**Project Proposal Template**

This form should be used to provide details of a proposed project or event to a node convenor. Copies of this document can be downloaded from www.uq.edu.au/crn/forms/project\_proposal.doc.

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| --- | --- |
| Project Coordinator |  |
| Node |  |
| Convenor |  |
| Date of Proposal |  |

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| --- |
| Summary of Project Please provide a summary of the proposal in no more than 100 words. |
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| RationaleExplain briefly the rationale for this proposal, including the advantages to the Network |
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| Relevance of Proposal to Node ActivitiesExplain briefly how this proposal articulates with the Node’s overall program. |
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| DetailsProvide here the specifics of each element of the proposal. Add or delete rows as necessary. |
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| Funding SourcesList here the details of any sources of funding *other than* from the CRN. |
| Source | Amount | Cash or in-kind? |
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| Expected OutcomesAdd rows if necessary |
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| Comments Add any additional comments here. |
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| --- | --- |
| Budget DetailsAdd lines as necessary. |  |
| Description | Cost |
| Personnel1Include administration support2, per diem, etc. |
|  |  |
|  |  |
| Total |  |
| Shared Research ResourcesInclude equipment, maintenance, consumables, etc. |
|  |  |
|  |  |
| Total |  |
| Bringing People Together3Include airfares, accommodation, catering for events4, subsistence |
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|  |  |
| Total |  |
| Other |
|  |  |
|  |  |
| Total |  |
| Grand Total |  |

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| Notes |
| 1. Please include 14% on-costs with any casual administrative appointments
2. Unless specialised skills are utilised, it seems appropriate to employ Research and Administrative Assistants at no higher than HEW 4 ($25.55 - $27.22 per hour). Contact your School staff for advice.
3. The Qantas website will give you an approximate idea of fares. You will need to balance the low cost of Red-e Deal fares with the convenience of flexible ones. In principle we tend to purchase the cheapest flight for the out-leg and a flexible return.
4. Be aware that Fringe Benefits Tax (FBT) applies to some catered events. Contact your School administration staff to see if it applies in your case.
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