



Grant Opportunity Guidelines

Global Innovation Strategy: Global Innovation Linkages Program Round 3

Opening date:	9:00am Australian Eastern Daylight Time on 5 February 2021
Closing date and time:	5.00pm Australian Eastern Standard Time on 7 April 2021 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Industry, Science, Energy and Resources
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	5 February 2021
Type of grant opportunity:	Open competitive

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1. Global Innovation Strategy: Global Innovation Linkages program processes

The Global Innovation Linkages program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to Department of Industry, Science, Energy and Resources' Outcome One. The department works with stakeholders to design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

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



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible. An independent committee of experts assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery and monitoring of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by engaging with you, monitoring your progress, ongoing reporting and compliance, and making payments throughout the duration of the grant agreement.



Evaluation of the Global Innovation Linkages program

We evaluate the specific grant activity and Global Innovation Strategy as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Global Innovation Linkages program (the program) was announced as part of the National Innovation and Science Agenda in 2016 and forms part of the Global Innovation Strategy.

This is an ongoing program with application rounds held once every two years.

The program demonstrates the Australian Government's commitment to:

- supporting innovation, science, and commercialisation
- increasing collaboration between industry, including small and medium enterprise (SME), and other end users and the research sector
- enabling growth and productivity for globally competitive industries
- working with global economies to progress mutually beneficial innovation outcomes.

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

2.1. About the Global Innovation Linkages Round 3 grant opportunity

These guidelines contain information for the Global Innovation Linkages Round 3 grant opportunity.

The objectives of the grant opportunity are to:

- build linkages with global economies to enable Australia to improve research and business performance, and access international supply chains and global markets
- contribute to improving the competitiveness, productivity and sustainability of Australian and global economies in line with government priorities
- foster high quality solutions to identify end user challenges through international collaborative research partnerships between industry entities, research organisations and global partners
- encourage and facilitate SME participation in collaborative research.

The intended outcomes of the grant opportunity are:

- quality collaborative partnerships with leading global partners and ongoing industry-research sector collaborations
- international collaborative innovation outcomes relevant to government priorities as measured by, for example, patents registered
- Australian SME participation in collaborative research
- increased research skills in industry, and industry capability in research.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity.

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

We have defined key terms used in these guidelines in the glossary at section 14.

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

3. Grant amount and grant period

For this grant opportunity, \$9 million is available over four years.

3.1. Grants available

The grant amount can cover up to 50% of eligible project expenditure (grant percentage).

- The minimum grant amount is \$500,000.
- The maximum grant amount is \$1,000,000.

You and your partners are responsible for the remaining 50% of eligible project expenditure plus any ineligible expenditure for project activities conducted by Australian partners.

Contributions to your project may be cash or in-kind. We treat proposed cash and in-kind resources equally for determining the 'matching' contributions against the grant funding.

Global partners must support their own project activities. Grant funding cannot be used to fund activities of global partners.

You cannot use funding from other Commonwealth, State, Territory or local government grants to fund the balance of project expenditure not covered by the grant.

3.2. Project period

The maximum project period is four years.

You must complete your project by 30 June 2025.

We may approve an extension at the department's discretion.

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 grant funding you must apply as a lead organisation on behalf of partners who have agreed to collaborate to undertake eligible activities.

To be an eligible lead organisation you must:

- have an Australian Business Number (ABN)

and be one of the following eligible entities:

- an entity, incorporated in Australia
- a publicly funded research organisation (PFRO) as defined in section 14
- a Cooperative Research Centre (CRC)
- an Australian State/Territory Government agency or body.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

If you have been a lead organisation, Australian partner or global partner in a separate project receiving grant funding you may still be eligible to apply or collaborate in a new project. However,

you will not be eligible where the proposed activity in the new application duplicates all or part of a project awarded grant funding. Activities may draw on the results of a previously funded project.

4.2. Additional eligibility requirements

We can only accept applications which:

- include three unrelated entities with at least:
 - one Australian industry entity
 - one Australian research organisation and
 - one global partner
- include matched funding cash and/or in-kind contributions from the applicant and partners
- include all mandatory attachments.

Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. You can partner on multiple applications but you can only apply as the lead organisation for two applications in the grant round.

We cannot waive the eligibility criteria under any circumstances.

4.3. Priority areas

Your project must be in at least one of the following priority areas:

- Advanced Manufacturing
- Food and Agribusiness
- Medical Technologies and Pharmaceuticals
- Mining Equipment, Technology and Services
- Oil, Gas and Energy Resources
- Cyber Security

In your application, you will need to select a primary priority area for your project.

These priority areas align with the Australian Government's [Industry Growth Centres Initiative](#)².

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be aimed at building genuine collaboration between at least three unrelated entities, being the Australian industry entity, Australian research organisation and global partner, who are not organisationally or otherwise closely connected except for this project
- be in at least one priority area (see section 4.3).

Eligible activities must be directly related to the project and may include:

- joint industry research projects with Australian partners and global partners
- conferences, workshops, symposia related to the joint research

² <https://www.industry.gov.au/strategies-for-the-future/industry-growth-centres>

- exchanges and secondments of personnel between Australia and global economies for purposes related to the joint research
- new research–related information sharing and communication initiatives related to the joint research
- clinical trials
- proof of concept activities
- pre-commercialisation of research outcomes
- work with one or more Growth Centres or other similar Australian Government initiatives to develop research outcomes that meet the strategic priorities identified by industry partners.

We may also approve other activities.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure can include:

- salaries for researchers and support staff, fellowships and student stipends, and direct salary and on-costs for Australian personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)
- contractor costs
- costs of acquiring intellectual property and technology
- staff training that directly supports the achievement of project outcomes
- international and domestic travel and associated costs
- financial auditing of project expenditure
- workshops in support of the activities, knowledge transfer and capability development
- cost of materials consumed in testing a process or prototype, including costs incurred in validation, establishing efficacy, demonstration of capability, scale-up, and development of evidence of the stability or reproducibility of processes
- other specific expenditures may be eligible as determined by the Program Delegate.

For further guidance on eligible expenditure, see Appendix A.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is an AusIndustry manager within the department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you (or Australian partner) within the project period and for approved eligible activities
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

You must not commence your project until you execute a grant agreement with the Commonwealth. We are not responsible for any expenditure you or your project partners incur until a grant agreement is executed.

5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- activities of global partners and
- ineligible expenditure listed in Appendix B.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion. We will only consider funding applications that score at least 50% against each assessment criterion, as these represent best value for money.

The application form includes questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

6.1. Assessment criterion 1

The extent to which your project improves international linkages with global economies (40 points)

You should demonstrate this through identifying:

- a. the extent to which the project strengthens or builds new long-term collaboration with global economies and strategic alliances between researchers and industry
- b. the extent to which the project promotes access to and participation by Australian researchers in high quality, strategically focused leading edge international science, research and technology
- c. how the project improves Australia's participation and competitiveness in the global economy
- d. how the global partner's activities will contribute to the project, including their anticipated funding.

6.2. Assessment criterion 2

Your capacity, capability and resources to deliver the project (30 points)

You should demonstrate this through identifying:

- a. your access to personnel with the right skills and experience, including management and technical staff, and to any infrastructure, capital equipment, technology and intellectual property required for the project
- b. a sound project plan, to be provided as an attachment, to manage and monitor the project, including arrangements for governance, security and intellectual property rights and the identification of risks and mitigation strategies, as well as promoting research integrity and security
- c. justification for the funding amount requested and/or the likelihood the project would proceed without the grant. Outline the total investment the grant will leverage and explain how this

benefits your project, including any grant funding from other foreign government programs provided to global partners.

6.3. Assessment criterion 3

The broader national benefits of your project (30 points)

You should demonstrate this through identifying:

- a. the economic and national benefit/s to be gained from your project for the priority area/s of focus during the project and beyond. This may include:
 - the degree to which the project is likely to foster high quality research outcomes
 - the likelihood of the project generating beneficial IP for Australian partners and other arrangements and publications
 - likely commercialisation of any innovations created through the activity.
- b. where projects involve cyber security, the degree to which the project aligns with [Australia's cyber security strategies and priorities](#)³.

