Research Project Appraisal Consideration for Projects over NZ$1 Million

This template is intended to provide a preliminary overview of the ability of Unitec and staff to undertake a project on-time, within budget and through to completion. It forms part of the pre appraisal process and should be completed in collaboration with the Senior Grants Advisor. Applicants must have begun this process at least three months prior to the funding deadline. Find more information in the [Guidelines for Applying for and Managing External Research Funding](http://thenest.unitec.ac.nz/fms/Resource%20Toolbox/Guidelines/Academic%20Guidelines/Staff%20Research/Guidelines%20for%20Applying%20for%20and%20Managing%20External%20Research%20Funding.pdf).

**RESEARCH LEADER:**

**PROJECT TITLE:**

**FUNDING AMOUNT:**

**DURATION OF PROJECT:**

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| **PROJECT SUPPORT FROM LEADERSHIP AND COLLEAGUES** |
| Has the Research Leader had discussions with leadership and line management about the project and funding application? *Please attach evidence of Executive Dean’s support for this project.* |
| Have there been discussions about the time and impact the project will have? If yes, please outline the expected impacts on the individuals involved, network and Unitec: |
| Have there been discussions about the project with colleagues? If yes, has there been any peer-review and input of initial project design? If yes, please elaborate: |

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| **ALIGNMENT WITH UNITEC’S RESEARCH STRATEGY**  **Please attach the Output Table (template available) for previous/proposed outputs relating to this project** |
| Please state how the project aligns with Unitec’s Research & Enterprise Strategy 2015-2020, particularly Priority 3 - to improve and support researcher performance. *Are there opportunities for staff members who need to improve PBRF ratings, for beginner and early career researchers, will postgraduate students be involved?* |

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| **RESEARCH LEADER** |
| Please provide a list of projects where the Research Leader has managed projects over $50,000, including the management of staff/contractors: |
| Does the Research Leader have capacity/time allocation to manage the project through to completion? How will this be managed within their current workload? |

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| **FINANCE AND RESOURCES**  **Please attach a budget in the format the funding scheme requires, or a standard budget (template can be provided) – please ensure it addresses capital expenditure, overheads including salary costs etc.** |
| Please outline the staff time requirements from Unitec. Will any staff need to be bought-out of their time to work on the project? *Please ensure you address this in your budget.* |
| Will any staff be employed specifically to work on this project or cover staff time for the project? If so, what additional positions will need to be created? Please include expected proportions and salary rates. *Please ensure you address this in your budget.* |
| Have any staff salaries been costed to include adequate overheads? *The administration of large grants takes time and this must be factored into budgets. Tuapapa Rangahau, partnering research and enterprise (TR) can assist with calculations.* Please elaborate: |
| What agreement has been made for the administration of overheads? |
| Will there be any Capital Expenditure asset purchases by the project? *Capital Expenditure is any asset purchase over $500.* Has depreciation of the asset been taken into financial consideration (and included in the budget) for future years after the project has ended? *TR can assist with the proper consideration of ongoing depreciation costs.* Please elaborate: |
| What Unitec resources (facilities and equipment) will be required to undertake the project? (E.g. Labs, computers, offices, library support staff, ICT, etc.) |

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| **CONTRACTUAL OBLIGATIONS AND DATA OWNERSHIP AND/OR REPRESENTATION OF DATA** |
| Are there any contractual obligations which require special consideration? For example; representation of data; use of Unitec Institute of Technology name in association with project; confidentiality agreements. *In all cases, TR can facilitate the proper legal advice.* Please elaborate: |
| Please outline any agreements (such as an MOU or IP agreements) made (or to be negotiated) with subcontractors or collaborators involved in this project: *Please note that the Intellectual Property Policy must be consulted for all IP matters, there may be differing ownership policies with other Tertiary Education Providers.* |

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| **MILESTONES** |
| Please outline the key milestones associated with this project: *It is encouraged that projects are appropriately staged, for example it is easier to manage $1 million over 10 years, than $500,000 over two years.* |
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