



## Grant Opportunity Guidelines

# Inspiring Australia – Science Engagement Program: The Prime Minister’s Prizes for Science 2025 – Science Teaching Prizes

<b>Nomination Stage 1 opening date:</b>	9.00am AEDT on 9 October 2024
<b>Nomination Stage 1 closing date and time:</b>	5.00pm AEDT on 17 December 2024 Please take account of time zone differences when submitting the nomination.
<b>Nomination Stage 2 opening date:</b>	9.00am AEDT on 19 March 2025
<b>Nomination Stage 2 closing date and time:</b>	5.00pm AEST on 9 April 2025 Please take account of time zone differences when submitting the nomination.
<b>Commonwealth policy entity:</b>	Department of Industry, Science and Resources (DISR)

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**Administering entity:** Department of Industry, Science and Resources (DISR)

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**Enquiries:** If you have any questions, contact us on 13 28 46.

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**Date guidelines released:** 9 October 2024

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**Type of grant opportunity:** Open competitive

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# 1. Inspiring Australia – Science Engagement Program: The Prime Minister’s Prizes for Science 2025 – 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 and technology, growing innovative and competitive businesses, industries and regions, and supporting a strong resources sector. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).



## **Stage 1 nominations open**

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



## **The nominator completes and submit 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.



## **We assess all nominations**

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



## **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.



## **Stage 2 nominations are assessed and prize recipients are recommended**

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



## **Final decisions are made**

The decision maker decides which nominations are successful.



## **We notify you and the nominee of the outcome**

We advise the outcome of the 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.

## 1.1. Introduction

These guidelines contain information for the Prime Minister's Prizes for Science 2025 – Science Teaching Prizes.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how we consider and assess nominations
- how we monitor and evaluate 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](https://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, 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
- increase 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).

### 2.1. About the Prime Minister's Prizes for Science grant opportunity

The Prime Minister's Prizes for Science is an ongoing element of the program. There are two grant opportunities for 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 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 world. The prizes also 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 candidates from diverse backgrounds as described in [the glossary](#).

Through the program, the Prime Minister's Prizes for Science will award up to \$1.15 million each year for 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 (\$250,000)
- Prime Minister's Prize for Excellence in Science Teaching in Secondary Schools (\$250,000).

## **2.2. About the Science Teaching Prizes grant opportunity**

These guidelines contain information for the Prime Ministers Prizes 2025 – Science Teaching Prizes. The nomination process for each prize involves two stages.

**Stage 1:** the nominator completes a nomination form addressing all eligibility and assessment criteria relevant to the prize they are nominating for. The nominator will also need to provide the contact details of two supporters.

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

## **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, technology, engineering or mathematics syllabus.

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

### **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
- Technologies

- Engineering
- Mathematics.

### 3. Prize amount

Through the program, the Prime Minister's Prizes for Science will award up to \$1.15 million in 2025 for achievements in science, research-based innovation and excellence in science teaching.

#### 3.1. Prizes available

For the Science Teaching Prizes grant opportunity, the grant will be up to \$500,000 in prize money as described below:

##### Science Teaching Prizes

- Prime Minister's Prize for Excellence in Science Teaching in Primary Schools (\$250,000)
- Prime Minister's Prize for Excellence in Science Teaching in Secondary Schools (\$250,000).

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

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

### 4. Eligibility criteria

We cannot consider nominations that 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 and have undertaken the teaching achievement, for which they have been 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, technology, engineering or mathematics 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 or Head of School 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 member of the school leadership team (such as a Deputy Principal) or counterparts in a Department of Education or non-government school authority (such as a head of learning 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 informed 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.



Supporter details are collected in Stage 1. Should the nominee be successful in progressing to Stage 2, only in exceptional circumstances (see [glossary](#)) will the Program Delegate agree to a nominator request to change a supporter at Stage 2.

### 4.3. Additional eligibility requirements

Previous nominees are eligible for renomination subject to meeting relevant eligibility criteria, submitting a new nomination form, and the nominator and supporters providing evidence of 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 Prize are not eligible to be considered again.

## 5. The assessment criteria

The nominator must address all assessment criteria in the nomination. All assessment criteria are of equal weighting. Nominations must score a minimum of 50 per cent against each of the assessment criteria.

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 all the assessment criteria. Each criterion is worth 10 points and has a strict limit of 1,500 characters, including spaces and special characters.

**In Stage 2**, more detailed responses against the assessment criteria are required. The nominator is required to respond to each of the relevant assessment criteria with a strict limit of 3,000 characters, including spaces and special characters. The nominator will also need to attach supporter statements that independently address the assessment criteria with a strict limit of 6,000 characters including spaces and special characters, using the template provided on [business.gov.au](https://business.gov.au).

