



## Grant Opportunity Guidelines

# Inspiring Australia – Science Engagement Programme: Citizen Science Grants Round 2

<b>Opening date:</b>	5 November 2020
<b>Closing date and time:</b>	05.00PM AEST on Thursday 17 December 2020 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Industry, Science, Energy and Resources
<b>Administering entity</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	22 October 2020
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Inspiring Australia – Science Engagement Programme: Citizen Science Grants Round 2 processes

**The Inspiring Australia – Science Engagement Programme is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to the Department of Industry, Science, Energy and Resources' Outcome One. The department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



**The grant opportunity opens**

We publish the grant guidelines on [business.gov.au](http://business.gov.au) and GrantConnect.



**You complete and submit a grant application**

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



**Evaluation of the Inspiring Australia – Science Engagement Programme Citizen Science Grants Round 2**

We evaluate the specific grant activity and Inspiring Australia – Science Engagement Programme as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Inspiring Australia – Science Engagement Programme (the program) provides funding for a range of initiatives delivered under the Inspiring Australia banner.

The program contributes to the government's vision for an Australian society engaged in and enriched by science. Through this program and other science engagement activities, the Government aims to achieve:

- engagement by the wider Australian community with the sciences, including through major activities and events such as National Science Week
- public recognition and national awareness and pride in the achievements of our best scientists and innovators
- effective communication on key science issues, between scientists, the general public and Australian decision makers in business and government
- enhanced focus on building skills and capability in science, technology, engineering and mathematics (STEM) and digital literacy, in Australian schools and communities.

It does this by funding and supporting a range of science communication and engagement activities and events under the following program elements:

- Targeted Science Communication
- National Science Week
- Prime Minister's Prizes for Science
- Citizen Science Grants
- Maker Projects Grants
- Sponsorship Grants for Student Science Engagement and International Competitions.

There will be other grant opportunities, provided through both open and closed application processes, as part of this program, under the Inspiring Australia banner. We will publish the opening and closing dates and any other relevant information on [business.gov.au](http://business.gov.au) and GrantConnect.

The Program Delegate may agree to run a closed non-competitive grant selection process for particular activities under select program elements where:

- it can be demonstrated that the activity is consistent with the program objectives and with one of the program elements
- there is funding available under the program to support the activity
- the activity requires capabilities that are not widely available, such that it would not be cost-effective to run an open application process, or relies on intellectual property that cannot be obtained through an open application process
- there is clear documentation showing the grant selection process and demonstrating that the grant represents good value for money.

The Program Delegate may re-allocate funding between elements under the program based on demand.

The Department of Industry, Science, Energy and Resources (the department/we) administers the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

## 2.1. About the Citizen Science Grants Round 2 grant opportunity

These guidelines contain information for the Citizen Science Grants Round 2 grant opportunity. The Citizen Science Grants are competitive grants to support community participation in scientific research projects that have a national impact. This grant opportunity is part of the program.

Citizen scientists (participants) will take part in scientific research projects through a range of means, including collecting and analysing data, formulating questions, co-designing projects and organising research teams. Research projects are expected to be peer-reviewed and produce credible, reliable data that will be shared (as appropriate) with participants, the science community and the public.

The objective of the grant opportunity is:

- to engage the public in science by offering opportunities to participate, as citizen scientists, in scientific research projects that have a national impact and include the collection or transformation of data in Australia.

The intended outcome of the grant opportunity is:

- increased community participation in scientific research projects where participants learn new skills, form new networks, receive acknowledgement for their participation, and receive updates on their participation in specific research projects.

This grant opportunity funds projects that provide all Australians with opportunities to participate in scientifically valid citizen science projects. Through the program, and building on the Australian Government's *National Science Statement* and *Advancing Women in STEM* strategy, these grants deliver projects to engage and empower Australians in science while building their skills and scientific literacy.

This round will support projects that contribute to areas of national significance by addressing these specific focus areas:

- disaster resilience and preparedness
- environmental change
- cyber security and artificial intelligence
- food and agribusiness.

