



# Assessment Framework

## Road Safety Research Program

an initiative of the Australian Automobile Association

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# Assessment Framework

## 1 About this document

This Assessment Framework provides an overview of the assessment process that will support the delivery of the AAA's Road Safety Research Program (RSRP).

Research concepts and proposals will be assessed under the process and criteria included in this document by the AAA's expert advisors, namely:

- the AAA's independent Expert Advisor Panel (the EAP), and
- the AAA's Club Advisory Group (the CAG).

## 2 Roles and responsibilities

The Program will be supported by two advisory bodies: the Expert Advisory Panel (EAP) and the Club Advisory Group (CAG). These bodies will assess research concepts and research proposals, and will provide recommendations to the AAA Board. They will also provide ongoing advice and support to the AAA on the Program's design and implementation.

The Program will also be supported by AAA staff.

In performing their role and seeking to deliver the objectives of the Program, the EAP, CAG and AAA staff must seek to adhere to the following principles:

- transparency
- collaboration
- ethical and responsible research
- quality
- knowledge sharing
- value for money.

For more information on the roles of the advisory bodies and the principles of the program, see the AAA RSRP General Terms and Conditions at [aaa.asn.au/research](http://aaa.asn.au/research).

### **3 Assessment process**

The EAP and CAG will assess and recommend:

- preliminary research concepts for further consideration under the Program, and
- full research proposals for funding under the Program.

These recommendations will be made to the AAA Board.

### **4 Review of research concepts**

Under the Program, the AAA will invite interested stakeholders to submit their ideas on:

- priority areas of research need for road safety related to the research round theme
- research project concepts that will help address these priority areas of research need.

An online form will be established to facilitate submission of research project concepts. Please see the Program website for information on how to submit concepts.

The online form will be supplemented by an invitation-only face-to-face research forum with a diverse group of selected road safety stakeholders. The online form will remain open for a period following the research forum to allow stakeholders additional time to propose their ideas and research concepts.

Once the submission period is closed the AAA will consolidate the list of research concepts submissions and group these into categories (where appropriate).

The CAG and EAP will assess all research concepts using the specific criteria and a prioritised list will be prepared for the AAA Board's consideration.

### Assessment criteria for research concepts

For each research concept, or category of research concepts, all CAG and EAP members will be asked to assess its merits by considering the following criteria:

1. What is your assessment of the priority of the research need? (Weighting 30%)

High	Medium	Low	None
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2. To what extent is the proposed research likely to address this need? (Weighting 20%)

To a very great extent	To a great extent	To a moderate extent	To some extent	To a small extent	Not at all
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3. To what extent do you anticipate the proposed research can improve road safety? (Weighting 30%)

To a very great extent	To a great extent	To a moderate extent	To some extent	To a small extent	Not at all
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4. Will the proposed research require collaboration across diverse stakeholders to be successful? (Weighting 20%)

To a very great extent	To a great extent	To a moderate extent	To some extent	To a small extent	Not at all
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5a. Do you recommend this research concept proceed to development of full proposal?

Yes	No
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5b. If "Yes", what type of process should be adopted to seek proposals?

Competitive (Open)	Competitive (Select)	Non-competitive (Direct approach)
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### **Prioritisation of research concepts**

Once the members of the CAG and EAP have assessed these questions, the AAA will collate member responses into a consolidated list of priorities.

The CAG and EAP will then test these priorities at respective meetings to resolve their final recommended list of research concepts for AAA Board consideration.

## **5 Review of research proposals**

Following the consideration of recommended research concepts by the AAA Board, and agreement on a final set of research to be pursued, the AAA will work with the CAG and EAP to progress the next steps for seeking full research proposals from prospective applicants.

Depending on the research concept to be progressed, and based on the recommendations of the EAP and CAG and the decision of the AAA Board, one of the following methods will be used to call for proposals:

- an open application round;
- a select application round which will be opened to an identified number of prospective researchers, or
- direct negotiation with a research organisation seeking a research proposal for a given concept.

### **Assessment of research proposals**

Applicants will be asked to develop research proposals that address four weighted assessment criteria.

