

# Mandatory Response Table

# *Please provide the following information*

|  |  |
| --- | --- |
| **Project Code** |  |
| **Project Title** |  |
| **Start Date** |  |
| **End Date** |  |
| **Portfolio** |  |
| **Fund** |  |
| **Business Name** |  |
| **Trading Name** |  |
| **Physical Address** |  |
| **Public Liability Insurance** |  |
| **Professional Indemnity Insurance** |  |
| **Workcover Workers Liability Insurance** |  |
| **ABN** |  |
| **Email** |  |
| **Telephone** |  |
| **Mobile** |  |

| ***Project Personnel (Add more rows for each team member)*** | |
| --- | --- |
| **Project Leader Name** |  |
| **Position** |  |
| **Email** |  |
| **Telephone** |  |
| **Mobile** |  |
| **Project Administrator Name** |  |
| **Position** |  |
| **Email** |  |
| **Telephone** |  |
| **Mobile** |  |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Telephone** |  |
| **Mobile** |  |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Telephone** |  |
| **Mobile** |  |

| ***Sub-Contracting (Add more rows for each sub-contractor)*** | |
| --- | --- |
| **Resource Name** |  |
| **Company Name** |  |
| **Address** |  |
| **ABN** |  |

| ***Confidentiality*** |
| --- |

|  |  |
| --- | --- |
| **Is the Project Confidential?** | **Yes/No** |
| **Reason** |  |
| **Start Date** |  |
| **End Date** |  |

| ***Summary*** |
| --- |

[Provide a plain English non-confidential description of the project. This summary should be able to standalone as a communication piece about the project. The summary should contain:

* Overall objective of the project
* Background statement to describe and quantify the opportunity or issue to be addressed
* An outcome statement – [intended result] for [target group] through [actions]
* Details on which aspects of the program outcome (as per the relevant industry/fund Strategic Investment Plan) the project will contribute to]

| ***Background*** |
| --- |

[Describe and quantify the opportunity or issue this project is aiming to address or what specific hypothesis will be tested. Provide background information about previous related investments (Hort Innovation and external) or linkages to current projects. Provide background information about the project team including capabilities and relevant skills, comparative advantage, and experience. Refer to the RFP for background information.]

| ***Methodology*** |
| --- |

[Describe the specific activities that will be undertaken to deliver the project. This will include people and time resources, experiments, trials, surveys, development of publications, services and any required project reference group. Details of roles and responsibilities of team members and key staff members and time contributions to project activities should also be documented.]

| ***Outputs  (Deliverables)*** |
| --- |

[List and describe the outputs that the project will deliver. Outputs are tangible deliverables; goods and services that will be produced. Examples are new technology and knowledge such as a pest management regime or new variety, articles/publications such as a newsletter or best practice manual, industry adoption activities such as a workshop and industry development services. Refer to the RFP for non-negotiable deliverables.]

| ***Outcomes*** |
| --- |

[Detail the intended outcome/s of the project. Outcomes are the results, consequences or impacts of a project. Economic, social and environmental benefits should all be considered. Outcomes should align with end of program outcomes as per the relevant industry/fund Strategic Investment Plan. Outcomes should be SMART (Specific, Measureable, Attainable, Realistic and Timebound) where appropriate. Projects should fully develop a program logic model upon commencement. Program logic is important as it clarifies the results and benefits to levy payers and industry that are expected to be brought about through the investment. It is usually represented as a diagram that shows a series of causal relationships between inputs, activities, outputs, outcomes and impacts. Refer to the RFP for minimum intended outcomes.]

| ***Industry Adoption*** |
| --- |

[Provide details of the target audience for adoption of project deliverables and the strategies for adoption, including timeframe. Detail the specific adoption targets, e.g. region targeted, number of growers/% of total production expected to implement the new technology, etc. Consider the critical success factors or impediments to adoption. Indicate the time to impact of the project, e.g. within 5 years, 5 – 10 years, greater than 10 years. What is the time-lag between completion of the project to initial adoption (years)? What is the expected level of initial adoption (%)? What is the expected level of maximum adoption (%)? What is the expected time to maximum adoption and what is the expected time to abandonment of the R&D? Use appropriate linkages to industry development and communication projects to assist in adoption.]

