A shelf with binders on it

Description automatically generated

RESEARCH & DEVELOPMENT  
PROJECT PLAN

**R&D PROJECT PLAN**

R&D Project Plan.docx

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## R&D PROJECT OVERVIEW CHECKLIST

(Please review and tick as appropriate)

1. **Are you undertaking the project (select one):**

In your own right (on behalf of your own company)

as a joint venture

via a contract arrangement

unsure

**Comment**: As the applicant you need to:

* 1. “Effectively own” the know-how, intellectual property or other similar results arising from your expenditure on the R&D activities;
  2. Have appropriate control over the way the R&D activities are conducted; and
  3. Bear the financial burden of carrying out the activities

1. **What preliminary planning work was undertaken prior to project commencement (tick all that apply):**

patent or freedom to operate searches,

scientific or technological literature reviews and searches,

trade journals reviews,

internet searches,

market research,

search open source repositories

feasibility studies,

desk top research.

**Note: Quotes or testimonials from third party consultants/ experts directly or from relevant reports prepared by them that support the quest for and or achievement of new knowledge should be obtained and saved in case of future review/audit**

**Comment**: This is a key requirement in establishing that the focus of the work program was on the acquisition of new facts and knowledge. You must be able to demonstrate that the “knowledge” you are developing is **new to the world and not available in the public arena** on a reasonable accessible basis at the time the activities were conducted.

1. **Has any of the work been undertaken overseas?**

Yes  No

1. **Are or will the results be patentable and how will you protect your Intellectual Property (IP)?**

Have you or will you undertake patent searches?  Yes  No

Will you take out patents, trademarks, keep the IP as a trade secret?  Yes  No

Do contractors and employees sign agreements that you will own the IP?  Yes  No

1. **Documents that will be retained with the R&D work plan to support the technical work undertaken**

Please indicate which documents exist.

In deciding what sample records to provide to help demonstrate the eligibility of registered activities, you should consider each aspect of the definitions of core and supporting R&D activities. **The records that you provide will vary depending on the nature of your business and your R&D activities**.

Examples of evidence that is likely to assist includes:

Project Planning Business plans and approvals documents-**with date stamps**

Record externally sourced information such as literature search/reviews, patent searches, open source searches and scientific journals

Design of experiments- **with date stamps**

Internal emails and communications

Project records and laboratory notebooks - **with date stamps**

Design documents for system architecture and source code - **with date stamps**

Records of trial runs- **with date stamps**

Notes from meetings with project and technical staff. Progress reports and minutes of project meetings

File notations and updated records to track the progress of an R&D activity

Laboratory sheets- **with date stamps**

Technical project documents, test protocols, test results, analysis of test results and conclusions- **with date stamps**

Photographs and videos - use screen shots, smart phone photographs or video. This can be a quick and easy way to record relevant material on a contemporaneous basis

A photo before, during and after an experiment is a great way to capture something that words alone might struggle with

Samples, prototypes, scrap or other artefacts

Contracts with consultants/ contractors specifying work to be undertaken and ownership of IP

Records of resources allocated to the project e.g. asset usage logs -with date stamps

Capture and record specific technical project documentation, including conversations with relevant technical project staff or from external information sources

Keep expenditure records such as timesheets, general ledger entries and invoices to verify the amount of expenditure incurred on R&D activities

Staff time sheets detailing time spent on the Core & Supporting Activities

Tax invoices from consultants/contractors detailing the work that they undertook

Itemised trip reports and records of work undertaken that is being claimed

Management/ board meeting minutes

Documents related to discussion with potential customers or suppliers

Results of background research and scoping, competitor technology analysis, market research/ feasibility studies etc

Quotes or testimonials from third party consultants/ experts directly or from relevant reports prepared by them that support the quest for and or achievement of new knowledge

## r&d project plan template

|  |  |
| --- | --- |
| **REPORT:** *(Insert Project Record No)* | Date: |
| Project Name: | Compiled by: *(Insert personnel name/s)* |
| Project Code / Number: | Innovation Number (if known): |
| Project Start: | Project End: |
| Project Budget: | Project Location: |
| Contractors Engaged: | Affiliates / Project Partners: |

|  |  |
| --- | --- |
| R&D Related Activity | YES / NO |
| Overseas Activity | YES / NO |

|  |  |
| --- | --- |
| **Overall Technical Hypothesis and Objectives of Project**  ***(Max 4000 characters)*** |  |
| **New Technical Knowledge Being Generated**  ***(Max 4000 characters)*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CORE TECHNICAL EXPERIMENTS**  **Each Core Experiment Achieves a Specific Functional Goal/Performance Criteria/Product specification. Lack of documentary proof will result in activity being disallowed.**  ***(each Project can have one or more Core Activities/Experiments – repeat Core Activity Table as needed)*** | | | |
| **1: Core Experiment**  **Name** |  | | |
| **Dates From/To** |  | **Location(s)** |  |
| **Descriptions and Evidence** |  | **Describe Documentary Evidence:** |  |
| **Purpose/Hypothesis of Experiment** |  | | |
| **State of the Art Prior** |  | | |
| **Why is the Outcome Uncertain?** |  | | |
| **What are the Knowledge Gaps?** |  | | |
| **What Scientific Principles is the Experiment Based On?** |  | | |
| **Describe the Steps Carried Out** |  | **Describe Documentary Evidence:** |  |
| **1.** | | | |
| **2.** | | | |
| **3.** | | | |
| **4.** | | | |
| **5.** | | | |
| **6.** | | | |
| **Results of Experiment** |  | | |
| **Conclusions from Experiment** |  | | |
|  |  | | |
| **What New Knowledge was Produced?** |  | | |
| **Why is the New Knowledge Different to the State of the Art?** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **RELATED SUPPORTING ACTIVITIES**  ***(each Core Activity can have one or more supporting activities – repeat Supporting Activity table as needed)*** | | | |
| **1: Name** |  | | |
| **Dates From/To** |  | **Location(s)** |  |
| **Which Core Activity(ies) does this Support** |  | | |
| **How does this have a direct, close and relatively immediate relationship with the Core Activity/ies?** | | | |
|  | | | |
| **Describe Documentary Evidence:** |  | | |

