**Expression of Interest**

**Section 1: Research team and experience relevant to the topic**

**1.1 Lead researcher details**

|  |  |
| --- | --- |
| **Name of lead researcher** |  |
| **Organisation/institution** |  |
| **Email** |  |
| **Phone** |  |

**1.2 Additional researcher/s details**

|  |  |
| --- | --- |
| **Name of additional researcher** |  |
| **Organisation/institution** |  |
| **Email** |  |
| **Phone** |  |

*Add additional tables for any further named researchers*

**1.3 Researcher/s experience relevant to the project** (please outline researcher experience and interest relevant to the project focus and objectives using examples of completed or in progress applied and/or scholarly research work)

|  |
| --- |
| *300 word max* |

**1.4 Attach CVs for all named researchers**

**1.5 Please describe any prior experience of the named researchers in preparing research outputs for non-research audiences**

|  |
| --- |
| *300 word max* |

**1.6 Please attach at least two examples of written work by the lead researcher** (examples can include research reports, journal articles, conference papers, submissions to Research Today)

**Section 2: Understanding of the topic**

**2.1 Provide a statement outlining your understanding of the topic and its relevance to VET policy** (references may be included)

|  |
| --- |
| *500 word max* |

**Section 3: Methodological design**

**3.1 Detail the methodological design for the completion of the research insight, including how evidence will be curated and the analytical approaches that will be used.**

|  |
| --- |
| *700 word max* |

**3.2 Detail the contribution of the named researcher/s to the completion of the project**

|  |
| --- |
| *250 word max* |

**Section 4: Timeline and budget**

**4.1 Provide a gantt chart timeline for the completion of the project, including the contributions of named researchers** (In preparing the project timeline, please note the delivery timeline outlined in the call for expression of interest)

**Insert gantt chart**

**4.2 Project budget**

**Please provide an itemised project budget, inclusive of salary/buy out costs for named researchers, consumables and organisational overheads/shared service costs**(In preparing the project budget, please note the maximum budget of $25,000 with ***all costs to include GST***).

**Insert budget**

**4.3** **Please detail a project management plan, including any approaches to ensuring effective communication between the research team and mechanisms for timely delivery of the final Research Insight**

|  |
| --- |
| *250 word max* |

**4.4 Please identify any risks and the steps to mitigate risks** (including those associated with the proposed timeline, researcher availability, changes in organisational/institutional support)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Descriptor​** | **Likelihood​** | **Consequence​** | **Risk Level​** | **Mitigation Strategies​** |
|  | Likely |  | High​ |  |
|  | Possible |  | Medium​ |  |
|  | Not likely |  | Low​ |  |