

Australia-China Science and Research Fund Joint Research Centres Sample application form

This document informs you of the questions we will ask you in the online form when you apply for the Australia-China Science and Research Fund Joint Research Centres program. It will help you prepare your responses and the mandatory attachments you will need before you apply online.

Do not use this document as your application form. You can only submit an application when the online form is available.

Getting help

If you require assistance preparing your application form please contact us on 13 28 46 or at business.gov.au. Our website and staff can help you with forms (once available), finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the [program guidelines](#) and sample [grant agreements](#) before completing an application. View these documents at business.gov.au.

Submitting your application

Applications must be submitted using the online form during the funding round.

A. Eligibility

A.1. Eligible entities

This section will help you determine whether you are an entity eligible for the program.

You are required to answer all questions in this section.

Does your organisation have an ABN?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Is your organisation registered for GST?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Is your organisation one of the following?		
▪ a company, incorporated in Australia	<input type="checkbox"/> yes	<input type="checkbox"/> no
▪ a Publicly Funded Research Organisation (PFRO)	<input type="checkbox"/> yes	<input type="checkbox"/> no
<i>All higher education providers listed at Table A and Table B of the Higher Education Support Act 2003 (Cth) or corporate Commonwealth entities, and state and territory government departments or agencies which undertake publicly funded research.</i>		
<i>You are not eligible to apply if you are a non-Corporate Commonwealth entity</i>		
▪ an incorporated not for profit organisation	<input type="checkbox"/> yes	<input type="checkbox"/> no
▪ a Cooperative Research Centre	<input type="checkbox"/> yes	<input type="checkbox"/> no
▪ other Australian incorporated entity	<input type="checkbox"/> yes	<input type="checkbox"/> no
Do you have a Chinese primary partner who has submitted, or is in the process of submitting, a corresponding application to the relevant Chinese organisation in accordance with any guidelines or instructions issued by the Chinese Ministry of Science and Technology (MOST)?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Do you have an Australian end user or industry partner that can apply the research outcomes?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Do you confirm that the activities for which you are seeking funding are not currently being funded from any other government source or have previously received JRC funding?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<i>If you receive Australian Government funding for your core activities, you will need to demonstrate that the activity you are carrying out for the JRC program is additional to your core activities.</i>		
<i>If you have received JRC funding in a previous round you are eligible to apply but cannot receive funding for the same activities that have previously been supported.</i>		

If you have answered 'yes' to all of the questions above you are eligible to apply for this program.

For further information regarding eligibility requirement for this program refer to the Australia-China Science and Research Fund - Joint Research Centres [program guidelines](#).

Sample only

B. Applicant information

B.1. Joint applications

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.

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

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

B.2. Lead applicant

Australian Business Number (ABN)

Australian Company Number (ACN)

If applicable

Legal/ registered entity name

B.3. Australian project partners

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

You must include the industry or end user partner here.

You must attach a letter of support from each of the other organisations involved in the proposal. Refer to section 10.2 of the [program guidelines](#) for what is required in the letter of support. Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the project
- the organisation's financial support (cash and/or in-kind) for the project
- an outline of the relevant experience and/ or expertise the partner organisation will bring to the group
- the roles/ responsibilities the partner organisation will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer

No	Australian Business Number	Australian Company Number	Entity name	Email	Phone number	Collaborator type
1						Choose an item.
2						Choose an item.
3						Choose an item.
4						Choose an item.
5						Choose an item.
6						Choose an item.
7						Choose an item.
8						Choose an item.

B.4. Chinese primary partner

The Chinese partner is the Chinese organisation with whom you are partnered for this application. You may specify only one Chinese primary partner per application. The Chinese primary partner organisation must submit a JRC application to the relevant Chinese government agency.

Organisation name

Organisation type

Choose an item.

