

Instructions:

PLEASE READ THIS WORKSHEET BEFORE PROCEEDING!

Please enter data into the '2016-17 R&D DATA ENTRY' worksheet.

Note, data will be made available on a whole-of-government R&D database, so please indicate if any information is confidential.

Department coordinators MUST return completed spreadsheets to the Office of the Queensland Chief Scientist (angela.mordocco@chiefscientists.qld.gov.au) by Friday **1 December 2017**.

- * List each R&D project on a new line.
- * R&D expenditure refers to funds expended (not committed) in 2016-17.
- * R&D expenditure includes funds expended on project costs, salaries, overheads and infrastructure.
- * All leveraged funds for a project should be included (see below). (Use pro-rata amounts for projects where annual leveraged funds are not available.)
- * When a project is undertaken in multiple locations or is funded by multiple sources, please list expenditure associated with each separate location/funder on a separate line (see 'Example' worksheet).

Important definitions:

<p>R&D</p>	<p>The definition of research and development (R&D) used by Queensland Government is the same as that used by the Australian Bureau of Statistics (ABS).</p> <p>The ABS defines R&D in accordance with the OECD standard as 'creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications'.</p> <p>The scope of R&D expenditure collected here by the Office of the Queensland Chief Scientist is greater than that of the ABS in that we not only collect in-house R&D (i.e. R&D carried out by Qld Government staff), but also R&D funded by Qld Government but carried out by other organisations. This way, we capture the total investment by Qld Government in R&D.</p> <p>The scope of R&D expenditure here is also greater in that we capture information on how much others contribute to both in-house and external R&D projects in which the Qld Government is involved (to give an indication of how well we are leveraging funds for R&D).</p> <p>Projects to be recorded include:</p> <ul style="list-style-type: none"> - R&D carried out in-house - R&D carried out in collaboration with other organisations - commissioned research - Qld Government grants and fellowships for external R&D projects, infrastructure, salaries, conferences and travel. <p>R&D expenditure includes:</p> <ul style="list-style-type: none"> - current expenditure (salaries and other project and operating expenses), and - capital expenditure (land, buildings and other major infrastructure). 	<p>Examples of R&D:</p> <ul style="list-style-type: none"> - research work in the social sciences/humanities - data collection and interpretation as part of a research project - feedback R&D directed at solving problems occurring beyond the original R&D phase - medical research - developing new survey methods - operational costs for the running of a research institute - funds provided to build a new research centre. <p>R&D does NOT include market research, consumer surveys, operations research or statistical analyses, routine computer programming, phase IV clinical trials, feasibility studies, and the extension or commercialisation of R&D. It also excludes general science activities such as routine monitoring and data collection, quality control, or health, scientific and technical services.</p>
<p>In-kind support (provided by Queensland Government departments)</p>	<p>Some departments provide 'in-kind' support to other organisations (e.g. a Queensland Government staff member might undertake research on a collaborative project with a university, but no cash is provided by the Queensland Government department towards the research project).</p> <p>While such support might be defined as 'in-kind' support on the research contract or grant (e.g. an ARC linkage grant), from the point of view of Queensland Government (and the Australian Bureau of Statistics), this is in fact 'in house' Queensland Government R&D expenditure (i.e. Queensland Government staff are carrying out the actual research and Queensland Government is incurring the cost of these salaries).</p> <p>Therefore, costs associated with this 'in-kind' support (e.g. staff salaries and on-costs) should be included in R&D expenditure as 'in-house' research. Additionally, cash provided by other organisations to such collaborative R&D projects should be included as 'leveraged' funds (see below).</p> <p>In cases where a department provides information or advice (e.g. a database of records) to another organisation for research purposes at a negligible cost (i.e. no or little staff time or administration costs are incurred), we ask that, where possible, the project be recorded in the R&D collection spreadsheet, and that '\$0' be entered into the R&D budget and expenditure columns. Cash contributed by other organisations to such projects should not be included as 'leveraged' funds (see below).</p>	<p>Example of in-kind support to be included:</p> <ul style="list-style-type: none"> - ARC linkage grant where the Qld Government provides 'in-kind' support (i.e. staff hours)
<p>Leveraged funds (excludes in-kind support from external organisations)</p>	<p>Leveraged funds refer to funds provided by other organisations (including other Queensland Government departments) towards an R&D project in which a Queensland Government department has either contributed cash or 'in kind' support.</p> <p>These funds are not necessarily paid to the Queensland Government, but are paid towards the overall cost of the collaborative R&D project.</p> <p>In the case where external organisations provide 'in kind' support to an R&D project, then the monetary value of this support is <u>not</u> included in leveraged funds. (If you like, you can add a column to your data entry worksheet to include the monetary values of 'in kind' support received from other organisations, but this will not be included in the final leveraged funds total.)</p> <p>In many cases, external organisations commit an overall amount to an R&D project, but it is not possible to determine how much they have expended in a particular financial year. In such cases, calculate leveraged funds using pro-rata amounts.</p>	<p>Examples of leveraged funds:</p> <ul style="list-style-type: none"> - A contractual agreement, where in addition to a Qld Government department, several other organisations provide cash towards an R&D project or infrastructure - A grant awarded to a Qld Government department by another organisation (e.g. ARC or NHMRC grant) <p>Example of pro-rata calculation of leveraged funds:</p> <p>Overall commitment: Qld Gov = \$100,000; QUT = \$200,000</p> <p>2016-17 expended: Qld Gov = \$50,000; QUT = ?</p> <p>Pro-rata amount for QUT: = \$200,000/100,000 x 50,000 = \$100,000</p>

