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DIN SEED PROJECTS GRANT PROCEDURES

This document describes the DIN process for Seed Project Grants.

Annexure A provides terms of reference for the DIN Seed Technical Review Panel
Annexure B provides guidelines for individual reviewers and criteria for assessing applications
Annexure C is the reviewer template.
Annexure D is the application template
Annexure E is the project report template

BACKGROUND

The DIN invests in high quality research that will deliver outcomes for the Australian defence sector. The DIN will provide matching funds for Seed Projects proposed by small-to-medium business enterprise (SME) that involve collaborative research excellence with a partner university. Seed Projects should demonstrate clear impact to satisfy an existing or emerging defence industry need. DIN Seed Projects must be led by a Defence SME. Proposals for Seed Funding should be co-developed by industry and DIN university members, with the Defence SME as lead applicant.

The DIN has a Steering Committee comprised of an independent chair, representatives from NSW Department of Industry and Office of the NSW Chief Scientist and Engineer, DST, industry members and Member Universities. The Steering Committee will delegate a subcommittee - the DIN Seed Project Technical Review Panel (TRP) – the authority to review seed proposals and approve funding allocations for Seed Projects (Annexure A). The Technical Review Panel will report its findings at the next meeting of the Steering Committee.

SEED PROJECT GRANTS

The purpose of DIN Seed Projects is to grow defence industry capability within NSW.

For the 2018-19 fiscal year, the DIN will provide up to AUD$50,000 in matching funds for Seed Projects with NSW SMEs.[1]

Applications for Seed Projects will be solicited by formal call-outs that are posted on the DIN website (https://defenceinnovationnetwork.com/) and associated networks and publications. There is no formal mechanism for processing unsolicited applications, other than to defer assessment and approval to the next scheduled round of Seed funding.

DIN Seed Projects are expected to be completed within a year of commencement, with a typical research and development program lasting 2-6 months. The Chief Investigator from the Lead University must submit a brief report on the project outcomes or progress upon project completion, and/or a year from the transfer date of DIN Seed Funding.

[1] The DIN generally uses Commonwealth eligibility as guidance to assess compliance for Seed Project applications. Generally, to be eligible, applicants must (1) have an Australian Business Number (ABN) or Australian Company Number (ACN) and (2) be either (a) a company, incorporated in NSW, (b) an incorporated trustee on behalf of a trust or (c) an individual or partnership that will agree to form a company incorporated in NSW to enter into a grant agreement. Applicant are not eligible if they are exempt from income tax, or are a Commonwealth, state or local government agency or body.

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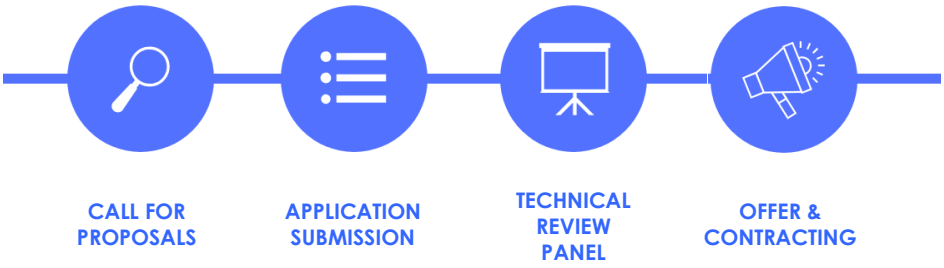
A brief description of Seed Projects will be recorded in the DIN annual report including the following information: applicant organization, university collaborator, grant amount, project cost and project title. Applicants may be requested to provide a description of their project or personal experience with a DIN Seed Project for case studies or press releases, on a strictly voluntary basis.

SCHEDULE

In supporting Seed Projects for SMEs, the DIN will endeavor to complete the assessment and contracting processes as quickly as possible. Thus the DIN coordinators of universities involved with Seed Projects will need to liaise with SMEs shortly after the application deadline in order to negotiate a research contract between the SME and their university. This research contract must be in place before DIN funding can be transferred.



Calls for DIN Seed projects occur once or twice per year. Follow the call-out, applicants are generally given two months to submit a seed proposal. A Technical Review Panel will be convened within a month after the submission deadline, during which time lead universities will be requested to liaise with their partner SMEs to discuss research contracting and management. Funding offers for approved Seed Projects will be made within a week of the Technical Panel decision, with contracting commencing shortly thereafter. All contracts must be signed within 30 days of receipt.[2]

[2] DIN lead universities and coordinators should plan for 10 + 30 days. It takes 10 days for the DIN host to draft and send out contracts to universities, at which point universities and SME have 30 days to execute their agreements.

