2018 Investment Round Call Out

About Autism CRC

Established in 2013, Autism CRC is the world’s first national, cooperative research effort focused on autism. Our vision is to see autistic people empowered to discover and use their diverse strengths and interests. We take a whole-of-life approach to enhance the lives of people on the autism spectrum, from diagnosis and the early years, to the school years and into adult life.

Autism CRC has 56 participant organisations, as well as other partners, based around Australia and internationally. Together, we seek to build capacity and support for neurodiverse environments in our communities, so every individual has the opportunity to reach their full potential.

Autism CRC is committed to inclusive research practices and coproduction of outcomes with those on the spectrum and their families. This will further ensure research provides practical and tangible outputs that benefit the community

2018 Investment Call

Autism CRC Ltd is currently calling for applications for **Strategic projects in the Education program, and Innovation and Utilisation projects** across the three research programs below:

**Program 1 – The Early Years: better start through better diagnosis**

This program aims to harness existing knowledge of autism to improve diagnosis, ensure earlier diagnosis, and use breakthroughs in biological research to identify subtypes of autism and the most effective interventions for these.

**Program 2 – The School Years: Enhancing teaching and learning**

This program aims to provide autism appropriate educational environments and programs that optimise students’ social, behavioural and academic success, and equip teachers to manage even the most complex behaviours.

**Program 3 – The Adult Years: Finding a place in society**

This program aims to improve opportunities for people on the spectrum to successfully participate in higher education and employment, and identify best practice in physical and mental health management.

All Applicants and their Project Plans must demonstrate inclusive research practice with autistic individuals and/or families/carers, through the phases of project design, conduct and evaluation. Project plans demonstrating co-production with autistic research team members will be highly regarded, and may be the determining factor in determining which proposals are approved for investment by Autism CRC.

Strategic projects

Strategic Projects are defined based upon Autism CRC Ltd milestones and a gap analysis undertaken annually by the Research Executive. The following Strategic projects are also called:

**Classrooms of Excellence in High schools**

Evidence-based programs to optimise the learning environment ensuring successful social and behavioural outcomes for students on the autism spectrum. Research into the programs will focus on the development and evaluation of:

* Strategies to enhance students’ capacity to process instructions, express knowledge, and engage in/transition between learning tasks;
* Methods of transition between and within classrooms, and into and across the school; and
* Whole of class and whole of school social emotional programs.

This research will be conducted with select schools across Qld, NSW, Vic and WA. The Classrooms of Excellence Projects will also deliver information sharing and program development resources, developed in partnership with teachers and other professionals.

Innovation projects

Innovation Projectsmust demonstrate how they assist the Autism CRC to meet program objectives set out in Commonwealth Milestones and involve at least two (preferably more) CRC Essential and /or Other Participants, including a Co-Leader from an end-user organisation. Innovation project investments will not exceed $50K in funding over a 12-month period.

Desirable project features include:

* Leveraging of funding/investment from other sources; and
* Engagement with other participants with whom we have not yet extensively engaged (including new participants Autism West, Autism Tasmania, Autism NZ, Macquarie University and Tasmanian Department of Health and Human Services).

Utilisation Projects

Utilisation Projects aid the translation and utilisation of Autism CRC research outcomes consistent with the Commonwealth Utilisation objectives and milestones. These proposals might include:

* Product development projects from existing CRC research project outputs (intended to move outcomes to products, where outcomes have been shown to be effective);
* Take up an existing CRC research output/product/deliverable and embed it in practice, disseminate it further (eg. via CPD workshops, in service training on use of output); or
* Develop multimedia resources– video footage, photographs etc. that will form part of a more extensive resource as part of a planned process within a research program.

Investments of approximately $50K over a 12-month period are recommended, but higher investments may be considered if there is a very good business case accompanying the application.

Autism CRC is working to ensure output utilisation and dissemination as soon as outputs/products become available. This utilisation project call is **only open to Autism CRC Essential or Other**

**Participants and must follow up the utilisation and dissemination of existing outputs/resources and deliverables or those that are well advanced**/in train. Projects must involve at least two (preferably more) CRC Essential and/or Other Participants and include a Co-Leader from an end-user organization.

