# Overview

The establishment of the Queensland Earth Observation Hub (the EO Hub), incorporating the SmartSat Cooperative Research Centre (SmartSat) Earth Observation Node, is a jointly funded initiative of SmartSat and the Queensland Government through the Department of State Development, Infrastructure, Local Government and Planning.

The establishment of the EO Hub aims to accelerate the growth of Queensland’s, and Australia’s, Earth observation industry by supporting commercialisation of research, and EO product and service development. The EO Hub will generate opportunities for data analytics businesses and researchers, as well as downstream industries and upstream service providers of Earth observation imagery.

The Queensland Earth Observation Hub Mobility Scheme (The Mobility Scheme) supports collaborative initiatives between Queensland universities and businesses to achieve defined outcomes, including project work relating to tackling specific industry challenges, facilitating knowledge transfer, and the opportunity to develop and upskill staff.

Key features of the Mobility Scheme include:

* Facilitates secondments/placements in both directions (business to university and vice versa)
* Salary and on-costs are funded
* Funding or seniority of secondee is not limited
* Secondments will cover up to 1.0 FTE and up to 6 months duration
* No default co-investment required, business pays for any additional activities outside of salary and on-costs (if required)
* Regular application rounds to facilitate a quick response

**How does accessing the Mobility Scheme help my business?**

The Mobility Scheme provides opportunities for industry representatives to work within a university, or for university researchers, academic or professional staff to work within a business, for up to 6 months duration. The Mobility Scheme can facilitate the transfer of expertise, provide training and skill development, or assist with projects that require additional skilled personnel.

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

The Mobility Scheme will fund the full salary costs (including on-costs) for a business or university representative on secondment for up to 6 months. The secondment term is flexible around the amount of time spent per week within an organisation. Eligible businesses (companies) must have at least two years of finances and current operations in Queensland, along with demonstrated intention to benefit the State’s economy.

Applications where the university is a SmartSat research partner or the business is a SmartSat or SmartSat Aurora Space Cluster partner will be well regarded, however this is not mandatory.

**PRIOR TO APPLICATION:**

1. If you are a university representative: 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 you are either a business or university representative:

1. Review the *Mobility Scheme Application Form*, and template *Secondment Agreement* – the agreement document sets out the obligations and rights of the university, the business partner (company), and the secondee, in relation to a secondment
2. All applicants must engage with the Earth Observation (EO) Hub coordinator, who is available to provide support and advice regarding the overall application process, prior to submission of a final application

**GENERAL GUIDELINES**

* Eligible businesses (companies) must have at least two years of finances and current operations in Queensland, along with a demonstrated intention to benefit the State’s economy
* University researchers, 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
  1. project work relating to tackling specific industry R&D challenges,
  2. facilitating knowledge transfer, and
  3. the opportunity to develop and up-skill staff
* Applicants may apply for a secondment term of up to 6 months duration.
* There is no limit on the number of applications a company submits to the Mobility Scheme, provided an 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 EO Hub coordinator before finalising the IP terms in the secondment agreement
* Funding will be provided to cover the full salary costs (including on-costs) for a secondee for the full secondment term
* The Seconding Entity will invoice SmartSat for payments quarterly in arrears, or as agreed.
* Where required, university representatives are responsible for ensuring the appropriate ethics approvals, or other compliance requirements, are obtained prior secondment activity commencement

**ASSESSMENT PROCESS**

* Applications will be accepted on an ongoing basis and will generally be assessed within six weeks from submission by an assessment panel
* All applicants must engage with the EO Hub coordinator to discuss the proposed secondment opportunity, prior to submission of a final application
* 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/or 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 Queensland, and
  + the potential for the secondment to establish a new, or strengthen an existing, productive partnership between the industry partner and the university
* Successful applicants may be required to contribute to the promotion of the EO Hub, which may include disclosure of the Seconding Entity/Host Entity name and a nonconfidential secondment activity description for use by SmartSat, the Queensland 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 for promotional, and/or case study, purposes

**MORE INFORMATION**

For further information and confidential enquiries, please contact the interim EO Hub coordinator directly on:

Email: [Stuart.Phinn@smartsatcrc.com](mailto:Stuart.Phinn@smartsatcrc.com)

Mobile: 0401-012-996

# Instructions

* + This application form must be read in conjunction with the accompanying Mobility Scheme Guidelines, and template Secondment Agreement
  + To apply for the Mobility Scheme follow the steps below
    1. Contact the Earth Observation (EO) Hub Coordinator to discuss the work required (all applicants must meet with the EO Hub coordinator before submission)
    2. Complete the application form as a collaborative team
    3. Send a draft to the EO Hub coordinator for feedback. The first draft should be submitted 2 weeks before the intended deadline to allow due process and optimisation
    4. Agree on intellectual property arrangements as part of submission.
    5. Submit final application to the EO Hub coordinator
  + Applications should be co-developed by the business and university representatives. The application should be written as a business case that clearly articulates the problem/opportunity the secondment will address, and the anticipated deliverables and impact from the secondment.
  + 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 an assessment panel.
  + For the business representative: If you are interested in a Mobility Scheme, please contact the EO Hub coordinator in the first instance. If you already have a connection at a university and would like to take up a Mobility Scheme with this contact, please ensure you both contribute to the application before you submit this to the EO Hub coordinator.
  + For the university representative: 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.
  + Applications where the university is a SmartSat research partner or the business is a SmartSat or SmartSat Aurora Space Cluster partner will be well regarded, however this is not mandatory.
  + EOIs should be submitted to: [Stuart.Phinn@smartsatcrc.com](mailto:Stuart.Phinn@smartsatcrc.com)
  + The EO Hub will only accept EOIs in this template.

Application Outline

# DETAILS OF SECONDEE APPLICANT

|  |  |
| --- | --- |
| Name |  |
| Name of Organisation |  |
| Position |  |
| ABN |  |
| Address |  |
| Email |  |
| Telephone / Mobile |  |

# DETAILS OF SECONDEE APPLICANT SUPERVISOR

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email |  |
| Telephone / Mobile |  |

# DETAILS OF HOST APPLICANT

|  |  |
| --- | --- |
| Name |  |
| Name of Organisation |  |
| Position |  |
| ABN |  |
| Address |  |
| Email |  |
| Telephone / Mobile |  |

# DETAILS OF HOST APPLICANT SUPERVISOR

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email |  |
| Telephone / Mobile |  |

# SECONDMENT DETAILS

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

# SECONDMENT PURPOSE AND PROPOSED ACTIVITIES

|  |  |
| --- | --- |
| Problem / Opportunity 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)* |

# INTELECTUAL PROPERTY

|  |  |
| --- | --- |
| Project Intellectual Property | *It is intended that the Intellectual Property arising from the Project will be owned by the Industry Partner to facilitate commercial use.*  *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.* |

# 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 QLD, and (ii) any anticipated academic outcomes.* |

# SECONDMENT BUDGET REQUIREMENTS

Please outline the full budget to support the secondment and associated activities – noting that the Queensland Earth Observation Hub will only be supporting the salary of the secondee ($, exclusive of GST)

|  |  |  |  |
| --- | --- | --- | --- |
| **Request** | | |  |
| **Type** | | **Value** | **Description** |
| Employee costs | | $ | *This value is to be funded by the Queensland Earth Observation Hub* |
| 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* |
| Employee costs | | $ | *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* |

# APPROVALS

**UNIVERSITY LINE MANAGEMENT APPROVAL**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Email |  |
| Telephone / Mobile |  |

**INDUSTRY PARTNER / COMPANY APPROVAL**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Email |  |
| Telephone / Mobile |  |