



## Grant Opportunity Guidelines

# Australia-China Science and Research Fund Joint Research Centres

<b>Opening date:</b>	7 July 2020
<b>Closing date and time:</b>	5.00pm Australian Eastern Standard Time on 2 September 2020 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Industry, Science, Energy and Resources
<b>Administering entity</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	7 July 2020
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Australia-China Science and Research Fund: Joint Research Centres processes

## **The Australia-China Science and Research Fund 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, Energy and Resources' Outcome One](#). The Department of Industry, Science, Energy and Resources works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



## **The grant opportunity opens**

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



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

You complete the application form, addressing all 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. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



## **Australian and Chinese Governments consider projects**

The Australian and Chinese Governments jointly consider which projects to support under the round and provide advice to the decision maker.



## **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 may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



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

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



## **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 Australia-China Science and Research Fund**

We evaluate the specific grant activity and Australia-China Science and Research Fund as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Australia-China Science and Research Fund (the program) is an ongoing program. The objective of the program is to support strategic science, technology and innovation collaboration that is of mutual benefit to Australia and China.

The intended outcomes of the program are to:

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

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>1</sup>.

### 2.1. About the Joint Research Centres grant opportunity

These guidelines contain information for the Joint Research Centres (JRCs) grants. This grant opportunity was announced as part of the program.

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

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

The objectives of the grant opportunity are to:

- build research capacity
- boost collaboration between researchers and industry.

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

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department) is responsible for administering this grant opportunity. The Ministry of Science and Technology (MOST) of the People's Republic of China delivers the program in China. The Australian and Chinese departments agree on the program parameters and jointly decide the outcomes of each funding round.

We have defined key terms used in these guidelines in the glossary at section 14.

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

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/2019-11/commonwealth-grants-rules-and-guidelines.pdf>

### 3. Grant amount and grant period

The Australian Government has made a total of \$11.3 million available over four years for the program. For the JRCs component of the program, up to \$5 million is available for this grant opportunity.

#### 3.1. Grants available

- the grant amount will be up to 100 per cent of eligible project costs (grant percentage)
- the maximum grant amount is \$1,000,000.

You cannot use funding from other Commonwealth, State, Territory or local government grants to fund your share of eligible project costs. We cannot fund your project if it receives funding from another government grant for the same activities. If you receive Australian Government funding for your core activities, you will need to demonstrate that the activity you are carrying out for the JRC is additional to your core activities. If you have received JRC funding in a previous round you are eligible to apply but cannot receive funding for the same activities that have previously been supported.

#### 3.2. Project period

The maximum project period is 36 months.

### 4. Eligibility criteria

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

A maximum of two applications is allowed per applicant and only one application per priority area.

#### 4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following eligible entities:

- a company, incorporated in Australia
- an incorporated not for profit organisation
- a Publicly Funded Research Organisation (PFRO) as defined in the Glossary at section 14
- a Cooperative Research Centre
- other Australian incorporated entity.

Joint applications involving more than one Australian partner are acceptable, provided the lead applicant is the main driver of the project and eligible to apply. For further information on joint applications, refer to section 7.2.

#### 4.2. Additional eligibility requirements

We can only accept applications that involve:

- a Chinese primary partner who has submitted, or is in the process of submitting, a corresponding application to the relevant Chinese organisation in accordance with any guidelines or instructions issued by the MOST
- an Australian end user or industry partner that can apply the research outcomes.

We cannot waive the eligibility criteria under any circumstances.

### 4.3. Priority areas

Your project must be in a priority area. The priority areas for Round 4 of the program's JRCs are:

- Food and Agribusiness
  - agritech
  - supply chains
  - future food and their regulation.
- Digital Technology
  - medical technologies including services and aged care
  - financial technology
  - big data.
- Energy and Resources
  - new energy (renewables)
  - hydrogen
  - energy storage and supply
  - mineral exploration.
- Advanced Materials
  - biomedical metal materials such as titanium and magnesium alloys
  - graphene technology
  - high-performance structure and composites.

### 4.4. What qualifications or skills are required?

If you are successful, and where applicable, relevant personnel working on the project must maintain the following registration/checks:

- Working with Children check
- Working with Vulnerable People registration.