Desirable project features include:

* Leveraging of funding/investment from other sources; and
* Engagement with other participants with whom we have not yet extensively engaged (including newer participants – autistic self advocacy network of australia and new zealand [asan], the i can network, amaze, autism west, autism tasmania, autism nz, macquarie university, tasmanian department of health & human services)

Application Process

Step 1: Expression of Interest and Program Director review

Applicants must submit an Expression of Interest to Program Directors, enabling an early review of the proposed project to ensure it meets Commonwealth Milestones. To enable this review, Applicants should fill in Section 1: Project Summary the Project Plan template.

At minimum a draft of this Project Summary should be submitted to the relevant Program Director by 1 February 2018:

* Professor Valsamma Eapen (Program 1 – The Early Years) v.eapen@unsw.edu.au
* Professor Suzanne Carrington (Program 2 – The School Years) sx.carrington@qut.edu.au
* Professor Torbjorn Falkmer (Program 3) T.Falkmer@curtin.edu.au

Program Directors have the responsibility, in conjunction with the R&D Committee and Research Executive, to ensure that all projects are focused on meeting the milestones and delivering the outputs as stated in the Commonwealth Agreement with Autism CRC Ltd. If proposals are received that address the same topic, participants will be encouraged to collaborate, unless it can be demonstrated that their proposals are complementary and address different output milestones.

**The deadline to submit an Expression of Interest is 1 February 2018.**

**Applicants who have an Expression of Interest approved by the relevant Program Director will receive a registration to submit their full proposal online.**

Step 2: Project Plan

Once an Expression of Interest is approved by the Program Director (Step 1), Applicants must then complete an Autism CRC Project Plan in consultation with Project Participants. Advice may be sought as required from the relevant Program Director.

Step 3: Project Plan sign off

Prior to submission to Autism CRC, Applicants should obtain final approval signoff from all Project Parties (including MOUs), confirming acceptance of the final version of the project plan, ensuring agreement with the plan, budget and in-kind contribution. Project Parties should also review the standard Terms and Conditions, and obtain signoff from respective Legal Teams to expedite the commissioning process, should the project application be successful. Applicants should also provide the full proposal to the relevant Program Director for final signoff prior to submission online.

Step 4: Submit Project Application via the online form

Once appropriate signatures are obtained and Applicant confirms all relevant supporting documentation is provided. Applicant may submit the Project Application to the Autism CRC via the online form. Email submissions will NOT be accepted.

Assessment and Independent Review for all Projects

Autism CRC will conduct the first review and send Project plans that meet the outlined criteria for review by **independent scientific and autism advisors**. Autism CRC’s Research & Development Committee will consider the outcomes of these reviews. The **Board of Autism CRC** will determine those projects that will receive investment funding, taking account of the recommendations of the Research & Development Committee.

Criteria for Assessment

Strategic Project Plans will be assessed with regard to the following criteria:

* Meet Autism CRC Ltd’s milestones and outputs;
* Utilise Participant in kind (staff and non-staff);
* Comply with proposal guidelines;
* Are well developed and demonstrate feasibility over the timeline;
* Clearly focus on end-user driven outcomes identified for Autism CRC Ltd;
* Are collaborative and involve at least two (preferably more) CRC Essential and/or Other Participants;
* Include Participants with adequate skills and infrastructure to operationalise the project;
* Clearly identify and describe any planned involvement of phd and/or other students and post docs, where applicable; and
* Demonstrate co-production and engagement with end-users.

Project Leaders will be provided feedback where relevant from the scientific and autistic advisors. The Research and Development Committee may also provide feedback to Project Leaders via the Research Executive regarding proposal revisions that may be required prior to a recommendation for funding.

Unsuccessful Project Proposals

If a project is not recommended at any stage, notification and feedback from the Research and Development Committee or Research Executive will be made to the Project Leader.

Successful Project Proposals

Once project plans are approved for funding, all participating organisations will be required to sign off on the Project Agreement. Funding for projects will be finalised once the Project Agreement has been fully executed and evidence of ethical clearance has been provided to the Research Office.

The initial payment will be made in advance, once the Project Agreement is fully executed and subsequently all payments will be made in arrears on the satisfactory completion of project milestones, research progress, cash and in-kind reporting and acceptance by the Research Executive (and summarised for the Research and Development Committee). Unsatisfactory reporting or unsatisfactory progress against project milestones, not remedied to the satisfaction of the Research Executive, will lead to termination of project funding.

