



RESEARCHERS'
HANDBOOK
2020-21

CRDC Researchers' Handbook 2020-21

Introduction.

Welcome to the **CRDC Researchers' Handbook 2020-21**: a comprehensive guide for researchers to CRDC's investment in cotton research, development and extension (RD&E).

CRDC's purpose is to power the success of Australian cotton through world-leading RD&E. 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 our 2018-23 Strategic RD&E Plan and 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.



Dr Ian Taylor
Executive Director, CRDC

On the cover: Dr Dinesh Kafle, an agricultural scientist at Queensland's Department of Agriculture and Fisheries, and the CRDC-supported ABARES Science and Innovation Award winner for 2020. Dinesh's research project is investigating whether cotton plants can be primed with silicon to boost their defences against fusarium wilt and reniform nematode. His project is germinating cotton seeds in soil with added silicon, before infecting them with the diseases.

Contents.

Section 1: RD&E priorities.....	3
About CRDC	
The Australian cotton industry's research priorities	
CRDC's strategic RD&E priorities	
Section 2: Applying for funding.....	6
Funding available	
The procurement process	
Key dates	
How to apply	
Scholarships, Travel Grants and Capital Investments	
Section 3: Information for successful applicants.....	11
Project agreement	
Key contractual information	
Use of the CRDC logo	
CRDC research survey policy	
Glossary	17

Section 1: RD&E priorities

About CRDC.

The Cotton Research and Development Corporation (CRDC) delivers outcomes in cotton research, development and extension (RD&E) for the Australian cotton industry.

A partnership between the Commonwealth Government and cotton growers, CRDC exists to invest in world-leading RD&E to benefit Australia's dynamic cotton industry, and the wider community. We invest in innovation and transformative technologies to deliver impact, and as an organisation we are ambitious, agile, and adaptive.

CRDC's investments are governed by a five-year strategic plan, and the 2020-21 year marks the third year under CRDC's Strategic RD&E Plan 2018-23.

The plan builds on the success of the preceding five-year plan and provides an ambitious roadmap for CRDC's investments. Through this plan, our aim is to contribute to creating \$2 billion in additional gross value of cotton production for the benefit of Australian cotton growers and the wider community.

The 2020-21 year marks another important year for CRDC in ensuring the third round of strategic RD&E investments under this plan help set the direction for the Australian cotton industry – one of innovation, increased commercialisation and digital transformation.

To help achieve this, Australian cotton growers and the Commonwealth Government will co-invest \$18.7 million through CRDC into cotton RD&E during 2020-21, across approximately 300 projects and in collaboration with around 100 research partners.

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 the Department of Agriculture, Water and the Environment).

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 Strategic RD&E 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 RD&E Plan including RD&E 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. Government communicates its expectations of CRDC through Ministerial direction, enunciation of policy, administration of the PIRD Act, and priorities (Science and Research Priorities and Rural RD&E Priorities). CRDC responds to government expectations through regular communication, compliance with policy and legislated requirements, and the development of Strategic RD&E 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 Rural RD&E Priorities.

The Science and Research Priorities are:

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

The Rural RD&E Priorities 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 RD&E priorities.

Taking into account the stakeholder priorities, CRDC establishes its own strategic priorities to be achieved under a five-year RD&E plan.






2020-21 marks the third year under CRDC’s new Strategic RD&E Plan 2018-23, which contains five key priority areas:

- Increasing productivity and profitability on Australian cotton farms;
- Improving cotton farming sustainability and value chain competitiveness;
- Building the adaptive capacity of the Australian cotton industry;
- Strengthening partnerships and adoption; and
- Driving RD&E impact.

The key focus areas for investments within these priority areas are outlined below. Researchers interested in securing CRDC support must be able to demonstrate how their proposed research will help achieve these outcomes, while researchers already on contract to CRDC must be able to demonstrate how their research contributes to the outcomes.

The Strategic RD&E Plan 2018-23 is available to download from the CRDC website: www.crdc.com.au/publications. All researchers are expected to have read the plan before applying for funding.