What details to enter under each column:

Column heading	Details of what to enter
Department	Drop-down list : Queensland Government Department (Use the drop-down name provided ONLY)
Project Title	The name of the research project Please ensure that for projects involving multiple Queensland Government departments, a consistent project name is used by all departments.
Project Description (Optional column)	An abstract or description of the project, i.e. purpose, expected outcomes, key words
Field of Research	Drop-down list : 2 digit Field of Research (FOR) division codes, based on ABS classifications <i>A list of ABS FOR codes and instructions on their use can be found at: http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/2A3A6DB3F4180D03CA25741A000E25F3/\$File/12970_2008.pdf on PG 13</i>
Socio-Economic Objective	Drop-down list : 2 digit Socio-Economic Objective (SEO) division codes, based on ABS classifications <i>A list of ABS SEO codes and instructions on their use can be found at: http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/2A3A6DB3F4180D03CA25741A000E25F3/\$File/12970_2008.pdf on PG 136</i>
Start Date	Start date of the project

End Date	Expected project completion date
R&D Location	<p>Drop-down list: The organisation(s) carrying out the R&D (Use the drop-down name provided ONLY)</p> <p>If R&D took place in more than one location (e.g. in-house and a university) use a separate row for each location and divide expenditure between rows as appropriate.</p> <p>For overseas locations, choose 'overseas' from the drop-down list, irrespective of the organisation type.</p>
Details of R&D Location	Further details of the R&D location, e.g. QIMR, QUT, business name, Australian Government department; 'in-house' for in-house R&D
Funding Source	<p>Drop-down list: The organisation(s) funding the R&D. (Use the drop-down name provided ONLY)</p> <p>Includes departmental funds and funds leveraged from elsewhere (e.g. grants from the Australian Government, funding from organisations in a collaboration, funding parties on an R&D contract).</p> <p>If more than one source of funding exists, use a separate row for each funding source and divide expenditure between rows accordingly.</p> <p>For funds obtained from overseas organisations, choose 'overseas' from the drop-down list, irrespective of the organisation type.</p>
Details of Funding Source	Further details of the funding source, e.g. NHMRC, ARC, QUT, business name; 'department' for departmental funds
Capital or Current Expenditure	<p>Drop-down list: Indicate whether expenditure for the project is capital or current. (Use the drop-down name provided ONLY)</p> <p>Capital expenditure = land, buildings, other major infrastructure</p> <p>Current expenditure = salaries and other projects expenses (e.g. consumables, fuel, rent, repair and maintenance)</p>
Project Budget	<p>The budget for the whole intended life of the R&D project (not just 2016-17).</p> <p>Includes departmental commitments and commitments from partners (i.e. leveraged commitments). Divide the budget between R&D locations and funding sources, if possible.</p>
R&D Expenditure Amount	<p>The amount of money expended in 2016-17.</p> <p>For each funding source/location of a project, record expenditure on a separate row.</p>
Queensland Science and Research Priorities	<p>Add to a total of 100%: Please refer to the document send to you. You can also download the priorities from the Queensland Chief Scientist website: http://www.chiefscientist.qld.gov.au/strategy-priorities/queensland-science-and-research-priorities</p> <p>The project must be aligned to one (or more) of the Queensland Science and Research priorities. Please ensure the alignment adds up to a maximum of 100%.</p>

