



Australian Government
Cotton Research and
Development Corporation

Researchers' Handbook 2017-18



June 2017

CRDC Researchers' Handbook 2017-18

Introduction.


Welcome to the **CRDC Researchers' Handbook 2017-18**: a comprehensive guide for researchers to CRDC's investment in cotton research, development and extension (RD&E).

CRDC's purpose is to invest in RD&E for the world leading Australian cotton industry on behalf of cotton growers and the Australian Government. RD&E continues to be a major driver of the Australian cotton industry's success. Our comprehensive research program seeks ambitious outcomes around the long-term environmental, economic and social sustainability of the cotton industry – outcomes that we can only achieve in collaboration with a strong team of researchers.

We have designed this Handbook to provide information and advice to researchers who are interested in applying for CRDC investment funding (with information on the industry's key research priorities, our procurement round process, and our key dates); and for those who are already part of our research collaboration (with a snapshot of key information from our research deed as a ready-reference guide to our agreement).

We wish you success in your research, and look forward to working with you to help enhance the performance of our cotton industry.

If you have any questions regarding the contents of this Handbook, please contact CRDC's Research and Development or Project Administration teams on 02 6792 4088 or via research@crdc.com.au.



Bruce Finney
Executive Director, CRDC

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Section 1: R&D priorities

About CRDC.

The Cotton Research and Development Corporation (CRDC) is a statutory authority established in 1990 under the *Primary Industries Research and Development Act 1989* (PIRD Act). CRDC was established by the Australian Government to work with industry to invest in RD&E for a more profitable, sustainable and dynamic cotton industry.

CRDC is based in Narrabri, the centre of one of Australia's major cotton growing regions and the location of the major cotton research facility, the Australian Cotton Research Institute.

CRDC's purpose is to support the performance of the cotton industry: helping to increase both productivity and profitability of our growers. In 2017-18, Australia's 1,250 cotton growers and the Australian Government will co-invest \$22.4 million through CRDC into RD&E, through an industry levy (of \$2.25 per 227 kilogram bale of cotton) and matching Government contributions (up to a limit of 0.5 percent of industry gross value of production).

CRDC's vision: A globally competitive and responsible cotton industry

CRDC's mission: To invest in RD&E for the world leading Australian cotton industry

CRDC's planned outcome: Adoption of innovation that leads to increased productivity, competitiveness and environmental sustainability through investment and development that benefits the Australian cotton industry and the wider community.

The Australian cotton industry's research priorities.

CRDC has two key stakeholders: cotton growers (through Cotton Australia) and the Australian Government (through the Minister for Agriculture and Water Resources, and the Department of Agriculture and Water Resources).

As such, the research priorities for the cotton industry are set at both the industry and the Government level. CRDC takes these priorities into account in setting its own research priorities, through the development of the CRDC R&D Strategic Plan.

Industry

CRDC is accountable to the cotton industry through its representative organisation, Cotton Australia. As the industry peak body, Cotton Australia is responsible for providing advice on industry research priorities.

CRDC engages with Cotton Australia in a formal process of consultation in the development and implementation of the Strategic R&D Plan including R&D investments. This engagement ensures industry research priorities are regularly reviewed; emerging issues are actively considered; and facilitates the uptake of research in the form of best practices and the overall performance of the Australian industry.

Cotton industry priorities for R&D:

- Invest in the skills, strengths and occupational health and safety of the human resources in the cotton industry and its communities;
- Improve the sustainability of the cotton industry and its catchments;
- Improve the profitability of the cotton industry;
- Create and support a strong, focused and committed research program.

Government

CRDC is accountable to the Australian Government through the Minister for Agriculture and Water Resources. Government communicates its expectations of CRDC through Ministerial direction, enunciation of policy, administration of the PIRD Act, and priorities (Science and Research Priorities and R&D Priorities for Agriculture). CRDC responds to government expectations through regular communication, compliance with policy and legislated requirements, and the development of Strategic R&D Plans, Annual Operational Plans and Annual Reports.

