BAOSTEEL-AUSTRALIA
JOINT RESEARCH AND DEVELOPMENT CENTRE

Instructions for completing BAJC Project Application Form 2024

GUIDELINES FOR COMPLETING THE PROJECT APPLICATION

Note: To start your application form, please fill in the "**Project ID**" box and update the Footer of the Application Form with your **Project ID** (referring to your EOI Notification Letter).

The Project Application Form consists of Six parts:

Part A Administrative Summary
Part B Project Description
Part C Project Budget
Part D Budget Justifications
Part E Personnel and Related Details
Part F Submission Certification

PART A - ADMINISTRATIVE SUMMARY

A1   INSTITUTION TO ADMINISTER FUNDING

The Project Leader is the leading or first-named Chief Investigator (CI) who will be responsible for overseeing the project. Provide details about the Project Leader in this section.

A2   INSTITUTION TO ADMINISTER FUNDING

The Participating Institution which will administer the project is the "Project Administering Organisation". The Project Administering Organisation is usually where the first-named Chief Investigator (CI) will be employed during the period of project funding.

A3   PROPOSAL TITLE

Provide a short descriptive title of no more than 150 characters (approximately 20 words).
- Ensure that the title is precise, informative and, as far as possible it should use language which is comprehensible and accessible to non-specialist readers; and
- Avoid acronyms, quotation marks and the use of upper case characters except where grammatically required.

A4   SUMMARY

Provide a written Proposal summary of no more than 750 characters (approximately 100 words) focussing on the aims, significance and expected outcomes of the project.

- Use plain English and the minimum of terminology unique to the area of study; and
- Avoid the use of quotation marks, acronyms and avoid use of upper case characters in the text except where grammatically required.

Note: Summaries of successful projects are *non-confidential* and may be used for public release.

A5   TIMEFRAME

Provide the project timeframe including proposed commencement date, milestones and reporting dates, and project duration. Specify the Milestones that will be met and Reports that will be provided and the times at which this will occur.

A6   SPECIFIED PERSONNEL

- The Chief Investigator (CI) who is the Project Leader must be entered first followed by all key individual participants and the fraction of time that the Specified Personnel are committed to the project.
- The Associate Investigators (AIs) are the Investigators who are not eligible for CI due to limitation of participating BAJC projects.
- The Partner Investigators (PIs) are the participant from Baosteel.

A7   BACKGROUND MATERIAL

Specify any Background IPR and Background Material that is required to enable the project to proceed. Where in-kind value is claimed for the background IPR, a circumstance that in general will disadvantage the project selection, provide the value and the basis for the valuation. Additional Background IPR can be contributed by notice to the other parties after the project has commenced.

A8   TECHNOLOGY READINESS LEVELS

Refer to the TRL roadmap shown in the Application Form to indicate TRLs of proposed research at different stages. Please provide brief indication for the targeted TRL, e.g., IPs such as patent(s), how-how(s), system demonstration(s), and publication(s) etc.

A9   COMMERCIALISING PARTY

Specify the Commercialising Party with respect to the project. This will typically be the Institution Administering the project finding.

A10   COMMERCIALISATION INCOME SPLIT

Specify the basis on which Commercialisation Income will be split between the Participating Institutions taking part in the project and Baosteel. This split is to be calculated based on total contribution of cash + In-kind from each participant organization, as set out in clause 9 of the Centre Agreement. Note that the maximum cap of 50% will apply to Baosteel if the contributions from Participating Institutions are higher than total cash and in-kind contributions from Baosteel.

PART B - PROJECT DESCRIPTION

Please provide the following information in no more than six A4 pages and in the required format.

The Project Description must not exceed six A4 pages, and **must use the headings below, and in such order,** to explain the Proposal and its expected outcomes in a way that can be appreciated by technically competent assessors, not necessarily expert in the specific project area.

- **PROJECT TITLE**

- **AIMS AND BACKGROUND**
- **INNOVATION AND STRATEGIC ALIGNMENT**
- **APPROACH**
- **OUTCOMES**
- **REFERENCES**

Notes:

Use 11 point highly legible font type (References can use 9 point font). Margins must be at least 1cm.

B1   PROJECT TITLE

Proposal title as provided in Part A2.

B2   AIMS AND BACKGROUND

- Describe the aims and background of the project proposal.
- Include information about recent international progress in the field of the research and the relationship of this Proposal to work in the field generally.

B3   INNOVATION AND STRATEGIC ALIGNMENT

- Describe how the proposed research is significant and address any important problems for Baosteel or relevant industrial sectors.
- Describe how the project will address and is strategically aligned with one or more of the priority themes as outlined in the BAJC Funding Proposal Guidelines.
- Describe how the anticipated outcomes will advance the knowledge base and why the proposal aims and concepts are novel and innovative.
- Detail what new methodologies or technologies or insights will be developed in the course of the project.

B4   APPROACH

- Outline the conceptual framework, design and methods demonstrating that these are adequately developed, well integrated and appropriate to the aims of the Proposal.
- Make the connection between information-interpretation-outcome-application.
- Include research plans and proposed timelines.

