



Australian Government

Department of Industry, Science and Resources

## Grant Opportunity Guidelines

# Cooperative Research Centres Program Cooperative Research Centres Projects (CRC-P) Grants Round 16

<b>Opening date:</b>	<b>24 April 2024</b>
<b>Closing date and time:</b>	5:00pm Australian Eastern Standard Time on 5 June 2024 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Industry, Science and Resources
<b>Administering entity:</b>	Department of Industry, Science and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	24 April 2024
<b>Type of grant opportunity:</b>	Open competitive

# Contents

<b>1. Cooperative Research Centres Program: Cooperative Research Centres Projects (CRC-P) Round 16 processes</b>	<b>4</b>
1.1. Introduction	5
<b>2. About the grant program</b>	<b>5</b>
<b>3. Grant amount and grant period</b>	<b>6</b>
3.1. Grants available	6
3.2. Project period	6
<b>4. Eligibility criteria</b>	<b>6</b>
4.1. Who is eligible to apply for a grant?	7
4.2. Additional eligibility requirements	7
4.3. Who is not eligible to apply for a grant?	7
<b>5. What the grant money can be used for</b>	<b>8</b>
5.1. Eligible grant activities	8
5.2. Eligible expenditure	8
<b>6. The assessment criteria</b>	<b>9</b>
6.1. Assessment criterion 1	9
6.2. Assessment criterion 2	9
6.3. Assessment criterion 3	10
6.4. Assessment criterion 4	10
<b>7. How to apply</b>	<b>10</b>
7.1. Attachments to the application	11
7.2. Timing of grant opportunity processes	11
<b>8. The grant selection process</b>	<b>12</b>
8.1. Who will assess applications?	12
8.2. Assessment of grant applications	12
8.3. Who will approve grants?	13
<b>9. Notification of application outcomes</b>	<b>13</b>
<b>10. Successful grant applications</b>	<b>13</b>
10.1. The grant agreement	13
10.2. Partner agreement	14
10.3. Partner governance	14
10.4. Intellectual Property	14
10.5. Project specific legislation, policies and industry standards	14
10.6. How we pay the grant	15
10.7. Grant Payments and GST	15
<b>11. Announcement of grants</b>	<b>16</b>
<b>12. How we monitor your grant activity</b>	<b>16</b>
12.1. Keeping us informed	16

12.2.	Reporting .....	17
12.3.	Independent audit report.....	18
12.4.	Grant agreement variations .....	18
12.5.	Compliance visits .....	18
12.6.	Record keeping.....	18
12.7.	Evaluation .....	19
12.8.	Grant acknowledgement.....	19
<b>13.</b>	<b>Probity.....</b>	<b>19</b>
13.1.	Enquiries and feedback .....	19
13.2.	Conflicts of interest .....	20
13.3.	Privacy .....	20
13.4.	Confidential information .....	21
13.5.	Freedom of information.....	22
13.6.	National security .....	22
13.7.	Disclosure of Commonwealth, state or territory financial penalties .....	23
<b>14.</b>	<b>Glossary.....</b>	<b>24</b>
<b>Appendix A.</b>	<b>Total eligible project expenditure and applicant contributions.....</b>	<b>30</b>
A.1	How we calculate your total eligible project expenditure .....	30
A.2	Applicant contributions.....	30
<b>Appendix B.</b>	<b>Eligible expenditure.....</b>	<b>31</b>
B.1	How we verify eligible expenditure .....	31
B.2	Eligible expenditure items.....	31
B.3	Labour expenditure .....	32
B.4	Labour on-costs and administrative overhead.....	33
B.5	Contract expenditure.....	33
B.6	Travel expenditure .....	34
B.7	Overseas expenditure.....	34
B.8	Independent audit costs.....	34
<b>Appendix C.</b>	<b>In-kind contributions .....</b>	<b>35</b>
<b>Appendix D.</b>	<b>Ineligible expenditure.....</b>	<b>36</b>
<b>Appendix E.</b>	<b>Government Priorities.....</b>	<b>37</b>
E.1	National Reconstruction Fund Priority Areas.....	37

# 1. Cooperative Research Centres Program: Cooperative Research Centres Projects (CRC-P) Round 16 processes

## **The CRC-P Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Industry, Science and Resources' Outcome 1: Support economic growth, productivity and job creation for all Australians by investing in science, technology and commercialisation, growing innovative and competitive businesses, industries and regions, and supporting resources. The Department of Industry, Science and Resources works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



## **The grant opportunity opens**

We publish the grant guidelines on [business.gov.au](https://business.gov.au) and [GrantConnect](#).



## **You complete and submit a grant application**

You complete the application form, addressing all of the eligibility and assessment criteria in order for your application to be considered.



## **We assess all grant applications**

We review the applications against eligibility criteria and notify you if you are not eligible. The CRC Advisory Committee (the committee) assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



## **The committee make grant recommendations**

The committee provide advice to the decision maker on the merits of each application.



