



GUIDELINES FOR APPLICATIONS and REPORTING

Grape and Wine Research and Development Corporation

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1. INTRODUCTION

These guidelines are provided to help Research Organisations understand the process for applying for funding, to complete applications for funding and to understand the approval process and reporting requirements, should the Grape and Wine Research and Development Corporation (GWRDC) approve funding.

The GWRDC strongly supports collaboration on research projects.

The Grape and Wine Research and Development Corporation

Established in 1991 under the *Primary Industries and Energy Research and Development Act 1989* (PIERD Act), the GWRDC is an Australian Government statutory authority governed by a Board of Directors.

The GWRDC supports the Australian grape and wine industry by planning and funding collective research and development (R&D) programs and then facilitating the dissemination, adoption and commercialisation of the results throughout the industry.

To achieve this, the GWRDC:

- investigates and evaluates the R&D requirements for the Australian grape and wine industry, develops a 5 Year Research and Development Plan (5 Year R&D Plan) and an Annual Operational Plan (AOP);
- provides R&D funding;
- monitors, evaluates and reports to the Minister for Agriculture, Fisheries and Forestry, Parliament and industry on R&D activities that are coordinated or funded, wholly or partly, by the GWRDC; and
- facilitates the dissemination, adoption and commercialisation of the results of R&D to industry.

Our mission:

Delivering innovation for a competitive and sustainable Australian wine industry

2. APPLICATIONS

For general R&D applications, the GWRDC has a two-stage application process, consisting of a brief Preliminary Project Application and a more detailed Final Project Application.

Applicants should **consult the 5 Year R&D Plan and the current Annual Operational Plan when developing their application**. These documents can be accessed on the GWRDC web site (www.gwrdc.com.au), or hard copies can be obtained from the GWRDC office by calling (08) 8273 0500.

Enquiries regarding the formulation of proposals or the application process are welcome.

2.1 Assessment Criteria

Applicants must demonstrate that the work outlined in their application will **either**:

- 1) Deliver research outcomes to the Australian grape and wine industry that have a clear economic, environmental or social benefit and/or contribute to the sustainability of the industry, or the Australian community; **or**;
- 2) Generate fundamental knowledge or research capacity that is to the long term benefit of industry, or the Australian community and/or has potential to produce knowledge that benefits other priority areas of research.

All Preliminary and Final Project Proposals will be assessed against the following:

- 1) Alignment to industry priorities (as identified in the GWRDC's 5 Year R&D Plan (which is informed by a broad spectrum of industry participants and industry R&D priority setting bodies and Government));
- 2) Feasibility of the proposed work and quality of the research plan;
- 3) Novelty of the proposal including a clear demonstration that the work is not duplicating other ongoing or previous research;
- 4) Appropriateness of collaborations (and an indication of the *value* that will be contributed by any potential collaboration);
- 5) Value of the proposed outcomes to industry in light of the scale of the total proposed investment (including consideration of the contributions, cash and in-kind, from co-funding agencies) and;
- 6) Whether the benefits will be deliverable or are capable of being delivered to industry, taking into account the nature of the research, the proposal timelines and adoption/extension activities.

All applications will be reviewed in accordance with the points and the GWRDC's Assessment Criteria as detailed in the document "Assessing Research Applications to the GWRDC", which is available from the GWRDC website or by contacting the GWRDC on (08) 8273 0500 for a copy. Applicants are strongly recommended to review this document prior to submitting an application.

2.2 Preliminary Project Application

You will need to prepare a summary of the research you are proposing to undertake. It is essential that you make your application clear and concise. Briefly and state the objectives, methodology, the potential benefits to industry, budget details, research capability and experience.

The GWRDC will respond to all Preliminary Project Applications in writing, indicating whether or not a Final Project Application will be required. When requesting a Final Project Application, the GWRDC may suggest changes to the Preliminary Project Application, ask for additional information, or advise of a revised funding amount that ultimately may be made available. The applicant will also be advised of the deadline for the submission of the Final Project Application.

Requests for travel funding are only to be included if required for the purposes of undertaking the project. Applications for Travel to conferences or workshops are not to be requested within this application. For additional information regarding travel funding requests please refer to the Travel Applications Guidelines available from the GWRDC website at www.gwrdc.com.au or by contacting the GWRDC on (08) 8273 0500.

