Submitting a Partner Funded Research Proposal

CHECKLISTS

PREPARATION CHECKLIST

Note: The following checklist is for use by researchers and does not need to be submitted with funding proposals.

☐ I have a research idea that may help to solve a problem/open up an opportunity for an external partner organisation, or

☐ I have identified or been approached by an external organisation to discuss a potential research project.

☐ I have made some initial background enquiries about the partner organisation(s) and/or industry sector and their future plans to identify problems or challenges they are trying to address or opportunities they want to exploit.

☐ I have liaised with a Research Partnerships Manager about my interest and intentions and completed a Basic Project Brief.

☐ I have submitted a Basic Project Brief to my Head of Department to inform them of my plans to develop a partner-funded research proposal.

☐ I have referred to the following resources for further guidance:

  - Guide to conducting research with external organisations (Phase 1: Prospect identification and initial contact)
    A Q&A based guide to the phases of partnering as well as available support and resources.

  - Quick guide
    A one-page summary of partnering phases, support and resources.
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DEVELOPMENT CHECKLIST

Note: The following checklist is for use by researchers and does not need to be submitted with funding proposals.

☐ I have had conversations with my potential partner(s) to understand their needs, find synergies in our interests and capabilities, understand the mutual benefits of partnering and exchange ideas on potential projects.

☐ I have sought input from a Research Partnerships Manager (or where applicable, Faculty Engagement Manager) and/or the Office of Commercialisation & Innovation about costing and pricing, intellectual property and publication rights essential to negotiation of my contract (refer Contracts and agreements).

☐ I have consulted with my Head of Department and Faculty General Manager about use of University facilities for the project including access to additional IT/computing equipment, building space and accommodation for project personnel.

☐ I have received the advice I need to continue to work with my partner organisation to develop a pitch/preliminary project proposal.

  • Partner pitch template
    A two-page template to help to initially profile your research interests and capabilities with potential partners.

☐ In consultation with a Research Partnerships Manager, I have completed and submitted an Extended Project Brief to provide more information about my planned proposal to my Associate Dean Research. Note: When your ADR endorses the Brief, a Pure record will automatically be created for you.

☐ I have referred to the following resources for further guidance:

  • Guide to conducting research with external organisations (Phase 1: Prospect identification and initial contact)
    A Q&A based guide to the phases of partnering as well as available support and resources.

  • Quick guide
    A one-page summary of partnering phases, support and resources.
CHECKLISTS

SUBMISSION CHECKLIST

Note: The following checklist is for use by researchers and does not need to be submitted with funding proposals.

☐ I have developed a formal proposal for my partner(s) which makes a compelling case for the research, articulates the resource requirements for the project (e.g. personnel, budget, equipment) and expresses expectations around IP, timelines, etc.

☐ I have completed my Macquarie Pure Partner-Funded Research Application to formally obtain my Head of Department and Faculty approvals.

☐ I have sent my proposal with all appropriate documents to the partner organisation and copied my Research Partnerships Manager.

☐ I have referred to the following resources for further guidance:

  • Guide to conducting research with external organisations (Phase 3: Proposal development, negotiation and approvals)
    A Q&A based guide to the phases of partnering as well as available support and resources.
  • Quick guide
    A one-page summary of partnering phases, support and resources.
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CONTRACTS AND AGREEMENTS CHECKLIST

Note: The following checklist is for use by researchers and does not need to be submitted with funding proposals and contracts.

☐ I have liaised with my Research Partnerships Manager to prepare instructions for drafting and/or review of a research agreement.

☐ I have familiarised myself with pertinent sections of the draft agreement and prepared necessary schedules.

☐ I have responded to questions and requested revisions from partner organisations concerning agreement clauses and schedules.

☐ I have referred to the following resources for further guidance:

- Guide to conducting research with external organisations (Phase 3: Proposal development, negotiation and approvals)
  A Q&A based guide to the phases of partnering as well as available support and resources.
- Quick guide
  A one-page summary of partnering phases, support and resources.
- Overview of research contracts and agreements, including templates.