**SmartSat CRC New South Wales Node  
Mobility Scheme Expression of Interest**Submissions due 5pm Thursday, 31 August 2023

The SmartSat New South Wales Node (NSW Node) Mobility Scheme provides opportunities for industry representatives to work within NSW Universities, or for NSW university researchers to work within your business, for up to six months, facilitating the transfer of expertise, training and skills.

Key features of the Scheme include:

* Facilitates secondments/placements in both directions (industry to university and vice versa)
* Salary and on-costs are funded
* Funding or seniority of secondee is not limited
* Secondments will cover up to 1.0FTE and up to six months duration
* No default co-investment required, industry simply pays for the activities (if required)
* Regular application rounds to facilitate a quick response

#### How does accessing the Scheme help my business?

The SmartSat NSW Node Mobility Scheme provides opportunities for industry representatives to work within a university, or for a university researchers to work within a business, for up to six months. This Scheme can facilitate the transfer of expertise, provide training and skill development or assist with projects that require additional skilled personnel.

The Scheme prioritises the support of collaborative initiatives between the University and the partner business to achieve defined outcomes, including project work relating to tackling specific industry challenges, facilitating knowledge transfer, and the opportunity to develop and upskill staff.

#### What support is available through the Mobility Scheme?

Through this Scheme, funding will cover the full salary costs (including on-costs) for an industry or University staff member for a secondment term of up to six months duration. The secondment term is flexible around the amount of time spent per week within an organisation.

Eligible industry partners must have at least two years of finances and current, or proposed, operations in NSW, along with demonstrated intention to benefit the State’s economy. Please contact the NSW Node Coordinator to achieve the application deadline you’re working towards.

#### How do I apply for the Mobility Scheme?

The Mobility Scheme will have regular application rounds. The NSW Node Coordinator will ensure you have included the necessary information prior to submission. To apply for this Scheme follow the steps below.

1. Contact the NSW Node Coordinator to discuss the work required (all companies must meet with the NSW Node Coordinator before submission)
2. As a collaborative team, complete the short application form (below)
3. Send a draft to the NSW Node Coordinator for feedback. The first draft should be submitted weeks before the intended deadline to allow due process and optimization
4. Agree on intellectual property arrangements as part of submission.

Applications should be co-developed by the industry partner and Uni researcher(s) and must be written in the style of a business case where the problem/opportunity that the secondment will address, and the anticipated deliverables and impact from the secondment, are clearly articulated.

All applications to the Mobility Scheme must be written in accessible language that is easy to understand and where technical or discipline specific terminology is explained. Applications will generally be assessed within 2-3 weeks from the close of the submission round.

**For industry**: If you're interested in a Mobility Grant, please contact the NSW Node Coordinator *in the first instance*. If you already have a connection at the University and would like to take up a Mobility Grant with this contact, please ensure you both contribute to the application before you submit this to the NSW Node Coordinator.

**For university staff**: In the first instance, please consult with your direct Line Manager and/or Head of School as to the appropriateness and focus of your proposed secondment. If the proposed secondment is identified as being well suited, then carefully review the Scheme Guidelines and Application Form.

#### Application Documents

SmartSat NSW Node Mobility Scheme Guidelines SmartSat NSW Node Mobility Scheme Application

**Expression of Interest**

The SmartSat NSW Node Mobility Scheme will provide funding for University researchers to work within business, or industry representatives to work within NSW Universities, facilitating the transfer of expertise, training, and skills.

The Scheme will prioritise the support of collaborative initiatives with defined business outcomes, including tackling specific industry R&D challenges, facilitating knowledge transfer, and the opportunity to develop and up-skill staff.

### Prior to application:

* Consult with your direct Line Manager and/or Head of School as to the appropriateness and focus of your proposed secondment
* Review the *Mobility Scheme Application Form*
* Ensure applications to the Mobility Scheme are written in the style of a business case, where the problem/opportunity that the secondment will address, and the anticipated deliverables and impact from the secondment, are clearly articulated
* All applications to the Mobility Scheme must be written in accessible language that is easy to understand and where technical or discipline specific terminology is explained
* All applicants must engage with the NSW Node Coordinator, who is available to provide support and advice regarding the overall application process, prior to submission of a final application.