Preliminary Project Applications must:

- be completed on the GWRDC's Preliminary Project Application form; and
- be signed by the Project Supervisor, Chief Investigator, and the Administrative Contact; and
- adhere to the word limit; and
- be received by the GWRDC on or before the due date.

To submit your application:

- Mail / courier one (1) original, signed hard copy to the GWRDC (please note electronic signatures will not be accepted); and
- Email an electronic copy in Microsoft Word (must not be a PDF) to applications@gwrdc.com.au

2.3 Final Project Application

It is essential that you make your application clear and concise, detail your linkages and contact with industry, realistically assess the benefits of the Project and outline how the results will be implemented for use by the grape and wine industry.

Requests for travel funding are only to be included if required for the purposes of undertaking the project. Applications for Travel to conferences or workshops are not to be requested within this application. For additional information regarding travel funding requests please refer to the Travel Applications Guidelines available from the GWRDC website at www.gwrdc.com.au.

Final Project Applications must:

- be completed on the GWRDC's Final Project Application form (please note the GWRDC may request applicants to complete an on line application. Applicants will be advised if this is the case); and
- be signed by the Project Supervisor, Chief Investigator, and the Administrative Contact;
- adhere to the word limit; and
- be submitted on or before the due date.

To submit your application:

- Mail / courier three (3) original, signed hard copies to the GWRDC (please note electronic signatures will not be accepted); and
- Email an electronic copy in Microsoft Word (must not be a PDF) to applications@gwrdc.com.au

Applicants will be notified in writing of the GWRDC's decision with regard to the Final Project Application:

- **Approved applications** – the GWRDC may approve funding for all or part of a Final Project Application and may attach conditions to any approval
- **Declined applications** – reasons for not approving the Final Project Application will be provided.

Annual Funding is subject to the approval of the GWRDC's Annual Operational Plan by the Minister of Agriculture, Fisheries and Forestry.

2.4 Travel Applications

The GWRDC will consider applications for travel, study tours or conference attendance that align with the GWRDC's R&D priority areas and can demonstrate that benefits will accrue to industry and/or existing research.

Applications should highlight **both** the professional development benefit to the applicant, and the mechanism for dissemination of knowledge to industry, with the benefits to arise from this.

Relationships between the proposed travel and current or potential R&D (if any) should be clearly explained.

The GWRDC invites and assess Travel Applications twice a year. The application closing date (regardless of the date of travel) is the first Friday in June and the first Friday in December.

Travel applications must:

- be completed on the GWRDC's Travel Application form; and
- be signed by the Applicant, the agency authorised persona and the Administrative Contact; and

To submit your application:

- Mail / courier two (2) original, signed hard copy to the GWRDC (please note electronic signatures will not be accepted); and
- Email an electronic copy in Microsoft Word (must not be a PDF) to applications@gwrdc.com.au

A Final Report, including an Executive Summary and an Abstract, is required to be submitted to the GWRDC within one month of completion of the travel. A financial reconciliation detailing expenditure of GWRDC funds must also be included.

2.5 Honours Scholarship Application

Please see the separate Honours Scholarship Guidelines on the GWRDC website for further details on how to apply. The application form will be published on the GWRDC website when the call for scholarships has been made.

2.6 PhD Scholarship Application

Please see the separate PhD Guidelines on the GWRDC website for further details on how to apply. The application form is published on the GWRDC website when the call for scholarships has been made.

3. PROJECT AGREEMENTS

In order to prepare a contract (Project Agreement) for the funding of an approved Final Project Application, the GWRDC requires three (3) original, signed hard copies of the Final Project Application (signed by the Project Supervisor, the Chief Investigator, the Administrative Contact).

The GWRDC will prepare and issue two execution copies of the Project Agreement. One executed copy will remain with each party.

3.1 Withholding of Project Funding

Applicants must note that the GWRDC in its discretion may withhold up to 15% of the total Project Funding payable by the GWRDC to the Research Organisation from the Project Funding payable during the last Financial Year of the Project and if necessary, from the preceding Financial Year(s). Any funding withheld by the GWRDC will be paid upon the GWRDC's approval of the Final Report (see section 4.2).

