

Submitting a Research Partner Funded Proposal

CHECKLISTS

PREPARATION CHECKLIST

- 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 my [Research Partnerships Manager](#) about my interest and intentions and completed Sections 1 and 2 (Project Details and Investigator Details) of my [Macquarie application form \(APLI/cover sheet\)](#).
- I have advised my Head of Department of my interest and intentions.
- 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.

DEVELOPMENT CHECKLIST

- 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 my [Research Partnerships Manager](#) (or where applicable, Corporate Engagement Manager) and/or the [Commercialisation and Innovation Office](#) 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.

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DEVELOPMENT CHECKLIST (CONT'D)

- I have received the advice I need to continue to work with my partner organisation to develop a pitch/preliminary project proposal and draft Term Sheet.
- I have completed Section 3 (IP & Publications) of my [Macquarie application form \(APLI/cover sheet\)](#).
- I have referred to the following resources for further guidance:
 - [Guide to conducting research with external organisations](#) (Phase 2: Partner discussions)
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.

SUBMISSION CHECKLIST

- 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 a [Macquarie application form \(APLI/cover sheet\)](#) 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.

FIND OUT MORE

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<http://www.mq.edu.au/research/research-opportunities-at-macquarie/funding-fellowships-and-partnerships/research-partnerships>

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