## **Grant decisions are made**

The decision maker decides which applications are successful.



## **We notify you of the outcome**

We advise you of the outcome of your application.



## **We enter into a grant agreement**

We enter into a grant agreement with successful applicants.



## **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



## **Evaluation of the CRC-P Program**

We evaluate your specific grant activity and the Cooperative Research Centres (CRC) Program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1. Introduction

These guidelines contain information for the CRC-P Round 16 grant opportunity. Round 16 is open to applications for short-term industry-led collaborative research in all industry sectors, with a focus on Government priorities including the National Reconstruction Fund priority areas and the national science and research priorities. See Appendix E for more detail on Government priorities.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department).

We have defined key terms used in these guidelines in the glossary at section 0.

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

## 2. About the grant program

The Cooperative Research Centres Program (the program) supports industry-led collaborations between industry, researchers and the community. The program is a proven model for linking researchers with industry to focus on research and development towards use and commercialisation.

The objectives of the program are:

- improve the competitiveness, productivity and sustainability of Australian industries, especially where Australia has a competitive strength, and in line with government priorities
- foster high quality research to solve industry-identified problems through industry-led and outcome-focused collaborative research partnerships between industry entities and research organisations
- encourage and facilitate small and medium enterprise (SME) participation in collaborative research.

The intended outcomes of the program are:

- establishing industry-research sector collaborations
- SME participation in collaborative research
- collaborative research results
- research results relevant to government priorities
- increased research skills in industry and increased industry capability in research
- improved competitiveness and productivity for industry participating in CRCs and CRC-Ps
- industry, research and other users valuing the program.

The program consists of two elements:

- Cooperative Research Centres (CRC) grants to support medium to long term, industry-led collaborations; and
- Cooperative Research Centres Projects (CRC-Ps) grants to support short term, industry-led collaborative research.

There will be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on [business.gov.au](https://www.business.gov.au) and [GrantConnect](#).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

## 3. Grant amount and grant period

### 3.1. Grants available

The Australian Government has announced a total of \$823 million over four years for the program from 2023-24 to 2026-27. CRCs and CRC-Ps are funded by the same appropriation. There is no specific amount allocated to each of the two funding streams.

There is no specific amount of funding allocated to each CRC-P round, however past rounds have totalled \$30 million to \$50 million. The number of CRC-Ps that will be funded in each round (and the total amount of funding committed) will depend on the number of applications received, the relative merits of applications, the amount of funding requested, the amount of available funding and the need to ensure sufficient funding is available for future rounds.

- The minimum grant amount is \$100,000.
- The maximum grant amount is \$3 million.

You are required to contribute towards your project. The grant amount will be up to 50 per cent of total eligible project expenditure (grant percentage), which includes the eligible expenditure (Appendix B) plus allowable in-kind contributions (Appendix C). The remaining eligible project costs not covered by the grant amount must be covered by you and your partners' contributions.

Commonwealth, state, territory or local government grants (other than the CRC-P grant) may be used as contributions to the project, subject to the rules under which those grants were awarded.

Only CRC-Ps of exceptional merit are likely to be awarded the maximum grant amount of \$3 million.

### 3.2. Project period

The maximum project period is 3 years.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria. Specific CRC-P Program definitions relating to partner eligibility requirements are included in the glossary. The Program Delegate makes the final decision about whether an application meets the eligibility criteria and decisions will not be reviewed.

#### 4.1. Who is eligible to apply for a grant?

Each CRC-P must be an industry-led collaboration with a SME lead applicant who is the main driver of the project. Only an eligible lead applicant can apply for grant funding and submit an application on behalf of project partners. If your application is successful, the lead applicant is responsible for managing the project on behalf of the collaboration.

To be eligible you must:

- have an Australian Business Number (ABN); and
- be a SME at lodgement of application (if you are part of a consolidated group for tax purposes, the consolidated group must have less than 200 employees in total).

and be one of the following entities:

- 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.
- an incorporated trustee on behalf of a trust 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.

Each CRC-P must include and maintain for the duration of the project, amongst its project partners at least:

- two Australian industry entities; and
- one Australian research organisation.

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

All partners must make cash and/or in-kind contributions to the CRC-P. We treat partners' proposed cash and in-kind contributions equally for the purposes of calculating the maximum grant amount.

#### 4.2. Additional eligibility requirements

We can only accept applications:

- where you provide a partner declaration from each partner using the template provided on [business.gov.au](https://business.gov.au); and
- where you provide your trust deed (if applying on behalf of a trust).

We cannot waive the eligibility criteria under any circumstances.

#### 4.3. Who is not eligible to apply for a grant?

You are not eligible to apply if you are an organisation, or you have a project partner which is:

- included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.