B5   OUTCOMES

- Provide a summary of the expected outcomes.
- Describe the Technology Readiness Levels (TRLs) the project will be targeted in line with milestones at different stages and how the RTL is achievable.

B6   REFERENCES

- Include a list of all necessary references, including relevant references that refer to the Participant's previous work.
- **The References section may use 9 point font.**

PART C – PROJECT BUDGET

C1   BUDGET SUMMARY

(*Costs should be quoted as the complete costs required to conduct the project. Costs are provided in more detail in the spreadsheet provided as an Attachment to the Application Form.*)

Note: An excel spreadsheet (budget template) is designed for reference but may help applicants to calculate the budget for the project proposals. The spreadsheet is available for download on website http://www.bajc.org.au/online-resources. All applicants must submit the spreadsheet along with application form.

In addition, BAJC expects 40% overheads that can be applied to the budget as indicated in instruction below. However, the overheads are issues of participant universities, which may variable subject to the University and need to consult the your Research Sector if you have any further concerns.

Summarize the budget in APPLICATION FORM.
- Use the budget template following instruction below.
- Check the data for consistency before submission

Provide detailed information on the proposed budget for the project
- Use the budget template.
- Add additional columns as necessary after the Project Administering Organisation column for any additional contributing organisations.
- The total costing must identify all probable known expenses associated with the project.
- Milestones should be specified against expenditure.

Description column:

Description **-** This column lists the budget item categories for which you can seek funding. You must use the categories provided and may not add additional categories.

Categories:

1) Personnel (salaries and on-costs)

- staff engaged or to be engaged on the project
- direct staff salary cost to the project;
- statutory on-costs for each staff member;
- staff-related overheads for each staff member;
- recruitment and relocation costs (if applicable).

1. Baosteel Postdoctoral Research Fellowships: Base salary A\$96,273 at Level A06 in 2024 and upwards (refer to UQ academic staff salaries)
2. Baosteel Research Assistants: Base salary A\$64,963 at HEW 3-1 in 2024 and upwards (refer to UQ Professional research staff salaries)
3. Baosteel Research Technicians: Base salary \$64,963 at HEW 3-1 in 2024 and upwards (refer to UQ Professional research staff salaries)
4. Baosteel PhD scholarships at A\$35,000 in 2024 (2024 rate) (refer to UQ Graduate School Scholarships)

- Excluding scholarships, on-costs of 30% should be applied to the base salary. These contribute to e.g., payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation. Items such as extended leave and severance pay are NOT included.

- Excluding scholarships, 40% indirect cost should be applied to the total personnel cost of the project (including base salary plus related on-costs). These contribute to the office space, information technology services, research and finance administration and utilities cost.
- The Personnel cost may be subject to increments or indexation in accordance with the university's policy.
- Excluding scholarships, the budget for Personnel cost therefore is subject to the following calculations: base salary $\times$ FTE amount $\times$ annual increment $\times$ 1.3 (on-cost) $\times$ 1.4 (indirect cost).

2) Equipment (items costing more than $5,000 each)

BAJC funding is normally not applied to the purchase of capital equipment.

List the total purchase price of new equipment to be used on the project, including delivery, installation and commissioning costs.

Total capital equipment costs may be marked up by a maximum of 40% to contribute to overheads.

> **Important note:** *BAJC funding may not to be used for sourcing capital equipment without the express written permission of the Centre Board.*

Equipment use and Maintenance

Costs may include:

- Depreciation on existing equipment
- Lease costs
- Maintenance costs
- Charges for use of existing equipment
- Other (list)

Total equipment uses and maintenance costs may be marked up by a maximum of 40% to contribute to overheads.

3) Materials and consumables (including equipment items costing $5,000 or less each)

List the materials which will be consumed on this project and their cost. Aggregate the costs of minor or standard materials under generic headings.

Total materials and consumables costs may be marked up by a maximum of 40% to contribute to overheads.

4) Travel

BAJC provides limited support for travel directly associated with the research projects. This cost should be included in the project budget:
1. travel and fees for general conferences are not supported
2. travel to attend the annual BAJC Conference is supported up to a maximum of $8,000 per year for the whole project team.
3. travel for the specific purpose of conducting the project is supported, e.g., to access equipment at Baosteel or elsewhere.
4. Travel for CI to present the Closing Project Workshop at Baosteel is supported, including the return economy airfare and associated costs. The Closing Project Workshop is compulsory to close the project when the project is completed and will be conducted within 3-5 months following the completion date of project.

Total travel costs may be marked up by a maximum of 40% to contribute to overheads.

5) Other

List any other costs for the project which are not covered above.

Total other costs may be marked up by a maximum of 40% to contribute to overheads.

C2   FUNDING LEVERAGE

Subject to eligibility, BAJC funds may be applied as industry contributions to ARC Linkage Application or the other Funding Schemes, which Baosteel has an association. Indicate in this section if your project is in a suitable area and you wish to prepare additional proposal to apply for such funding when your proposal is successful for a BAJC project with approved Baosteel funding. The *BAJC Project Proposal Guidelines 2024* provides more details regarding the use of BAJC Funds for leveraging grant.