7. How to apply

Before applying, you should read and understand these guidelines, the sample application form and the sample grant agreement published on business.gov.au and [GrantConnect](#).

You can only submit an application during a funding round. We will publish the opening and closing dates for each round on business.gov.au.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You should retain a copy of your application 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.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

³ <https://www.homeaffairs.gov.au/about-us/our-portfolios/cyber-security/strategy>

- project plan including arrangements for governance, security and intellectual property rights and the identification of risks and mitigation strategies (up to 5 A4 pages)
- letter of support from the lead applicant and all partners including outlining matched funding and/or in-kind contributions, refer to section 7.2.
- CVs for key personnel (template provided on business.gov.au).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Joint applications

Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. You can partner on multiple applications but you can only apply as the lead organisation for two applications in the grant round.

The application should identify all other members of the proposed group and include a letter of support from each of the project partners. You can add the details of up to ten partners in the application form. Each letter of support must be submitted using the appropriate template available from business.gov.au and should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- details of any cash or in-kind contributions to the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You may secure additional project partners or may substitute project partners during the period of the grant agreement, subject to the conditions of the grant agreement.

You may be required to have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity

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

If you are successful, we expect you will be able to commence your project around July 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	7 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	3-4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Agreement execution date
End date of grant commitment	30 June 2025

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria, scoring highly against each assessment criterion
- how it compares to other applications based on the project size and complexity
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We refer your application to an independent committee of experts (the committee) in industries and technologies relevant to each particular application round. The committee may also seek additional advice from independent technical experts and other government agencies where appropriate.

The committee will assess your application against the assessment criteria and compare it to other eligible applications in a funding round, taking into account the spread of support across priority areas and global economies, before recommending which projects to fund. The committee will perform their duties in accordance with the CGRGs.

To recommend an application for funding it must score highly against each assessment criterion.

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

8.1. Who will approve grants?

The Program Delegate decides which grants to approve taking into account the recommendations of the committee, national interest considerations, and the availability of grant funds.

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

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

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

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample grant agreement is available on business.gov.au and [GrantConnect](#).

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of grant funding.

If you enter an agreement under the program, you cannot receive other grants for this project from other Commonwealth, State or Territory granting programs.

You will need to report against project partner contributions (both cash and in-kind) that have been received each year during milestone reporting.

The Commonwealth may recover grant funds if there is a breach of the grant agreement, or if it is found the application included false or misleading information, or failed to include information that may have affected the assessment of the grant.

10.2. Standard grant agreement

We will use a standard grant agreement for medium or larger projects where we consider your project to be more complex.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

10.3. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with

- State/Territory legislation in relation to working with children.

10.3.1. Ethics and research practices

The [Australian Research Council⁴](#) web site provides a series of publications that outline the principles of ethical conduct in research. All proposals and funded research projects must conform to the principles and requirements of these publications (and their successor documents), including but not limited to:

- the *Australian Code for the Responsible Conduct of Research* (2018) and successor documents
- the *National Statement on Ethical Conduct in Human Research* (2007, updated 2018)
- the *Australian Code for the Care and Use of Animals for Scientific Purposes* (2013).

If there is any conflict or inconsistency between a successor document and its predecessor, then the successor document prevails.

10.3.2. Intellectual property rights

Applicants must provide details of intellectual property (IP) arrangements in their applications. This includes both the use of IP in the project and the proposed ownership rights to IP generated by the project as well as strategies for protecting Australia's interests. Where IP is likely to be generated by the project, successful applicants are required to conclude protocols or contracts with their Australian partners and global partners on the management of IP issues. These agreements should be in accordance with laws and regulations in Australia and the relevant global economies and provide for:

- adequate and effective protection and equitable distribution of any benefits from IP rights created in or resulting directly from cooperative activities (foreground IP rights)
- ownership of foreground IP rights to be allocated on the basis of respective contribution and equitable interests
- terms and conditions for the commercialisation and other forms of dissemination of the foreground IP rights
- adequate and effective protection of IP rights provided by the organisations, enterprises and institutions prior to or in the course of such cooperative activities, for example, the licensing or utilisation of such IP rights on equitable terms (background IP rights).