You are not eligible to apply as lead applicant if you are:

- not a SME
- an individual
- a sole trader
- a partnership
- a research organisation or an entity whose primary purpose is to undertake research
- an unincorporated association
- 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 grant programs
- an entity whose primary purpose is administrative or to provide support services to a CRC-P
- a non-corporate Commonwealth entity; or
- any other organisation not included in section 4.1.

## 5. What the grant money can be used for

### 5.1. Eligible grant activities

To be eligible your project must:

- have at least \$200,000 in total eligible project value
- be 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
- benefit SMEs and increase their capacity to grow and adapt in changing markets; and
- include eligible activities (listed below).

Eligible activities must directly relate to the project and must include at least one of the following:

- 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, and/or symposia related to the joint research
- information sharing and communication initiatives related to the joint research.

We may also approve other activities. Any additional activities must be in line with the objectives and outcomes in section 2.

### 5.2. Eligible expenditure

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

- For guidance on eligible expenditure, refer to Appendix B
- For guidance on in-kind contributions, refer to Appendix C
- For guidance on ineligible expenditure, refer to Appendix D.



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

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a general manager within the department with responsibility for administering the program) 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 incurred by you or your partners within the agreement period
- be a direct cost of the project or be incurred for project audit activities; and
- meet the eligible expenditure guidelines.

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

## 6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each indicator under each assessment criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays character limits for each response.

We will only consider funding applications that are competitive against each assessment criterion, as these represent best value with relevant money.

### 6.1. Assessment criterion 1

#### **Project alignment with the program objectives (25 points)**

You should demonstrate this by describing:

- a. how your project will address an industry-identified problem, improve the competitiveness, productivity and sustainability of Australian industries and the extent of alignment 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).

### 6.2. Assessment criterion 2

#### **The quality of your project (25 points)**

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).

### 6.3. Assessment criterion 3

#### **Capacity, capability and resources to deliver your project (25 points)**

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).

### 6.4. Assessment criterion 4

#### **Impact of the grant funding on your project (25 points)**

You should demonstrate this by explaining:

- a. how the grant will impact the project in terms of scale and timing. This should include justification for the funding amount requested and whether the project could proceed without Australian Government funding (7 points)
- b. the total investment the grant will leverage and why the Australian Government should invest in your project, including how grant benefits will be substantially retained in Australia (8 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).

## 7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and [GrantConnect](#). Applicants should read all eligibility and assessment criteria closely. Any alterations and addenda<sup>1</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You will need to set up an account to access our online [portal](#). The portal allows you to apply for and manage a grant or service in a secure online environment.

You can only submit an application during a funding round.

To apply, you must:

- complete and submit the application through the online [portal](#)
- provide all the information requested
- address all eligibility and assessment criteria

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<sup>1</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications and Frequently Asked Questions (FAQ) documents.

- include all necessary attachments (see section 7.1).

You can view and print a copy of your submitted application on the portal for your own records. You should keep a copy of your application and any supporting documents.

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 Act 1995](#). If we consider that you have provided false or misleading information we may not progress your application. If you have submitted an application with misleading information or if the circumstances of the project change materially, you should call us immediately on 13 28 46.

After submitting your application, we may contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the Program Delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at [business.gov.au](https://business.gov.au) or by calling 13 28 46.

### 7.1. Attachments to the application

You must provide the following documents with your application:

- a partner declaration from each project partner, using the template provided on [business.gov.au](https://business.gov.au) with no modifications
- trust deed (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

### 7.2. Timing of grant opportunity processes

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful you should commence your project after the letter of offer and before 31 March 2025.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	10 weeks
Approval and announcement of successful applicants	September – November 2024
Negotiations and award of grant agreements	30 days
Notification to unsuccessful applicants	September – November 2024
Earliest start date of grant activity	From the date of the letter of offer
End date of grant commitment	Up to three years after the start date

## 8. The grant selection process

### 8.1. Who will assess applications?

We refer your application to the Cooperative Research Centres Advisory Committee (the committee), an independent committee of experts that reports to Industry Innovation and Science Australia, an independent statutory board. You can find details on the current composition of Industry Innovation and Science Australia and its committees including the Cooperative Research Centres Advisory Committee on [industry.gov.au](http://industry.gov.au). The committee may also seek additional advice from independent technical experts, including relevant Commonwealth departments and agencies. Commonwealth officials, and any expert who is not a Commonwealth Official, will be required to perform their duties in accordance with the CGRGs.

Where the number of suitable applications is greater than available funding the committee may consider the sectoral and geographical distribution of projects when recommending applications for funding.

### 8.2. Assessment of grant applications

We first review your application against the eligibility criteria. If eligible, we refer your application to the committee.

The committee will assess your application against the assessment criteria (see section 6) and compare it to other eligible applications in a funding round before providing advice to the Minister regarding which projects to fund. The committee will consider your application on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, the committee will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

The committee also consider any financial, legal/regulatory, governance, national interest, national security or other issue or risk that we identify regarding you, project partners, related body corporates, related entities and associated entities (as defined in the *Corporations Act 2001*) and related personnel.

