



## Grant Opportunity Guidelines

# Cooperative Research Centres Program

# Cooperative Research Centres Projects Round 6

<b>Opening date:</b>	2 August 2018
<b>Closing date and time:</b>	17.00 AEST on 13 September 2018
<b>Commonwealth policy entity:</b>	Department of Industry, Innovation and Science
<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> .
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<b>Type of grant opportunity:</b>	Open competitive

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# 1. Cooperative Research Centres (CRC) Program: Cooperative Research Centres Projects (CRC-Ps) Round 6 processes

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

This grant opportunity is part of the above Grant Program, which contributes to the Department of Industry, Innovation and Science's Outcome 1: Enabling growth and productivity for globally competitive industries through supporting science and commercialisation, growing business investment and improving business capability and streamlining regulation. The Department of Industry, Innovation and Science 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](http://business.gov.au) and GrantConnect.



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



## **We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess each eligible application against the merit criteria including an overall consideration of value for money and compare it to other eligible applications.



## **We make grant recommendations**

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



## **Grant decisions are made**

The decision maker decides which applications are successful.



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

We advise you of the outcome of your application.



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

We will enter into a grant agreement with successful applicants.



## **Delivery of grant**

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



## **Evaluation of the CRC-Ps**

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

The objectives of the program are to:

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

The intended outcomes of the program include:

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

The program consists of two elements:

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

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

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

### 2.1. About the CRC-Ps grant opportunity

These guidelines contain information for the CRC-Ps Round 6 grants.

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.

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

The Department of Industry, Innovation and Science (the department) is responsible for administering the grant opportunity.

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

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

## 2.2. Grant amount and grant period

The Australian Government committed a total of \$731 million over four years for the CRC Program from 2018-19 to 2021-22. There is no specific amount allocated to each of the two funding elements. Approximately \$120 million was committed over rounds 1-4. We will publish details about successful round 5 applicants on [business.gov.au](http://business.gov.au) once finalised. The number of CRC grants and CRC-Ps funded in each selection round will depend on the number of quality applications received, the relative merits of applications, the amount of available funding and the need to ensure sufficient funding is available for future selection rounds.

## 3. Grants available

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

The grant amount will be up to 50 per cent of eligible grant project value. Eligible grant project value includes the total eligible expenditure (appendix C) plus allowable in-kind contributions (appendix D).

Your total project value may also include eligible special purpose expenditure (appendix E) however these costs are not included in the calculation of your grant amount.

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

Further detail on in-kind contributions is at appendix D.

Subject to the rules of Commonwealth, State, Territory or local government grants, you may use these as contributions.

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

### 3.1. Project duration

The maximum grant period is 3 years.

We may approve additional time to complete your project in exceptional circumstances.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria. We cannot waive the eligibility criteria under any circumstances.

### 4.1. Who is eligible?

CRC-P grants are open to all industry sectors and research disciplines and funding is available to organisations from all industry, research and community sectors.

Only an eligible lead applicant can apply for grant funding and submit an application on behalf of project partners.

To be eligible as the lead applicant you must:

- have an Australian Business Number (ABN) and
- be an industry entity where the majority of your revenue is not derived from government sources and you are capable of commercialising research.

Each CRC-P must include and maintain amongst its project partners at least:

- two industry entities including at least one SME and
- one research organisation.

Partners from existing or former CRCs or CRC-Ps can be partners in other CRCs or CRC-Ps.

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

#### 4.2. Who is not eligible as the lead applicant

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

- an individual, partnership or trust
- a research organisation
- a Commonwealth, State, Territory or local government agency or body (including government business enterprises)
- an organisation that derives the majority of its revenues from any government
- an entity whose primary function is administrative or to provide support services to a CRC-P.

#### 4.3. Additional eligibility requirements

We can only accept applications where you can provide a declaration from each partner on the template provided on [business.gov.au](http://business.gov.au).

