Grant Opportunity Guidelines

Inspiring Australia – Science Engagement Program:
The Prime Minister's Prizes for Science 2025 – Aboriginal and Torres Strait Islander Knowledge Systems Prize

Nomination Stage 1 opening date:	10.00am AEDT on 4 February 2025
Nomination Stage 1 closing date and time:	5.00pm AEDT on 18 March 2025 Please take account of time zone differences when submitting the nomination.
Nomination Stage 2 opening date:	10.00am AEST 15 May 2025
Nomination Stage 2 closing date and time:	5.00pm AEST on 28 May 2025 Please take account of time zone differences when submitting the nomination.
Commonwealth policy entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46
Date guidelines released:	4 February 2025
Type of grant opportunity:	Open competitive

Contents

1. Inspiring Australia – Science Engagement Program: The Prime Minister's Prizes for Science 2025 – Aboriginal and Torres Strait Islander Knowledge Systems Prize 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 and technology, growing innovative and competitive businesses, industries and regions, and supporting a strong resources sector*. The department collaborates with stakeholders to plan and design the grant program in a way that is inclusive and representative of Aboriginal and Torres Strait Islander cultures according to the Commonwealth Grants Rules and Principles (CGRPs).

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Stage 1 nominations open

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

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The nominator completes and submits a Stage 1 nomination via the nomination form

The nominator submits a nomination form on behalf of a nominee addressing all eligibility and assessment criteria including providing the contact details of the nominee, two supporters and two independent referees.

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We assess all nominations

We assess the nominations against eligibility criteria. An independent committee assesses eligible nominations against the assessment criteria for the prize and compares them with other eligible nominations.

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Eligible and competitive nominations are shortlisted and invited to Stage 2

If the nomination has been shortlisted, we will invite the nominator and the two supporters from the original nomination to prepare a more detailed nomination addressing the assessment criteria.

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Stage 2 nominations are sent to referees

We refer the nominator and supporter Stage 2 statements to the independent referees to seek their opinions on the claims made in the nominations.

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Stage 2 nominations are assessed and the prize recipient is recommended

The committee assesses Stage 2 nominations and recommends the prize recipient to the decision maker.

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Final decisions are made

The decision maker decides which nomination is successful.

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We notify you and the nominee of the outcome

We advise the outcome of the nomination. The prize recipient will be notified under embargo, in writing and invited to receive their award at the Prime Minister's Prizes for Science awards event.

1.1.   Introduction

These guidelines contain information for the Prime Minister's Prizes for Science 2025: Aboriginal and Torres Strait Islander Knowledge Systems Prize (Knowledge Systems Prize).

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how we consider and assess nominations
- how we may notify nominees
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR).

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

The nominator should read this document carefully before completing a nomination.

We will publish the opening and closing dates and any other relevant information on business.gov.au and GrantConnect.

2.   About the grant 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, business 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 of a diverse range of Australians, especially those historically under-represented in STEM.

We administer the program according to the *Commonwealth Grants Rules and Principles (CGRPs)*[1].

2.1.   About the Prime Minister's Prizes for Science

The Prime Minister's Prizes for Science are an ongoing element of the Inspiring Australia – Science Engagement Program. The Prime Minister's Prizes for Science will award up to $1.4 million each year for achievements across 3 prize categories:

- the Science Prizes
- the Science Teaching Prizes

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[1] https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-principles-2024

- the Aboriginal and Torres Strait Islander Knowledge Systems Prize.

The Prime Minister's Prizes for Science are Australia's most prestigious and highly regarded awards for achievements in scientific research and research-based innovation, the practice of Aboriginal and Torres Strait Islander knowledge systems and excellence in science teaching.

The Prime Minister's Prizes for Science celebrate Australian scientists and innovators, Aboriginal and Torres Strait Islander peoples who practice knowledge systems, and science teachers who are inspiring students to pursue science education and careers.

2.2. About the Aboriginal and Torres Strait Islander Knowledge Systems Prize

These guidelines contain information for the Knowledge Systems Prize (the Prize).

Aboriginal and Torres Strait Islander knowledge systems are informed by the ways of being, knowing and doing of the Indigenous peoples of Australia. As Australia's first scientists, Aboriginal and Torres Strait Islander peoples' knowledge systems are dynamic, adaptive, interdisciplinary, profound and sophisticated. They are developed and preserved by the practice of the diverse cultures and the ongoing observations, predictions, interpretations, questionings and understandings of our world through enduring connection to communities and/or place over thousands of years.

