



## Grant Opportunity Guidelines

# Cooperative Research Centres Program Cooperative Research Centre Project (CRC-P) Grants Round 9

<b>Opening date:</b>	13 February 2020
<b>Closing date and time:</b>	17.00 AEDT on 26 March 2020
<b>Commonwealth policy entity:</b>	Department of Industry, Science, Energy and Resources
<b>Administering entity</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
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<b>Type of grant opportunity:</b>	Open competitive

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# 1. Cooperative Research Centres (CRC) Program: Cooperative Research Centres Project (CRC-P) Round 9 processes

## **The CRC Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to Department of Industry, Science, Energy and Resources' Outcome 1: Enabling growth and productivity for globally competitive industries through supporting science and commercialisation, growing business investment and improving business capability and streamlining regulation. The Department of Industry, Science, Energy and Resources works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



## **The grant opportunity opens**

We publish the grant guidelines on [business.gov.au](http://business.gov.au) and GrantConnect.



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

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



## **We assess all grant applications**

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



## **We make grant recommendations**

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



## **Grant decisions are made**

The decision maker decides which applications are successful.



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

We advise you of the outcome of your application.



## **We enter into a grant agreement**

We will enter into a grant agreement with successful applicants.



## **Delivery of grant**

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



## **Evaluation of the CRC-Ps**

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

## 2. About the grant program

The Cooperative Research Centres Program (the program) supports industry-led collaborations between industry, researchers and the community. The program is a proven model for linking researchers with industry to focus on research and development towards use and commercialisation.

The objectives of the program are to:

- improve the competitiveness, productivity and sustainability of Australian industries, especially where Australia has a competitive strength, and in line with government priorities
- foster high quality research to solve industry-identified problems through industry-led and outcome-focused collaborative research partnerships between industry entities and research organisations
- encourage and facilitate small and medium enterprise (SME) participation in collaborative research.

The intended outcomes of the program are:

- establishing industry-research sector collaborations
- SME participation in collaborative research
- collaborative research results
- research results relevant to government priorities
- increased research skills in industry and increased industry capability in research
- improved competitiveness and productivity for industry participating in CRCs and CRC-Ps
- industry, research and other users valuing the program.

The program consists of two elements:

- CRC Grants to support medium to long term, industry-led collaborations; and
- CRC-P Grants to support short term, industry-led collaborative research.

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

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

### 2.1 About the Round 9 CRC-P grant opportunity

These guidelines contain information for CRC-P Round 9 grants. CRC-P Round 9 will support short-term industry-led collaborative research with funding available to all industry sectors.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

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

The Department of Industry, Science, Energy and Resources (the department) is responsible for administering this grant opportunity.

We have defined key terms used in these guidelines in the glossary at section 14.

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

### 3. Grant amount and grant period

The Australian Government has announced a total of \$755 million over four years for the program from 2019-20 to 2022-23. CRCs and CRC Projects are funded by the same appropriation. There is no specific amount allocated to each of the two funding streams. The number of CRCs and CRC-Ps that will be funded in each round (and the total amount of funding committed) will depend on the number of applications received, the relative merits of applications, the amount of funding requested, the amount of available funding and the need to ensure sufficient funding is available for future rounds.

CRC-P funding is available to all sectors.

#### 3.1 Grants available

- The minimum grant amount is \$100,000
- The maximum grant amount is \$3 million.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), which includes the total eligible expenditure (Appendix B) plus allowable in-kind contributions (Appendix C).

Subject to the rules of Commonwealth, State, Territory or local government grants, you may use these as contributions.

Only CRC-Ps of exceptional merit are likely to be awarded the maximum grant amount of \$3 million.

#### 3.2 Project period

The maximum project period is three years.

We may approve an extension of time to complete your project in exceptional circumstances.

### 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria. The program delegate, who is an AusIndustry general manager within the department with responsibility for the program, makes the final decision about whether an application meets the eligibility criteria and decisions will not be reviewed.

#### 4.1 Who is eligible?

Each CRC-P must be an industry-led collaboration with a lead applicant who is the main driver of the project. Only an eligible lead applicant can apply for grant funding and submit an application on behalf of project partners. If your application is successful, the lead applicant is responsible for managing the project on behalf of the collaboration.

