



Australian Government

Department of Industry, Science and Resources

Department of Climate Change, Energy,
the Environment and Water

Grant Opportunity Guidelines

International Clean Innovation Researcher Networks

| | |
|------------------------------------|---|
| Opening date: | 27 February 2023 |
| Closing date and time: | 05:00pm Australian Eastern Standard Time on 25 May 2023 Please take account of time zone differences when submitting your application. |
| Commonwealth policy entity: | Department of Climate Change, Energy, the Environment and Water |
| Administering entity: | Department of Industry, Science and Resources |
| Enquiries: | If you have any questions contact us via ICIRN@industry.gov.au or on 13 28 46. |
| Date guidelines released: | 27 February 2023 |
| Type of grant opportunity: | Open competitive |

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1. International Clean Innovation Researcher Networks processes

The International Clean Innovation Researcher Networks Grant is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to Department of Climate Change, Energy, the Environment and Water (DCCEEW) Outcome 1: Provide international and national leadership and coordination to: support the transition of Australia's economy to net zero emissions by 2050; transition energy to net zero while maintaining security, reliability and affordability; support actions to promote adaptation and strengthen resilience of Australia's economy, society and environment; and re-establish Australia as a global leader in responding to climate change. The Department of Climate Change, Energy, the Environment and Water 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 and GrantConnect.



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant 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 may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You progress 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 International Clean Innovation Researcher Networks grant opportunity

DCCEEW evaluate the specific grant activity and International Clean Innovation Researcher Networks Grant as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the International Clean Innovation Researcher Networks grants.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science and Resources (the department/DISR) is responsible for administering this grant opportunity on behalf of the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

We have defined key terms used in these guidelines in the glossary at section 14.

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

2. About the International Clean Innovation Researcher Networks Grant

The International Clean Innovation Researcher Network Grant program is part of the Australian Government's investment in clean innovation and international collaboration. It is aimed at supporting and accelerating clean technology breakthroughs.

The program is a part of Australia's international climate change engagement and furthers obligations Australia has under the United Nations Framework Convention on Climate Change, and the Paris Agreement.¹

The program will support the development and implementation of international researcher networks focused on accelerating clean innovation. Research should support technologies needed to deliver the Australian Government's emissions reduction policies, including renewable energy (solar, wind, storage, grid integration), green metals, and their supply chains.

The networks built from this grant should support Australian innovation and research contributions in international emissions reductions efforts, including through actions aligned with these fora:

- the missions, initiatives and campaigns, or priority actions of the [Clean Energy Ministerial \(CEM\)](#), [Mission Innovation \(MI\)](#), and the [Breakthrough Agenda \(BA\)](#), *and/or*
- the Renewable energy, Transport, Electricity, Industry or Buildings Technology Collaboration Programmes (TCP) of the [International Energy Agency \(IEA\)](#)
- the [Global Power System Transformation Consortium \(G-PSTC\)](#).
- International collaborations that underpin global commitments to support the goals of the Paris Agreement

¹ In particular, Art 10.2 of the Paris Agreement includes obligations on Australia to 'strengthen cooperative action on technology development and transfer'. Art 4.2 of the Paris Agreement also includes obligations on Australia in relation to our Nationally Determined Contribution (NDC).

Clean hydrogen research networks are not included in this grant, as they are already being addressed through CSIRO and the Australian Hydrogen Research Network (AHRN).

The program will focus on researcher networks between academic organisations, research or technology institutes, or think tanks. A network can cover a spectrum of collaborations, such as a consortium, working group or a community of practice, with an aim to develop new joint-research projects or materially advance existing projects with international partners. This program will help develop or expand domestic networks between organisations, while building linkages with international partners.

Networks may include one or more partners with whom Australia has an [international clean energy partnership](#) with; or focus on multilateral networks such as those within MI, CEM, BA, IEA TCPs or the G-PSTC.

The objectives of the program are to:

- increase collaboration in the Australian research community on clean innovation
- establish new, and enhance existing, international researcher and industry networks to support efforts on clean innovation pathways
- secure international support for Australian research and projects to produce new or enhanced research outcomes
- facilitate Australian researchers to participate in live events (including in-person or virtually) including conferences and workshops specific to their network, e.g. Mission Innovation programs, with demonstrated impact to advance technology development
- create sustainable research, development and deployment (RD&D) networks that have a viable funding model after the end of the grant period.