The Prize will be awarded to an Aboriginal and/or Torres Strait Islander-led project that benefits Australian Indigenous peoples, communities or place, and contributes to solving a significant challenge through the practice and preservation of Aboriginal and Torres Strait Islander knowledge systems. The project will demonstrate sincere connection and respectful engagement with community and Australian Indigenous peoples, and elevate Aboriginal and Torres Strait Islander knowledge systems.

Nominations are submitted in a two-stage process:

Stage 1: the nominator completes an online nomination form addressing all eligibility and assessment criteria. The nominator will also need to provide the contact details of two supporters and two independent referees who have agreed to provide their informed opinions.

Stage 2: where a nominee has been shortlisted for Stage 2, we invite the nominator and two supporters to prepare a more detailed nomination.

3. Prize amount

For the Knowledge Systems Prize grant opportunity, the grant will be $250,000 in prize money.

The prize recipient receives a medallion, lapel pin, award certificate and prize money. Where we award the prize to a group (up to 4 nominees) each member will receive a medallion, lapel pin, award certificate and an equal portion of the prize money.

4. Eligibility criteria

4.1. Who is eligible?

To be eligible for this Prize, nominees must:

- be an Australian citizen or permanent resident of Australia
- be:
  - an Aboriginal and/or Torres Strait Islander person; or

- members of an Aboriginal and/or Torres Strait Islander-led team (including family groups); or
- representatives of a community group (see glossary).
- not be self-nominated
- not have a concurrent nomination in the 2025 Science Prizes or the Science Teaching Prizes
- practice knowledge systems as part of a project with a demonstrable benefit to Australian Indigenous peoples, communities and/or place and to Australia more broadly.

Where a nomination is for a team or a community group, up to 4 nominees may be named per nomination. All nominees must be Aboriginal and/or Torres Strait Islander.

Nominees do not need to have a formal qualification, be a member of a professional association or have received any prior award to be eligible.

We cannot consider nominations that do not satisfy all eligibility criteria.

4.2.   Who is not eligible?

A nominee is not eligible for this prize if they are:

- non-Indigenous, regardless of whether they work in partnership with Aboriginal and/or Torres Strait Islander peoples within the nominated project.
- an Indigenous researcher who is not practicing Aboriginal and/or Torres Strait Islander knowledge systems as a significant part of their nominated project
- a past recipient of the Prime Minister's Prize for Science or the Prime Minister's Prize for Innovation.

4.3.   Who is eligible to be a nominator?

The nominator is the person nominating a nominee.

To be eligible to submit a nomination for the prize, a nominator must:

- not be a close family member of the nominee (see glossary)
- be personally knowledgeable of the nominated achievement and be able to offer informed opinions about its significance
- ensure the nominee is eligible and willing to be nominated and provide evidence necessary to support the nomination.

A person can be a nominator for more than one nominee.

4.4.   Who is eligible to be a supporter?

A supporter is an individual identified by the nominator as someone who will support the nomination. A supporter cannot also be a nominator or an independent referee for the same nomination. At least one supporter should be able to confirm the Indigeneity of the nominee (see glossary). If this is not possible, one additional person may be identified by the nominator for the sole purpose of confirming the Indigeneity of the nominee.

A supporter must:

- not be a close family member of the nominee (see glossary)
- be personally knowledgeable of the nominated achievement and be able to offer informed opinions about its significance
- not have a role in the nominated project

- provide a written statement (up to 4,500 characters in total, including spaces and special characters) or a audio/video submission (up to 5 minutes in length) that independently addresses each assessment criterion. A template for a written submission and further instructions for audio/video submissions will be provided on business.gov.au when Stage 2 nominations open.

Only in exceptional circumstances (see glossary) will the Program Delegate agree to a nominator's request to change a supporter at Stage 2.

4.5.   Who is eligible to be an independent referee?

An independent referee is an individual identified by the nominator. An independent referee cannot be a nominator or supporter for the same nomination.

The independent referee's role is to review the statement of claims against the assessment criteria provided by the nominator and supporters when contacted by the department.

