

# SUBMITTING A FULL RESEARCH PROPOSAL

FOR PRINCIPAL INVESTIGATORS

## Document Approval and Version Control

Procedure	Clarity User Guide
Document version:	Version 1.0
Prepared By:	Nicole Legovich
Date:	11 July 2018
Approved By:	General Manager, Research & Innovation
Date:	13 July 2018
Effective date:	13 July 2018
Policy review due by:	13 July 2021

## Responsible Officer

Name	Position	Contact Details
Michael Beer	General Manager, Research & Innovation	(02) 6923 6915

## 1. How to Login to Clarity

In the address window of your internet browser, enter the URL (<http://research.agrifutures.com.au>) and click **Go**.

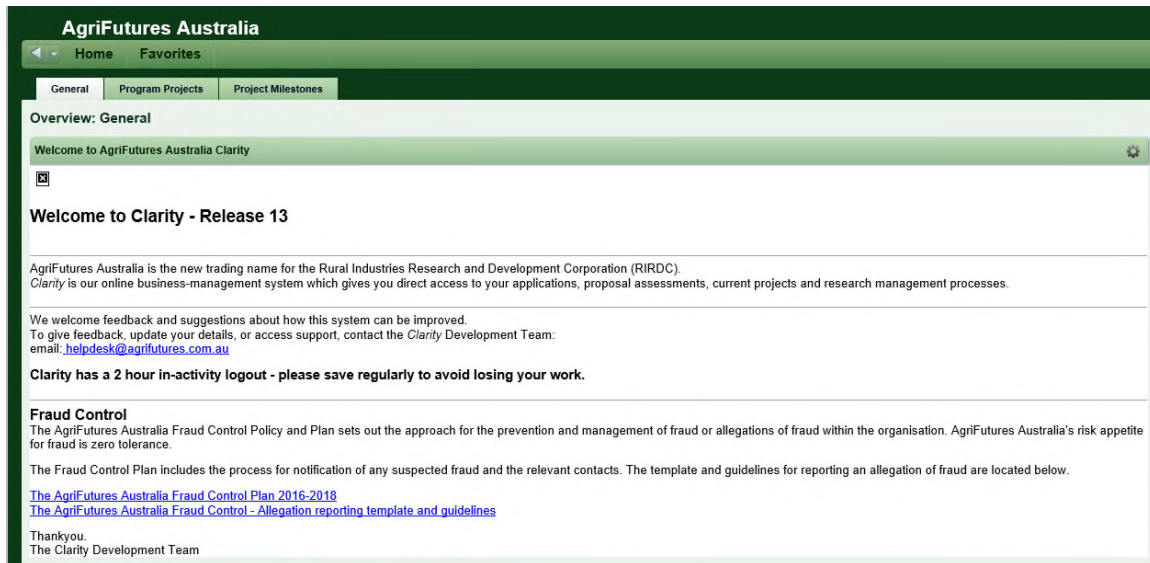
The Clarity Login screen appears. Enter your **Username** and **Password** and click **Login**.



### Forgotten your login details?

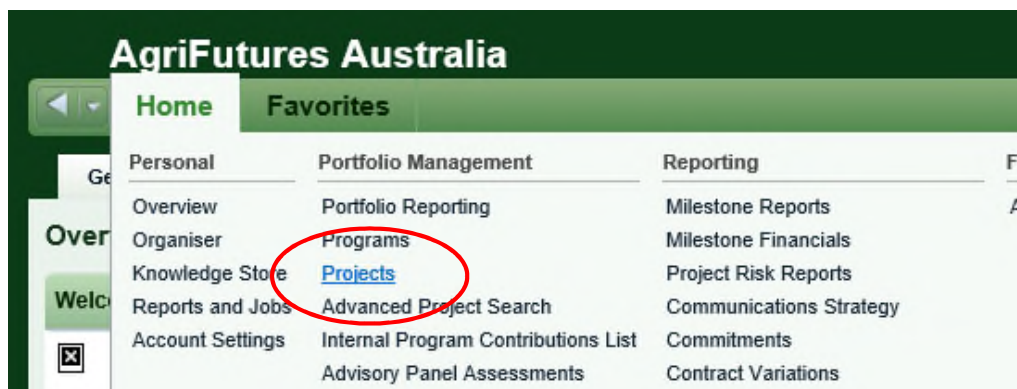
Email AgriFutures Australia Helpdesk [helpdesk@agrifutures.com.au](mailto:helpdesk@agrifutures.com.au)

Your personal overview page will appear. Please verify the information on the screen. If the information is correct please continue. If not, please email the AgriFutures Australia Helpdesk [helpdesk@agrifutures.com.au](mailto:helpdesk@agrifutures.com.au) to have it updated.