1. impact (30%)
2. project quality (30%)
3. collaboration (20%), and
4. value for money (20%)

All applicants will be asked to submit their research proposals in a template to ensure they address the assessment criteria, and which will enable ready comparison across competing proposals. The proposal template can be found on the Program website at [aaa.asn.au/research](http://aaa.asn.au/research)

Immediately following the cut-off date and time for submissions, the AAA will:

- consolidate applications received for the research project area agreed by the Board
- confirm the primary applicant
- ensure the application meets any minimum eligibility criteria for the Program.

The CAG and EAP will assess research proposals and develop a list of recommendations for project funding to submit to the AAA Board.

### **Research Proposals received through Open or Select Application Rounds**

CAG and EAP members will be asked to review and score each proposal against the Program's assessment criteria.

Members will be asked to assess each proposal and give a rating between 1 (lowest) and 5 (highest) for each criterion as outlined in Table 1 (see next page).

Once the CAG and EAP have reviewed and scored all applications, the AAA will collate member ratings into a consolidated table and rank and prioritise these ratings.

The CAG and EAP will then test the project ratings and indicative order of ranking at respective meetings to resolve their final recommended list of research concepts for AAA Board consideration.

These meetings will be face-to-face.

At these meetings, the CAG and EAP may also:

- ask applicants for any specific research proposal to provide additional information
- provide applicants for any research proposal with an opportunity to address comments or follow up questions
- ask the AAA to help obtain additional advice from a recognised expert in the field that is independent from all applicants.

The AAA Board will consider the CAG and EAP recommendations, but the Board will make the final decisions on project funding.

Criteria	Weighting
<p><b>Impact</b></p> <p>The extent to which a proposed project:</p> <ul style="list-style-type: none"> <li>• addresses an identified area of need relating to road safety</li> <li>• will contribute to improved road safety outcomes such as reduced crashes, fatalities and injuries (this could include improvements in policy, regulation, technology or other practical tools that benefit road users and the community)</li> <li>• provides a clear translation pathway to solutions and/or tools that will have a demonstrable positive impact for road users, and/or</li> <li>• creates new knowledge and/or innovative approaches to considering road safety challenges.</li> </ul>	30%
<p><b>Project quality</b></p> <p>The extent to which a proposed project:</p> <ul style="list-style-type: none"> <li>• demonstrates a clear rationale and feasibility</li> <li>• proposes a rigorous methodology, evidence-based approaches and includes realistic timeframes</li> <li>• demonstrates the project team's capacity and track record, and</li> <li>• includes clear monitoring and evaluation processes to measure the project's impact and establish areas for improvement.</li> </ul>	30%
<p><b>Collaboration</b></p> <p>The extent to which a proposed project:</p> <ul style="list-style-type: none"> <li>• demonstrates collaboration across sectors, locations and disciplines, and</li> <li>• contributes to national and international understandings of road safety through communication and/or collaboration.</li> </ul>	20%
<p><b>Value for money</b></p> <p>The extent to which a proposed project:</p> <ul style="list-style-type: none"> <li>• provides a clear budget where all requested funding is adequately justified</li> <li>• leverages funding and in-kind contributions from other sources (though the AAA recognises that this is not always possible or appropriate)</li> <li>• avoids duplication of investment with other research programs.</li> </ul>	20%

Table 1 : Program assessment criteria



### **For Research Proposals received through a direct negotiation round**

For any proposals submitted to the Program in response to a direct approach, the CAG and EAP will provide advice to the AAA and Board on the merits of the proposal and its satisfaction of the Program assessment criteria.

The two advisory bodies will be asked to work with the AAA to review such a research proposal's methodology, research team and cost. On advice from members of either advisory body, the AAA may liaise with identified research providers to refine any proposals and ultimately reach agreement on a final approach that can be recommended to the AAA Board for consideration.

These proposals will not be scored and ranked like competitive proposals, but the CAG and EAP will be asked to provide advice to the AAA Board on the extent to which each proposal meets the assessment criteria of the Program and whether funding is recommended.

## **6 Further information and contact details**

Further information on the Program, its processes and governance can be found in the AAA RSRP General Terms and Conditions which can be found at [aaa.asn.au/research](http://aaa.asn.au/research).

## **Questions?**

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