Australian participants should approach IP negotiations in line with the principles outlined on [business.gov.au⁵](#) and the [National Principles of Intellectual Property Management for Publicly Funded Research \(2017\)⁶](#).

⁴ <https://www.arc.gov.au/policies-strategies/policy/codes-and-guidelines>

⁵ <https://www.business.gov.au/registrations/intellectual-property>

⁶ <https://www.arc.gov.au/policies-strategies/policy/national-principles-intellectual-property-management-publicly-funded-research>

10.3.3. Export Controls

As this program involves research collaboration with foreign entities, some provisions of Australia's export controls regime may apply to your project. It is your responsibility to consider the implications, if any, of the relevant legislation on the proposed project before submitting your application, and to comply with any applicable requirements if it is successful. Further information is available on the [Department of Defence website](#)⁷.

10.3.4. Security

Collaboration with foreign entities must be transparent, undertaken with full knowledge and consent, and in a manner that avoids harm to Australia's interests. It is your responsibility to consider the implications on the proposed project before submitting your application, and to comply with any applicable requirements if it is successful.

It is a requirement of the grant opportunity that you, your Australian partners and all Australian personnel participating in the project have disclosed all affiliations with foreign governments and foreign government organisations, and memberships of foreign government talent programs. You will be required to report any material changes in the nature of the activity or key personnel involved, including affiliations/links with foreign governments.

You should undertake appropriate due diligence, proportionate to the risk and subject to available information, of your global partner(s) and their personnel participating in the project. This should take account of the potential ethical, security, legal and reputational risks, and where necessary, you should be prepared to demonstrate how you will manage and mitigate any identified risks.

To assist with managing security risks, you are strongly encouraged to review the department's [Guide to undertaking international collaboration](#)⁸, [Australian Government Information Security Manual](#)⁹ as well as the [Guidelines to counter foreign interference in the Australian university sector](#)¹⁰ developed by the University Foreign Interference Taskforce (UFIT). Although focused on the university sector, many objectives and best practice considerations in the UFIT guidelines are applicable to other research institutions and businesses that may be Australian partners in projects funded by this program.

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial and in-kind contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

⁷ <http://www.defence.gov.au/ExportControls/Legislation.asp>.

⁸ <https://www.industry.gov.au/strategies-for-the-future/increasing-international-collaboration/a-guide-to-undertaking-international-collaboration>

⁹ <https://www.cyber.gov.au/sites/default/files/2020-11/Australian%20Government%20Information%20Security%20Manual%20%28November%202020%29.pdf>

¹⁰ <https://www.education.gov.au/ufit>

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities¹¹.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation, personnel or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due. Where security issues are identified, they should be reported to the department as soon as possible.

You must also inform us of any changes to:

- your name
- your addresses
- your nominated contact details
- your bank account details
- any key personnel involved, including:
 - affiliations/links with foreign governments or talent programs
 - ownership of any parties involved in the project

¹¹ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- any new foreign funding contributing to the project.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project
- changing project activities
- changes in the lead organisation
- changes to dealing with project IP
- changes to personnel.

The program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

13. 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.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

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

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)¹² of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [Conflict of Interest policy](#)¹³ on the department's website.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

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

¹² <https://www.legislation.gov.au/Details/C2019C00057>

¹³ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- for research
- for promoting research integrity and security
- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.
- to relevant Commonwealth agencies in the course of their normal functions.

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.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

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

You may read our [Privacy Policy](#)¹⁴ 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.

13.2.4. Freedom of information

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

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. 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
AusIndustry – Support for Business
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)¹⁵ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.

