



Sample application form

Australia-India Strategic Research Fund Collaborative Research Projects Round 14

Version May 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 of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

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.

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.

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.

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 do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

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 - Australia-India Strategic Research Fund Collaborative Research Projects Round 14
- Field 2 select - Australia-India Strategic Research Fund Collaborative Research Projects Round 14
- When you have selected the program, the following text will appear.

The grant opportunity was announced as part of the Australia-India Strategic Research Fund. Up to \$6 million is available for this grant opportunity.

Your project must be in a priority area, the priority areas for Round 14 of AISRF are:

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

- Quantum technologies
- Earth observation remote sensing
- Groundwater resources management
- Downstream processing, recycling and tailings reclamation of critical minerals.

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

- COVID-19 long-term health impacts
- Infection prevention and control
- Digital health and telemedicine
- Biomaterials (including bioplastics).

The lead organisation can submit a maximum of two applications but only one application per priority area.

The maximum grant amount is \$1 million 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 on 31 August AEST. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Collaborative Research Projects Round 14 grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *
- a company, incorporated in Australia
- an incorporated not for profit organisation
- a publicly funded research organisation (PFRO) as defined in Section 14 of the grant opportunity guidelines
- a Cooperative Research Centre (CRC)
- an incorporated trustee on behalf of a trust
- an Australian State/Territory Government agency or body
- an other Australian incorporated entity.

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

- Do you have a primary Indian partner who has submitted, or is in the process of submitting, a corresponding application to India's DST or DBT? *

You must answer yes to proceed to next section.

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.

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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. 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.4. Priority areas

*Select the predominant priority area from drop down list**

Indo-Australian Science & Technology Fund

Indo-Australian Biotechnology Fund

Select the predominant priority area from drop down list

Indo-Australian Science & Technology Fund

- Quantum technologies

- Earth observation remote sensing
- Groundwater resources management
- Downstream processing, recycling and tailings reclamation of critical minerals.

Indo-Australian Biotechnology Fund

- COVID-19 long-term health impacts
- Infection prevention and control
- Digital health and telemedicine
- Biomaterials (including bioplastics).

E.5. Project duration

Your project must be completed by 1 January 2025.

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

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 36 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

List the name, role and organisation of key personnel.

Later in the application you will be required to upload a curriculum vitae (CV) for both Australian and Indian project managers. You can upload CVs for both Australian and Indian key personnel and managers (template provided on business.gov.au). You will need to combine all CVs into one attachment.

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F. Project budget

F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

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 \$500,000 and the maximum is \$1 million.

You must provide a figure for each field. Enter \$0 if applicable.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Contract		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Travel and overseas		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Direct support costs		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
	Other		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
Total			

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.

If you have entered 'Other Costs' in the budget table, you will be asked to specify what this expenditure is for.

You will be asked to enter the total funding sought by your Indian partner from the Government of India (INR) *

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 should only enter a contribution amount for the Indian partner if they are contributing to the Australian project, not the Indian project.

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

- Name of contributor
- Type of contributor (cash or in kind)

Contributors are divided into the following types

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

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

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.

Assessment criteria as per the guidelines

You should demonstrate this by identifying:

- a. *the specific problem or issue your project will address, why it needs to be addressed, how your project will address it, including the rationale for your approach and any existing research you will build on, and where relevant identify the current competitive landscape in your chosen area of research, including a comparative analysis of similar or alternate technology*
- b. *the expected outcomes of your research, their relevance to any end users, including potential for commercialisation where relevant, and how they will advance the knowledge base of your chosen area of research*

G.2. Assessment criterion 2 (30 points)

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

Assessment criteria as per the guidelines

You should demonstrate this by:

- a. *identifying 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. *providing 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. *justifying the funding amount requested and your ability to fund project costs not covered by the grant. Outline the total investment the grant will leverage and explain how this benefits your project, including grant funding from the Indian (and any other foreign) government.*

G.3. Assessment criterion 3 (30 points)

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

You should demonstrate this by identifying:

- a. *the social, environmental and/or economic short-term and long-term benefits to be gained from your project:*
 - *for Australia*
 - *for India*
- b. *how your project will develop robust and sustainable collaborations between Australia and India in your chosen area of research.*

Sample

H. Project partners

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

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.

Enter a new project partner for each partner.

The Indian partner is the primary 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.

You must provide

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

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.

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

If yes, describe how you anticipate managing this conflict.

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.

- A letter of support from the lead organisation

A letter from your 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)

- Letters of support

A letter of support from each partner organisation as detailed in section 7.2 of the grant opportunity guidelines (template provided on business.gov.au).

- Curriculum vitae

A curriculum vitae (CV) for both Australian and Indian key personnel and managers (template provided on business.gov.au). You will need to combine all CVs into one attachment.

- Project plan

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

- Trust deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust. If your trust deed is too large or you cannot upload your document please contact us via AISRF@industry.gov.au

I.1. 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 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.2. Foreign Affiliations

- Are any of your key personnel in receipt of any foreign financial support (cash or in-kind)?
- Are any of your key personnel under any obligation to report or replicate the findings of your research to a foreign institution or government? If yes, please specify the nature of the arrangement.
- Are any of your key personnel currently or have you previously been associated or affiliated with a foreign sponsored talent recruitment program?
- Are any of your key personnel currently associated or affiliated with a foreign government, foreign political party, foreign state-owned enterprise, military or foreign policy organisation?

I.3. Disclosure of financial penalties

Provide details on any of your board members, management or persons of authority have been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity.

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

I.4. 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.5. 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](#)
- 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.