



Grant Opportunity Guidelines

Inspiring Australia – Science Engagement Program: The Prime Minister’s Prizes for Science 2023 – Science Teaching Prizes

Nomination Stage 1 opening date:	5.00pm AEDT on Monday, 21 November 2022
Nomination Stage 1 closing date and time:	5.00pm AEDT on Thursday, 9 February 2023 Please take account of time zone differences when submitting your application.
Nomination Stage 2 opening date:	Friday, 28 April 2023
Nomination Stage 2 closing date and time:	5.00pm AEST on Friday, 19 May 2023 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Industry, Science and Resources
Administering entity:	Department of Industry, Science and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	5.00pm AEDT on Monday, 21 November 2022
Type of grant opportunity:	Open competitive

Contents

1. Inspiring Australia – Science Engagement Program: The Prime Minister’s Prizes for Science – Science Teaching Prizes processes	4
2. About the Inspiring Australia – Science Engagement program	5
2.1. About the Prime Minister’s Prizes for Science	5
2.2. About the Science Teaching Prizes grant opportunity	6
2.3. Overview of the Science Teaching Prizes	7
2.3.1. Learning areas covered by the Science Teaching Prizes	7
3. Grant amount and grant period	7
3.1. Grants available	7
4. Eligibility criteria	8
4.1. Who is eligible?	8
4.2. Who is eligible to be a nominator or supporter?	8
4.3. Additional eligibility requirements	8
4.4. Who is not eligible?	8
5. The assessment criteria	8
5.1. Assessment criterion 1 (10 points)	9
5.2. Assessment criterion 2 (10 points)	9
5.3. Assessment criterion 3 (10 points)	10
6. How to submit an application	10
6.1. Submitting a Stage 1 application	11
6.2. Submitting a Stage 2 application	11
6.3. Attachments to the application	11
6.3.1. Stage 1 attachments	11
6.3.2. Stage 2 attachments	11
6.4. Timing of grant opportunity	12
7. The grant selection process	12
7.1. Who will approve prize recipients?	13
8. Notification of prize outcomes	13
8.1. How the prize will be awarded	13
8.2. Obligations of the prize recipient	13
8.3. Tax obligations	14
8.4. Use of materials	14
9. Announcement of grants	15
10. Probity	15
10.1. Conflicts of interest	15
10.2. How we use your information	15
10.2.1. How we handle your confidential information	16
10.2.2. When we may disclose confidential information	16

10.2.3. How we use your personal information	16
10.2.4. Freedom of information	17
10.3. National security.....	17
10.4. Disclosure of Commonwealth, State or Territory financial penalties.....	17
10.5. Enquiries and feedback	17
11. Glossary	19

1. Inspiring Australia – Science Engagement Program: The Prime Minister’s Prizes for Science – Science Teaching Prizes processes

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

This grant opportunity is part of the above grant program which contributes to the Department of Industry, Science and Resources (the department) Outcome One, *Support economic growth, productivity and job creation for all Australians by investing in science, technology and commercialisation, growing innovative and competitive businesses, industries and regions, and supporting resources*. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



Stage 1 nominations open

We publish the grant guidelines on business.gov.au and GrantConnect.



You complete and submit a Stage 1 nomination via the application form (application)

The nominator or nominator’s representative submits a nomination on behalf of a nominee via an application form (application). The nominator will provide a brief statement (up to 750 words) addressing the nominee’s achievements, and provide information about the nominee’s school and teaching environment, as well as the contact details of the nominee and two supporters.



We assess all applications

We assess the applications against eligibility criteria. An independent committee assesses eligible applications against the assessment criteria for each prize and compares it with other eligible applications.



Eligible and competitive applications are shortlisted and invited to apply for Stage 2

If your nominee has been shortlisted, we invite you and the two supporters to prepare a more detailed application addressing the assessment criteria (up to 1500 words for nominators, up to 1000 words for supporters).



Stage 2 applications are assessed and prize recipients are recommended

The committee assesses Stage 2 applications and recommends prize recipients to the decision maker.



Final decisions are made

The decision maker decides which applications are successful.



We notify you and the nominee of the outcome

We advise you of the outcome of your nomination. Prize recipients will be notified under embargo, in writing, and invited to receive their awards at the Prime Minister’s Prizes for Science awards event.