### General Guidelines

* Eligible companies must have at least current operations in NSW, along with a demonstrated intention to benefit the State’s economy.
* University academic and professional staff members are eligible to apply.
* The Mobility Scheme is intended to provide support for collaborative initiatives which have defined business outcomes – these activities include (i) project work relating to tackling specific industry R&D challenges, (ii) facilitating knowledge transfer, and (iii) the opportunity to develop and up-skill staff.
* Applicants may apply for a secondment term of up to six months duration.
* Funding will be provided to cover the full salary costs (including on-costs) for a Secondee for the full secondment term.
* There is no limit on the frequency with which a company may apply to this Scheme, provided that explanation is given as to how the scope of each secondment differs from previous applications.
* A Secondment Agreement will be established between the University and the Industry Partner – this agreement will outline in detail the secondment arrangements, including major deliverables, funding allocation, secondment term, secondment location, and Intellectual Property (IP) arrangements.
* Applicants will engage with the NSW Node Coordinator and/or SmartSat’s Chief

Operating Officer before finalising the IP terms in the Secondment Agreement.

* The Seconding Entity will invoice SmartSat for payments quarterly in arrears.
* SmartSat will make payments within 30 days after receipt of a valid tax invoice from the Seconding Entity. Funds will be released only when the Secondment Agreement has been fully executed.
* Where required, University staff are responsible for ensuring the appropriate ethics approvals, or other compliance requirements, are obtained prior secondment activity commencement.

### Assessment Process

* Applications will generally be assessed within 2-3 weeks from submission by an assessment panel.
* All applicants must engage with the NSW Node Coordinator to discuss the proposed secondment opportunity, prior to final applications proceeding.
* Applications must be received prior to an assessment round and must be submitted via email to [andrew.beveridge@smartsatcrc.com](mailto:andrew.beveridge@smartsatcrc.com)
* NSW Node Mobility Scheme assessment rounds will be scheduled for:
  + August
  + November
  + February
  + May
* Each application will be assessed against four essential criteria:
  + the quality of the secondment activities, including the relevance of the proposed deliverables in the context of the Seconding Entity’s/Host Entity’s business objectives;
  + applicants understanding of the opportunity and intended benefits and impact from the secondment e.g. how will the secondment tackle a specific industry challenge, and facilitate the transfer of expertise and training and/or the opportunity to develop and up-skill staff;
  + the opportunity for the secondment to deliver economic value to NSW, and
  + the potential for the secondment to establish a new, or strengthen an existing, productive partnership between the industry partner and the University.
* Notification of decisions will occur within 5 days of an assessment round, including the initiation of the formal Secondment Agreement.
* Successful applicants may be required to contribute to the promotion of the NSW Node, which may include disclosure of the Seconding Entity/Host Entity name and a nonconfidential secondment activity description for use by SmartSat, the NSW Government, media organisations, and for public announcements.

### Reporting Requirements

* A summary report will be required at the end of the secondment term. This report must:
  + summarise secondment activities, including deliverables;
  + describe any next steps between partners; and
  + be approved by the Seconding Entity and the Host Entity.
* A template document will be provided for the summary report.
* Excerpts from summary reports may be made available to the New South Wales Government for promotional, and/or case study, purposes.

### More Information

For further information and confidential enquiries, please contact:

**Andrew Beveridge**   
Chief Operations Manager  
SmartSat CRC  
[andrew.beveridge@smartsatcrc.com](mailto:andrew.beveridge@smartsatcrc.com)  
0466 443 263

**Instructions**

* This application form must be read in conjunction with the accompanying Mobility Scheme Guidelines, and template Secondment Agreement.
* To apply for this Scheme follow the steps below.

1.  Contact the NSW Node Coordinator to discuss the work required (all companies must meet with the NSW Node Coordinator before submission)
2.  Send a draft to the NSW Node Coordinator for feedback. The first draft should be submitted weeks before the intended deadline to allow due process and optimisation
3.  Agree on intellectual property arrangements as part of submission.

