



Australian Government
Department of Industry,
Innovation and Science

Science



Program Guidelines

Australia-China Science and Research Fund

Joint Research Centres

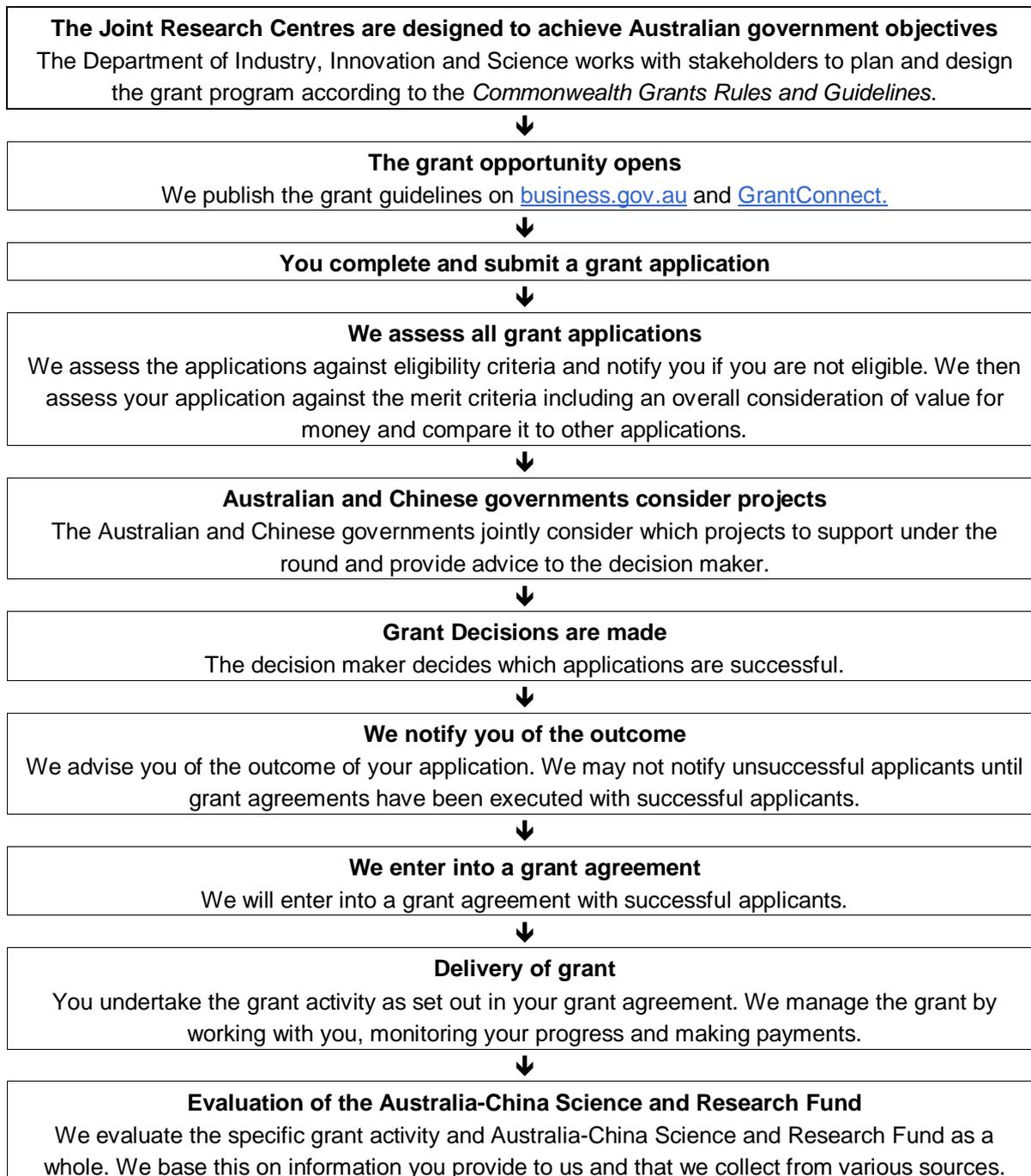
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1. Australia-China Science and Research Fund Joint Research Centres Process



2. Introduction

These guidelines set out the funding rules for the Joint Research Centres (JRC) component of the Australia-China Science and Research Fund (ACSRF) (the program) for applicants.

The Department of Industry, Innovation and Science (the department) is responsible for administering the JRC, in accordance with the requirements of the [Commonwealth Grants Rules and Guidelines](#)¹(CGRGs). The department, and the Ministry of Science and Technology (MOST) of the People's Republic of China jointly manage the program.