2. About the Inspiring Australia – Science Engagement program

The Inspiring Australia - Science Engagement Program (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 are:

- increasing Australian community engagement with the sciences, through activities and events
- increasing positive public sentiment and awareness of the contribution and achievements of Australian scientists and innovators
- improving communication between Australian scientists, the general public, businesses and government
- enhancing focus on building skills and capability in science, technology, engineering and mathematics (STEM) and digital literacy, in Australian schools and communities
- increasing engagement and participation in groups under-represented in STEM.

To meet the above aims the Government is 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.

These Guidelines relate to the Prime Minister's Prizes for Science (Science Teaching Prizes) element of the program. There will be other grant opportunities as part of this program. We will publish the opening and closing dates and any other relevant information on business.gov.au and [GrantConnect](#).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

2.1. About the Prime Minister's Prizes for Science

The Prime Minister's Prizes for Science is an ongoing element of the program. There are two grant opportunities as part of this program, the Science Prizes and the Science Teaching Prizes.

The Prime Minister's Prizes for Science are Australia's most prestigious and highly regarded awards for outstanding achievements in scientific research, research-based innovation and excellence in science teaching.

The Prime Minister's Prizes for Science recognise the achievements and success of Australian scientists and innovators, and benefits to both Australia and the rest of the world. The prizes also

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

recognise the critical role science educators play in inspiring and encouraging students to take an interest in science and consider science as a career.

We strongly encourage nominations of diverse candidates, including those from a different range of backgrounds and geographical regions.

Through the program, the Prime Minister's Prizes for Science will award up to \$750,000 each year for outstanding achievements in science, research-based innovation and excellence in science teaching.

There are five prizes for science and innovation (referred to as the Science Prizes) and two prizes for science teaching (referred to as the Science Teaching Prizes).

Science Prizes

- Prime Minister's Prize for Science (\$250,000)
- Prime Minister's Prize for Innovation (\$250,000)
- Malcolm McIntosh Prize for Physical Scientist of the Year (\$50,000)
- Frank Fenner Prize for Life Scientist of the Year (\$50,000)
- Prize for New Innovators (\$50,000).

Science Teaching Prizes

- Prime Minister's Prize for Excellence in Science Teaching in Primary Schools (\$50,000)
- Prime Minister's Prize for Excellence in Science Teaching in Secondary Schools (\$50,000).

2.2. About the Science Teaching Prizes grant opportunity

These guidelines contain information for the Science Teaching Prizes. The application process for each prize involves two stages.

Stage 1: where you, as the nominator, provide a submission (up to 750 words) outlining the nominee's key achievements and why they would be a good candidate for a particular science teaching prize.

Stage 2: where, if we have shortlisted your nominee, we invite you (the nominator) and two supporters to prepare a more detailed submission (nominator submission up to 1500 words and support submission up to 1000 words each) addressing the relevant assessment criteria.

This grant opportunity guidelines document sets out:

- the eligibility and assessment criteria
- how we consider and assess applications
- how we monitor and evaluate nominees
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science and Resources (the department) is responsible for administering the Science Prizes.

We have defined key terms used in these guidelines in the glossary at section 11.

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

We will publish the [opening and closing dates](#)^[3] and any other relevant information on [business.gov.au](#) and [GrantConnect](#).

2.3. Overview of the Science Teaching Prizes

The Prime Minister's Prizes for Excellence in Science Teaching in Primary and Secondary Schools are awarded for excellence in teaching in any area of science that is part of the nominated teacher's state or territory, science, mathematics or technology syllabus.

Each prize is awarded to one individual teacher who, through the impact of their teaching and the sharing of their methods and results with the science teaching profession, has made an outstanding contribution to science, mathematics or technology education. Recipients of these awards are role models for those already teaching science and those considering a science teaching career. Nomination itself is recognition of these qualities by peers.

Each Science Teaching Prize includes a medallion, lapel pin, award certificate and \$50,000 in prize money.

We may recognise highly ranked nominees through the awarding of highly commended certificates.

2.3.1. Learning areas covered by the Science Teaching Prizes

For the purposes of the Science Teaching Prizes and guidelines, the term 'science' is taken to include the following learning areas of the Australian Curriculum for Kindergarten to Year 10, and related subjects in Years 11 and 12:

- Science
- Mathematics
- Technologies.

3. Grant amount and grant period

Through the program, the Prime Minister's Prizes for Science will award up to \$750,000 in 2023 for outstanding achievements in science, research-based innovation and excellence in science teaching.