* Applications should be co-developed by the industry partner and Uni researcher(s) and must be written in the style of a business case where the problem/opportunity that the secondment will address, and the anticipated deliverables and impact from the secondment, are clearly articulated.
* All applications to the Mobility Scheme must be written in accessible language that is easy to understand and where technical or discipline specific terminology is explained. Applications will be accepted on an ongoing basis and will generally be assessed within six weeks from submission by the Mobility Scheme assessment panel.
* For industry: If you're interested in a Mobility Grant, please contact the NSW Node Coordinator in the first instance. If you already have a connection at the University and would like to take up a Mobility Grant with this contact, please ensure you both contribute to the application before you submit this to the NSW Node Coordinator.
* For Uni staff: In the first instance, please consult with your direct Line Manager and/or Head of School as to the appropriateness and focus of your proposed secondment. If the proposed secondment is identified as being well suited, then carefully review the Scheme Guidelines and Application Form.
* Applications should be submitted to [andrew.beveridge@smartsatcrc.com](mailto:andrew.beveridge@smartsatcrc.com)
* SmartSat will only accept Applications in this template

**Mobility Scheme Application Form**

1. **DETAILS OF APPLICANT SECONDEE**

|  |  |
| --- | --- |
| **Name** |  |
| **Position / Company**  **(Seconding Entity)** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

1. **NAME OF HOST ENTITY**

|  |  |
| --- | --- |
| **Name of Company** |  |
| **Address** |  |
| **ABN** |  |

1. **DETAILS OF HOST ENTITY SUPERVISOR**

|  |  |
| --- | --- |
| **Name** |  |
| **Position/Company** |  |
| **Email** |  |
| **Telephone** |  |

1. **SECONDMENT DETAILS**

|  |  |
| --- | --- |
| **Commencement Date** |  |
| **Secondment Term (months)** |  |
| **Full Time Equivalent (FTE) fraction/days of week** |  |

1. **SECONDMENT PURPOSE AND PROPOSED ACTIVITIES**

|  |  |
| --- | --- |
| **Problem Statement** | *Please outline the problem or opportunity that this secondment is seeking to address (Purpose). Does this secondment link with existing partnership activities?* |
| **Anticipated Outcomes** | *Please outline the anticipated outcomes of the secondment (Deliverables), and on what timelines, in sufficient detail to enable both parties to later identify whether they have been achieved.* |
| **Special considerations** | *Please describe any other special conditions relevant to this project, including*  *relevant security approvals (if applicable)* |

1. **INTELECTUAL PROPERTY**

|  |  |
| --- | --- |
| **Project Intellectual Property** | *It is intended that the Intellectual Property arising from the Project will be owned by the Industry Partner to support utilisation by Industry partners.*  *Please provide advice on any proposed alternative arrangements.* |
| **Background Intellectual**  **Property** | *Please provide advice on any background IP that may be provided by project participants.* |

1. **SECONDMENT OUTCOMES**

|  |  |
| --- | --- |
| **Benefits to Industry** | *Please outline how this secondment will lead to benefits to, and impact for, the industry partner.* |
| **Other Benefits** | *Please outline what other benefits may accrue from this secondment, including (i) how this project may lead to economic benefits for NSW, and (ii) any anticipated academic outcomes.* |

1. **SECONDMENT BUDGET REQUIREMENTS**

Please outline the full budget to support the secondment and associated activities – noting that the SmartSat NSW Node will only be supporting the salary of the secondee. ($, exclusive of GST)

|  |  |  |
| --- | --- | --- |
| **Request** | |  |
| **Type** | **Value** | **Description** |
| **Salary** | *$* | This value is to be funded by the SmartSat NSW Node |
| **Will there be any additional resources provided to support**  **the secondment and activities?** | | Yes / No. *If Yes, provide details.* |
| **Travel** | *$* | a brief outline of the funding and purpose to support the secondment |
| **Equipment** | *$* | a brief outline of the funding and purpose to support the secondment |
| **Other** | *$* | a brief outline of the funding and purpose to support the secondment |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Cash**  **Budget** | *$* | | |
| **Will there be any additional cash contributions from partners?** | | | Yes / No. *If Yes, provide details. Additional cash investment will be highly regarded during the proposal evaluation phase.* |
| **Participant Support** | | ***In-kind (staff)*** | Number of Full Time Equivalent staff (FTE) |
| ***In-kind (no-staff)*** | $0 - description |

1. **APPROVALS**

|  |  |
| --- | --- |
| **University Line Management Approval** | |
| **Name** |  |
| **Position/Company** |  |
| **Email** |  |
| **Telephone** |  |

|  |  |
| --- | --- |
| **Industry Partner/Company Approval** | |
| **Name** |  |
| **Position / Company** |  |
| **Email** |  |
| **Telephone** |  |