These guidelines only apply to activities supported by the Australian government. Chinese applicants should consult the relevant Chinese organisations for guidance on processes and procedures governing activities supported by the Government of the People's Republic of China.

Applications open: Monday 30 October 2017

Applications close: Wednesday 20 December 2017

We have defined key terms used in these guidelines in Appendix A.

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

3. Program overview

The Australia-China Science and Research Fund supports the Australian and Chinese governments' commitment to support strategic science, technology and innovation collaboration of mutual benefit to Australia and China.

The program's intended outcomes are to

- bring together leading institutions in Australia in a particular research field with Chinese partners to achieve economic, environmental and social benefits for Australia and China
- maximise the application and commercialisation of research outcomes
- provide early career researchers the opportunity to gain relevant Australia-China research experience.

The ACSRf provides funding for the following three components.

3.1 Joint Research Centres (JRCs)

Joint Research Centres (JRCs) are virtual centres that link Australian and Chinese research institutions conducting a range of research-related activities in a specified field of research. These guidelines set out the funding arrangements for the Joint Research Centres.

3.2 Thematic science workshops, seminars and symposia

The ACSRf provides financial support for Australia-China science and technology workshops, seminars and symposia, including the Australia-China Science Academies Symposia Series. These forums seek to strengthen cooperative research links between Australia and China in areas of mutual interest. Further information about the Australia-China Science Academies Symposia is available on science.gov.au.

¹ <http://www.finance.gov.au/resource-management/grants/>

3.3 Young Scientists Exchange Programme (YSEP)

The Young Scientists Exchange Programme (YSEP) provides funding to facilitate future long-term science, technology and innovation collaboration between Australia and China. This is achieved by bringing together future science leaders from both countries to foster long-term relationships.

The 2017 and 2018 rounds of the YSEP are administered under the [2015 ACSR Program Guidelines](#). Future rounds will be administered under new program guidelines. Further information is available on science.gov.au.

4. Joint Research Centres (JRCs)

Joint Research Centres (JRCs) are virtual centres that link Australian and Chinese research institutions conducting a range of research-related activities in a specified field of research. JRCs enable a concentration of effort and achievement of outcomes beyond that of individual research projects.

A JRC must include at least one Australian eligible entity, one Chinese primary partner, and one Australian industry partner or end user.

The program is ongoing with biennial funding rounds.

The funding arrangements for JRCs are set out in these guidelines.

5. Grant amount and grant period

5.1 Grants available

- The grant amount will be up to 100 per cent of eligible project costs.
- The maximum grant amount is \$1 million.

5.2 Project duration

The maximum grant period is three years.

6. Priority areas

The priority areas for Round 3 of the ACSR Joint Research Centres are:

- 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.

7. Eligibility criteria

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

7.1 Who is eligible?

To be eligible you must

- have an Australian Business Number (ABN)
- be registered for GST

and be one of the following eligible entities:

- a company, incorporated in Australia
- an incorporated not for profit company
- a Publicly Funded Research Organisation (PFRO) as defined in Appendix A
- a Cooperative Research Centre
- an other Australian incorporated entity.

7.2 Who is not eligible?

You are not eligible to apply if you are a non-Corporate Commonwealth entity.

7.3 Additional eligibility requirements

To be eligible your project must involve

- 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).
- an Australian end user or industry partner that can apply the research outcomes.

Other Australian and Chinese entities can be partners in a JRC application. Your application may also include other international partners.

The lead organisation in the proposal must be an eligible entity. Only the lead organisation can submit the application form and if successful enter into the grant agreement with the Commonwealth.

The lead organisation will manage the Australian component of the JRC.

The Senior Responsible Officer (who is a General Manager with policy responsibility for the program) has authority to limit the number of applications that may be submitted by an eligible entity in each funding round and we will publish this information on business.gov.au

We cannot waive the eligibility criteria under any circumstances.

7.4 Eligible projects

To be eligible your project must

- involve research in a priority area specified by the department for the funding round
- include eligible activities and eligible expenditure

We cannot fund your project if it receives funding from another government grant for the same activities. 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 is additional to your core activities. 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.

7.5 Eligible activities

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

- joint research projects with Chinese partners that directly relate to at least one of the priority areas of research announced for the funding round
- conferences, workshops, symposia
- exchanges and secondments of personnel between Australia and China from the JRC's partners
- new research-related information sharing and communication initiatives
- application and commercialisation of research outcomes

We may also approve other activities.