The intended outcomes of the program are to:

- attract greater investment in Australia's RD&D capability through international networks and improved linkages with partner countries
- develop Australian capability and new solutions in response to domestic and global clean energy opportunities
- increase researcher-led work on clean energy technologies by Australian universities, research institutes and think tanks
- advance R&D with the aim of scaling up the deployment of clean technologies
- promote Australia's expertise and leadership internationally in clean innovation and research
- increase or progress research in clean innovation in conjunction with international partners
- improve innovation to contribute to Australia's emissions reductions.

We will administer the Program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)².

Subject to the availability of funds, there may be other grant opportunities. We will publish the opening and closing dates and any other relevant information on [business.gov.au](#) and [GrantConnect](#).

² <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

3. Grant amount and grant period

The Australian Government has announced a total of \$12.5 million over 4 years for the program from 2023-24 to 2026-27.

3.1 Grants available

The grant amount will be up to 60 per cent of eligible project expenditure (grant percentage).

- The minimum grant amount is \$200,000.
- The maximum grant amount is \$3 million.

Contributions to your project may be cash or in-kind contributions.

Other funding can come from any source including project partner(s), state, territory and local government grants.

No more than 20 per cent of your total eligible project expenditure can be funded from state, territory or local government grants.

We cannot fund your project if it receives funding from another Commonwealth government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the International Clean Innovation Researcher Networks grant or the other Commonwealth grant.

3.1.1 In-kind contributions

Up to 20 per cent of eligible expenditure can come from in-kind contributions from the lead applicant or project partner(s) (not including state and territory governments).

In-kind contributions are non-cash contributions to the project. In order for in-kind contributions to count towards your total eligible project expenditure, they must directly deliver eligible activities.

Where you provide in-kind contributions, you must calculate the equivalent dollar value. You should use the retail or market price for any goods that you would have otherwise purchased. Where the program delegate considers that the reported value of in-kind contributions is not consistent with current market rates or is otherwise unreasonable, we may ask you to increase the cash contributions to the project.

In-kind contributions may include facilities, equipment, volunteer labour and services provided by a lead applicant or partner to the project from its own resources. Staff salaries paid by partners to the project can be considered an in-kind contribution. 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.

3.2 Project period

The minimum project length is 12 months.

You must complete your project by 31 March 2027.

4. Eligibility criteria

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

4.1 Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an entity, incorporated in Australia
- an incorporated trustee on behalf of a trust
- a publicly funded research organisation (PFRO) as defined in section 14

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

4.2 Additional eligibility requirements

We can only accept applications:

- where you verify you have support from the board, CEO or equivalent, including that you can complete the project and meet the costs of the project not covered by grant funding
- where you agree that you will establish at least one international partnership or enhance an existing international partnership that will contribute towards project costs (which may include in-kind contributions), within six months of execution of the grant agreement
- where you provide all mandatory attachments.

We cannot waive the eligibility criteria under any circumstances.

4.3 Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*
- an individual
- a partnership
- unincorporated association
- any organisation not included in section 4.1
- trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, state, territory or local government body (including government business enterprises unless you are CSIRO or a PFRO)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1 Eligible activities

To be eligible your project must:

- have at least \$335,000 in eligible expenditure
- establish a new, or enhance an existing, international researcher network, or system of networks, or expand an existing domestic network to include international partners

- be aligned with supporting Australian action through international partnerships or multilateral fora, including: CEM, MI, BA, and/or the Renewable energy, Transport, Electricity, Industry or Buildings TCPs of the IEA, and/or the G-PSTC
- focus on one of the technologies needed to deliver the government's emissions reduction policies, including renewable energy (solar, wind, storage, grid integration), green metals and their supply chains.³ A network that specifically targets a subset of one of these focus areas is also eligible
- collaborate internationally to develop new research projects or progress joint research, with outputs to include publications, experiments, analysis or pilot studies.
- have dedicated resources allocated to administer the network
- present and promote research and collaboration internationally
- demonstrate industry support.

Eligible activities must include at least one of the following:

- domestic and international research partnership development
- attendance, participation or presentation at, or hosting of, research seminars, symposia and conferences
- Attendance, participation or presentation at, or hosting of, virtual and in-person events such as meetings and workshops
- support visiting researchers to undertake collaboration projects in partner locations
- Develop communication material to promote the network or collaborative project

We may also approve other activities.