Applicants will be required to demonstrate how their project addresses one or more of these areas in the application process. The Program Delegate may approve other focus areas in exceptional circumstances.

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.

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

The department is responsible for administering this grant opportunity.

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.

### **3. Grant amount and grant period**

The Australian Government has allocated a total of \$7.23 million per year in ongoing funding for the program. For this grant opportunity up to \$1 million each year is available over four years.

#### **3.1. Grants available**

The grant amount will be up to 85 percent of eligible project expenditure (grant percentage).

- The minimum grant amount is \$150,000.
- The maximum grant amount is \$500,000.

You are responsible for funding the remaining 15 percent of eligible project expenditure plus any ineligible expenditure.

Contributions to your project may be cash or in-kind. Your contribution can come from other sources including State, Territory and local government grants. You cannot use funding from other Commonwealth grants as part of this contribution.

We cannot fund your project if it has received funding from another Commonwealth government grant, including a previous Citizen Science or other Inspiring Australia 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 Citizen Science Grants Round 2 grant or the other Commonwealth grant.

Lead organisations can submit a maximum of one application per grant round.

#### **3.2. Project period**

Your project activities must start within one month of executing your grant agreement.

You must complete your project activities and submit your end of project report by 30 June 2024.

### **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 eligible publicly funded research organisation as defined in section 14
- an incorporated not for profit organisation
- a local government agency or body (including government business enterprises).

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 can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported (lead organisations can submit a maximum of one application per grant opportunity round), and
- where you can provide evidence of how you will provide your share of project costs (including 15 per cent of eligible expenditure and any other project costs not covered by the grant) such as a CFO or an accountant declaration that confirms you can fund your share of the project costs, including any ineligible expenditure. An accountant declaration template is available on [business.gov.au](http://business.gov.au) and GrantConnect. If you do not use this template, you must include equivalent information and the declaration in your own document.

We cannot waive the eligibility criteria under any circumstances.

## 4.3. Who is not eligible?

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

- an individual
- a Commonwealth or state/territory agency or body that does not undertake publicly funded research
- a non-corporate Commonwealth entity
- a trust (however, an incorporated trustee may apply on behalf of a trust).

## 4.4. What qualifications or skills are required?

If you are successful, relevant personnel working on the project must maintain the following:

- Working with Children check
- Working with Vulnerable People registration.

# 5. What the grant money can be used for

## 5.1. Eligible activities

To be eligible your project must:

- be a research project in a field of science addressing one or more of the priority areas of national significance for this round, described at 2.1 of the guidelines
- include either data collection or transformation of data as an eligible activity
- include the active participation of the community, as citizen scientists, during the life of the project
- not have been previously funded through the Citizen Science Grants program

The project must not place an unreasonable financial burden on citizen scientist participants.

## 5.2. Eligible locations

Your project must contain a core activity or core activities that take place in Australia.

## 5.3. Eligible expenditure

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

Eligible expenditure items include:

- salaries and salary related expenses
- training costs directly relating to core project activities
- contract expenditure
- project management
- domestic travel costs directly relating to the project (cannot exceed 20% of the total project costs)
- consumable materials
- project related equipment
- the cost of an independent audit of project expenditure (where we request one).

Further guidance on eligible and ineligible expenditure is at appendices A and 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 an AusIndustry manager within the department with responsibility for 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.

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

You must not commence your project activities until you execute a grant agreement with the Commonwealth.

#### 5.4. What you cannot use the grant for

Ineligible activities include activities:

- with identified unacceptable ethical concerns
- that are core research development activities where the primary purpose is not related to the project
- with core activities that take place outside Australia
- that generate profit
- that do not engage the public in science
- that have previously received funding through a Citizen Science Grant, or other Commonwealth government grants

For guidance on ineligible expenditure, see appendix B.

## 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% against each assessment criterion, as these represent best value for money.