## 5. Eligible grant activities

### 5.1. Eligible projects

To be eligible your project must:

- include eligible activities
- have at least \$200,000 in total eligible grant project value
- be a short term, industry-identified and industry-led collaborative research project to develop a product, service or process that will solve problems for industry and deliver tangible outcomes
- benefit SMEs and increase their capacity to grow and adapt in changing markets
- include education and training activities.

### 5.2. Eligible activities

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

- new research
- proof of concept activities
- pre-commercialisation of research outcomes
- industry-focused education and training activities, such as internships and secondments between industry entities and research organisations.
- conferences, workshops, symposia related to the joint research
- related information sharing and communication initiatives related to the joint research.

We may also approve other activities.

### 5.3. Eligible expenditure

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

- for guidelines on eligible expenditure, see appendix C
- for guidelines on in-kind contributions, see appendix D
- for guidelines on eligible special purpose expenditure, see appendix E
- for guidelines on ineligible expenditure, see appendix F.

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

Grant funding may only be used for certain activities. 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 a direct cost of the project
- be incurred 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.

The earliest date you can start your project and incur eligible expenditure is from the date of your letter of offer. If you choose to start your project before you enter into a grant agreement with the Commonwealth, you do so at your own risk.

## 6. The merit criteria you need to address

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion using the weighting indicated.

The application asks questions that relate to the merit 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 within your application to support your answers. We will not consider information provided in attachments we do not request. The application limits the number of characters for answers.

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

We score applications out of 100 points.

### 6.1. Merit criterion 1

#### **Project alignment with the program objectives and outcomes (40 points)**

Describe the project and provide information that demonstrates:

- a. how the project will improve the competitiveness, productivity and sustainability of Australian industries, including links to government priorities

- b. how the project will foster high quality research to solve industry-identified problems including through new collaborative relationships
- c. the expected commercial outputs including new products, processes or services of the project
- d. the commercial potential of the expected outcomes.

## 6.2. Merit criterion 2

### **The quality and benefits of your project (30 points)**

Describe the research activity and provide information that demonstrates:

- a. how the proposal will solve the industry-identified problem or problems
- b. the methodology the project will use to achieve its proposed outcomes
- c. how the research will build on the current body of knowledge and enhance the adoption of new technologies
- d. the education and training opportunities that the project will deliver to the industry and research sector.

## 6.3. Merit criterion 3

### **Capacity, capability and resources to deliver the project (20 points):**

You should demonstrate this through identifying:

- a. the governance arrangements for the project
- b. access to required resources including funding, skills, infrastructure, technology and intellectual property
- c. a sound project plan to manage and monitor the project and risks.

## 6.4. Merit criterion 4

### **Impact of the grant funding on your project (10 points)**

You should demonstrate this through identifying:

- a. the likelihood that the project would proceed without the grant and how the grant will impact the project in terms of scale and timing
- b. the total investment the grant will leverage
- c. why the Australian Government should invest in your project, including expected spill over benefits.

# 7. How to apply

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

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

You can only submit an application during a funding round.

To apply, you must:

- complete and submit your application through the portal
- provide all the information requested

- address all eligibility and merit criteria
- include all necessary attachments.

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. We will not accept any additional information that we did not ask for.

If you need further guidance around the application process or if you have any issues with the portal [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:

- a declaration from each project partner including the lead applicant
- trust deed (where applicable).

You must attach supporting documentation in line with the instructions provided in the portal. 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 and time. We do not accept late applications.

If you are successful, we expect you will be able to commence your project in the first half of 2019.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	10 weeks
Announcement of outcomes of selection process	December 2018
Negotiations and award of grant agreements	30 days
Notification to unsuccessful applicants	December 2018
Earliest start date of grant activity	From the date of the letter of offer
End date of grant commitment	Up to 3 years after the start date

## 8. The selection process

We first assess your application against the eligibility criteria. Only eligible applications will proceed to the merit assessment stage.