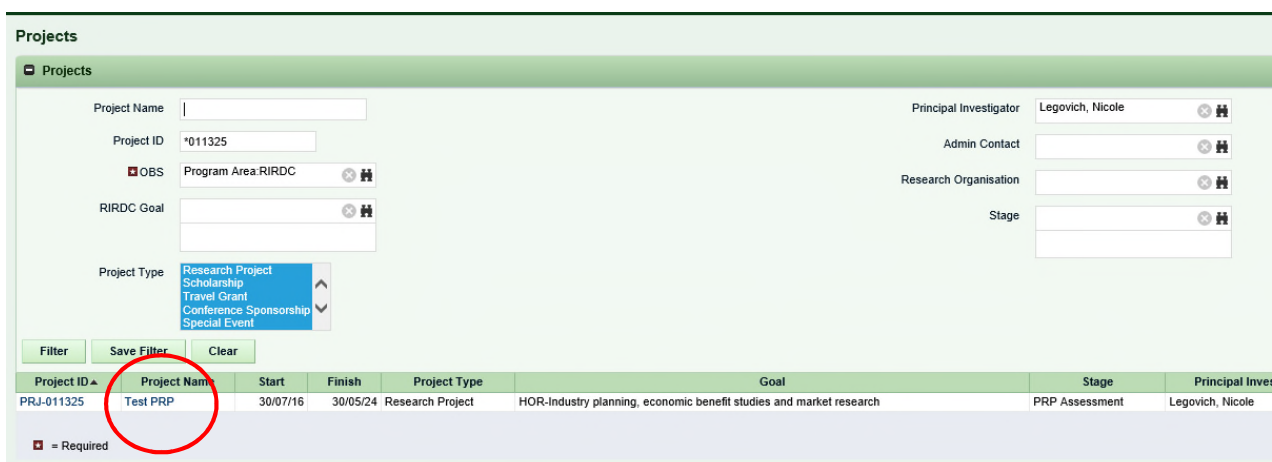


## 2. Completing the full research proposal application

Under Home, Portfolio Management, select Projects.



A list of your current projects and proposals will be displayed.



Select the project you wish to complete by clicking on its title.

The **Project Properties: Main - General** page will be displayed.

**Project: Test PRP - Properties - Main - General**

**Project Summary**

*Project ID	PRJ-011325	File Number	<input type="text"/>
Project Name	Test PRP	Publication No.	<input type="text"/>
Project Type	Research Project	Previous Project Number	<input type="text"/>
Status	Unapproved	Originating Idea	Test PRP
Project Risk Rating	No Selection	Stage	/RIRDC/FRP Applications
Project Summary	<input type="text"/>	Joint Funding	<input type="checkbox"/>
Objectives Summary	<input type="text"/>	Manual Payment	<input type="checkbox"/>
		Commercialisation Alert	<input type="checkbox"/>
		IP Alert	<input type="checkbox"/>
		Commercial in Confidence	<input type="checkbox"/>

**General**

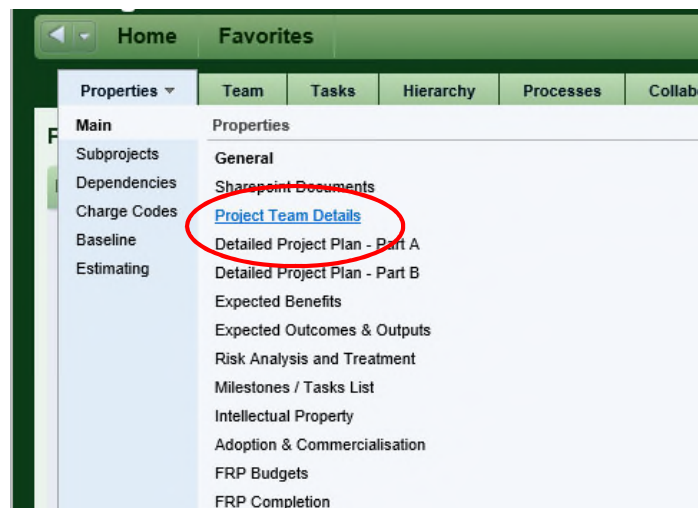
Start Date	30/07/2016	Finish Date	30/05/2024
Research Manager	Bradley, Melanie	Research Organisation	AgriFutures Australia
Principal Investigator	Legovich, Nicole	Procurement Type	Direct Contract
Admin Contact	Contact, No Administrative	Agreement Type	Research Agreement
National Science Research Priorities	1. Food	Project Description	No Selection
National Science Research Priorities Drilldown	1.3 Enhanced food production	AgriFutures Australia Program & Goal	HOR-Industry planning, econo
Rural Research Priorities	Adoption of R&D		(Refer to the relevant program 5 year plan for additional info)
Do Not Display on Website	<input checked="" type="checkbox"/>	Date Proposal Received	<input type="text"/>
Do not send email notifications	<input type="checkbox"/>	Date Contract Sent	<input type="text"/>
		Date Contract Received	<input type="text"/>
		Contract Signed Date	<input type="text"/>

This page will give a brief overview of the project (including name, Research Manager, Program, organisation etc.). Please note that this page cannot be edited. If there is something you think is incorrect, please contact the relevant Program Manager to have it amended.

To begin completing the full research proposal application, click on **Properties**, select each of the sub-pages and complete each of the items.

## Project Team Details

Click on **Properties** -> **Project Team Details**.



The following page will be displayed.



**Principal Researcher**

Principal Researcher Details

( Please provide details of the principal researcher working on this project. Include name, telephone number, email address and organisation. )

**Other Participants**

Other Participants Details

( Please provide details of all other researchers, technical staff and any other participants involved in this project. Include name, telephone number, email address and organisation. )

**Student/s**

Student/s Details

( Please provide details of all students participating in this project. Include name, telephone number, email address and organisation. )

**Save** **Save And Return** **Return**

Complete all sections by including details of all people that will be participants on the project. Ensure that you include names, telephone numbers, email addresses and organisations. Once completed please select **Save**.

