

SUBMITTING A PRELIMINARY RESEARCH PROPOSAL

Document Approval and Version Control

Procedure	Clarity User Guide
Document version:	Version 1.0
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Approved By:	General Manager, Research & Innovation
Date:	13 July 2018
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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**.

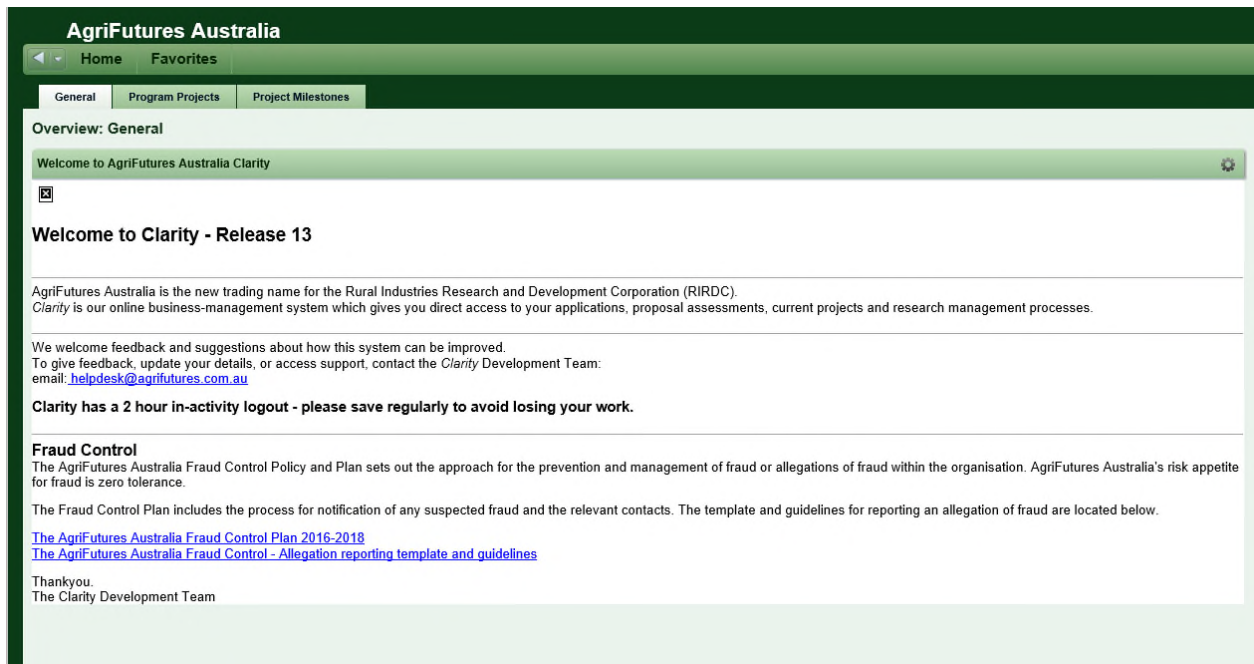
The Clarity Login screen appears. Enter your **Username** and **Password** and click **Login**.



Forgotten your login details?

