

Instructions for Institutions Preparing Proposals for Funding under the Research Information Infrastructure Framework for Australian Higher Education

Introduction

The Department of Education, Science and Training (DEST), through the Australian Research Information Infrastructure Committee (ARIIC), is calling for submissions from consortia¹ to further the discovery, creation, management and dissemination of Australian research information in a digital environment.

DEST is looking to fund proposals which help promote Australian research output and help to build the Australian research information infrastructure, through the development of distributed digital repositories and common technical services that manage access and authorisation to these. Submissions should respond to the project parameters and selection criteria set out in this document.

All proposals must be submitted by COB Friday, 8 August 2003

Funding for these activities is available from the Systemic Infrastructure Initiative (SII) of *Backing Australia's Ability*.

Through the SII, the Commonwealth Government is attempting to improve the research infrastructure of Australian higher education institutions on a system wide basis. More detail about the SII is available at http://www.dest.gov.au/highered/research/sys_research.htm

High quality research and research training are crucial to the success of Australian universities and to the economic, social and cultural well-being of the broader community. The theoretical and applied research undertaken within the higher education sector contributes to the development of knowledge and innovation nationally and internationally.

Researcher effectiveness depends on access to, and use of, those resources which constitute the physical and information infrastructures. The provision of physical facilities, such as buildings, equipment and communication networks, is essential to research but of little long-term value if researchers do not have access to the resources necessary to enable them to review the work of other scholars, access information and data in a variety of formats and to disseminate the results of their own endeavours. Indeed dramatically improved management of information provides the basis for advances not previously possible and efficiencies in the way research is undertaken and supported.

Last year, the forerunner to ARIIC, the Higher Education Information Infrastructure Advisory Committee (HEIIAC) undertook consultation with key stakeholders in the higher education sector to identify key needs in higher education research infrastructure. Twelve broad priorities costing approximately \$20 million were identified and accepted by the Government. In making its recommendations to the Minister the Committee was cognizant that not all could be funded in 2003 and recommended the staging of funding. It also recognised the benefits of a structure for coordinating the management of infrastructure programmes funded by the SII. Priorities identified were:

- Discovery and Management of Research Information
 - Research Discovery Mechanism

¹ Consortia may include organisations that are not part of Schedule 1, but must be led by an institution listed in Schedule 1 of the *Higher Education Funding Act 1988*.

- Subject Gateways
- Research Information Skills Training
- Access to Research Information Resources
 - Humanities and Social Sciences Resources – JSTOR
 - Refereed Journal Literature – ISI Web of Science back files
 - Non-Bibliographic Data Sources
 - Storage Facilities
- Creation and Dissemination of Australian Research Information
 - E-print Repositories
 - Digital Theses
 - E-publishing
 - Managing Access to Digital Publications
 - Australian Publications and Manuscripts

This framework also offers a coherent approach to identifying gaps and opportunities for other development in the higher education information infrastructure as time goes by. Common to each of these priorities identified above is the need to develop and implement new and powerful research information discovery mechanisms, organisational methodologies and solve the pressing problems associated with access management. These proposals have much in common with issues relating to the provision and management of access to scientific data sets for Australian researchers.

Although many of the activities are interrelated, they have hitherto been approached as separate endeavours with specific objectives which were often at variance. Consultation with stakeholders and regard to international developments show that the development of research information infrastructure is likely to include a central role for institutional repositories of knowledge and information that are populated by information and knowledge created by higher education researchers, and managed by institutions that accept the custodial responsibility.

The way ahead for Australian institutions is likely to be based on an approach which sees the convergence of technical architectures and applications relating to institutional repositories, discovery services and the application of Grid technologies. There are a range of services which are common to these approaches. These along with the developments in institutional repositories need to be considered as parts of a coherent solution if unnecessary duplication of effort and resources is to be avoided.

Project need

There is a strong feeling in the international academic community that the time is right to consolidate and sustain, in a systemic fashion, information infrastructure for higher education. A compelling case can be made in support of this assertion based on the premise that there is now sufficient agreement on functional requirements and technical architectures to facilitate the orderly building of sustainable information infrastructure.

This agreement to build a systemic information infrastructure has come about through a convergence of thinking in three main streams of development, namely:

- research knowledge repositories and services;
- Grid computing applications relating to the storage and use of large scale datasets; and
- e-learning repositories and services.

All are important, but the emphasis for the purposes of this funding will be directed towards developing capacity to support research information infrastructure and in particular the development of the first two points.