Email

Phone

Street Address

State/ Province

Postcode

You must attach a letter of support from the Chinese primary partner which should include:

- *details of the organisation*
- *an overview of how the organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the project*
- *the organisation's financial support (cash and/or in-kind) for the project*
- *an outline of the relevant experience and/ or expertise the partner organisation will bring to the group*
- *the roles/ responsibilities the partner organisation will undertake, and the resources it will contribute (if any)*
- *details of a nominated management level contact officer.*

B.5. Chinese partner organisations

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

You must attach a letter of support from each of the other organisations involved in the proposal. Refer to section 10.2 of the [program guidelines](#) for what is required in the letter of support. Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the project
- the organisation's financial support (cash and/or in-kind) for the project
- an outline of the relevant experience and/ or expertise the partner organisation will bring to the group
- the roles/ responsibilities the partner organisation will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

No	Organisation name	Organisation type	Email	Phone number
1		Choose an item.		
2		Choose an item.		
3		Choose an item.		
4		Choose an item.		
5		Choose an item.		
6		Choose an item.		
7		Choose an item.		
8		Choose an item.		

B.6. Type of applicant

These details will be pre populated in the online form from the eligibility entity details selected above.

All entities must have an ABN. All entities must be non-tax exempt incorporated organisations.

Select which type of entity your organisation is:

- a company incorporated in Australia
- publicly funded research organisation (PFRO)
- an incorporated not for profit
- Cooperative Research Centre
- other Australian incorporated entity

If you selected other eligible entity please specify.

B.7. Applicant details

These details will be pre populated in the online form from the Australian lead applicant details entered above.

Australian Business Number (ABN)

Australian Company Number (ACN)

If applicable

The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.

Legal/ registered entity name

Your business may have registered one or more business names. If you operate under a business or trading name you can enter alternate name(s) here. If your business or trading name is not listed here select 'Other'.

Business/ trading name

Your business may have registered one or more business names. If you operate under a business or trading name enter these names here.

GST registered?

yes no

B.8. ANZSIC details

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

The Australian and New Zealand Standard Industrial Classification (ANZSIC) is a classification system used by government to group data about organisations based on their primary business activity.

The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#). Phone 13 28 46 if you require assistance.

B.9. Address details

Provide your **organisation street address** (Australian Head Office).

Address

Suburb/ town

State/ territory

Postcode

Provide your **organisation postal address**.

Same as your organisation street address, go to next section.

Different to your organisation street address, provide details below.

Address

Suburb/ town

State/ territory

Postcode

Country

B.10. Website address

Provide your organisation's website address.

B.11. Latest financial year figures

Has the applicant existed for a complete financial year? yes no

If you answered 'yes', enter the latest completed financial year, then complete the table below.

Example entry 2016-17

If you answered 'no', enter the number of months completed in financial year to date, then complete the table below. months

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

All amounts in the table below 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 incorporated 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. If they clearly do not apply to your organisation you may select not applicable.

Recent trading performance	Latest financial year figures	Check box if the indicator is not applicable to your organisation
Sales revenue (turnover) <i>Total revenue from the sale of goods and services, as reported in the applicant's Business Activity Statement (BAS).</i>	\$	<input type="checkbox"/> n/a
Export revenue <i>Total revenue from export sales, as reported in the applicant's Business Activity Statement (BAS).</i>	\$	<input type="checkbox"/> n/a
R&D expenditure <i>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.</i>	\$	<input type="checkbox"/> n/a
Taxable income <i>Taxable income or loss as per the applicant's business income company tax return form.</i>	\$	<input type="checkbox"/> n/a
Employees, including working proprietors and salaried directors (headcount) <i>No of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business.</i>		<input type="checkbox"/> n/a
Independent contractors (headcount) <i>No of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.</i>		<input type="checkbox"/> n/a

B.12. Ultimate Holding Company

Does the applicant have an Ultimate Holding Company?

yes no

If you answered **'yes'** complete the following table. If you answered **'no'** go to next question.

Ultimate Holding Company ABN (if applicable)

Legal/ registered entity name of Ultimate Holding Company

Country

Sample only

C. Project details and funding

C.1. Project title and description

If your application is successful, the details you provide below will be published on the departmental website. Published project details will include:

- *name of the applicant*
- *title of the project*
- *a description of the project and its intended outcomes*
- *amount of funding awarded.*

Provide a project title.