Government research priorities:

The PIRD Act makes provision for funding and administration of primary industry research and development with a view to:

- increasing the economic, environmental and social benefits to members of primary industries and to the community in general by improving the production, processing, storage, transport or marketing of the products of primary industries;
- achieving the sustainable use and sustainable management of natural resources;
- supporting the development of scientific and technical capacity;
- developing the adoptive capacity of primary producers; and
- improving accountability for expenditure upon research and development activities in relation to primary industries.

The Australian Government describes Science and Research Priorities and R&D Priorities for Agriculture.

The Science and Research Priorities are:

- Food;
- Soil and water;
- Transport;
- Cybersecurity;
- Energy;
- Resources;
- Advanced manufacturing;
- Environmental change;
- Health.

The R&D Priorities for Agriculture are:

- Advancing technology;
- Biosecurity;
- Soil, water and managing natural resources;
- Adoption of R&D.

The Cotton Sector RD&E Strategy

The Cotton Sector RD&E Strategy sets out priorities for the cotton industry's RD&E organisations to cooperate on a national basis to address the overall needs of the industry, including:

- Better plant varieties;
- Improved farming systems;
- People, businesses and communities;
- Product and market development; and
- Development and delivery.

CRDC is committed to supporting the implementation of the cross sectoral strategies including climate change, soils, plant biosecurity and water use.

CRDC's strategic R&D priorities.

Taking into account the stakeholder priorities, CRDC establishes its own strategic priorities to be achieved under a five year R&D plan. CRDC is currently operating within the 2013-18 Strategic R&D Plan which outlines our strategic priorities under five programs:

- **Farmers:** Cotton is profitable and consistently farmers' crop of choice.
- **Industry:** The Australian cotton industry is the global leader in sustainable agriculture.
- **Customers:** The Australian cotton industry captures the full value of its products.
- **People:** Capable and connected people driving the cotton industry.
- **Performance:** Measured performance of the Australian cotton industry and its RD&E drives continuous improvement.

The outcomes of these five programs and the associated investment strategies are detailed in the table below. Researchers interested in securing CRDC funding must be able to demonstrate how their proposed research will help achieve these stated outcomes, while researchers already on contract to CRDC must be able to demonstrate how their research contributes to these outcomes.

The CRDC 2013-18 Strategic R&D Plan is available to download in full from the CRDC website: www.crdc.com.au/publications. All researchers are encouraged to have read the Plan before applying for funding (for more on the procurement process, see Section 2 of this Handbook). 2017-18 marks CRDC's final year of operation under the 2013-18 Strategic Plan. The 2018-23 Strategic Plan is currently in development, and will commence in July 2018.

CRDC 2013-18 STRATEGIC R&D PLAN SUMMARY

VISION				
<i>A globally competitive and responsible cotton industry</i>				
MISSION				
<i>To invest in RD&E for the world leading Australian cotton industry</i>				
OUTCOMES				
Farmers Cotton is profitable and consistently farmers' crop of choice	Industry The Australian cotton industry is the global leader in sustainable agriculture	Customers The Australian cotton industry captures the full value of its products	People Capable and connected people driving the cotton industry	Performance Measured performance of the Australian cotton industry and its RD&E drives continuous improvement
STRATEGIES				
Successful Crop Protection Cotton crops protected from pest, weed and disease threats	Respected Stewardship Industry protects its production technologies and its biosecurity	Assured Cotton The integrity and qualities of Australian cotton set global benchmarks for customers	Workforce Capacity A skilled, educated and progressive industry workforce	Best Practice World's best practice underpins the performance of the cotton industry
Productive Resource Efficiencies Inputs for cotton production are optimised	Responsible Landscape Management Industry leads in managing natural assets	Differentiated Products Customers recognise the differentiated value of Australian cotton products	Networks An industry connected by dynamic networks	Monitoring & Evaluation Industry and RD&E performance is captured
Profitable Futures Innovation in cotton production	Sustainable Futures An industry achieving its vision	Competitive Futures The demand for Australian cotton products is positively transformed	Communication Stakeholder information needs are met	Reviews Continuous improvement in industry and RD&E performance

Section 2: Applying for funding

Funding available.