| ***Monitoring and Evaluation (M&E)*** |
| --- |

[Describe how project performance will be assessed. Monitoring refers to the routine and systematic collection of data that may be used for management and/or evaluation purposes. Evaluation refers to the “systematic collection and analysis of data about processes, outputs and outcomes to allow us to make statements, judgements, claims and conclusions which have the potential to impact on current and future decision-making” (Patton, Q. M. 1997. Utilization Focused Evaluation: The New Century Text (3rd Ed.), London: Sage Publications). Monitoring and evaluation refers to the process of bringing together ongoing monitoring activities and intermittent evaluation studies into one overarching system. Projects should fully develop an M&E plan upon commencement. Key Evaluation Questions should address project effectiveness, relevance, process appropriateness and efficiency as per the Hort Innovation Evaluation Framework.]

| ***IP Considerations*** |
| --- |

[Hort Innovation will seek to manage the IP identified in research projects in such a way as to maximise the benefit to the horticulture industry. Examples of IP include: copyright, designs, patentable devices, substances, methods or processes, trademarks, plant breeder’s rights, circuit layout rights, and trade secrets. Indicate whether it is likely that new IP will be created by the project and if so, if it is likely that the IP will be capable of commercialisation. Also indicate if there is freedom to operate (i.e. no restrictions on the use of any pre-existing IP.]

| ***Proposed Milestones Detailing Achievement Criteria and Deliverables*** |
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[For each milestone required enter in description, achievement criteria (this is tangible conditions/criteria which must be met), due date and budget, adding as many extra milestones as necessary – MS101 & MS190 are mandatory. Noting:

* First Milestone Number 101 will be paid when the Agreement has been executed by all parties, IP arrangements in place and any other criteria if applicable achieved;
* 20% of the budget is required on the last milestone (MS190 with the remaining 80% split across remaining milestones.]

**Table 1 – Milestone Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone Number** | **Due Date** | **Milestone Description** | **Achievement Criteria (Based on outputs and outcomes)** | **Total Amount $** |
| 101 |  | **Agreement Signed. IP Arrangements in place.** |  |  |
| 102 |  |  |  |  |
| 103 |  |  |  |  |
| 104-189 | *Add additional rows as required.* | *Add additional rows as required.* | *Add additional rows as required.* | *Add additional rows as required.* |
| 190 |  | **Final Report Received by Horticulture Innovation Australia and final Statement of Receipts and Expenditure received.** |  |  |
| **Total Hort Innovation Project Funding** | | | | $ |

| ***Proposed Fees (Including Hourly/Daily Rates and Justification)*** |
| --- |

[Provide details and justification for all project cost items including in-kind contributions. Time allocation for project personnel must be provided for each team member (either as FTE or number of days). In-kind costs to be provided in a single row, as indicated, whereas Hort Innovation contribution must be itemised by category. Please note in-kind contributions do not attract Hort Innovation co-investment. ]

**Table 2 – In-kind Contributions**

|  |  |  |
| --- | --- | --- |
| **Item(s) (e.g. salary, field equipment, office supplies)** | **Budget Justification – In kind contribution** | **Total In-Kind Contribution $** |
|  |  | **$** |

**Table 3 – Total Project Budget**

|  |  |  |
| --- | --- | --- |
| **Item(s) (e.g. salary, travel & accommodation, field trials, project management)** | **Budget Justification** | **Total Amount $** |
| *Add additional rows as required.* | *Add additional rows as required.* | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
| **Total Hort Innovation Project Funding $1** | | **$** |
| **Total In-Kind Contribution $2** | | **$** |
| **Total Amount $** | | **$** |

1. This figure should match Total Hort Innovation Project Funding identified in Table 1.
2. This figure should match Total In-Kind Contribution identified in Table 2.

| ***Referees*** |
| --- |

[Provide details of referees excluding Hort Innovation staff.]