



## Sample application form

# Australia-India Strategic Research Fund Round 13 – COVID-19 Collaborative Research Projects

Version June 2020

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

# Instructions

---

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

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

## Completing your application

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

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

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

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

## Participants

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

- Select the Participants button
- Enter the details

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

## Submitting your application

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

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

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

## Internet browsers supported by the portal

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

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

## Getting help

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

## A. Program selection

---

### A.1. We need to first identify what type of entity is applying. Type of entity details

You will be asked to complete the following details.

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

- Australian Business Number (ABN)
- Legal name
- Business Name

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

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

### A.2. Program selection

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

- Select AISRF Round 13 COVID19 Collaborative Research Projects

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

The priority areas for AISRF: Round 13 – COVID-19 Collaborative Research Projects are:

#### **Indo-Australian Science & Technology Fund** *(administered by DST in India)*

- Antiviral coatings, other preventive technologies
- Data analytics, modelling, Artificial Intelligence applications
- Screening and diagnostic testing

#### **Indo-Australian Biotechnology Fund** *(administered by DBT in India)*

- Development of immunotherapeutics
- Development of animal model / in vitro model for vaccine development
- Assay development and validation for testing of vaccines and therapeutics
- Viral genomics and bioinformatics

The lead organisation can submit a maximum of two applications:

- one with a corresponding Indian partner application being submitted under the Science and Technology Fund with India's DST
- one with a corresponding Indian partner application being submitted under the Biotechnology Fund with India's DBT.

The maximum grant amount is \$600,000 and the minimum is \$300,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. You may submit your application at any time up until 5.00pm AEST on 2 July 2020.

## B. Eligibility

---

We will ask you the following questions to establish your eligibility for the AISRF Round 13 – COVID-19 Collaborative Research Projects grant opportunity.

*Questions marked with an asterisk are mandatory.*

- Is your organisation one of the following eligible entities? \*
  - A publicly funded research organisation (PFRO) as defined in section 14 of the grant opportunity guidelines
  - A Cooperative Research Centre (CRC)
  - An Australian State/Territory Government agency or body.

*You must answer yes to proceed to next question.*

- Do you have a primary Indian partner who has submitted, or is in the process of submitting, a corresponding application to India's DST or DBT \*

*You must answer yes to proceed to next section.*

## C. Applicant address

---

### C.1. Business street address

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

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

### C.2. Business postal address

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

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

## D. Applicant financials

---

### D.1. Latest Financial Year Figures

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

### D.2. Recent trading performance

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

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

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

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

- Sales Revenue (Turnover)\*

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

- Export revenue\*

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

- R&D expenditure\*

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

- Taxable income\*

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

- Number of employees (headcount) \*

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

- Number of independent contractors (headcount) \*

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

## E. Project information

---

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

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

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

### E.1. Project title and description

Provide a project title\*

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

Provide a brief project description\*

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

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

### E.2. Detailed project description and key activities

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

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

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

### E.3. Select the predominant priority area for your project

*Select the predominant priority area from drop down list\**

#### **Indo-Australian Science & Technology Fund**

#### **Indo-Australian Biotechnology Fund**

*Select the predominant priority area from drop down list*

#### **Indo-Australian Science & Technology Fund**

- Antiviral coatings, other preventive technologies
- Data analytics, modelling, Artificial Intelligence applications
- Screening and diagnostic testing

#### **Indo-Australian Biotechnology Fund**

- Development of immunotherapeutics
- Development of animal model/ *in vitro* model for vaccine development
- Assay development and validation for testing of vaccines and therapeutics
- Viral genomics and bioinformatics

## E.4. Project outcomes

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

Provide a summary of the expected project outcomes\*

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

## E.5. Project duration

*The maximum project period is up to twelve months and cannot start earlier than 1 September 2020.*

- Estimated project start date\*
- Estimated project end date\*

## E.6. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add 4 milestones.

- Milestone title\*

*Your response is limited to 100 characters including spaces and does not support formatting.*

- Description\*

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

- Estimated start date\*
- Estimated end date\*

## E.7. Project location

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

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

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

## E.8. Key Personnel

List the name, role and organisation of key personnel.