CRDC’s Strategic RD&E Plan 2018–23 snapshot

Our purpose	Investing in world-leading RD&E to benefit Australia’s dynamic cotton industry.
Our vision	CRDC: Powering the success of Australian cotton through world leading RD&E.
Our outcome statement	Increased economic, social and environmental benefits for the Australian cotton industry, and the wider community, by investing in knowledge, innovation and its adoption.
GOALS	KEY FOCUS AREAS
 <p>Increase productivity and profitability on cotton farms</p>	<ul style="list-style-type: none"> • Optimised farming systems • Transformative technologies • Protection from biotic threats and environmental stresses
 <p>Improve cotton farming sustainability and value chain competitiveness</p>	<ul style="list-style-type: none"> • Sustainability of cotton farming • Create higher-value uses for cotton • Measurement and reporting throughout the value chain
 <p>Build adaptive capacity of the cotton industry</p>	<ul style="list-style-type: none"> • Science and innovation capability, and new knowledge • Futures thinking
ENABLING STRATEGIES	KEY FOCUS AREAS
 <p>Strengthening partnerships and adoption</p>	<ul style="list-style-type: none"> • Partnerships and collaboration • Best practice (<i>myBMP</i>) • Innovation and commercialisation
 <p>Driving RD&E impact</p>	<ul style="list-style-type: none"> • Impact and effectiveness

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 2020 is for funding for the 2021-22 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 below 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 RD&E 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.

Funding for researchers may also be available in the form of Travel Grants and Scientific Exchanges, depending on CRDC budget availability and the easing of travel restrictions associated with COVID-19. 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 goals under the CRDC 2018-23 Strategic RD&E Plan (through discipline and research priority forums involving CRDC, Cotton Australia, the research advisory panels, CottonInfo and researchers) in May-June 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 2020), researchers will be asked to develop a Full Research Proposal (August 2020) 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 2021 (with final advice given once budgetary approvals have been received from the Department of Agriculture, Water and the Environment in May 2021).

Key dates.

Item	Date
CRDC to host discipline forums/research priority forums	June 2020
CRDC to prepare EOI guidelines	June-July 2020
Call for Full Research Proposals (FRPs)	August 2020
Researchers to submit FRPs	October 2020
CRDC R&D team to review FRPs	October 2020
Cotton Australia panels to review FRPs	November-December 2020
Recommendations made to CRDC Board	January 2021
CRDC Board decision	February 2021
Preliminary advice given to applicant	March 2021
Approval of Parliamentary Budget Statement by Minister	May 2021
Final advice to applicant. Contracts sent	May-June 2021
Projects commence	1 July 2021

Please note: the dates in the table may be subject to change, due to the impact of COVID-19 and associated travel restrictions on the CRDC procurement process. We will notify researchers of any changes as they arise.

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.

Application process

1. Download the Expression of Interest Guidelines (available from August 2020), the Full Research Proposal (word document and excel budget sheet) and Clarity access form from www.crdc.com.au/for-researchers.
2. When you are ready to submit your application, email your completed Clarity access form to research@crdc.com.au.
3. The CRDC administration team will then send you instructions on how to access and use Clarity.
4. 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 details 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 research 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:

- Does your application align with and support the outcomes described in the EOI?
- How will your research fit/complement/add to current or prior RD&E? Is it novel RD&E?
- How will your research fit into CRDC's Strategic RD&E Plan 2018-23, 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 students.

The first scholarship is a PhD top-up scholarship of up to \$10,000 per annum, which can be applied for by those cotton-relevant scholars who are receiving a Research Training Program (RTP, or equivalent) scholarship.

The second scholarship is a postgraduate scholarship, which can be applied for by masters or PhD students, to assist with the completion of a cotton industry-specific project. These projects may relate to any field of cotton-research related to CRDC's Strategic RD&E Plan. The postgraduate scholarships are valued at approximately \$40,000 pa, which includes a student stipend of \$34,000 pa (inclusive of an APA or other funding) and an operating budget of \$6,000 pa. Operating can be increased dependent on the project.

To be eligible for a CRDC postgraduate 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

Interested students are advised to speak to CRDC about available scholarships.

Travel grants

When available, 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 Australian cotton, 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 major capital investment assistance for items greater than \$10,000 in value.

To apply: please follow the application process on the following page. To seek additional information on any of these types of investments, contact the CRDC on 02 6792 4088 or email research@crdc.com.au.

Please note: due to the impact of COVID-19 and the resulting government advice regarding travel, conferences and events, CRDC may not be supporting travel grants and scientific exchanges during 2020-21.