The majority of CRDC's investment funds are allocated to RD&E projects under the annual procurement round process. Projects are generally three years in duration.

The procurement round commences in May for investment in projects that will commence in the following financial year (eg. the round commencing in May 2017 is for funding for the 2018-19 financial year) and researchers and research organisations are invited to apply.

CRDC provides researchers with clarity around the specific outcomes that the Australian cotton industry and Government are seeking to achieve by calling for research funding applications through Expressions of Interest (EOI). More information is available under *the procurement process*.

A small amount of funding may also be made available by CRDC for commissioned projects, which are those the CRDC specifically commissions to achieve selected objectives within the Strategic Plan. An open call is not held for commissioned projects – rather, the CRDC approaches researchers to undertake these projects according to their speciality or areas of expertise. These projects are funded at CRDC's discretion.

Funding for researchers is also available in the form of Travel Grants and Scientific Exchanges. Research organisations may also be interested in hosting a university student for a Summer and/or Honours Scholarship. More information is available under *Scholarships, Travel Grants and Scientific Exchanges*.

The procurement process.

CRDC's annual procurement round is the key opportunity for researchers and research organisations to apply for funding for research into CRDC's priority areas.

The procurement round begins with a strategic review of each of the themes under the CRDC 2013-18 R&D Strategic Plan (involving CRDC, Cotton Australia, the grower advisory panels and CottonInfo) in May to identify the research needs and gaps.

Following this review, CRDC then releases guidelines through an Expression of Interest (EOI) call inviting researchers to submit Full Research Proposals. The EOI guidelines:

- Identify the issue to be addressed
- Provide a brief overview of the project (the idea here is not to be prescriptive, but to allow the researcher to bring their ideas to the project and enable innovation)
- Define the outcomes to be achieved
- State any outputs to be delivered
- Outline selection criteria to be met for the successful awarding of the project.

The EOI guidelines may also provide guidance as to how much CRDC is prepared to invest in a particular area to achieve that outcome.

Once the EOI guidelines are prepared (June-July 2017), researchers will be asked to develop a Full Research Proposal (August 2017) to address the guidelines. These proposals will then be evaluated by the Cotton Australia panels and CRDC's R&D Managers, and recommendations made to the CRDC Board.

The CRDC Board will determine the successful projects, and preliminary advice will be provided to researchers in early 2018 (with final advice given once budgetary approvals have been received from the Department of Agriculture and Water Resources in May 2018).

Key dates.

Item	Date
CRDC to host Strategic review workshop	May 2017
CRDC to prepare EOI guidelines	June-July 2017
Call for Full Research Proposals (FRPs)	August 2017
Researchers to submit FRPs	September 2017
CRDC R&D team to review FRPs	October 2017
Cotton Australia panels to review FRPs	November-December 2017
Recommendations made to CRDC Board	January 2018
CRDC Board decision	February 2018
Preliminary advice given to applicant	March 2018
Approval of Parliamentary Budget Statement by Minister	May 2018
Final advice to applicant. Contracts sent	May 2018
Projects commence	1 July 2018

How to apply.

To apply for CRDC research funding, researchers must follow the application process below.

Please note: all research applications must be entered into CRDC's web-based project-management system, Clarity. In order to submit a proposal, you must first set up a secure account by completing the Clarity Access Form (found at: www.crdc.com.au/for-researchers) and returning it via email to research@crdc.com.au. A username and password will then be assigned.