5.2 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 guidance on eligible expenditure, see Appendix A.
- For guidance on ineligible expenditure, see Appendix B.

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

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a manager within the department with responsibility for administering the program) 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 by you for required project audit activities.

³ Hydrogen is being addressed separately through CSIRO and the Australian Hydrogen Research Network (AHRN)

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

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment 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 to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

6.1 Assessment criterion 1

How your project aligns with the objectives of the International Clean Innovation Researcher Network program (40 points)

You should demonstrate this by describing:

- a. the new or enhanced international researcher network, and how you plan to develop or grow this to support Australian engagement internationally
- b. how this network will address at least one of the research areas, identified in section 2 above, or subset of these areas
- c. the international partner(s) or international program you will cooperate with, how it will enhance networks and collaboration within Australia and internationally, and how it will achieve outcomes
- d. the planned research, experiments, analysis or project(s) you will develop
- e. how your network will support Australia's 2030 or 2050 emissions reductions targets
- f. any intended participation, or hosting of, conferences and workshops, your selection process for these and the basis on which researchers will be selected to attend (in-person or virtually)
- g. key activities to share knowledge and progress collaborative research
- h. your strategy to maintain momentum for the network beyond the term of grant funding.

6.2 Assessment criterion 2

Capacity, capability and resources to deliver the project (40 points)

You should demonstrate this by describing:

- a. you and your staff or contractors, track record managing similar projects and access to personnel with the right skills and experience, including project management, research and technical expertise
- b. the capability or support of international partners and linkages, including any existing research work and stage of maturity of the partnerships and linkages.

- c. your access, or future access, to any infrastructure, capital equipment, technology, intellectual property and required regulatory or other approvals
- d. a comprehensive project plan to manage and monitor the project and risks, which includes governance and risk management frameworks that address ethical technology use, foreign interference, and technology transfer risks.

You must attach a copy of your project plan.

6.3 Assessment criterion 3

Impact of grant funding (20 points)

You should demonstrate this by describing the:

- a. likelihood the project would proceed without the grant. If not why not? Explain how the grant will impact the project in terms of size and timing
- b. total investment the grant will leverage
- c. positive impact the grant will have on the scale or timing of the project and how you will measure the success of your project
- d. project budget including the funding term and how the grant will be used.

You must attach a copy of your detailed budget.

7. How to apply

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

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.

To apply, you must:

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

You can view and print a copy of your submitted application on the portal for your own records.

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 Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1 Attachments to the application

You must provide the following documents with your application:

- project plan including your governance and risk management frameworks
- project budget
- trust deed (where applicable)
- evidence of funding strategy, e.g. financial statements, loan agreements, cash flow documents, funding agreements from state or territory governments, letter of contribution from third party (template provided on business.gov.au and [GrantConnect](#))
- evidence of support from the board, CEO or equivalent (template provided on business.gov.au and [GrantConnect](#)). Where the CEO or equivalent submits the application, we will accept this as evidence of support
- letter of support from your project partner (where applicable for joint applications, see section 7.2)

You must attach supporting documentation in line with the instructions provided in the form. You should only attach requested documents. The total of all attachments cannot exceed 20 MB. We will not consider information in attachments that we do not request.

7.2 Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer
- a declaration of any affiliations with foreign governments, including through participation in foreign talent programs or the receipt of financial or in-kind assistance.

You must have a formal arrangement in place with all domestic parties prior to execution of the grant agreement.

7.3 Timing of grant opportunity

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

If you are successful, we expect you will be able to commence your project around July 2023.

Table 1: Expected timing for this grant opportunity

| Activity | Timeframe |
|--|--|
| Assessment of applications | 6 weeks |
| Approval of outcomes of selection process | 4 weeks |
| Negotiations and award of grant agreements | 2-4 weeks |
| Notification to unsuccessful applicants | 2 weeks |
| Earliest start date of project | The date we notify you that your application is successful (expected to be around July 2023) |
| End date of grant commitment | 30 June 2027 |

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, the committee will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought
- any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act*) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy or affect Australia's national security.

Where possible⁴, we will provide you with an opportunity to comment on any material risks identified during this due diligence process, prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

We will establish a committee that will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The committee will consist of departmental officers from DCCEEW. The committee may also seek

⁴ Subject to national security and other considerations.

additional advice from independent technical experts. The committee will be required to perform their duties in accordance with the CGRGs.

The Committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if you do not nominate the sources as referees. The Committee may also consider information about you or your application that is available as a result of the Due Diligence process or through the normal course of business.

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 Who will approve grants?

The Decision Maker (who is a General Manager in DCCEEW with policy responsibility for the program) decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

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

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

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

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

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

10. Successful grant applications

10.1 Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will use Commonwealth standard grant agreement. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement.

Execute means both you and the Commonwealth have accepted the agreement. You may elect to commence your project from the date we notify you that your application is successful. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. We will identify these in the offer of grant funding.

If you enter an agreement under the International Clean Innovation Researcher Networks program, you cannot receive other grants for the same activities from other Commonwealth granting programs.

The Commonwealth may cease funding and 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 this grant opportunity.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Decision Maker.

10.3 Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children
- The *Foreign Influence Transparency Scheme* if individuals or entities involved in the project are undertaking certain activities on behalf of a foreign principal. Further detail on the scheme can be found at <https://www.ag.gov.au/integrity/foreign-influence-transparency-scheme>.

10.4 Intellectual Property

Applicants must provide details of intellectual property (IP) arrangements in their applications. This includes both the use of IP in the project and the proposed ownership rights to IP generated by the project. You and your project partners must negotiate arrangements and procedures for using and handling all IP, in a manner which maximises the benefits to Australia and the partners. These arrangements may include the allocation of IP rights, or of the income from IP, between you and your partners. You or your partners may wish to consult the IP Toolkit for Collaboration, which is available at business.gov.au

10.5 How we pay the grant

The grant agreement will state:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party.

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.6 Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment 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. GST does not apply to grant payments to government related entities.⁵

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.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

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

12. How we monitor your grant activity

12.1 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.

You must also inform us of any material changes in the circumstances of project partners and personnel including:

- significant changes to company ownership or structure
- significant variations in the level of financial and in-kind support provided

⁵ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- affiliations which may pose a conflict of interest.

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.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for 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
- contributions of participants 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 site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1 Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

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

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

12.2.2 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
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3 Ad-hoc reports

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.

12.3 Independent audits

We may 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 available on [business.gov.au](https://www.business.gov.au) and GrantConnect.

12.4 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. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.5 Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities.

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 project end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough 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.

12.6 Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. 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 up to two years after you finish your project for more information to assist with this evaluation.

12.7 Grant acknowledgement

If you make a public statement or presentation about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

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

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We will make sure the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor, you, any of your personnel or any project partners has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- relationship with or interest in, an party, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or
- relationship with, or interest in, a party from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)⁶ of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁷ on the department’s website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.2 How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

⁶ <https://www.legislation.gov.au/Details/C2019C00057>

⁷ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1 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.

13.2.2 When we may disclose confidential information

We may disclose confidential information to:

- our Commonwealth employees and contractors, to help us manage the program effectively
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Assistant Minister
- a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

We will not be in breach of any confidential obligations if the confidential information we collect from you, or otherwise obtain, on you or your partners is disclosed to employees and contractors of other Australian Government entities for any purposes, including to government administration, consultation, research, monitoring or analysis of our programs and activities.

13.2.3 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, or otherwise obtain, on you or your partners to our employees and contractors, and other Commonwealth employees and contractors of other Australian Government entities, so we can:

- manage the program
- administer, consult, 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](#)⁸ 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.

13.2.4 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.

13.3 Security

Eligible activities under this grant may have national security implications. It is your responsibility to consider any such implications of the proposed project and identify and manage any risks, particularly relating to export controls, foreign interference and technology transfer.

13.3.1 Know your partner

You should ensure that you know who you are collaborating with by undertaking appropriate due diligence, proportionate to the risk and subject to available information, on all partners and personnel participating in the project. This should take into account any potential security, ethical, legal and reputational risks, and, where necessary, you should be prepared to demonstrate how you will manage and mitigate any identified risks.

13.3.2 Export controls

As this program involves research collaboration with foreign entities, some provisions of Australia's export controls regime may apply to your project. It is your responsibility to consider the implications, if any, of the relevant legislation on the proposed project before submitting your application, and to comply with any applicable requirements if it is successful. Further information is available on the Department of Defence website.

