Submitting a Full Research Proposal (FRP)

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Accessing K2

Access to K2 is required before being able to submit an application. If you do not already have an account, please email helpdesk@agrifutures.com.au.

Once you have received your login credentials, type the following URL in to your internet browser – we recommend that you use Chrome or Microsoft Edge - https://agrifutures.onk2.com/Runtime/Runtime/Form/Researcher.Dashboard/

If you have forgotten your username and/or password, please email helpdesk@agrifutures.com.au.
Researcher Dashboard

Once you have logged into K2 you will be taken to your Researcher Dashboard.

From here you can create new applications for research, view reports and change settings.

There are also three tables:

1. **My Tasks** – when you have a task to action, it will appear here. You will also receive an email notification advising you that there is a task for you to action.

2. **My Applications** – once you start an application, it will appear here, and the status will be updated during the review/assessment and approval process so you can see where your application is up to.

3. **My Projects** - If you are successful in your application, once contracted, it will become an active project and will sit within this area.
Submitting a Full Research Proposal (FRP)

Once you receive the email notifying you that you have been invited to submit a full proposal you can access the draft application form on your dashboard.

NOTE: You may need to allow Pop-Ups from this site.

Your new application will have the same number as your PRP application but will be have an FRP extension – i.e., FRP-000001 and will have the status of FRP Draft.

In the My applications area on your home page, you can filter by Project Number or you can click on the heading and sort the Application IDs or by Status.

Select your application and either double click to open or select Open Application.

This will open a new FRP application form.

Completing the application

T&Cs Page

Once you start your application you will see the Terms and Conditions page.
Please read the terms and conditions carefully.

There are three fields for completion on this page:

1. Agreement with the linked agreement. Select whether you agree or whether there are parts of the agreement that you do not agree with. If you select the latter, you will need to provide details in the non-compliance table below.

2. The Program/Program Goal will be pre-selected for you based on the Preliminary Research Proposal.

3. From the Application Type dropdown, if this is not prepopulated for you, please select Full Research Proposal.

Select Save & Next.

TIP: Once you have completed the T&Cs part of the application, you can move back and forward between the tabs in the application – you don’t need to complete each page to move through the application.

Your application will autosave as you go but you can also select to save your draft.

Organisation Page

The Research Organisation fields will pre-populate from your PRP application, but you can edit the Project Lead details if you are submitting on behalf of someone else within your organisation.
To change the project lead:

- Select the pencil icon to edit the Project Lead.
- Start typing the email address of the person in your organisation you would like to be the Project Lead, select the email address and all other fields will prepopulate. If the email address doesn’t appear, you will need to click on the + to open a new user request form. Once the user has been set up, you will be able to add them as per the previous step.
- The administrative contact is set at the research level. If more than one contact has been created, you can select between the options available. Otherwise, the admin contact cannot be edited.

People:

- Other Participants: Please include any other participants to this project.
- Students Involved: Please include any students involved in this project.
- Click **Save & Next**.

**Application Page**

Complete all fields in the Application page ensuring you take note of the word limit in each text box.

**Note:** Navigating through the application tabs must be done via the tab headings. Clicking Save and Next will take you to the Milestones page.
There are six sections to complete:

- **Section A** – Project Information
- **Section B** – Project Detail
- **Section C** – Consultation
- **Section D** – Risk Analysis
- **Section E** – Intellectual Property
- **Section F** - Adoption

At any point you can select **Save Draft** at the bottom of the page and come back to your application at a later time. You can also paste text into the text boxes.

**NOTE:** If you exceed the word limit for the section, a red bar will appear under the text box letting you know how many words you have used so you can reduce your text accordingly.

The greyed-out parts of your application are autogenerated and cannot be edited. This includes the application number and the Program and Goal Fields.

**TIP:** The explanatory text in each box will disappear as you commence typing however you can easily locate this by hovering your mouse over the text box title or the text box.
Section A – Project Information

- **Project title**: Please review and edit your project title – noting that if this application is successful, the title may be shown on the AgriFutures Australia and growAG websites.

- **Proposed Start Date**: Select the calendar icon to choose your proposed start date.