Autism CRC Project Plan

Expression of Interest – Project Summary

|  |  |
| --- | --- |
| Project name | *15 word limit* |
| Project leader/s |  |
| Project type | *Strategic, Innovation or Utilisation* |
| Commencement date |  | Completion date |  |
| Project funds | ⓘ *Total $ cash budget*  | In-kind value | ⓘ *Total $ value of in-kind contributions* |
| Commonwealth Milestones | ⓘ *Program Director to add relevant Autism CRC Commonwealth Milestones.* |
| Program number  | **1 2 3** | Program Research Director |  |
| Project objectives | ⓘ *3-5 specific aims and long term objectives with clear purpose. [150 words]* |
| Summary Methodology  | ⓘ *Research design including participants, setting, data collection method and plan for analysis. [300 words max]*  |
| Expected outputs and deliverables | ⓘ *Outputs are the key processes used within the project to manage the work. The final outputs from a project are deliverables. [200 words max]* |
| Significance and benefits | ⓘ *Significance is the evidence of community need, including community involvement in the development of research questions, project and plan. Benefits is an explanation of how the proposed work will improve the lives of those with the lived experience of autism. [500 words max]* |

**Step 1: Expression of Interest Project Summary and Program Director review**

Applicants must submit an Expression of Interest to Program Directors, enabling an early review of the proposed project to ensure it meets Commonwealth Milestones. To enable this review, Applicants should fill in at least Section 1: Project Summary the Project Plan template.

This Project Summary should now be submitted to the relevant Program Director:

* Professor Valsamma Eapen (Program 1 – The Early Years) v.eapen@unsw.edu.au
* Professor Suzanne Carrington (Program 2 – The School Years) sx.carrington@qut.edu.au
* Professor Torbjorn Falkmer (Program 3) T.Falkmer@curtin.edu.au

Program Directors have the responsibility, in conjunction with the R&D Committee and Research Executive, to ensure that all projects are focused on meeting the milestones and delivering the outputs as stated in the Commonwealth Agreement with Autism CRC Ltd. If proposals are received that address the same topic, participants will be encouraged to collaborate, unless it can be demonstrated that their proposals are complementary and address different output milestones.

**The deadline to submit an Expression of Interest is 1 February 2018.**

**Applicants who have an Expression of Interest approved by the relevant Program Director will receive a registration to submit their full proposal online.**

Project Parties

**1.(a) Project Parties**

Project Parties are participants party to the Project Agreement, contributing cash and/or in-kind to the project. Typically, parties to the Project Agreement receive some cash funding and/or are significantly involved in developing Project IP through contributing to research design, operationalisation, analysis and dissemination.

|  |  |
| --- | --- |
| Parties to the Project Agreement | Role in Project |
| Autism CRC Ltd |  |
| ⓘ *Where relevant include division, department or faculty of a Party* |  |
|  |  |
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**1.(b) Other Parties**

Other Parties are participants engaged via MOUs/Third Party Agreements to provide in-kind contributions (mostly end-users). The parties typically assist with recruitment and/or dissemination of findings and not in the development of Project IP.

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| --- | --- |
| Other Parties | Role in Project |
| Autism CRC Ltd |  |
| ⓘ *Where relevant include division, department or faculty of a Party*  |  |
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Plan

**2. Proposed strategy – Research methodology**

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| ⓘ *Describe the proposed strategy and methodology (participants, instruments, procedure, analysis), including the responsibilities of Participants – [600 words]* |

**3. Project Milestones and Deliverables**

At minimum, there should be a Project milestone for every three months of the project. These need to be detailed enough for the Research Office to monitor progress project reporting.

Deliverables should also include ethical clearance by all organisations as an early milestone.

If there are MOUs include signature of all MOUs as a preliminary milestone for the research project leader.

