Cooperative Research Centres Program - Cooperative Research Centre Project Grant Round 9.

Version February 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.
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 names. 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 names. If you operate under a business name, you must provide the alternative 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).
• your organisation’s main revenue earning class 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 Cooperative Research Centres Projects Round 9
• Field 2 select Cooperative Research Centres Projects Round 9

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

The Cooperative Research Centres Program (the program) supports industry-led collaborations between industry, researchers and the community. Round 9 will support short-term industry-led collaborative research with funding available to all industry sectors. The maximum grant amount is $3 million and the minimum grant is $100,000. The collaboration must at least match the amount of grant funding sought through cash and/or in-kind contributions. In-kind contribution means non-cash resources provided by a project partner to conduct the activities of the CRC-P. The maximum project period is 3 years.

Before applying you should read and understand the grant opportunity guidelines, the sample application form and the sample grant agreement published on business.gov.au and GrantConnect.

*You may submit your application at any time up until 5.00pm AEDT on 19 March 2020.*
B. Eligibility

We will ask you the following questions to establish your eligibility for the Cooperative Research Centre Projects Round 9 grant opportunity.

Questions marked with an asterisk are mandatory.

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

You must answer yes to proceed to next question.

- Will your CRC-P project maintain amongst its project partners at least:
  - two Australian industry entities including at least one SME (small and medium enterprise, and
  - one Australian research organisation?*

Partners from existing or former CRCs or CRC-Ps can be partners in other CRCs or CRC-Ps.
Partners do not need to commit for the entire project period.

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

You must answer yes to proceed to next question.

Are you able to provide a declaration from each partner on the template provided on business.gov.au?*

You must answer yes to proceed to next question.

- You must provide a declaration from each partner including the lead applicant later in this form.

Does your project involve eligible activities?*

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

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

You must answer yes to proceed to next question.

- Does your project have at least $200,000 in total eligible project value? *

You must answer yes to proceed to next question.

- Is your project a short-term, industry-identified and industry-led collaborative research project to develop a product, service or process that will solve problems for industry and deliver tangible outcomes?
You must answer yes to proceed to next question.

- Will your project benefit SMEs and increase their capacity to grow and adapt in changing markets? *

You must answer yes to proceed to next question.

- Will your project include education and training activities? *

You must answer yes to proceed to next question.

- Are you any of the following:

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

You must answer no to proceed to next question.
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.*
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 Statement (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 partners

List all the project partners, including the lead applicant, that are in the collaboration and making contributions (cash and/or in-kind).

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

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

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

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

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

For each partner, enter their ABN and click the ‘Validate’ button to retrieve the project partner’s details.

If a project partner other than the lead applicant is Australian, but does not have an ABN contact us.

Legal or Registered Entity Name

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.

Project Partner Contributions

The project partners are required to contribute cash and/or in-kind resources which, combined, at least equal the grant funding sought. See Appendix D in the grant opportunity guidelines for details of in-kind contributions.

Not all the project partner’s share of funding needs to be available at the time of application. However, the project partners must be able to match the grant progressively at the rate eligible expenditure is to be incurred on the project, and be able to fund ineligible expenditure if required.

CRC Project Application Financial Workbook

The department has developed an Excel template designed specifically for a CRC-P to develop the Project finances prior to inputting data to the online application.

This workbook (CRC Project Application Financial Workbook – funds, contributions and budget) includes grant request, project partner contributions, and expenditure on a year by year basis. It automatically calculates totals and incorporates a range of checks to ensure the finances are internally consistent and that amounts received for the project balance with expenditure.

It is strongly advised that the CRC-P’s finances are determined using this workbook before completing the Project Partner and Project Funding Information pages of the application. The template can be downloaded from the key documents listing at business.gov.au

You must provide:

- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Partner declaration (attached)
- Partner type (large industry, SME, research organisation or other)
☐ Project partner’s involvement in the CRC-P:

☐ Give details of how the project partner will provide the contributions above.

☐ Describe the project partner’s involvement in the CRC-P.