If the committee identify risks which would affect their assessment, they may ask you to comment on these, subject to security considerations. If the committee identify risks that cannot be adequately mitigated they may exclude your application from further consideration.

The department or the committee may seek additional information about you, project partners, related bodies corporate, related entities and associated entities (as defined in the *Corporations Act*) and related personnel from third party sources, including other Commonwealth agencies, for due diligence purposes. They may also consider information that is discovered through the normal course of business.

Due diligence checks may occur at eligibility, merit or decision-making stages. We use this information to verify the information you provide in the application and to identify issues and risks. See section 13.3 for information on how we use the information you provide to us.

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 additions.

### 8.3. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there are insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

We will advise you of the outcome of your application in writing, whether successful or unsuccessful.

## 10. Successful grant applications

### 10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample grant agreement is available on [business.gov.au](https://business.gov.au) and [GrantConnect](#).

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement.

Execute means both you and the Commonwealth have accepted the agreement. We cannot make any payments until a grant agreement is executed. We are not responsible for any expenditure you incur until a grant agreement is executed.

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

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

#### 10.1.1. Standard grant agreement

We will use the Commonwealth Standard Grant Agreement for this grant opportunity.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not accept 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 Minister.

#### 10.2. Partner agreement

If successful, partners in the relevant CRC-P are required to enter into a partners' agreement and have certain obligations. The partners' agreement must cover all matters as required by the grant agreement. You will have 60 days from the execution or commencement of the grant agreement whichever is the later, to execute a partner's agreement with all partners. Under certain circumstances, we may extend this period. Partner agreements (and any updates during the course of the project) must be submitted to the department.

A template partner agreement is available at [business.gov.au](https://business.gov.au) or on request, which you may customise for your CRC-P requirements. Its use is not mandatory.

Partner agreements must outline how ownership of intellectual property will be managed amongst project partners.

#### 10.3. Partner governance

CRC-Ps must have a sound governance model with suitable arrangements to deliver the proposed results.

You need to ensure you have fully considered the legal and taxation implications of the governance structure.

#### 10.4. Intellectual Property

Applicants must outline 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.

You and your project partners must negotiate arrangements and procedures for using and handling all IP created through the CRC-P, in a manner that is fair to all partners and beneficial to Australia. This may include the allocation of IP rights, or of income from IP, between you and your partners. You or your partners may wish to consult IP Australia's IP Toolkit for Collaboration, which is available at [business.gov.au](https://business.gov.au).

#### 10.5. Project specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- the NHMRC/ARC/UA Australian Code for the Responsible Conduct of Research (2018 or subsequent updates), co-authored by the NHMRC, Australian Research Council (ARC) and Universities Australia (UA) and, if applicable, the NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research (updated in 2018 or subsequent updates)
- all relevant ethics codes and guidelines adopted by the National Health and Medical Research Council (NHMRC), the Office of the Gene Technology Regulator, and all other relevant regulatory agencies operating in Australia and in any place in which the research is being conducted
- State/territory legislation in relation to working with children (if applicable to your project)
- Commonwealth laws relating to the export of controlled goods. Information regarding export controls legislation is available at <http://www.defence.gov.au/ExportControls/Legislation.asp>
- AIATSIS [Code of Ethics for Aboriginal & Torres Strait Islander Research](#)
- relevant Commonwealth and state/territory legislation, policies, and protocols in relation to the collection and use of Traditional and Cultural knowledge; and biodiscovery
- the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

## 10.6. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you or your project partners will make
- any financial contribution provided by you or that your project partners will make.

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

We will make quarterly payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

We set aside 5 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project.

## 10.7. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and issue you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>2</sup>.

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 your particular taxation circumstances.

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<sup>2</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](http://ato.gov.au)

## 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect. We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#), section 5.3. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- grant term
- Australian Business Number
- business location
- your organisation's industry sector
- project partners
- total project value.

## 12. How we monitor your grant activity

### 12.1. 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.

You must also inform us of any material changes in the circumstances of project partners and personnel including but not limited to:

- significant changes to company ownership or structure
- significant variations in the level of financial and in-kind support provided
- changes in financial and in-kind support contributions
- affiliations with foreign governments, including foreign militaries, intelligence organisations, police forces and government-owned or sponsored organisations (see section 13.6).

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.



## 12.2. Reporting

You must submit reports through the portal in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. 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
- project expenditure, including expenditure of grant funds
- contributions of project partners.

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 compliance 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.

### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- provide the total partner cash and in-kind contributions provided in the reporting period
- provide the total eligible expenditure incurred in the reporting period
- include evidence of expenditure if requested
- 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.

### 12.2.2. Ad-hoc reports

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.

### 12.2.3. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- provide the total partner cash and in-kind contributions in the final reporting period
- provide the total eligible expenditure incurred for the final reporting period
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date and include the independent audit (see section 12.3).