To be eligible to be an independent referee, the person must:

- not be related to the nominee or have a professional relationship that would cause a conflict of interest that could unnecessarily bias the independence of the referee
- provide a referee report in writing (up to 4,500 characters, including spaces and special characters) or by audio/video submission (up to 5 minutes in length). A referee report template and further instructions will be provided on business.gov.au when Stage 2 nominations open.

The nominator must contact independent referees to gain their commitment to provide a referee report on the template provided by the department before submitting their details at Stage 1. Only in exceptional circumstances (see glossary) will the Program Delegate agree to a nominator's request to change an independent referee at Stage 2.

The Aboriginal and Torres Strait Islander Knowledge Systems Prize Committee (the Committee) may also identify additional independent referees from whom to seek additional information to verify the nomination.

5.   The assessment criteria

The nominator must address all assessment criteria in the nomination form. All assessment criteria are of equal weighting. The nomination form asks questions that relate to the assessment criteria below. The nomination form displays character limits for each response, including spaces and special characters.

In Stage 1, the nominator will need to address the assessment criteria. Each criterion is worth 10 points. Nominations require a written statement with a strict limit of up to 4,500 characters total (1,500 characters per criterion), including spaces and special characters.

Nominations must score a minimum of 50 per cent against each of the assessment criteria to proceed to Stage 2.

In Stage 2, more detailed responses against the assessment criteria are required. The nominator is required to:

- respond to each assessment criterion with either:
  - a written statement with a strict limit of 6,000 characters total (2,000 characters per criterion), including spaces and special characters, or
  - audio/video submission up to 7 minutes in length (approximately 2min and 20secs per criterion). If the video or audio submission is in a language other than English, you must provide a written transcript of the content in English.

- provide supporter statements that independently address the assessment criteria using the template provided on business.gov.au. Each supporter statement can be either:
  - a written statement with a strict limit of up to 4,500 characters total (1,500 characters per criterion), including spaces and special characters, or
  - a audio/video submission up to 5 minutes in length (approximately 1min 40secs per criterion). If the video or audio submission is in a language other than English, you must provide a written transcript of the content in English.

We will assess responses to the assessment criteria at both stages of the nomination process. The Committee will assess eligible nominations against the assessment criteria for the Knowledge Systems Prize and compare them to other eligible nominations.

5.1.   Assessment criterion 1

Demonstrated practice of Aboriginal and/or Torres Strait Islander knowledge systems (10 points)

Demonstrate the practice of Aboriginal and/or Torres Strait Islander knowledge systems and their application to the project.

Nominations should describe:

- the question being addressed, its significance and how the practice of the knowledge systems have benefited broader scientific understandings and processes
- how the project was conducted, including the practice of Aboriginal and/or Torres Strait Islander knowledge systems
- how the application of Aboriginal and/or Torres Strait Islander knowledge systems led to the project's success

This may be demonstrated by:

- describing how the Aboriginal and/or Torres Strait Islander knowledge systems were applied to solve specific challenges
- if relevant, how the knowledge systems in the project have been woven with Western science.

Team and community group nominations should also describe:

- the roles of each team or community group member
- why the prize should be awarded to a team or a community group.

5.2.   Assessment criterion 2

Demonstrated benefit (10 points)

Demonstrate how this project has benefited communities and/or place.

Nominations should describe:

- the demonstrated benefit to place and/or community and/or the contribution to culture
- the benefit, or potential benefit, to Australia more broadly.

This may be demonstrated by:

- including case studies and narratives describing the benefits of the project
- including project assessments from Elders, community leaders, end-users, stakeholders, or sponsors
- other metrics as appropriate.

5.3. Assessment criterion 3

Demonstrated cultural governance (10 points)

Demonstrate the cultural governance of the project.

Nominations should describe:

- the respectful adherence to cultural governance protocols to demonstrate the legitimacy and significance of the project
- the project's authority to protect, use and share the Aboriginal and/or Torres Strait Islander knowledge systems, in accordance with the cultural authority owners' direction and (where relevant) systems to facilitate cultural governance.