To be eligible as the lead applicant you must:

- have an Australian Business Number (ABN)

and be:

- an entity incorporated in Australia and a trading corporation, where your trading activities:
  - form a sufficiently significant proportion of the corporation's overall activities as to merit it being described as a trading corporation; or
  - are a substantial and not merely peripheral activity of the corporation.

Each CRC-P must include and maintain amongst its project partners at least:

- two Australian industry entities including at least one SME, and
- one Australian research organisation.

Partners from existing or former CRCs or CRC-Ps can be partners in other CRCs or CRC-Ps.

Partners do not need to commit for the entire project period.

All partners must contribute resources to the CRC-P. We treat partners' proposed cash and in-kind contributions equally for the purposes of calculating the maximum grant amount.

## 4.2 Additional eligibility requirements

We can only accept applications where you can provide a declaration from each partner on the template provided on [business.gov.au](http://business.gov.au).

We cannot waive the eligibility criteria under any circumstances.

## 4.3 Who is not eligible?

You are not eligible to apply as a lead applicant if you are:

- an individual
- a partnership
- a research organisation
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, State, Territory or local government body (including government business enterprises)
- an entity where the majority of your funding is from government sources, for example grant programs
- an entity whose primary function is administrative or to provide support services to a CRC-P.

# 5. What the grant money can be used for

## 5.1 Eligible activities

To be eligible your project must:

- have at least \$200,000 in total eligible project value
- include eligible activities (below)
- be a short term, industry-identified and industry-led collaborative research project to develop a product, service or process that will solve problems for industry and deliver tangible outcomes
- benefit SMEs and increase their capacity to grow and adapt in changing markets
- include education and training activities.

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

- new research
- proof of concept activities

- pre-commercialisation of research outcomes
- industry-focused education and training activities, such as internships and secondments between industry entities and research organisations
- conferences, workshops, symposia related to the joint research
- related information sharing and communication initiatives related to the joint research.

We may also approve other activities.

## 5.2 Eligible expenditure

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

- For guidance on eligible expenditure, see Appendix B.
- For guidance on in-kind contributions, see Appendix C.
- For guidance on ineligible expenditure, see Appendix D.

We may update the guidance on eligible and ineligible expenditure and in-kind contributions from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

Not all expenditure on your project may be eligible for grant funding. The program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

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

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

You may start your project from the date of your letter of offer. We are not responsible for any expenditure you incur until a grant agreement is executed.

## 6. The assessment criteria

You must address all assessment criteria in your application. All assessment criteria are of equal weighting.

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

We will only consider funding applications that are competitive against each criterion as these represent best value for money.

We score applications out of 100 points.

### 6.1 Assessment criterion 1

#### **Project alignment with the program objectives (25 points)**

You should demonstrate this by describing:



- a. How your project will address an industry-identified problem and improve the competitiveness, productivity and sustainability of Australian industries in line with Government priorities (refer to Appendix E) (10 points)
- b. How your project will foster high quality research through industry-led and outcome-focused collaborative industry-research partnerships (8 points)
- c. How your project will encourage and facilitate SME participation (7 points).

## 6.2 Assessment criterion 2

### **The quality of your project (25 points)**

You should demonstrate this by describing:

- a. The research you will do and the methodologies you will use, including describing the role of your partners in the project (10 points)
- b. How your research will address the identified problem, build on the current body of knowledge and enhance the adoption of new technologies (8 points)
- c. The education and training opportunities your project will provide to build capability and capacity in the industry and research sectors (7 points).

## 6.3 Assessment criterion 3

### **Capacity, capability and resources to deliver your project (25 points)**

You should demonstrate this by describing:

- a. How you will manage and monitor your project, explaining the governance and planning arrangements, including security (8 points)
- b. How you will manage risks, including but not limited to security (in particular any associated national security issues), involvement of international partners and intellectual property protection (7 points)
- c. Your access to required resources including personnel with the right skills and experience, funding, security, infrastructure, technology and intellectual property (10 points).

## 6.4 Assessment criterion 4

### **Impact of the grant funding on your project (25 points)**

You should demonstrate this by describing:

- a. The likelihood your project would proceed without the grant and how the grant will impact the project in terms of scale and timing (5 points)
- b. The total investment the grant will leverage and why the Australian Government should invest in your project (10 points)
- c. The commercial potential of your project, including the expected commercial outputs such as new products, processes or services, any expected spill over benefits and plans at the end of the project (10 points).

## 7. 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](http://business.gov.au) and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [application form](#) on business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments (as requested in 7.1).