Example project title: Australia-China Joint Research Centre in Low Emission Energy Production

25 word limit

Provide a brief project description for publication on our website.

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will achieve economic, environmental and social benefits for Australia and China. If the application is successful this project description will be used by the Australian Government in published material.

Example project description: Researchers from Australian University and Chinese University will work together to develop advanced energy technologies. Results from their research will be used by their Australian industry partner, NextGenEnergy to create new commercial products. Ultimately this collaboration will result in improved energy security, fossil fuel emissions reduction, economic growth and job creation.

125 word limit

C.2. Project outcomes

Provide a summary of the expected project outcomes

400 word limit

C.3. Priority areas

Select the predominant priority area for your project:

-
- Advanced Manufacturing**
- *Astronomy related technology, including big data*
 - *New materials in manufacturing*
 - *Cross-cutting technologies that will de-risk, scale up, and add value to manufactured products*
-
- Medical Technologies and Pharmaceuticals**
- *Effective technologies for individuals to manage their own health care*
 - *Better models of health care and services*
-
- Resources and Energy**
- *Low emission energy production from fossil fuels and other sources*
 - *New clean energy sources and storage technologies and demand response technologies that are efficient, cost-effective and reliable*
-

C.4. Field of research

Please enter at least 1 and up to 3 Field of Research (FoR) codes that are relevant to this project.

Use the Australian and New Zealand Standard Research Classification (ANZSRC) codes provided on the [ABS website](#)

1.
2.
3.

C.5. Socio-economic objectives

Please enter at least 1 and up to 3 Socio-Economic Objectives that are relevant to this project.

Use the Australian and New Zealand Standard Research Classification (ANZSRC) codes provided on the [ABS website](#)

1.
2.
3.

C.6. Key personnel

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

Please upload a maximum of 10 CVs including the Australian Project Manager, Chinese Project Manager and key project personnel in the team. Each CV must be no more than 2 pages in length and contain experience that is most relevant to the project. Use the CV template provided on business.gov.au.

No	Title	Given name	Family name	Role
1	Choose an item.			Choose an item.
2	Choose an item.			Choose an item.
3	Choose an item.			Choose an item.
4	Choose an item.			Choose an item.
5	Choose an item.			Choose an item.
6	Choose an item.			Choose an item.
7	Choose an item.			Choose an item.
8	Choose an item.			Choose an item.
9	Choose an item.			Choose an item.
10	Choose an item.			Choose an item.

C.7. Project duration

The maximum project period is 3 years.

Project start date	Project end date
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C.8. Grant amount requested

Grant amount sought from the Australian Government (AUD)	\$
<i>Amount must be GST exclusive.</i>	

C.9. Australian Grant expenditure table

In the table below provide details on how the grant from the Australian Government will be spent on eligible project activities over the life of the project.

Amounts must be GST exclusive. Note, the maximum grant amount is \$1 million. All expenditure must be eligible expenditure, please refer to the [program guidelines](#).

Cost item	FY	FY	FY	FY	Total
	2017-18	2018-19	2019-20	2020-21	
Salaries	\$	\$	\$	\$	\$
Direct support costs of activities	\$	\$	\$	\$	\$
International travel	\$	\$	\$	\$	\$
International Living expenses	\$	\$	\$	\$	\$
Other expenses	\$	\$	\$	\$	\$
Total grant expenditure	\$	\$	\$	\$	\$

C.10. Source of funding

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

Amounts must be GST exclusive. Note: the maximum grant amount under the program is \$1 million.

Total applicant and Australian collaborating organisations cash contribution (\$AUD)	\$
Total applicant and Australian collaborating organisations in-kind contribution (\$AUD)	\$
Grant amount sought from the Australian Government (\$AUD)	\$
Total eligible costs for the Australian component of the project (\$AUD)	\$
Grant percentage	%

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

C.11. Cash & in kind contributions - Australian collaborating organisations

Provide detail on how the applicant and the Australian collaborating organisation's cash and in-kind contributions will be spent on eligible project activities over the life of the project. Amounts must be GST exclusive. All expenditure must be eligible expenditure, please refer to the [program guidelines](#).

