



Sample application form

Cooperative Research Centres Round 23 – Stage 1

Version [June 2021]

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

Instructions

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

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

Completing your application

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

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

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

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Participants

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

- Select the Participants button
- Enter the details

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

Submitting your application

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

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

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

Internet browsers supported by the portal

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

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

Getting help

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

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

For your CRC Stage 1 application, when asked if you have an ABN, select “no”.

When asked “what type of entity are you?” select “CRC bid group”.

When asked “Why do you not have an ABN?” select “The organisation is carrying on an enterprise in Australia but has not yet registered for an ABN”

Note: further applicant profile questions requiring an ABN in this section are not relevant for this CRC Grant opportunity.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee. Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)

or

- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

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

- Field 1 select - Cooperative Research Centres Round 23 – Stage 1
- Field 2 select - Cooperative Research Centres Round 23 – Stage 1

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

The Cooperative Research Centres (CRC) Program provides funding for medium to long-term, industry-led research collaborations. The Program aims to encourage and facilitate small and medium enterprise (SME) participation in collaborative research. You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on 24 August 2021. Please take account of time zone differences when submitting your application.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the Cooperative Research Centres Round 23 grant opportunity.

Questions marked with an asterisk are mandatory.

- Are you applying on behalf of a group of applicants who have agreed to collaborate?*

You must apply as a group of applicants who have agreed to collaborate.

You must answer yes to proceed to the next question.

- Will your CRC include amongst its project partners at least:
 - an Australian industry entity
 - an Australian research organisation*

An Australian industry entity means an entity with an Australian Business Number, where the majority of its revenue is not derived from any government sources and is capable of deploying research outputs in a commercialising research context excluding:

- *research organisations; and*
- *entities whose the primary function is administrative or to provide support services to a CRC.*

A research organisation means a higher education provider listed at Table A and Table B of the Higher Education Support Act 2003 (Cth); corporate Commonwealth entities, and Australian State and Australian Territory business enterprises which undertake publicly funded research.

You must answer yes to proceed to the next question.

- Can you demonstrate that the project partners can make contributions which in total match the CRC grant amount sought?*

This can be in the form of cash and/or in-kind contributions.

You must answer yes to proceed to next question.

- Can you provide a declaration from each project partner on the template provided on business.gov.au? *

The declaration template is available at business.gov.au and you will be required to attach the declarations later in this form.

- Is your project a medium to long term industry-led collaborative research project that aims to solve industry-identified problems and improve the competitiveness, productivity and sustainability of Australian industries? *

You must answer yes to proceed to next question.

- Will your project include eligible activities as outlined in section 5.1 of the CRC Program Guidelines? *

You must answer yes to proceed to next question.

- Does your project include an industry-focused education and training program? *

This must include, but is not limited to, a PhD program which complements the research program and which increases engagement, technology development, skilled employees and R&D capacity within industry entities.

You must answer yes to proceed to next question.

- Will your project implement strategies which build the Research and Development (R&D) capacity within small and medium enterprises (SMEs)? *

You must answer yes to proceed to next question.

- Will your project deploy research outputs and encourage take-up by industry? *

You must answer yes to proceed to next section.

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C. Applicant address

Note: please use the address of the primary contact for the 'CRC bid group' here. You will be asked again for this information later in the form.

C.1. Applicant street address

You must provide your street address

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

C.2. Applicant postal address

You must provide your postal address

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

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D. Project information

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

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

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

D.1. Project title and description

Provide a project title.

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

Your project title is your CRC name and must include “Cooperative Research Centre” or “CRC”.

Provide a brief project description for publication.

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

Ensure your project description focuses on your project’s key activities and outcomes. Outline what it is you are going to do and how it will benefit industry.

D.2. Detailed project description and key activities

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

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

This should include a succinct summary of the proposed CRC, its objectives, research outcomes and impacts including:

- *the industry problem to be solved*
- *the scope of the CRC; the names and outline of the research programs, research methodology and key activities to address the problem; and any links with growth sectors, including Industry Growth Centres and National Manufacturing Priorities*
- *what does success look like? Provide a clear outline of the outputs of the collaborative research program, including the expected results such as new and/or improved goods, services, processes and/or technologies derived from the CRC.*

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

D.3. Project location

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

A project site must be a street address. Do not provide a postal address, institution or building name.

