



## Grant Opportunity Guidelines

# Medical Research Future Fund - Biomedical Translation Bridge grant opportunity

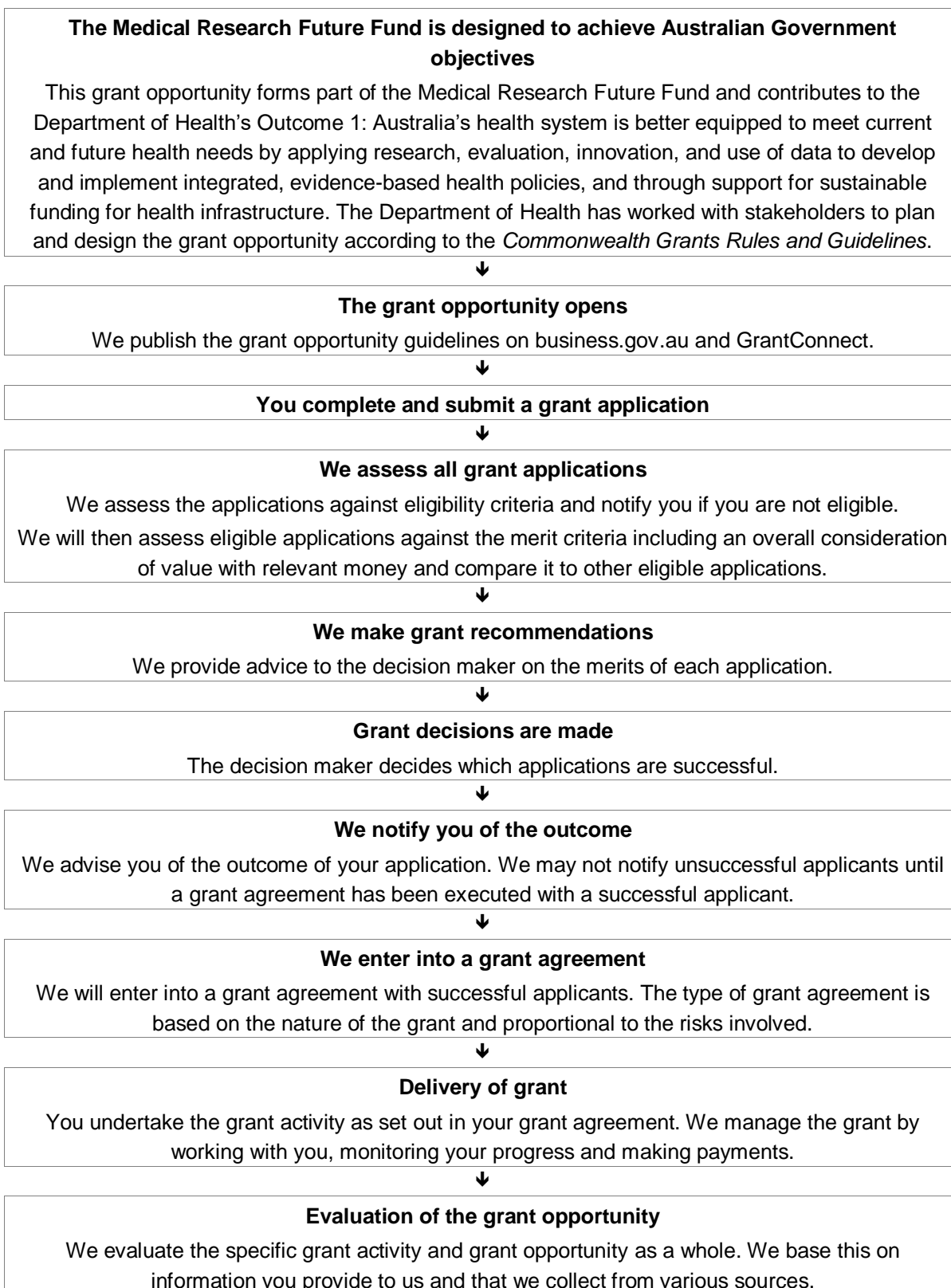
<b>Opening date</b>	9.00am AEST on 13 July 2018
<b>Closing date and time</b>	5.00pm AEST on 21 August 2018
<b>Commonwealth policy entity</b>	Department of Health
<b>Administering entity</b>	Department of Industry, Innovation and Science
<b>Enquiries</b>	If you have any questions, contact us at <a href="http://business.gov.au">business.gov.au</a> .
<b>Date guidelines released</b>	12 July 2018; Updated 20 December 2021
<b>Type of grant opportunity</b>	Open competitive

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# 1. Medical Research Future Fund - Biomedical Translation Bridge grant opportunity - process overview



## 2. Background

### 2.1. About the Medical Research Future Fund

As part of the 2014-15 Budget, the Australian Government announced the establishment of the \$20 billion Medical Research Future Fund (the Fund) to provide a sustainable source of funding for vital medical research over the medium to longer term. Through the Fund, the Government will deliver a major additional injection of funds into the health and medical research sector.

