



Sample application form

Australia-China Science and Research Fund Joint Research Centres grant opportunity Sample Application Form

Version July 2020

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

This is a sample only and may be subject to minor changes.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

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

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

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

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

Participants

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

- Select the Participants button
- Enter the details

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

Submitting your application

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

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

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

Internet browsers supported by the portal

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

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

Getting help

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

A. Program selection

We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

A.3. Australia and New Zealand Standard Industrial Classification (ANZSIC) Details

You must select from a drop down menu:

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

A.4. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select ACSRF – Australia-China Science and Research Fund Joint Research Centres
- Field 2 select ACSRF – Australia-China Science and Research Fund Joint Research Centres

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

The Australia-China Science and Research Fund's objective is to support strategic science, technology and innovation collaboration that is of mutual benefit to Australia and China.

The Australia-China Science and Research Fund Joint Research Centres grant opportunity was announced as part of this fund. 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 those 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 objectives of the Australia-China Science and Research Fund Joint Research Centres grant opportunity are to:

- Build research capacity
- Boost collaboration between researchers and industry.

The intended outcome of the grant opportunity is to facilitate joint efforts and outcomes that exceed what an individual research project can expect.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Australia-China Science and Research Fund Joint Research Centres grant opportunity.

Questions marked with an asterisk are mandatory.

- Do you have an Australian Business Number? *

A legal entity is an entity in its own right that has capacity to enter into legally binding agreements or contracts, assume obligations, incur and pay debts, sue and be sued and be held responsible for its actions. You must answer yes/ no to proceed to next question.

- Are you one of the following entities: *
 - a company, incorporated in Australia
 - an incorporated not for profit organisation
 - a Publicly Funded Research Organisation (PFRO) as defined in the Glossary section of the grant opportunity guidelines
 - a Cooperative Research Centre
 - other Australian incorporated entity

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

Does your application 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? *

You must answer yes to proceed to next section.

C. Applicant address

C.1. Business street address

You must provide your business street address (Australian Head Office).

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

C.2. Business postal address

You must provide your business postal address (Australian Head Office).

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

Sample

D. Applicant financials

D.1. Latest Financial Year Figures

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

D.2. Recent trading performance

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

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

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

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

- Sales Revenue (Turnover)

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

- Export revenue

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

- R&D expenditure

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

- Taxable income

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

- No of employees (headcount)

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

- No of independent contractors (headcount)

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

E. Project information

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

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

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

E.1. Project title and description

Provide a project title.

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

Provide a brief project description.

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

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

E.2. Detailed project description and key activities

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

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

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

You must also provide a project plan which you should attach later in your application.

E.3. Project outcomes

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

Provide a summary of the expected project outcomes.

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

E.4. Project priority area

Your project must be in a priority area. A maximum of two applications is allowed per applicant and only one application per priority area.

The priority areas for Round 4 of the ACSRJF Joint Research Centres grant opportunity are:

Food and Agribusiness

- *agritech*
- *supply chains*
- *future food and their regulation*

Digital Technology

- *medical technologies including services and aged care*
- *financial technology*
- *big data*

Energy and Resources

- *new energy (renewables)*
- *hydrogen*
- *energy storage and supply*
- *mineral exploration*

Advanced Materials

- *biomedical metal materials such as titanium and magnesium alloys*
- *graphene technology*
- *high-performance structure and composites*

E.5. Key Personnel

List the name, role and organisation of key personnel.

Later in the application you will be required to upload a curriculum vitae (CV) for both Australian and Chinese key personnel identified in assessment criterion 4, up to a maximum of 10 CVs including the Australian Project Manager and Chinese Project Manager (please use the CV template provided on business.gov.au).

E.6. Project duration

Your project must be completed within 36 months.

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

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

E.7. Project milestones

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

- Milestone title
- Description
- Estimated start date
- Estimated end date

E.8. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site.

A project site must be a street address not a postal address.