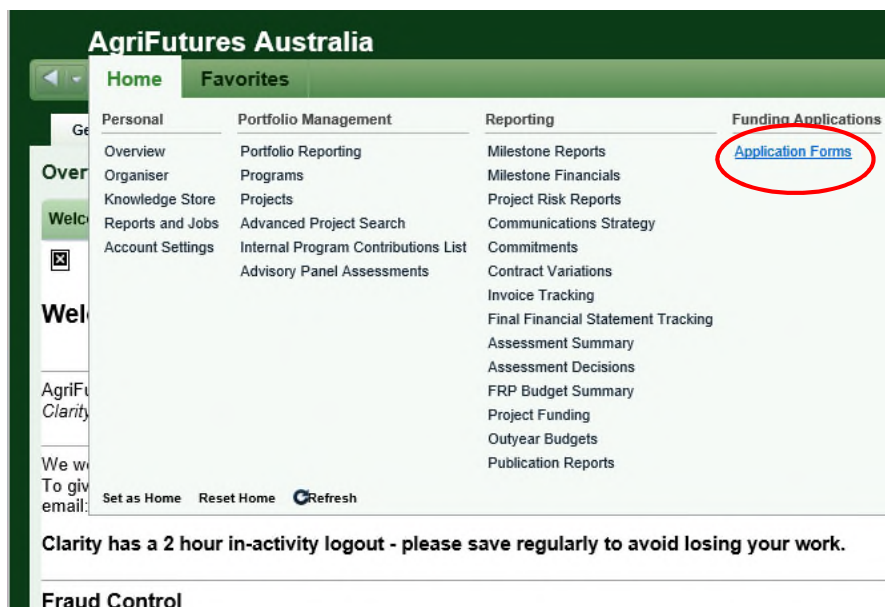
Email AgriFutures Australia Helpdesk helpdesk@agrifutures.com.au

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 to have it updated.



2. Completing the preliminary research proposal application – overview page

To create a new preliminary research proposal: under **Home**, **Funding Applications**, select **Application Forms**



Select New.

Ideas

Filter: System Default ▾

Application ID

Project Title

RIRDC Program & Goal

Filter Show All Save Filter Clear

<input type="checkbox"/>	Project Title	Application ID ▲	Principal Investigator
<input type="checkbox"/>	There are no items to display		

New Mark for Deletion Cancel Deletion

The Preliminary research proposal general information page will appear.

Create Idea

Compliance with Agreement

- AgriFutures Australia uses a standard form contract for projects (Research Agreement or Provider Agreement) which sets out the terms on which AgriFutures Australia will engage successful applicants to carry out the project.
- Applicants must be familiar with the Research Agreement before lodging Preliminary Research Proposals (PRPs) or the Provider Agreement prior to lodging a RDO response, and are advised to seek legal advice regarding the Agreements before submitting either proposal.
- The Agreements have been developed to reflect AgriFutures Australia's statutory and other responsibilities in funding projects. AgriFutures Australia will generally not negotiate substantive amendments to any clauses of the Agreement unless:
 - (a) it is satisfied that exceptional circumstances exist that require amendment to the standard form; and
 - (b) the applicant completes a statement of non-compliance for each of those clauses.
- Applicants will be taken to have agreed to all Agreement clauses that are not referred to in a statement of non-compliance.
- The extent of any non-compliance will be a factor in AgriFutures Australia's evaluation of the application.
- If you require further information regarding the Project Agreement please contact Louise Heaslip, General Manager Business and Finance on Louise.Heaslip@agrifutures.com.au

Research Agreement URL <http://www.agrifutures.com.au/wp-content/uploads/2017/08/Research-Agreement.pdf>

Provider Agreement URL <http://research.agrifutures.com.au/niku/app?action=dms.viewFile&RhXm0r7tSeUqEr=true&fileId=7250891&fileName=Provider%20Agreement.pdf&filedownload=filedownload&RhXm0r7tSeUqEr=true>

Agreement with Agreement

Project Application

Project Title * Application ID APP-011463

(Please note, your project title must be no more than 80 characters) Entered By Legovich, Nicole

AgriFutures Australia Program & Goal (Refer to the relevant program 5 year plan for additional information)

Application Type (Select the type of application you would like to submit.)

