**Torres Strait Scientific Advisory Committee research application 2021**

*Please note TSSAC research applications have changed. There are no longer pre proposals. As such, please complete all sections of this proposal. You are also required to attach a copy of your stakeholder engagement strategy and community consultation plan with your proposal. See Attachment A for instructions on completing these documents.*

#  SECTION 1 - ADMINISTRATIVE SUMMARY

|  |  |
| --- | --- |
| **Project title:** |  |
|  |
| **Applicant (organisation or person):** |  |
|  |
| **Contacts** |

Administrative

|  |  |  |  |
| --- | --- | --- | --- |
| Title/Name: |  | Phone: |  |
| Position: |  | Email: |  |
| Organisation: |  | Postal address: |  |
| Principal Investigator (person) |
| Title/Name: |  | Phone: |  |
| Position: |  | Email: |  |
| Organisation: |  | Postal address: |  |
| Co-investigator (s) |
| Title/Name: |  | Phone: |  |
| Position: |  | Email: |  |
| Organisation: |  | Postal address: |  |
| Co-investigator (s): |
| Title/Name: |  | Phone: |  |
| Position: |  | Email: |  |
| Organisation: |  | Postal address: |  |
|  |
| **Planned Start and End Date** |
| Start Date: |  | End Date: |

PROJECT BUDGET: (Excluding GST)

**SECTION 2 – PROJECT BUDGET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial Year** | **AFMA** | **Applicant (in kind)** | **Applicant (cash)** | **Other** |
|  | $0.00 | $0.00 |  | $0.00 |
|  | $0.00 | $0.00 |  | $0.00 |
|  | $0.00 | $0.00 |  | $0.00 |
| **Totals** | $0.00 | $0.00 |  | $0.00 |

**SECTION 3 – PROJECT DESCRIPTION**

**Background and need** (max 250 words)- *detail any important background relating to the project. Why it is important and being proposed (need). Any related projects or other information the TSSAC should know when considering it for funding.*

## Objectives / performance indicators (max 250 words) - *list the major objectives or planned outcomes of the project. These will form your project milestones (Section 5):*

**Consultation and Engagement** – *Note: community consultation is required with key Torres Strait community stakeholders as a part of a TSSAC research project application being considered for funding.*

*This consultation will be required following conditional approval of a research proposal by the TSSAC. In order to facilitate this consultation, you are asked to develop a “stakeholder engagement strategy” and “community consultation package” as part of this research application. Please follow the instructions at Attachment A.*

*If there has been any initial consultation and engagement with Torres Strait communities already for this project, or for similar projects in the past, please outline with whom and the key outcomes. Please also outline any other consultation you have completed with other stakeholders too. (.*

**Methods** **(max 250 words) –** *Detail the methods that will be used to undertake this project.*

**Planned outcomes and benefits (max 150 words) –** *this should include how the research will be used by management to benefit the fishery and other stakeholders:*

**Project extension (max 100 words)** *- are there possible future research options that could result from this project?*

**Risk Analysis -** *be sure to consider risks specific to conducting research in the Torres Strait including community support or lack there-of.*

## Related Projects and Research Capacity (max 100 words) *- Are there any past or current projects relevant to this proposal funded through the TSSAC, TSRA, FRDC or other organisation? Outline the Investigators’ experience in the proposed research and Torres Strait region.*

**SECTION 4 - Schedule of Payments**

*As a general rule, up to 10% of the total project cost may be provided as an initial payment and a minimum of 30% of the total project cost must be left for the final report.*

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Deliverable date (Please refer to instructions)** | **Schedule of AFMA****payment(s) (excluding GST)** |
| Initial payment on signing of contract |  | $0.00 |
|  |  | $0.00 |
|  |  | $0.00 |
|  |  | $0.00 |
|  |  | $0.00 |
| Draft final report |  | $0.00 |
| Final report |  | $0.00 |
| **TOTAL** |  | $0.00 |