Application process

1. Download the Expression of Interest Guidelines (from www.crdc.com.au/for-researchers - available from August 2017)
2. Download the Clarity Access form (from: www.crdc.com.au/for-researchers). Complete this form and email it to research@crdc.com.au.
3. On completion and submission of your Clarity Access Form, the CRDC research team will send you a Full Research Proposal (FRP) template for you to complete, along with instructions on how to access and use Clarity.
4. Once your FRP is finalised in accordance with the requirements of your organisation, enter your FRP into Clarity. Ensure you have allowed sufficient time for your administrator to review your FRP.
5. Administrators, on behalf of your organisation please check that the FRP and Clarity detail are the same, and finalise for submission to CRDC as per the Clarity instructions.

Tips for success:

Applicants should be aware that both the Cotton Australia R&D Advisory Panels and CRDC assess research proposals against a range of criteria. Applications for investment funding which do not address the criteria will not succeed.

When developing a submission, keep the following points and questions in mind:

- How will your research fit/complement/add to current or prior R&D? Is it novel R&D?
- How will your research fit into CRDC's Strategic R&D Plan 2013-2018, and what measurements could be used to assess the progress and outcomes of the proposed research?
- What are the expected outcomes of the proposed project? Demonstrate how your proposal represents a sound investment for CRDC's stakeholders.
- Is the research potentially of real benefit to the Australian cotton industry and the community?
- Is there potential for the commercialisation of outputs, and if so, how can this best be put into effect? Or are the outputs more efficiently and effectively exploited by encouraging rapid and free adoption by the industry or the community?
- Where expected outcomes will require adoption by the industry or community to achieve the maximum benefit, what approach is planned to encourage this?
- Are the priority objectives established by Government, CRDC and the industry fully addressed – including industry sustainability and flow on benefits to regional development and the national economy and public good?

Scholarships, Travel Grants and Capital Investments.

CRDC may accept applications for the following types of investment:

- Postgraduate scholarships
- Travel grants
- Scientific exchanges
- Major capital items (>\$10,000)

Postgraduate scholarships

When funding is available, CRDC provides Postgraduate Scholarships to postgraduate (masters or PhD) students to assist with the completion of an industry-specific project. These projects may relate to any field of cotton-research related to CRDC's strategic R&D programs: farmers, industry, customers, people or performance.

The Postgraduate Scholarships are valued at approximately \$36,000 pa, which includes a student stipend of \$30,000 pa and an operating stipend of \$6,000 pa. CRDC will also consider providing an additional six months of stipend support for PhD projects.

To be eligible for a CRDC postgraduate full scholarship or top up scholarship, candidates must:

- Be an Australian citizen or permanent resident
- Undertake postgraduate study
- Receive acceptance at a recognised institution
- Be interested in working in the Australian cotton industry to pursue postgraduate studies relating to the cotton industry or its related activities

Applicants are strongly advised to seek CRDC and industry input before compiling submissions.

Travel grants

Travel applications support current industry researchers and personnel to attend national or international conferences or events which allow them to present their research and/or build their knowledge and professional networks.

Funding of up to \$2,500 is available to cover transport, accommodation and event registration fees. The proposed travel must be relevant to the Australian cotton industry, and CRDC's preference is for research organisations to co-fund travel.

Scientific exchanges

Scientific exchanges provide opportunities for industry researchers and personnel to widen their research perspective, gain a broader research experience, build new knowledge, foster scientific collaboration and stimulate Australian cotton research.

Funding of up to \$5,000 is available to cover travel and accommodation costs of the identified exchange candidate. The proposed exchange must be of benefit to the Australian cotton industry, and CRDC's preference is for research organisations to co-fund the exchange.

Major capital items

CRDC occasionally considers requests for capital investment assistance for items greater than \$10,000 in value.

To apply, or to seek more information on any of these types of investments, contact the CRDC on 02 6792 4088 or email research@crdc.com.au.

Section 3: Information for successful applicants

Project agreement.

Following a decision by CRDC to commit to investing in a FRP, several processes come into play before a project can officially commence.