The objective of the Fund is to strategically fund research and address national health and medical research priorities in a cohesive and coordinated way.

The Fund complements existing health and medical research and innovation funding to improve health outcomes through new grant opportunities. Grant funding targets identified national priorities determined by the independent Australian Medical Research Advisory Board consistent with the *Medical Research Future Fund Act 2015*. Grant opportunities will cover the entire research pipeline from basic to applied research with a focus on translation and commercialisation of discoveries. The Medical Research Future Fund Funding Principles underpin the Fund to ensure continued support for investments that are priority driven, strategic, collaborative, and contestable with a focus on maintaining research integrity.

The intended outcomes of the Fund are:

- life changing discoveries such as new treatments, drugs and devices
- continuous improvement and innovation in the health system that benefits all Australians
- strengthening domestic research capacity through support, collaboration and the development of expert talent
- positioning Australia's health and medical research sector at the forefront of the innovation economy
- improving Australia's reputation as a global leader in health and medical research.

## 3. Grant opportunity

### 3.1. About the Biomedical Translation Bridge grant opportunity

These guidelines contain information about the Australian Government's Biomedical Translation Bridge grant opportunity that forms part of the Fund.

The objectives of the grant opportunity are to support one or more organisations (you) to fund and nurture early stage health and medical research ventures (ventures) to reach proof-of-concept stage with potential to attract further capital and support.

The intended outcomes of this grant opportunity are to:

- de-risk and develop ventures so that they can attract further funding opportunities
- nurture and mentor the next generation of health and medical research innovators in Australia
- along with the BioMedTech Horizons program, develop ventures to become attractive to the Biomedical Translation Fund (BTF)
- assist in the development of ventures that aim to ultimately result in preventative interventions, cures and treatments for diseases that address health problems of national significance.

The Department of Industry, Innovation and Science (the department/we), on behalf of the Department of Health, is responsible for administering the grant opportunity.

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

This document sets out:

- the eligibility and merit criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the opportunity.

We have defined key terms used in these guidelines in Appendix A.

We will publish the [opening and closing dates](#) and any other relevant information on [business.gov.au](#) and [GrantConnect](#).

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

### 3.2. Grant amount and grant period

The Australian Government has announced a total of \$22.3 million over four years for the grant opportunity, from 2018-19 to 2021-22 as follows:

- \$10.4 million in 2018-19
- \$5.3 million in 2019-20
- \$5.3 million in 2020-21
- \$1.3 million in 2021-22

The grant amount will be up to 100 per cent of eligible expenditure.

## 4. Eligibility criteria

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

### 4.1. Who is eligible?

To be an eligible organisation you must:

- have an Australian Business Number (ABN)
- be registered for the Goods and Services Tax (GST)
- be incorporated in Australia,

and, in accordance with s24 of the [Medical Research Future Fund Act 2015](#)<sup>2</sup>, you must be one of the following eligible bodies:

- a medical research institute
- a university
- a corporate Commonwealth entity
- a corporation (including businesses and not for profits).

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.3.

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

<sup>2</sup> <https://www.legislation.gov.au/Details/C2015A00116>

We cannot waive the eligibility criteria under any circumstances.

#### 4.2. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- 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) other than a corporate commonwealth entity.

### 5. Eligible project

To be eligible your project must:

- include eligible activities and eligible expenditure
- select, provide funding to, and manage a portfolio of ventures
- provide mentoring and networking capabilities to aid in the development of these ventures, including helping to establish development milestones that are commercially relevant
- solicit and secure relevant and appropriate philanthropic donations and third party sponsorship or co-investment and then provide this to the selected ventures to aid in their development
- select successful ventures, through an open and competitive selection process, with possible subsequent intake rounds or a continuous intake process
- establish a suitably qualified selection panel, in consultation with the department and the Department of Health, that will be used to select ventures to be funded
- execute and manage contractual arrangements with the selected ventures (between \$200,000 and \$1 million with a maximum duration of three years) including terminating funding and support for ventures that fail to progress
- provide additional value-add activities to selected ventures, as approved by the Department of Health (e.g. including providing additional funding beyond the initial contractual arrangements and above the \$1 million limit)
- be able to start in early 2018-19.

