



Australian Government

Department of Industry, Science, Energy and Resources

Department of the Prime Minister and Cabinet

BUSINESS RESEARCH AND INNOVATION INITIATIVE (BRII)

Feasibility Study Report Template – Automatic Mutual Recognition

1. Undertaking a BRII Feasibility Study

The BRII Feasibility Study aims to determine and document the Feasibility of your proposed solution. The Feasibility Study also provides an opportunity to develop the partnership between the challenge agency and each grant recipient/solution team.

Once the grant agreement has been executed, the Department of Industry, Science, Energy and Resources (DISER), the Challenge Agency and the Grantee (who will form the Challenge Management Group (CMG) will establish governance arrangements that will support the objectives of the study and ensure that the report comprehensively details the activities and outcomes of the study. This will include regular teleconferences and face to face meetings (if applicable).

The main steps in the Feasibility Study are:

Step 1

Appoint a project manager from the Grantee to lead the project. This project manager, along with the challenge managers from the Challenge Agency and a representative from DISER will form the CMG.

Step 2

Undertake the study in accordance with the BRII grant agreement and agreed project plan which allows 12 weeks from executing the agreement to complete the Feasibility Study. You then have four weeks to submit the Feasibility Study Report.

Step 3

Maintain regular communication with the Challenge Agency contact and ask any relevant questions. Also report your progress through the regular CMG meetings and discuss any issues that may arise.

Step 4

Seek regular feedback on your project. This could include providing a draft of the Feasibility Study Report, or presenting your draft findings to the CMG.

Step 5

Deliver a Feasibility Study Report in accordance with the grant agreement. This may include a presentation (face-to-face) to the CMG and any other relevant staff. Feasibility Study Reports should clearly articulate the proposed Proof of Concept (PoC).

Feasibility Study Reports should also be included as an attachment to your application for PoC funding. The BRII Automatic Mutual Recognition PoC Grant Opportunity Guidelines will set out the PoC assessment process and merit criteria.

2. Feasibility Study Report structure

The report structure outlined below sets out the minimum requirements. It is a guide only and additional material should be added by the solution team to suit their particular project.

The report should be in A4 format, 12 point font and must not exceed 20 pages. You should discuss with your CMG if you would like to include website content in your Feasibility Study Report. The page/s you link to must be directly relevant and should not contain excessive amounts of information.

The report should describe the proposed solution that will be developed to meet the challenge requirements and provide the necessary evidence that the project can be delivered to PoC stage.

Executive summary

The executive summary should contain an overview of the full document. It should contain:

- Background and context of the challenge and technology problem to be solved
- Brief description of the proposed technology solution
- Brief description of the Feasibility Study objectives
- Brief description of the Feasibility Study outcomes
- Any issues or perceived difficulties in undertaking the Feasibility Study
- Overall conclusions of the Feasibility Study
- Recommendations of the Feasibility Study
- It should not exceed 2 pages.

The challenge

Set out the specific aspects of the challenge problem/s that will be addressed in the Feasibility Study.

Proposed solution

- Describe how the proposed solution will solve the selected aspects of the challenge problem.
- Provide the theoretical rationale for the proposed solution. The rationale must include references to investigations of current solutions and/or related research, including, where relevant, searches of patent databases and relevant academic journals.
- Provide detailed analysis of the technical requirements to deliver the proposed solution.
- Provide estimated costs and benefits (and related savings) to deliver the proposed solution.

Feasibility study objectives

List the technical objectives of the Feasibility Study.

Feasibility study methodology

Describe the methodology used to achieve the Feasibility Study outcomes.

Feasibility study outcomes

- Describe the results of the Feasibility Study and assess the degree to which the proposed solution is likely to solve the challenge problem.
- Clearly set out the outcomes achieved against the objectives of the Feasibility Study.
- Describe any evaluation metrics used to justify the results claimed and assess their reliability and validity.

3. Report submission instructions

Project Report

The grant agreement provides a project report template and instructions at Schedule 2 Appendix 1.

When submitting the project report you must:

- have a duly authorised person sign the certification
- attach the Feasibility Study Report.

Proof of Concept application

If you are applying for PoC funding, you will also be asked to upload your Feasibility Study Report as an attachment to your application.