3.2 Variation Requests

If a Research Organisation wishes to vary any aspect of an approved Project after a Project Agreement has been entered into, the organisation must apply in writing to the GWRDC (a "Variation Request"). In particular, proposed changes to:

- Start or End Dates;
- Objectives;
- Planned Project Outputs;
- a change in Key Personnel;
- a change in funding (other than a transfer of less than 20% between the approved Heads of Expenditure); or
- a change in Intellectual Property (IP) circumstances; and

must be approved in writing by the GWRDC.

Approval is subject to any conditions the GWRDC may wish to impose and any changes will only come into effect once the GWRDC has notified you of its approval in writing.

The GWRDC may require further information from the applicant before approving any Variation Request.

4. REPORTING REQUIREMENTS

STANDARD PROJECT AGREEMENTS

4.1 Progress Reports

All research proposals funded under a standard Project Agreement are required to submit biannual Progress Reports to seek ongoing support funding and provide the GWRDC the opportunity to assess progress against agreed targets.

Progress Reports must be:

- completed on the GWRDC's Progress Report form; and
- signed by the Project Supervisor, the Chief Investigator, the Administrative Contact; and
- received at the GWRDC on or before the due date.

To submit your Progress Report:

- Mail / courier one (1) original, signed hard copy to the GWRDC; and
- Email an electronic copy in Microsoft Word (must not be a PDF) to applications@gwrdc.com.au

The approval of each Progress Report by the GWRDC is required before subsequent Project payments will be made.

The Project Supervisor and the Administrative Contact will be advised of the respective deadlines for Progress Reports and each will also be advised, in writing, of the outcome of the GWRDC's assessment of the Progress Reports. The GWRDC may request additional information, modifications to Project activities or budget variations before final approval of the Progress Report is granted.

4.2 Final Reports

All research proposals funded under a standard Project Agreement are required to submit a Final Report at the conclusion of the Project. The Final Report must be prepared in "Plain English" (i.e. in layman's terms) and contain the information as described in the relevant section of the Project Agreement or as required by the GWRDC and advised on the GWRDC's website.

The cover page must show the Project title, GWRDC Project number, name of the Project Supervisor and agency and the date. The Abstract should be approximately 200 words and the non-technical (Executive) summary must be no longer than two pages.

Two hard copies and an electronic copy are required. Final reports must be submitted to the GWRDC by the Project End Date.

4.3 End of Project Financial Statement

An End of Project Financial Statement is required at the same time as the Final Report, due at the Project End Date.

The GWRDC may request additional information regarding the payment and expenditure of Project funds at any time during the course of a Project.

OTHER AGREEMENTS

4.4 Progress Reports

Funding approvals for Travel, Honours and PhD Scholarships may require the submission of a Progress Report. Requirements for submission of such a report are determined on a case by case basis and will be detailed in the Agreement.

4.5 Final Reports

A condition of all GWRDC funding is the submission of a Final Report at the conclusion of the Project. Specific requirements regarding a Final Report for Travel, Honours and PhD Scholarships will be detailed in the agreement.

5 PROJECT PAYMENTS

The GWRDC will pay promptly all contracted parties provided that a Project Agreement has been executed and, where relevant, all required financial and Progress Reports have been submitted and approved by the GWRDC.

Project funds are generally payable in half-yearly instalments in advance, however the GWRDC may specify alternative payment arrangements in the Project Agreement. The first half payment of funds for a Project within the financial year will usually be provided immediately after the Project Agreement has been executed and upon receipt of a Tax Invoice. Subsequent payments of Project funds will be made following the receipt and approval by the GWRDC of a Progress Report.

Applicants must note that the GWRDC in its discretion may withhold up to 15% of the total Project Funding payable by the GWRDC to the Research Organisation from the Project Funding payable during the last Financial Year of the Project and if necessary, from the preceding Financial Year(s). Any funding withheld by the GWRDC will be paid upon the GWRDC's approval of the Final Report.

The Final Report and any other documents related to the Project are due at the Project End Date.

Payment of continuing Project funds each financial year is conditional upon approval of the GWRDC's Annual Operational Plan by the Minister of Agriculture, Fisheries & Forestry.