**SECTION 5 - Description of Milestones**

*Details on each milestone must provide sufficient information to justify the milestone cost and should match the performance indicators. The description field will describe the work to be completed for that milestone with the justification field elaborating further on the categories of cost - for example salary.*

|  |  |  |
| --- | --- | --- |
| **Milestone:** |  | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Year** | **Salaries** | **Travel** | **Operating** | **Capital** | **Total** |
|  | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |

**Description:**

**Justification:**

|  |  |  |
| --- | --- | --- |
| **Milestone:** |  | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Year** | **Salaries** | **Travel** | **Operating** | **Capital** | **Total** |
|  | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |

## Description:

**Justification:**

|  |  |  |
| --- | --- | --- |
| **Milestone:** |  | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Year** | **Salaries** | **Travel** | **Operating** | **Capital** | **Total** |
|  | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |

## Description:

**Justification:**

|  |  |  |
| --- | --- | --- |
| **Milestone:** |  | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Year** | **Salaries** | **Travel** | **Operating** | **Capital** | **Total** |
|  | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |

## Description:

**Justification:**

|  |  |  |
| --- | --- | --- |
| **Milestone:** |  | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Year** | **Salaries** | **Travel** | **Operating** | **Capital** | **Total** |
|  | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |

## Description:

**Justification:**

|  |  |  |
| --- | --- | --- |
| **Milestone:** |  | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Year** | **Salaries** | **Travel** | **Operating** | **Capital** | **Total** |
|  | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |

## Description:

**Justification:**

**Section 6 – Special Conditions**

*If relevant, this field will be used to assist in contract preparation for any special conditions. Examples of special conditions*

*may relate to marine spatial closures (including access) or any other clauses not specifically contained in the contract.*

**Section 7 - Data management**

*Identify the appropriate Intellectual Property category applicable to this application. Choose ONE from below:*

|  |  |
| --- | --- |
| **Code** | **Description** |
| **1** | Published, widely disseminated and promoted, and/or training and extension provided. Relates mainly to outputs that will be available in the public domain. |
| **2** | Published, widely disseminated and promoted, and/or training and extension provided. Related products and/or services developed. Relates mainly to outputs that will largely be available in the public domain, but components may be commercialised or intellectual property protected. |
| **3** | Published, widely disseminated and promoted, and/or training and extension provided. Related products and/or services developed. Relates mainly to outputs that may have significant components that are commercialised or intellectual property protected. |

The following IP category applies to this application:

I have searched for existing data (refer to guidelines on how to search the Australian Spatial

Data Directory and Oceans Portal):

[Yes / No]

Provide a brief description of the data to be generated from the project and how this data will be stored for future protection and access, including:

* information on data security or privacy issues and applying to the data
* Nominated data custodian
* Document how research data, traditional knowledge and intellectual property will be handled during your project, including but not limited to:
* Acknowledging where the data or information used in research comes from, so that any income made from selling a concept in the future will be adequately linked to a community’s contribution/ knowledge so they also receive financial or other benefit from “selling” a concept onward.
* How you will negotiate use and publish of traditional knowledge with communities. For example do traditional inhabitants allow public publication of information or only for project activities and reported on in internal reports? This will depend on data sensitivity and privacy (such as fishing grounds etc).
* Are there any other ethical considerations you have identified for this project which need to be managed?
* Are you committed to gaining ethics approval for this project from a suitable body such as a university or AIATSIS?

**STAKEHOLDER ENGAGEMENT STRATEGY AND COMMUNITY CONSULTATION PACKAGE**

*Planning & development* – who to engage and how

Researchers are required to develop a stakeholder engagement strategy as part of their TSSAC research proposal application process, which will include a short community consultation package which will be provided to the relevant stakeholders. This plain English package will be reviewed by the TSSAC along with your research application. You are required to work with the TSSAC Secretariat on the development of these documents. You **are not** required to undertake this consultation until conditional approval is given to your project and this engagement strategy. However, your full proposal submitted to the TSSAC can detail engagement and consultation undertaken with stakeholders and communities in developing the proposal to date, or relevant consultation from past projects, if this is an extension project, or continuing project.