3.1. Grants available

For the Science Teaching Prizes grant opportunity, the grant will be up to \$100,000 in prize money as described below:

Science Teaching Prizes

- Prime Minister's Prize for Excellence in Science Teaching in Primary Schools (\$50,000)
- Prime Minister's Prize for Excellence in Science Teaching in Secondary Schools (\$50,000).

Each prize recipient receives a medallion, lapel pin, prize money as described above and an award certificate.

We will publish the [opening and closing dates](#)^[3] and any other relevant information on [business.gov.au](#) and [GrantConnect](#).

^[3] <https://www.business.gov.au/scienceteachingprizes>

^[3] <https://www.business.gov.au/scienceteachingprizes>

4. Eligibility criteria

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

4.1. Who is eligible?

To be eligible for a Science Teaching Prize, a nominee must:

- be an Australian citizen or permanent resident of Australia
- have undertaken their teaching achievement, for which they are nominated, in Australia
- not be self-nominated
- be a full time or part time registered teacher at a primary or secondary school listed on the [Australian Schools List](#) and be active in teaching science, mathematics or technology in the classroom at the time of their nomination. Teachers on parental leave at the time of nomination, who intend to return to teaching, are eligible.

4.2. Who is eligible to be a nominator or supporter?

To be eligible to submit or support a nomination for a Science Teaching Prize, either the nominator or one of the supporters must be the Principal at the current school of achievement.

If the nominee is at the level of Principal, then we will accept a nominator or supporter who is a peer from current schools, surrounding schools or from the education administration area to which the school belongs.

To be eligible to nominate a teacher for a Science Teaching Prize, the nominator and supporters must personally know of the nominated achievement, be able to offer expert opinions about its worth and must not be related to the nominee.

A nominator cannot also be a supporter, and a nominated teacher cannot support their own nomination.

4.3. Additional eligibility requirements

Previous nominees are eligible for renomination subject to, meeting relevant eligibility criteria, submitting a new application form, and the nominator and supporters providing evidence of any relevant achievements. Different individuals may support the nominee where appropriate, for example where the nominee has changed schools.

Past recipients of the Australia Prize (awarded from 1990-1999) are eligible for nomination.

It is not necessary for the nominee to be a member of a professional association or to have received any prior award.

4.4. Who is not eligible?

Past recipients of either Science Teaching Prizes are not eligible to be considered again.

5. The assessment criteria

You must address all assessment criteria in your application. All assessment criteria are of equal weighting (there is a maximum of 30 points).

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

You may address the criteria through the combined inputs of the nominator and supporters, based on direct personal knowledge of the nominee's work. We understand that a supporter may not be

able to comment on all criteria. Supporters should provide independent views of the nominee's achievement/s, rather than confirming the views of the nominator.

In Stage 1 a summary of up to 750 words that outlines the nominee's achievements and why they would be a good candidate for a particular science teaching prize will be required.

In Stage 2 more detailed responses against the assessment criteria will be required (nominator submission up to 1500 words and supporter submissions up to 1000 words each).

We will assess responses to the assessment criteria at both stages of the application process. In Stage 1 the committee will assess eligible applications against the assessment criteria for each prize and compare them to other eligible applications for that prize. Only applications which score highly (50 percent or greater), and ranking highest will be put through to Stage 2.

5.1. Assessment criterion 1 (10 points)

Professional knowledge: Professional knowledge of science, science education and students.

You should identify this by:

- a. demonstrating the nominee's knowledge and understanding of the concepts, substance and structure of the content and teaching strategies related to their teaching responsibilities
- b. demonstrating the nominee's use and knowledge of teaching strategies that are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socio-economic backgrounds
- c. demonstrating science, mathematics or technology teaching is a part of the nominee's workload (secondary school teacher only).

5.2. Assessment criterion 2 (10 points)

Professional Practice: Implements highly effective teaching and learning practices to achieve high quality learning outcomes in science, maths or technology.

You should identify this by demonstrating how the nominee:

- a. adopts or develops innovative and imaginative approaches to teaching which create and maintain challenging learning goals and emotionally supportive and physically safe learning environments
- b. engages students in generating, constructing and testing scientific knowledge and methods by collecting data, investigating, developing, analysing or evaluating problems, concepts, situations or evidence
- c. ensures the science is contextual, engaging and relevant to the students' lives
- d. develops in students the confidence and ability to use scientific knowledge and processes to make informed decisions or to develop solutions to problems
- e. develops a culture of high expectations to inspire students to pursue further studies in science, maths or technology.

These approaches should be demonstrated in the nominee's own classroom and school. If you are invited to Stage 2, you will be required to provide evidence to support this criterion.