### 6.1. Assessment criterion 1

#### **The reach and impact of the project (60 points).**

You should demonstrate this by identifying:

- *Community benefits*: how the project benefits participants. This includes how citizens will learn new skills and improve their science literacy, and how you will engage both new and historically underrepresented audiences in the project.
- *National benefits*: how the proposed research will contribute to economic, environmental, social, health and/or cultural benefits to Australia as relevant to the research priority area. This includes how the project may contribute to public policy formulation and debate, building research collaboration or links between research and industry.
- *Scientific benefits*: how the anticipated outcomes of your project will advance scientific knowledge in the relevant field of study.

### 6.2. Assessment criterion 2

#### **Sound project design and implementation (20 points).**

You should demonstrate this by identifying:

- *Project design*: a description of your research topic, conceptual and methodological frameworks for research and data collection, including if your project was co-designed with Indigenous knowledge practitioners where relevant.
- *Project implementation*: how you will carry out the project, project timelines and milestones, how the project will reach audiences across Australia, your ability to transfer and build the skills of citizen scientists.
- *Risk Management*: how you will manage project risks, including but not limited to safety, privacy and security.

### 6.3. Assessment criterion 3

#### **Skills, capacity, capability and resources to deliver the project (20 points).**

You should demonstrate this by identifying:

- *Skills and capability*: the skills and experience of the applicant and other parties involved in the project, including any experience with previous citizen science projects. Outline the role(s) of your project partners and the contributions of the applicant and project partners (this may include both cash and in-kind contributions).

- *Capacity and resources*: access to infrastructure, capital equipment, technology, intellectual property and ability to meet any regulatory requirements of the project. You should also outline how the grant will impact the project in terms of scope and outcomes, or why the project would not go ahead without grant funding.

## 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 can only submit an application during a funding round.

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 should retain a copy of your application 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 are unable to submit an application online, [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:

- letters of support from project partners (template provided on [www.business.gov.au](#))
- accountant declaration (template provided on [www.business.gov.au](#) and [GrantConnect](#))
- evidence of support from the board, CEO or equivalent (template provided on [www.business.gov.au](#) and GrantConnect). Where the CEO or equivalent submits the application, we will accept this as evidence of support.
- trust deed (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

### 7.2. 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.

You must have a formal arrangement in place with all 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.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Date of execution of grant agreement
End date of grant commitment	30 June 2024

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we 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.

We refer your application to the Citizen Science Grants Round 2 Committee (Committee), a committee of experts. The Committee may also seek additional advice from technical experts.

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

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.

In order to support a spread of projects across Australia within a variety of scientific fields/disciplines, the Committee will take into account the geographic location of the projects as well as the project subject matter in its assessment. This ensures that successful projects will have a national reach in diverse scientific fields.

### 8.1. Who will approve grants?

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

The Program Delegate'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 Program Delegate 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. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

## 10. Successful grant applications

### 10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. 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 must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed. You must not start any project activities 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 Program Delegate. We will identify these in the offer of grant funding.

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

## 10.2. Simple grant agreement

We will use a simple grant agreement for medium or larger projects where we consider your project to be relatively simple.

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 Program Delegate.

## 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.

### 10.3.1. Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the National Principles for Child Safe Organisations endorsed by the Commonwealth and available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

### 10.3.2. Industry standards and policies

In addition to complying with all relevant laws and regulation in undertaking your project, you must also:

- commit to share results publicly and comply with open science principles. This includes making results and data widely available to the community under open data principles and using national or international data repositories.
- where relevant, commit to the publication of at least one (1) article in an open access journal. You may identify proprietary materials and data that would not be published, by exemption.
- commit to conform to the principles outlined in the NHMRC/ARC/Universities Australia (UA) Australian Code for the Responsible Conduct of Research (2018) and successor documents
- if applicable, commit to conform to the following and their successor documents:

- the NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research (2007, updated 2018)
- NHMRC Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research (2003)
- Australian Institute of Aboriginal and Torres Strait Islander Studies Guidelines for Ethical Research in Australian Indigenous Studies (2012)
- Australia Council for the Arts Indigenous Cultural Protocols for Producing Indigenous Music; Writing; Visual Arts; Media Arts; and Performing Arts (2007)
- the Australian Code for the care and use of animals for scientific purposes (2013) endorsed by the NHMRC, the ARC, CSIRO and UA.