**Stakeholder engagement strategy**

The stakeholder engagement strategy should detail the level of engagement required with the key stakeholders throughout the stages of the project (including the preliminary consultation phase as part of this research proposal, project implementation, updates about project progress and results dissemination following project completion).

The strategy should be no more than 2 pages and include:

* the areas in the Torres Strait region where the proposed research activities may occur (i.e. eastern or central communities, specific islands/ communities); and which Torres Strait community groups or individuals you will engage/involve from these areas during your research project? e.g. does your project involve community workshops or meetings? Will it employ any Torres Strait Islanders (paid or on a voluntary basis) and if not - why not, will your project interview Torres Strait Islanders? Will your project require you to visit any Torres Strait communities (or is it solely at sea)?
	+ The types of engagement you plan to use during different phases of the project (e.g. during the initial consultation, for updates during the project, to disseminate results of the project). The project such as posting community notices, developing plain English summary reports, recording short educational videos or infographics, phone calls or emails);
	+ how research data, traditional knowledge and intellectual property will be handled during the project;
	+ how researchers will show respect for Traditional Inhabitant culture at all times.

The strategy should consider the projects’ schedules and fieldwork and allow for extra lead-time, longer engagement periods in the community and appropriate response times when drafting milestones.

**Note**, depending on the level of engagement with the RNTBCs this may be on a fee for service basis. Researchers need to factor in any potential fee for service rates into the research project budget.

**Example stakeholder engagement strategy**

|  |  |  |
| --- | --- | --- |
| **Timing** | **Task** | **Method of communication** |
| March | Complete engagement with communities about proposed project seeking feedback | Community notices, email to key stakeholders, follow up with phone calls at least twice if no response |
| August | Email key stakeholders to provide plain English project progress information | email to key stakeholders with contact number if they wish to discuss. |
| December | Email key stakeholders to provide plain English project progress information | email to key stakeholders with contact number if they wish to discuss. |
| June | Create and disseminate plain English summary of project outcomes. | Email to key stakeholders, community notice with QR code to website with summary. |
| June | Create short video with slides showing main project outcomes | Email video to key stakeholders, place community notice with QR code to website with the video link. |

**Community Consultation Package**

The community consultation package should contain plain language information about the proposed research, be no more than two pages and may include:

* + a process for clearly noting, upfront, that the project is in the application stage which is why you are seeking community views and consideration;
	+ the research objectives and timeframes;
	+ areas to be accessed for the study, and a detailed description of areas and details of what will be done there;
	+ materials, equipment and techniques to be used and how you will minimise risk of negative impacts on the area (environment and communities);
	+ involvement of key stakeholders (including local knowledge informants, local research assistants, and community information- sharing and research dissemination intentions) OR a brief explanation of why community involvement does not fit the nature of the project);
	+ anticipated outcomes including direct or indirect benefits\* to key stakeholders such as any future benefit-sharing expectations, protections for traditional knowledge sources. AFMA may use the project summary for developing papers to communicate the research at relevant PZJA forums;
	+ likelihood and details of any extension activities following the research;
	+ how research data and intellectual property will be handled; and
	+ seeking advice about relevant traditional knowledge which could assist the project, or suggest changes to improve the projects’ plan or success.

\*For example, a) a greater understanding of a fishery through participation (potentially employment) in the research project and extension activities following the research (direct); b) improved understanding of stock status may lead to less precautionary Total Allowable Catch therefore increased utilisation of resource (indirect).

**What happens following community engagement, as a part of my research application process?**

Once you have undertaken the community consultation (following conditional approval of your project), provide a clear summary of the results to the TSSAC secretariat detailing:

* A list of Torres Strait communities you consulted and how this occurred including engagement methods.
* The feedback provided by each individual or group (or the number of attempts of contact if you didn’t not receive a response).
* Any perceived risks or stakeholder considerations with the project.
* Any changes to be made to the proposal based on feedback.
* How traditional knowledge might be considered or incorporated to enhance the project, its outcomes and benefits including IP issues associated with this
* How the research outcomes will benefit Traditional Inhabitants directly or indirectly, or why it is not relevant/ applicable.