Australia is a comparatively small country and investments in improvements to the national research infrastructure network are generally recognised to be beyond the capacity of a single institution. DEST recognises the importance of capitalising on the many possibilities that may be

engendered by vendors and organisations providing responses or solutions. Any proposals will need to clearly address issues relating to the interest of the research sector and the nation and will need to show they:

- are collaborative in terms of stakeholders and strategic partners;
- provide common solutions with wide applicability;
- build on best practice both within Australia and internationally;
- are willing to document and share expertise; and
- adopt a standards based approach or where proprietary solutions are proposed, demonstrate that the system is interoperable with other systems.

Projects

At its broadest level DEST through ARIIC is seeking to develop common repository infrastructure framework for the management, discovery and dissemination of Australian research information and taking into account the potential application of Grid technologies. This would comprise:

- a distributed, federated network of repositories, often but not always in a higher education setting;
- capacity to network more than one repository in each institution and across institutions;
- highly configurable institutional access management;
- metadata schemas and other descriptors consistent with international standards;
- agreement between institutions on application profiles;
- provision of central harvested metadata repositories and/or federation capabilities for distributed data sets; and
- coordinated research information discovery services that develop in line with advances in this area.

As a first phase, DEST is seeking submissions from consortia who will develop demonstrator projects which take both a strategic and collaborative approach to the development of information infrastructure "building blocks" that will provide a common repository infrastructure framework and show how these will interoperate. Two key types of demonstrators are envisaged.

The purpose in using demonstrators is to show possible pathways or approaches to solving complex and interrelated problems. It is not anticipated that any submission will present a total solution. Rather the outcome of these projects will point the way, allow for diverse needs and flexible approaches to individual requirements.

Implementation and support for institutional repositories

The first type of demonstrator involves the development of institutional repositories which broadly support a conceptualisation of the projects identified by HEIAC in terms of the creation, management, discovery and dissemination of Australian research. In broad terms these might aim to:

- be a repository that allows and houses the creation, publication and dissemination of information to institutional research output (e-print repositories, the publication of digital theses and e-publishing initiatives, or unpublished works);
- manage a range of digital collections that are derived from raw data created as part of investigative processes, unpublished research findings, print or digital publications, data sets, all manner of digital objects, images, audio resources;
- be archives to preserve digital content; and
- control and manage access to research information, including digital rights management to individual repositories and between repositories. (See Common Technical Services below.)

Common to each of these areas is the need to develop and implement new and powerful research information discovery mechanisms and organisational methodologies. This demonstrator will broadly reflect the scholarly communication system but will have much in common with issues

relating to the provision and management of scientific data sets for Australian researchers. Grid based computing is addressing part of the solution by bringing researchers together.

In order to participate or undertake new forms of multi-disciplinary and cross-disciplinary research, researchers must be able to easily, quickly and reliably access the huge volumes of complex data as well as suitable processing and analysis tools. Grid based computing provides part of the solution by bringing researchers “together”, facilitating access to different and often non-centralised resources and data repositories, computer packages and computing power through web browsers and the power of the internet. There is a pressing need for large-scale, enduring, professionally managed/curated information and data repositories, where a major challenge is to provide interoperability between disparate types of repositories.

Common technical services

The second type of demonstrator should suggest a way ahead for the pressing problems associated with access management and other common technical services. Of crucial importance to the future interoperability between repositories is the development of common technical services. Increasingly there will be a need to link between repositories within and across institutions such as where the results of research might appear in a scholarly “journal” or on an institutional repository with a link to the live data. Similarly within each system there is a need for seamless access to information, the ability to create and discover information, and use the tools of the internet. Generally, such access will only be possible through an access management system. This demonstrator will deal with common technical services that are necessary to access one or more digital repositories.

The distinguishing common feature arising out of these parallel streams of development is the recognition that distributed repositories for scholarly information or for management of large databases share a need for common services, such as:

- authentication including identity management;
- authorisation services;
- search services;
- digital rights management; and
- metadata support services.

These common technical services can then be used by applications which provide specific services to end-users. At the applications level, each of the development areas has its own unique challenges. In this particular demonstrator, the focus is primarily on access management infrastructure to support authentication and authorisation services required by the other demonstrator projects relating to interoperable scholarly information repositories.

