

Submitting a Partner Funded Research Proposal



CHECKLISTS

PREPARATION CHECKLIST

Note: The following checklist is for use by researchers and does not need to be submitted with funding proposals.

- I have a research idea that may help to solve a problem/open up an opportunity for an external partner organisation, or
- I have identified or been approached by an external organisation to discuss a potential research project.
- I have made some initial background enquiries about the partner organisation(s) and/or industry sector and their future plans to identify problems or challenges they are trying to address or opportunities they want to exploit.
- I have liaised with a [Research Partnerships Manager](#) about my interest and intentions and completed a Basic Project Brief.
- I have submitted a [Basic Project Brief](#) to my Head of Department to inform them of my plans to develop a partner-funded research proposal.
- I have referred to the following resources for further guidance:
 - [Guide to conducting research with external organisations](#) (Phase 1: Prospect identification and initial contact)
A Q&A based guide to the phases of partnering as well as available support and resources.
 - [Quick guide](#)
A one-page summary of partnering phases, support and resources.

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Macquarie University NSW 2109 Australia

Email: research.partnerships@mq.edu.au

<https://staff.mq.edu.au/research/grants-and-funding/research-partnerships>

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DEVELOPMENT CHECKLIST

Note: The following checklist is for use by researchers and does not need to be submitted with funding proposals.

- I have had conversations with my potential partner(s) to understand their needs, find synergies in our interests and capabilities, understand the mutual benefits of partnering and exchange ideas on potential projects
- I have sought input from a [Research Partnerships Manager](#) (or where applicable, [Faculty Engagement Manager](#)) and/or the [Office of Commercialisation & Innovation](#) about costing and pricing, intellectual property and publication rights essential to negotiation of my contract (refer [Contracts and agreements](#))
- I have consulted with my Head of Department and Faculty General Manager about use of University facilities for the project including access to additional IT/computing equipment, building space and accommodation for project personnel.
- I have received the advice I need to continue to work with my partner organisation to develop a pitch/preliminary project proposal.
 - [Partner pitch template](#)
A two-page template to help to initially profile your research interests and capabilities with potential partners.
- In consultation with a [Research Partnerships Manager](#), I have completed and submitted an [Extended Project Brief](#) to provide more information about my planned proposal to my Associate Dean Research. **Note: When your ADR endorses the Brief, a Pure record will automatically be created for you.**
- I have referred to the following resources for further guidance:
 - [Guide to conducting research with external organisations](#) (Phase 1: Prospect identification and initial contact)
A Q&A based guide to the phases of partnering as well as available support and resources.
 - [Quick guide](#)
A one-page summary of partnering phases, support and resources.

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Submitting a Partner Funded Research Proposal

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SUBMISSION CHECKLIST

Note: The following checklist is for use by researchers and does not need to be submitted with funding proposals.

- I have developed a formal proposal for my partner(s) which makes a compelling case for the research, articulates the resource requirements for the project (e.g. personnel, budget, equipment) and expresses expectations around IP, timelines, etc.
- I have completed my [Macquarie Pure Partner-Funded Research Application](#) to formally obtain my Head of Department and Faculty approvals.
- I have sent my proposal with all appropriate documents to the partner organisation and copied my [Research Partnerships Manager](#).
- I have referred to the following resources for further guidance:
 - [Guide to conducting research with external organisations](#) (Phase 3: Proposal development, negotiation and approvals)
A Q&A based guide to the phases of partnering as well as available support and resources.
 - [Quick guide](#)
A one-page summary of partnering phases, support and resources.

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CONTRACTS AND AGREEMENTS CHECKLIST

Note: The following checklist is for use by researchers and does not need to be submitted with funding proposals and contracts.

- I have liaised with my Research Partnerships Manager to prepare instructions for drafting and/or review of a research agreement.
- I have familiarised myself with pertinent sections of the draft agreement and prepared necessary schedules.
- I have responded to questions and requested revisions from partner organisations concerning agreement clauses and schedules.
- I have referred to the following resources for further guidance:
 - [Guide to conducting research with external organisations](#) (Phase 3: Proposal development, negotiation and approvals)
A Q&A based guide to the phases of partnering as well as available support and resources.
 - [Quick guide](#)
A one-page summary of partnering phases, support and resources.
 - [Overview of research contracts and agreements, including templates.](#)

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