PART D - BUDGET JUSTIFICATIONS

D1   JUSTIFICATION OF FUNDING REQUESTED FROM BAOSTEEL

The BAJC budget justification information must not exceed one A4 page. The justifications must:

- Include all items being requested.
- Include and use the same headings as in the BAJC budget request table.
- Fully justify each budget item requested in terms of need and cost. In justifying the budget, it is not sufficient to claim certain equipment or personnel costs as $X. Rather, the budget justification should state, for example, that a full-time technician with a specific level of expertise is required for 'x' months.
- Requests for any major items of equipment, i.e. costing more than $5,000, is considered on merit (procurement must obtain prior written consent of the Centre Director approved by Centre Board). Plan to use existing equipment wherever possible. If seeking funding for new equipment, please describe how the equipment will be used and provide details of quotations obtained. You must justify the importance of the equipment to the research proposed and demonstrate that access to such equipment housed elsewhere is not practical. For expensive pieces of equipment, leverage of funding will generally be required, e.g., through the various infrastructure funds available to the Participating Institutions.
- Requests for funding to cover domestic and international travels for CIs, AIs, Fellows, students and research support personnel associated with a project, including for reasons of fostering and strengthening collaborations between participants in Australia and overseas, must be justified in full.

D2   DETAILS OF IN-KIND AND OTHER CONTRIBUTIONS

The in-kind and other contributions information must not exceed one A4 page. The justifications for these contributions must:

- Provide an explanation of how the contributions will support the project (use the same headings as in the BAJC budget table).
- If there is a Partner Investigator named on the Proposal, provide details of their contribution.
- If there is no funding or in-kind provided by the participating Institution to the project, provide justification.
- In-kind contributions can also include the proposed value of any Background IPR that is to be contributed (if any). Sunk costs of background technology or intellectual property being brought to the project will only be accepted as in-kind contributions in exceptional circumstances.

D3   STUDENT RECRUITMENT

It is desirable to release BAJC project funds to a project that has a RHD student participating in the project throughout the funding period. The nominated RHD student should be supported with a full scholarship from the participating university, or has a top-up funding to match the full scholarship by any funding other than BAJC project fund. Funding or scholarships provided by the Participating Institution is counted as an in-kind contribution to the project in the Project Scope (Project Contract) if the project is approved. Additional PhD students may be appointed from BAJC funds if required and justified in the project budget.

PART E – PERSONNEL AND RELATED DETAILS

For each named participant and in the same order as in **A4 Person Participant Summary**

E1   TITLE and NAME

E2   CURRENT DETAILS

Provide personal contact details in this section for each participant (mail address, phone, email, and fax).

E3   ACADEMIC, RESEARCH, PROFESSIONAL AND INDUSTRIAL EXPERIENCE

Provide details of:
- Academic, research, professional and industrial experience for up to the past ten years in descending date order (dates, position, organisation, contract type).

E4 CURRICULUM VITAE

Attach to the Application Form with a brief curriculum vitae (CV) of **maximum two A4 pages** including:
- sufficient information to judge the relevance and quality of the participant's track record
- a list of the ten most significant and relevant publications in the last five years
- the total number of peer-reviewed research publications over the last five years
- any other relevant details not included elsewhere within the Application Form

PART F – SUBMISSION CERTIFICATION

All proposals must attach a submission certification form signed by all Investigators (CIs, AIs and PIs), and their Heads of School/Centre/Institute (or delegate) attesting their availability for the project.

The submission certification form can be submitted in **PDF Format** as Appendix-2 along with application submission.

FINAL CHECKLIST

1. Closing date for application: **Friday 5th September 2024, 5.00 pm EST (GMT +10)**.

2. Incomplete applications will be excluded from the assessment process.

3. BAJC will acknowledge receipt of your application within five working days. If you do not receive such acknowledgement, it is your responsibility to contact BAJC (admin@bajc.org.au).

4. Late applications will be declined.

5. Applications will be assessed by BAJC Fund selection criteria. BAJC Centre Board will make final decision. BAJC is not to involve any discussion or correspondence in terms of the selection of the applications.

6. We anticipate that all applicants will be notified of the outcome in October/November 2024.

7. If your Application is successful, the lead CI will need to obtain their Administrative Organization (AO) signatures for the Project Scope.

PLEASE ATTACH SUPPORTING DOCUMENTATION AT THE CONCLUSION OF THIS APPLICATION

- Appendix-1: The spreadsheet in **Excel Format** for budget details.
- Appendix-2: The signed submission certification form in **PDF Format.**

SUBMIT COMPLETED APPLICATION FORM IN <u>WORD FORMAT</u> AND SUPPORTING DOCUMENTATIONS (Appendixes) to admin@bajc.org.au

AMENDMENTS TO THIS PROPOSAL GUIDELINES

The Funding Proposal Guidelines may be amended by BAJC from time to time, subject to Baosteel approval.

The project is supported by the BAJC Fund provided by Baoshan Iron & Steel Co., Ltd (Baosteel), P. R. China under the Agreement for Baosteel-Australia Joint Research and Development Centre.