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/oversheet).

☐ 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/coversheet).

☐ 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/coversheet) 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.