



Grant Opportunity Guidelines

Inspiring Australia – Science Engagement Program: The Prime Minister’s Prizes for Science 2024 – Science Prizes

Nomination Stage 1 opening date:	10.00am AEDT on Tuesday, 21 November 2023
Nomination Stage 1 closing date and time:	5.00pm AEDT on Tuesday, 6 February 2024 Please take account of time zone differences when submitting your application.
Nomination Stage 2 opening date:	10.00am AEDT Monday, 22 April 2024
Nomination Stage 2 closing date and time:	5.00pm AEST on Tuesday, 14 May 2024 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Industry, Science and Resources
Administering entity:	Department of Industry, Science and Resources

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

Date guidelines released: 10.00am AEDT on 21 November 2023

Type of grant opportunity: Open competitive

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

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

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



Stage 1 nominations open

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



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

The nominator, or nominator’s representative submits a nomination on behalf of a nominee via an application form (application). The nominator will provide a brief statement (up to 3000 characters) addressing the nominee’s achievement for a particular science prize, the contact details of the nominee, two supporters and two independent referees. One independent referee must be based overseas for all prizes, except the Prize for New Innovators.



We assess all grant applications

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



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

If your nominee has been shortlisted, we invite you and the two supporters from the original application to prepare a more detailed application addressing the assessment criteria (up to 9000 characters for nominators, up to 6000 character each for supporters). For the Prime Minister’s Prize for Innovation, you are required to address different criteria at each stage.



Stage 2 applications are sent to referees

We refer the nominator (up to 9000 characters) and supporters’ (up to 6000 characters each) Stage 2 statements to the independent referees (two provided by the nominator and one identified by the committee) with relevant expertise to seek their professional opinions on the claims made in the applications.



Stage 2 applications are assessed and prize recipients are recommended

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



Final decisions are made

The decision maker decides which applications are successful.



We notify you and the nominee of the outcome

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

2. About the Inspiring Australia – Science Engagement program

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

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

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

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

2.1. About the Prime Minister's Prizes for Science

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

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

The Prime Minister's Prizes for Science recognise the achievements and success of Australian scientists and innovators, and benefits to both Australia and the rest of the world. The prizes also recognise the critical role science educators play in inspiring and encouraging students to take an interest in science and consider science as a career.

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

Through the program, The Prime Minister's Prizes for Science will award up to \$750,000 each year for 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)

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

- Prize for New Innovators (\$50,000).

Science Teaching Prizes

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

2.2. About the Science Prizes grant opportunity

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

Stage 1: where you, as the nominator, provide a submission (up to 3000 characters) outlining the nominee's achievement and why they would be a good candidate for a particular science prize. You will also need to provide the contact details of two supporters and two independent referees who have agreed to provide their informed opinions. One independent referee must be based overseas for all prizes except the Prize for New Innovators.

Stage 2: where, if we have shortlisted your nominee, we invite you (the nominator) and two supporters to prepare a more detailed submission (nominator submission up to 9000 characters and supporter submissions up to 6000 characters each) addressing the relevant assessment criteria.

This grant opportunity guidelines document sets out:

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

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

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

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

We will publish the [opening and closing dates²](#) and any other relevant information on business.gov.au and [GrantConnect](#).

2.3. Overview of the Science Prizes

We award the Science Prizes for achievements in science, research-based innovation and commercialisation.

2.3.1. Prime Minister's Prize for Science

We award the Prime Minister's Prize for Science for a significant advancement of knowledge through science. It is awarded to one individual or one team of up to four individuals if the achievement is the result of a collaborative team effort.

The prize includes a medallion, lapel pin, award certificate and prize money of \$250,000. Where we award the prize to a team, each member will receive a medallion, lapel pin, award certificate and an equal portion of the prize money.

² <https://www.business.gov.au/pmprizesscience>

2.3.2. Prime Minister's Prize for Innovation

The Prime Minister's Prize for Innovation is awarded for the innovative translation of scientific knowledge into a commercially available product, service or process that has had economic, social and, where relevant, environmental benefits. It is awarded to one individual or one team of up to four individuals if the achievement is the result of a collaborative team effort.