If a section is not relevant to your proposal, please enter *Not Applicable* into the field.

**Note:** There is a 250 word limit on each section in the **Project Team Details** page.

## Detailed Project Plan – Part A

Click on **Properties** -> **Detailed Project Plan – Part A**. The following page will be displayed.

**Timeframes**

Proposed Start Date  Proposed Finish Date

**Biosecurity Risk Analysis and Management**

If you are submitting a proposal for a new plant or animal use in Australia you must complete the "Process for determining the Biosecurity status of the subject organism", located below:

<http://research.agrifutures.com.au/niku/app?action=dms.viewFile&RhXm0r7lSeUqEr=true&fileId=6073412&fileName=BiosecurityTemplate.docx&filedownload=filedownload&RhXm0r7lSeUqEr=true>

Please upload the completed questionnaire here:

Further details are outlined in the AgriFutures Australia report "Invasive Risk Assessment Framework for New Animal and Plant-based Production Industries"

<https://agrifutures.infoervices.com.au/downloads/11-141>

**Reviews**

Have you scanned the literature and existing work that is underway?

Please provide a summary of your results

( In 250 words or less please provide a summary of the results of the literature and patent searches conducted. Please include similar work that has been undertaken or is currently underway (both internationally and domestically) )

**Background**

Why should AgriFutures Australia invest in this project?

( What is the background to this research? Relate the findings from your review to your proposed research )

**Project Summary**

Detailed Project Summary

( Provide a detailed summary of the project )

**Project Objectives**

Project Objectives

( Provide the objectives of the project )


**Detailed Method**

Detailed Method

( Provide a detailed outline of the proposed method for this research. The methodology should describe the work to be undertaken to deliver the project objectives, with this description broken down into phases or steps )

Complete all sections. Once completed please select **Save**.

Timeframes: Enter your proposed start and finish dates here by typing in the following format (dd/mm/yy) or by clicking on the calendar icon next to the **Proposed Start Date** field and selecting the relevant date.

Proposed Start Date  

If a section is not relevant to your proposal, please enter *Not Applicable* into the field.

**Note:** There is a 250 word limit on each of the following sections on the **Detailed Project Plan – Part A** page: **Summary and Review of Search Results**.

The **Project Summary**, **Background** and **Detailed Method** fields all contain approximately 1250 word limits.

Budgets **must not** exceed 5 years

## Detailed Project Plan – Part B

Click on **Properties** -> **Detailed Project Plan – Part B**. The following page will be displayed.

### Provider Capability

Provider Capability

( In 250 words or less outline the capability of the research organisation to conduct this research )

### Principal Investigator Track Record

PI Track Record

( In 250 words or less describe the capability and experience of the principal investigator )

### Location of Research

Where will the research be conducted?

Address 1

Address 2

City

State

PostCode

Electorate

Please include any other field sites here

( Please include city/town/suburb, state, postcode and federal electorates. )

### Consultation with Stakeholders

Describe the industry and stakeholder consultation you have undertaken

( In 250 words or less provide evidence of the level of industry support for the proposed work and identify who in the industry you have consulted (include organisation and position) )



**Collaboration**

Where applicable, please detail any collaborative partners

( Collaborators are people who work on a project, who provide advice and/or provide direction to the project. Please identify those collaborative partners if there are any )

**Save** **Save And Return** **Return**

Complete all sections. Once completed please select **Save**.

If a section is not relevant to your proposal, please enter *Not Applicable* into the field.

**Note:** All fields on the **Detailed Project Plan – Part B** page, except **Location of Research**, have a 250 word limit.

## Expected Benefits

Click on **Properties** -> **Expected Benefits**. The following page will be displayed.

**Potential Benefits**

What are the potential economic, environmental and social benefits for industry?

( Identify any potential economic, environmental and social benefits for industry )

**Economic benefits**

5 years after the completion of your project, please estimate the level of industry adoption Not Relevant

5 years after the completion of your project, please estimate the level of growth in relation to productivity &/or profits &/or GVP for the industry Not Relevant

10 years after the completion of your project, please estimate the level of industry adoption Not Relevant

10 years after the completion of your project, please estimate the level of growth in relation to productivity &/or profits &/or GVP for the industry Not Relevant

Provide a justification for your estimates

**Environmental benefits**

10 years after the completion of your project, please estimate the level of environmental benefits generated N/A

Provide a justification for your estimate

**Social benefits**

10 years after the completion of your project, please estimate the level of social benefits generated

N/A

Provide a justification for your estimate

**Market Opportunity**

Market Opportunity

( In 250 words or less outline the specific market that is being targeted by this research. Also include the size of the market, who are the competitors and what competitive advantage does the research confer? This question must be answered by new and

**Save**   **Save And Return**   **Return**

Complete all sections. Once completed please select **Save**.

If a section is not relevant to your proposal, please enter *Not Applicable* into the field.

**Note:** There are word limits of 250 words on each field on the **Expected Benefits** page.

## Expected Outcomes and Outputs

Click on **Properties** -> **Expected Outcomes and Outputs**. The following page will be displayed.

