



Grant Opportunity Guidelines

Australia-India Strategic Research Fund Collaborative Research Projects Round 11

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Closing date and time:	5.00pm AEDT on 23 January 2019
Commonwealth policy entity:	Department of Industry, Innovation and Science
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us at business.gov.au .
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Contents

1. Australia-India Strategic Research Fund: Collaborative Research Projects Round 11 processes	4
2. About the grant program	5
2.1. About the Collaborative Research Projects Round 11 grant opportunity	5
3. Grants available	6
3.1. Project duration	6
4. Priority areas	6
5. Eligibility criteria	6
5.1. Who is eligible?	6
5.2. Additional eligibility requirements	7
6. Eligible grant activities	7
6.1. Eligible projects	7
6.2. Eligible activities.....	7
6.3. Eligible expenditure.....	7
6.4. Ineligible expenditure	9
7. The merit criteria you need to address	10
7.1. Merit criterion 1	10
7.2. Merit criterion 2	10
7.3. Merit criterion 3	11
7.4. Merit criterion 4	11
8. How to apply	11
8.1. Attachments to the application.....	12
8.2. Timing of grant opportunity	12
8.3. Joint applications	12
9. The selection process	13
9.1. Final decision	13
10. Notification of application outcomes	14
11. If your application is successful	14
11.1. Grant agreement.....	14
11.1.1. Simple grant agreement.....	14
11.2. Project specific legislation, policies and industry standards	14
11.2.1. Ethics and research practices.....	15
11.2.2. Intellectual property rights.....	15
11.3. How we pay the grant	15
11.4. How we monitor your project	16
11.4.1. Progress reports.....	16
11.4.2. Final report	16
11.4.3. Ad-hoc report	16

11.4.4. Independent audit report.....	16
11.5. Compliance visits.....	17
11.6. Grant agreement variations.....	17
11.7. Keeping us informed.....	17
11.8. Evaluation.....	18
11.9. Grant acknowledgement.....	18
12. Conflicts of interest.....	18
12.1. Your conflict of interest responsibilities.....	18
12.2. Our conflict of interest responsibilities.....	18
13. How we use your information.....	19
13.1. How we handle your confidential information.....	19
13.2. When we may disclose confidential information.....	19
13.3. How we use your personal information.....	20
13.4. Public announcement.....	20
13.5. Freedom of information.....	20
14. Enquiries and feedback.....	21
Appendix A. Definitions of key terms.....	22

1. Australia-India Strategic Research Fund: Collaborative Research Projects Round 11 processes

The Australia-India Strategic Research Fund is designed to achieve Australian Government objectives

This grant opportunity is part of the above Grant Program which contributes to Department of Industry, Innovation and Science's Outcome 1. The Department of Industry, Innovation and Science works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect



You complete and submit a grant application



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the merit criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Australia-India Strategic Research Fund Collaborative Research Projects Round 11

We evaluate the specific grant activity and Australia-India Strategic Research Fund as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Australia-India Strategic Research Fund (AISRF, the program) commenced in 2006. In the 2018 Federal Budget, the Australian Government announced a total of \$10 million over 4 years for the current phase of the program.

The AISRF is a bilateral program administered in conjunction with the Indian Government. Grant decisions are made jointly with the Indian Government.

The objectives of the program are to:

- increase the uptake of leading science and technology by supporting collaboration between Australian and Indian researchers in strategically focused, leading-edge scientific research and technology projects
- strengthen strategic alliances between Australian and Indian researchers, and
- facilitate Australia and India's access to the global science and technology system.

The intended outcomes of the program are:

- greater profile and reputational gains for Australian and Indian science, research and innovation capabilities in each other's country and globally
- stronger links between Australian and Indian research and business communities to grow long-term collaboration
- an opportunity for any postgraduate students involved in the project to spend time in the other country and work with collaborating researchers, to help form lifelong networks and build on institutional links
- enhancement of Australia's reputation as a destination of choice for Indian tertiary students
- strengthening and deepening of the bilateral diplomatic relationship and strategic partnership.