The prize includes a medallion, lapel pin, award certificate and prize money of \$250,000. Where we award the prize to a team, each member will receive a medallion, lapel pin, award certificate and an equal portion of the prize money.

2.3.3. Malcolm McIntosh Prize for Physical Scientist of the Year and Frank Fenner Prize for Life Scientist of the Year

The Malcolm McIntosh Prize for Physical Scientist of the Year and Frank Fenner Prize for Life Scientist of the Year each recognise an exceptional achievement in science that benefits, or has the potential to benefit, human welfare or society. We award each prize to one individual who has realised the nominated research achievement and been nominated within 10 years (full time or full-time equivalent [FTE]) of completing their highest relevant tertiary qualification.

The research achievement can include research conducted as part of studies leading to the award of the nominee's highest relevant tertiary qualification.

Each prize includes a medallion, lapel pin, award certificate and prize money of \$50,000.

2.3.4. Prize for New Innovators

The Prize for New Innovators recognises early achievement towards partial or full commercialisation or translation of scientific research with economic, social and, where relevant, environmental benefits. The commercialisation or translation of scientific research can be demonstrated by either advancement towards commercial or translational outcome or by the actual attainment of a commercial or translational outcome itself.

We will consider the innovation, underlying research and trial pathway equally important. The innovation must, or have the potential to, generate measurable revenue or measurable socio-economic benefit.

We award the prize to one individual who has achieved or made achievements towards commercialising or translating their research outcomes and been nominated within 10 years (full time or FTE) of completing their highest relevant tertiary qualification.

The prize includes a medallion, lapel pin, award certificate, and prize money of \$50,000.

2.3.5. Fields of science covered by the Science Prizes

The Science Prizes are awarded for achievement in any of the following fields, as defined in the *Australian and New Zealand Standard Research Classifications 2020*:

Division 30	Agricultural, Veterinary and Food Sciences
Division 31	Biological Sciences
Division 32	Biomedical and Clinical Sciences
Division 34	Chemical Sciences
Division 37	Earth Sciences
Division 40	Engineering
Division 41	Environmental Sciences

Division 42	Health Sciences
Division 45	Indigenous studies, Group 4506 Aboriginal and Torres Strait Islander sciences
Division 45	Indigenous studies, Group 4517 Pacific Peoples sciences
Division 46	Information and Computing Sciences
Division 49	Mathematical Sciences
Division 51	Physical Sciences.

3. Grant amount and grant period

Through the program, the Prime Minister's Prizes for Science will award up to \$750,000 in 2024 for achievements in science, research-based innovation and excellence in science teaching.

3.1. Grants available

For the Science Prizes grant opportunity, the grant will be up to \$650,000 in prize money as described below:

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).

Each prize recipient receives a medallion, lapel pin, award certificate and prize money. Where we award the prize to a team, each member will receive a medallion, lapel pin, award certificate and an equal portion of the prize money.

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

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

4. Eligibility criteria

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

4.1. Who is eligible?

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

- be an Australian citizen or permanent resident of Australia (nominees currently living or studying overseas are not precluded from being nominated)
- not be self-nominated
- not be nominated in more than one prize category. Where a nominee is nominated in more than one category, we will ask the nominee to select a single nomination to pursue. This will occur at Stage 1.

Additional eligibility criteria for each prize are listed below.

4.2. Additional eligibility requirements

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

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

Prize nominees do not need to be a member of a professional association or to have received any prior award to be eligible.

4.2.1. Prime Minister's Prize for Science and Prime Minister's Prize for Innovation

To be eligible for the Prime Minister's Prize for Science or the Prime Minister's Prize for Innovation, a nominee must also:

- be an individual or a member of a team with up to four individuals
- hold an active position in research, academia or the private sector.

Where you nominate a team, all individuals must meet the eligibility criteria and you must demonstrate a collaboration for the nomination to be eligible. We cannot award the prize to a group of individuals who have produced recognised research or research impacts in the same field, but who did not work collaboratively to achieve them.

4.2.2. Malcolm McIntosh Prize for Physical Scientist of the Year and Frank Fenner Prize for Life Scientist of the Year

To be eligible for the Malcolm McIntosh Prize or the Frank Fenner Prize, a nominee must also:

- be an individual
- have realised their nominated research achievements and be nominated within 10 years (full-time or FTE) of completing their highest relevant tertiary qualification
- have completed at least four years (full-time or FTE) of research in Australia.

