



Australian Government

Department of Industry, Science and Resources

Sample nomination form

Inspiring Australia – Science Engagement Program

The Prime Minister’s Prizes for Science 2025 – Aboriginal and Torres Strait Islander Knowledge Systems Prize – Stage 1 Team / Group

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

Instructions

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

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

Completing your nomination

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

A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered. If a question is not mandatory it will be clearly marked – Optional.

Saving your responses

You can save your changes at any time by using the Save button.

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

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

You can modify saved responses up until you submit your nomination.

Participants

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

- Select the Participants button
- Enter the details

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

Submitting your nomination

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

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

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

Internet browsers supported by the portal

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

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

Getting help

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

A. Program selection

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

Field 1 –

PM Prize 2025 Aboriginal and Torres Strait Islander Knowledge Systems – Individual

PM Prize 2025 Aboriginal and Torres Strait Islander Knowledge Systems – Team/Group

Field 2 –

PM Prize 2025 Aboriginal and Torres Strait Islander Knowledge Systems – Individual

PM Prize 2025 Aboriginal and Torres Strait Islander Knowledge Systems – Team/Group

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

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.

You should read the [grant opportunity guidelines](#) before filling out this nomination. We recommend you keep the guidelines open as you are completing your nomination so you can refer to them when providing your responses.

You may submit your nomination at any time up until 5.00pm AEDT on 20 March 2025. Please take account of time zone differences when submitting your nomination.

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

B. Eligibility

We will ask you the following questions to establish your eligibility for The Prime Minister's Prizes for Science 2025 – Aboriginal and Torres Strait Islander Knowledge Systems Prize.

Questions marked with an asterisk are mandatory.

- Are your nominees Australian citizens or permanent residents of Australia?

You must answer 'yes' to proceed

- Is each nominee an Aboriginal and/or Torres Strait Islander person ?

You must answer yes to proceed

- Are the independent referees related to any of the nominees?

You must answer no to proceed.

The nominee must not be related to the independent referees or have a professional relationship that would cause a conflict of interest that could unnecessarily bias the independence of the referee. Refer to the glossary in the guidelines.

- Are the supporters close family members of any nominees?

The supporter must not be a close family member of the nominee. Refer to the glossary in the guidelines for a definition of a close family member.

- Are you (the nominator) a close family member of any nominees?

The nominator must not be a close family member of the nominee. Refer to the glossary in the guidelines for a definition of a close family member.

- Are you nominating yourself for a prize?

You must answer no to proceed, a nominee cannot nominate themselves for a prize.

- Do any of your nominees have a concurrent nomination in the 2025 Science Prizes or the Science Teaching Prizes?

You must answer no to proceed to next question, a nominee cannot be nominated in more than one prize category.

- Do the nominator and supporters have personal knowledge of the nominated achievement, and are they able to offer informed opinions about its significance?

You must answer yes to proceed

- Have you contacted supporters and confirmed they are willing and able to provide information to support the nomination?

You must answer yes to proceed

- Have you contacted both independent referees and confirmed they are willing and able to provide a referee report?

You must answer yes to proceed

- Do the nominees 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?

You must answer yes to proceed

Have any of the nominees been a past recipient of the Prime Minister's Prize for Science or the Prime Minister's Prize for Innovation?

You must answer no to proceed

- Is your nomination for a team (including family groups) or representatives of a community group (up to four people)?

If no.

This form is for team / group nominations. If you want to nominate an individual nominee please start a new application and select 'The Prime Minister's Prize for Science - Aboriginal and Torres Strait Islander Knowledge Systems Prize – 2025 – Individual'.

Sample

C. Nominator address

C.1. Nominator street address

You must provide your street address.

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

C.2. Nominator postal address

You must provide your postal address.

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

Sample

D. Nominator

You must provide the details of a **primary contact** for your nomination.

The primary contact is the person authorised to act on behalf of the nominator and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the nomination. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

- Title (optional)
- Given name
- Family name
- Phone number
- Email address
- Relationship to nominees (optional)

Sample

E. Nominees

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.

You will be required to attach either a written statement or a current CV for each nominee later in the form. The CV must be no longer than 2 pages. For more details see section J. 2 or section 6.3 of the guidelines.