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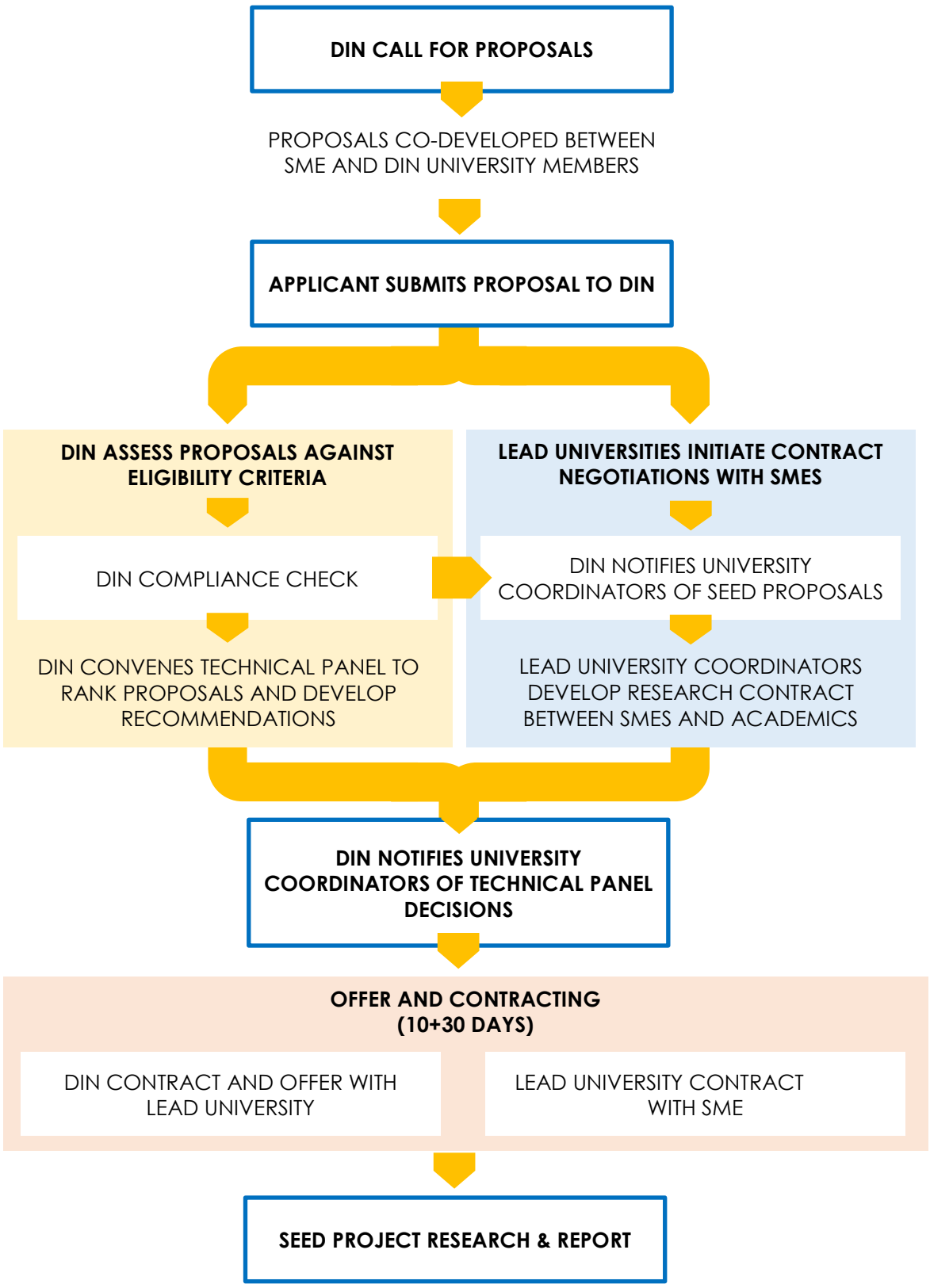

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ANNEXURE A: THE TECHNICAL REVIEW PANEL FOR DIN SEED PROJECTS

The purpose of the DIN Seed Project Technical Review Panel (TRP) is to assess the suitability of proposals submitted for Seed Projects and to allocate funding for Seed Projects on the basis of deliberations.