Cost item	Applicant organisation	Other collaborating organisation	Total
Salaries	\$	\$	\$
Direct support costs of activities	\$	\$	\$
International travel	\$	\$	\$
International living expenses	\$	\$	\$
Other expenses	\$	\$	\$
Total Australian Contributions	\$	\$	\$

You must provide a letter of support from the lead applicant 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.

The supporting documentation provided with your application must confirm and demonstrate your claims. Support for the project may encompass either a financial commitment or an in-kind commitment.

In-kind costs must be directly related to costs of delivering the activities of the project and can include salaries of staff for the time they are involved, and other direct costs incurred for the duration of the activity.

Indirect costs cannot be included as in-kind contributions.

C.12. Grant Amount requested from the Government of the People's Republic of China

Total funding sought from the Government of the People's Republic of China (RMB)	\$
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Sample only

D. Merit criteria

To be competitive, you will need to address all the merit criteria in a written proposal attached to your application. We will assess your proposal against each merit criterion using the weighting indicated. The amount of detail and supporting evidence you provide in your proposal should be relative to the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

Your written proposal must comply with the formatting requirements issued by the department and these are published on business.gov.au. The information contained in your application must be consistent with that provided to the Chinese Government by your primary Chinese partner.

We will only award funding to applications that score highly against all merit criteria, as these represent best value for money. In addressing the merit criteria, you should have regard to the priority areas of research announced for the funding round available on business.gov.au.

D.1. Merit criterion one (30 points)

The scientific merit of the proposed research, including the potential of the anticipated outcome to advance the knowledge base of the discipline, and its likely scientific impact.

1. Aims and background

Describe:

- the aims and list the specific objectives of the proposed research collaboration in the context of recent international progress in the field of research.
 - Detail how it will relate to, and benefit, work in the field.
 - Refer only to papers that are available to national and international research communities.

2. Significance and innovation

Describe:

- how the proposed activity is significant
- the need for the proposed activity to address an important problem; and
- how the anticipated research outcomes will advance the knowledge base of the discipline and/or address the problem.

3. Approach and methodology

- Outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well-integrated and appropriate to the aims of the proposed research collaboration.

4. Roles and research capability of personnel

Describe:

- the role, responsibilities and contributions of the Project Managers and other key personnel including the proportion of time each will spend on this activity
- the leading-edge research capability of the project's Australian and Chinese partners which must be demonstrated by evidence of their academic awards and citations as contained in the submitted CVs, and/or other measures of research or innovation excellence, and
- the roles and levels of involvement of other participants, such as technical staff, including the division of work between Australian and Chinese investigators

Separately in this application form you must attach a Curricula Vitae (CV) for both Australian and Chinese key personnel identified under part 4. There can be a maximum of 10 key personnel listed,

including the Australian and Chinese Project Managers. No more than two pages for each person as per the template available on business.gov.au

5. References

A list of research publications cited in support of your claims made against this criterion.

D.2. Merit criterion two (30 points)

The ability of the centre to maximise the application and commercialisation of research outcomes

1. Expected outcomes and benefits resulting from the proposed research

Describe:

- the expected outcomes and the likely impact of the proposed research collaboration including the possible tangible benefits, including:
 - relevance to the end-user partner; and
 - how the research collaboration might result in economic, environmental and/or social benefits for Australia and China.

2. Utilisation of the research outcomes

Describe:

- a clear path to utilisation of the research outcomes of the centre;
- how the industry or end-user partner will maximise the application and commercialisation of research outcomes; and
- the strategy to maintain the momentum of this collaboration beyond the term of funding, including the expected timeframe.

3. Details of governance and intellectual property arrangements

Describe:

- the governance model. Outline how this will be applied and make it clear to the assessors that a sound governance structure is in place; and
- the intellectual property (IP) arrangements, including use of IP, the proposed ownership of IP generated by the project and strategies for protecting Australia's interests.