*Later in the application you will be required to upload a curriculum vitae (CV) for both Australian and Indian project managers. You can upload CVs of other key personnel but it's not mandatory (please use the CV template provided on business.gov.au).*

## F. Project budget

### F.1. Project budget summary

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

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

*The minimum project expenditure for this grant opportunity is \$300,000 and the maximum is \$600,000.*

*You must provide a figure for each field. Enter \$0 if applicable.*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour costs		\$
		20xx/xx	\$
		20xx/xx	\$
	Labour on-costs (up to 30% of Labour costs)		\$
		20xx/xx	\$
		20xx/xx	\$
	Travel		\$
		20xx/xx	\$
		20xx/xx	\$
	Direct support costs		\$
		20xx/xx	\$
		20xx/xx	\$
	Other costs		\$
		20xx/xx	\$
		20xx/xx	\$
Total			

### Grant funding requested\*

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



If you have entered 'Other Costs' in the budget table, you will be asked to specify what this expenditure is for.

You will be asked to enter the total funding sought by your Indian partner from the Government of India (INR) \*

## **F.2. Source of funding**

In this section you must provide details of how you will fund the project, other than the grant funding sought. This is collected in 'Your contribution' or 'Other non-government contribution'.

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

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

*You should only enter a contribution amount for the Indian partner if they are contributing to the Australian project, not the Indian project.*

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

- Name of contributor
- Type of contribution (cash or in-kind)
- Value of contribution
- Date due of contribution
- Description

*You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.*

## G. Assessment criteria

---

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

*The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested.*

### G.1. Assessment criterion 1 (50 points)\*

*Your response is limited to 7500 characters including spaces and does not support formatting.*

#### **How your project will advance research in priority areas to deliver tangible outcomes and benefits for both Australia and India**

*You should demonstrate this by identifying:*

- a. *the specific problem or issue your project will address, why it needs to be addressed, how your project will address it, including the rationale for your approach and any existing research you will build on*
- b. *the expected outcomes and benefits of your research and how they would contribute to the global response to the COVID-19 pandemic, including demonstrating a clear path to end use such as application of outcomes for the public good and/or commercialisation.*

### G.2. Assessment criterion 2 (50 points)\*

*Your response is limited to 7500 characters including spaces and does not support formatting.*

#### **Your capacity, capability and resources to deliver the project**

*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 and the identification of risks and mitigation strategies.*

## H. Project partners

---

*You must provide details about your project partners.*

The lead applicant must complete this form. If you are unsure of the status of your application as a joint application please contact us on 13 28 46 or at [business.gov.au](http://business.gov.au).

Enter a new project partner for each partner.

The Indian partner is the primary Indian organisation with whom you are partnered for this application. The primary Indian applicant must also submit an application to the relevant Indian government agency.

You must provide:

- Business address
- Postal address
- Contact details
- Type of project partner
- Project partner letter of support attachment
- *A letter of support is only mandatory for organisations, other than the lead organisation, where a cash or in-kind contribution is being provided to the Australian project (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.*

# I. Application finalisation

---

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

## I.1. Conflict of interest

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

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

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

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

## I.2. Program feedback

How did you hear about the grant opportunity? \*

*You may select from a drop-down menu.*

## I.3. Supporting documentation

You must attach the following supporting documentation\*

- curriculum vitae (CV) for both Australian and Indian project managers are mandatory. CVs can be provided for other key personnel where considered necessary (template provided on [business.gov.au](http://business.gov.au)). You will need to combine all CVs into one attachment.

## I.4. Your ANZSIC code

Provide from a drop-down menu:

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

## I.5. Indigenous organisation

Is your organisation Indigenous owned? \*

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

Is your organisation Indigenous controlled? \*

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

## J. Primary contact page

---

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

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

## K. Application declaration

---

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

### K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#),
- [Commonwealth Grants Rules and Guidelines](#),
- Program Guidelines, and
- applicable Australian laws.

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

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

unless otherwise prohibited by law.

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

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

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

### K.2. Applicant declaration

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

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

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

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

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department of Industry, Science, Energy and Resources (the department) may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

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

I understand that I am responsible for ensuring that I have met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. I am also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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