There is no maximum to the level of philanthropic donations or third party sponsorship and co-investment that can be solicited and provided to the selected ventures.

We cannot fund your project if it receives funding from another Commonwealth government grant. You can apply for a grant for your project under more than one Commonwealth grant opportunity, but if your application is successful, you must choose either the Biomedical Translation Bridge grant or the other Commonwealth grant.

#### 5.1. Eligible ventures

To be eligible ventures must be:

- early stage innovative health and medical research conducted in Australia that is well positioned for development through to proof-of-concept

- undertaken by one of the following eligible bodies in accordance with s24 of the [Medical Research Future Fund Act 2015](#)<sup>3</sup> :
  - a medical research institute
  - a university
  - a corporate Commonwealth entity
  - a corporation (including businesses and not for profits).

## 5.2. Eligible activities

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

- publicity and marketing
- establishment and support of a selection panel
- undertaking a selection process
- allocation of funds to selected ventures
- manage and report on outcomes including activities of the ventures
- mentoring and networking activities to assist the selected ventures
- solicit and secure relevant and appropriate philanthropy donations and third party sponsorship and co-investment.

We may also approve other activities.

## 5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure as defined in your grant agreement. 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 within the project period
- a direct cost of the project
- incurred by you to undertake required project audit activities.

Eligible expenditure items can include:

- funding allocated to ventures
- direct labour costs of employees you 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
- contract expenditure, the cost of any agreed project activities that you contract to others
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia
- staff training that directly supports the achievement of project outcomes
- the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure
- other eligible expenditure as approved by the program delegate.

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<sup>3</sup> <https://www.legislation.gov.au/Details/C2015A00116>



If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement.

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

You must incur eligible expenditure between the project start and end date for it to be eligible unless stated otherwise.

#### 5.4. Ineligible expenditure

Examples of ineligible expenditure include:

- expenses associated with business as usual activities not related to the delivery of the Biomedical Translation Bridge project
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- financing costs, including debt financing and interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- costs related to preparing this grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

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 grant opportunity.

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

## 6. The merit criteria you need to address

To be competitive, you will need to address both merit criteria in your application. Both merit criteria are of equal weighting.

The application form asks questions that relate to the merit criteria below. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score highly against the merit criteria, as these represent best value for money.

## 6.1. Merit criterion 1

### **Benefits of your project**

You should demonstrate this by identifying:

- how your project aligns with the objectives of the grant opportunity
- how your project aligns with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>4</sup> and the [Medical Research Future Fund Funding Principles](#).
- the strengths of your selection process for determining ventures to be funded, including the establishment of a qualified selection panel
- the level of philanthropic donation and third party sponsorship and co-funding you can attract to provide to the ventures that will be selected, and that this is at a level that at least matches the level of funding to be provided to you through this grant opportunity
- your organisation's administrative budget for the project as a percentage of the overall funding to be provided.

## 6.2. Merit criterion 2

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

You should demonstrate this by identifying:

- your knowledge of and experience with the health and medical sectors
- a track record of supporting research projects through the commercialisation pathway to proof-of-concept for later commercialisation
- access to appropriately skilled and experienced personnel, including technical expertise
- your history of, and future ability to identify and attract philanthropic donations and third party sponsorship and co-investment
- ability to provide mentoring and networking activities to support ventures.

## 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.

To apply, you must:

- complete the online [application form](#) on business.gov.au
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments

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<sup>4</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application.

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 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

We require the following documents with your application:

- project plan
- project budget
- evidence of support from the board, CEO or equivalent
- 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. We will not consider information in attachments that we do not request.

### 7.2. Timing of grant opportunity

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

If you are successful, we expect you will be able to commence your project in early 2018-19.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	8 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	July 2018
End date of grant commitment	30 June 2022

### 7.3. Joint applications

We recognise that some organisations may want to join together as a group to deliver the project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The

application should identify all other members of the proposed group and include a letter of support from each of the project partners. 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 it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties.

