



# General Terms and Conditions

## Road Safety Research Program

an initiative of the Australian Automobile Association

Last updated May 2021



# General Terms and Conditions

## Key definitions

AAA	Australian Automobile Association
Assessment Criteria	Program assessment criteria that will be used to assess suitability of research concepts and proposals and to rank them against other concepts / proposals received in the same research cycle
AUD	Australian dollars
CAG	Club Advisory Group
Direct Negotiation Process	A process whereby the Program directly approaches an identified applicant to request submission of a proposal
EAP	Expert Advisory Panel
Open Application Process	A public competitive process will be used to call for research proposals in which any organisation who meets the eligibility criteria are able to apply
Program	AAA Road Safety Research Program
Services Agreement	Means the contract between the AAA and the successful applicant which will define research parameters, terms and conditions, funding allocations, milestones and reporting requirements
Select Application Process	A selection of organisations will be invited to submit a research proposal as a part of a competitive process.

## 1 Introduction and Background

### 1.1 Introduction

1.1.1 These General Terms and Conditions contain information about the AAA Road Safety Research Program (RSRP).

1.1.2 This document sets out:

- background on the program, its objectives and process overview
- general information about eligibility and assessment criterion
- information on how applications are submitted, assessed and evaluated.

1.1.3 These Terms and Conditions may be altered from time to time.

### 1.2 The Australian Automobile Association

1.2.1 The Australian Automobile Association (AAA) is the peak organisation for Australia's motoring clubs and their 8.5 million members.

1.2.2 The AAA commissions research and develops in-depth analysis of issues affecting transport systems including affordability, road safety and vehicle emissions.

1.2.3 For further information on the AAA and its activities please visit [aaa.asn.au](http://aaa.asn.au).

### 1.3 The AAA Road Safety Research Program

1.3.1 The AAA, on behalf of its motoring clubs, has established the AAA Road Safety Research Program (the Program) to provide funding for road safety research projects each year.

1.3.2 The Program seeks to collaboratively engage with a wide range of stakeholders interested in improving road safety to identify priority research that will address some of Australia's most critical road safety problems.

1.3.3 The Program supports research and translation activities that deliver practical benefits for road users and the community by funding road safety projects in identified research areas.

1.3.4 The Program's desired outcome is to reduce fatalities and injuries on Australian roads.

1.3.5 The Program will identify a road safety theme/topic for each research round.

## 2 Program Objectives and Principles

### 2.1 Program Objectives

2.1.1 The Program is intended to support research and translation activities that will help reduce fatalities and injuries on Australian roads.

2.1.2 Its objectives are to:

- foster a collaborative approach to identifying and tackling road safety challenges across a wide range of sectors and disciplines
- identify and prioritise the most pressing problems contributing to poor road safety outcomes in Australia (and more broadly)
- design, select and fund important road safety research projects that will ultimately deliver practical safety benefits for road users and the community
- deliver research aligned with the latest road safety research strategies and initiatives
- help build Australia's road safety research capacity and capability
- help raise awareness and create a shared understanding of road safety challenges, research priorities and activities that are occurring in Australia and internationally

### 2.2 Program Principles

2.2.1 The Program will operate harmoniously within the broader national Safe System approach to improving road safety. This involves a holistic view of the road transport system and the interactions among roads and roadsides, travel speeds, vehicles and road users.

2.2.2 The Program will deliver its objectives and desired outcomes by adhering to several key 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.

## 3 Program Participation and Funding

### 3.1 Program participation

3.1.1 The Program will promote collaboration with a diverse range of stakeholders across various sectors and disciplines that have a role to play in road safety and who can help develop solutions to Australia's road safety challenges – see figure 1 for examples.

3.1.2 The AAA encourages all stakeholders with an interest in the current research priority topic/theme to participate in the Program.

3.1.3 Participation is not limited to Australian individuals and organisations. Overseas researchers can receive funding under the Program, but they must be a part of a consortium led by an Australian organisation.

3.1.4 The Program will not provide a dedicated stream of funding for PhD candidates or early career researchers, but it encourages project applications and methodologies that will help build road safety capability.