- **Proposed Finish Date**: Select the calendar icon to choose your proposed finish date.

- **Biosecurity Risk Analysis and Management**:  
  If you are not sure if this is required, please contact your AgriFutures Australia Program Manager to discuss.
  - Ethics/Biosafety Approval Required? please select **yes** or **no** from the dropdown.
  - Biosecurity Risk Analysis and Management Questionnaire Required? please select **yes** or **no** from the dropdown.
  - Add Biosecurity Risk Analysis and Management Questionnaire: a new pop-up will appear if you selected Yes to the question above, please upload your document.
  - Download Template: you can download the Biosecurity template here to complete and reattach.

- **Reviews**:  
  - Have you scanned the literature and existing work that is underway? please select **yes** or **no** from the dropdown.
  - Please provide a summary of the results of your review: 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.
  - What industry is this project aligned to? please select from the dropdown.
  - What is the focus area/s of this project? please select all that apply.
  - Does this project involve any of the following technology areas? please select all that apply.
  - Does this project address any of the following sustainability areas? please select all that apply.
  - Does this project represent a commercial opportunity? please select **yes**, **no** or **potentially** from the dropdown.
Section B – Project Detail

- **Project Summary:** Please review and edit the summary of your project here.

- **Plain English Summary:** Please provide a plain English project summary outlining the project purpose in 100 – 300 words. This should be suitable to a non-research audience to understand as this will be displayed on our website.

- **Please provide objectives of your project here:** Please edit and expand on your project objectives from your PRP. 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.

- **Provide an outline of the proposed method(s) for this research:** Please edit and expand on your proposed methods from your PRP. 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.

- **Provider Capability:** In 250 words or less outline the capability of the research organisation to conduct this research.

- **Project Lead track record:** In 250 words or less describe the capability and experience of the Project Lead.

- **Location of Research**
  - Address: please type the location of research
  - City: please type the location of research
  - State: please select from the dropdown
  - Postcode: please type the location of research
  - Electorate: please type the location of research
  - Other Field Sites Below: please include any other field sites.

Section C – Consultation

- **Consultation with Stakeholders:** 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). Describe the industry and stakeholder consultation you have undertaken and provide evidence of the level of industry support for the proposed work.

- **Supporting Documents:** please upload supporting documents here.
Collaboration

• **Collaboration Parties:** 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. Please identify all collaborating parties on this project.

• **Roles and Responsibilities:** Please outline the roles and responsibilities of the collaborating parties.

• **Potential Benefits:** Identify any potential economic, environmental and social benefits for industry. What are the potential economic, environmental and/or social impacts/benefits for industry and the community from this research?

Economic Benefits

• **5 years after the completion of your project, please estimate the level of industry adoption:** Please select from the dropdown.

• **5 years after the completion of your project, please estimate the level of growth in relation to productivity and/or profits and/or GVP for the industry:** Please select from the dropdown.

• **10 years after the completion of your project, please estimate the level of industry adoption:** Please select from the dropdown.

• **10 years after the completion of your project, please estimate the level of growth in relation to productivity and/or profits and/or GVP for the industry:** Please select from the dropdown.

• **Provide a justification for your estimates:** Provide a justification for your estimate.

Environmental Benefits

• **10 years after the completion of your project, please estimate the level of environmental benefits generated:** Please select from the dropdown.

• **Provide a justification for your estimates:** Provide a justification for your estimate.

Social Benefits

• **10 years after the completion of your project, please estimate the level of social benefits generated:** Please select from the dropdown.

• **Provide a justification for your estimates:** Provide a justification for your estimate.

Market Opportunity

• **Market Opportunity (note this question must be answered by new and emerging industries):** 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?

Expected Outcomes and Outputs

• **Expected Outcomes:** In 250 words or less describe what will be different if this research is undertaken (please use both qualitative and quantitative measures). Please ensure the outcomes are SMART.
• **Expected Outputs:** In 250 words or less detail what will be the goods/services produced from this work (e.g., new variety, book, industry fact sheet, pesticide regimen, etc).

• **Provide any additional details regarding your output:** In 250 words or less provide any additional details regarding this output.