There will be other grant opportunities as part of this program and we will publish the [opening and closing dates](#) and any other relevant information on [business.gov.au](#) and GrantConnect.

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)¹.

2.1. About the Collaborative Research Projects Round 11 grant opportunity

These guidelines contain information for the Collaborative Research Project Round 11 grants. This grant opportunity was announced as part of the AISRF. For this grant opportunity, \$4 million is available over 3 years.

This document sets out:

- the eligibility and merit criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (the department) is responsible for administering the grant opportunity. The Government of India's Department of Science and Technology (DST) and Department of Biotechnology (DBT) deliver the program in India. The

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

Australian and Indian departments agree on the program parameters and jointly decide the outcomes of each funding round.

We have defined key terms used in these guidelines in appendix A.

You should read this document carefully before you fill out an application.

3. Grants available

- The maximum grant amount is \$500,000
- There is no minimum grant amount.

You cannot use funding from other Commonwealth, State, Territory or local government grants to fund your share of eligible project costs.

3.1. Project duration

The maximum grant period is 3 years.

We may approve a further 12 month extension provided you complete your project by 30 June 2023.

4. Priority areas

The priority areas for Round 11 of the Australia-India Strategic Research Fund Collaborative Research Projects are:

Indo-Australian Science & Technology Fund *(administered by DST in India)*

- Energy storage (batteries)
- Marine science

Indo-Australian Biotechnology Fund *(administered by DBT in India)*

- Plant genomics
- Neurodegenerative diseases, including palliative care

5. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

5.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- a company, incorporated in Australia
- an incorporated not for profit organisation
- a publicly funded research organisation (PFRO) as defined in appendix A
- a Cooperative Research Centre
- an other Australian incorporated entity.

Joint applications involving more than one Australian partner are acceptable, provided the lead applicant is the main driver of the project and eligible to apply. For further information on joint applications, refer to section 8.3.

5.2. Additional eligibility requirements

We can only accept applications:

- that have a primary Indian partner that has submitted, or is in the process of submitting, a corresponding application to India's Department of Science and Technology (DST) or the Department of Biotechnology (DBT).

We cannot waive the eligibility criteria under any circumstances.

6. Eligible grant activities

6.1. Eligible projects

To be eligible your project must:

- include eligible activities and eligible expenditure
- involve research in a priority area (see section 4)

We cannot fund your project if it receives funding from another government grant for the same activities. If you receive Australian government funding for your core activities, you will need to demonstrate that the activity you are carrying out for the project is additional to your core activities. If you have received AISRF project funding in a previous round, you cannot receive funding for the same activities that have previously been supported.

6.2. Eligible activities

Eligible activities must directly relate to the project and can include:

- joint scientific research projects with Indian partner/s
- application and commercialisation of research outcomes
- exchanges and secondments of personnel between Australia and India
- conferences and workshops
- new research-related information sharing and communication initiatives
- joint traditional research outputs of books, chapters, journal articles and conference publications.

We may also approve other activities.

6.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure includes:

- salaries for Australian personnel directly employed on project activities and residing in Australia, including
 - researchers
 - support staff
 - student stipends

Postdoctoral salaries and postgraduate stipends listed in the application should be consistent with stipend rates for Discovery set by the Australian Research Council. [Australian Research Council](http://www.arc.gov.au/salaries-and-stipends).²

- salary on-costs of up to 30 per cent - where direct Australian salary costs have been included in the budget