### Outcomes

Expected Outcomes

( In 250 words or less describe what will be different if this research is undertaken (please use both qualitative and quantitative measures) )

### Outputs

Description of Outputs

( In 250 words or less detail what will be the goods/services produced from this work (eg new variety, book, industry fact sheet, pesticide regimen, etc) )

Output Details

( In 250 words or less provide any additional details regarding the output )

Target Audience/s

( In 250 words or less describe your target audience (eg minister, politician, government departments, industry participants, lifestyle farmers, farm consultants, industry associations, research community) )

Delivery Mechanism/s

( In 250 words or less describe mechanisms which you will use to deliver the output (eg web announcement, short report, field days, flyers, stakeholder copies, advertising). Please include budgets where applicable. )

**Save** **Save And Return** **Return**

Complete all sections. Once completed please select **Save**.

If a section is not relevant to your proposal, please enter *Not Applicable* into the field.

**Note:** There are word limits of 250 words on each field on the **Expected Outcomes and Outputs** page.

## Risk Analysis and Treatment

Click on **Properties** -> **Risk Analysis and Treatment**. The following page will be displayed.

<b>Delivery of project outputs</b>	
Are there any risks that will impact on your ability to deliver project outputs?	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>( In 250 words or less describe what you will do to manage project outputs risks such as departure of key personnel, resources, equipment failure, weather constraints, WHS, high transaction costs, cultural understanding, etc )</p>
<b>Environmental impacts</b>	
Are there any risks that your project could provide an adverse impact on the environment?	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>( In 250 words or less describe how you will manage environmental impact risks such as pest, weeds, land degradation, pollution, etc, including compliance with appropriate legislation )</p>
<b>Adoption</b>	
Are there any risks to the effective adoption of the outcomes of this proposal?	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>( In 250 words or less describe what you will do to manage any adoption risks such as those arising from a technically difficult project, a poorly defined uptake group, a non-coherent industry organisation or a declining industry, lack of ownership of the project by relevant stakeholders, lack of clear government policy )</p>
<b>Commercialisation</b>	
Are there any risks involved with the commercialisation?	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>( In 250 words or less describe how you will manage any commercialisation risks such as intellectual property constraints, industry partner, etc )</p>

**Reputation**

Are there any risks to the reputation of stakeholders including AgriFutures Australia, or industry sensitivities, associated with this project?

( In 250 words or less describe what you will do to manage reputation risks to RIRDC or its industries such as local, state, federal, industry, political, animal welfare, human health )

**Save** **Save And Return** **Return**

Complete all sections. Once completed please select **Save**.

If a section is not relevant to your proposal, please enter *Not Applicable* into the field.

**Note:** There are word limits of 250 words on each field on the **Risk Analysis and Treatment** page.

## Milestones/Tasks List

Click on **Properties** -> **Milestones/Tasks List**. The following page will be displayed.

The milestones for the proposal have been pre-populated with a standard template set. Please delete the milestones that you do not require.

Project: Test PRP - Properties - Main - Milestones / Tasks List Open in Scheduler

Filter: System Default ⚙️

Milestone  Due Date

Power Filter [\[Build Power Filter\]](#)

<input type="checkbox"/>	ID▲	Milestone	Task	Deliverable	Due Date
<input type="checkbox"/>	01	Exchange of Contract	Sign Contract	Contract Signed	30/09/14
<input type="checkbox"/>	02	Milestone 1			30/11/14
<input type="checkbox"/>	03	Milestone 2			30/05/15
<input type="checkbox"/>	04	Milestone 3			30/11/15
<input type="checkbox"/>	05	Milestone 4			30/05/16
<input type="checkbox"/>	06	Milestone 5			30/11/16
<input type="checkbox"/>	07	Milestone 6			30/05/17
<input type="checkbox"/>	08	Milestone 7			30/11/17
<input type="checkbox"/>	09	Milestone 8			30/05/18
<input type="checkbox"/>	10	Milestone 9			30/11/18
<input type="checkbox"/>	11	Final Deliverable			30/04/19

Displaying 1 - 11 of 11

To edit a milestone click on the milestone type (i.e. Exchange of Contract). The following page will be displayed.