## 8. The selection process

We first assess your application against the eligibility criteria.

Only eligible applications will proceed to the merit assessment stage.

We will then assess your application against the merit criteria and compare it to other eligible applications before recommending which applicants to fund. We may also seek additional advice from independent experts, where technical expertise is required.

To recommend an application for funding it must score highly against the merit criteria.

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 addition.

### 8.1. Final decision

The program delegate, a Commonwealth official who has been authorised to make decisions, will approve funding to organisations taking into account the assessment recommendations and the availability of grant funds.

The program delegate's decision is final in all matters including the:

- approval of the organisations
- amount of grant funding awarded
- terms and conditions of funding.

We cannot review decisions about the merits of your application.

## 9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

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

## 10. If your application is successful

### 10.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. 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. We are not responsible for any expenditure you incur before a grant agreement is executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

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

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 ('execute' means both you and the Commonwealth have signed the agreement). 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.

## 10.2. How we pay the grant

The grant agreement will state the maximum grant amount we will pay.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments based on an agreed schedule set out in the grant agreement.

## 10.3. How we monitor your project

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [business.gov.au](http://business.gov.au) and GrantConnect. 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

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.

## 10.4. 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.

## 10.5. 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
- be submitted by the report due date
- be in the format provided in the grant agreement.

#### 10.6. Ad-hoc report

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.

#### 10.7. Independent audit report

We will 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 attached to the sample grant agreement.

#### 10.8. 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. We will provide you with reasonable notice of any compliance visit.

#### 10.9. 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 but within the maximum four year period
- changing project activities.

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

#### 10.10. Keeping us informed

You should let us know if anything is likely to affect your project or organisations.

We need to know of any key changes to your organisations 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.

## 10.11. Evaluation

We will evaluate the grant opportunity to determine the extent to which the funded activity is contributing to the grant opportunity objectives and outcomes. 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 grant opportunity was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

## 10.12. Tax obligations

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

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.

## 10.13. Grant acknowledgement

If you make a public statement about a project funded under the grant opportunity, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

You must also ensure in your contracts with the successful ventures that any public statement about a research project funded through this grant opportunity must acknowledge the Australian Government support by using the following:

‘This project received grant funding from the Australian Government.’

# 11. Conflicts of interest

## 11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)

- apparent (or perceived)
- potential.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

## 11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, and others delivering the grant opportunity between their:

- duties, roles and responsibilities and
- private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy](#)<sup>5</sup> on the department's website.

Grant opportunity officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the grant opportunity.

## 12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

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 grant opportunities
- for research
- to announce the awarding of grants.

### 12.1. 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
- 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.

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<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>



## 12.2. When we may disclose confidential information

We may disclose confidential information to:

- our Commonwealth employees and contractors, to help us manage the grant opportunity effectively
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Assistant Minister
- 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.

## 12.3. 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, and other Commonwealth employees and contractors, so we can:

- manage the grant opportunity
- research, assess, monitor and analyse our grant opportunities 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>6</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.

## 12.4. Public announcement

We will publish non-sensitive details of successful projects on [business.gov.au](http://business.gov.au) and GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)<sup>7</sup>, unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project

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<sup>6</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>7</sup> <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

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

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

## 12.5. Freedom of information

All documents in the possession of the Australian Government, including those about the grant opportunity, 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. 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 - Business Services  
Department of Industry, Innovation and Science  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>8</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>8</sup> <http://www.ombudsman.gov.au/>

## Appendix A. Definitions of key terms

Term	Definition
Application form	The document issued by the program delegate that applicants use to apply for funding under the grant opportunity.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support.
Eligible expenditure	The expenditure incurred by a grantee on a project which is eligible for funding support.
Eligible venture	An early-stage health and medical research project conducted in Australia that is well positioned for development through to proof-of-concept undertaken by eligible bodies, in accordance with <a href="#">Medical Research Future Fund Act 2015</a> <sup>9</sup> .
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 for grantees under the grant opportunity.
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 grant opportunity, as in force from time to time.
Minister	The Commonwealth Minister for Health.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:  Information or an opinion about an identified individual, or an individual who is reasonably identifiable:  a. whether the information or opinion is true or not; and  b. whether the information or opinion is recorded in a material form or not.
Program delegate	A Commonwealth official with responsibility for the grant opportunity.

<sup>9</sup> <https://www.legislation.gov.au/Details/C2015A00116>