This may be demonstrated by:

- confirmation of the Aboriginal and/or Torres Strait Islander knowledge systems, including, where possible, identifying the Traditional Custodians, and the moral and intellectual right of the individual, team, or community group to build on and apply the knowledge systems
- a statement explaining how the cultural and intellectual property of the Aboriginal and/or Torres Strait Islander knowledge systems has been addressed
- letter(s) of support from a relevant cultural authority about the project and the extent to which respectful connection with communities and/or place have been fostered to support cultural governance
- if the nominee is associated with a university, a memorandum of understanding between the associated university and the cultural authority owners
- the application of the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Code of Ethics for Aboriginal and Torres Strait Islander Research.

Nominations should provide sufficient evidence to demonstrate the cultural governance of the project, which may require multiple relevant and appropriate sources.

6. How to Nominate

Nominators should read and understand these guidelines before making a nomination. If you require assistance with preparing a nomination, contact 13 28 46. We encourage nominators to seek help to ensure their nomination is comprehensive and accurately reflects the achievements of the nominee.

Nominators can only submit a nomination while nominations remain open.

Nominators must 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.

Nominations follow a two-stage process. If the nomination is shortlisted, nominators will be invited to submit an online nomination form for Stage 2.

Nominators will need to set up an account to access our online portal.

Nominators must:

- complete and submit the nomination through the online portal
- provide all the information requested
- address all eligibility and assessment criteria

- include all necessary attachments.

The nominator is responsible for making sure the nomination is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995*. If we consider that the nominator has provided false or misleading information, we may not progress the nomination. If the nominator finds an error in the nomination after submitting it, the nominator should call us immediately on 13 28 46.

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

The selection of recipients reflects the nominations received and information available to the department and the Minister for the Australian Government's science portfolio. The department may exclude a nomination from consideration based on the information available. The Minister reserves the right to not award a prize or withdraw a prize, if the nominee/recipient's conduct may bring, or has brought, the Prime Minister's Prizes, the department or the Australian Government into disrepute.

Nominators can view and print a copy of the submitted nomination on the portal for their own records. Nominators should keep a copy of the nomination and any supporting documents.

If further guidance around the nomination process is required, or if there are any issues with the portal, contact us at business.gov.au or by calling 13 28 46.

6.1.   Submitting a Stage 1 nomination

For a Stage 1 nomination, nominators must:

- complete the online Stage 1 nomination form via our online portal
- address all eligibility and assessment criteria
- provide all the information requested including:
    - the contact details of two supporters and (if required), contact details of an additional supporter for the sole purpose of confirming the nominee's Indigeneity
    - contact details of two independent referees. The nominator must contact independent referees to gain their commitment to provide a referee report before submitting the Stage 1 nomination
- provide all necessary attachments, as outlined in section 6.3.1.

6.2.   Submitting a Stage 2 nomination

For a Stage 2 nomination, nominators must:

- be invited to participate in Stage 2 of the nomination process
- complete the online Stage 2 nomination on 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 nomination

The nominator must attach supporting documentation to the nomination form in line with the instructions provided within the form. The nominator should only attach requested documents. Individual file sizes cannot be greater than 2MB, while the total of all attachments cannot exceed 20MB.

We will not consider information in attachments that we do not request or that exceed character limits.

When submitting PDFs they must be OCR compatible, as outlined in the glossary.

6.3.1 Stage 1 attachments

At Stage 1 of the nomination process, we will request the following documents with the nomination:

- a written statement describing the nominees background and experience, or a current two-page CV for each nominee
- templates and instructions for written submissions will be provided on business.gov.au

6.3.2 Stage 2 attachments

At Stage 2 of the nomination process, we will request the following documents with the nomination:

- certified evidence of the nominee's Australian citizenship or permanent resident status
- a completed declaration form from the nominee, stating Indigeneity, and that they have not, and will not, take actions that bring the Prime Minister's Prizes for Aboriginal and Torres Strait Islander Knowledge Systems, the department, or the Australian Government into disrepute, amongst other things. A declaration form template will be provided on business.gov.au when Stage 2 nominations open.
- two supporter statements (see section 4).
- If required, a statement from an additional supporter confirming Indigeneity.

Optional attachments may include:

- a statement explaining how the cultural and intellectual property of the Aboriginal and/or Torres Strait Islander knowledge systems has been addressed.
- letter(s) of support from a relevant cultural authority about the project and the extent to which respectful connection with communities and/or place have been fostered to support cultural governance.
- if the nominee is associated with a university, a memorandum of understanding between the associated university and the cultural authority owners
- a statement describing the application of the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Code of Ethics for Aboriginal and Torres Strait Islander Research.