We refer your application to the Cooperative Research Centres Advisory Committee, an independent committee of experts that reports to Innovation and Science Australia, an independent statutory board. You can find details on the current composition of Innovation and Science Australia and its committees including the Cooperative Research Centres Advisory Committee on

[industry.gov.au](http://industry.gov.au). The committee may also seek additional advice from independent technical experts, including Industry Growth Centres.

The committee will assess your application against the merit criteria and compare it to other eligible applications in a funding round before recommending which projects to fund.

We may appoint a probity advisor. The probity advisor ensures that all applications are assessed fairly and in accordance with the arrangements set out in these grant opportunity guidelines and that relevant conflict of interest procedures are followed.

To recommend an application for funding it must score highly against each merit criterion. While all applications are assessed against the same merit criteria, the committee will score your application relative to the project size, complexity and grant amount requested. The evidence you provide to support your application should be proportional to the size and complexity of your project.

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

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

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

We cannot review decisions about the merits of your application.

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

## 9. Notification of application outcomes

If you are successful, we will email you and include in the email any specific conditions attached to the grant offer.

If you are unsuccessful, we will email you and outline the reasons that you were not successful. You can submit a new application for the same (or a similar) project in any future funding rounds. You should include new or more information to address any weaknesses identified in your previous application. If a new application is substantially the same as a previous unsuccessful application, we may refuse to consider it for merit assessment.

## 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 will manage the grant agreement through the portal. Accepting the agreement through the portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth Government have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your project expenditure until a grant agreement is in place. If you choose to start your project from the date of the letter of offer, but 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 or other considerations made by the Minister. We will identify these when we notify you of your successful application.

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

## 10.2. Standard grant agreement

We will use a standard grant agreement for all projects.

You will have 30 days from the date we notify you of your success to execute the grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have accepted the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not accept the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

## 10.3. Partner agreement

If successful, the applicants become partners in the relevant CRC-P and have certain obligations.

Partners are required to enter a partners' agreement. The partners' agreement must cover all matters listed in the grant agreement. A template partner agreement is available at [business.gov.au](http://business.gov.au), which may be customised for your CRC-P requirements, however its use is not mandatory.

## 10.4. Partner governance

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

You need to ensure you have fully considered the legal and taxation implications of the governance structure and that it deals effectively with the ownership and management of intellectual property.

## 10.5. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible project value covered by the grant (grant percentage)
- partner's in-kind contributions
- partner's cash contributions.

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

We will make an initial payment on execution of the grant agreement if we are satisfied that you have made significant progress in finalising the partners' agreement. We will make subsequent payments quarterly in arrears, based on your eligible grant project value. Payments are subject to satisfactory progress on the project.

We set aside at least 5 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed all outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 5 per cent of grant funding for the final payment.

### 10.6. How we monitor your project

You must submit reports through the portal in line with the grant agreement. We will provide samples of these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- partner contributions 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 compliance visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 10.7. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total project value to date, including a breakdown of:
  - the total eligible expenditure incurred
  - the total special purpose expenditure incurred and
  - in-kind contributions to the project
- include evidence of expenditure if requested
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or reporting delays with us as soon as you become aware of them.

### 10.8. 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
- identify the total project value for the project, including a breakdown of:
  - the total eligible expenditure incurred
  - the total partner cash and in-kind contributions to the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

### 10.9. 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.

### 10.10. 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.

### 10.11. 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.

### 10.12. 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
- additional time for completing the project in exceptional circumstances
- changing project activities.

Note the program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date.

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.

### 10.13. 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.

#### 10.14. Evaluation

We will evaluate the program to determine the extent to which the project is contributing to the program 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 program was in achieving its outcomes. We may contact you after you finish your project for more information to assist with this evaluation.

#### 10.15. 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.

#### 10.16. Grant acknowledgement

If you make a public statement about a project funded under the program, you must acknowledge the grant 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, committee members and others delivering the program between:

- their program duties, roles and responsibilities and
- their 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>2</sup>](#) on the department's website.

Our staff, technical experts, committee members and others delivering the program 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 program.

## 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 programs
- 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.

