

## GUIDELINES

- All proposals must have a Proposal Summary Sheet attached. This is available from [www.acarp.com.au](http://www.acarp.com.au) or by emailing [anne@acarp.com.au](mailto:anne@acarp.com.au).
- Extraneous material such as company profiles, lists of publications etc will be detached and discarded.
- Proposals must be no longer than 5 pages (including the proposal summary sheet).
- Proposals are to be emailed to ACARP at [anne@acarp.com.au](mailto:anne@acarp.com.au)
- A copy of "Guidelines on the Preparation of Full Proposals" will be provided if a proposal progresses to the full proposal stage.

In preparing a proposal the researcher should consider the justification for the project:

- How will the results benefit the Australian coal industry?
- Should funding other than by ACARP be sought?
- Does the proposal address at least one of the priorities specified in this publication?

The proposal should:

- Clearly define the objectives of the research.
- Describe the benefits to coal producers from the research.
- Outline how the research will be carried out.

### FORMAT FOR SHORT PROPOSALS

Short proposals are ranked primarily according to the importance of the problem to the industry and the credibility of the proposed approach. Short proposals enable the ACARP committees to quickly gain a broad appreciation of these features.

Short proposals should be no longer than 5 pages (including the proposal summary sheet), and must include:

#### Executive Summary

State the objective, outline the approach to be taken and state the outcome expected from the project.

#### Clear Statement of Objectives

It is essential that the project objectives identify the problem to be solved. The objective should not be a précis of the work program, but a simple statement of what is to be achieved, eg develop a prototype machine, develop a technique, understand a mechanism.

#### Expected Outcomes and Benefits

ACARP recognises that every research project has an element of risk, and not all projects will succeed. The risks and rewards in the project should be made clear. Proposals should indicate:

- The likelihood of success, and how the work fits within the priorities.
- Estimate the size and nature of the benefits of success, in dollar terms if possible.

The outcomes that can be expected at the end of the project should be clearly stated. For example, if a new device is to be developed: Is this project proof of concept; or will it produce an industry scale prototype?

#### Brief Summary of the Work Program

There is no need for a detailed work program at this stage. The methodology the researchers will use to achieve the objectives, along with a technical justification, should be outlined. Points to cover include:

- Demonstrate a commitment to complete in a timely manner.
- Test procedures and facilities to be used.
- Whether this is a laboratory, pilot scale, or field demonstration project.
- The critical problems and how they will be solved.

#### Safety Implications, if Any

The safety aspects of the proposed research must be clearly outlined:

- Any potential safety hazards in carrying out the research.
- Note the impacts of successful research on industry safety, health, environment and community performance.

#### List of Key Personnel

The project leader should be noted. This person will liaise with ACARP and will be responsible for the preparation of all relevant reports as well as the technical direction and management of the project.

Do not include detailed CVs, references or publication lists.

#### Budget

A detailed budget is not required at this stage, but proposals should demonstrate sufficient resources to ensure success. The total amount required, the funds requested from ACARP and funds from other sources should be indicated.

The budget should include:

- Number of man-days.
- Cost of man-days including overhead component.
- Consumables and equipment purchases.
- Travel to site and six monthly review meetings.

Proposals should be costed on a GST EXCLUSIVE basis. Projects submit invoices quarterly, for agreed progress payments plus any GST payable.

#### Support

If individual coal producers are to meet part of the project cost, or provide host sites for testing or other in-kind support, it is the responsibility of the researcher to provide confirmatory letters of support from responsible company representatives. The project will not commence until ACARP is satisfied that this in-kind support will be realised.

## PROJECT ADMINISTRATION

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