Figure 1 – examples of stakeholders and disciplines eligible for the Program

### 3.2 Program Funding

- 3.2.1 The Program will award funding for priority road safety research projects based upon their ability to make a significant contribution to the achievement of the Program's objectives and outcomes.
- 3.2.2 Projects considered for funding under the Program will also need to satisfy the assessment criteria (please see Section 6 for more information on the assessment framework).
- 3.2.3 The Program will consider projects that:
- propose innovative research into topics that will lead to improved road safety outcomes, or build collective understanding of specific road safety challenges, or both
  - propose applied research activities that will solve specific road safety problems
  - apply or trial the results of existing research to produce practical solutions to known road safety problems.
- 3.2.4 The Program will not consider funding for the following items:
- capital works and general infrastructure costs
  - retrospective items / activities
  - contingency reserves
  - currency exchange losses
  - activities already funded elsewhere
  - costs for activities with no direct links to outcomes of the Program.
- 3.2.5 The AAA Board is the ultimate decision maker on which projects will be funded in each research round.
- 3.2.6 The AAA Board will determine the amount of funding available and number of projects to be funded under the Program in each research round, using its discretion in response to the quality and potential impact of proposals received from applicants.
- 3.2.7 The AAA Board reserves the right to recommend funding levels that may be less than what was requested as a part of the research proposal.
- 3.2.8 Funding of up to \$1 million (AUD) per project will be available for high-quality projects that help achieve the Program's desired outcome.
- 3.2.9 Multi-year projects are eligible for funding under the Program. Multi-year project proposals will be considered up to a value of \$1 million per annum.
- 3.2.10 If successful, funding may only be spent in line with these General Terms and Conditions and on activities that accord with the Services Agreement.

## 4 Program Process and Governance

### 4.1 General Program process

- 4.1.1 The Program’s research rounds will incorporate a comprehensive process that includes:
- identifying high-priority road safety challenges
  - developing and reviewing proposed research concepts related to the annual theme
  - calling for road safety research proposals to address these challenges
  - assessing projects to receive funding.

4.1.2 Figure 2 shows a high-level overview of the process flow for the Program.

Figure 2 – AAA Road Safety Research Program process flow

<b>Identification, development and announcement of road safety research topic</b>			
The AAA will facilitate a collaborative process to identify priority areas and develop research concepts. This will occur through a combination of an invitation-only research forums, stakeholder engagement and online applications.			
<b>Collation of research concepts</b>			
The AAA will gather preliminary research concepts and, if appropriate, group these into categories.			
<b>Review of research concepts</b>			
The EAP and CAG will review and assess preliminary research concepts (see section 6 for details on assessment) and provide recommendations to the AAA Board on those which should proceed to either the feasibility phase or the major project phase of the Program. The AAA Board will decide which concepts will progress.			
<b>Process for projects moving to major project phase</b>		<b>Process for projects undertaking feasibility studies prior to the major project</b>	
Call for proposals for full research project.	For those research concepts that have been approved by the AAA Board to move directly to the major project phase, the AAA will call for research proposals from interested parties. This may occur through an open or selective application rounds or by direct negotiations with identified applicants (see section 5.1).	Call for proposals for feasibility study and major project.	For those research concepts that have been approved by the AAA Board to undertake a feasibility study, the AAA will call for research proposals to conduct a feasibility study to design, plan and refine the major research project ahead of a approve for the major project phase. This may occur through an open or selective application rounds or by direct negotiations with identified applicants (see section 5.1).
Submissions of proposals	Applicants will develop and submit proposals to undertake the major research project for assessment.	Submissions of proposals	Applicants will develop and submit proposals to undertake both the feasibility study and the major research project for assessment.
Review of proposals	The AAA, EAP and CAG will assess research proposals and provide recommendations to the AAA Board who will decide on the successful applicant/s and the level of funding for the major project phase. Unsuccessful applicants will be notified of the decision not to progress their application and provided with feedback	Review of proposals	The AAA, EAP and CAG will assess research proposals and decide on which applicant/s will undertake the feasibility study and potentially the major project phase of the project. Unsuccessful applicants will be notified of the decision not to progress their application and provided with feedback.
Delivery and monitoring of research	Following the successful negotiations of Services Agreement, teams will start receiving funding and delivering their research projects. The AAA will monitor progress of research against the Services Agreement milestones and conditions over the life of the project.	Undertake feasibility study	The successful applicant will enter into a Services Agreement for the feasibility study and will start receiving funding to undertake the study and develop the major project design.
		Review of final reports from feasibility studies	The AAA, EAP and CAG will review the final reports of the feasibility studies (including major project design) and recommendations will be presented to the AAA Board who will decide on further funding for the major project phase. If a decision is made to not progress to the major research project the applicant will be notified and provided with feedback.
		Delivery and monitoring of research	Following the successful negotiations of Services Agreement, research teams will start receiving funding and delivering their research projects. The AAA will monitor progress of research against the Services Agreement milestones and conditions over the life of the project.