#### 12.2.4. Post-project report

One year after you complete the project, you must submit a post-project report. Post-project reports must:

- include the agreed evidence as specified in the grant agreement
- be submitted by the report due date.

#### 12.3. Independent audit report

We will ask you to provide an independent audit report with the submission of the end of project report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is within the sample grant agreement available on [business.gov.au](https://business.gov.au) and [GrantConnect](#).

#### 12.4. Grant agreement variations

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

- changing project milestones
- extending the timeframe for completing the project, you must clearly justify your need to extend your project
- changing project activities and outcomes
- changing project partners.

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. A variation application form is available on [business.gov.au](https://business.gov.au).

We will only consider a request for a variation submitted before the agreement end date.

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, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

#### 12.5. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

#### 12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

## 12.7. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. 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 five years after you finish your project for more information to assist with this evaluation.

## 12.8. Grant acknowledgement

You must not make any public announcement, including by social media, in connection with the awarding of your grant until the Minister has publicly announced the outcome of the round or as otherwise instructed by us.

If you make a public statement about a project funded under the program, including in a publication, as a minimum you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 13.1. 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.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our 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

Science

Department of Industry, Science and Resources

GPO Box 2013

CANBERRA ACT 2601

If you do not agree with the way we have handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with us.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity. There may be a conflict of interest, or perceived conflict of interest, if any individual or entity<sup>3</sup> involved in assessing, funding, administering or undertaking the project:

- has a professional, commercial or personal relationship with a party which is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with, or interest in, a party which could prevent the activity from being carried out fairly and independently or otherwise compromise the integrity of the activity or its participants
- has a relationship with, or interest in, a party from which they could receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)<sup>4</sup> on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

### 13.3. Privacy

Unless the information you provide to us is:

- confidential information as per 13.4, or
- personal information as per below

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.

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

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<sup>3</sup> Including: any of our staff able to influence the project, any member of a committee or advisor, you, your project partners, and any personnel involved in the project.

<sup>4</sup> <https://www.industry.gov.au/publications/conflict-interest-policy>

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
- identify and manage any financial, legal/regulatory, governance, national interest, or national security risks.

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](#)<sup>5</sup> 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.

#### 13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- to the committee and our Commonwealth employees, contractors and service providers, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament
- to other Commonwealth agencies for risk management purposes.

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<sup>5</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

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.

### 13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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.

### 13.6. National security

Eligible activities under this grant may have national security implications. It is your responsibility to consider any such implications of your proposed CRC-P and identify and manage any risks, particularly relating to export controls, intellectual property protection, espionage and foreign interference and unwanted transfer of technology, data or other knowledge.

You must inform the department if you identify any material risks relating to national security. To assist with managing security risks, you are strongly encouraged to review the department's [Guide to undertaking international collaboration](#)<sup>6</sup>.

#### 13.6.1. Know Your Partner

You should ensure that you know who you are collaborating with by undertaking appropriate due diligence, proportionate to the risk and subject to available information, on all partners and personnel participating in the project. This should take into account any potential security, ethical, legal and reputational risks, and, where necessary, you should be prepared to demonstrate how you will manage and mitigate any identified risks.

#### 13.6.2. Export Controls

Australia's export control regime limits the overseas transfer of goods and technologies listed on the [Defence and Strategic Goods List](#) (DSGL). The regime may apply to the export of products, and to any situation involving the overseas transfer, sharing, publication or brokering of controlled goods, technology, software or related knowledge.

It is your responsibility to consider whether the export control regime applies to your activity. If you are unsure whether your activity may require an export license, you should complete the [DSGL Activity Questionnaire](#) and/or contact [Defence Export Controls \(DEC\)](#).

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<sup>6</sup> <https://www.industry.gov.au/strategies-for-the-future/increasing-international-collaboration/a-guide-to-undertaking-international-collaboration>

### 13.6.3. Foreign Affiliations

Eligible activities under this grant may involve partners or personnel with foreign affiliations which must be disclosed under the conflict of interest policy outlined at section 13.2. You must inform us of any relationships between project participants and foreign parties that could influence or benefit from the proposed activity. Such relationships may include foreign ownership or sponsorship, connections to foreign governments, militaries, political parties, or other organisations, and membership of foreign talent programs. You must also inform us of the establishment of any such relationships throughout the life of the grant.

### 13.6.4. Foreign Government Affiliations

Eligible activities under this grant may involve partners or personnel with connections to foreign governments. You must inform us if you, your project partners or any project personnel are receiving funding or benefits from, or otherwise affiliated with, a foreign government, including:

- a foreign state or local government
- a foreign military, intelligence organisation or police force
- an organisation owned or sponsored by a foreign government (such as a state-owned corporation or state-sponsored university)
- a foreign government talent program.

You must also inform us of the establishment of any such relationships throughout the life of the grant.