**General**

Due Date  x

Milestone  ▼

Task

Deliverable

\*ID

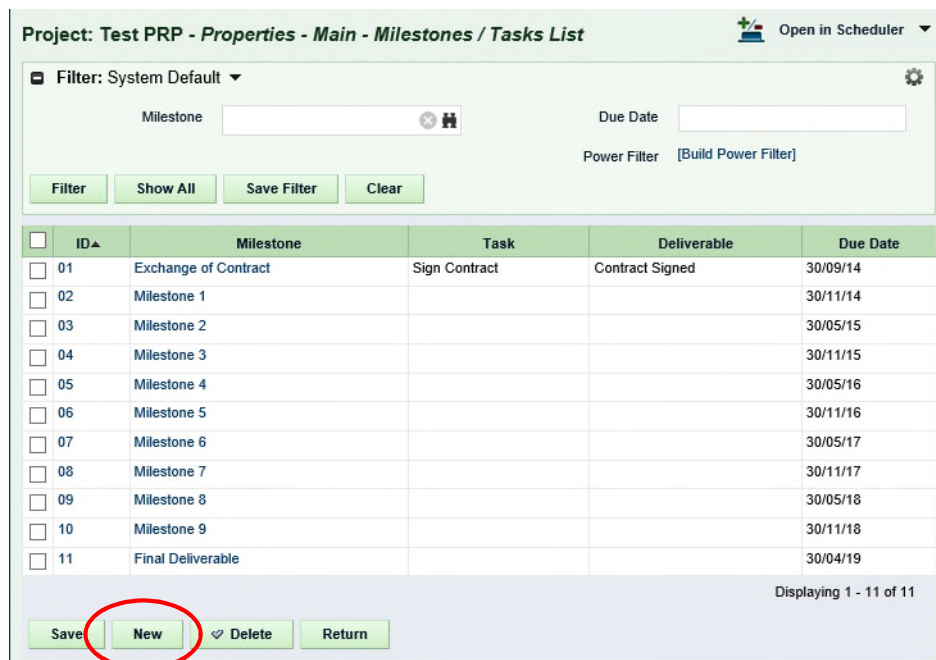
= Required \* = Unique



Complete the Task and Deliverable for each milestone listed and click **Save and Return**. If you select Save, it will save your work and remain on the same screen.

Please note that the milestone date entered for the Exchange of Contract and Final Report is a guide only. These can be edited by typing over them and clicking **Save**.

To create a new Milestone, click on **New**.



Project: Test PRP - Properties - Main - Milestones / Tasks List

Filter: System Default

Milestone:  Due Date:

Power Filter: [Build Power Filter]

ID	Milestone	Task	Deliverable	Due Date
01	Exchange of Contract	Sign Contract	Contract Signed	30/09/14
02	Milestone 1			30/11/14
03	Milestone 2			30/05/15
04	Milestone 3			30/11/15
05	Milestone 4			30/05/16
06	Milestone 5			30/11/16
07	Milestone 6			30/05/17
08	Milestone 7			30/11/17
09	Milestone 8			30/05/18
10	Milestone 9			30/11/18
11	Final Deliverable			30/04/19

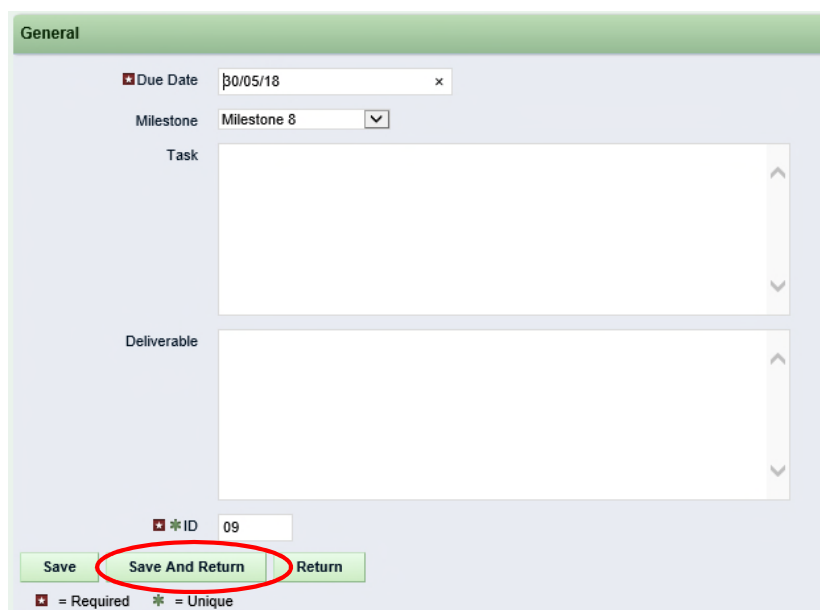
Displaying 1 - 11 of 11

Buttons: Save, **New**, Delete, Return

Fill in the **Milestone name, Due Date, Tasks and Deliverable**.

The milestone tasks and deliverables should include the following: specific tasks, clear measures, realistic achievements, and attainable goals.

In the ID field input the next integer. (e.g. 12). Then click **Save and Return**.



General

Due Date: 30/05/18

Milestone: Milestone 8

Task:

Deliverable:

ID: 09

Buttons: Save, **Save And Return**, Return

\* = Required \* = Unique

## Intellectual Property

Click on **Properties** -> **Intellectual Property**. The following page will be displayed.

### Intellectual Property

AgriFutures Australia  
Intellectual Property

( In 250 words or less identify any intellectual property from existing or past RIRDC projects that may be used in this project )

Unless the research organisation specifies that it &/or a third party will bring valuable intellectual property to this project, the split in Interest in the intellectual property generated by the project will be proportionate to the: direct funding to this project from AgriFutures Australia; direct funding to this project from the research organisation; and the direct plus in-kind funding to this project by industry.

Research Organisation  
Intellectual Property

( In 250 words or less identify any intellectual property that the research organisation will be bringing to this project. Optional: quantify the value of the IP in dollar terms (if available) )

Third Party Intellectual  
Property

( In 250 words or less identify if you will be using any IP already owned by an additional party. Optional: quantify the value of the IP in dollar terms (if available) )

Project Intellectual  
Property

( In 250 words or less describe the intellectual property, if any, that will be produced from this project )

**Save** **Save And Return** **Return**

Complete all sections. Once completed please select **Save**.

If a section is not relevant to your proposal, please enter *Not Applicable* into the field.

**Note:** There are word limits of 250 words each field on the **Intellectual Property** page.

## Adoption and Commercialisation

Click on **Properties** -> **Adoption and Commercialisation**. The following page will be displayed.