Include the proposed location of your CRC headquarters as your first entry. Further detail will be requested if you progress to a stage 2 application – provide estimated locations at this stage.

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

Sample

E. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. Only applications which are competitive against each assessment criteria will progress to stage 2. To be successful, applications must score highly (at least 50%) against all assessment criteria.

Responses should be succinct, coherent, well-structured and written in plain English. It is important your application and its language is appropriately targeted to a general audience and avoids jargon and technical detail.

Further information on addressing the assessment criteria can be found in the CRC Round 23 Grant Opportunity Guidelines and CRC Round 23 Fact Sheet on [business.gov.au](https://www.business.gov.au).

E.1. Assessment criterion 1 (25 points)

Your response is limited to 10000 characters including spaces and does not support formatting.

Project alignment with the program objectives*

You should demonstrate this by identifying

- the industry-identified problem and how this is impacting the competitiveness, productivity and sustainability of Australian industries, including links to Government priorities such as the National Manufacturing Priorities (10 points)
- how your project will foster high quality research through industry-led and outcome-focused collaborative industry research partnerships (10 points)
- the additionality or value add of the proposed project in relation to the existing approach industry has to solving the problem. (5 points)

You will be asked to provide supporting information about your project's alignment with Government priorities later in this form.

E.2. Assessment criterion 2 (25 points)

Your response is limited to 10000 characters including spaces and does not support formatting.

The quality of your research project*

You should demonstrate this by identifying

- the research you will do and the methodologies you will use, including the role of your partners in the research (10 points)
- how the research will address the identified industry problem or problems, build on the current body of knowledge and enhance the adoption of new technologies (5 points)
- the education and training opportunities your project will provide, including a PhD program, to build capability and capacity in the industry and research sectors. (10 points)

Provide a summary description of your research project here. You will be asked to provide detailed information about each of your research programs later in this form.

E.3. Assessment criterion 3 (25 points)

Your response is limited to 10000 characters including spaces and does not support formatting.

Capacity, capability and resources to deliver your project *

You should demonstrate this by identifying

- how you will manage and monitor your project and your partners, explaining the governance and planning arrangements, including security (8 points)
- a plan to manage and monitor the project, including risk management of, but not limited to security (in particular any associated national security issues), involvement of international partners and intellectual property protection (10 points)
- your access to required resources, including personnel with the right skills (project/business/commercialisation management) and experience (names/qualifications and achievements), funding, security, infrastructure, technology and intellectual property (5 points)
- why your collaboration is the most appropriate to solve the identified problem with specific reference to any existing collaborations. (2 points)

Include a summary description of your Key Personnel and your project resources here. You will be asked to provide detailed information about each of your Key Personnel and each of your Partner organisations later in this form.

E.4. Assessment criterion 4 (25 points)

Your response is limited to 10000 characters including spaces and does not support formatting.

Impact of the grant funding on your project *

You should demonstrate this by identifying

- the likelihood your project would proceed without the grant and how the grant will impact the project in terms of scale and timing (5 points)
- the total investment the grant will leverage and why the Australian Government should invest in your project (10 points)
- the commercial potential of your project, including the expected commercial outputs such as new products, processes or services, and/or any expected spill over benefits. (10 points)

F. Research details

F.1. Research Landscape

What is the national and international state of play in the area of research which is contributing to solve the identified industry problem? *

Provide a description of the research landscape relating to your identified industry problem and how this relates to or complements your proposed project, including:

- *What other activities are being undertaken in the landscape relating to the identified problem?*
- *Who are the major players currently undertaking activities addressing the problem?*
- *What is the additionality, or the value add, the proposed activities will bring to the existing approach industry has to solving the problem?*

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

F.2. Research Programs

For each Research Program provide details of:

- the methodology to be applied to achieve outcomes and adoption of new technologies
- the key activities and output to be achieved from each Research Program
- the key researchers and their track record
- integration with the education and training program described at assessment criterion 2 above.

