



## *Introductory information for a new project*

This document provides the FORMAT for the information you need to supply as an introduction to a possible new project for which you are seeking ASI funding support.

It is not a form. It MUST BE READ CAREFULLY AND THOROUGHLY so that your responses answer the questions, and take into account the guidelines, under each heading.

This introductory information should not exceed three (3) pages.

It will be used by ASI management to discuss the proposed project with you in order to determine if you will be invited to complete a proposal for ASI funding. If this invitation occurs then this introductory information also will be used to provide feedback to you including, importantly, the financial limit within the total cost of the project that ASI is prepared to consider (including a value-for-ASI's-money consideration).

Please send one (1) copy of this information to the address below PLUS an electronic copy in PDF format to:

Executive Director  
Australian Solar Institute  
CSIRO Energy Centre, 10 Murray Dwyer Circuit  
Mayfield West NSW 2304

P.O. Box 330,  
Newcastle  
NSW 2300,

**Enquires to** Denis Smedley ☐  
Australian Solar Institute ☐  
Ph: 02 4960 6301 ☐  
Mob: 0409 988 651 ☐  
email: [denis.smedley@australiansolarinstitute.com.au](mailto:denis.smedley@australiansolarinstitute.com.au)

**A Project title**

---

**B Submitting Organisation(s) and other project participant(s)**

List the submitting organisation(s) AND any other(s) whose involvement and/or assistance with the provision of knowledge and/or resources (whether cash or in-kind) for the project is likely.

---

**C Contact person(s) and contact details**

Provide the name, position, organisation, address, phone number and e-mail address of the person(s) ASI should contact to discuss this application further.

---

**D Why is this project needed?**

What is the commercial opportunity and/or the technical or commercial problem, either existing now or anticipated, that is driving the need for this project? What sections of industry and/or the community have this real or potential commercial opportunity or problem and are therefore potential users of the project outcomes—in Australia and/or overseas?

---

**E Project objectives**

What do you see as the objectives of this project to satisfy the need for it?

---

**F The idea, technology or technique to be developed**

Briefly describe the idea(s), technology(ies) and/or technique(s) that are the basis of the proposed project; who devised them; and the innovative features of them.

---

**G Project duration**

How long do you think this project will take?

---

**H Rough budget for the total cost of the project**

Provide a rough budget for the total cost to undertake the project. Include in-kind and cash expenditures, and use the following outline:

Heads of Expenditure	Year ending 30 June 20__	Year ending 30 June 20__	Year ending 30 June 20__	Year ending 30 June 20__	TOTAL (\$)
Salaries					
Equipment		<i>SAMPLE</i>	<i>TABLE</i>	<i>ONLY</i>	
Materials					
Subcontract		<i>SAMPLE</i>	<i>TABLE</i>	<i>ONLY</i>	
Travel					
Other		<i>SAMPLE</i>	<i>TABLE</i>	<i>ONLY</i>	
<b>TOTAL</b>					

---

**I Rough sharing of the costs**

Provide information on how the above rough total cost of the project may be met by the provision of cash and in-kind support, indicating which organisations (including ASI) may provide such support.

---