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

### 5.1. Eligible activities

To be eligible your project must:

- be consistent with the objectives and intended outcomes of the program, refer to section 2
- include eligible activities and eligible expenditure
- be in a priority area listed in section 4.3.

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

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

We may also approve other activities.

## 5.2. Eligible expenditure

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise. You must not commence your project until you execute a grant agreement with the Commonwealth.

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

### 5.2.1. Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project including:

- salaries for Australian personnel directly employed on project activities and residing in Australia, including:
  - researchers
  - support staff
  - student stipends.
- Postdoctoral salaries and postgraduate stipends that are consistent with stipend rates for Discovery set by the [Australian Research Council](#) (ARC)<sup>2</sup>.

### 5.2.2. Labour on-costs and administrative overhead

Eligible salary on-costs of up to 30 per cent to cover on-costs such as employers paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

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.

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<sup>2</sup> <https://www.arc.gov.au/grants/grant-application/salaries-and-stipends>

### 5.2.3. International and domestic travel

COVID-19-related international and domestic travel restrictions imposed by governments and institutions may preclude travel during your project. Official Australian Government travel advice can be found at <https://www.smartraveller.gov.au/>.

However, if travel restrictions are eased or removed and domestic and international travel is available, eligible travel and overseas expenditure may include:

- economy class return airfares for Australian researchers, including postgraduate students, travelling to China to participate in meetings, workshops and activities related to the JRC.
  - the Chinese government will pay for international airfares for Chinese researchers travelling to Australia
- economy class domestic transportation for Australian researchers, including postgraduate students, within China
- visa and insurance costs associated with travel to China
- living expenses, including accommodation and meals, for Australian researchers travelling to China to participate in meetings, workshops and activities related to the JRC. The Chinese Government will meet living expenses, including accommodation and meals, for Chinese researchers travelling to Australia.
- economy class airfares and living expenses for Australian researchers to travel domestically, or to a country other than China, to attend conferences, workshops and symposia directly related to the JRC project or where grantees are requested to travel to meet with the department.

All travel and living expenses combined must not exceed 20 per cent of the approved grant amount.

### 5.2.4. Direct support costs

Direct support costs of activities including:

- materials and supplies necessary to undertake the project
- equipment and facilities necessary and to be used exclusively for the project.

### 5.2.5. Other costs

Other costs as approved by the Program Delegate (who is the AusIndustry manager with responsibility for program delivery).

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

Grants are intended to contribute towards the cost of eligible activities and not fully fund all project expenses. Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required. We will only ask you to provide details of cash and in-kind contributions in the application if they cover eligible activities. We will give you an opportunity in your progress and end of project reports to tell us about any additional cash or in-kind contributions that your project has leveraged.

## 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 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 size limits for answers.

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

We will only award funding to applications that score highly against all assessment criteria and who score at least 50 per cent on each criterion, as these represent best value for money.

### 6.1. Assessment criterion 1

#### **The extent that your project will advance research in priority areas (25 points)**

You should demonstrate this by identifying:

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

### 6.2. Assessment criterion 2

#### **Scientific quality - the appropriateness of the design and methodology for your research (25 points)**

You should demonstrate this by:

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

### 6.3. Assessment criterion 3

#### **Benefits to Australia and China (25 points)**

You should demonstrate this by identifying:

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

### 6.4. Assessment criterion 4

#### **The capacity, capability and resources of all project partners to manage the JRC and deliver the activities (25 points)**

You should demonstrate this by identifying:

- a) your access to personnel with the right skills and experience, including management and technical staff, and to any infrastructure, capital equipment, technology and intellectual property required for the project

- b) a sound project plan to manage and monitor the project, including arrangements for governance and intellectual property rights
- c) a risk management plan which identifies risks and mitigation strategies
- d) your ability to fund your share of project costs not covered by the grant.