¹⁴ <https://www.industry.gov.au/data-and-publications/privacy-policy>

¹⁵ <http://www.ombudsman.gov.au/>

Term	Definition
AusIndustry	The division of the same name within the department.
Australian Industry Entity	<p>An Australian legal entity that:</p> <ul style="list-style-type: none"> ▪ has an Australian Business Number (ABN) ▪ derives the majority of its revenue from non-government sources, and ▪ is capable of deploying research outputs in a commercial context. <p>This does not include organisations that are:</p> <ul style="list-style-type: none"> ▪ research organisations; or ▪ entities whose primary function is administrative or to provide support services to the project.
Australian Partners	Australian industry entities and research organisations which are participants in a project.
Australian Research Organisation	<p>An Australian legal entity undertaking research, including:</p> <ul style="list-style-type: none"> ▪ all higher education providers listed at Table A and Table B of the Higher Education Support Act 2003 (Cth)¹⁶ ▪ Cooperative Research Centres ▪ Medical research institutes ▪ research service providers for the purposes of the Research and Development Tax Incentive legislation ▪ State and Territory Government departments or agencies which undertake publicly funded research, and ▪ corporate Commonwealth entities where the entity's research activities form a sufficiently significant proportion of the entity's overall activities.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.

¹⁶ <https://www.legislation.gov.au/Details/C2017C00311>

Term	Definition
Eligible expenditure guidance	The guidance that is provided at Appendix A.
Global Partners	The foreign entities which are participants in a project for which an application for grant funding is made.
Global economies	Countries and economies outside Australia.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the Commonwealth Grants Rules and Guidelines.
Grantee	The recipient of grant funding under a grant agreement.
Growth Centre	A not-for-profit company limited by guarantee responsible for delivering the Industry Growth Centres Initiative ¹⁷ .
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.
Indirect Support Costs of Research	The costs that do not directly support an individual research activity including institutional overheads and administrative charges, infrastructure and facilities such as physical space and all the services associated with it, furniture and consumables that are not specific to the research activity.
Lead Organisation	The industry entity or research organisation in a collaboration responsible for managing the project on behalf of the collaboration.
Minister	The Commonwealth Minister for Industry, Science and Technology
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Partner	The Australian partners and global partners of the project engaged in eligible activities and/or providing support (including essential cash or in-kind contributions) that are integral to the success of a project and are specifically listed in an application.

¹⁷ <http://www.business.gov.au/advice-and-support/IndustryGrowthCentres/Pages/default.aspx>

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"> 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.
Program Delegate	An AusIndustry Manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the Higher Education Support Act 2003 (Cth) ¹⁸ and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research.
Security	Measures taken to protect something, including governance, physical, information and personnel arrangements (e.g. vetting, access and planning). These may sometimes extend to protecting something of national security interest and/or that are key to our global competitiveness in cutting-edge industries, such as advanced, critical or dual-use technologies.
Small and Medium Enterprise (SME)	Businesses with less than 200 employees.

¹⁸ <https://www.legislation.gov.au/Details/C2017C00311>

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required. The Program Delegate may impose limitations or exclude, or further include some eligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to the grantee.

To be eligible, expenditure must:

- be incurred by you (or Australian partner) within the project period and for approved eligible activities
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

Eligible expenditure can include:

- salaries for researchers and support staff, fellowships and student stipends, and direct salary and on-costs for Australian personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)
- contractor costs
- costs of acquiring intellectual property and technology
- staff training that directly supports the achievement of project outcomes
- international and domestic travel and associated costs
- financial auditing of project expenditure
- workshops in support of the activities, knowledge transfer and capability development
- cost of materials consumed in testing a process or prototype, including costs incurred in validation, establishing efficacy, demonstration of capability, scale-up, and development of evidence of the stability or reproducibility of processes.

Other specific expenditures may be eligible as determined by the Program Delegate.

A.1 How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

You will need to detail and cost all in-kind contributions. In-kind contributions must be able to be assigned a monetary value and be auditable. In-kind costs must be directly related to costs of delivering the activities of the project. They can include salaries of staff for the time they are involved and other costs incurred for the duration of these activities.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you will be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project including:

- salaries for Australian personnel directly employed on project activities and residing in Australia, including:
 - researchers
 - support staff
 - student stipends.
- postdoctoral salaries and postgraduate stipends that are consistent with stipend rates for Discovery set by the [Australian Research Council](#).¹⁹

We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions. We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10% of the total amount of eligible labour expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

A.3 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

¹⁹ <https://www.education.gov.au/research-training-program>

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

A.4 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.5 Travel and overseas expenditure

Eligible travel and overseas expenditure may include:

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia

- overseas travel limited to the reasonable cost of accommodation and transportation required in cases where the overseas travel is material to the conduct of the project in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy airfare costs at the time of travel.

