the project. The PMC will typically consist of:

* a Chair who is an industry representative, not a research participant;
* the Project Leader who is a research organisation representative;
* a member of the research team as determined by the Project Leader;
* a representative of each Project Agreement organisation (including the IMCRC); and
* other relevant stakeholders and end users as requested by the IMCRC Executive.

1. **Other Sources of Government Funding**

Provide details of other Australian Government funding provided (Federal, State or Territory), planned (in application), current or within the past two (2) years (note you do not need to include the R&D Tax Incentive Scheme).

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| --- | --- | --- | --- |
| **Government entity**  **(rows to be added as required)** | **Nature of funding and intended purpose** | **Year(s) of funding** | **Total amount of funding ($)** |
|  |  |  |  |
|  |  |  |  |

1. **Additional Financial Information for the Industry Lead Participant**

Important Notes:

* ***Every Project plan application is to be accompanied by the completed financial budget (separate IMCRC spreadsheet file) detailing proposed project expenditure.***
* ***Industry project participants are invoiced monthly through the project, with payments due to IMCRC in advance of the following month of agreed project expenditure - (ie payment must be received by IMCRC 7 days before the month end sufficient for the following month's agreed cost of research).***
* ***Research organisations are paid quarterly in arrears, in line with terms of the Project Agreement (including approval of the quarterly report).***

The following supporting information is requested to be submitted as part of any application:

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| --- | --- | --- |
|  | Provided? | |
| Copy of audited accounts for the most recent financial year | |  | |
| Copy of financial forecasts (if available) for next 12-month period | |  | |
| Details on source of cash funding for project investment | |  | |
| Organisation structure (legal entities) | |  | |
| Organisation structure (Directors and management team) | |  | |
|  | |  | |

1. **Checklist for all participants (must be completed prior to application submission)**

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| --- | --- |
| The Industry Lead has internal governance (e.g. Board, Directors, Owners) support and approval for this project |  |
| The Industry Lead is able to fund the cash payments required for project research |  |

APPENDIX A – MANUFACTURING READINESS LEVELS *– IMCRC ‘activate’ PROJECT FOCUS IS MRL2 - MRL10*