Key dates - scholarships, travel grants & scientific exchanges

Item	Date
Call for travel grants and scientific exchanges - call 1	TBA
Call for postgraduate and summer scholarship applications	October 2020
Call for travel grants and scientific exchanges - call 2	TBA

How to apply - scholarships, travel grants & scientific exchanges

To apply for CRDC postgraduate scholarships, travel grants or scientific exchanges, researchers must follow the application process below.

Please note: all research applications must be entered into CRDC's web-based project-management system, Clarity.

Application process

1. Download the Application form and Clarity access form from www.crdc.com.au/for-researchers.
2. When you are ready to submit your application, email your completed Clarity access form to research@crdc.com.au.
3. The CRDC administration team will then send you instructions on how to access and use Clarity.
4. In accordance with the requirements of your organisation, enter your application into Clarity. Ensure you have allowed sufficient time for your administrator to review your application.
5. Administrators, on behalf of your organisation please check the application details, and finalise for submission to CRDC as per the Clarity instructions.

Please note: due to the impact of COVID-19 and the resulting government advice regarding travel, conferences and events, CRDC may not be supporting travel grants and scientific exchanges during 2020-21.

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.

Preliminary advice could also include a request for a revised FRP to amend objectives, milestones, project budgets or to provide additional information about project details and Intellectual Property (IP).

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

Final advice and contracting

Following Ministerial approval of the CRDC Portfolio Budget Statement, the successful research provider will be required to enter into a contractual agreement with CRDC, which contains obligations around:

- IP ownership and exploitation
- Reporting against milestones, outputs and outcomes
- Financial accountability
- Grant-funded programs

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 and signing of Schedule 2: IP Register by the research provider; and
- Completion and signing of Schedule 3: Project and IP Operating Principles by **all** project team members.

NOTE: When project team members change the new team members are required to sign Schedule 3.

Key contractual information.

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

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

We have included the key information that all CRDC-contracted researchers need to know about these six 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 partners in 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 require CRDC approval before they are used for the project;
- Surplus funds are returned to CRDC; and
- Any grant or external funding is listed.

In addition, the deed requires:

- Research organisations and principle researchers to use CRDC funds only for the types of expenses that CRDC agreed to fund in the contracted FRP budget;
- Researchers to seek CRDC approval before using CRDC funds 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, and any new IP proposed to be developed throughout a project. 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. Each researcher provides an 'adoption pathway proposal' with their research application (FRP). 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 maximise 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 optimise 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 are important and must be carefully considered:
 - a) Clear chain of title is important for any commercial activities
 - b) Ownership and use of IP has inherent rights and obligations, including the IP owner's right to secure and benefit from the IP.

- c) CRDC will ensure appropriate procedures are in place to safeguard the copyright and confidentiality of another party's IP.
 - d) Research providers may be required to demonstrate that they have appropriate IP policies and procedures in place to help protect CRDC IP.
 - e) CRDC reserves the right to request assignment of copyright in works created in the course of CRDC-supported research.
 - f) CRDC may reserve a right of first refusal to purchase another party's share of any IP rights that arise from a CRDC-supported project.
5. "Freedom to operate" can minimise barriers commercialisation and RD&E investment:
- a) CRDC may request that permission to use third party IP and/or background IP rights is secured.
 - b) CRDC may request that a research organisation helps in ensuring that research outcomes do not infringe the rights of others.
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 organisation 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 your contractual arrangement will outline your reporting requirements, such as progress reports, final reports, travel reports, annual financial statements and IP registers. 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/reporting-templates-guidelines.

Progress Reporting

For all CRDC-supported research projects, a progress report is required every six months 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 progress report.

Final Reports

At the conclusion of a CRDC-funded research project, the researchers must provide a final report (an electronic copy) to the CRDC by the date specified in the contract or within 60 business days after the end of the project. Final reports will be published on the Inside Cotton website (www.insidecotton.com) unless deemed to be Commercial In-Confidence or confidential. In this instance, a version suitable for public release will be required.

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.

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 by the date specified in the contract or within 60 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 may be accompanied by a carry forward request and/or budgetary transfer.

Reporting and CRDC's Schedule of Payments

CRDC generally makes quarterly payments tied to reporting milestones. Frequency of payments will now depend on the duration of each contract, type of investment and any special conditions contained in a grant of agreement. CRDC makes four investment payments in a financial year for a research project, one every three months. Importantly, CRDC does not make payments until it has received and approved milestone reports from the researcher. CRDC shall withhold final payments until the final report, final register, intellectual property and final financial statements (or a satisfactory equivalent as determined by CRDC) has been received and approved by CRDC.