We will assess responses to the assessment criteria at both stages of the nomination process. The Science Teaching Prizes Committee will assess eligible nominations against the assessment criteria for each prize and compare them to other eligible nominations for that prize.

### 5.1. Assessment criterion 1

#### **Professional knowledge: Professional knowledge of science, science education and students (10 points)**

Demonstrate this by identifying:

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

## 5.2. Assessment criterion 2

### **Professional Practice: Implements highly effective teaching and learning practices to achieve high quality learning outcomes in science, technology, engineering or mathematics (10 points)**

Demonstrate this by identifying 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, technology, engineering or mathematics.

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

## 5.3. Assessment criterion 3

### **Professional Engagement: Contribution to and engagement with the broader science, technology, engineering or mathematics education community (10 points)**

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, technology, engineering or mathematics teaching
  - build teachers' capacity to implement their curriculum.
- b. how the nominee is widely recognised as having made a significant contribution to science, technology, engineering or mathematics 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 Nominate

Nominators should read and understand these guidelines before making a nomination.

Nominators should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

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, the nominator will be invited to submit an online nominations 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 on the basis of 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](mailto: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:
  - 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 nomination

For a Stage 2 submission, nominators must:

- be invited to participate in Stage 2 of the nomination process
- complete the online Stage 2 nomination form 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 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 must be OCR compatible, as outlined in the [glossary](#).

### 6.3.1. Stage 1 attachments

We require the following documents with the nomination:

- a current two page CV for the nominee. A template is provided on [business.gov.au](#).

### 6.3.2. Stage 2 attachments

We require the following documents with the nomination:

- certified evidence of the nominee's Australian citizenship or permanent resident status
- supporter statements that independently address the assessment criteria (up to 6,000 characters including spaces and special characters). A template is provided on [business.gov.au](#) when Stage 2 nominations open
- additional evidence and attachments to support Criterion 2 of the Assessment Criteria. Additional attachments for each nomination 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, technology, engineering or mathematics 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](https://business.gov.au) when Stage 2 nominations open. [At section 8.3](#) further information is provided regarding obligations of the prize recipient.

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	10 weeks
Assessment of Stage 1 Nominations	9 weeks
Stage 2 Nominations Open	3 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](https://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 may undertake due diligence processes when assessing eligibility and merit.

We refer nominations 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 Science Teaching Prizes 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 the school context, such as location, community, students from diverse linguistic, cultural, religious and socio-economic backgrounds, career interruptions and other relevant circumstance.

The Science Teaching Prizes Committee will be gender balanced, consistent with the gender balance targets for Australian Government boards. The Science Teaching Prizes Committee must undertake compulsory implicit bias training before reviewing nominations.

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 Science Teaching Prizes Committee will assess eligible nominations against the assessment criteria for each prize and compare them to other eligible nominations.

To be recommended for Stage 2, nominations must score a minimum of 50 per cent against each of the assessment criteria and be competitively ranked. Only the highest-ranking nominations will be invited to Stage 2.

#### 7.1.2. Stage 2 Assessment

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

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

### 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 Science Teaching Prizes 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 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' accounts shortly after the awards event, following receipt of bank account details.

## 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 the teaching and learning of science as important foundations for Australia's continuing economic, social and environmental wellbeing. Prize 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.

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 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*.

## 8.5. 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 Principles](#) unless otherwise prohibited by law. 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:

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

You can also contact the [Commonwealth Ombudsman<sup>1</sup>](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>1</sup> <http://www.ombudsman.gov.au/>



## 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
- has a relationship with, or interest in, a party which could prevent the activity from being carried out 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 party 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](#)<sup>2</sup> 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 Science Teaching Prizes Committee, and other Commonwealth employees and contractors, so we can:

- manage the program

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<sup>2</sup> <https://www.industry.gov.au/publications/conflict-interest-policy>

- 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.

You may read our [Privacy Policy](#)<sup>3</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

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

We may disclose confidential information:

- to the Science Teaching Prizes 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.

