Proposal and Business Case for Capital Expenditure

Strictly in Confidence (Commercial Information to be redacted before distribution)

# Summary

|  |  |
| --- | --- |
| Organisation |  |
| Address |  |
| Contact name |  |
| Email |  |
| Phone |  |
| Other supporting organisation(s) |  |
| Type of Investment: Upgrade/Replacement/New |  |
| Equipment to be purchased |  |
| Expected date of installation |  |
| Purchase cost of instrumentation |  |
| Cost of capitalised maintenance |  |
| Cost of associated capital works\* |  |
| Request for Commonwealth capital funds from NIF A$ |  |
| Request for Commonwealth operational funds from NIF A$ |  |
| Sources of co-investment for Capex |  |
| Sources of co-investment for Opex |  |

\* Cannot include new buildings or major refurbishment

# Goal

What is the ultimate goal of this investment? What impact the investment will achieve? The justification needs to focus on the questions that are being answered, not the solution. (500 words)

# Background

Please summarise any historical background and articulate what national opportunities this infrastructure will enable that cannot be achieved using current infrastructure. Describe how this proposal delivers capability, rather than simply a hardware solution. Include examples/evidence, where relevant. (700 words)

# The Business Case

In completing this section, please ensure your response meets the following criteria:

* 1. address a gap:
     1. World leading
     2. Nationally distinctive
     3. Locally unique
  2. demonstrate strong use case:
     1. Evidence of strong track record of users
     2. Visionary use case with anticipated high impact
  3. demonstrate appropriate resourcing and local expertise
     1. Technological competitiveness (section 9.2) and technical expertise capability
     2. Highly supported by proposing institution and partners
  4. demonstrate high user interest and strong collaboration, both scientifically and financially:
     1. High multi-institutional collaborative utilisation
     2. Connection to national and/or international initiatives and programs, such as clinical trials

## Purpose of the Business Case (Criteria A)

Why is this investment required?

Please:

* define the opportunity or problem in detail,
* analyse options (if similar infrastructure exists in Australia, explain why it can’t deliver a solution to the problem),
* identify benefits and risks, and
* outline the proposal.

(1500 words)

## National/International Leadership (Criteria A)

Describe what is distinctive about this infrastructure, provide detailed outline of the proposed research it facilitates, and how it is going to be leading (how it could result in development of a nationally or internationally leading facility and/or area of research). Include examples/evidence, where relevant. (700 words)

## Potential Users (Criteria B)

Provide details on

* Who will use this infrastructure? Note, as a national capability, this infrastructure must have users, outside of the host institution.
* What is the evidence that they are performing excellent research? and
* How will they benefit from this infrastructure?

Include examples/evidence, where relevant. CV’s and letters of intent from external users detailing the research, for which they plan to use the infrastructure, can be provided in appendix (700 words)

## Outcomes and Impacts (Criteria B)

* Provide details of target outcomes;
* Identify and articulate the potential impacts; and
* Explain the national benefits.

Include examples/evidence, where relevant. (700 words)

## Ecosystem (Criteria C)

Describe the ecosystem, including complementary technologies, local expertise, and institutional and partner resources that would make this a successful investment. CV’s can be provided in appendix. (700 words)

## Business Case Supporters (Criteria D)

Identify existing supporters of the investment and partners for collaboration. Explain how the investment will facilitate multi-institutional collaboration. What national and/or international initiatives does this have the potential to support? Letters of support from partner institutions and industries can be provided in appendix (700 words)

# Implementation Strategy

Define the scope of the project and how it will be implemented. Outline the project phases, major areas of work, and the expected date of completion.

## Governance & Management

Define the potential location and why it’s the best location for this investment. Provide a description of the governance and management structure and how it will ensure delivery of a national capability and the effective and efficient management of the infrastructure/Node. This should include an overview of the strategic decision-making processes and the day-to-day operational management of the facility and/or infrastructure.

## Budget

Provide a detailed and itemised project budget including expected dates that funds need to be released by in order to meet the project implementation deadlines. The budget should include detailed descriptions of expenditure as well as details of confirmed co-investments.

## Sustainability

Summarise the annual operational expenses and expected revenue and how they will affect user access fees. What plans will you implement to ensure maximum utilisation by external users and industry partners? (500 words)

Please also complete the following table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Users Category | Expected No. of Users\*\* | Expected No. of utilisation hours per annum | Proposed access fee/hour A$ | Expected revenue A$ per annum |
| Researchers within the partner organisation |  |  |  |  |
| External publically funded researchers |  |  |  |  |
| Industry for research, which will be published |  |  |  |  |
| Industry for proprietary research, not made available to the wider community |  |  |  |  |
| Other (Specify) |  |  |  |  |

\*\* A User is anyone who registers to access the infrastructure.

# DECLARATION

I confirm that the information in this document is true and correct to the best of my knowledge following due investigation.

I confirm that the requested Commonwealth contribution will be matched through cash co-investment.

Signature

………………………………………………………. Date: dd/mm/yyyy

Name, Position, Organization

# Attachments

1. Copy of quote, purchase order or vendor’s invoice for instrument
2. Evidence of costs of necessary capital works
3. Copy of agreements/letters confirming co-investments
4. CV’s and letters of intent from external users detailing the research, for which they plan to use the infrastructure
5. CV’s and evidence of past performance of the people who will be responsible for achieving the goals of the infrastructure
6. Letters of support from other institutions and industry partners
7. Detailed budget