13.3.3 Foreign affiliations

Eligible activities under this grant may involve foreign affiliations⁹ which must be disclosed under the conflict of interest policy outlined at Section 13.1. Specifically, you must inform us of any relationship between a project participant and any party which is able to influence, interfere with or

⁸ <https://www.industry.gov.au/data-and-publications/privacy-policy>

⁹ Including but not limited to, foreign ownership (including foreign government ownership), affiliations with foreign governments, political parties, organisations, institutions or companies, or membership of foreign government talent programs.

benefit from the proposed activity. You must also inform us of any material changes to the foreign affiliations of project participants, as outlined at Section 12.1.

13.4 Disclosure of Commonwealth, State or Territory financial penalties

You must disclose whether any of your board members, management or persons of authority have been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity. If this is the case, you must provide advice to the department regarding the matter for consideration.

13.5 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:

General Manager
Business Grants Hub
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman¹⁰](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

¹⁰ <http://www.ombudsman.gov.au/>

14. Glossary

| Term | Definition |
|---|---|
| Application form | The document issued by the Program Delegate that applicants use to apply for funding under the program. |
| Department | The Department of Industry, Science and Resources |
| Committee | The body established by the Minister to consider and assess eligible applications and make recommendations to the Program Delegate for funding under the program. |
| Decision Maker | The General Manager in DCCEEW with policy responsibility for 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 5.1. |
| 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 5.2. |
| Eligible expenditure guidance | The guidance that is provided at Appendix A. |
| 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. |
| GrantConnect | The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs. |
| Grantee | The recipient of grant funding under a grant agreement. |
| Guidelines | Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time. |
| Industry Innovation and Science Australia | The statutory board established by the <i>Industry Research and Development Act 1986</i> (Cth) and named in that Act as Innovation and Science Australia. |
| Minister | The Commonwealth Minister for Climate Change and Energy. |

| Term | Definition |
|--|--|
| 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> <ul style="list-style-type: none"> ▪ whether the information or opinion is true or not; and ▪ whether the information or opinion is recorded in a material form or not. |
| Program Delegate | An 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. |
| Publicly funded research organisation (PFRO) | All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research. |
| Value with relevant money | <p>a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> ▪ the quality of the project proposal and activities; ▪ fitness for purpose of the proposal in contributing to government objectives; ▪ that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and ▪ the potential grantee's relevant experience and performance history. |

Appendix A. Eligible expenditure

This section 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 the business.gov.au website 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 to undertake required project audit activities
- meet the eligible expenditure guidelines.

A.1 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 such as quotes for major costs.

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

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, we may ask you to provide an independent financial audit of all eligible expenditure from the project.

A.2 Eligible expenditure items

You must use the International Clean Innovation Researcher Networks funds and your contributions, cash or in-kind, 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 outlined below
- capital items you purchase to undertake your project
- costs of acquiring, licensing or registering intellectual property and technology
- student fellowships, stipends and scholarships
- engagement with SMEs to build their R&D capacity
- costs related to the publication of research and the deployment and take-up of research outputs
- publication fees including open access publication fees

- costs related to recruiting or contracting specialist staff
- travel and overseas expenditure as outlined below
- financial auditing of project expenditure
- contingency costs up to a maximum of 10% of the eligible project costs. Note we make payments based on actual costs incurred.
- hiring administration, research staff or higher degree by research students
- conference venue hire
- conference registration fees
- any other collateral associated with putting on a conference
- site visits for visiting researchers.

The Program Delegate may determine other expenditure items eligible.

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

A.3 Labour expenditure

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

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed. The 10 per cent limit does not apply to the Network Manager.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

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 \$175,000 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.

A.4 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30% 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:

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

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.

A.5 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 work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- 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.

A.6 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 air fare 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.

Eligible overseas activities expenditure is generally limited to 10 per cent of total eligible expenditure, the program delegate may approve additional expenditure.

A.7 Other eligible expenditure

Other eligible expenditures for the project may include:

- staff training that directly supports the achievement of project outcomes
- financial auditing of project expenditure up to a maximum of 1% of the eligible project costs.

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.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the [business.gov.au](https://www.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:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to being notified that your application is successful
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- maintenance costs
- routine operational expenses, including communications, accommodation, office computing facilities, 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
- travel or overseas costs that exceed 10% of total project costs except where otherwise approved by the Program Delegate.

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

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