### 12.2. When we may disclose confidential information

We may disclose confidential information:

- to Innovation and Science Australia, the CRC Advisory Committee 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
- 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

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

- 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, the committee, 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>3</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 GrantConnect and business.gov.au. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)<sup>4</sup>, unless otherwise prohibited by law. This information may include:

- name of your organisation and project partners
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- start and end dates of the project
- 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.

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<sup>3</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>4</sup> <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

## 12.5. Freedom of information

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

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

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

## 13. 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 – Industry Growth and Research Development  
Department of Industry, Innovation and Science  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>5</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>5</sup> <http://www.ombudsman.gov.au/>

## Appendix A. Definitions of key terms

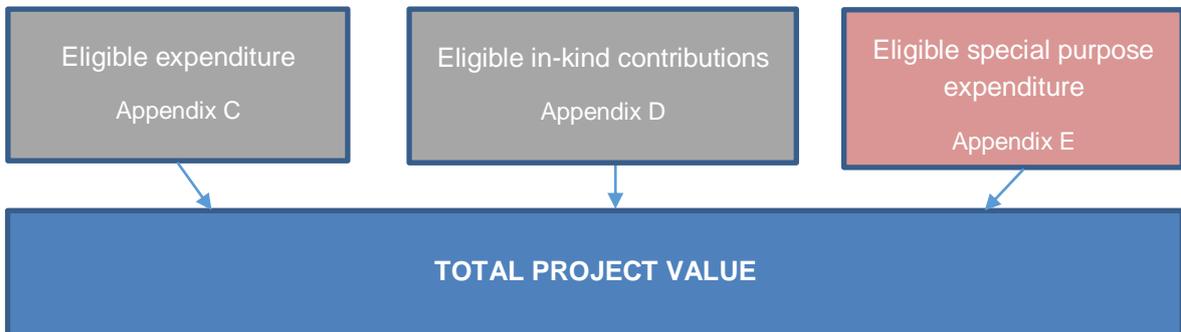
Term	Definition
Application	The application for grant funding made through the online portal for the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science.
Capital item	An asset of durable nature with a purchase price greater than \$20,000.
Cash contributions	Money contributed by project partners, which is not a loan, that is provided for the project and is immediately available for use on the project.
Cooperative Research Centres Advisory Committee	A committee of Innovation and Science Australia established under the <i>Industry Research and Development Act 1986</i> to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.2.
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 5.3.
Eligible expenditure guidelines	The guidelines that are at appendix C.
Eligible grant project value	The total of eligible expenditure and allowable in-kind contributions on a CRC-P.
Government priorities	The Science and Research Priorities, the Industry Knowledge Priorities developed under the Industry Growth Centres Initiative, or any other science, research, industry and innovation priorities identified by the Australian Government from time to time.
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.
Grantee	The recipient of grant funding under a grant agreement.

Term	Definition
Growth Centre	A not-for-profit company limited by guarantee responsible for delivering the Industry Growth Centres Initiative.
Growth sectors	The priority industry sectors identified by the Australian Government under the Industry Growth Centres Initiative as areas of competitive strength and strategic priority for Australia and include advanced manufacturing; cyber security; food and agribusiness; medical technologies and pharmaceuticals; mining equipment; technology and services; and oil, gas and energy resources.
Industry entity	<p>An entity with an Australian Business Number, where the majority of its revenue is not derived from any government, capable of deploying research outputs in a commercial context excluding:</p> <ul style="list-style-type: none"> <li>▪ research organisations; and</li> <li>▪ entities whose primary function is administrative or to provide support services to a CRC-P.</li> </ul>
In-kind contributions	Non-cash resources contributed by a partner to conduct the CRC-P. They may be staff or non-staff resources.
Innovation and Science Australia	The independent statutory body established under the <i>Industry Research and Development Act 1986</i> . Innovation and Science Australia may, by resolution, delegate to a committee (such as the CRC Advisory Committee) all or any of its functions and powers.
Intellectual property (IP)	Includes all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the <i>Copyright Act 1968</i> (Cth)).
Lead applicant	The industry entity in a CRC-P collaboration responsible for managing the project on behalf of the collaboration.
Medical Research Institute (MRI)	An institute that has the primary purpose of conducting medical research and that is a currently registered charity with the Australian Charities and Not-for-Profits Commission.
Minister	The Commonwealth Minister responsible for the program.

