**Project Proposal Form**

**ORGANISATION NAME**

Day Month, Year

**About i-Hub**

Project Title

The Innovation Hub for Affordable Heating and Cooling (i-Hub) is an initiative led by the Australian Institute of Refrigeration, Air Conditioning and Heating (AIRAH) in conjunction with CSIRO, Queensland University of Technology (QUT), the University of Melbourne and the University of Wollongong and supported by Australian Renewable Energy Agency (ARENA) to facilitate the heating, ventilation, air conditioning and refrigeration (HVAC&R) industry’s transition to a low emissions future, stimulate jobs growth, and showcase HVAC&R innovation in buildings.

The objective of i-Hub is to support the broader HVAC&R industry with knowledge dissemination, skills-development and capacity-building. By facilitating a collaborative approach to innovation, i-Hub brings together leading universities, researchers, consultants, building owners and equipment manufacturers to create a connected research and development community in Australia.

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**Project Proposal Form**

*Completing this project proposal form*

This proposal form should be completed to show how the proposed project aligns with the i-Hub Objectives and Outcomes and meets the individual eligibility and merit criteria outlined in the i-Hub document; **i-Hub ARENA-Funded Sub-Project Assessment Criteria**, available from the i-Hub website ([www.ihub.org.au](http://www.ihub.org.au))

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| **A. Project identification** |

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| 1. | **Project number** |  |
| Project number allocated by i-Hub |

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| 2. | **Project title** |  |
| 20 words maximum |

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| 3. | **Activity stream** |
|
|  | *Select the i-Hub Activity where this Project is based* |
|  | Smart Building Data Clearing House |  | Living Laboratories |  | Integrated Design Studios |  |

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| 4. | **Project manager** |
|  | Name |  | Organisation |  |
| Phone |  | Division |  |
| Email |  |

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| 5. | **Project partners** |
|  | List the key parties participating in this project, their role and their interest in its success. |
|  | OrganisationContact details of representative | Organisation background |
| i. | [Organisation name] | [Describe the role of the organisation in the HVAC industry, and how the project could deliver industry impact for them.] |
| [Phone number] |
| [Email] |
| ii. |  |  |
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| iii. |  |  |
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| 6. | **Project participants** |
|  | List the other (non-partner) parties participating in this project and their interest in its success. Note: Project participants do not have to sign the i-Hub Sub-Project Funding Agreement as long as their participation in the Project is secured by a separate agreement with the lead partner. |
|  | OrganisationContact details of representative | Organisation background |
| i. | [Organisation name] | [Describe the role of the organisation in the HVAC industry, and how the project could deliver industry impact for them.] |
| [Phone number] |
| [Email] |
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| 7. | **Project dates** |
|
|  | *Commencement date* | *Planned completion date* | *Duration (years/months)* |
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| **B. Project plan and objectives** |

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| 1. | **Plain English summary** |
|  | Provide a summary of the purpose, the main project activities, and outcomes suitable for publishing on the i-Hub website and in i-Hub media collateral. |
|  | (100 words maximum) |

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| 2. | **Project context** |
|  | Why is the Project necessary?Describe the current state of the industry and relevant international progress in the field. Explain the gaps, challenges, barriers and/or opportunities that this Project addresses. Explain the relationship between this Project and other relevant national projects. Describe the targeted outcome(s) of the Project. Explain how these outcomes help the Australian HVAC industry to support the adoption of renewable energy technologies, guide the realisation of future zero energy buildings, and deliver flexible load to the electricity grid. |
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| 3. | **Project objective and key deliverables** |
|  | Identify the objectives of the Project and how Project success will be determined. What is the Project’s final deliverable(s) that get utilised (in order to achieve the outcomes described in section B2). Explain alignment with ARENA investment properties. |
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| 4. | **Project plan** |
|  | What tasks will the Project team do? |
| a) | Outline the high-level strategy for completing the Project with a breakdown for work parcels/activities. |
| b) | Describe each of the major tasks (or Project stages) that need to be completed. |
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| 5. | **Role of Project partners** |
|  | Explain what components of the work will be performed by each party, and the consequent responsibilities for producing deliverables. |
|  | Project partner | Responsibilities |
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| 6. | **Project schedule** |
|  | When will the tasks happen and how will we know that the Project is progressing to plan? |
|  | Project milestone | Completion by month, year |
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| 7. | **Project knowledge deliverables** |
|  | What are the Project deliverables and when in the timeline will they be completed? |
|  | Project deliverable | Completion by month, year |
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| 8. | **Project management and reporting** |
|  | Specify any additional reporting or governance arrangements to ensure effective communication and management of the Project to timely completion. |
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| 9. | **Project evaluation – outcomes and key performance indicators** |
|  | Specify the Project outcomes that the performance of the Project will be evaluated against. |
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|  | Specify the Project key performance indicators (KPIs) that will be monitored to verify effective performance of the Project and progress of the Project towards achieving its outcomes. |
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| 10. | **Project management group** |
|  | A Project management or steering group is encouraged, particularly for large and/or complex Projects with significant cross-Project dependencies. |
|  | Project management group | Representation and role |
| i. | [Organisation name] | [Describe/list the expected capability and interest that the group member will represent.] |
| [Phone number] |
| [Email] |
| ii. |  |  |
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| **C. Project contributions and assessments** |