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts
- international travel
 - economy class return airfares for Australian researchers, including postgraduate students, travelling to India to participate in meetings, workshops and activities related to the project. International airfares for Indian researchers travelling to Australia will be met by the Government of India
 - economy class domestic transportation for Australian researchers, including postgraduate students, within India
 - visa and insurance costs associated with travel to India
 - living expenses, including accommodation and meals, for Indian researchers travelling to Australia to participate in meetings, workshops and activities related to the Project. Support is limited to a maximum of \$300 per person per day, or \$4,000 per person per month, whichever is the lesser amount. (Living expenses, including accommodation and meals, for Australian researchers travelling to India will be met by the Government of India)
 - Australian researchers' travel to a country other than India where the primary purpose of travel is to advance the AISRF project and/or to present outcomes of the project at an international conference
- direct support costs of activities including
 - project specific bench fees, consumables, specialist equipment or instruments, freight, and access to facilities necessary to undertake the project
 - costs of prototyping and commercialisation translational activities including product design, testing, and initial manufacturing of the prototype
- other direct costs as approved by the Program Delegate (who is the AusIndustry Senior Responsible Officer with responsibility for program delivery).

² <http://www.arc.gov.au/salaries-and-stipends>

Return travel to India and living allowance expenses in India combined must not exceed 20 per cent of the approved grant amount.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Grants are intended to contribute towards the cost of eligible activities and not fully fund all project expenses. Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You must not commence your project until you execute a grant agreement with the Commonwealth.

6.4. Ineligible expenditure

Expenditure items that are not eligible are:

- any activities, equipment or supplies that are already being supported through other sources (including support from the Australian Government)
- any cost incurred prior to the signing of a grant agreement
- Australian researchers' domestic travel and living allowance within Australia (these costs should be covered as part of the applicant's cash and/or in-kind contribution to the project)
- Australian researchers' living expenses within India (these costs will be met by the Government of India and should be factored into the Indian partner's grant)
- indirect costs of research, including:
 - institutional overheads and administrative charges
 - membership of professional organisations and groups
 - non-project-related staff training and development costs
 - communications costs
 - costs that duplicate the in-kind support from the lead applicant or other participants in the project
 - costs associated with the preparation of financial and audit statements
 - staff recruitment and relocation costs
 - debt financing
 - capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
 - costs associated with market research for products or research carried out by surveys to assess the size of the market and the price of a particular service or product
 - costs associated with marketing Projects, i.e. activities aimed at creating demand for goods and services of consumers, businesses and government

- costs such as rental, renovations and utilities
- salaries for non-Australian personnel, including consultants
- fees for international students, or the Higher Education Contribution Scheme (HECS) and Higher Education Loan Programme (HELP) liabilities for students
- insurance costs (the recipient must maintain adequate insurance or similar coverage for any liability arising as a result of its participation in AISRF funded activities)
- subscription costs for access by Australian personnel to major international research facilities.

This list is not exhaustive. Other costs may be ineligible where the department assesses they do not directly support the achievement of the planned outcomes for the research activities or they are contrary to the objectives of the AISRF. The recipient must ensure it has adequate funds to meet the costs of any ineligible expenditure associated with the research activities.

7. The merit criteria you need to address

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion using the weighting indicated.

The application form asks questions that relate to the merit criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

The information contained in your application must be consistent with that provided to the Indian government by your Indian partner.

We will only award funding to applications that score highly against all merit criteria, as these represent best value for money.

7.1. Merit criterion 1

The extent that your project will advance research and collaboration in priority areas (30 points)

You should demonstrate this by identifying:

- the problem your project addresses and why collaboration with Indian researchers is important
- the merit of your research project and how it builds on existing research in one or more of the priority areas
- how your project will develop sustainable collaborations between Australia and India in the priority areas.

7.2. Merit criterion 2

Benefits to Australia and India (30 points)

You should demonstrate this by identifying:

- the impact of the project including benefits to industry or end users
- the application of your research outcome/s including the commercialisation potential (if any) of new products, processes or services
- the social, environmental and/or economic benefits to be gained from your project.

7.3. Merit criterion 3

Your capacity, capability and resources to deliver the project (30 points)

You should demonstrate this by identifying:

- your access to personnel with the right skills and experience, including management and technical staff
- your access, or future access to, any infrastructure, capital equipment, technology and intellectual property
- a sound project plan to manage and monitor the project including risks and mitigation strategies as well as governance arrangements.

