IEP Application

*Read the IEP Guideline before completing. Also remove red instructions from proposal before submission.*

# PROJECT SUMMARY

|  |  |
| --- | --- |
| Project Title | *Enter project title* |
| Project Summary | Provide a short (up to 150 words), plain English description that summarises the project, it’s key aims and outcomes. |
| Applicant Technology | Provide a brief description of the technology the applicant will bring to the project and of any related intellectual property (patents, copyright, etc.). Provide details of any freedom to operate searches on hand. |
| Applicant(s) | *Enter Applicant’s name, address, ABN and website* |
| Lead Applicant (if applicable) | *Where there are multiple parties, enter the name of the Lead Applicant* |
| Project Point of Contact | *Provide details of the project point of contact (name, email and phone number).* |
| Other Participating Parties | *Name each of the other parties participating in the project, if applicable* |

# PROJECT Objectives and outcomes

|  |
| --- |
| **2.1 Project Description and Objectives**  *Why is the project being undertaken – what are its objectives?*  *What is the problem / gap / opportunity that this project is intending to solve / fill / create?*  *What will be achieved or advanced? In particular, describe how the project will move the Applicant Technology to a higher level of commercial readiness and deliver benefit to Australia.*  **2.2 Project Outputs and Outcomes**  *What will be the primary outputs from the project, and what outcomes will be achieved once those outputs are put into practise after the project is completed?*  *Who benefits from the outcomes?*  *Note that Project outputs and outcomes will be owned by the Applicant.*  **(Guide: up to one page for this section)** |

# Impact

|  |
| --- |
| **3.1 Market Opportunity and Impact**  *What is the market opportunity that this project enables (product and/or service)?*  *Summarise the likely impact that the outputs from this project will achieve, and the reach of that impact.*  **3.2 Pathway to Impact**  *Describe the plan for taking the outputs from this project and turning them into impact for end-users / industry.*  *How long will it take and who would fund that subsequent work (if known)?*  *Do you have the partners / contacts lined up to achieve this?*  *How will you ensure this success from the beginning and during the project?*  **(Guide: up to one page for this section)** |

# project Management

|  |
| --- |
| *Describe your project governance / project management approach.*  *Include how you will effectively manage the project and all resources, including risks.*  **(Guide: up to half page for this section)** |

# Project Details

|  |
| --- |
| *This section is the project plan.*  *Include a description of the technical/research approach to delivering the objectives, including the general roles and responsibilities of the project partners.*  ***Provide a scope of work (work packages) that includes activity descriptions and key outputs. Include a Gantt Chart and a list of milestones/deliverables and delivery dates.***  **(Guide: up to four pages for this section)** |

# RISK ASSESSMENT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Description | Likelihood | Impact | Combined | Mitigation Strategy | |  | L, M, H | L, M, H | L, M, H |  | |  |  |  |  |  | |  |  |  |  |  |   Outline key project risks, and the mitigation strategy in the table above.  *Include risks associated with taking outputs from project and creating impact after project completion.*  ***Declare any potential conflicts of interest between the Applicant and any iMOVE staff*** |

# Project PARTICIPANTS and RESOURCES

|  |
| --- |
| *Who are the participating organisations, and what overall expertise/resources/experience do they bring?*  *Provide a description of the key personnel on the project, a summary of their expertise, their role on the project and the level of involvement (time commitment) on the project. Demonstrate that the team has the required expertise and availability to deliver the project within the timeframes.*  *Indicate if they are being cash funded or provided in-kind.*  *Also provide a summary of the non-staff items proposed to be cash funded or that are to be provided in-kind and the justification.*  *This should be consistent with the Project Budget details provided in the Excel Spreasheet to be submitted with this proposal.*  **(Guide: up to one page for this section)** |

# Project BUDGET

|  |
| --- |
| iMOVE Cash Request (ex-GST):  TOTAL Cash budget for project:  TOTAL In-kind committed to the project:  *In this section, summarise the total cash requested from iMOVE and the in-kind to be contributed (this should be consistent with the Excel Spreadsheet to be submitted with this application).*  *Ensure that both the Cash and In-kind tabs are completed for the Excel file submitted with this proposal, and that the details are consistent with what is described in Section 7 above.*  *Note that iMOVE may require evidence of your ongoing financial and other capacity to complete the Project and deploy its outcomes.* |