#### 10.4. How we pay the grant

The grant agreement will state the:

- 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 six monthly, in advance, based on your forecast eligible expenditure as you achieve agreed milestones and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

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

#### 10.5. 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<sup>2</sup>.

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:

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<sup>2</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- 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.

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 report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

## 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](http://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. 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 year period allowed in Section 3.2 of these 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 five years after you finish your project for more information to assist with this evaluation.

## 12.7. Grant acknowledgement

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

'This project received grant funding from the Australian Government.'

# 13. Probity

We will make sure that 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 and/or you or any of your personnel:

- 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 or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation 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\(7\)\)](#)<sup>3</sup> of the [Public Service Act 1999 \(Cth\)](#)<sup>4</sup>. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)<sup>5</sup>.

## 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:

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

We may also disclose confidential information if

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<sup>3</sup> [https://www.legislation.gov.au/Details/C2017C00270/Html/Text#\\_Toc491767030](https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030)

<sup>4</sup> <https://www.legislation.gov.au/Details/C2017C00270>

<sup>5</sup> <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- 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.

### 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 to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>6</sup> on the department's website for more information on:

what is personal information

how we collect, use, disclose and store your personal information

how you can access and correct your personal information.

### 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. 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.

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<sup>6</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

Our [Customer Service Charter](#) is available at [business.gov.au](http://business.gov.au). We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division  
AusIndustry – Business Services  
Department of Industry, Science, Energy and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>7</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

## 14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Citizen Science Grants Round 2 Committee (the Committee)	The body established by the Minister to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
Department	The Department of Industry, Science, Energy and Resources.
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 services or grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
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.

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<sup>7</sup> <http://www.ombudsman.gov.au/>

Term	Definition
<a href="#">GrantConnect</a>	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.
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 Industry, Science and Technology.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p style="padding-left: 40px;">Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry 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.
Science	Natural, physical and life sciences, including medical and health sciences, mathematics, engineering and technology-related disciplines as defined by the <a href="#">National Science Statement</a> .

Term	Definition
Underrepresented audiences	Refers to groups within Australian society that have been historically underrepresented in STEM. This includes, but is not limited to, women and girls, Aboriginal and Torres Strait Islanders, people with disabilities, and people living in regional, rural and remote areas of Australia.

## Appendix A. Eligible expenditure

This section provides guidance on what we consider eligible expenditure.

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 the grantee within the project period
- be a direct cost from the project
- be incurred by the grantee for approved project audit activities
- meet this eligible expenditure guide.

If your application is successful, we may 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 cost items such as salary, contract expenditure, travel and project related equipment. Evidence can include:

- details of employees working on the project, including name, title, function, time spent on the project and salary
- quotes
- purchase orders
- supply agreements.

The grant agreement will also 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 also keep payment records of all eligible expenditure, and must be able to explain how the costs relate to the agreed project milestones and 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, you may be required to provide an independent audit certificate of all eligible expenditure for the project.

### A.1 Timing of eligible expenditure

Eligible expenditure must be incurred between the agreed project start and end dates in your grant agreement.

### A.2 Salary expenditure

Eligible salary expenditure for the grant covers the direct salary costs of employees who are directly employed on the core elements of the agreed project. A person is considered an employee when they are paid a regular salary or wage, out of which regular tax instalment deductions are made.

Salary expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) are not considered eligible expenditure, even if they are undertaking 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 Australian Taxation Office

(ATO). Salary-sacrificed superannuation contributions are considered part of an employee's salary package if the amount is more than what is required by the Superannuation Guarantee.

The maximum salary for an employee, director or shareholder, including packaged components, that you can claim through the grant, is \$120,000 a year. This is counted as each full financial year (July-June) of the project period.

For periods of the project that do not make a full financial year, the maximum salary amount you can claim will be reduced in proportion to the amount of time in the part financial year the project was taking place.

Eligible salary costs are incurred only when an employee is working directly on agreed project activities during the agreed project period.