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| 1. | **Budget** |
|  | Detail the Project budget and who is contributing to the funding of the Project budget. |
|  | Project budget | Total: |  |
| Itemisation: |  |
| Detail the cost to perform the Project, itemising both (i) direct cash expenditures (e.g. for equipment, 3rd party subcontractors, travel, etc.) and (ii) internal (in-kind) staff and utilised infrastructure expenditures, by each Project participant. |
|  | Participant contributions |  |
| Detail the contributions that each party makes in order to pay for some or all of each of the above cost items. |
|  | ARENA funding |  |
| Detail where ARENA funding will be used to supplement the above contributions. (Combining participant contributions and ARENA funding should add up to the total Project budget. |

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| 2. | **Contributions from other sources** |
|  | Identify the nature of additional (not financially represented above) capability and infrastructure support being provided that is relevant to the work being undertaken for this Project.  |
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| 3. | **Budget justification** |
|  | Explain the reason for the level of resourcing requested, drawing attention to significant components of the budget. |
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| 4. | **Background intellectual property and research tools** |
|  | Background intellectual property (BIP) contribution: detail any BIP that will be used in the Project and any constraints on how it can be used during and after the Project. |
|  | Project Party providing the BIP | BIP type and description (e.g. patents, proprietary software, data sets and confidential materials) | Terms on which BIP is made available |
| i. |  |  |  |
| ii. |  |  |  |
| iii. |  |  |  |
| iv. |  |  |  |
|  | Research tools: detail any research tools that are used to generate sub-Project materials but are not required in order to utilise the sub-Project materials |
|  | Project Party providing the research tool | Research tool type and description (e.g. patents, proprietary software, data sets and confidential materials) | Terms on which the research tool is made available |
| i. |  |  |  |
| ii. |  |  |  |
| iii. |  |  |  |
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| 5. | **Key personnel** |
|  | Briefly outline how the skill and knowledge of the research team members will serve the specific needs of this Project. |
|  | Key person | Capability and role |
| i. | [Name] | [Describe the capability and role of this key person.] |
| ii. |  |  |
| iii. |  |  |
| iv. |  |  |
| Please provide CV/resumé information for all key personnel, or links to same (e.g. company website, LinkedIn, etc.) |

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| 6. | **Capacity of lead organisations to support Project** |
|  | Explain what infrastructure and resources are in place to support this project through its various partner organisations. |
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| 7. | **Risk analysis** |
|  | What may prevent the Project from achieving its objectives and outcomes? |
|  | Description of risk | Rating (high, medium, low) | Strategies for mitigation |
| i. |  |  |  |
| ii. |  |  |  |
| iii. |  |  |  |
| iv. |  |  |  |
| v. |  |  |  |
| Note that a comprehensive Risk Management Plan (including assessment and mitigation of all WHS risks) is required to be completed by the sub-Project in a format agreed and approved by AIRAH, within 60 days of signing the sub-Project funding agreement. |

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| **D. Utilisation** |

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| 1. | **Utilisation approach** |
|  | Who is going to utilise the Project deliverables, and for what purpose (e.g. public good, market development, IP commercialisation, etc.)? What’s the “Theory of Change”? What’s the strategy for managing risks that would prevent utilisation and ensuring that the Project deliverables get utilised for the purpose and to achieve the desired Project outcomes? |
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| 2. | **Ownership and beneficial use rights of Project IP** |
|  | Who will own and who is allowed to use the Project deliverables? If the Project leads to commercialisable IP, then how are royalties distributed? Who is responsible for deciding and paying for any IP protection?  |
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| 3. | **Dissemination and publication of results** |
|  | What is the communication and knowledge sharing plan for the Project deliverables? Explain how the results of the work in this Project will be disseminated, including any embargoes that may be needed to protect the Project IP created. Specify what the knowledge sharing deliverables will be, who will deliver them, timing, content, etc. |
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| 4. | **Confidential information** |
|  | What information must be kept confidential? How will this be achieved? |
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| **E. Attachments** |

|  |
| --- |
| **List all attachments here** |
| Attachment | 1 | [insert topic] |
| Attachment | 2 |  |
| Attachment | 3 |  |
| Attachment | 4 |  |
| Attachment | 5 |  |
| Attachment | 6 |  |
| Attachment | 7 |  |
| Attachment | 8 |  |
| Attachment | 9 |  |
| Attachment | 10 |  |

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| **F. Sign off and confirmation** |

***By providing your name and contact details and submitting your Project Proposal Form, you confirm that the information contained in this Project Proposal Form is true and accurate.***

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| --- | --- | --- |
|  | **Project proposed by** | [Name] |
|  |  | [Phone number] |
|  |  | [Email] |
|  | **Date** | [Day] [Month], [Year] |

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| --- | --- |
| **Send this Project Proposal Form to:**  | **ihub@airah.org.au** |