



## Application Form

# Australia-India Strategic Research Fund Collaborative Research Projects Round 11 Sample Application questions

**Please note you must complete and submit an online application.**

**This document provides a list of questions that you will be asked in the online application.**

### 1. Eligibility

Does your organisation have an ABN?

Is your organisation one of the following?

- a company, incorporated in Australia
- a Publicly Funded Research Organisation (PFRO)
- an incorporated not for profit organisation
- a Cooperative Research Centre
- other Australian incorporated entity

Do you have at least one Indian partner which 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)?

You must select at least one eligible activity to be eligible to apply for a grant under the AISRF (refer to the [grant opportunity guidelines](#)):

- 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.

Do you confirm that the activities for which you are seeking funding are not currently being funded from any other government source or have previously received AISRF funding?

If you receive Australian Government funding for your core activities, you will need to demonstrate that the activity you are carrying out for the AISRF program is additional to your core activities.

If you have received AISRF funding in a previous round you can apply but cannot receive funding for the same activities that have previously been supported.

### 2. Contact details

#### Details of the primary contact

- Provide details of the primary contact.
  - Title
  - Given name
  - Family name
  - Position title
  - Phone number
  - Mobile number
  - Email address
- Provide the postal address of the primary contact
  - Address
  - Suburb/ town
  - State/ territory
  - Postcode
  - Country

#### Contact's relationship to applicant

- Is the applicant the primary contact's employer? If you answered 'yes' go the next question. If you answered 'no' complete the following.

- What is the relationship of the primary contact to the applicant?
  - Name of primary contact's employer
  - Australian Business Number (ABN) of primary contact's employer
- Provide a contact for the applicant organisation
  - Title
  - Given name
  - Family name
  - Position title
  - Phone number
  - Mobile number
  - Email address

#### Feedback

How did the applicant hear about the program?

### 3. Applicant information

#### Joint Application

The lead applicant must complete this form. If you are unsure of the status of your application as a joint application please contact us on 13 28 46 or at [business.gov.au](https://www.business.gov.au).

Please list all the joint project partner organisations for this application, starting with the lead applicant. If the lead applicant is a trustee of a Trust, enter the Trust's ABN.

Please enter the ABN of all Australian partners in the joint application and click the Validate button to retrieve your registration details.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Entity name
- Cash contribution amount
- In-kind contribution amount

#### Project partner organisation details

You may have a maximum of 10 organisations collaborating on the application including the lead applicant and the Indian partner.

- Australian partner organisations
  - Australian Business Number (if applicable)
  - Australian Company Number (if applicable)
  - Organisation name
  - Entity type
  - Collaborator type
  - Cash contribution amount (AUD)
  - In-kind contribution amount (AUD)

You must attach a letter of support from each of the other organisations involved in the proposal using the template provided on <https://www.business.gov.au/assistance/australia-india-strategic-research-fund-aisrf#key-documents>.

- Primary Indian partner
 

The primary Indian partner is the Indian organisation with whom you are partnered for this application. The primary Indian applicant must also submit an application to the relevant Indian government agency.

Please note:

The primary Indian partner in this application must be the primary Indian applicant in the corresponding Indian application. Your organisation must be listed as the primary Australian project partner in the matching Indian application.

The joint applications must also have identical project titles.

- Organisation Name
- Organisation Type
- Email
- Phone
- Address
- Suburb/ town
- State/ Province
- Postcode
- Other Indian partner organisations
 

You may have a maximum of 10 organisations collaborating on the application including the lead Australian applicant and the primary Indian partner.

  - Organisation name
  - Organisation type
  - Email
  - Phone

#### Type of applicant

In this section you must indicate what type of entity you operate under.

All entities must have an ABN

- Select which type of entity your organisation is
  - a company incorporated in Australia
  - a Cooperative Research Centre
  - a Publicly Funded Research Organisation (PFRO), as defined in Appendix A of the Guidelines

- an incorporated not for profit organisation
- an other Australian incorporated entity

#### **Applicant details**

- Australian Company Number (ACN)
- Australian Business Number (ABN)
- Legal/registered entity name
- Business/trading name
- GST registered?
- an other Australian incorporated entity

#### **ANZSIC details**

What is the applicant's main revenue earning activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#). Phone 13 26 46 if you require assistance.

#### **Address details**

Provide your organisation street address (Australian Head Office) and postal address.

- Address
- Suburb/ town
- State/ territory
- Postcode
- Country

Latest financial year figures. Has the applicant existed for a complete financial year?

#### **Recent Trading Performance**

- Sales Revenue (Turnover)
- Export Revenue
- R&D Expenditure
- Taxable Income
- Number of employees (headcount)
- Number of independent contractors (headcount)

Does the applicant have an ultimate holding company? If yes, provide ABN, entity name, country of the Ultimate Holding Company's head office address.

## **4. Project details and funding**

#### **Project title and description**

Provide a project title.

Provide a brief description for publication on our website.

#### **Project details for publication**

- Name of the applicant
- Title of the project
- A description of the project and its intended outcomes
- Amount of funding awarded

#### **Project outcomes**

Provide a summary of the expected project outcomes.

#### **Intellectual property rights**

Provide details of intellectual property (IP) arrangements.

