



Sample application form

Global Innovation Strategy: Global Innovation Linkages Program Round 3

Version February 2021

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding. The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide:

- country of registration
- registration number

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Global Innovation Linkages Program Round 3
- Field 2 select - Global Innovation Linkages Program Round 3

When you have selected the program, the following text will appear.

This grant opportunity will run over 4 years from 2020-21 to 2024-25.

The Global Innovation Linkages program (the program) was announced as part of the National Innovation and Science Agenda in 2016 and forms part of the Global Innovation Strategy.

Up to \$9 million is available for this grant opportunity.

The objectives of the program are to

- build linkages with global economies to enable Australia to improve research and business performance, and access international supply chains and global markets
- contribute to improving the competitiveness, productivity and sustainability of Australian and global economies in line with government priorities
- foster high quality solutions to identified end user challenges through international collaborative research partnerships between industry entities, research organisations and global partners
- encourage and facilitate SME participation in collaborative research.

The maximum grant amount is \$1,000,000 and the minimum is \$500,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until **5.00pm AEST on 7 April 2021**. Please take account of time zone differences when submitting your application.

Sample

B. Eligibility

We will ask you the following questions to establish your eligibility for the Global Innovation Linkages Round 3 grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is.*
 - an entity, incorporated in Australia
 - a publicly funded research organisation (PFRO) as defined in section 14
 - a Cooperative Research Centre (CRC)
 - an Australian State/Territory Government agency or body.

You must select one of the eligible options from a drop down menu to proceed to next question.

To be eligible for grant funding you must apply as a lead organisation on behalf of partners who have agreed to collaborate to undertake eligible activities.

- Does the application include three unrelated entities with at least:.*
 - one Australian industry entity
 - one Australian research organisation and
 - one global partner

As defined in the in the Glossary, section 14, of the Grant Opportunity Guidelines. You must answer yes to proceed to next question.

- Does your application include at least 50% matched funding cash and/or in-kind contributions from the applicant and partners? *

You must answer yes to proceed to next question.

- Is your project in one of the following priority areas? *
 - Advanced Manufacturing
 - Food and Agribusiness
 - Medical Technologies and Pharmaceuticals
 - Mining Equipment, Technology and Services
 - Oil, Gas and Energy Resources
 - Cyber Security

You must answer yes to proceed to next question.

C. Applicant address

C.1. Applicant street address

You must provide your street address *

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address *

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. Applicant financials

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year? *
- If no, enter the number of months completed in the financial year to date. *

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover) *

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue *

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure *

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income *

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount) *

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount) *

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title. *

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description. *

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities. *

Your response is limited to 5000 characters including spaces and does not support formatting.

You must also provide a project plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

E.3. Priority areas

Which of the following priority areas is a primary priority area for your project? *

- Advanced Manufacturing
- Food and Agribusiness
- Medical Technologies and Pharmaceuticals
- Mining Equipment, Technology and Services
- Oil, Gas and Energy Resources
- Cyber Security

E.4. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes. *

Your response is limited to 5000 characters including spaces and does not support formatting.

E.5. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 48 months. Your project must be completed 30 June 2025.

- Estimated project start date *
- Estimated project end date *
- Estimated project length (in months) *

E.6. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to 10 milestones.

- Milestone title *

Your response is limited to 100 characters including spaces and does not support formatting.

- Description *

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date *
- Estimated end date *

E.7. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address *
- Estimated percentage of project value expected to be undertaken at site *

E.8. Key Personnel

Enter key personnel that are most relevant to this project (name, role, proportion of time allocated for this project, organisation and email address). *

Later in the application you will be required to upload a curriculum vitae (CV) for key Australian and global partner team members who will be participating in the project. Up to a maximum of 10 CVs including the Australian Project Manager (please use the CV template provided on business.gov.au). You must combine all CVs in to one document to upload.

E.9. Previous funding details

Have the participants received any Commonwealth/State/Territory government assistance during the past five years that has assisted in the development of this project? *

Yes or no response. If yes, you will be asked to provide details of the assistance including source, start and end dates and amount.

E.10. Global partner funding

How much is your Global Partner anticipating they will spend to undertake their activities under this joint project? *

- Name of contributor
- Cash value of contribution
- In kind value of contribution
- Description
- How much funding, if any, does your Global Partner expect to receive from any foreign government programs?

Sample

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$1,000,000.

Refer to the grant opportunity guidelines for the requirements of the budget.

Travel or overseas costs are limited to 20% of the grant funds awarded except where otherwise approved by the Program Delegate.

