

Joining the CRC for Low Carbon Living as a Participant

Dear Prospective Participant,

Thank you for your interest in becoming a participant in the CRC for Low Carbon Living (CRCLCL).

Established under the Commonwealth Government's Cooperative Research Centres Program in 2012, the CRCLCL is a national research and innovation hub within the built environment sector. Our mission is user-driven research which captures opportunities for low carbon technologies, materials, design and planning innovations.

This is Australia's most significant attempt to advance low carbon living through such a collaborative effort. We therefore feel a keen sense of responsibility and are all committed to seeing the CRC achieve the best possible results.

The CRC currently has 42 active participants, representing research providers, government, industry and end-user stakeholders.

The CRC for Low Carbon Living seeks to facilitate the development of low carbon products and services to increase government and industry uptake of social technological and policy-based tools.

To do this, we will deliver:

- Opportunities for lower-carbon manufacturing
- A more efficient and productive built environment sector as a whole
- Engaged communities participating in low carbon living
- An evidence base for good planning and policy
- Large-scale national capability development
- Tools, technologies and techniques that will ensure the sector remains globally competitive

The CRCLCL has been structured around three research programs: (1) Integrated Building Systems, (2) Low Carbon Precincts, and (3) Engaged Communities. Potential new participants may have an interest in one or more of these research programs. Generally speaking, 'Essential' participants will have a broader interest spanning multiple programs, whereas 'Other' participants are likely to have a much more focussed interest area.

Whichever level of activity you choose to participate at with us, I look forward to welcoming you as a formal member of the CRC for Low Carbon Living.

Kindly,



Scientia Professor Deo Prasad AO
CEO, CRC for Low Carbon Living

CRC for Low Carbon Living Potential Participant Information Pack

This information pack includes:

- An outline of the CRC for Low Carbon Living and its aims and objectives, and a copy of our latest Annual Report Highlights.
- What the Commonwealth funded CRC Program is, and the requirements of CRCs and their participants.
- New Participant Declaration and Table of proposed contributions to the CRC (Staff, funds & other resources) – *to be completed by prospective participant*.
- Copy of Participants Agreement that the new participant will be required to sign on admission to the CRC.

The Steps required for admission of a new participant to the CRC:

1. Prospective participant considers which of the three Research Programs (Prog 1: Integrated Building Systems; Prog 2: Low Carbon Precincts; and/or Prog 3: Engaged Communities) it wishes to participate in, and where its offered resources are to be applied (See table attached to New Participant Declaration document, or complete separate spreadsheet template).

2. Prospective participant completes and signs the New Participant Declaration form, and provides an expression of interest cover letter. The completed application documentation will be tabled for CRCLCL Board consideration.

3. Admission of new **Essential Participants**:

On the recommendation of the Board, the existing Essential Participants may, by a majority resolution decide to admit a new Essential Participant to CRCLCL; and set the terms of admission.

4. Admission of new **Other Participants**:

The Board may, after consultation with existing Participants in the relevant “Sector”, by a majority resolution decide to admit any organisation to be an Other Participant of the CRCLCL and set the terms of the Other Participant's admission.

5. Deed of accession

On the admission of any new Participant to the Centre, the new Participant will be required by deed signed by the CRCLCL and the new party to acknowledge the receipt of a copy of the Participants Agreement and to confirm and agree to be bound by the provisions of the agreement.

6. Membership of Company

On the admission of a new Party to the Participants Agreement, the new Party may request membership of the Company in accordance with the CRCLCL Constitution.



What is the CRC Program?

The Cooperative Research Centres (CRC) Program was established in 1990 as a demand pull, collaborative, medium to long-term research program. Its objective is to deliver significant economic, environmental and social benefits to Australia by supporting end-user driven research partnerships between publicly funded researchers and end-users to address clearly articulated, major challenges that require medium to long-term collaborative efforts.

The CRC Program is a significant component of the national innovation system supporting medium to long-term collaboration between the producers and end-users of research. An end-user in this context refers to either a public or private entity capable of deploying the research outputs to deliver significant economic, environmental and/or social benefits to Australia.

The CRC Program provides funding to build critical mass in research ventures between end-users and researchers which tackle clearly-articulated, major challenges for the end-users. CRCs pursue solutions to these challenges that are innovative, of high impact and capable of being effectively deployed by the end-users.