5.3. Assessment criterion 3 (10 points)

Professional Engagement: Contribution to and engagement with the broader science, maths or technology education community.

You should demonstrate this by identifying:

- a. how the nominee engages with the school community, professional teaching networks and broader communities to:
 - improve the quality and effectiveness of science, maths or technology teaching
 - build teachers' capacity to implement their curriculum.
- b. how the nominee is widely recognised as having made a significant contribution to science, maths or technology education in their school, local school area, state/territory, nationally or internationally through activities such as:
 - engaging with colleagues to improve science teaching practice in their school, local schools, state/territory, nationally or internationally
 - innovative practices that have been adopted in other classrooms, schools or regions
 - participation in curriculum development
 - contributions to relevant education policy at state/territory or national levels.

6. How to submit an application

Before applying you should read and understand these guidelines, particularly the eligibility and assessment criteria.

You can only submit an application while applications are open.

You must also ensure the nominee:

- is willing to be a nominee
- will provide the evidence necessary to support the nomination; and
- understands the obligations that come with the prize.

Applications are a two-stage process. If your nominee is shortlisted, you will need to submit an online application form for both stages.

You will need to set up an account to access our online [portal](#).

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.

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the Program Delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

The selection of nominees and recipients reflect the applications received and information available to the department at the time. The department reserves the right to exclude an application from consideration or withdraw a prize, if further information or the nominee/recipient's conduct may bring, or has brought, the Prizes, the department or the Australian Government into disrepute.

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.

6.1. Submitting a Stage 1 application

For a Stage 1 submission, you must:

- complete the online Stage 1 application form via our online portal
- address all eligibility and assessment criteria
- provide all the information requested including:
 - information about the nominee's school and teaching environment
 - the contact details of two supporters.
- provide all necessary attachments, as outlined in section 6.3.1.

6.2. Submitting a Stage 2 application

For a Stage 2 submission, you must:

- be invited to participate in Stage 2 of the application process
- complete the online Stage 2 application form (which will include a brief 250 word plain English statement, summarising the nominee's science achievements and impacts) via our online [portal](#)
- address all eligibility and assessment criteria
- provide all the information requested
- provide all the necessary attachments, as outlined in section 6.3.2.

6.3. Attachments to the application

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.

6.3.1. Stage 1 attachments

We require the following documents with your application:

- a current two page CV for the nominee
- a 750 word achievement summary addressing the assessment criteria.

6.3.2. Stage 2 attachments

We require the following documents with your application:

- certified evidence of the nominee's Australian citizenship or permanent resident status
- statements from the nominator and both supporters that independently address the assessment criteria, (nominator submission up to 1500 words and supporter submissions up to 1000 words each). A template is provided on [business.gov.au](#) when Stage 2 applications open
- additional evidence and attachments to support Criterion 2 of the Assessment Criteria. Additional attachments for each application must be no more than three pages per nomination with no links added. Below are some examples of suitable evidence, these are suggestions and we do not expect all suggested material be provided:
 - evidence of high quality learning outcomes in the form of:

- principal's and peers' assessment or commentary
- specific examples of initiative and innovative approaches
- student and parent feedback.
- objective measures of effectiveness and impact such as:
 - improved end of year assessment outcomes
 - improved student engagement or participation in class activities
 - encouragement and support for students' extra-curricular science, maths or technology activities
 - leadership among peers, across schools and/or among non-school partners in promoting high quality school science, maths or technology teaching and learning
 - increased enrolments in senior secondary science, maths or technology
 - evidence of influence in students' post-school study or employment choices.
- a completed declaration form from the nominee stating, amongst other things, that they have not, and will not, take actions that bring the Prime Minister's Prizes for Science, the department or the Australian Government into disrepute. A declaration form template is provided on business.gov.au when Stage 2 applications open. At section 8.2. further information is provided regarding obligations of the prize recipient.

For documents requiring certification, refer to Section 11 of the Glossary for a list of persons able to certify copies of original documents.

6.4. Timing of grant opportunity

You can only submit an application between the published opening and closing dates.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Stage 1 Applications Open	10 weeks
Assessment of Stage 1 Applications	8-9 weeks
Stage 2 Applications Open	3 weeks
Assessment of Stage 2 Applications	10-11 weeks

7. The grant selection process

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

We refer your application to the Science Teaching Prizes Committee, an independent committee of experts, which may include members of relevant industry associations, industry stakeholders or subject matter experts.