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

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 you have provided false or misleading information we may not progress your application. If you find you have submitted an application with misleading information or the circumstances of the project change materially, you should call us immediately on 13 28 46.

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

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

## 7.1 Attachments to the application

Provide the following documents with your application:

- a declaration from each project partner, including the lead applicant
- trust deed (where applicable).

You must only attach the above 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 we do not request (i.e. letters of support, resumes).

## 7.2 Timing of grant opportunity

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

If you are successful we expect you will be able to commence your project in the second half of 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	10 weeks
Announcement of outcomes of selection process	June 2020
Negotiations and award of grant agreements	30 days
Notification to unsuccessful applicants	June 2020
Earliest start date of grant activity	From the date of the letter of offer
End date of grant commitment	Up to three years after the start date

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage. If your application is substantially the same as a previous unsuccessful application, we may refuse to accept it for assessment.

We refer your application to the Cooperative Research Centres Advisory Committee, an independent and diverse committee of experts that reports to Innovation and Science Australia, an independent statutory board. You can find details on the current composition of Innovation and Science Australia and its committees including the Cooperative Research Centres Advisory Committee on [industry.gov.au](http://industry.gov.au). The committee may also seek additional advice from independent technical experts, including relevant Commonwealth departments, agencies and Industry Growth Centres.

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

We may appoint a probity advisor. The probity advisor ensures all applications are assessed fairly and in accordance with the arrangements set out in these grant opportunity guidelines and relevant conflict of interest procedures are followed.

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

### 8.1 Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

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

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

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

If you are unsuccessful, we will notify you in writing. You can submit a new application for the same (or similar) project in any future funding rounds. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it.

## 10. Successful grant applications

### 10.1 Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. 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 Minister. We will identify these in the offer of funding.

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

## 10.2 Standard grant agreement

We will use a standard grant agreement for all projects.

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 impact the project as approved by the Minister.

## 10.3 Partner agreement

If successful, partners in the relevant CRC-P are required to enter into a partners' agreement and have certain obligations. The partners' agreement must cover all matters as required by the grant agreement. You will have 60 days from the commencement of the grant agreement to execute a partners agreement with all partners. Under certain circumstances, we may extend this period. A template partner agreement will be available at [business.gov.au](http://business.gov.au) or on request, which you may customise for your CRC-P requirements. Its use is not mandatory.

## 10.4 Partner governance

CRC-Ps must have a sound governance model with suitable arrangements to deliver the proposed results.

You need to ensure you have fully considered the legal and taxation implications of the governance structure and that it deals effectively with the ownership and management of intellectual property.

## 10.5 Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding 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
- all relevant ethics codes and guidelines adopted by the National Health and Medical Research Council (NHMRC), the Office of the Gene Technology Regulator, and all other relevant regulatory agencies operating in Australia and in any place in which the research is being conducted
- The [NHMRC/ARC/UA Australian Code for the Responsible Conduct of Research](#) (2018 or subsequent updates), co-authored by the NHMRC, Australian Research Council (ARC) and Universities Australia (UA) and, if applicable, the [NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research](#) (updated in 2018 or subsequent updates).

## 10.6 How we pay the grant

The grant agreement will state the:

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

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.

## 10.7 Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment 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. GST does not apply to grant payments to government related entities<sup>2</sup>.

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

# 11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this 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
- grant term
- Australian Business Number
- business location
- your organisation's industry sector
- project partners
- total eligible project value.

# 12. How we monitor your grant activity

## 12.1 Keeping us informed

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

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<sup>2</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

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, pay debts due or impact on security.

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.

## 12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these 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
- partner contributions directly related to the project.

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

### 12.2.1 Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible project expenditure to date and forecast for the next quarter, including a breakdown of:
  - the total eligible expenditure incurred and
  - in-kind contributions to the project.
- include evidence of expenditure if requested
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

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

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

### 12.2.2 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 for the project, including a breakdown of:
  - the total eligible expenditure incurred
  - the total partner cash and in-kind contributions to the project.
- include a declaration the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

### 12.2.3 Post-project report

One year after you complete the project, you must submit a post-project report.

Post-project reports must:

- include the agreed evidence as specified in the grant agreement
- be submitted by the report due date.

### 12.2.4 Ad-hoc report

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

## 12.3 Independent audits

We will ask you to provide an independent audit report on completion of your project. An audit report will verify 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.