For the past decade the issues of authentication and authorisation have been persistent challenges for all parties involved in providing and delivering digital scholarly information services. There is now a developing consensus in the international world of scholarly information provision that some form of meta-access management infrastructure is required to sit over and above the multitude of institutional and service provider authentication systems to ensure the matching of people, services and resources.

The explicit assumption underpinning such an approach is that there is no one solution to authentication and that a variety of single sign-on methods are required which can be invoked according to the specific requirements of any given legacy system.

Such an access management regime would be designed to ensure that search, discovery and retrieval services are supported by a robust, distributed flexible authentication and authorisation infrastructure.

It would ensure also that appropriate people under the appropriate contexts will gain access to valuable data, information and knowledge applications and to communities of interest. The aim

therefore, should be to provide a scalable roadmap for supporting the research information access needs of the Australian research community. While there may be scope for multiple technical approaches to the provision of such access management infrastructure, the following features are deemed desirable in terms of overall design:

- Access management components should have an extendable modular architecture for the incorporation of existing and future common services.
- In accordance with international best practice, a layered systems architecture is called for which clearly demonstrates how the component parts interoperate in distributed service environments.
- A demonstrated commitment to open technical standards and, where appropriate, open source applications.
- Incorporation of machine-readable descriptions of policy and business information.
- A commitment to protecting the privacy and anonymity of users.
- Minimal demands on existing legacy systems and services.
- Incorporation of international best practice solutions.

Incremental growth, within an overall access management framework, is regarded an appropriate strategic approach for this particular demonstrator project. While the main thrust of the project should be to provide access management in support of common services for scholarly information repositories and Grid data repositories, it is acknowledged that e-learning will require similar common services. There is a need therefore to ensure cross-fertilisation in terms of service and technical convergence.

Common expectations

Developments in these areas are rapid, with many possibilities and vendors and organisations providing responses or solutions. A key driver is the need to provide a national research information infrastructure framework that is adaptable to change. It will therefore be important for proposals to have regard to:

- adopting a standards-based approach. Proprietary solutions will not be encouraged. However where they are used it will be up to the organisation or vendor to demonstrate interoperability between solutions and solution components;
- the scalability of solutions; and
- building on best practice both within Australia and internationally.

Expected outcomes of the funding

The expected outcomes from the demonstrator projects include:

- rollout of facilities that can cope with a range of data types and management approaches;
- repositories which will be populated ensuring a critical mass of content;
- templates and exemplars for institutions wishing to install and maintain multi-purpose repositories;
- a means of preserving digital knowledge resources;
- an approach that offers considerable advantage in terms of shared developments;
- opportunities for researchers to continue to exploit existing infrastructure including traditional publishing, with improved IT tools;
- an open and flexible approach to provision of software and technology solutions; and
- any software developed within the project must be made freely and publicly available as documented open source code.

In addition, all successful proposals will be expected to widely disseminate the results of their work.

Administrative arrangements

The acceptance and assessment of proposals and subsequent management of successful proposals will be in accordance with the programme guidelines for the Systemic Infrastructure Initiative at http://www.dest.gov.au/highered/research/sys_research.htm#guidelines

Eligible institutions

The SII has its legislative base in the *Higher Education Funding Act 1988* (HEFA). Under the SII, only higher education institutions listed in Schedule 1 of HEFA are eligible to receive funding directly. In practice, as the vast majority of projects are expected to be collaborative, one eligible institution will act as the lead institution for a project. Funding will be channelled through this institution who will manage funding and reporting on behalf of the other partners or beneficiaries. Partners need not be listed in Schedule 1 of HEFA.

Making a proposal

Proposals must be authorised in writing by the Chief Executive Officer of the institution or their formal delegate. Where partnership agreements are in place, the proposal must be clearly endorsed by the senior executive of each partner authorised to make commitments on behalf of the organisation; such as the Vice-Chancellor of a University or the CEO of an industry partner.

If applications address issues which are addressed in another proposal and the objectives of the projects appear to be complementary, DEST may approach the applicants to discuss the possibility of a joint project. Institutions will be strongly encouraged to collaborate where there is significant overlap between proposals.

In most cases it is expected that proposals will require the collaboration of a number of institutions and, where appropriate, industry partners. In such cases funding will be provided to one eligible institution who will manage the money and project reporting on behalf of the other partners.

Where other sources of funds, such as from internal or from other private, Commonwealth or State Government sources are to be used, or have been applied for, they must be clearly identified in the proposal. This use of alternative funding sources will not disadvantage the application for SII funds, as long as it is clear that there is no overlap in the use of the proposed funding.

