



## ***Research Project Selection and Development Procedures***

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### **Overview**

A critical part of the operation of the AB-CRC is the development and selection of new projects. This process has been developed so as to be clear, open and transparent to all members, and to ensure that partners remain engaged in the AB-CRC and understand the context and reasons for a specific decision.

The AB-CRC anticipates that they will make formal requests for projects annually (dependant on available funds). However, proposals can be submitted at any time, especially on issues of an emergency nature or of high national priority. It should be recognised that some projects will involve leading edge research and development, while others are designed to fill a perceived need to improve Australia's disease response capacity and as such may not be considered to be leading edge science. Irrespective, all the science needs to be of high quality.

While a clear, simple process will ensure that projects are established quickly, it is important that proposals are developed in consultation with the Program Leader and other AB-CRC parties, and with input from end users. It is particularly important to engage a member(s) of the Research Standing Committee as a representative end user. It is also the intention that the process be kept as flexible as possible while meeting the accountability needs of the Board, the Research Standing Committee and the Commonwealth.

A flow chart has been provided to assist in understanding the different phases of this process.

### **Phase 1 – Iterative Process**

A short summary of the project outline needs to be sent to the National Office. The CEO will then hold discussions with a number of parties (Deputy CEO, Program Co-ordinators) and give feedback to the Project Proposer. If the project outline fits with the AB-CRC's strategic direction, the Project Proposer will be sent a Preliminary Project Proposal form for completion.

### **Phase 2 – Preliminary Project Proposal**

A Preliminary Project Proposal is to be completed by the Project Proposer. Approximately one paragraph for each section is required. The completed form should be returned to the National Office. The form will provide the information that is required for the Executive and Management Committee's to review the project and ensure that there is strategic alignment to the AB-CRC objectives. Feedback to the Project Proposer may be given and a revised form may be requested.

If the AB-CRC Committees recommend this project it will go to external review. In order to bring an external perspective to the project it is intended to ask two independent reviewers to give feedback to the AB-CRC Committees. The independent reviewers will evaluate the project proposal based on the following criteria as a guide:

- The proposals are of high quality science
- The teams are competitive
- Proposals are well developed and have a clear focus on outcomes
- The return and impact justifies the investment

The feedback from the independent reviewers will be made available to the Project Proposer and they will be given the opportunity to revise and/or provide additional information in light of the comments.

The feedback from the reviewers will also be taken into consideration by the AB-CRC Committees. The AB-CRC Committees (Executive and Management) will evaluate the project proposal based on the following criteria.

- Proposals are collaborative
- There are adequate skills base and infrastructure
- There are early discussions with end users
- Proposals are aligned with the AB-CRCs outcomes and vision
- Proposals include clear go/no go decision points
- The AB-CRC committees will consider the Reviewers comments

The feedback from the AB-CRC Committees will be made available to the Project Proposer, who will be given the opportunity to revise and/or provide additional information in light of the comments.

If the AB-CRC Committees recommend this project, the CEO will notify the Project Proposer and provide a Project Agreement form for completion. This agreement will require that the information, already provided in the Preliminary Project Proposal, be expanded further and additional information regarding schedule of activities, performance, reporting, outcomes, IP, knowledge exchange and budgets be provided. The CEO will then take the recommended proposals to the Research Standing Committee for review.

### **Phase 3 – Project Agreement**

The Research Standing Committee will review the Project Agreement against the AB-CRC's strategic criteria:

- Potential end users need to be identified early on in the development of the research proposal, and engaged in the proposal development phase
- Potential research collaborators, from within and outside the AB-CRC and at a national and international level, need to be identified early on in the development of the research proposal, and engaged in the proposal development phase
- Alignment with the AB-CRC objectives
- Alignment with the AB-CRC strategic directions
- Extent of multidisciplinary collaboration
- Research program budget
- Level of cash and in-kind resources

### **Final Phase – Board Approval**

The Research Standing Committee will review the project agreements and make the final recommendations to the Board. A one page summary of the project (page 1 of the Project Agreement) along with Research Standing Committee comments will be presented to the Board for the final decision on funding.

If the project receives Board approval then the completed Project Agreement will become the legal contract and all parties to the agreement will be required to sign. Procedures on management of the project regarding funding and the project reviews are available in the Project Management Procedures document.

### **Unsuccessful Project Proposals**

If a project is not recommended at any of the phases, notification and feedback from the National Office will be made to the Project Proposer.

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All applications/enquiries should be made to:  
P. 07 3365 3187 / 07 3346 8861 (Dr S Prowse)  
F. 07 3346 8862  
E. [info@abcrc.org.au](mailto:info@abcrc.org.au)/[Stephen.prowse@abcrc.org.au](mailto:Stephen.prowse@abcrc.org.au)  
W. [www.abcrc.org.au](http://www.abcrc.org.au)

Attention: Dr Stephen Prowse, CEO  
AB-CRC National Office  
Building 76 Molecular Biosciences  
The University of Queensland  
St Lucia Campus Qld 4072

# FLOWCHART

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