



## Grant Opportunity Guidelines

# Australia-US Multidisciplinary University Research Initiative (AUSMURI)

<b>Opening date:</b>	15 September 2022
<b>Closing date and time:</b>	5.00 pm AEST on 31 May 2024
<b>Commonwealth policy entity:</b>	Department of Defence
<b>Administering entity</b>	Department of Industry, Science and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46 or via <a href="mailto:ausmuri@industry.gov.au">ausmuri@industry.gov.au</a>
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<b>Type of grant opportunity:</b>	Closed non-competitive

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# 1. Australia-US Multidisciplinary University Research Initiative (AUSMURI) processes

## **AUSMURI is designed to achieve Australian Government objectives**

This grant opportunity contributes to Outcome 2 of the Department of Defence Portfolio Budget Statement. The Department of Defence (Defence) works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



## **Defence confirms the designated topic/s**

The US Department of Defense (US DoD) selects Multidisciplinary University Research Initiative (MURI) topics taking into account advice provided by Defence, which then informs AUSMURI topics. Australian authorities determine the topics for AUSMURI funding.

The US MURI funding opportunity is announced on [www.grants.gov](http://www.grants.gov).



## **You complete and submit your MURI proposal**

You partner with a US lead university to submit a collaborative MURI proposal to US authorities in line with MURI requirements. This is a two-stage submission.



## **MURI submissions are assessed and grant decisions are made**

Defence provides input to US DoD on the MURI assessment process. US DoD selects successful MURI applicants, including winning bids for AUSMURI topics.



## **We will invite you to apply for the AUSMURI grant opportunity**

We will contact you with an invitation to apply for the AUSMURI grant.



## **You complete and submit a grant application**

You submit your grant application for AUSMURI funding. Only successful MURI applicants under a designated AUSMURI topic can apply.



## **We assess your AUSMURI grant application**

We assess your application against the eligibility criteria.



## **Grant decisions are made**

The decision maker decides if your application is successful.



## **We notify you of the outcome**



## **We enter into grant agreements**

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 AUSMURI**

We evaluate the specific grant activity and AUSMURI as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

Through agreement between the US Department of Defense (US DoD) and the Australian Department of Defence (Defence), the Australian Government will offer grant funding to Australian higher-education providers (universities) that have been successful in a joint Australia-US submission to the US Multidisciplinary University Research Initiative (MURI) program. AUSMURI complements MURI, which the US DoD administers. AUSMURI supports Australian universities that are part of successful bids in the US MURI process. Australian Government funding is provided through AUSMURI grants for projects on designated topics determined by Defence to have high potential for significant future defence capability.

For each annual round of MURI, Defence expects to announce one or more designated topics that may attract grant funding through AUSMURI. Australian universities work with US universities on collaborative submissions to the MURI program. US universities that are part of a successful submission for a joint Australia-US MURI project on a designated topic will receive US DoD funding; and Australian universities that are part of a successful submission for a joint Australia-US MURI project on a designated topic will receive Australian Defence funding.

We expect to fund only one new AUSMURI grant each year. However, in any year, we may designate more than one AUSMURI topic where the research is deemed a priority for future defence capabilities.

These guidelines contain information for AUSMURI grants.

We administer the program according to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs),<sup>1</sup> a legislative instrument under section 105C of the *Public Governance, Performance and Accountability Act 2013* (Cth).

### 2.1. MURI overview

MURI is sponsored by the following US DoD research offices:

- Office of Naval Research (ONR)
- Army Research Office (ARO)
- Air Force Office of Scientific Research (AFOSR).

The initiative supports university research involving mixed disciplines in science and engineering, within a range of topics with high potential for future defence capability. The US DoD agencies make a 'funding opportunity announcement' once per year, inviting submissions from groups of universities seeking to collaborate on the announced topics.

For further information regarding the MURI program, eligibility criteria, collaboration and submission processes, refer to the US funding opportunity announcement at [www.grants.gov](http://www.grants.gov).

The MURI program is competitive, and submissions are evaluated by US DoD against published selection criteria, including consideration of value for money.

### 2.2. About the AUSMURI grant opportunity

The AUSMURI program is a collaboration vehicle under the Next Generation Technologies Fund (NGTF), which was announced in the *2016 Defence White Paper*. AUSMURI topics relate to one of the following nine priority areas defined in the [2016 Defence Industry Policy Statement](#):

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<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines>

- integrated intelligence, surveillance and reconnaissance
- space capabilities
- enhanced human performance
- medical countermeasure products
- multidisciplinary material sciences
- quantum technologies
- trusted autonomous systems
- cyber
- advanced sensors, hypersonics, and directed energy capabilities.