In cases where some significant changes have occurred in the way in which responses to infrastructure might be addressed and further funding is sought, an evaluation must be conducted before consideration is given to any proposal.

Proposals for funding may include the costs of the purchase, hire, installation and maintenance of specialised equipment and software together with salaries and services for technical and support staff to manage and run approved projects. It is not envisaged that funding will be approved to subsidise existing projects or to provide for substitution of staff in projects.

Use of funds

Funding is provided for a particular purpose and must not be used for any other purpose unless prior approval is obtained in writing from the DEST Programme Delegate for the SII.

Use of Commonwealth Government funds provided under the SII must be transparent to enable full accountability of the funding. The lead institution will be required to report regularly on progress with the project and to provide other specified management information, such as cash flow reports.

Approval of funding

The Minister for Education, Science and Training determines the allocation of funding under the SII.

DEST will assess the proposals in terms of the selection criteria and available funds and may invite members of the sector with expertise in the relevant area to assist them with the assessment. DEST will then make recommendations to the Minister based on these assessments; however the Minister has final approval of funding.

Selection criteria for proposals

Proposals will be evaluated against the following criteria:

- ***The need for the proposal***

The application must provide clear evidence of the overall need for the project proposed in terms of the strategic and long-term benefits for the higher education sector in Australia as a whole and identify the specific outcomes that will be derived.

In addressing this criterion institutions should indicate:

- what the scope is of the proposed project, ie what specific elements will be covered and what are the intended outcomes, and where possible how these will be measured;
- what systems, software will be used (Note in choosing a software partner it is recognised that it may not be desirable to lock this in until the project is underway. However the successful bid would need to report this at the first milestone.);
- what will be developed, eg software, templates, training materials, etc; and
- what the timeframe will be – it is expected that much of the work will be completed within twelve months.

- ***The relevance and significance of the proposal in terms of the objectives of the Systemic Infrastructure Initiative as described in Backing Australia's Ability***

The application should indicate relevance to sector-wide needs and priorities and demonstrate that the proposal is an innovative approach. Proposals must call for support of infrastructure rather than research per se and should not ordinarily seek recurrent funding. The proposal should also demonstrate that it is appropriate for the Commonwealth Government to provide funding.

In addressing this criterion, institutions might address issues such as:

- the impact of using common solutions with wide applicability;
- the role and importance of open access with regard to institutional digital repositories;
- the impact of sharing expertise and collaboration; and
- the impact of promoting Australian research output and digital repository initiatives.

- ***The cost-effectiveness of the proposal***

The application must clearly demonstrate that the proposal is a cost effective response to an identified problem and will generate savings or productivity gains through its application.

In addressing this criterion institutions need to provide:

- a total budget and source of funds for the proposal, by calendar year, detailing type of expenditure and identifying consortium partner components (see Format for Proposals).

Support for research effort is a critical part of the service focus of institutions and thus to the efficiency and effectiveness of those services. In addition to institutional level cooperation, institutions might also outline:

- o how their proposal will contribute to enhanced services, skills and practices, eg working towards cultural change, building communities of practice, networking and sharing knowledge, and skills development to ensure optimum spread of the benefits.

- ***The effectiveness of cooperative arrangements between institutions***

The application should detail the nature and degree of cooperation between collaborating institutions:

- o what institutions or groups will be participating, and how each will contribute to the project; and
- o how will the bid team involve other institutions.

Where possible (and relevant) applications should show the extent of financial or other support from collaborating institutions, and any other access and resource sharing and the commitment of each collaborating institution.

- o The personnel to be involved in the project (it is not necessary to provide a CV, just a brief outline of their role and expertise that they bring).

- ***Capacity to sustain the activity in the future***

Where relevant, the application should bear in mind future requirements and outline strategies to sustain the project beyond the period of Commonwealth funding.

Institutions should be mindful that in any infrastructure developed under this project the enabling architecture should be both effective and reasonably future proof. In addressing this criterion, institutions might:

- o provide a rationale for a sustainable solution to the need for archiving and preservation;
- o outline trialling ways of embedding new practices into existing processes;
- o identify potential business models; and
- o demonstrate the various levels of institutional commitment.

Conditions for financial assistance

Conditions of financial assistance under Sections 23 and 108 of HEFA apply to the SII. All auditing and accounting relating to a grant under the SII must comply with Australian Auditing Standards and Australian Accounting Standards.