## 7. How to apply

Before applying you should read and understand these guidelines and the sample [grant agreement](#) published on [business.gov.au](http://business.gov.au) and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [program application form](#) via [business.gov.au](http://business.gov.au)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

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

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

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* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

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

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

### 7.1. Attachments to the application

Provide the following documents with your application:

- a letter of support from the lead organisation demonstrating and clearly articulating the organisation's financial support (cash and/or in-kind) for the project, and a commitment to engage in the research collaboration (template provided on [business.gov.au](http://business.gov.au))
- a letter of support from each partner organisation as detailed in section 7.2 (template provided on [business.gov.au](http://business.gov.au)). Each letter of support should include:
  - details of the project partner
  - an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
  - an outline of the relevant experience and/or expertise the project partner will bring to the group
  - the roles/responsibilities the project partner will undertake, and the resources (including cash and in-kind) it will contribute (if any)
  - details of a nominated management level contact officer.

- curricula vitae (CV) for both Australian and Chinese key personnel identified in assessment criterion 4. Provide CVs of a maximum of 10 key personnel, including the Australian and Chinese project managers. Allow no more than two pages for each person as per the template available on business.gov.au. You will need to combine all CVs into one attachment.
- a project plan
- a risk management plan which identifies risks and mitigation strategies
- a list of research publications cited in support of claims made against any assessment criterion.

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

## 7.2. Joint applications

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

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

## 7.3. Timing of grant opportunity

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	10 weeks
Approval of outcomes of selection process	6 weeks
Negotiations and award of grant agreements	6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Agreement execution date
End date of grant commitment	36 months after the grant agreement execution date

# 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

## 8.1. Australian independent committee of experts

Eligible applications are referred to an independent external committee of experts (the committee). Experts are selected in each priority area through a rigorous analysis of academic qualifications, conflicts of interest, availability and taking into consideration gender and diversity to form the committee.

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

The committee will consider your application on its merits, based on:

- how well it addresses 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, we 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.

## 8.2. Australian and Chinese Government deliberations

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

The Australian and Chinese Governments then determine which of the recommended projects to support taking into account the outcomes of each country's assessment processes.

The Australian and Chinese Governments typically jointly fund JRCs. The Australian or Chinese Government may consider unilateral funding a project in very rare circumstances, subject to availability of funds and agreement by both governments. Similarly, should either government decide to rescind or terminate its grant after the project has commenced, the other government may continue with its own grant at its discretion.

## 8.3. Who will approve grants?

The Program Delegate (who is an AusIndustry manager within the department with responsibility for the program) decides which grants to approve taking into account the availability of grant funds and the recommendations from the Australian and Chinese officials.

The Program Delegate'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 Program Delegate will not approve funding if there is 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. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

## 10. Successful grant applications

### 10.1. 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](http://business.gov.au) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. 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 Program Delegate. We will identify these in the offer of grant funding.

If you enter an agreement under the program you cannot receive other grants for the same activities from other Commonwealth, State or Territory grant programs.

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

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 sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

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

You must comply with all relevant laws and regulations 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:

- State/Territory legislation in relation to working with children.

#### 10.2.1. Ethics and research practices

The [National Health and Medical Research Council](#)<sup>3</sup> (NHMRC) website provides a series of publications that outline the principles of ethical conduct in research. All proposals and funded research projects must conform to the principles and requirements of these publications (and their successor documents), including but not limited to:

- the NHMRC/ARC/Universities Australia (UA) Australian Code for the Responsible Conduct of Research (2007) and successor documents
- the NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research (2007, updated 2015); and

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<sup>3</sup> <https://www.nhmrc.gov.au/>

- the Australian Code for the care and use of animals for scientific purposes (2013) endorsed by the NHMRC, the ARC, the Commonwealth Scientific and Industrial Research Organisation and UA.
- If there is any conflict or inconsistency between a successor document and its predecessor, then the successor document prevails.

### 10.2.2. Intellectual property rights

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

- adequate and effective protection and equitable distribution of any benefits from IP rights created in or resulting directly from cooperative activities (foreground IP rights)
- ownership of foreground IP rights to be allocated on the basis of respective contribution and equitable interests
- terms and conditions for the commercialisation and other forms of dissemination of the foreground IP rights
- adequate and effective protection of IP rights provided by the organisations, enterprises and institutions prior to or in the course of such cooperative activities, for example, the licensing or utilisation of such IP rights on equitable terms (background IP rights).

Australian participants should approach IP negotiations in line with the principles outlined on [business.gov.au](http://business.gov.au).