Submit for Approval Save Save And Return Return

* = Required * = Unique

This page will require you to view the AgriFutures Australia Terms and Conditions and complete the following details:

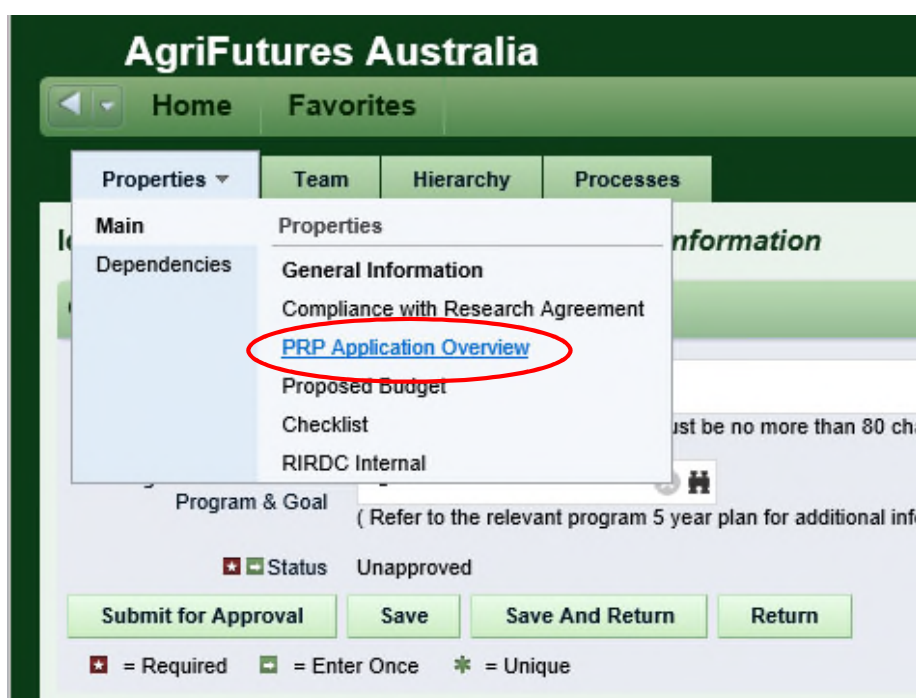
- **Compliance with Research Agreement** - If you partially agree or do not agree, please provide a statement of non-compliance, setting out the clause(s) that you do not agree with and a brief explanation of the issue.
- **Project Title** – enter the title of your project proposal (a maximum of 80 characters).
- **Application ID** – this field will be automatically generated by Clarity. You should remember your Application ID for future liaison with AgriFutures Australia.
- **AgriFutures Australia Program and Goal** – click on the binoculars. A look up screen will appear. Please select the AgriFutures Australia Portfolio, Program and Goal that your proposal relates to [e.g. Global Challenges/GC-Food Security]. Please refer to the relevant program five year R&D plan for more information.

NOTE: you are only able to select one program and goal. If you think your proposal crosses over more than one AgriFutures Australia program, please select the one that is most relevant

- **Application Type** – this field will be automatically generated by Clarity. All Preliminary Proposals should be Research Projects
- **Entered By** – this field will be automatically generated by Clarity.

Once you have completed all fields, press **Save**.

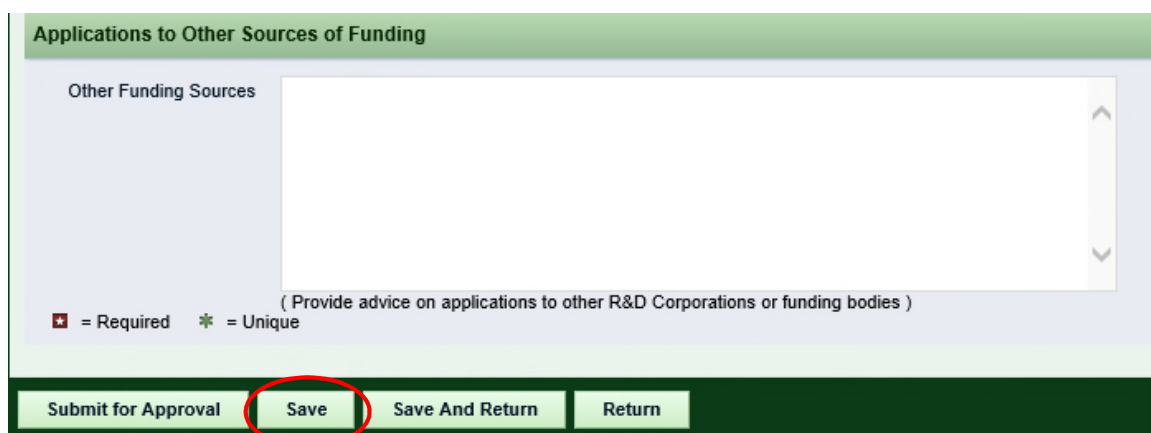
When you select Save, additional sub-pages will appear under the Properties Tab