Nominee details

Provide details of the nominees.

E.1. Nominee Contact 1

- Title (optional)
- Given name
- Family name
- Email address
- Phone number
- Residential address
- Gender
- Year of birth

E.2. Nominee employment details (optional)

- Name of organisation
- Nominee's current position
- Website address
- Organisation address

E.3. Australian citizenship or permanent residency

Can you provide evidence that the nominees are Australian citizens or have permanent residence in Australia?

If your nomination is shortlisted, you will need to provide this evidence through a certified copy with your stage two nomination.

Drop down – yes, no. Applicants must select yes to continue.

E.4. Nominee Contact 2

- Title (optional)
- Given name
- Family name
- Email address

- Phone number
- Residential address
- Gender
- Year of birth

E.5. Nominee employment details (optional)

- Name of organisation
- Nominee's current position
- Website address
- Organisation address

E.6. Nominee Contact 3

- Title (optional)
- Given name
- Family name
- Email address
- Phone number
- Residential address
- Gender
- Year of birth

E.7. Nominee employment details (optional)

- Name of organisation
- Nominee's current position
- Website address
- Organisation address

E.8. Nominee Contact 4

- Title (optional)
- Given name
- Family name
- Email address
- Phone number
- Residential address
- Gender
- Year of birth

E.9. Nominee employment details (optional)

- Name of organisation
- Nominee's current position

- Website address
- Organisation address

In the event of the nominee passing would you and the nominee like the department to proceed with the assessment of the nomination?

If yes, the department will liaise with the nominator on who to contact to proceed with the nomination process.

F. Supporter Details

Submit the details of two supporters who have agreed to provide their informed opinions regarding the nomination. At least one supporter should be able to confirm the Indigeneity of each nominee (see glossary in guidelines). If this is not possible, additional people may be identified by the nominator for the sole purpose of confirming the Indigeneity of the nominees.

A supporter cannot also be a nominator or an independent referee for the same nomination.

If the nomination is successful in progressing to Stage 2, the supporters will be required to provide a written or audio/video statement in support of the nomination.

For details about supporters refer to Section 4.4 in the grant opportunity guidelines.

Should the nomination be successful in progressing to Stage 2, only in exceptional circumstances, as defined in the guideline's glossary, will the Program Delegate agree to a nominator request to change a supporter at Stage 2. If you require assistance, please [contact us](#) by email or web chat or on 13 28 46.

For details about supporters refer to Section 4.4 in the grant opportunity guidelines.

F.1. Supporter 1

- Title (optional)
- Given name
- Family name
- Email address
- Phone number
- Relationship to nominees
- Organisation address (optional)
- Organisation name (optional)
- Web address (optional)

F.2. Supporter 2

- Title (optional)
- Given name
- Family name
- Email address
- Phone number
- Relationship to nominees
- Organisation address (optional)

- Organisation name (optional)
- Web address (optional)

F.3. Supporter 3 (optional)

To confirm the Indigeneity of one or more of the nominees.

- Title (optional)
- Given name
- Family name
- Email address
- Phone number
- Relationship to nominee(s)
- Organisation address (optional)
- Organisation name (optional)
- Web address (optional)

F.4. Supporter 4 (optional)

To confirm the Indigeneity of one or more of the nominees.

- Title (optional)
- Given name
- Family name
- Email address
- Phone number
- Relationship to nominee(s)
- Organisation address (optional)
- Organisation name (optional)
- Web address (optional)

F.5. Supporter 5 (optional)

To confirm the Indigeneity of one or more of the nominees.

- Title (optional)
- Given name
- Family name
- Email address
- Phone number
- Relationship to nominee(s)
- Organisation address (optional)
- Organisation name (optional)
- Web address (optional)

F.6. Supporter 6 (optional)

To confirm the Indigeneity of one or more of the nominees.

- Title (optional)
- Given name
- Family name
- Email address
- Phone number
- Relationship to nominee(s)
- Organisation address (optional)
- Organisation name (optional)
- Web address (optional)

Sample

G. Independent referee details

You must provide details of two independent referees.

Ensure you as the nominator have contacted the independent referees to gain their commitment to provide a referee report before submitting their details at Stage 1.