7.6 Eligible Expenditure

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

Eligible expenditure includes:

- salaries for Australian personnel directly employed for the JRC's activities and residing in Australia, including
 - researchers
 - support staff
 - fellowships
 - student stipends

Postdoctoral salaries and postgraduate stipends listed in the application should be consistent with rates set by the [Australian Research Council](http://www.arc.gov.au)².

- salary on-costs of up to 30 per cent - where direct Australian salary costs have been included in the budget
- international travel
 - economy class return airfares for Australian researchers, including postgraduate students, travelling to China to participate in meetings, workshops and activities related to the JRC. The Chinese government will pay for international airfares for Chinese researchers travelling to Australia.
 - economy class domestic transportation for Australian researchers, including postgraduate students, within China
 - visa and insurance costs associated with travel to China
 - living expenses, including accommodation and meals, for Australian researchers travelling to China to participate in meetings, workshops and activities related to the JRC. The Chinese government will meet living expenses, including accommodation and meals, for Chinese researchers travelling to Australia.

² <http://www.arc.gov.au/salaries-and-stipends>

Travel to China and living allowance expenses in China combined must not exceed 20% of the approved grant amount.

- direct support costs of activities undertaken by the JRC including
 - materials and supplies necessary to undertake the project
 - equipment and facilities necessary and to be used exclusively for the project
- other direct costs as approved by the Program Delegate (who is the AusIndustry General Manager with responsibility for program delivery).

For a list of ineligible expenditure, see Appendix B.

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 approved project audit activities.

We may update the guidelines on eligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise. You must not commence your project until your grant agreement is executed.

You may use in-kind contributions to support ineligible expenditure to the JRC.

You cannot use funding from other Commonwealth, state, territory or local government grants to fund project costs.

8. The merit criteria you need to address

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 published on business.gov.au

The information contained in your application must be consistent with that provided to the Chinese government by your Chinese primary 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.

8.1 Merit criterion one

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 (30 points).

a. 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.

b. 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.

c. 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.

d. 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.

In the application form you must attach a Curricula Vitae (CV) for both Australian and Chinese key personnel identified under part d. 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

e. References

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

8.2 Merit criterion two

The ability of the centre to maximise the application and commercialisation of research outcomes (30 points).

a. 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.

b. 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.

c. 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.

8.3 Merit criterion three

The contribution of the centre to building enduring Australia-China collaboration in a priority area of research (20 points).

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 the collaboration beyond the term of funding.

8.4 Merit criterion four

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

a. Roles and research expertise of each project partner including the lead organisation.

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.

b. 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 grant agreement between the Australian government and successful applicants.

c. Cash and in-kind contributions and budget

In the application form, you must provide indicative budgets for

- 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

9. How we assess your application (selection process)

We first assess your application against the eligibility criteria and then against the merit criteria. Only eligible applications will proceed to the merit assessment stage.

9.1 Australian advisory panel

Eligible applications are referred to an external independent Australian advisory panel for peer review. Experts in each of the respective priority areas make up the panel.

The panel will assess your application against the merit criteria and compare it to other eligible applications in a funding round. The panel decides which projects will be referred for consideration by a joint meeting of Australian and Chinese government officials.

For a project to be referred for consideration it must score highly against each merit criterion. While we assess all applications against the same merit criteria, we will score your application relative to the project size, complexity and grant amount requested. The evidence you provide to support your application should be proportional to the size and complexity of your project.

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.

9.2 Australian and Chinese government deliberations

Each government assesses applications independently in accordance with its own processes and decides which projects to refer for joint consideration.

The Australian and Chinese governments then determine which of the recommended projects to support taking into account the outcomes of each country's assessment processes. We do not share specific project details across governments, only a list of names of the recommended applicants and projects.

The Australian and Chinese governments typically jointly fund JRCs. We may consider unilateral funding by either the Australian or Chinese government under the program, subject to availability of funds and agreement by both governments during the selection process.

9.3 Final decision

The Senior Responsible Officer decides which grants to approve taking into account the availability of grant funds and the recommendations from the Australian and Chinese officials.

If you are successful, you will receive a written offer.

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. You should include new or more information to address the weaknesses identified in your previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for merit assessment.

The Senior Responsible Officer's decision is final in all matters, including

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

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

10. How to apply

Before applying you should read and understand these guidelines, the sample application form and the sample grant agreement. View the sample [grant agreement](#) at business.gov.au.