Note: CRC Program-related Milestones to be entered by Program Directors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Milestone / Deliverable | Participant responsible for Milestone / Deliverable | Date due | CRC program-related milestone in EPA | Dissemination Opportunities |
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| Final a | Provide final report, executive summary and visual snapshot details to Autism CRC for approval |  |  |  |  |
| Final b | Provide a summary of results to all project participants or link to results on web |  |  |  |  |

**4. Background IP**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Owner of Background IP | Name of party making the background IP available (if not owner) | Restrictions on use of Background IP (if any) |
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**5. Input from end-users in the autistic and autism communities**

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| ⓘ *Describe with whom and how you have engaged people on the autism spectrum, and the broader autism community in the development of this proposal and how you have taken account of this in the project objectives, outcomes and project plan as a result. The broader autism community includes families and carers of people on the autism spectrum, service providers, health professionals, employers, educators and policy makers.* |

**6. Team management plan**

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| ⓘ *Describe how your project team plans to manage the project to ensure the project on track (eg frequency of meetings and advisory groups, how meetings will occur, who will chair, provision of minutes. Ensure all parties agree to this plan. Identify additional communication strategies beyond the project team where required to engage with end-users and industry.*  |

**7. Marketing and communications plan**

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| ⓘ *Include details of how you will promote awareness, participation and public engagement in your research project. This could include social and traditional media, printed and digital material, event promotion, newsletters and updates). Any contribution of Marketing and Communications support from any Project Party’s university or organisation can be counted as inkind. Once your application is successful, a marketing and communication plan can be finalised for implementation as part of your project.* |

**8. Utilisation opportunities**

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| --- |
| ⓘ *The CRC approaches utilisation of research outputs in different ways, determined by the needs of end-users. Utilisation includes: development and uptake of products, programs and services, including but not limited to: resources, websites, apps, manuals and other products or processes developed in an Autism CRC funded project .*  |

**9. Analysis of project risk**

All project parties must be engaged in discussion of mitigation of risk. The following rubric for High, Medium and Low applies:

Level of impact:

* High = >15% of budget or schedule or reputational risk to Participants or Autism CRC
* Medium = 5-15% of budget or schedule

Low = < 5% budget or schedule

Likelihood

* High = Likely during the project term (>30%)
* Medium = Possible during the project term (10-30%)
* Low = unlikely during the project term (<10%)

|  |
| --- |
| ⓘ *Describe any risks associated with the achievement of project outcomes, project milestones, project outputs and deliverables, methodology and teamwork and how they are to be mitigated.*  |
| Description of risk  | Mitigation strategy | Level of Impact | Likelihood |
|  |  | ⓘ *Low, Medium, High`* | ⓘ *Low, Medium, High* |
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Technology

**10. Technology Development**

Only complete this section if your project involves the development of technology as an output/deliverable (eg website, prototype, mobile technology, App etc) or write NA.

If your project involves development of technology and you complete this section you will need to provide TWO quotes for the technology development component. At least one quote must be from a provider independent of your organisation/s.

A Technology Development Plan and quotes are to be appended to this application. This proposal, plan and quotes will be reviewed by independent ICT reviewers.

**If you are developing a technology output, please complete the following table:**

|  |  |
| --- | --- |
| Name of technology product | Description of solution |
|  |  |
| Technology solution (Tick all that apply) |  | Paper prototype[Paper drawings of system or parts of the system design ie; Wireframes/flow diagrams] |  | Clickable prototype[Interactive wireframes] |
|  | Beta version [System created for Research Trial, closed users] |  | Widget [Standalone application (code) embedded in a third party site] |
|  | Downloadable program[Software that must be downloaded on to a computer in order to access] |  | Responsive website[Design that is responsive to user device ie; mobile, iPad, PC] |
|  | iOS App [Mobile Application designed for iOS] |  | Android App[Mobile Application designed for Android] |
|  | App available on the App Store |  | App available on Google Play |
| Design/development approach and rationale | ⓘ *Describe the proposed development approach (ie: waterfall, agile, hybrid) and rationale for your approach to demonstrate how the solution will fulfil the needs/requirements* |
| User Experience and User Testing approach | ⓘ *Detail the proposed User Experience approach, including frequency of User Testing, and how feedback from End Users will inform the solution design and development* |

**Technology Development Plan Guidelines**

Append a Technology Development Plan that addresses your plan in detail as well as addresses the following features related to longevity, scalability and public accessibility:

1. What you are aiming to develop as a technology solution for the identified end-user concern.
2. How you have engaged the input of individuals on the spectrum and/or other relevant end-users.
3. The platforms and or devices on which the solution will be accessible at the completion of this project.
4. Compatibility with the Autism Hub Connect (see note below) as the site where all our technology and other resources will be accessed into the future.
5. Assuming the project is successful, identify what further work will be required and approximate cost of adapting and testing it for other platforms and potential rollout – to support broad translation and utilisation of the outcome.
6. Attach proposed developer contract and conditions.
7. Two development quotes, at least one from a provider external to the organisation/s and the quotation details.

