|  |
| --- |
| Cooperative Education for Enterprise Development  M050, 35 Stirling Highway, Crawley, WA, 6009  T 08 6488 3130/0434 610 294  E [ceed@uwa.edu.au](mailto:ceed@uwa.edu.au)  Web www.ceed.wa.edu.au |

**CEED Project Proposal**

|  |
| --- |
| **Proposer:**  **Organisation**:       **ABN**:  **Postal Address**:  **Contact**:      **Phone**:       **Email**:  **Mentor**:       **Phone**:       **Email**: |
|  |
| **Proposed Project:**  **Project title**:    **University**    **Academic Supervisor/s** (if known)    **Suggested Discipline(s)**:    **Project Model** (“Full”, “3/4”, or “Either” for Engineering, Honours, Supervised Research or Masters; “Employee”; Full-time or Part-time HDR placement)    **Site Work Location (if applicable)**:  **Number of Students**  **Project Fee** (add 35% to standard fee if 100% IP required; PB for Pro Bono projects):    **Brief Project Description (Will be posted online during recruitment)**: |

|  |
| --- |
|  |
| **Special Requests:**  Please mark special requests as listed below: (answer of “no” assumed if unmarked)  N Y Essential student permitted to work in Australia after graduating  Essential student is an Australian citizen  Essential student has own transport  Require confidentiality/non-disclosure agreement  Require 100% ownership of IP (35% Surcharge)  Additional questions for students to respond to in their applications: |

Please proceed to implement the above CEED project proposal in accordance with the conditions of the CEED project proposal listed overleaf and the CEED Program Standard Project Agreement 2023-2024 – July 2023 Update.

**Authorised & Agreed by**: ……………………………………... **Date** …………………..

**Name & Position**:       **Order Number for Billing**:

**Invoicing Contact**:

**Invoicing Process Information**:

**Conditions of CEED Proposals**

Unless the organisation proposing this project has an alternative CEED research agreement currently in place, proposals for CEED projects are accepted by “the University” (either The University of Western Australia (“UWA”) or Curtin University (“Curtin”)), subject to the conditions outlined in the CEED Program Standard Project Agreement 2023-2024 – July 2023 Update available for UWA or Curtin at www.ceed.wa.edu.au/industry-community-partners/project-materials-for-partners.

1. The Proposer understands that the project work will be undertaken by undergraduate or postgraduate students under academic supervision as the project component of their academic studies.
2. CEED undertakes to seek and appoint on behalf of the Proposer one or more suitable academic supervisors and, in conjunction with the Proposer, the number of students at the relevant study level requested to carry out this CEED project. If no suitable supervisors or students are found within a period of six (6) months of the date of this proposal or such other period as may otherwise be agreed in writing, this proposal will lapse and no fee will be charged.
3. The Proposer undertakes to appoint a person (Mentor) who, at the Proposer’s expense, will liaise with the students and academic supervisors to ensure the smooth running of the project to the mutual benefit of both the Proposer and the students, and arrange for the students to work on the project at the Proposer’s premises for the periods defined for CEED projects at the relevant study level (e.g. eight weeks for “Full” projects).
4. Subject to availability, the University will provide for the purposes of this CEED project at no additional expense to the Proposer such supervision, facilities and equipment as is normally afforded equivalent students in the appropriate discipline.
5. As part of the cost-sharing arrangement for this CEED project, the Proposer will pay to the University for each student the fees as listed in Schedule B of the CEED Standard Project Agreement for UWA or Curtin effective at the date of this proposal, and payments will be made within 30 days of the University presenting invoices as outlined below:

* The first 50% of the fee will be invoiced after appointment of one or more students, unless otherwise agreed in writing. The balance of the fee will be invoiced upon acceptance by the client of the deliverables agreed in the Project brief.

1. The Proposer undertakes to reimburse the University for any additional project expenses beyond those outlined in item 4 above (such as the cost of constructing special test rigs, project consumables, travel, etc), provided that the University shall not incur any such expenses without prior agreement in writing from the Proposer. These additional expenses will usually be invoiced upon acceptance of the deliverables by the client – in cases where unusually large expenses arise, interim invoices may be raised subject to the agreement of both parties.
2. Out of the fee paid in accordance with item 5 above, the University will pay to each student engaged upon the project in instalments the studentship listed in Schedule B of the CEED Standard Project Agreement 2023-2024 – July 2023 Update for UWA or Curtin. The studentship size offered will be the CEED minimum for the relevant study level unless otherwise agreed in writing.
3. Conditions relating to intellectual property and non-disclosure are listed in full in the CEED Program Standard Project Agreement 2023-2024 – July 2023 Update for UWA or Curtin.