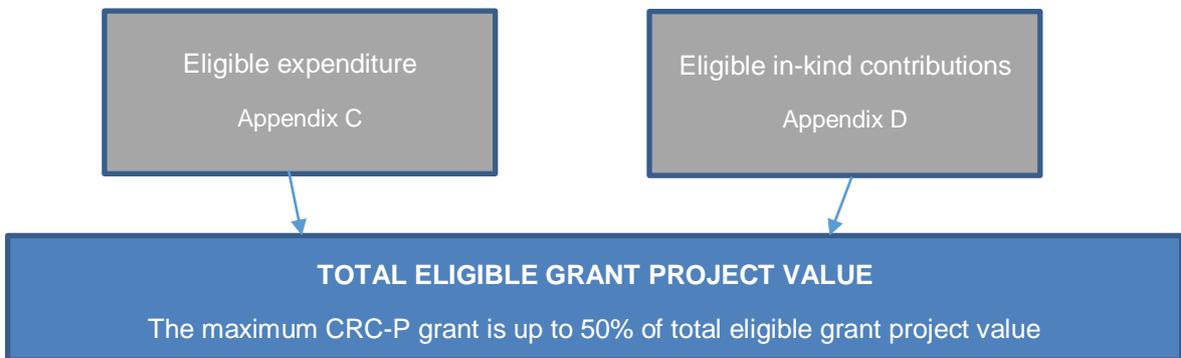
Term	Definition
Partner	A person or body that provides support (including cash contributions or in-kind contributions) that is integral to the success of the CRC-P.
Partners agreement	The agreement between the partners.
Partner contributions	The cash and in-kind contributions from project partners to the project.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry general manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Research organisation	A higher education provider listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth); a Commonwealth, State or Territory Government Department or Agency, which undertakes research; or a Medical Research Institute.
Science and research priorities	The matters identified by the Australian Government as areas of critical importance for research, and include food, soil and water, transport, cyber security, energy, resources, advanced manufacturing, environmental change and health.
Small and Medium Enterprises (SMEs)	Firms or industry which employ up to 200 staff.
Total project value	The total of eligible expenditure plus allowable in-kind contributions plus allowable special purpose expenditure.

## Appendix B. Diagrams of project value and applicant contributions

How we calculate your total project value



How we calculate your total eligible grant project value



### Applicant contributions

We treat cash and in-kind contributions equally for determining your matching 50 per cent share of eligible grant project value.

Eligible special purpose expenditure contributes to your total project value but is not included in the calculation of your grant amount. You cannot spend CRC Project grant funds on special purpose activities.

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

## Appendix C. Eligible expenditure

This appendix provides guidance on the eligibility of expenditure. We may update this guidance from time to time, so you should make sure you have the current version from [business.gov.au](http://business.gov.au) and [GrantConnect](#) before preparing your application.

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
- be a direct cost of the project
- be incurred by you for approved project activities
- not be included under 'eligible special purpose expenditure' in appendix E
- meet these eligible expenditure guidelines.

### How we verify eligible expenditure

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. You may need to provide evidence for major costs such as labour.

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

You must provide an independently audited report at the end of the project. This report will audit the total eligible grant project value.

### Eligible expenditure items

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

- salaries and on-costs for personnel directly employed for the project activities (this should be calculated on a pro-rata basis relative to their time commitment using the formula detailed below)
- contractor costs as detailed below
- capital items you purchase to undertake your project
- costs of acquiring intellectual property and technology
- costs related to the publication of research and the deployment and take-up of research outputs
- costs of developing and delivering workshops, conferences, professional development, networking events, forums and courses (including travel costs for key participants) for knowledge transfer and capability development
- costs related to recruiting or contracting specialist staff directly related to the project
- purchase of computing equipment and software directly related to the project
- travel and overseas expenditure as detailed below

- staff training that directly supports the achievement of project outcomes. Some training costs may only be considered as part of eligible special purpose expenditure. See appendix D
- reasonable fitout expenditure directly related to the project
- financial auditing of project expenditure as outlined below.