The committee will be required to perform their duties in accordance with the CGRGs.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications

- consideration of the nominee's achievement in the context of opportunity and experience, including any career interruptions and other relevant circumstances.

In Stage 1 the committee will assess eligible applications against the assessment criteria for each prize and compare them to other eligible applications. Only applications which score highly (50 percent or greater), and ranking highest will be put through to Stage 2.

We will invite shortlisted applications to apply for Stage 2. We invite you (the nominator) and two supporters to prepare a more detailed nomination addressing the assessment criteria.

In Stage 2, the committee will assess eligible applications for the shortlisted nominees against the assessment criteria, compare them to other eligible Stage 2 applications and recommend prize recipients. The committee will only recommend one individual for each Science Teaching Prize.

The committee will be gender balanced, consistent with the gender diversity target on Australian Government boards. The committee must undertake compulsory implicit bias training before reviewing applications.

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.

For a nominee to be recommended for a Science Teaching Prize, the application must score highly (50 percent or greater) against all assessment criteria. We will not award a prize in that year if the committee does not consider any of the nominations sufficiently meritorious.

7.1. Who will approve prize recipients?

The Minister will make the final decision on the prize recipients, taking into account the recommendations of the committee and the availability of program funds.

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

- the approval of prize recipients
- the prize money to be awarded.

We cannot review decisions about the merits of your application.

8. Notification of prize outcomes

We will notify you of the outcome of your nomination in writing following the completion of each stage.

8.1. How the prize will be awarded

We will notify the prize recipients in writing, and invite them to receive their awards at the Prime Minister's Prizes for Science awards event. This information is under embargo until we publicly announce the recipients of the Prime Minister's Prizes for Science at the awards event. This means prize recipients may not make any announcements in advance of the awards event.

We deposit the prize money into the recipients' accounts shortly after the awards event, following receipt of bank account details.

8.2. Obligations of the prize recipient

In the lead up to the awards event, we will contact prize recipients regarding preparations for the event.

Following the awards event, prize recipients may be asked to assist in publicly promoting the teaching and learning of science as important foundations for Australia's continuing economic,

social and environmental wellbeing. Recipients should be prepared to undertake a small number of public engagements.

We may invite prize recipients to present at official events or participate in public events such as National Science Week. Subject to the availability of funds, we may contribute to the travel and accommodation costs of attending an event (to the limit of government standard rates), where these are not covered by event organisers. We will consider requests to meet costs on a case-by-case basis, based on the benefits and value-for-money offered by the event. Participation at events will be subject to any public health restrictions in place at the time.

We encourage prize recipients to inform us of any invitations to attend events. We also ask prize recipients to notify us if they attended an event.

Where a prize recipient decides to use their share of the prize to benefit others (for example through the creation of a scholarship or enhancement of a science education program), the recipient is requested to notify us of this decision and its outcomes.

We require that prize recipients must not have, and must not take any actions that will bring the Prizes, the department or the Australian Government into disrepute. All applications are required to include a declaration form from the nominee stating, amongst other things, that they have not, and will not, take actions that bring the Prime Ministers Science Prizes, the department or the Australian Government into disrepute. The Glossary at section 11 provides a definition of disrepute.

If the department is satisfied that any statement made in a nomination, including in this declaration, is incorrect, incomplete, false or misleading; or the nominee or holder of a Prize has behaved in a manner that has brought, or may bring, disrepute on the Prizes, the department or the Australian Government, the department may, in its absolute discretion, take appropriate action.

Such action may include:

- excluding a nomination from further consideration
- withdrawing an offer, or revoking a grant, of a Prize
- exclusion from future involvement in the Prizes, including from attendance at Prizes events
- recovery of Prize monies already paid
- using the information contained in the nomination for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework.

8.3. Tax obligations

The cash prizes awarded as part of the Prime Minister's Prizes for Science are not assessable as income under either section 6-5 or section 10-5 of the *Income Tax Assessment Act 1997*, or under paragraph 26(e) of the *Income Tax Assessment Act 1936*.

8.4. Use of materials

Material created by the Commonwealth for the Prime Minister's Prizes for Science, such as media statements, interviews, videos and photographs are the property of the Commonwealth and may be used or disclosed by us in the promotion of science, innovation or science education programs.

9. Announcement of grants

We will publish non-sensitive details of successful nominations 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:

10. 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.

10.1. Conflicts of interest

Any conflicts of interest could affect the performance of the 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\(7\)\)²](#) 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](#)³ on the department's website.

