

**Project Proposal**

**Full Proposal Form**

**2025**

**Forestry RD&E**

|  |  |
| --- | --- |
| Project title | *(insert title)* |
| Applicant | *(insert name)* |
| Project Proposal # | *(insert Project Proposal number provided by FWPA)* |

**To expand text boxes, click on the outline and drag the lower border. Please refer to** [FWPA Project Proposal Guidelines](https://fwpa.sharepoint.com/:w:/s/ExternalShares/EdeI4-ezNRVAhtFgkvhL2qIBaWqc8V57SStiasuMNHo4xA?e=jUwoJy)  **for important information on how to complete the application.**

# Executive Summary

*A concise, plain English summary of the whole proposal – approx. 400 words*

# Background Information

*Copy from Concept Note and update as required*

**Project Title**

*Provide a brief, self-contained title that explicitly describes the proposed activity (maximum 15 words).*

**Project Background/Justification/Rationale**

*Indicate the issue this project seeks to address and provide a concise explanation of the previous research and the research opportunity, including knowledge gaps, proposed activities and benefits (maximum 400 words).* *The project rationale gives a detailed explanation of why the project is required and how it advances current knowledge and most importantly, what are the expected benefits the project will deliver to industry, including expected return on investment.*

**Project Objective(s)**

*What do you plan to achieve by the end of the project. Your project objectives should be goals that are specific, measurable, achievable, relevant, and time bound (SMART) (maximum 100 words)*

**Project Outputs**

*Detail what the project will create, for example new technology, models, devices, processes, procedures, journal publications, conference presentations to industry. (maximum 100 words).*

**Linkages with other projects**

*Synergies, complementarity, emerging issues, building on past work. Describe linkages to related research that the Researcher is involved in or aware of.*

**Priority Topics**

*Investment plan topics addressed by the Project. Maximum of three (3) in order of relevance.* *Priority topics highlight key areas for investment.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [**FWPA Investment Plan**](https://fwpa.com.au/projects/rde/investment-plans/) | [**Priority Topic**](https://fwpa.com.au/research-resource/priority-topics-forestry-research-program/) **Code** | **Research theme** | **Research topic** | **Research subtopic** |
|  |  |  |  |  |
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**Timing**

*Proposals of up to three (3) years are invited, however projects of up to five (5) years will also be considered if the need and industry support is demonstrated*

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| --- | --- | --- |
| **Start date** | **End Date** | **Duration** |
|  |  |  |
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**Summary of Proposed Investments in the Project (Table A)**

*Refer to the* [Example Budget](https://fwpa.sharepoint.com/:x:/s/ExternalShares/EeHFjd4KA4ZAsgNawep8__EBjcNxBkBdDI2jWgfWBNH9Ig?e=renR9N) *on how to complete the proposal budget tables and* [FWPA Project Proposal Guidelines](https://fwpa.sharepoint.com/:w:/s/ExternalShares/EdeI4-ezNRVAhtFgkvhL2qIBaWqc8V57SStiasuMNHo4xA?e=jUwoJy) *Double click on the tables below to enter budget figures. Insert additional rows/columns as required. Please ensure to resize each table to show all cells before converting to pdf for submission*

*Note: Overheads limit- Funding for overheads is limited to 10% of project costs - the rest to be recognised as in-kind contributions from the research provider*

***There is no requirement to include an FWPA project management fee.***

*(All amounts are exclusive of GST)*

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**Scope and Scale of Project Impact**

*Tick as appropriate and select state or National Plantation Inventory region.* *Understanding the scope and scale of the impact is an important consideration in the development and evaluation of proposals.*

|  |  |  |
| --- | --- | --- |
| **Forest Category** | **Forest Type** | **State/NFI/NPI Region** |
| Native forest | Natural forest | Choose an item. |
| Commercial Plantation | Softwood | [National Plantation Inventory Region](https://www.agriculture.gov.au/sites/default/files/abares/forestsaustralia/documents/sofr_2018/maps%20and%20other%20graphics/introduction/SOFR_2018_Fig_I_v_NPI_regions.pdf) |
|  | Hardwood | [National Plantation Inventory Region](https://www.agriculture.gov.au/sites/default/files/abares/forestsaustralia/documents/sofr_2018/maps%20and%20other%20graphics/introduction/SOFR_2018_Fig_I_v_NPI_regions.pdf) |
| Other forest | *(specify)* | Choose an item. |