You can only submit an application during a funding round. We will publish the [opening and closing dates](#) for each round on business.gov.au.

To apply, you must

- complete the online [Joint Research Centre application form](#) on business.gov.au
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments.

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application.

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). We will investigate any false or misleading information and may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

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

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

Your Chinese primary partner must submit an application to the relevant Chinese organisation in accordance with any guidelines or instructions issued by MOST.

10.1 Attachments to the application

We require the following documents with your application

- a letter of support from each partner organisation as detailed in 10.2.
- curricula vitae (CV) for both Australian and Chinese key personnel identified in merit criterion four. Provide CVs of a maximum of 10 key personnel, including the Australian and Chinese project managers. Allow no more than two pages for each person as per the template available on business.gov.au. You will need to combine all CVs into one attachment.
- a letter of support from the lead organisation demonstrating and clearly articulating the organisation's financial support (cash and/or in-kind) for the project, and a commitment to engage in the research collaboration.
- a written proposal addressing the merit criteria
- a list of research publications cited in support of claims made against merit criterion one.

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

10.2 Project partners

The lead organisation in the proposal must be an eligible entity. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. 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.

As the lead organisation, you are responsible for entering into appropriate contractual arrangements with your project partners.

10.3 Ethics and research practices

The [National Health and Medical Research Council](#)³ (NHMRC) web site provides a series of publications that outline the principles of ethical conduct in research. All proposals and funded

³ <https://www.nhmrc.gov.au/>

research projects must conform to the principles and requirements of these publications (and their successor documents), included but not limited to:

- the NHMRC/ARC/UA Australian Code for the Responsible Conduct of Research (2007) and successor documents
- the NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research (2007, updated 2015); and
 - the Australian Code for the care and use of animals for scientific purposes (2013) endorsed by the NHMRC, the ARC, the Commonwealth Scientific and Industrial Research Organisation and UA.

If there is any conflict or inconsistency between a successor document and its predecessor, then the successor document prevails.

10.4 Governance arrangements and intellectual property rights

Applicants must provide details of intellectual property (IP) arrangements in their applications. This includes both the use of IP in the project and the proposed ownership rights to IP generated by the project as well as strategies for protecting Australia's interests. Where IP is likely to be generated by the project, successful applicants are required to conclude protocols or contracts with their Chinese and other collaborating partners on the management of IP issues. These agreements should be in accordance with laws and regulations in Australia and China.

Australian participants should approach IP negotiations in line with the principles outlined on business.gov.au.

11. If your application is successful

11.1 Grant agreement

You must enter into a grant agreement with the Commonwealth. A sample [grant agreement](#) is available on business.gov.au.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your project expenditure until we execute the grant agreement. You must not start any project activities until we execute the grant agreement. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

The funding approval may have specific conditions determined by the assessment process or other considerations made by the Senior Responsible Officer. We will identify these in the offer of funding.

If you enter an agreement under the JRCs, you cannot receive other grants for this project for the same activities from other Commonwealth, state or territory granting programs.

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

You will have 45 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). 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 Program Delegate.

11.2 How we pay the grant

The grant agreement will state the maximum grant amount we will pay. We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments annually, as you achieve agreed milestones in advance, based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

11.3 How we monitor your project

You must submit progress and financial reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from business.gov.au. 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
- contributions of participants directly related to the project
- project expenditure, including expenditure of grant funds.

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

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

11.3.1 Progress reports

Annual progress reports must

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

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.

11.3.2 Interim progress reports

Interim progress reports must

- be submitted bi-annually
- provide an update on progress or any significant delays in completing the project

11.3.3 Final report

When you complete the project, you must submit a final report.

Final reports must

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted within 60 days of completing the project.
- be in the format provided in the grant agreement.

11.3.4 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.

11.3.5 Financial report

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

11.4 Compliance visits

We may visit you during the project period 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.

11.5 Project variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a project variation, including

- changing project milestones
- extending the timeframe for completing the project but within the maximum three year period
- 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 that a variation request will be successful. We will consider your request based on factors such as

- how it affects the project outcome
- consistency with the program policy objective and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

11.6 Keeping us informed

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

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

11.7 Evaluation

We may evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

11.8 Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment and provide you with a recipient created tax invoice.

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.