☐ Describe the project partner’s company structure and relationships with the other project partners (This may include related entities, entities with the same ultimate holding company, entities with common directorship, entities with common major shareholders.).

Your partner involvement response is limited to 1000 characters including spaces and does not support formatting.

**Contribution**

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<th>Contribution Type</th>
<th>Financial Year</th>
<th>Cost</th>
<th>Description</th>
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</table>
F. 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 outcomes
- amount of grant funding awarded.

F.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 for publication.

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

Ensure your project description focuses on your project’s key problem to be solved or key market opportunity for the product, process or service to be commercialised. It may include the key target market and how CRC-P support will be used to assist in achieving commercial outcomes.

F.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. Provide a detailed outline of the Project for which CRC-P funding is sought. Include the industry problem to be solved, the scope of the Project, key activities and methodology to address the problem or opportunity. Describe any links or current engagement with growth sectors. This information will not be used for publication, but will be included in the grant agreement should the application be successful.

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

F.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.

F.4. Industry context

What is the national and international state of play in the research area that is contributing to solve the identified industry problem or opportunity? Provide a description of the research landscape relating to the identified industry problem and how this relates to or complements your proposed project.

Your response is limited to 2000 characters including spaces and does not support formatting.
F.5. Technology Readiness Level

Technology Readiness Levels (TRLs) track progress of the development of an innovation. There are nine TRL levels ranging from TRL 1 to TRL 9. The TRL for a project may be determined using a generalised TRL scale or a TRL scale aligned to a specific sector. For example, there are TRL scales specifically designed for crop research, emerging renewables technologies and the development of software.

Indicate below the starting and target TRLs for your CRC Project. Note that different projects will move through the TRL scale at different rates and with different funding requirements. Depending on the complexity of your project, it may even be appropriate to nominate the same TRL for your starting and target levels.

What is the estimated TRL for your project at the commencement date?* 
*Enter number

What is the expected TRL for your project at the completion date? *
*Enter number

F.6. Project duration

Your project may not be more than 3 years (36 months) in duration

- Estimated project commencement date
- Estimated project completion date
- Estimated project length (in months)

The project length will be calculated by the start and end dates you enter.

F.7. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

- The milestones start and end dates must be within the project start and end dates.
- Milestone title
  *Your response is limited to 180 characters including spaces and does not support formatting.*
- Description
  *Your response is limited to 750 characters including spaces and does not support formatting.*
- Estimated start date
- Estimated end date

F.8. Project location

You must provide the address where you project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

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

- Project site address
- Estimated percentage of project value expected to be undertaken at site
G. Government priorities

G.1. Science and research priorities

Select the primary, and if applicable secondary, priority that best fits your project proposal. Under assessment criterion 1 of the Assessment Criteria, you will need to specifically address how and to what extent your proposal aligns with the Science and Research Priorities you select here. At assessment criterion 1 you can also describe how your project aligns with any other science and research priorities.

Which science and research priorities does your project align with?

Primary alignment:

Enter priority

Secondary alignment:

Enter priority

Further details are available www.industry.gov.au.

G.2. Growth sector

Select the primary, and if applicable secondary, sector that best fits your project proposal. Under merit criterion 1 of the Merit Criteria, you will need to specifically address how and to what extent your proposal aligns with the Growth Sector/s you select here. At merit criterion 1 you can also describe how your project aligns with any other growth sectors.

Which growth sector(s) does your project align with?

Primary alignment:

Enter growth sector

Secondary alignment:

Enter growth sector

Further details and links to the Growth Centres’ websites are available at www.industry.gov.au.

G.3. Other government priorities

There may be other government priorities that the CRC Project addresses. Please list up to three of these below.

Your response is limited to 300 characters including spaces and does not support formatting.

Basis for Government Priority (report, statement, etc.)

Your response is limited to 300 characters including spaces and does not support formatting.

G.4. Other government assistance

Have any of the project partners received any Commonwealth, State and/or Territory government assistance during the past five years that has assisted in the development of this project?