First select the **PRP Application Overview** page and complete the preliminary research proposal addressing the following areas:

- **Principal Investigator** – If you are not the principal investigator, select the appropriate person from the browse list. If the principal investigator’s name is not listed, please enter the details in the free text field marked *Principal Investigator*.
- **Project Summary** – In 250 words or less clearly outline the project summary.
- **R&D Objectives** – In 250 words or less clearly outline the expected outcomes and major objectives of the project.
- **Importance of Research** – In 250 words or less summarise the background to your research proposal and why the research is important. In addition, please outline the benefits of the research.
- **Expected Outcomes** – In 250 words or less please list the expected outcomes and outputs of the research.
- **Project Design and Method** – In 250 words or less describe the project design and method.
- **Proposed R&D Adoption/Commercial Pathways** – In 250 words or less describe the potential for adoption and any commercialization pathways identified. Adoption can be achieved by an energetic and innovative publication effort, or by the development of IP rights that provide their own commercialisation incentives to foster adoption. Reference to the Corporation’s commercialisation principles are contained on the IP & Commercialisation tab at <http://www.agrifutures.com.au/for-researchers/>
- **Research Capability and Experience** – In 250 words or less describe the capability and experience of the organisation/principal researcher and past track record in research including any previous funded AgriFutures Australia projects.
- **Applications to Other Sources of Funding** – In 250 words or less provide advice on applications to other R&D Corporations or funding bodies.

Once you have completed all of the above fields on the application form click **Save**.



NOTE: You can **Save** your unfinished proposal at any time. It will appear on your ideas page as a preliminary research proposal with the status of 'open'. To re-access the proposal simply click on the title.

AgriFutures Australia advises all applicants to SAVE as you go.

IMPORTANT

Save: saves your work and takes you on to the next step.

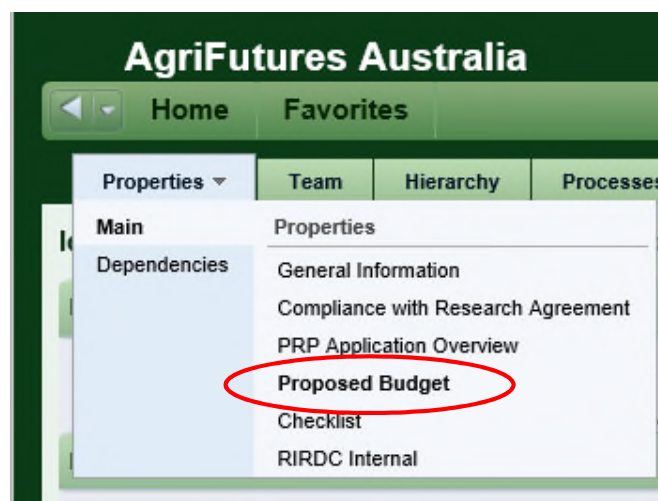
Submit: saves your work and returns you to the list view.

Submit for Approval: saves your work and submits your proposal to AgriFutures Australia for assessment.

Cancel: cancels the idea without saving.

3. Completing the preliminary research proposal application – Proposed Budget page

Once you have saved your **Preliminary Research Proposal Application Overview** page, you are ready to complete your proposed budget.



Click Properties and select **Proposed Budget**.

The budget page will open.

Idea: Investor test - Properties - Main - Proposed Budget Actions ▾

Proposed Budget

Direct Cost Definition 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.

In-Direct Cost Definition 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.