Financial assistance is made at the discretion of the Minister for Education, Science and Training. Conditions, additional to the above and at the discretion of the Minister, may sometimes apply.

Payments

Financial assistance for successful proposals will be paid to an eligible institution as part of their operating grant. The funding will be covered by conditions of assistance and must be acquitted at the end of the funding period to ensure that the funds have been used only for the purpose specified.

Financial assistance under the SII will normally be allocated on a calendar year basis. The timing and proportions of grants to be paid during the year are determined by the Minister (under Section 111 of HEFA), following consultations with the institutions concerned. Funds are paid under

Section 23 of HEFA and are subject to available funds. Details of funding, including payment amounts, are provided to institutions in correspondence from DEST.

Reporting

The administering Institution must submit management reports for the approved project to DEST for the period ending 30 June and 31 December in each year of the term of the Agreement. The management reports must be in the form notified by DEST and are to be submitted within 28 days of the end of the reporting periods. The management reports must include the following details with respect to the approved project:

- progress to date; and
- a cash flow report showing both budgeted and actual revenue and expenditure to date.

DEST will also monitor institutional performance and progress towards expected outcomes, in relation to any financial assistance provided under the SII, through institutions' profiles submissions and the Joint Planning Committee consultations between the Commonwealth Government and State/Territory education authorities.

Accountability

Administering institutions must provide an acquittal statement for each year of assistance to the Minister. The acquittal must be included as a Note to the Institution's annual audited financial statements and must comply with any guidelines that DEST may issue and are in force from time to time for the preparation of annual financial statements by Australian higher education institutions.

Any funds that have not been spent, or have not been spent in accordance with this section of the guidelines, or have not been approved to be carried forward, may be recovered by the Commonwealth after the reconciliation of the audited statements has been completed. Recovery of funds will be in accordance with Section 108 of HEFA.

In all cases, the recipient is to interpret the requirements in the Act and the programme guidelines, and otherwise to act so as to optimise the achievement of the Commonwealth's objectives for the SII and the probity, efficiency and quality of its administration of funding, taking account of any additional written material provided by DEST.

Confidentiality

Institutions should clearly mark their applications 'confidential' if they wish DEST to regard them as such. Confidentiality of information provided in application documentation will be respected and the Commonwealth will take appropriate steps to secure such information.

Freedom of information

All documents held by DEST are subject to access under the *Freedom of Information Act 1982* (FOI Act) unless exempt in accordance with the Act. Any information created by a Systemic Infrastructure Initiative funding recipient and provided to DEST is subject to the *Freedom of Information Act 1982*.

A request may be made under the FOI Act for access to funding requests. Should a request be made under the FOI Act, for access to documents which may contain sensitive or confidential information, a decision to grant or refuse access by the Commonwealth Government would be made only after consultation with the funding recipient concerned. Such consultation would be without prejudice to any decision to release the information, which is ultimately determined by the requirements of the FOI Act.

All Freedom of Information requests are referred to the Director, Litigation and External Review Section, Legal and Business Assurance Branch. Decisions regarding requests for access will be made by the authorised officer in accordance with the requirements of the *Freedom of Information Act 1982*.

Privacy

DEST is bound by the provisions of the *Privacy Act 1988* (the Act), which is available at <http://www.privacy.gov.au/publications>. Section 14 of the Act contains the Information Privacy Principles (IPPs), which prescribe rules for handling personal information.

The Agreement to Conditions of Financial Assistance requires SII funding recipients to comply with the IPPs contained in section 14 of the Act in relation to the collection, access, security and storage, use and disclosure of personal information.

Specifically, the Act provides that DEST must tell a person from whom they are collecting personal information, why that information is being collected, under what power or Act the information is being collected and to whom the personal information may be disclosed.

All forms collecting personal information must contain a privacy notice.

Complaints against DEST about breaches of privacy and requests for advice about privacy should be referred to the Litigation and External Review Section, Legal and Business Assurance Branch, in the Department's National Office. Privacy complaints can be made directly to the Federal Privacy Commissioner, however the Federal Privacy Commissioner prefers that DEST be given an opportunity to deal with the complaint in the first instance.

Acknowledgements, publications and publicity

The outcomes of projects are expected to be communicated to the research community and, where appropriate and possible, to the community at large, unless there are specific reasons that make this inappropriate.