The Technical Review Panel is a subcommittee of the DIN Steering Committee. The TRP will have the following membership, with individuals nominated and approved by the Steering Committee[3]:

- DIN Director and DIN/DST Associate Director
- Defence Advocate or delegate
- NSW Office of the Chief Scientist & Engineer or delegate
- 2x NSW industry members from the DIN Steering Committee
- 1x NSW university member from the DIN Steering Committee
- 1x external DST Group representative or Defence delegate

The Chair of the DIN Seed Technical Review Panel will be either the DST Group Associate Director of the DIN, or appointed by the DIN Steering Committee.

The Technical Review Panel Chair will:

- ensure that Seed proposals up for review will be allocated to Panel members at least two weeks before the Technical Review Panel is convened
- manage conflict of interest issues
- record the recommendations of the Technical Review Panel
- report on proceedings and recommendations of the Technical Review Panel for consideration by the Steering Committee

Members of the DIN Seed Project Technical Review Panel will be expected to:

- declare any conflict of interest
- agree to confidentiality terms
- abstain from corresponding with applicants or interested parties relating to the proposal during or after the review process
- review the proposals against the selection criteria, and provide an objective appraisal against these criteria
- participate in the Technical Review Panel meeting, and supporting meetings if required[4]

Conflict of Interest

During the technical review process, the DIN will endeavour to eliminate conflicts of interest. If a reviewer believes they have a conflict of interest, they will be expected to explain their conflict of interest and withdraw themselves from the review process, with the understanding that they may be replaced by an alternate reviewer sourced by the DIN.

Conflicts of interest may be

- Direct; i.e. you are an interested party in a proposal;
- Indirect; i.e. you have an association with one or more of the institutions involved in the proposal;
- Involvement in a competing proposal or business; i.e. you have an involvement that is direct or indirect with a competing proposal or business activity.

[3] All TRP nominees will be considered with respect to managing conflicts of interest.
[4] These are expected to occur only rarely and under extraordinary circumstances.

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The Technical Review Process

In principle, the DIN will co-fund research at any Technical Readiness Level (TRL)[5] that can be thought of as generating new ideas, developing emerging ideas, and leveraging proven ideas. The reviewer should judge the proposal accordingly.

Applicants are requested to submit proposals using a standard template (Annexure C). Applicants are allowed to include separate documents that provide evidence to support their proposal. The reviewer is expected to assess the proposal on the basis of the application and supporting documents, and is allowed to consider other information of relevance as required.

The TRP member reviewer will to score the proposal against specific criteria (Annexure B), and provide an objective appraisal of the proposal against these criteria. The purpose of these criteria is to support consistency across various applicants, research domains and reviewers. To assist discussion among Technical Panel reviewers, a one-page assessment template is provided in Annexure C.

Where possible, reviewers should provide explanatory text to support their ratings; this can include references to supporting key evidence such as, for example, scientific publications, strategic guidance documents, and patent information. Reviewers should ensure that their comments support the score and fairly reflect the assessment, and are accurate, professional, and honest. Reviewers are asked to rate the confidence of their assessment based on their institutional expertise (*e.g.*, Defence, Industry, Academia, Government Research).

[5] https://en.wikipedia.org/wiki/Technology_readiness_level

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ANNEXURE B: ASSESSMENT CRITERIA

The following defines the criteria used for assessment of Projects. Reviewers will assess only those criteria allocated to them. If any clarification is required on criteria, please contact the Defence Innovation Network.

FOR SEED PROJECTS, THE FOLLOWING CRITERIA WILL APPLY:

- Identified need in Defence (technology or capability)
- Novelty and potential to become world leading
- Technical / Scientific Merits, Scientific and Technical Risk, Best Collaborative Team
- Potential for impact and implementation pathway
- Capacity and capability of the SME to commercialise project IP

NOVELTY AND POTENTIAL TO BECOME WORLD LEADING

What is the quality of the proposed research, science, or technology, or related activities?

You may wish to particularly consider:

a) The novelty and originality of the proposal. The idea itself does not have to be novel, but the sum of the idea and the application must be distinctive. We are looking for 'fresh thinking' rather than an obvious extension of existing research. If you are aware of similar work please provide a reference. Similar work will not necessarily disqualify a proposal.
b) The scientific credibility of the idea and its logic. Is the scientific basis for the idea established well in the proposal?
c) The quality of the science, description of critical steps (including go/no-go steps), and methodology. Is the proposed research fit for purpose for the proposed outcome and impact sought?
d) The degree of scientific rigour, e.g., the accuracy of the approach and hypothesis. Please provide advice on how either might be improved.
e) The scientific risks and uncertainties identified in the proposal. Any omissions and how they are managed. Are the timescales realistic? Is the size of risk, and plans to mitigate that risk, consistent with the stage of research?