Yes or No response
Assistance Source (Agency and Program)

*Your response is limited to 500 characters including spaces and does not support formatting.*

- Start date
- End date
- Amount
- Details

*Discuss the results of any government assistance received in the last five years, specifically what the assistance was used for, what results were achieved and how this has contributed to the proposed project. Your response is limited to 500 characters including spaces and does not support formatting.*

**G.5. Intellectual property**

- If the project depends on access to protected IP, select the relevant category
- Please Select Applicant developed and owns IP, Applicant has licensed IP from a third party, Third party will license or assign IP to the applicant or Not applicable to project

**G.6. Conflict of interest**

- Do you have any perceived or existing conflicts of interest to declare? 
  - Yes or No answer

**G.7. Program feedback**

- How did you hear about the program? *
  - Please Select Advertisement, Attendance at public forum, Call centre, Direct mail/email, Industry group, Internet, Newspaper/magazine, Social media, Word of mouth or Other

**G.8. Indigenous organisations**

- Is your organisation Indigenous owned?
  - An organisation is considered Indigenous owned where at least 51% of the organisation’s members or proprietors are Indigenous.
  - Please Select Yes, No or Prefer not to answer
- 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.
  - Please Select Yes, No or Prefer not to answer

**G.9. Supporting documentation**

- You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.
- Trust documents
- Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.
H. Project funding

H.1. Project budget summary

Amounts must be GST inclusive, less any GST credits you can claim. We only provide grant funding based on eligible expenditure. Refer to the grant opportunity guidelines for guidance on eligible expenditure.

The minimum eligible project expenditure for this grant opportunity is $200,000.

It is strongly advised that the CRC-P’s finances are determined using the CRC Project Application Financial Workbook – funds, contributions and budget before completing the Project Partner and Project Funding Information pages of the application. The workbook template can be downloaded from the key documents listing at business.gov.au.

<table>
<thead>
<tr>
<th>Type of expenditure</th>
<th>Head of expenditure</th>
<th>Financial Year</th>
<th>Cost</th>
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<tbody>
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<td>Labour including oncosts</td>
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<td>Capital expenditure</td>
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<td>IP &amp; technology expenditure</td>
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<td>Type of expenditure</td>
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<td>Travel and overseas</td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

**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.
I. Assessment criteria

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

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

I.1. Assessment criterion 1 (25 points)

Project alignment with the program objectives.

a. How your project will address an industry-identified problem and improve the competitiveness, productivity and sustainability of Australian industries in line with Government priorities (refer to Appendix E) (10 points)

b. How your project will foster high quality research through industry-led and outcome-focused collaborative industry-research partnerships (8 points)

c. How your project will encourage and facilitate SME participation (7 points).

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

I.2. Assessment criterion 2 (25 points)

The quality of your project

You should demonstrate this by describing:

a. The research you will do and the methodologies you will use, including describing the role of your partners in the project (10 points)

b. How your research will address the identified problem, build on the current body of knowledge and enhance the adoption of new technologies (8 points)

c. The education and training opportunities your project will provide to build capability and capacity in the industry and research sectors (7 points).

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

I.3. Assessment criterion 3 (25 points)

Capacity, capability and resources to deliver your project

You should demonstrate this by describing:

a. How you will manage and monitor your project, explaining the governance and planning arrangements, including security (8 points)

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

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

I.4. Assessment criterion 4 (25 points)

Impact of the grant funding on your project
You should demonstrate this by describing:

a. The likelihood your project would proceed without the grant and how the grant will impact the project in terms of scale and timing (5 points)

b. The total investment the grant will leverage and why the Australian Government should invest in your project (10 points)

c. The commercial potential of your project, including the expected commercial outputs such as new products, processes or services, any expected spill over benefits and plans at the end of the project (10 points).

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

J. Primary contact page

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

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

K. Application declaration

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

K.1. Privacy and confidentiality provisions

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

- Australian Government Public Data Policy Statement
- Commonwealth Grants Rules and Guidelines
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:
a. for purposes directly related to administering the program, including governance, research and
the distribution of funds to successful applicants 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 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.