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

6.4.   Timing of grant opportunity processes

The nominator can only submit a nomination between the published opening and closing dates. We cannot accept late nominations.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Stage 1 Nominations Open	6 weeks
Assessment of Stage 1 Nominations	9 weeks
Stage 2 Nominations Open	2 weeks
Assessment of Stage 2 Nominations	11 weeks

6.5. Questions during the nomination process

If the nominator has any questions during the nomination period, contact us at business.gov.au or by calling 13 28 46.

7. The selection process

7.1. Assessment of grant nominations

We first review nominations against the eligibility criteria. Only eligible nominations will proceed to the assessment stage.

We refer nominations to the Committee, an independent committee of experts with deep appreciation for and experience working with Aboriginal and/or Torres Strait Islander knowledge systems.

The Committee will be required to perform their duties in accordance with the CGRPs.

We consider the nomination on its merits, based on:

- how well it meets the criteria
- how it compares to other nominations
- consideration of the nominee's achievement in the context of opportunity and experience, including any career interruptions, community responsibilities and other relevant circumstances.

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 nominations. The Committee may also seek additional advice from independent technical experts.

As part of the nomination process, the department will request the nominator advise the department if the nominator and the nominee would like the department to proceed with the nomination in the event of the nominee passing. Information on who to contact to proceed with the nomination process will also be requested.

If the selection process identifies unintentional errors in the nomination, we may contact the nominator to correct or clarify the errors, but the nominator cannot make any material alteration or addition.

If any statement made in a nomination, including in the nominee's declaration, is incorrect, incomplete, false or misleading, the department may take appropriate action, including excluding a nomination from further consideration.

Due diligence checks may occur at eligibility, merit or decision-making stages. We use this information to verify the information the nominator provides in the nomination and to identify issues and risks. See Section 10.3. for information on how we use the information provided to us.

7.1.1 Stage 1 Assessment

In Stage 1, the Committee will assess eligible nominations against the assessment criteria and compare them to other eligible nominations. Nominations must score a minimum of 50 per cent against each of the assessment criteria and will be competitively ranked. Only the highest-ranking nominations will be invited to Stage 2.

7.1.2. Stage 2 Assessment

If successful in Stage 1, we will invite the nominators and two supporters to prepare a more detailed nomination addressing the assessment criteria for Stage 2.

We refer the nominator and supporters' Stage 2 statements to two independent referees with relevant expertise, who have agreed to provide their informed opinions on the claims made in the nomination.

The Committee will assess Stage 2 nominations against the assessment criteria, compare them to other Stage 2 nominations and recommend the prize recipients.

For a nominee to be recommended for the Knowledge Systems Prize, the nomination must score highly (50 percent or greater), against all assessment criteria.

7.2. Who will approve prize recipients?

The Minister for the Australian Government's science portfolio will make the final decision on the prize recipients, taking into account the recommendations of the Committee and the availability of grant funds.

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

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

We cannot review decisions about the merits of the nomination.

8. Notification of prize outcomes

We will advise the outcome of nominations in writing following the completion of each stage.

8.1. Feedback on the nomination

If the nomination is unsuccessful, we will provide an opportunity to discuss the outcome with us.

8.2. How prizes 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' bank account(s) shortly after the awards event, following receipt of bank account details. If the recipient is a community group, we will deposit the prize money into the appropriate bank account of the community group.

8.3. Obligations of prize recipients

In the lead up to the awards event, we will contact prize recipients regarding preparations for the event. Prize recipients must handle this information confidentially, and the Minister may withdraw a prize if the recipient breaches that confidence.

Following the awards event, prize recipients may be asked to assist in publicly promoting Aboriginal and Torres Strait Islander knowledge systems and cultural practices. Prize recipients should be prepared to undertake a small number of public engagements, sharing their experiences and insights to inspire and educate others about the importance of Aboriginal and Torres Strait Islander knowledge systems.

The department will work with prize recipients to manage any personal or cultural considerations during prize preparations, as well as during any activities following the event.

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 money 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.

