FACT SHEET

Cooperative Research Centres (CRC) Program
Interview Fact Sheet – Round 21 (November 2019)

This document contains information about what to expect at the interview, what you need to bring and what information to send to the Department of Industry, Innovation and Science (the department) prior to the interview.

Interviews will be held in Canberra on 14 and 15 November 2019. Specific interview times and venue details will be confirmed with applicants separately.

1. What to expect

Applicants should arrive 30 minutes before their scheduled interview time. You will be escorted to a waiting room or the interview room by a departmental representative. Applicants must not approach or enter the interview room until invited in to the room by a departmental representative.

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

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

2. Interview duration

The interview will run for a maximum of one hour, starting with a 15 minute presentation by the applicant followed by 45 minutes of questions from the interview panel. Time limits are strictly enforced.

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

3. Interview attendees

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

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

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

4. Presentation and matters to address

The Committee has provided feedback on your stage one application. This feedback should be considered and addressed in your stage two application and at interview.

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

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

Applicants must email the presentation to the CRC mailbox prior to the interview.

5. IT Equipment

The following IT equipment will be available:

- computer access (Windows operating system with Microsoft Office Suite, including PowerPoint);
- a remote control; and
- a screen with audio and video capabilities if required.

Other equipment and internet access will not be available. Applicants must use the equipment provided by the department. The department will load the presentation prior to the interview commencing and will test its functionality but will not accept responsibility for corrupt or missing files or files failing to load including video files. Additional time will not be provided to resolve technical issues. **Please advise the department in advance if your presentation contains audio or video.**

6. Remember to bring

- **Ten hard copies of the presentation** in a 'handout' format without any notes
- **An electronic copy of the presentation on USB** as a back up.
- **Name plates for all attendees** – with names in at least size 48 Arial font, and listing the attendee's position and their role in the proposed CRC where possible.

7. Information to be provided in advance

Two days prior to your interview, please provide the department with**:**

- **A short summary of the application for public release in CRC publications** should you be successful in receiving funding.
- **A list of the eight representatives attending the interview** from your proposed CRC including their organisation and where possible, their role in the proposed CRC.
- **An electronic copy of your presentation.**

Please email the above to the CRC mailbox.

8. On the day of the interview

- Do not approach or enter the interview room until invited by a departmental representative.
- Remember to switch off your mobile phones.
- You can bring laptops, tablets and other electronic devices for your personal use.

Please note electronic devices cannot be used to:

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

9. What happens after the interview?

Following interviews, the CRC Advisory Committee will convene and make recommendations to the Minister as to whether the application is suitable for funding. It is anticipated the final outcomes of the process will be announced in December 2019.

10. Further information

For more information on the CRC Program and application process, please refer to the CRC Program Grant Opportunity Guidelines, visit business.gov.au or call (02) 6217 1777. Alternatively, you can contact the CRC Program team by email on crc.program@industry.gov.au.

business.gov.au