TECHNICAL FEASIBILITY AND RISK

When reviewing the proposal, it would be valuable if you can consider and comment on the following questions in your scoring and commentary:

- What are the strengths and highlights of the proposed research?
- What are the deficiencies or weaknesses of the proposed research?
- What are the concerns or issues around the proposed research?

BEST COLLABORATIVE TEAM

Do the team members possess the necessary expertise consistent with the needs of the project? Does the team represent a collaborative effort between DIN member universities?

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POTENTIAL FOR IMPACT AND IMPLEMENTATION PATHWAY

You may wish to consider:

- Has the applicant clearly articulated how this opportunity can be transformative for Defence or the defence industry / company in the future?
- Is the proposed implementation pathway credible relative to the proposed stage of research, bearing in mind the TRL or the research?
- Are the scale and breadth of proposed benefits credible given the area of impact and are these consistent with the outcomes of the proposal?

RANKING SYSTEM

1. **Identified Need in Defence**
   - **None [0]:** No obvious relationship to Defence S&T priorities
   - **Low [1]:** Peripheral relationship to Defence S&T priorities (substantial modification would be required to apply the outputs to a Defence problem)
   - **Medium [2]:** Research is closely related to a Defence problem or that is developing a technology of direct relevance to a Defence application. One industry partner is involved.
   - **High [3]:** Working directly on a Defence problem in partnership with Defence. Two or more industry partners are involved.

2. **Novelty and potential to become world leading**
   - **None [0]:** Is routine and presents little or no novelty.
   - **Low [1]:** Displays some novelty but the outcomes are likely to be incremental.
   - **Medium [2]:** Is differentiated, will lead to notably improved technology.
   - **High [3]:** Distinctive approach that is highly likely to produce leading innovations or capability.

3. **Technical/Scientific Merits; Scientific and technical risk (science component)**
   - **Low [0]:** The Proposal is uncompetitive and has significant weaknesses or flaws, such as a poorly developed or costed plan, no demonstrated ability that the investigators can deliver on the proposed research, or a lack of novelty or value. Risks are poorly articulated or are unmitigated.
   - **Good [1]:** An interesting proposal. Developing expertise amongst investigators. Some concerns about either the resource estimate or the ability of the researchers to deliver based on their understanding of the state of the art or their track record. The proposal may lack a compelling element. Risks are partly identified or inadequately mitigated. Risks outweigh benefits.
   - **Excellent [2]:** High quality research and a strongly competitive proposal. Investigators have provided evidence of previous ability to deliver. Risks have been well articulated and mitigated although some residual risks might remain. The potential benefits outweigh potential risks.
   - **Outstanding [3]:** Of the highest quality and at the forefront of research in the field. Well budgeted for the proposed statement of work. Sound track record of investigators. Risks have been adequately identified and mitigated.

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4. Technical/Scientific Merits; Scientific and technical risk (collaboration/team component)

- **None [0]:** The team consists of an individual lead researcher (with or without students, research associates) or has inadequate expertise to lead to a successful outcome.
- **Low [1]:** The team consists of two lead researchers from the same institution (with or without students, research associates)
- **Medium [2]:** The team consists of two lead researchers from different institutions (with or without students, research associates) with fit for purpose expertise.
- **High [3]:** The team clearly has been assembled to encapsulate the best expertise from across the DIN.

5. Potential for impact and implementation pathway

- **Low [0]:** The proposal demonstrates low impact and/or a poorly articulated implementation pathway.
- **Good [1]:** The proposal shows some impact and/or a reasonably well-developed implementation plan.
- **Excellent [2]:** The impact is likely to be significant and the implementation plan credible.
- **Outstanding [3]:** There is likely to be high impact if successful and the implementation plan is clear, credible and contains specific and detailed end use information.

6. Capacity and capability of the SME to commercialise project IP

- **None [0]:** The applicant is an early stage start-up with little or no demonstrated ability to commercialise the IP.
- **Low [1]:** The SME has some presence as a supplier of products and/or services relevant to defence needs.
- **Medium [2]:** The SME has been operating successfully, has demonstrated market channels and products that deliver technology and/or services to other high technology companies in the defence sector and/or defence.
- **High [3]:** The SME has well-developed channels and routes to market, with existing products or services that deliver directly with innovation and capability needs in defence.