AUSMURI is open only to Australian universities involved in a successful MURI submission on a topic designated by Defence.

AUSMURI supports the Australian Government's commitment to:

- strengthening Australian university research capacity, skills and global networks in research topics of priority to defence future capabilities
- building international collaborative links in key research topics of mutual defence interest for improved efficiency and burden sharing.

Collaboration amongst universities and disciplines within universities is an important objective of the program, and therefore we strongly encourage applications that demonstrate collaboration across Australian universities and disciplines.

The program's intended outcomes are to:

- produce transformational research and innovation that leads to significant advancement of capabilities and knowledge that have potential to create game-changing defence capability
- develop relationships and link Australian research strengths to build critical mass with new capacity for inter-disciplinary, collaborative approaches in fields of high potential for future defence needs
- build networks with US universities to strengthen research and achieve global competitiveness for Australia in fields of high potential for future defence capabilities
- build Australia's human capacity in a range of research areas of priority to defence future capabilities by attracting and retaining, from within Australia and abroad, researchers of high international standing as well as the most promising research students
- provide high-quality postgraduate and postdoctoral training environments for the next generation of researchers to support the future capabilities of Defence.

We consider that a project being part of a successful MURI submission on a designated AUSMURI topic demonstrates value for money.

This document sets out:

- the eligibility 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, Science and Resources (the Department) is responsible for administering the grant opportunity on behalf of the Department of Defence.

Key terms used in these guidelines are defined in Appendix A.

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

### 3. Grant amount and grant period

In 2017 the Australian Government committed up to \$25 million through the AUSMURI program over the life of the NGTF.

The grant amount will be up to 100 per cent of eligible project costs, up to a maximum of AUD \$1 million per 12 months for a period of 36 months. You must pay for any project expenditure that is not eligible or is over the funding limit.

In the third year of your project, if you have been successful for a MURI extension, you may apply to extend your AUSMURI project for the same period, being up to a further 24 months, and request additional grant funds of up to \$1 million per additional 12 month period.

### 4. Eligibility criteria

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

#### 4.1. Who is eligible?

To be eligible you must be invited to apply and:

- have an Australian Business Number (ABN)
- be a higher-education provider listed at Table A or Table B of the [Higher Education Support Act 2003 \(Cth\)](#)<sup>2</sup>
- be party to an approved MURI submission on a designated AUSMURI topic.

Your project may involve researchers (investigators) from different Australian universities. In these circumstances, you must nominate one of the researchers as the Australian principal investigator and we will consider their employing university as the Australian lead university. Only the Australian lead university can submit the application form and enter into the grant agreement with the Commonwealth. For further information on joint applications, refer to section 6.3.

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au)).

#### 4.2. Additional eligibility requirements

We can only accept applications:

- where you attach the research proposal submitted to the MURI program
- where you provide evidence that the MURI submission was approved by the US DoD
- with an Australian budget in AUD using the AUSMURI project budget template (the budget must align with the budget submitted to the MURI program).

We cannot waive the eligibility criteria under any circumstances.

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<sup>2</sup> <https://www.legislation.gov.au/Details/C2017C00003>



## 5. Eligible grant activities

### 5.1. Eligible projects

To be eligible your project must:

- include eligible activities and eligible expenditure
- be approved through the MURI program on a designated AUSMURI topic
- be undertaken in Australia.

### 5.2. Eligible activities

Eligible activities must directly relate to the project and:

- be approved as part of your MURI submission
- be undertaken in Australia.

We may also approve other activities.

### 5.3. Eligible expenditure

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

Not all expenditure on your project may be eligible for grant funding. The Program Delegate, a Senior Responsible Officer within the Department of Defence, 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:

- incurred by you within the project period
- a direct cost of the project
- incurred by you to undertake required project audit activities.