**Matters for Noting**

**Project intellectual property (PIP)**

Consistent with the Essential Participants and Other Participants Agreements, all project IP generated, including that in outputs/deliverables/source code, is owned by Autism CRC.

**Server and web hosting**

Autism CRC has a web server that can be used to host your solution. This will ensure the online tool remains freely accessible now and into the future. Use of the Autism CRC server is recommended if you will be building a web site. The technologies supported are Linux, PHP and MySQL. The Drupal Content Management System has been installed on this server and is the supported tool for creating websites underpinned by a database.

**Domain name**

You are required to use the Autism CRC domain name. This means that the interventions will include autismcrc.com.au in the URL and will be consistent with all our other online tools.

**Version control and source code management**

Autism CRC has an online source code version control system, issue tracker and Wiki (for documentation) to help manage the development of your solution. You will be provided with an individual, secure repository for each website or online resource that is developed. It is a requirement of the Project Agreement that the final source code and any relevant documentation are uploaded here. This ensures that the master copy of your source code will not be lost and is accessible to Autism CRC. The online version control system used by Autism CRC is github.com.

**Branding and web site template**

Autism CRC has a basic branded Drupal website template which can be used to build your website. This is mobile optimised and has a clear layout. If the solution will be developed using another system, the header and footer must be the same as the template.

**Technology development solution handover to Autism CRC**

At handover of the completed technology solution, the Party (Parties) responsible for the technology development will be required to sign a Handover/Acceptance document with the following details:

* The technology solution development phase is complete, the system is stable and fully functional as per the proposal
* The developer has signed a contract with a warranty period (at least 1 month) to address bug fixes.
* Name and contact details of developer.
* Copy of the contract with the developer (if subcontracted).
* Username and password for any administrator level accounts.

Cash Budget

A written detailed justification against all budget items including RAs, PhDs, Post Docs, Admin Assistants, and direct costs eg equipment, field work related travel, consumables, must be provided. The Project Budget must provide a separate budget for each participating organisation. All costs must be identified and listed separately for each participating organisation.

Provide details of any funded staff involved in this project detailing the anticipated contribution by the staff member regarding their research and time commitments. The associated costs per project organisation, for each funded staff member, are to be included in the project budget.

The FTE for all funded staff should also be included at the rate specified below. The rates should be pro rata for less than a full time position.

Admin Assistant FTE $60,000 per annum (including on costs)

Research Assistant FTE $80,000 per annum (including on costs)

Post Doc FTE $120,000 per annum (including on costs)

PhD students\* 2018 - $27,082 2019 - $27,650 2020 - $28,065

Please note that PhD students are funded equivalent RTP base stipend rates. If the appointed student has an existing scholarship or is awarded an RTP stipend, Autism CRC will provide a $5,000 per annum ‘top up’ to the scholarship for three years.

Individual assets < $20,000 may be purchased with CRC project funds where required for specific interventions. Such items could include laptops, iPads, software, etc. Assets will need to be tracked throughout the project. See Investment Round Guide Capital Asset Guidelines.

**10(a) Table of Project cash budget**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff or Non Staff** | **Participating Institution** | **Budget Item description** | **Justification** | **Staff Category** | **Years** | **FTE** | **TOTAL** |
| *staff* |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| *Non staff* |  |  |  |  |  |  |  |
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| **Grand Total** |  |

**10(b) Table of Project cash contributions by Parties other than Autism CRC**

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| --- | --- |
| **Project Participant** | **Cash Contribution** |
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**In-Kind Budget**

**11. In-kind Resource Requirements**

**11.1 (a) Project Party Staff FTE in-kind contributions**

The staff FTE in-kind contribution is to be calculated using the levels \* stated below according to the percentage of time allocated. These figures have been supplied by the Commonwealth CRC program and rates cover salary, salary on-costs, direct and indirect support costs of research. See Attachments C and D for examples of each category within Autism CRC.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Participating Institution | Name of staff member | Level \*SM, KR, RP, SS | % Time | Start Date | Finish Date | $ Value |
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*\* Level indicates one of the four levels provided by the Commonwealth.*