## 4.2 Program Governance

- 4.2.1 Research proposals received by the Program will be assessed by the AAA in consultation with the Program's two advisory bodies: the Club Advisory Group (CAG) and the independent Expert Advisory Panel (EAP).
- 4.2.2 The CAG consists of road safety stakeholders from across the AAA's member motoring clubs. Membership of the CAG may be supplemented or adapted each year based on the emerging priorities of the Program. The role of the CAG is to:
- provide strategic advice on contemporary road safety research priorities and programs to ensure the Program meets the needs of motorists, avoids duplication and maximises its impact
  - ensure the objectives and processes of the Program are aligned with the objectives of contemporary road safety research strategies and initiatives
  - ensure that the objectives and priorities of the Program are relevant to the needs of the AAA club members
  - assist in the development of strong collaborative links (national and international) with clubs, industry, the community, government agencies, relevant universities and research centres
  - review the progress of the Program's research strategies and projects, and provide advice to the AAA Managing Director and AAA Board on the outcomes of these reviews
  - provide advice and recommendations to the AAA Managing Director and AAA Board on road safety research applications for funding
  - identify expertise in various fields relevant to AAA research activities and provide advice on stakeholder engagement and communications.
- 4.2.3 The independent EAP consists of recognised experts in road safety and associated sectors and disciplines. Membership of the EAP may be supplemented or adapted each year based on the Program's emerging priorities. The EAP's role is to:
- provide strategic advice on contemporary road safety research priorities and programs and help the Program deliver a high level of scientific rigour in order to maximise impact
  - ensure the Program's objectives and processes are aligned with the objectives of contemporary road safety research strategies and initiatives
  - assist in developing strong collaborative links (national and international) with industry, the community, government agencies, relevant universities and research centres
  - review the progress of the Program's research strategies and projects, and provide advice to the AAA Managing Director and AAA Board on the outcomes of these reviews
  - provide advice and recommendations to the AAA Managing Director and AAA Board on road safety research applications for funding
  - identify expertise in various fields relevant to AAA research activities and provide advice on stakeholder engagement and communications.
- 4.2.4 The AAA Board will consider those proposals recommended through the EAP and the CAG and will be the ultimate decision makers for which research projects are funded.

## 5 Research Proposals

### 5.1 Methods to request proposals.

5.1.1 The Program may commission research through a combination of mechanisms based on the initial assessment of research project concepts. These may include:

- **Open applications process** – a process where any eligible organisation who meets the eligibility can submit a proposal as a part of a competitive process
- **Selective application process** – a process where a selection of organisations will be invited to submit a research proposal as a part of a competitive process
- **Direct negotiation process** - the Program will directly approach an identified applicant to request the submission of a research proposal.

5.1.2 The assessment process will vary depending on the mechanism used to request research proposals (see Section 6 for information on the Assessment Framework).

### 5.2 Questions during the submission period

5.2.1 Any questions during the research proposal submission period should be directed in writing to the AAA National Program Manager – see Section 8 for Program contact information.

5.2.2 The AAA Program team will respond to questions within 3 business days.

5.2.3 Where relevant, responses to questions will be shared with all parties who have registered to receive information on the research round.

### 5.3 Submission of proposals

5.3.1 The applicant is responsible for ensuring the research proposal is complete and all details are accurate and current at the time of submission.

