**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.

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

|  |
| --- |
| Summary of Project  Please provide a summary of the proposal in no more than 100 words. |
|  |

|  |
| --- |
| Rationale  Explain briefly the rationale for this proposal, including the advantages to the Network |
|  |

|  |
| --- |
| Relevance of Proposal to Node Activities  Explain briefly how this proposal articulates with the Node’s overall program. |
|  |

|  |
| --- |
| Details  Provide here the specifics of each element of the proposal. Add or delete rows as necessary. |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| Funding Sources  List here the details of any sources of funding *other than* from the CRN. | | |
| Source | Amount | Cash or in-kind? |
|  |  |  |

|  |
| --- |
| Expected Outcomes Add rows if necessary |
|  |

|  |
| --- |
| Comments  Add any additional comments here. |
|  |

|  |  |
| --- | --- |
| Budget Details  Add lines as necessary. |  |
| Description | Cost |
| Personnel1  Include administration support2, per diem, etc. | |
|  |  |
|  |  |
| Total |  |
| Shared Research Resources  Include equipment, maintenance, consumables, etc. | |
|  |  |
|  |  |
| Total |  |
| Bringing People Together3  Include airfares, accommodation, catering for events4, subsistence | |
|  |  |
|  |  |
| Total |  |
| Other | |
|  |  |
|  |  |
| Total |  |
| Grand Total |  |

|  |
| --- |
| 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. |