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ANNEXURE C: PROJECT ASSESSMENT

Grant Application:
Reviewer Name: _____
Reviewer's Institution: _____

CRITERION 1 – **IDENTIFIED NEED IN DEFENCE**

Ranking (circle one): 0 1 2 3
Ranking confidence: 0 1 2 3

Comments:

CRITERION 2 - **NOVELTY AND POTENTIAL TO BECOME WORLD LEADING**

Ranking (circle one): 0 1 2 3
Ranking confidence: 0 1 2 3

Comments:

CRITERION 3 – **SCIENTIFIC & TECHNICAL MERITS AND TECHNICAL RISK (PROJECT)**

Ranking (circle one): 0 1 2 3
Ranking confidence: 0 1 2 3

Comments:

CRITERION 4 – **SCIENTIFIC & TECHNICAL MERITS AND TECHNICAL RISK (TEAM)**

Ranking (circle one): 0 1 2 3
Ranking confidence: 0 1 2 3

Comments:

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ANNEXURE C: PROJECT ASSESSMENT (continued)

This section to be completed during TRP meeting.

Grant Application:
TRP date: _____
TRP details: _____

CRITERION 5 – **POTENTIAL FOR IMPACT AND IMPLEMENTATION PATHWAY**
Ranking (circle one): 0 1 2 3

Comments:

CRITERION 6 – **CAPACITY AND CAPABILITY FOR SME COMMERCIALISATION**
Ranking (circle one): 0 1 2 3

Comments:

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ANNEXURE D: DIN SEED PROJECT APPLICATION TEMPLATE

1. PROJECT SUMMARY

PROJECT NUMBER (DIN TO ALLOCATE)			
PROJECT LEAD ORGANISATION (SME COMPANY NAME)		**CONTACT PERSON / CI (IN SME)**	
ACADEMIC CONTACT PERSON (UNIVERSITY)		**UNIVERSITY CONTRACT CONTACT:**	
PROJECT NAME			
COMMENCEMENT DATE		**COMPLETION DATE**	
DIN PROJECT FUNDING		**IN-KIND VALUE**	
PROJECT AIM: (30 WORDS MAX.)			
PROJECT SUMMARY (LESS THAN 700 WORDS)			
Need and relevance to research priority areas **Objectives** **Hypothesis or Research Questions** **Methodology / Approach** **Anticipated Outcomes**			

Responsible Participants, Project Participants, Project Contributions and Project Shares*

PROJECT PARTICIPANT	**RESPONSIBLE PARTICIPANT Y/N**	**CONTRIBUTION AMOUNT**		**IP OWNING PROJECT PARTICIPANT** Y/N	**INDICATIVE PROJECT SHARE** *(RELEVANT TO IP OWNING PROJECT PARTICIPANTS)*
		CASH	**IN-KIND****		
TOTAL					

**For Seed Projects, cash co-funding is a pre-requisite for a successful application.*

***In kind means non-cash contributions, e.g. access to equipment or hardware or software, staff time allocations, workshop time, etc., necessary for success in this project.*

DIN CENTRAL FUNDS CASH CONTRIBUTION	Up to*** $x

****The inserted value here is determined by the SME cash contribution (for up to 1:1 matching DIN funds) and the corresponding project needs, to a maximum of $50,000.*

2. PROJECT OBJECTIVES (1 para)

3. POTENTIAL OUTPUTS, OUTCOMES AND IMPACT (< 1 page)

- *The potential game-changing capabilities and technologies likely to arise from the project*
- *Benefits to Defence and Defence industry, the commercial potential of the expected outputs, and any spill-over benefits*
- *Implementation pathway (how will the results be commercialised or contribute to the commercialisation pathway)*

Demonstrated End User Support (100 words)

4. METHODOLOGY (2 pages)

The methodology to be applied to achieve the outcomes and adoption of the new technologies (this is best developed in collaboration between the SME and academic partners – if the SME does not have preferred academic partners, please contact DIN to link you to our world leading experts from Network member universities).

5. TEAM

Explain what expertise and facilities are needed, and how the participating team brings a best fit to these requirements. Include preferred university researchers if these are known. If not known, please ask DIN to link your company to expert researchers from our Network.