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<sup>3</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

## 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 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. Glossary

Term	Definition
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	The specified principles or standards, against which nominations 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 nominee 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 including:</p> <ul style="list-style-type: none"> <li>▪ Australia Post Office</li> <li>▪ Pharmacist</li> <li>▪ Medical Practitioner</li> <li>▪ Dentist</li> <li>▪ Optometrist</li> <li>▪ Judge</li> <li>▪ Justice of the Peace</li> <li>▪ Barrister or Solicitor</li> <li>▪ Police officer</li> <li>▪ Bank, building society or credit union officer with at least five years of service.</li> </ul> <p>An approved certifier should never witness documents if:</p> <ul style="list-style-type: none"> <li>▪ it could create a real or perceived conflict of interest</li> <li>▪ the documents have a connection with matters they have an actual or perceived personal or financial interest in.</li> </ul>

Term	Definition
career interruptions	<p>What constitutes a career interruption is not limited to a fixed set of circumstances and could include:</p> <ul style="list-style-type: none"> <li>▪ caring and parental responsibilities</li> <li>▪ disaster management and recovery</li> <li>▪ limited or no access to facilities and resources</li> <li>▪ medical conditions/disability/misadventure</li> <li>▪ non-teaching employment</li> <li>▪ unemployment</li> <li>▪ community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols; or</li> <li>▪ any other circumstances which have resulted in a break in teaching employment.</li> </ul>
<a href="#"><u>Commonwealth Grants Rules and Principles (CGRPs)</u></a>	<p>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.</p>
department	The Department of Industry, Science and Resources.
decision maker	Minister for the Australian Government’s science portfolio.
disrepute	<p>Any conduct, omission, statement, or appearance that may:</p> <ul style="list-style-type: none"> <li>▪ damage the reputation of the Prizes, the department, or the Australian Government; or</li> <li>▪ reduce public confidence in the Prizes, the department, or the Australian Government.</li> </ul> <p>Conduct, omissions, statements or appearances that may give rise to disrepute could include:</p> <ul style="list-style-type: none"> <li>▪ 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;</li> <li>▪ conduct that may give rise to criminal or civil liability;</li> <li>▪ conduct, omissions, statements or appearances by the nominator or nominee that are dishonest, or could reasonably be perceived as dishonest; or</li> <li>▪ 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.</li> </ul>

Term	Definition
diverse backgrounds	<p>These groups may include but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ First Nations peoples</li> <li>▪ culturally and linguistically diverse (CALD) people</li> <li>▪ women and gender diverse people</li> <li>▪ LGBTQIA+ people</li> <li>▪ people living in regional and remote areas</li> <li>▪ people living with disabilities</li> <li>▪ people from low socio-economic backgrounds</li> <li>▪ neurodivergent people</li> <li>▪ people who face age-based discrimination.</li> </ul>
eligibility criteria	<p>The mandatory criteria which must be met to qualify for a prize. Assessment criteria may apply in addition to eligibility criteria.</p>
eligible nomination	<p>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.</p>
exceptional circumstances	<p>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:</p> <ul style="list-style-type: none"> <li>▪ serious illness and/or injury</li> <li>▪ worsening of a chronic condition or disability</li> <li>▪ a death or serious illness/injury of a close family member</li> <li>▪ a severe disruption to domestic arrangements</li> <li>▪ being the victim of a crime</li> <li>▪ unforeseen community service such as jury service, disaster relief, military service</li> </ul> <p>Circumstances unlikely to be considered exceptional include but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ holidays, weddings or other celebrations</li> <li>▪ house moves or other event that were planned or are reasonably expected</li> <li>▪ minor illnesses</li> <li>▪ paid employment</li> <li>▪ administrative errors</li> </ul>

Term	Definition
grant	<p>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:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>4</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>5</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the 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.
Minister	Minister for the Australian Government's science portfolio
nominator	The person making a nomination of a nominee.
nomination form	The document issued by the Program Delegate that nominators use to nominate nominees for the Science Teaching Prizes under the program.
nominee	The individual or team being nominated for a Science Prize.
OCR (Optical Character Recognition)	<p>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.</p> <p>A document that has been printed and scanned is generally not OCR compatible.</p>

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<sup>4</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>5</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

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> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Principal	<p>The highest-ranking administrator in a school.</p> <p>A person officially acting in the capacity of principal may meet eligibility as a nominator or supporter for activities witnessed during a specific period at that school.</p>
prize money	The monetary prize made available by the Commonwealth of Australia to prize recipients under the program.
prize recipient	An individual 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"> <li>▪ the Prime Minister's Prize for Science</li> <li>▪ the Prime Minister's Prize for Innovation</li> <li>▪ the Frank Fenner Prize for Life Scientist of the Year</li> <li>▪ the Malcolm McIntosh Prize for Physical Scientist of the Year, and</li> <li>▪ the Prize for New Innovators.</li> </ul>
Science Teaching Prizes	<p>Refers to the two science teaching prizes:</p> <ul style="list-style-type: none"> <li>▪ Prime Minister's Prize for Excellence in Science Teaching in Primary Schools</li> <li>▪ Prime Minister's Prize for Excellence in Science Teaching in Secondary Schools.</li> </ul>
Science Teaching Prizes 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.
selection criteria	Comprises of eligibility criteria and assessment criteria.



Term	Definition
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>