### 13.7. Disclosure of Commonwealth, state or territory financial penalties

You must disclose whether any of your board members, management or persons of authority have been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity. If this is the case, you must provide advice to the department regarding the matter for consideration.

## 14. Glossary

Term	Definition
Agreement period	The timeframe from agreement start date to agreement end date. During this period all eligible expenditure, grant payment(s) and reporting milestones are to occur.
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
Australian industry entity	<p>An Australian business with an Australian Business Number whose trading activities are a substantial and not merely peripheral activity of the business and is not:</p> <ul style="list-style-type: none"> <li>▪ a research organisation or an entity whose primary purpose is to undertake research</li> <li>▪ an entity whose primary function is administrative or to provide support services to a CRC-P</li> <li>▪ a Commonwealth, state, territory or local government body (including government business enterprises).</li> </ul> <p>Australian industry entities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ sole traders</li> <li>▪ partnerships</li> <li>▪ cooperatives</li> <li>▪ companies.</li> </ul>
Capital item	An asset of durable nature with a purchase price greater than \$20,000.
Cash contributions	Money contributed by project partners, which is not a loan that is provided for the project and is immediately available for use on the project. Excludes cash-staff contributions. The contribution is not reimbursed from grant funds.
Cash-staff contributions	Money contributed by project partners for the payment of staff salaries and on costs. The contribution is not reimbursed from grant funds.
<a href="#"><u>Commonwealth Grants Rules and Guidelines (CGRGs)</u></a>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.



Term	Definition
Consolidated group	Has the same meaning as in section 703-5 of the <i>Income Tax Assessment Act 1997</i> (Cth).
Cooperative Research Centres Advisory Committee	A committee of Industry Innovation and Science Australia established under the <i>Industry Research and Development Act 1986</i> to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
Date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Decision maker	The person who makes a decision to award a grant.
Department	The Department of Industry, Science and Resources (the department).
Eligibility criteria	The mandatory criteria which must be met to qualify for a grant.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in section 5.1.
Eligible application	An application or proposal for services or 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 section 5.2.
Eligible expenditure guidance	The guidance that is provided at Appendix B.
General Manager	Position title for Senior Executive Service officers within the department.
Government priorities	The <a href="#">National Reconstruction Fund priority areas</a> , the national science and research priorities at the time of application or any other science, research, industry and innovation priorities identified by the Australian Government from time to time. See Appendix E.

Term	Definition
Grant	<p>For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>7</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>8</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
Grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake.
Grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
Grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
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.
Incorporated Trustee	An entity, acting in its capacity as trustee of a trust, which is itself a corporation or other entity incorporated in Australia.

<sup>7</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>8</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

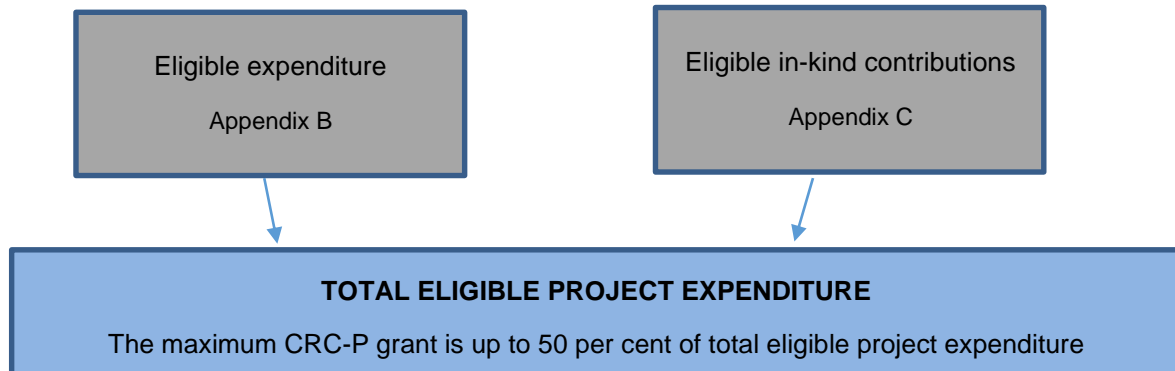
Term	Definition
Independent financial audit	<p>An independently audited financial acquittal report verifying that the grant has been spent in accordance with the grant agreement. The report must be audited by:</p> <ul style="list-style-type: none"> <li>a) a Registered Company Auditor registered under the Corporations Act 2001 (Cth); or</li> <li>b) a certified Practising Accountant; or</li> <li>c) a member of the Institute of Public Accountants; or</li> <li>d) a member of Chartered Accountants Australia and New Zealand;</li> </ul> <p>who is not a principal member, shareholder, officer or employee of the Grantee or a related body corporate.</p>
Industry Innovation and Science Australia	The statutory board established by the <i>Industry Research and Development Act 1986</i> (Cth) and named in that Act as Industry Innovation and Science Australia.
In-kind contributions	Non-cash resources contributed by a partner to conduct the CRC-P (see Appendix C).
Intellectual property (IP)	Includes all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the <i>Copyright Act 1968</i> (Cth)).
Lead applicant	The industry entity partner in a CRC-P collaboration responsible for managing the project on behalf of the collaboration. The lead applicant must be a SME at lodgement of application.
Medical Research Institute (MRI)	An institute that has the primary purpose of conducting medical research and is a currently registered charity with the Australian Charities and Not-for-Profits Commission.
Minister	The Commonwealth Minister for Industry and Science.
Partner	A person or body that provides support (cash contributions or in-kind contributions) and contributes to the success of the CRC-P.
Partner declaration	A declaration from each partner on the template provided on <a href="https://business.gov.au">business.gov.au</a> . It is a declaration of intent to participate in the proposed CRC-P should the application be successful. It does not create any binding legal obligation on the partner, nor does it create a binding legal relationship between the signatory and the other partners or the Commonwealth. In signing the declaration, the partner organisation affirms the truth and accuracy of the information provided and acknowledges the obligations on partners in the CRC-P.