First Year of Funding

First Year of Funding

Preliminary Budget Financial Year1 (exclusive of GST)

AgriFutures Australia Contribution - Direct YR1	<input type="text" value="0.00"/>	Research Organisation - In-Direct YR1	<input type="text" value="0.00"/>
Research Organisation - Direct YR1	<input type="text" value="0.00"/>	Industry Contribution - In-Direct YR1	<input type="text" value="0.00"/>
Industry Contribution - Direct YR1	<input type="text" value="0.00"/>	Other Funding - In-Direct YR1	<input type="text" value="0.00"/>
Other Funding - Direct YR1	<input type="text" value="0.00"/>	TOTAL IN-DIRECT FUNDING YR1	0.00 (automatically calculated upon save)
TOTAL DIRECT FUNDING YR1	0.00 (automatically calculated upon save)		

Preliminary Budget Financial Year2 (exclusive of GST)

AgriFutures Australia Contribution - Direct YR2	<input type="text" value="0.00"/>	Research Organisation - In-Direct YR2	<input type="text" value="0.00"/>
Research Organisation - Direct YR2	<input type="text" value="0.00"/>	Industry Contribution - In-Direct YR2	<input type="text" value="0.00"/>
Industry Contribution - Direct YR2	<input type="text" value="0.00"/>	Other Funding - In-Direct YR2	<input type="text" value="0.00"/>
Other Funding - Direct YR2	<input type="text" value="0.00"/>	TOTAL IN-DIRECT FUNDING YR2	0.00 (automatically calculated upon save)
TOTAL DIRECT FUNDING YR2	0.00 (automatically calculated upon save)		

Complete the budget for each financial year that you are seeking AgriFuture Australia funds.

Please note, the total fields will calculate automatically when you save.

When you have completed all budget information, click **Save**.

Total (Direct and Indirect) Proposed Contributions (exclusive of GST)

TOTAL AGRIFUTURES AUSTRALIA FUNDING REQUESTED	0.00 (automatically calculated upon save)	TOTAL RESEARCH ORGANISATION - IN-DIRECT	0.00 (automatically calculated upon save)
TOTAL RESEARCH ORGANISATION - DIRECT	0.00 (automatically calculated upon save)	TOTAL INDUSTRY FUNDING - IN-DIRECT	0.00 (automatically calculated upon save)
TOTAL INDUSTRY FUNDING - DIRECT	0.00 (automatically calculated upon save)	TOTAL OTHER FUNDING SOURCES IN-DIRECT	0.00 (automatically calculated upon save)
TOTAL OTHER FUNDING SOURCES - DIRECT	0.00 (automatically calculated upon save)		

Additional Attachments

Additional Attachments

(To upload attachments, save after uploading each individual attachment - max 10 attachments)

4. Completing the preliminary research proposal application – Checklist

After completing the **Proposed Budget** page of the preliminary research proposal please complete the final checklist before submission.

Select **Checklist**.

The checklist page will open.



Answer the following questions by selecting and ticking the appropriate box.



The screenshot shows the 'Checklist' page in the AgriFutures Australia system. The page title is 'Idea: Test PRP - Properties - Main - Checklist'. The checklist contains two items:

- ALL sections completed (I have completed the PRP Application Overview and Proposed Budget)
- Your organisations processes (I have met all of my organisations internal approval processes prior to submission of this application)

