

USP program timeframes

The following timeframes are indicative only. Each unsolicited proposal has individual characteristics that will influence the timeframe required to assess the proposal at each stage. These characteristics include the scale, cost, novelty, and complexity of the project along with the number of stakeholders involved and level of stakeholder engagement required. For more details on the USP process, please refer to section 5 of the [USP Guidelines](#).

Indicative timeframes:

Acknowledgement of initial enquiry: the Department of Enterprise, Investment and Trade aims to acknowledge initial proposal enquiries or requests for a pre-lodgement meeting submitted through the [USP website](#) within five (5) working days.

Pre-lodgement meeting: if the Proponent is seeking a pre-lodgement meeting, we will endeavour to hold the pre-lodgement meeting within two weeks of the enquiry being acknowledged (subject to availability and depending on any stakeholder engagement required pre-meeting). A pre-lodgement meeting checklist can be found in section 8 of the [USP Guidelines](#).

Stage 1a assessment: DEIT will aim to acknowledge all Stage 1 proposals within 30 days. A Stage 1a Preliminary Assessment usually takes between two (2) and six (6) months, depending on the scale, cost, novelty and complexity of the project along with the number of stakeholders involved and level of stakeholder engagement required. Any approvals to proceed to stage 1b require USP Steering Committee approval, which may also impact on timeframes. More information can be found in section 4.3A of the [USP Guidelines](#).

Stage 1b assessment: a Stage 1b assessment requires more detailed information about the project and the proponent. The timeframe taken to assess the proposal (following receipt of all required information from the Proponent) will depend on the completeness of the information provided, as well as the scale, cost, novelty and complexity of the project along with the number of stakeholders and the level of stakeholder engagement required.

The timeframe is typically longer than stage 1a, as the Stage 1b assessment involves the formation of a cross agency Assessment Panel, requests for additional information, the preparation of an Assessment Report and additional stakeholder engagement. Any approvals to proceed to Stage 2 will involve the USP Steering Committee and a formal Government decision (Cabinet), which also impacts on timeframes.

Additional information can be found in section 4.3B of the [USP Guidelines](#).

Stage 2 assessment: a Stage 2 assessment involves a formal assessment of the proposal against the Stage 2 Assessment Criteria. Stage 2 requires a significant level of detail, including commercial and financial information about the project. There is no typical timeframe for a Stage 2 assessment as proposals vary widely and timeframes are impacted by external factors, such as planning and environmental approvals.



Department of Enterprise, Investment and Trade

Further information on the Stage 2 assessment stage can be found in section 4.4 of the [USP Guidelines](#).

Stage 3 assessment: Negotiation of a Final Binding Offer. Timeframes will vary.

Information on the final stage of the USP process can be found in section 4.5 of the [USP Guidelines](#).