7.4. Merit criterion 4

Impact of grant funding (10 points)

You should demonstrate this by identifying:

- your justification for the funding amount requested with respect to the scale of the project and intended outcomes
- the total investment the grant will leverage from project partners and any other collaborators
- your ability to fund your share of project costs not covered by the grant.

8. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [program application form](#) on business.gov.au
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments.

Your application must have an identical project title to the application your Indian primary partner submits to India's Department of Science and Technology (DST) or the Department of Biotechnology (DBT). This is important to enable matching of applications received in both countries as part of the eligibility checking process.

When you submit your online application, we will provide you with an automated receipt number and we will send a copy of your complete application to both the contact email address and the declarant email address that you provide in the form.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process or if you are unable to submit an application online [contact us](#) at business.gov.au or by calling 13 28 46.

8.1. Attachments to the application

We require the following documents with your application:

- a letter of support from each partner organisation as detailed in 8.3 (template provided on business.gov.au).
- curricula vitae (CV) for both Australian and Indian key personnel identified in merit criterion 3. Provide CVs of up to 10 key personnel, including the Australian and Indian project managers (template provided on business.gov.au). You will need to combine all CVs into one attachment.
- a letter of support from the lead organisation demonstrating and clearly articulating the organisation’s financial support (cash and/or in-kind) for the project, and a commitment to engage in the research collaboration (template provided on business.gov.au).
- a list of research publications cited in support of claims made against any merit criterion.

You must attach supporting documentation to the application form in line with the instructions provided within the form. The total size of all attachments and the application form cannot exceed 20MB. You should only attach requested documents. We will not consider information in attachments that we do not request.

8.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	10 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	6.5 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Agreement execution date
End date of grant commitment	30 June 2022

8.3. Joint applications

The lead organisation in the proposal must be an eligible entity. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The lead organisation can submit a maximum of two applications:

- one with a corresponding application being submitted under the Science and Technology Fund with India’s Department of Science and Technology
- one corresponding application being submitted under the Biotechnology Fund with India’s Department of Biotechnology.

The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include

- details of the partner organisation

- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the project
- the organisation's financial support (cash and/or in-kind) for the project
- an outline of the relevant experience and/ or expertise the partner organisation will bring to the group
- the roles/ responsibilities the partner organisation will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

As the lead organisation, you are responsible for entering into appropriate contractual arrangements with your project partners.

Other Australian and Indian entities can be project partners. Your application may also include other international partners if necessary, but the project must be centred on the Australia-India research collaboration.

The lead organisation will manage the Australian component of the project.

You must have a formal arrangement in place with all parties.

9. The selection process

We first assess your application against the eligibility criteria. Only eligible applications will proceed to the merit assessment stage. We will notify you if your application is ineligible.

We refer your application to an independent advisory panel of experts. The panel may also seek additional advice from independent technical experts.

The panel will assess your application against the merit criteria and compare it to other eligible applications in a funding round before recommending which projects to fund.

To recommend an application for funding it must score highly against each merit criterion. While we assess all applications against the same merit criteria, we will score your application relative to the project size, complexity and grant amount requested. The evidence you provide to support your application should be proportional to the size and complexity of your project.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

Projects are typically funded by the Australian and Indian Governments. The Australian or Indian Government may consider unilaterally funding a project in very rare circumstances, subject to availability of funds and agreement by both governments.

9.1. Final decision

The Program Delegate decides which grants to approve taking into account the recommendations of the panel, the outcome of negotiations between the Australian and Indian Governments, and the availability of grant funds.

The Program Delegate's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if there are insufficient program funds available across relevant financial years for the program.

10. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses identified in your previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for merit assessment.

11. If your application is successful

11.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. A sample [grant agreement](#) is available on [business.gov.au](#) and GrantConnect.

