

# EII TASKFORCE GUIDELINES

**We are open to all innovative ideas. Please do not feel restricted!**

## **Basic Criteria**

The EII Network supports taskforces which address EII's **Strategies & Goals**:

- Establish effective collaboration within and between EII's **Research Themes** with emphasis on facilitating and encouraging cross institutional and/or cross discipline participation.
- Develop an active EII research community in Australia with strong international links.
- Mentoring ECRS and research students to build leadership skills and to inspire innovative thinking.
- Foster new collaborations and promising research synergies which will impact on research results to produce quality research outcomes.

All taskforces will **report** to EII on completion of the taskforce, as well as provide brief progress reports at 3 monthly intervals.

Taskforce activities are expected to commence in as soon as possible in 2006, and may run up to a maximum of 12 months from the taskforce commencement.

All taskforces and associated activities should acknowledge the role of EII and the ARC as the funding source in all publicity, reporting materials and output.

## **Budget**

- Taskforces must involve at least **two EII member institutions**.
- EII plans to fund 2-3 taskforces.
- A taskforce may be offered less than the requested budget.
- Maximum funding available for a taskforce is 50K.
- Funding duration of a taskforce is restricted to a maximum of 12 months.

## **Scope**

To identify and investigate significant and emerging research in Enterprise Information Infrastructure: computing platforms; data and knowledge management; security, privacy and trust; enterprise centric computing; service centric computing; vertical applications; technology adoption and impact.

## **Objectives**

- Undertake a comprehensive survey of an emerging field.
- Identify and investigate emerging research challenges and trends in EII which may lead to significant new research opportunities.
- Identify key players and their strengths.
- Investigate how new research opportunities may be created for EII, and how current EII research activities may be synergized.
- Foster cross disciplinary collaboration.
- Engage leading edge customers in the domain.
- Identify significant opportunities for Australian industry.
- Identify open problems in the domain.

## **Suggested Deliverables**

- Web repository for EII members to access – hosted via current EII web portal.
- Presentation materials for tutorials or advanced seminars at various EII events, e.g., the PhD Spring School.
- Annotated literature repository, identify benchmarks, data sets and applications.
- Publication of a survey paper.

## **Suggested Activities**

- Focused workshops
- Travel: E.g., Visits to and from leading international research institutions or meetings of taskforce investigators
- Other: Please note that ARC Research Network guidelines exclude funding for research salaries and purchasing equipment.

## **Recommended Personnel**

EII prefers that the taskforce is led by early career researchers [ECRs], with experienced senior researchers acting as mentors of the taskforce.

- Taskforce Coordinator: EII encourages ECRs to undertake this role
- Senior Advisors: EII encourages members to act as mentors to ECRs
- Taskforce Team Members must cover at least two EII institutions

## **Taskforce Template**

Taskforce proposals should be submitted via a [template](#).

## **Assessment of taskforce proposals**

Taskforce Proposals will be assessed by a panel consisting of:

- Prof Maria Orlowska, EII Network's Convenor
- Prof Xiaofang Zhou, EII Research Director, and,
- [EII Steering Committee](#)

Submissions due by **30 September 2006**, and the successful EII Taskforces will be announced on **31 October 2006**.

## **Location**

EII imposes no restrictions on the location of activities associated with taskforces, although other factors like the available budget, or the geographic distribution of participants may influence location. Taskforce coordinators may also like to take into account the accessibility of possible locations.

## **Progress and Final Reports**

It is a requirement of funding that within a period of one month after the taskforce concludes, the Taskforce Coordinator should submit a [report](#) to the EII Network Convenor.

For taskforces which include a number of specific events or activities, a brief progress report to the EII Network Convenor is required after each specific event or activity.

## **Acceptable Forms for Acknowledgement of ARC Funding**

Extracted from <http://www.arc.gov.au/publications/acknowledgementform.htm>

**Acknowledgement:** The ARC Funding Agreement requires that any ARC contribution to research and other activities be appropriately acknowledged. When, at any time during or after completion of a taskforce, the researcher or any other party publishes or produces material which relate to the taskforce, the taskforce coordinator must ensure (wherever possible) that the ARC's contribution and support in funding the taskforce is acknowledged in a prominent place and in an appropriate form.

**ARC Logo:** Use ARC logo on web sites and other promotional materials. Wherever possible, the ARC logo should be included with acknowledgements of ARC funding: [http://www.arc.gov.au/publications/arc\\_logo.htm](http://www.arc.gov.au/publications/arc_logo.htm).

## **Budget Planning – Possible Budget Items**

<b>What</b>	<b>Examples</b>	<b>Costs Supported by ARC</b>	<b>Costs Supported by Institutions</b>
Accommodation		<b>Yes:</b> Recommended up to \$160 per night	<b>Yes:</b> Recommended up to \$160 per night
Catering/Conference Package Venue Hire/Equipment Hire		<b>Yes</b>	<b>Yes</b>
Domestic Airfares		<b>Yes</b>	<b>Yes</b>

GUIDELINES

Equipment	Computers and other information and communication facilities	<b>No</b>	<b>Yes</b>
Grants	Travel and/or accommodation subsidies to assist students or ECRs to attend events	<b>Yes</b>	<b>Yes</b>
Hospitality	Event dinners, lunches with visitors etc.	<b>Yes:</b> Recommended up to \$70 per head	<b>Yes:</b> Recommended up to \$70 per head
International Airfares	Keynote speakers, international experts & collaborators, network participants visiting or working in top international institutions, exchange programs	<b>Yes:</b> But requires strong justification	<b>Yes:</b> But requires strong justification
Local Transport	Taxis, buses, trains, mileage allowance	<b>Yes</b>	<b>Yes</b>
Meals & Incidentals		<b>Yes:</b> Recommended up to \$40 per day	<b>Yes:</b> Recommended up to \$40 per day
Shared resources	Social surveys, software tools, databases	<b>Yes</b>	<b>Yes</b>
Speaker Honorarium		<b>No</b>	<b>Yes</b>
Miscellaneous Costs	Gifts for keynote speakers, flowers, cleaning, stationery, registrations	<b>No</b>	<b>Yes</b>
Network participants not employed by an Australian organization		<b>Yes:</b> Travel and accommodation within Australia only	
Publication costs		<b>No</b>	
Tuition fees	International student fees and HECS	<b>No</b>	
Special Studies Programs		<b>No</b>	
Salaries of researchers		<b>No</b>	
General infrastructure & capital works	Office facilities including use of photocopiers, telephones, mail, facsimile, email & internet services	<b>No</b>	<b>Yes</b>