Prize recipients must not take any actions that will bring the Prime Minister's Prizes for Science, the department or the Australian Government into disrepute. All nominations that proceed to Stage 2 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 Minister's Prizes for Science, the department or the Australian Government into disrepute. The glossary provides a definition of disrepute.

If any statement made in a nomination, including in the nominee's declaration, is incorrect, incomplete, false or misleading; or the prize recipient has behaved in a manner that has brought, or may bring, disrepute on the Prizes, the department or the Australian Government, the Minister may, in the Minister's absolute discretion, take appropriate action.

Such action may include:

- withdrawing an offer, or revoking a prize
- excluding the nominee or prize recipient 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.

8.4. Tax obligations

The cash prizes awarded as part of the Knowledge Systems Prize 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*.

8.5. Use of materials

Material created by the Commonwealth for the Knowledge Systems Prize, such as media statements, interviews, videos and photographs may be used or disclosed by the Commonwealth

in the promotion of science, innovation or science education programs. The Commonwealth will apply the [Protocols for Using First Nations Cultural and Intellectual Property in the Arts](#) in the development, and publication of all materials.

9. 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 Principles](#)*, Section 5.3. We may also publish this information on business.gov.au.

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 CGRPs.

These guidelines may be changed from time-to-time by DISR. When this happens, the revised guidelines will be published on GrantConnect.

10.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

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

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

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

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

You can also contact the [Commonwealth Ombudsman](#)[2] with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

10.2. 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 nomination selection process, such as an Australian Government officer or member of an external panel

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[2] http://www.ombudsman.gov.au/

- has a relationship with or interest in, a party which is likely to interfere with or restrict the nominations from carrying out the proposed activities fairly and independently or otherwise compromise the integrity of the activity or its participants
- has a relationship with, or interest in, a party from which they could receive personal gain because the organisation receives a prize.

As part of the nomination, 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)) of the *Public Service Act 1999*. 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. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

10.3. Privacy

Unless the information you provide to us is:

- confidential information as per 13.4, or
- personal information as per below,

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.

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
- identify and manage any financial, legal/regulatory, governance, national interest, or national security risks.

We, or the Minister, may:

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

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[3] https://www.industry.gov.au/publications/conflict-interest-policy

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.

10.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the nomination and/or the outcome of the nomination, without our prior written approval. Further information on what is confidential and how it should be treated will be included in correspondence to relevant nominees following assessment of their nomination. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

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 may provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- the Committee and our Commonwealth employees, contractors and service providers, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the Prime Minister, the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament
- to other Commonwealth agencies for risk management purposes.

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.

10.5. Freedom of information

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

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the

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[4] https://www.industry.gov.au/data-and-publications/privacy-policy

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.

10.6. 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.

10.7. 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.

11. Consultation

These guidelines draw on feedback received from consultation undertaken by the department with Aboriginal and Torres Strait Islander peoples from across Australia.

We will continue to review the guidelines based on our experience working with Aboriginal and Torres Strait Islander peoples, as well as the experiences of our prize recipients. We will also seek advice from Aboriginal and/or Torres Strait Islander peoples, communities and other stakeholders such as representative groups.

12. Glossary

Term	Definition
Aboriginal and/or Torres Strait Islander team	A team comprising of a majority of Aboriginal and/or Torres Strait Islander peoples working together and practicing knowledge systems as part of an Indigenous-led project.
assessment criteria	The specified principles or standards, against which nominees 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 nominees ranking.
Australian Indigenous peoples	Aboriginal and/or Torres Strait Islander peoples.

Term	Definition
authorised certifiers	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 including: ▪ 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. An approved certifier should never witness documents if: ▪ it could create a real or perceived conflict of interest ▪ the documents have a connection with matters they have an actual or perceived personal or financial interest in.
close family member	An individual considered part of the immediate family, such as a spouse, parent, child or sibling (including step-relatives).
Commonwealth Grants Rules and Guidelines (CGRPs)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
community group	An Aboriginal Community-Controlled Organisation (ACCO) that delivers services that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people[5].
collaboration	A joint participation on the same project to which all team members have contributed leading to a specified research or research commercialisation achievement.