The research achievement can include work done as part of relevant academic studies.

A nominee may have had one, or more, career interruptions (as defined in section 11 Glossary) since completing their highest relevant tertiary qualification. In these situations, the 10 year (full-time or FTE) requirement is extended by the length of the career interruption. For example, a

nominee experiencing career interruptions totalling two years will be eligible to apply within 12 years full-time or FTE since completing their highest relevant tertiary qualification.

4.2.3. Prize for New Innovators

To be eligible for the Prize for New Innovators, a nominee must also:

- be an individual
- have made significant achievement towards the commercialisation or translation of their scientific research outcomes and be nominated within 10 years (full-time or FTE) of completing their highest relevant tertiary qualification
- have completed at least two years (full-time or FTE) of research in Australia.

Nominees who demonstrate partial or full translation or commercialisation of scientific research outcomes are eligible for this prize. Progress towards commercialisation or translation can include work undertaken as part of relevant academic studies.

A nominee may have had one, or more, career interruptions (as defined in section 11 Glossary) since completing their highest relevant tertiary qualification. In these situations, the 10 years (full-time or FTE) requirement is extended by the length of the career interruption. For example, a nominee experiencing career interruptions totalling two years will be eligible to apply within 12 years full-time or FTE since completing their highest relevant tertiary qualification.

4.3. Who is not eligible?

Past recipients of the Prime Minister's Prize for Science or the Prime Minister's Prize for Innovation are not eligible to be considered for another award.

Past recipients of any other of the Science Prizes may only be nominated for the Prime Minister's Prize for Science or the Prime Minister's Prize for Innovation.

4.4. Who is eligible to be a nominator?

The nominator is the person making a nomination of a nominee.

To be eligible to submit an application nomination for a science prize, a nominator must:

- not be related to the nominee
- be personally knowledgeable of the nominated achievement and be able to offer informed opinions about its worth
- hold professional qualifications in the same, or a closely related field as the nominee
- ensure the nominee is willing to be nominated and provide evidence necessary to support the nomination.

We encourage nominators to confirm the organisation of the nominee is aware of and can support the nomination. We also encourage nominators to work with support mechanisms available within their own organisations, such as research offices, to assist with developing high quality and competitive applications.

If nominating a team, the nominator need only submit one application to address the work of all team members.

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

A nominator cannot also be a supporter or an independent referee for the same application and a nominee cannot support their own nomination.

4.5. 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.

The supporter's role is to provide their written independent views on the nominee's achievements against the assessment criteria.

To be eligible to support an application for a science prize, a supporter must:

- not be related to the nominee
- be personally knowledgeable of the nominated achievement and be able to offer informed opinions about its worth
- hold professional qualifications in the same, or a closely related field as the nominee.

At least one supporter must be working for a different organisation to the nominator and the nominee.

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

4.6. Who is eligible to be an independent referee?

An independent referee is an individual identified by the nominator or the Science Prizes Committee as someone who will verify the application. An independent referee cannot also 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 the supporter when contacted by the department.

To be eligible to be an independent referee for a science prize, the independent referee must:

- not be related to the nominee or have a professional relationship that would cause a conflict of interest that may unnecessarily bias the independence of the referee.

One of the independent referees identified by the nominator must be based overseas for all prizes, except the Prize for New Innovators. 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 will the Program Delegate agree to a nominator request to change an independent referee at Stage 2.

5. The assessment criteria

You must address all assessment criteria in your application. All assessment criteria are of equal weighting (there is a maximum of 20 points).

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

You may address the criteria through the combined inputs of the nominator and supporters based on direct personal knowledge of the nominee's work. We understand that a supporter may not be able to comment on all criteria. Supporters should provide independent views of the nominee's achievement/s, rather than confirming the views of the nominator.

In Stage 1 a summary of up to 3000 characters that outlines the nominee's achievement and why they would be a good candidate for a particular science prize will be required.

In Stage 2 more detailed responses against the assessment criteria will be required (nominator submission up to 9000 characters and supporter submissions up to 6000 characters each).