**Collaborating Organisations**

*If you have identified or engaged with any potential collaborative research or commercial partners, supplies, buyers, or customers that you may wish to engage with during the project please provide details.* *There is no requirement to seek financial commitment from growers at this time. However, any known industry collaborators that have agreed to in-principle support should be listed.*

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| --- | --- | --- |
| **Organisation** | **Contact name** | **Email** |
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**Research Organisation Details**

*Registered Organisation Name refers to the organisation that will be a party to a legal contract with FWPA. The Contract Manager refers to a person responsible for managing the project administratively and for providing regular project updates to FWPA during the project.*

**Registered Organisation Name**

**Australian Business Number (ABN)****Contract Manager’s Name**

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**Address Telephone**

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| **E-mail** |
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**Principal Researcher**

*Refers to the person responsible for carrying out and coordinating the research to be undertaken during the project - Name of organisation refers to principal researcher’s employer.*

**Name of Organisation** (if different from above)

**Australian Business Number (ABN)****Principal Researcher’s Name**

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| --- | --- |
|  |  |

**Address Telephone**

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| --- | --- |
|  |  |
| **E-mail** |
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# Project Details

**[Review of Relevant Literature](#_Review_of_Relevant)**

*State of science/technology/known gaps in knowledge summarise the state of knowledge and the gaps the research will fill (maximum 1000 words). This involves the systematic identification, analysis and synthesis of information related to the research problem.*

**Project Outcomes (immediate, medium and/or long-term for industry)**

*Describe and attempt to quantify, in collaboration with industry partners, the expected economic benefits for industry. For example, increased productivity, reduced costs, reduced risk, resulting from the RD&E activity. Provide a statement in point-form of the potential benefits to be gained, how the benefits will be measured and over what time frame the proposed benefits will be achieved. A full benefit-cost assessment is not required. Please include beneficiaries, tools to be used, performance indicators and outcomes.*

**Market readiness**

*Describe how the project best fits one of the following categories:*

* *Foundational – the project creates new knowledge about a topic of value to industry, but outputs are not readily adoptable by industry.*
* *Developmental – the project creates new knowledge, and outputs may be adoptable by some relevant parts of industry with further work.*
* *Market ready – the project outputs are readily adoptable by industry.*

**Pathways to adoption (steps towards uptake by the industry)**

*Describe how the findings or outputs of the RD&E will be used to benefit industry. Set out the steps needed, considering elements such as licensing of intellectual property, further specific research or development, software development, patent application, technology transfer, capacity building, barriers and enablers to adoption. Who will be the Primary adopter (proposed end-product owner), adoption agent or agency, and how the project’s findings will be shared with industry.*

**Potential Impact on the Economics of Wood Production**

*Refer to the*  [FWPA Project Proposal Guidelines](https://fwpa.sharepoint.com/:w:/s/ExternalShares/EdeI4-ezNRVAhtFgkvhL2qIBaWqc8V57SStiasuMNHo4xA?e=jUwoJy) *for detail. Provide some ‘best estimates’ on the cost of implementing the R&D findings into wood production operations (e.g. best estimate of cost of a new mid rotation fertiliser regime, or new log value recovery system etc.). Provide some ‘best estimates’ on the potential impact of the RD&E activity on key drivers of financial performance of wood production.*

**Project methodology**

*Describe the project methodology including how the methods relate to achieving each objective, including a brief justification of these methods.*

**Communication plan**

*Describe how information will be disseminated, and project results shared with the scientific community and to industry. At least one end-of-project webinar for industry will be assumed to be costed into the proposal.*

**Risk management**

*Consideration of risk & mitigation strategies*

**Project management**

*Describe how the project will be managed to meet objectives, timelines, and budgets.*

**Key personnel**

*List the key personnel, their skills/knowledge/expertise each brings to the project, and their respective roles in the project.*

**Intellectual property**

*Explain the nature of any IP that will be used to developed by the project and whether any form of IP protection is required, i.e. Background, Third Party, or Project IP.*

**Suggested external referees**

*Referees are independent of the project and competent to assess the scientific and technical merit and industry benefit of the project deliverables, and the capacity of the project proponent to deliver the outputs. The applicant must consult with referees and gain their consent to list them in this application.*

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| --- | --- | --- | --- |
| Name | Organisation | Phone Number | Email |
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# Project Budget