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, please discuss with CRDC as soon as possible, and submit a revised FRP and budget. The variation documents will then be reviewed by the relevant CRDC R&D Manager, and considered for approval by CRDC management.

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. Both CRDC and the research provider will notify the other party 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 when a financial issue arises within the project, along with justification for the request. Researchers are asked to discuss with CRDC and then submit a revised FRP and budget document to CRDC for consideration for approval .

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.

Extension requests for CRDC-supported research reports

From 2019-20, requests for deadline extensions for CRDC-supported research reports are subject to a formal approval process. Requests for extensions must be completed on the Report Submission Extension Request form (available on the CRDC website), and submitted to research@crdc.com.au via the research organisation's administration team.

Once received, the request for extension will be considered by the relevant CRDC R&D Manager. Please note: a request for a deadline extension does not guarantee approval. CRDC will respond with the request outcome via return email. This new approach ensures that all relevant parties are aware of the request, and the potential impacts to project timelines.

Publication

CRDC recognises how important it is to researchers to publish the outcomes of research, as getting findings out to growers and other key stakeholders 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-supported researchers to send materials to the relevant CRDC R&D Manager **before publishing** (via the process outlined at the bottom of this page), 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. The full deed is available to download from the CRDC website www.crdc.com.au/for-researchers.

- 1. Researchers must not 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.**
Requests to publish are to be submitted following the process outlined at the bottom of this page.
- 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-supported 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.**

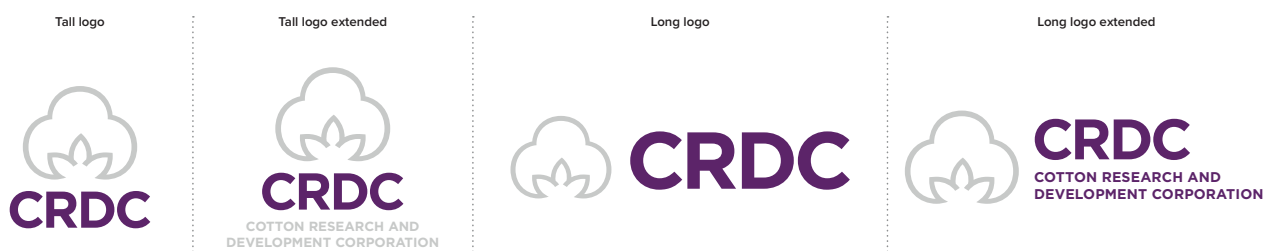
Submission of publications for review by CRDC R&D Managers is to be completed in Clarity, following the process outlined below:

1. Log into Clarity (research.crdc.com.au)
2. Go into your project
3. Click on 'Properties', then 'Communication Documents (Submissions)'
4. Enter the publication details and upload your attachment

If you require assistance, please contact CRDC on 02 6792 4088 or email research@crdc.com.au.

Use of the CRDC logo.

The CRDC logo is available to researchers for inclusion in all CRDC-funded project materials. The logo, and its guidelines, are available for researchers to download from the CRDC website: www.crdc.com.au/brand.



CRDC research survey policy.

CRDC recognises that in order to complete some CRDC-supported RD&E 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-supported Cotton Grower Survey.

Data from the CRDC database is only provided to the contracted researcher conducting the Cotton Grower 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 Cotton Grower Survey researcher to include their survey questions in this survey.

If it is not possible to include the requested survey questions in the Cotton Grower 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 Cotton Grower Survey. Surveys will only be sent on the behalf of CRDC-supported researchers, and only those who have specified the need to survey in their approved Full 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.
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, trademarks, designs, patents, circuit layouts, plant varieties, business and domain names and inventions, trade secrets, know how, confidential information 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, and all other intellectual property as defined in article 2 of the Convention establishing the World Intellectual Property Organisation 1967.
Major capital Item	An item of value greater than \$10,000.
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 objective and anticipated outcomes of a project or scholarship as specified in the relevant Full Research Proposal.
Output technology	The results or achievements of a research, development or transfer project or program. Can be influenced but not forced or controlled.
Performance indicator	A way of measuring success towards meeting the aims of a project.
Research project	Research, development and extension 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.