

Project plan

The RD&I project is defined by the project plan.

The purpose of this document is to provide a detailed plan for the proposed project, and it contains detailed, technical information not included in the online application form. The Project Plan should be completed by the Technical Lead for the project.

This application must provide detailed information on:

- Project Purpose and Objectives
- Proposed Solution
- Project Activities
- Project Team

Project Objectives

The project purpose and objectives represent the reason for undertaking the RD&I project. They are approved by the R&D committee as such and can only be amended with their approval.

All project activities and costs are directed toward these objectives, regardless if they are achieved or not.

Normally a change in project objectives will significantly affect the project costs and activities. In this situation, it is advised to cancel the existing project and make a new application for funding the proposed project.

However, if there is minimal change in the objectives which will not dramatically affect the project costs and activities, amendments can be made by contacting your Development Advisor. Changes will be forwarded through to the R&D Committee.

Proposed Solution

The proposed solution is an initial assessment of how the purpose will be achieved and will understandably vary as new discoveries are made but it is critical that the evolved solution is consistent with the project objectives and costs.

Project Activities

The project activities must also remain consistent with and directed towards project objectives and align with project costs. Changes here are allowed as the project develops.

Project Team

The project team section must list each team member involved. Replacements or addition of members are allowed but must be of similar or equivalent competence to achieve the project objectives.

Project Costs

Projects costs are assigned to the different cost elements of the project, as specified in the Letter of Offer. The costs assigned to any one element can be changed by up to a maximum of 50% provided the overall project cost doesn't increase. These changes are subject to line management approval within EI but are processed automatically and don't require prior approval.

Approval is processed by the EI grant inspection team after the grant claim is made. If assurance is required in advance, then approval can be sought through your Development Advisor.

For a reallocation which exceeds 50% of costs, approval must be obtained from the R&D Committee which can be applied for through your Development Advisor.

Project Schedule

The RD&I Fund Letter of Offer will allow for three claims to be made in the three years after the scheduled project starts.

If a time extension is required to complete the project, an application can be made to EI through your Development Adviser, but it should be noted that time extensions will only be granted in exceptional circumstances.

FAQs

My objectives cannot be achieved, what can I do?

Stop the project, complete your claim documentation and submit your final claim.

You can submit a new application for R&D funding for an alternative project

My project is not working out as planned, what can I do?

Review your purpose and objectives; are they still valid and can they be achieved in another way. If so, create and document a new project plan to do this.

The overall project cost cannot increase and the costs of any individual cost element can't be varied by more than 50%.

If these conditions cannot be met contact your Development Advisor.

The two engineers working on the project have left the company. What should I do?

If possible, reassign the work to other members of staff who are competent to do the work.

It is also possible to assign some of the work to outside consultants, but in this situation neither the overall staff costs or consultancy costs can be varied by more than 50%. If the variation in costs will exceed this amount contact your DA who will ensure that the cost reallocation should be quickly approved

My project is only partially completed, and I have exceeded the project budget. What can I do?

You may continue the project, but you will get no additional grant aid for the additional work or alternatively you may end the project and complete your claim documentation and submit your final claim.

I have reached my final claim date and the project is not finished. What should I do?

1. Talk to your Development Advisor about a time extension
2. Complete your claim documentation and submit your claim.

Is there a limit to the number of extra members I can add to the team?

No. provided you remain within the costs limit