Preliminary advice

CRDC will provide preliminary advice to the successful research provider concerning the FRP approval decision. At this stage, the project is pending Ministerial approval of CRDC's Portfolio Budget Statement, meaning that financial support for the project is awaiting Ministerial sign off.

Preliminary advice could also include a different budget to what was requested; a request for revised objectives or project detail; and a request for provision of additional Intellectual Property information.

This stage will also include discussions and finalisation on any IP ownership. These details must be finalised in advance of contractual arrangements between the parties.

Final advice

Following Ministerial approval of the CRDC Portfolio Budget Statement, final advice is provided to research providers and the project moves to the contractual stage.

Contracts

The successful research provider will be required to enter into a contractual agreement with CRDC, which contains obligations around:

- IP ownership and exploitation
- Acknowledgment of CRDC's Intellectual Property (IP) policy
- Reporting against milestones, outputs and outcomes
- Financial accountability

Finalisation of contracts between CRDC and the successful research provider includes the following stages and considerations:

- A revised FRP addressing the issues outlined above, if required;
- Completion and signing of Schedule 1: Form of Approval including negotiation of ownership of IP and any third party agreements;
- Completion of Schedule 2: IP Register by the research provider; and
- Completion and signing of Schedule 3: IP Operating Principles by all project team members.

Key contractual information.

Five of the key areas covered by the contract agreed to by the research provider are:

- Financial management
- Intellectual Property (IP)
- Reporting
- Project variations
- Publication

We have included the key information that all CRDC-contracted researchers need to know about these five areas in this Handbook, as a ready reference guide. Further information can be found in the CRDC research deed or project agreement.

Financial management

CRDC procures research by calling for Full Research Proposals (FRPs) with detailed budgets. The FRPs allow the CRDC research managers, CRDC Board and cotton industry representatives to assess the value of each project before allocating our limited financial resources to projects. The FRPs are an essential benchmark that are used to assess the progress of the projects, the milestones achieved and the efficient use of the funds.

The CRDC deed provides contractual obligations on the management of project funds so that:

- The funding is applied exclusively in respect of the heads of expenditure as per the contracted budget (deed clause 41);
- The research organisation must provide their contributions;
- Third party resources are approved by CRDC before they are used for the project; and
- Surplus funds are returned to CRDC.

In addition, the deed requires:

- Research organisations and principle researchers to use CRDC cash only for the expenses that CRDC agreed to fund in the contracted FRP budget;
- Researchers to seek CRDC approval before using CRDC cash for other purposes such as transferring to another head of expenditure, or funding additional staff, operating expenses, or travel; and
- Researchers to obtain CRDC's approval before changing team members, milestones, or milestones dates.

Intellectual Property (IP)

CRDC works with research providers on an individual project basis around intellectual property ownership and technology commercialisation. An IP register is established for each new project application, which records all background IP brought into a project (called background IP), and new any IP proposed to be developed throughout a project (called project IP). In the majority of cases, the research outcomes from CRDC investment will result in technical knowledge, rather than the creation of new technologies/products that require specific IP protection/commercialisation.

As a result, the focus is on developing an adoption pathway for grower uptake of this knowledge – and each research provider develops an 'adoption pathway proposal' to cover this. In a small number of cases where projects do have significant and identifiable background IP and potential project IP, a more detailed analysis, valuation and risk assessment is conducted by CRDC, and an IP position negotiated with the research provider.

CRDC's seven guiding principles for IP management:

1. IP Management is integral to RD&E investment decisions:
 - a) CRDC will seek to manage the IP identified in research projects in such a way as to maximize the benefit to the cotton industry, which will include an assessment of the proposed adoption pathway for each relevant project.
2. IP Management is a means to an end, not an end in itself:
 - a) IP management is the process used to identify and establish rights in IP, appropriately protecting the IP and thereafter to optimize the benefits from IP through exploitation.
 - b) CRDC will adopt a flexible and adaptable approach to IP Management and IP Ownership, including seeking novel models of co-ownership where industry benefit is maximised.
3. IP Management facilitates decision-making on pathways for impact:
 - a) CRDC's research procurement process will require an adoption pathway proposal.
 - b) CRDC requires an exploitation plan to manage the impact of Project IP or Scholarship IP and to assess the benefits of disseminating IP through either public domain, Australian cotton industry domain, commercialisation or further research.
4. IP ownership and use rights must be carefully considered:
 - a) Ownership and use of IP has inherent rights and obligations, including the IP owner's right to secure and benefit from the IP.
 - b) CRDC will ensure appropriate procedures are in place to safeguard the copyright and confidentiality of another party's IP.
 - c) Research providers may be required to demonstrate that they have appropriate IP policies and procedures in place to help protect CRDC IP.

5. "Freedom to operate" can minimize barriers to RD&E investment:
 - a) IP management includes the identification of existing IP rights and the establishment of freedom to operate.
 - b) CRDC reserves the right to request assignment of copyright in works created in the course of CRDC-funded research.
 - c) CRDC may reserve a right of first refusal to purchase another party's share of any IP rights that arise from a CRDC-funded project.
6. "Rights to publish" is part of a broader IP management strategy:
 - a) CRDC acknowledges that public research organisations may require information from RD&E investments to be published as part of their purpose or to allow students to complete their thesis.
 - b) CRDC will ensure appropriate procedures are in place to manage IP owner's rights and confidential information when assessing publications.
7. IP Risk Management Strategies are essential to protect IP rights and benefits:
 - a) Each organization responsible for the generation and management of IP should develop and implement IP risk management strategies.
 - b) Effective IP risk management should strike an appropriate balance between the merits and risks of protecting and granting access rights to IP.
 - c) CRDC will apply appropriate risk management assessment to IP management.

Reporting

Reporting is an important part of working with the CRDC. If you are successful in securing funding – be it under the CRDC Procurement Round, for a Travel Grant or a Scholarship – your contractual arrangement will outline your reporting requirements, such as biannual progress reports, final reports, travel reports and annual financial statements. A summary of the CRDC's required reports is as follows. To assist researchers, templates for all of the reports and statements are available to download from the CRDC website www.crdc.com.au/for-researchers.

Biannual Progress Reports

For all CRDC-funded research projects, a biannual progress report is required every six months (in May and November) for the life of a project (the only exception is the last six months, when a final report will be submitted). For Postgraduate Scholarships, the supervisor of the scholarship recipient is to provide a summary report on the progress of the recipient as part of the May report.

Final Reports

At the conclusion of a CRDC-funded research project, the researchers must provide a final report (three hard copies and one electronic copy) to the CRDC within 60 business days. Final reports will be published on the CRDC website unless deemed to be Commercial In-Confidence or confidential. In this instance, a version suitable for public release will be required.

The metadata system for keywords

CRDC has adopted a consistent system for capturing keywords and other important data about the information contained in final reports. This ensures all work presented by researchers in final reports can be efficiently stored and readily discovered. Each final report presented to CRDC is to be accompanied by a completed metadata file. Importantly, the CRDC system for metadata capture is compliant with current Government guidelines and requirements for web content accessibility (more information here: www.w3.org/TR/WCAG).

For Postgraduate Scholarships, students must email a copy of their plain English summary when they submit their thesis for examination. Once approved, a bound copy of the thesis is to be provided to CRDC together with an electronic copy of the document and the metadata file.

Travel Report

Reporting required for Travel Grants and Scientific Exchanges is dependent on the nature of the travel. CRDC may require a comprehensive report which will be communicated to the applicant at the time of investment approval. In most cases, a report reviewing travel and/or conference participation is due within 30 business days of completing the travel and/or conference attendance.

Annual Financial Statements

CRDC requires researchers to provide an annual financial statement for each project within 40 business days of the end of each financial year. The statement must be in the format provided by CRDC and authorised by an independent accounting officer. If required, this should be accompanied by a carry forward request and/or budgetary transfer.