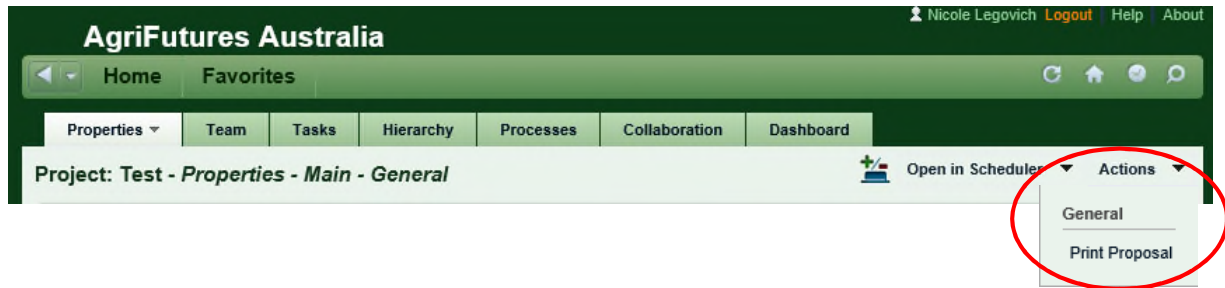
At the bottom of the page, there are four buttons: 'Submit for Approval', 'Save', 'Save And Return', and 'Return'.

- **All sections completed** – I have completed the PRP Application Overview and Proposed Budget
- **Your organisations processes** - I have met all of my organisations internal approval processes prior to submission of this application

Click **Save** when you are finished.

5. Printing a copy of the proposal

From anywhere within the proposal, access the **Actions** drop down on the far right of the screen. Then choose **Print Proposal**.

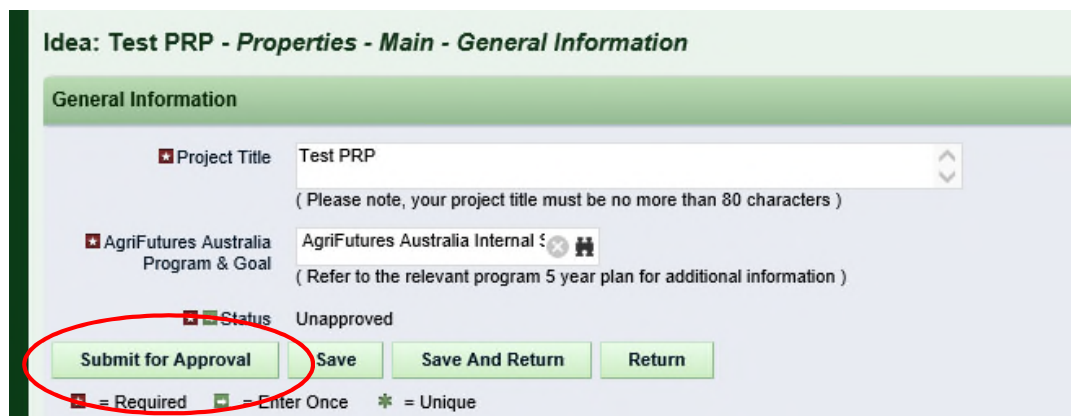


Your proposal should now display in a new window. If your Proposal does not display check you Pop-Up settings in your internet browser. You may see a yellow bar at the top of your screen, right click on the bar and click **Always allow pop-ups from this site**.

6. Submitting a preliminary research proposal for approval

When you are confident that your proposal is complete (including overview, budget and checklist) you are ready to submit your proposal for approval.

Simply click the **Submit for Approval** button at the bottom of the checklist screen, this will send an automatic notification to your Administrative Contact for Approval.



The screenshot shows the 'Idea: Test PRP - Properties - Main - General Information' form. The form has a 'General Information' section with the following fields:

- Project Title:** Test PRP (with a note: '(Please note, your project title must be no more than 80 characters)')
- AgriFutures Australia Program & Goal:** AgriFutures Australia Internal (with a note: '(Refer to the relevant program 5 year plan for additional information)')
- Status:** Unapproved

 At the bottom of the form, there are four buttons: 'Submit for Approval', 'Save', 'Save And Return', and 'Return'. The 'Submit for Approval' button is circled in red. Below the buttons, there is a legend: ' = Required', ' - Enter Once', and '* = Unique'.

NOTE: After submission of your proposal, you will not be able to make any changes to your research proposal.

Once the Administrative Contact has approved the Proposal, you will receive an email notification and it will be automatically sent to AgriFutures Australia for assessment.