*SM = Senior Manager - $420K per annum*

*KR = Key Researcher/Project/Theme Leader/Manager - $280K per annum*

*RP = Researcher/Professional - $220K per annum*

*SS = Other Support Staff - $180K per annum.*

**11.1(b) MOU/Third Party Staff FTE in-kind contributions**

See Attachments C and D for examples of each category within Autism CRC.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Participating Institution | Name of staff member | Level \*SM, KR, RP, SS | % Time | Start Date | Finish Date | $ Value |
|  |  |  |  |  |  |  |
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**11.1(c) CRC Postdoctoral fellows or Scholars if these are to be involved.**

|  |  |  |
| --- | --- | --- |
| Participating Institution | Name of scholar/postdoc | % Time |
|  |  |  |
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**11.2 Non-staff in-kind contributions for (for use of equipment, laboratories, etc)**

This section is intended to capture extraordinary in-kind expenses not already factored into 11.1 (eg. laboratory space, specialist equipment hire, infrastructure access costs, specialist internal equipment charges etc.). In accordance with the EPA, access to large capital items must be valued proportionally to the usage by the CRC and based on the running costs and depreciation of the capital item, as agreed between the contributing Participant and the Board. See Attachment C for Guidelines for In-kind contributions.

|  |  |  |  |
| --- | --- | --- | --- |
| Participating Institution |  | Description of non-staff in-kind contribution | Agreed $ value per annum (or if one off – total value) |
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**11.3 Non-staff in-kind contributions (infrastructure support for CRC centre funded staff)**

See 2018 Investment Round Guide Budget Guidelines for examples of calculations.

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| --- | --- |
| Participating Institution | Approximate $ value for duration of the Project |
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The staff FTE in-kind contribution is to be calculated using the levels \* stated below according to the percentage of time allocated. These figures have been supplied by the Commonwealth CRC program. See Attachments A and B for examples of each category within Autism CRC.

*\* Level indicates one of the four levels provided by the Commonwealth.*

*SM = Senior Manager - $420K per annum*

*KR = Key Researcher/Project/Theme Leader/Manager - $280K per annum*

*RP = Researcher/Professional - $220K per annum*

*SS = Other Support Staff - $180K per annum.*

**Checklist**

**12. Project performance and responsibilities are outlined in the essential participants Agreement**

The **Project Leader** is the person appointed to act as a leader of a Project. The Project Leader and Project Participants must maintain the appropriate financial, research, time commitment and technical records.

The Project Leader must:

* + - Ensure compliance with OH&S, animal ethics, human research ethics legislation and organisational obligations.
		- Ensure research is conducted in an ethical manner as described by the NH&MRC.
		- Ensure that clinical trials are conducted using Good Clinical Practice and are registered with the Clinical Trials Network.
		- Use his or her reasonable efforts to ensure the Project is conducted in accordance with the Project Plan to achieve the Milestones and Project Objectives.
		- Be responsible for administration of the Project and liaison with all Participants.
		- Ensure project funds are used for the purposes of the Project only.
		- Ensure project funds are used in accordance with the Project Plan and Project Budget.
		- Provide quarterly reports to the Autism CRC on Project progress against milestones, outputs, deviations from the Project plan, any significant difficulties encountered and any Project IP created.

The legal department has reviewed this proposal and has agreed in principal to the Terms and Conditions provided.

The relevant Program Director has reviewed the final version of this project proposal and has agreed in principle to support this submission.

**Project Leader Certification**

|  |
| --- |
| I certify I have discussed this Project with the relevant Research Program Director and the Project Participants. I understand the responsibilities of the Project Leader role and have the time and capacity to perform the role of Project Leader. |
| Name |  | Signature |  | Date |  |

**Project Parties/Participants Certification**

|  |
| --- |
| I certify that I have discussed this project with the Project Leader and team and understand what I have committed to. |
| Name |  | Signature |  | Date |  |
| Name |  | Signature |  | Date |  |
| Name |  | Signature |  | Date |  |

**DOCUMENT CONTROL**

|  |  |
| --- | --- |
| **Version:** 3**Issue:** December 2014**Review:** December 2017 | **Approved**: Project Plan Approved by R&D Committee October 2013**Responsible:** Research office |
|  |  |