### Adoption & Commercialisation

What is your Commercialisation Strategy?

( In 250 words or less briefly describe the commercialisation strategy. )

Have you identified any potential commercial partners and if so, who are they and how will they contribute?

( In 250 words or less identify any potential commercial partners and describe what they will contribute to the project or post-project commercialisation. )

What is your Communications Strategy?

( In 250 words or less briefly describe the communications/adoption processes for your target audience. In addition, explain whether adoption of the proposed innovation is likely to be slow or fast. )

What communication tools and channels will be used to deliver this project?

( In 250 words or less describe the communication tools to be created and what communication channels will be used to deliver these eg A farmer fact sheet, field day, video, scientific journal article, industry newsletter, report, etc? )

<b>Who is your target audience?</b>	
	<p>( In 250 words or less describe your target audience eg farmers generally, farmers within a particular industry, extension workers, NRM facilitators, manufacturers, policy makers, scientists, other )</p>
<b>What level of financial and human resources will you need to achieve adoption?</b>	
	<p>( In 250 words or less describe level of resources required and if it is factored into your budget. If your innovation is profitable, incremental, simple and cheap to implement then less effort and resources will be required for adoption than an expensive, complex innovation which does not have short term financial benefits. )</p>
<p><b>Save</b>   <b>Save And Return</b>   <b>Return</b></p>	

Complete all sections. Once completed please select **Save**.

If a section is not relevant to your proposal, please enter *Not Applicable* into the field.

**Note:** There are word limits of 250 words or less on each field on the Adoption and Commercialisation page.

## FRP Budgets

Click on **Properties** -> **FRP Budget**. The following page will be displayed.

**Full Proposal Budget - This budget is structured on a financial year basis**

<b>Direct Cost Definition</b>	Direct costs of a project are those which would not be incurred unless the project took place e.g. salary, salary on costs, lab supplies, travel etc.
<b>In-Direct Cost Definition</b>	Indirect costs are those which may be used during a project but would have been in place irrespective of the project taking place e.g. rent for a breeding trial/office space/lab space, library fees, computer log-on costs etc.

**FRP Budget Year**

First Financial Year of Funding

**Financial Year 1**

AgriFutures Australia Contribution - Direct YR1 <input style="width: 100%;" type="text" value="0.00"/>	Research Organisation - In-Direct YR1 <input style="width: 100%;" type="text" value="0.00"/>
Research Organisation - Direct YR1 <input style="width: 100%;" type="text" value="0.00"/>	Industry Contribution - In-Direct YR1 <input style="width: 100%;" type="text" value="0.00"/>
Industry Contribution - Direct YR1 <input style="width: 100%;" type="text" value="0.00"/>	Other Funding - In-Direct YR1 <input style="width: 100%;" type="text" value="0.00"/>
Other Funding - Direct YR1 <input style="width: 100%;" type="text" value="0.00"/>	<b>TOTAL IN-DIRECT FUNDING YR1</b> <input style="width: 100%;" type="text" value="0.00"/>
<b>TOTAL DIRECT FUNDING YR1</b> <input style="width: 100%;" type="text" value="0.00"/>	

**Financial Year 2**

AgriFutures Australia Contribution - Direct YR2 <input style="width: 100%;" type="text" value="0.00"/>	Research Organisation - In-Direct YR2 <input style="width: 100%;" type="text" value="0.00"/>
Research Organisation - Direct YR2 <input style="width: 100%;" type="text" value="0.00"/>	Industry Contribution - In-Direct YR2 <input style="width: 100%;" type="text" value="0.00"/>
Industry Contribution - Direct YR2 <input style="width: 100%;" type="text" value="0.00"/>	Other Funding - In-Direct YR2 <input style="width: 100%;" type="text" value="0.00"/>
Other Funding - Direct YR2 <input style="width: 100%;" type="text" value="0.00"/>	<b>TOTAL IN-DIRECT FUNDING YR2</b> <input style="width: 100%;" type="text" value="0.00"/>
<b>TOTAL DIRECT FUNDING YR2</b> <input style="width: 100%;" type="text" value="0.00"/>	

**Financial Year 3**

AgriFutures Australia Contribution - Direct YR3 <input style="width: 100%;" type="text" value="0.00"/>	Research Organisation - In-Direct YR3 <input style="width: 100%;" type="text" value="0.00"/>
Research Organisation - Direct YR3 <input style="width: 100%;" type="text" value="0.00"/>	Industry Contribution - In-Direct YR3 <input style="width: 100%;" type="text" value="0.00"/>
Industry Contribution - Direct YR3 <input style="width: 100%;" type="text" value="0.00"/>	Other Funding - In-Direct YR3 <input style="width: 100%;" type="text" value="0.00"/>
Other Funding - Direct YR3 <input style="width: 100%;" type="text" value="0.00"/>	<b>TOTAL IN-DIRECT FUNDING YR3</b> <input style="width: 100%;" type="text" value="0.00"/>
<b>TOTAL DIRECT FUNDING YR3</b> <input style="width: 100%;" type="text" value="0.00"/>	