We will consider value for money when determining whether the cost of overseas expenditure is eligible. This may depend on:

- the proportion of total grant funding that you will spend on overseas expenditure
- the proportion of the service providers total fee that will be spent on overseas expenditure
- how the overseas expenditure is likely to aid the project in meeting the program objectives.

Overseas travel must be at an economy rate and you must demonstrate you cannot access the service, or an equivalent service in Australia.

A.5.1 Overseas expenditure limits

Where grant funds are to be spent overseas, consistent with the grant agreement, such expenditure must significantly improve the competitiveness, productivity and sustainability of Australian industries, especially in line with government priorities. Grant funds cannot be spent overseas for the indirect support costs of research.

Eligible activities under the program may be conducted in Australia or overseas and may be conducted by the applicant's or Australian partners' staff, contractors or subcontractors. Eligible overseas activity expenditure is not capped but will be reviewed as part of the assessment process. In deciding whether to approve a project with large amounts of overseas expenditure the Program Delegate will consider matters such as:

- the appropriateness of carrying out activities overseas rather than in Australia
- cost implications
- the benefits associated with conducting the activity overseas in helping the project meet the program objectives
- the benefits for the applicant or Australian partners from the activity occurring overseas.

A.5.2 Travel expenditure

International travel and associated costs to global partner economies and living allowance for periods of time in those economies by Australian personnel directly involved in project activities, as well as domestic travel between Australian project locations, are considered eligible expenditure, as noted above in this section. This includes postgraduate students who are travelling for the purposes of the eligible activities. Travel and living allowance expenses must not exceed 20% of the grant funds awarded. Eligible costs are:

- travel costs for international economy class return airfares and domestic economy class transportation while overseas or within Australia
- living allowance including accommodation and meals, during periods of time overseas or within Australia
- visa and insurance costs associated with travel to global partner economies.

Expenditure is limited to the reasonable cost of accommodation and transportation required to conduct project activities overseas.

Specific travel costs not identified in the application are not eligible unless the Program Delegate approves a request from the applicant prior to the travel taking place.

Travel restrictions imposed by governments in response to the COVID-19 pandemic, as well as staff policies of individual institutions and businesses, may preclude international and/or domestic travel during part of your project. Please consider carefully to what extent travel is likely to be feasible during the proposed timeframe of your project.

A.6 Direct support costs of activities including

- materials and supplies necessary to undertake the project
- equipment and facilities necessary and to be used exclusively for the project
- costs of prototyping and commercialisation translational activities.

A.7 Other eligible expenditure

Other eligible expenditures for the project may include:

- staff training that directly supports the achievement of project outcomes
- financial auditing of project expenditure

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- costs incurred prior to signing a grant agreement with the Commonwealth
- indirect support costs of research, not listed in eligible expenses
- activities, equipment or supplies that are already being supported through other sources
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- financing costs, including interest
- debt financing
- insurance costs (the participants/partners must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- costs associated with the internal preparation of finance and audit statements, with the exception of end of project audit costs
- travel or overseas costs that exceed 20% of grant funds awarded except where otherwise approved by the Program Delegate.
- staff recruitment and relocation costs
- institutional overheads and administrative charges
- fees for international students, or the Higher Education Contribution Scheme (HECS) and Higher Education Loan Program (HELP) liabilities for students
- salaries for non-Australian personnel, including consultants
- non-project-related staff training and development costs
- payment to Australian partner for the indirect support costs of research and staff employed by the partner
- reimbursement to Australian partners for the costs associated with existing staff or other resources committed by the partners to the project as in-kind contributions under the grant agreement

- costs associated with activities undertaken by the global partners, for example, travel to Australia, living costs in Australia, research undertaken solely by global partners' researchers etc.
- costs associated with market research for products or research carried out by surveys to assess the size of the market and the price of a particular service or product
- costs associated with marketing projects, i.e. activities aimed at creating demand for goods and services of consumers, businesses and government
- costs of Australia's membership of international science and technology projects
- subscription costs for access by Australian personnel to major international research facilities

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.