The CRC Program seeks to stimulate a broader education and training experience for post-secondary students, particularly research students, to enhance their employment prospects, providing them with the skills needed to utilise research outputs and produce innovative end-user centric solutions.

CRC Program: Participation Requirements

CRC Participants fall under two groups: **Essential** and **Other** Participants.

In general, Essential Participants are likely to have a broader interest and engagement in the CRC's activities and outcomes, across the three research programs.

At any one time a CRC must have among its essential participants at least one Australian end-user (either from the private, public or community sector); and one higher education institution (or a research institute affiliated with a university).

CRCs may secure additional participants or may substitute participants (including essential participants) during the period of their Commonwealth Agreement, subject to the conditions of their Agreement.

Participants (including essential participants) are not required to commit for the full funding period. However, flexibility in participant commitment must be balanced against the stability of the collaboration, the provision of matched funding and the ability of the CRC to undertake its activities to achieve the proposed outputs and impacts/benefits.

Participation in the CRC Program is available to end-users from all industry and community sectors, including from sectors with low or no previous participation in the Program and from SMEs.



CRCs are encouraged to engage globally. Co-investment with international organisations is particularly encouraged.

CRC Program: Participant Contributions

[Refer to Prospective Participant Declaration, Resource Contribution Commitment table, and Contributions template spreadsheet]

All participants in a CRC must contribute resources to the CRC. These resources may be in the form of in-kind staff (measured in FTE – Full-Time Equivalents), non-staff in-kind (NSIK), such as facilities, equipment, materials, data, etc.; and/or cash contributions to the CRC.

The CRC uses nominal rates for valuation of participant provided in-kind staff (covering salary, direct salary on-costs, direct and indirect support costs of research) as follows:

- A. Program Leader/Senior Manager \$420,000
- B. Key Researcher/Manager/Project/Theme Leader \$280,000
- C. Researcher/Professional \$220,000
- D. Other (support staff – technical, administrative etc.) \$180,000

Access to large capital items provided as non-staff in-kind contributions must be valued proportionally to the usage by the CRC and based on the running costs and depreciation of the capital item.

A successful CRC must ensure that participant contributions as committed in the application are provided.

Determination of the proportion of contributions from participants and subsequently their proportion of return from any income or access to IP is a matter for the CRC participants.

CRC Program: Legal Agreements

The CRC collaboration is supported by two formal agreements:

- the **Commonwealth Agreement (CWA)** – an agreement between the CRC company and the Australian Government; and
- a **Participants Agreement (PA)** - an agreement between the participants and the CRC company.

Commonwealth Agreement

The Commonwealth Agreement includes:

- standard terms and conditions for all CRCs; and
- schedules which address each CRC's specific activities and funding.
- the proposed activities, milestones and outputs for the research program (including the education and training program, and the SME strategy);
- the milestones for the utilisation activities;
- impacts and their expected benefits; and

- the budget, including participant contributions.

The Commonwealth Agreement refers to the Participants Agreement, but the Commonwealth is not a party to the Participants Agreement.

The Commonwealth Agreement also addresses obligations including:

- compliance with relevant national, and where applicable international, research integrity and ethics codes and guidelines;
- reporting;
- confidentiality;
- privacy;
- insurance and indemnity; and
- intellectual property.

The Commonwealth Agreement includes provision for deferral, variation and termination of funding in certain circumstances, including failure by the CRC to comply with the Agreement. The CRC entity may be required to repay CRC Program Funding if it has been expended contrary to the terms of the Commonwealth Agreement. The Commonwealth Agreement also outlines the process by which the CRC will deal with any conflict of interest which may arise.

Participants Agreement

[Refer to Participants Agreement]

The Participants Agreement covers matters such as:

- the establishment of the CRC entity to govern and manage the CRC;
- payment of participant contributions;
- ownership of IP;
- utilisation of research results including licensing arrangements;
- appointments of key staff; and
- any other matters relevant to an equitable sharing of the costs and benefits of the work of the CRC among participants.

The Participants Agreement includes arrangements and procedures for handling IP created through the CRC, in a manner which maximises the benefits to Australia, the CRC and the participants. These procedures include agreement on determining the allocations of IP, or of the income from IP, between the CRC and its participants, including the allocations upon future wind-up of the CRC. Responsibility for the protection and exploitation of the IP rest with the participant organisation (end-user, university, publicly funded research agency or the CRC) that has the greatest capacity for this.