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

5.1. Prime Minister's Prize for Science

5.1.1. Assessment criterion 1 (10 points)

Demonstrated original and in-depth research effort

You should demonstrate this by identifying the originality and depth of the research effort involved in the nominated achievement.

For team nominations also describe:

- each member's contribution
- the benefits of the collaboration
- why the prize should be jointly awarded.

5.1.2. Assessment criterion 2 (10 points)

Demonstrated impact

You should demonstrate this by identifying the achievement's impact on its field of science and, where appropriate, more broadly.

5.2. Prime Minister's Prize for Innovation

For this prize, nominees are required to address different assessment criteria at each stage.

5.2.1. Stage 1 Assessment Criteria

5.2.1.1. Assessment criterion 1 (10 points)

Demonstrated commercialisation

You should demonstrate commercialisation by identifying the key research and development efforts involved in innovatively translating scientific knowledge into a commercially available product, process or service that has had substantial economic, social, and where relevant, environmental benefits.

For team nominations also describe:

- each member's contribution
- the benefits of the collaboration
- why the prize should be jointly awarded.

5.2.1.2. Assessment criterion 2 (10 points)

Demonstrated value and benefit to Australia

You should demonstrate this by identifying the direct and indirect benefits of the innovation to Australia and its public good value.

5.2.2. Stage 2 Assessment Criteria

5.2.2.1. Assessment criterion 1 (10 points)

Demonstrated commercialisation through innovation

You should demonstrate this by identifying:

- a. the key research and development efforts involved in innovatively translating scientific knowledge into a commercially available product, process or service that has had substantial economic, social, and where relevant, environmental benefits
- b. the research and innovation pathway to the final product, process or service and its successful commercialisation, including:
 - the roles and contributions of those involved
 - any patents granted or applied for.

For team nominations also describe:

- each member's contribution to the development of the innovation and its commercialisation
- the benefits of the collaboration
- why the prize should be awarded jointly.

5.2.2.2. Assessment criterion 2 (10 points)

Demonstrated value and benefit to Australia

You should demonstrate this by identifying:

- a. the direct and indirect economic, social and, where relevant, environmental benefits of commercialisation, such as:
 - capital investment and employment outcomes for Australia
 - the value of sales
 - tax revenues
 - royalty streams to the host research organisation
 - new partnerships and synergies
 - the value of its public good.
- b. other benefits of the innovation process such as:
 - pathways for further research and development on both the commercialised product, process or service and other potential outcomes
 - the number of PhD students involved in the research programs
 - any unexpected outcomes realised through the innovation and product, process or service development processes.

5.3. Malcolm McIntosh Prize for Physical Scientist of the Year and Frank Fenner Prize for Life Scientist of the Year

5.3.1. Assessment criterion 1 (10 points)

Nature of the research achievement

You should demonstrate this by identifying the originality and impact of the achievement within its field of science.

5.3.2. Assessment criterion 2 (10 points)

Benefit, or potential for benefit, to human welfare or society

You should demonstrate this by identifying the application of the research achievement, particularly to Australia.

5.4. Prize for New Innovators

5.4.1. Assessment criterion 1 (10 points)

Nature of the innovation achievement

For this prize, you should demonstrate the commercial or translational viability of the innovation, including any progress towards commercialisation or integration into practice.

You should demonstrate this by identifying the research and development and innovation involved in translating scientific knowledge into a commercial product, process or service including:

- the pathway leading to the development and commercialisation or translation of the product, process or service
- the role of the nominee in the process
- whether any patents were granted or applied for
- the originality and impact of the achievement within its field of science.

We will consider the innovation, underlying research and trial pathway equally important.

5.4.2. Assessment criterion 2 (10 points)

Value and benefit to Australia

You should demonstrate this by identifying the application of the innovation and its benefits, including substantial progress towards commercialisation or translation and any direct and indirect economic, societal and environmental benefits.

6. How to submit an application

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

You can only submit an application while applications are open.

You must also ensure the nominee:

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

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

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

You can view and print a copy of your submitted application on the portal for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

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

The selection of recipients reflect the nominations received and information available to the department and the Minister at the time. 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.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at business.gov.au or by calling 13 28 46.