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RTI Act 2009

Department/Government Body/HHS (drop-down list)	Project Title	Project Description (optional) (purpose; expected outcomes; key words)	Field of Research (ABS FOR division code)	Socio-Economic Objective (ABS SED division code)	Start Date (dd/mm/yy)	End Date (dd/mm/yy)	R&D Location (drop-down list)	Details of R&D Location	Funding Source (drop-down list)	Details of Funding Source	Capital or Current Expenditure (drop-down list)	Project Budget (\$)	R&D Expenditure 2016- 17 (\$)
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Department of Natural Resources and Mines	Great Barrier Reef Catchment Modelling	Development and delivery of catchment models to support Reef Plan reporting	5 Environmental Sciences	96 Environment	1/07/13	30/06/18	In-house	Department - statewide	Department	DNRM	Current	2,500,000	642,864
Department of Natural Resources and Mines	Great Barrier Reef Catchment Loads Monitoring	Monitoring and reporting on sediment, nutrient and pesticide loads in GBR catchments	5 Environmental Sciences	96 Environment	1/07/13	30/06/18	Other Qld Government department	DSIT	Department	DNRM	Current	2,500,000	500,000
Department of Natural Resources and Mines	Ground Cover and Riparian Monitoring and Reporting Program	Mapping and monitoring (fractional) ground cover for Reef Plan target reporting and support of Reef Programs science and on-ground investment activities.	5 Environmental Sciences	96 Environment	1/07/13	30/06/18	Other Qld Government department	DSIT	Department	DNRM	Current	700,000	100,000
Department of Natural Resources and Mines	Wetlands Values Assessment, Monitoring and Reporting - GBR Catchments	Mapping and monitoring riparian extent and vegetation cover for Reef Plan target reporting and support of Reef Programs science and on-ground investment activities	5 Environmental Sciences	96 Environment	1/07/13	30/06/18	Other Qld Government department	DSIT	Department	DNRM	Current	750,000	150,000
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SEO Division Codes**Sector A: Defence**

81 Defence

Sector B: Economic Development

82 Plant Production and Plant Primary Products
83 Animal Production and Animal Primary Products
84 Mineral Resources (excl. Energy Resources)
85 Energy
86 Manufacturing
87 Construction
88 Transport
89 Information and Communication Services
90 Commercial Services and Tourism
91 Economic Framework

Sector C: Society

92 Health
93 Education and Training
94 Law, Politics and Community Services
95 Cultural Understanding

Sector D: Environment

96 Environment

Sector E: Expanding Knowledge

97 Expanding Knowledge

FOR Division Codes

1 Mathematical Sciences
2 Physical Sciences
3 Chemical Sciences
4 Earth Sciences
5 Environmental Sciences
6 Biological Sciences
7 Agricultural and Veterinary Sciences
8 Information and Computing Sciences
9 Engineering
10 Technology
11 Medical and Health Sciences
12 Built Environment and Design
13 Education
14 Economics
15 Commerce, Management, Tourism and Services
16 Studies in Human Society
17 Psychology and Cognitive Sciences
18 Law and Legal Studies
19 Studies in Creative Arts and Writing
20 Language, Communication and Culture
21 History and Archaeology
22 Philosophy and Religious Studies

Source:

[http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/2A3A6DB3F4180D03CA25741A000E25F3/\\$File/12970_2008.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/2A3A6DB3F4180D03CA25741A000E25F3/$File/12970_2008.pdf)

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Location Details

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