Submitting a Preliminary Research Proposal (PRP)

Contents

Accessing K2 ............................................................................................................................. 2
Researcher Dashboard .............................................................................................................. 3
Submitting a Preliminary Research Proposal (PRP) ................................................................. 4
    T&Cs Page ............................................................................................................................ 4
    Organisation Page ............................................................................................................... 5
    Application Page ................................................................................................................ 6
    Project Detail ...................................................................................................................... 7
    Budget Page ....................................................................................................................... 8
    Additional field for Emerging Industries Applications only: ............................................ 11
    Attachments Page ............................................................................................................. 11
    Checklist Page .................................................................................................................. 13
Additional Notes ..................................................................................................................... 14
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 Preliminary Research Proposal (PRP)

From the home page select **Add Application**. This will open a new application form.

There are slight variations to the application form for our Emerging Industries Program. If you are submitting for our Emerging Industries Program, please note the variations to the process highlighted in red on the budget page.

**NOTE:** You may need to allow Pop-ups for this site.

---

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. **From the Program/Program Goal,** select the option that aligns with your application. **Note** this may be preselected for you if not, you will need to select it.

3. **From the Application Type dropdown,** if this is not prepopulated for you, please select Preliminary 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 login credentials, but you can edit the Project Lead details if you are submitting on behalf of someone else within your organisation.

If you are a member of more than one organisation, you can click on the pencil and select between your organisations.
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.
- Click Save & Next.

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.

Application Page

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

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.

Your application will automatically be assigned an application number – this is not able to be edited.
Project Detail

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

- **Project summary**: In 250 words or less, clearly outline the project summary.

- **Project objectives**: In 250 words or less clearly outline the expected outcomes and major objectives of the project.

- **Organisational capability & experience**: In 250 words or less describe the capability and experience of the organisation.

- **Importance of research**: In 250 words or less summarise the background to your research proposal and why this research is important.

- **Expected outcomes**: In 250 words or less please list the expected outputs and outcomes of this 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 commercial pathways identified.

- **Extension and adoption**: In 250 words or less clearly outline what outputs will be available for extension (SMART) and how the expected output will/could be adopted by industry/on farm.

- **Application to other sources of funding**: Provide advice on applications to other R&D Corporations or funding bodies.

- **Roles and responsibilities of the funding partners**: Are there co-contributions from industry or other sources for this project? If so, what are the expectations of those parties? Do you intend to use a steering committee for your project? If yes, who would be represented on the committee?

When you have completed all fields, select **Save & Next** or click on the application tab to move to the desired section.

**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.
Budget Page

There are slight variations to the Budget page for applications for our Emerging Industries Program. If you are submitting an application for Emerging Industries, please note the additional field below.

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, select the +Add button and a new screen will pop-up.
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.

In-Direct 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 In-Direct 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 generate a line item on the budget table.

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

The budget table will automatically total the amounts for all years.
Budget Detail (Industry Contributions): Please explain the industry contributions (direct and indirect) in further detail.

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.

**Additional field for Emerging Industries Applications only:**

**Gross Value of Production (GVP) of Industry:** Please select from the dropdown. The **Maturity Level** will auto populate once you make your selection. Options are:

- <2 million per annum
- 2-10 million per annum
- >10 million per annum

When the budget is finalised, select **Save & Next**.

**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:**

- This process will be enforced by AgriFutures and you will not have the option to uncheck this box for PRP applications.

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 your organisation Admin Contact for review and approval.

**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 button 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 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 at the advertised closing time. 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 PRP application will proceed to the next step. If your PRP is approved by AgriFutures Australia, you will receive an invitation to submit a Full Research Proposal (FRP).
- If you require assistance, please contact the Program Coordinator/Manager directly or alternatively email AgriFutures Australia Helpdesk at helpdesk@agrifutures.com.au.