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	A general manager within the department with responsibility for the program.
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.
Research organisation	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and state and territory business enterprises which undertake publicly funded research and Medical Research Institutes. For the purposes of eligibility in these guidelines, CRCs are not considered research organisations.
Security	Measures taken to protect something, including governance, physical, information and personnel arrangements (e.g. vetting, access and planning). These may sometimes extend to protecting something of national security interest, such as advanced or dual-use technologies (where national security issues are identified they should be reported to the department as soon as possible).
Small and Medium Enterprises (SMEs)	Businesses with less than 200 employees. If you are part of a consolidated group for tax purposes, the consolidated group must have less than 200 employees in total.
Trading activity	The activity of providing or intending to provide goods or services for payment.

Term	Definition
Value with relevant money	<p>Value with relevant money is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ the quality of the project proposal and activities;</li> <li>▪ fitness for purpose of the proposal in contributing to government objectives;</li> <li>▪ that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>▪ the potential grantee's relevant experience and performance history.</li> </ul>

## Appendix A. Total eligible project expenditure and applicant contributions

### A.1 How we calculate your total eligible project expenditure



### A.2 Applicant contributions

We treat cash, cash-staff and in-kind contributions equally for determining your matching 50 per cent share of total eligible project expenditure.

Rural Research and Development Cooperation (RDC) direct cash contributions from their discretionary funds (which includes levies and Commonwealth funds) are eligible in full as cash contributions to a CRC-P. Where RDCs have issued funds to other parties for a specific purpose and the resulting projects will be incorporated into the activities of a CRC-P, only the value of the industry levy component of the funding can be counted as an in-kind contribution to the CRC-P.

## Appendix B. Eligible expenditure

This section provides guidance on the eligibility of expenditure.

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 incurred by you or your partners within the agreement period
- be a direct cost of the project or be incurred for project audit activities; and
- meet the eligible expenditure guidelines.

### B.1 How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you will be required to provide an independent financial audit of all eligible expenditure from the project.

### B.2 Eligible expenditure items

You can only use CRC-P grant funds or cash contributions for eligible expenditure directly related to the project. Eligible expenditure can include, but is not limited to:

- salaries and on-costs for personnel directly employed for the project activities (this should be calculated on a pro-rata basis relative to their time commitment using the formula detailed below)
- contractor costs as outlined below
- capital items you purchase to undertake your project
- costs of acquiring, licensing or registering intellectual property and technology
- student fellowships, stipends and scholarships
- education and training activities, for example primary, secondary and tertiary programs, vocational education and training, industry exchange programs, internship programs, workshops for industry, conferences, professional development, networking events, forums and courses (including travel costs for key participants) and community/public events (i.e. lecture series/art exhibition)
- engagement with SMEs to build their research and development capacity
- costs related to the publication of research and the deployment and take-up of research outputs
- costs related to recruiting or contracting specialist staff
- purchase of computing equipment and software

- reasonable fitout expenditure
- building modifications where you own the modified asset and the modification is required to undertake the project, for example installing a clean room. Modifications to leased buildings may be eligible. You must use the leased building for activities related to your manufacturing process
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- travel and overseas expenditure as outlined below
- financial auditing of project expenditure as outlined below
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note we make payments based on actual costs incurred
- costs associated with the development of new patents.
- clinical trials of medical product, process or service innovations that are new to Australia or the world, rather than only new to the business and represent minor incremental improvements.

The Program Delegate may determine other expenditure items eligible.

Evidence you may need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

### B.3 Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you and your partners directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

Technical project management may include tasks such as planning, scoping, establishing appropriate specs and monitoring undertaken by a technical expert or specialist in the field that is the focus of the project. For example, a process engineer overseeing a manufacturing process upgrade.