When, at any time during or after completion of a project, the Institution publishes promotional material, books, articles, television or radio programmes, web sites, newsletters or other literary or artistic works or lays foundation stones/plaques which relate to the project, the Institution shall acknowledge, at a prominent place, the support of the Systemic Infrastructure Initiative as part of the Commonwealth Government's *Backing Australia's Ability*.

Format for proposals

Proposals should be prepared simply and economically, with a font no smaller than Times New Roman 12 point. The proposal should have three parts: a title page which includes a summary of the proposal; a separate budget page; and the main body [approximately 8-10 pages]. Support documents are not counted in the 8-10 page limit.

Claims must be supported by genuine evidence, including objective data where available. Institutions should particularly note that they will be considered responsible for any failure to draw the Commonwealth's attention to any relevant evidence in support of the proposal. If a funding request has been or is being submitted to any other funding source, applicants must indicate the level of funding obtained, or being sought, and must list all existing funding from all sources. DEST may liaise with other funding agencies to discuss any overlap between applications in order to avoid duplication of funding. Institutions should also note that giving false or misleading information is a serious offence attracting substantial penalties under Commonwealth criminal law.

Proposals must meet the requirements of the programme guidelines and be authorised in writing by the Chief Executive Officer of the institution or their formal delegate by way of a cover letter indicating the title of the proposal, a summary of the proposal, the name of the chief investigator

and the name of the lead institution. Where partnership agreements are in place, the proposal must be clearly endorsed by the senior executive of each partner authorised to make commitments on behalf of the organisation.

Title Page

The proposal should have a **title page** that includes:

- the title of the project (please keep title short and precise);
- the name of the institution that will be the recipient of the grant and the name or names of other institutions involved, industry partners and other bodies;
- the team leader for the project, telephone, facsimile number and email address;
- the contact officer responsible for the administrative and financial management of the project, telephone, facsimile number and email address;
- a short summary statement on the project, of no more than eight (8) lines which may be used in information to be distributed to other institutions; and
- the amount of funding sought from the Commonwealth, by calendar year.

Budget Page

A separate **budget page** is required. The total budget should be in table format, by calendar year, clearly defining all contributions from **all** partners. If the project is to involve funding from the Commonwealth, State or other sources in addition to the SII, this is to be indicated.

Some funding may be provided to assist with project management associated with the proposal. Similarly some measure of funding may be provided for expertise and the development of training materials. But there must be a clear link to the project. It is envisaged that most of this sort of funding would go to the lead institution. However requirements will need to be spelt out clearly in the budget that accompanies any proposal.

Funds will not be provided to support on-going, recurrent costs of existing institutional repositories or systems. Where further work is envisaged it will be up to proposers to demonstrate that the proposal is different or sufficiently innovative to warrant the application of SII funds.

Institutions or partners are expected to provide capital and major items of equipment and meet recurrent costs through their operating grants.

Funding will not be provided for travel beyond that which is essential for the project or for the conduct of conferences and fora except where approved by DEST.

Institutions are expected to cover any costs associated with administering this funding.

Main Body

The **main body** of the proposal must address all the criteria in the Instructions, should be approximately 8-10 pages in length and should be presented under the following headings:

- background and context;
- the objectives of the project;
- what will be done in the project (eg, the programme to be developed, services to be provided, facilities to be established, products to be developed, activities to be undertaken);
- intended outcomes of the project;

- usefulness of the project for other higher education institutions and the community at large;
- whether information will be disseminated to other institutions; and
- implementation timetable.

Number of proposal copies

The applicant must send the original proposal with original signature plus two copies of the proposal [total of three copies] to either of the addresses listed below.

Due date and contact details

All proposals must be submitted by COB Friday, 8 August 2003

All correspondence and project proposals should be addressed to:

Branch Manager
Innovation & Research Branch
Higher Education Group
Department of Education, Science and Training
GPO Box 9880
CANBERRA ACT 2601

Project proposals that are being hand delivered should be sent to:

Branch Manager
Innovation & Research Branch
Higher Education Group
Department of Education, Science and Training
16-18 Mort Street
CANBERRA ACT 2601

Couriers should telephone Katherine Schmutter on 6240 5290

Further advice and information can be obtained from

| | | |
|---------------------|--------------|--|
| Margot Bell | 02 6240 7639 | margot.bell@dest.gov.au (from 21 July 2003) |
| Ann Maloney | 02 6240 9828 | ann.maloney@dest.gov.au |
| Katherine Schmutter | 02 6240 5290 | katherine.schmutter@dest.gov.au |