### A.3 Salary on-costs

Eligible salary costs can be increased by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax and workers compensation insurance.

Eligible salary costs must be calculated using the formula below:

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

#### Example

Tim, a scientist, is paid a total annual salary package of \$70,000. Tim will spend 26 weeks on the project. During this period, Tim will work on eligible project activities 60 per cent of the time. The remaining 40 per cent of Tim's time will be spent on other non-project activities. Therefore eligible salary expenditure for Tim is calculated as follows:

$$\$70,000 \times 26/52 \times 0.60 = \$21,000$$

**Plus** 30 per cent allowance for on costs

$$\$21,000 + (\$21,000 \times 0.30) = \$27,300$$

Therefore, total eligible salary expenditure that may be claimed for Tim is \$27,300.

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 contractor project work must have a written contract prior to the work being started—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work to be performed
- 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 expenses paid for such as project related equipment or travel.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense as if you had claimed it directly (without engaging a contractor). The costs must also be reasonable and appropriate for the activities performed.

Suitable evidence may include:

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

As stated in the grant agreement, you are required to ensure all project contractors keep a record of the costs of their work on the project. You may be required to obtain and provide a contractor's records of its costs of doing project work. If such records are not provided, the relevant contract expense may not qualify as eligible expenditure.

## A.6 Project management expenditure

Project management is eligible where it directly relates to undertaking the project activities. Project management is limited to 10 per cent of the total amount of eligible salary expenditure claimed.

Administrative project management activities (such as the preparation of reports required under the grant agreement) are not eligible.

## A.7 Travel expenditure

Travel for project participants (including citizen scientists) is eligible where it directly relates to undertaking project activities. This includes reasonable domestic and overseas travel (including accommodation meals, air and ground transport). Overseas travel is only eligible where the project includes project activities occurring outside Australia.

Reasonable cost of transportation for air transportation is an 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.

## A.8 Project related equipment

Eligible project related equipment is limited to the tools needed to undertake the project activities. This will vary from project to project but may include items such as:

- laptops, iPads or other personal electronic devices required for activities such as the collection or transformation of data
- personal safety equipment
- test kits and other field equipment and consumables required to collect data.

The Program Delegate may approve other items.

Items such as vehicles and lab equipment with significant value beyond the life of the project are not eligible.

## A.9 Other eligible expenditure

Other eligible expenditures for the project may include:

- staff and citizen training that directly supports the achievement of project outcomes (including venue hire, presenter, materials)
- project promotion and advertising for the purpose of attracting citizen participation in the project
- design of materials and services to enable citizen participation, such as web interface or app design, printed materials, data collection forms
- project website registration, hosting, design, coding, authoring, etc
- printing & distribution of printed materials to enable citizen participation
- small grants to local participant groups, to enable their participation in the project which may assist with costs such as travel, equipment and consumables required to collect data
- cost of staff and participating citizens attending and presenting at conferences to promote the work of the project and the benefits of citizen science. However the cost of establishing the conference itself is not eligible.
- reasonable costs of establishing competitions, prizes and other incentives to encourage, promote or reward participation by citizens in the project
- costs you incur in order to obtain planning, environmental or other regulatory approvals related to the conduct of the project during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible.
- costs associated with publishing the results such as in peer-reviewed journals.
- independent financial auditing of project expenditure.

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

## Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure.

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:

- infrastructure and support costs associated with ongoing activities. This includes costs such as rental, renovations, construction, utilities and insurance costs.
- equipment and material that is not directly related to the project including the purchase of assets such as office furniture and equipment, printers and photocopiers.
- costs involved in the purchase or upgrade / hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- financial costs, including interest
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- non-project-related staff training and development costs
- routine operational expenses, including communications, stationery, postage, legal and accounting fees and bank charges
- costs incurred to prepare and apply for the grant, preparing any project reports (except for the costs of an independent audit report if required) and any project variation requests.
- costs incurred prior to project approval.

Other specific expenditure may be ineligible as determined by the Program Delegate.