6. BUDGET

PARTICIPANT					
SALARY EXPENSES	**Details**	**Base salary %**	**FTE %**	**On cost %**	**Total FY $**
Investigator 1	*Position, Level, Step*	$ 100,000	100%	30%	$ 130,000
Investigator 2					
Investigator 3					
Investigator 4					
Investigator 5					

Investigator 6					
PROJECT OPERATING EXPENSES	**Details**				**Total FY $**
Equipment	*e.g. Laptops*				
Material &Consumables	*e.g. Chemicals, lab supplies*				
Software & licences					
Travel	*e.g. Flights, local travel, meals*				
Other					
TOTAL (Salary+ Operating)					

Budget Justification (< ½ page)

- *Include how DIN funding will be used*

7. CO-FUNDING OPTIONS

- *Explain how the project might relate to funding schemes, e.g. DIH, NGTF, ARC Linkage, Innovation Connections, CRC-P*

8. RESOURCE REQUIREMENTS

FTE in-kind contributions

Non-staff in-kind contributions (infrastructure support for DIN funded staff):

Other in-kind Contributions (for use of equipment, laboratories, etc.):

9. CONTRIBUTIONS FROM DEFENCE/DST GROUP (N/A IF NOT APPLICABLE)

10. CONTRIBUTIONS TO BE MADE BY THIRD PARTIES (N/A IF NOT APPLICABLE)

11. ANALYSIS OF RISKS TO PROJECT ACHIEVEMENT (< ½ page)

Potential to be Surpassed by Events (< 200 words)

- *Analysis of project competitors, project differentiation and novelty*

12. INTELLECTUAL PROPERTY (100 words) – see also Section 1

- *Overview of IP agreement and issues*

Background Intellectual Property Schedule

DESCRIPTION	OWNER OF BACKGROUND IP	NAME OF PARTY MAKING THE BACKGROUND IP AVAILABLE (IF NOT OWNER)	RESTRICTIONS ON USE OF BACKGROUND IP

Commercialisation of Project Intellectual Property / Route to market / Implementation plan

13. EDUCATION / TRAINING OPPORTUNITIES

- *Including how the project will contribute to capacity and capability building in the Australian defence industry and related industry and research sectors*
-

Student Requirements

14. PROJECT MILESTONES / OUTPUTS

	PROJECT MILESTONES/OUTPUTS	RESPONSIBLE PARTICIPANT	DATE DUE
1	*1-2 line descriptor*		
2	*1-2 line descriptor*		

15. Have Project Deed Polls (confidentiality agreements/IP assignment) been completed for all staff and students involved in the Project?

16. Have Moral Rights Waiver forms been completed for all project personnel for this Project?

17. Have the appropriate approvals (ethics, access to Defence facilities, security clearances) been sought and granted for this Project?

18. Special Conditions

- *e.g. go/no-go decisions, success conditions, trials reliance etc, payment of project funds,*

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ANNEXURE E: DIN SEED PROJECT REPORT TEMPLATE

DEFENCE INNOVATION NETWORK SEED PROJECTS FINAL REPORT AND FINANCIAL STATEMENT

This document sets out the DIN grant processes for Project Grants, including Pilot Projects. Deliverables from DIN Seed Project funding include a final report and financial statement.

This document contains instructions and templates for the final report and financial statement. The templates use MS Word and MS Excel tools in Microsoft Office. If you have questions about reporting or issues with document formatting, please contact info@defenceinnovationnetwork.com.

Please submit the final report and financial report to info@defenceinnovationnetwork.com.

INSTRUCTIONS:

Reporting templates are included in this document following these instructions.

DIN Seed Project Final Report

Please complete all items in the template marked by an asterisk (*). While the other entries are considered optional, you are encouraged to share your thoughts, as these may benefit future endeavours.

1. Project Summary

This section replicates information in your original application, and will be completed by the DIN.

2. Progress Report

*** Objective # (1, 2, 3, etc.)**

List the original project objectives. If there were more than three objectives in the original application, add them to the table as required.

*** Progress (on each objective)**

Were these objectives met? This can be described by a simple statement like "completed", "partially complete", "cancelled", "revised" or "not attempted."

Comments (on each objective)
Were there significant changes to the Project or the objectives? If yes, please describe the significant changes and explain why they were made. For example, changes may have occurred due to:

- Requested funding being less than that required
- Changes to personnel or the organisation
- Project delays
- Change in scope or priorities
- Change in data source or problems with equipment

General Feedback

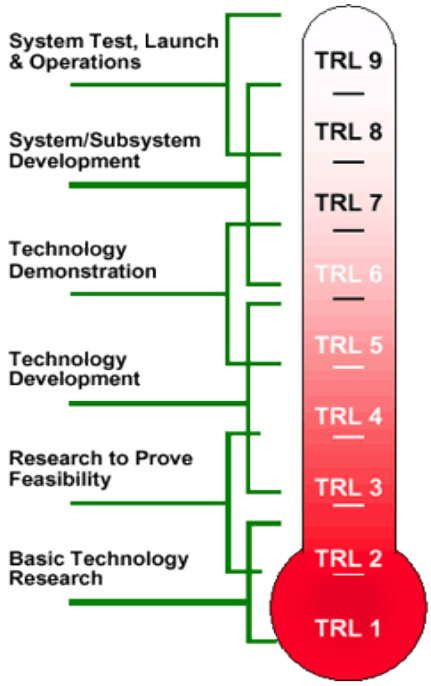
Did anything adversely affect the satisfactory and timely progress or completion of the Project? Examples of adversity include:

- Limited access to equipment or facilities
- Illness or turnover of skilled staff illness
- Conflicts with collaborators
- Legal or contractual issues

Technology Readiness Level:

Did the project progress capability to a more mature technical readiness? If so, please estimate the change in TRL in these terms[6]:

NASA Technology Readiness Level[7]:



TRL	Properties
9	Actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies)
8	System complete and qualified
7	System prototype demonstration in operational environment
6	Technology demonstrated in (industrially) relevant environment
5	Technology validated in relevant environment (industrially relevant in the case of key enabling technologies)
4	Technology validated in laboratory
3	Experimental proof of concept
2	Technology concept formulated
1	Basic principles observed

[6] This standard taken from M. Héder, "From NASA to EU: the evolution of the TRL scale in Public Sector Innovation," *The Innovation Journal: The Pubic Sector Innovation Journal,* Volume 22(2), 2017, article 3. https://www.innovation.cc/discussion-papers/22_2_3_heder_nasa-to-eu-trl-scale.pdf

[7] https://web.archive.org/web/20051206035043/http://as.nasa.gov/aboutus/trl-introduction.html

Seed projects will generally fall into TRL 1-4. For example, if the university partner developed software to convert a remote-control drone into a self-driving platform, the TRL for the auto-piloting product might increase from TRL 2 (concept) to TRL 3 (simulated flight), TRL 4 (successful laboratory flight testing), or TRL 5 (successful field testing). Progress to higher TRL levels will generally address scale-up, industry standards or certification processes.

3. Project Outcomes

*** Primary Impact:**

Briefly describe the significant results, outcomes and benefits arising from this Project. How did the research contribute to existing knowledge? What discoveries were made? Conversely, did this study reveal insights into fundamental issues that impact future applications and input to capability.

*** External Communications & Recognition:**

Please provide references for publicly-accessible communications generated for or related to this project. Examples include journal articles, conference proceedings, public lectures or forums, press releases, media coverage, websites and social media, exhibitions, prizes/awards/tributes (please provide award name, awardee, description/awarded by, date awarded).

Collateral Benefit:

Has this project contributed to facilities, expertise or other outcomes particularly relevant to the NSW defence industry ecosystem? Are there other readily identifiable benefits, such as dual-use technologies, or economic, social, cultural or environmental contributions resulting from this project? Benefits could pertain to, for example, wider Australia, specific communities or industries within Australia, Australian economy and trade, or Australian multi-cultural cohesion. Is there evidence that this Project has had an impact in the broader public domain (including public policy, debate and initiatives?)

Opportunities:

Did the Project lead to exciting new research directions, innovations and commercialization (e.g. filed or pending patents), or lay the foundations for new research and/or partnerships? If so, briefly describe how.

End-user Comments or Endorsements:

Have the results of this project been socialized or demonstrated to a Defence end-user? If so, how and to whom (name/service/rank) and what was their response?

4. Future DIN Support

The end of the project does not have to mean the end of your product research and development.

*** External Contribution:**

Has this project been taken up by another funding body? If so, please briefly describe publicly-accessible information about this funding contribution. Is it part of a bigger project? If so, what is the project history? How did it start?

*** Further Developments:**

What future steps do you anticipate for this project? Are there plans to apply to larger grants or funding schemes, e.g. DIH, NGTF, ARC Linkage, Innovation Connections, CRC-P?

*** DIN Contribution:**

What sort of assistance can the DIN provide for those future steps (e.g. making connections, facilitating future collaborations)? We are always interested in furthering promising ideas.

5. Financial Brief

A financial statement is required for all publicly-funded grants. Please complete this brief and also the following financial statement. Financial statement has to be certified by a university representative with the appropriate authority and financial delegation and must be in accordance with the Australian accounting standards. The purpose of this brief is to provide a standard overview across all DIN commissioned projects.

*** Summary of Expenditure:**

Generally the DIN can support roll-over of project funding, but requests for project extensions need to be recorded and approved.

6. Further Information

The DIN would like to be able to present 'case studies' to promote NSW Defence Innovation, networking and collaboration. Please feel free to provide any additional information you would like to share that has not been previously covered in this report, including photographs, videos, or links to online media or chat rooms.