## 12.4 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.

## 12.5 Grant agreement variations

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

- changing project milestones
- changing project partners
- additional time for completing the project in exceptional circumstances
- changing project activities.

Note the program does not allow for an increase of grant funds.

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

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

You should not assume 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.

## 12.6 Evaluation

We will evaluate the program to measure how well its outcomes and objectives have been achieved. 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 five years after you finish your project for more information to assist with this evaluation.

## 12.7 Grant acknowledgement

You must not make any public announcement, including by social media, in connection with the awarding of your grant until the Minister has publically announced the outcome of the round or as otherwise instructed by us.

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

'This project received grant funding from the Australian Government.'

## 13. Probity

We will make sure the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 13.1 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.



Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)<sup>3</sup> of the [Public Service Act 1999 \(Cth\)](#)<sup>4</sup>. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)<sup>5</sup>.

## 13.2 How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3.

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

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

### 13.2.1 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 it will stay confidential.

### 13.2.2 When we may disclose confidential information

We may disclose confidential information:

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

We may also disclose confidential information if

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

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<sup>3</sup> [https://www.legislation.gov.au/Details/C2019C00057/Html/Text#\\_Toc535831236](https://www.legislation.gov.au/Details/C2019C00057/Html/Text#_Toc535831236)

<sup>4</sup> <https://www.legislation.gov.au/Details/C2019C00057>

<sup>5</sup> <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

### 13.2.3 How we use your personal information

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

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

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

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

We, or the Minister, may:

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

You may read our [Privacy Policy](#)<sup>6</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.

### 13.2.4 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.

## 13.3 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:

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<sup>6</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

Head of Division  
AusIndustry – Industry Capability and Research  
Department of Industry, Science, Energy and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman<sup>7</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>7</sup> <http://www.ombudsman.gov.au/>

## 14. Glossary

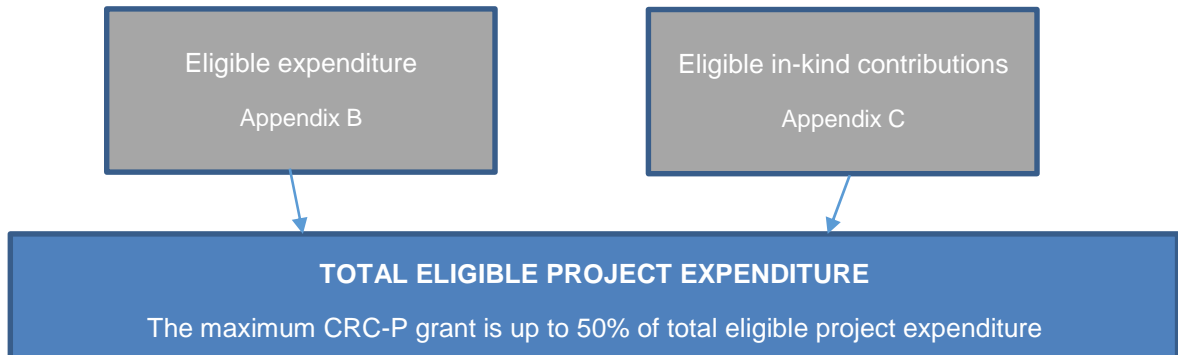
Term	Definition
Application form	The form issued by the program delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Australian industry entity	<p>An Australian business with an Australian Business Number whose trading activities are a substantial and not merely peripheral activity of the business and is not:</p> <ul style="list-style-type: none"> <li>• a research organisation</li> <li>• an entity whose primary function is administrative or to provide support services to a CRC-P.</li> </ul> <p>This includes, but is not limited to, entities such as:</p> <ul style="list-style-type: none"> <li>• sole traders</li> <li>• partnerships</li> <li>• cooperatives</li> <li>• companies.</li> </ul>
Capital item	An asset of durable nature with a purchase price greater than \$20,000.
Cash contributions	Money contributed by project partners, which is not a loan that is provided for the project and is immediately available for use on the project.
Cooperative Research Centres Advisory Committee	A committee of Innovation and Science Australia established under the <i>Industry Research and Development Act 1986</i> to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
Department	Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Eligible expenditure guidance	The guidance that is provided at Appendix B.
Government priorities	The Science and Research Priorities, the Industry Knowledge Priorities developed under the Industry Growth Centres Initiative, or any other science, research, industry and innovation priorities identified by the Australian Government from time to time (see Appendix E).