10.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 10.2.1, or
- personal information as per 10.2.3,

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

² <https://www.legislation.gov.au/Details/C2019C00057>

³ 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.

10.2.1. 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.

10.2.2. 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

- 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.

10.2.3. 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](#)⁴ 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.

10.2.4. 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.

10.3. National security

As part of our due diligence process, we will consider whether the nominee has affiliations or associations with any foreign entities, which may be contrary to Australia's sovereignty, values and national interests. This means any affiliation or association between the nominee and foreign entities must be open and transparent.

Accordingly, any association or affiliation the nominee has with foreign governments, foreign organisations, foreign institutions or companies, or membership of foreign government talent programs, must be disclosed by the nominee in their declaration form.

10.4. Disclosure of Commonwealth, State or Territory financial penalties

In their declaration form, nominees must disclose whether they 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, nominees must provide advice to the department regarding the matter for consideration.

10.5. 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:

⁴ <https://www.industry.gov.au/data-and-publications/privacy-policy>

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

You can also contact the [Commonwealth Ombudsman](http://www.ombudsman.gov.au/)⁵ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁵ <http://www.ombudsman.gov.au/>

11. Glossary

Term	Definition
Administering entity	The entity that is not responsible for the policy however is responsible for the administration of part or all of the grant administration processes.
Application form	The document issued by the Program Delegate that nominators use to nominate nominees for the Science Teaching Prizes under the program.
Assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
Authorised certifiers	<p>Mandatory Stage 2 attachments requiring certification (Section 6.3.2) can be certified (confirmed) as a true copy of the original document by one of the following authorised certifiers:</p> <ul style="list-style-type: none"> ▪ Australia Post Office ▪ Pharmacist ▪ Medical Practitioner ▪ Dentist ▪ Optometrist ▪ Judge ▪ Justice of the Peace ▪ Barrister or Solicitor ▪ Police officer ▪ Bank, building society or credit union officer with at least five years of service <p>An approved certifier should never witness documents if:</p> <ul style="list-style-type: none"> ▪ it could create a real or perceived conflict of interest <p>the documents have a connection with matters they have an actual or perceived personal or financial interest in.</p>
AusIndustry	The division of the same name within the department.

Term	Definition
Career interruptions	<p>Career interruptions could include:</p> <ul style="list-style-type: none"> • caring and parental responsibilities • disaster management and recovery • limited or no access to facilities and resources • medical conditions/disability/misadventure • non-teaching employment • unemployment • community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols; or • any other circumstances which have resulted in a break in teaching employment.
Department	The Department of Industry, Science and Resources.
Decision maker	The person who makes a decision to award a prize.
Disrepute	<p>Any conduct, omission, statement, or appearance that may:</p> <ul style="list-style-type: none"> • damage the reputation of the Prizes, the department, or the Australian Government; or • reduce public confidence in the Prizes, the department, or the Australian Government.
Eligibility criteria	The mandatory criteria, which must be met to qualify for a prize. Assessment criteria may apply in addition to eligibility criteria.
Eligible nomination	A nomination for a Science Teaching Prize under the Prime Minister's Prizes for Excellence in Science Teaching that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
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.
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.
Minister	The Commonwealth Minister for Industry and Science.
Nominator	The person making a nomination of a nominee.
Nominee	The individual being nominated for a Science Teaching Prize.

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"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Prize money	The monetary prize made available by the Commonwealth of Australia to prize recipients under the program.
Prize recipient	An individual that has been awarded a Science Teaching Prize.
Program Delegate	A manager within the department with responsibility for administering the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Science Prizes	<p>Collectively refers to the five science and innovation prizes:</p> <ul style="list-style-type: none"> • the Prime Minister's Prize for Science • the Prime Minister's Prize for Innovation • the Frank Fenner Prize for Life Scientist of the Year • the Malcolm McIntosh Prize for Physical Scientist of the Year, and • the Prize for New Innovators.
Science Teaching Prizes	<p>Refers to the two science teaching prizes:</p> <ul style="list-style-type: none"> • Prime Minister's Prize for Excellence in Science Teaching in Primary Schools • Prime Minister's Prize for Excellence in Science Teaching in Secondary Schools.
Science Teaching Prizes Committee	The body by the same name established by the Program Delegate to consider and assess eligible applications and make recommendations to the Minister for prizes under the program.
Supporter	<p>An individual identified by the nominator as someone who will support the nomination.</p> <p>The supporter's role is to provide independent views on the nominee's achievements against the assessment criteria.</p>