6. Conditions of Release

The DIN must report annually on all commissioned projects. Please advise on what sections of this report can be made public or shared on our website and social media.

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DIN SEED PROJECTS: FINAL REPORT

1. PROJECT SUMMARY *(to be completed by the DIN)*

PROJECT NUMBER			
PROJECT LEAD ORGANISATION (SME COMPANY NAME)		**SME CONTACT/CI**	
ACADEMIC CONTACT PERSON (UNIVERSITY)		**UNIVERSITY CONTRACT CONTACT:**	
PROJECT NAME			
COMMENCEMENT DATE		**COMPLETION DATE**	
DIN PROJECT FUNDING		**IN-KIND VALUE**	
PROJECT AIM			
To be completed by the DIN			

2. PROGRESS REPORT

OBJECTIVES*	
Objective #1: *Refer to objectives in the original application*	**Progress:** *e.g. completed/partially complete/revised*
Comments: *Explain progress on or changes to original objectives*	
Objective #2: *(as above)*	**Progress:** *(as above)*
Comments: *(as above)*	
Objective #3: *(as above)*	**Progress:** *(as above)*
Comments: *(as above)*	
GENERAL FEEDBACK	

E: info@defenceinnovationnetwork.com
W: www.defenceinnovationnetwork.com

OFFICE AT:
Building 5B, Level 5, Room 25-26, 1 Quay St, Haymarket NSW 2000

How might your experience have been improved?

TECHNICAL READINESS LEVEL

Please estimate the TRL or change in TRL for any products this project has supported.

3. PROJECT OUTCOMES

PRIMARY IMPACT*

How do the outcomes of this project benefit the intended user?

EXTERNAL COMMUNICATIONS AND RECOGNITION*

How might we promote your product?

COLLATERAL BENEFIT

Did this project generate spill-over socio-economic or environmental benefits, dual-use technologies, public discourse?

OPPORTUNITIES

Will this project lead to new research, innovation or collaborative partnerships?

END-USER COMMENTS OR ENDORSEMENTS

What does your intended end-user think of your input to Defence Capability?

4. FUTURE DIN SUPPORT

EXTERNAL CONTRIBUTION*
Has this project been taken up by another funding body?

FURTHER DEVELOPMENTS
Where do you plan to go with the outcomes of this project?

DIN CONTRIBUTION*
How might we support future developments?

5. FINANCIAL BRIEF – PLEASE ALSO COMPLETE THE FULL FINANCIAL STATEMENT

SUMMARY OF EXPENDITURE*	
DIN Cash Expenditure	**$**
In-kind Expenditure	**$**
Other Contributions[8]	**$**

Comments: *In the case of incomplete expenditure, please discuss amendments to proposed project and schedule.*

6. FURTHER INFORMATION

e.g., Project-related online links, press releases, photographs or videos, conference or tradeshow proceedings

7. CONDITIONS OF RELEASE

The DIN must report annually on all commissioned projects. Please advise us on what sections of this report can be made public or shared on our website and social media.

For any enquiries, please contact: info@defenceinnovationnetwork.com
Submit the completed proposal form to: info@defenceinnovationnetwork.com

[8] This information is not mandatory, but is helpful when highlighting interest, impact or future developments.

DEFENCE INNOVATION NETWORK SEED PROJECTS FINANCIAL STATEMENT

FINANCIAL STATEMENT	
Project Title:	
Reference Number:	
Lead Organisation:	
Chief Investigator:	
Collaborating Organisation(s):	
Project start date:	
Project end date:	

STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE PERIOD:		
Insert period from - to		
RECEIPTS		**AMOUNT (AUD)**
Grant received from DIN	$	-
		$0.00
EXPENDITURE		**AMOUNT (AUD)**
Salaries	$	-
Equipment	$	-
Materials and Consumables	$	-
Software and Licenses	$	-
Travel	$	-
Workshops	$	-
Other	$	-
		$0.00
BALANCE AS AT: *insert date*		$0.00

I certify that all funds expended have been used in accordance with the purposes for which the funds were provided, that the institution has complied with the terms and conditions of the Agreement and that accounts and records on which statement has been prepared were properly maintained in accordance with Australian Accounting Standards.

Signature	
Name:	
Position:	
Date	

UNCOMMITTED FUNDS

Provide the reason and explanation if the funds were unspent

Is the project complete?	
Do you request extension to use remaining funds?	
Requested end date of the project	

IN-KIND DETAILS

ORGANISATION	NAME	POSITION	DESCRIPTION OF IN-KIND CONTRIBUTION	CALCULATED COST
				$0.00