Administrative project management includes more generic project management activities undertaken by administrative staff to manage day-to-day operations, for example project planning, scheduling, supplier management, and financial tracking. The technical project manager might call a project meeting to discuss technical issues that requires technical understanding of activities, the administrative project manager might manage the budget or ensure sufficient accommodation.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, unless they are carrying technical activities on the core elements of the project.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is no more than equivalent to \$175,000 full time salary per financial year. If you or a partner are paying greater than \$175,000 per financial year to an employee, this



excess should be paid from your or the partner's resources. It cannot be reported as eligible expenditure and cannot be claimed as a contribution.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

A contribution of employee time to a project which is paid for by a partner should be included as a cash-staff contribution. This salary of the employee should be paid for by the partner and not reimbursed using the grant funds.

## B.4 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the purchase or provision of computing equipment directly required or related to the delivery of the project.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

## B.5 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We may require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

## B.6 Travel expenditure

Eligible travel expenditure may include

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- overseas travel limited to the reasonable cost of accommodation and transportation required in cases where the overseas travel is material to the conduct of the project in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy airfare costs at the time of travel.

Overseas travel expenditure must be at an economy rate. You must demonstrate overseas travel is material to the conduct of your project in Australia.

Total travel expenditure (domestic and overseas) is generally limited to 10 per cent of total eligible expenditure.

## B.7 Overseas expenditure

Overseas expenditure is eligible expenditure incurred outside of Australia (excluding travel) and must be directly related to the project.

We will consider value with relevant money when determining whether the cost of overseas expenditure is eligible. This may depend on:

- the proportion of total grant funding you will spend on overseas expenditure
- the proportion of the service providers total fee spent on overseas expenditure
- how the overseas expenditure is likely to aid the project in meeting the program objectives.

Total overseas expenditure is generally limited to 10 per cent of total eligible expenditure.

## B.8 Independent audit costs

The cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure.

## Appendix C. In-kind contributions

We treat cash and in-kind contributions equally for determining your share of total eligible project expenditure.

In-kind contributions are the non-cash contributions to the CRC Project. In order for in-kind contributions to count towards your total eligible project expenditure, they must directly relate to eligible activities.

In-kind contributions may include facilities, equipment and services provided by a partner to the project from its own resources. We do not prescribe a specific formula to determine the value of these contributions. You need to determine the value of these contributions. They must be realistic, justifiable and valued proportionally to their use on the project. For example, you should calculate the in-kind contribution of a capital item by the running costs and the depreciation of the item.

The contribution of employee time to a project is not considered an in-kind contribution. It should instead be included as the relevant partner's 'cash - staff' contribution and eligible expenditure as outlined in Appendix B.

Examples of in-kind contributions include:

- if a resource has an annual depreciation value of \$100,000 and the project was using 10 per cent of the resource's capacity then the resource could be valued at \$10,000 per year
- if the fee for usage was \$500 per use and the project was receiving 100 usages per year at no cost, the value of the resource could be valued at \$50,000 per year
- if intellectual property is being provided as an in-kind contribution, then a reasonable estimated revenue of licensing the intellectual property to the project could be used
- if your project receives office space as an in-kind contribution from a partner, you should value the contribution at the amount it would otherwise cost to rent equivalent office space.

## Appendix D. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure.

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.

Examples of ineligible expenditure include:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you your application is successful
- audit costs greater than 1 per cent of total eligible project expenditure
- financing costs, including interest
- 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 (unless directly related to the project)
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless directly related to the project)
- costs such as rental, renovations and utilities (unless directly related to the project)
- non-project-related staff training and development costs
- insurance costs (the partners must effect and maintain adequate insurance or similar coverage for any liability arising as a result of their participation in funded activities)
- costs related to recruiting or contracting non-specialist staff
- depreciation of plant and equipment beyond the life of the project
- maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- travel expenditure exceeding 10 per cent of total eligible project expenditure except where otherwise approved by the Program Delegate
- overseas expenditure exceeding 10 per cent of total eligible project expenditure except where otherwise approved by the Program Delegate.

This list is not exhaustive. 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.

## Appendix E. Government Priorities

This section provides details on Government priorities.

Government priorities are the National Reconstruction Fund priority areas, the national science and research priorities at the time of application, or any other science, research, industry and innovation priorities identified by the Australian Government from time to time. The extent to which a project aligns with Government priorities should be demonstrated in assessment criterion 1(a). An application which strongly aligns with Government priorities will score higher in this part of the assessment criteria than an application which does not.

### E.1 National Reconstruction Fund Priority Areas

The Australian Government's National Reconstruction Fund identifies 7 priority areas focusing on opportunities to add value to primary products and leverage Australia's natural and competitive strengths. These include:

- value-add in resources
- value-add in agriculture, forestry and fisheries
- transport
- medical science
- renewables and low emission technologies
- defence capability
- enabling capabilities.

Further details are available [www.industry.gov.au](http://www.industry.gov.au).