Eligible expenditure items can include:

- direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions
- labour on costs and administrative overheads - you may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers
- stipends for postgraduate students in Australia at the appropriate rate for the university
- project consumables including expenditure on any equipment or material inputs needed for the project
- costs associated with the use of existing plant, equipment and facilities for the period required for the project
- contract expenditure for any agreed project activities
- domestic and international travel for Australian employees limited to the reasonable cost of accommodation and transportation directly related to the project
- eligible air transportation is limited to the economy class fare for each sector travelled. Where non-economy class air transport is used only the equivalent of an economy fare for that sector

is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing the cost of an economy airfare at the time of travel.

- staff training that directly supports the achievement of project outcomes
- the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure
- publication costs directly related to the project
- other eligible expenditure as approved by the Program Delegate.

If your application is successful, we may ask you to verify the project budget you provided in your proposal when we finalise your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you will be required to provide an independent audit report of all eligible expenditure from the project.

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

You may elect to commence your project from the date your MURI application is deemed successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

#### 5.4. Ineligible expenditure

Expenditure items that are not eligible are:

- research not directly related to the project
- fee profit
- general facilities and accommodation including laboratory and office space
- general IT equipment including desktop or portable computers, printers and standard software
- use of photocopiers, telephones, mail, email and internet services
- financial costs, including interest
- activities and equipment that are already being supported through other sources
- organisational overheads other than those outlined under eligible expenditure
- teaching relief
- capital works and general infrastructure costs
- Higher Education Loan Programme (HELP) liabilities for students
- fees for international students

- bench fees or similar laboratory access fees levied by the institution
- costs related to preparing your MURI submission or AUSMURI application and any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- preparing standard reference material
- direct development of products and other commercialisation activities
- catering and meal costs
- other costs not directly related to the project, including but not limited to professional membership fees, professional development courses, fees for patent application and maintenance, visas, insurance and mobile phones (purchase or call charges).

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objectives of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

## 6. 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.

To apply, you must:

- be invited to apply
- complete and submit your application through the portal
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

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 have issues with the portal, [contact us](#) at business.gov.au or by calling 13 28 46.

### 6.1. Attachments to the application

We will only accept the following documents with your application:

- research proposal as submitted to the MURI program
- evidence that the MURI submission has been approved by US DoD
- an Australian budget in AUD using the AUSMURI project budget template available on [business.gov.au](#) (the budget should align with the budget submitted to the MURI program).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

## 6.2. Timing of grant opportunity

You can only submit an application once invited to apply. We will advise you of the closing date for your application. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project within one month of submitting an application.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	2 weeks
Approval of outcomes of selection process	5 weeks
Negotiation and award of grant agreement	1–4 weeks
Notification to ineligible applicants	2 weeks
Earliest start date of project	The date that your MURI application was deemed successful
End date of grant commitment	36 months from the project start date unless a project variation is approved

## 6.3. Joint applications

Your project may involve researchers (investigators) from different Australian universities. In these circumstances, you must nominate one of the researchers as the Australian principal investigator and we will consider their employing university as the Australian lead university. Only the Australian lead university can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group. We will only pay grant funds to the Australian lead university.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

# 7. The selection process

We assess your application against the eligibility criteria and then make recommendations to the Program Delegate.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

## 7.1. Final decision

The Program Delegate decides which grants to approve taking into account the application assessment 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 the relevant financial years for the program.

The Program Delegate may decide not to approve funding if your project is not considered to be consistent with Australia's national interests.

## 8. Notification of application outcomes

If you are successful, we will email you and include in the email any specific conditions attached to the grant.

If you are ineligible, we will email you and outline the reasons why you were not successful and give you an opportunity to discuss the outcome with us.

## 9. If your application is successful

### 9.1. 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 will manage the grant agreement through the portal. Accepting the agreement through the portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth Government have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

We require the vice-chancellor or a suitably authorised representative of your university to accept the agreement.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any expenditure you incur until a grant agreement is executed.

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 when we notify you of your successful application.

If you enter an agreement under AUSMURI, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

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

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. 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 adversely affect the project as approved by the Program Delegate.

## 9.2. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also demonstrate you are complying with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children.

## 9.3. Ethics and research practices

Where applicable, research projects funded by AUSMURI must conform to the principles outlined in the following

- [NHMRC/ARC/UA Australian Code for the Responsible Conduct of Research \(2007\)](#)<sup>3</sup>
- [NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research \(2007, updated 2018\)](#)<sup>4</sup>

## 9.4. Publication of research finding

The Australian Government makes a major investment in research to support its essential role in improving the wellbeing of our society. To maximise the benefits from research, publications resulting from research activities must be disseminated as broadly as possible to allow access by other researchers and the wider community. Any publications arising from AUSMURI supported research must comply with the [Australian Research Council Open Access Policy](#)<sup>5</sup>.