5.3.2 Incomplete, false or misleading information may exclude the application from further consideration.

5.3.3 Applicants must submit their proposals via the Program email address: [research@aaa.asn.au](mailto:research@aaa.asn.au)

5.3.4 Late applications will not be considered.

5.3.5 Research proposals cannot be changed (additions, deletions or modifications) after the closing date for the research round.

5.3.6 The AAA may contact the applicant to clarify information or request further detail on the proposal. Any request for such information will be provided in writing to the nominated contact person.

## 6 Assessment Framework

### 6.1 Assessment Criteria

6.1.1 Applicants will be asked to develop research proposals that address the following four weighted assessment criteria:

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

### 6.2 Assessment of research concepts

6.2.1 Research concepts identified as a part of the Program's invitation-only research forum, stakeholder engagement and online application process will be assessed against the Program's Assessment Criteria by the Program's CAG and EAP.

6.2.2 The CAG and EAP members will be asked to assess each proposal against the four criteria and provide a rating as follows:

- Impact - between 1 (lowest) and 3 (highest)
- project quality - 1 (lowest) and 5 (highest)
- collaboration - 1 (lowest) and 5 (highest)
- value for money - 1 (lowest) and 5 (highest)

6.2.3 This rating will result in a score for each proposal. The proposal will be ranked and consolidated into a table for a final assessment by both groups.

6.2.4 As a part of the final assessment, the CAG and EAP members will test the scoring and ranking and resolve a final recommended list of research concepts to be recommend to the AAA Board for consideration.

6.2.5 Final decision on which projects to progress to the feasibility phase or the major project phase will be made by the AAA Board based on these recommendations.

### 6.3 Assessment process the Open or Select Application process.

- 6.3.1 Eligible proposals for either the **Open Application** or **Select Application** process will be assessed against the Program's Assessment Criteria.
- 6.3.2 The AAA, in consultation with the CAG and EAP members, will assess each proposal against the four assessment criteria.
- 6.3.3 When considering the project ratings and rankings, the AAA, CAG and the EAP may:
- ask applicants of any specific research proposal to provide additional information
  - provide applicants for any research proposal with an opportunity to address comments or follow up questions
  - facilitate the obtaining of additional advice from a recognised expert in the field that is independent from all applicants.
- 6.3.4 The AAA, in consultation with the CAG and EAP, will provide advice to the AAA Managing Director and the AAA Board on the extent to which each proposals meets the assessment criteria and provide a recommendation as to which proposals should be funded.
- 6.3.5 Final decision on which projects to fund will be made by the AAA Board based on the recommendations of the AAA, CAG and the EAP.

### 6.4 Assessment process for the Direct Negotiation process

- 6.4.1 Proposals received through a direct negotiation with an identified application will not be scored and ranked like those proposals received under either a "Open Application" or "Select Application" process.
- 6.4.2 The AAA, in consultation with the CAG and EAP, will still be required to provide advice to the AAA Managing Director and the AAA Board on the extent to which each proposal meets the assessment criteria and whether funding is recommended.
- 6.4.3 For eligible proposals submitted to the Program in response to a direct approach, the AAA will assess the application against the Program assessment criteria and provide a recommendation to the CAG and EAP members, on the merits of the proposal and whether they are satisfied that it meets the Program assessment criteria.
- 6.4.4 The assessment process will also review the proposal's research project key personnel, methodology, and project cost.
- 6.4.5 A selection of members of the CAG or the EAP may also be asked by the AAA Board to liaise with the research providers to refine a proposal and ultimately reach agreement on a final approach that can be recommended to the AAA Board for consideration.

## 7 Post Assessment activities

### 7.1 Notification of Decisions

- 7.1.1 Successful applicants will be notified of the AAA Board's decision to fund their project as soon as possible after the decision has been made.
- 7.1.2 Unsuccessful applicants will be notified by the AAA that their proposals have not received funding under the Program and can seek feedback on their application.
- 7.1.3 Unsuccessful applicants may be able to submit a new proposal for the same or similar research in a future research round if it meets that research round's theme and guidelines.