D.3. Merit Criterion three (20 points)

The contribution of the centre to building enduring Australia-China collaboration in a priority area of research.

Describe:

- how the collaboration between Australian and Chinese partner organisations is integral to achieving the outcomes of the proposed research project
- your strategy to maintain the momentum of this collaboration beyond the term of funding.

D.4. Merit Criterion four (20 points)

The capacity, capability and resources of all project partners to manage the JRC and deliver the activities (20 points).

1. Roles and research expertise of each project partner including the lead applicant.

Describe:

- why these Australian and Chinese partners are the key organisations to be involved in this centre and how the collaboration will be managed.

- why the program management arrangements are appropriate, including how any issues or risks can be managed to ensure the objectives of the activity can be achieved.
- the support available from the partners for the centre.
- the research leadership and management credentials of the project manager and how the team will be managed.
- how project partners will ensure they collaborate effectively over the course of the project.

2. Project Plan:

A project plan must be included in your written proposal. The plan should be presented as a mature plan ready for implementation, leading towards the overall project objectives and include proposed timelines, milestones and project management arrangements. It will form the basis of the funding agreement between the Australian Government and successful applicants.

3. Cash and in-kind contributions and budget

You must provide an indicative budget for the Australian applicant in the Project details and funding section of this form. The budget must detail the eligible expenditure for which JRC funding is sought and any cash or in-kind contributions from the lead organisation and other Australian collaborating organisations.

You cannot duplicate the in-kind support from the applicant or other participants in both budget tables.

- The supporting documentation provided with your application must confirm and demonstrate your claims. Support for the project may encompass either a financial commitment or an in-kind commitment.
- In-kind costs must be directly related to costs of delivering the activities of the project and can include salaries of staff for the time they are involved, and other direct costs incurred for the duration of the activity.
- Indirect costs cannot be included as in-kind contributions.

All amounts must be GST exclusive

E. Contact details

E.1. Details of primary contact

Person authorised to act on behalf of the applicant.

(Note: You must provide at least one phone or mobile number. Other than title, all the remaining fields below are mandatory unless stated otherwise.)

Provide details of the primary contact.

Title

Given name

Family name

Position title

Phone number

Mobile number

Email address

Provide the postal address of the primary contact

Address

Suburb/ town

State/ territory

Postcode

Country

Australia

E.2. Contact's relationship to applicant

Is the applicant the primary contact's employer?

yes

no

If you answered **'yes'** go the next question. If you answered **'no'** complete the following table.

What is the relationship of the primary contact to the applicant?

Name of primary contact's employer

Australian Business Number (ABN) of primary contact's employer

Provide a contact for the applicant organisation

Title

Given name

Family name

Position title

Phone number

Mobile number

Email address

E.3. How did the applicant hear about the program?

--- Please select ---

If Other, please specify:

F. Applicant declaration

F.1. Privacy and confidentiality provisions

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

- [Australian Government Public Data Policy Statement](#)¹
- [Commonwealth Grants Rules and Guidelines](#)²
- [Program Guidelines](#)
- applicable Australian laws

Accordingly, I understand that the department may:

- a. share information in this application with other government agencies for any purposes, including government administration, research or service delivery; and
- b. publish non – sensitive information in this application in the public domain, including on the department's website;

unless otherwise prohibited by law.

I confirm that I have read and understood the privacy, confidentiality and disclosure provisions outlined in the [Program Guidelines](#)

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

¹ https://www.pmc.gov.au/sites/default/files/publications/aust_govt_public_data_policy_statement_1.pdf

² <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines-July2014.pdf>

F.2. Applicant declaration

I declare that I have read and understood the [Program Guidelines](#).

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

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete. I also understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

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

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

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

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

I declare that I am authorised to complete this form and to sign and submit this declaration on behalf of the applicant.

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

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

By including my name in this application it is deemed to be my signature for the purpose of this application

F.3. Signature

Name of signatory

Email address of signatory

Date

Signature