#### **Priority areas**

Select the predominant priority area for your project

- Indo-Australian Science & Technology Fund
  - Energy storage (batteries)
  - Marine science
- Indo-Australian Biotechnology Fund
  - Plant genomics
  - Neurodegenerative diseases, including palliative care

#### **Field of research**

Please enter at least 1 and up to 3 Fields of Research (FoR) codes that are relevant to this project. Use Australian and New Zealand Standard Research Classification (ANZSRC) codes provided on the [ABS website](#)

- Division
- Group

#### **Socio-economic objectives**

Please enter at least 1 and up to 3 Socio-Economic Objectives that are relevant to this project. Use Australian and New Zealand Standard Research Classification (ANZSRC) codes provided on the [ABS website](#)

- Division
- Group

#### **Key personnel**

List the name and roles and attach the CVs of the Research team.

- Title
- Given name
- Family name
- Role
- Upload CV (button) – combine the CVs of up to 10 key personnel, including the Australian and Indian project managers, into one PDF attachment. Use the CV template provided at

<https://www.business.gov.au/assistance/australia-india-strategic-research-fund-aisrf#key-documents>

### **Project Milestones**

Provide details on the project milestones including the key activities occurring at each milestone.

You can have a maximum of 3 milestones and there must be a milestone due for completion roughly every 12 months.

The start date of milestone 1 is the expected project date. The end date of your last milestone activity will be the project end date.

The maximum grant period is 3 years.

You must not commence your project until you execute a grant agreement with the Commonwealth. For indicative timeframes, please refer to section 8.2 of the grant opportunity guidelines. Assessment will commence upon closure of the application round.

You will need to provide the following information for each milestone

- title
- description
- start date
- end date
- estimated milestone cost

### **Grant amount requested**

Provide the grant amount sought from the Australian Government (\$AUD). Amount must be GST exclusive.

### **Project budget**

Provide details on your eligible project costs over the life of the project. Amounts must be GST exclusive. We only provide grant funding based on eligible expenditure. Refer to section 6.3 of the grant opportunity guidelines for guidance on eligible expenditure.

A maximum of 20% of the grant amount sought can be allocated to International travel and living expenses. Any additional expenditure on international travel and living expenses will need to be covered by lead applicant or project partners' cash and/or in-kind contributions towards the project. This should be detailed in your letters of support.

Projects are for a maximum of three years' duration. The maximum grant amount is \$500,000.

Expenditure can only be claimed for the period 2018-19 to 2021-22. You must provide a figure for each field. \$0 is acceptable if applicable.

### **Project Budget**

You will need to provide a breakdown of expenditure by the following cost items from 2018/19 – 2021/22:

- Salaries, Direct support costs of activities, International travel, International Living expenses, Other expenses, Total Project Costs.

### **Source of Funding**

Complete the table to show the eligible cash and in-kind contributions from the Australian collaborating organisations.

The total eligible costs for the Australian component of the project (\$AUD) is the sum total of the Estimated eligible milestone cost (\$AUD) (GST inclusive less any GST credits that you can claim).

The project cannot be funded by this grant in conjunction with any other Commonwealth grant. The total government grant percentage including non-Commonwealth government funding cannot exceed 100%. Information to be provided is:

- Total applicant and Australian collaborating organisation's cash contribution (\$AUD)
- Total applicant and Australian collaborating organisation's in-kind contribution (\$AUD)
- Grant amount sought from the Australian Government (\$AUD)
- Total eligible costs (i.e. total project cost) for the Australian component of the project (\$AUD).

### **Grant amount requested from the Government of India**

Total funding sought from the Government of India (INR).

### **Conflicts of interest**

Do you have any perceived or existing conflicts of interest to declare? If yes, describe the perceived or existing conflict/s of interest and how you anticipate managing them.

Refer to the [grant opportunity guidelines](#) for further information on your conflict of interest responsibilities.

## 5. Merit Criteria

To be competitive you will need to score highly against each merit criterion. Your application will be assessed against the indicators listed beneath each merit criterion. The merit criteria are weighted as indicated by the points.

You are not required to provide a response up to the maximum character limit. The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define and quantify and provide evidence to support your answers.

**Merit criterion 1: The extent that your project will advance research and collaboration in priority areas** (score out of 30).

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.

**Merit Criterion 2: Benefits to Australia and India** (score out of 30).

You should demonstrate this by identifying

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

**Merit Criterion 3: Your capacity, capability and resources to deliver the project** (score out of 30).

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.

**Merit Criterion 4: Impact of grant funding** (score out of 10).

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.

You must attach a PDF document listing research publications cited in support of claims made.

To support your merit criteria responses, you may attach a PDF document containing figures, diagrams, tables, and images referred to in the merit criteria response fields (4 pages in length in total). These need to be clearly captioned and cross-referenced to your merit criterion response/s. No additional text can be included in this attachment and will not be considered.

## 6. Application Declaration

### Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#),
- [Commonwealth Grants Rules and Guidelines](#),
- Grant opportunity guidelines, and
- Applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
- to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that



I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

### **Applicant declaration**

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the Criminal Code 1995 (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and

Commonwealth Fraud Control Framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

- Name of signatory
- Email address of signatory
- Date

### **7. Contact us**

For more information, visit [business.gov.au](http://business.gov.au) or call 13 28 46. More in depth face-to-face assistance is also available from AusIndustry's national network.