If the nomination is successful in progressing to Stage 2, the department will contact the independent referees shortly after nomination closing date, requesting a written or an audio/video reference be provided.

Only in exceptional circumstances, as defined in the guideline's glossary, will the Program Delegate agree to a nominator request to change an independent referee at Stage 2. If you require assistance completing your nomination, please [contact us](#) by email or web chat or on 13 28 46.

For details about independent referees refer to Section 4.5 in the grant opportunity guidelines.

G.1. Independent referee 1

- Title (optional)
- Given name
- Family name
- Phone number
- Email address
- Organisation address (optional)
- Organisation name (optional)
- Web address (optional)

G.2. Independent referee 2

- Title (optional)
- Given name
- Family name
- Email address
- Phone number
- Organisation address (optional)
- Organisation name (optional)
- Web address (optional)

H. Achievement

You must provide information that summarises the nominees' achievements by answering the assessment criteria detailed in the guidelines.

If your nomination is ultimately successful, some details you provide will be published on the department's website and on GrantConnect. Published details include:

- name of the recipients
- name of their organisation (optional)
- the nominees' achievements
- prize money awarded.

H.1. Nominees' achievements

Provide a short statement on the nominees' achievements.

Your response is limited to 120 characters including spaces and special characters.

H.2. Statement of achievements and impacts

Provide a brief statement from the nominator summarising the nominees' achievements and impacts.

Your response is limited to 1,500 characters including spaces and special characters.

H.3. Consideration of Impacts

Have any of the nominees experienced any circumstances impacting opportunity that should be taken into consideration when assessing the nomination? This could include career interruptions, community responsibilities or other relevant circumstances.

If yes

Provide a short statement summarising any nominee's circumstances to be considered.

Your response is limited to 120 characters including spaces and special characters.

I. Nominator statement

The Aboriginal and Torres Strait Islander Knowledge Systems Prize Committee will assess eligible nominations against the assessment criteria and compare them to other eligible nominations based on the information provided in the nominator statement. Nominations must score a minimum of 50 per cent against each of the assessment criteria to proceed to Stage 2.

I.1. Nominator knowledge of achievement

Provide a description of how you are personally knowledgeable of the nominated achievement and be able to offer informed opinions about its significance.

Your response is limited to 300 characters including spaces and special characters.

I.2. Prime Minister's Prize for Aboriginal and Torres Strait Islander Knowledge Systems Assessment criteria

In **Stage 1**, a nominator must address all assessment criteria as outlined in the [grant opportunity guidelines](#) in the fields below.

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.

Your response is limited to 1,500 characters including spaces and special characters.

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.

Your response is limited to 1,500 characters including spaces and special characters.

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.

Your response is limited to 1,500 characters including spaces and special characters.

J. Nomination finalisation

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

J.1. Conflict of interest

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

Refer to section 10.2 of the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

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

If yes, describe how you anticipate managing this conflict.

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

J.2. Additional information

The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.

You should attach additional supporting documentation here. You should only attach documents that we have requested.

Individual files must be smaller than 2 MB, and be one of the following file types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

- a written statement describing each nominee's background and experience, or
- a current two-page CV for each nominee

Nominators should use the recommended template provided on business.gov.au.

Any information exceeding the limits outlined in the template will not be considered.

A written statement must be saved using the name of the nominee in the following format: lastname_firstname_writtenstatement.

A CV must be saved using the name of the nominee in the following format: lastname_firstname_CV.

J.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this nomination.

How did you hear about the grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

How useful were the guidelines in completing your nomination?

We welcome any additional feedback on the guidelines.

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

How satisfied were you with the process of applying for this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the nomination process

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

Sample

K. Declaration

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

K.1. Privacy and confidentiality provisions

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

- [Australian Government Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Principles](#)
- grant opportunity guidelines
- applicable Australian laws.

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

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

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

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

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

K.2. Nominator declaration

I declare, as the nominator or on behalf of the nominator, that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare, as the nominator or on behalf of the nominator, that to the best of my knowledge, the person I am nominating has not taken any actions that will bring the Prizes, the department or the Australian Government into disrepute.

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

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

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

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

I acknowledge that if the department is satisfied that any statement made in a nomination is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding a nomination from further consideration; withdrawing an offer of funding; 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 and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

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

Sample