Reporting and CRDC's Schedule of Payments

CRDC makes four investment payments in a financial year for a research project, one every three months. Importantly, CRDC does not make milestone payments until it receives approved milestone reports from the researcher. CRDC shall withhold final project payments until the final report, final register of intellectual property and final financial statements (or a satisfactory equivalent as determined by CRDC) has been received and reviewed by CRDC.

The following table outlines the project payment schedule:

	Quarter 1: Jul-Sep	Quarter 2: Oct-Dec	Quarter 3: Jan-Mar	Quarter 4: Apr-Jun
Year 1	Signing of contract documents	Not tied to a report	November Progress Report (received & approved by CRDC)	Not tied to a report
Year 2	May Progress Report (received & approved by CRDC) IP Schedule updated (signed and approved by CRDC) Financial Statement (SER) for Year 1	Not tied to a report	November Progress Report (received & approved by CRDC)	Not tied to a report
Year 3	May Progress Report (received & approved by CRDC) IP Schedule updated (signed and approved by CRDC) Financial Statement (SER) for Year 2	Not tied to a report	November Progress Report (received & approved by CRDC)	Final Report (received & approved by CRDC) Final IP Schedule (signed & approved by CRDC) Final Financial Statement (SER) for life of project - any underspend will be refunded to CRDC prior to the final quarter being paid.

Project variations

Before continuing with any variations to an existing contract (such as objectives, milestones, team members, third party resources, cease date etc), research providers must notify CRDC and gain written approval.

If the researcher is aware of the need for a variation to their CRDC-funded project, they are to submit a revised FRP with their bi-annual progress report. The report and the requested variation will then be reviewed by the relevant CRDC R&D Manager.

IP Ownership Changes

Initial IP information is provided by the research provider as part of the contractual documentation for the project. Researchers must regularly review this information and provide CRDC with an updated version within 20 business days of changes occurring.

CRDC will notify the research provider if there has been a change of ownership or usage rights to any background IP it may have provided to a project.

Budget variations

Requests for budget variations must be provided in the bi-annual progress report, or when a financial issue arises within the project, along with justification for the request. Researchers are asked to submit a revised FRP.

Surplus funds of a ceased project

CRDC will raise an invoice for any surplus funds at the end of a project as identified in the financial report. Requests to utilise/transfer surplus funds to other projects at the end of the project will not be considered.

Publication

CRDC recognises how important it is to researchers to publish the outcomes of research, as getting findings out to growers is critical to us too. The CRDC research deed contains a publication clause, relevant to all who receive funding from CRDC – be it for research or scholarships.

The clause relates to approval and acknowledgement of CRDC in all publications (including media releases, journal articles, conference papers, research posters, social and online media, video interviews, dedicated publications and brochures, e-newsletters etc).

The clause asks all CRDC-funded researchers to send materials to the relevant CRDC R&D Manager **before publishing**, for a number of reasons: to check for accuracy, to provide helpful suggestions, to ensure no IP or commercialisation issues, and to provide content for CRDC's Spotlight magazine. It also requires researchers to acknowledge CRDC's funding, so that the two key CRDC stakeholders – cotton growers and the Australian Government – can see where funds are being spent.

Below are the top four requirements under the clause:

- 1. Researchers mustn't publish during their research term, or for one year after their project, except with CRDC's written permission.**
Exceptions to this are: if the project's finished and CRDC has approved the final report; if CRDC has agreed in writing that there are no commercialisation issues; and/or if CRDC has approved the release of information into the public domain. Importantly, CRDC won't unreasonably withhold approval, but it does retain the right to review anything researchers wish to publish to ensure it is ready for publication.
- 2. Any request to publish must contain a copy of the material ready for publication and details of when and where it will be published.**
- 3. CRDC must be acknowledged as a funding source.**
The acknowledgement is to read: *The research provider (insert name) acknowledges the financial assistance (insert details of other assistance) of the Cotton Research and Development Corporation in order to undertake this (insert project details or scholarship).*

The acknowledgement, and its associated disclaimer, can be found in schedule six of the funding deed.