We must execute a grant agreement with you before we can make any payments.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

11.1.1. Simple grant agreement

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

11.2. Project specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations. Wherever the government funds research activities, the following special regulatory requirements may apply:

- Ethics and research practices
- Intellectual property rights
- Working with Vulnerable People registration
- Working with Children Checks

To be eligible, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

11.2.1. Ethics and research practices

The [National Health and Medical Research Council³](#) (NHMRC) web site provides a series of publications that outline the principles of ethical conduct in research. All proposals and funded research projects must conform to the principles and requirements of these publications (and their successor documents), included but not limited to:

- the NHMRC/ARC/UA Australian Code for the Responsible Conduct of Research (2018) and successor documents
- the NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research (2007, updated 2018); and
- the Australian Code for the care and use of animals for scientific purposes (2013) endorsed by the NHMRC, ARC, CSIRO and UA.

If there is any conflict or inconsistency between a successor document and its predecessor, then the successor document prevails.

11.2.2. Intellectual property rights

Applicants must provide details of intellectual property (IP) arrangements in their applications. This includes both the use of IP in the project and the proposed ownership rights to IP generated by the project as well as strategies for protecting Australia's interests. Where IP is likely to be generated by the project, successful applicants are required to conclude protocols or contracts with their Indian and other collaborating partners on the management of IP issues. These agreements should be in accordance with laws and regulations in Australia and India and provide for:

- adequate and effective protection and equitable distribution of any benefits from IP rights created in or resulting directly from cooperative activities (foreground IP rights);
- ownership of foreground IP rights to be allocated on the basis of respective contribution and equitable interests;
- terms and conditions for the commercialisation and other forms of dissemination of the foreground IP rights; and
- adequate and effective protection of IP rights provided by the organisations, enterprises and institutions prior to or in the course of such cooperative activities, for example, the licensing or utilisation of such IP rights on equitable terms (background IP rights).

Australian participants should approach IP negotiations in line with the principles outlined on business.gov.au.

11.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

³ <https://www.nhmrc.gov.au/>

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

11.4. How we monitor your project

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from business.gov.au and GrantConnect. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of partners directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

11.4.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure (if requested)
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

11.4.2. Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date.
- be in the format provided in the grant agreement.

11.4.3. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

11.4.4. Independent audit report

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a

statement of grant income and expenditure. The report template is attached to the sample grant agreement.

11.5. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

11.6. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project. We may approve a further 12 month extension provided you complete your project by 30 June 2023
- changing project activities.

Note the program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

11.7. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

11.8. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to two years after you finish your project for more information to assist with this evaluation. We may also ask you to contribute to a case study.

Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment where applicable and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11.9. Grant acknowledgement

If you make a public statement about a project funded under the program, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

12. Conflicts of interest

12.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

12.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, committee members and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy](#)⁴ on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

13. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.1, or
- personal information as per 13.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

4

<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

13.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁵ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.4. Public announcement

We will publish non-sensitive details of successful projects on GrantConnect or the [department's website](#)⁶ and business.gov.au. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)⁷, unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

⁵ <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

⁶ <http://www.industry.gov.au/Pages/default.aspx>

⁷ <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

14. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division

AusIndustry – Business Services

Department of Industry, Innovation and Science

GPO Box 2013

CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁸ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁸ <http://www.ombudsman.gov.au/>

Appendix A. Definitions of key terms

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
ARC	The Australian Research Council, an independent body established under the <i>Australian Research Council Act 2001</i> .
AusIndustry	The division of the same name within the department.
CSIRO	The Commonwealth Scientific and Industrial Research Organisation, an Australian Government corporate entity under the provisions of the <i>Science and Industry Research Act 1949</i> .
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 6.2.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 6.3.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Independent advisory panel	The body established by the department to consider and assess eligible applications and decide which projects are referred for consideration by Australian and Indian government officials.
Minister	The Commonwealth Minister for Industry, Science and Technology.
NHMRC	The National Health and Medical Research Council, an independent statutory agency operating under the <i>National Health and Medical Research Council Act 1992</i> .

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Postgraduate students	Masters and PhD students enrolled at an Australian higher education institution
Program Delegate	An AusIndustry general manager or Executive Level 2 within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and State and Territory government business enterprises, departments or agencies which undertake publicly funded research.
UA	Universities Australia