6.1. Submitting a Stage 1 application

For a Stage 1 submission, you must:

- complete the online Stage 1 application form via our online [portal](#)
- address all eligibility and assessment criteria
- provide all the information requested including:
 - the contact details of two supporters
 - the contact details of two independent referees. 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. One independent referee must be based overseas for all prizes except the Prize for New Innovators
 - provide a 3000 character achievement summary addressing the assessment criteria.
- provide all necessary attachments, as outlined in section 6.3.1.

6.2. Submitting a Stage 2 application

For a Stage 2 submission, you must:

- be invited to participate in Stage 2 of the application process
- complete the online Stage 2 application form (which will include a brief 250 word plain English statement, summarising the nominee's science achievements and impacts) on our online [portal](#)
- address all eligibility and assessment criteria.
- provide a nomination statement up to 9000 characters.
- provide all the information requested
- provide all the necessary attachments, as outlined in section 6.3.2.

6.3. Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

6.3.1. Stage 1 attachments

We require the following documents with your application:

- a current two page CV for each nominee. A template is provided on business.gov.au.

The CV should include reference to any patents and to four key articles or publications that relate most directly to the work referenced in the application. Where the nominee is a joint author, the citation should note if the nominee was the principal author or not. If the application is for a team, at least two of the team members, including the team leader, must be joint authors of at least three of the publications.

6.3.2. Stage 2 attachments

We require the following documents with your application:

- support statements that independently address the assessment criteria (up to 6000 characters each). A template is provided on business.gov.au when Stage 2 applications open
- certified evidence of the nominee's Australian citizenship or permanent resident status
- a certified copy of the nominee's testamur (for Frank Fenner, Malcolm McIntosh and Prize for New Innovators only)
- links to up to four peer reviewed publications or patents that best describe the nominee's achievement. You must attach publications or patents where they are not freely available online
- a list of published articles and/or books directly relevant to the nominee's achievement. Where the nominee is a joint author, the citation should note if the nominee was the principal author or not. If the application is for a team, the papers must be co-authored by the majority of the team
- a completed declaration form from the nominee stating, amongst other things, that they have not, and will not, take actions that bring the Prime Minister's Prizes for Science, the department or the Australian Government into disrepute. A declaration form template is provided on business.gov.au when Stage 2 applications open. At section 8.3. further information is provided regarding obligations of the prize recipient.

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

6.4. Timing of grant opportunity processes

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

Table 1: Expected timing for this grant opportunity

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

6.5. Questions during the application process

If you have any questions during the application period, [contact us](#) at business.gov.au or by calling 13 28 46.

7. The grant selection process

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

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

The Science Prizes Committee will be required to perform their duties in accordance with the CGRGs.

We consider your application on its merits, based on:

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

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

We will invite shortlisted applications to apply for Stage 2. We invite you (the nominator) and two supporters to prepare a more detailed application addressing the assessment criteria. For the Prime Minister's Prize for Innovation, nominees are required to address different criteria at each stage.

We refer the nominator and supporters' Stage 2 statements to the independent referees with relevant expertise who have agreed to provide their informed opinions on the claims made in the application. The Science Prizes Committee will approach an alternative independent referee to seek further confirmation of the nominee's achievements.

In Stage 2, the Science Prizes Committee will assess eligible applications for the shortlisted nominees against the assessment criteria, compare them to other eligible Stage 2 nominations and

recommend prize recipients. The Science Prizes Committee will only recommend one individual or one team for each Science Prize category.

The Science Prizes Committee may re-assign nominations between the Science Prizes, subject to meeting eligibility criteria and confirmation from the Program Delegate.

The Science Prizes Committee will be gender balanced, consistent with the gender diversity target on Australian Government boards. The Science Prizes Committee must undertake compulsory implicit bias training before reviewing applications. The Science Prizes Committee may also seek additional advice from independent technical experts.

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

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.

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

7.1. Who will approve prize recipients?

The Minister will make the final decision on the prize recipients, taking into account the recommendations of the Science Prizes Committee and the availability of grant funds.

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

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

We cannot review decisions about the merits of your application.