The CRDC logo is available to researchers for inclusion in all CRDC-funded project materials. The logo is available on request from CRDC, and must be applied according to the branding guidelines, outlined in more detail under the *Use of the CRDC logo* section of this document.
- 4. Once published, researchers must provide CRDC with an electronic copy of the publication in high resolution, colour PDF.**

The full deed is available to download from the CRDC website www.crdc.com.au/for-researchers.

Use of the CRDC logo.

The CRDC logo is available to researchers for inclusion in all CRDC-funded project materials. The logo is available on request from CRDC, and is available in two layouts (inline and stacked) and a range of formats (JPG, TIF, EPS, AI).

Inline:



Stacked:



The Australian Government's Branding Guidelines apply to the use of CRDC's logo. The guidelines are available in full at the Department of the Prime Minister and Cabinet's website (www.dpmc.gov.au/resource-centre/government/australian-government-branding-guidelines-use-australian-government-logo-australian-government-departments-and-agencies) or via the CRDC. These guidelines must be referenced when utilising the CRDC logo to ensure correct application.

CRDC research survey policy.

CRDC recognises that in order to complete some CRDC funded R&D projects, researchers may require information from, or access to, cotton growers on the CRDC database for survey purposes.

It is CRDC's policy to minimise the number of surveys sent to growers in any one year, with preference given to the annual CRDC-funded Grower Practices Survey.

Data from the CRDC database is only provided to the contracted researcher conducting the Grower Practices Survey, under strict confidentiality and usability guidelines. Data from the database will not be provided to any other researcher.

All other researchers wishing to have a survey sent out to CRDC's database must work with the Grower Practices Survey researcher to include their survey questions in this survey.

If it is not possible to include the requested survey questions in the Grower Practices Survey – for example, if the survey is too extensive or must be conducted at a different seasonal time – then CRDC will consider a request from a researcher to send a survey out on their behalf.

CRDC's position is to support up to two such requests per financial year, based on a first in, first assessed basis, and only after attempts have been made to include the questions in the Grower Practices Survey. Surveys will only be sent on the behalf of CRDC-funded researchers, and only those who have specified the need to survey in their approved Final Research Proposal.

Glossary

The following terms are frequently used by CRDC in its application forms or in planning and reporting processes. If a term is not listed, and you require clarification, please contact the CRDC Project Administration team.

ABN	Australian Business Number. Provided by the Australian Tax Office (ATO) for Australian residents and corporations only. Consult ATO for the appropriate usage of this identifier.
Aim	The purpose or intention of a research project.
Capital Item	An item of value greater than \$10,000.
Commercialisation or Commercialise	In relation to IP any exploitation of the IP for financial gain and the term commercialised will have a corresponding meaning.
Intellectual Property 'IP'	All present and future rights conferred by statute, common law or equity in or in relation to copyright, trade marks, designs, patents, circuit layouts, plant varieties, business and domain names and inventions, and other results of intellectual activity in the industrial, commercial, scientific, literary or artistic fields whether or not registrable, registered or patentable and whether or not created in Australia or elsewhere but does not include moral rights.
Milestone	Progressive achievement within a research project; a marker of progress towards achieving the direct aims of a project.
Out of Session	An urgent request for funding that is not submitted in the annual competitive funding round.
Outcome	The benefit or impact of a research, development or technology transfer project or program. Can be influenced but not forced or controlled.
Output technology	The results or achievements of a research, development or transfer project or program. Can be influenced but not forced or controlled.
Objective	A goal or the detail required to meet the aims of a research project.
Performance indicator	A way of measuring success towards meeting the aims of a project.
Research project	Research and development project described in a project approval.

For more information

For more information or to discuss any element of the Researchers' Handbook, please contact CRDC's Research and Development or Project Administration teams on 02 6792 4088 or via research@crdc.com.au.