Other specific expenditures may be eligible as determined by the Program Delegate.

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

## Labour expenditure

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

We consider costs for project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We only consider labour expenditure for leadership and administrative staff as eligible expenditure where they are directly delivering eligible activities. We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, for any other activities.

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

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$150,000 per financial year.

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

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

## Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

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

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.

## Contract expenditure

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

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

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

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

Invoices from contractors must contain:

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

Invoices must directly relate to the agreed project, and the costs must be reasonable and appropriate for the activities performed.

We may require evidence of contractor expenditure such as:

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

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

## Travel and overseas expenditure

Eligible travel and overseas expenditure may include:

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

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

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

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

Overseas travel must be at an economy rate and you must demonstrate you cannot access the service, or an equivalent service in Australia.

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

### Audit Costs

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

## Appendix D. In-kind contributions

We treat cash and in-kind contributions equally for determining your matching 50 per cent share of eligible grant project value.

In-kind contributions are the non-cash contributions. These can include labour contributions and facilities, equipment and services provided by project partners to the project. In order for in-kind contributions to count towards your total eligible grant project value, they must directly relate to eligible activities or eligible special purpose activities.

In-kind contributions may include:

- salaries and on-costs for Australian personnel directly employed for the project activities. Australian Government funds awarded (or contracted) to researchers employed by participants, or to the participants themselves, for specific projects cannot be claimed as eligible expenditure. You must use the labour calculations outlined in appendix C
- facilities, equipment and services provided by a participant to the project from its own resources. We do not prescribe a specific formula to determine the value of these contributions. You need to determine the value of these contributions. They must be realistic, justifiable and valued proportionally to their use on the project. For example you should calculate the in-kind contribution of a capital item by the running costs and the depreciation of the item.

Examples of in-kind contributions include:

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

## Appendix E. Eligible special purpose expenditure

This section provides guidance on eligible special purpose expenditure.

Eligible special purpose expenditure contributes to your total project value but is not included in the calculation of your grant amount. You cannot spend grant funds on these activities.

We may update this guidance from time to time, so you should make sure you have the current version from [business.gov.au](http://business.gov.au) and [GrantConnect](#) before preparing your application.

The Program Delegate makes the final decision on what is eligible special purpose expenditure and may give additional guidance if required.

To be eligible, special purpose expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you for approved project audit activities
- not be included under eligible expenditure
- meet these eligible special purpose expenditure guidelines.

### How we verify eligible special purpose expenditure

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. This may include evidence related to eligible special purpose expenditure.

At any time, we may ask you to provide records of the expenditure you have paid.

### Eligible special purpose expenditure items

Eligible special purpose expenditure can include, but is not limited to:

- education and training activities that do not result in direct material support to identifiable students, for example primary, secondary and tertiary programs, vocational education and training, industry exchange programs, internship programs, workshops for industry, community/public events (ie lecture series/art exhibition) and industry training modules
- engagement with SMEs to build their R&D capacity.

You may also contribute in-kind resources to the eligible special purpose activities if applicable.

## Appendix F. Ineligible expenditure

This section provides guidelines on what we consider ineligible expenditure. We may 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.

Examples of ineligible expenditure include:

- activities, equipment or supplies that are already being supported through other sources, including other Commonwealth sources
- costs incurred prior to the date of your letter of offer
- non-project-related staff training and development costs
- marketing, communications, promotional costs and website design
- financial costs, including interest and debt financing
- building, construction and utilities expenses
- purchase of land
- maintenance 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)
- depreciation of plant and equipment
- opportunity costs relating to any losses due to allocating resources to the agreed grant project
- routine operational expenses, including printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

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

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