Research Program 1

Research Program title*

Your response is limited to 75 characters including spaces and does not support formatting. Description of key activities and outputs, including key researchers and integration with your education and training program*

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

Percentage of total CRC resources allocated to the Research Program*

Percentage of total CRC resources includes the CRC grant, partner cash and partner in-kind contributions which will be allocated to this Research Program.

Number of PhDs allocated to this Research Program*

Research Program 2

Research Program title*

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

Description of key activities and outputs, including key researchers and integration with your education and training program*

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

Percentage of total CRC resources allocated to the Research Program*

Percentage of total CRC resources includes the CRC grant, partner cash and partner in-kind contributions which will be allocated to this Research Program.

Number of PhDs allocated to this Research Program*

F.3. **Growth Sectors**

Indicate the Growth Sectors the CRC will contribute to.

Further information on Growth Sectors and Industry Growth Centres is available at www.industry.gov.au.

F.4. **Growth Centre(s)**

Detail the CRC's alignment with any relevant Industry Growth Centres, including any interaction with growth centres in developing your application.

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

F.5. **Science and Research Priorities**

Indicate the Science and Research Priorities the CRC will contribute to.

Further information on the Science and Research Priorities is available at www.industry.gov.au.

F.6. **National Manufacturing Priorities**

Indicate the National Manufacturing Priorities the CRC will contribute to.

Further information on Manufacturing Priorities is available at industry.gov.au.

F.7. **Other Government Priorities**

There may be other government priorities the CRC Project addresses. Please list up to ten of these below.

Basis for Government Priority (report, statement, etc.)

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

G. Key personnel

Details of key staff, including roles, responsibilities and experience: Key staff must include at a minimum the CRC Board Chair, CEO, and research program leaders. This section may also include other personnel such as directors, business/commercialisation managers and industry leaders. There should be an emphasis in the proposal on relevant experience for the roles.

List up to ten people who will be the key personnel in the proposed CRC. The percentage of time commitment to the CRC is based on all commitments, not just research (a full-time employee is 100%).

If the CRC Board Chair, CEO, and research program leader's positions are not currently filled, indicate as 'Not yet identified'.

Key Personnel 1

Role

Name*

% of time committed to the CRC*

Organisation*

Describe relevant experience*

The following list of attributes and skills includes both research and non-research skills and experience. Address the areas in the list below relevant to the role.

- *details of their specific leadership experience, with an indication of items/projects/enterprises where leadership of both researchers and industry was involved*
- *ability to build and manage collaborations across industry, government, and/or research institutions*
- *relevant experience in identifying, protecting and managing IP and in commercialising research outputs*
- *summary of formal qualifications (including discipline/field, organisation, country, year awarded)*
- *summary of professional experience or track record, academic, research and impact of contribution over the past five years (key positions held, relevant dates, roles, responsibilities and achievements)*
- *summary of contribution to the relevant research field, including evidence of their capacity to conduct high quality, innovative research, and evidence of their national and/or international research standing (for example researchers H Index or similar) in areas relevant to the proposal*
- *summary of research supervision and mentoring achievements across their career*

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

Describe contribution to CRC*

Based on the above information, detail the key personnel's roles and the contribution they will make to the proposed CRC's activities. Include which research programs they will be involved in (e.g., Research Program 1 and Research Program 3).

Explain how their time commitment will be structured (e.g., does 0.5 FTE mean 2.5 days per week or six month continuous period), how this will be managed, and justify their capacity to support the proposed CRC. Detail other commitments external to the CRC which the key personnel will be involved in.

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

H. Project budget

Enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines. Applicants successful at Stage 1 will be asked to provide a full project budget as part of the Stage 2 application process.

Partners are required to contribute total cash and in-kind resources at least equal to the grant funding sought. Each partner is required to make contributions to the CRC and must provide a completed Partner Declaration to be attached to the application (refer to business.gov.au or the GrantConnect website for the template). The Partner Declarations must be submitted in the format provided and not amended in any way.