• **Describe mechanisms which you will use to deliver the output:** Describe the Intellectual Property, if any, that will be produced from this project.

Section D – Risk Analysis

**Risk Analysis and Treatment**

• **Are there any risks that will impact on your ability to deliver project outputs?** 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.

• **Are there any risks that your project could provide an adverse impact on the environment?** 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.

• **Are there any risks to the effective adoption of the outcomes of this proposal?** 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.

• **Are there any risks involved with the commercialisation?** In 250 words or less describe how you will manage any commercialisation risks such as intellectual property constraints, industry partner, etc.

• **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 AgriFutures Australia or its industries such as local, state, federal, industry, political, animal welfare, human health.

Section E – Intellectual Property

**Intellectual Property**

• **AgriFutures Australia intellectual property to be used in this project:** In 250 words or less identify any intellectual property from existing or past AgriFutures Australia projects that may be used in this project. Unless the research organisation specifies that it and/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 provider intellectual property to be used in this project:** 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 to be used in this project:** 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).

• **Type of Intellectual Property that will be produced from the project:** Please select from the dropdown. Choices are: Confidential information, Copyright, Other, Patents, Plant Breeders' Rights, Trade Marks.

• **Project intellectual property that will be produced from this project:** In 250 words or less describe the intellectual property, if any, that will be produced from this project.

• **Indigenous cultural intellectual property:** Please indicate if your project is likely to involve or impact Australian Aboriginal and Torres Strait Islander people's heritage, growers, practices or land.

**Section F – Adoption**

**Adoption and 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.

**Extension and Communications**

• **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 e.g. A farmer fact sheet, field day, video, scientific journal article, industry newsletter, report, etc.?

• **Who is your target audience?** In 250 words or less describe your target audience e.g. farmers generally, farmers within a particular industry, extension workers, NRM facilitators, manufacturers, policy makers, scientists, other.

• **What level of financial and human resources will you need to achieve adoption?** 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.

• When you have completed all fields from each of the six sections, select Save & Next.
The Milestones Page will allow you to create milestones to be built into your application. Please remember that milestones should be SMART (specific, measurable, achievable, relevant and time-bound) and should demonstrate progress against your project objectives.

To create a milestone, select the **Add** button. A pop-up screen will appear.

**TIP:** Click the Show Help check box to see a set of sample milestones.

Please complete all fields within the New Milestone pop-up, they include:

- **Milestone Type:** Please select from the dropdown list.
- **Milestone Name:** This is a free text field for you to name your milestone.
• **Milestone Task**: Please describe the actions associated with this milestone.

• **Milestone Due Date**: Use the calendar date picker or type the date in the indicated format. Note, if using the date picker, clicking on the month at the top of the calendar will allow you to change the month. In that view, click on the year to select a different year.

• **Milestone Value**: Please enter the amount payable on completion of this milestone.

Once you have finalised the details of the milestone, select **Save**. This newly created milestone will now appear in the Milestones table.

Repeat this process for as many milestones you wish to include in your application.

When you have finalised all milestones, select **Save & Next**.
The details from your PRP budget will have prepopulated – this is an opportunity to review and edit.

In the top left-hand corner of the page, select the First Year of Funding dropdown and select the financial year that you wish the funding to commence.

To complete the detailed budget, click on the line you wish to edit and then either double click or select edit and a pop up will allow you to edit the details. If you need to add additional years, select the +Add button and a new screen will pop-up.
Review and complete the fields in the pop-up, these include:

**Direct cost (ex-GST):** 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.

- **AgriFutures Australia Contribution:** The funding amount sought from AgriFutures for this year of the project.
- **Research Organisation:** The amount the Research Organisation is contributing to the project.
- **Industry Contribution:** If there are contributions from Industry, please include here.
- **Other Funding:** Please include funding from any other sources here.
- **Total Direct Funding:** This section will automatically calculate the total of the direct funding amounts for the year.

**Indirect cost (ex-GST):** 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.

- **Research Organisation:** Please include any in-direct costs covered by the Research Organisation.
- **Industry Contribution:** If there are in-direct contributions from Industry, please include here.
- **Other Funding:** Please include in-direct funding from any other sources here.
- **Total Indirect Funding:** This section will automatically calculate the total of the in-direct funding amounts for the year.

