



Assessment Framework

Road Safety Research Program

an initiative of the Australian Automobile Association

V.3 May 2021



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 and their expert advisors, namely:

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

2 Advisory Roles

The Program will be supported by two advisory bodies: The Club Advisory Group (CAG) and the Expert Advisory Panel (EAP). These bodies, in conjunction with the AAA, will assess and provide recommendations to the AAA Board on:

- preliminary research concepts for further consideration under the Program, and
- full research proposals (and feasibility studies where appropriate) for funding under the Program.

The advisory groups will also provide ongoing advice and support to the AAA on the Program's design and implementation.

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

- **Transparency** – all selection processes and all decisions on funding road safety research will be transparently communicated to stakeholders.
- **Collaboration** – the Program will foster collaboration across sectors and disciplines to identify and address road safety challenges.
- **Ethical and responsible research** – the Program will encourage research consistent with the Australian Code for the Responsible Conduct of Research.
- **Quality** – the Program will use independent expertise to improve its processes and evaluate proposals against the assessment criteria.
- **Knowledge sharing** – the Program will share research outputs with the road safety research community to improve collective knowledge.
- **Value for money** – the Program will deliver value for money from its investments in road safety research to help maximise the achievement of its desired outcome and avoid duplicating research.

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.

3 Identification and 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 current research theme; and
- research project concepts / ideas that will help address these priority areas of research need.

The AAA will undertake a collaborative process to identify research priority areas and research concepts. This will include consultations with key stakeholders in relation to the research priority areas and an invitation-only face-to-face research forum that will bring together a diverse group of selected stakeholders with an interest in road safety.

To complement the stakeholder consultations an online form will be available via the Program's website (aaa.asn.au/research). The online form will allow interested parties to submit research project ideas and concepts and will remain open a period following the face-to-face research forum.

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 assessment criteria (see section 3.1) and a prioritised list will be prepared for the AAA Board's consideration.

3.1 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? (Scored 3-0 and weighted 30%)

High (3)	Medium (2)	Low (1)	None (0)
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2. To what extent is the proposed research concept likely to address this need? (Score 5-0 and weighted 20%)

To a very great extent (5)	To a great extent (4)	To a moderate extent (3)	To some extent (2)	To a small extent (1)	Not at all (0)
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3. To what extent do you anticipate the proposed research can improve road safety? (Score 5-0 and weighted 30%)

To a very great extent (5)	To a great extent (4)	To a moderate extent (3)	To some extent (2)	To a small extent (1)	Not at all (0)
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4. Will the proposed research require collaboration across diverse stakeholders to be successful? (Score 5-0 and weighted 20%)

To a very great extent (5)	To a great extent (4)	To a moderate extent (3)	To some extent (2)	To a small extent (1)	Not at all (0)
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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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3.2 Prioritisation of research concepts

The CAG and EAP members will individually consider, assess, and score all research concepts against the criterion included in section 3.1. At their respective meetings, the members will then discuss these concepts in detail and come to a collective agreement on a single score for each research concept. The two advisory bodies will also agree on which concepts are to be prioritised and recommended to the AAA Board.

Following these meetings, the AAA will consolidate the scores into a ranked list of research concepts for presentation to the AAA Board who will make the final decision on which research concepts will proceed to the next stage of the Program.

4 Assessment 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. Some projects may also be required to undertake a feasibility study (as recommended by the CAG, the EAP or the AAA Board).

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:

- a open application process (competitive);
- a select application process (competitive) 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.

4.1 Assessment criteria for research proposals

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

1. Does the proposal have a real **IMPACT** in improving road safety outcomes and reducing our road toll (weighted 30%)
2. Does the project demonstrate **QUALITY** research methodologies and approaches (weighted 20%)
3. Does the project propose **COLLABORATION** between stakeholders across traditional sectors (weighted 20%)
4. Does the project represent **VALUE** money by targeting a high priority road safety research need (weighted 30%).

Criteria	Weighting
<p>Impact</p> <p>The extent to which a proposed project:</p> <ul style="list-style-type: none"> • addresses an identified area of need relating to road safety • 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) • provides a clear translation pathway to solutions and/or tools that will have a demonstrable positive impact for road users, and/or • creates new knowledge and/or innovative approaches to considering road safety challenges. 	30%

<p>Project quality</p> <p>The extent to which a proposed project:</p> <ul style="list-style-type: none"> • demonstrates a clear rationale and feasibility • proposes a rigorous methodology, evidence-based approaches and includes realistic timeframes • demonstrates the project team’s capacity and track record, and • includes clear monitoring and evaluation processes to measure the project’s impact and establish areas for improvement. 	<p>30%</p>
<p>Collaboration</p> <p>The extent to which a proposed project:</p> <ul style="list-style-type: none"> • demonstrates collaboration across sectors, locations and disciplines, and • contributes to national and international understandings of road safety through communication and/or collaboration. 	<p>20%</p>
<p>Value for money</p> <p>The extent to which a proposed project:</p> <ul style="list-style-type: none"> • provides a clear budget where all requested funding is adequately justified • leverages funding and in-kind contributions from other sources (though the AAA recognises that this is not always possible or appropriate) • avoids duplication of investment with other research programs. 	<p>20%</p>

Table 1 : Program assessment criteria for research proposals

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

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

The AAA, in consultation with the CAG and EAP, will utilise one of the following assessment methods (detailed in 4.2 and 4.3) depending on the type of application process used to gather proposal on the research topic.

4.2 Open or select application rounds

The AAA, in consultation with the CAG and EAP members, will review and score each proposal against the Program's assessment criteria listed in Table 1. Each criterion will be given a score between 1 (lowest) and 5 (highest).

Once the proposals have been reviewed and scored, the AAA will collate the scores into a consolidated table and rank the proposals.

The indicative order of ranking will then be tested by the CAG and EAP members to resolve a final research proposal/s for consideration by the AAA Board.

The AAA or CAG / EAP members 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.
- obtain additional advice from a recognised expert in the field that is independent from all applicants.

The AAA Board will consider the recommendations and make the final decisions on project funding.

4.3 Direct negotiation rounds

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

The members of the two advisory bodies will be asked to work with the AAA to review such a research proposal's methodology, research team and project costs. 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 advice will be provided to the AAA Board on the extent to which each proposal meets the assessment criteria of the Program and whether funding is recommended.

5 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.

To discuss any elements of the Program you can contact the National Program Manager, Michelle Quester on michelle.quester@aaa.asn.au or on 02 6261 4420.