### 7.2 Announcement of Projects

- 7.2.1 The AAA will announce the successful recipients of funding on its Program website ([aaa.asn.au/research](http://aaa.asn.au/research)) and via other communication channels.
- 7.2.2 The announcement will include the following information about the research project:
- name of the research project and a summary description
  - names of the organisation/s involved in the research project
  - names of the Project Lead and other key specified personnel as relevant
  - research Project timeframes

### 7.3 Service Agreements

- 7.3.1 The successful applicants will be required to enter into a legally binding Services Agreement that will outline the terms and conditions, project expectations, funding milestones, reporting requirements and KPIs.
- 7.3.2 The Services Agreement must be executed before any project funding can be paid out. The AAA is not responsible for any project expenditure until the Services Agreement is executed.
- 7.3.3 The project must be conducted in accordance with Services Agreement as signed by the AAA and the successful applicant.
- 7.3.4 The AAA recognises that unexpected events may affect the progress of the research project. In such circumstances a variation to the Services Agreement can be requested. This may include:
- changing the project's internal budget or research plan
  - extending the timeframe for completing the project
  - changing participants or organisations named in the project.
- 7.3.5 Requests to vary the Services Agreement must be submitted in writing to the AAA National Program Manager (see section 8) and must be approved by the AAA, which may consult the CAG and/or the EAP before deciding. The outcome of the request will be provided to the applicants.



## 7.4 Project Changes / Details

- 7.4.1 It is the responsibility of the Project Lead to let the AAA know of anything that is likely to affect the research project.
- 7.4.2 The Project Lead must keep the AAA informed of any changes to the details of related to the research project including (but not limited to):
- names of the key specified personnel
  - change of contact details (such as address, phone, or email)
- 7.4.3 If the project lead becomes aware there has been a breach of the terms and conditions of the Services Agreement, they must contact the AAA immediately.
- 7.4.4 Updates to key details or notification of breaches must be made to the AAA National Program Manager (see Section 8).

## 8 Additional Program Information

### 8.1 Program Improvements and evaluation

- 8.1.1 The AAA will utilise a continuous improvement process within the Program, particularly in relation to the Program's process for identifying areas of research need and procuring research projects to address these needs.
- 8.1.2 If successful in receiving funding under the Program, you may be asked to provide information to aid with this improvement process.
- 8.1.3 This process is intended to improve how the Program operates in subsequent years.
- 8.1.4 Over time, the AAA will also seek to evaluate the outcomes of funded research and the Program as a whole, to assess how this investment in road safety research benefits road users and the community.

### 8.2 Project Publications Acknowledgement

- 8.2.1 The Program encourages responsible publication and dissemination of research findings.
- 8.2.2 All publications will require the express written consent of the AAA, which may be reasonably withheld.
- 8.2.3 Individual Services Agreement will include any conditions related to publication of information related to the project if necessary.
- 8.2.4 All publications, including but not limited to, academic publications, research papers and briefs, conference abstracts and presentations and journal articles) related to funding provided under the Program should provide an acknowledgment as follows:
- "This activity/research project received funding as a part of the AAA Road Safety Research Program."
- 8.2.5 The acknowledgement must be in a prominent place and acceptable to the AAA.

### 8.3 Privacy and Confidentiality

- 8.3.1 The AAA, including the EAP and the CAG, will treat personal information received as a part of the Program process in accordance with the 13 Australian Privacy Principles and the Privacy Act 1988.
- 8.3.2 Applicants submitting proposals under the Program must comply with the Privacy Principles Act 1988 and impose the same privacy obligations on any subcontractors engaged as part of the research project.
- 8.3.3 The AAA will treat the information provided as a part of the research proposals as sensitive and therefore confidential if it meets any of the conditions below:
- the information is clearly identified as confidential and an explanation is provided as to why this information is confidential
  - the information is commercially sensitive
  - revealing the information would cause unreasonable harm to you or someone else
  - the information has been provided with an understanding that it will stay confidential.
- 8.3.4 The Services Agreement will include any specific requirements about special categories of information collected, created, or held under the Services Agreement.

### 8.4 Program Contact Details

- 8.4.1 Further information on the Program can be found at [aaa.asn.au/research](http://aaa.asn.au/research)
- 8.4.2 To discuss any elements of the Program you can contact the National Program Manager, Michelle Quester at [michelle.quester@aaa.asn.au](mailto:michelle.quester@aaa.asn.au) or on (02) 6261 4420.