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

Sample

F. Project budget

F.1. Project budget summary

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

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

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour expenditure		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Labour on-costs and administrative overheads		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Direct support costs of activities		\$
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Travel and overseas expenditure		\$
		2020/21	\$
		20/21/22	\$
		2022/23	\$
	Other costs		
		2020/21	\$
		20/21/22	\$
		2022/23	\$
Total			

Grant funding requested

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

Chinese partner

You will be asked to enter the total funding sought by your Chinese partner from the Government of China (CNY)

F.2. Source of funding

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

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

Your contribution

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

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

- Name of contributor
- Type of contributor
- Value of contribution
- Date due of contribution
- Details

Other non-government contribution

For international partners, you will be asked to enter a registration number. If you don't know the registration number of your international partner, enter their organisation name and click validate.

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

- Name of contributor
- Type of contributor
- Value of contribution
- Date due of contribution
- Details

G. Assessment criteria

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

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

To support your responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (25 points)

The extent that your project will advance research in priority areas

You should demonstrate this by identifying

- the problem your project will address, why it needs to be addressed and how your project will address it
- how your project will build on existing research in one or more of the priority areas
- the expected outcomes of your research, their relevance to any end users and how they will advance the knowledge base of your chosen area of research.

G.2. Assessment criterion 2 (25 points)

Scientific quality - the appropriateness of the design and methodology for your research

You should demonstrate this by identifying

- providing the rationale for your research and clearly demonstrating your chosen methodology
- identifying the current competitive landscape in your chosen area of research, including a comparative analysis of similar or alternate technology

G.3. Assessment criterion 3 (25 points)

Benefits to Australia and China

You should demonstrate this by identifying

- the application of your research outcome/s including the commercialisation potential (if any) of new products, processes or services
- the social, environmental and/or economic short-term and long-term benefits to be gained from your project
- how your project will develop robust and sustainable collaborations between Australia and China in your chosen area of research

G.4. Assessment criterion 4 (25 points)

The capacity, capability and resources of all project partners to manage the JRC and deliver the activities

You should demonstrate this by identifying

- your access to personnel with the right skills and experience, including management and technical staff, and to any infrastructure, capital equipment, technology and intellectual property required for the project the social, environmental and/or economic short-term and long-term benefits to be gained from your project
- a sound project plan to manage and monitor the project, including arrangements for governance and intellectual property rights
- a risk management plan which identifies risks and mitigation strategies
- your ability to fund your share of project costs not covered by the grant.

Sample

H. Project partners/ Collaborators

You must provide details about your project partners.

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

Your project must have at least one Australian eligible entity, one Chinese primary partner and one Australian industry partner or end user.

You must provide

- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner type
- Project partner letter of support

a letter of support from each partner organisation as detailed in section 7.2 of the guidelines (please use the template provided on business.gov.au). Each letter of support should include:

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

I. Application finalisation

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

I.1. Conflict of interest

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

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

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

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

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach the following supporting documentation.

- Document 1

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 (please use the template provided on business.gov.au)

- Document 2

a letter of support from each partner organisation as detailed in section 7.2 of the Guidelines (template provided on business.gov.au).

- Document 3

curricula vitae (CV) for Australian and Chinese key personnel identified in assessment criterion 4. 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

- Document 4

a project plan

- Document 5

a risk management plan which identifies risks and mitigation strategies

- Document 6

a list of research publications cited in support of claims made against any assessment criterion.

I.4. Indigenous organisation

Is your organisation Indigenous owned?

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

Is your organisation Indigenous controlled?

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

Sample

J. Primary contact page

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

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

Sample

K. Application declaration

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

K.1. Privacy and confidentiality provisions

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

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- The [Australia-China Science and Research Fund Joint Research Centres grant opportunity guidelines](#)
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

K.2. Applicant declaration

I declare that I have read and understood the [program/grant opportunity] guidelines, including the privacy, confidentiality and disclosure provisions.

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

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

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about

the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this Australia-China Science and Research Fund Joint Research Centres grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

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

I 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 acknowledge that by including my name in this application I am deemed to have signed this application.

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