12. Conflicts of interest

12.1 Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be

- real (or actual)
- apparent (or perceived)
- potential.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

12.2 Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, advisory panel members and others delivering the program between

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the *APS Code of Conduct (section 13 (7) of the Public Service Act 1999)*. We publish our conflict of interest policy on the [Department of Industry, Innovation and Science⁴](#) website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of applications under the program.

13. How we use your information

Unless the information you provide to us is

- confidential information as per 13.1, or
- personal information as per 13.2,

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.

13.1 How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets one of the four conditions below

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Disclosing the information would cause unreasonable harm to you or someone else.
4. You provide the information with an understanding that it will stay confidential.

13.1.1 When we may disclose confidential information

We may disclose confidential information

- to the 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

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<http://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Pages/Library%20Card/ConflictofInterestInsideTradeExpectationsofInnovationEmployees.aspx>

- 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.

13.2 How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988*. 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](#)⁵ 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.

13.3 Public announcement

We will publish non-sensitive details of successful projects on, [business.gov.au](#), [science.gov.au](#), the [Department's website](#)⁶ and the [Grant Connect](#) website⁷. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian government Public Data Policy Statement](#)⁸, unless otherwise prohibited by law. This information may include

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location

⁵ <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

⁶ <http://www.industry.gov.au/Pages/default.aspx>

⁷ <https://www.grants.gov.au/>

⁸ <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

- your organisation's industry sector

We may also publish details of project partners.

We publish this information to ensure open access to non-sensitive data within Australian government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

13.4 Freedom of information

The *Freedom of Information Act 1982* (FOI Act) applies to all documents we create, receive or store about the program. 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.

14. Grant Acknowledgement

If you make a public statement about a project funded under the program, we require you to acknowledge the grant by using the following:

'This project received grant funding from the Australia-China Science and Research Fund.'

15. 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.

The AusIndustry [Customer Service Charter](#) is available at business.gov.au. AusIndustry uses customer satisfaction surveys to improve its 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:

Head of Division
AusIndustry - Business Services
GPO Box 9839
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁹ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁹ <http://www.ombudsman.gov.au/>

Appendix A. Definitions of key terms

Term	Definition
ACSRF	Australia-China Science and Research Fund as established by the Australian government and the government of the People's Republic of China
Australian advisory panel	The body established by the Senior Responsible Officer to consider and assess eligible applications and decide which projects are referred for consideration by a joint meeting of Australian and Chinese government officials.
Application form	The document 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.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 7.5.
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 7.6.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
Program Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
JRC	Joint Research Centre
Minister	The Minister for Industry, Innovation and Science.
MOST	Ministry of Science and Technology, People's Republic of China
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth)

Term	Definition
Postgraduate students	Honours, Masters and PhD students enrolled at an Australian higher education institution
Program Delegate	The AusIndustry General Manager with responsibility for program delivery.
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.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) or corporate Commonwealth entities, and state and territory government departments or agencies which undertake publicly funded research.
Senior Responsible Officer	The Department of Industry, Innovation and Science General Manager with policy responsibility for the program.

Appendix B. Ineligible expenditure

This section provides guidelines on what we consider ineligible expenditure. We will update these guidelines from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

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.

Expenditure items that are not eligible include:

- Any activities, equipment or supplies that are already being supported through other government sources.
- Any cost incurred prior to signing of a grant agreement with the department.
- The indirect costs of research, not listed in eligible expenditure.
- Costs associated with activities undertaken by the Chinese partners, for example, travel to Australia, living costs in Australia, research undertaken solely by Chinese researchers etc.
- Institutional overheads and administrative charges.
- Costs associated with the internal preparation of finance and audit statements.
- Capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories.
- Costs involved in the purchase or upgrade / hire of software (including user licences) and ICT hardware (unless it is only used for the project).
- Costs associated with research activities with researchers in Hong Kong, Macau or Taiwan.
- Costs associated with market research for products or research carried out by surveys to assess the size of the market and the price of a particular service or product.
- Costs associated with marketing projects, i.e. activities aimed at creating demand for goods and services of consumers, businesses and government.
- Costs such as rental, renovations and utilities.
- Salaries for non-Australian personnel, including consultants.
- Fees for international students, or the Higher Education Contribution Scheme (HECS) and Higher Education Loan Program (HELP) liabilities for students.
- Insurance costs (you must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in program funded activities).
- Staff recruitment and relocation costs.
- Australian domestic travel and living allowance.
- Debt financing.
- Costs of Australia's membership of international science and technology projects.
- Subscription costs for access by Australian personnel to major international research facilities.

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

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