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[5] Clause 44 National Agreement on Closing the Gap

Term	Definition
cultural authority	The rights and responsibilities a certain person or group holds to make decisions, including on agreements, governance structures, laws and protocols. These may be different for each Community. It involves a process of determining 'relevance' that may involve more than one person or group, may include multiple or different viewpoints, noting that these views and the relevant person, group or body may change over time. Cultural authority often lies with Elders, traditional owners and other individuals who hold significant knowledge and understanding of traditions, laws and protocols.
department	The Department of Industry, Science and Resources.
decision maker	Minister for the Australian Government's science portfolio.
disrepute	Any conduct, omission, statement, or appearance that may: • 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. Conduct, omissions, statements or appearances that may give rise to disrepute could include: • where technology developed by the nominee, or use of that technology, is found to create unacceptable risks that have not been communicated to users of the technology • conduct that may give rise to criminal or civil liability • conduct, omissions, statements or appearances by the nominator or nominee that are dishonest, or could reasonably be perceived as dishonest; or • actions or omissions of a person, company or organisation associated with the nominee that might give rise to disrepute, where the nominee reasonably ought to have taken steps to prevent that action or omission.
eligibility criteria	The mandatory criteria which must be met to qualify for the Prize. Assessment criteria may apply in addition to eligibility criteria.
eligible nomination	A nomination for the Aboriginal and Torres Strait Islander Knowledge Systems Prize that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.

Term	Definition
exceptional circumstances	Unexpected, unavoidable circumstances beyond a person's control that will negatively impact their ability to fulfill their commitments, for which there was no opportunity to prepare in advance including: • serious illness and/or injury • worsening of a chronic condition or disability • a death or serious illness/injury of a close family member • a severe disruption to domestic arrangements • being the victim of a crime • unforeseen community service such as jury service, disaster relief, military service. Circumstances unlikely to be considered exceptional include but are not limited to: • holidays, weddings or other celebrations • house moves or other events that were planned or are reasonably expected • minor illnesses • paid employment • administrative errors
grant	For the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[6] or other Consolidated Revenue Fund (CRF) money[7] is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
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.

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[6] Relevant money is defined in the PGPA Act. See section 8, Dictionary.

[7] Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
independent referee	Someone identified by either the nominator or the Aboriginal and Torres Strait Islander Knowledge Systems Committee in addition to the supporters who will be approached for an independent reference on the achievement/s of the nominee. The referee's role is to review the statement of claims against the assessment criteria provided by the nominator and the supporter when contacted by the department.
Indigeneity	Related to being Indigenous, being an individual who meets the following criteria: ▪ is of Aboriginal or Torres Strait Islander descent ▪ identifies as an Aboriginal or Torres Strait Islander person ▪ is accepted as such by the community in which you live, or formerly lived.
Minister	Minister for the Australian Government's science portfolio
nomination form	The document issued by the Program Delegate that nominators use to nominate nominees for the Aboriginal and Torres Strait Islander Knowledge Systems Prize under the program.
nominator	The person making a nomination of a nominee.
nominee	The individual or team being nominated for an Aboriginal and Torres Strait Islander Knowledge Systems Prize.
OCR (Optical Character Recognition)	Is a technology that recognizes text within a digital image. It is commonly used to recognize text in scanned documents and images. This enables your document to be searched and read by assistive technologies. A document that has been printed and scanned is generally not OCR compatible.
personal information	Has the same meaning as in the *Privacy Act 1988* (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: 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.

Term	Definition
prize recipient	An individual, a member of a team, or a community group that has been awarded the Aboriginal and Torres Strait Islander Knowledge Systems 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	Collectively refers to the five science and innovation prizes: ▪ Prime Minister's Prize for Science ▪ Prime Minister's Prize for Innovation ▪ Frank Fenner Prize for Life Scientist of the Year ▪ Malcolm McIntosh Prize for Physical Scientist of the Year ▪ Prize for New Innovators.
the Committee	Aboriginal and Torres Strait Islander Knowledge Systems Prize Committee. The body by the same name established by the Program Delegate to consider and assess eligible nominations and make recommendations to the Minister for Prizes under the program.
Science Teaching Prizes	Collectively refers to the two science teaching prizes: ▪ Prime Minister's Prize for Excellence in Science Teaching in Primary Schools ▪ Prime Minister's Prize for Excellence in Science Teaching in Secondary Schools.
supporter	An individual identified by the nominator as someone who will support the nomination. The supporter's role is to provide supporting views on the nominee's achievements against the assessment criteria.