## 9.5. Research personnel

Personnel working on an AUSMURI project must be willing to undertake any security checks, clearances or accreditation if required by Defence.

## 9.6. How we pay the grant

The grant agreement will state:

- the maximum grant amount we will pay
- any in-kind contributions you will make
- any financial contributions 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.

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

## 9.7. How we monitor your project

In addition to your annual MURI program reporting obligations, you must submit reports through the portal in line with your AUSMURI grant agreement. We will provide sample templates for these

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<sup>3</sup> <https://www.nhmrc.gov.au/guidelines-publications/r39>

<sup>4</sup> <https://www.nhmrc.gov.au/guidelines-publications/e72>

<sup>5</sup> <http://www.arc.gov.au/arc-open-access-policy>

reports as appendices in the grant agreement. 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 participants 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.

## 9.8. Progress reports

Progress reports must:

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

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.

## 9.9. End-of-project report

When you complete the project, you must submit an end-of-project report.

End-of-project 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.

## 9.10. Ad-hoc reports

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.

## 9.11. Independent audit report

We will 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.

## 9.12. 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. We will provide you with reasonable notice of any compliance visit.

## 9.13. Grant agreement variations

### 9.13.1. Project extensions

We will only consider a project extension if your MURI project has been extended. We will assess an application for a project extension against the following criteria:

- your project progress to-date
- the prospect of your achieving further outcomes as a result of the extension
- any agreed extension to the MURI project
- availability of program funds.

We will assess your application against these criteria and then make recommendations to the Program Delegate. We may seek advice from independent technical experts if required.

The Program Delegate makes the final decision.

Promotion of a successful grant extension will not occur until announced by the Minister or by Defence.

### 9.13.2. Other project 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
- changing project activities
- changes approved under the MURI program.

You cannot apply for additional funds as part of a project variation request.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date.

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.

The Program Delegate makes the final decision about any project variation.

## 9.14. 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.

### 9.15. 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 one year after you finish your project for more information to assist with this evaluation.

### 9.16. 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.

### 9.17. 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.’

## 10. Announcement of grants

We will publish non-sensitive details of successful AUSMURI proposals on GrantConnect. We are required to do so by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. 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.

Promotion of a successful grant must not occur until the grant is announced by the Minister or by Defence.

## 11. Conflicts of interest

### 11.1. 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.

### 11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts 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](#)<sup>6</sup> 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.

## 12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

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.

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

### 12.1. 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.

### 12.2. When we may disclose confidential information

We may disclose confidential information:

- to 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.

### 12.3. 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 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](#)<sup>7</sup> 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.

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<sup>7</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

## 12.4. 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).

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.

## 13. 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:

General Manager

Business Grants Hub

Department of Industry, Science, Energy and Resources

GPO Box 2013

CANBERRA ACT 2601

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

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<sup>8</sup> <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
Australian principal investigator	The lead coordinator for an AUSMURI project, taking responsibility for the operation and delivery of the Australian side of the overall MURI/AUSMURI collaborative project, working closely with the MURI project Principal Investigator in the US and with the Australian co-investigators
Australian co-investigator	The leader of a research group within a university and directly involved in an AUSMURI project
Defence	Defence when capitalised refers to the Australian Department of Defence and when not capitalised has its generic meaning
Department	The Department of Industry, Science and Resources
Designated topic	A MURI topic determined by Defence to have high potential for significant future innovative defence capability
Eligible activities	The activities undertaken by a grantee in relation to a project that is eligible for funding support as set out in 5.2
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 that is eligible for funding support as set out in 5.3
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
Minister	The Minister for Defence Industry
Outcome 2	Defence Portfolio Budget Statement Outcome 2: Protect and advance Australia's strategic interests through the provision of strategic policy, the development, delivery and sustainment of military intelligence and enabling capabilities, and the promotion of regional and global security and stability as directed by Government

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth):</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not</li> </ul>
Program	The Australia-US Multidisciplinary University Research Initiative (AUSMURI)
Program Delegate	A Senior Responsible Officer within Defence 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
Project period	The period of time encompassed by the project start and end dates
University	Any higher-education provider listed at Table A or Table B of the <i>Higher Education Support Act 2003</i> (Cth)