**Project Enquiry Form**

**This form will enable Match Studio to discuss your proposal with our colleagues and start the process of identifying suitable expertise and, if relevant, suitable students who could participate.**

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| **YOUR DETAILS** | |
| Your Name: |  |
| Your Project Manager / Contact Name: |  |
| Your Organisation: |  |
| Telephone: | (office) (mobile) |
| Email: |  |
| Postal Address: |  |

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| --- | --- | --- | --- |
| **ABOUT YOUR ORGANISATION** | |  |  |
| **What is the nature of your organisation? (Please check box)** | | | |
|  | Education provider (please specify level): |  | Government |
|  | Research |  | Private business / corporation |
|  | Not-for-profit |  | Club / Society |
|  | Other (please specify): |  |  |

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| --- | --- | --- | --- |
| **HOW DID YOU FIND OUT ABOUT MATCH STUDIO?** | | | |
|  | Word of mouth (*please underline*): UniSA staff UniSA student UniSA alumni  Government Industry Community/NGO Other | | |
|  | Our website [[unisa.edu.au/matchstudio](http://aad.unisa.edu.au/research/research-areas/matchstudio/)] |  | Promotional postcard |
|  | Event delivered or facilitated by Match Studio |  | Other (please specify): |
| * **Have you had prior engagement with UniSA staff or students? If so, please provide their name/s:** * **Have you discussed your current proposal with any UniSA personnel? Please provide their name/s:** | | | |

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| **PROJECT OBJECTIVE** |
| * **Please briefly describe your proposed project and the kind of outputs you are hoping for.** * **What do you think would be the main benefits for UniSA students and/or researchers in participating in this project?** |
| **PROJECT BACKGROUND / RESEARCH** |
| * **Briefly outline the ‘need’ or the background inspiring/informing this project?** |
| **USERS / AUDIENCE** |
| * **Who is the audience, end-user or market for this project / product / service?** |
| **PROJECT BRIEF** |
| * **Do you have a written brief for this project? If so, please attach it to this document.** |

|  |  |  |  |  |  |
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| **PROJECT BUDGET** | | | | | |
| ***Supporting students participating in client-focused project activity and ensuring the delivery of high standard outcomes for clients requires significant project management and teaching support outside of formal class time. To this end, Match Studio may charge a project management fee. This will be discussed at the first briefing meeting and be documented through a project contract once the project parameters have been agreed upon.***  **Please select your indicative potential project budget:** | | | | | |
|  | Less than $3,000 | | |  | $10,000 – $15,000 |
|  | $3,000 – $5,000 | | |  | $15,000 – $30,000 |
|  | $5,000 – $10,000 | | |  | $30,000+ |
|  | | | | | |
| **PROJECT TIMING** | | | | | |
| **When do you wish the project to commence? Date:** .................................  **Is this timing flexible?** (please tick) Yes  No  **What is the deadline? Date:** .................................  **Is the deadline bound to a specific event?** (please tick) Yes  No  **Please specify:** ………………………………………………………………………………………………………………………………. | | | | | |
| **Other information or comments:** | | | | | |
| **Date:** | |  |

**Please email the completed form to** [**matchstudio@unisa.edu.au**](mailto:matchstudio@unisa.edu.au)

If you require assistance in filling out this form, or have any other enquiries, please call 8302 9244 or email Match Studio.