*Refer to the* [Example Budget](https://fwpa.sharepoint.com/:x:/s/ExternalShares/EeHFjd4KA4ZAsgNawep8__EBjcNxBkBdDI2jWgfWBNH9Ig?e=renR9N) *on how to complete the proposal budget tables and* [FWPA Project Proposal Guidelines](https://fwpa.sharepoint.com/:w:/s/ExternalShares/EdeI4-ezNRVAhtFgkvhL2qIBaWqc8V57SStiasuMNHo4xA?e=jUwoJy)

*Double click on the tables below to enter budget figures. Insert additional rows/columns as required. Please ensure to resize each table to show all cells before converting to pdf for submission*

*Note: Overheads limit- Funding for overheads is limited to 10% of project costs - the rest to be recognised as in-kind contributions from the research provider*

***There is no requirement to include an FWPA project management fee.***

**Table B: Actual investments in project**

*(All amounts are exclusive of GST)*



Table C: Detailed project budget

*(Cash and in-kind. All amounts are exclusive of GST)*

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## Table D: Milestone payment summary (milestones linked to each project objective)

*(Milestones should be linked to project objectives. All amounts are exclusive of GST)*

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**Justification of budget items (cash and in-kind)**

*(All amounts are exclusive of GST)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Salaries – Personnel to work on the project**  **Name and role in project** | **% time on project** | **Salary for time on project $** | | **Recruited for this Project? (Yes/No)** |
| **Cash $** | **In-kind $** |
| *List all staff members by name. Insert rows as required* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Totals |  |  |  |  |
| **Travel** *(Brief justification)* | | | | $ |
|  | | | |
| **Capital** *(Brief justification) Please note that FWPA’s* [*Research Agreement*](https://fwpa.com.au/research-agreement/) *contains terms and conditions for the treatment of capital items (>$5,000).* | | | | $ |
|  | | | |
| **Overheads** *(Brief explanation and justification of any overhead figures included in Table C)* *Overheads limit- Funding for overheads is limited to* ***10% of project costs*** *- the rest to be recognised as in-kind contributions from the research provider.* | | | | $ |
| **Operating** *(Brief justification)* | | | | $ |
|  | | | |

# Certification of Project Collaborators

**Certifications of collaborator cash and in-kind contributions (Co-investment)**

*(Generate a separate page for each collaborator. Duplicate this entire page as required)*

I/We declare that:

1. Information given in this Application is, to the best of our knowledge and after diligent enquiry, true at the date below;
2. We have the necessary infrastructure to undertake the project within the time proposed;
3. Items of equipment or plant for which funds are sought on this project are essential and dedicated to this project;
4. We agree to provide the financial, human and other resources and/or contributions specified for our organisation under “Financial Contributions” in this Application; and
5. If the proposal is successful in being awarded funding, we agree to FWPA publishing the **project title,** **executive summary, expected impacts,** and a summary of the project budget from this proposal.
6. We agree to sharing of the proposal with Australian Forest and Wood Innovations to enable

|  |  |  |
| --- | --- | --- |
| **Organisation** |  | **Total cash contribution to project** |
|  |  |  |
| **Date** |  | **Total in-kind contribution to project** |
|  |  |  |
| **Authorised Signature** *(Insert electronic signature or sign)* |  | **Name** *(Please print if entering by hand)* |
|  |  |  |
|  | **Title** |
|  |  |

# 

# *By submitting this document, you consent to allow Forest & Wood Products Australia to contact you with updates about this application and future FWPA call for proposals.*

*Please note that submitted concept notes and full proposals may be shared with* [*Australian Forest and Wood Innovations*](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.afwi.au%2F&data=05%7C02%7Cjanette.newport%40fwpa.com.au%7Cede92f47421b41568e1d08dd196a23b3%7Ce59761de33214b11912b0aa522fc320a%7C0%7C0%7C638694665913626197%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=%2FQ0CJg1tKZejkqIe7%2BmiSrUOcvuwWNoku9Wc%2BvtfG3s%3D&reserved=0)*in order to align investment and support for the forestry RD&E activiti**es*

**Electronic copy to be submitted by email to** [**grants@fwpa.com.au**](mailto:grants@fwpa.com.au)  **as MS Word or PDF attachments.**

**Before converting to pdf, please ensure that budget tables are resized to show all relevant cells.**