



FACTSHEET

Cooperative Research Centres (CRC) Program

Interview Fact Sheet – CRC Round 22

This document contains information about what to expect at the interview, and what information to send to the Department of Industry, Science, Energy and Resources (the department) prior to *the* interview.

Interviews will be held via videoconference on 25 and 26 February 2021. Specific interview times and videoconference links will be confirmed with applicants separately.

4. What to expect

Applicants will use the videoconference link provided and connect to the meeting 5 minutes before their scheduled interview time. Once you are connected to the meeting, you will be greeted by a departmental representative or Committee member.

Interviews will be conducted by a panel comprising of CRC Advisory Committee members and may include independent experts. The panel will have relevant expertise in research, industry, commercialisation, governance and other fields. The department encourages applicants to familiarise themselves with the Committee members' backgrounds, noting the composition of the panel will depend on the availability of Committee members and relevant experts. Two Committee members will take primary lead of the interview.

A probity advisor may be present for part of or the entire interview. Departmental staff will attend the interview to support the panel.

5. Interview duration

The interview will run for a maximum of one hour, starting with a 15 minute presentation by the applicant followed by 45 minutes of

questions from the interview panel. Time limits are strictly enforced.

Applicants may be asked to provide further information following the interview within a specified time. No additional or unsolicited information may be provided by applicants to the Committee.

6. Interview attendees

A maximum of eight representatives may attend the interview. Attendees should comprise of people best able to represent the application. This may include the board chair, CEO, program leaders, key researchers and industry partners. A strong industry presence is expected at the interview.

Applicants should provide a list of attendees to the department three business days prior to the interview, and should have a nameplate clearly displayed during the interview. Should you need to make any last minute changes to your attendee list, please inform the department. The interview will be conducted solely with those in attendance.

To assist with the capacity of the videoconferencing system, please try and group your representatives together in one meeting room where possible.

You may not substitute any representatives during the interview and additional attendees are not permitted. Applicants will be advised in advance should the Committee wish to request a particular individual or representative to attend the interview.

7. Presentation and matters to address

The Committee has provided feedback on your Stage 1 application. This feedback should be considered and addressed in your Stage 2 application and at interview.

Applicants should be in a position to talk to all aspects of the application. Unless the department or Committee provides advice on specific matters to address, the content and format of your presentation is at your discretion.

The presentation may include a PowerPoint presentation. Include only slides able to be covered within the time limit.

Applicants must email the presentation to the [CRC mailbox](#) three business days prior to the interview. Please advise the department in advance if your presentation contains audio or video. The department will test the functionality of the presentation but will not accept responsibility for corrupt or missing files/slides or files failing to load, including video files.

The department will provide a copy of your presentation to the Committee members ahead of the meeting for use during your interview.

8. Videoconference Link

A videoconference link will be emailed to you ahead of the meeting.

If you experience any issues connecting to the meeting, please call the department on PH: 02 6213 7177.

9. Information to be provided in advance

Three business days prior to your interview, please provide the department with:

- **A short summary of the application for public release in CRC publications**, should you be successful in receiving funding.
- **A list of the eight representatives attending the interview** from your proposed CRC, including their

organisation and, where possible, their role in the proposed CRC.

- **An electronic copy of your presentation** to be provided to the Committee.

Please email the above to the [CRC mailbox](#).

10. On the day of the interview

- Please keep your line on mute while a Committee member give you instructions on how the interview is to be conducted.
- Each representative from your proposed CRC will need to introduce themselves when speaking to the Committee, and should have a nameplate clearly displayed in front of them.
- Please remember to end the videoconference as soon as the interview has concluded.

Please note participants cannot:

- record any part of the interview; or
- present additional information to the panel.

11. What happens after the interview?

Following interviews, the CRC Advisory Committee will convene and make recommendations to the Minister as to whether the application is suitable and competitive for funding. It is anticipated the final outcomes of the process will be announced in March 2021.

12. Further information

For more information on the CRC Program and application process, please refer to the CRC Program Grant Opportunity Guidelines, visit www.business.gov.au/crc or call (02) 6213 7177.

Alternatively, you can contact the CRC Program team by email on crc.program@industry.gov.au.