The form may request a figure for each field, if you do not have applicable expenditure under a head of expenditure, enter \$0.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour expenditure		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Labour on-costs (up to 30% of labour costs)		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Contract expenditure		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Travel and overseas expenditure (up to 20% of grant amount)		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Direct support costs		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Other eligible expenditure		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
Total Project Costs (\$AUD and GST exclusive)			

Grant funding requested *

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

You will also be asked to provide details of 'other eligible expenditure' entered in the budget table above.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought. *

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding:

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

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G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

G.1. Assessment criterion 1 (40 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

The extent to which your project improves international linkages with global economies *

You should demonstrate this through identifying:

- a. the extent to which the project strengthens or builds new long-term collaboration with global economies and strategic alliances between researchers and industry
- b. the extent to which the project promotes access to and participation by Australian researchers in high quality, strategically focused leading edge, international science, research and technology
- c. how the project improves Australia's participation and competitiveness in the global economy
- d. how the global partner's activities will contribute to the project, including their anticipated funding.

You must also attach letter of support from the lead applicant and all partners including outlining matched funding and/or in-kind contributions to support your response later in the application.

G.2. Assessment criterion 2 (30 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Your capacity, capability and resources to deliver the project *

You should demonstrate this through identifying:

- a. your access to personnel with the right skills and experience, including management and technical staff, and to any infrastructure, capital equipment, technology and intellectual property required for the project
- b. a sound project plan, to be provided as an attachment, to manage and monitor the project, including arrangements for governance, security and intellectual property rights and the identification of risks and mitigation strategies, as well as promoting research integrity and security
- c. justification for the funding amount requested and/or the likelihood the project would proceed without the grant. Outline the total investment the grant will leverage and explain how this benefits your project, including any grant funding from other foreign government programs provided to global partners.

G.3. Assessment criterion 3 (30 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

The broader national benefits of your project *

You should demonstrate this through identifying:

- a. the economic and national benefit/s to be gained from your project for the priority area/s of focus during the project and beyond. This may include:
 - the degree to which the project is likely to foster high quality research outcomes
 - the likelihood of the project generating beneficial IP for Australian partners and other arrangements and publications
 - likely commercialisation of any innovations created through the activity
- b. where projects involve cyber security, the degree to which the project aligns with Australia's cyber security strategies and priorities.

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H. Project partners

You must provide details about your project partners. You can add up to a total of 10 project partners. *

- You must include the other two unrelated entities that form the project, ensuring the application has at least:
 - one Australian industry entity
 - one Australian research organisation and
 - one global partner

You must provide:

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner type
- Project partner letter of support attached

Letter of support from the lead applicant and all partners including outlining matched funding and/or in-kind contributions

I. Application finalisation

You must answer the following questions and add any supporting documentation required.

I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare? *

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest and how you anticipate managing them.

Your response is limited to 750 characters including spaces and does not support formatting.

I.2. Program feedback

How did you hear about the grant opportunity? *

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach the following supporting documentation. *

- Project plan

Project plan including arrangements for governance, security and intellectual property rights and the identification of risks and mitigation strategies (up to 5 A4 pages)

- Letter of support from Lead applicant

The letter of support must be submitted using the appropriate template available from business.gov.au. Refer to section 7.2 in the grant opportunity guidelines for further details.

- Key personnel CV

A curriculum vitae (CV) for key Australian and global project partners team members who will be participating in the project. Up to a maximum of 10 CVs including the Australian Project Manager (use the CV template provided on business.gov.au). You must combine all CVs in to one document to upload.

I.4. National Security Plan

Does your business have a plan or framework in place to manage any potential security risks associated with the project and your business more broadly? *

This includes potential ethical, security, legal and reputational risk, protecting your business from cyber security threats and the secure handling of data (a copy of your plan or framework may be requested at a later stage).

Select Yes or No from dropdown list

I.5. Foreign Affiliations

Provide details on any foreign affiliation your company has, either in relation to its ownership structure or business partnerships. *

Your response is limited to 750 characters including spaces and does not support formatting

I.6. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)). *
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)). *

I.7. Indigenous organisation

Is your organisation Indigenous owned? *

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled? *

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

J. Primary contact page

You must provide the details of a primary contact for your application. The details include: *

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

K. Application declaration

In order to submit your application you will be required to agree to the following declaration.

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- Global Innovation Linkages Program Round 3 grant opportunity guidelines
- 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:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. 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 grant opportunity 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.

K.2. Applicant declaration

I declare that I have read and understood the [program/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/ management committee 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 Act 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 agree to participate in the periodic evaluation of the services undertaken by the department.

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

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 Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.