8. Notification of prize outcomes

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

8.1. Feedback on your application

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

8.2. How the prize will be awarded

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

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

8.3. Obligations of the prize recipient

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 applications 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 at section 11 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 grant, of 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 Guidelines](#) 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 CGRGs.

These guidelines may be changed from time-to-time by the department. 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
Grants Delivery and Business Services
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)³ 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 application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

³ <http://www.ombudsman.gov.au/>

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 1 3\(7\)\)⁴](#) of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy⁵](#) on the department's website.

10.3. Privacy

Unless the information you provide to us is:

- confidential information as per below, 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 Prizes 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 applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy⁶](#) on the department's website for more information on:

- what is personal information

⁴ <https://www.legislation.gov.au/Details/C2019C00057>

⁵ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

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

- 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 grant application and/or the outcome of your application, without our prior written approval. Further information on what is confidential and how it should be treated will be included in correspondence to relevant applicants following assessment of their application. 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 non-disclosure 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 Prizes Committee and our Commonwealth employees and contractors, 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.

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 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.
application form	The document issued by the Program Delegate that nominators use to nominate nominees for the Science Teaching Prizes under the program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
authorised certifiers	<p>Mandatory Stage 2 attachments requiring certification (Section 6.3.2) can be certified (confirmed) as a true copy of the original document by one of the following authorised certifiers:</p> <ul style="list-style-type: none"> ▪ Australia Post Office ▪ Pharmacist ▪ Medical Practitioner ▪ Dentist ▪ Optometrist ▪ Judge ▪ Justice of the Peace ▪ Barrister or Solicitor ▪ Police officer ▪ Bank, building society or credit union officer with at least five years of service. <p>An approved certifier should never witness documents if:</p> <ul style="list-style-type: none"> ▪ it could create a real or perceived conflict of interest <p>the documents have a connection with matters they have an actual or perceived personal or financial interest in.</p>
career interruptions	<p>Career interruptions could include:</p> <ul style="list-style-type: none"> ▪ caring and parental responsibilities ▪ disaster management and recovery ▪ limited or no access to facilities and resources ▪ medical conditions/disability/misadventure ▪ non-research employment ▪ unemployment ▪ community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols; or ▪ any other circumstances which have resulted in a break in research employment.

Term	Definition
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	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.
collaboration	A joint participation on the same research project to which all team members have contributed leading to a specified research or research commercialisation achievement.
department	The Department of Industry, Science and Resources.
decision maker	The Commonwealth Minister for Industry and Science.
disrepute	<p>Any conduct, omission, statement, or appearance that may:</p> <ul style="list-style-type: none"> ▪ damage the reputation of the Prizes, the department, or the Australian Government; or ▪ reduce public confidence in the Prizes, the department, or the Australian Government. <p>Conduct, omissions, statements or appearances that may give rise to disrepute could include:</p> <ul style="list-style-type: none"> ▪ 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.
eligible nomination	A nomination for a Science Prize that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
eligibility criteria	The mandatory criteria, which must be met to qualify for the prize. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
grant	<p>For the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ 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 CGRGs.
guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister for Industry and Science
nominator	The person making a nomination of a nominee.
nominee	The individual or team being nominated for a Science Prize.
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"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
prize money	The monetary prize made available by the Commonwealth of Australia to prize recipients under the program.
prize recipient	An individual or team that has been awarded a Science Prize.
professional qualifications	Qualifications attested by evidence of formal qualifications or professional experience and can include post-academic training or experience required for the right to practise.
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.

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
referee	<p>Someone identified by either the nominator or the Science Prizes Committee in addition to the supporters who will be approached for an independent reference on the achievement/s of the Nominee.</p> <p>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.</p>
Science Prizes	<p>Collectively refers to the five science and innovation prizes:</p> <ul style="list-style-type: none"> ▪ 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.
Science Prizes Committee	<p>The body by the same name, including sub-committees, established by the Program Delegate to consider and assess Eligible Nominations and make recommendations to the Minister for prizes under the program.</p>
Science Teaching Prizes	<p>Refers to the two science teaching prizes:</p> <ul style="list-style-type: none"> ▪ Prime Minister's Prize for Excellence in Science Teaching in Primary Schools ▪ Prime Minister's Prize for Excellence in Science Teaching in Secondary Schools.
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>