Term	Definition
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.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Growth Centre	A not-for-profit company limited by guarantee responsible for delivering the Industry Growth Centres Initiative.
Guidelines	Guidelines the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
In-kind contributions	Non-cash resources contributed by a partner to conduct the CRC-P (see Appendix C).
Innovation and Science Australia	The statutory board established by the <i>Industry Research and Development Act 1986</i> (Cth) and named in that Act as Innovation and Science Australia.
Intellectual property (IP)	Includes all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the <i>Copyright Act 1968</i> (Cth)).
Lead applicant	The industry entity in a CRC-P collaboration responsible for managing the project on behalf of the collaboration.
Medical Research Institute (MRI)	An institute that has the primary purpose of conducting medical research and is a currently registered charity with the Australian Charities and Not-for-Profits Commission.
Minister	The Commonwealth Minister for Industry, Science and Technology.
Partner	A person or body that provides support (including cash contributions or in-kind contributions) and contributes to the success of the CRC-P.
Partners agreement	The agreement between the partners.
Partner contributions	The cash and in-kind contributions from project partners to the project.

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <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> </ol>
Program delegate	An AusIndustry general manager within the department with responsibility for the program.
Program funding or program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Research organisation	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth); corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research and Medical Research Institutes.
Security	Measures taken to protect something, including governance, physical, information and personnel arrangements (e.g. vetting, access and planning). These may sometimes extend to protecting something of national security interest, such as advanced or dual-use technologies (where national security issues are identified they should be reported to the department as soon as possible).
Small and Medium Enterprises (SMEs)	Firms or industry which employ up to 200 staff.
Trading activity	The activity of providing or intending to provide goods or services for payment.

## Appendix A. Total eligible project expenditure and applicant contributions

How we calculate your total eligible project expenditure



### Applicant contributions

We treat cash and in-kind contributions equally for determining your matching 50 per cent share of total eligible project expenditure.

Rural Research and Development Cooperation (RDC) direct cash contributions from their discretionary funds (which includes levies and Commonwealth funds) are eligible in full as cash contributions to a CRC-P. Where RDCs have issued funds to other parties for a specific purpose and the resulting projects will be incorporated into the activities of a CRC-P, only the value of the industry levy component of the funding can be counted as an in-kind contribution to the CRC-P.

## Appendix B. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the [business.gov.au](https://business.gov.au) website before preparing your application.

The program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you or your partners within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

### How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget you provided in your application when we negotiate 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.

You must provide an independently audited report at the end of the project. This report will audit the total eligible project expenditure.

### Eligible expenditure items

You can only use CRC-P grant funds or cash contributions for eligible expenditure directly related to the project. Eligible expenditure can include, but is not limited to:

- salaries and on-costs for personnel directly employed for the project activities (this should be calculated on a pro-rata basis relative to their time commitment using the formula detailed below)
- contractor costs as detailed below
- capital items you purchase to undertake your project
- costs of acquiring intellectual property and technology
- student fellowships, stipends and scholarships
- costs related to the publication of research and the deployment and take-up of research outputs
- costs of developing and delivering workshops, conferences, professional development, networking events, forums and courses (including travel costs for key participants) for knowledge transfer and capability development



- costs related to recruiting or contracting specialist staff directly related to the project
- purchase of computing equipment and software directly related to the project
- travel and overseas expenditure as detailed below
- staff training that directly supports the achievement of project outcomes
- education and training activities for example primary, secondary and tertiary programs, vocational education and training, industry exchange programs, internship programs, workshops for industry, community/public events (ie lecture series/art exhibition) and industry training modules
- engagement with SMEs to build their R&D capacity.
- reasonable fitout expenditure directly related to the project
- financial auditing of project expenditure as outlined below.

The program delegate may determine other expenditure items eligible.

Evidence you may need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you and your partners 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.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

Technical project management may include tasks such as planning, scoping, establishing appropriate specs and monitoring undertaken by a technical expert or specialist in the field that is the focus of the project. For example, a process engineer overseeing a manufacturing process upgrade.

Administrative project management includes more generic project management activities undertaken by administrative staff to manage day-to-day operations, for example project planning, scheduling, supplier management, and financial tracking. The technical project manager might call a project meeting to discuss technical issues that requires technical understanding of activities, the administrative project manager might manage the budget or ensure sufficient accommodation.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components you can claim through the grant is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

## Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30% 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.