You must also attach a Detailed Contributions Template (Stage 1) to the application (refer to business.gov.au or the GrantConnect website for the template).

The partner contributions specified against each partner in the Detailed Contributions Template must match the partner contributions specified in the signed Partner Declaration.

Partner cash contributions are cash monies provided by project partners to a CRC for the purposes of undertaking the agreed CRC project.

In-kind contributions are the non-cash contributions.

Provide the total contribution amounts over the life of the CRC for cash, staff FTE dollar value, and non-staff in-kind dollar value. Note Staff FTE dollar value is calculated using the labour calculations in Appendix B of the grant opportunity guidelines.

Third party organisations do not need to supply a Partner Declaration. They may be small contributors, parties involved for short periods, or organisations unable to provide a Partner Declaration. Any specified Third Party contributions will not be used for eligibility purposes when ensuring matching funding to the grant request.

Total Commonwealth Funding Sought (\$AUD and GST exclusive) *

Total project resourcing*

CRC funding term (up to 10 years)*

Total partner contributions*

Total third party contributions*

I. Additional Contact

Additional Contact

Your primary contact is recorded later in the form. The additional contact will only be used if necessary.

- Title
- Given name
- Family name
- Position title (with Organisation)
- Email address
- Phone number
- Mobile number
- Address

Sample

J. Application finalisation

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

J.1. Conflict of interest

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

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

Describe the perceived or existing conflicts of interest.

Describe how you anticipate managing this conflict.

J.2. Program feedback

How did you hear about the program?

You may select from a drop-down menu.

J.3. Additional Information

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

For assistance with any technical issues experienced while completing this application form or attaching documents, please contact business.gov.au or on 13 28 46.

Any additional attachments other than the Detailed Contributions Template (Stage 1) or Partner Declarations will not be considered as part of the application and will not be considered by the CRC Advisory Committee.

You must attach the following supporting documentation.

- CRC Round 23 Detailed Contributions Template (Stage 1)
- Partner declarations

Detailed Contributions Template (Stage 1)

You must provide a completed Detailed Contributions Template (Stage 1) showing the total contribution amounts over the life of the CRC for cash, staff FTE dollar value, and non-staff in-kind dollar value for each partner and total third party contributions. The Detailed Contributions Template (Stage 1) is available at business.gov.au.

UPLOAD DOCUMENT

Partner declarations

You must provide signed Partner Declarations for all Partners listed in the application. The Partner Declaration template is available at business.gov.au.

Applicants may wish to group and scan Partner Declarations as a single PDF document provided the total attachment size limits are not exceeded. Each uploaded document is limited to 2MB and the total attachment limit is 20MB.

UPLOAD DOCUMENT

Any additional attachments other than the Detailed Contributions Template (Stage 1) or Partner Declarations will not be considered as part of the application and will not be considered by the CRC Advisory Committee.

J.4. Your ANZSIC code

Provide the Australian and New Zealand Standard Industrial Classification (ANZSIC) details for **your CRC's primary target industry**.

Provide from a drop-down menu your Australian and New Zealand Standard Industry Classification:

- ANZSIC Division
- ANZSIC Class

J.5. Indigenous organisation

Provide information on **your CRC's** indigenous ownership or control.

Is your organisation Indigenous owned?

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

Is your organisation Indigenous controlled?

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

K. Primary application contact

The primary contact is the person authorised to act on behalf of the applicant. All correspondence (including legal documentation) relating to this application will be directed to this person, not the person who submitted the application.

Note you must provide at least one phone or mobile number. Other than Title, all the remaining fields below are mandatory unless stated otherwise. The details include

- Title
- Given name
- Family name
- Position title (with Organisation)
- Email address
- Phone number
- Mobile number
- Business postal address of the primary contact
- Address Details

L. Applicant Declaration

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

L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

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

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

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

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

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

L.2. Applicant declaration

I declare that I have read and understood the [grant opportunity guidelines](#), including the privacy, confidentiality and disclosure provisions.

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

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

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

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

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

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

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people engaged on this project to ensure children are kept safe.

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

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

Sample