### 10.2.3. Export Controls

As this program involves research collaboration with foreign entities, some provisions of Australia's export controls regime may apply to your project. It is your responsibility to consider the implications, if any, of the relevant legislation on the proposed project before submitting your application, and to comply with any applicable requirements if it is successful. Further information is available here: <http://www.defence.gov.au/ExportControls/Legislation.asp>.

## 10.3. 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 a third party will make
- any financial contribution provided by you or a third party.

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

## 10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide 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>4</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 tax.

## 11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. 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
- Australian Business Number
- business location
- your organisation's industry sector.

## 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.

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 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

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<sup>4</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

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

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

#### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- 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. 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
- identify the total eligible expenditure incurred for the project
- 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.

#### 12.2.3. 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.

### 12.3. Independent audits

We may ask you to provide an independent audit 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 available on [business.gov.au](http://business.gov.au) and GrantConnect.

### 12.4. 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 may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

## 12.5. 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
- changing project activities.

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 project grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

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

## 12.6. 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 two years after you finish your project for more information to assist with this evaluation.

## 12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, 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

We 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. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who 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, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will 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\(7\)\)<sup>5</sup>](#) of the [Public Service Act 1999 \(Cth\)](#)<sup>6</sup>. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)<sup>7</sup>.

## 13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

### 13.2.1. How we handle your confidential information

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

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<sup>5</sup> [https://www.legislation.gov.au/Details/C2017C00270/Html/Text#\\_Toc491767030](https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030)

<sup>6</sup> <https://www.legislation.gov.au/Details/C2017C00270>

<sup>7</sup> <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- 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.

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

### 13.2.3. How we use your personal information

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.

We may give the personal information we collect from you to our employees and contractors, the panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>8</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.

### 13.2.4. 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

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<sup>8</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

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.

### 13.3. 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  
AusIndustry – Support for Business  
Department of Industry, Science, Energy and Resources  
GPO Box 2013  
CANBERRA ACT 2601

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

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<sup>9</sup> <http://www.ombudsman.gov.au/>

## 14. Glossary

Term	Definition
ACSRF	Australia-China Science and Research Fund as established by the Australian Government and the Government of the People's Republic of China.
Australian independent committee of experts	The body established by the Senior Responsible Officer to consider and assess eligible applications and decide which projects are referred for consideration by a joint meeting of Australian and Chinese Government officials.
Australian personnel	Employed personnel who are Australian citizens or permanent residents or Special Category Visa (subclass 444) holders currently residing in Australia.
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<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.
JRC	Joint Research Centre

Term	Definition
Minister	The Commonwealth Minister for Industry, Science and Technology.
MOST	Ministry of Science and Technology, People's Republic of China.
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>
Postgraduate students	Honours, Masters and PhD students enrolled at an Australian higher education institution.
Program Delegate	An AusIndustry 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.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research.

## Appendix A. Ineligible expenditure

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

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Expenditure items that are not eligible include:

- any activities, equipment or supplies that are already being supported through other government sources
- any cost incurred prior to signing of a grant agreement with the department
- the indirect costs of research, not listed in eligible expenditure
- costs associated with activities undertaken by the Chinese partners, for example, travel to Australia, living costs in Australia, research undertaken solely by Chinese researchers etc
- institutional overheads and administrative charges
- costs associated with the internal preparation of finance and audit statements
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade / hire of software (including user licences) and ICT hardware (unless it is only used for the project)
- costs associated with research activities with researchers in Hong Kong, Macau or Taiwan
- costs associated with market research for products or research carried out by surveys to assess the size of the market and the price of a particular service or product
- costs associated with marketing projects, i.e. activities aimed at creating demand for goods and services of consumers, businesses and government
- costs such as rental, renovations and utilities
- salaries for non-Australian personnel, including consultants
- fees for international students, or the Higher Education Contribution Scheme (HECS) and Higher Education Loan Program (HELP) liabilities for students
- insurance costs (you must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in program funded activities)
- staff recruitment and relocation costs
- Australian domestic travel and living allowance other than those outlined at 5.2
- debt financing
- costs of Australia's membership of international science and technology projects
- subscription costs for access by Australian personnel to major international research facilities.

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

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