When you have finished, select **Save.** This will update the line item on the budget table.

![Budget Table]

To add additional years, select **+Add** to repeat the process until you are finished.

To delete rows, select the row and click **X Delete.**

The budget table will automatically total the amounts for all years.

**Budget Breakdown:** Please complete the following fields in the Budget Breakdown section:

- **Salaries & On Costs:** Please enter a dollar amount.
- **Operating:** Please enter a dollar amount.
- **Communications & Extension:** Please enter a dollar amount.
- **Travel:** Please enter a dollar amount.
- **Capital:** Please enter a dollar amount.
- **Total Breakdown (This should match Total AgriFutures Australia Funding Request):** This field will auto populate from the field above.

**Budget Detail (Industry Contributions):** Please explain the industry contributions (direct and indirect) in further detail.
Budget Attachments
You may wish to add attachments to the budget – click Add Attachment in the bottom left-hand corner of the page. This will open a pop-up screen.

Click on Attachment to navigate to where your document is saved. Include a description of your attachment in the comments. The Attachment Type will automatically populate with Budget. Click on Save to upload your attachment.

If you are including contributions from Industry or other partners, please attach any pledge forms of letters for support by clicking + Add pledge form.

Attachments Page
Any attachments you have uploaded throughout the application will show here. You can also add additional attachments here.
Select the +Add button and a pop-up screen will appear.

Select the Attachment box to navigate to the file you wish to attach from your computer. Include a description of your attachment in the comments. Choose the Attachment Type that best relates to your attachment – if in doubt, select General.

Click on Save to upload your attachment.

The attachment will now appear in the attachment table.

When you have finished uploading your attachment/s, select Save & Next.
Complete the checklist by selecting the checklist boxes against each statement:

- **All Sections Completed:** All sections in the application and budget pages have been completed.

- **Your organisation’s processes:** You have met any approval processes required by your organisation prior to submitting your application.

- **Spelling and grammar:** You have checked your application to ensure the spelling and grammar are correct.

**Send for Review by Administrative Contact:**

- In some cases, this process will be enforced by AgriFutures and you will not have the option to uncheck this box.

- If this box is unchecked, you can choose whether you want to send the application for approval by your administrative contact as this may be required for your internal processes.

When you are satisfied that your application is complete and ready for submission, select **Submit**.

Once you submit your application the system will send the application to the Admin Contact for your organisation to review and approve.

**NOTE:** If you are both the Project Lead and the Administrative Contact for your organisation, you will automatically skip the approval step.

You will receive an email notification to advise that this has happened, and the Admin Contact will receive an email notification to action the review/approval of your application. Once your application has been approved, you will receive another notification.
Additional Notes

- We recommend you use Chrome or Microsoft Edge to get the most out of K2.

- Your application will automatically save as you go however you can select **Save Draft** at any stage.

- You can navigate between the pages by selecting the tabs at the top of the application.

- **Save & Back** will take you back to the previous page. If you would like to return to the home page of the Researchers Dashboard click the AgriFutures Australia logo at the top of each page.

- Please keep in mind the word limit in each text box when completing your application. Applications that exceed the word limits may not proceed to the next step or you may be requested to rework your application to adhere to the requirements.

- The submission period will close promptly on the due date. Applications will not be received after this point. Please allow sufficient time to complete your application (particularly if approval is required). If for some reason you are not able to meet the deadline, you will need to advise the AgriFutures Australia contact of your circumstances and they can advise you of your options.

- Your saved application will be stored in the ‘My Applications’ table in the Researchers Dashboard.

- The status of your application will be automatically updated during the approval process.

- Once your organisations Admin Contact approval is complete, your application will be reviewed by AgriFutures Australia. You will receive an email notification if your FRP application will proceed to the next step. If your FRP is approved by AgriFutures Australia, your application will move to the contracting phase.

- If you require assistance, please contact the Program Coordinator/Manager directly or alternatively email AgriFutures Australia Helpdesk at helpdesk@agrifutures.com.au.