Financial Year 4			
AgriFutures Australia Contribution - Direct YR4	<input type="text" value="0.00"/>	Research Organisation - In-Direct YR4	<input type="text" value="0.00"/>
Research Organisation - Direct YR4	<input type="text" value="0.00"/>	Industry Contribution - In-Direct YR4	<input type="text" value="0.00"/>
Industry Contribution - Direct YR4	<input type="text" value="0.00"/>	Other Funding - In-Direct YR4	<input type="text" value="0.00"/>
Other Funding - Direct YR4	<input type="text" value="0.00"/>	TOTAL IN-DIRECT FUNDING YR4	0.00
TOTAL DIRECT FUNDING YR4	0.00		
Financial Year 5			
AgriFutures Australia Contribution - Direct YR5	<input type="text" value="0.00"/>	Research Organisation - In-Direct YR5	<input type="text" value="0.00"/>
Research Organisation - Direct YR5	<input type="text" value="0.00"/>	Industry Contribution - In-Direct YR5	<input type="text" value="0.00"/>
Industry Contribution - Direct YR5	<input type="text" value="0.00"/>	Other Funding - In-Direct YR5	<input type="text" value="0.00"/>
Other Funding - Direct YR5	<input type="text" value="0.00"/>	TOTAL IN-DIRECT FUNDING YR5	0.00
TOTAL DIRECT FUNDING YR5	0.00		
Totals			
TOTAL AGRIFUTURESA FUNDING REQUESTED	0.00	TOTAL RESEARCH ORGANISATION - IN-DIRECT	0.00
TOTAL RESEARCH ORGANISATION - DIRECT	0.00	TOTAL INDUSTRY FUNDING - IN-DIRECT	0.00
TOTAL INDUSTRY FUNDING - DIRECT	0.00	TOTAL OTHER FUNDING SOURCES IN-DIRECT	0.00
TOTAL OTHER FUNDING SOURCES - DIRECT	0.00		
Budget Breakdown (AgriFutures Australia Contribution Only)			
Salaries & On Costs	<input type="text" value="0.00"/>		
Operating	<input type="text" value="0.00"/>		
Communications and Extension	<input type="text" value="0.00"/>		
Travel	<input type="text" value="0.00"/>		
Capital	<input type="text" value="0.00"/>		
Total Breakdown	0.00		
( This should match Total RIRDC Funding Requested )			

**Detailed Budget and Pledge Form Excel Attachments**

Full Proposal Detailed Budget <http://research.agrifutures.com.au/niku/app?action=dms.viewFile&RhXm0r7tSeUqEr=true&fileId=5116271&fileName=Main Application Budget - Final V1.3.xls&filedownload=filedownload&RhXm0r7tSeUqEr=true>  
( Please click the URL to download the Detailed Budget Spreadsheet )

Detailed Budget    
( Click on the "Browse" function to attach your detailed budgets here )

Pledge Form <http://research.agrifutures.com.au/niku/app?action=dms.viewFile&RhXm0r7tSeUqEr=true&fileId=6278331&fileName=Pledge Form.xlsx&filedownload=filedownload&RhXm0r7tSeUqEr=true>

Completed Pledge Forms

Complete the budget for each financial year of funding you are requesting.

The total fields will automatically calculate when you click **Save**.

You will also be required to attach a detailed budget spreadsheet and Pledge Form (if applicable).

This can be done in the last section of the sub-page. Click **the URL** to download the template.

**Detailed Budget and Pledge Form Excel Attachments**

Full Proposal Detailed Budget <http://research.agrifutures.com.au/niku/app?action=dms.viewFile&RhXm0r7tSeUqEr=true&fileId=5116271&fileName=Main Application Budget - Final V1.3.xls&filedownload=filedownload&RhXm0r7tSeUqEr=true>  
( Please click the URL to download the Detailed Budget Spreadsheet )

Detailed Budget    
( Click on the "Browse" function to attach your detailed budgets here )

Pledge Form <http://research.agrifutures.com.au/niku/app?action=dms.viewFile&RhXm0r7tSeUqEr=true&fileId=6278331&fileName=Pledge Form.xlsx&filedownload=filedownload&RhXm0r7tSeUqEr=true>

Completed Pledge Forms

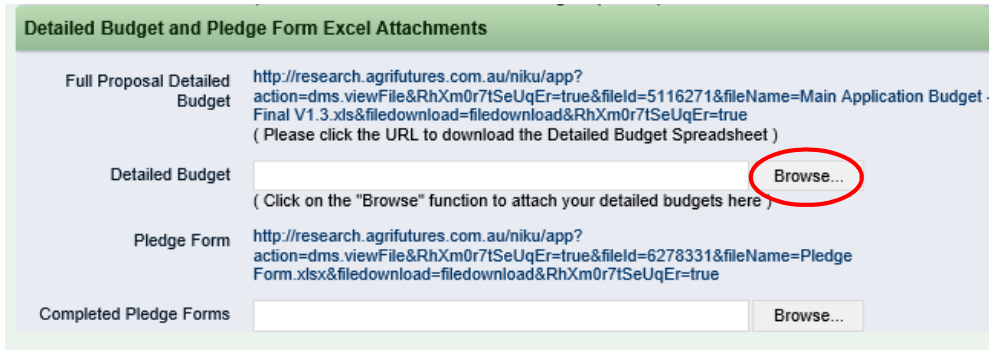
**Main Application Budget - Final V1.3.xls (129 KB)** research.agrifutures.com.au

Select **Save** and save the file to your computer.

