

## 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](http://www.uq.edu.au/crn/forms/project_proposal.doc).

<b>Project Coordinator</b>	
<b>Node</b>	
<b>Convenor</b>	
<b>Date of Proposal</b>	

<b>Summary of Project</b> Please provide a summary of the proposal in no more than 100 words.

<b>Rationale</b> Explain briefly the rationale for this proposal, including the advantages to the Network

<b>Relevance of Proposal to Node Activities</b> Explain briefly how this proposal articulates with the Node's overall program.

<b>Details</b> Provide here the specifics of each element of the proposal. Add or delete rows as necessary.

<b>Funding Sources</b> List here the details of any sources of funding <i>other than</i> from the CRN.		
Source	Amount	Cash or in-kind?

<b>Expected Outcomes</b> Add rows if necessary

<b>Comments</b> Add any additional comments here.

<b>Budget Details</b> Add lines as necessary.	
<b>Description</b>	<b>Cost</b>
<b>Personnel<sup>1</sup></b> Include administration support <sup>2</sup> , per diem, etc.	
Total	
<b>Shared Research Resources</b> Include equipment, maintenance, consumables, etc.	
Total	
<b>Bringing People Together<sup>3</sup></b> Include airfares, accommodation, catering for events <sup>4</sup> , subsistence	
Total	
<b>Other</b>	
Total	
Grand Total	

<b>Notes</b>
<ol style="list-style-type: none"> <li>1. Please include 14% on-costs with any casual administrative appointments</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>