You should calculate eligible salary costs using the formula below:

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

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

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

## Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including emails) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

## Travel and overseas expenditure

Eligible travel and overseas expenditure may include

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- overseas travel limited to the reasonable cost of accommodation and transportation required in cases where the overseas travel is material to the conduct of the project in Australia.

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 what an economy airfare costs at the time of travel.

We will consider value for money when determining whether the cost of overseas expenditure is eligible. This may depend on

- the proportion of total grant funding you will spend on overseas expenditure
- the proportion of the service providers total fee that will be spent on overseas expenditure
- how the overseas expenditure is likely to aid the project in meeting the program objectives.

Overseas travel must be at an economy rate and you must demonstrate you cannot access the service, or an equivalent service in Australia.

Eligible overseas activities expenditure is generally limited to 10 per cent of total eligible expenditure.

## Audit Costs

The cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure.

## Other eligible expenditure

Other eligible expenditures for the project can include:

- building modifications where you own the modified asset and the modification is required to undertake the project, for example installing a clean room. Modifications to leased buildings may be eligible. You must use the leased building for activities related to your manufacturing process.
- staff training that directly supports the achievement of project outcomes
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- contingency costs up to a maximum of 10% of the eligible project costs.

Other specific expenditures may be eligible as determined by the program delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix C. In-kind contributions

We treat cash and in-kind contributions equally for determining your share of total eligible project expenditure.

In-kind contributions are the non-cash contributions. These can include labour contributions and facilities, equipment and services provided by project partners to the project. In order for in-kind contributions to count towards your total eligible project expenditure, they must directly relate to eligible activities.

In-kind contributions may include:

- salaries and on-costs for Australian personnel directly employed for the project activities. Australian Government funds awarded (or contracted) to researchers employed by partners, or to the partners themselves, for specific projects cannot be claimed as eligible expenditure. You must use the labour calculations outlined in appendix B
- facilities, equipment and services provided by a partner to the project from its own resources. We do not prescribe a specific formula to determine the value of these contributions. You need to determine the value of these contributions. They must be realistic, justifiable and valued proportionally to their use on the project. For example you should calculate the in-kind contribution of a capital item by the running costs and the depreciation of the item.

Examples of in-kind contributions include:

- if a resource has an annual depreciation value of \$100,000 and the project was using 10% of the resource's capacity then the resource could be valued at \$10,000 per year
- if the fee for usage was \$500 per use and the project was receiving 100 usages per year at no cost, the value of the resource could be valued at \$50,000 per year
- if your project receives office space as an in-kind contribution from a partner, you should value the contribution at the amount it would otherwise cost to rent equivalent office space.

## Appendix D. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure.

The program delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- activities, equipment or supplies that are already being supported through other sources, including other Commonwealth sources
- costs incurred prior to the date of your letter of offer
- non-project related staff training and development costs
- marketing, communications, promotional costs and website design
- financial costs, including interest and debt financing
- building, construction and utilities expenses
- purchase of land
- maintenance costs
- insurance costs (you and your partners must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- depreciation of plant and equipment
- opportunity costs relating to any losses due to allocating resources to the agreed grant project
- routine operational expenses, including printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

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

## Appendix E. Government Priorities

This section provides details on Government priorities.

Government priorities are Science and Research Priorities, the Industry Knowledge Priorities developed under the Industry Growth Centres Initiative, or any other science, research, industry and innovation priorities identified by the Australian Government from time to time.

### Science and Research Priorities

The science and research priorities are the matters identified by the Australian Government as areas of critical importance for research. They include:

- food
- soil and water
- transport
- cyber security
- energy
- resources
- advanced manufacturing
- environmental change
- health.

Further details are available [www.industry.gov.au](http://www.industry.gov.au).

### Industry Knowledge Priorities

Six Industry Growth Centres have been identified by the Australian Government under the Industry Growth Centres Initiative. Each of these Growth Centres has developed Industry Knowledge Priorities to set out the industry research needs of, and commercialisation opportunities in their sector. The Growth Centres are in the areas of:

- advanced manufacturing
- cyber security
- food and agribusiness
- medical technologies and pharmaceuticals
- mining equipment; technology and services
- oil, gas and energy resources.

Further details and links to the Growth Centres' websites are available at [www.industry.gov.au](http://www.industry.gov.au).