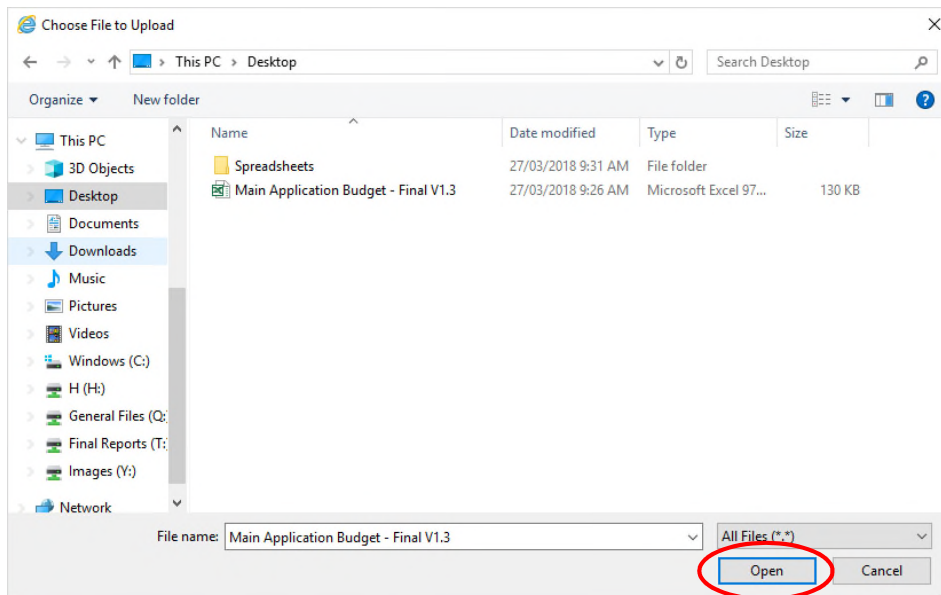
**The Main Application Budget - Final V1.3.xls download has completed.**



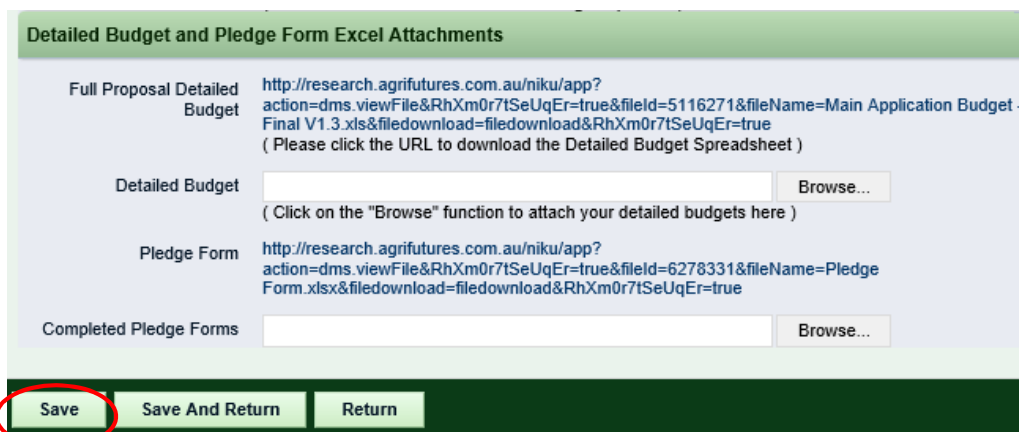
When the detailed budget is downloaded, open the excel spreadsheet and enter your detailed budget.



Click **Browse**.



Find the completed detailed budget spreadsheet and select open.

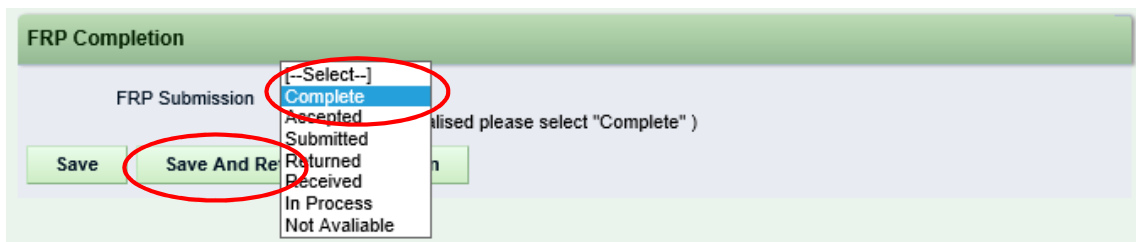


Then click **Save**.

## FRP Completion

Once you are satisfied that you have completed all sections of your FRP Application form, you are now ready to Submit your Application.

Click on **Properties** -> **FRP Completion**. The following page will be displayed.



Please select **Complete** from the drop-down menu. If you select any other option your proposal will not be submitted to AgriFutures Australia.

Once you have selected Complete please click **Save and Return**.

When you click **Save and Return** after selecting **Complete** from the drop-down menu, a process will initiate. This process will send your application to the Administrative Contact within your organisation for review.

If the Administrative Contact approves your proposal they will submit it to AgriFutures Australia and you will receive an email notification acknowledging your application.

If for any reason the Administrative Contact rejects your proposal you will receive a notification explaining the issue and asking you to address it and re-submit.

